

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	4300.10 REVISION 1	10/11/12
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**ENSURING THAT INSPECTION PROGRAM PERSONNEL HAVE PROPER
TRAINING TO COVER WORK ASSIGNMENTS**

I. PURPOSE

This directive:

- A. Defines the training needed by specific occupational groups and work assignment types.
- B. Outlines responsibilities to ensure that inspection program personnel have proper training and certification to cover work assignments.
- C. Describes quarterly reports.

II. CANCELLATION

This directive cancels FSIS Directive 4300.10, Ensuring that Inspection Program Personnel Have Proper Training to Cover Work Assignments, dated 10/24/11.

III. REASON FOR REISSUANCE

This directive was revised to update the training requirements for inspection program personnel.

IV. REFERENCES

5 CFR Part 410, Training
5 U.S.C. Chapter 41, Training
FSIS Directive 4338.1, Training as a Condition of Employment
FSIS Directive 4410.1, Employee Development
FSIS Directive 4430.1, Performance Evaluation Plan
Labor-Management Agreement, Article 30, Employee Training

V. ABBREVIATIONS AND FORM

The following appear in their shortened form in this directive:

AA	Assistant Administrator
CFL	Center for Learning
DAA	Deputy Assistant Administrator
DAIG	Data Analysis and Integration Group
DM	District Manager
ODIFP	Office of Data Integration and Food Protection
OFO	Office of Field Operations
OIA	Office of International Affairs

DISTRIBUTION:
Electronic; All Field Employees

OPI:
OOEET – Center for Learning

RMA Resource Management Assistant
RMS Resource Management Specialist

FSIS Form 4330-10, Performance Appraisal

VI. **POLICY**

It is Agency policy to provide training as a condition of employment to ensure that entry-level employees receive adequate training to cover the work in their assignments soon after they enter on duty. (**NOTE:** Condition of employment does not apply to import inspectors.) In accordance with policy, FSIS provides ongoing training for inspection program personnel assigned to meat, poultry, and egg products establishments. Training is essential for employees to perform their mission-critical job duties.

VII. **DEFINITIONS**

A. **AgLearn.** The USDA learning management system containing FSIS-specific courses for inspection program personnel. In addition, the learning management system is used to maintain training records of FSIS employees.

B. **Training.** The process of providing for and making available to an employee a planned, prepared, and coordinated program, course, curriculum, or routine instruction in scientific, technical, administrative, or other fields. The objective is to improve individual performance and assist in achieving the Agency's mission and performance goals. Training is largely focused on preparing an employee with the necessary knowledge, skills, and abilities to perform the duties and responsibilities of a position. The training needed is based on an employee's work assignment.

C. **Work assignment.** The scope of responsibilities covered by an inspector in an establishment to which an employee is assigned to work.

VIII. **BACKGROUND**

The Agency provides policy updates and training to ensure that employees are adequately trained beyond the entry-level training. Therefore, FSIS must monitor training activities on a regular basis to ensure that employees receive the required training needed to perform effectively in their work assignments.

IX. **APPLICABILITY**

This directive applies to all inspection program personnel assigned to meat, poultry, and egg products establishments and import facilities, as well as the program offices and personnel who ensure that these employees receive proper training to cover their work assignments.

X. **ROLES AND RESPONSIBILITIES**

A. **CFL.** Responsibilities include designing, developing, delivering, and evaluating workforce training. Specifically, CFL:

1. Works with the Office of Policy and Program Development to ensure that training on updated policies is developed and accessible to the appropriate inspection program personnel.

2. Works with OFO and OIA to define training needs, develops and schedules courses to meet training needs, and ensures that proper training is assigned to the appropriate inspection program personnel.

3. Maintains overall responsibility for ensuring that an employee's training records and training history are accurate in AgLearn.

4. Works with ODIFP DAIG to ensure that the training analysis is performed and reported in a consistent and accurate manner.

5. Provides training reports to the OFO AA, DAA, DM, OIA AA, Senior Director, and Import Inspection Division Directors working with OFO and OIA to address any training gaps.

6. Provides training to the various divisions (**examples:** district RMAs and RMSs for OFO and RMA staff of OIA) on how to produce targeted specific training reports in AgLearn, and how to use these reports to ensure that employees have proper training for their work assignments.

7. Enters training affirmations manually when employees submit information to CFL either electronically or in hardcopy.

8. Maintains a complete and accurate listing of required in-plant training by field position.

B. DAIG. Has the lead role in analyzing Agency data for trends and reporting findings to help the Agency improve operations. Specifically, DAIG:

1. Works with CFL, OFO, and OIA to conduct an analysis combining data from AgLearn, the Resource Information System, the Performance Based Inspection System, and Public Health Information System to produce a comprehensive training report.

2. Develops a standard template for reporting training activities for use in the report of training completed by inspection program personnel.

3. Conducts, on a semi-annual basis, a summary training analysis for all OFO and OIA inspection personnel using the standard reporting template and shares the report with all program AAs.

C. OFO and OIA Headquarters. Headquarters:

1. Works with CFL to define the training required for inspection program personnel.

2. Reviews the training reports on a timely basis.

3. Notifies the district and headquarters personnel and field supervisors of the training requirements for inspection program personnel and mission delivery.

4. Works with CFL to analyze the results of the training reports, coordinates with districts and headquarters personnel to identify if the training needs are met, and resolves any training gaps.

D. **DM.** Manages the operations and all inspection program personnel within the area of their responsibility. The DM shares responsibility with CFL for ensuring that inspection program personnel are properly trained throughout their careers to perform the duties appropriate for their work assignments. Specifically, the DM:

1. Reviews the results of training reports for their area of responsibility with their next chain of command in a timely manner.
2. Ensures that the responsible personnel (**examples:** RMA and RMS) manages the work assignment process so that it includes consideration for employee training.
3. Notifies supervisors of training requirements for inspection program personnel and mission delivery.
4. Works with CFL to ensure that inspection program personnel receive training required to perform mission-critical job duties in their work assignments.

E. **RMA and RMS.** The RMA and RMS work within the OFO and OIA district. The RMA and RMS are responsible for ensuring that inspection work assignments are properly covered with appropriate inspection program personnel. Specifically, the RMA and RMS within each district:

1. Run training reports in AgLearn for the district to ensure that inspection program personnel have completed assigned training.
2. Work with CFL to ensure that inspection program personnel have the proper training to cover the work at a meat, poultry, or egg processing establishment. This includes employees who are rotating or being reassigned to a new assignment.

F. **Supervisors.** Supervisors are responsible for supervising a designated set of inspection program personnel within a district for OFO and OIA. Specifically, supervisors:

1. Have knowledge about the Agency's training programs.
2. Have knowledge about the training needs of employees that the frontline supervisor is assigned to supervise.
3. Discuss training needs and individual development plans with employees.
4. Ensure employees complete the required training.
5. Assign training, when appropriate, to address knowledge deficiencies with their subordinates.

G. **Inspection Program Personnel.** In accordance with the Labor-Management Agreement, Article 30, Section 2, employees are responsible for applying reasonable effort, time, and initiative in increasing their potential value to the Agency through self-development, training, and education. Employees are encouraged to take advantage of training and educational opportunities that will enhance skills and qualifications needed to increase efficiency in the performance of their duties and responsibilities and for possible advancement within the Agency.

XI. TRAINING REQUIREMENTS AND REPORTS

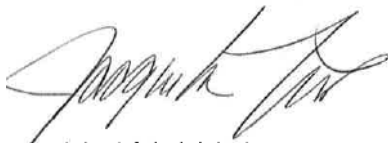
In accordance with FSIS Directive 4430.1, supervisors must verify that they have discussed training needs with inspection program personnel and provide the appropriate certification on FSIS Form 4330-10, Performance Appraisal.

A. Employees can go to the following InsideFSIS Web site
<https://inside.fsis.usda.gov/fsis/emp/static/centerContent/fsisPage.jsp?keyword=eLearning1234>
for information on the training requirements for the current fiscal year.

B. To ensure that inspectors have the proper training to cover work assignments, CFL, OIA, and OFO headquarters will establish a list of training requirements annually that are published on or before October 1 of each year. The list is made available via the FSIS intranet. ODIFP DAIG uses the list of training requirements to conduct an analysis of training quarterly, and provides a copy of the training analysis report to CFL, OIA, and OFO headquarters. CFL, OIA, and OFO headquarters review the results of the report and coordinate with the districts to ensure that training needs are met. This includes investigating the reasons why training is not completed and implementing actions to resolve any organizational issues that are preventing completion of the training.

XII. ADDITIONAL INFORMATION

For additional information, contact the CFL at 800-336-3747.



Assistant Administrator
Office of Management