



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

May 12, 2010

IOWA INSTRUCTION 360-386 – AG 101 TRAINING PLAN

IA386.0 PURPOSE

This Iowa Instruction provides guidance about training newly hired field employees on topics of agriculture in Iowa, including, but not limited to, conservation practices, farm equipment and livestock.

IA386.1 SCOPE

These instructions may be used by all NRCS employees.

IA386.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

IA386.3 EXHIBITS

See the attachment.

/s/ Richard Sims
State Conservationist

Attachments

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(IA Instruction 360-386 First Edition – May 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

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1. PURPOSE:

This Iowa Instruction provides guidance about training newly hired field employees on topics of agriculture in Iowa, including, but not limited to, conservation practices, farm equipment and livestock.

2. ROLES AND RESPONSIBILITIES:

This attached checklist is to ensure all new field employees are consistently provided with on-the-job training that will educate them on the most current and regional conservation and agricultural practices.

3. PROCESS:

When a new employee starts, the supervisor will review the attached checklist with the employee to determine his/her familiarity with conservation practices, farm equipment, livestock, etc.

The supervisor will customize the AG 101 Training Plan to fit the employee's training needs. The supervisor may add items within the training plan. For any item that does not require training, place an "x" in the date completed column.

The supervisor, field office staff, area office staff and/or the employee's mentor will assist in providing on-the-job-training for subject matter areas listed on the attached checklist.

This training is to be completed within one year of the employee's start date.

Approved By:

Date:

/s/ Richard Sims
State Conservationist
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Attachment