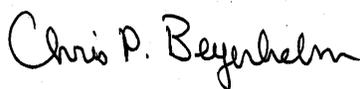


For: All FSA Managers and Supervisors

Mandatory Hiring Manager’s Training

Approved by: Associate Administrator for Operations and Management



1 Phase Two and Phase Three Training and Registration

A Background

In the past few months, agencies across the Department received guidance from Dr. Gregory L. Parham, Assistant Secretary for Administration, about the transformation of the hiring process in USDA, to meet the Office of Personnel Management’s 80-day hiring rule. The transformation includes extensive changes and will improve and expedite the overall process. Agencies are required to deliver training to all Federal and County hiring managers. Completion of the training is mandatory.

The training focuses on Departmental policy changes, workforce planning, classification, job analysis and assessment tool development, revised hiring roadmap, appointing authorities, tips for applicants, best practices, and County Office hiring.

After October 2015, Federal and County managers who have not completed the hiring manager training will not be allowed to recruit and fill vacant positions. Human Resources Division (HRD) is scheduled to deliver the training sessions for FSA National Office managers and state-level federal managers. Each state will be sending two federal managers to Kansas City, Missouri, to attend training for phase one. The guidance for phase one was issued by Greg Diephouse, Deputy Administrator for Field Operations, on July 28, 2015, and addressed to State Executive Directors (SED’s). Those who attend training in phase one do **not** need to attend phase two or three. Training for hiring managers who did not attend phase one will be completed in two phases.

B Purpose

This notice informs all FSA hiring managers of the requirements of phases two and phase three hiring manager’s training.

Notes: Phase two will be delivered virtually by Live Meeting.

Phase three will be placed on the AgLearn to-do list for all hiring managers who did not participate in phase one or two.

Disposal Date December 1, 2015	Distribution All FSA Managers and Supervisors; State Offices relay to County Offices
--	--

Notice PM-2945

1 Phase Two and Phase Three Training and Registration (Continued)

C Phase Two Training and Registration Link

Training in phase two will be conducted by Live Meeting for 2 to 3 hours, and will focus on Federal level hiring only. The following schedule is recommended; however, some participants may need to attend a different training session.

To register, click the following training session link (beneath the time) that fits participant's schedule. **Registration must be completed by August 28, 2015.**

FSA Southwest (to include the Regional Service Office) and Northwest Region States, October 6, 2015

- 10 a.m. to 1 p.m. Central Daylight Time (CDT)
Southwest Region, Northwest Region, and Regional Servicing Office state hiring managers, October 6, 2015, at 10 a.m. CDT
- 2 p.m. to 5 p.m. CDT
Southwest Region, Northwest Region, and Regional Servicing Office state hiring managers, October 6, 2015, at 2 p.m. CDT

FSA SED's Only, October 8, 2015

- 8 a.m. to 11 a.m. CDT
SED hiring managers only, October 8, 2015, at 8 a.m. CDT
- noon to 3 p.m. CDT
SED hiring managers only, October 8, 2015, at noon CDT

FSA Southeast States, October 14, 2015

- 8 a.m. to 11 a.m. CDT
Southeast Region state hiring managers, October 14, 2015, at 8 a.m. CDT
- noon to 3 p.m. CDT
Southeast Region state hiring managers, October 14, 2015, at noon CDT

FSA Midwest States, October 15, 2015.

- 8:30 a.m. to 11:30 a.m. CDT
Midwest Region state hiring managers, October 15, 2015, at 8:30 a.m. CDT

FSA National Office Managers (Washington, DC (WDC), Kansas City (KC), St. Louis, and APFO), October 16, 2015.

- 8 a.m. to 11 a.m. CDT
National Office WDC, KC, St. Louis and APFO hiring managers, October 16, 2015, at 8 a.m. CDT

Notice PM-2945

1 Phase Two and Phase Three Training and Registration (Continued)

C Phase Two Training and Registration Link (Continued)

FSA Northeast States, October 27, 2015

- 8 a.m. to 11 a.m. CDT
Northeast Region state hiring managers, October 27, 2015, at 8 a.m. CDT
- noon to 3 p.m. CDT
Northeast Region state hiring managers, October 27, 2015, at noon CDT

FSA Make-Up Session for National Office and State Hiring Managers (WDC, KC, St. Louis, and APFO), October 28, 2015

- 8 a.m. to 11 a.m. CDT
Make-up session for all National Office and state hiring managers, October 28, 2015, at 8 a.m. CDT

D Phase Three Training and Registration

Phase three will be conducted by AgLearn for all current or future hiring managers hired after October 1, 2015, who did not complete training in phase one or two. Phase three will consist of two separate modules; one for Federal hiring and one for County hiring. New hiring managers will automatically be enrolled into AgLearn for the applicable module (either Federal or County hiring) by HRD and have 60 calendar days to complete the training.

- Training must be completed before the new hiring manager is allowed to recruit and fill positions according to Departmental guidance.
- All current and future County hiring managers (excluding County Office Committee (COC) members) will be enrolled automatically in county hiring training in AgLearn, October 2015, and must complete the training within 60 calendar days.

Note: Any Federal hiring manager who needs training on the County hiring process may complete the county training module in AgLearn (for example SED's, DD's).

- All COC members are required to complete a paper-based County hiring training annually during COC orientation training. State Office members may also take the paper-based County training during their first meeting in calendar year 2016.

E Contacts

For questions regarding the hiring manager's training, contact Velerie Eddleman, Employee Development Specialist, at 816-926-7449 or at velerie.eddleman@kcc.usda.gov.