

PART 2057 - TRAINING

SUBPART C - ORIENTATION TRAINING FOR NEW EMPLOYEES

§ 2057.101 General.

Orientation training is designed to help new employee become familiar with their job, the organization, and the work of the Rural Development. This training begins on the employee's entrance on duty and continues as deemed appropriate by the employee's supervisor. Use this Subpart when conducting orientation training for all new full-time, part-time, When Actually Employed (WAE), intermittent employees, and employees who transfer to Rural Development from other Federal Agencies. County Committee members will receive orientation training as contained in Subpart E of this Part.

§ 2057.102 Objective.

The objective of this Instruction and plan for training for new employees is to: (1) Provide orientation as to the rights and responsibilities of Federal employees, and (2) introduce new employees to the USDA and Rural Development.

§ 2057.103 Responsibility for orientation.

The Director, Personnel Division, the Director, Finance Office, and State Directors have the responsibility to assure that orientation training is provided to each new employee within their jurisdiction.

§ 2057.104 Content of orientation.

Supervisors are to use the "Guidelines For the Orientation Training of New Employees," Exhibit A, for initial, brief introduction to employment with Rural Development. This guideline will serve as a "lead-in" to the course, "Self-Instructional Orientation Course For New Employees," outlined in Exhibit B. The "Introductory Guide For Employees," outlined in Exhibit C, is to orient new employees to their role in Rural Development.

§ 2057.105 Administration of "Self-Instructional Orientation Course for New Employees."

The following steps are to be used in administering this training:

- (a) New employees will begin the course within three days after entry on duty.
- (b) Supervisors and employees will establish a target date for completion of the course. A 1-2 hour study period per day for 5-10 consecutive days is recommended. Supervisors are responsible for

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Personnel
Training

RD Instruction 2057-C
§ 2057.105(b) (Con.)

helping employees in obtaining maximal benefits from course participation. They are encouraged to discuss each module with the employee to explain and clarify any misunderstanding. After the employee has completed each module assessment, the supervisor is to evaluate and review the assessment with the employee. The final assessment should be handled in the same manner.

(c) Supervisors are to return the module and final assessment exercises through appropriate channels to the responsible official identified in Section 2057.103 within three days after course completion. Additional copies of modules and final assessments may be made locally.

§ 2057.106 Record and certification of training.

Prepare and process SF-182, "Request, Authorization, Agreement, and Certification of Training," in accordance with RD Instruction 2057-A. Course Code and Subject Matter Code is 2051 and 1710, respectively.

§§ 2057.107 - 2057.150 [Reserved]

Attachments: Exhibits A, B, and C

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GUIDELINES FOR THE ORIENTATION TRAINING OF NEW EMPLOYEES

Use these references as needed,
(Only reference which have a "WSDC"
distribution are listed.)

This segment is designed to serve as the initial orientation phase of training. Supervisors will conduct this training within 3 days of incumbent's entry on duty.

TOPIC	REFERENCE
1. Entrance on duty:	
A. Welcome employee into Agency Introduce to staff.	
B. Help employee fill out all papers needed to complete appointment. Have to employee read the Oath and Affidavit and the attached Statement on Standard Form 61, "Appointment Affidavits." Give employee the Oath of Office. Answer any questions.	
Explain the type of appointment and the probationary period (if necessary).	Employee Handbook. Part 2054, Subpart U.
C. Discuss office hours and official holidays.	Part 2051. Subparts G and I. Employee Handbook.
D. Show employee her/his work area.	

- E. Explain the personal
"Employment Folder."

2. General Information.

Each subject area identified in paragraphs 2, 3, 4, 5, 7, 8 and 9 of this exhibit are explained in detail in the "Self Instructional Orientation Course for New Employees." Briefly discuss each item emphasizing that each is explained in detail in the course.

- A. Discuss with employees the functions and organization of Department of Agriculture and our Agencies in the Rural Development mission area. (Revised 12-24-97, PN 284)
- B. Discuss the Agency Procedural Issuance System and the location and availability of all procedures.
- C. Discuss the responsibilities of public servants.
- D. Discuss the "Privacy Act," and the "Freedom of Information Act" (Revised 04-27-88, PN 83.)
- E. Explain Fiscal Liability (if necessary).

Employee Handbook.

Part 2003, Subpart A.

Part 2006, Subpart A.
Exhibit A.

Part 2015, Subpart E,
and Part 2018, Subpart F.

Part 2012, Subpart B.

3. Career Opportunities and Incentives

Discuss Career Opportunities, Merit Promotion Plan, Equal Employment Opportunity, Awards, Educational Training Opportunities, and the need for self-development. (Revised 09-04-96, PN 265.)

Employee Handbook.
Part 2045, Subpart C.
Part 2045, Subpart X,
Part 2006, Subpart H.
Part 2063, Subpart B.
(Revised 11-20-85,
PN 986.)

4. Pay. (Revised 9-11-85, PN 979.)

Discuss Pay Scales, when and how salary check will be received, deduction for taxes, Social Security, retirement, and health benefits and insurance. Explain Form AD-334, "Earnings Statement."

Employee Handbook.
Current pay scale chart.

5. Leave.

- A. Discuss types: Annual, Sick, Leave without pay, Miscellaneous leave.
- B. Explain when and how to request.

Part 2066, Subpart A.
Employee Handbook.
Employee Handbook.
Pamphlet BEC-11, "When Injured at Work."

6. Employee activities.

Discuss USDA Clubs.(if any), Employee Organizations (if any), Credit Unions (if any), Professional societies.

Employee Handbook,
and Appendix I.

7. Safety and health.

- A. Discuss need for safety and health.
- B. Tell employee about first-aid facilities. Discuss Injury and Unemployment Compensation.

Part 2042, Subpart B.
Part 2069, Subpart A.

8. Travel regulations (when applicable)

Explain importance of all travel regulations. Discuss the use of privately owned automobiles.

Part 2036, Subpart A.

9. Grievances and appeals. Part 2054, Subpart A.
Employee Handbook,
And Appendix II.
10. The job.
- Explain how jobs are graded. Part 2048, Subpart A.
 Discuss official job
 description, explain standards
 of performance and
 performance ratings. Booklet, "Classification
 (Revised) in a Nutshell."

 Part 2060, Subpart A.
 Employee Handbook.
11. Training plan.
- A. Discuss guidelines for Part 2057, Subpart A.
 Rural Development Training Program.
- B. Orientation training. Give Part 2057, Subpart A.
 employee a personal copy of
 the Employee Handbook and
 the "Self Instructional
 Orientation Course for New
 Employees".
- C. Discuss job training.

SELF INSTRUCTIONAL ORIENTATION COURSE
FOR NEW EMPLOYEES

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