

NATIONAL APPEALS DIVISION DIRECTIVE No. NAD-99-02

SUBJECT: Basic Training for Hearing and Appeals Officers

APPROVED: 10/01/98

PURPOSE

To improve employee performance, provide resources and opportunities for Hearing and Appeals Officers to acquire essential knowledge, skills, and abilities, and best utilize the financial resources of the National Appeals Division (NAD).

AUTHORITY

The Director, as a general officer of the Department, directs and supervises employees of NAD pursuant to 7 C.F.R. §2.7.

POLICY

The curriculum identified ensures basic training in the core competencies found in the position description of Hearing and Appeals Officers. Core competencies are those essential knowledge, skills, and abilities required to carry out the functions of the employee's position within NAD.

Requests for basic training should consider the most cost-effective method commensurate with the skill level of the employee, to include on-the-job training, details, and correspondence courses. Requests for other types of basic training should also consider the most cost-effective method. For example, training offered at local colleges, junior colleges, or the USDA Graduate School is usually more cost-effective than similar courses offered at The National Judicial College, the National Association of Administrative Law Judges, or the National Association of Hearing Officials.

CURRICULUM FOR HEARING AND APPEALS OFFICER BASIC TRAINING

The basic training courses identified are considered Priority I training. As such, Hearing Officers and Appeals Officers will need to demonstrate competency in those subjects prior to other lower priority courses being approved. The following subjects meet the knowledge, skills, and abilities of Hearing and Appeals Officer position descriptions:

Computer operations

Writing

Analysis

Administrative Law

Conduct of hearings

DISPOSAL DATE: When updated or superseded

DISTRIBUTION: Supervisors, Hearing and Appeals Officers