

United States Department of Agriculture  
Marketing and Regulatory Programs  
Agricultural Marketing Service  
Animal and Plant Health Inspection Service  
Grain Inspection, Packers and Stockyards Administration

# Directive

MRP 4630.2

7/12/02

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## Mentoring/Tutoring Programs

### 1. PURPOSE

This Directive sets forth Marketing and Regulatory Programs (MRP) policy and procedures for employee participation in agency-sponsored mentoring/tutoring programs.

### 2. COVERAGE

Participation in mentoring/tutoring programs is open to field and headquarters employees who:

- a. Are on permanent appointments or appointments of more than 1 year, and on any tour of duty (e.g., full-time, part-time, intermittent, or mixed tour).
- b. Have completed a Participation Form, with the signature of their immediate supervisor. Participation forms are valid for 1 year and must be renewed on an annual basis. If participation interferes with the mission of the agency, participation may be denied or terminated.
- c. Are willing to follow the terms of the Memorandum of Understanding executed between the school and the employees' agency.

### 3. POLICY

It is MRP policy that:

- a. Employees must obtain supervisory approval before volunteering. Accomplishment of the Agency's mission takes precedence over employees' participation.
- b. Agencies may provide employees with up to 2 hours of excused absence per week to volunteer at agency-sponsored schools.
- c. Employees are encouraged to participate in mentoring/tutoring programs by volunteering at agency-sponsored schools as mentors, tutors, science fair judges, career/college days, etc.

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Distribution: AMS, APHIS, GIPSA

Originating Office: MRPHRD-HREB

### 4. AGENCY COORDINATORS

Each school has a liaison who will assist employees by providing orientation information on school procedures and how to be successful mentors/tutors. The liaison also will coordinate employees' participation in special events at the school.

If you are in:	Then your coordinator is:
AMS	KENNETH.R.JOHNSON@USDA.GOV
APHIS	<a href="http://www.aphis.usda.gov/mrp/pie/piecontacts.html">www.aphis.usda.gov/mrp/pie/piecontacts.html</a>
GIPSA	P&S Programs <a href="mailto:Peggy.L.Smith@usda.gov">Peggy.L.Smith@usda.gov</a> FGIS Programs <a href="mailto:sallon@gipsade.usda.gov">sallon@gipsade.usda.gov</a>

Agency-designated Program Coordinators will have a list of agency sponsored schools ([www.aphis.usda.gov/mrp/pie/hqprofiles.html](http://www.aphis.usda.gov/mrp/pie/hqprofiles.html)). These schools will have a signed Memorandum of Understanding (MOU) executed between the agency and the school.

Employees must:

- Complete a Participation Form ([www.aphis.usda.gov/mrp/pie/individualprogram.html](http://www.aphis.usda.gov/mrp/pie/individualprogram.html)),
- Get it signed by the immediate supervisor, and
- Submit it to the Agency-designated Program Coordinator.

## 5. OPERATING GUIDELINES

Operating guidelines on administrative aspects of mentoring/tutoring programs are contained in Human Resources Desk Guide (HRDG) Subchapter 4630, "Absence and Leave." This Directive and Subchapter 4630 are available on the MRP Human Resources (MRPHR) home page at [www.aphis.usda.gov/mb/mrphr](http://www.aphis.usda.gov/mb/mrphr), the APHIS electronic library at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library), and the AMS Intranet home page at <http://insideams/issuances>.

## 6. INQUIRIES

- a. Direct routine inquiries to your agency's designated mentoring/tutoring coordinator.
- b. MRPHRD, Human Resources Enhancement Branch, will provide guidance in interpreting policy and procedures for employees participating in these programs.

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Acting Deputy Administrator  
MRP Business Services