



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:
AEA-NCTC-TRNG

Memorandum

To: Service Directorate

From: Deputy Director *Marshall D. Jones* MAR 18 2003

Subject: Authorization for Full Per Diem During Advanced Leadership
Development Program 60-Day Training Assignments

The 60-day training assignment component of the Service's Advanced Leadership Program (ALDP) is an integral part of the overall learning experience a participant obtains during their time in this program. These training assignments result directly from needs identified by the Deputies Group and match a Service workforce requirement to participant developmental needs in a mutually beneficial manner.

I am asking each Assistant Director and Regional Director to take advantage of every opportunity to reduce to the maximum possible extent, the travel and per diem costs associated with your staff members completing their 60-day training assignment. However, it is important to balance this savings orientation against actions that compromise the developmental needs of the ALDP participant. Participants are expected, when possible, to rent apartments, rooms, or other weekly/monthly rental arrangements while on extended training as one means of reducing expenses.

However, if necessary after a judicious review of both the lodging circumstances surrounding a particular assignment and the opportunities to reduce costs, Regional Directors and Assistant Directors have the authority to authorize full per diem for ALDP participants during the 60-day training assignment. As a training assignment, the reduction of per diem to 55 percent following the first 30-days of the assignment is not mandatory and participants may be reimbursed at the full per diem rate for the area.

The 60-day training assignment is a vital component of the Service's ALDP experience and I appreciate your continued support of your staff in this aspect of the program. By combining prudent judgment and planning with your authority to authorize full per diem when circumstances dictate, we are taking care of all participants in an equal and fair manner while simultaneously addressing short-term manpower staffing needs of the Service.