

ADC Directive 4.301 3/26/93

TRAINING

1. PURPOSE

To provide employees a way to improve their knowledge and skills for the benefit of their careers, the ADC program, and the public.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 2.020 dated 10/6/89.

3. POLICY

All ADC personnel share the responsibility of compliance with APHIS Directive 442.1, Employee Training and Development, its amendments, and updates. Effective training and development are essential to the ADC mission.

a. Employees Employee career goals and ADC program needs must be considered in identifying training needs. Supervisors will assist employees in assessing training needs. An Individual Development Plan (IDP), Form AD-881, may be prepared to assist the employee in identifying training needs and goals. IDP's should be developed jointly by the employees and their supervisors. It is the employee's responsibility to invest the effort to become and remain proficient in performing official duties, to take full advantage of training and developmental opportunities, and to appraise the value of training received.

b. Supervisors. Supervisors will assist each employee in identifying training needs, taking into account mandated requirements which apply to the position, performance appraisal results, ADC program needs, and employee career objectives. Supervisors will assess the value of training completed by employees and report on training activities, shortcomings, and needs. Supervisors will utilize, to the maximum extent possible, knowledge, skills, and abilities developed by employees through training and will support and encourage employee career development efforts through regular discussions.

4. REFERENCES

APHIS Directive 402.5, Training as "Hours of Work" Fair Labor Standards Act (FLSA) (9/25/81 as amended 4/19/83)

APHIS Directive 440.8, APHIS Employee Development Committee (5/15/80)

APHIS Directive 442.1, Employee Training and Development (8/12/81 as amended 4/19/83)

APHIS Directive 447.7, Preparing Requests For Training (10/1/79)



Deputy Administrator