FSA
HANDBOOK

RMA Employee Development and Training

For All RMA Offices

SHORT REFERENCE

30-PM

UNITED STATES DEPARTMENT OF AGRICULTURE
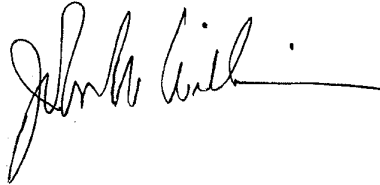Farm Service Agency
Washington, DC 20250

RMA Employee Development and Training 30-PM	Amendment 2

Approved by: Deputy Administrator, Management

Amendment Transmittal

A
Background

As part of the RMA Workforce Plan employee development initiative, RMA's management team has implemented "employee-friendly" employee development and training procedures in partnership with local unions.

B
Reasons for Amendment

Subparagraph 1 C has been amended to promote an employee-friendly training organization.

Subparagraph 1 F has been added to cover labor-management obligations.

Subparagraph 37 B has been added to cover partial or shared costs.

Subparagraph 37 D has been amended to add that RMA may pay tuition and related costs for training held on consecutive days as well as classes, such as college courses, scheduled over an extended number of weeks as long as the training meetings the criteria in subparagraph 35 B.

Subparagraph 37 E has been added to cover official duty time.

Subparagraphs 37 G through I have been added to cover the following:

- charging leave
- approval of training
- Foundation Financial Information System.

**B
Reasons for
Amendment
(Continued)**

Subparagraph 38 C has been amended to change information about:

- document control numbers
- cost center invoices.

Subparagraph 38 G has been added to cover an example of a completed SF-182 for partial or shared costs.

Subparagraph 38 H has been amended to change information about the Agency (Finance) copy of SF-182.

Paragraph 40 has been amended to add telephone contact numbers.

Subparagraph 120 C has been amended to delete AD-742 from the training folder.

Page Control Chart		
TC	**Text**	**Exhibit**
1, 2	1-1 through 1-4 1-11, 1-12 3-1, 3-2 3-5, 3-6 3-6.5, 3-6.6 (add) 3-9, 3-10 3-12.5, 3-12.6 (add) 3-13 through 3-16 9-5, 9-6	1, pages 1, 2 2, pages 1, 2 page 3

Table of Contents

Table of Contents (Continued)

1   Overview

**A
Handbook
Purpose**

This handbook is applicable to all RMA offices and employees. It contains employee development, training, and staff planning responsibilities.

**B
Sources of
Authority**

The provisions of this handbook are authorized under:

- the Government Employees Training Act (Pub. L. 85-507)
- 5 CFR Part 410
- OPM requirements
- USDA requirements
- other administrative authority.

**C
Government-
Sponsored
Training
Programs**

It is necessary, desirable, and in the public interest that self-education, self-improvement, and self-training by employees be supplemented and extended by Government-sponsored programs to promote efficiency and economy in operating the Government.

These programs shall:

- improve individual and organizational performance and assist in achieving the Agency's mission and performance goals

- be designed to lead to:

  - lower turnover of personnel
  - uniform administration of training
  - *--promotion of an employee-friendly training organization--*
  - fair and equitable treatment of employees with respect to training.

1 Overview (Continued)

D
RMA Training   RMA's training objectives are to improve program administration to better serve
Objectives   the public by providing:

- intensive orientation and training of new personnel

- training to improve:

  - the knowledge, skills, and abilities of employees in their present jobs
  - supervisory and management practices
  - career enhancement and development opportunities

- employee development and training opportunities for employees regardless of:

  - race
  - color
  - age
  - sex
  - national origin
  - religion
  - marital status
  - disability
  - membership or nonmembership in an employee organization

- training that is not offensive to, or designed to change, participants' personal
  values or lifestyle outside the workplace.

1 Overview (Continued)

**E
Organizational
Relationships**

The following are organizational relationships.

FSA Guidance. HRD shall provide RMA-wide employee development and training program guidance.

Primary Responsibility. Each division shall provide employee development and training programs for the division. HRD and training specialists shall assist with these programs.

Day-to-Day Operations. Training coordinators shall carry out the policies and programs of the division. Division heads shall designate training coordinators/contacts.

Advice and Planning Assistance. HRD shall provide advice and assistance to division heads and training coordinators/contacts.

***--F
Labor-
Management
Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.--*

2   HRD Responsibilities

A
Delegating
Responsibilities

HRD is responsible for employee development and training programs for RMA. Responsibility for RMA employee development and training programs is assigned to the Director, HRD.

B
Policy
Responsibilities

HRD, TDB is responsible for managing RMA employee development and training programs, which include:

- providing professional development, technical, career counseling, guidance, interpretation, and advisory assistance to RMA employees on the application and requirements of:

  - training laws
  - regulations
  - policies
  - procedures

- establishing and maintaining employee development and training program standards

- providing staff leadership throughout RMA

- recommending, formulating, and developing training policy

- providing training instructions.

C
Program
Responsibilities

HRD, TDB's program responsibilities include the following:

- coordinating the program, developing procedures, and monitoring and evaluating RMA training

- evaluating the overall effectiveness of the RMA employee development and training programs

- coordinating national training needs assessments

- supervising national training programs

- arranging, conducting, and evaluating training courses for National Office employees

- assisting other units in planning, coordinating, conducting, and evaluating training meetings

- monitoring the KCMO, PD, EDB training activities to ensure that they are according to FSA and RMA training policies.

D
Administrative
Responsibilities

HRD, TDB's administrative duties include the following:

- providing information and training to RMA employees

- processing training requests and inputting information into the NFC-TRAI System

- maintaining required records on training

- assisting division and staff training coordinators/contacts in carrying out their training responsibilities

- selecting training locations and facilities

- establishing and maintaining a Career Development Center for National Office employees

- establishing and maintaining a training resource library for National Office employees

- researching latest training systems, techniques, materials, and audiovisual methods for improving RMA operations

- requesting that the contracting officer procure group training with the training offices' assistance.

E
Videotape
Training
Responsibilities

HRD, TDB shall:

- coordinate the development and production of RMA training videotapes
- assist other units with planning and implementing training videotapes.

2   HRD Responsibilities (Continued)

**F
HRD, TDB
Responsibilities
to Field Offices**

HRD, TDB's Field Office responsibilities include:

- assisting Field Office employees in carrying out their training responsibilities

- arranging and conducting training courses for Field Office personnel following appropriate procurement procedures

- visiting Field Offices, as necessary, to:

  - review progress and assist in planning training programs
  - evaluate results of employee development and training programs

- using field resource personnel to assist in developing training guides and training materials and to serve as instructors.

3   KCMO, PD, EDB Responsibilities

A
Overall
Responsibilities

KCMO, PD, EDB is responsible for program and operational planning as it involves employee development and training for RMA employees located in Kansas City, Missouri.

B
Specific
Responsibilities

KCMO, PD, EDB is responsible for:

* providing staff guidance

* developing, conducting, and evaluating training programs for Kansas City RMA employees

* identifying employee training needs

* processing training requests and inputting information into the NFC-TRAI System

* maintaining required records on training

* establishing and maintaining a training resource library for RMA employees

* requesting that the contracting officer procure group training with the training offices' assistance

* evaluating results from employee development and training programs

* visiting offices, as necessary, to:

  * review progress and assist in planning training programs
  * assist in delivering training
  * evaluate results of training programs.

4 RMA Training Responsibilities

**A
RMA Deputy
Administrator
Responsibilities**

Deputy Administrator shall:

- provide leadership in overall employee development, training, and staff planning

- maintain required records on training

- ensure that the appropriate training office coordinates training activities, training videos, or both with HRD, TDB or KCMO, PD, EDB

- ensure training requirement regulations are followed

- encourage and ensure that all interested employees are offered an opportunity for training that will improve individual and organizational performance and assist in achieving the Agency's mission and performance goals

- designate a training coordinator for each division, branch, and/or Field Office under their leadership

- ensure that IDP is prepared for each employee required to have an IDP, and that a copy is sent to the training office servicing that unit

- evaluate results of employee development and training programs.

4   RMA Training Responsibilities (Continued)

B
Division, Staff,
RSO, or CFO
Training
Coordinator's
Responsibilities

The division, staff, RSO, or CFO training coordinators shall:

- serve as the liaison between HRD, TDB and the division, staff, RSO, or CFO director

- assist the division, staff, RSO, or CFO director in carrying out training and development responsibilities

- be directly responsible to division, staff, RSO, or CFO director and submit periodic progress reports on training to division or staff director

- encourage employees who need training to participate in training and development activities

- gather information on training programs for the supervisor when it is determined that an employee needs training

- remind supervisors of the necessity and requirement to meet annually with employees to assess training needs

- ensure that course nominations, when requested, are submitted to HRD, TDB or KCMO, PD, EDB in a timely manner

  Note: Course nominations must be submitted 4 weeks before start date of class.

- advise employees on the selection of training courses and the availability of courses, dates, and locations

4 RMA Training Responsibilities (Continued)

**B
Division, Staff,
RSO, or CFO
Training
Coordinator's
Responsibilities
(Continued)**

- prepare and submit SF-182 with completed course registration forms or travel
  --authorizations, if needed, to HRD, TDB or KCAO, PD, EDB for final--
  approval **before** registration or enrollment

  Note: When appropriate, this may be coordinated through the office
  secretary.

- remind employees of scheduled training courses a week before the training
  date

  Note: When appropriate, this may be coordinated through the office
  secretary.

- *--call HRD, TDB or KCAO, PD, EDB about substitutions, date changes, or
  cancellations of courses

- be familiar with this handbook

- follow up on overdue training evaluation forms

- provide HRD, TDB or KCAO, PD, EDB with feedback and suggestions for
  improving training and development

- assist supervisors and employees in preparing IDP's

- use appropriate outside training courses and clear with HRD or KCAO--*

- research, develop, and distribute needed training materials, such as:

  - audiovisual aids
  - agenda
  - handout material
  - course outlines
  - lesson plans

- establish quality control of training meetings to ensure acceptable results.

4   RMA Training Responsibilities (Continued)

C
Immediate
Supervisor's
Responsibilities

Immediate supervisors shall:

- assist employees in their development and training

- encourage and ensure that all interested employees are offered an opportunity for training that will improve individual and organizational performance and assist in achieving the Agency's mission and performance goals

- prepare IDP for permanent employees

- identify training needs and career goals with employees at regular intervals and annually during the performance evaluation review

- provide recommended training

- orient and train new employees

- *--keep employees up to date on new or amended procedures, policies,--* methods, and office activities

- cross-train employees to provide back-up for other employees' jobs

- evaluate and report on training activities in their units

- encourage employees in self-development and professional improvement

- ensure that training requirements regulations are followed.

4   RMA Training Responsibilities (Continued)

**D
Employee
Responsibilities**

Employees shall:

- discuss training needs with supervisor

- request only training that will:

  - develop the knowledge, skills, and abilities that will enable employees to perform their official duties

  - improve individual and organizational performance and assist in achieving the Agency's mission and performance goals

- complete training programs to the best of their ability

  Note: Employees must attain a grade of "C" or above in **academic** training. See paragraphs 37 and 107 for more details.

- be responsible for self-development

- be responsible for carrying out IDP

- immediately notify training office of any course cancellations, substitutions, or date changes of courses.

5-19   (Reserved)

20 National Office Training Facilities

A
Facilities
Location

National Office training facilities are located in Washington, DC, and Alexandria, VA, and are maintained by HRD, TDB.

Example: Facilities available include:

- Jefferson Auditorium

- South Building:

  - back of cafeteria
  - conference rooms 4960 and 5066

- Jamie L. Whitten Building conference rooms and patio

- Reporters Building conference rooms.

B
Availability and
Scheduling

Any office may use the National Office training facilities.

- Priority is given to scheduled training meetings.

- Make reservations for these facilities through MSD at least 2 weeks in advance, if possible.

21 KCMO Training Facilities

A
KCMO
Responsibilities   Director, KCMO has established training facilities for RMA employees. KCMO,
PD, EDB is responsible for maintaining and operating the training facilities.

B
Availability   Any RMA office may use these training facilities for training purposes, subject to
scheduling clearance with the appropriate office responsible for scheduling.

C
Scheduling   The KCMO training facilities and offices responsible for scheduling are listed in
this table.

Training Facility	Office Responsible for Scheduling
8700 State Line	PD, EDB at 816-926-7449
9435 Holmes	
9200 Ward Parkway	ASD at 816-926-6111
8930 Ward Parkway	

22 Career Development Center (National Office Only)

**A
Introduction**

The Career Development Center is a one-stop, comprehensive development facility that provides a variety of activities and services to National Office employees at all stages of their careers.

**B
Career
Development
Center Goals**

The Career Development Center's goals are to:

- provide confidential career counseling, development, and advice to assist employees in identifying training, professional, and personal development opportunities

- provide training resources

- provide information and training to supervisors, managers, and employees on career-related topics such as IDP's, preparing resumes, interviewing techniques, etc.

- provide referral services

- administer tools for assessing and diagnosing skills, career interests, etc.

- develop and coordinate workshops and other learning opportunities.

22 Career Development Center (National Office Only) (Continued)

C
Developmental Services

HRD, TDB will provide services through using the following:

- confidential career counseling services
- resource library (video, audio, handouts, job aids, etc.)
- multimedia laboratory
- tutorials
- referral services
- self-assessment instruments
- computer software applications
- personal assistance.

D
Who May Use Center

All RMA National Office employees are eligible to use the Career Development Center. However, if RMA employees are detailed to the National Office, these services are also available for their use.

23-34 (Reserved)

35 Guidelines for Approving and Disapproving Training

A
Approval for
Training

All training **must be approved** by the appropriate official before:

- registration
- enrollment
- course date.

Note: See subparagraph 39 B for officials or designees who are delegated authority to approve training on SF-182.

B
Criteria for
Approving
Training

*--RMA **may pay** for training that:--*

- is designed to correct deficiencies

- improves the level of performance

- develops skills basic to performance

- is required by law

- develops the knowledge, skills, and abilities that will enable employees to perform their official duties

- helps employees to keep abreast of scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields that will improve individual and organizational performance and assist in achieving the Agency's mission and performance goals

- is approved as part of a career enhancement or career development program

- has funding available.

C
Disapproving
Training

RMA **will not** pay for training that is:

- not approved before the training begins

    Note: Training is approved when SF-182, Section D, items 26 b and 27 b, are signed by the appropriate official.

- of a personal nature, such as:

    - career testing
    - personal aptitude evaluation

- for the sole purpose of providing an opportunity to an employee to obtain a college or university degree or other professional certification, such as certified public accountant or membership in an occupationally related society or group.

    Note: Employees and training contacts **are not** authorized to commit Government funds to training vendors.

D
Additional
Restrictions on
Approving
Training

RMA **may not** pay for training that:

- *--does not meet identified performance needs for knowledge, skills, and abilities bearing directly upon the performance of official duties

- the training course contains elements likely to induce high levels of emotional response, psychological stress, or physical distress in some participants

- the training course contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in EEOC Notice N-915.022, dated September 2, 1988

    Note: HRD, TDB or KCAO, PD, EDB will provide a copy of the EEOC--* notice to an employee upon request.

- is offensive to, or designed to change, participants' personal values or lifestyle outside the workplace

- the training course includes content related to human immunodeficiency virus/acquired immune deficiency syndrome (HIV/AIDS) other than that necessary to make employees more aware of the medical ramifications of HIV/AIDS and the workplace rights of HIV-positive employees.

**A
Submitting
Requests**

All training shall be requested and approved using SF-182.

IF located in...	THEN training contacts shall prepare 10-part SF-182 and send approved SF-182 to...
RMA National Office	BUD for obtaining fund control numbers. **Note:** BUD will send SF-182 to HRD, TDB for class registration, certification, and final processing.
RMA Kansas City Offices	KCMO, PD, EDB for class registration, certification, and final processing.
RMA RSO's and CFO's	HRD, TDB for class registration, certification, and final processing.

Note: Training requests should be submitted to the appropriate training office **at least 4 weeks before** course start date, when possible.

B
Using SF-182   Use SF-182 to request, authorize, certify, and record an employee's formalized
                        training and education when:

- training is conducted through FAS, FSA, RMA, other USDA agencies,
  Government agencies, or non-Government training vendors

- an exchange of funds or official time is involved.

C
Acceptance by   Approval of SF-182 does not constitute acceptance in a course. The training
Training Vendor   vendors may notify employee of acceptance before the course begins.

D
Training   All training offices must maintain accurate records of all training completed or not
Records   completed.

E
NFC-TRAI   The following offices shall update and maintain the NFC-TRAI System:
System

- HRD, TDB for all employees serviced by the National Office and other special
  courses coordinated by HRD

- KCMO, PD, EDB for all employees serviced by Kansas City.

Chief, TDB, HRD and the Chief, EDB, PD, KCMO shall ensure that records are
maintained by assigning a specialist to:

- monitor input to NFC
- provide necessary information to unit or other offices or officials.

37 Authorized Training Expenses

A
Introduction

RMA **will pay** for all costs, as permitted by law, for employees selected for training under the Government Employees Training Act and other training *--authorities. RMA managers and supervisors **may** negotiate partial or shared costs with employeees.

B
Partial or Shared Costs

Partial or shared costs are expenses for training college or other nonreimbursable courses that are **officially approved** by RMA that the employees and the Agency both agree to share.

RMA managers and supervisors **may** negotiate partial or shared costs with employees according to the RMA employee-friendly employee development and training policies and procedures. This training handbook allows employees an option to use ODT when either or both of the following apply:

• paying for a nonreimbursable class
• taking a class paid by RMA after regular workhours.--*

C
Salary

Employees shall be kept on full salary during the period of training.

D
Tuition and Fees

RMA **may pay** tuition and related costs for:

• approved outside short-term regular and correspondence training courses

•*--no more than 2 college courses per semester for approved academic training, if
  a grade of "C" or above is achieved

• training held on consecutive days as well as classes, such as college courses, scheduled over an extended number of weeks as long as the training meets the criteria in subparagraph 35 B.--*

E
***--Official Duty
Time (ODT)**

Supervisors and managers **are encouraged to allow employees** to use ODT whenever appropriate. **Employees may use a maximum of 8 hours per pay period.** This will include the time to commute to and from classes.

> **Note:** Any exceptions are to be referred to the RMA Administrator for final approval.

F
**Course Not
Completed or
Required Grade
Not Achieved**

An employee who fails to complete a college course or receives a grade of less than "C" and/or a certificate shall reimburse RMA for the cost of the course, including books and materials, unless a waiver is granted by the Director, HRD.

G
Charging Leave

Supervisors and managers:

- **are encouraged to allow employees** to use annual leave, LWOP, or compensatory time for hours in excess of the 8 hours limitation to cover time needed to accommodate the approved desired training

- should review the training course time requirements before approval to determine when appropriate leave should be charged employees.

H
**Approval of
Training**

Managers, supervisors, and all RMA employees must continue to use the normal approval and authorization process for desired official training. SF-182 remains the official means of documentation for all training requests.

Even when the requested training is related to the RMA mission or performance improvement and **the employee is paying or sharing the cost**, he or she **must** still obtain the following to benefit from the employee-friendly training policies and procedures within RMA:

- supervisory approval
- training documented on SF-182.--*

*--I
FFIS   FFIS now replaces CADI. This handbook introduces the permanent use of FFIS, replacing CADI for RMA employees nationwide.

J
Travel Expenses   Employees may be reimbursed for travel to and from local training sessions during ODT and off-duty hours if additional costs incurred are above those normally--* paid by employees traveling to and from official duty station.

K
Per Diem   When the training site is located outside of the employee's official duty station, pay per diem and travel expenses according to travel regulations.

**A
Completing**   Complete SF-182, Heading and Section A according to this table.
**SF-182, Heading
and Section A**   **Note:** See subparagraph F for an example of a completed SF-182.

Item	Instructions
A	*--National Office, Regional Office, and CFO personnel enter "AG-08-4971". Kansas City R&D and Kansas City CFO personnel enter "AG-08-4847".
B	Leave blank. **Note:** HRD, TDB and KCAO, PD, EDB will enter NFC-TRAI training document--* number for personnel they service.
C	Enter type of request.
1	Enter employee's full name (last, first, and middle initial). Type first 5 letters of last name in: • shaded area • capital letters.
2	Enter employee's 9-digit Social Security number.
3	Use only for OPM courses. Enter year and month of birth.
4	Use only for OPM courses. Enter home address.
5	Leave blank.
6	Enter "X" in appropriate box.
7	Enter employee's: • Agency, office, division, and branch • complete office mailing address, including room number and building.

**A
Completing
SF-182, Heading
and Section A
(Continued)**

Item	Instructions
8	Enter employee's office telephone number.
9	Complete for all non-Government training.
10	Complete only for long-term training.
11 a	Enter employee's complete position title.
11 b	Enter "X" if applicant is disabled or handicapped and in need of special arrangements (brailling, taping, interpreters, facility accessibility, etc.). Describe special arrangements on a separate sheet and attach to copy 3. Applicant is not required to provide this information. Signature on the description sheet indicates agreement to release this information to the training vendor.
12	Enter employee's pay plan, grade, and step.
13	Complete only for OPM courses. Enter type of appointment. **Examples:** Career Conditional, enter "CC" Career, enter "C" Temporary, enter "T".
14	Complete only for OPM-sponsored, long-term training programs. Enter highest degree obtained.

Continued on the next page

**B
Completing
SF-182,
Section B**

Complete SF-182, Section B according to this table.

Item	Instructions
15 a	Enter name and complete mailing address of vendor or training institution.
15 b	Enter location of training site if different from item 15 a; if not, enter "X" in the box.
16	Enter course title and training objectives from course brochure.
17	Enter the course catalog number, if available.
18	Enter the year, month, and day the course begins and ends.
19	Enter the number of hours on line "a" or "b", or on both lines, as appropriate. The entries must always be shown in 4 digits. If the number of hours is less than 4 digits, prefix with zeros. **Example:** 32 hours is "0032".
20	Enter the appropriate codes from Exhibit 4.
Agency Use Only	Enter "OPM" if training is an OPM course. Enter 1 of the following if training is creditable towards: • "Undergraduate Credit (1)" • "Graduate Credit (2)" • "Continuing Education Units (3)". If an employee is scheduled for non-Government training that exceeds 80 hours, the employee must sign an agreement to continue in service. See reverse of copy 1, Section G. Enter the agreement expiration date as follows, "CSA-year/month/day". **Example:** "CSA-94-12-27".

C
Completing   Complete SF-182, Section C according to this table.
SF-182,
Section C

Item	Instructions
21 a through 21 c	Enter the cost for tuition, books or materials, and other fees on lines a, b, and c.
21 d	Enter the total costs on line d. Use 4 digits in the "dollars" column.

21 Appropriation/fund	Enter office assigned accounting code. The appropriation/fund code is "ABBCCDDEEFGHHIIII" (17-digit accounting code). Enter field descriptions as follows:
	
	• in "A" field, enter the last digit of FY in which the training course begins
	
	    *--**Examples:** "0" for 2000.
	                  "1" for 2001.--*
	
	• in "B" fields, enter treasury symbol "01" code
	
	• in "C" fields, enter the employee's region code
	
	• in "D" fields, enter the employee's office code
	
	• in "E" fields, enter the employee's sub-office code
	
	• in "F" field, enter the Program, Project, Activity Code
	
	• in "G" field, enter the delivery system code
	
	• in "H" fields, enter the function code
	
	• in "I" field, enter the document control number.
	
	*--**Notes:** Obtain document control number from the FFIS document input. Use MO document in all instances and the automatic document numbering format. Be sure to obtain the respective vendor's tax ID number. If the vendor is a Government agency, contact Fiscal Operations Branch. Managers should not sign SF-182 if document control number ("I" field) is blank or empty. Appropriation field must be 17 digits.--*

**C
Completing
SF-182,
Section C
(Continued)**

Item	Instructions
22 a through 22 c	Show separate costs for travel, per diem, and other fees on lines a, b, and c.
22 d	Enter the total costs on line d. Use 4 digits in the "dollars" column.
22 Appropriation/fund	Leave blank.
23	For National Office, leave blank. This number will be assigned by BUD. For all other CC's, this number is entered by CC requesting the training. The first 2 digits correspond to FY of the course start date. The next 4 digits are the CC's region and office code. The last 4 digits are a sequential number assigned by CC. The maximum length of this field is 10 digits.
24	*--Enter "12-40-0800".
25	Enter the CC's mailing address for the invoicing address. **Invoices should never be sent to NFC.** If paid by CC's credit card, enter the following: **"Paid by office credit card."--***

**D
Completing
SF-182,
Section D**

Complete SF-182, Section D according to this table.

Item	Instructions
26 a	Enter immediate supervisor's name, title, and telephone number.
26 b	Immediate supervisor, as recommending official, shall sign and date.
27 a	Enter second-line supervisor's name, title, and telephone number, if applicable.
27 b	Second-line supervisor shall sign and date, if applicable.
28 a	Enter training coordinator's or officer's name, title, and telephone number.
28 b	Training officer shall sign and date.

**E
Completing
SF-182,
Sections E and F**

Complete SF-182, Sections E and F according to this table.

Item	Instructions
29 a	Enter approving official's name, title, and telephone number.
29 b	Approving official shall mark approved or disapproved, sign, and date. If disapproved, notify the applicant or supervisor as to why the training was disapproved, and file the disapproved SF-182 and a memorandum stating the reasons for disapproval in the appropriate training files.
30 a	Enter the certifying official's name, title, and telephone number on copy 1 when the training has been completed and an evaluation has been received by the employee or vendor.
30 b	Certifying official shall sign and date, certifying the completion of the training course.

38 Completing SF-182 (Continued)

**F
Example of
SF-182**

This is an example of a completed SF-182 for RSO's.

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING	**A.** Agency, code agency subelement and submitting office number *(Example—xx-xx-xxxx)* **01** AG-08-4971	**B. OFFICE USE ONLY**

C. Request status *(Mark (X) one)* **02** X Initial or Resubmission / Correction or Cancellation

► Section A—TRAINEE INFORMATION ◄

1. Applicant's name *(Last-First-Middle Initial)* SCOTT, JAN J. | Enter first 5 letters of last name **03** SCOTT | 2. Social Security Number **04** 000-00-0000 | 3. Date of birth *(Year and month)* **05** *(Example—born January 14, 1943 shown as 43/01)*

4. Home address *(Number, street, city, State, ZIP code)* | 5. Home telephone — Area code / Number | 6. Position level *(Mark (X) one only)* — X a. Non-supervisory / c. Manager / b. Supervisory / d. Executive

7. Organization mailing address *(Branch-Division / Office / Bureau / Agency)* USDA-RMA-ST. Paul RSO 30 East 7th St., St. Paul, MN 55101-4901 | 8. Office telephone — Area code 612 / Number 290 / Extension XXXX | 9. Continuous civilian service — Years / Months | 10. Number of prior non-government training days

11a. Position title / function Insurance Mgmt Speclst | 11b. Applicant handicapped or disabled *(See instructions)* | 12. Pay plan / series / grade / step GS-1101-12/3 | 13. Type of appointment | 14. Education Level

► Section B—TRAINING COURSE DATA ◄

15a. Name and mailing address of training vendor *(No., street, city, State, ZIP code)* Graduate School, USDA, 1256 Federal Bldg. 1520 Market Street, St. Louis, MO 63103 | 15b. Location of training site *(If same, mark box)* ➤ Holiday Inn St. Paul, MN

16. Course title and training objectives *(Benefits to be derived by the Government)* EFFECTIVE BRIEFING TECHNIQUES

17. Catalog / Course No. 36JD-C | 18. Training period (6 digits) **06** | 19. No. of course hours (4 digits) **07** | 20. Training codes *(See instructions)*

	Year	Month	Day				Code			Code
a. Start	9X	09	18	a. During duty	0040	a. Purpose	4	**08** c. Source		4 **10**
b. Complete	9X	09	22	b. Non-duty	0000	b. Type	4	**09** d. Special interest		00 **11**
				c. TOTAL ➤	0040					

AGENCY USE ONLY

► Section C—ESTIMATED COSTS AND BILLING INFORMATION ◄

21. Direct costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Tuition	$ 500	00	70133060050
b. Books or materials		00	41XXXX
c. Other *(Specify)*		00	
d. (Enter 4 digits in dollar column) **12** TOTAL ➤	$ 0500	00	

22. Indirect costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Travel	$ 20	50	
b. Per diem		00	
c. Other *(Specify)*		00	
d. (Enter 4 digits in dollar column) **13** TOTAL ➤	$ 0020	50	

23. Document / Purchase Order / Requisition No. Control # assigned by fund manager

24. 8-Digit station symbol *(Example—12-34-5678)* ➤ 12-40-0001

25. BILLING INSTRUCTIONS *(Furnish invoice to):* USDA-NFC Miscellaneous Payment Section P.O. Box 60,000 New Orleans, LA 70160

► Section D—APPROVALS ◄

26a. Immediate supervisor—*Name and title* John J. Johnson Branch Chief | Area code / Tel. No. / Extension 612-290-XXXX
26b. Signature | Date

27a. Second-line supervisor—*Name and title* | Area code / Tel. No. / Extension
27b. Signature | Date

28a. Training officer—*Name and title* Mary Smith RSO Training Contact | Area code / Tel. No. / Extension 612-290-XXXX
28b. Signature | Date

► Section E—APPROVAL / CONCURRENCE ◄

29a. Authorizing official—*Name and title* RSO Program Manager | Area code / Tel. No. / Extension 612-290-XXXX
29b. Signature | Approved / Disapproved | Date

► Section F—CERTIFICATION OF TRAINING COMPLETION ◄

30a. Certifying official—*Name and title* | Area code / Tel. No. / Extension
30b. Signature | Date

TRAINING FACILITY ➤ Bills should be sent to office indicated in item 25. ● Please refer to number given in item 23 to assure prompt payment.

Copy 1—AGENCY (TRAINING / PERSONNEL FOLDER) NSN-7540-01-008-3901 Previous edition usable | 182-106 | Standard Form 182 (Rev. 12/79) (10-Part) U.S. Office of Personnel Management FPM Chapter 410

38 Completing SF-182 (Continued)

G
*--Example of
SF-182 for
Partial or Shared
Costs

This is an example of a completed SF-182 that reflects partial or shared RMA and employee costs.

--*

Continued on the next page

H
Distributing
SF-182

The originating office shall distribute SF-182 after Section E has been approved by the appropriate official. See subparagraph E.

After approval of SF-182, distribute copies according to this table.

Note: For National and Kansas City Offices, the training office will distribute the SF-182 copies.

Copy	Title	Distribution
1	Agency (Training/ Personnel Folder)	When course has been completed and evaluation has been received, certifying official signs in Section F. Send copy 1 to location where employee's OPF is maintained for filing. If course was not completed, except for NFC-TRAI System codes WC and WB, certifying official shall: • indicate why course was not completed in "Agency Use Only" block • send copy 1 to location where employee's OPF is maintained for filing.
2	Agency (Data Processing)	After evaluation has been completed, enter 1 of the following codes on the right side of item 16: Code Training Status CE Completed, evaluation received CP Completed, passing grade received CF Completed, failing grade received WC Withdraw, no cost to RMA IN Incomplete, cost to RMA when course not completed WB Withdraw, budgetary reasons. For Kansas City employees (R&D and Kansas City CFO), send *--copy 2 to KCAO, PD, EDB. KCAO will use this copy as an input document to the NFC-TRAI System. For Regional Offices and CFO's (except Kansas City CFO), send--* copy 2 to HRD, TDB, Stop 0574, Washington, DC 20250, for input into the NFC-TRAI System.

**H
Distributing
SF-182
(Continued)**

Copy	Title	Distribution
3	Vendor (File)	Send to vendor or training institution. For training sponsored by USDA, send to HRD, TDB for submission.
4	Vendor (Finance)	
5	Vendor (Agency)	May be discarded. **Exception:** Do not pull for National Office. BUD will pull after assigning accounting codes.
6	Vendor (Employee)	Send to employee.
7	Agency (Finance)	*--Send to CC. CC shall: • maintain copy and match with the invoice • upon receiving the invoice, enter payment voucher in FFIS.--*
8	Agency (Optional Use)	For CC's, file in funds control file.
9	Agency (Evaluation)	The employee shall: • complete Section C within 2 weeks after training has been completed • give copy 9 to individual's immediate supervisor. The immediate supervisor shall: • complete Section D within 30 calendar days from receipt • file completed evaluation form in evaluation file in office location.
10	Agency (Originating Office)	File in training office's request file.

**A
Approving
Section D**

Approve SF-182, Section D as follows:

- the immediate supervisor shall complete item:

    - 26 a (name and title of immediate supervisor)
    - 26 b (signature of immediate supervisor)

- director or designee shall complete item:

    - 27 a (name and title of second-line supervisor)
    - 27 b (signature of second-line supervisor).

**B
Approving
Section E**

The following officials or designees are delegated authority to approve or disapprove training on SF-182, Section E.

Note: See subparagraph 35 A for guidelines for approving training.

IF the employee is in...	AND the employee's training costs, on SF-182, item 21 d, are...	THEN approving official is...
National or Field Office	up to $25,000	RMA Administrator.
	$5,000 or less	1 of the following: • RMA Administrator • Deputy Administrator for Insurance Services • Deputy Administrator for Compliance • Deputy Administrator, R&D.
Divisions	$2,500 or less	Directors.
*--Regional Offices	**Note:** Use a Government-issued credit card to pay for the training.	Regional Office Directors.--*
CFO's		CFO Directors.

40 Contacts

A
Contact Points   Direct questions to 1 of the following contacts.
*--

Employee Location	Contact	Telephone Number	FAX Number
RMA National Office, Regional Offices, and CFO's (except Kansas City CFO)	HRD, TDB	202-418-9142 202-418-9107, TDD/TTY	202-418-9131
	FFIS	816-926-7529 816-926-1840	816-926-1663
Kansas City CFO and R&D offices	KCAO, PD, EDB	816-926-6263 816-926-7428, TDD/TTY	816-926-5609
	FFIS	816-926-7529 816-926-1840	816-926-1663

--*

41-51 (Reserved)

Part 4   Quality Control and Evaluation of Training Meetings

52 Training Meetings

A
Quality Control   Division directors, training coordinators, or other persons responsible for planning and conducting training meetings are responsible for quality control.

B
Selecting
Training
Facilities

Training offices are responsible for planning and selecting accessible training locations and facilities. Training shall be held at the most cost-effective location. Give consideration to travel expenses and lodging for participants.

Training offices shall ensure that discrimination does not result from using facilities that deny access by failing to reasonably accommodate people with disabilities.

C
Reviewing
Training Plans

Deputy Administrators, division directors, and other employees who plan and conduct training should contact their training office to ensure that plans, materials, and presentations are in compliance with USDA, RMA, and other regulatory policies and guidelines before use.

Note: This process is recommended to:

- minimize duplication of effort

- when possible, consolidate resources to accomplish the mission of RMA in a cost-effective manner.

53 Evaluation of Training

**A
Evaluation
Policy**

Evaluate all formal training of 1 day or more. Shorter sessions may be evaluated.

**B
Developing
Evaluation Form**

For RMA training programs:

- the office developing the program will be assisted by a training specialist who is responsible for developing an evaluation form

- managers or instructors may request additional information to be evaluated.

For interagency and non-Government training programs, use any of the following:

- SF-182 evaluation form
- vendor-supplied evaluation form
- training office-developed evaluation form for that program.

**C
Items to Include
on Evaluation
Form**

Include the following items on any evaluation form:

- examples of usefulness in participant's work
- quality of presentations
- quality of facilities
- suggestions for improvements
- effectiveness of instructor
- overall appraisal of program.

  Example: Excellent, good, fair, or poor.

53 Evaluation of Training (Continued)

D
Date for
Obtaining
Evaluation

Request that participants complete an evaluation form on either or both of the following:

- on the last day of the training program; that is, before close of session
- within 30 calendar days of course, using SF-182 evaluation form.

E
Using Evaluation
Information

Use the evaluation forms to:

- improve RMA training
- determine value of course for RMA employees.

54 Conferences and Meetings

A
Scheduling and
Conducting
Meetings

See 29-AS on off-site meetings, conferences, training sessions, and ceremonies that provide the requirements and approval authorities for scheduling and conducting RMA meetings.

55-63 (Reserved)

64 Overview

**A
Orientation
Policy**

Provide initial training of newly elected or appointed employees to acquaint them with:

- RMA organization, history, background, responsibilities, and program philosophy

- responsibilities and functional relationships

- basic personnel and administrative policies and procedures

- civil rights.

65 New Employees

A
Immediate
Supervisor
Responsibilities

Immediate supervisor shall ensure that the following explanations are provided to new employees:

- RMA organization and relationships with other Agencies

- lines of communication

- Director's responsibilities and authority

- RMA program

- payroll, authorized travel, and other administrative requirements

- introduction to personnel in the unit

- description of available facilities and services

- discussion of office practices and rules

- basic employee benefits and obligations

- civil rights

- performance standards expected, and individual development and performance appraisal systems

- duties and responsibilities

- step-by-step instructions about performing assigned work.

65 New Employees (Continued)

B
Orientation
Packet

When a new employee reports for duty, include the following in the orientation packet:

- "Orientation Information Guide"
- "Merit Promotion Plan"
- "Standards of Ethical Conduct for Employees of the Executive Branch"
- health benefits registration form and any information on the program
- Federal Employees' Group Life Insurance brochure and election form
- "When Injured at Work" (CA-11)
- list of employees, telephone numbers, and office room numbers
- Leave Record (FSA-367)
- applicable pay scale
- RMA organizational chart.

C
All Employees

RMA employees shall be shown the following audiovisual training aids:

- "Public Service, Public Trust" video
- "USDA Making a World of Difference" video.

66-73 (Reserved)

Part 6   On-the-Job Training Programs

74 Training in Present Job

A
Purpose

On-the-job training programs prepare employees in regular work situations to better perform their assigned duties.

B
Responsibilities

Immediate supervisors shall:

- ensure that all subordinates understand and are skilled in work to be done, and arrange for training if needed

- provide for frequent follow-up counseling and evaluation sessions to ensure that desired results are achieved when training courses have been necessary to improve or prepare an employee for a specific skill or task.

75 Cross-Training

A
Purpose

Cross-training prepares current employees to perform other jobs within the unit to maintain work output and ensure orderly operation during times when:

- employees have emergency absences, take planned leave, take training, or must perform other assignments

- the unit is experiencing peak workloads and is not adequately staffed to meet them.

B
Advantages of Cross-Training

Cross-training will increase:

- the number of employees capable of performing duties assigned to the unit
- understanding and cooperation among employees.

C
Responsibilities

Unit heads and supervisor's staff should continually provide adequate cross-training within their staffs.

A
Relocating to
Achieve Specific
Training

Relocate an employee to other units or locations for up to 6 months for training to accomplish 1 or more of the following:

- obtain additional experience valuable to present job

- learn a new job or operation

- participate in a study, survey, or project

- train employees in other units

- increase employee's ability to handle more responsible assignments

- increase employee's understanding of RMA operations, programs, administrative activities, and career opportunities.

B
Responsibilities

Supervisors shall determine need, select employees, and recommend training. This includes:

- working and discussing plans with other supervisors involved

  Note: These discussions may result in recommendations for a series of assignments or to train employees on assignments.

- contacting FSA, HRD, Domestic Operations Branch or KCMO, PD, Employment Branch:

  - to ensure that proper channels and rules are followed
  - if assistance is needed.

  Note: **Some** details may require that competitive procedures are followed to ensure that all interested employees are offered an opportunity for special assignments that may lead to promotional opportunities.

C
Selecting
Employees

When selecting employees for temporary duty training, consider the:

- objectives that are expected to be accomplished
- employee's:

  - experience and previous training
  - ability to develop and benefit from training
  - interest in improving his or her performance.

D
Obtaining
Approval

Submit written recommendations for approval to appropriate Division Director.

77 Job Rotation Training

**A
Responsibilities
and Use**

Unit heads should consider using job rotation as a means of training employees.

- Job rotation may be either a lateral transfer or a temporary promotion to another phase of operations.

- Employee under job rotation training may be rotated within a 3- to 7-year period.

**B
Permanent
Assignments**

The permanent assignment of an employee to another position in a different phase of RMA operations is for:

- increasing the employee's knowledge and experience in RMA operations

- strengthening units and staffs by providing them with employees who have a broad understanding of RMA operations.

**C
Submitting
Recommendations**

Submit written recommendations for approval to personnel servicing office.

78-88 (Reserved)

89 Using Individual Development Plan

**A
Introduction**

IDP's shall provide meaningful training plans that will enable employees to:

- perform duties according to established job standards
- improve job performance.

**B
Who Needs to
Complete IDP's**

IDP's are required for all permanent employees

Note: For new permanent employee, IDP is required 90 calendar days after the employee reports for duty.

**C
IDP
Considerations**

IDP's should be formulated to include the following considerations:

- degree to which the employee possesses job-related knowledge, skills, and abilities

- relationship of the planned developmental activity to the knowledge, skills, and abilities required by the employee's present position.

**D
Supervisor's
Responsibility**

Supervisors shall:

- be responsible for the development of their employees to achieve the knowledge, skills, and abilities according to their performance standards

- ensure that employees do not fail major assignments because of a knowledge or skill deficiency that could have been achieved through training

- along with employees, prepare FSA-600 annually at performance appraisal time for those individuals requiring IDP.

   Note: See subparagraph 90 B for an example of a completed FSA-600.

**E
Employee
Responsibility**

Employees are responsible for the initial implementation of IDP once it has been approved. This includes:

- completing training courses, if funds are available
- coordinating IDP plan with training contact
- scheduling workload and negotiating time priorities with their supervisor.

**F
Reviewing or
Revising IDP's**

IDP's should be reviewed, revised, or both as follows:

- at progress reviews of the performance plans
- upon completion of training
- altered as performance plans and job assignments change.

**G
Training Office
Function**

One copy of each approved IDP shall be submitted to the appropriate training office. The training office shall:

- tabulate and summarize responses
- determine the need for group training programs
- provide assistance to training coordinators in understanding the IDP process.

90 FSA-600, Individual Development Plan

**A
Completing
FSA-600**

Complete FSA-600 according to this table.

Note: See subparagraph B for a completed FSA-600.

Item	Instructions
1	Enter employee's full name (last, first, and middle initial).
2	Enter employee's office/division and office location.
3	Enter page number and total number of FSA-600 sheets.
4	Enter employee's pay plan, series, and grade.
5	Enter employee's position title.
6	Enter FY.
7	If no further development is desired or required at this time, mark the box and skip to item 14.
8	Review career goals. Identify knowledge, skills, abilities, and training or developmental experiences needed to attain goals.
9	Describe briefly the developmental activities that are needed to meet the developmental objectives. Note: Include mandatory training needed by the employee, such as 80 hours of supervisory training for new supervisors, civil rights, or ethics.

A
Completing
FSA-600
(Continued)

Item	Instructions
10	Describe how the development will be accomplished, such as on-the-job training, detail, special assignment, formal classroom, or self-development. Enter an explanation of what will be included if on-the-job training, details, or special assignments are used. If training will be accomplished through formal instruction, identify the institution where it will occur, such as OPM, community college, supervisor's office, or in-house.
11	Show costs of formal training, if known, or use best estimate. Supervisors are responsible for budgeting costs, such as estimated tuition, per diem, travel, and supplies.
12 and 13	Show estimated month and year planned. Record accomplishments on a periodic basis and review at least annually.
14	Employee shall sign and date after FSA-600 has been developed.
15 A and 15 B	Supervisor shall sign and date after the employee signs.
16, 17, and 18	Revise IDP to show significant changes in developmental needs. Changes will be initialed and dated in these blocks. Any changes to the original IDP, such as additions or deletions in training, rescheduling because of course cancellation or unavailability, or other reasons that denote the change on the original IDP, should be noted.

90 FSA-600, Individual Development Plan (Continued)

B
Example of
FSA-600

This is an example of a completed FSA-600.

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-600		
(08-13-93)		

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

INDIVIDUAL DEVELOPMENT PLAN

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

1. NAME *(Last, First, Middle Initial)*	2. UNIT - LOCATION	3. PAGE
Jones, Salley L.	RMA/AO	1 OF 1

4. PAY PLAN/SERIES/GRADE	5. CURRENT POSITION	6. FISCAL YEAR
GS-318-5	Secretary	199X

7. No further development is desired or required at this time.	Check Box here → ☐	

8. DEVELOPMENT OBJECTIVES: KNOWLEDGE, SKILLS, ABILITIES	9. DEVELOPMENT ASSIGNMENTS	10. TRAINING: COURSES, SEMINARS, ROTATIONAL ASSIGNMENTS, ETC.	11. ESTIMATED COSTS	12. PLANNED	13. ACCOMP.
To improve skills in determining priorities and managing time.	Self-development activity	Read the following books: (1) How to Get Control of Your Time and Your Life. (Alan Lakein) (2) The Time Tran	None	1/6-2/28/9X	
To improve ability in proofreading.	Correspondence course	Proofreading National Independent Study Center (OPM-NISC)	$85.00	3/9-5/29/9X	
To improve ability to compose non-technical correspondence.	Seminar/Workshop	Letterwriting for Secretaries OPM	$365.00	7/19-23/9X	
To improve skills in travel document preparation.	On-the-job training	Regular work sessions with division's administrative assistant to review and apply Government Travel Regulations.	None	2/28-7/30/9X	

14. EMPLOYEE SIGNATURE	DATE	15. A. SUPERVISOR'S SIGNATURE	DATE	15. B. SUPERVISOR'S SIGNATURE	DATE
☞ /s/ Salley L. Jones	10/21/9X	☞ /s/ Phil Smith	10/21/9X	☞	

16. UPDATED *(Date & Initials)*	17. UPDATED *(Date & Initials)*	18. UPDATED *(Date & Initials)*

Check applicable copy designation as shown: ☐ Supervisor's Copy   ☐ Employee's Copy   ☐ Training Office Copy

**A
Definition of
TPFOCUS**

TPFOCUS is:

- the name of the product issued through Information Builders, Inc.

- a complete information control system training plan that features entering, maintaining, retrieving, and analyzing data

- an automated IDP system:

  - accessed through the NITC mainframe

  - designed to facilitate on-line entry and maintenance of data from FSA-600 and SF-182.

**B
TPFOCUS
Registration**

KCMO, PD, EDB shall:

- request RMA to nominate a primary and alternate user from each division, branch, or section

  Notes: Each user is responsible for entering IDP data into TPFOCUS.

  Each area will identify a designated mainframe printer that can receive TPFOCUS output data.

- enter user nominations and printer identifications into the TPFOCUS maintenance program

- mail TPFOCUS self-instructional books to primary and alternate users.

The supervisor shall:

- discuss training needs with the employee
- agree on courses for the employee's individual development.

The employee shall prepare the handwritten IDP, using FSA-600.

C
Entering IDP
Data

The primary or alternate user from each division, branch, or section shall:

- enter the IDP data into TPFOCUS from the handwritten IDP
- print a copy and submit to the supervisor.

The supervisor shall:

- review the IDP report for completeness
- indicate revisions, if needed.

D
TPFOCUS
Approval Phase

KCMO, PD, EDB shall:

- suspend access to TPFOCUS until after approval phase is over

- request a final report of all IDP's and distribute the report to the Assistant Managers for approval of courses

- update TPFOCUS to reflect the Assistant Managers final decisions

- generate a final approved report of all IDP's

- forward the approved IDP's to the appropriate supervisor.

The supervisor shall:

- keep the original IDP
- give a copy to the employee.

**E
TPFOCUS Final
Processing**

KCMO, PD, EDB shall:

- reactivate TPFOCUS
- send a letter to notify each supervisor.

The supervisor shall inform the primary and alternate user that TPFOCUS is active, allowing them to generate individual SF-182's for all approved training.

The primary/alternate user shall enter necessary information into TPFOCUS to generate SF-182's, using the new FY 1997 guidelines.

**F
Printing and
Reviewing
TPFOCUS**

KCMO, PD, EDB shall print the generated individual SF-182's on the last day of each month and route them back to the originating division, branch, or section.

The primary/alternate user shall:

- review SF-182 for inconsistencies
- modify, if necessary.

**G
TPFOCUS
Signature
Approval**

The supervisor shall indicate his/her approval on SF-182, Section D by signing the following items:

- 26 a (name and title of immediate supervisor)
- 26 b (signature of immediate supervisor).

The Director or designee shall use the following items on SF-182, Section D to indicate aproval:

- 27 a (name and title of second-line supervisor)
- 27 b (signature of second-line supervisor).

The primary/alternate user shall submit SF-182 to KCMO, PD, Employee Development Specialist, for processing according to FY 1997 guidelines.

92-102   (Reserved)

Part 8   Training Programs

103   Program and <u>Technical Training</u>

A
Introduction   Technical and program training consists of meetings and short- and long-term courses on RMA programs and technical fields, such as loss adjustment and crop insurance programs. This training is essential to acquaint employees with changes and advancements.

B
Responsibility   Unit head, appropriate training office, and training coordinator shall:

- determine training needs
- select participants based on their job needs
- schedule and document training
- involve participants in planning
- select qualified instructors
- assign responsibility for conducting training
- involve participants in presentations
- evaluate training.

104   Basic Skills, Organization, and Operations Training

A
Introduction   Instruction in basic skills, such as writing, reading, speaking, listening, and machine operations, shall be conducted when needed and feasible to provide all employees with skills necessary for providing quality service to:

- agricultural producers
- the public
- other units
- each other.

This includes training employees in USDA and RMA organization and operations to provide a better understanding and appreciation of roles and responsibilities in carrying out RMA's mission.

B
Responsibilities   Unit heads, supervisors, and training office responsibilities are as follows.

- Unit heads, assisted by appropriate training office, shall provide organization and operations training as needed.

- **Supervisors** shall counsel employees regularly on their job performance and assist them in:

  - determining needed improvements
  - arranging suitable training.

- **Training office** shall assist unit heads by arranging appropriate skills training.

105   Management Development Training

**A
Introduction**   Management development training is intended to train supervisors, managers, and executives in management principles, techniques, and skills to equip them to accomplish FSA's mission through proper supervision of employees.

**B
Responsibility**   This table shows the responsibility for RMA management development programs.

Responsible Person or Office	Action
Division Directors and HRD, TDB and KCMO, PD, EDB	Provide management development training as needed.
Employee	Complete at least 1 course every 3 to 6 years.

**C
Supervisory
Training**   RMA requires that each new first-level supervisor **must** have at least 80 hours of supervisory training within 12 months after assuming a supervisory position.

When considered appropriate under an employee's IDP, nonsupervisory employees may be scheduled to attend supervisory training courses.

**D
Areas of
Training**   Training for supervisors, managers, and executives shall focus on ensuring that competencies are built according to OPM's Leadership Effectiveness Framework. The competencies needed are outlined in subparagraphs E through H.

E
Basic
Competencies

The following basic competencies apply to all supervisors, managers, and executives:

- oral, written, and interpersonal communication
- problem solving and decision making
- leadership
- self-direction
- flexibility
- technical competence.

F
First-Level
Competencies

In addition to the basic competencies, all supervisors, managers, and executives shall build the following first-level competencies:

- human resource management
- managing diversity
- conflict management
- team building
- influencing/negotiating.

G
Mid-Level
Competencies

In addition to the basic and first-level competencies, all managers and executives shall build the following mid-level competencies:

- creative thinking
- planning and evaluation
- customer orientation
- management controls/integrity
- financial management
- technology management.

H
Higher-Level
Competencies

In addition to the basic and mid-level competencies, all executives shall build the following competencies:

- vision
- external awareness.

A
Purpose

Interagency and non-Government training programs and courses, including correspondence courses, dealing with subject matter of value in better preparing employees and supervisors to carry out the mission of RMA may be considered within the scope of outside training.

B
Policy

RMA uses outside training to supplement in-service training when essential and appropriate to meet training needs of employees.

To the greatest extent practicable, RMA's training needs shall be met through:

- RMA programs, personnel, and facilities

- other Government agencies, such as OPM, GSA, or other interagency course offerings

- non-Government training facilities or instructors.

C
Agreement to
Continue in
Service

Employees scheduled for training of over 80 hours in length shall sign, before the beginning of the training period, an agreement to continue in Federal Government service.

The agreement, on SF-182, Section G, reverse side of copy 1, shall be provided by:

- HRD, TDB to National Office, RSO, and CFO staffs
- KCMO, PD, EDB to R&D and Kansas City CFO employees.

**C
Agreement to
Continue in
Service
(Continued)**

This does not apply under 1 or more of the following conditions:

- only cost to the U.S. Government is salary

- training is provided by manufacturers as a normal service to users of the manufacturers' products

- training does not exceed 80 hours within a single program

- training is through correspondence courses.

A
Purpose

Academic training is used to provide for the development of competent employees and enhance employees' interpersonal skills.

Training is not limited to current profession/track. However, each request will be reviewed on a case-by-case basis.

This includes, but is not limited to, specialties such as economics, marketing, business and public administration, and management.

B
Restrictions on
Degree Training

RMA will not authorize the selection and assignment of an employee for training, or the payment or reimbursement of the costs of training, for either of the following:

- the purpose of providing an opportunity to an employee to obtain an academic degree to qualify for appointment to a particular position for which the academic degree is a basic requirement

- the sole purpose of providing an opportunity to an employee to obtain 1 or more academic degrees.

C
Part-Time
Enrollment

An employee enrolled in an individual course at a college or university is considered to be enrolled part-time.

D
Full-Time
Enrollment

RMA will not pay tuition for an employee enrolled at a college or university on a full-time basis. However, when tuition is charged on an individual course basis, RMA may pay tuition for a course included on an approved IDP for an employee enrolled at a college or university on a full-time basis.

107   Academic Training (Continued)

E
Criteria for   Recommending and approving authorities shall determine an employee's
Selecting   qualifications for enrolling in academic training courses. Selection criteria
Participants   include:

- need for improvement
- training previously completed or not completed
- ability to train others
- career enhancement
- personal development
- benefit to RMA.

F
Academic   RMA will pay for 2 courses per semester for approved academic training if:
Expenses

- a grade of "C" or above is achieved
- the course is directly related to an employee's job.

See paragraph 37 for more details.

Note: After completing academic training, participant shall provide the
following to the appropriate training office:

- grade report
- training evaluation.

108-117   (Reserved)

118   Authority

**A
Obtaining
Services of
Instructor or
Speaker**

All RMA offices:

- may request the services of instructors or speakers from outside RMA if it would materially improve the training program

- shall request their needs through the appropriate training office.

Note: No one other than a contracting officer has the authority to actually "obtain" the training services.

**B
Arranging for
Outside Training
Facilities**

HRD, TDB or KCMO, PD, EDB or both:

- will arrange for necessary non-FSA training facilities if adequate facilities are not otherwise available through MSD, RCS or KCMO, ASD

- shall provide advice and assistance to all RMA offices on these matters.

**C
Requesting
Speakers**

Offices shall request outside speakers according to this table.

Location	Instructions
RMA Kansas City Offices	Prepare AD-700 and send to KCMO, PD, EDB 6 weeks before needing speaker. Include copies of any correspondence between RMA office and the speaker or institution. EDB, Employee Development Specialist, shall review and forward to KCMO, ASD. **Note:** Do **not** enter into any agreement with vendors. Only contracting officers have the authority to commit Government funds.
RMA National and Field Offices	Prepare and send AD-700 requesting the services of an outside speaker by requesting Director, HRD to make: • necessary contacts • arrangements.

A
Policy
Considerations

RMA may enter into training agreements with Government agencies or non-Government training vendors to provide appropriate training. A training agreement **cannot** be made solely for the purpose of providing advisory and technical assistance services.

RMA may pay for this training using purchase orders, SF-182's, or AD-742's, subject to the following considerations:

- degree to which the training would benefit the employee by updating the employee's performance

- expected benefits to RMA

- funds available for training.

The following should also be done.

- Training must be approved by the appropriate RMA official before the course date.

- Quotes must be obtained from at least 3 vendors.

- Employee Development Specialist shall coordinate preparation and submission of an approved AD-700, with accounting appropriations and Government cost estimates, to KCMO, ASD or National Office MSD.

**B
Requesting
Group Training**

Requests for group training must include specifications outlining:

- scope of training or a detailed subject matter description of training to be provided

- course objectives identifying what participants need to know or be able to do upon course completion

- estimated length of course hours

- why training is essential in carrying out Agency's mission

- identification of participants in terms of:

    - background for course
    - present level of knowledge
    - division, branch, and section in which they work

- the total number of participants

- contact person for additional information and support

- range of dates in which the course should be presented

- recommended vendors, if known

- include sole source jusification if a specific vendor is requested.

**C
Training
Specifications**

Training specifications must be clear. Clearly written specifications that leave little room for interpretation ensure that training vendors deliver what RMA needs.

The scope of training should clearly and specifically describe the actual training to be performed.

**D
Submitting
Requests for
Group Training**

Submit group training requests according to this table.

IF located in...	THEN submit group training requests to...
Field Offices	Chief, Employee Development Branch, PD, KCMO through Director, KCMO.
National Office	Director, HRD.

Note: Requests will be forwarded to the appropriate contracting officer to procure the training with the training office's assistance.

**E
Requesting
Customized
Group Training**

Requests for RMA customized group training should include a detailed specification or statement of work in addition to the requirements in subparagraphs B and C.

**A
Selecting
Off-the-Shelf
Training**

The following training offices shall use appropriate guidelines to acquire off-the-shelf training from submitted requests:

- HRD, TDB
- *--KCAO, PD, EDB--*
- MSD
- KCMO, ASD.

**B
Justifying Sole
Source Training
Vendor**

When the course cost is over $2,500, and the requester has chosen a specific training vendor, the requester must provide a written sole source justification with the following information:

- describe the required training

- describe the proposed training vendor's unique qualifications, that is, why this is the only vendor capable of performing the training

- explain if vendor holds the copyrights to the training methods needed and is the only vendor that offers the training

- provide a detailed description of the services required to meet the Agency's needs, including an estimated value

- provide a demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires a sole source award

   Note: Explain why no other source of the service is available.

- provide a description of the efforts to ensure the recommended source is the only potential source of the services required

**B
Justifying Sole
Source Training
Vendor
(Continued)**

- provide a description of the market survey conducted and the results or a statement of the reason why a market survey was not conducted

  Note: A <u>market survey</u> is an attempt to ascertain whether other qualified sources capable of satisfying the Govenrment's requirements exist.

- provide any other facts supporting the use of other than full and open competition

- certify that the information contained in the justification is accurate and complete.

**C
Administration
of Training
Programs**

The training office specialist in charge of the training will oversee the training effort. This includes ensuring that the office maintains proper records. A training folder must be established for each training program and include the following items:

- copy of course
- all vendors' quotes
- evaluation of the vendors
- AD-700 request
- purchase order or SF-182's * * *
- roster of participants or class sign-in sheets
- participants' evaluation forms
- copy of the approved vendor's invoice
- all other necessary items, as needed.

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports   None

Forms   This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-700	Procurement Request		118-120
AD-742	Transfer and Adjustment Voucher		119
CA-11	"When Injured at Work"		65
FSA-367	Leave Record		65
FSA-600	Individual Development Plan	90	89, 91, Ex. 2
SF-182	Request, Authorization, Agreement, and Certification of Training	38	Text, Ex. 2, 4

Abbreviations Not Listed in 1-CM   The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
ASD	Administrative Services Division, KCAO	118-120
CADI	Central Accounting Database Inquiry (FFIS replaced CADI)	37
CFO	Compliance Field Office	Text, Ex. 2
CC	cost center	38, 39
EDB	Employee Development Branch, PD, KCAO	Text
FFIS	Foundation Financial Information System	37, 38

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)   The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
IDP	individual development plan	Text, Ex. 2
LWOP	leave without pay	37
MO	miscellaneous order	38
NITC	National Information Technology Center	91, Ex. 2
ODT	official duty time	37
OPF	official personnel folder	38
PD	Personnel Division, KCAO	Text
R&D	Research and Development, RMA	38, 40, 106, Ex. 2
TDB	Training and Development Branch, HRD	Text
TRAI	Training Information System, NFC	2, 3, 36, 38

Redelegations of Authority   This table lists redelegations of authority in this handbook.

Redelegation	Reference
Delegating training responsibilities to Director, HRD	2
Delegating authority to approve or disapprove	Part 3

Exhibit 2

Definitions of Terms Used in This Handbook

*--Cost Center (CC)	A <u>cost center</u> is an RMA-allocated budgetary resource. Budgeted amount must be monitored and controlled.**--***
Cost Effective	<u>Cost effective</u> means the program that best meets RMA needs at a competitive price. It does not mean the least expensive program.
Cross-Training Program	The <u>cross-training program</u> is the on-the-job training of employees to provide fully qualified candidates to fill future vacancies.
Customized Group Training	<u>Customized group training</u> is any publicly offered course modified to meet RMA specifications.
Field Offices	<u>Field Offices</u>, for the purpose of this handbook, are all offices outside of the ***--**National Office, which are Regional Offices, CFO's, and R&D.**--***
First-Level Supervisor	A <u>first-level supervisor</u> is an employee who supervises nonsupervisory employees.
Formal Training	<u>Formal training</u> is a classroom setting with a planned program of instruction presented by qualified instructors.
Job Rotation Training	<u>Job rotation training</u> means a planned assignment, that is a change of position, to provide varied functional training to broaden the scope of knowledge and operating ability of the employee involved.
Management Development Training	<u>Management development training</u> includes training, seminars, and workshops in the principles of supervision and management.
Market Survey	A <u>market survey</u> is an attempt to ascertain whether other qualified sources capable of satisfying the Government's requirements exist.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

"New Age" Training Programs	<u>"New age" training programs</u> are programs that use a wide variety of techniques or exercises which conflict with the employee's religious beliefs such as meditation, guided visualization, self-hypnosis, therapeutic touch, biofeedback, yoga, walking on fire, and inducing altered states of consciousness. For more detail, refer to EEOC Notice N-915.022 dated September 1, 1988. **Note:** HRD, TDB will provide a copy of the EEOC notice to an employee upon request.
Orientation Training	<u>Orientation training</u> is the initial training provided to new employees covering rules, regulations, rights, benefits, administrative matters, and an overview of organizational objectives, functions, and structure as opposed to specific job-related training.
*--Partial or Shared Costs	<u>Partial and shared costs</u> are expenses for training college or other nonreimbursable courses that are **officially approved** by RMA that the employees and the Agency both agree to share.**--***

Performance Goals	<u>Performance goals</u> are goals that:
	
	• assist the Agency in meeting management actions
	• for organizational and individual efforts, are to improve:
	
	    • information availability
	    • technology base
	    • RMA program delivery
	    • employee knowledge, skills, and abilities
	    • policy formulation and evaluation.

Program Training	<u>Program training</u> is a meeting or course on insurance programs, compliance investigation, etc.
RMA's Mission	<u>RMA's mission</u> is to provide each agricultural producer the opportunity to achieve financial stability through effective risk management tools.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Supervisory Positions	Supervisory positions are National and Field Office Directors, Deputy Directors, Branch Chiefs, and equivalent positions.

Technical Training	Technical training is a meeting or course in subject matter areas such as insurance or accounting.

Temporary Duty Training	Temporary duty training means detailing employees to other units or locations for up to 6 months for training.

TPFOCUS   TPFOCUS is:

* the name of the product issued through Information Builders, Inc.

* a complete information control system training plan that features entering, maintaining, retrieving, and analyzing data

* an automated IDP system:

  * accessed through the NITC mainframe

  * designed to facilitate on-line entry and maintenance of data from FSA-600 and SF-182.

Training   Training is the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields that will accomplish both of the following:

* improve individual and organizational performance
* assist in achieving the Agency's mission and performance goals.

Training Information System (TRAI)	TRAI is an NFC electronic data processing system that maintains current and historical training information for Federal employees.

Exhibit 4
(Par. 38)

Codes for SF-182, Item 20

A
Purpose Code   The purpose code indicates why the employee received training and reflects
Definitions   management's decision regarding the employee's need for training. This table lists
purpose codes and definitions for SF-182, item 20 a.

Code	Type	Definition
1	Mission or Program Change	To provide the knowledge, skills, and abilities needed as a result of change in Agency mission, policies, programs, or procedures.
2	New Technology	To provide the knowledge, skills, and abilities required to keep abreast of developments in the employee's occupational field or in a related field.
3	New Work Assignment	To provide the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities, if training is not a part of a planned career development program.
4	Improve Present Performance	To provide knowledge, skills, and abilities needed to improve or maintain proficiency in present job.
5	Meet Future Staffing Needs	To provide the knowledge, skills, and abilities needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship, cooperative education program, training agreement, or programs to update skills and abilities.
6	Develop Unavailable Skills	To acquire the knowledge, skills, and abilities needed for fields of work that are unique to the Federal Government, or to meet existing Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates.
7	Trade or Craft Apprenticeship	To provide the classroom or group portion of formal training in an apprenticeship program that, together with guided work experience, permits the employee to acquire the knowledge, skills, and abilities needed to meet the requirements for full performance.
8	Orientation	To provide orientation to the policies, purposes, missions, and functions of the employing Agency or the Federal Government for new employees.
9	Adult Basic Education	To provide the basic knowledge, skills, and abilities needed to permit the employee to function in a work environment.

Exhibit 4
(Par. 38)

Codes for SF-182, Item 20 (Continued)

B
Type Code   The type code indicates the principal subject matter and emphasis of the training
Definitions   provided an employee. This standard categorized the subject matter of the
                      training given, not the position of the person trained. This table lists the type
                      codes for SF-182, item 20 b.

Code	Type	Definition
1	Executive and Management	Education or training in the concepts, principles, and theories of subjects such as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing, and controlling.
2	Supervisory	Education or training in supervisory principles and techniques in subjects such as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations), human behavior and motivation; communication processes in supervision; work planning, scheduling, and review; and performance evaluation.
3	Legal, Medical, Scientific, and Engineering	Education or training in the concepts, principles, theories, or techniques of disciplines, such as law; medicine; the physical, biological, natural, social, or behavioral sciences; education; economics, mathematics, and statistics; architecture; engineering; or foreign affairs.
4	Administration and Analysis	Education or training in the concepts, principles, and theories of fields such as public or business administration; personnel; training; equal employment opportunity; logistics; finance; systems analysis; policy, program, or management analysis; or planning.
5	Specialty and Technical	Training of a specialized or technical nature in the methods and techniques of fields such as investigation, security, police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work.

Exhibit 4
(Par. 38)

Codes for SF-182, Item 20 (Continued)

B
Type Code
Definitions
(Continued)

Code	Type	Definition
6	Clerical	Training in clerical skills such as typing, shorthand, keypunch or computer operation, letter writing, filing, or telephone techniques.
7	Trade or Craft	Training in the knowledge, skills, and abilities needed in such fields as electrical equipment installation, maintenance or repair, tool and diemaking, welding, or carpentry.
8	Orientation	Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing Agency, or a broad overview and understanding of matters of public policy.
9	Adult Basic Education	Education of training to provide basic completeness in subjects such as remedial reading, grammar, arithmetic, lipreading, or braille.

C
Source Code Type

This table lists the vendor source code types for SF-182, item 20 c.

Code	Vendor
1	Government - Agency
2	Government - Interagency
3	Non-Government - Designed for Agency
4	Non-Government - Off-shelf
5	State or local government

Exhibit 4
(Par. 38)

Codes for SF-182, Item 20 (Continued)

D
Special Interest   This table lists the special interest codes for SF-182, item 20 d.
Codes

Code	Special Interest
00	None
01	Executive Development
02	Supervision
03	Supervisory/Manager Probationary Period
04	Upward Mobility, Department
05	Upward Mobility, Agency
06	SES Candidate Development Program
07	Management Development Program, Department
08	Management Development Program, Agency
11	PMI (Presidential Management Intern Program)
12	COOP (Cooperative Education Program)
13	President's Executive Exchange Program
14	LEGIS Fellows Program
15	Com Sci (Commerce Science Program)
16	Women's Career and/or Executive Development
17	PTO (Patent and Trademark Office) Law Program
18	Long Term - Full-Time
19	Long Term - Part-Time

Exhibit 4
(Par. 38)

Codes for SF-182, Item 20 (Continued)

**D
Special Interest
Codes
(Continued)**

Code	Special Interest
20	Civil Rights Training
21	Computer Training
22	Self Development
23	Congressional Fellowship
24	Foreign Language Training
25	Total Quality Management
26	PIA (Procurement Integrity Act) Ethics Training
27	INFOSHARE Training
28	HIV/AIDS Training