FORMS MANUAL INSERT

FORM RD2006-15

Form is used by anyone initiating a modification to a standard AIS or the development of a new standard AIS.

USDA - Rural Development
Form RD 2006-15
(Rev. 3/97)

(IRM USE ONLY)
STAFF DAY
ESTIMATE

RFA ID: _____
DATE: REQUEST FOR AUTOMATION

SECTION 1   TO BE COMPLETED BY THE CONTACT PERSON

1. EMERGENCY [ ]   NON-EMERGENCY [ ]

2. DESCRIPTION OF NEED OR REQUIREMENT

3. LOAN PROGRAM/MANAGEMENT AREA

4. SYSTEM(S) AFFECTED

5. RURAL DEVELOPMENT [ ]   RHS [ ]   RBS [ ]   RUS [ ]

6. SUPPORTING DOCUMENTATION

7. BENEFITS/IMPACT OF IMPLEMENTATION

8. CONTACT POINT (NAME/SIGNATURE)   9. DATE

10. CONTACT POINT'S ORGANIZATION   11. TELEPHONE

RD 2006-15 (Rev. 3/97)

(see reverse)

PROCEDURE FOR PREPARATION : RD Instruction 2006-T.

PREPARED BY : Agency or Rural Development contact point.

NUMBER OF COPIES : Original and one.

SIGNATURES REQUIRED : Agency or Rural Development contact point; sponsor Division, State, or Regional Director, sponsor Associate or Assistant Administrator.

DISTRIBUTION COPIES : Original to Information Resources Management (IRM); copy retained by the contact point's office.

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SECTION 2   SPONSOR REVIEW

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12. SPONSOR DIVISION OR STATE DIRECTOR CONCURRENCE

    SIGNATURE/TITLE   DATE

    SIGNATURE/TITLE   DATE

    SIGNATURE/TITLE   DATE

    SIGNATURE/TITLE   DATE

    SIGNATURE/TITLE   DATE

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13. CATEGORY/BASIS OF REQUEST
    LEGISLATIVE/JUDICIAL
    REGULATORY/POLICY   _____
    AUDIT   _____
    INTERNAL SYSTEMS INFRASTRUCTURE   _____
    SYSTEMS ENHANCEMENT INITIATIVES   _____

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14. PRIORITY
    CRITICAL   _____
    IMPORTANT   _____
    DESIRABLE   _____

PRIORITY CERTIFIED BY: _____ _____
                  SIGNATURE/TITLE   DATE

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15. REQUIRED IMPLEMENTATION DATE (CRITICAL ONLY)

SECTION 3   RFA APPROVAL INFORMATION (SRB USE ONLY)

16 APPROVED ☐   DISAPPROVED ☐

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17. SPONSOR PROJECT MANAGER

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18 FUNCTIONAL SPECIFICATIONS REQUIRED   YES ☐   NO ☐

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19 SRB CHAIRPERSON SIGNATURE/DATE

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SECTION 4	IRM INFORMATION

20. BRANCH/SECTION ASSIGNED

21. IRM ACCEPTANCE

SIGNATURE   DATE

22. USER-ACCEPTANCE SPONSOR PROJECT MANAGER SIGNATURE	23. USER-ACCEPTANCE DATE

24. LENGTH OF WARRANTY

25. PRODUCTION IMPLEMENTATION DATE

26. WARRANTY EXPIRATION DATE(S)

27. RELEASE NUMBER

28. RELEASED BY IRM

SIGNATURE   DATE

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INSTRUCTIONS FOR PREPARATION
EMERGENCY REQUEST FOR AUTOMATION

The shaded portions on the form heading are for IRM use only.

RFA ID: - The assigned RFA ID.

Date: - The date the RFA was received by IRM.

Staff Day Estimate - This block does not apply for Emergency RFAs.

SECTION 1 is to be completed by the Contact Point.

BLOCK 2 Description of Need for Requirement - State the requirement clearly. Be
    specific. Include information such as how often the problem occurs,
    pertinent circumstances, and what the RFA should correct.

BLOCK 3 Loan Program/Management Area - The program or management area impacted
    by the RFA.

BLOCK 4 System(s) Affected - System the RFA is issued against.

BLOCK 5 USRD, RBS, RHS - Check the appropriate box.

BLOCK 6 Supporting Documentation - A brief description of the included documentation
    such as; screen prints, abend codes or report pages with miscalculations.

BLOCK 7 Benefits/Impact of Implementation - A brief description of the desired benefits
    of implementing the RFA, including the impact of not implementing the RFA,
    or other alternatives considered, such as status quo, manual intervention, or
    programmatic change.

BLOCK 8 Contact Point (Name/Signature) - Print and sign your name.

BLOCK 9 Date - Date the RFA was written.

BLOCK 10 Contact Point's Organization self-explanatory.

BLOCK 11 Telephone - Contact Point's phone number (include area code).

For RFAs from the field, the State Director's signature is required.
If multiple program/management areas are affected, the RFA must be routed through the appropriate Directors for concurrence.

SECTION 3 Does not apply for an Emergency RFA.

SECTION 4 To be completed by IRM.

BLOCK 20 Branch/Section Assigned - IRM branch and section receiving the Emergency RFA and responsible for verifying the Emergency status of the RFA.

BLOCK 21 IRM Acceptance (Signature/Date) - Branch Chief signature and date indicating the development has been completed and had passed unit-level testing.

BLOCK 22 - 26 are not applicable for an Emergency RFA.

BLOCK 27 Release Number - The release number as assigned by the CIO.

BLOCK 28 Released by IRM (Signature/Date) - IRM employee who actually released the software or documentation into production.

INSTRUCTIONS FOR PREPARATION
NON-EMERGENCY REQUEST FOR AUTOMATION

The shaded portions on the form heading are for IRM use only.

RDA ID: - The assigned RFA ID.

Date: - The date the RFA was received by IRM.

Staff Day Estimate - The estimated number of staff days required to achieve the
requirements of the RFA. This estimate includes total time for design,
development, unit-level and system-level testing, and documentation.

SECTION 1 is to be completed by the Contact Point.

BLOCK 1 Emergency/Non-emergency - Check "Non-emergency".

BLOCK 2 Description of Need or Requirement - State the requirement clearly. Be
specific. Include information such as how often the problem occurs,
pertinent circumstances, and what the RFA should correct.

BLOCK 3 Loan Program/Management Area - The program or management area impacted
by the RFA.

BLOCK 4 System(s) Affected - System the RFA is issued against.

BLOCK 5 USRD, RBS, RHS, or RUS - Check the appropriate box.

BLOCK 6 Supporting Documentation - A brief description of the included documentation
such as; screen prints, abend codes or report pages with miscalculations.

BLOCK 7 Benefits/Impact of Implementation - A brief description of the desired benefits
of implementing the RFA, including the impact of not implementing the RFA,
or other alternatives considered, such as status quo or manual intervention
or programmatic change.

BLOCK 8 Contact Point (Name/Signature) - Print and sign your name.

BLOCK 9 Date - Date the RFA was written.

BLOCK 10 Contact Point's Organization - self-explanatory.

BLOCK 11 Telephone - Contact Point's phone number (include area code).

SECTION 2 Sponsor Review. Completion of the section is required prior to SRB annual workplan consideration.

BLOCK 12 Sponsor Division or State Director Concurrence - Signature, title, and date are required. For RFAs from the field, the State Director's signature is required. If multiple program/management areas are affected, the RFA must be routed through the appropriate Directors for concurrence.

BLOCK 13 Category/Basis of Request - The basis of the RFA, the action that caused the requirement.

BLOCK 14 Priority - This will be determined by the sponsor Associate or Assistant Administrator (based on the information provided in blocks 1-13). The sponsor Associate or Assistant Administrator must certify with signature, the priority of the RFA (see Exhibit F). Note: If an RFA is prioritized as "Critical," the sponsor Associate or Assistant Administrator must designate a required implementation date in block 15.

BLOCK 15 Required Implementation Date (Critical Only) - The date the RFA must be implemented in production. This date must be determined by the sponsor Associate or Assistant Administrator.

SECTION 3 RFA Approval Information (SRB USE ONLY)

BLOCK 16 Approved/Disapproved - This will be filled out by the appropriate SRB.

BLOCK 17 Sponsor Project Manager - As assigned by the SRB.

BLOCK 18 Functional Specifications Required - Check the appropriate box. The SRB and the IRM Technical Advisor will determine the need for Functional Specifications (typically, RFAs estimated at 20 staff days or more require Functional Specifications).

BLOCK 19 SRB Chairperson Signature/Date - Signature indicates concurrence of the information in blocks 1-18.

SECTION 4 IRM Information

BLOCK 20 Branch/Section Assigned - IRM branch and section receiving the Non-emergency RFA.

BLOCK 21 IRM Acceptance (Signature/Date) - Branch Chief signature and date indicating the development has been completed and has passed unit-level testing.

BLOCK 22 User-Acceptance. Sponsor Project Manager Signature - Sign-off of acceptance by the user.

BLOCK 23 User-Acceptance Date -self-explanatory.

BLOCK 24 Length of Warranty - The number of calendar days of warranty as determined by the IRM Technical Advisor.

BLOCK 25 Production Implementation Date - self-explanatory.

BLOCK 26 Warranty Expiration Date(s) - self-explanatory.

BLOCK 27 Release Number - The release number as assigned by the CIO.

BLOCK 28 Released by IRM (Signature/Date) - IRM employee who actually released the software or documentation into production.