

**U.S. DEPARTMENT OF AGRICULTURE**  
Farm Production and Conservation Mission Area  
Business Center  
Washington, DC 20250

FSA/RMA Notice PM-3034

<b>FPAC NOTICE</b>	<b>FPAC-N 4040-008</b>
<b>Subject:</b> New Supervisor Training	February 27, 2020
<b>Approved By:</b> Robert Stephenson, Chief Operating Officer, Farm Production and Conservation Business Center	<b>Expiration Date:</b> January 31, 2021

**1. PURPOSE**

This notice:

- a. Explains the training requirements for Farm Production and Conservation (FPAC) new supervisors.
- b. Provides guidance and contact information for employees to complete the training.

**2. SCOPE**

Any new FPAC Business Center (BC), Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Risk Management Agency (RMA) supervisor or executive who has never held a supervisory appointment in the U.S. Department of Agriculture (USDA), or documented successful completion of either a USDA agency or Department-level approved new supervisor program must complete the web-based New Supervisor Training (NST) Program in AgLearn by February 28, 2021, or within one calendar year of beginning the appointment, whichever date is later.

**3. DEFINITION OF SUPERVISOR**

The following definitions are applicable for this notice.

- a. Supervisors are permanent, full-time, employees who are responsible for delivering at least one employee's performance review.

**Note:** For the purposes of this notice, only employees who are coded with a supervisory status of two or four in the USDA Enterprise Human Resources data system are subject to this notice's training requirement. Employees should reference their AgLearn profile to determine if they are coded as a two or a four under "Supervisory Status."

### 3. DEFINITION OF SUPERVISOR (Continued)

- b. New supervisors are employees who meet the definition of "supervisor" with less than one year of experience as a supervisor in the federal government.
- c. Probationary supervisors are employees who meet the definition of "supervisor" and are in probationary status subject to 5 CFR Part 315 or FSA handbook 27-PM, subparagraph 304 C.

### 4. COMPLETING THE TRAINING REQUIREMENT

- a. Completion of training and assessment is a condition of supervisory probation.
- b. The USDA new supervisor training standards comprise the following six elements:
  - (1) Administrative and regulatory functions,
  - (2) Leadership competencies,
  - (3) Developing others,
  - (4) Accountability and performance management,
  - (5) Human capital management, and
  - (6) Time and attendance.

**Note:** New FPAC supervisors who have attended in-person leadership trainings such as *Influencing Excellence* or *Supervising for Excellence* will be granted partial credit toward completion of NST.

- c. FPAC BC Human Resources Division (HRD), Employee Development Section (EDS) will assign the training through AgLearn and run reports for this training requirement.
- d. New supervisors should have completed 75 percent of their training requirement within nine months of the beginning of their appointment. The supervisor's manager will be informed of their completion status at this time.
- e. For employees who have not completed 90 percent of their training requirement within 11 months of the beginning of their appointment, their names will be submitted by the EDS to the HRD, Employee and Labor Relations Section (ELRS). Failure to complete the training requirement is cause for removal from their position at the one-year anniversary date.

#### 4. COMPLETING THE TRAINING REQUIREMENT (Continued)

f. Probationary supervisors must successfully complete all components of the required NST Program within one calendar year of beginning the appointment. The FPAC BC Chief Human Capital Officer (CHCO), or designee, may authorize an extension to new supervisors to complete the training under the following conditions:

- (1) Required service of more than 60 continuous days as part of a military deployment,
- (2) Leave of more than 60 continuous days under the Family and Medical Leave Act,
- (3) Supervisory date of appointment is between September 1, 2017, and publication of this notice, due to the AgLearn transition, or
- (4) As required or permissible under a superseding authority.

**Note:** For those who have partially completed a supervisory probation, the deadline to complete the new supervisory training can **only** be extended so that the employee completes the required training within one year of their current supervisory appointment.

- g. If an extension is authorized, the training **must** still be completed by the employee in the timeframe given by the FPAC BC CHCO, or designee.
- h. The failure of a new General Schedule supervisor to complete the required training and standard assessment during their probationary period will result in a reassignment to another position in accordance with 5 CFR Part 315, Subpart I.
- i. FSA County Executive Directors must see FSA handbook 27-PM, subparagraph 304 D, for conditions of probation.

#### 5. USDA GUIDANCE

Departmental Regulation 4040-412-002, Training and Development for Supervisors, describes how the USDA will meet supervisory training requirements:

- a. Ensuring supervisory training is consistent throughout USDA,
- b. Minimizing duplication of supervisory training efforts across USDA,
- c. Ensuring cost-effective delivery of training through blended learning approaches and economies of shared training resources among all USDA agencies and staff offices,

**5. USDA GUIDANCE (Continued)**

- d. Building a supervisory workforce that supports long-term organizational performance,
- e. Reducing and eliminating problems created by untrained supervisors, and
- f. Building a positive and productive work environment with employees.

**6. CONTACTS**

- a. Direct **questions about reasonable accommodations** to Marvin Jones by either of the following:
  - (1) Telephone at 202-401-0432
  - (2) Email at [marvin.jones@usda.gov](mailto:marvin.jones@usda.gov).
- b. Direct **questions about this notice**, to Brian Marincic HRD, EDS, using the ServiceNow HR Employee Care Center portal at <https://usdafpacbc.servicenow.com/eccportal>.

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