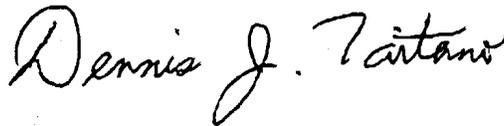


For: State Offices

National FSA Technician Training

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

HRD, Training and Development Branch (TDB) has designed and developed a new version of the National Program Assistant Strategic Skills (PASS) course for Program Technicians (PT's). The new title of the revised course is National FSA Technician Training, which replaces the PASS course. It is targeted for FSA Federal and County Office PT's. Because this is a new course, it is necessary to conduct Train-the-Trainer workshops for new instructors.

B

Purpose

TDB is requesting nominations from each State Office for PT's interested in becoming instructors for the National FSA Technician Training Program. The course is designed for technicians in the following priority order:

- newly hired technicians (CO and GS)
- technicians who have never received the PASS training or equivalent
- technicians who want a refresher course
- temporary technicians at the discretion of the State Office.

Note: This training is **not** mandatory.

Continued on the next page

Disposal Date	Distribution
October 1, 2001	State Offices

1 Overview (Continued)

C

Program Description

The National FSA Technician Training is a 2½-day course consisting of the following modules:

- Understanding Communication: Personality
 - Communicating in a Diverse World
 - You and the Borrower/Producer
 - Managing Conflict
 - Stress Management
 - Applying Learning.
-

D

Train-the-Trainer Workshop

The first Train-the-Trainer workshop (5 days including travel days) is being planned for the end of the FY. More details will be forwarded to the State Office and instructors when they become available. Locations and State Offices to be trained are still to be determined.

State Training Officers or designee will be invited to participate in the Train-the-Trainer workshop by observing the course and critiquing the presentations of the presenters. Workshop trainers will also be critiquing presenters. During the week, there will be a meeting with the training officers or designee on their role in implementing the program in their States.

2 Selection and Nomination

A

Selection of Instructors

State Offices have indicated that 250 PT's need to be selected to attend 1 of the Train-the-Trainer Workshops. See FSA-949, Part B (Exhibit 1) for selection criteria.

Being selected to attend the Train-the-Trainer Workshop does **not** guarantee selection as an instructor. All participants **will be** evaluated for instructional effectiveness during the Train-the-Trainer Workshops by evaluators trained to professionally critique presenters.

B

Nomination Qualifications

Nominate only a current, fully experienced PT who is capable and willing to serve as an instructor, or any former PT instructor that the State wants to continue training. Instructors must be trained and certified before training sessions begin.

Continued on the next page

Notice PM-2255

2 Selection and Nomination (Continued)

C

**Nomination
Procedure**

Interested PT's must complete and sign FSA-949 (Exhibit 1) and submit it to their State AO/Training Officer. The AO/Training Officer will determine whether criteria has been met, and FAX the completed FSA-949 to Wilma Wyatt at 202-418-9131.

Note: The AO/Training Officer shall see Exhibit 2 for number of nominations to submit for their State.

D

Deadline

All nominations must be received in HRD, TDB by July 30, 2001.

3 Workshop

A

Accommodation

Persons with disabilities who require accommodations to participate in this training should contact Wilma Wyatt at 202-418-9055, e-mail at wilmawyatt@wdc.fsa.usda.gov, and (TTY) at 202-418-9107.

B

**Labor
Management
Obligations**

Where representation exists, bargaining may be requested at the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

C

**Federal
Employee Travel**

Federal employees shall have an approved AD-202 before incurring travel expenses. Washington-controlled travel funds should be used.

D

**Non-Federal
Employee Travel**

Non-Federal employees must use county administrative funds. If the current nonpayroll allotment is insufficient, State Offices shall request a nonpayroll allotment increase from BUD through EDSO.

E

**CAMS
Documentation**

Training will be documented in CAMS by TDB after completing the workshop.

4 Contact

**A
Questions**

Contact either of the following:

- Wilma Wyatt on 202-418-9055
e-mail **Wilma_Wyatt@wdc.fsa.usda.gov**
 - Arlene Bailey on 202-418-9043
e-mail **Arlene_Bailey@wdc.fsa.usda.gov**.
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FSA-949, Train-the-Trainer National FSA Technician Training Program Nomination Form

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-949
(06-25-01)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency
TRAIN-THE-TRAINER
NATIONAL FSA TECHNICIAN TRAINING PROGRAM
NOMINATION FORM

PART A - NOMINEE INFORMATION

1A. Name of Applicant	1B. Applicant's Office Telephone Number ()
1C. Applicant's Position Title	1D. Applicant's Job Series/Grade
2. Applicant's Office Address (Include Division/Staff, Stop Code, and ZIP Code)	3. Applicant's County
	4. Applicant's E-Mail Address

PART B - PROVIDE A BRIEF STATEMENT ON A SEPARATE SHEET OF PAPER EXPLAINING HOW YOU MEET EACH OF THE FOLLOWING CRITERIA.

- Experience**
 - Current PT with at least 5 years State or county Office experience.
 - Previous instructors who wish to continue training.
 - Experienced PT who is willing to serve as an instructor.
- Administrative Skills**
 - Ability to manage details accurately.
 - Ability to plan for and carry out complex programs.
- Problem Solving Skills**
 - Ability to think on his/her feet.
 - Dealing with change.
- Platform Skills**
 - Strong interpersonal skills.
 - Strong communication skills.
 - Ability to relate to all types/levels of people.
 - Ability to conduct group discussions.
- Customer Service Skills**
 - Acceptance of differing viewpoints, backgrounds, and beliefs.
 - Relates well to co-workers/peers, respected and able to build rapport.

PART C - BACKGROUND INFORMATION

6. Prior teaching/training experience. (Please check below for type(s) of experience.)

Current teacher/instructor Former PT Instructor Former teacher/instructor

7. Name and telephone numbers of two references who have observed your training.

A. Name of Reference 1	Telephone Number ()
B. Name of Reference 2	Telephone Number ()

PART D - FSA APPROVAL

8A. Supervisor's Signature	Date	8B. A/O/Training Officer/Designee's Signature	Date
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Training Officer/Designee will Fax to:
Wilma Wyatt, HRD/Training and Development Branch
Fax Number: 202-418-9131

NOTE: To fill out and/or print FSA-949 go to the FFAS Employee Forms intranet website available from
<http://intranet.fsa.usda.gov>.

Number of Nominations Per State for Train-the-Trainer Workshop National FSA Technician Training Program

Alabama	5	Montana	4
Alaska	0	Nebraska	10
Arizona	3	Nevada	0
Arkansas	7	New Hampshire	0
California	4	New Jersey	4
Colorado	6	New Mexico	4
Connecticut	3	New York	4
Delaware	1	North Carolina	4
Florida (also handles Virgin Islands)	4	North Dakota	8
Georgia	4	Ohio	7
Hawaii		Oklahoma	6
Idaho	6	Oregon	3
Illinois	16	Pennsylvania	10
Indiana	6	Puerto Rico	2
Iowa	12	Rhode Island	1
Kansas	12	South Carolina	2
Kentucky	2	South Dakota	9
Louisiana	2	Tennessee	4
Maine	1	Texas	20
Maryland	1	Utah	3
Massachusetts	2	Vermont	2
Michigan	6	Virginia	8
Minnesota	7	Washington	6
Mississippi	4	Wisconsin	2
Missouri	8	Wyoming	2