Form FHA 021-4

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UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

</div>

TO:		**ISSUE NO: 309**
State Office	**STATE PROCEDURE**	
Area Office	**NOTICE**	**DATE: 03/16/2009**

<u>**RURAL DEVELOPMENT MANUAL CHANGE**</u>

The purpose of this Procedure Notice is to update obsolete terminology and procedures to the existing Pennsylvania Rural Development Training Policy, PA PN #303, issued 3/1/2007.

REMOVE: PA PN 303 dated 03/01/2007   **INSERT: PA PN 309 dated 03/16/2009**

2057.2 Pennsylvania Rural Development Training Policy

It is Pennsylvania Rural Development's (PA RD) policy that all PA RD employees will be given the opportunity to receive appropriate training to better enable them to effectively perform their assigned duties. Employees will be considered without discrimination for any non-merit reason such as race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

It is also the policy of PA RD to operate a training program whereby the agency supervisors are responsible and accountable for the training of their subordinate employees. The State Director provides us with a training budget at the beginning of each fiscal year to accomplish this task.

Our method of communicating training opportunities will be coordinated and effective. We must explore opportunities to leverage training events in an effort to maximize scarce training resources. This procedure outlines a systematic method for training development and delivery in Pennsylvania.

The following responsibilities are outlined for each employee:

- **State Director**
  - o Establishes training priorities for PA RD employees
  - o As a first priority, encourages employees to explore all avenues of training opportunities available through AgLearn, including both online courses, instructor-led training, as well as through the USDA Graduate School, prior to approving any requests for external training,
  - o Recommends approval/disapproval of requests for all subordinate employees
  - o Discusses annual Individual Development Plans with subordinate employees.

- **PA Training Coordinator – Human Resources Manager (HRM)**
  - o Develops strategy, policy and oversight in implementing training programs for all PA RD employees
  - o Ensures all training recommended supports the goals and objectives of the RD Strategic Plan
  - o Establishes consistent protocols for training development and delivery in Pennsylvania
  - o Reviews all training requests
  - o Evaluates PA RD training programs
  - o Recommends training priorities for PA RD employees to S/D
  - o Approves/disapproves PA RD training requests
  - o Assigns appropriate staff to prepare travel authorizations for training sessions/maintain accurate records

• **Administrative Program Director**
- o Ensures PA Training Coordinator (HRM) performs duties as assigned
- o Assigns appropriate staff to certify funds are available/manage fiscal budget
- o Assigns appropriate staff to work with Program Directors on contracting training and/or meeting rooms
- o Assigns appropriate staff to pay tuition for training courses and to enroll employees in training courses
- o Assigns appropriate staff to maintain contact with various training sources to keep current on the latest developments in training and career development
- o Recommends approval/disapproval of requests for all subordinate employees
- o Recommends training priorities for PA RD employees to the PA Training Coordinator
- o Discusses annual Individual Development Plans with subordinate employees

• **Program Directors**
- o Develop agendas for submission to PA Training Coordinator for approval of statewide/area wide program training
- o Distribute evaluations for completion after training sessions
- o Recommend approval/disapproval of requests for all subordinate employees
- o Recommend training priorities for PA RD employees to the PA Training Coordinator
- o Assist management in identifying training needs
- o Discuss annual Individual Development Plans with subordinate employees

• **Area Directors**
- o Recommend approval/disapproval of requests for all subordinate employees
- o Recommend training priorities for PA RD employees to the PA Training Coordinator
- o Assist management in identifying training needs
- o Discuss annual Individual Development Plans with subordinate employees

• **All PA RD Employees**
- o Complete and submit annual Individual Development Plan to supervisor
- o Request job-related training in accordance with this instruction
- o Satisfactorily complete all training courses and submit certifications of completed training when requested
- o Promptly notify supervisor when training cannot be completed
- o Accurately evaluate training programs

2057.11 <u>Authorizing Training/Types of Training</u>

A request for training will include the following, if applicable:

- SF-182 (Exhibit A-Automated or Manual) Process:
  - o For external training, log into AgLearn as a student. Under the Learning Tab, click on SF-182 Requests. Click "New Request". Complete the **<u>automated</u>** SF-182, and click on the "**<u>submit</u>**" button on the bottom right corner of the screen.
  - o For internal training (offered by AgLearn), log into AgLearn as a student. Under the Learning Tab, click on SF-182 Requests. Click on "New Request". Enter all information about the training course and print out the **<u>manual</u>** SF-182 **<u>without</u>** clicking the "submit" button. Print a hard copy for submission to the supervisor.
- Form RD 2036-3, "Request for Travel Authorization"
  SPECIAL NOTE: Form RD 2036-3, "Request for Travel Authorization", is available online at http://www.rurdev.usda.gov/regs/forms/2036-03.pdf
- Copy of the training announcement and/or supplemental information

<u>Incomplete requests for training will be returned to the employee and the supervisor.</u>

The following are types of training normally requested in Pennsylvania:

(a) **National Office (N/O) Mandatory Training - External**
    (1) N/O mandatory training is normally paid for by the N/O.
    (2) The supervisor (Area Director, Program Director or State Director) shall nominate the employee(s) who will attend on behalf of the State by submitting "Form 2036-3, Request for Travel Authorization", and a copy of the training announcement to the PA Training Coordinator. The employee will then initiate the AgLearn Automated SF-182 process. The PA Training Coordinator will ensure all proper forms, notifications, etc., are forwarded to N/O, the employee and the supervisor.
    (3) Once the employee completes the training, a copy of a certification (if provided by the trainer) must be forwarded to the PA Training Coordinator within two weeks of the last day of training.

(b) **National Office Non-Mandatory Training - External**
    (1) N/O non-mandatory training is conducted by the N/O and paid with State Funds.
    (2) The employee completes Form RD 2036-3, "Request for Travel Authorization", and attaches a copy of the training announcement. They will also complete the AgLearn Automated SF-182 process. The entire request is submitted to his/her supervisor (Area Director, Program Director or State Director) for recommendation. The supervisor submits only recommended training requests to the PA Training Coordinator. Denied requests are returned to the employee.

(3) The request is reviewed by the PA Training Coordinator; and, if approved, the appropriate commitments (registration, notification and payment of the course, etc.) are completed and the employee and supervisor are notified. If the request is denied, the employee and his/her supervisor (s) are notified.

(4) Once the employee completes the training, a copy of a certification (if provided by the trainer) must be forwarded to the PA Training Coordinator within two weeks of the last day of training.

(c) **State Office Mandatory Training - External**

(1) State Office mandatory training is normally for those positions that require warrants or licenses; for example, the Contract Specialist's warrant, the State Appraisers' license. Courses to maintain these warrants and licenses are paid from State Funds.

(2) The employee completes Form RD 2036-3, "Request for Travel Authorization", and attaches a copy of the training announcement. They will also complete the AgLearn Automated SF-182 process. The entire request is submitted to his/her supervisor (Area Director, Program Director or State Director) for recommendation. The supervisor submits only recommended training requests to the PA Training Coordinator.

(3) The request is reviewed by the PA Training Coordinator; and, if approved, the appropriate commitments (registration, notification and payment of the course, etc.) are completed and the employee and supervisor are notified. If the request is denied, the employee and his/her supervisor(s) are notified.

(4) Once the employee completes the training, a copy of the certification (if provided by the trainer) must be forwarded to the PA Training Coordinator within two weeks of the last day of training.

(d) **State Office Program Training –External**

(1) This training is normally to a group of employees in a specific program area (e.g., SFH or CP) conducted by the program's State Office staff. This is paid for from State Funds.

(2) The Program Director will assess training needs in his/her program area based upon information from other members of the State's Management Team (Program Directors, Area Directors, Management Control Officer, etc.) and develop an agenda that outlines when, where, how long, and who will conduct the training.

(3) The Program Director will submit the proposed agenda along with a list of titles of employees who would benefit from the training to the PA Training Coordinator. The request must be submitted at least six weeks in advance of the scheduled session to allow sufficient time for employee notification, hotel contracts, preparation, etc.

(4) The PA Training Coordinator will review the agenda and may canvas Area Directors for their input on agenda topics, length of sessions, attendees, etc. Agenda items for specialized program training (Environmental, Civil Rights, Administrative issues, etc.) may be added to the original agenda, if time permits.

(5) The AgLearn Administrator will complete the SF-182 process for the selected employees, and the official notification informing field employees of the training session will be issued no later than four weeks from the date the training is set to begin.
(6) Evaluations (see example - Exhibit C) will be required for all State Office program training. Completed evaluations will be submitted to the PA Training Coordinator.

(e) **Individual Training - External**
  (1) This is training provided to one person on a particular subject. An example would be "Front Page 2000" for the Public Affairs Specialist.
  (2) Nominations for training must be authorized by the PA Training Coordinator before the nominee attends the training program. Therefore, the following sequence of events must occur prior to any employee attending training:
    i. Employee submits completed Form RD 2036-3, "Request for Travel Authorization", and any course outlines, brochures or the page from the USDA Graduate School book to their supervisor (Area Director, Program Director or State Director). They will also complete the AgLearn Automated SF-182 process. NOTE: Multiple attendees to this type of training need to complete separate requests.
    ii. Once the supervisor (Area Director, Program Director or State Director) recommends the training, he/she will forward the request to the PA Training Coordinator. Denied requests will be returned to the employee.
    iii. The request is reviewed by the PA Training Coordinator; and, if approved, the appropriate commitments (registration, notification and payment of the course, etc.) are completed and the employee and supervisor are notified. If the request is denied, the employee and his/her supervisor are notified.
    iv. Once the employee completes the training, a copy of the certification must be forwarded to the PA Training Coordinator within two weeks of the last day of training. **Under no circumstance shall any employee register to attend a training class prior to approval by the PA Training Coordinator.**

(f) **Mandatory National Office (N/O) AgLearn Training - Internal**
  (1) This is any training that N/O requires one or more employees to take in AgLearn. Examples of this type of training are the Sexual Harassment Course and the Computer Security Awareness Training.
  (2) There is no action required to request the training, it should be loaded onto the employees' AgLearn Learning Plan by N/O.
  (3) Once the employee completes the training, a copy of the certification may be forwarded to the PA Training Coordinator and the supervisor, if requested.

(g) **State Office Mandatory Training – Internal**
  (1) This is any training that S/O requires one or more employees to take in AgLearn. Examples of this type of training are the Business Writing Courses.

(2) For some courses, the employee(s) may be asked to add the course to their learning plan on their own. For some courses, the AgLearn Administrator will add to individual learning plans. This is determined on a case-by-case bases and the employee(s) is/are notified.

(3) Once the employee completes the training, a copy of the certification may be forwarded to the PA Training Coordinator and the supervisor, if requested.

(h) **All Free AgLearn Non-Mandatory Training – Interna**l

(1) This is any training provided by the AgLearn system that is not mandatory. Examples of this type of training are any courses that employees wish to take on their own with no fee.

(2) All employees will be required to complete an SF-182 (do this online in AgLearn <u>without</u> clicking the "submit" button). They will then print a hard copy and submit the request to their supervisor for approval. The supervisor submits only recommended training requests to the PA Training Coordinator. Denied requests are returned to the employee.

(3) Once the employee completes the training, a copy of the certification <u>must</u> be forwarded to the PA Training Coordinator and the supervisor.

(i) **All AgLearn Non- Mandatory Training with Cost - Internal**

(1) This is any training provided by the AgLearn system that is not mandatory. Examples of this type of training are any courses that employees wish to take on their own with a fee.

(2) All employees will be required to complete an SF-182 (do this online in AgLearn <u>without</u> clicking the "submit" button). They will then print a hard copy and submit the request to their supervisor for approval. The supervisor submits only recommended training requests to the PA Training Coordinator. Denied requests are returned to the employee.

(3) Once the employee completes the training, a copy of the certification must be forwarded to the PA Training Coordinator and the supervisor.

Sample of the SF-182 in AgLearn

* = Required Fields

[Submit]

Request, Authorization, Agreement & Certification of Training

A. Agency Code, agency sub element and submitting office number	B. Request Status / Record Action
AG074946	⦿ Add ○ Delete

A.1. Applicant's Name

First Five Letters of Last Name

Last Name	First Name	Middle Initial	HUNTE
Hunter	Megan	A	

A.4. Home Address

Street Address		A.5. Home Phone	* A.6. Position Level

City	State / Province	Postal Code	Country
			USA

Position Level:
- ○ a. Non-supervisory
- ○ b. Manager
- ○ c. Supervisory
- ○ d. Executive

A.7. Organization Mailing Address

Add1	RURAL DEV PA STATE OFFICE ADMIN, ONE CREDIT UN
Add2	

A.8. Office Phone: 717-237-2268

A.9. Work Email Address: Megan.Hunter@pa.usda.gov

City	State / Province	Postal Code
HARRISBURG	PA	17110-2996

A.10. Position Title	A.11. Does applicant need special accommodation?	If yes, please describe below
	○ Yes ⦿ No	

A.12. Type of Appointment	A.13. Education Level	* A.14. Pay Plan	* A.15. Series	* A.16. Grade	A.17. Step
01	13	GS	0201	07	

Sample of the SF-182 in AgLearn: Continued

B.1a. Name and Mailing Address of Training Vendor

* Name   -- Please Select One --   If Other, please specify [   ]

* Street Address	* City	* State / Province	* Postal Code	* Country

B.1b. Location of Training Site   ☐ If Same, mark box.

Street Address	City	State / Province	Postal Code	Country

	B.1c. Vendor Email Address	**B.1d. Vendor Telephone Number**

* B.2a. Course Title	B.2b. Course Number Code	* B.3. Training Start Date (Enter Date as yyyy-dd-mm)	* B.4. Training Complete Date (Enter Date as yyyy-dd-mm)

* B.5. Training Duty Hours	* B.6. Training Non-Duty Hours	* B.7. Training Purpose Type
		-- Please Select One --

* B.9. Training Sub Type Code	B.10. Training Delivery Type Code	* B.11. Training Designation Type Code	B.12. Training Credit	* B.13. Training Credit Type Code
-- Please Select One --	-- Please Select One --	-- Please Select One --	0	-- Please Select One --

* B.14. Training Accreditation Indicator	* B.15. Continued Service Agreement Required Indicator	B.16. Continued Service Agreement Required Expiration Date	B.17. Training Source Type Code:
○ Yes ● No	○ Yes ○ No ● N/A		-- Please Select One --

B.18. Training Objectives	B.19. Agency Use Only

C.1. Direct Cost and appropriation/fund chargeable

Item	* Amount	Appropriation Fund
a. Tuition	0.00	
b. Books or Materials	0.00	
c. Total	0	

C.2. Indirect Cost and appropriation/fund chargeable

Item	* Amount	Appropriation Fund
a. Travel	0.00	
b. Per Diem	0.00	
c. Total	0	

C.3. Total Training Non-Government Contribution Cost

0.00

C.4. Document / Purchase Order / Requisition No

C.5. 8-Digit Station Symbol

C.6. Billing Instructions

Submit

Evaluation - SFH Meeting – October 19-21, 2004
Employee (optional)_____

Rate each portion of the agenda 1-10 (10 is best) based on relevance to topic, strength of material, visual aids, length of presentation, etc.

Be sure to include each presenter and topic discussed.

eAuthentication – Facilitator Name

1   2   3   4   5   6   7   8   9   10

Comments

_____
_____
_____

Appraisal Training – Facilitator Name

1   2   3   4   5   6   7   8   9   10

Comments

_____
_____
_____

Overall Assessment of Facilities (meeting room/hotel, etc.)

1   2   3   4   5   6   7   8   9   10

Comments

_____
_____
_____

Additional Comments

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