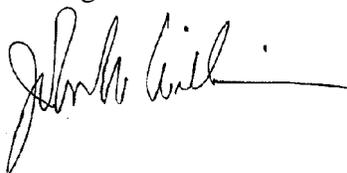


For: FFAS National Office Employees

FY 2002 Cross-Cultural Exchange Program (CCEP)

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

HRD, Training and Development Branch (TDB) is accepting nominations for the FFAS mission area National Office Agencies' CCEP. **All levels** of FFAS National Office employees are eligible to participate in CCEP. CCEP was established to provide FFAS employees exposure to information about a number of different cultures through workshops and seminars. 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 Cultures.

**B
Program
Curriculum**

CCEP participants will also have the opportunity to:

- share information about their specific culture and learn about other diverse cultures
- improve communications among the Agencies' 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, 2002	All FAS, FSA, and RMA National Office employees

Notice PM-2294

1 Overview (Continued)

B

Program Curriculum (Continued)

- assist FFAS mission area National Office Agencies 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 cultures
 - enhancing and improving their skills, abilities, and working relationships between FFAS employees and other people of diverse cultures.
-

C

Contact

Contact Mary Baskerville-Phillips, National Office CCEP Program Coordinator, HRD, TDB at 202-418-9045 for:

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

2 Nomination Process

A

Nominee Qualifications

Nominees for CCEP **must be:**

- FFAS mission area National Office Agencies' employees from all levels of managerial, supervisory, and nonsupervisory positions
 - willing to learn and share about other diverse cultures and groups while participating in CCEP.
-

B

Applying for CCEP

All eligible FFAS mission area National Office Agencies' employees may apply for CCEP by submitting AD-2009 (Exhibit 1) along with supervisory approval/signature. Visit the Intranet website (<http://intranet.fsa.usda.gov>) to fill out and/or print an Adobe Acrobat PDF file.

- Scroll down and click on "Forms".
 - Scroll down and click on "FFAS-Employee Forms Site".
-

Continued on the next page

Notice PM-2294

2 Nomination Process (Continued)

B

Applying for CCEP (Continued)

- Scroll down and click on “Find Current Forms Using Our Form Number Search”.
- Enter “2009” in the “Form Number” field and click the “Submit” button.

Note: If applying to participate in CCEP, AD-2009 with supervisory signature **must be** submitted together to complete the nomination process that validates nominations. Incomplete AD-2009’s will not be considered for participation in CCEP.

C

Where to Send AD-2009’s

Send completed hard-copy AD-2009’s using either of the following methods:

- by mail:

Mary Baskerville-Phillips
USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue, SW
Washington, DC 20250-0574

- by FAX to Mary Baskerville-Phillips at 202-418-9131.
-

D

Application Deadline

All AD-2009’s **must be** received in HRD, TDB by **COB March 29, 2002**. AD-2009’s 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 he or she did not receive notification about CCEP before the deadline date
 - slot is available in the workshop that the nominee is interested in taking. **No other exceptions will be acceptable.**
-

Notice PM-2294

3 Selection Process

A

Number of Participants

Twenty nomination slots for each of the 3 workshops will be accepted from FFAS mission area National Office Agencies' employees **only** to participate in CCEP.

B

Participant Selection

Participants will be selected as follows.

- Participants will be selected from AD-2009's received in TDB on a first-come first-served basis. Participants **must** indicate which workshop or seminar they wish to attend from the 3 choices on AD-2009. A stamped date will be placed on each AD-2009 as they are received.
 - Candidates nominated 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 National Office CCEP Program Coordinator will notify each CCEP participant in person, by e-mail, and/or by telephone. An official e-mail and/or telephone call will follow notifying CCEP participants and their supervisors.

Note: A maximum of 20 FFAS mission area National Office Agencies' employees in each workshop or seminar will need to be notified.

Unsuccessful CCEP applicants will be notified by the National Office CCEP Program Coordinator in person, by e-mail, 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 and/or participate in CCEP should **contact** Mary Baskerville-Phillips, National Office CCEP Program Coordinator, at 202-418-9045 (voice), or e-mail to "Mary Phillips".

E

Labor Management Obligations

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

AD-2009, Cross Cultural Exchange Program (CCEP) Application

This form is available electronically.

AD-2009
(01-29-02)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

CROSS CULTURAL EXCHANGE PROGRAM (CCEP) APPLICATION
(Please Print and/or Type)

1. Indicate appropriate Agency (Check one below.)

FSA

FAS

RMA

2A. Name of Applicant

2B. Applicant's Office Telephone Number
()

2C. Applicant's Position Title

2D. Applicant's Job Series/Grade

3. Applicant's Office Address (Include Division/Staff, Stop Code, and ZIP Code)

4. Workshop/Seminar (Check one and/or all below.)

Diversity: What It Is and Is Not

Positive Mental Attitudes Towards Diversity

Communicating with Diverse Groups

5A. Print Supervisor's Name and Title

5B. Print Supervisor's Telephone Number

()

5C. Supervisor's Signature

5D. Date

6. Please submit this application to one of the addresses below:

Mary Phillips
USDA FSA HRD TDB
Stop 0574
1400 Independence Avenue, SW
Washington, DC 20250-0574

OR

FAX TO: 202-418-9131
ATTN: Mary Phillips
EMAIL: Mary Phillips