

For: State and County Offices

COR Travel Associated With National Office-Directed Target Reviews

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

A task force was established in 2012 to thoroughly evaluate CORP. The task force found that although the States were given the flexibility to adequately distribute the limited travel funds, there was a notable lack of uniformity within CORP nationwide. It was also found that with the reduced number of COR's nationwide, more COR's were being required to conduct National Office-directed reviews outside their normal travel areas.

One of the recommendations made by the task force was to establish a national travel allocation that would be used solely for COR travel associated with National Office-directed target reviews, including Improper Payment Information Act of 2002 (IPIA) reviews.

This recommendation was accepted by the FSA Administrator.

ORAS was given an FY 2014 allotment specifically for National Office-directed reviews and other purposes determined by ORAS, such as, but not limited to, ORAS directed CORP training for newly hired COR's.

B Purpose

This notice provides an overview of the policy for handling COR travel for National Office-directed assignments, including but not limited to:

- National Office-directed target reviews
- IPIA reviews
- National Office-directed CORP training.

Note: COR travel associated with State Office-directed assignments will be paid from State allocated funds.

Disposal Date	Distribution
December 1, 2014	State Offices; State Offices relay to County Offices, CORP Coordinators, and COR's

Notice COR-123

2 Policy Overview

A Accounting Codes

The following accounting codes will be used for FY 2014 COR travel authorized according to this notice:

- “**484ORASCORREVV**” for local travel processed through the Travel System (TRVL)
- “**14-ORAS-COR-REVIEW**” for TDY travel processed through GovTrip.

Note: All COR GovTrip accounts have been updated with this new code.

B Organizational Structure

COR’s will remain in their current organizational structure for all travel purposes. The policies and procedures for processing COR travel authorizations and claims for reimbursement will be unchanged, including who is authorized to sign and approve authorizations and vouchers.

C Authorization to Use Accounting Codes

Using the accounting codes provided in this notice will be authorized by ORAS through either a:

- COR notice
- written authorization addressed to the applicable SED or designated CORP coordinator.

Note: The authorization will specify type and extent of travel is being authorized.

D COR Allocations

ORAS will provide each COR with an initial allocation for each FY. COR shall be responsible for **not** exceeding their allocation. If an increase is needed, COR shall contact ORAS.

ORAS and COR’s will be responsible for monitoring ORAS travel funds to ensure allotted funds are **not** exceeded.

Note: State Offices are **not** responsible for ensuring that COR’s do not exceed their allotted funds.

The initial allocation for each COR for FY 2014 will be \$3,000.

Notice COR-123

3 Action

A State Office Action

The COR travel coordinator will create a TRVL Type L travel authorization using the accounting code “484ORASCORREVW” for May 1 through September 30, 2014.

B COR Action

To facilitate funds control, each COR shall report monthly to ORAS the amount of travel funds used. COR’s shall report the amount of travel funds vouchered no later the 5th of the month following the month vouchered.

Reports shall be e-mailed to **all** of the following:

- **philip.sharp@wdc.usda.gov**
- **iris.evans@wdc.usda.gov**
- **jonna.miller@wdc.usda.gov.**