

U.S. DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
Washington, D.C 20250

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September 16, 2019

## PROCEDURE NOTICE

### RD MANUAL CHANGES

INSERT RD INS 2006-NN  
(WSAL)

### ACTIVE SHOOTER TRAINING dated 09-16-19.

This instruction requires all USDA Rural Development employees to complete active shooter response training within 90 days of initial employment, and at least once every two years thereafter. All training will be recorded in AgLearn for reporting and tracking. There are multiple options to meet the requirement, including on-line training in AgLearn, and classroom offerings from the Federal Protective Service, local law enforcement, and USDA trained instructors.

NO SPECIAL PROCEDURE NOTICE RELEASED.

NO ADMINISTRATIVE NOTICES RELEASED.

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