

Form FHA 021-4

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA**

TO:

ISSUE NO. 325

**State Office
(Admin Staff Only)**

STATE PROCEDURE NOTICE

DATE: May 18, 2011

RURAL DEVELOPMENT MANUAL CHANGES

RD Instruction 2057 - A - Rural Development Employee Training and Development Program.

This PN is issued to supplement RD Instruction 2057-A, Section 2057.16, Procedure for requesting training, Page 13.

When Pennsylvania Rural Development group training is requested, the attached exhibit should be utilized by the Training Coordinator to obtain required information, which should then be forwarded to the Contracting Officer.

INSERT: PA PN 325 (2057-A), Dated May 18, 2011, Page 1 and Exhibit 1, Pages 1-3.

§2057.16 Procedure for requesting training.

(a) All training requests that entail a direct cost must be approved by the immediate supervisor and authorized by those individuals outlined in §2057.5. This procedure is required for both individual training and group training requests. Use the AgLearn Catalog procedure for registration for online courses.

When Pennsylvania Rural Development group training is requested, the attached exhibit should be utilized by the Training Coordinator to obtain required information, which should then be forwarded to the Contracting Officer.

Pennsylvania Rural Development TRAINING ARRANGEMENTS

Instructions: Once a training request is received, the Training Coordinator will complete, with the concurrence of the requestor, all information requested below. After this is completed, submit a copy to the Contract Officer with the AD-700.

1. Training Session Title: enter title

2. Dates of the Training:

Begin: enter date Time: enter time
 End: enter date Time: enter time
 Check-in date: enter date Check-out date: enter date

3. Preferred City/Hotel:

First Preference: enter name Second Preference: enter name

4. Number of attendees attending the training: enter quantity

- a. Of the above number, how many will require overnight accommodation: enter quantity
- b. Block of rooms to be called: enter name

5. Meeting room needs:

- a. General Session room set-up (*select one, see sample diagrams on last page*): enter diagram type
- b. How many at each table? enter number
- c. Breakout room set-up (*select one, see sample diagrams on last page*): enter diagram type
- d. Can the General Session room be used as a breakout room (*yes/no*): enter here
- e. Dates meeting room(s) needed: enter dates
- f. Meeting Times: **Morning:** enter time **Afternoon:** enter time
- g. Number of breakout rooms (*fill-in chart below with quantity*):

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Number of rooms							
Number of attendees							

h. Additional comments/instructions/requests:

6. Food Requirements: (Select all that apply)

Continental Breakfast Mid Morning Refresh Working Lunch PM Break w/Snacks Working Dinner

- a. Break Times: **Morning:** enter time **Afternoon:** enter time **Other:** enter type and time
- b. Additional comments/instructions/requests: (*Such as number and dates of food choices, preference where refreshments are set-up, food preferences, etc.*)

Pennsylvania Rural Development TRAINING ARRANGEMENTS

7. Audiovisual and classroom needs (please indicate preference):

Enter Quantity Needed by Day													
Item		Mon	Tue	Wed	Thu	Fri	Item		Mon	Tue	Wed	Thu	Fri
a.	Laptop						h.	Podium					
b.	LCD Projector							Table top podium					
c.	Screen							Standing Podium					
d.	Internet/WiFi						i.	Microphone at podium					
e.	Speaker Phone							Gooseneck					
f.	Head table							Lavaliere					
	How many people						j.	Registration Table					
	Riser for Head table							(outside meeting room)					
g.	Flipchart(s) Markers						k.	Other (specify)					

8. Completed AD-700 with required approval signatures:

- Ensure Directors and related Subject Matter Experts concur.

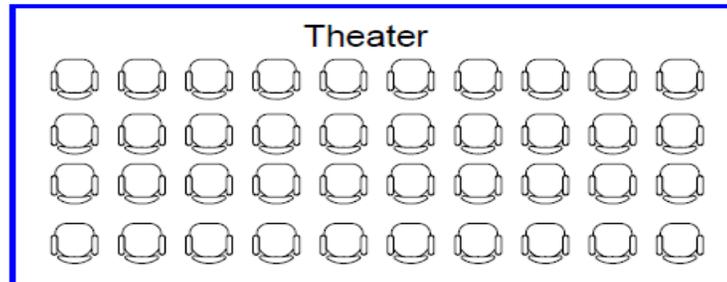
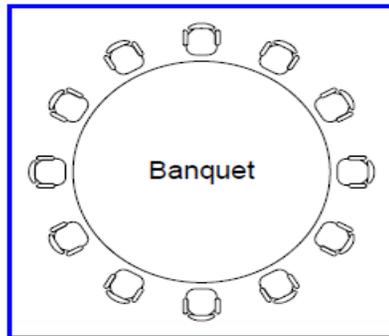
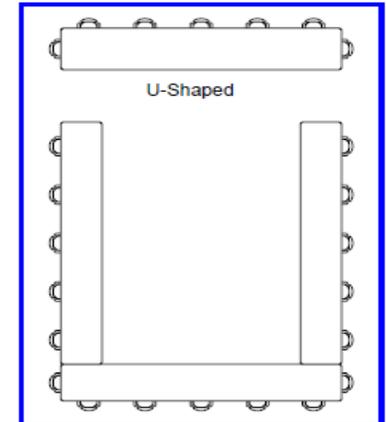
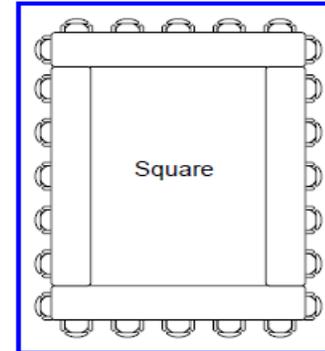
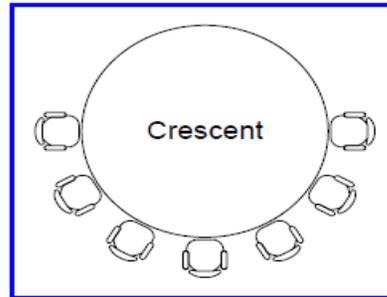
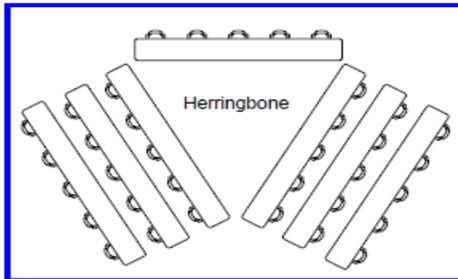
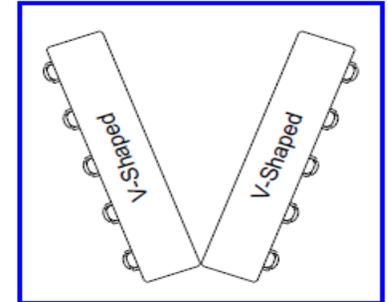
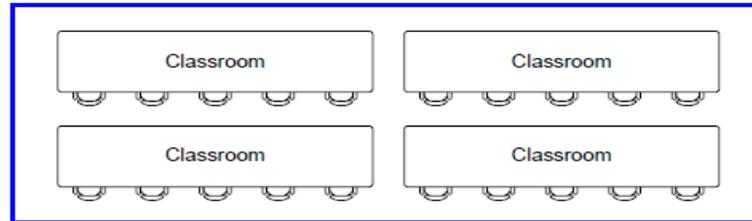
9. Outside Trainers Requested: enter yes/no

- a. How many? enter number
- b. Any suggested trainer?
- c. Separate AD-700 completed for outside trainer request? enter yes/no
- e. Additional comments/instructions/requests: (Such as subject/type of trainer, dollar amount to spend, etc.)

10. Evaluations: enter quantity and any specific requests

12. Additional Comments/Information/Requests: (Such as shipping materials to hotel, on-site storage of materials, nominations prior to meeting, name tags/table tents, etc.)

Pennsylvania Rural Development TRAINING ARRANGEMENTS



These are examples of room setups for use in blocks 5a and 5b.