



United States Department of Agriculture

Grain Inspection,
Packers and Stockyards
Administration

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Office of the Administrator

TO: GIPSA POLICY BULLETIN BOARD

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SUBJECT: Conformance with New Departmental Training Regulations

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ORIGINATING OFFICE: Management and Budget Services, Training Staff

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1. PURPOSE

This policy memorandum conforms certain training required by the Grain Inspection, Packers and Stockyards Administration (GIPSA) to two Departmental Regulations (DR) and outlines how the training will be implemented.

2. BACKGROUND

Regulations: On July 25, 2014, two DRs became effective regarding leadership and training: DR 4040-412-001 "Leadership Competency Framework;" and DR 4040-412-002 "Training and Development for Supervisors." In order to implement the DRs, GIPSA will cancel GIPSA Directive 4315.1 "Training Policy for Supervisors, Managers, and Executives."

Result: As a result, supervisory, managerial, and executive development and training, as well as 360 surveys and Individual Development Plans (IDPs) will now conform to the new regulations, and be supported by DR 4040-410 (Individual Development Plans). Conforming changes are outlined in this memo.

3. POLICY

Requirements and conforming changes are outlined in this policy memo

- **360 surveys** will now be conducted every 3 years for supervisors, managers, and executives to comply with the new regulations.
- **New Supervisory** training will no longer require the number of hours for specific training, but will be developed based on identified competencies and topics. Course work time required to complete the training will continue to be approximately 80 hours of blended learning (online and classroom training). The first half of the required training will emphasize performance and human resources management and topics, as required by the regulations. The other

half, which will be required as a GIPSA policy, will consist of a leadership component of about 40 hours. Leadership Development Programs may count toward the second half of this requirement.

According to the DR 4040-412-002: Supervisors are permanent, full-time Federal employees who are responsible for delivering at least one employee's performance review. For the purposes of this regulation, only employees who are coded as "2" or "4" are subject to this training requirement.

- **Existing Supervisory Training** must now be documented in the Learning Management System (currently, AgLearn). Most supervisors, managers, and executives should be able to meet these requirements specified in the regulations through agency-sponsored training. If an existing supervisor, manager, or executive cannot take advantage of these opportunities, the GIPSA Training Office may be able to identify other relevant training to meet these requirements. If a supervisor, manager, or executive is unable to meet the requirements, the GIPSA Training Office will assign an online component to meet Departmental requirements.
- **Individual Development Plans (IDP): All GIPSA employees** will be required to complete IDP documentation in the Learning Management System (currently, AgLearn), with the option of choosing specific developmental goals or no developmental goals. Eligible employees include all Federal full-time and part-time employees, but excludes intermittent, non-Federal part-time, and temporary employees. **All supervisors, managers, and executives**, however, are required to identify specific developmental activities using an IDP (development is not voluntary).

4. QUESTIONS

Direct questions concerning this policy to Caroline Thorpe, Training Officer, Management and Budget Services to: caroline.c.thorpe@usda.gov or call: 202-690-2332.

Regulation 4040-412-001 Leadership Competency Framework

<http://www.ocio.usda.gov/sites/default/files/docs/2012/DR%204040-412-001%20Leadership%20Competency%20Framework.pdf>

Departmental Regulation 4040-412-002 Training and Development for Supervisors:

<http://www.ocio.usda.gov/sites/default/files/docs/2012/DR4040-412-002%20Training%20and%20Development%20for%20Supervisors.pdf>

Departmental Regulation 4040-410 (Individual Development Plans)

<http://www.ocio.usda.gov/sites/default/files/docs/2012/DR4040-410.pdf>



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