

For: FSA National Office Employees

FY 2000 Cross-Cultural Exchange Program (CCEP)

Approved by: Acting Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for FSA, CCEP. All FSA National Office employees are eligible to participate. CCEP was established to provide FSA employees with exposure to information about a number of different cultures through seminars and workshops. The following 3 workshops/seminars are being offered through this announcement:

- Diversity: What It Is and Is Not
- Positive Mental Attitudes Towards Diversity
- Communicating With Diverse Groups.

**B
Program
Curriculum**

CCEP participants will also have the opportunity to:

- share information about his/her specific culture and learn about other diverse cultures
- improve communications among the Agency's diverse workforce at different grade levels and in different program areas
- improve their morale through participation in workshops, seminars, and other activities sponsored by CCEP

Continued on the next page

Disposal Date	Distribution
December 1, 2000	FSA National Office Employees

1 Overview (Continued)

B

Program Curriculum (Continued)

- assist FSA to further obtain its workforce diversity goals by:
 - participating in an educational process of learning about diverse cultures
 - learning to understand, respect, and value differences between people of diverse culture
 - enhancing and improving his/her skills, abilities, and working relationships between FSA employees and other people of diverse cultures.
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C

Contact

Contact Mary Baskerville-Phillips, National Office CCEP Program Coordinator, HRD,TDB at 418-9045 for:

- additional detailed information about CCEP
 - questions about this notice.
-

2 Nomination Process

A

Nominee Qualifications

Nominees for CCEP must be:

- National Office FSA employees from all levels of managerial, supervisory, and non-supervisory positions
 - willing to learn and share about other diverse cultures and groups while participating in CCEP.
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B

Applying for CCEP

All FSA National Office employees may apply for CCEP by submitting FSA-611 (Exhibit 1) with supervisory approval/signature. FSA-611 is available on the u:\wpforms directory.

Note: If applying to participate in CCEP, FSA-611 with supervisory signature **must be** submitted together to complete the nomination package and to validate nominations. Incomplete FSA-611's will not be considered for participation in CCEP.

Continued on the next page

Notice PM-2177

2 Nomination Process (Continued)

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**Where to Send
FSA-611**

Send completed original FSA-611 using either of the following methods:

- departmental mail to the following address:

Mary Baskerville-Phillips
USDA, FSA, HRD, TDB
STOP 0579

- FAX to:

Attn. Mary Baskerville-Phillips at 202-418-9131.

D

**Application
Deadline**

All FSA-611's **must be** received in HRD, TDB by **COB May 5, 2000**. FSA-611's received after this date will not be considered.

Exception: If an employee is on travel or approved leave and can verify that he/she did not receive notification about CCEP before the deadline date and a slot is available in the workshop in which the employee wants to participate, the employee's FSA-611 will be accepted. No other exceptions will apply.

Notice PM-2177

3 Selection Process

A

Number of Participants

Twenty nomination slots for each of the 3 workshops will be filled from **only** FSA National Office employees to participate in CCEP.

B

Participant Selection

Participants will be selected from FSA-611's received in TDB on a first-come first-served basis. The date will be stamped on each FSA-611 as it is received. The participant **must** indicate on FSA-611 which workshops or seminars he/she wants to attend.

Employees applying to participate in CCEP will be considered **without discrimination for any nonmerit reason** such as race, color, religion, sex, national origin, age, marital status, or disability.

C

Selection Notification

The CCEP National Office Program Coordinator will notify each CCEP participant in person, by e-mail message, and/or by telephone. An official e-mail and/or telephone call will follow notifying CCEP participants and their supervisors.

Unsuccessful CCEP applicants will be notified by the CCEP National Office Program Coordinator in person, by e-mail message, and/or by telephone. No additional follow-up notification of unsuccessful CCEP nominees will be given.

D

Accommodations

Persons with disabilities who require accommodations to attend or participate in CCEP shall contact Mary Baskerville-Phillips, National Office Program Coordinator, at 418-9045 (voice), or e-mail message to "Mary Phillips".

FSA-611, Cross-Cultural Exchange Program (CCEP) Application

The following is an example of FSA-611. FSA-611 is available on the u:\wpforms directory.

REPRODUCE LOCALLY. *Include form number and date on reproductions.*

FSA-611 **U. S. Department of Agriculture**
 (04-19-00) Farm Service Agency

CROSS CULTURAL EXCHANGE PROGRAM (CCEP) APPLICATION

NOTE: Please print clearly or fill-in electronically.

1. Name of Applicant	2. Date of Application	3. Title	4. Grade
5. Division/Staff <i>(Include Office Address)</i>		6. Room No. and STOP Code	7. Telephone Number
8. Race	9. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	10. Nationality Optional	11. Will special accommodations be required. ^{1/} YES <input type="checkbox"/> NO <input type="checkbox"/>

12. Explain why you are interested in participating in the CCEP.

13. List subjects you are uncomfortable discussing with someone who differs from you in some way. Are you willing to examine such subjects in a classroom setting?

14. Do you feel you can make observations, ask questions, and discuss sensitive topics of different cultures, genders, ages, disabilities, etc. without offending another person?

15. Describe the benefits you hope to obtain by participating in CCEP.

16. Describe the benefits other CCEP participants may gain by interacting with you.

17. What generalizations or stereotypes about *(race, gender, age, etc.)* would you like to discuss?

^{1/} Persons with disabilities who require accommodations to attend or participate in CCEP shall contact Mary Baskerville-Phillips, at (202) 418-9045

FSA-611, Cross-Cultural Exchange Program (CCEP) Application (Continued)

FSA-611 (04-19-00) Reverse

Page 2 of 2

18. Name of Applicant	19. Date of Application	
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20. List the topic(s) (e.g., race, gender, age, etc.) you are most interested in sharing your knowledge and experiences.

21. List the topic(s) you are least interested in sharing.

22. List the topic(s) you are most interested in learning about.

23. List the topic(s) you are least interested in learning about.

24. What are your expectations while participating in CCEP.

25. Check the workshops/seminars in which you are interested in participating. (You may choose all three)

Diversity: What It Is and Is Not? Positive Mental Attitudes Towards Diversity. Communicating with Diverse Groups.

26. Applicant must sign and date below.

Applicant's Signature	Date	
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27. Please notify your supervisor that you are submitting your name for consideration of this training. Have your supervisor sign below.

Supervisor's Signature	Date	Supervisor's Telephone Number
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Print Supervisor's Name and Title

28. Please submit this application by COB May 5, 2000, to:

Mary Baskerville-Phillips USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue SW Washington, DC 20250-0574	If your are faxing your application address it to:	Mary Baskerville-Phillips USDA, FSA, HRD, TDB Fax No. (202) 418-9131
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Thank you for applying for the Cross-Cultural Exchange Program. You will be contacted as soon as we have reviewed all applications.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.