



**ADMINISTRATIVE  
FINANCIAL  
MANAGEMENT:  
DEVELOPING  
LEADERS TODAY!**

*Empowering our AFM  
workforce with the skills to  
face tomorrow's challenges*



**2010 FISCAL YEAR**

**WELCOME TO AFM TRAINING!**

**TODAY, GOVERNMENT AGENCIES ARE MORE CUSTOMER-FOCUSED THAN EVER. AT AFM, WE ARE SETTING THE STANDARD; NOT JUST WITH WHAT WE OFFER, BUT BY WHAT WE DO TO ENHANCE ADMINISTRATIVE PRODUCTIVITY. BASED ON YOUR FEEDBACK, WE HAVE REVAMPED OUR WEBSITE TO MAKE IT EASIER THAN EVER TO FIND A TRAINING PROGRAM TAILORED TO YOUR NEEDS. USE THIS TRAINING CATALOG TO PREPARE YOURSELF FOR TASKS AHEAD OR SIMPLY AS A REFRESHER OF SKILLS YOU OBTAINED SOME TIME AGO. NEVERTHELESS, THESE COURSES ARE FOR YOU.**

**[HTTP://WWW.AFM.ARS.USDA.GOV/](http://www.afm.ars.usda.gov/)**

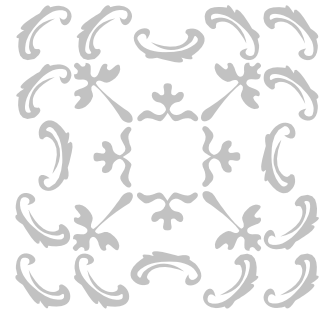


# AFM TRAINING

FISCAL YEAR 2010

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# EXTRAMURAL AGREEMENTS



## **ADO TRAINING (LEVEL 1)**

This course is available for individuals seeking to complete the requirements for a Level 1 ADO Delegation of Authority. The course describes the roles and responsibilities of the key players and key elements of the ARS administrative structure for extramural agreements. It explains the relationship between the ADO, ADODR, AO/AT, and location support staff during the award processes for all agreement types and outlines in detail the functional and administrative requirements for the Research Support Agreement (RSA) and Standard Cooperative Agreement (StCA).

### **HOW YOU WILL BENEFIT:**

- Gain an understanding of the policies, rules, and regulations affecting the award and administration of a RSA and the StCA.
- Learn the ARS administrative requirements for establishing RSAs and StCAs.
- Obtain knowledge about the roles and responsibilities of the Cooperator and ARS ADODR during performance of a RSA and/or StCA.

**TARGET AUDIENCE: ADMIN OFFICER /  
ADMIN SUPPORT POSITIONS**

**OFFERING: SCHEDULED BY REQUEST  
ONLY**

**DELIVERY TYPE: WEBCAST**





# EXTRAMURAL AGREEMENTS



## ADODR TRAINING

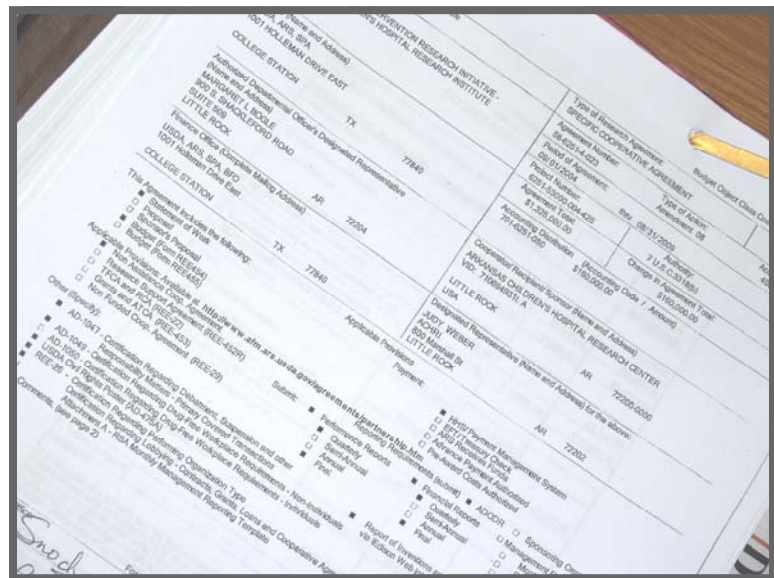
This is a basic online course designed to be available on-demand for ARS SY staff through AgLearn and can be completed in approximately 90 minutes. This course will provide the SY with the basic skills needed to be successful in the performance of their duties and responsibilities as an ADODR. The course

consists of three separate modules addressing topics such as Stewardship, Oversight, and Accountability responsibilities of the ADODR and Pre-award requirements, Post-award administration, and Close-out procedures for extramural agreements.

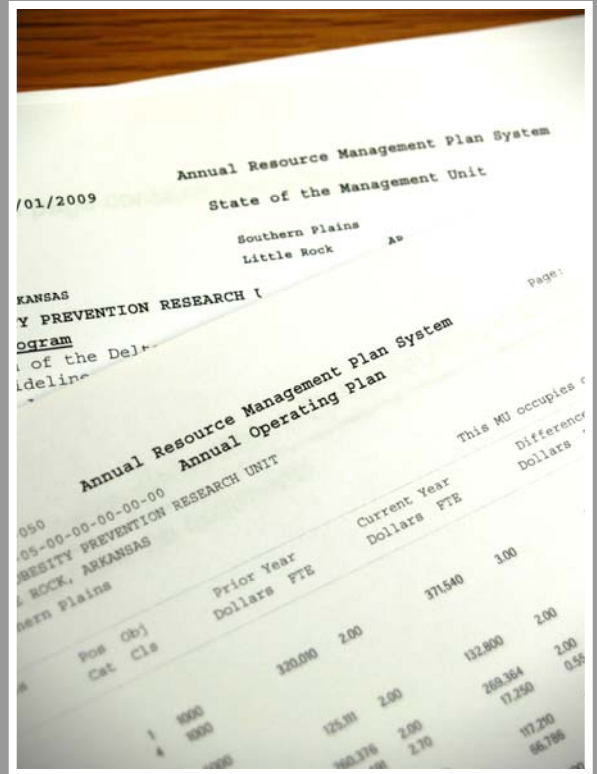
### HOW YOU WILL BENEFIT:

- Obtain a comprehensive understanding of the ARS Extramural Agreements process.
- Meet the training required to receive or maintain an ADODR Delegation of Authority, which is required to serve as an ADODR on ARS Extramural Agreements.
- Have the information necessary to ensure the successful completion of your Extramural Project(s).
- Receive the skills necessary to promote and ensure successful working relationships with ARS' Extramural partners.

**TARGET AUDIENCE: SCIENTIFIC AND PROFESSIONAL PERSONNEL RESPONSIBLE FOR TECHNICAL OVERSIGHT OF EXTRAMURAL AGREEMENTS OFFERING: AVAILABLE ON DEMAND DELIVERY TYPE: AGLEARN**



# FINANCIAL MANAGEMENT

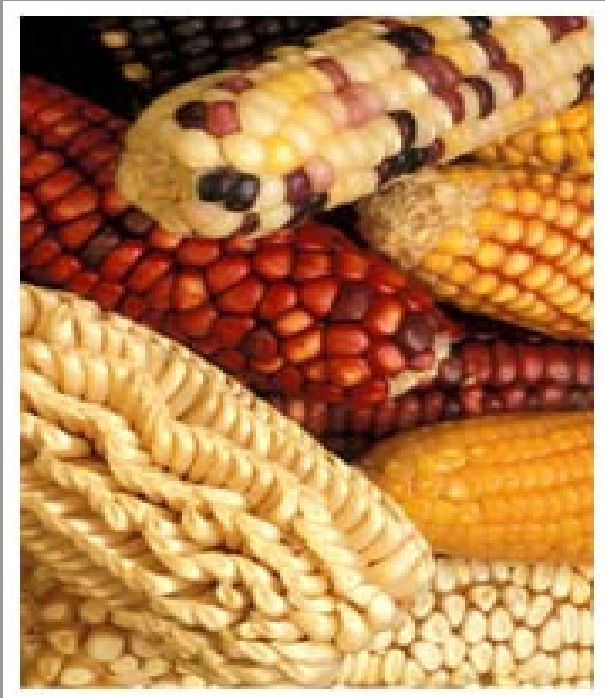


## ARMPS SYSTEMS TRAINING

This training will provide the recipients with a working knowledge of how to use the ARMPS software program to build and print ARMPS and supporting reports.

### HOW YOU WILL BENEFIT:

- Receive instruction on how to enter data and retrieve reports from the ARMPS program.



**TARGET AUDIENCE: ADMINISTRATIVE OFFICER / ADMINISTRATIVE ASSISTANTS / FINANCIAL TECHNICIANS**  
**OFFERING: MARCH 29TH**  
**DELIVERY TYPE: WEBINAR**  
**POINT OF CONTACT: [KIM PARKS](#) (301) 504-1300**



# FACILITIES DIVISION



## **SHEM PROGRAM TRAINING**

A one hour session is available via AgLearn. This basic course is available to all employees in accordance with 29 CFR 1960 Federal Agency Safety Programs. It provides the participant with an overview of the basic SHEM Program components, roles and responsibilities for all organizational levels, accident reporting/recording procedures, Manual 230, basic employee Rights, and the inspection/abatement, Industrial Hygiene, EMS programs. This basic SHEM Program course utilizes one or more of the videos from the six SHEM related video collection. There is a syllabus and a questionnaire. Upon completion the participant receives a certificate.



### **HOW YOU WILL BENEFIT:**

- Educates employees on their rights and responsibilities under the Safety, Health and Environmental Management Program, Radiation Safety Program and Biological Safety Program.
- Identifies roles and responsibilities of employees and supervisors.
- Encourages reporting of unsafe/unhealthful working conditions.

**TARGET AUDIENCE: ALL EMPLOYEES**

**OFFERING: AVAILABLE ON DEMAND**

**DELIVERY TYPE: AGLEARN**

## **ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) TRAINING COURSE: AWARENESS**

A one hour session which will provide all ARS employees with basic individual roles and responsibilities, and program elements under the ES Program, as required by E.O. 13148, Greening the Government Through Leadership in Environmental Management. This program has already been developed by APHIS and is available for our use.

### **HOW YOU WILL BENEFIT:**

- Identifies roles and responsibilities of employees and supervisors
- Demonstrates awareness of the concepts, requirements, and procedures of an EMS
- Enforces the need to be more environmentally conscious and to promote environmental conservation



**TARGET AUDIENCE: ALL EMPLOYEES**

**OFFERING: AVAILABLE ON DEMAND**

**DELIVERY TYPE: AGLEARN**



# FACILITIES DIVISION



## **CPAIS TRAINING (REAL PROPERTY)**

Web cast net conferencing training will provide recipients with a description of how to access and use CPAIS and how ARS real property is organized. The course walks the user through the steps required to create and maintain properties in the system; update the status of properties; and create a basic report. The course is suitable for beginners and those requiring a refresher. A training guide and powerpoint presentation are available on the Asset Management website. Net Conferencing training available as requested.

### **HOW YOU WILL BENEFIT:**

- Gain access to your real property records (land, buildings, and structures) including building performance measures: annual operating cost, utilization rate, estimated replacement cost, deferred maintenance, condition index, and mission dependency.
- Obtain an overview of the system and available reports
- Receive a brief overview of the Real Property Accounting records for construction and improvement project costs including Work In Progress.

**TARGET AUDIENCE: CPAIS USERS FOR  
REAL PROPERTY**

**OFFERING: TO BE DETERMINED**

**DELIVERY TYPE: WEBCAST**







# ACQUISITION & PROPERTY DIVISION

## USDA PURCHASE CARD TRAINING

All purchase card training (policy and system) is provided by the USDA Charge Card Service Center, OPPM, in partnership with US Bank. Training is provided to Purchase Card Coordinators (APC's and LAPC's), Approving Officials (supervisors/ managers), and cardholders. To demonstrate successful completion a certificate is required for all training.

Purchase Card Coordinator - Training (both policy and system) is web-based. Coordinators must meet Departmental qualifications and complete training before being designated as a Coordinator. To qualify as a Coordinator, the Coordinator must be in the 1102 or 1105 contracting series or meet the training requirements of the Acquisition Workforce Training, Delegation and Tracking System for a Level 1B (Local Agency Program Coordinator) and Level 1C (Agency Program Coordinator) contracting officer.

Approving Official (AO) – Training (both policy and system) for Approving Officials (AOs) is web-based. New Approving Officials must complete training before purchase cards will be issued to their subordinate employees.

Cardholder - Training (both policy and system) for cardholders is web-based. New cardholders will not be issued a card until they have satisfactorily completed training.

Refresher training will be offered every 3 years to comply with OMB.

### HOW YOU WILL BENEFIT:

- Understanding of the authority and responsibility of cardholders and approving officials
- Understanding of the overall purchase card policies and procedures including US Bank's system processes and functionalities
- Understanding of Coordinators responsibility for management & oversight of the Purchase Card Program
- OMB Circular A-123 compliance

**TARGET AUDIENCE: CARDHOLDERS,  
APPROVING OFFICIALS AND PURCHASE CARD  
COORDINATORS**

**OFFERING: AVAILABLE ON DEMAND**

**DELIVERY TYPE: US BANK ACCESS ONLINE**

**[HTTPS://WBT.ACCESS.USBANK.COM](https://wbt.access.usbank.com)**

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## (\*\*NEW\*\*) REE COORDINATORS' TRAINING ON MANAGEMENT AND OVERSIGHT OF THE PURCHASE CARD PROGRAM

Course designed to provide guidance and instructions for REE Coordinators to perform management and oversight of purchase card transaction data. Topics to be presented are a review of Coordinator's management and oversight responsibility, how to run a report in Access Online, and an explanation of quarterly reports.

### ITEM GOALS:

- Review coordinator's management and oversight responsibility
- Run report in Access Online
- Understand quarterly reports process

**TARGET AUDIENCE: REE AAPCs/LAPCs**

**OFFERING: 1-3:30PM EST**

**MARCH 16 (REGISTER [HERE](#))**

**MARCH 18 (REGISTER [HERE](#))**

**(MARCH 23 – MAKE UP TRAINING)**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[LINDA WILSON](#) (301) 504-1733**

# ACQUISITION & PROPERTY DIVISION

## **CPAIS—PERSONAL PROPERTY TRAINING**

Upon the Department's completion of the Personal Property module, for implementation, the Department will offer Agency "Train the Trainer" sessions for property management officers and budget officers. The training will cover how CPAIS interfaces with the financial system; how to reconcile, maintain, and modify assets; and how to generate reports. Area "train the trainers" will then train location staff. For follow-up training and refresher training, APD plans to initiate Web cast sessions.

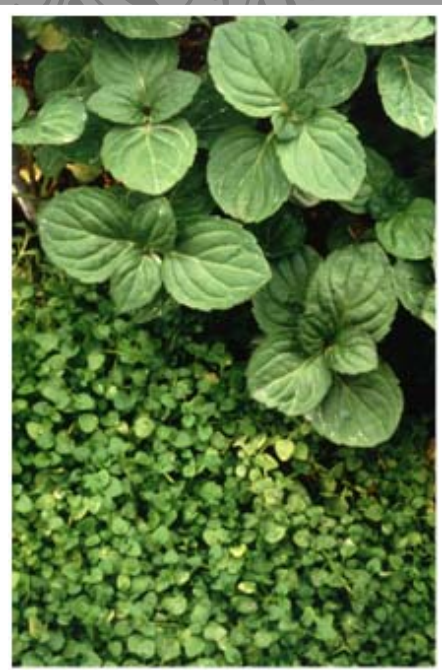
### **HOW YOU WILL BENEFIT:**

- Update new assets to the inventory
- Consolidate multiple line items and/or purchase documents
- Separate mixed assets (accountable & non-accountable) from purchase card transactions

**TARGET AUDIENCE: ADMIN OFFICERS / LOCATION  
PERSONAL PROPERTY CLERKS**

**OFFERING: SPRING**

**DELIVERY TYPE: WEBCAST**



## **FLEET CARD SYSTEM & POLICY TRAINING**

Refresher training for the new fleet card system is available from US Bank's web-based training modules. The policy portion will include topics such as local fleet program coordinator responsibility; vehicle/fleet card use logs, and program oversight.

### **HOW YOU WILL BENEFIT:**

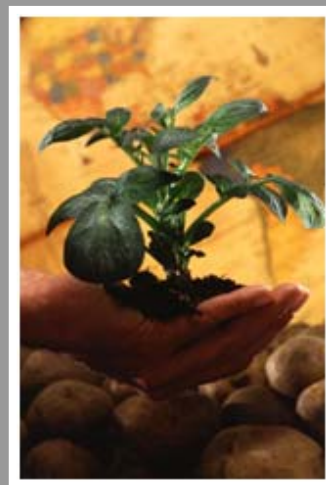
- Learn how to request new fleet cards
- Gain knowledge on how to establish card limits and default accounting
- How to terminate cards
- Generate detailed reporting
- Provide program oversight
- Maintain vehicle use logs

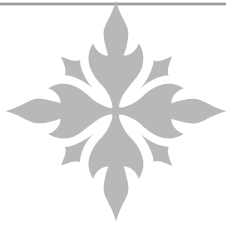
**TARGET AUDIENCE: TBD**

**OFFERING: AVAILABLE ON DEMAND**

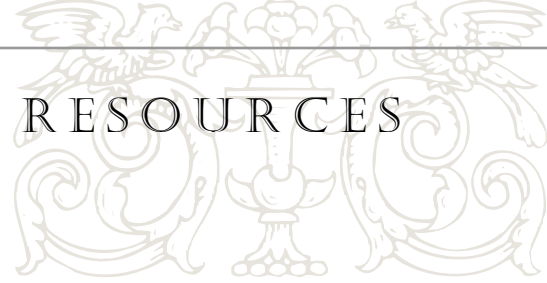
**DELIVERY TYPE: US BANK ACCESS ONLINE**

**[HTTPS://WBT.ACCESS.USBANK.COM](https://wbt.access.usbank.com)**





# HUMAN RESOURCES



## **PAY AND LEAVE POLICY**



Course covers leave policies and programs; Family Medical Leave policies; Premium Pay; Travel Compensation; and Flexible Work Schedules.

### **HOW YOU WILL BENEFIT:**

- Improved understanding of employee leave entitlements
- Knowledge of the do's/don'ts of work scheduling
- Awareness of employee pay restrictions

**TARGET AUDIENCE: TIMEKEEPERS**

**OFFERING:**

**SEPTEMBER 23RD (1–3 PM EST)**

**NOVEMBER 17TH (1–3 PM EST)**

**DELIVERY TYPE: WEBCAST**

**POINTS OF CONTACT:**

**MICHELYN BOYD (301) 504-1466**

**TERRI PONTE (301) 504-1474**

## **HR PROCESSING MODULE**

Course covers an overview of the federal human resources personnel processing producers, such as; processing roles and responsibilities; entrance on duty (EOD) processing; requests for Personnel Actions (SF-52); LAO Delegated Authority; employee exiting procedures; processing accountability; e-resources; and tips for successful processing.

### **HOW YOU WILL BENEFIT:**

- Increased knowledge of the federal HR processing procedures
- Learn specifics regarding entrance on duty (EOD) processing; requests for Personnel Actions (SF-52); LAO Delegated Authority; employee exiting procedures; processing accountability; e-resources; and tips for successful processing.



**TARGET AUDIENCE: ADMIN OFFICER**

**OFFERING: JULY 28TH & 30TH (12–3PM EST)**

**DELIVERY TYPE: WEBCAST (2 DAY COURSE)**

**POINT OF CONTACT:**

**VICKI TABER (301) 504-1406**

**STACY ROBEY (301) 504-1358**

# HUMAN RESOURCES



## **LA/STEP:**

Course covers the laws and regulations governing LA/STEP appointing authorities; pre-recruitment and recruitment requirements; eligibility and minimum qualification requirements; forms required to process LA/STEP appointments; and how to complete the Request of Personnel Action, SF-52.

## **HOW YOU WILL BENEFIT:**

- Improved Knowledge of laws and regulations governing LA/STEP appointing authorities; pre-recruitment and recruitment requirements; eligibility and minimum qualification requirements; and forms required to process LA/STEP appointments.
- Ability to complete the Request of Personnel Action, SF-52.



**TARGET AUDIENCE: ADMINISTRATIVE OFFICERS**

**OFFERING: APRIL 28TH & 30TH (12–3 PM EST)**

**DELIVERY TYPE: WEBCAST (2 DAY COURSE)**

**POINT OF CONTACT:**

**MARY WEBER (301) 504-1397**

## **WEBTA TRAINING**

This training is for new timekeepers, and covers the basics of using the Web TA system: entering transaction and accounting codes, entering and separating employees, and preparing leave audits.

## **HOW YOU WILL BENEFIT:**

- Learn how to use WebTA, and prepare leave audits.
- Increased knowledge of Transaction Codes
- Learn how Pay and Leave Policy affects T & A Processing.

**TARGET AUDIENCE: TIMEKEEPERS**

**OFFERING: SEPTEMBER 22ND (1–2:30PM EST)**

**NOVEMBER 16TH (1–2:30PM EST)**

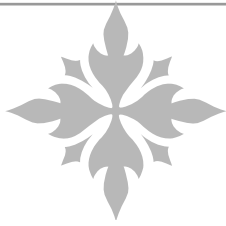
**DELIVERY TYPE: WEBCAST**

**POINTS OF CONTACT:**

**MICHELYN BOYD (301) 504-1466**

**TERRI PONTE (301) 504-1474**





# HUMAN RESOURCES



## EMPLOYEE RELATIONS

Course covers how to address performance and conduct problems; performance improvement plans (PIP); the Douglas Factors; Management and Employee Rights and Responsibilities; and an overview of the Ethics Program.

### HOW YOU WILL BENEFIT:

- Ability to distinguish between performance and conduct problems, use performance improvement plans (PIP)
- Ability to correct performance problems
- Ability to correct conduct problems



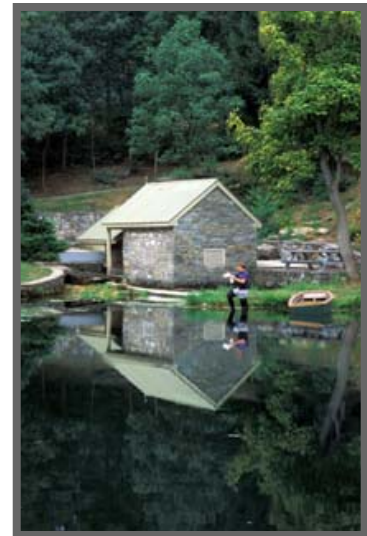
**TARGET AUDIENCE:** ADMINISTRATIVE OFFICERS / SUPERVISORS / MANAGERS  
**OFFERING:** APRIL 7TH (12–3PM EST)  
**DELIVERY TYPE:** WEBCAST  
**POINT OF CONTACT:**  
[AUGUSTUS PASHA](#) (301) 504-7251  
[IVY MARTIN](#) (301)504–1338

## POSITION MANAGEMENT / CLASSIFICATION

Course covers Position Management; Position Classification; Position Descriptions; Wage Grade Positions; and Classification Appeals.

### HOW YOU WILL BENEFIT:

- Ability to define position management and position classification, position descriptions, Wage Grade positions, and Classification Appeals



**TARGET AUDIENCE:** ADMINISTRATIVE OFFICER  
**OFFERING:** MAY 12TH & 14TH (12–3 PM EST)  
**DELIVERY TYPE:** WEBCAST (2 DAY COURSE)  
**POINT OF CONTACT:**  
[DEANNA WALLS](#) (301) 504-1507  
[JENNIFER RIDDLE](#) (301) 504-1395



# HUMAN RESOURCES

## PERFORMANCE MANAGEMENT & EMPLOYEE RECOGNITION

Course covers the Performance Management System and the Employee Recognition Program.

### HOW YOU WILL BENEFIT:

- Increased knowledge of Performance Management System including the responsibilities of managers, supervisors, and employees
- An understanding of how performance management plays a role in agency's "balanced score card"

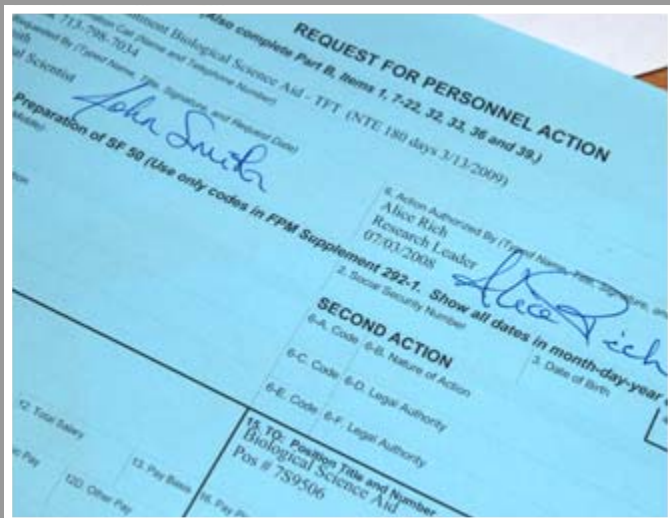
**TARGET AUDIENCE: ADMIN OFFICER / SUPERVISORS / MANAGERS**

**OFFERING: JUNE 30TH (12–3PM EST)**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[THERESA BAILEY](#) (301) 504-1452**



## WORK/LIFE PROGRAMS

Course covers ways to provide employees assistance and support in balancing work and personal responsibilities. Content includes a brief overview of the following programs: Child/Elder Care Referral Service, REE Child Care Tuition Assistance Program, Employee Assistance Program, Pre-Tax Parking Program, REE Telework Program, and the Transit Subsidy Program.

### HOW YOU WILL BENEFIT:

- Learn of the existing REE-sponsored work/life program areas and how to obtain access to them
- Discover how to navigate through the REE Work/Life web site to obtain the necessary forms, policies, and how to reach the Agency points-of-contact
- Learn who the other Federal/non-Federal entities are that play a role in the successful administration of the work/life program areas

**TARGET AUDIENCE: SUPERVISORS / EMPLOYEES**

**OFFERING: OCTOBER 20TH (12–3PM EST)**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[TONYA MORRIS](#) (301) 504-1489**





# HUMAN RESOURCES



## PERSONNEL SECURITY

Covers most information regarding the ARS/REE personnel security policies and processes with a focus on the various roles

### HOW YOU WILL BENEFIT:

- Learn what personnel suitability is, the investigation process, when to do a special agreement checks, e-QIP, and the various types of investigations.

**TARGET AUDIENCE:** ADMINISTRATIVE OFFICER  
**OFFERING:** NOVEMBER 17TH (12–3PM EST)

**DELIVERY TYPE:** WEBCAST

**POINT OF CONTACT:**

[ELEANORA LOCKER](mailto:elocke@ars.usda.gov) (301) 504-4886

## WORKER'S COMPENSATION

Course covers an overview of the Office of Workers' Compensation Program (OWCP) including the types of claims; claim forms; the requirements of Continuation of Pay (COP); medical documentation; supervisor and employee responsibilities; returning employees to work; and workers' Compensation resources.

### HOW YOU WILL BENEFIT:

- Increased knowledge of the Office of Workers' Compensation Program (OWCP) including the types of claims/forms; ability to calculate the Continuation of Pay (COP); responsibilities and timeframes associated with the claim process



**TARGET AUDIENCE:** ADMINISTRATIVE OFFICER

**OFFERING:** SEPTEMBER 15TH (12–2PM EST)

**DELIVERY TYPE:** WEBCAST

**POINT OF CONTACT:**

[ANASTASIA WILLIAMS](mailto:awilliams@ars.usda.gov) (301) 504-1471

## NEW EMPLOYEE ORIENTATION (NEO)

Course covers basic information needed by all new employees

### HOW YOU WILL BENEFIT:

- Increased knowledge about Benefits, Pay & Leave and what to expect the first month of employment
- Provides employees with access to forms for your first day

**TARGET AUDIENCE:** ALL EMPLOYEES

**OFFERING:** AVAILABLE ON DEMAND

**DELIVERY TYPE:** ON-LINE

[HTTP://WWW.AFMTESTLAB.ARS.USDA.GOV/HRD/ENEO/](http://www.afmtestlab.ars.usda.gov/hrd/eneo/)



# HUMAN RESOURCES

## **FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)**

Course covers retirement eligibility requirements; creditable service criteria; military service; deposit and re-deposit service; retirement computations; retirement survivor benefits; employee death benefits; continuing Health and Life Insurance into retirement; Life Insurance; and the Thrift Savings Plan.

### **HOW YOU WILL BENEFIT:**

- Increased knowledge of retirement eligibility requirements; creditable service criteria; military service; deposit and re-deposit service
- Learn information on retirement computations; retirement survivor benefits; employee death benefits; continuing Health and Life Insurance into retirement; Life Insurance; and the Thrift Savings Plan



**TARGET AUDIENCE: ADMINISTRATIVE OFFICER**

**OFFERING: AUGUST 25TH (12–3PM EST)**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[DESTIN HOGUE](#) (301) 504-1524**

## **CIVIL SERVICE RETIREMENT SYSTEM**

Course covers retirement eligibility requirements; creditable service criteria; military service; voluntary contributions; deposit and re-deposit service; retirement computations; retirement survivor benefits; employee death benefits; continuing Health and Life Insurance into retirement; Life Insurance; and the Thrift Savings Plan.

### **HOW YOU WILL BENEFIT:**

- Increased knowledge of retirement eligibility requirements; creditable service criteria; military service; voluntary contributions; deposit and re-deposit service
- Learn specific information on retirement computations; retirement survivor benefits; employee death benefits; continuing Health and Life Insurance into retirement; Life Insurance; and the Thrift Savings Plan



**TARGET AUDIENCE: ADMINISTRATIVE OFFICER**

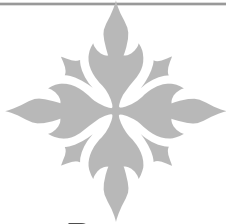
**OFFERING: AUGUST 11TH (12 –3PM EST)**

**DELIVERY TYPE: WEBCAST**

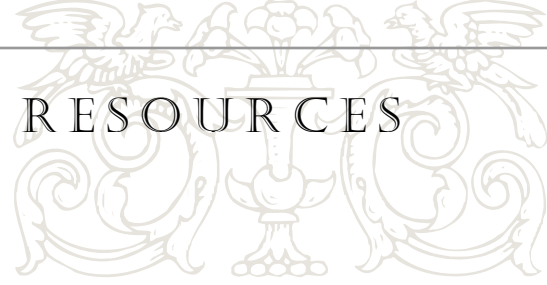
**POINT OF CONTACT:**

**[LYNDA JACKSON](#) (301) 504-1524**





# HUMAN RESOURCES



## RECRUITMENT AND STAFFING

Course covers the Competitive Service and Excepted Service; Citizen Requirements; Roles and Responsibilities in the Recruitment/Staffing Process; advertising positions; recruitment for General Schedule and Wage Grade positions; Veteran's Preference; the selection and placement process; and documentation requirements.

### HOW YOU WILL BENEFIT:

- Gain an understanding of how jobs are filled
- Learn the differences between Competitive and Excepted Service as well as the differences between General Schedule and Wage Grade positions
- Increase your awareness of Veterans preference and basic qualifications of a job and job analysis



**TARGET AUDIENCE: ADMINISTRATIVE OFFICERS / MANAGERS**

**OFFERING: JUNE 9TH & 11TH (12–3PM EST)**

**DELIVERY TYPE: WEBCAST (2 DAY COURSE)**

**POINT OF CONTACT:**

**LAVERNE BLACKWELL (301) 504-1335**

**AMI THOMAS (301) 504-1374**

## EMPLOYEE DEVELOPMENT

Course covers the Individual Development Plan, New Employee Orientation, and Continued Service Agreements.

### HOW YOU WILL BENEFIT:

- Learn how to complete an Individual Development Plan
- Gain knowledge of employee development programs / opportunities

**TARGET AUDIENCE: ADMINISTRATIVE OFFICERS / SUPERVISORS / MANAGERS**

**OFFERING: AUGUST 4TH (12–3PM EST)**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**MAGGIE FRANKLIN (301) 504-1436**

**KIM MCGREGOR (301) 504-1458**

**ASHLEY MAGILL (301) 504-1476**



# HUMAN RESOURCES

## AGLEARN ADMINISTRATOR TRAINING FOR TRAINING DESIGNEES

This course will show AgLearn administrators how to add, view, and edit Items and catalogs, how to assign and un-assign items, curriculum and scheduled offerings, how to record learning in a learner's learning history and edit the learning history, how to run reports, how to complete and submit a new SF-182 for learners, review the status of SF-182s already submitted, and become familiar with the reports that relate to the submission of SF-182s.

### HOW YOU WILL BENEFIT:

- Be able to view and edit Items, add different types of Items using the Create New Item wizard, and creating numerous types of Item-specific reports
- Learn how to assign and un-assign items, curriculum and scheduled offerings
- Record & edit learning in user's learning history
- Run, schedule, and save reports in AgLearn
- Navigate to the SF-182 in AgLearn, complete and submit a new SF-182, and review the status of submitted SF-182's

**TARGET AUDIENCE: AGLEARN TRAINING DESIGNEES**

**OFFERING: MARCH 9-10(REGISTER [HERE](#))**

**SEPT 14-15 (REGISTER [HERE](#))**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[SHERELL BROOKS](#) (301) 504-1439**

## AGLEARN ADMINISTRATOR TRAINING

Introduce Administrators to the registration component of AgLearn in order to perform registration-specific tasks such as viewing and editing user registrations, utilize the Registration Reporter, create, edit, copy, and delete Scheduled Offerings as well as run numerous reports. Administrators will also learn how to create an Individual Development Plan, IDP in AgLearn, and maintain the IDP.

### HOW YOU WILL BENEFIT:

- Register a learner in a Scheduled Offering, change a learner's registration status and register multiple learners with the Registration Assistant
- Utilize the Registration Reporter
- Create and manage Scheduled Offerings through the Learning menu as well as by using the Add a New Scheduled Offering wizard
- Create and manage the IDP

**TARGET AUDIENCE: AGLEARN TRAINING**

**DESIGNEES / TRAINING COORDINATORS**

**OFFERING: JUNE 15-16 (REGISTER [HERE](#))**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[SHERELL BROOKS](#) (301) 504-1439**

## (\*\*NEW\*\*) AGLEARN: SO MUCH MORE THAN MANDATORY TRAINING!

Discover the wealth of training and performance support available in AgLearn and learn about the advantages of online learning. Find the training right for you and your staff: learning roadmaps and simulations, leadership & supervisory training, knowledge centers, books, Ninth House interactive learning, certification programs, PMI and much more!

**TARGET AUDIENCE: ADMINISTRATIVE OFFICERS**

**OFFERING: DEC 15 (REGISTER [HERE](#))**

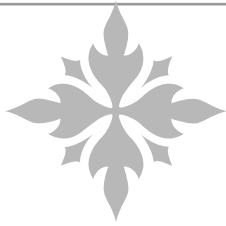
**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT:**

**[SHERELL BROOKS](#) (301) 504-1439**

### HOW YOU WILL BENEFIT:

- Learn how to utilize the resources available in AgLearn to improve your performance and advance your career



# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES



## RESPECTFUL WORKPLACE

Learn to respect each other’s differences (i.e., communication, conflict management strategy). Discover how to have a positive influence (i.e. attitude, respect) in your work environment.

### HOW YOU WILL BENEFIT:

- Gain a greater appreciation for personal differences
- Learn to minimize workplace disagreements
- Improve mutual understanding and respect



**TARGET AUDIENCE: ALL ARS EMPLOYEES**  
**OFFERING: JUNE / SCHEDULED BY REQUEST ONLY**  
**DELIVERY TYPE: CLASSROOM**

## CRUCIAL CONVERSATIONS OVERVIEW

Concepts from “Crucial Conversations”, Patterson, Grenny, McMillan and Switzler are presented and discussed. The main objective is to understand communication techniques to develop/ maintain mutual trust and respect (i.e., a safe environment) where anything can be discussed.

### HOW YOU WILL BENEFIT:

- Learn to deal with your emotions
- Learn and understand mechanisms to maintain safety, mutual respect and trust
- Understand your contribution to conflict situations



**TARGET AUDIENCE: ALL ARS EMPLOYEES**  
**OFFERING: OCTOBER / SCHEDULED BY REQUEST ONLY**  
**DELIVERY TYPE: CLASSROOM**



# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES



## COMMUNICATION SKILLS FOR SUCCESSFUL MANAGEMENT

Supervisory communication can be the most powerful tool for a successful workplace. The principles of supervisory communication must be down-to-earth, practical, and doable for work situations.

### HOW YOU WILL BENEFIT:

- Improve open communication between supervisors and employees
- Decrease the number of employee relations problems
- Enhance teamwork

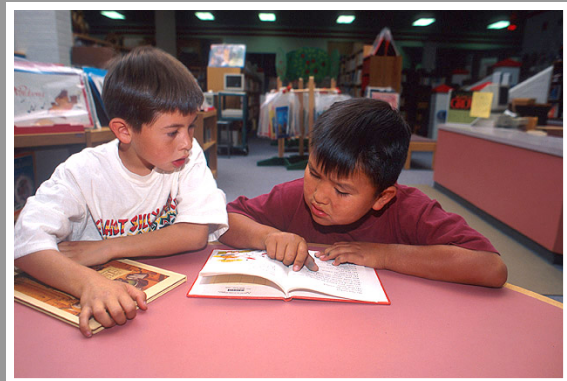
**TARGET AUDIENCE: SUPERVISORS**

**OFFERING: SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**

## GENERATIONS: COLLABORATING CONVERSATIONS

There are now four generations in the workforce, creating yet another dynamic of diversity in the workplace. Many feel that “generation gaps” make it hard to get things done at work. Exploring the differing perspectives from each group greatly enhances one’s ability to minimize conflict and maximize cooperative working relationships.



### HOW YOU WILL BENEFIT:

- Create a better understanding of generational perspectives
- Foster a healthier work environment, build rapport and create collaboration
- Apply practical tips for working successfully in a multigenerational environment

**TARGET AUDIENCE: ALL ARS EMPLOYEES**

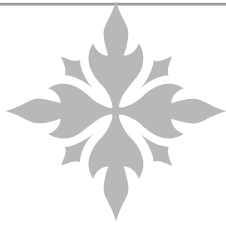
**OFFERING: MAY 19TH (RM 3-1160)**

**SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**

**POINT OF CONTACT:**

**ITZEL SCLOPIS (202) 720-6161**



# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES



## PERFORMANCE FEEDBACK

The planning and conducting of effective feedback discussions for all employees during the performance evaluation period, while avoiding the common pitfalls that may disguise the message.

### HOW YOU WILL BENEFIT:

- Give effective feedback to a multi-generational workforce
- Plan a constructive feedback session
- Learn how to avoid common mistakes



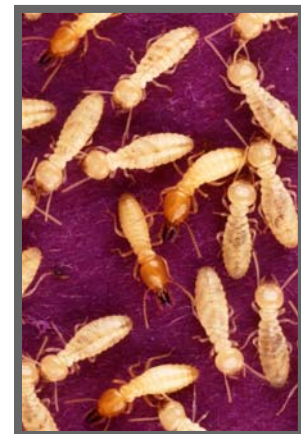
**TARGET AUDIENCE: SUPERVISORS**  
**OFFERING: MARCH 11TH (11:30–12:30 PM EST GWCC RM 3-1160)**  
**SCHEDULED BY REQUEST ONLY**  
**DELIVERY TYPE: CLASSROOM**  
**POINT OF CONTACT:**  
[ITZEL SCLOPIS](mailto:ITZEL.SCLOPIS@GWCC.edu) (202) 720-6161

## WHY DIVERSITY MATTERS

An interactive discussion that addresses the value of our differences and how it affects our interactions. Through increased appreciation and understanding we can better utilize these differences to our overall benefit.

### HOW YOU WILL BENEFIT:

- Recognition of the importance and value of diversity
- Greater appreciation of what others bring to the workplace
- Learn to utilize differences as strengths rather than barriers



**TARGET AUDIENCE: ALL ARS EMPLOYEES**  
**OFFERING: APRIL 15TH (11:30–12:30PM EST GWCC RM 3-1160)**  
**SCHEDULED BY REQUEST ONLY**  
**DELIVERY TYPE: CLASSROOM**  
**POINT OF CONTACT:**  
[ITZEL SCLOPIS](mailto:ITZEL.SCLOPIS@GWCC.edu) (202) 720-6161



# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES

## COACHING FOR RESOLUTION

Conflict coaching is an informal third party approach where a person is drawn into the conflict due to association. Coaching can be used to make sense of a variety of different supportive relationships. It can be used in anticipation of an interpersonal conflict or to make a thorough assessment of a conflict that has already occurred. Conflict coaching will further develop participant's skills, knowledge and competence in managing conflict.

### HOW YOU WILL BENEFIT:

- Increase personal skill and confidence in addressing routine conflict situations
- Reflect on future role to impact constructively on workplace conflict
- Practice two third party roles for conflict coaches

**TARGET AUDIENCE: ALL ARS EMPLOYEES**

**OFFERING: JULY / SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**



## EEO COMPLAINT PROCESS

This training is designed for employees to understand the purpose of the Federal Discrimination Complaint Process and the basis for discrimination complaints.

### HOW YOU WILL BENEFIT:

- Understand what Equal Employment Opportunity is, the laws which serve as the origin of the Federal EEO Program, the key Federal EEO statues and their importance
- Recognize examples of employment discrimination and understand why they are illegal
- Learn how to avoid discrimination based on race, color, national origin, religion, sex, age and disability

**TARGET AUDIENCE: ALL ARS EMPLOYEES**

**OFFERING: SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM / ONLINE**





# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES



## RESUME AND KSA WORKSHOP

Provide participants with knowledge to effectively prepare a federal job application and resume.

### HOW YOU WILL BENEFIT:

- Train current employees and the general public on how to properly put together a federal resume and answer KSA's
- Train how to navigate and set up a "MyUsaJobs" account

**TARGET AUDIENCE: NEW EMPLOYEES**

**OFFERING: SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**

## OVERVIEW OF OUTREACH, DIVERSITY AND EQUAL OPPORTUNITY

Receive an overview of the Outreach, Diversity and Equal Opportunity roles, responsibilities and mission.

### HOW YOU WILL BENEFIT:

- Receive an overview of the various programs within Outreach, Diversity and Equal Opportunity (MD-715, Special Emphasis, Recruitment, Reasonable Accommodation and Cooperative Resolution)



**TARGET AUDIENCE: ALL ARS EMPLOYEES**

**OFFERING: SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**

## EQUAL OPPORTUNITY-ADA AMENDMENTS / REASONABLE ACCOMMODATION

Overview of the regulatory and legislative changes to the 1990 Americans with Disabilities Act, including the reasonable accommodation process and procedures.

### HOW YOU WILL BENEFIT:

- Receive an overview of the regulatory and legislative changes to the 1990 Americans with Disabilities Act as a result of the 2008 Americans with Disabilities Amendments Act
- Obtain an overview of the reasonable accommodation process and procedures for managers, supervisors, and employees



**TARGET AUDIENCE: ALL ARS EMPLOYEES**

**OFFERING: MARCH 16TH (11AM EST GWCC 3-1160) SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**

**POINT OF CONTACT:**

**[ITZEL SCLOPIS](#) (202) 720-6161**



# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES

## MANAGEMENT DIRECTIVE 715

Understand the purpose and intent of the Management Directive D-715.

### HOW YOU WILL BENEFIT:

- Understand management and program accountability regarding the MD-715 and the roles employees play in the MD-715 process.

**TARGET AUDIENCE: ALL ARS EMPLOYEES**

**OFFERING: SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM / ONLINE**



## COOPERATIVE RESOLUTION

Through self-assessment activities (i.e., identifying different working styles and conflict management styles), you will learn how you can improve your communication to foster a more positive and productive work environment. Examine cooperative approaches to common communication barriers and discover ways to mutually resolve them.

### HOW YOU WILL BENEFIT:

- Improve approaches to address difficult communication situations
- Appreciate different working styles and identify ways to enhance communication
- Increase awareness of communication skills that may potentially diffuse harmful interactions

**TARGET AUDIENCE: ALL EMPLOYEES**

**OFFERING: MARCH 30TH (11:30–12:30PM EST GWCC RM 3-1175)**

**SCHEDULED UPON REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM / WEBCAST**

**POINT OF CONTACT:**

**[ITZEL SCLOPIS](mailto:ITZEL.SCLOPIS@ARS.USDA.GOV) (202) 720-6161**

## OUTREACH, DIVERSITY AND EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS BRANCH: HOW THEY WORK TOGETHER

Understand the roles and responsibilities of the Outreach, Diversity and Equal Opportunity Staff along with the Employee Relations Branch.

### HOW YOU WILL BENEFIT:

- Understand the similarities and differences between the two offices, their functions and their responsibilities

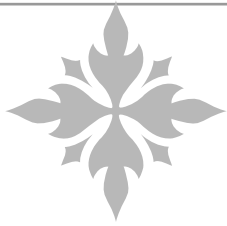


**TARGET AUDIENCE: ALL ARS EMPLOYEES**

**OFFERING: SCHEDULED BY REQUEST ONLY**

**DELIVERY TYPE: CLASSROOM**





# OUTREACH, DIVERSITY & EQUAL OPPORTUNITIES



## **ANTI-HARASSMENT/RECOGNIZING AND PREVENTING REPRISAL**

This class provides the opportunity to understand the forms of illegal harassment and retaliation.

### **HOW YOU WILL BENEFIT:**

- Recognizing harassing behavior in the workplace
- Identify behavior that constitutes illegal retaliation

**TARGET AUDIENCE: SUPERVISORS**  
**OFFERING: TO BE DETERMINED**  
**DELIVERY TYPE: ONLINE**



## **NOTIFICATION AND FEDERAL EMPLOYEE ANTIDISCRIMINATION AND RETALIATION ACT OF 2002 (NO FEAR ACT)**

Understand the purpose and requirements of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002

### **HOW YOU WILL BENEFIT:**

- Learn the role of managers, supervisors, and employees regarding the No Fear Act
- This is a mandatory training, therefore, employees will be in compliance with the Department's regulations

**TARGET AUDIENCE: ALL ARS EMPLOYEES**  
**OFFERING: TO BE DETERMINED**  
**DELIVERY TYPE: ONLINE**



# TRAVEL

## TRAVEL POLICY TRAINING

Provides an overview of the legal basis for reimbursement of travel expenses, the hierarchy of Federal and Agency travel regulations, the use of the Federal Travel Regulations, USDA Travel Regulations, and REE Policy in the areas of transportation, per diem, and expenses.

### HOW YOU WILL BENEFIT:

- Obtain a better understanding of the rights and responsibilities of government travelers
- Ask specific travel related questions
- Receive handouts and websites which provide additional valuable information



**TARGET AUDIENCE: ADMINISTRATIVE STAFF**

**OFFERING: MAY 11 / AUGUST 26**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT: [DIANE EGGERT](#) (301) 504-1260**

## GOVTRIP TRAINING

Training includes how to create travel authorizations and voucher in GovTrip, including scheduling transportation and reserving hotel and rental vehicles on-line. The course also explains how to route the travel documents electronically to the approving official(s).

### HOW YOU WILL BENEFIT:

- Gain information on the GovTrip travel system and travel arranging process
- Practice using the system in the GovTrip Training environment with real-time live assistance from the instructor
- Ask specific questions regarding the use of the GovTrip system

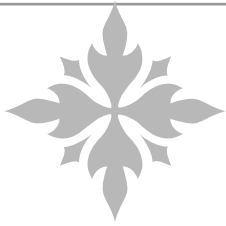
**TARGET AUDIENCE: TRAVEL ARRANGERS**

**OFFERING: APRIL 15 / APRIL 27 / JULY 20 / AUG. 17  
(ONE DAY TRAININGS)**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT: [JANELLE MCCLINTOCK](#) (301)504-1311**





# TRAVEL



## TRAVEL CARD TRAINING

Provides an overview of the GSA travel card program, and the USDA and REE Travel Card Policy, zero tolerance policy, and ethics rules. The course also provides information on the application process, agency account monitoring, payment methods, penalties for non-payment, salary offset actions, and information for contacting the travel card vendor.

### HOW YOU WILL BENEFIT:

- Learn detailed information on when and where travel card use is required
- Learn detailed information on when and where travel card use is authorized
- Ask specific travel card related questions
- Gain information on the USDA zero tolerance policy for misuse (including non-payment) of the travel card



**TARGET AUDIENCE: TRAVEL CARDHOLDERS**

**OFFERING: MAY 13 / AUGUST 31**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT: [DIANE EGGERT](#) (301) 504-1260**

## TRAVEL APPROVER TRAINING

Provides information on correctly reviewing and approving travel authorizations and vouchers. Topics include the approvers' responsibilities and legal obligations, meaning of GovTrip stamps, and a step-by-step walk through of the GovTrip document approval process.

### HOW YOU WILL BENEFIT:

- Obtain information on the requirements for reviewing authorizations and vouchers prior to applying GovTrip stamps
- Understand the legal obligations of Approving Officials
- Ask specific questions regarding the GovTrip approval process and approval requirements



**TARGET AUDIENCE: ADMINISTRATIVE OFFICERS, ETHICS OFFICERS, SUPERVISORS, AGENCY/ORGANIZATION PROGRAM COORDINATORS (AOPC's), REVIEWERS, AND FOREIGN TRAVEL APPROVERS**

**OFFERING: APRIL 20 / AUGUST 24**

**DELIVERY TYPE: WEBCAST**

**POINT OF CONTACT: [JANELLE MCCLINTOCK](#) (301)504-1311**



# TRAVEL

## FEDERAL AGENCY TRAVEL ADMINISTRATOR (FATA) TRAINING

Provides certification to act as a Level 5 or Level 6 FATA. Topics include creating authorizations and vouchers, creating and maintaining organizations, routing lists, groups, group global membership rules, and people profiles, and activating profiles for eAuthentication access to the GovTrip system.

### HOW YOU WILL BENEFIT:

- Obtain certification to perform the duties of a level 5 or level 6 FATA
- Receive detailed information on administration of the GovTrip system
- Practice using the system in the GovTrip Training environment with real-time live assistance from the instructor
- Ask specific questions regarding the administration of the GovTrip travel system



**TARGET AUDIENCE:** FEDERAL AGENCY TRAVEL ADMINISTRATORS

### OFFERING:

APRIL 13 - NEW FATA TRAINING

JULY 13 - REFRESHER FATA TRAINING

**DELIVERY TYPE:** WEBCAST

**POINT OF CONTACT:** [JANELLE MCCLINTOCK](#) (301)504-1311

## ARIS / FOREIGN TRAVEL INFORMATION SYSTEM (FTIS) TRAINING

This course will familiarize the attendee with the Foreign Travel Information System (FTIS). This system is used as a repository of information on all ARS foreign travel, including vital information for planning travel. FTIS is integral to the foreign travel approval process. The post-travel trip reporting capabilities provides ARS management with valuable information on the benefits of the foreign travel. This training focuses on creating foreign travel records, routing records, searching for foreign meetings, entering post-travel trip reports, modifying existing records, searching for visa requirements and tracking official passports.

### HOW YOU WILL BENEFIT:

- Understand how to navigate and enter data into the FTIS system
- Learn how to run reports, by area, meeting name and/or individual traveler
- Where to look for country information
- How to track location of official passports

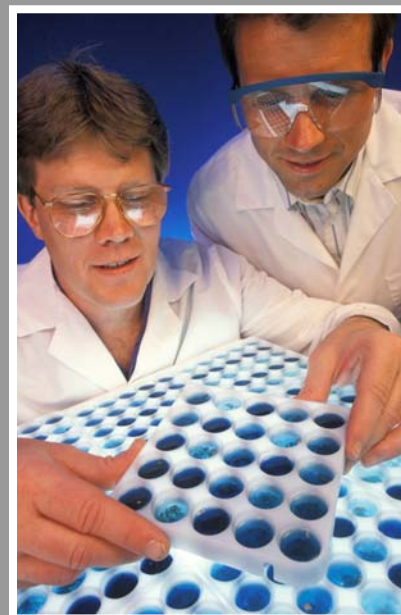
### TARGET AUDIENCE:

TRAVEL ARRANGERS, PROGRAM SUPPORT ASSISTANTS, AREA TRAVEL ASSISTANTS

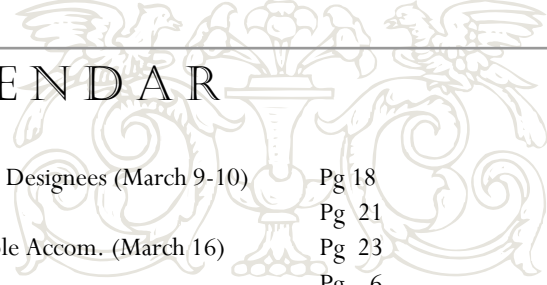
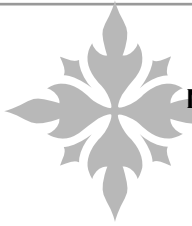
**OFFERING:** MARCH 24 / JUNE 23 / AUGUST 25

**DELIVERY TYPE:** WEBCAST

**POINT OF CONTACT:** [JEANETTE POWERS](#) (301) 504-1310



# CALENDAR



## MARCH

Aglearn Administrator Training for Training Designees (March 9-10)	Pg 18
Performance Feedback (March 11)	Pg 21
Equal Opportunity-ADA Amend./Reasonable Accom. (March 16)	Pg 23
ARMPS Training (March 29)	Pg 6
(NEW) REE Coord. Training on Mgmt & Oversight (Mar 16/18/23)	Pg 9
ARIS / FTIS Training (March 24)	Pg 28
Cooperative Resolution (March 30)	Pg 24

## APRIL

Employee Relations (April 7)	Pg 13
New FATA Training (April 13)	Pg 28
Why Diversity Matters (April 15)	Pg 21
Govtrip Training (April 15 & 27)	Pg 26
Travel Approver Training (April 20)	Pg 27
LA / STEP Training (April 28 & 30)	Pg 12

## MAY

Position Management / Classification (May 12 & 14)	Pg 13
Generations: Collaborating Conversations (May 19)	Pg 20
Travel Policy Training (May 11)	Pg 26
Travel Card Training (May 13)	Pg 27

## JUNE

Recruitment & Staffing (June 9 & 11)	Pg 17
Aglearn Administrator Training (June 15-16)	Pg 18
ARIS / FTIS Training (June 23)	Pg 28
Performance Management & Employee Recognition (June 30)	Pg 14
Respectful Workplace	Pg 19

## JULY

Refresher FATA Training (July 13)	Pg 28
Govtrip Training (July 20)	Pg 26
HR Processing Module (July 28 & 30)	Pg 11
Coaching for Resolution	Pg 22

## AUGUST

Employee Development (August 4)	Pg 17
Civil Service Retirement System (August 11)	Pg 16
Govtrip Training (August 17)	Pg 26
Travel Approver Training (August 24)	Pg 27
Federal Employees Retirement System (August 25)	Pg 16
ARIS / FTIS Training (August 25)	Pg 28
Travel Policy Training (August 26)	Pg 26
Travel Card Training (August 31)	Pg 27

## SEPTEMBER

Workers Composition (September 15)	Pg 15
Aglearn Administrator Training for Training Designees (Sept 14 -15)	Pg 18
Web TA Training (September 22)	Pg 12
Pay and Leave (September 23)	Pg 11
Performance Feedback	Pg 21

## OCTOBER

Work / Life Programs (October 20)	Pg 14
Crucial Conversations Overview	Pg 19

## NOVEMBER

Web TA Training (November 16)	Pg 12
Pay and Leave (November 17)	Pg 11
Personnel Security (November 17)	Pg 15

## DECEMBER

(NEW) Aglearn: So Much More Than Mandatory Training (Dec 15)	Pg 18
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# FOR ADDITIONAL INFORMATION

## D I V I S I O N   D I R E C T O R S



- Larry R. Cullumber  
 Director Acquisition & Property Division.....301-504-1695  
<http://www.afm.ars.usda.gov/aboutAFM/APD/index.htm>
- Sherri L. Carrol  
 Director Extramural Agreements Division.....301-504-1147  
<http://www.afm.ars.usda.gov/agreements/index.htm>
- Patrick G. Barry  
 Director Facilities Division.....301-504-1151  
<http://www.afm.ars.usda.gov/aboutAFM/FD/index.htm>
- Joon Park  
 Director Human Resources Division.....301-504-1317  
<http://www.afm.ars.usda.gov/aboutAFM/HRD/>
- Steven M. Helmrich  
 Director Financial Management Division.....301-504-1257  
<http://www.afm.ars.usda.gov/aboutAFM/FMD/>
- Donald L. McLellan  
 Director Office of Outreach, Diversity, & Equal Opportunity.....202-720-6161  
<http://www.afm.ars.usda.gov/ODEO/index.htm>

### Credit for Completing Training

[AgLearn](#) is the official USDA system of record for training and will contain the training history for all ARS employees. To ensure you receive credit for your completed training, please contact the training coordinator or your local AgLearn Training Designee.



## FISCAL YEAR 2010

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