

For: FFAS National Office Employees

2000 FFAS National Office Mentoring Program (Program)

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for the Program, which was established to provide a source of career information and guidance to **all levels** of FFAS employees in the National Office interested in improving skills and enhancing career potential.

**B
Program
Curriculum**

The Program provides participants with opportunities to:

- improve present job skills and abilities of employees in managerial, supervisory, and non-supervisory positions
- improve communications among the Agencies' diverse workforce at different grade levels and in different program areas
- improve morale of all participants by providing satisfying experiences through participation in the Program
- assist the Agencies to:
 - obtain the workforce diversity goals
 - improve employment and advancement opportunities for all FFAS employees in the National Office.

Continued on the next page

Disposal Date	Distribution
June 1, 2000	All FFAS National Office employees

Notice PM-2181

1 Overview (Continued)

C

Contact

Contact Mary Phillips, National Office Program Coordinator, FSA/HRD at 202-418-9045 for:

- additional detail information related to the Program
 - questions about this notice.
-

2 Nomination Process

A

Nominee

Qualifications

Nominees for the Program must be:

- FFAS National Office employees from all levels of managerial, supervisory, and non-supervisory positions
 - willing to participate in the Program for 1 year.
-

B

Applying for the Program

All eligible FFAS National Office employees may apply for the Program by submitting either FFAS-8 or FFAS-9, as follows.

- Complete FFAS-8 (Exhibit 1), to apply to participate in the Program as a mentor, including signature to validate the application.

Notes: FFAS-8 is available in Wordperfect format at <u:/wpforms/FFAS0008.wpd>.

If applying to participate in the Program as a mentor, emphasis should be on:

- why applicant would like to participate in the Program
 - what applicant could share with a mentee in the Program
 - how applicant could serve as a good resource person and role model for a mentee.
-

Continued on the next page

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2 Nomination Process (Continued)

B

Applying for the Program (Continued)

- Complete FFAS-9 (Exhibit 2), to apply to participate in the Program as a mentee, including signature to validate the application.

Notes: FFAS-9 is available in Wordperfect format at <u:/wpforms/FFAS0009.wpd>.

If applying to participate in the Program as a mentee, emphasis should be on:

- why applicant would like to participate in the Program as a mentee
 - what are applicant's career goals, both short- and long-term, and whether participation in the Program will assist applicant to achieve and accomplish these goals
 - who applicant would like to have as a mentor in the Program.
-

C

Submitting FFAS-8 or FFAS-9

Send completed original FFAS-8's and FFAS-9's to the following address:

Mary Phillips
USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue, SW
Washington, D.C. 20250-0574.

D

Deadline

All FFAS-8's and FFAS-9's must be received in HRD, TDB by **COB May 26, 2000**. Applications received after this date will **not** be considered.

Exception: The **only** exception to this deadline will be if a person is on travel or approved leave and can verify that they did not receive notification before the deadline date. No other exceptions will be acceptable.

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3 Selection Process

A

Participants by Organization

FFAS National Office employees may submit FFAS-8's and FFAS-9's for participation in the Program.

B

Program Matching Panel

A Program Matching Panel will be assembled, using applications received, to select and match mentors and mentees wishing voluntarily to participate in the Program.

C

Participant Selection

Participants will be selected as follows.

The Program Matching Panel will review each FFAS-8 and FFAS-9, using approved Program matching criteria established for the Program.

Note: Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.

D

Participating in the Program

Mentors and mentees may participate in the Program, in the following 3 ways:

- join as a pair, mentor and mentee
 - let the Program Matching Panel make a selection through FFAS-8 and FFAS-9, suggesting at least 3 possible mentor choices and the written information provided by the mentor
 - join as mentor or mentee using the FFAS-8 and FFAS-9 without making suggested mentor selections, requesting the Program Matching Panel to make an appropriate successful match.
-

Continued on the next page

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3 Selection Process (Continued)

E Panel Action

The Program Matching Panel will:

- facilitate successful matching of all mentors and mentees applying to participate in the Program.
 - assist in the notification of successful matches of mentors and mentees, which includes distribution of official e-mail notification letters to supervisors/managers, mentors, and mentees.
-

F Selection Notification

The Program Matching Panel will notify mentors and mentees of successfully matched selection in person, by e-mail messages, or by telephone.

Note: An official e-mail letter will follow notification of successful matches to mentors, mentees, and supervisors.

Unsuccessfully matched mentors and mentees will be notified in person, by e-mail message, or telephone by the National Office Program Coordinator, with encouragement to re-apply during the open season next year. No additional follow-up notification of unsuccessful matches will be given.

G Accommodations

Persons with disabilities who require accommodations to attend or participate in the Program should contact Mary Phillips, National Office Program Coordinator, at 202-418-9045 (voice), or e-mail message (Mary Phillips).

FFAS-8, Mentor Application

REPRODUCE LOCALLY. Include form number and date on reproductions.

<p>FFAS-8 (10-05-98)</p> <p>U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services</p> <p style="text-align: center;">MENTOR APPLICATION</p>	<p>1. AGENCY (Check One) <input type="checkbox"/> FAS <input type="checkbox"/> FSA <input type="checkbox"/> RMA DIVISION:</p> <p>2. SERIES/GRADE (Required):</p>																														
<p>NOTE: Participation in this program requires a commitment of at least 1 year. Throughout the year, this time commitment will include: 1) one-on-one time with your Mentee/Mentor; 2) participation in an orientation session; and 3) various special briefings and/or workshops. PLEASE DO NOT COMPLETE THIS APPLICATION IF YOU CANNOT MEET TIME COMMITMENTS. (Please use Item 13 for additional space.)</p>																															
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	3C. TELEPHONE NUMBER																														
4A. SUPERVISOR'S NAME AND ADDRESS	4B. JOB TITLE																														
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5. Are you willing to commit yourself to the Program for one year? Please check YES or NO. If NO, do not complete this application.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px;">YES</td> <td style="width: 50px;">NO</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	YES	NO																												
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<p>8. Please rate yourself in the following skills (Check only one).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 10%; text-align: center;">HIGH</th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">LOW</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Ability to give advice to others</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;">1 <input type="checkbox"/></td> </tr> <tr> <td>Ability to exercise patience and cooperation</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;">1 <input type="checkbox"/></td> </tr> <tr> <td>Ability to give constructive criticism</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;">1 <input type="checkbox"/></td> </tr> <tr> <td>Sensitivity to others</td> <td style="text-align: center;">5 <input type="checkbox"/></td> <td style="text-align: center;">4 <input type="checkbox"/></td> <td style="text-align: center;">3 <input type="checkbox"/></td> <td style="text-align: center;">2 <input type="checkbox"/></td> <td style="text-align: center;">1 <input type="checkbox"/></td> </tr> </tbody> </table>			HIGH		LOW			Ability to give advice to others	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Ability to exercise patience and cooperation	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Ability to give constructive criticism	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Sensitivity to others	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
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<p>11. Rank in order with 1 being the most you can offer and 4 being the least you can offer the Mentor:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Provide opportunity for Mentee's professional growth (through strengthening competencies/skills.</td> <td style="width: 50%;"><input type="checkbox"/> Opportunity for networking;</td> </tr> <tr> <td><input type="checkbox"/> Strong knowledge of the Agency/Department/Federal Government;</td> <td><input type="checkbox"/> Other, please be specific.</td> </tr> <tr> <td><input type="checkbox"/> Advice and counseling.</td> <td></td> </tr> </table>		<input type="checkbox"/> Provide opportunity for Mentee's professional growth (through strengthening competencies/skills.	<input type="checkbox"/> Opportunity for networking;	<input type="checkbox"/> Strong knowledge of the Agency/Department/Federal Government;	<input type="checkbox"/> Other, please be specific.	<input type="checkbox"/> Advice and counseling.																									
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FFAS-8, Mentor Application (Continued)

FFAS-8 (Reverse) (10-05-98)

12. Rank your proficiency in the following People and Technical Skills categories (check appropriate box, i.e., weak, moderate, etc.):

PEOPLE SKILLS	WEAK	MODERATE	STRONG	DON'T KNOW
Communications				
Leadership				
Conflict Management				
Interpersonal Skills				
Team Building				
Decision Making				
Human Resources Management				
Creative Thinking				
Planning and Evaluation				
TECHNICAL SKILLS				
Management				
Computer Technology				
Administrative				
Field Delivery and Operations				
Farm Programs				
Commodity Operations				
Commodity Service				

13. COMMENTS:

14. SIGNATURE

DATE

FFAS-9, Mentee Application Form

REPRODUCE LOCALLY. Include form number and date on reproductions.

<p>FFAS-9 (10-05-98)</p> <p>U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services</p> <p style="text-align: center;">MENTEE APPLICATION</p>	<p>1. AGENCY (Check One)</p> <p><input type="checkbox"/> FAS <input type="checkbox"/> FSA <input type="checkbox"/> RMA</p> <p>DIVISION:</p>	<p>2. SERIES/GRADE (Required):</p>				
<p>NOTE: Participation in this program requires a commitment of at least 1 year. Throughout the year, this time commitment will include: 1) one-on-one time with your Mentee/Mentor; 2) participation in an orientation session; and 3) various special briefings and/or workshops. PLEASE DO NOT COMPLETE THIS APPLICATION IF YOU CANNOT MEET TIME COMMITMENTS. (Please attach extra sheet if additional space is needed.)</p>						
<p>3A. APPLICANT'S NAME AND ADDRESS</p>	<p>3B. JOB TITLE</p>					
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<p>6. Why would you like to participate in the Program? Explain.</p>						
<p>7. What are your career goals? Short term and/or long term? Explain.</p>						
<p>8. Do you feel participating in the Program will help you to achieve these goals? If so, in what way? Explain.</p>						

Continued on the next page

FFAS-9, Mentee Application Form (Continued)

FFAS-9 (Reverse) (10-05-98)

9. Please rate yourself in the following skills (Check only one).

	HIGH					LOW				
Ability to take constructive criticism	5	4	3	2	1	5	4	3	2	1
Ability to be patient and cooperative	5	4	3	2	1	5	4	3	2	1
Ability to accept advise	5	4	3	2	1	5	4	3	2	1
Ability to set goals	5	4	3	2	1	5	4	3	2	1
Sensitivity to others	5	4	3	2	1	5	4	3	2	1

10. Are you joining the Program with a mentor as a pair? If YES, provide the mentor's name and the division as shown on the FFAS-8. YES NO

MENTOR'S NAME	MENTOR'S DIVISION
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11. If you are not joining as a pair, who would you like to be your mentor? List by priority below:

a. _____ d. _____
 b. _____ e. _____
 c. _____ f. _____

12. Do you want the Mentoring Program Coordinator and/or the Mentoring Program Matching Panel to make an appropriate Mentor selection for you based on your application? YES NO

13. Rank your proficiency in the following People and Technical Skills categories (check appropriate box, i.e., weak, moderate, etc.):

PEOPLE SKILLS	WEAK	MODERATE	STRONG	DON'T KNOW
Communications				
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Management				
Computer Technology				
Administrative				
Field Delivery and Operations				
Farm Programs				
Commodity Operations				
Commodity Service				

14. COMMENTS:

15. SIGNATURE	DATE
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