United States Department of Agriculture

Grain Inspection, Packers and Stockyards Administration

Stop 3614
1400 Independence Ave., SW
Washington, DC 20250-3601

April 19, 2012

To: All FGIS Employees

From: Randall D. Jones
for Deputy Administrator

Subject: FGIS Mentoring Program-Applications due May 18, 2012

Notice ODA-2012-3 was issued on March 29, 2012 regarding FGIS' mentoring program. This memorandum transmits the GIPSA-FGIS Mentoring Handbook, which contains information and forms necessary for applying for involvement in the program as either a mentor or mentee. FGIS has identified development of a mentoring program as a key initiative for developing the business acumen of its workforce. The mentoring program is open to all FGIS employees.

Mentoring is a most often defined as a professional relationship in which an experienced person (the mentor) assists another (the mentee), usually a less senior employee. This process involves the transmission of knowledge both formally and informally to help in developing specific skills and knowledge that will strengthen the less experienced person's professional and career development.

FGIS is asking its more senior employees and supervisors to consider becoming mentors as an opportunity to contribute to the future success of our agency. All time spent by supervisors will count toward the annual 24 hour refresher training requirement. This coincidentally is about the amount of time required to mentor one employee. Mentors may be managers, supervisors and other employees who have been with GIPSA (or the Federal government) for 3 years and already act as informal leaders. Less senior employees are invited to participate as a mentee. FGIS believes participation in the mentoring program will offer employees a chance to strengthen their engagement with their work and prepare for future life and work changes.

FGIS looks forward to assisting all employees who participate in this program. Please see the attached GIPSA-FGIS Mentoring Handbook for detailed information on how to participate in this exciting new program. **All applications must be submitted by May 18, 2012.** For further information, please contact either Mary Coffey Alonzo, Director, Technology and Science Division at (816) 891-0463 or via e-mail, mary.c.alonzo@usda.gov ,or Caroline Thorpe, FGIS Mentoring Coordinator at (202) 690-2332 or via e-mail, caroline.c.thorpe@usda.gov.