

CAREER ENHANCEMENT PROGRAM

1. PURPOSE

This Directive establishes the Career Enhancement Program (CEP) in Marketing and Regulatory Programs (MRP) and states the policy and responsibility for its use.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces the following Agency-specific directives:

- a. AMS Directive 302.2, Career Development Program, dated 7/16/85;
- b. APHIS Directive 445.1, Career Opportunities Program, expired 6/30/93; and
- c. FGIS Directive 4306.1 (formerly 383.1), Career Opportunities Program, dated 6/27/90.

3. AUTHORITIES

Authority for establishment of a CEP is found in:

- a. Public Law 85-507, dated July 7, 1958; (5 U.S.C. 41);
- b. Public Law 92-261, dated March 24, 1972;
- c. Public Law 95-454, dated October 13, 1978;
- d. Title 5 U.S. Code, Chapter 41;
- e. USDA Multi-Year Program Plan; and
- f. Title 5, Code of Federal Regulations:
 - (1) Part 335 – Promotion and Internal Placement;
 - (2) Part 410 – Training; and
 - (3) Part 536 – Grade and Pay Retention.

4. POLICY

It is MRP policy to achieve greater utilization of all employees in conjunction with furthering workforce diversity goals and to provide career opportunities for high potential employees with restricted skills and limited education to receive training that will allow them to advance to their highest work potential and achieve maximum career success.

5. OPERATING GUIDELINES

All CEP opportunities are advertised for competition in accordance with established merit promotion procedures (e.g., areas of consideration, priority consideration, etc.). Operating procedures and responsibilities for identifying and filling CEP positions are contained in Human Resources Desk Guide (HRDG) Subchapter 4413, Career Enhancement Program. The HRDG is intended to be a user-friendly reference tool to be shared by supervisors and their employees. This Directive and HRDG Subchapter 4413 are available on the MRP Human Resources (MRPHR) Internet home page at

<http://www.aphis.usda.gov/mrpbs/hr/index.shtml>

They also can be retrieved by accessing the Information Technology home page at

<http://www.aphis.usda.gov/library>

6. INQUIRIES

- a. Inquiries on CEP policy determinations may be referred through appropriate administrative channels to MRPHR, Employment and Classification Policy Branch.
- b. Inquiries on operational aspects of the CEP should be directed through the appropriate administrative channels to the servicing personnel office.
- c. Inquiries or concerns on the training methodology and/or development should be directed to the supervisor, or through proper administrative channels, to the appropriate training contact in Organizational and Professional Development.

/s/

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