

**DIRECTOR'S  
CORNER**

**Happy New Year!**

FY13 has arrived, and it came with a high level of excitement and anticipation due to the election, uncertainty about the budget, and impact of the Federal sector as a whole. We're almost at the end of the 1<sup>st</sup> quarter and there is a renewed excitement as we continue to look forward to the fiscal year. But before we look at what's ahead, I want to say thank you for all of the great accomplishments and successes in FY12. Here's just a few:

- Recognition by the Department as USDA's first Mission Area to achieve a positive rating for diversity of new hires
- Recognition by the Minnesota Department of Transportation Vocational Rehabilitation Organization as a leader in hiring employees with disabilities
- Recognition as one of the top Mission Areas that has consistently met the OPM 80-day hiring timeframe for new hires
- Establishment of a mentoring network thru an online Mentoring Tool
- Establishment of a new Administrative Grievance Process
- Processing over 114,000 payroll, personnel, and benefits transactions
- Supporting the Secretary's Administrative Solutions Project (ASP) thru transition of Executive Resources work to the Department

These are just some of our organization's accomplishments and we couldn't have been successful in meeting these goals and getting the recognition without the hard work from you - the dedicated staff in HRD. Thank you.

We have many new exciting opportunities to continue to provide quality human resource services to the MRP Mission Area this year. So I ask you to continue to look for ways to improve the services provided to our customers and support them as they carry out the important missions of AMS, APHIS, and GIPSA.

I wish you and your families a Safe and Happy Holiday Season!

*Marsha Wiggins, HRD Director*



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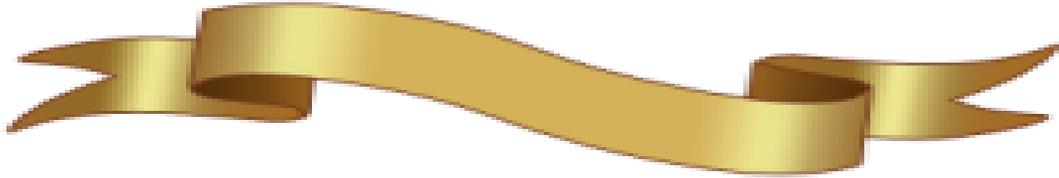
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We hope that the HR Broadcast is meeting your needs and communicating topics of interest, but if there are items you would like to see included in future issues, please contact our HR Broadcast Editor, Christina Furnkranz, at [Christina.S.Furnkranz@aphis.usda.gov](mailto:Christina.S.Furnkranz@aphis.usda.gov)



## HRD EMPLOYEE OF THE QUARTER (EOQ)

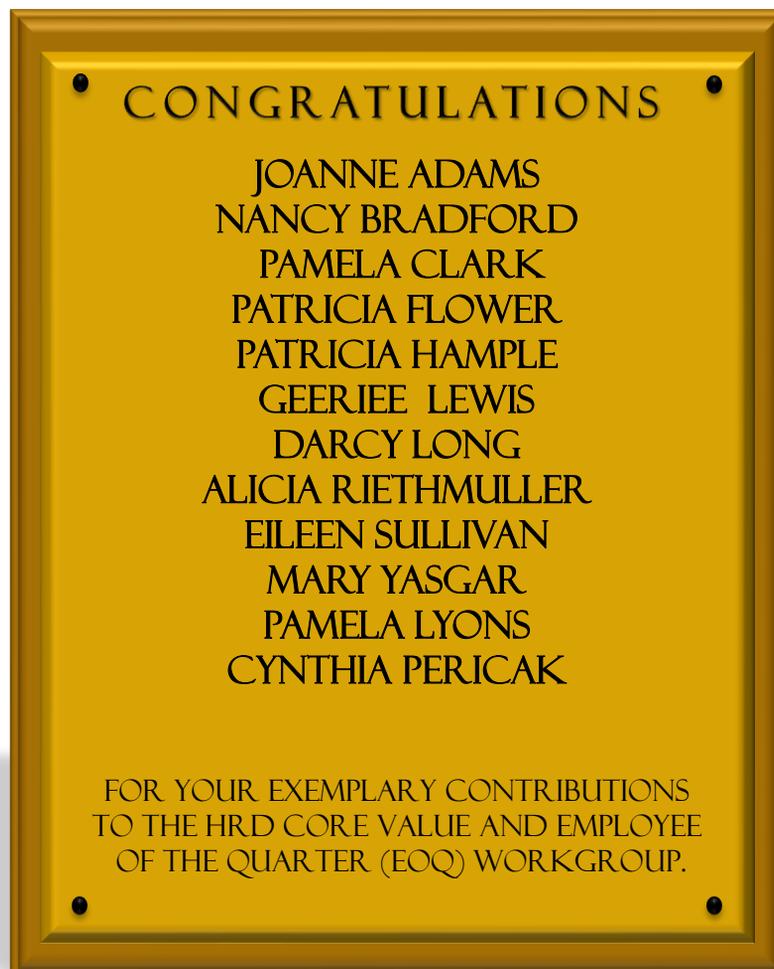


HRD-Employee of the Quarter (EOQ) is designed to highlight those individuals, or groups of employees, who exemplify the Division's values of Excellence, Professionalism, Customer Service, and Diversity and Inclusion.

Full program details are available at this site:  
<http://www.aphis.usda.gov/mrpbs/hr/eoq.shtml>

Quarterly winners will be chosen from those employees nominated for the award by Customers, Peers, and Supervisors throughout MRP.

If you have any questions concerning the program or process, please direct them to Terry Zietlow at 612-336-3372.



## ONE USDA

By **Nancy Bradford** ([Nancy.L.Bradford@aphis.usda.gov](mailto:Nancy.L.Bradford@aphis.usda.gov), 612-336-3391)  
and **Kathy Slaga** ([Kathy.M.Slaga@aphis.usda.gov](mailto:Kathy.M.Slaga@aphis.usda.gov), 612-336-3354)



Have you heard about “ONE USDA?” If so, you may be wondering what it’s all about and how its implementation may affect you. Even if you haven’t heard, we encourage you to read the article below for an overview of “ONE USDA.” Throughout FY2013 and into FY2014, the USDA Office of Human Resources Management (OHRM) will be partnering with Mission Area Human Resources offices and will be rolling out several new applications under the ONE USDA umbrella. ONE USDA is defined as modern, cost effective, standardized, and interoperable Human Resource technology solution that provides Common core functionality to support **all** USDA Agencies and Staff Offices. The ONE USDA vision is to improve mission delivery through the deployment of integrated workforce technology systems which facilitate strategic and advisory HR service delivery and streamline HR transaction processing.

The ONE USDA focus is on data integrity, reporting and efficiency by capturing data once and using it throughout the HR process lifecycle to eliminate redundant data entry – “enter once: use many.”

The MRP Human Resources Division will be working to bring these new tools into the MRP infrastructure through collaborative and informative efforts. Please continue to watch for updates on the ONE USDA effort in future issues of the HR Broadcast, through emails, meetings, and other venues.

### EmpowHR

*EmpowHR provides USDA with an integrated approach to deliver its core HR functions, namely; Personnel Action Request (PAR Processing), Benefits and Compensation Management. It will replace the current NFC Mainframe application – EPIC – that is used to process payroll and personnel actions.*

### eRecruit

*eRecruit provides USDA with a consolidated PD Library for Managers and HR Specialists, integration with USA Jobs for vacancy announcements and an electronic application submission rating and ranking system. This application will replace the Monster Hiring Management System.*

### EOD Online

*Entrance on Duty (EOD) Online is an onboarding tool that guides a new hire through an interview process to collect needed information for pre-EOD. It integrates with eOPF and NFC to increase data integrity and limit data entry redundancy. This is a new HR application.*

### LERIS

*Labor and Employee Relations Information System (LERIS) is an automated and streamlined case management solution used for employee and labor relation cases that will standardize tracking and reporting across USDA. This is a new HR application.*

### Enterprise WebTA 4.0

*WebTA 4.0 will provide multiple front-end edits to assist employees in entering T&A data more accurately and interface with EmpowHR and FMML to minimize data integrity issues. Additionally, WebTA 4.0 will allow for more accurate tracking of telework agreements and hours. This is an upgrade to the current WebTA application.*



## Work Life Wellness Program: Managing Holiday Stress

By **Tara Coker** ([Tara.L.Coker@aphis.usda.gov](mailto:Tara.L.Coker@aphis.usda.gov), 301-851-2883)  
and **Carol Griffith** ([Carol.A.Griffith@aphis.usda.gov](mailto:Carol.A.Griffith@aphis.usda.gov), 301-851-2938)

Have you ever wondered how to have a hassle-free holiday season? Here are some tips that may make it a bit easier to enjoy the holiday season without feeling stressed out.

- Manage holiday stress by getting organized early. Make and use a "to-do" list. Be careful not to overcommit your time or your money. Use down time to your advantage. Simplify tasks as much as possible, and don't be afraid to ask for help. Most importantly, enjoy time with your loved ones.
- Holiday travel can be a hassle. Make travel plans early. Allow plenty of travel time and anticipate traffic jams.
- Don't let holiday shopping and gift giving take away your holiday spirit. Shop early, and wrap gifts as you buy them. Write out holiday cards in advance, and mail presents and cards early. Be creative and stay within your budget.
- Take care of yourself getting plenty of sleep. Strive to be healthy by sticking to your normal diet and exercise routines. Eat well. (Ok, let's be realistic... you can have the goodies, just in moderation.)



Learn to recognize your stress signals and try to alleviate contributors. If stress turns into severe anxiety and/or depression, seek professional help immediately. The Employee Assistance Program (EAP) is a professional counseling and referral service that can help employees with personal and professional problems such as emotional, family, marital, alcohol, drug use/abuse, relationship problems, and other issues. It is free, confidential within the limits of the law, and voluntary. EAP is available 24 hours a day, 7 days a week, and they can be reached at 1-800-222-0364.

*Source: "Managing Holiday Stress."  
Copyright LifeCare, Inc.*



**Technology At Work**

Persons with disabilities who need program information in alternate formats (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TTY).



**HOME**

## Weingarten Rights

By **Robi Maple**, Labor Relations Specialist, ([Robi.A.Maple@aphis.usda.gov](mailto:Robi.A.Maple@aphis.usda.gov), 803-396-9150)

### What are they?

Based on a Supreme Court case [*NLRB v. J. Weingarten, Inc.*, 420 U.S. 251 (1975)] and language found in the US Code of Regulations (5 USC 7114(a)(2)), employees who are represented by a union, that are part of an examination, who reasonably believe discipline may be issued based on the examination, have a right to request and be represented by a union official during the investigation.

### How Does it Work?

If (1) you represent the Agency; (2) are asking an employee in a bargaining unit questions that the employee must answer; and (3) the employee requests a union representative because he/she (4) reasonably fears discipline may result from the meeting, the request triggers a union right to attend the meeting.

Once the employee requests a union representative, the manager options are:

- Postpone the interview until the union is able to be present, either in person or telephonic
- End the interview indefinitely
- Give the employee the option of continuing without a union representative or foregoing the benefit of the interview. If the employee elects to continue without representation, get it in writing before proceeding.

### Union Representative's Role:

- Asking the manager to clarify questions that are asked of the employee
- Helping an employee present the facts in his or her defense
- Consulting privately with the employee (However, managers may insist on the employee's own account of the events, and a union representative may not obstruct an investigation)

### Who is considered an Agency Representative?

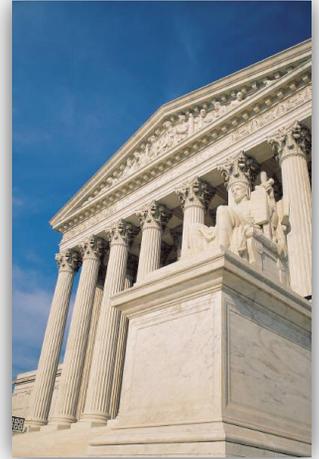
For the purpose of Weingarten Rights, a management official includes the immediate supervisor and all managers (Program, Agency, and Mission Area), any investigator from the Administrative Investigations & Compliance Branch, or the Office of Inspector General.

### Recommendations:

1. Contact Labor Relations for advice [http://inside.aphis.usda.gov/mrpbs/labor\\_relations.shtml](http://inside.aphis.usda.gov/mrpbs/labor_relations.shtml)
2. Notify the Union that they may be needed and have them on standby to prevent a delay

**NOTE:** You should always review the applicable collective bargaining agreement for additional requirements. Some contracts have language requiring written notice to the employee if a meeting such as the one listed above is being conducted by anyone other than the immediate supervisor.

If you are not sure if an employee is represented by a union or who the appropriate union representative is, please contact your designated Labor Relations Specialist.





## Guidance for Weather Emergencies

By **Tara Coker** ([Tara.L.Coker@aphis.usda.gov](mailto:Tara.L.Coker@aphis.usda.gov), 301-851-2883)  
and **Nella Roberts** ([Nella.Roberts@aphis.usda.gov](mailto:Nella.Roberts@aphis.usda.gov), 301-851-2910)

Winter weather has arrived with a punch in some areas, while in other areas of the country, it is moving at a snail's pace. Either way, it is important to be prepared to continue the Agency's mission no matter what the weather. Being prepared means knowing what emergency weather announcements such as **"Federal Offices are OPEN under Unscheduled Leave / Unscheduled Telework"** or **"Federal Offices are CLOSED to the Public"** mean and how they apply to you. For MRP employees, a **"Federal Offices are OPEN under Unscheduled Leave / Unscheduled Telework"** announcement means that you may either take leave or telework instead of reporting into the office. This type of announcement covers employees who do not telework regularly. However, in these cases, if your power goes out, you must report to the office or take leave for the remainder of your workday.



An announcement of **"Federal Offices are CLOSED to the Public"** means that all employees with approved telework agreements must telework. This includes regularly scheduled telework, ad hoc telework, etc. In these cases, employees will receive two (2) hours of administrative leave on the day of the closure to take care of personal needs related to the closure, such as shoveling snow, pumping water from flooded areas, etc. The leave may be taken at any time during the day. If the office is closed and your power goes out while you are teleworking, you will be granted administrative leave. However, if your power returns during your regularly scheduled workday, you are required to resume telework.

In any of the above scenarios, please adhere to the following:



- Contact your supervisor to tell him or her that you are safe;
- Advise your supervisor of your choice to telework or take leave;
- Ensure you have your laptop and any other necessary equipment, paperwork etc. at home with you. If you are out of the office, e.g., on leave, or it is your day off prior to one of the above announcements, you may need to go to the office to pick up your equipment in order to be able to telework when bad weather is affecting your area.
- If you are not prepared to telework, i.e., you do not have your laptop or other necessary equipment or supplies, you must take leave. This includes situations where you have elder care or child care responsibilities. If your child is small and cannot care for him or herself, you may not telework; you must take leave.

For more information about operations during a weather-related emergency, either within the DC metro area or in the field, please see:

[http://www.aphis.usda.gov/mrpbs/publications/hr\\_desk\\_guide/4630/4630sdsb.shtml#washington](http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/4630sdsb.shtml#washington).



## After An Employee Separates...

By **Samantha Fedorko** ([Samantha.R.Fedorko@aphis.usda.gov](mailto:Samantha.R.Fedorko@aphis.usda.gov), 612-336-3433),  
**Amber Kiel** ([Amber.M.Kiel@aphis.usda.gov](mailto:Amber.M.Kiel@aphis.usda.gov), 612-336-3614),  
and **Liz McGinnis** ([Liz.H.McGinnis@aphis.usda.gov](mailto:Liz.H.McGinnis@aphis.usda.gov), 612-336-3368)



When an employee leaves Federal service, a leave audit – completed by using the form AD-717, is required for each and every employee. Leave audits must be completed on the Form AD-717; Human Resources is unable to accept leave audits printed from WebTA. The Form AD-581 (lump sum leave or comp time payments) are used for both payment of positive leave balances and for the collection of monies owed, when an employee has a negative balance. By sending Human Resources the employee's leave audit and form AD-581, we can ensure the balances match the National Finance Center (NFC) system records; otherwise the employee Record of Leave (SF-1150) may be generated with the incorrect balances. Also, timekeepers are reminded that they must code the last time-and-attendance report for an employee as 'final,' in order for the SF-1150 to be generated. Both the AD-717 and the AD-581 can be faxed or emailed to your Processing Assistant. Following are links to helpful references for timekeepers:

- **USDA Timekeeper's Guide:**  
[https://aglearn.usda.gov/customcontent/USDA/USDA-WEBTA-DOCS/webTA\\_USDA\\_Timekeeper.pdf](https://aglearn.usda.gov/customcontent/USDA/USDA-WEBTA-DOCS/webTA_USDA_Timekeeper.pdf)
- **AD-581 and Instructions:**  
<http://www.aphis.usda.gov/library/forms/pdf/ad581.pdf>
- **HR Deskguide:**  
[http://www.aphis.usda.gov/mrpbs/publications/hr\\_desk\\_guide/4630/content/wp\\_c\\_4630sbsg.shtml](http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/content/wp_c_4630sbsg.shtml)



**Notes on negative leave balances:** There cannot be negative credit hours or comp time reflected on an AD-581. Negative leave balances will be offset by any available annual leave. If the annual leave cannot cover the indebtedness, a bill will be established or money collected from the final paycheck – if the leave audit is submitted in a timely manner.

**Notes on employees transferring to another agency:** When an employee is moving to another agency, credit hours and comp time on the books at the time of transfer will be paid. In order to ensure quick payment, the AD-717 should be submitted in a timely manner, again, to ensure correct leave balances, including the amount of credit hours and comp time. As noted above, it also will affect the leave balances recorded on the SF-1150, which is the official document used to transfer leave between agencies. So, timely and accurate completion of leave-related forms is vital!

Continue reading on the following page for a **CHECKLIST** that timekeepers, payment authorizers, or supervisors can use after an employee is separated from work government service:



*Continue to page 8*



## After An Employee Separates...

*Continued from page 7*

Below is checklist that timekeepers, payment authorizers, or supervisors can use after an employee is separated from civilian service:



\_\_\_ If Resignation - attach letter of resignation to SF-52 or send letter to HR Processing Assistant via email or fax immediately after submission of SF-52.

\_\_\_ Send Leave Audit (AD-717 or HRO-717)

- Leave Audit should include annual leave, sick leave, credit hours, and comp time (even if balances are zero).
- Leave audit should span two years (if relevant)
- Leave audit should be completed through the last pay period employee is with agency. (Employees who separate in the middle of the pay period do not earn leave their last pay period)
- Leave audits must have a signature by the timekeeper
- Ensure leave balances are correct

\_\_\_ Send lump sum (AD-581)

- Annual leave, credit hours, and comp time are the only types of hours paid out
- Balances for each type of payment should be listed individually - DO NOT combine totals together
- Lump sum requires a signature by the authorizer of the payment (not the timekeeper)
- Provide a current 27 digit accounting code for each amount to pay out - Be sure to type in the accounting information, your processing assistance often can't read your handwriting after it's been faxed or scanned
- The authorizer who signs the lump sum payment must ensure the accounting codes are valid and correct
- Be sure balances match the audit

\_\_\_ Send the last four performance appraisal rating sheets to the performance plan upon which the last rating was based.

- If last performance rating was for FY2012 - send performance plan for FY2012

\_\_\_ Code T&A Final in WebTA

\*A note on electronic signature: A signature is preferred, but an electronic signature may be accepted if the printed copy clearly states "I certify this (leave audit/lump sum) is true and correct."



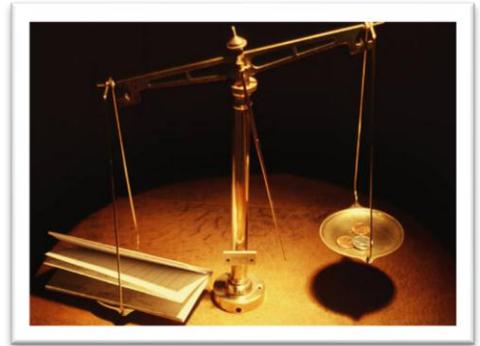
## Did You Know?

By **Mary Royster**, Ethics Officer, ([Mary.Royster@dm.usda.gov](mailto:Mary.Royster@dm.usda.gov), 202-720-0020)  
and **Michele Stegall** ([Michele.A.Stegall@aphis.usda.gov](mailto:Michele.A.Stegall@aphis.usda.gov), 612-336-3413)



Classification Specialists in collaboration with the Office of Ethics are responsible for making conflict of interest financial disclosure determinations on positions at or below the GS 15 level. For example, career positions for which employees are paid at or below GS-15 are required to file a financial disclosure report through the confidential process when the duties of the position involve making official decisions or using significant judgment relating to but not limited to:

- Contracting or procurement;
- Investigating non-Federal entity;
- Administering or monitoring grants, subsidies, licenses or other benefits;
- Regulating or auditing any non-Federal entity;
- Performing other activities having a direct and substantial economic effect on a non-Federal entity or;
- Serving in any other position that the agency determines requires filing to avoid a conflict of interest, appearance of favoritism or loss of impartiality.



Regulation requires any employee working on assignments meeting the above criteria for a period in excess of 60 days during the twelve-month period ending December 31, must file a financial disclosure report. This includes employees placed on a detail and those reassigned to a position requiring financial disclosure. However, if the position is subject to substantial supervisory review (at least two levels of supervision) the position is normally not required to file an OGE Form 450 Report. (5 CFR 2634.901-909)

Employees in the above cited positions receive an annual notice from the Office of Ethics to file a financial disclosure report (OGE-450) by February 15 of each year. Additionally, all financial disclosure filers must complete their annual ethics training by June 30<sup>th</sup>.

If you have questions regarding your OGE Form 450, Confidential Financial Disclosure Report, OGE Form 278, Public Financial Disclosure Report (SES and positions above the GS-15 grade level), or the annual ethics training, please contact the USDA Office of Ethics at the following email address: [Ethics-MarketingBranch@dm.usda.gov](mailto:Ethics-MarketingBranch@dm.usda.gov)

You may also contact the Ethics-Marketing Branch if you have a question regarding other ethics issues, such as conflict of interest, covered and outside business relationships, outside employment, seeking employment, post employment, gifts from a prohibited source, gifts between employees, and political activity, etc.

Please contact your serving Classification Specialist if you have questions regarding your financial disclosure determination.



## Compensatory Time Off in Lieu of Overtime Pay (Comp Time)

by Nella Roberts (Nella.Roberts@aphis.usda.gov, 301-851-2910)



Many supervisors and employees believe that what we call “comp time” is not overtime (OT), when in fact, it is a form of OT. Compensatory time off in lieu of OT pay (“comp time”) is a form of premium pay that may be earned by GS, GM, AD, and FWS (wage grade) employees. It is granted on an hour-for-hour basis in lieu of OT pay for irregular or occasional OT work. Irregular/occasional OT is overtime that is ordered and approved after the start of an administrative workweek. As opposed to regularly scheduled OT that is scheduled before the start of an administrative workweek.

Under regularly scheduled OT, an employee is told the specific hour(s) and day(s) that the OT will be worked.

Employees under flexible work schedules, e.g., maxiflex, may be granted comp time for regularly scheduled OT and for irregular or occasional OT. Employees whose pay exceeds a GS-10 step 10 and are exempt from FLSA, may be required to earn comp time in lieu of OT pay for irregular or occasional OT. If an employee’s pay is at or below the 10/10 (regardless of FLSA status) then he or she must request comp time. The employee may not be required to earn comp time in lieu of OT pay.

### Points to Remember:

- If comp time is not used within 26 pay periods, then it must be paid out at the overtime (OT) rate in effect when it was earned.
- It is earned and used in 15 minute increments.
- It must be used before annual leave except in situations where an employee has use or lose annual leave. In such cases, the use or lose annual leave must be used first and then the earned comp time.
- If an employee leaves, e.g., leaves the Agency or USDA, the comp time must be paid out.

With the existing budgetary constraints, it’s important for both supervisors and employees to properly manage comp time. The most important step in managing comp time is for supervisors to establish a written internal office procedure on how comp time, or any OT, is to be requested and approved. Written procedures may include: a requirement to specify the number of hours to be worked (start date/time and finish date/time) and the specific project/work to be accomplished; the method of submitting a request (webTA, email, written document), action to take if the supervisor does not reply to the request, is unavailable, or it is an emergency situation, and outcome of employee requests for comp time made after-the-fact, etc. Procedures and expectations need to be shared with staff members so that employees can ask questions. Once procedures and expectations are established and communicated, make sure that the procedure is consistently and equitably applied.

### Additional Points for Managers and Supervisors:

- Comp time must be approved, in writing, and requested in advance, through the use of webTA, email, or another written format.
- Consider comp time requests only for each separate need or occurrence; don’t approve blanket comp time requests for blocks of hours that may last for lengthy periods of time.
- Review timesheets before you approve them. Ask the timekeeper to review each timesheet submission to ensure requests are appropriately requested and granted. Timekeepers must alert you if discrepancies are discovered.
- Handle any questionable comp time practices immediately. Timesheets must not be approved until issues are resolved.



## 27 Pay Periods in 2012

By **Cindy Hadlich** ([Cindy.L.Hadlich@aphis.usda.gov](mailto:Cindy.L.Hadlich@aphis.usda.gov), 612-336-3310)

The 2012 leave year began on January 1, 2012, and will end on January 12, 2013. This leave year is unique, as it will have 27 pay periods. An extra pay period occurs about every 10 years. As a result, there will be some changes.



- Employees in the 6 hour annual leave earning category will earn a total of 10 hours of annual leave during pay period 26/2012, and
- Employees will have until the end of pay period 27 (January 12, 2013) to use any use or lose annual leave. Use or lose annual leave will not be forfeited until pay period 1/2013.



### Accrual of Annual Leave

Under 5 U.S.C. 6303, employees accrue annual leave for each full biweekly pay period that they are employed. This means that employees will accrue an additional 4, 6, or 8 hours of annual leave (during pay period 27) based on each individual employee's annual leave accrual rate.

### Employees Must Use Annual Leave to Avoid Forfeiture

Although affected employees will earn an additional pay period's worth of leave during the course of the 2012 leave year, the maximum carryover ceiling on annual leave still remains in effect (e.g., for most employees 240 hours, 360 hours (overseas), 720 hours (Senior Executive Service (SES) and senior level (SL) and scientific and professional (ST) employees). As a result, employees will accrue an additional 4, 6, or 8 hours of annual leave in the 2012 leave year and that they must use any annual leave above the maximum leave ceiling ("use or lose") before the final day of the leave year (January 12, 2013). Any accrued annual leave in excess of the maximum allowed by law will be forfeited if not used by the final day of the leave year. As provided in statute, an agency may restore annual leave that was forfeited due to an exigency of the public business or sickness of the employee only if the annual leave is scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (i.e., by December 1, 2012). Please see the restored annual leave policy in the Human Resources Desk Guide for more information.

[http://www.aphis.usda.gov/mrpbs/publications/hr\\_desk\\_guide/4630/4630sbse.shtml](http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/4630sbse.shtml)

Please contact your servicing Leave and Compensation Team member for any questions.

[http://www.aphis.usda.gov/mrpbs/contact\\_us/downloads/lct.pdf](http://www.aphis.usda.gov/mrpbs/contact_us/downloads/lct.pdf)





## Helpful Hints when Administering Hard Copy Fingerprint Cards

By **Dru Dukart** ([Dru.J.Dukart@aphis.usda.gov](mailto:Dru.J.Dukart@aphis.usda.gov), 612-336-3289)  
and **Patricia Hample** ([Patricia.J.Hample@aphis.usda.gov](mailto:Patricia.J.Hample@aphis.usda.gov), 612-336-3607)

Unless LIVE-SCAN fingerprints are being administered at MRPBS work stations currently located in Minneapolis, Riverdale, or Washington, DC; the submission of hard copy fingerprint cards (SF-87, Applicant, or FD258) *is a requirement* for all employees (Federal and non-Federal) upon hire or when periodic reinvestigations are conducted. Unfortunately a set of instructions is not included on the card resulting in variety of abbreviations used in the completion of the cards. The more common categories, in which we see a variety of abbreviations which require clarification, are highlighted below on the sample SF-87 card. SF-87 cards must be legible and filled out in their entirety. OPM will not accept incomplete cards. Two (2) cards must be submitted with the following information typed or printed in black ink.

- Last Name, First Name, Middle Name
- Signature of person being fingerprinted
- Residence of person being fingerprinted (*Enter employee's present home address here.*)
- Date fingerprints are being administered (*The official taking prints should date.*)
- Signature of official administering fingerprints (*The official taking prints should sign.*)
- Title and Address of official administering fingerprints (*The official taking fingerprints; NOT the employee*)
- Position to which appointed (*Enter employee's job title*)
  - Department, Bureau and Duty Station (City and State) *i.e., USDA, APHIS, PPQ; Raleigh, NC*
- Date of Birth (DOB) (*Indicate MONTH, DAY, and YEAR*)
- Aliases (AKA)
- Sex (*M-Male or F-Female*)
- Race (*W-White (include Hispanic); B-Black; I-American Indian/Alaska Native; A-Asian or Pacific Island; U-Unknown*)
- Height (*Indicate height in feet and inches*)
- Weight (*Indicate weight in pounds*)
- **Eye Color (BLK-Black; BLU-Blue; BRO-Brown; GRY-Gray; GRN-Green; HAZ-Hazel)**
- **Hair Color (BAL-Bald; BLK-Black; BLN-Blond; BRO-Brown; GRY-Gray; RED-Red; SDY-Sandy; WHI-White)**
- Place of Birth (POB) (*Indicate City and State or Country if outside USA*)
- Scars, Marks, and Tattoos (*Indicate any scars, marks, and tattoos. If none, write NONE*)
- Social Security Number (SOC)

Classifying fingerprints depend on clear impressions for accurate pattern differentiation, ridge counting, whorl tracing, and interpretation of whorl types. Best results are obtained by using a light finger pressure. Too much pressure will produce unclassifiable prints by smudging.

<b>SF-87</b>		<b>Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.</b>							
SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME    NAM    FIRST NAME    MIDDLE INITIAL		FBI    LEAVE BLANK			
SIGNATURE OF PERSON FINGERPRINTED		O R		USOPM000Z - FIPC BOYERS, PA					
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## APHIS Training and Development Launches an Employee Development Resource:

### The APHIS Learning Connection!

By *Cindy Pericak*

(*Cynthia.M.Pericak@aphis.usda.gov, 919-855-7801*)

This unique tool blends the best of social technologies with the best of learning protocols. It allows APHIS employees to connect with others across organizational boundaries for the purpose of learning a new skill, garnering a new insight, or solving an immediate problem.

### APHIS Promotes a Culture of Ongoing Learning

The APHIS Learning Connection augments APHIS' social learning, knowledge sharing, mentoring, and coaching initiatives. Employees create diverse learning engagements which can focus on career, topical, or situational learning. Advisors and learners can work together one-on-one or with multiple participants. Concurrent learning engagements allow employees to rapidly develop their skills, knowledge, and competencies.



### Available Learning Engagements

To date, there are 3 learning engagements which all employees may join: **Veterans for APHIS**, **Building Professional Networks**, and the **360 Degree Leader Course**. Anyone enrolled in the APHIS Learning Connections program may create their own learning engagement on a topic they want to learn about or advise others on.

### Want to Know More?

If you would like more information about this innovative program, please contact Cindy Pericak, the APHIS Mentoring Program Manager at 919-855-7801 or at [Cynthia.M.Pericak@aphis.usda.gov](mailto:Cynthia.M.Pericak@aphis.usda.gov).

Please visit the Training and Development website at:

[http://www.aphis.usda.gov/mrpbs/training\\_employee\\_development.shtml](http://www.aphis.usda.gov/mrpbs/training_employee_development.shtml) or the APHIS Portal for more information on APHIS Learning Connection.

The following training articles apply to APHIS Employees Only...



### How employees are using the APHIS Learning Connection

All APHIS employees can participate, leveraging the collective intelligence of our entire workforce. Some specific ways our employees are currently using the program to address their real-time development needs include:

- Sharing knowledge with colleagues throughout the agency
- Collaborating on projects
- Assessing personal competency needs and strengths
- Building skills
- Career development and Networking
- Mentoring and Coaching



## Training Requirements and Resources for APHIS Supervisors, Managers, and Executives

By *Kathy Trickey*

(*Kathy.Trickey@aphis.usda.gov, 301-851-2932*)



Are you a new or experienced APHIS Supervisor, Manager, or Executive? Are you familiar with the training requirements for your position and the resources available to you to meet those requirements? APHIS Directive 4315.1,

*Training Policy for Supervisors, Managers, and Executives* dated October 14, 2011, provides guidance on this topic.

The goal of the requirements in this policy is to support APHIS Supervisors, Managers, and Executives, both new and experienced, in acquiring the skills and knowledge needed for their individual and organizational success. Your role is essential for accomplishing the APHIS mission and for doing it in a way that engages employees for high performance. While APHIS has several requirements and monitors compliance with those requirements, our hope is that you will find learning experiences that excite and engage you in ongoing learning and application of that learning. The MRPBS-Training and Development and Executive Support and Leadership Development Branches, along with program training functions, are available to support you in making that happen. The [APHIS 4315 SharePoint](#) site contains detailed information on the Directive, requirements, and ways to track your developmental activities.

### Policy Requirements:

1. *All APHIS Supervisors, Managers, and Executives:*
  - a. Use the core [OPM Leadership Competencies](#) as guidance for your development.
  - b. Complete an [Individual Development Plan](#) every year.
2. *Probationary Supervisors:*
  - a. Take a minimum of 40 hours of basic supervisory training through the agency-sponsored mandatory training program ([Fundamentals of APHIS Human Resource Management – FAHRM](#)) within one year of appointment to the position.
  - b. Take the [APHIS 360 Leadership Competency Assessment](#) after completing six months in the new position as input for achieving success during the probationary period.
3. *Probationary Managers:*
  - a. Complete the requirements of the APHIS-sponsored mandatory training program for new Managers within one year of appointment to the position to support your transition from Supervisor to Manager. We are working on the specific components of this training program. Attending one or more of the following new course offerings meets this requirement, as does having a leadership transition for you in your new position:
    - Strategic Leadership Workshop
    - Leading for Impact
    - Crucial Confrontations (a course on accountability)
    - Courses from our Coaching Suite
  - b. Take the [APHIS 360 Leadership Competency Assessment](#) after completing six months in the new position as input for achieving success during the probationary period.

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## Training Requirements and Resources for APHIS Supervisors, Managers, and Executives

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### 4. Probationary Executives:

- a. Complete the USDA mandatory training requirements within one year of appointment to the position to support your transition into the executive position.
- a. Take the [APHIS 360 Leadership Competency Assessment](#) after completing six months in the new position as input for achieving success during the probationary period.

### 5. All experienced Supervisors, Managers, and Executives:

- a. Take the [APHIS 360 Leadership Competency Assessment](#) once every five years as input for completing an Individual Development Plan.
- b. Complete a minimum of 24 hours of continual learning per year related to one or more of the core leadership competencies.

### Meeting the 24-Hour Annual Continual Learning Requirement for Experienced Supervisors, Managers, and Executives:

In FY 2012, APHIS created a method for Supervisors, Managers, and Executives to certify and record completion of the 24-hour annual continuing learning requirement. The majority of Supervisors certified completion of this requirement, in spite of short notice about the certification process.

- The FY2013 AgLearn item has now been assigned to experienced Supervisors, Managers, and Executives. More information on this process is available on the [APHIS 4315 SharePoint site](#).
- We want to emphasize that you can meet the policy requirements in many ways. You will find almost 30 **Sample Leadership Competency-Related Learning Activities** in [Attachment 2](#) to the Directive. For example, you can coach or be coached, conduct informational interviews, sponsor action learning projects, read books – only a few examples of pursuits that may work best for your learning style and needs.

**Resources:** The resources available to you are almost endless, and what you pursue depends on your learning style, needs, and time available. Some resources to get you started are:

- [APHIS Leadership Development Toolkit](#)
- [TDB-ESLS calendar](#) organized by topic, date, competency, and suite for your ease in choosing relevant opportunities. Suites include categories such as:

- Change Management
- Coaching
- Communication
- Experienced Supervisor
- New Supervisor



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## Training Requirements and Resources for APHIS Supervisors, Managers, and Executives

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- APHIS Learning Connections:  
The [APHIS Learning Connections](#) is an on-line learning platform available 24/7 to all APHIS employees. It creates the opportunity for employees to connect one-on-one or in groups for the purposes of coaching, mentoring, teaching, learning, and sharing critical knowledge and skills. This web-based program provides developmental opportunities across geographical boundaries, job function, position, and demographics.
- AgLearn: Courses, Books 24/7, QuickTalks, videos, and more.



### Stay Tuned For Information on:

- More virtual offerings
- Book clubs and forums
- Mentoring Month (January)
- Coaching Month (February)

We salute our Supervisors, Managers, and Executives for guiding our success! For questions on the training policy, please contact Kathy Trickey, MRPBS-Training and Development Branch, at 301-851-2932 or at [Kathy.Trickey@aphis.usda.gov](mailto:Kathy.Trickey@aphis.usda.gov).

