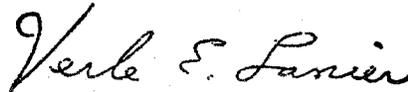


For: State Offices

2003 County Operations Reviewer (COR) Conference

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

1-COR provides procedures for carrying out the County Operations Review Program (CORP) on a national basis. Uniformity in applying procedures is essential for an effective CORP. The Operations Review and Analysis Staff (ORAS) has determined from CORP documentation submitted to the National Office, that an opportunity exists to improve the overall level of uniformity. To that end, a training conference has been scheduled to help COR's:

- use correct methods for identifying records
- write the following clearly and concisely:
 - findings
 - recommendations
 - transmittal memorandums
- prepare reports uniformly, including recommendations.

The conference will include training in conflict management and interviewing techniques. This portion of the conference will be provided by a private company.

<p>Disposal Date</p> <p>October 1, 2003</p>	<p>Distribution</p> <p>State Offices; State Offices relay to CORP Coordinators and COR's</p>
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Notice COR-99

1 Overview (Continued)

B Purpose

This notice provides:

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

C Conference Attendees

It is expected that all COR's attend the conference. Any COR not able to attend shall immediately notify ORAS of the reason.

2 Registration and Training Schedule

A Training Dates

Registration will be on Monday, June 2, 2003, from 5 p.m. to 7 p.m.

The training session will:

- begin Tuesday, June 3, 2003, at 8 a.m.
- end Friday, June 6, 2003, at 12:00 noon.

B Topics To Be Covered

The topics to be covered are the following:

- general CORP policies and procedures
- how to write better reports
- conflict management and interviewing techniques.

Notice COR-99

3 Hotel and Travel Authorization Information

A Hotel Information

Participants shall make reservations directly with the following hotel:

Hyatt Regency Phoenix
122 North Second Street
Phoenix, AZ 85004.

Telephone: 800-233-1234 (7 days a week)
602-252-1234 (Monday through Friday - ask for "Reservations")

Notes: When making reservations, participants shall identify themselves as part of the "USDA COR Training".

COR's are authorized lodging for June 2 through 5, 2003.

The room rate:

- will be \$59 plus tax for a single room each night
- must be guaranteed for late arrival by using a credit card.

Note: Check-in time is 3 p.m. and check-out time is 12:00 noon.

Important: Participants shall make reservations by **Friday, May 16, 2003**.

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 Phoenix, Arizona, is \$105 a day (\$59 excluding tax for lodging and \$46 for M&IE).

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

For "3843XX84030000", replace "3XX84" with the appropriate State Office organization code.

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

If there are questions about the accounting code, contact Arthur Holmes, FMD, at 703-305-1240.

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

Notice COR-99

3 Hotel and Travel Authorization Information (Continued)

C Airport Transportation

Transportation to and from the airport can be arranged through a shuttle service.

Upon baggage collection at the airport, contact the shuttle service by dialing “25” at a Hyatt Regency courtesy telephone located near the baggage claim. The shuttle representative will provide directions to the nearest shuttle. The cost of a one-way trip from the airport to the hotel is \$8 per person.

Departure from the hotel to the airport by the shuttle service can be arranged through the doorman at the hotel. The shuttle departs every half hour from 6 a.m. to 2 p.m. The cost of a one-way trip from the hotel to the airport is \$8 per person. No advance reservation is needed.

For departures from 2:01 p.m. through 5:59 a.m., a shuttle can be arranged through the doorman. No advance reservation is needed; however, a one-way trip is \$17 per shuttle regardless of the number of people riding in the shuttle.

For additional information or clarification about the shuttle service, contact the “Arrive” company at 1-888-604-6552.

4 Action

A SED Action

SED shall not approve any participant to schedule a return flight within 2 hours of the scheduled dismissal.

B Training Participants

Participants shall:

- complete actions in paragraph 3
- **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.

Notice COR-99

4 Action (Continued)

C Documenting Training

Participants or State Training Officer shall document this training by using the Combined Administrative Management System (ICAMS). For the:

- ORAS-conducted portion of the training, the ICAMS course number is 020106 and the session number is 0001
- private company-conducted portion of the training entitled “Communication Skills”, the ICAMS course number is 020108 and the session number is 0001.

Direct questions about processing in ICAMS to either of the following:

- State Training Officer
- Joe Hoffman at 202-418-9048 or Bessy Plaza at 202-418-9050.

Note: Both are HRD, Training and Development Branch representatives.

D 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.