(3-4-83) PM 72

FmHA Instruction 2045-Y
Exhibit I

October 1, ____ to September 30, ____

_____
(Agency)

AGENCY ANNUAL UPWARD MOBILITY ACTIVITY REPORT
FIELD INSTALLATIONS

	JOB PLACEMENT PROGRAM	COLLEGE STUDY	OTHER *(DESCRIBE BE
Total Number of Participants in the Program this Fiscal year			
Total Number of New Participants this Fiscal Year (INCLUDES THOSE WHO ENTERED AND COMPLETED OR WITHDREW DURING THIS 12 MONTH PERIOD			
Total Number entering Program through Reassignment			
Total Number entering Program through Promotion			
Total Number entering Program through change to Lower Grade			
Total Number withdrawing Voluntarily or Involuntarily			
Total Number of Employees Completing Courses of Study			
Total Number of Employees Placed in a New Series as a Result of Courses			

*Description

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UPWARD MOBILITY CYCLE

CONTINUOUS EMPLOYEE PARTICIPATION

PRE-PLANNING PHASE

National Office, State Office, Finance Office shall:

1. Identify organization's staffing needs
2. Establish target positions
3. Develop tentative plan
4. Gain management's support & commitment

REFINE PLAN

FIRST PHASE

A) Personnel Division Staff, Administrative Staff in S.O. & Personnel Office, F.O. shall:

1. Identify target positions
2. Conduct analysis of projected retirements, vacancies, promotions, new hires, mission change
3. Conduct skills survey
4. Provide Career Counseling

B) Supervisors shall:

1. Conduct Job Analysis
   Restructure job
   job standards
   job description

SECOND PHASE

Personnel Division Staff, Administrative Staff in S.O. & Personnel Office, F.O. shall:

1. Design selection process

   Determine job elements
   Establish minimum KSA's
   Establish Selection criteria

2. Design Training Plan

   Set training objectives to meet X-118 qualification requirements.
   Assess training needs
   Identify training resources
   Develop Individual Training Plan
   Monitor and Evaluate trainee

THIRD PHASE

Division & Staff Office Heads, State Directors & Director, Finance Office shall:

1. Delegate authority and responsibility
2. Develop Goals and Timetables
3. Prepare Budget - Cost effectiveness
4. Develop additional guidelines and instructions as needed
5. Develop Program Monitoring & Evaluation Process

IMPLEMENT PROGRAM

DETERMINE IF USDA TRAINING AGREEMENT NECESSARY

MODIFY PROGRAM

CONTINUOUS MONITORING/EVALUATION

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