



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

August 16, 2011

IOWA INSTRUCTION 360-391 – 18-MONTH TRAINING PLAN FOR NEW EMPLOYEES

IA391.0 PURPOSE

This Iowa Instruction provides a standardized training plan matrix for new employees that includes the basic skills and training necessary to become effective, efficient employees.

IA391.1 SCOPE

These instructions shall be used by NRCS employees as deemed appropriate by their supervisor and/or Leadership Team Member.

IA391.2 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.

IA391.3 EXHIBITS

See the attachment.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 360-391 First Edition – August 2011)

Helping People Help the Land

An Equal Opportunity Provider and Employer

1. PURPOSE:

This Iowa Instruction provides a standardized training plan matrix for new employees that includes the basic skills and training necessary to become effective, efficient employees.

2. ROLES AND RESPONSIBILITIES:

Supervisors shall ensure new hires complete courses in the stipulated timeframe.

3. PROCESS:

The district conservationists and supervisors will ensure their new employees understand the 18-Month Training Plan for New Employees and have the courses in the attached 18-Month Training Plan Matrix placed on the new hire's Employee Development Plan (EDP).

Supervisors shall ensure new hires complete each course in the stipulated timeframe. The Leadership Team Member will monitor compliance. Leadership Team Members have the authority to grant new hires training date variances and to opt out of taking specific courses when the individual does not need it to accomplish his/her job.

Approved By:

Date: **08/17/2011**

/s/ Richard Sims
State Conservationist
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