# Orientation and Process Guide for MAEAP and other Conservation District Technicians

(02/2013)

| Time line | Administrator/Executive Director | MDARD Regional Coordinator | MAEAP Verifier | MDARD - Lansing Staff |
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| Prior to start date (when possible) or first day of work | - Confirm exclusive access to computer, meeting NACD specifications.<br>- Confirm availability of previous technician's records and the MAEAP deliverables database of clients involved with program.<br>- Establish an email address for the new technician and request addition to list serves with MACD.<br>- Complete all required paperwork for USDA security background investigation. See Appendix A.<br>- Communicate with Lansing MDARD staff and MACD the new hire name and start date. | - Communicate with Lansing staff the new hire name and start date. | | -Update staff directories on S drive and all websites:<br><br>MAEAP.org<br>Michigan.gov/maeap<br>Internal technician site at MACD website.<br><br>-Establish a grant file for any newly established positions. |
| First or second week | - Complete new hire documents (Michigan new hire form, MI W4, W-9, I-9 employee eligibility form).<br>- Review District policies and procedures (work schedule, pay periods, travel and training procedures, employee handbook, work agreement, emergency response plan, District brochures, timesheets, travel log, direct deposit form, expense form, benefits information and forms, list of annual and upcoming events, copy of grant and grant deliverables, computer shared drives, partner information, past technician files and reports, office key, order business cards, map/plat book, other)<br>- Establish an up-to-date written employee work agreement. | - Meet with technician and administrator/ED<br>- Explain program structure and program partners and responsibilities.<br>- Review grant award levels and requirements to advance.<br>- Review MAEAP water stewardship internal web site for technician resources.<br>- Review MAEAP.org web site for public resources.<br>- Review MAEAP Phase 1 educational meeting requirements and the technician's grant obligation. Arrange for attendance at nearby P1 meeting.<br>- Review training needs (formal and informal) to be able to work with farmers and | Make welcoming telephone or office contact with new employee. | -Add individual to appropriate list serves once email address is available.<br><br>-Add individual to appropriate databases and record keeping forms. |

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| | - Familiarize technician with building and partner staff within building.<br>- Prepare a press release about the new technician appointment.<br>- Update CD materials with new technician name and contact information. | the environmental risk assessments.<br>- Review current training schedule for core trainings: FAS, CAS, LAS, well closure, wind and water erosion.<br>- Review grant reporting requirements, including database, deadlines and to whom to report.<br>- Encourage working with NRCS staff to understand NRCS standards and for client prospects.<br>-Review MAEAP policy statements located on the internal website. | | |
| | Both Admin/ED and RC responsibilities<br>- Encourage meeting with and supporting other program partners: Farm Bureau local board, MSU Extension educators, farm cooperatives managers and local board members, local media and others.<br>- Encourage technician participation in upcoming meetings and tours to introduce self to target audiences.<br>- Encourage understanding and promotion of other local CD programs. | | | |
| Second – fourth week | - Familiarize Technician with current resource assessment for the county and CD programs.<br>- Familiarize technician with MAEAP deliverables database. Seek assistance (Bob Pigg) if needed to utilize existing database.<br>- Schedule technician to visit other administrators/ED in the grant service area to provide orientation for policy and procedures when working in other counties.<br>- Organize job shadowing opportunities with nearby experienced technicians, local | - Follow up technician progress with telephone call.<br>- Be sure technician is getting the needed assistance for a successful program startup. | - Office visit with new employee and administrator/ED.<br>- Review MAEAP program structure and the technician's role.<br>- Schedule verification site visits in nearby counties.<br>- Advise on availability for when technical advice is needed. | |

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| | NRCS staff and local MSUE educators.<br>- Encourage technician to start NRCS on-line courses: Water Quality, Conservation Planner modules 1-5, Nutrient and Pest Management Considerations in Conservation Planning modules 1-6 | | | |
| First month | - Request technician to submit monthly project status report by the 7th of each month.<br>- Introduce new technician at monthly CD board meeting. Have technician provide training and background information and monthly activity report.<br>- Introduce technician to other county program partners. | - Revisit technicians to review progress.<br>- Start EDP and POW processes. Recalibrate previous POW based on new circumstances.<br>- Encourage job shadowing with other established technicians and the MAEAP verifier for the area. | - Conduct verification site visits in nearby counties. | |
| Third month | - Complete Plan of Work to establish program goals, with input from program partners.<br>- Complete employee development training plan (EDP) with input from program partners.<br>- Monitor technician progress and program deliverables.<br>-Complete payment requests/reporting to MDARD. | - Conduct quarterly program review.<br>- Complete Plan of Work to establish program goals, with input from program partners.<br>- Complete employee development training plan (EDP) with input from program partners.<br>- Report completion of EDP to MDARD | - Office or telephone contact to review MAEAP progress. | |
| First year and annually | - Provide ongoing supervision and support of district employee.<br>- Actively participate in quarterly program review meetings with technician and MDARD RC.<br>- Update POW, EDP and work agreement.<br>- Commend successes. Address any potential program deficiencies.<br>- Provide advice to increase program efficiencies to meet program goals. | - Conduct quarterly program review meetings with technician & administrator/ED.<br>- Update POW and EDP. Advise on appropriate specialized trainings.<br>- Commend successes. Address any potential program deficiencies.<br>- Provide advice to increase program efficiencies to meet program goals. | - Office or telephone contact to review MAEAP accomplishments, and plans for next year.<br>- Periodic contact to encourage program support and efficient assistance to new and reverification producers. | |

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| Exit interview | - Make sure technician makes a local archive of MAEAP deliverables backend database to an accessible network drive, or equivalent.<br>- Copy and save other technician files that may be lost in transition to new technician.<br>- Request technician to develop a listing of current producers risk assessment status and needed assistance for system verification.<br>- Ask for a written listing of other technician activities that need to be addressed relatively soon by the new technician.<br>- Recover LincPass (FY2012) and other office resources for next employee.<br>-Request email provider to eliminate email account, remove user from list serves, remove computer authorization. Note: District Conservationist will need to initiate NRCS-IRM-03, Request for User Access to ITS Resources to move any pertinent files to an accessible folder and delete employee access.<br>- Monitor local program for preservation of local files and documents for the new technician.<br>-Encourage departing technician to maintain a credentials file for future employment opportunities.<br>-Delete individual from maps/directories and web sites. | - Monitor local program for preservation of local files and documents for the new technician.<br>-Encourage departing technician to maintain a credentials file for future employment opportunities. | | -Delete individual from maps/directories and web sites.. |

Appendix A: USDA Security Background Investigation (02/2013)

NRCS partners, and volunteers who currently connect their computers to the USDA network must have a security background investigation completed or they will be barred from connecting to the USDA network.

The process for obtaining a security background investigation has not changed. Continue to send the paperwork as indicated below. New NRCS partners and volunteers must take the FY 2013 Information Security Awareness and Rules of Behavior (ISAROB) Training and the assessment test **prior** to being allowed access to any USDA network. Training will be provided to new users by paper copy. The **Assessment test, Certificate of Completion and the Rules of Behavior Acknowledgement form found on page 38 of the training booklet must be turned in along with the security background investigation package.**
In addition to the ISAROB Training new employees, partners and volunteers must also complete the required paperwork to have a security background investigation initiated by submission of several forms, which include:

1. **NRCS-IRM-03, Request for User Access to ITS Resources (V.11.12) - Area Conservationist sign as the supervisor for partner employees**
2. OF-612, Federal Resume (REQUIRED - part of the investigation package);
3. OF-306, Declaration for Federal Employment;
4. SF-87, Fingerprint card (no electronic cards);
5. **SF-85, Questionnaire for Non-Sensitive Positions is now completed via the Electronic Questionnaires for Investigations Processing (e-QIP) a web-based automated system. Employees will receive an email with instructions on how to complete the SF-85.**
6. Partners must also complete a NEIS PII Sheet, which is needed to start the process for a LincPass; a copy is attached to this bulletin.

All forms, except the SF-87, may be accessed at http://www.opm.gov/forms/index.asp or you may request them from an Information System Security Point of Contact (ISSPOC). Michigan's ISSPOC's are: Penny Derbyshire, Cornelius Smith or Jessica Modert.

**In addition to submitting these forms a new user (partner or volunteer only) must also:**

Once the ISAROB training has been completed by the user and the required forms have been submitted the ISSPOC will issue a System Authorization Access Request (SAAR) according to the instructions listed on the NRCS-IRM-03.

Security background packages are to be mailed hardcopy and sent in an envelope marked **"Open by Addressee Only"** to the State Office attn: Penny Derbyshire.  These forms contain confidential and personal identifiable information and will be safeguarded and retained in locked files at the State Office.

Requests for new NRCS employees will be handled as part of the human resources hiring process.

**Area Conservationists (ACs) and District Conservationists (DCs) are responsible for informing Conservation Districts, and other partners of this requirement.**