

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# WS Directive

4.301 08/16/05

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## EMPLOYEE DEVELOPMENT

1. PURPOSE

To provide employees a way to improve their knowledge and skills for the benefit of their careers, the Wildlife Services (WS) program, and the public.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.301, dated 03/26/93.

3. POLICY

Effective training and development are essential to the WS mission. All WS personnel share the responsibility of compliance with APHIS Directive 442.1, Employee Training and Development, its amendments, and updates. Likewise, all WS supervisors, managers, and executives have the added responsibility of compliance with APHIS Directive 4315.1 (04/08/05).

a. Employees. It is the employee's responsibility to invest the effort to become and remain proficient in performing official duties and to take full advantage of training and developmental opportunities. Supervisors will assist employees in assessing training needs. Employee career goals and WS program needs must be considered in identifying training needs. An Individual Development Plan (IDP), Form AD-881, or learning contract may be prepared to assist the employee in identifying training needs and goals. While it is not a requirement of non-supervisory/manager positions, employees may request one, or, alternatively, a learning contract, both of which should be developed jointly by the employee and their supervisor. In accordance with APHIS policy, however, all supervisors, managers, and executives should have an IDP in place for themselves.

b. Supervisors. Supervisors will assist each employee in identifying training needs, taking into account mandated requirements which apply to the position, performance appraisal results, WS program needs, and employee career objectives. Supervisors will assess the value of training completed by employees. Supervisors will utilize, to the maximum extent possible, knowledge, skills, and abilities developed by employees through training and will support and encourage employee career development efforts through regular discussions. Supervisors will be responsible for ensuring that IDPs and/or learning contracts are in place for any employee who wishes to have one. Supervisors

should encourage employees to utilize IDPs or learning contracts, and have the authority to require an employee to have either in place if deemed necessary.

4. REFERENCES

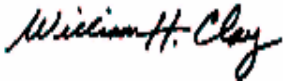
APHIS Directive 4315.1, Training Policy for APHIS Supervisors, Managers, and Executives (04/08/05).

APHIS Directive 442.1, Employee Training and Development (04/19/83).

WS Individual Development Plan Guidance Document (revised April 2005).

[www.aphis.usda.gov/mrpbs/forms/ad/ad881.pdf](http://www.aphis.usda.gov/mrpbs/forms/ad/ad881.pdf)

[www.aphis.usda.gov/mrpbs/non\\_technical\\_training.html](http://www.aphis.usda.gov/mrpbs/non_technical_training.html)

A handwritten signature in black ink, reading "William H. Clay". The signature is written in a cursive style with a prominent initial "W".

Deputy Administrator