

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502**

May 19, 2009

TO: All Employees
North Dakota Rural Development

/s/ Donald L. Warren

FROM: DONALD L. WARREN
Acting State Director

SUBJECT: Training and Conference Requests

PURPOSE/INTENDED OUTCOME:

This Administrative Notice establishes the process for employees to follow when requesting to attend training or a conference. Included are the requirements for those attending training sessions, and some conferences, to deliver the knowledge gained from the conferences and training to their peers.

COMPARISON WITH PREVIOUS AN:

No previous Administrative Notices issued on this subject.

IMPLEMENTATION/RESPONSIBILITIES:

Training is the responsibility of all employees in Rural Development. Everyone has knowledge about the program areas or administrative functions they can share with peers and the career development of new employees. Supervisors have the additional responsibility to ensure that information is shared on a timely basis.

There are two key issues that will be addressed in this AN. One issue is the proper forms and timeframes to follow when submitting requests to attend a training or conference. Another important item is the distribution of information provided to the employees.

EXPIRATION DATE: May 31, 2010

FILING INSTRUCTIONS:
Following RD Instruction 2057-A

Supervisors are to submit a thorough justification describing how training fits the employee's career development and how it supports the requirements of the strategic plan along with the specific goals.

Submit all requests and appropriate attachments to the Training Coordinator no later than 30 working days prior to the registration cutoff date or date the event is scheduled to start if no registration is required to allow sufficient time for the appropriate approvals and processing. In cases where there is a discount on the fee for registering early, requests should be submitted 30 working days prior to that date.

Absolutely no registration is allowed without approval and commitment of funds prior to registration or the employee and supervisor will respond to ratification.

External Training

The AgLearn SF-182 is used to request training provided by an external source. An external source is any organization or group outside USDA.

To request external training, log on to AgLearn. Select SF 182 Requests under the Learning tab. Complete the form online. The electronic form goes through three approval steps: Supervisor, Training Coordinator and State Director. The request may be approved or denied at any of the three steps. You will receive an email notification at each step in the process. The event announcement and supervisor's justification should be forwarded to the Training Coordinator.

Conferences and Internal Training

Form RD-ND 2057-3, Training or Conference Request, is used to request approval to attend either a conference or internal training. This form combined the information on the RD-ND 2057-1, Training Request, and the Conference Request form which are now obsolete. Additional information was added for budget and tracking purposes at the State Office.

Submit the completed 2057-3 and attachments to your supervisor for approval. After reviewing the request, the supervisor will submit the 2057-3 and all attachments to the Training Coordinator. Attachments should include the announcement or brochure, the completed registration form if required for the event, and Form 2036-3, Request for Travel Authorization or Amendment if applicable. Supervisors should attach justification describing how training fits the employee's career development and how it supports the requirements of the strategic plan along with the specific goals to the 2057-3 if it is not included in the purpose(s) block.

The employee and supervisor will receive a copy of the approval or denial. The "For State Office Use Only" section of the form will show the date the nomination or registration forms were submitted to the appropriate agency or organization.

Registration for the event will be completed by the State Office Budget Technician after final approval of the request.

Anyone attending training is required to provide the information to their fellow employees within one month. All members of the team will participate in the preparation and presentation of the training. It is recommended that the team determine the date training will be provided to other employees in the state prior to attending the event. Determining the date prior to attending the training should provide more options from which to choose. The state Training Coordinator is available to assist the team.

After completing training to appropriate employees in the state, a Training Certification needs to be completed and sent to the Training Coordinator. The certification is attached.

Attachment 1: Training Certification