

Mandatory Non-Technical Training for APHIS Employees

March 29, 2004

1. Civil Rights Training—*USDA mandates that for each Fiscal Year, every employee will need to complete the specific Civil Rights training listed below:*

Topics for FY 04-07 have been identified below; however, options for the training have not yet been determined. It is expected that all future training will be similar to the options listed above for FY03. APHIS employees will be notified in a timely way when these options have been determined and are available.

FY 04

- Cultural Diversity

FY 05

- Disability
- New Federal EO Processing Procedures including No Fear Act

FY 06

- Special Emphasis
- Federally Assisted Program training for employees having Federally assisted responsibilities. (These programs and activities involve Federal financial assistance to a recipient, who in turn provides the benefit or service to the beneficiary. Service is generally provided using a Memorandum of Understanding or Cooperative Agreement and usually, but not always, conducted at a local college or university.)

FY 07

- Nonsexual Workplace Harassment
- Federally Conducted Program for employees having Federally-conducted responsibilities. (These programs and activities occur where the benefit or service is provided directly to the beneficiary by the agency.)

Contact: Jean Reese, Training & Development Branch (TDB), Riverdale, MD, (301) 734-8657

2. Supervisory Training—*OPM policy mandates that probationary supervisors attend 40 hours of supervisory training within the first 12 months of their supervisory appointment.*

- New Supervisor Training: APHIS requires new, FIRST-TIME Federal supervisors in a 12-month supervisory probationary period attend Fundamentals of APHIS Human Resources Management-Blended Learning (FAHRM) for probationary supervisors. This course meets the requirements set forth by OPM, as well as the supervisory skills requirements USDA and APHIS have identified for successful supervision. Course components include:

- 36 classroom hours (performance management, leadership skills, Civil Rights/EEO and core communication skills)
- 5 web-based seminars
 - Position management and classification
 - Pay, leave, compensation, and family friendly policies
 - Staffing, recruiting and hiring
 - Safety, health and wellness
- EEO and Civil Rights self-study guide

Once APHIS supervisors complete all of the above training components, they will have satisfied the OPM and APHIS mandatory supervisory training requirements for probationary supervisors and will receive a certificate of course completion, of which a copy will be placed in their Official Personnel Folder (OPF), and a copy will be sent to their second-line supervisor.

Contact: Betsy Guardiola, TDB, Riverdale, MD, (301) 734-8554
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- APHIS Supervisory Training Policy: There is no formal policy in APHIS at this time. However, we are currently proposing policy for supervisors, managers, and executives to ensure that they stay up on the art of managing, which is their key function. This policy proposes that each manager/supervisor/executive complete a 360-degree leadership assessment instrument at least once every 5 years to determine his/her developmental needs. Annually, he/she will be expected to prepare an individual development plan (IDP) or learning contract with his/her supervisor that covers those areas needing attention as identified in the above assessment. Annually, he/she will then be expected to complete at least 24 hours of training or equivalent developmental activity(ies) directly related to one or more of the competencies planned for in their development plan. Developmental activities can include formal classroom training, on-the-job training, web-based training, details, etc. Time frame: the policy is expected to be out this fiscal year.

Contact: Linda Story, TDB, Riverdale, MD, (301) 734-5732
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3. Ethics Training—Annual ethics training is mandated for all Federal employees whose positions require them to file a financial disclosure report. The disclosure requirement is to provide a routine formal process for the identification of potential conflicts of interest and appearances of conflicts at their earliest stages. Identifying potential conflicts of interest early provides agencies and employees the opportunity to remedy situations that could, if unchecked, compromise the public confidence in the integrity of the Federal Government. Designated APHIS employees will be notified in September 2004 that their reports must be filed by October 31, 2004, and that they must complete the online ethics training by December 31, 2004. Employees should also notify Mary Royster, APHIS-HRD, that they have completed the training.

New Employees - The Office of Government Ethics (OGE) issued regulations requiring that each new employee be given a minimum of one hour of official time within (90) days of

appointment to review the Standards of Ethical Conduct for Employees of the Executive Branch and other ethics guides. The Standards are posted on the following website: <http://www.usda-ethics.net> along with training modules and other material.

In addition, all financial disclosure report filers who are considering leaving the Federal government, as well as any other USDA employees who wish to do so, must meet with their ethics advisors to assure full understanding of the rules governing the process of seeking outside employment and Federal post employment.

Contact: Mary Royster, HRD, Washington, DC, (202) 720-9858

4. IT Security Awareness Training for Beginners—All government employees are required to complete this training, which is available online by registering at www.golearn.gov and clicking on the “Free Catalog” icon. Employees will need to successfully pass a test at the end of the course in order to satisfy the mandated training requirements. (Many of the technical problems that plagued last year’s “golearn” online training have been addressed and should no longer be an issue.) Each year, APHIS employees should receive information from the APHIS Information Systems Security Manager, IT, on this mandatory training and its impending deadline.

Contact: Wilbur Crawley, IT, Riverdale, MD, (301) 734-5968

5. Individual Development Plan (IDP)/Learning Contract Policy—Currently, there is no APHIS-wide IDP policy (other than the proposed APHIS supervisory training policy described above); however, both APHIS and the Department encourage managers and supervisors to use IDP’s or learning contracts as a tool for developing their employees. Check with your specific program to see if they have their own policy on IDP’s or learning contracts.

Contact: Linda Story, TDB, Riverdale, MD, (301) 734-5732, or your assigned TDB training specialist