

ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM  
(FEORP)  
PLAN CERTIFICATION-FISCAL YEAR 2009

A. Name and Address of Agency

**Animal and Plant Health Inspection Service  
4700 River Road, Unit 17  
Riverdale, MD 20737**

B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and FAX numbers.)

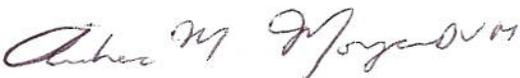
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C. Name and Title of Contact Person (Include address, if different from above, and telephone and FAX numbers.)

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**Certification**

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan and (4) that such plans are available upon request from field or installations.

**SIGNATURE:** 

**DATE:** 10-17-08

**Animal and Plant Health Inspection Service (APHIS)  
Federal Equal Opportunity Recruitment Program (FEORP)  
Fiscal Year 2009 Plan**

Purpose of the Plan: As a part of the Federal Equal Opportunity Recruitment Program (FEORP), Animal and Plant Health Inspection Service (APHIS), Marketing and Regulatory Programs (MRP) will conduct a continuing program to help the agency carry out the following Recruitment and Community Outreach Initiatives.

The following is a narrative report on the agency's outreach strategies, targeted recruitment strategies, partnerships with organizations, and special activities to increase the number of diverse candidates for positions within the organization.

The newly created MRP Recruitment Branch has revised its strategic goals and objectives in order to benefit all programs with quality solutions to staffing and retention concerns. The goals are essential to ensuring that the workforce remains as diverse and effective as possible in order to help APHIS continue to be a driving force in the future. In order to assist each APHIS program in reaching its workforce goals, the Office of Recruitment will:

- 1) Ensure that all marketing and networking practices are comprehensive and effective;
- 2) Employ On-Boarding strategies to engage job candidates and effectively integrate new employees into the Agency; and
- 3) Ensure that Recruitment specialists and collateral duty recruiters are competent, knowledgeable and proactive in supporting mission area needs.

In order to meet the above mentioned goals, APHIS has committed itself to aligning the recruitment plan with agency workforce plans and other human capital initiatives. This information will be used for a myriad of activities from determining how to develop and implement marketing strategies to build networks and staying current on program needs. In addition, this information will assist in developing On-Boarding programs and developing objectives for implementing Pre-Boarding programs 14-21 days prior to the employee's arrival for work, and for engaging candidates during the interview process.

In addition, the Office of Recruitment will still pursue its previous activities of providing information on Federal employment opportunities to students, faculty, educational institutions, school systems and underrepresented communities. Developing and maintaining long-term partnerships with academia, professional associations, minority-serving organizations, academia, professional associations and minority-serving organizations for the purpose of recruiting high-quality candidates will remain a priority. The continued use of the Presidential Management Fellows (PMF) Program for recruiting and advancing graduate and professional school graduates, including traditionally underrepresented community members, will remain in tact as well.

The following is an itemized account of our accomplishments based on the objectives set forth in the plan for Fiscal Year 2008. A detailed narrative is also provided later in the report.

<b>Key Strategies/ Tasks</b>
1. Provide all MRP coordinators and recruiters with an updated recruitment calendar of events for the recruitment season.
2. Advertise vacancy announcements on the USA Jobs Student Intern Website (this reaches diverse colleges/universities, professional organizations and individuals not associated with an organization).
3. Assist with recruiter training for MRP program recruiters.
4. Coordinate attendance at career fairs/outreach events.
5. Provide assistance in developing recruitment strategies to assist in program workforce diversity needs.
6. Initiate contact with programs to better utilize Native American, Hispanic, Asian and African American Program opportunities.
7. Manage scholarship programs.
8. Manage the Summer Intern Program and Federal Career Intern Program.
9. Manage the disability program.
10. Establish a database to store resumes received at career fairs/outreach events for all MRP mission areas to utilize.
11. Promote department-wide and government wide recruitment programs.
12. Promote the 3R's (Recruitment, Relocation and Retention) and Student Loan Repayment.
13. Track Outreach and Recruitment Activities.
14. On Boarding
15. Align of recruitment strategies with workforce plans
16. Build accountability with shadow recruiters through establishing policy and procedures.

**Animal and Plant Health Inspection Service (APHIS)  
Federal Equal Opportunity Recruitment Program (FEORP)  
Accomplishment Report  
Fiscal Year 2008**

**Workforce Planning**

**Analyzing workforce trends and projections, determining skills gaps and needs, and devising succession planning strategies.**

**Total Employment**

The Animal and Plant Health Inspection Service's total employment (permanent, temporary, and indefinite\*) increased to **8,847 (+242)** during the 4<sup>th</sup> quarter of **FY 2008** from **8,605** in **FY 2007**.

\* The APHIS employment database maintained by the National Finance Center contains a third category of employees in addition to permanent and temporary. They are classified as "indefinite" employees who are on a "when actually employed" status.

**U. S. DEPARTMENT OF AGRICULTURE - ANIMAL/PLANT HEALTH INSP.SERV.  
Minority Profile By Org  
Year = Fiscal Year 2008  
By Org**

Org	Total	Wome n	Minorit ies	Black		Hispanic		Asian Amer./Pacif ic Isl		Amer Ind/ Alaskan Nat		White		Un- disclosed	
				Men	Wom en	Men	Wom en	Men	Wom en	Men	Wom en	Men	Wom en	Me n	Wom en
<u>Office Of Administrator</u>	50	33	25	6	16	.	1	2	.	.	.	9	16	.	.
	%	66	50	12	32	.	2	4	.	.	.	18	32	.	.
<u>Policy &amp; Program Development</u>	120	77	24	7	12	.	1	1	3	.	.	35	61	.	.
	%	64.2	20	5.8	10	.	0.8	0.8	2.5	.	.	29.2	50.8	.	.
<u>Legislative And Public Affairs Staff</u>	69	54	23	4	18	1	.	.	.	.	.	10	36	.	.
	%	78.3	33.3	5.8	26.1	1.4	.	.	.	.	.	14.5	52.2	.	.
<u>Mrp Business Services</u>	733	437	236	61	122	22	8	7	13	2	1	204	293	.	.
	%	59.6	32.2	8.3	16.6	3	1.1	1	1.8	0.3	0.1	27.8	40	.	.
<u>International Services</u>	119	55	51	6	18	13	7	4	3	.	.	41	27	.	.
	%	46.2	42.9	5	15.1	10.9	5.9	3.4	2.5	.	.	34.5	22.7	.	.
<u>Plant Protection And Quarantine</u>	3690	1397	1406	103	118	403	238	363	144	16	21	1405	874	3	2
	%	37.9	38.1	2.8	3.2	10.9	6.4	9.8	3.9	0.4	0.6	38.1	23.7	0.1	0.1
<u>Veterinary Services</u>	2064	1030	446	66	123	132	58	22	24	15	6	798	818	1	1
	%	49.9	21.6	3.2	6	6.4	2.8	1.1	1.2	0.7	0.3	38.7	39.6	.	.
<u>Animal Care</u>	173	103	31	4	18	1	.	2	1	2	3	61	81	.	.
	%	59.5	17.9	2.3	10.4	0.6	.	1.2	0.6	1.2	1.7	35.3	46.8	.	.
<u>Wildlife Services</u>	1762	338	150	7	12	30	11	66	10	12	2	1308	303	1	.
	%	19.2	8.5	0.4	0.7	1.7	0.6	3.7	0.6	0.7	0.1	74.2	17.2	0.1	.
<u>Biotechnology Regulatory Services</u>	67	40	24	2	12	1	1	2	5	1	.	21	22	.	.
	%	59.7	35.8	3	17.9	1.5	1.5	3	7.5	1.5	.	31.3	32.8	.	.
<b>Total</b>	<b>8847</b>	<b>3564</b>	<b>2416</b>	<b>266</b>	<b>469</b>	<b>603</b>	<b>325</b>	<b>469</b>	<b>203</b>	<b>48</b>	<b>33</b>	<b>3892</b>	<b>2531</b>	<b>5</b>	<b>3</b>
	<b>100%</b>	<b>40.3</b>	<b>27.31</b>	<b>3</b>	<b>5.3</b>	<b>6.8</b>	<b>3.7</b>	<b>5.3</b>	<b>2.3</b>	<b>0.5</b>	<b>0.4</b>	<b>44</b>	<b>28.6</b>	<b>0.1</b>	<b>.</b>

- 3,564 are Women; and
- 2,416 are Minorities

### Persons with Disabilities

Currently, there are a total of **578** (6.5%) employees with a Reported Disability and **62** (0.70%) employees with a Targeted Disability.

APHIS has a 3-Year Hiring Goal (2007 – 2010) to increase the participation rate of employees with targeted disabilities by hiring **5** employees each year. In FY 2008, APHIS hired a total of **7** employees with a targeted disability (**4**- Plant Protection and Quarantine, **2** – Wildlife Services, and **1**- Veterinary Services).

### Succession Strategies

#### APHIS Projected Profile on Retirement Eligibility

At the end of FY 2008, APHIS had a population of **8,847** employees (permanent, temporary and indefinite). In 2008, the agency has a total of **1,285** employees eligible for retirement.

<b>Retirement Eligibility</b>													
<b>U. S. DEPARTMENT OF AGRICULTURE - ANIMAL/PLANT HEALTH INSP.SERV.</b>													
Year = Fiscal Year 2008													
By Org													
<b>Org</b>	<b>Total</b>	<b>% of Population</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Office Of Administrator</b>	20	0.5	6	6	.	1	1	.	3	1	1	1	.
<b>Policy &amp; Program Development</b>	62	1.6	20	4	7	5	4	2	5	6	3	4	2
<b>Legislative And Public Affairs Staff</b>	13	0.3	8	.	.	.	.	3	.	1	.	1	.
<b>Mrp Business Services</b>	290	7.5	60	17	27	20	24	24	24	20	20	27	27
<b>International Services</b>	64	1.7	25	4	3	11	1	.	6	2	2	7	3
<b>Plant Protection And Quarantine</b>	1737	45	661	109	114	121	114	117	104	99	91	97	110
<b>Veterinary Services</b>	965	25	279	63	58	69	63	76	80	82	60	65	70
<b>Animal Care</b>	89	2.3	24	5	8	5	6	6	9	2	6	10	8
<b>Wildlife Services</b>	595	15.4	196	44	28	46	37	37	39	36	42	50	40
<b>Biotechnology Regulatory Services</b>	26	0.7	6	2	1	1	2	2	2	1	4	4	1
<b>Total</b>	<b>3861</b>	<b>100</b>	<b>1285</b>	<b>254</b>	<b>246</b>	<b>279</b>	<b>252</b>	<b>267</b>	<b>272</b>	<b>250</b>	<b>229</b>	<b>266</b>	<b>261</b>

In collaboration with the Employee Development Leadership Council (EDLC), Human Resources Division (HRD) works with program Workforce and Succession Plan contacts in developing strategies and multi-year plans for closing identified knowledge and skills gaps, and for developing workforce and leadership recruitment and retention techniques. Together, HRD and EDLC will continue to review existing and projected future attrition/retention and related issues and, in concert with the EDLC and program key

management officials, strategize corrective/positive measures. The two will work with program representatives to identify and update training and employee development needs, and incorporate such information into annual planning for non-technical training.

APHIS' dedicated, knowledgeable, skilled, and diverse workforce will play a critical role in the fulfillment of the strategic mission priorities. APHIS is committed to promoting effective workforce planning to ensure that there are sufficient employees with the needed skills to effectively support the APHIS mission. In order to create a work environment in which employees are actively involved and have a framework to support their work, APHIS will need to have:

- Effective management and leadership.
- Clearly communicated information about expectations, direction and priorities.
- Developmental opportunities in order to gain needed skills and knowledge.
- Performance feedback which includes rewards and recognition as appropriate.
- Human resources policies that recognize APHIS' critical responsibilities and employees personal needs.
- Production of a guide for senior managers/executives, outlining possible learning and developmental opportunities as they move toward SES certification/qualification.

A task force composed of representatives from the Agency programs currently is working on updating program succession plans, with particular emphasis on developing tracking/monitoring processes to gauge the effectiveness of succession planning.

**Summary Chart of Accomplishments for FY 2008**

The following is a chart detailing the Agency goals listed in the previous report for FY 2007. Included within the chart is a brief explanation of how APHIS met these goals. A more detailed narrative of each accomplishment is included throughout the report.

<b>Key Strategies/ Tasks</b>
<p>1. Provide all MRP coordinators and recruiters with an updated recruitment calendar of events for the recruitment season.</p> <ul style="list-style-type: none"> <li>○ A copy of the Recruitment calendar was e-mailed to all Administrative Officers, detailing which events were available for attendance. In addition, before each event, staff sent reminder e-mails to the Administrative Officers of the upcoming events and solicited their attendance as well as any requested information on vacant positions.</li> </ul>
<p>2. Advertise vacancy announcements on the USA Jobs Student Intern Website (this reaches diverse colleges/universities, professional organizations, and individuals not associated with an organization).</p> <ul style="list-style-type: none"> <li>○ Positions were advertised on this and other websites, announcing MRP jobs to dozens of universities and professional organizations.</li> </ul>
<p>3. Assist with recruiter training for MRP program recruiters.</p>

<ul style="list-style-type: none"> <li>○ The Recruitment office and Training and Development office worked on developing a Recruitment training program. Due to the reorganization of several offices, the training has not yet taken place. However, it is still in the planning stages.</li> </ul>
<p>4. Coordinate attendance at career fairs/outreach events.</p> <ul style="list-style-type: none"> <li>○ The Recruitment Office and regional field recruiters attended over 100 events during the Fiscal year.</li> </ul>
<p>5. Provide assistance in developing recruitment strategies to assist in program workforce diversity needs.</p> <ul style="list-style-type: none"> <li>○ The staff in the Recruitment office frequently consulted with management and Staffing specialist's on what incentives were available for use in hiring including Schedule A, and advertising positions at different types of organizations that target a diverse workforce.</li> </ul>
<p>6. Initiate contact with programs to better utilize Native American, Hispanic, Asian and African American Program opportunities.</p> <ul style="list-style-type: none"> <li>○ The Recruitment staff made various contacts with minority-based organizations which focused on outreach to Native Americans, Hispanic and Asian and African Americans throughout the year including partnerships and attendance at national career fairs and events. A sample of the organizations are:</li> <li>○ National Asian American Association of Professionals</li> <li>○ Coalitions of Asian Pacific Americans</li> <li>○ Hispanic Association of Colleges and Universities</li> <li>○ Society for the Advancement of Chicanos and Native Americans in Science</li> <li>○ Thurgood Marshall Leadership Institute</li> <li>○ Minorities in Agriculture, Natural Resources and Related Sciences</li> </ul>
<p>7. Manage scholarship programs.</p> <ul style="list-style-type: none"> <li>○ The William Helms and Saul T. Wilson Scholarships were promoted throughout the year.</li> </ul>
<p>8. Manage the Summer Intern Program and Federal Career Intern Program.</p> <ul style="list-style-type: none"> <li>○ The Summer Intern Program was advertised and there were 17 positions available. The Federal Career Intern Program was promoted and used throughout out the year, and Recruitment staff consulted managers on its availability and process.</li> </ul>
<p>9. Manage the disability program.</p> <ul style="list-style-type: none"> <li>○ Several events were attended which focused on the recruitment of disabled individuals. In addition, Recruitment staff attended training on the use of the Schedule A hiring authority and became familiar with the benefits of the Target Center.</li> </ul>
<p>10. Establish a database to store resumes received at career fairs/outreach events for all MRP mission areas to utilize.</p> <ul style="list-style-type: none"> <li>○ Each resume accepted at an event was scanned and kept for access for Human Resource Operations staff. In the event that a manager was looking for a specific type of candidate, the resumes were searched for a match.</li> </ul>
<p>11. Promote department-wide and government-wide recruitment programs.</p> <ul style="list-style-type: none"> <li>○ The staff in the Recruitment office frequently consulted with management and</li> </ul>

Staffing specialist on what incentives were available for use in hiring.
12. Promote the 3R's (Recruitment, Relocation and Retention) and Student Loan Repayment. <ul style="list-style-type: none"> <li>○ The staff in the Recruitment office frequently consulted with management and Staffing specialist's on what incentives were available for use in hiring.</li> </ul>
13. Track Outreach and Recruitment Activities. <ul style="list-style-type: none"> <li>○ The staff in the Recruitment office tracked all give-a-ways sent to programs. In addition, each event attended was recorded, along with the number of people in attendance in order to determine if more resources or regular attendance was needed in the future.</li> </ul>

### **Recruitment and Community Outreach**

#### **Providing information on Federal employment opportunities to students, faculty, educational institutions, school systems and underrepresented communities.**

The MRP Recruitment Staff attended two (2) targeted Hispanic outreach events in FY 2008. The first was the National Council of La Raza Career Fair in San Diego, CA on July 11-15, 2008. The National Council of La Raza (NCLR) is the largest national Hispanic civil rights and advocacy organization in the United States and works to improve opportunities for Hispanic Americans. The second Hispanic outreach was the 4<sup>th</sup> annual Hispanic Association of Colleges and Universities (HACU) Federal Career Fair on July 17, 2008 in Washington, DC. This provided a great opportunity to recruit highly qualified and diverse students. Agency representation at both events promoted Federal career/employment opportunities within USDA, Marketing Regulatory Programs (AMS, APHIS & GIPSA). We provided information on MRP programs, current job vacancies, Federal job search information, applying for jobs with the Federal government, qualification requirements, student employment programs, career intern programs, etc.

The MRP Recruitment Staff also participated in three (3) targeted Asian American outreach events in FY 2008. The Coalition of Asian Pacific Americans held a Heritage Festival in New York, NY on May 10, 2008. The event attracted well over 1,000 people and provided access to many different organizations focused on benefiting the Asian American community. The second event was the Asian American Student Celebration at the University of Maryland on May 2, 2008 as part of the Basu v. Veneman settlement agreement coordinated effort. Also, MRP attended the National Association of Asian American Professionals (NAAAP) annual career fair, August 21-24, 2008, in Los Angeles, California. With approximately 3,000 attendees, this event provided a great forum for promoting the MRP mission area as well as employment opportunities

The MRP Recruitment Staff attended two (2) events targeting veterans. On April 11, 2008, Corporate Gray sponsored a job fair aimed at attracting veterans and their families in Greenbelt, MD. There were nearly 500 participants present for this fair. Also, on June 25, 2008, Agency representatives attended the Hiring Hero's career fair for veterans at Walter Reed Hospital in Washington, DC. At both events, APHIS provided information on the MRP programs, current job vacancies, Federal job search information how to

apply for jobs with the Federal government, qualification requirements, student employment programs, and the federal career intern program.

The MRP Recruitment Staff also attended the national convention for the National Association for the Advancement of Colored People (NAACP). This event was held in Cincinnati, Ohio on July 15-16, 2008. With over 10,000 participants, this was an excellent opportunity to market the mission of MRP agencies, recruit for vacant positions, and provide the public with information on the Federal job search and application process.

In addition to the MRP Recruitment Staff, different programs have field recruiters who attend events as well. This year, field recruiters attended several useful events. These events ranged from conventions of specialized professional organizations to university recruitment events. Some notable events are listed below:

- In May 2008, Biotechnology Regulatory Services (BRS) attended the Biology and Biomedical Sciences Career Workshop at Washington University to expose graduates to diverse career paths in biology and biomedical scientists. Approximately 100 graduate and undergraduate students and post doctorates of the Washington University in St. Louis, Division of Biology and Biomedical Sciences attended. Also in attendance were graduate student office personnel and advisors. The career workshop was part of a celebration of the graduation of the 1000<sup>th</sup> graduate student. The workshop was divided into three afternoon sessions with alumni speakers, chosen from a panel of their peers from diverse career paths: academic, industry, government labs, government regulation, and non-profit organizations.
- The Recruitment staff and field recruiters of Veterinary Services attended more than 100 events during the FY 2008. Their attendance at the events provided access to more than 10,000 people. The events included standard university career fairs, large community events, and conferences of professional organizations.

For community service, BRS organized a collection for school supplies for the students of New Orleans. As a result of Hurricane Katrina in August 2005, 110 of the 126 public schools in New Orleans were completely destroyed. It is estimated that close to 400,000 students from Katrina-ravaged areas had to move in order to attend school. While New Orleans is recovering, many of the area schools are still being impacted, with many of the public schools still closed. To date, 80 schools have been reopened or opened since the hurricane. Around the country, various charitable organizations have had school supply drives to help replenish the schools and students who were affected by Katrina. The collection was in connection with this year's Blacks in Government (BIG) Conference in New Orleans.

**Developing and maintaining long-term partnerships with academia, professional associations and minority-serving organizations for the purpose of recruiting high-quality candidates.**

Annually, APHIS, MRP, HR Recruitment attends the Careers and the Disabled Expo, Washington, DC, which is part of the initiative to promote entry-level and professional employment opportunities for people with disabilities and maximize career opportunities for qualified job applicants with disabilities. Agency representation is meant to promote Federal career/employment opportunities with USDA, Marketing and Regulatory Programs. Human resource representatives distributed information packages, giveaways, flyers and brochures. The audience was provided information on MRP programs, current job vacancies, Federal job search information, applying for jobs with the Federal Government, qualification requirements, student employment programs, career intern programs, etc. Additionally, this year the Agency participated in the on-line career fair sponsored by disabled.com and will continue to participate as this organization continues to expand its reach to the targeted community.

Annually, APHIS, MRP, HR Recruitment and MRP recruiters attend the Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS), Annual Career Fair and Training Conference. This year, the event took place in Denver, CO on March 27, 2008. The MANRRS, Career Fair and Training Conference event promotes and fosters the involvement of minorities in agriculture, natural resources and related sciences. It is designed to develop a partnership between minority students in agriculture and natural resources and professionals of academic institutions, government agencies and industry, by promoting professional development, networking, and career placement in a nurturing environment. Agency representation promoted Federal career/employment opportunities with MRP. The audience of college students from various colleges and universities throughout the United States was diverse in gender, ethnic group, age, interest, education and background. All were looking for student internships, and entry-level and professional positions in agricultural and related sciences.

In May 2008, BRS attended the Biology and Biomedical Sciences Career Workshop at Washington University to expose graduates to diverse career paths in biology and biomedical scientists. Approximately 100 graduate and undergraduate students and post doctorates of the Washington University in St. Louis, Division of Biology and Biomedical Sciences attended. Also in attendance were graduate student office personnel and advisors. The career workshop was part of a celebration of the graduation of the 1000<sup>th</sup> graduate student.

BRS continued its participation in the Partnership In Education (PIE) program. During the fiscal year, over 80 employees participated in over 30 schools across the nation. As well, several employees participated in career days to try and spread the word about APHIS and possible career opportunities. Some employees participated as science fair judges. Last year, PIE employees were awarded certificates for their efforts in the schools.

BRS also worked with the Washington Center for Internships and Academic Seminars to recruit a Native American student for a career internship. The Washington Center was founded in 1975 as an independent, non-profit educational institution. The center offers internship programs designed to combine real-world experience with academic programs.

The center has several diversity initiatives and programs including the American Indian, Alaskan Native Initiative. BRS used this program in Agency recruitments efforts to fill a career intern position for Biotechnology Quality Management System (BQMS). In September 2008, BRS addressed this area of under-representation by filling one of its regional biotechnologist positions with a Native American Indian.

**Using student educational employment programs and internships (e.g. Student Career Experience Program, Student Temporary Employment Program, Federal Career Intern Program) to improve the pipeline of diverse candidates for entry-level positions.**

### **The Washington Internships for Native Students (WINS)**

The Washington Internship for Native Students (WINS) is a visionary effort founded on the idea of members of the sovereign Native American Nations building leadership skills while living, studying and interning in Washington, DC, and bringing those skills back to their communities. This program is a partnership between Government agencies and American University. APHIS selected 6 students as WINS Interns in 2008.

### **1890 National Scholars Program**

The USDA/1890 National Scholars Program offers scholarships to high school seniors who are seeking a bachelor's degree in agriculture or related sciences at one of the 1890 Land Grant Institutions. The purpose of this program is to strengthen the long-term partnering between the Department of Agriculture and 1890 Institutions; increase the number of students studying agriculture, food and nutrition, natural resource sciences; and offer career opportunities at USDA. **APHIS has a total of Seven 1980 National Scholars:**

- **APHIS selected 2 new scholars for the 2008-2009 school year**
- **APHIS has a total of 5 continuing scholars**

### **Hispanic Association of Colleges and Universities (HACU) National Intern Program**

The Hispanic Association of Colleges and Universities (HACU) National Internship Program was developed under Executive Order (EO) 13171 "Employment of Hispanics within the Federal Government". This EO requests that federal agencies increase their outreach to the Hispanic community as well as support programs that help address under-representation of Hispanics in the federal workforce ranks. This program provides college students from institutions with a significant enrollment of Hispanic students the opportunity to explore the potential for a federal service career. **In FY 2008, APHIS had One HACU Scholar.**

### **The Public Service Leaders Scholarship Program**

This program was also developed under the guidance of the HACU National Internship Program and Executive Order 13171. **In FY 2008, APHIS had a total of 3 scholars in this program.**

### **Ag-Discovery Program**

Ag-Discovery is an outreach program to help teenagers learn about careers in Plant Science and Veterinary Medicine. This program allows students to live on a college campus and learn about the various careers within APHIS. APHIS conducted five, 2-3 week summer sessions for students from 12-16 years of age. Programs were sponsored by various programs within APHIS and held at the following locations:

Sponsoring Program	Hosting University	Length of Program	Number of Students
Veterinary Services	Kentucky State Univ.	2 weeks	<b>16</b>
Plant Protection and Quarantine	North Carolina State Univ.	2 weeks	<b>16</b>
Veterinary Services	Alcorn State Univ.	2 weeks	<b>15</b>
Animal Care	Florida A&M Univ.	3 weeks	<b>19</b>
PPQ, BRS, WS, LPA, AC	Univ. of Maryland – College Park	2 weeks	<b>15</b>
PPQ, IES, PPD, VS, WS	UAPB	2 weeks	<b>14</b>

BRS provided \$10,000 in funding for Ag-Discovery and hosted the students for 2 days of their 14 day experience. Specifically, BRS arranged for an overnight trip to Dupont Laboratories for a full-day tour. BRS also provided an interactive presentation to students on biotechnology and the regulatory framework for biotechnology. BRS also arranged for a tour of the ARS Beltsville facility for the students.

BRS participated in several summer employment intern programs including the Washington Internships for Natives Students (WINS) program, HACU, and the Martin Luther King (MLK) program. For the MLK program, BRS also participated in the ratings of the essays submitted for the program. Each year, essay winners from area high schools are given internships within APHIS.

### **Using the Presidential Management Fellows (PMF) Program for recruiting and advancing graduate and professional school graduates, including traditionally underrepresented community members.**

The MRP Recruitment Staff participated in the PMF Class of 2008 Finalist Job Fair. The PMF program annual Job Fair was held on April 4-6, 2007 at the Washington Convention Center for the PMF Class of 2007 Finalists. Information was provided regarding MRP

mission areas, and MRP managers interviewed nearly 20 finalists for employment opportunities. No PMF selections were made during FY 2008.

### **Career Development**

Many programs in APHIS have created and implemented solutions to career development issues that are specific to their mission.

In BRS, they are holding the second class of its Management Development Program. The program is 12 months, and provides a learning opportunity designed to enhance core competencies of employees in current positions as well as to meet the developmental needs of potential leaders. Participants in the BRS Management Development Program are expected to acquire the skills and tools needed to enhance core competencies and successfully perform as leaders by participating in a combination of classroom instruction on core leadership competencies, assessments, and coaching experiences.

Training and Development conducted the Advancing Leader Program- Track 1; Leadership Development Program-Track 2; Leading in the 21<sup>st</sup> Century; Fundamentals of APHIS Human Resources Management; New Supervisors Seminar; and Experienced Supervisors Seminar. A total of 160 participants were trained.

In addition, Training and Development conducted Operation Jumpstart II, a career development and recruitment program for GS 3-5 clerical employees. A total of eight employees were trained. An Agency Leadership Roadmap was also developed to provide a framework for all employees on competency development at specific employee levels, training and developmental experiences that build the 28 OPM leadership competencies. Training and Development also developed an APHIS Leadership Development Toolkit resource guide. The guide is an employee and career development resource that defines the 28 OPM leadership competencies and describes the behavioral examples for each competency at each employee level. In addition, the resource guide identifies a wide variety of learning experiences (classroom, on-line, detail assignments, assessments, action learning projects, etc.) and learning relationships (mentoring and coaching) to build each of the competencies. The guide also provides a methodical process to develop employees' Individual Learning Contracts.

Wildlife Services (WA) implemented shadowing assignments that allow employees to observe another person in his/her daily routine for a period of time. The employee gains a perspective of the duties and responsibilities of the job, and observes how the person they are shadowing handles the work and challenges of the job. Additionally, rotational temporary detail assignments to other positions or work units were offered to broaden the employee's knowledge of different operations and working environments. This program required WS' current leadership to encourage employees to participate in temporary detail assignments, to support detail requests from personnel interested in current vacant

leadership positions within WS, and to make funding available for details, rotation, and shadow assignments.

Veterinary Services (VS) also focused on providing tools for career advancement and leadership positions. These tools included the APHIS Leadership Development Toolkit, the VS Career Guides, and the VS Career Assistance Team. The APHIS Leadership Development Toolkit is collaboration between VS and Plant Protection and Quarantine (PPQ). The Toolkit will provide guidance on how to develop one's leadership skills, and will be available in hard copy in a three-ring binder, on CD, and on the Internet. The Toolkit was released in September. The Leadership Toolkit will now be used APHIS-wide.

Veterinary Services has also begun to offer leadership development assistance as part of the Career Assistance Team. This effort is aimed at augmenting the services provided by APHIS Training and Development and will provide such things as career coaching, consultations on the results from 360-degree assessments, assistance with creating a Development Plan, and short leadership-development sessions within existing VS professional development staff courses.

### **Mentoring**

APHIS is piloting an electronic mentoring program. Employees who desire to be mentored and those who wish to be mentors apply on line. They provide some basic information and answer some questions, and the system matches up a mentor with a "mentoree."

As part of the BRS Management Development Program, participants are assigned coaches for the 12 month program. The coaches work with participants on a number of workplace issues. Additionally, many BRS employees are serving as mentors to primary and secondary students in the Partnership in Education (PIE) Program and/or serving as mentors to participants of the Agency's Leadership Development Programs. Additionally, the Office of the Deputy Administrator (DA) has established a shadowing program for individuals interested in shadowing the DA for two to three day increments to learn more about the office and the role of the Deputy Administrator.

Training and Development has developed an Agency mentoring framework to provide guidance to employees in utilizing the mentoring relationship effectively. The mentoring framework is incorporated into the APHIS Leadership Development Toolkit.

Wildlife Services (WS) program has implemented a formalized mentoring program. It is intended to develop talented and skilled staff members by using a formal relationship between senior and junior employees to provide ongoing support, advice and career directions. All WS personnel are eligible, including biologists, technicians, researchers, IT, administrative personnel.

**FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS**

Race/National Origin & Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		SENIOR PAY	
	#	%	#	%	#	%	#	%	#	%
<b>Overall Total</b>										
Total Men	3	3.4%	8	9%	45	51.1%	32	36.3%		
Total Women	6	7.5%	4	5%	43	53.7%	27	33.7%		
<b>Total Blacks</b>										
Black Men	2	2.2%			1	1.1%				
Black Women	4	5%	2	2.5%	1	1.2%	3	3.7%		
<b>Total Hispanics</b>										
Hispanic Men			2	2.2%	3	3.4%				
Hispanic Women					3	3.7%				
<b>Total Asian/Pacific Islanders</b>										
Asian/Pacific Islander Men					3	3.4%	1	1.1%		
Asian/Pacific Islander Women					3	3.7%	3	3.7%		
<b>Total Native Americans</b>										
Native American Men							1	1.1%		
Native American Women										

