

**For:** State Offices, Except AK and HI

**COR Conference 2001**

**Approved by:** Acting Administrator



**1 Overview**

**A**

**Background**

The Federal Managers Financial Integrity Act of 1982 (the Act) requires the performance of detailed program, administrative, and financial management systems reviews to ensure the adequacy of internal controls and the reporting of material weaknesses or nonconformance. CORP was implemented to address the requirements of the Act and uses COR's to conduct these types of reviews.

The last COR conference was held in May 1998. Of the current 76 COR positions, 33 percent have been filled since the last conference. State Office personnel responsible for CORP have not received any national CORP training since 1990.

With the higher demand on all FSA employees, it is becoming more important to be prudent with our resources. With this in mind, FSA is in the process of expanding COR's role in the planning and corrective action phase of CORP reviews. In the planning phase, COR's will be required to take a more active role in the development and implementation of the annual CORP review plan, including being responsible for scheduling reviews and notifying affected personnel. In the corrective action phase, CORP reports will now include the COR's recommendations on what corrective action is needed to correct the report findings. These recommendations will lay the foundation to the corrective action plan submitted to the State Office for approval.

**B**

**Purpose**

This notice provides:

- dates and time of the training conference
- information on hotel accommodations
- authorization for travel
- other pertinent information about the training.

<b>Disposal Date</b>  August 1, 2001	<b>Distribution</b>  State Offices; State Offices relay to COR's
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## Notice COR-95

### 2 State Office CORP Coordinator

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#### A

#### Designation of Coordinator

SED shall designate a State Office employee as the CORP coordinator. This employee shall be considered the State Office contact for all issues relating to CORP. This includes, but is not limited to, the responsibility of making assignments, status of corrective action plans and FSA-154's, and correspondence related to COR reviews. COR shall not be designated as the CORP coordinator.

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#### B

#### ORAS Notification

SED shall FAX the name of the State Office CORP coordinator to ORAS no later than Friday, April 6, 2001. ORAS's FAX number is 202-690-3354.

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### 3 Conference Attendees

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#### A

#### COR's

It is mandatory for all COR's to attend the conference. This includes the program specialist in Puerto Rico that is responsible for conducting CORP reviews. Any COR not able to attend shall immediately notify ORAS of the reason.

**Note:** COR's that do not attend this conference will be required to receive this training at a later time, as determined by ORAS.

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#### B

#### CORP Coordinators

Each State Office CORP coordinator is authorized to attend the first day of the conference. The rest of the conference is limited to only COR participation.

**Note:** State Office representatives from Alaska, Hawaii, Puerto Rico, or the Virgin Islands are not authorized to attend.

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## Notice COR-95

### 4 Registration and Training Schedule

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#### A

#### Training Dates

Registration for the training session will be on Sunday, April 22, 2001, from 5 p.m. to 7 p.m.

The training session will:

- begin on Monday, April 23, 2001, at 8 a.m.
- end on Thursday, April 26, 2001, at 5 p.m.

**Note:** State Office CORP coordinators shall attend only the April 23 session which is scheduled to end at 5 p.m.

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#### B

#### Topics To Be Covered

The topics to be covered are:

- general CORP policies and procedures
  - new procedures for developing and implementing annual COR plans
  - incorporating recommendations into CORP reports
  - how to write better reports.
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### 5 Hotel and Travel Authorization Information

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#### A

#### Hotel Information

Participants shall make reservations directly with the San Antonio Marriott Riverwalk located at 711 East Riverwalk, San Antonio, Texas, by April 6, 2001. All participants shall guarantee hotel reservations, by credit card, by calling the San Antonio Marriott Riverwalk at 210-224-4555.

**Note:** When making reservations, participants shall identify themselves as part of the "USDA/National County Operations Review Program Training".

The room rate will be \$91, plus tax.

**Note:** All guest rooms must be guaranteed by Friday, April 6, 2001.

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**Notice COR-95**

**5 Hotel and Travel Authorization Information (Continued)**

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**B  
Travel  
Authorization**

Each participant must have an approved AD-202 before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for San Antonio, Texas, is \$133 a day (\$91, excluding tax, for lodging and \$42 for meals and incidental expenses).

State Office federal employees shall use Washington-controlled travel funds. Use the following accounting code structure:

"1843XX84030000", replace "3XX84" with the appropriate State Office organization code.

**Notes:** See 98-FI, Exhibit 11, for Federal Washington-controlled State organization codes.

The accounting code reflects the new FY01 Accounting Classification Code Structure (ACCS) format. If there are questions about this new ACCS format, contact Karen Bretthauer, FMD at 703-305-1304.

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

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**C  
Airport  
Transportation**

Transportation to and from the hotel can be arranged by SATRANS shuttle at 210-281-9900. The cost of this shuttle is \$14 round trip. Taxi service is approximately \$14 to \$16 one way.

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**6 Action**

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**A  
SED Action**

SED shall take the following action:

- by COB Friday, April 6, 2001, each SED shall FAX the name of the CORP coordinator to ORAS at 202-690-3354
- not approve any participant to schedule a return flight within 2 hours of the scheduled dismissal.

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## Notice COR-95

### 6 Action (Continued)

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#### **B Training Participants**

Participants shall:

- by Friday, April 6, 2001, make hotel registrations directly with the San Antonio Marriott Riverwalk according to subparagraph 5 A

**Notes:** CORP coordinators are authorized lodging for April 22 and 23.

COR's are authorized lodging for April 22 through April 26.

- **not** schedule return flights within 2 hours of the scheduled dismissal.

Participants with disabilities who require accommodations to attend or participate in this training shall contact the hotel or airlines directly.

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#### **C Documenting Training**

Participants or State Training Officer shall document this training by using the Combined Administrative Management System (CAMS). The CAMS course number is 020017 and session number is 0001.

Direct questions about processing in CAMS to 1 of the following:

- State Training Officer
  - Joe Hoffman or Tom Montgomery, HRD, Training and Development Branch at 202-418-9041.
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#### **D Additional Action for COR's**

In addition to the actions in subparagraph B, each COR shall:

- bring their laptop PC and power pack

**Note:** Printers are not required.

- notify ORAS if they cannot attend the training.
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#### **E Additional Information or Assistance**

Contact Philip Sharp, ORAS at 202-720-9831 if:

- additional information is needed about this training
  - accommodations are required to attend or participate in this training that are not related to travel or lodging.
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