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Human Resources Desk Guide (HRDG)

Last Modified:

- HRDG Introduction
- Issuances/Updates

Subchapter/ Supplement	Title:	Applies to:	Date issued:
1010	Organizational Changes	AMS & APHIS	02/11, with 06/12 and 03/14 updates
4030	Category Rating	AMS & APHIS	01/11, with 02/20 updates
4080	Transit Incentive Program	AMS & APHIS	08/17 (replaces 10/12 & 07/10 versions), with 4/22 updates
4080.2	Child Care Tuition Assistance Program	APHIS	01/18
4178	Compensation and Leave Claims Procedures	AMS, APHIS, and FAS	10/16
4200 Chapter Series: General Personnel Provisions			
4230	Volunteer Service Program	AMS & APHIS	12/18 (replaces 06/17 version), with 1/25 update

Subchapter/ Supplement	Title:	Applies to:	Date issued:
4250	Exit Surveys	AMS & APHIS	10/19 (replaces 08/10 and 04/99 versions)
4300 Chapter Series: Employment and Retention			
4330	Career Transition Assistance Plan	AMS & APHIS	No HRDG Subchapter; refer to DR 4030-330-002
4335	Voluntary Change in Official Duty Station	AMS & APHIS	11/19
4368	Telework & Remote Work Program	AMS & APHIS	No HRDG Subchapter; refer to DR 4080-811-002
4400 Chapter Series: Employee Performance and Utilization			
4413	Career Enhancement Program	AMS & APHIS	08/98, with 1/25 update
4430	Performance Management	AMS & APHIS	No HRDG Subchapter; go to USDA DR 4040-430, Employee Performance and Awards
4451	Awards & Recognition	AMS & APHIS	No HRDG Subchapter; Go to MRPHR's Awards & Recognition web site for links to the USDA Awards Regulation and relevant documents.
4500 Chapter Series: Position Classification, Pay & Allowances			
4500	Recruitment and Retention Incentives	AMS & APHIS	11/02 with 09/05, 03/06, 11/06, 02/07, 10/12, 01/14, 12/17, 04/18, 03/19, 01/20, and 10/20 updates
4501	Electronic Statement of Earnings and Leave	AMS & APHIS	12/07

Subchapter/ Supplement	Title:	Applies to:	Date issued:
4511	Position Classification	AMS & APHIS	09/18
4531	Highest Previous Rate	AMS & APHIS	02/01, with 5/01, and 04/13 updates
4537	Repayment of Student Loans	AMS & APHIS	03/03 with 12/03, 02/04, 11/15, 10/20, and 06/24 updates
4550	Premium Pay	AMS & APHIS	03/02 with 04/02, 02/05, 03/05, 08/05, 04/06, 01/07, 05/07, 04/08, 01/09, 12/09, 10/10, 01/11, 04/12,12/14, 04/15, 08/16, 08/17, 05/17, 11/19, 05/21, 08/21, 04/22, 06/22, and 03/23 updates
4600 Chapter Series: Attendance and Leave			
4610	Tours of Duty	AMS & APHIS	09/01, with 07/04, 05/06, 01/07, 03/08, 04/08, 12/09, 09/12, 09/16, 06/17,07/17, 01/19 and 07/21 updates
4630	Absence and Leave	AMS & APHIS	08/97 with 08/98, 08/99, 12/99, 01/00, 06/00, 09/00, 10/00, 02/01, 05/01, 12/01, 03/02, 07/02, 03/03, 05/03, 12/03, 06/04, 07/04, 03/05, 04/05, 08/05, 09/05, 11/05, 12/05, 01/06, 02/06, 09/06, 01/07, 05/07, 06/07, 03/08, 04/08, 08/08, 10/08, 12/08, 01/09, 04/09, 05/09, 09/09, 06/10, 08/10, 09/10, 11/10, 01/11, 04/11, 02/12, 04/12, 05/12, 06/12, 01/13, 08/13, 09/13, 10/13, 12/13, 05/14,01/15, 05/15, 06/16, 09/16, 10/16, 11/17, 04/18, 05/18, 01/19, 06/19,10/20, 01/21, 07/22, 09/22, 02/23, 03/23, 08/23, 03/24 and 08/24 updates
4700 Chapter Series: Personnel Relations and Services (General)			

Subchapter/ Supplement	Title:	Applies to:	Date issued:
4735*	Conduct and Responsibilities	APHIS & GIPSA	10/90
4752	Disciplinary or Alternative Actions	APHIS & GIPSA Delegations charts also cover AMS	10/91 with 02/92, 05/97, 06/04, 12/06, 3/08, 01/09, 11/09, 05/12, 10/12, 03/13, 02/14, 01/15, 07/15, 02/17, 04/18, 11/21, 01/24 and 2/24 updates
4771	Administrative Grievance System	AMS, APHIS & GIPSA	09/12 (replaces 12/06 version)
4800 Chapter Series: Insurance and Annuities (blank/future use)			
4900 Chapter Series: General and Miscellaneous (blank/future use)			
Supplements			
4500A	APHIS Imports and Exports Overtime Interpretation	APHIS/PPQ & APHIS/VS	09/95 with 08/98 updates

* Please contact your servicing Employee Relations office assistant or secretary if you need a copy of this issuance. You may also contact the appropriate personnel specialist for guidance on topics listed above.

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