

Attachment A

Indiana Earth Team Volunteer Resource FY-2011 Plan of Work

VISION

Volunteers working to achieve harmony between people and the land in Indiana.

MISSION

To provide leadership for a volunteer workforce that conserves, protects and sustains our natural resources.

NATIONAL GOALS:

- A recognized volunteer in every NRCS office
- An accountability system that confirms the value of volunteer contributions to the agency.
- Increased use of the Earth Team to reach under-represented groups and insure the volunteer workforce is representative of its customer base.

INDIANA STATE GOALS

- 1,000 volunteers
- 20,000 hours
- 92 offices reporting at least one hour.

Goals/Actions	Lead	Beginning Date	Completion Date	Budget	% Complete	Comments
Communications NRCS Leadership, employees and partners are informed of Earth Team accomplishments and goals on a regular basis and use this information to promote the use of volunteer resources at all levels.						
1. Create a directive from the State Leadership team to have at least one Earth Team Volunteer doing conservation work in every field office.	STC/SVC/AVC /	10/01/2010	9/30/2011	0	0%	
2. Keep leadership team informed of goals, training needs, and activities.	SVC	On going	On going	0	55%	
3. Keep Area Conservationists informed of activities, concerns, needs.	AVC	On going	On going	0	55%	
4. Ensures Earth Team Goals and Training is included in State's Annual Business Plan.	STC/SVC	On going	On going		100%	
5. Holds quarterly volunteer coordinator meetings (combination of face to face and teleconference).	SVC/AVC	On going	On going	0	50%	
6. Develop the new Indiana Earth Team Volunteer Standard Operations Manual	STC/SVC/AVC	10/01/2010	9/30/2011	0	0%	LDP Project

Goals/Actions	Lead	Beginning Date	Completion Date	Budget	% Complete	Comments
Marketing Increase public awareness about NRCS Earth Team Volunteer opportunities and recruit new Earth Team candidates. Reinforce and/or rekindle the NRCS employee recognition, support (acceptance), and use of Earth Team Volunteers to help get the job done. Recognition for the Earth Team “workforce” by increasing their internal and external identity (including special projects).						
1. Improve Indiana State ETV website to be more user friendly and utilize to make new forms and database more accessible, Update on a regular basis to inform of new opportunities and highlight success stories	SVC	On going	On going	0	10%	
2. Host exhibit at INSWCD Annual Conference and present ETV Presentation	SVC/AVC	1/10/2011	1/12/2011	225.00	100%	
3. Utilize the new Orientation Guides, Website, and Poster for recruitment activities and training.	AVC	On going	On going	0	50%	
4. Work with the Indiana SEPMS and Outreach Coordinator to promote use of Earth Team in recruitment and field office outreach activities.	STC/SOC/SVC	On going	On going	0	50%	
5. Use “Hoosier Headlines” to publicize success stories, give examples of good use of volunteers and publicize volunteer issues.	SVC/AVC/ PAS	On going	On going	0	50%	
6. Provide incidental expenses for Volunteers (lunches, mileage, etc.).	AVC/SVC/ SAO	On going	On going	1,500.00	0%	No requests to date
7. Provide recognition of volunteers and staff during National Volunteer Week.	STC/SVC/ AVC	4/10/2011	4/16/2011	2,700.00	100%	
8. Provide recognition at Annual SWCD Conference for NACD/NRCS Award Recipient (includes plaque and up to 10 banquet tickets for volunteers).	STC/SVC AVC	1/11/2011	1/11/2011	575.00	100%	
9. Purchase new supplies for promotions, exhibits, and awards.	SVC	On going	On going	3,000.00	75%	
10. Encourage recognition of volunteers and staff by developing and distributing recognition awards.	SVC/AVC	On going	On going	0	75%	
11. Attend the National FFA Convention and provide volunteers to help with the staffing of the booth during the conference	SVC/AVC	10/19/2011	10/22/2011	0	100%	
Information Technology, Communications, and Training Earth Team uses current information technology to administer/achieve program goals and insure all employees and volunteers feel that they have adequate information about the Earth Team.						

Goals/Actions	Lead	Beginning Date	Completion Date	Budget	% Complete	Comments
1. Maintain PII compliance for volunteers working in field offices and on NRCS computers.	STC/SVC/AVC	On going	On going	0	50%	
2. Provide back ground checks and complete necessary documentation to bring volunteers into compliance with PII requirements to allow them access to work in offices and on government computers.	SVC/AVC	On going	On going	0	50%	
3. Maintain the use of the new Volunteer.gov tracking system in order to track and document volunteers signed up and volunteer hours logged. This new database will also be used to create reports and report hours to the national ETV headquarters.	SVC/AVC	10/01/2010	9/30/2011	0	50%	
4. Provide training for Volunteer Coordinators at National Earth Team Coordinator's Workshop (tentative).*	SVC/AVC	10/01/2010	9/30/2011	4,000.00	0%	No national meeting scheduled
5. Attend Civil Rights Committee meeting to coordinate activities with Outreach Coordinator and SEPMS.	SVC/SOC	On going	On going		50%	
6. Provide one-on-one training for SWCD employees as requested.	AVC	On going	On going	0	50%	
7. Provide regular reports and training at area meetings.	AVC	On going	On going	0	50%	
Total Budget				\$12,000.00		

*Assumes a National training session will be scheduled.

Attachment B

PROCUREMENT REQUEST <i>INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.</i>		TO: (Procurement Office) USDA NRCS 6013 LAKESIDE BLVD INDIANAPOLIS IN 46278					1. REQUESTING OFFICE USDA NRCS 6013 LAKESIDE BLVD INDIANAPOLIS IN 46278		
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO. 2011-ETV-001	
								1B. DATE 4/7/11	

CHECK ONE	10. TO: (Seller)	11. SHIP TO: (Consignee and Destination)
<input checked="" type="checkbox"/> Purchase Order	IASWCD C/O CMC Global	USDA NRCS 6013 LAKESIDE BLVD INDIANAPOLIS IN 46278
<input type="checkbox"/> Delivery Order		<input type="checkbox"/> INSIDE DELIVERY REQUESTED

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
1		Booth Registration for IASWCD Conference, January 11-12			1	ea	350.00	350.00
2		Awards dinner registration for State Coordinator			1	ea	50.00	50.00
Funding should come out of Indiana Earth Team budget								
For additional information, please contact: Earth Team State Coordinator x8 (317) 123-4567 TECHNICAL CONTACT TELEPHONE NO.								

21 FOB POINT	22 DISCOUNT TERMS	Sub-Total ▶	25 400.00
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23 REQUIRED DELIVERY <small>(Do not use ASAP)</small>	23A NEGOTIATED DELIVERY	24 SHIP VIA	26 ESTIMATED FREIGHT 0.00	TOTAL ▶	27 400.00
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28 ACC. LINE -2	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT	
	A 5	B 10	C 5	D 3	E 4	1	4	1

RECOMMENDED SOURCE(S) (If necessary, use attachment)	I certify that the above items are necessary for use in the public service. TITLE SIGNATURE OF AUTHORIZED REPRESENTATIVE
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NRCS Earth Team Award

- *Jane Hardisty, NRCS State Conservationist, comes to the stage to present the Earth Team Award.*
 - *Award will be on the table. Jane presents the award to the designated team members when the entire team is on stage.*
 - *Mike McGovern takes photos of the Earth Team with Jane in area outside of ballroom.*
- Our next recognition this evening honors the **Indiana NRCS Earth Team Award**.
 - The Earth Team was established in 1981 when Congress passed legislation allowing NRCS to use volunteers in all of its programs. During Fiscal Year 2010, approximately 1,250 Indiana Earth Team volunteers donated 21,810 hours of their time contributing more than \$454,738.50 in work. This supported conservation in 49 field offices around Indiana.
 - The award is presented annually by the USDA Natural Resources Conservation Service to a team of deserving Soil and Water Conservation District supervisors, conservation partnership staff and Earth Team volunteers.
 - We are honored to have **Jane Hardisty**, State Conservationist for Indiana's NRCS, with us this evening. Jane will assist with this special presentation.

[Dave continues to reads script / Jane presents the award](#)

- *Jane: Plaques will be on the table.*
 - *Jane shakes hands as they come on stage and presents the plaque to a designated team member when all are on stage:*
- The **2010 Indiana NRCS Earth Team** Award goes to **Delaware County**. As I read a description of their excellent work, would representatives from the team please come forward? They are:

- Delaware County SWCD Chair **Ron Orebaugh**, Supervisor **John Newby** and **Debra Carpenter**, District Coordinator and Regional Conservation Technician;
 - **John Craddock**, for whom the Wetland Nature Preserve is named;
 - **Les Smith**, Profession of Landscape Architecture, Ball State University, student coordinator;
 - **Jud Fisher**, executive director and COO, Ball Brothers Foundation, major funder for the project;
 - **Phil Tevis**, Project director, FlatLand Resources; and
 - **Neil Schmottlach**, program director, Ball Brothers Foundation.
- The Delaware County SWCD has for many years worked closely with the local community and Ball State University to accomplish many viable environmental community projects. Debra Carpenter, District coordinator, and Phil Tevis, FlatLand Resources, have developed a great volunteer program that really gets the local community involved in improving the county's natural resources. The highlight of these projects in the past few years has been the John M. Craddock Wetland Nature Preserve.
 - The John M. Craddock project is an extensive partnership between diverse groups in the community including the Ball Brothers Foundation, the Community Foundation of Muncie and Delaware County, Red-Tail Conservancy, Flatland Resources LLC, the Muncie Sanitary District, Ball State University, Pheasants Forever, the Cardinal Greenway, and local residents. The Delaware County SWCD manages grant funding from the Ball Brothers Foundation for the project, and with Flatland Resources, directs and manages construction of the wetland, boardwalks, signage, and fencing, as well as all of the plantings and weed/invasive plant control. Ball State University landscape architecture students work as Earth Team volunteers to design and complete the building of the boardwalks and structures to enhance the public access to the Nature Preserve.
 - Students have volunteered over 3,400 hours to date to the project and are not yet finished. The assistance students have given has added a great deal of value to the Wetland Nature Reserve and the community that utilizes the area along the Cardinal Greenway for research, recreation, education and nature viewing.
 - The District has utilized the help of Earth Team Volunteers for many things over the last two years. In addition to the Craddock Wetland Team, students were recruited from the Ball State Natural Resources Department to assist with conducting farm energy usage audits for the Energy Efficiency in Agriculture Program. There also is an Earth Team Volunteer with the District who comes in

and helps with office tasks and a retired NRCS District Conservationist Earth Team Volunteer who helps with Pasture Walk events for local livestock producers. The Delaware County Soil and Water Conservation District has enjoyed recruiting and using the services of Earth Team Volunteers and hopes to continue to do so.

Earth Team members go to area outside of the ballroom for award photo

- Jane, I understand you have a special announcement tonight concerning the Delaware County Earth Team. Would you come to the podium?
- Congratulations to the **Delaware County Soil and Water Conservation District** Supervisors, staff, conservation partnership staff and all of the volunteers who comprise the recognized 2010 Indiana NRCS Earth Team Volunteers!

Attachment D

United States Department of Agriculture



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

March 11, 2011

SUBJECT: PER – National Volunteer Week and the Earth Team Volunteer Program

File Code: 360-12-18

TO: All Indiana Conservation Partnership Employees

National Volunteer Week is April 10-16, 2011. This is a perfect time to recognize our outstanding Earth Team volunteers and understand what they do for us and our customers. The NRCS theme for this year is “Earth Team Volunteers – The Key Foundation of Conservation”. These “keys” allow us to stretch available resources and help us put conservation practices on the ground. NRCS Chief Dave White said it best, “Earth Team makes it possible for us to achieve our mission of Helping People Help the Land.”

Last year in Indiana 1,252 Earth Team volunteers contributed 21,840 hours helping the Indiana NRCS and partners with critical conservation work. The Earth Team volunteers multiply the effectiveness of our conservation efforts. If you recruited an Earth Team volunteer last year or worked with one, I congratulate and thank you. You are personally responsible for helping make the Earth Team program a success in our state.

Budgets are tight and workloads are constantly changing. Earth Team volunteers can be our key. Look for tasks Earth Team volunteers can do to assist us and recruit them. My vision is to expand the Earth Team volunteer participation into every office in the state and increase its effectiveness. If you need recruiting material, appreciation items, or have any general questions please contact Robert Miller, NRCS State Earth Team Volunteer Coordinator, at the Lebanon Conservation Implementation Team office at (765) 482-6355 or robert.miller@in.usda.gov.

Please take a moment to tell our volunteers how much we appreciate them and the help they give us. Then let’s all join in celebrating National Volunteer Week April 10-16, 2011.

/s/

JANE E. HARDISTY
State Conservationist

Helping People Help the Land

An Equal Opportunity Provider and Employer



Attachment F

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE RECOMMENDATION & APPROVAL OF AWARDS

CASE NO. (Personnel Use Only)

NOTE: For group awards, attach list of group members. Show data in Items 2 - 9, and award amount for each payee.

1. AGENCY	2. NAME OF EMPLOYEE (Last, first, middle initial)	
3. SOCIAL SECURITY NO.	4. POSITION TITLE	5. PAY PLAN-SERIES/GRADE/STEP
6. ORGANIZATION AND LOCATION	7. PERIOD COVERED FOR AWARD (mm, dd, yy) From: _____ To: _____	8. ACCOUNTING CODE
9. IF AWARD APPROVED, MAIL CHECK TO: <input type="checkbox"/> SALARY CHECK ADDRESS <input type="checkbox"/> OTHER (Specify address): → _____		

10. LIST AWARDS OR QSI'S IN THE PAST 52 WEEKS (Specify type of award, amount received, and effective date.)

11. CITATION: SUMMARIZE EMPLOYEE'S CONTRIBUTION IN 25 WORDS OR LESS. (This language will appear on the employee's certificate.)
EMPLOYEE IS BEING RECOGNIZED FOR:

COMPLETE THE APPROPRIATE AWARD SECTION

EXTRA EFFORT AWARD	12. TYPE OF RECOGNITION RECOMMENDED (check one)				
	<input type="checkbox"/> EMPLOYEE SUGGESTION OR INVENTION * <input type="checkbox"/> EXTRA EFFORT AWARD * <input type="checkbox"/> SPOT AWARD <input type="checkbox"/> TIME OFF AWARD ** <input type="checkbox"/> OTHER * <input type="checkbox"/> KEEPSAKE AWARD <input type="checkbox"/> GAINSHARING AWARD * Attach a description of the contribution or patent notification being recognized and the resulting benefits to the Government. ** Attach a description if the contribution exceeds the moderate benefits.				
	13. NO. OF PERSONS	14. TOTAL AWARD (Give dollar amount / hours, or value of item)	15. TOTAL DOLLAR AMOUNT/HOURS BASED ON: (Check approp. box) →	<input type="checkbox"/> MEASURABLE BENEFITS SCALE <input type="checkbox"/> NONMEASURABLE BENEFITS SCALE	ESTIMATED FIRST YEAR SAVINGS \$
				VALUE OF BENEFITS	APPLICATION
PERFORMANCE BONUS AWARD	16. TYPE OF RECOGNITION RECOMMENDED (check one)				
	<input type="checkbox"/> PERFORMANCE BONUS AWARD * <input type="checkbox"/> QUALITY STEP INCREASE * Certification: I certify, by my signature in the Recommendation & Approval section below, that the employee's position description and the performance standards for the positions were thoroughly reviewed prior to submission of this recommendation; that the employee's performance is outstanding; and that the performance is characteristic and is expected to continue in the future. * Attach a copy of employee's latest performance rating of record. Also, attach a justification statement, if required.				
	17. DATE OF LAST PROMOTION	18. DATE OF LAST WITHIN GRADE INCREASE	19. AMOUNT RECOMMENDED FOR PERFORMANCE BONUS AWARD \$		

RECOMMENDATION AND APPROVAL

20. RECOMMENDING INDIVIDUAL (Signature) NRCS Supervisor	DATE	21. REVIEWING OFFICIAL (Signature) Area Conservationist	DATE
TITLE:		TITLE:	
22. APPROVING OFFICIAL (Signature & Title) State Conservationist			DATE

PERSONNEL USE ONLY

23. AGENCY CODE/POI	24. DATE EFFECTIVE	QUALITY STEP INCREASE: →	25. TO: (Grade & Step)	26. NEW SALARY	27. RATE	28. PAY RATE DETERMINANT CODE
I certify that the proposed action is in compliance with statutory and regulatory requirements			29. PERSONNEL OFFICIAL (Signature & Title)			DATE PROCESSED

RETURN BY _____

INSTRUCTIONS FOR COMPLETING FORMS FOR A FEDERAL BACKGROUND INVESTIGATION

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THESE FORMS

A National Agency Check and Inquiry investigation is required to become a federal employee **OR** to receive access to USDA computer programs. This investigation is conducted by the U.S. Office of Personnel Management and used to determine your final suitability for computer access. The attached information sheet further explains this investigative process.

SF-85 - QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS

- **Begin with this form and follow directions carefully.** Fill in all blocks and do not leave blanks. An Electronically fillable form is also available at the following web site:
[http://contacts.gsa.gov/webforms.nsf/0/FC83C171AE71F90585256A730051C8AB/\\$file/sf85.pdf](http://contacts.gsa.gov/webforms.nsf/0/FC83C171AE71F90585256A730051C8AB/$file/sf85.pdf)
- **Pay close attention to item 9**, your employment activities. Begin with the present and work backwards in chronological order. You **must** account for all periods of time for the past five years, **whether employed or unemployed**. Used the appropriate code and **do not** leave out a single month. Also, you **must** give supervisors and their addresses, zip codes and telephone numbers.

SF-87- FINGERPRINT CHART

- Use black ink.
- Take this form to any office having fingerprint equipment, i.e. police department.
- Both you and the official taking the prints need to sign the Fingerprint Chart.
- The box labeled "TITLE AND ADDRESS" refers to the person taking the prints. Please have him or her fill in this box when you get your prints taken.
- The box labeled "POSITION TO WHICH APPOINTED" is your position title.
- The box labeled "DEPARTMENT, etc.," put in "USDA, Natural Resources Conservation Service" and the city and state of your duty station.
- There may be a charge for this service. Our agency does reimburse this expense if no free services are available. Usually the cost is between \$4 to \$10. You will need a receipt to process the reimbursement. Request Form SF-1164 "Claim for Reimbursement" from your supervisor. After you have completed and signed this form, then have your supervisor sign and submit it.