

Kansas Apprentice Program Notes for Supervisors

The Kansas Apprentice Program (KAP) orientation should be handled the same as for Earth Team volunteers or new employees. The apprentices are working to gain experience.

The KAP team developed sample forms, a position description, mission statements, a news release, and other information available on the Kansas Natural Resources Conservation Service (NRCS) [internet](#). This link also contains a poster, brochure, forms, and instructional materials for you to print.

An individual development plan (IDP) form can be used to develop a simple training plan so the apprentice understands the duties they will be expected to perform in the program. The IDP will also help track the apprentice's accomplishments.

If you have a questions, refer to the National Earth Team Handbook for specific questions or check in the General Manual Title 360, Part 428. If you cannot find the answer or need to discuss the program, call your KAP Area Team Member listed below:

Location	Name	Title	Duty Station	Phone	Email
Area 1	Karri Honaker	Area Coordinator (AC)	Hays AO	(785)-625-2588	karri.honaker@ks.usda.gov
Area 2	Leslie Spikes	AC	Liberal	(620)-624-2421	leslie.spikes@ks.usda.gov
Area 3	Mike VanWyk	AC	Mound City	(913)-795-2940	michael.vanwky@ks.usda.gov
Area 4	Mechelle Foos	AC	Troy	(785)-985-2221	mechelle.foos@ks.usda.gov
State Office/ Plant Materials Center	Sheila Forrester	State Office Coordinator	Salina	(785)-823-4572	sheila.forrester@ks.usda.gov
State	Toni Flax	KAP Coordinator	Hill City	(785)-421-3491	toni.flax@ks.usda.gov

SAFETY

A safety briefing on the hazards of the job should be done and supervisors need to ensure that apprentices have access to safety equipment and are instructed on how to use it.

The apprentices may have access to all equipment, including vehicles. **Caution: It is the supervisor's responsibility to evaluate the apprentice's skills and ability in operating the equipment before the apprentice is allowed to use the equipment.** If a supervisor does not feel that the apprentice is capable or responsible enough to operate certain equipment or perform certain tasks, then the supervisor should not approve the individual to do that job. These apprentices will be teenagers that may have less concern for their well being and may be more willing to take risks. Therefore, caution and concern need to be taken and stressed before the apprentice is allowed to operate government equipment or participate in any field activity.

PHOTOS

Please remember to take photos of the apprentice at work. These are good to use in displays, newspaper articles, and other places where photos would promote the KAP and NRCS.

REPORTS

Remember to count the apprentice as a volunteer and post the hours. At the end of the fiscal year, the state coordinator will be asking for feedback on the KAP.

CHECKLIST

The attached KAP checklist will help ensure that you cover areas of concern. It also serves as a guide in completing the administrative tasks of the apprenticeship. You may have other items to add to the checklist.

Kansas Apprentice Program

Name _____ Office _____

Checklist

- Have apprentice fill out Volunteer Interest and Placement Summary and Volunteer Application (Forms NRCS-PER-002 and OF-301A).
- Introduce apprentice to office staff and provide office orientation (apprentice workspace, breakroom, restroom, etc.).
- Present apprentice with the Earth Team Orientation Handbook and identification card.
- Discuss each section in the Earth Team Volunteer Orientation Guide, including the Code of Responsibility for Volunteers and Bill of Rights for Volunteers, dress, and conduct.
- Explain the organization of the Natural Resources Conservation Service (NRCS) and conservation districts, as well as other federal, state, and local agencies, organizations, and groups we partner with. This will include Farm Service Agency, Rural Development, Extension Service, Kansas Department of Wildlife and Parks, Kansas Forest Service, and others.
- Give an overview of the NRCS Mission and Vision Statement and the KAP Mission and Vision Statement.
- Give an overview of general information (tort claims, etc.).
- Determine tour of duty (including explanation of office hours, work schedules, lunch period, breaks, building rules, parking, etc.).
- Discuss timekeeping (Form KS-PER-46, Form KS-PER-47, KS-PER-49 or Form NRCS-PER-004).
- Explain supervision and work performance (include explanation of job description, supervision, and training).
- Explain use of tools, equipment, and vehicles (responsibility, reporting losses, computer logins, and passwords), and review on-the-job safety issues.
- If the apprentice is driving a government vehicle, fill out Authorization for Earth Team Volunteer to Drive Government Vehicle (Form KS-PER-37).
- If the apprentice will need computer access, complete Form KS-PER-50 and send through appropriate channels as outlined on the form. Area Office assistants will assist with the background investigation process.
- Encourage apprentice to keep a journal of daily work and a "thunder-book" of reference materials and photos (use digital camera).