

## Training Agreement and Waiver Form For New AMS/APHIS/FAS Supervisors

You are receiving this Training Agreement because you are either (1) a probationary supervisor or (2) have previously held a supervisory position in either another Federal agency and have had supervisory training. Please check to indicate the category to which you belong.

**For Probationary Supervisors:** Please be aware, that as a probationary supervisor, USDA Directive 4040-412-002, *Training and Development for Supervisors* mandates several requirements. Completion of these requirements is essential. The policy states:

*All newly appointed supervisors must complete an approved new supervisor training program in their first year of service and prior to the end of their probationary period (unless prior service is creditable). Ninety days after the appointment, training should already be underway. Nine months after the appointment, the training requirements should be nearing completion. Fifty weeks after the appointment, Employee Relations will be notified that the supervisor is not meeting the training requirement and will not complete probation unless the training requirement is completed and recorded in AgLearn. Successful completion of the new supervisor training curriculum is a requirement to complete probation.*

***Supervisors who fail to meet the training requirement will not be permitted to continue as supervisors. In compliance with 5 CFR 315, Subpart I, the employee will be moved to a position of at least equivalent pay grade to the job held prior their appointment as a supervisor. There is no guarantee to move back to the specific job held prior to appointment as a supervisor.***

It is our role to help you successfully complete your requirements. To that end please note the following:

**If you are a probationary supervisor and have never had supervisory training:**

- The Fundamentals of Human Resource Management (FHRM) curriculum will be loaded into your AgLearn account within the month. This curriculum must be completed within one year of your position entry date,
- You will receive a welcome letter from the APHIS Center for Training and Organization Development (CTOD) advising you again of these requirements, as well as your scheduling options for the classroom component of FHRM. Upon receipt of this letter, you should register for a session.
- You are required to begin some component of this curriculum within 90 days of your position entry date. You may select any component of the FHRM curriculum from your AgLearn profile to meet this requirement.
- You will need to take the USDA New Supervisory Assessment upon completion of the FHRM curriculum and pass it with a score of at least 80%.
- You are required to get a mentor. The CTOD welcome letter will instruct you how to begin this process.
- You are required to complete a 360 ° Assessment of your supervisory competencies after 6 months of your position entry date. CTOD will send you a notice of this requirement under separate cover at or around the same time they send you your welcome letter.

**If you are a new APHIS, AMS, or FAS supervisor and have had supervisory training:**

- Complete waiver form below within 30 days of your position entry date.
- Email the waiver form to the mailbox [New.Supervisor.Training@aphis.usda.gov](mailto:New.Supervisor.Training@aphis.usda.gov).
- Upon receipt of your waiver form, CTOD will assign you the USDA New Supervisory Assessment in AgLearn. For your waiver to be validated, you must pass the assessment with a minimum score of 80% within 90 days of your position entry date.
- Failure to meet all above requirement will automatically place you under the conditions specified above for supervisors who have never had supervisory training.

**Training Agreement and Waiver Form  
For New AMS/APHIS/FAS Supervisors**

Please check one of the two boxes above to show your status, and then sign and date this document to indicate your understanding of the requirements above, as well as your understanding of the consequences of non-compliance.

Submit to CTOD by saving the file and emailing to the mailbox [New.Supervisor.Training@aphis.usda.gov](mailto:New.Supervisor.Training@aphis.usda.gov).

---

Signature

Date

# APHIS|AMS|FAS Supervisory Training Waiver Form

for new supervisors who have had supervisory training

As permitted by USDA Regulation 4040-412-002 Section 5(C)(1)(c), a Mission Area Human Resource Director (MAHRD) may waive the new supervisor training requirement under certain conditions if an experienced supervisor is hired from another Federal department. This form documents the waiver decision and must be submitted to the USDA Virtual University.

## Employee Information

Employee Name:

Hire date at USDA:

Agency:

Agency and Department prior to coming to USDA:

Date that employee completed supervisory probation as required 5 CFR 315 Subpart I:

Years of Federal supervisory experience:

Check here if employee completed Fundamentals of Human Resource Management (FHRM) since 2010 and, if so, skip filling out the chart

Date of FHRM completion:

## Skills Verification

*Instructions:* Verify whether the employee has each of the outlined skills.

- If the employee has the identified skill, no further training is necessary.
- If the employee claims to possess the skill, the name of the training and completion date should be documented.

**Table 1. Supervisor Administrative Functions and Regulatory Requirements Topic**

Topic	Performance Indicator	Possesses Skill (Y/N)	Training Title & Completion Date
<b>Pay and Leave</b>	Approves and validates leave using the agency's system.		
<b>Time and Attendance</b>	Approves and validates time sheets using the agency's system, e.g., WebTA.		
<b>Manages Telework</b>	All eligible employees who are interested have telework agreements.		
<b>Merit System Principles</b>	Manages work unit in compliance with Prohibited Personnel Practices and Merit System Principles.		
<b>Ethics</b>	Adheres to all policies and federal laws.	CANNOT be waived	
<b>Workplace Violence Prevention</b>	Takes appropriate action to prevent and/or address workplace violence		
<b>EEO Process</b>	Complies with all EEO policies resulting in zero substantiated complaints.		

**Table 2. Individual Leadership Competencies**

<b>Topic</b>	<b>Performance Indicator</b>	<b>Possesses Skill (Y/N)</b>	<b>Training Title &amp; Completion Date</b>
<b>Leveraging Diversity</b>	Attains maximum performance from each team member; Provides each team member with maximum career development/growth opportunities.		
<b>Conflict Management</b>	Fosters creative tension and manages and resolves conflicts/disagreements in a constructive manner.		
<b>Team Building</b>	Facilitates cooperation and motivates team members to accomplish group goals; Fosters team commitment and trust.		

**Table 3. Developing Others**

<b>Topic</b>	<b>Performance Indicator</b>	<b>Possesses Skill (Y/N)</b>	<b>Training Title &amp; Completion Date</b>
<b>Mentor/Coach Employees</b>	Provides long-term career growth guidance. Uses coaching skills to match employee performance to stated expectations or goals.		
<b>Manage AgLearn</b>	Appropriately populates employee learning plans on Ag Learn.		
<b>Develop and Manage IDPs</b>	Ensures development of IDPs that incorporate personal and organizational goals for 100% of eligible employees, and upon request.		

**Table 4. Accountability and Performance Management**

<b>Topic</b>	<b>Performance Indicator</b>	<b>Possesses Skill (Y/N)</b>	<b>Training Title &amp; Completion Date</b>
<b>Increase Employee Performance</b>	Establishes and communicates work objectives that support organizational goals and supports employees so that they meet expectations.		
<b>Empower Employees</b>	Delegates tasks and responsibilities in a manner that affords employees the opportunities to best use their talents and increase their skill sets.		
<b>Create Performance Plans</b>	All employees have a performance plan that links to organizational mission and goals.		
<b>Conduct Feedback Meetings</b>	Conducts midyear review Conducts end of year review		
<b>Handle unacceptable Performance</b>	Expediently identifies performance issues and provides timely guidance and opportunities for employees to meet expectations.		
<b>Handle Misconduct</b>	Expediently identifies conduct issues and decisively addresses misconduct.		

**Table 5. Human Capital Management**

<b>Topic</b>	<b>Performance Indicator</b>	<b>Possesses Skill (Y/N)</b>	<b>Training Title &amp; Completion Date</b>
<b>Hiring Practices</b>	Ensures positions align with unit and organizational requirements if part of supervisor's role; Contacts appropriate HR specialists for staffing and classification issues; Conducts hiring interviews and checks references.		
<b>Onboarding New Hires</b>	100 % of new hires on-boarded within prescribed timeframe.		
<b>USERRA and Hiring Veterans</b>	Meets agency and Department goals for hiring Veterans.		
<b>Hiring and Supervising Persons with Disabilities</b>	Complies with EEO regulations and policies relating to employing individuals with disabilities.		

***MAHRD Verification Statement***

I attest that the EMPLOYEE possesses all of skills outlined in the USDA New Supervisor Training Standard and has passed the new supervisor training assessment in AgLearn within 90 days of hire date at USDA.

Date Assessment Completed:

Score Attained:

*Mission Area Signature*

---

*First Name Last Name*

*Date Signed*

To be signed by MAHRD or designee only.