

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

Form RD 2006-3
(Rev. 11-99)

Used to secure National Office approval for State issuances.

INSTRUCTION AND FORM JUSTIFICATION

TO: (Division or Staff Director)

FROM: (Recommending Official) TITLE STATE

SUBJECT:

ITEM DATE

THIS ITEM IS SUBMITTED FOR: POST APPROVAL PRIOR APPROVAL

SUPPLEMENTS DATED

SUPERSEDES DATED

FOR ISSUANCES INVOLVING LEGAL ISSUES, ATTACH A COPY OF THE MEMORANDUM FROM THE OFFICE OF THE GENERAL COUNSEL CONTAINING APPROVAL OR RECOMMENDATIONS.

ANSWER EACH OF THE FOLLOWING ITEMS BY NUMBER AS IT APPLIES TO THIS ISSUANCE (Attach Rider if necessary)

- A. **EXPLANATION OF INSTRUCTION**
 - 1. EXPLAIN NECESSITY FOR AND PURPOSE OF ISSUANCE (State fully)
 - 2. TRAINING REQUIREMENTS
- B. **EXPLANATION OF FORM**
 - 1. FROM WHAT PERSONS, DOCUMENTS, OR OTHER SOURCES WILL THE INFORMATION BE OBTAINED?
 - 2. WHO PREPARES THIS FORM AND TO WHOM ARE ORIGINAL AND COPIES ROUTED?
 - 3. HOW WILL THE INFORMATION IN THE FORM BE USED?
 - 4. HOW WILL EMPLOYEES BE INSTRUCTED TO USE THE FORM?

FOR FORMS ONLY: QUANTITY REPRODUCED _____ ANNUAL USAGE RATE _____

(SEE REVERSE)

THE PROPOSED ISSUANCE CONFORMS WITH APPROVED AGENCY POLICIES AND PROCEDURE. ITS USE IS ESSENTIAL TO APPROVED PROGRAM OBJECTIVES AND ADMINISTRATIVE REQUIREMENTS. APPROVAL IS RECOMMENDED.

SIGNED TITLE DATE

RD 2006-3 (Rev. 11-99)

- PROCEDURE FOR PREPARATION : RD Instruction 2006-B.
- PREPARED BY : State issuance coordinator.
- NUMBER OF COPIES : Original and one.
- SIGNATURE REQUIRED : State Director; appropriate National Office official(s).
- DISTRIBUTION OF COPIES : Original to the National Office official primarily responsible for the subject matter covered by the issuance (insert this official's title in the To line at the top of the form); copy retained in State Office.

FORM RD 2006-3

(FOR USE IN NATIONAL OFFICE)

PLEASE REVIEW ATTACHED STATE ISSUANCE FOR POST/PRIOR APPROVAL AND INDICATE APPROVAL OR DISAPPROVAL. SEE REVERSE OF FORM FOR JUSTIFICATION. INDICATE CONDITIONS OR REASONS FOR DISAPPROVAL IN SPACE BELOW OR IN SEPARATE MEMORANDUM.

FOR A **POST** APPROVAL: NOTIFY THE STATE DIRECTOR ONLY IF **NOT APPROVED** OR IF CHANGES ARE RECOMMENDED. SEND THIS FORM AND ATTACHED MATERIAL TO THE NATIONAL OFFICE RECORDS UNIT.

FOR A **PRIOR** APPROVAL: NOTIFY THE STATE DIRECTOR OF APPROVAL OR DISAPPROVAL AND ANY RECOMMENDED CHANGES. SEND THIS FORM AND ATTACHED MATERIALS TO THE NATIONAL OFFICE RECORDS UNIT.

<input type="checkbox"/> APPROVED	SIGNATURE	DATE
<input type="checkbox"/> DISAPPROVED		

COMMENTS.