**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 Photos  1. Measurement of Land Area from Aerial Photo, Scale Conversion, Digital, Distances Planimeter, Land Features, Structures | 1. Web Soil Survey  2. PA 1 Stop  3. Internet Maps | 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, Designs | 1. Designs on File | OJT  Formal Course  Self | |  |  |  |  | |  |  |  |  |
| SUBJECT: ENGINEERING SURVEYS | | | | | | | | | | | | |
| A. Measurement of Horizontal Distances  1. Pacing  2. Wheel (measuring) | 1. Chapter I, EFM; Surveying Texts | OJT  Self | |  |  |  |  | |  |  |  |  |
| B. Differential Leveling  1. Principles of leveling  2. Types of levels  a. Dumpy  b. Abney  c. Clinometer  d. Total Station  3. Care of Instrument  4. Hand signals  5. Proper method of keeping notes  6. Note reduction  7. Computations  8. Note plotting | 1. Chapter I, EFM; Surveying Texts Engineering Field Manual, NRCS  2. TR62, Part 541 NEM National Engineering Manual, NRCS | OJT  Self  Formal Course | |  |  |  |  | |  |  |  |  |
| SUBJECT: HYDROLOGY | | | | | | | | | | | | |
| A. Rainfall  1. Distribution  2. Duration  3. Frequency  4. Records | 1. NEH Section 4  2. EFM Chapter 2  3. NWS Tech. Papers  4. USGS Quads  5. TR’s 16, 55 &  6. USGS Streamstats | OJT  Formal Course  Self  NRCS  USGS | |  |  |  |  | |  |  |  |  |
| B. Watersheds  1. Delineation  2. Soils-Hydrologic groups  3. Slopes  4. Cover complexes  5. Shape  6. Wetlands | 1. Hydrology Note 1  2. USGS Streamstats  A.C.E., NRCS, DEP | Formal Course  OJT  Self  Formal Course | |  |  |  |  | |  |  |  |  |

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| SUBJECT: HYDROLOGY (Continued) | | | | | | | | | | | |
| C. Runoff  1. RCN  2. Total runoff  3. Peak rates of runoff 4.25 yr storm | 1. Chapter 2 EFM  TR-55  Rational Equation | Formal Course  OJT  Self | |  |  |  |  |  |  |  |  |
| SUBJECT: PRINCIPLES OF EROSION | | | | | | | | | | | |
| A. Erosion Control  1. Principles and methods of erosion control  a. Sheet erosion  b. Gully erosion  c. Ephemeral erosion  d. Streambank erosion  e. Ag E & S requirements | 1. National Handbook of Conservation Practices  2. Ag Handbook 537  3. Technical Guides  4. Technical Notes  5. Agronomy Manual  6. Sec. 1 & 3 Tech. Guide | Formal Course  OJT  Self | |  |  |  |  |  |  |  |  |
| SUBJECT: SOIL SURVEYS | | | | | | | | | | | |
| A. Soil Qualities & Characteristics  1. Soil identification  2. Soil Health | 1. Basic Soil Textbook  2. Websites | Formal Course  OJT  PSU  NRCS | |  |  |  |  |  |  |  |  |
| B. Soil Identification  1. Texture Classification  a. Unified system  b. AASHTO System  c. USDA system | 1. Published Soil Survey  2. Technical Guide | OJT  Self  NRCS | |  |  |  |  |  |  |  |  |
| C. How to Use the Soil Survey  1. Web  2. Web soil survey, nrcs, usda, gov/appl | 1. Published Soil Survey | Formal Course  OJT  Self  NRCS  PSU | |  |  |  |  |  |  |  |  |
| 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  6. E-FOTG | Formal Course  OJT  Self  NRCS  PSU | |  |  |  |  |  |  |  |  |
| SUBJECT: FIELD OFFICE TECHNICAL GUIDE efotg.sc.egov.usda.gov//treemenuFS.aspx | | | | | | | | | | | |
| A. Introduction  1. General References | 1. Technical Guide Section 1 | OJT  Formal Course  NRCS | |  |  |  |  |  |  |  |  |
| B. Soil Survey and Interpretations  1. Natural Resources Info | 1. Technical Guide Section 2 | OJT  Formal Course | |  |  |  |  |  |  |  |  |
| C. Land Use and Resource Management System  1. Conservation Mgmt. | 1. Technical Guide Section 3 | OJT  Formal Course  Self | |  |  |  |  |  |  |  |  |

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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 | OJT  Formal Course  Self | |  |  |  |  | |  |  |  | |  |
| E. Conservation Effects | 1. Technical Guide Section 5 E-FTOG |  | |  |  |  |  | |  |  |  | |  |
| SUBJECT: RESOURCE MANAGEMENT SYSTEMS | | | | | | | | | | | | | |
| A. Conservation Planning and Application (individual)  1. District coop agreements  2. Planning land use and conservation treatment with cooperator  a. Soils map and Interpretations  b. Site invest.  c. Report of cooperator’s decisions  d. Inventory and evaluation  e. Conservation alternatives to be considered by cooperator  f. Conservation plan map  g. Job sheets  h. Records and reports  3. Layout and servicing  a. Assistance to cooperator as needed to meet his objective and standards of the district  b. Records and reports  4. Follow through  a. Scheduling of future assistance  b. Minor revisions of plan  c. Records and reports | 1. NCPM  2. GM180  3. NCPM  4. Tech. Guide  5. Tech. Guide  6. Soil Survey  7. Soil Survey  8. NCPM  9. Tech. Guide  10. NCPM  11. Tech. Guide  12. NCPM  13. Tech. Guide  14. NCPM  15. Tech. Guide  16. State lists  17. NCPM  18. GM  19. National Reporting Codes Handbook  20. EFM  21. Tech. Guide  22. NRCH  23. NCPM – National Conservation Practice Manual | Formal Course  OJT  Self  Con. 6 notes  NRCS/DEP Engineers  Con. 6 notes | |  |  |  |  | |  |  |  | |  |
| B. Water Quality  1. Surface water  2. Ground water | 1. NCPM  2. Tech. Guide  3. Clean Streams Law | OJT  Formal Course  Self | |  |  |  |  | |  |  |  | |  |
| C. Waste Management  1. Principles  2. Elements of planning  a. Site Investigation  b. Runoff and water collection  c. Storage  d. Waste utilization  3. Designs  4. Construction | 1. EFM  2. NRCS Waste Management Manual  3. PA DEP Manure Management Manual | OJT  Formal Course  Self | |  |  |  |  | |  |  |  | |  |

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| SUBJECT: RESOURCE MANAGEMENT SYSTEMS (Continued) | | | | | | | | | | | | |
| 5. State and local regulations  6. Manure Spreader Calibration Weigh Scales in field  7. Regulations for Manure Management  8. Manure Storage Safety, Design, and Use  9. Poultry and Livestock Management  10. Barnyard Runoff Management  11. 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 Course  Agronomy Guide | |  |  |  |  | |  |  |  |  |
| SUBJECT: SAFETY | | | | | | | | | | | | |
| A. Utilities Check Sheet (SCS-ENG-5)  Underground Utilities PA-1-Call  1. Fax locate system | 1. NEM Part 503  2. Pa1call.org/PA811/Public | 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\*  10. Crop yields  11. Fertility  12. Lime  13. Soil Health  14. Soil Testing  15. Crop Production | 1. Tech Guide  2. Agronomy Handbook  3. 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 | OJT  Formal Course  Self  Field Days  Workshops  Penn State Ext.  OJT  Formal Course  Self  OJT  Formal Course  Self  OJT  Formal Course  Self | |  |  |  |  | |  |  |  |  |

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| SUBJECT: AGRONOMY (Continued) | | | | | | | | | | | | | |
| 16. Manure Management  17. Fertilizer Materials  18. Plant Tissue Analysis  a. 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. | OJT  Formal Course  Self  OJT  Formal Course  Self  OJT  Formal Course  Self | |  |  |  |  | |  |  | |  |  |
| SUBJECT: LAND USE | | | | | | | | | | | | | |
| A. Cropland  1. Types of cropland  2. Management systems  3. Conservation measures | 1. Tech Guide  2. Tech Notes  3. Agronomy Manual | Formal Course  OJT  Self | |  |  |  |  | |  |  | |  |  |
| B. Pastureland  1. Pasture management, loading rates  2. Conservation measures | 1. Tech Guide  2. Tech Notes  3. Penn State Agronomy Guide NM Tech. Manual | Formal Course  OJT  Self | |  |  |  |  | |  |  | |  |  |
| C. Wildlife Land  1. Wildlife management  2. Conservation measures | 1. Tech Guide  2. Biology Manual | Formal Course  OJT | |  |  |  |  | |  |  | |  |  |
| SUBJECT: COMMUNICATIONS SKILLS | | | | | | | | | | | | | |
| A. Written |  | Correspondence   Course  OJT  Self | |  |  |  |  | |  |  | |  |  |
| B. Verbal |  | Formal Course  OJT  Self | |  |  |  |  | |  |  | |  |  |
| C. Salesmanship |  | Formal Course  OJT | |  |  |  |  | |  |  | |  |  |
| D. Conflict Management |  | Formal Course  OJT | |  |  |  |  | |  |  | |  |  |
| SUBJECT: BASIC COMPUTER ORIENTATION | | | | | | | | | | | | | |
| A. Microcomputers |  | OJT | |  |  |  |  | |  |  | |  |  |
| B. Operating Systems |  |  | |  |  |  |  | |  |  | |  |  |
| C. Word Processing Packages |  |  | |  |  |  |  | |  |  | |  |  |
| D. Spreadsheet Packages |  |  | |  |  |  |  | |  |  | |  |  |
| E. Data Base Management |  |  | |  |  |  |  | |  |  | |  |  |
| F. Special Application Programs  1. Manure Management  2. 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 Strategy  1. 2016 Reboot  2. SOP – Ag Compliance  3. Ag. Inspections | 1. DEP website |  | |  |  |  |  | |  |  | |  |  |
| I. Bay Program Structure | 1. Chesapeake Bay  2. Program Organization  3. 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 & Identification  1. Unified system  2. USDA system | 1. SM-1 Module | Formal Course  OJT  NRCS | |  |  |  |  | |  |  | |  |  |
| B. Construction Uses of Soils | 1. EFM Chpt. 4  2. Soil Mechanics Training Guide (WISC) | Formal Course  OJT  Self  NRCS | |  |  |  |  | |  |  | |  |  |

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| SUBJECT: BIOLOGY | | | | | | | | | | | | | |
| A. Policy  1. Assistance to Landowners | 1. GM Part 401, 190 Ecol Sci |  | |  |  |  |  | |  |  | |  |  |
| B. Classification and Identification of Wetland Types & Regulations  1. Stream assessments, macroinvertabrates | 1. USDA Circular 39  2. USFWS/OBS 79/31 | Formal Course  OJT  DEP, ACE | |  |  |  |  | |  |  | |  |  |
| 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 pacd.org  6. National Assoc. of CDs nacd.org | 1. Act 217, Pa leadership  2. Act 149  3. C.D. Long Range Plan & Annual Work Program  4. Leadership Development  5. District Directors Handbook | DEP Field Rep.  Self  CO Manager | |  |  |  |  | |  |  | |  |  |
| B. PA DEP Structure  1. State Conservation Commission  2. Bureau of Waterways & Wetlands  3. DEP Bureau and their responsibilities | 1. Department Organizational Chart and Program Descriptions  2. 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 Service  2. FSA  3. PF & BC, PGC  4. U.S. Forest Service  5. Extension Service  6. State agencies  7. County government | 1. Memo of Understanding | OJT  Self | |  |  |  |  | |  |  | |  |  |

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| SUBJECT: GOVERNMENT STRUCTURE AND PROGRAMS (Continued) | | | | | | | | | | | | | |
| D. Obligations, responsibilities and privileges of District employees:  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 | 1. County or District Handbooks or Regs.  2. Personnel Manual | OJT  Self  District Manager | |  |  |  |  | |  |  | |  |  |
| E. Communications  1. Technical Guides, Handbooks, etc.  2. Channeling of Correspondence  3. Requests for Assistance  4. Records management and filing | 1. DEP records retention chart | OJT  Self | |  |  |  |  | |  |  | |  |  |
| F. Recording Time and Accomplishments:  1. Timekeeping system  2. Program reporting system  3. Accomplishment records |  | OJT  Self | |  |  |  |  | |  |  | |  |  |

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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. 102  2. PA Clean Streams Law  3. E&S Administrative Manual | OJT  DEP Training Sessions | |  |  |  |  | |  |  | |  |  |
| B. Plan Development and Review | 1. Chap. 102 | OJT  Formal Train. Course  DEP Train. Sessions | |  |  |  |  | |  |  | |  |  |
| C. Complaint Handling and Voluntary Compliance | 1. E&S Administrative Manual | OJT  DEP Train. Sessions | |  |  |  |  | |  |  | |  |  |
| D. Permit Handling  1. NPDES > 1 ac. disturbance | 1. Chap. 102  2. E&S Administrative Manual | OJT  DEP 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 Polity  2. DEP Ag Comp. Policy | PFB  Environmental Coordinators | |  |  |  |  | |  |  | |  |  |
| E. Bay CIP  1. WIP  2. Reboot 2016 | 1. CD Policy  2. DEP Bay Program |  | |  |  |  |  | |  |  | |  |  |
| F. Financial c/s Programs | 1. FSA  2. NRCS  3. Bay SP  4. Private  5. Growing Greener  6. NFWF  7. 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 | |  |  |  |  | |  |  | |  |  |

PROFICIENCY LEVELS (1 = Aware, 2 = Understand, 3 = Perform with Supervision, 4 = Apply Independently, 5 = Proficient)

| **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** |
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PROFICIENCY LEVELS (1 = Aware, 2 = Understand, 3 = Perform with Supervision, 4 = Apply Independently, 5 = Proficient)