



**United States
Department of
Agriculture**

Animal and
Plant Health
Inspection Service
Plant Protection and
Quarantine

Program Aid No. 1990

Overview of Plant Protection and Quarantine's Professional Development Center

U.S. Department of Agriculture
Animal & Plant Health Inspection Service
Professional Development Center



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Who We Are

The Professional Development Center (PDC) is a unit within the Animal and Plant Health Inspection Service (APHIS) that supports the agency's Plant Protection and Quarantine (PPQ) program mission, vision, and values. The PDC provides training and educational advice, leadership, and consultation to PPQ employees and others who work to protect the Nation's agriculture and natural resources from plant pests and diseases. As part of these efforts, the PDC delivers employee development programs that promote continual learning and employee competence and professionalism.

Office of the Director

Location: Frederick, Maryland

The Office of the Director is responsible for the overall management of the PDC's staffs, budgets, and training facilities, as well as the administrative and information technology functions required to carry out its mission.

The Director is a member of the PPQ Executive Team. Working closely with the other Executive Team members, the Director identifies and validates employee training and development needs and develops yearly training plans that are aligned with PPQ's strategic goals.

Agricultural Quarantine Inspection Location: Frederick, Maryland

The **Agricultural Quarantine Inspection (AQI)** unit is responsible for designing, developing, delivering, and evaluating scientific and technical training for the U.S. Customs and Border Protection Agriculture Specialist (CBPAS) Academy. The CBPAS training is offered at the PDC and provides basic scientific and technical instruction for new hires. By aligning its products and services with PPQ's strategic goals and responding to CBP's needs, the AQI unit ensures that CBP acquires the scientific skills and technical knowledge necessary to accomplish the AQI mission.



Off-loading cargo maritime (taken by Kyle Hegamyner)

The AQI unit's areas of responsibility include:

- Organizational, job, task, and training needs analyses;
- Instructional design, development, and delivery;
- Training and program evaluation; and
- Employee certification.

For more AQI training information, contact the PDC at (240) 529-0200.

U.S. Customs and Border Protection Agriculture Specialist Academy

The academy, which the AQI unit oversees in collaboration with the U.S. Department of Homeland Security's (DHS) Customs and Border Protection (CBP), is a 10-week, performance-based program designed for entry-level Agriculture Specialists. The training provides the students with the skills, tools, and knowledge necessary to perform AQI duties, preparing them to protect American agriculture from both the intentional and unintentional introduction of exotic pests, diseases, and noxious weeds. Courses the academy offers, listed in chronological order, include:

- Plant Pathology
- Seed Identification
- General Taxonomic Entomology
- Malacology
- Acarology
- Diptera
- Isoptera
- Thysanoptera
- Hymenoptera
- Orthopteroidea
- Lepidoptera
- Hemiptera
- Coleoptera
- Pest Interception
- Introduction to Regulatory Decision Making
- Preventing Agricultural Bioterrorism
- Risk Analysis and Agricultural Quarantine Inspection Monitoring
- Manual for Agricultural Clearance
- Agricultural Quarantine Activity System (AQAS) Training
- Pesticide Certification
- Treatments at Ports of Entry
- Nonpropagative Plant Imports
- Nursery Stock Regulations
- Animal Products Training



Two Hymenoptera (taken by Erin Otto)



Sphingidae larva (taken by Erin Otto)

Leadership Development and Organizational Support Location: Frederick, Maryland

The Leadership Development and Organizational Support (LDOS) unit is responsible for designing, developing, delivering, and facilitating leadership training for all PPQ employees. LDOS follows PPQ's Leadership Development Strategy to manage and enhance its training function. The strategy's core elements include leadership competencies, assessments, coaching, mentoring, and continual learning. LDOS ensures that PPQ employees have the necessary leadership skills, knowledge, and abilities to accomplish PPQ's mission.

LDOS Training Activities and Services

New Supervisor Seminar: The PPQ New Supervisors' Seminar (NSS) is a 40-hour competency-based course for new PPQ Supervisors, Project Managers, or Team Leaders with experience of 18 months or less. It is designed to develop and improve leadership skills, as well as apply new approaches to address PPQ's current and future leadership needs for program supervisors. It is aligned with PPQ's workforce and succession planning needs to develop future leaders in the program.

Leading in the 21st Century (L-21): The L-21 Program is a 12-month, competency-based course that is part of PPQ’s leadership development strategy. It is designed to help build and improve the skills necessary for success as PPQ leaders and apply new approaches to address PPQ’s current and future leadership needs.

The program will provide the processes, structure, and opportunity for participants to assess their individual leadership development needs, plan learning activities, practice and improve leadership skills, explore the dimensions of self-awareness and leadership with experts and colleagues, learn skills they can use now and in the future, and build networks for future collaboration. PPQ encourages all employees to be continual learners and take an active role in their own learning and development.



L-21 session (taken by PDC staff)



L-21 graduation (taken by PPQ staff)

Experienced Supervisor Seminar: The PPQ Experienced Supervisors' Seminar (ESS) is a 40-hour, competency-based course for all PPQ full-time supervisors, with 3 or more years of supervisory/management experience, who are currently in grades GS-9 through GS-13 and aspire to enhance their leadership skills. The ESS is part of PPQ's succession plan and leadership development strategy to develop experienced supervisors within the organization. This leadership seminar is designed to develop and improve the leadership skills needed to have continued success as a PPQ supervisor.

Assessments: LDOS offers a number of tools to help individuals, teams, and course participants identify strengths, personal styles, and developmental needs. The assessment data can increase an individual's awareness of his or her abilities and the need to plan for improvements in job performance. Assessments include:

- **360 Degree Assessment:** A questionnaire completed by the individual, his or her supervisor, direct reports, peers, and internal and external customers to rate how well the individual performs in any number of behavioral areas. Results are used to identify leadership strengths and developmental areas that might require improvement.
- **Myers-Briggs Type Indicator:** A psychological instrument designed to identify personality preferences. Results from the indicator are used to promote self-awareness and development.
- **Fundamental Interpersonal Relations Orientation—Behavior:** A psychological instrument used to explain how personal needs affect various interpersonal relationships. Results are used to promote self-awareness and identify ways to enhance behaviors to work with others more effectively.

For more information on assessments, e-mail:

PPQAssessments@aphis.usda.gov

Coaching Clinic: A 2-day coaching clinic that teaches supervisors, managers, and team leaders how to use a coach approach effectively in order to enable employees to become self-reliant achievers.

Coaching and Mentoring: Coaching services for select employees in conjunction with leadership development programs. The PDC also provides assistance with identifying a mentor and developing a mentoring agreement to help with career planning and to increase leadership capabilities.

Meeting Design and Facilitation: A 3-day workshop on meeting design and facilitation. Facilitators learn to guide the meeting process to stay on course, ensure that everyone participates, and achieve the established meeting goals. The PDC also provides meeting design and facilitation services for select customers.

Behavioral Event Interview (BEI): A workshop to teach facilitators how to conduct a BEI with job candidates. BEIs are based on the assumption that the most reliable indication of how a candidate will perform in the target position is to understand how the candidate has performed in past positions. The PDC also provides BEI facilitation services for select customers.

Intercultural Communications—GLOBESMART®: A Web-based tool that provides PPQ employees with quick and easy access to extensive resources that explain how to conduct business effectively with people from more than 45 countries around the world.

Serving Abroad Families Employees (SAFE) Training: Required training for all PPQ employees who travel abroad for a temporary duty assignment lasting more than 30 days. Topics covered in this training course include, among others, working in an embassy and overseas security.

Workforce Planning: A service offered to PPQ and other APHIS programs. The process ensures that the organization has the number of people with the right skills to carry out the mission of the organization at any given time.

Succession Planning: A service offered to PPQ and other APHIS programs. The process helps to ensure long-range stability in the management of the organization. Key managerial positions are identified, personnel rotation is projected, and strategies are put in place so that positions can be filled with highly qualified candidates.

AgLearn: PPQ's online learning management system. This tool helps PPQ employees plan for future career development, locate courses to provide learning opportunities, and track and record the learning history of internal and external developmental activities.

For more information about AgLearn, e-mail:
PPQ_AgLearn_Administrator@aphis.usda.gov.

For more information about any LDOS program, e-mail:
PPQ.Leadership.Support@aphis.usda.gov.

Plant Health Safeguarding

Location: Frederick, Maryland

The Plant Health Safeguarding (PHS) unit is responsible for designing, developing, delivering, facilitating, and evaluating scientific and technical training for PPQ employees. PHS aligns its products and services with PPQ's strategic goals to ensure that employees acquire the skills and knowledge necessary to accomplish PPQ's safeguarding mission. PHS' areas of responsibility include:

- Organizational, job, task, and training needs analyses;
- Instructional design, development, and delivery;
- Training and program evaluation;
- Testing policy and administration;
- Employee certification; and
- Curriculum validation.

PHS Training Activities and Services

Basic Agricultural Safeguarding Training: Addresses the training and development needs of PPQ's entry-level Plant Health Safeguarding Specialists. The curriculum is performance-based and teaches new hires the basic skills and knowledge needed to perform their duties.



The Asian Longhorned beetle is one of many agricultural pests discussed in training. (taken by APHIS staff)

Pest Survey Specialist Curriculum: A series of technical and leadership development courses designed for new Pest Survey Specialists. The combination of courses teaches participants how to effectively plan, implement, and maintain early detection survey activities for exotic pests and weeds. The curriculum includes courses delivered through AgLearn and other Web-based and e-learning venues and at regional and national workshops.

Biotechnology

The PDC offers two courses in biotechnology:

- **Biotechnology Notification Inspection Training:** Teaches participants how to inspect government and private-sector research programs that conduct environmental releases of transgenic plants classified as low-risk.
- **Release Permit Inspection Training:** Teaches the skills and knowledge needed to inspect research programs that conduct environmental releases of transgenic plants classified as medium and high risk.

Pesticide Certification Training: A self-instructional course completed at the employee's duty station prior to attending a simulation workshop. The course covers important information about pesticides, including labels, application equipment, and personal protection equipment. The U.S. Environmental Protection Agency has approved the PDC to certify PPQ employees for pesticide applications relating to program activities. This course is a prerequisite to the Fumigation Workshop and the General Use Pesticides Workshop (detailed below).

Fumigation Workshop: A workshop designed for employees who are required to use fumigants as part of their duties. Course topics include fumigants used by PPQ, approved methods of fumigation, calibration and use of equipment, and simulation of a tarpaulin fumigation.

General Use Pesticides Workshop: The workshop focuses on the use of pesticides in PPQ's emergency and domestic programs. The workshop reviews PPQ's history of pesticide use and emphasizes how to read pesticide labels, perform calculations, and safely handle pesticides.



GUP workshop (taken by Andrea Simao)

Treatment Training

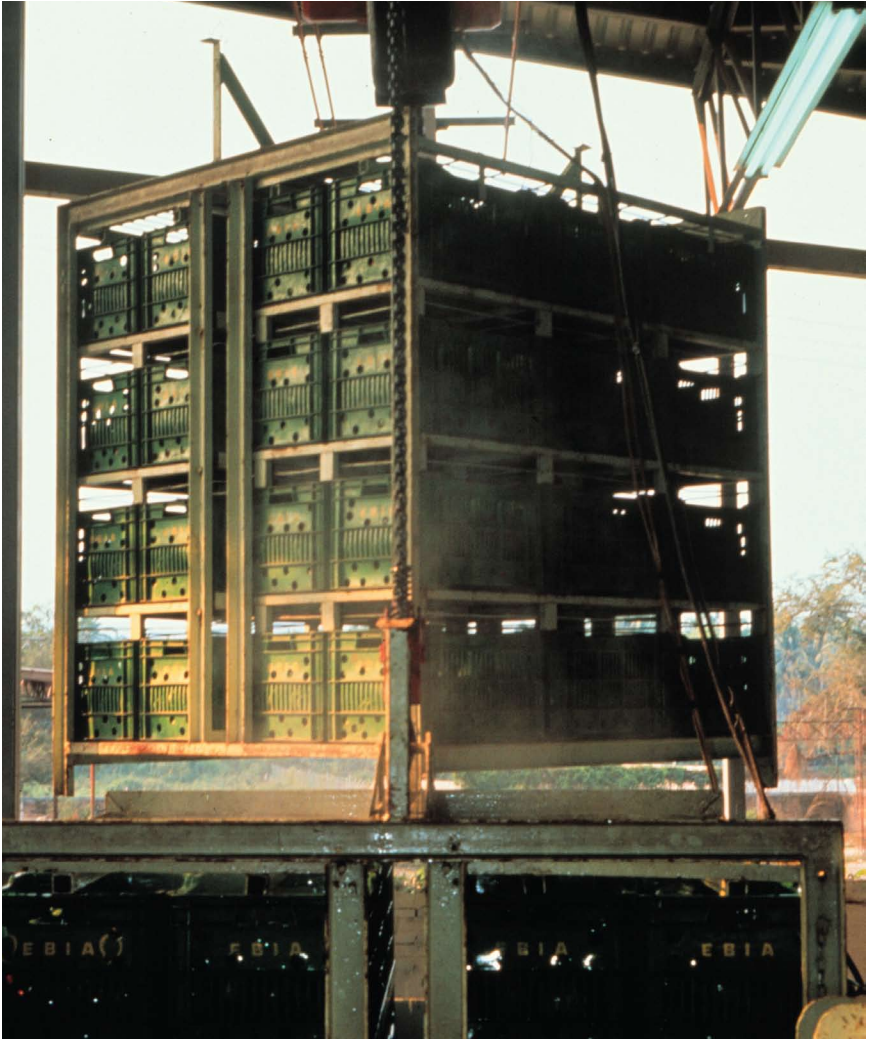
In collaboration with APHIS' Quarantine Policy Analysis and Support, Center for Plant Health Science and Technology, and PPQ field offices, PHS is designing and developing training programs for specialized treatment training. The programs include:

- **Cold Treatment Facility Certification Training:** An e-learning course that teaches participants how to certify cold treatment facilities located in ships, containers, and warehouses.



Cold treatment vessel inspection being conducted by PPQ.
(taken by Larry Zaleski)

- **Hot Water Immersion Training:** Teaches participants how to conduct hot water treatment of fruits for movement to the U.S. mainland or for export to the United States. The course also covers how to inspect facilities and calibrate equipment.



Hot water treatment of mangoes in Puerto Rico (taken by APHIS staff)

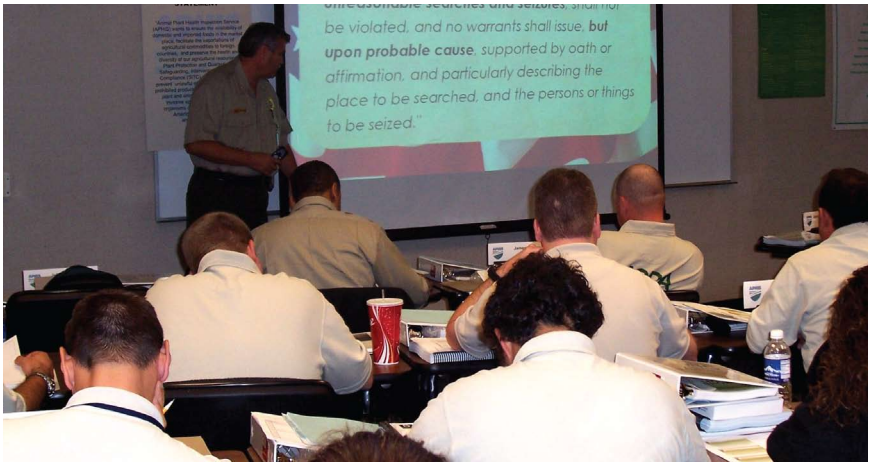
- **Forced Hot Air Training:** A self-taught course covering how to conduct a High Temperature Forced Air/Vapor Heat (HTFA/VH) treatment. Participants also learn how to certify facilities and shipments.

Export Certification Training: Initial training introduces concepts, covers policy and general procedures, and explains how to use operational tools. The target audience is entry-level PPQ Plant Health Safeguarding Specialists and new State or county cooperators who are responsible for inspecting and certifying commodities for export and for issuing export certificates. PHS also offers a 1-day re-accreditation course for active Authorized Certification Officials who must maintain their accreditation at a minimum of every 3 years. The course includes a pre-work exercise, classroom lessons, and a re-accreditation test.

PPQ Cooperator Training

Location: Glynco, Georgia

PPQ's Cooperator Training Unit (CTU) unit is located at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia. CTU is responsible for designing, developing, and delivering training and educational programs for Federal and military cooperators, the U.S. Fish and Wildlife Service, the National Plant Board, PPQ's Smuggling Interdiction and Trade Compliance unit, and foreign entities (e.g., the Japanese shipping industry). The training provides the basic skills to recognize threats to American agriculture and natural resources. In addition, the training focuses on regulating agricultural commodities and other articles of agricultural concern to prevent the entry and spread of foreign plant pests or animal diseases into and within the United States.



Staff instructing students (taken by CTU staff)

CTU Training Activities and Services

APHIS Training for U.S. Customs and Border Protection

CTU's agriculture courses provide CBP personnel with an overview of DHS' agriculture mission. The agriculture training at the CBP Academy in Glynco, Georgia, helps equip CBP personnel with the skills they need to safeguard American agriculture and natural resources. The academy offers the following courses:

- Basic CBP Officer Training
- APHIS Training for CBP Import Specialists
- CBP Officer Spanish Language Training
- CBP Academy Instructors - Agriculture Fundamentals



Baggage inspection training (taken by CTU staff)

APHIS Training for Asian Gypsy Moth: Assists Japanese ship inspectors in conducting Asian gypsy moth vessel inspections in Japan. PDC Senior Training Specialists deliver the training in Japan to employees of various Japanese companies.

APHIS Training for Fish and Wildlife Officers: Teaches Fish and Wildlife Officers to recognize items of potential risk to American agriculture and refer the items to a CBPAS.

APHIS Training for Military Cooperators: Develops material to train military personnel to provide agriculture clearance at military installations where it would benefit the shared PPQ/CBP mission. The training gives military personnel specific skills to act on behalf of CBP.

Smuggling Interdiction and Trade Compliance (SITC) Curriculum:

In collaboration with SITC management, CTU is designing and developing training programs for specialized SITC training. The three curricula are:

- **Basic Officer Training**—Designed for entry-level SITC officers that include e-learning, classroom instruction, and hands-on practical exercises.
- **Experienced Officer Training**—This course teaches participants the legal authorities and operational guidelines designed for an experienced officer.
- **Operational Analyst Training**—This course teaches new and experienced SITC analysts skills to analyze and close the complicated pathways, which are not visible without analysis.



SITC training (taken by CTU staff)

For more information about CTU, contact:

PPQ PDC CTU at (912) 554-4243

National Detector Dog Training Center

Location: Orlando, Florida

Location in April 2009: Newnan, Georgia

The National Detector Dog Training Center (NDDTC) is responsible for designing, developing, and delivering training courses in the field of agriculture canine scent detection. The center also recruits and trains all canines that are assigned to students. Personnel serve as subject matter experts in the field of canine agriculture scent detection and provide program development support for Federal Government agencies as well as State and foreign governments. The NDDTC's areas of responsibility include:

- Organizational, job, task, and training needs analyses;
- Instructional design, development, delivery, and evaluation;
- Procurement and training of canines; and
- Certification of agriculture canine teams.

NDDTC Training Activities and Services

Basic Canine Handler/Officer: A 10- or 13-week course that prepares students to perform their occupational duties as canine handlers. Upon completion of the course, students work at various ports of entry. The course is designed for employees of USDA, DHS, and State and foreign governments.

Students are instructed in the fundamentals of canine health care, canine behavior, and canine training in a traditional classroom environment. Students acquire basic canine handling skills and develop inspectional techniques through increasingly difficult practical exercises.

Instructors evaluate, document, and review student progress weekly. The course is structured to accommodate various pathways and AQI operations, including cargo, parcel, and conveyance inspections and passenger clearance.



Daniel Williamson and partner Chica (taken by Sgt. Burnson)

Agriculture Canine Trainer: A 14- or 17-week course that provides the technical training required to procure and prepare canines for detection duties and to provide basic canine handling training to new canine handlers. Instruction is tailored to application pathways and target material of interest to each agency. The course is designed for employees of USDA, DHS, and State and foreign governments.

Major areas of instruction include canine procurement and temperament testing, canine protocol training, canine behavior, canine health, canine olfaction, canine proficiency training, instructional delivery, performance analysis, problem solving, weekly student evaluations, and team validations. Students build a foundation of knowledge in the classroom environment and then apply it in practice under the direction of an NDDTC Training Specialist.



CBP canine officer Luis Macias (taken by Jodi Daughtery)

The course is structured to begin 4 weeks prior to the Basic Canine Handler course. The student spends the first 4 weeks in one-on-one instruction with an NDDTC Training Specialist. The student then participates in a full class as a secondary instructor.

Customs and Border Protection—Canine Field Trainer: A 2-week course that provides the technical training required to maintain proficient agriculture canine teams in the field. Students are CBP employees selected to work at various ports of entry and to maintain the CBPAS canine teams stationed there.

Students are prepared to conduct routine field training for established canine teams, solve problems related to canine team utilization, review training and utilization documentation, and install newly graduated teams into the work environment. Students are introduced to the agriculture canine program's history and development and agriculture canine utilization areas. They also learn the basics of canine training and problem solving and how to conduct annual certifications of agriculture canine teams. The training uses a combination of traditional classroom instruction and practical exercises.

Installation Evaluation: A 1-week evaluation designed as a followup for certain courses conducted at the NDDTC. Students are visited at their duty locations 4 to 6 weeks after successfully completing NDDTC training and are evaluated on their transition from a training environment to a working environment. The evaluation is designed for employees of USDA, DHS, and State and foreign governments.

Canine Replacement Training: A 3-week course that pairs a previously trained canine handler/officer with a new canine partner. The course focuses on the formation of a new canine team. Training is conducted at a location other than the duty station to allow the student to focus on transitioning to working with a new partner. Emphasis is placed on team rapport and bonding. The latest training techniques also are introduced. The course is designed for employees of USDA, DHS, and State and foreign governments.



Guam class for U.S. Fish and Wildlife Service, Brown Tree Snake Program
(taken by Kathleen Ward)

Canine Team Certifications

The NDDTC also conducts annual canine team certifications to ensure that the teams are performing at the desired proficiency level. The certification process also can identify strengths and weaknesses of a team.



For more information about NDDTC, contact:
PPQ PDC NDDTC at (407) 816-1221

Glossary

AQAS – Agricultural Quarantine Inspection Activity System

AQI – Agricultural Quarantine Inspection

APHIS – Animal and Plant Health Inspection Service

BEI – Behavioral Event Interview

CBP – U.S. Customs and Border Protection

CBPAS – U.S. Customs and Border Protection Agriculture Specialist

CTU – Cooperator Training Unit

DHS – U.S. Department of Homeland Security

ESS – Experienced Supervisors' Seminar

FLETC – Federal Law Enforcement Training Center

HTFA/VH – High Temperature Forced Air/Vapor Heat

LDOS – Leadership Development and Organizational Support

L-21 – Leading in the 21st Century

NDDTC – National Detector Dog Training Center

NSS – New Supervisors' Seminar

PHS – Plant Health Safeguarding

PPQ – Plant Protection and Quarantine

PDC – Professional Development Center

SAFE – Serving Abroad Families Employees

SITC – Smuggling Interdiction and Trade Compliance

