

STUDENT TRAINEE ADMINISTRATION CHECKLIST

Name: _____ Position: _____

Supervisor: _____ Date Started Checklist: _____

Supervisor: _____ Date Completed Checklist: _____
(At Completion)

Trainer will check appropriate column when employee demonstrates a functional knowledge of subject

A. Obligations, Responsibilities, and Privileges of a Natural Resources Conservation Service (NRCS) Employee

References:

- United States Department of Agriculture (USDA) Employee Handbook
- General Manual (GM), Title 360
- Individual position description
- Standards of Performance
- Standards for Ethical Conduct

Year 1 Year 2

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Working with others |
| _____ | _____ | 2. Office procedures, tour of duty, and lunch breaks |
| _____ | _____ | 3. Appropriate dress in office and field |
| _____ | _____ | 4. Building rules, restrooms, and parking |
| _____ | _____ | 5. Payroll deductions |
| _____ | _____ | 6. Job description |
| _____ | _____ | 7. Performance appraisal system |
| _____ | _____ | 8. Careers in NRCS |
| _____ | _____ | 9. Benefits – www.opm.gov/insure/health/new_employees.asp |
| | | a. Health insurance |
| | | b. Life insurance |
| | | c. Retirement |
| | | d. Thrift Savings Plan |
| | | e. Leave (sick, annual, administrative) |
| | | f. Pay |
| | | g. Social Security |
| _____ | _____ | 10. Training/self-development |
| _____ | _____ | 11. Conduct as an employee |
| | | a. Hatch Act |

- b. Conflict of interest
 - (1) Outside employment
 - (2) Political involvement
- c. General conduct

- | | | |
|-------|-------|---|
| _____ | _____ | 12. Equal Employment Opportunity and Civil Rights |
| _____ | _____ | 13. Appeal rights/grievance system |
| _____ | _____ | 14. Statement of Earnings and Leave; direct deposit of salary |
| _____ | _____ | 15. Travel authorizations, vouchers, and credit cards |
| _____ | _____ | 16. Identification cards |
| _____ | _____ | 17. Awards |
| _____ | _____ | 18. Safety (office and field); reporting accidents and injuries |
| _____ | _____ | 19. Timekeeping |
| _____ | _____ | 20. Reference materials and filing systems |
| _____ | _____ | 21. Professional certification |
| _____ | _____ | 22. "Introduction to NRCS" http://www.nedc.nrcs.usda.gov/catalog/intronrcs.html |

B. Mission and History of NRCS

References:

- GM, Title 360, Part 404
- <http://www.nrcs.usda.gov/about/history/>

Year 1 Year 2

- | | | |
|-------|-------|------------------------|
| _____ | _____ | 1. History |
| _____ | _____ | 2. What is NRCS? |
| _____ | _____ | 3. What does NRCS do? |
| _____ | _____ | 4. How does NRCS work? |

C. Identify the Structure of the Organization

References:

- GM, Title 360, Part 404
- Area and state office assistance

Year 1 Year 2

- | | | |
|-------|-------|--------------------------|
| _____ | _____ | 1. USDA |
| _____ | _____ | 2. NRCS |
| _____ | _____ | 3. National Headquarters |

- _____ _____ 4. Technical Support Centers
- _____ _____ 5. Offices
- a. Area office
 - b. Field office
 - c. Other offices (State office, project office, Plant Materials Center, etc.)

D. *Year 1 - Identify the Major Disciplines in NRCS*
Year 2 - Spend Field Time with Each Discipline with Specific Skill Levels

Year 1 Year 2

- _____ _____ 1. Soil conservationist and rangeland management specialist
- _____ _____ 2. Soil conservation/civil engineering technician
- _____ _____ 3. District conservationist
- _____ _____ 4. Soil scientist
- _____ _____ 5. Engineer

E. *Identify Conservation District (CD) Functions and Responsibilities*

References:

- CD Supervisor Handbook
- GM, Title 180
- CD annual plan of work
- Mutual and Cooperative Agreements
- CD long-range plan
- District employee(s)
- Local Operational Agreement
- Field Operations Training Handbook

Year 1 Year 2

- _____ _____ 1. Philosophy underlying CDs
- _____ _____ 2. Applicable CD laws
- _____ _____ 3. How CDs are organized
- _____ _____ 4. CD programs and work plan
- _____ _____ 5. Agreements between USDA and others
- _____ _____ 6. Responsibilities of CD governing bodies
- _____ _____ 7. National Association of Conservation Districts
- _____ _____ 8. Kansas Association of Conservation Districts
- _____ _____ 9. State Conservation Commission

SECOND YEAR TRAINEE

The following tasks should be emphasized the second year of the student trainee's developmental experience.

F. *Identify Relations with Other Organizations/Agencies*

References:

- www.fsa.usda.gov/pas/aboutus/htm
- www.ks.nrcs.usda.gov/partnerships

Year 1 Year 2

| | | |
|-------|-------|--|
| _____ | _____ | 1. Farm Service Agency |
| _____ | _____ | 2. Watershed districts |
| _____ | _____ | 3. Cooperative Extension Service |
| _____ | _____ | 4. Resource Conservation and Development (RC&D) governing bodies |
| _____ | _____ | 5. Environmental organizations |
| _____ | _____ | 6. Other federal agencies |
| _____ | _____ | 7. Other state agencies |
| _____ | _____ | 8. Technical service providers |
| _____ | _____ | 9. Other groups and organizations |

G. *Second Year Trainee's Identify Other Responsibilities/Activities*

References:

- Conservation Programs Manual
- National Plant Materials Manual

Year 1 Year 2

| | | |
|-------|-------|--|
| _____ | _____ | 1. Conservation Operations |
| | | a. Conservation Technical Assistance (CTA) |
| | | b. Soil Surveys (SS) |
| | | c. National Resource Inventory (NRI) |
| _____ | _____ | 2. RC&D program |
| _____ | _____ | 3. Plant Materials Center (PMC) program |
| _____ | _____ | 4. Conservation Security Program (CSP) |
| _____ | _____ | 5. Environmental Quality Incentives Program (EQIP) |
| _____ | _____ | 6. Wildlife Habitat Incentives Program (WHIP) |
| _____ | _____ | 7. Wetlands Reserve Program (WRP) |
| _____ | _____ | 8. Grassland Reserve Program (GRP) |
| _____ | _____ | 9. Conservation Reserve Program (CRP) |

- _____ 10. Farm and Ranch Lands Protection Program (FRPP)
- _____ 11. Small Watershed Program (PL-566)

H. *Ability to Use the NRCS Directives System*

References:

- GM, Title 120
- GM, Title 300, Part 409.2
- File maintenance module
- GM, Title 450

Year 1 Year 2

- _____ 1. NRCS directives, forms, and reports
- _____ 2. GM
- _____ 3. Time and attendance reports
- _____ 4. Records
- _____ 5. Progress reporting
- _____ 6. Filing system
- _____ 7. Equipment management
- _____ 8. Technical reference material
- _____ 9. Freedom of Information Act
- _____ 10. Privacy Act