**INDIVIDUAL DEVELOPMENT PLAN**

| **NAME:**       | **POSITION:** Chesapeake Bay/Ag/Nutrient Management Tech | **COUNTY:**       | **START DATE:**       |
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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 Photos1. Measurement of Land Area from Aerial Photo, Scale Conversion, Digital, Distances Planimeter, Land Features, Structures | 1. Web Soil Survey2. PA 1 Stop3. Internet Maps | OJTFormal Course |       |       |       |       |       |       |       |       |
| B. Relief1. Contours2. Form lines3. Vertical control4. Problems | 1. USGS Quadrangle | OJTFormal Course |       |       |       |       |       |       |       |       |
| C. Standard Drawing Sizes and Blank Standard Forms, Designs | 1. Designs on File | OJTFormal CourseSelf |       |       |       |       |       |       |       |       |
| SUBJECT: ENGINEERING SURVEYS |
| A. Measurement of Horizontal Distances1. Pacing2. Wheel (measuring) | 1. Chapter I, EFM; Surveying Texts | OJTSelf |       |       |       |       |       |       |       |       |
| B. Differential Leveling1. Principles of leveling2. Types of levelsa. Dumpyb. Abneyc. Clinometerd. Total Station3. Care of Instrument4. Hand signals5. Proper method of keeping notes6. Note reduction7. Computations8. Note plotting | 1. Chapter I, EFM; Surveying Texts Engineering Field Manual, NRCS2. TR62, Part 541 NEM National Engineering Manual, NRCS | OJTSelfFormal Course |       |       |       |       |       |       |       |       |
| SUBJECT: HYDROLOGY |
| A. Rainfall1. Distribution2. Duration3. Frequency4. Records | 1. NEH Section 42. EFM Chapter 23. NWS Tech. Papers4. USGS Quads5. TR’s 16, 55 &6. USGS Streamstats | OJTFormal CourseSelfNRCSUSGS |       |       |       |       |       |       |       |       |
| B. Watersheds1. Delineation2. Soils-Hydrologic groups3. Slopes4. Cover complexes5. Shape6. Wetlands | 1. Hydrology Note 12. USGS Streamstats A.C.E., NRCS, DEP | Formal CourseOJTSelfFormal Course |       |       |       |       |       |       |       |       |

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| **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: HYDROLOGY (Continued) |
| C. Runoff1. RCN2. Total runoff3. Peak rates of runoff 4.25 yr storm | 1. Chapter 2 EFMTR-55Rational Equation | Formal CourseOJTSelf |       |       |       |       |       |       |       |       |
| SUBJECT: PRINCIPLES OF EROSION |
| A. Erosion Control1. Principles and methods of erosion controla. Sheet erosionb. Gully erosionc. Ephemeral erosiond. Streambank erosione. Ag E & S requirements | 1. National Handbook of Conservation Practices2. Ag Handbook 5373. Technical Guides4. Technical Notes5. Agronomy Manual6. Sec. 1 & 3 Tech. Guide | Formal CourseOJTSelf |       |       |       |       |       |       |       |       |
| SUBJECT: SOIL SURVEYS |
| A. Soil Qualities & Characteristics1. Soil identification2. Soil Health | 1. Basic Soil Textbook2. Websites | Formal CourseOJTPSUNRCS |       |       |       |       |       |       |       |       |
| B. Soil Identification1. Texture Classificationa. Unified systemb. AASHTO Systemc. USDA system | 1. Published Soil Survey2. Technical Guide | OJTSelfNRCS |       |       |       |       |       |       |       |       |
| C. How to Use the Soil Survey1. Web2. Web soil survey, nrcs, usda, gov/appl | 1. Published Soil Survey | Formal CourseOJTSelfNRCSPSU |       |       |       |       |       |       |       |       |
| D. Interpretative Groupings1. Principles2. Kinds of groupingsa. Land capability classb. Land capability sub-classc. Land capability unitsd. Suitability groupingse. Soil engineering interpretationsf. Nonagriculturalg. Interpretative mapsh. Agricultural productivity ratings | 1. Soil Interpretations Record2. Ag Handbook 2103. National Forestry Handbook4. EFM Chapter 45. Published Soil Survey6. E-FOTG | Formal CourseOJTSelfNRCSPSU |       |       |       |       |       |       |       |       |
| SUBJECT: FIELD OFFICE TECHNICAL GUIDE efotg.sc.egov.usda.gov//treemenuFS.aspx  |
| A. Introduction1. General References | 1. Technical Guide Section 1 | OJTFormal CourseNRCS |       |       |       |       |       |       |       |       |
| B. Soil Survey and Interpretations1. Natural Resources Info | 1. Technical Guide Section 2 | OJTFormal Course |       |       |       |       |       |       |       |       |
| C. Land Use and Resource Management System1. Conservation Mgmt. | 1. Technical Guide Section 3 | OJTFormal CourseSelf |       |       |       |       |       |       |       |       |

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| SUBJECT: FIELD OFFICE TECHNICAL GUIDE efotg.sc.egov.usda.gov//treemenuFS.aspx (Continued) |
| D. Practice Standards and Specifications | 1. Technical Guide Section 4 | OJTFormal CourseSelf |       |       |       |       |       |       |       |       |
| E. Conservation Effects | 1. Technical Guide Section 5 E-FTOG |       |       |       |       |       |       |       |       |       |
| SUBJECT: RESOURCE MANAGEMENT SYSTEMS |
| A. Conservation Planning and Application (individual)1. District coop agreements2. Planning land use and conservation treatment with cooperatora. Soils map and Interpretationsb. Site invest.c. Report of cooperator’s decisionsd. Inventory and evaluatione. Conservation alternatives to be considered by cooperatorf. Conservation plan mapg. Job sheetsh. Records and reports3. Layout and servicinga. Assistance to cooperator as needed to meet his objective and standards of the districtb. Records and reports4. Follow througha. Scheduling of future assistanceb. Minor revisions of planc. Records and reports | 1. NCPM2. GM1803. NCPM4. Tech. Guide5. Tech. Guide6. Soil Survey7. Soil Survey8. NCPM9. Tech. Guide10. NCPM11. Tech. Guide12. NCPM13. Tech. Guide14. NCPM15. Tech. Guide16. State lists17. NCPM18. GM19. National Reporting Codes Handbook20. EFM21. Tech. Guide22. NRCH23. NCPM – National Conservation Practice Manual | Formal CourseOJTSelfCon. 6 notesNRCS/DEP EngineersCon. 6 notes |       |       |       |       |       |       |       |       |
| B. Water Quality1. Surface water2. Ground water | 1. NCPM2. Tech. Guide3. Clean Streams Law | OJTFormal CourseSelf |       |       |       |       |       |       |       |       |
| C. Waste Management1. Principles2. Elements of planninga. Site Investigationb. Runoff and water collectionc. Storaged. Waste utilization3. Designs4. Construction | 1. EFM2. NRCS Waste Management Manual3. PA DEP Manure Management Manual | OJTFormal CourseSelf |       |       |       |       |       |       |       |       |

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| SUBJECT: RESOURCE MANAGEMENT SYSTEMS (Continued) |
| 5. State and local regulations6. Manure Spreader Calibration Weigh Scales in field7. Regulations for Manure Management8. Manure Storage Safety, Design, and Use9. Poultry and Livestock Management10. Barnyard Runoff Management11. Barnyard Runoff Management | Act 38 NM Tech Manual* PA Bay Program Animal Waste Mgmt. Technical Note No. 4
* PA DEP Manure Mgmt. Manual
* PA DEP Manure Mgmt. Manual
* Agronomy Facts 55
* PA Bay Program Animal Waste Mgmt. Technical Note No. 2; PA DEP Manure Mgmt. Manure
 | Formal CourseAgronomy Guide |       |       |       |       |       |       |       |       |
| SUBJECT: SAFETY |
| A. Utilities Check Sheet (SCS-ENG-5) Underground Utilities PA-1-Call1. Fax locate system | 1. NEM Part 5032. Pa1call.org/PA811/Public | OJTSelf |       |       |       |       |       |       |       |       |
| B. Construction Safety | 1. OSHA Handbook | Formal CourseOJT |       |       |       |       |       |       |       |       |
| C. Field Equipment | 1. GM | OJT |       |       |       |       |       |       |       |       |
| SUBJECT: AGRONOMY |
| A. Soil and Water Plant Relationship1. Fertilization2. Organic farming3. Plant Physiology4. Plant Identification5. Tillage practices6. Tillage equipment7. Pesticides8. Crop rotation9. Soil Chemistry & Fertility\*10. Crop yields11. Fertility12. Lime13. Soil Health14. Soil Testing15. Crop Production | 1. Tech Guide2. Agronomy Handbook3. State Handbooks\* Current Penn State Agronomy Guide, PSU Agromony Facts No. 3, 12-14, 16 \*Brady, Nyle C., The nature and Properties of Soils\* Current Penn State Agronomy Guide, PSU Agronomy Facts No. 17\* Current Penn State Agronomy Guide Section 2 | OJTFormal CourseSelfField DaysWorkshopsPenn State Ext.OJTFormal CourseSelfOJTFormal CourseSelfOJTFormal CourseSelf |       |       |       |       |       |       |       |       |

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| SUBJECT: AGRONOMY (Continued) |
| 16. Manure Management17. Fertilizer Materials18. Plant Tissue Analysisa. Nitrogen Meter | \* Current Penn State Agronomy Guide; PA DEP Manure Mgmt. Manual Field Application Section: PSU Pub. No. ST-10 Use of Manure, Brady Soils Textbook\* Current Penn State Agronomy Guide, PSU Agronomy Facts No. 6, Brady\* Current Penn State Agronomy Guide; PSU Soil Sampling Instruct. | OJTFormal CourseSelfOJTFormal CourseSelfOJTFormal CourseSelf |       |       |       |       |       |       |       |       |
| SUBJECT: LAND USE |
| A. Cropland1. Types of cropland2. Management systems3. Conservation measures | 1. Tech Guide2. Tech Notes3. Agronomy Manual | Formal CourseOJTSelf |       |       |       |       |       |       |       |       |
| B. Pastureland1. Pasture management, loading rates2. Conservation measures | 1. Tech Guide2. Tech Notes3. Penn State Agronomy Guide NM Tech. Manual | Formal CourseOJTSelf |       |       |       |       |       |       |       |       |
| C. Wildlife Land1. Wildlife management2. Conservation measures | 1. Tech Guide2. Biology Manual | Formal CourseOJT |       |       |       |       |       |       |       |       |
| SUBJECT: COMMUNICATIONS SKILLS |
| A. Written |       | Correspondence  CourseOJTSelf |       |       |       |       |       |       |       |       |
| B. Verbal |       | Formal CourseOJTSelf |       |       |       |       |       |       |       |       |
| C. Salesmanship |       | Formal CourseOJT |       |       |       |       |       |       |       |       |
| D. Conflict Management |       | Formal CourseOJT |       |       |       |       |       |       |       |       |
| SUBJECT: BASIC COMPUTER ORIENTATION |
| A. Microcomputers |       | OJT |       |       |       |       |       |       |       |       |
| B. Operating Systems |       |       |       |       |       |       |       |       |       |       |
| C. Word Processing Packages |       |       |       |       |       |       |       |       |       |       |
| D. Spreadsheet Packages |       |       |       |       |       |       |       |       |       |       |
| E. Data Base Management |       |       |       |       |       |       |       |       |       |       |
| F. Special Application Programs1. Manure Management2. Nutrient Mgmt. | 1. Nut. Mgmt. Website | Formal Course |       |       |       |       |       |       |       |       |

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| SUBJECT: PA CHESAPEAKE BAY PROGRAM |
| A. Statement of Policy | 1. PA Bay Program Admin. Manual Appendix E |       |       |       |       |       |       |       |       |       |
| B. Best Management Practices | 1. PA Bay Program Admin. Manual Appendix V |       |       |       |       |       |       |       |       |       |
| C. Nutrient Management Guidelines & Forms | 1. PA Bay Program Admin. Manual Section IV |       |       |       |       |       |       |       |       |       |
| D. District/Landowner CBP Forms | 1. PA Bay Program Admin. Section III, C, 1-7 |       |       |       |       |       |       |       |       |       |
| E. Pollution Problems of the Chesapeake Bay | 1. EPA Webpage |       |       |       |       |       |       |       |       |       |
| F. Farmer Interview for Manure, Fertilizer, and Cropping Practices | 1. Farm Visit and use of Initial Farm Conditions Form |       |       |       |       |       |       |       |       |       |
| G. Balancing Farm Nutrients | 1. Write a Nutrient Management Plan |       |       |       |       |       |       |       |       |       |
| H. Bay Restoration Strategy1. 2016 Reboot2. SOP – Ag Compliance3. Ag. Inspections | 1. DEP website |       |       |       |       |       |       |       |       |       |
| I. Bay Program Structure | 1. Chesapeake Bay2. Program Organization3. Chart |       |       |       |       |       |       |       |       |       |
| J. Program Acronym Definitions | 1. PA Bay Program Admin. Manual Appendix A |       |       |       |       |       |       |       |       |       |
| K. Overall Program Administration | 1. PA Bay Program Admin. Manual |       |       |       |       |       |       |       |       |       |
| SUBJECT: SOIL MECHANICS |
| A. Soil Classification & Identification1. Unified system2. USDA system | 1. SM-1 Module | Formal CourseOJTNRCS |       |       |       |       |       |       |       |       |
| B. Construction Uses of Soils | 1. EFM Chpt. 42. Soil Mechanics Training Guide (WISC) | Formal CourseOJTSelfNRCS |       |       |       |       |       |       |       |       |

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| SUBJECT: BIOLOGY |
| A. Policy1. Assistance to Landowners | 1. GM Part 401, 190 Ecol Sci |       |       |       |       |       |       |       |       |       |
| B. Classification and Identification of Wetland Types & Regulations1. Stream assessments, macroinvertabrates | 1. USDA Circular 392. USFWS/OBS 79/31 | Formal CourseOJTDEP, ACE |       |       |       |       |       |       |       |       |
| C. Application of Conservation Practices | 1. Tech Guide | Formal CourseOJTSelf |       |       |       |       |       |       |       |       |
| SUBJECT: GOVERNMENT STRUCTURE AND PROGRAMS |
| A. Conservation Districts1. Philosophy underlying Conservation Districts2. How CDs are organized and operated3. Applicable CD laws4. District program and work plans5. State Assoc. of CDs pacd.org6. National Assoc. of CDs nacd.org | 1. Act 217, Pa leadership2. Act 1493. C.D. Long Range Plan & Annual Work Program4. Leadership Development5. District Directors Handbook | DEP Field Rep.SelfCO Manager |       |       |       |       |       |       |       |       |
| B. PA DEP Structure1. State Conservation Commission2. Bureau of Waterways & Wetlands3. DEP Bureau and their responsibilities | 1. Department Organizational Chart and Program Descriptions2. A User’s Guide to DEP Permits, Flow Charts, Chap. 105 Clean Streams Law, Joint Permit Book | OJT website |       |       |       |       |       |       |       |       |
| C. Relations with Others:1. NR Conservation Service2. FSA3. PF & BC, PGC4. U.S. Forest Service5. Extension Service6. State agencies7. County government | 1. Memo of Understanding | OJTSelf |       |       |       |       |       |       |       |       |

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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: GOVERNMENT STRUCTURE AND PROGRAMS (Continued) |
| D. Obligations, responsibilities and privileges of District employees:1. Hours of work2. Pay3. Position description and classification4. Standard of Performance5. Training program – opportunities and obligations6. Career program7. Employee conduct8. Incentive Awards9. Identification Cards10. Employee Benefits:a. Group health insuranceb. Group life insurancec. Leaved. Retirement11. Safety and Health12. Travel13. Equipment use and maintenance14. Legal assistance15. EEO, including FWP and SSP | 1. County or District Handbooks or Regs.2. Personnel Manual | OJTSelfDistrict Manager |       |       |       |       |       |       |       |       |
| E. Communications1. Technical Guides, Handbooks, etc.2. Channeling of Correspondence3. Requests for Assistance4. Records management and filing | 1. DEP records retention chart | OJTSelf |       |       |       |       |       |       |       |       |
| F. Recording Time and Accomplishments:1. Timekeeping system2. Program reporting system3. Accomplishment records |       | OJTSelf |       |       |       |       |       |       |       |       |

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| SUBJECT: PHOTOGRAPHY |
| A. Use of Camera | 1. Basis Photography Book | OJT |       |       |       |       |       |       |       |       |
| SUBJECT: EROSION AND SEDIMENTATION POLLUTION CONTROL PROGRAM |
| A. Information and Education | 1. Chap. 1022. PA Clean Streams Law3. E&S Administrative Manual | OJTDEP Training Sessions |       |       |       |       |       |       |       |       |
| B. Plan Development and Review | 1. Chap. 102 | OJTFormal Train. CourseDEP Train. Sessions |       |       |       |       |       |       |       |       |
| C. Complaint Handling and Voluntary Compliance | 1. E&S Administrative Manual | OJTDEP Train. Sessions |       |       |       |       |       |       |       |       |
| D. Permit Handling1. NPDES > 1 ac. disturbance | 1. Chap. 1022. E&S Administrative Manual | OJTDEP Train Sessions |       |       |       |       |       |       |       |       |
| SUBJECT: MISC. |
| A. Biosecurity | 1. DEP Polity | Boot Camp |       |       |       |       |       |       |       |       |
| B. Threat policy | 1. CD Policy | Personnel Manual |       |       |       |       |       |       |       |       |
| C. Envirothon | 1. CD | Paenvirothon.org |       |       |       |       |       |       |       |       |
| D. Ag pollution complaints | 1. CD Polity2. DEP Ag Comp. Policy | PFBEnvironmental Coordinators |       |       |       |       |       |       |       |       |
| E. Bay CIP1. WIP2. Reboot 2016 | 1. CD Policy2. DEP Bay Program |       |       |       |       |       |       |       |       |       |
| F. Financial c/s Programs | 1. FSA2. NRCS3. Bay SP4. Private5. Growing Greener6. NFWF7. Gas Co’s |       |       |       |       |       |       |       |       |       |
| G. Environmental Regs. | 1. Chap. 91, 93, 102, 105, Act 38 |       |       |       |       |       |       |       |       |       |
| SUBJECT: Act 38 Nutrient Management Certification |
| A. Public Review | 1. Act 38 | Formal Act 38 |       |       |       |       |       |       |       |       |
| B. Plan Writing | 1. Technical Manual | Courses - Mandatory |       |       |       |       |       |       |       |       |

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