

INDIVIDUAL DEVELOPMENT PLAN

NAME: XXXXXXXXXXX XXXXXXXXXX    POSITION: District Manager

LOCATION: Anytown, PA

COMPLETION DATE: 4/12/00

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EMPLOYEE DEVELOPMENT PROFICIENCY MODEL			ACTION PLAN				EVALUATION			
SUBJECT	REFERENCE MATERIAL	AVAILABLE TRAINING METHODS	LEVEL PRESENT	LEVEL PLANNED	SELECTED TRAINING METHODS	TRAINER OR FACILITY	DATE COMPLETED	LEVEL ACHIEVED	DATE & INITIALS SUPERVISOR OR TRAINER	COMMENTS
SUBJECT: CARTOGRAPHY										
A. Accuracy on Aerial Photos		OJT Formal Course								
1. Measurement of Land Area from Aerial Photo, Scale Conversion, Digital Planimeter		OJT Formal Course								
B. Relief 1. Contours 2. Form lines 3. Vertical control 4. Problems	1. USGS Quadrangle	OJT Formal Course								
C. Standard Drawing Sizes and Blank Standard Forms	1. Part 541 NEM	OJT Formal Course Self								
SUBJECT: ENGINEERING										
A. Measurement of Horizontal Distances 1. Pacing 2. Wheel (measuring)	1. Chapter 1, EFM; Surveying Texts	OJT Self								
B. Differential Leveling 1. Principles of leveling 2. Types of levels a. duapy b. abney c. clinometer d. locke 3. Care of Instrument 4. Hand signals 5. Proper method of keeping notes 6. Note reduction 7. Computations 8. Note plotting	1. Chapter 1, EFM; Surveying Texts          1. TR6s, Part 541 NEM	OJT Formal Course Self								
C. Practice Installation & Inspection 1. Policies & Procedures 2. As-Built Notes 3. Certification documentation	1. Manual Assisting ASCS Cost Share 2. Eng. Approval	OJT Dist. Engineer Formal Courses as available								

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	Memoranda 3. Discussions with F.O. Dist. Personnel 4. Sect. IV Tech. Guide									
SUBJECT: HYDROLOGY										
A. Rainfall 1. Distribution 2. Duration 3. Frequency 4. Records	1. NEH Section 4 2. EFM Chapter 2 3. NS Tech. Papers 4. USGS Quads 5. TR's 16, 55	OJT Formal Course Self								
B. Watersheds 1. Delineation 2. Soils Hydrologic groups 3. Slopes 4. Cover complexes 5. Shape	1. Hydrology Note-1	OJT Formal Course Self								
C. Runoff 1. RCN 2. Total runoff 3. Peak rates of runoff	1. Chapter 2 EFM	OJT Formal Course Self								
SUBJECT: PRINCIPLES OF EROSION										
A. Erosion Control 1. Principles and methods of erosion control a. Sheet erosion b. gully erosion c. ephearial erosion d. streambank erosion	1. National Handbook of Conservation Practices 2. Ag Handbook 537 3. Technical Guides 4. Technical Notes 5. Agronomy Manual 6. Sec. 1 & 3 Tech.	OJT Formal Course Self								

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	Guide									
SUBJECT: SOIL SURVEYS										
A. Soil Qualities & Characteristics 1. Soil Identification	1. Basic Soil Textbook	OJT Self								
B. Soil Identification 1. Texture Classification a. unified system b. AASHTO system c. USA system	1. Published Soil Survey 2. Technical Guide 3. SCS Self Taught Slide Modules	OJT Self								
C. How to use the Soil Survey	1. Published Soil Survey	OJT Self Formal Course								
D. Interpretative Groupings 1. Principles 2. Kinds of groupings a. land capability class b. land capability sub-class c. land capability units d. suitability groupings e. soil engineering interpretations f. nonagricultural g. interpretative maps h. agricultural productivity ratings	1. Soil Interpretations Record 2. Ag Handbook 210 3. National Forestry Handbook 4. EFM Chapter 4 5. Published Soil Survey	OJT Self Formal Course								
SUBJECT: FIELD OFFICE TECHNICAL GUIDE										
A. Introduction	1. Technical Guide Section 1	OJT Formal Course								
B. Soil Survey and Interpretations	1. Technical Guide Section 2	OJT Formal Course								
C. Land Use and Resource Management System	1. Technical Guide Section 3	OJT Formal Course Self								
D. Practice Standards and Specifications	1. Technical Guide Section 4	OJT Formal Course Self								

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SUBJECT: RESOURCE MANAGEMENT SYSTEMS										
A. Conservation Planning and Application (individual)	1. NCPM									
1. District coop agreements	1. GNIBO									
2. Planning land use and conservation treatment with cooperators	1. NCPM									
a. soils map and interpretations	2. Tech Guide									
b. site invest.	1. Tech Guide									
c. report of cooperators' decisions	1. Soil Survey									
	1. NCPM									
	2. Tech Guide									
d. inventory and evaluation	1. NCPM									
	2. Tech Guide									
e. conservation alternatives to be considered by cooperators	1. NCPM									
f. conservation plan map	2. Tech Guide									
	1. NCPM									
	2. Tech Guide									
g. job sheets	1. State Lists									
h. records and reports	1. NCPM									
	2. GM									
	3. National Reporting Codes Handbook									
3. Layout and servicing	1. EFM									
a. assistance to cooperators as needed to meet his objectives and standards of the district	2. Tech Guide									
b. records and reports										
4. Follow through	1. NRCH									
a. scheduling of future assistance	1. NCPM									
b. minor revisions of plan										
c. records and reports										
B. Water Quality	1. NCPM	OJT								
1. Surface water	2. Tech Guide	Formal Course								
2. Ground water	3. Slide Set from SCS	Self								
C. Waste Management	1. EFM	OJT								
1. Principles	2. SCS Waste	Formal Course								

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2. Elements of planning a. site investigation b. runoff and water collection storage c. storage d. waste utilization 3. Designs 4. Construction 5. State and local regulations 6. Manure Spreader Calibration  7. Regulations for Manure Management  8. Manure Storage Safety, Design and Use  9. Poultry and Livestock Management  10. Septic & Sewage Sludge Application  11. Barnyard Runoff Management	Management Manual 3. PA DEP Manure Management Manual          PA Bay Program Animal Waste Mgmt. Technical Note No. 4 PA DEP Manure Mgmt. Manual Section 1, P.1-5 PA DEP Manure Mgmt. Manual Section 2, 3, 1-4 PA DEP Manure Mgmt. Manual Poultry, Dairy, and Swine Sections PA DEP Sewage Sludge Regulations; PSU Special Circular 255 & 257, Brady P. 643-646 PA Bay Program Animal Waste Mgmt. Technical Note No. 2; PA DEP Manure Mgmt. Manure Dairy Section 6, P. 1-6	Self								
SUBJECT: SAFETY										

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A. Utilities Check Sheet (SCS-ENG-5)	1. New Part 503	OJT Self								
B. Construction Safety	1. OSHA Handbook	Formal Course OJT								
C. Field Equipment	1. GM	OJT								
SUBJECT: AGRONOMY										
A. Soil and Water Plant Relationship 1. Fertilization 2. Organic Farming 3. Plant Physiology 4. Plant Identification 5. Tillage Practices 6. Tillage Equipment 7. Pesticides 8. Crop Rotation 9. Soil Chemistry & Fertility	1. Tech Guide 2. Agronomy Handbook 3. State Handbooks  89-90 Penn State Agronomy Guide, P. 4-10, 22, PSU Agronomy Facts No. 3, 12-14, 16, Brady P. 175-181, 284-313, 328-361 Brady, Nyle C., The Nature and Properties of soils	OJT Formal Course Self  OJT Formal Course Self								
10. Soil Testing	89-90 Penn State Agronomy Guide P. 10-16, PSU Agronomy Facts No. 17	OJT Formal Course Self								
11. Crop Production	89-90 Penn State Agronomy Guide P. 2, 28-34, 58, 62-63, 78-80, 88-103, 122-131	OJT Formal Course Self								
12. Manure Management	89-90 Penn State	OJT								

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13. Fertilizer Materials	Agronomy Guide P. 19-22; PA DEP Manure Mgmt. Manual Field Application Section; PSU Pub. No. ST-10 Use of Manure, Brady P 632-639	Formal Course Self								
	89-90 Penn State Agronomy Guide P. 16-19; PSU Agronomy Facts No. 6, Brady P. 592-603, 605-610, 612-619	OJT Formal Course Self								
14. Plant Tissue Analysis	89-90 Penn State Agronomy Guide P. 16; PSU Sampling Instruct.	OJT Formal Course Self								
SUBJECT: LAND USE										
A. Cropland	1. Tech Guide	OJT								
1. Types of cropland	2. Tech Notes	Formal Course								
2. Management systems	3. Agronomy Manual	Self								
3. Conservation measures										
B. Pastureland	1. Tech Guide	OJT								
1. Pasture management	2. Tech Notes	Formal Course								
2. Conservation measures	3. Penn State Agronomy Guide pg. 111-120	Self								
C. Wildlife Land	1. Tech Guide	OJT								
1. Wildlife management	2. Biology Manual	Formal Course								
2. Conservation measures										
SUBJECT: COMMUNICATION SKILLS										
A. Written		Correspondence Course								

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		OJT Self								
B. Verbal		Formal Course OJT Self								
C. Salesmanship		OJT Formal Course								
D. Conflict Management		OJT Formal Course								
SUBJECT: BASIC COMPUTER ORIENTATION										
A. Microcomputers										
B. Operating Systems										
C. Word Processing Packages										
D. Spreadsheet Packages										
E. Data Base Management										
F. Special Application Programs (Manure Management) (EFM Chap. 2) (TR 55)										
SUBJECT: PA CHESAPEAKE BAY PROGRAM										
A. Statement of Policy	PA Bay Program Admin. Manual Appendix E									
B. Best Management Practices	PA Bay Program Admin. Manual Section V									
C. Nutrient Management Guidelines & Forms	PA Bay Program Admin. Manual Section IV									
D. District/Landowner CBP Forms	PA Bay Program Admin. Section III, C. 1-7									
E. Pollution Problems of the Chesapeake Bay	Basin to Bay – Pub. Of the PA League of Women Voters									



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F. Farmer Interview for Manure, Fertilizer and Cropping Practices	Farm Visit and Use of Initial Farm Conditions Form									
G. Balancing Farm Nutrients	Write Nutrient Management Plans									
H. Mobile Nutrient Lab	Review Equipment, Capabilities, & Lab Manual, Conduct Tests									
I. Bay Program Structure	Chesapeake Bay Program Organization Chart									
J. Program Acronym Definitions	PA Bay Program Admin. Manual Appendix A									
K. Overall Program Administration	PA Bay Program Admin. Manual									
SUBJECT: SOIL MECHANICS										
A. Soil Classification & Identification 1. Unified System 2. USDA System	1. SM-1 Module	Formal Course OJT								
B. Construction Uses of Soils	1. EFM Chpt. 4 2. Soil Mechanics Training Guide (WISC)	Formal Course OJT Self								
SUBJECT: BIOLOGY										
A. Policy 1. Assistance to Landowners	1. GM Part 410, 190 Ecol Sci	Formal Course OJT								
B. Classification and Identification of Wetland Types & Regulations	1. USDA Circular 39 2. USFWS/OBS 79/31	Formal Course OJT								

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C. Application of Conservation Practices	1. Tech Guide	Formal Course OJT Self								
SUBJECT: GOVERNMENT STRUCTURE AND PROGRAMS										
A. Conservation Districts 1. Philosophy underlying Conservation Districts 2. How CDs are organized and operated 3. Applicable CD laws 4. District program and work plans 5. State Assoc. of CDs 6. National Assoc. of CDs	Act 217 Act 148 C.D. Long Range Programs & Annual Work Program A Resource Agenda for the 2000s	OJT Self								
B. PA DEP Structure 1. State Conservation Commission 2. Bureau of Water Quality Protection 3. DEP Bureaus and their responsibilities	Department Organizational Chart and Program Descriptions, A User's Guide to DEP Permits, Flow Charts, Chap. 105 Clean Streams Law, Joint Permit Book	OJT								
C. Relations with Others: 1. Soil Conservation Service 2. ASCS 3. FmHA 4. U.S. Forest Service 5. Extension Service 6. State agencies 7. Public schools 8. Rural Development 9. Bureau of Forestry 10. PennDOT 11. Townships	Memo of Understanding	OJT Self								
D. Town and Borough Structure	Municipal Code	DCA								

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	Book	Township Association								
E. County Government										
1. Commissioners Office		OJT								
2. Planning Commission		OJT								
3. Assessment Off		OJT								
4. Ag Preservation Board		OJT								
F. State and Federal Legislators	PACD – Conservation through Legislation	PACD								
G. State and Federal Legislation	“How a Bill Becomes a Law”	Local Legislator’s Office								
SUBJECT: DISTRICT OPERATIONS										
A. Obligations, responsibilities, and privileges of District employees:	County or District Handbooks or Regs.	OJT Self								
1. Hours of work										
2. Pay										
3. Position description and classification										
4. Standard of Performance										
5. Training program – opportunities and obligations										
6. Career program										
7. Employee conduct										
8. Incentive Awards										
9. Identification Cards										
10. Employee Benefits:										
a. Group health insurance										
b. Group life insurance										
c. Leave										
d. Retirement										
11. Safety and Health										
12. Travel										
13. Equipment use and maintenance										
14. Legal assistance										
15. EEO, including FWP and SSP										

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B. Communications: 1. Technical Guides, Handbooks, etc. 2. Channeling of Correspondence 3. Requests for Assistance 4. Records management and filing		OJT Self								
C. Recording Time and Accomplishments: 1. Timekeeping system 2. Program reporting system 3. Accomplishment records		OJT Self								
D. District Meetings	1. Planning the Program & Managing the Meeting 2. Guiding Group Discussion & Parliamentary Procedure for Common Use 3. PACD Committee Planning Workshop Handout	Extension PACD Exec. Council Staff Conference								
E. District Committees	1. Jobs of Members, Officers & Committees	Extension PACD Exec. Council								
F. Accounting 1. Basic Accounting  2. State Requirements	1. Basic Accounting Handbook 2. CD Allocation Fund Guidelines	Formal Course Self  Field Rep. BWQP								
SUBJECT: PHOTOGRAPHY										
A. Use of 35MM Camera	1. Basic	OJT								

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	Photography book									
SUBJECT: EROSION AND SEDIMENTATION POLLUTION CONTROL PROGRAM										
A. Information and Education	Chap. 102 PA Clean Streams Law E&S Administrative Manual	OJT DEP Training Sessions								
B. Plan Development and Review	Chap. 102	OJT Formal Train. Course DEP Train. Sessions								
C. Complaint Handling and Voluntary Compliance	E&S Administrative Manual	OJT DEP Train. Sessions								
D. Permit Handling	E&S Administrative Manual	OJT DEP Train. Sessions								
E. Site Inspection	Chap. 102 E&S Administrative Manual	OJT DEP Train. Sessions								
SUBJECT: PACD										
A. Organization	PACD By-Laws	Exec. Council Mtg.								
B. Policy	PACD Policy Book									
C. Committee Make Up	PACD By-Laws	Exec. Council Mtg.								