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NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

Technical Assistance and Collaboration
AmeriCorps/USDA Staff Training
August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

*THE FIRST 3 days went very slowly
Wednesday pm & Thursday
were great. THE ACCOMMODATIONS
were excellent*

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

*- Handbook overview
- networking with attendees
-*

3. What part was the least helpful in providing you ideas? Why?

*The Econ Res. Service presentation
the break out sessions Tuesday were repeats
for me, but I'm sure were helpful
to others.*

4. How could we have improved this session? Please be as specific as you can.

*- START ON TIME IRREGARDLESS IF
EVERYONE IS BACK FROM BREAKS
- Have a real picnic*

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

I have a better understanding of AmeriCorp now than when I arrived Sunday, therefore all I have learned will be applied to the projects back home.

6. How will you use what you have learned?

I Am in A BETTER Position to DEVELOP THE Work Plan for the sites and to get the AmeriCorp program implemented.

7. Would you recommend a session like this to other programs? Why or why not?

~~Yes, but I would cut the length of the session to 3 days.~~
~~Yes, but I would cut the length of the session to 3 days.~~
~~Yes, but I would cut the length of the session to 3 days.~~

Yes but I would cut the length of the session to 3 days.

From Monday to Noon Wednesday

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

Technical Assistance and Collaboration
AmeriCorps/USDA Staff Training
August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

- Nice setting
- Overall - pretty good
- ~~the program was very good~~
- Used for service time.

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

- Panel of the 3 service corps mgs on Thursday AM.
- Going thru Ad. hdbk on Thurs pm.
- Making contacts w/ people for other organizations (grants for ^{potential} partnerships _{resources})

3. What part was the least helpful in providing you ideas? Why?

- Team BtS, Diversity, Conflict Training -
- All repetition - Many must have had several sessions on this.

4. How could we have improved this session? Please be as specific as you can.

- Shorten to 3 days
- Cover ~~not~~ specifics (ie admin hdbk, etc)
- Breakfast sessions to refine Budgets, work plans, etc.
- More clarification on exactly what costs are being underwritten by the SES Budget

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

Once back home - reality will set in. It will take a short time to sort out the "fluff" & then get down to getting our plans finalized - then we will get going!

6. How will you use what you have learned?

— Will assist me in my decision to visit Washington on short trips or vacations - but not to work here

— Seriously - will take back info & pass it on ~~the~~ other agency folks (others back home).

- I found out that ~~in~~ Washington that a "picture" is non-traditional.

7. Would you recommend a session like this to other programs? Why or why not?

NO - unless another new program.

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

1) ~~Facilitator~~ Facility - fine

2) Location - fine

3) Monday & Tuesday was more fluff & theory
Not real helpful

4) Wed activity w/ Corps was fine & time well spent

NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

Technical Assistance and Collaboration
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August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

*The Bunny Raphit The cheer
the confusion, etc.
The Can-Do Spirit,*

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

- one on one conversation*
- mixing agencies + department level*
- the SCS rap up session w Johnson, Wright + Jones*

3. What part was the least helpful in providing you ideas? Why?

*Entirely too much discussion, and generalizing.
The first part of meeting should have dealt with
nuts + bolts, rules, the how. I kept waiting to get
the level of detail that I desired. We were already
the choir but you kept singing to us*

4. How could we have improved this session? Please be as specific as you can.

- ① time limits on breaks - there were only 2 phones - I never
knew if break was 5 min or 30 so if I went to
room to make calls I would be late. - This is frustrating*
- ② Joel talked too much + interrupted too much*
- ③ ice breakers ④ divide us into SCS, FHA + RDA + FS first day
then divide us into States as teams w mixed agencies*

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

6. How will you use what you have learned?

7. Would you recommend a session like this to other programs? Why or why not?

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

WHOLE THING

NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

Technical Assistance and Collaboration
AmeriCorps/USDA Staff Training
August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

Generally ok. Took a while to get into the important issues. The work session was great (and maybe should have happened first).

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

Talking with other participants

3. What part was the least helpful in providing you ideas? Why?

The NASC sessions (interesting but not especially relevant to the R.D. model)

4. How could we have improved this session? Please be as specific as you can.

Could have been 2 1/2 - 3 days instead of 5. Start sessions on time. Create opportunities for State and Regional discussions and bonding. Get info to us sooner. More lively presentations. Small group discussions during the day.

Thanks for a good week.

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

6. How will you use what you have learned?

7. Would you recommend a session like this to other programs? Why or why not?

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

~~Technical Assistance and Collaboration~~
AmeriCorps/USDA Staff Training
August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

good - Good points: The field trip to
Watts Branch. Thurs. afternoon - operations
manual - well prepared and professional.

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

Exchange of ideas w/ other
states and agencies. State agencies'
programs.

3. What part was the least helpful in providing you ideas? Why?

A lot of discussion which related
to environmental corps - not much
on rural development - after we go
through it for a year - more time
should be devoted next year.

4. How could we have improved this session? Please be as specific as you can.

Work sessions to plan own states'
work plans. Then work with
staff to refine.

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

I have a good base knowledge.
We can work out the rest.

6. How will you use what you have learned?

Putting together our plan that
will make the program a
success.

7. Would you recommend a session like this to other programs? Why or why not?

Yes.

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

Session p.m. on Thursday was
excellent → professional & quality
presentation.

Suggestion: Would like to see a flow
chart of implementing Americorp —
forms — actions — plans — etc.
all elements included — think
about for next year.

also — need more
work sessions.

NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

~~Technical Assistance and Collaboration~~
AmeriCorps/USDA Staff Training
August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

LONG - LONG - LONG - WE SHOULD HAVE HAD 2 DAYS OF
WHAT WE DID THURS AFTERNOON - WE HAD FAR MORE QUESTIONS
ON 3X5 CARDS THEN WE EVEN BEGAN TO ANSWER. THE DISCUSSION
Q&A'S WERE WHAT WAS/IS NEEDED.

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

THE THURSDAY AFTERNOON TIME WITH THE AGENCIES - THAT
IS WHAT WE NEEDED SEVERAL DAYS OF - NOT THE HYPER
AND HOOP-DE-DO.

3. What part was the least helpful in providing you ideas? Why?

THE CONTRACTED PART (TUES) WAS A WASTE - THEY GAVE US
NOTHING. OUR PEOPLE KNOW & COULD DO A MUCH BETTER
JOB THEN THEY DID. SOMEONE WASTED A LOT OF MONEY.

4. How could we have improved this session? Please be as specific as you can.

CUT THE SESSION IN HALF IN TIME & LET THE AGENCIES
DO IT. WE DON'T NEED THE HYPER - THE ASSIGNED TASK WILL
BE DONE - LETS JUST GET THE QUESTIONS ANSWERED & GET
ON WITH IT. GET TO THE HEATS & BOLTS, CUT THE BLOW-UP.

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

FOLKS THIS IS NOT THE FIRST PROGRAM THAT WE HAVE EVER RUN (JCC, YCC, YACC, WPA, 1890, HBCU, SSEP ETC) -- WE KNOW HOW, WHY, WHEN TO RUN PROGRAMS. GIVE US WHAT WE NEED - FACTS - FACTS

6. How will you use what you have learned?

WHAT I WILL USE IS THE FACTS TO MAKE THE PROGRAM GO. JUST SOME FAST PUSHING TO GET THIS PROGRAM IN PLACE FOR "POLITICAL" REASONS. WISH THE SAME CONCERN WAS BEING GIVEN TO THE AIME MEMBERS.

7. Would you recommend a session like this to other programs? Why or why not?

NOT AT ALL - STREAM LINE IT TO JUST DEAL WITH WHAT IS NEEDED. SETTING IS GREAT, SHOULD USE THIS LOCATION FOR MORE MEETINGS

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

I ALWAYS HAVE A PROBLEM WITH GOING TO A SESSION, BEING GIVEN A HANDBOOK & THEN NEVER USING IT OR EVEN GOING THROUGH IT. THE HANDBOOK IS THE MAIN PLAYER & WE DID NOT GO THROUGH ALL OF IT.

THE DISCUSSIONS ARE THE MOST IMPORTANT ASPECT OF THE SESSION

CONDUCTOR WAS REALLY WONDERFUL!!!

NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS

~~Technical Assistance and Collaboration~~

AmeriCorps/USDA Staff Training

August 9, 1994

EVALUATION FORM

1. Overall how did the session go? What happened that stands out in your mind?

THE SESSION ON HANDBOOK & STATE COMMISSIONERS.
OTHERWISE, REST OF SESSION WAS INSIGNIFICANT.

2. What was the most helpful part of the session for you in providing ideas you can apply to your own program?

HANDBOOK SESSION

3. What part was the least helpful in providing you ideas? Why?

MON - WED,

4. How could we have improved this session? Please be as specific as you can.

CONCENTRATE MORE ON SPECIFICS & LESS
ON SELLING THE PROGRAM.

5. Based upon what you have learned how will you be able to apply this to a realistic situation back home?

O.K.

6. How will you use what you have learned?

To implement prog.

7. Would you recommend a session like this to other programs? Why or why not?

Yes, but without all the sell. Explain program & discuss handbook.

8. Please feel free to offer any additional comments regarding facilitators, overall learning experience, quality of written materials, etc.

Getting Things Done

An Overview of the AmeriCorps Program



Participant Materials

**Designed and prepared by the
Soil Conservation Service
National Employee Development Staff
South National Technical Center
Fort Worth, Texas**

USDA/Americorps Operations Manual Training Session

Getting Things Done An Overview of the AmeriCorp Program

August 11, 1994

Module	Title
	Introduction
I.	Roles and Responsibilities
II.	Recruitment/Selection
	Break
III.	Personnel/Administrative Issues
	Break
IV.	Training/Development
V.	Health, Safety & Accident Control
	Wrap-up



Pre-test

Please complete this pre-test prior to the training scheduled for Thursday afternoon, August 11, 1994. The questions are multiple choice. Circle the letter you believe best answers the question. All of these questions will be answered in the training (along with a lot of others!). **Be sure and bring this with you to the training.** The instructor will go over it and give the correct answers. Good luck!

1. The success of the project and the success of the AmeriCorps members rests primarily in the hands of:
 - A. the CNCS
 - B. the Office of National Service
 - C. the Project Director
 - D. the Project Manager
 - E. all of the above

2. The key player responsible for making policy for the AmeriCorps program is:
 - A. Corporation for National Service
 - B. USDA
 - C. agencies' National Headquarters
 - D. all of the above
 - E. A and B

-
3. The Regional Foresters, Area Directors, and State Conservationists are directly responsible for:
 - A. coordinating with the Corporation for National and Community Service
 - B. overall management of the program
 - C. overall management of the project
 - D. these positions are not involved in the program
 - E. A, B, and C
 4. The recruitment plan will include:
 - A. a recruitment quota
 - B. how contacts will be made
 - C. presentations to civic groups and summer youth programs that will take place
 - D. A, B and C
 - E. B and C
 5. The objective of the recruitment process is to establish a team of members that is:
 - A. diverse
 - B. willing to serve
 - C. capable
 - D. A, B and C
 - E. A and B



-
6. The selecting official for AmeriCorps members has the discretion to:
- A. consider only socio-economically disadvantaged applicants
 - B. consider applicants with criminal or juvenile records
 - C. consider applicants who are not American citizens
 - D. B and C
 - E. A and B
7. How much duty time should AmeriCorps members spend in training?
- A. at least 10 percent
 - B. approximately 20 percent
 - C. 5 percent classroom, 5 percent OJT
 - D. at project manager's discretion
 - E. at crew leader's discretion
8. AmeriCorps member orientation should include:
- A. a discussion on what citizenship means
 - B. the Drug Free Workplace Act
 - C. payroll information
 - D. B and C
 - E. A, B, and C
9. Training requiring follow-up after orientation includes:
- A. prohibited activities
 - B. what citizenship means
 - C. CPR
 - D. A and C
 - E. none of the above

-
10. Project managers are expected to address the following training when preparing an Individual Development Plan:
- A. parenting skills
 - B. courses needed to obtain a high school diploma
 - C. foreign languages
 - D. the 1985 Farm Bill
 - E. all of the above
11. Developmental objectives for the Anti-Hunger and Public Lands and Environment Teams include:
- A. 10 percent of all team members who started the program will decide to further their education
 - B. 90 percent of team members who entered AmeriCorps without a high school diploma or GED will earn one within a year
 - C. 50 percent of the team members will express a desire to volunteer in that field of service again in the future
 - D. all of the above
 - E. none of the above
12. The basic eligibility requirements for applying to the AmeriCorps program include:
- A. must have a sincere desire to perform national service
 - B. must be 18 years old or older
 - C. must be a U.S. citizen
 - D. must have high school diploma or above
 - E. all of the above



-
13. Which forms must an AmeriCorps hiree complete?
- A. Member Enrollment form
 - B. income tax forms
 - C. position description
 - D. SF-52, Request for Personnel Action
 - E. A and B
14. A Member Agreement document contains:
- A. project assignment
 - B. stipend amount and payment procedures
 - C. name of assigned supervisor
 - D. all of the above
 - E. none of the above
15. A full-time schedule for an AmeriCorps member is:
- A. 32 hours
 - B. 48 hours
 - C. 20 hours
 - D. 40 hours
 - E. supervisory discretion, up to 120 hours per pay period
16. Full-time AmeriCorps members in USDA will have an appointment of how many total hours?
- A. 1,700
 - B. 1,740
 - C. 1,812
 - D. 1,772
 - E. 2,080

-
17. A yearly stipend for a Rural Development Team member is \$12,000 per year. The yearly stipend for an Environmental or Anti-Hunger team member is:
- A. \$10,000
 - B. \$6,950
 - C. \$8,415
 - D. \$7,600
 - E. none of the above
18. The purpose of the AmeriCorps safety program is to:
- A. supplement the parent agency's safety program
 - B. replace the parent agency's safety program
 - C. reduce errors and risks in project activities and to protect the physical and mental health of members
 - D. determine preventive safety measures to be put into AmeriCorp's new safety policy
 - E. A and C
19. How many components are there in a project's Health, Safety and Accident Control Plan?
- A. 3 B. 4 C. 5 D. 6 E. 7
20. AmeriCorps project precautionary measures include:
- A. pairing a younger member with an older member
 - B. coordinating the safety plan with local law enforcement officials
 - C. giving training on conflict management
 - D. issuance of distinctive clothing
 - E. B and D



USDA AmeriCorps

Goal of AmeriCorps

Getting Things Done!

USDA AmeriCorps

Purpose of AmeriCorps

- To Help Communities Solve Unmet Needs
- To Give Participants A Sense of Accomplishment
- To Motivate Participants
- To Advance Conservation and Further the Mission of USDA

USDA AmeriCorps

Benefits (WIIFM)

- Communities—opportunity to resolve problems within the community.
- Sponsors—opportunity to accomplish tasks that would not otherwise be accomplished.

USDA AmeriCorps

Benefits (continued)

- Members—opportunity to serve community and country, while obtaining work experience, training, and an educational award.

USDA AmeriCorps

Mission

To engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

USDA AmeriCorps

Vision

- **Create a program that at the end of five years has:**
 - **improved quality of life,**
 - **developed a clear national identity,**
 - **accomplished a measurable series of goals, and**
 - **created new ways to reinvent government.**

USDA AmeriCorps

What is my role?

USDA AmeriCorps

Organizational Structure

- Policy Makers
- Program Administrators
- Project Implementors

USDA AmeriCorps

Policy Makers

- Corporation for National and Community Service (CNCS)
- USDA
 - Secretary of Agriculture
 - Office of National Service
- Agency National Headquarters

USDA AmeriCorps

Program Administrators

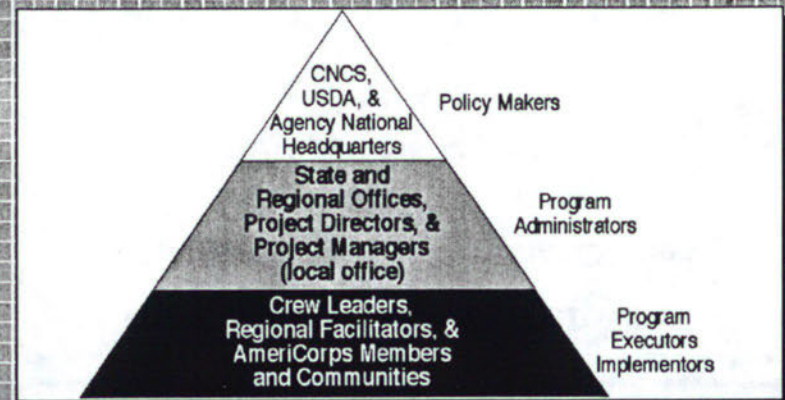
- State and Regional Offices
- Project Directors
- Project Managers

USDA AmeriCorps

Project Implementors

- **Crew Leaders**
- **Regional Facilitators**
- **AmeriCorps members and communities**

USDA AmeriCorps



USDA AmeriCorps

Key Players in Recruitment Process

- Corporation for National and Community Service (CNCS)
- Office of National Service/USDA (ONS)
- Project Managers

USDA AmeriCorps

Recruitment Plan

- High quality & diverse group of applicants
- Distribution of press releases
- Contacts
- Presentations
- Community events
- Interviews

USDA AmeriCorps

Goal for Recruitment

- Four applications for member slot
- Example:
 - 20 member slots = 80 applicants for project

USDA AmeriCorps

Recruitment To Selection

- Diversity is fundamental
- Mandatory requirements
- Discretionary factor

USDA/AmeriCorps

Recruitment and Selection Goal

- Member teams that are
 - diverse
 - capable
 - possess desire to serve

USDA AmeriCorps

Who can be hired?

- Over 17 Years of Age
- U.S. Citizen or Lawful Permanent Residence Alien
- High School Diploma, GED, or Written Agreement
- Desire To Perform National Service

USDA AmeriCorps

Forms Hiree Completes

- Federal and State Income Tax Forms
- Health Insurance, If Desired
- Direct Deposit
- Member Enrollment
- National Service Trust Enrollment

USDA AmeriCorps

Forms Supervisor Completes

- SF-52
- Position Description

USDA AmeriCorps

NFC Will Generate

- SF-50 (Personnel Action)
- SF-AD-334 (Statement of Earnings and Leave)
- SF-W2 (Earnings Statement)

USDA AmeriCorps

Member Requirements

- Beginning/Ending Term of Service
- Minimum Hours for Education Award
- Supervisor
- Project Assignment
- Performance Standards
- Stipend Amount

USDA AmeriCorps

Member Requirements (continued)

- Prohibited Activities
- Acceptable Conduct
- Drug Free Workplace
- Termination Rules
- Grievance Procedures
- GED Agreement, If Applicable

USDA AmeriCorps

Work Schedules

- Full-time, Adjustable 40-hour Week
- 1812 Hours
 - 1700 Duty Time
 - 40 Hours Excused Absence
 - 72 Hours Federal Holidays

USDA AmeriCorps

Time and Attendance Transactions

- 01—Hours Worked
- 21—Hours Over 80 Hours
- 66—Federal Holidays and Excused Absence
- 71—LWOP

USDA AmeriCorps

Stipend Rates

Team	Stipend (\$)	Hourly Stipend (\$)	Gross Stipend (\$)
Environmental	7600	4.23	338.40
Anti-Hunger	7600	4.23	338.40
Rural Development	12,000	6.62	529.60

USDA AmeriCorps

Discipline Policy

- Verbal Reprimand
- Written Reprimand
- Release

USDA AmeriCorps

Orientation Components

1. Overview of AmeriCorps
2. Introduction of Key Staff
3. Discussion on Citizenship
4. Overview of Community and Natural Resources
5. Program-specific Rules

USDA AmeriCorps

Orientation Components (continued)

6. Overview of:
 - Code of Conduct
 - EEO and Diversity Issues
 - Drug Free Workplace Act
7. Member Benefits
8. Discipline

USDA AmeriCorps

Follow-on Training

- "Ethics" Training
 - Diversity
 - Code of Conduct
 - Prohibited Activities
 - Sexual Harassment and Other Discrimination Related Prohibitions

USDA AmeriCorps

Follow-on Training (continued)

- Safety Training
 - First Aid
 - CPR
 - Project-specific

USDA AmeriCorps

Developmental Objectives Anti-Hunger and Public Lands Team

- At End of Tour, 50% Will Continue Education
- 65% Will Earn High School Diploma
- 25% Enter Career-related Fields
- 50% Desire To Volunteer Again

USDA AmeriCorps

Developmental Objectives Rural Development Team

- Increase By 20% Obtaining Jobs in Related Fields
- 25% Plan To Further Studies
- 65% Commit To Be Mentors

USDA AmeriCorps

Program Purpose

- Reduce Errors and Risks
- Protect Members

USDA AmeriCorps

Program Components

- Purpose Statement
- Rescue and Medical Emergency Procedures
- Medical requirements
- Certification Requirements (Hazardous Work)

USDA AmeriCorps

Program Components (continued)

- Locator Procedures
- Reporting Procedures
- Ancillary Training

USDA AmeriCorps

Program Basics

- Member Acknowledgment Form
- Immunization

USDA/AmeriCorps

Medical Emergency and Rescue Operations

- Who?
- What?
- When?
- Where?
- How?

USDA/AmeriCorps

Reporting Procedures

- Supervisor's Report of Accident (AD-278)
- Upchannel Through Project Manager To USDA-NHQ

USDA/AmeriCorps

Prevention

- Avoid Dangerous Situations
- Emergency Help
- Equipment Use
- Communications Equipment

USDA/AmeriCorps

Prevention (continued)

- Clothing
- Teams
- Transportation

USDA AmeriCorps

Hazardous Work

- Child Labor Laws
- Job Hazard Analysis

USDA AmeriCorps

Program Guidelines

- Rescue and Medical Plans
- Reporting System
- Job Hazard Analysis (Member Under 18 Year Old—Cleared)
- Locator System
- A Physical Fitness Program (Optional)

Aug 23, 1994

FIELD QUESTIONS FROM
TRAINING AT 4-H CENTER
AUGUST 8-12, 1994

*Training
File*

ACCIDENT & SAFETY ISSUES

- q What happens when a member gets injured on the job? Do we process a CA-16, like we would for a regular employee? ✓
- a Yes, follow normal procedures.
- q Several requirements for prevention and safety were mentioned which aren't outlined in book. Will these be clarified?
- a The Safety Chapter will be updated to include all new material. ✓

ADMINISTRATIVE ISSUES

- q Will the member agreement on page 46 be placed into a single document for member to sign? ✓
- a There will be a member agreement developed and members will have to sign it.
- q Will Washington provide examples of work plans?
- Dave
Latham* a
- q Clarify the 6-week issue.
- a Per AmeriCorps USA Direct Grant Provisions, "The Grantee must enroll the minimum number of full-time and part-time participants agreed upon in its approved application. After the first six weeks of the program start date, the Grantee may not replace participants who have left the program due to attrition. In exceptional circumstances, the Corporation may grant a waiver if achievement of program goals may be jeopardized by participant attrition." *Request will have to go through the AmeriCorps Program Director (Joel Berg) to the Corporation.*
- q Do we need clearance or sign-off by Unions?
- a (1) Prior to the placement of participants, the Grantee must consult with any local labor organization representing employees of project sponsors or representing employees in the area to be served by the program who are engaged in the same or similar work as that proposed to be carried out by the program to ensure compliance with the non displacement requirements contained in these grant provisions. In the

case of a Grantee that proposes to serve also as the program sponsor, the Grantee must obtain the written concurrence of any local labor organization representing employees in the same or substantially similar work as that proposed to be carried out. *See/Have did you get the copy of labor contracts I set over?*

- a (2) Agency unions should be consulted as appropriate.

AUTHORITY ISSUES

q What is the authority for health benefits, uniforms, payments/costs, liability, tort claims & workers comp?

a Refer to AmeriCorps Operations Manual, page 4.

q Members authority/relationships to fire activities and other natural/man caused disasters (floods, earthquakes, etc.).
Contact with FEMA?

NO LIAISON
RECORDS

BUDGET

q Are child care benefits added to individual's taxable income?

a Yes, AmeriCorps Care will send out the form 1099.

q Also how about health insurance benefit?

a No.

q FICA - is it built into budgets?

a Yes.

q Just what expenses will each agency need to plan for that will come out of their budget (be specific) for AmeriCorps?

a Since this is a new program, it is not possible to state specifically what costs each agency will face. Known costs at this time are: health care, child care, stipend, FICA, worker's comp, travel, and training.

q How do we pay for health benefits that we are to provide?

Health Plan established by AmeriCorps, NFC will make the necessary payments.
a Health benefits have been incorporated in the budget. *If using the*

q Can you tell me the breakdown for actual costs of 20 members?

a As a new program, these costs cannot be computed at this time.

q Without a "cap" on child care, how can you plan and include

sufficient funding in budget?

a As a new program, we have no figures to base any estimate on for these costs. It will be easier in future years.

q Who pays for child care?

a Agencies pay for child care, unless they requested funds from the Corporation in April when the Department's application was submitted. No USDA agencies did so.

CONTRACTORS & COOPERATIVE AGREEMENTS

This chapter is currently under construction. Will not answer all questions at this time. Stay tuned for the next edition of the manual.

q Reimbursement from non-Federal partners?

q Can we use military surplus (new vs used)?

q Will operators of FS AmeriCorps programs (e.g. service corps programs contracted for staffing and payrolling and operations of program) be required to use USDA payroll and reporting forms?

q If you need to set up partnerships with other groups to manage your crew, what aspects of AmeriCorps are fixed (no ability to deal) and where can we be flexible? What is the approval process for variations? How long will approval take?

q Will there be a format for cooperative agreements?

a Yes, this is being developed and will be included in the Operations Manual.

q Our program (day-to-day) is being contracted to non-profit, what about release/appeal process - do we follow government procedure or non-profit procedure?

q Where does the "contractor" fit into this entire manual?

EDUCATIONAL AWARDS

q If the educational payment is in excess of the college fees and the student lives off campus, may the student use the excess money for off campus expenses?

a No.

q For educational awards, where will the taxes be deducted?

i.e., does the school receive the whole award or does it receive the after-tax award?

- a Taxes will be withdrawn at time of payment and it is assumed, based on normal IRS behavior, they will be deducted prior to disbursement.
- q How will the educational award be pro-rated for those approved to leave the program?
- a Awards are based on number of hours served which supervisors must certify at the end of the term of service. A minimum of 15% of a term of service must be served in order for a member to receive a pro-rated share of the award.
- q What if a member is reinstated but just cannot make up all their hours? Pro-rate the educational grant?
- a Yes.

ELIGIBILITY ISSUES

- q Is there a maximum age for an AmeriCorps member?
- a No. Anyone over 17 years of age (or 16 in a Youth Corps program), is a U.S. citizen or a lawful permanent resident alien, has a high school diploma, a GED or agrees in writing to get one, and has a sincere desire to perform national service, is eligible to be a member in this program.

ENVIRONMENTAL CORPS ISSUES

- q. The manual does not seem to speak to the participation of "corps" programs "public lands" and how they will either use the processes, procedures, etc, which meet your requirements and currently are covered as part of "cooperative agreements".
- a. The processes and procedures covered in the manual applies to all AmeriCorps members with the possible exception of those working under a subgrantee.

ENTRY REQUIREMENTS

- q Will there be a requirement for a doctor's physical as part of enrollment? Who pays?
- a At this time there is no requirement for a physical. If an

agency determines it is necessary, that agency will be required to pay this expense.

- q What about a physician's requirement of capability to do work?
- a Not required.
- q Can there be drug screening?
- a Not required.
- q In residential camp - Who pays for needed immunizations? Do we screen for HIV positive and for hepatitis?
- a. Any such requirements will have to be funded by the agency establishing the requirement. We do not at this time plan to screen for HIV or hepatitis.

FINANCIAL ISSUES

- q I have a residential program and intend to deduct from the stipend for food and housing - minimal amount.
- a *This is permissible and is considered a commissary deduction. However a specific waiver must be requested of the Corporation.*
- q What happens to funds/dollars if member drops out after the 6-weeks?
- a Funds remain in agency budget; disbursement will be determined by line officer.
- q What is the effect on child care payments on welfare payments and other grants to members?
- a This question is being researched by the AmeriCorps Care organization.
- q Will there be a higher stipend for crew leaders?
- a If a member of the Rural Development Corps are hired to fill this position, they would receive a higher salary.

LEGAL ISSUES

The liability issue is currently under review. Ron DeMunbrun has written the Office of General Counsel for a legal opinion. We will forward this to the field when we receive a copy of it.

- q Who is responsible for work that failed that AmeriCorps members have installed? (add to manual)

- q Please explain the liability question if an AmeriCorps member damages private or public property.
- q Please clarify liability issues on pg 53.
- q Liability coverage for crew director, if volunteer?
- a Anyone signed up as a volunteer, is covered under the Tort Claims Act.
- q Who will cover members for liability?
- q Liability for structural failure of something built?
- q If a member is driving a Federal vehicle, carrying other members, and has an accident, what coverage would the members have?
- q What type of agreement do you need to have an enrollee drive a government vehicle?
- a Valid state driver's license.
- q Does an AmeriCorps member working in Minnesota need a Minnesota valid drivers license or will any valid state drivers license do?
- a. Check state requirements.

PERSONNEL ISSUES

- q When a member is released for cause, and they appeal, do we need to keep them employed during the 15 day appeal period?
- a No.
- q Interview requirements - same as for employees?
- a There are no legal requirements concerning interview requirements.
- q Can Federal employees, family members, retirees be AmeriCorps members?
- a Federal employees cannot be AmeriCorps members. Family members and retirees could be members provided it has been six months since there employment with the exception of employees who took the buyout. They cannot be members.
- q Will generic position descriptions be developed?
- a Personnel is in the process of developing generic position

descriptions.

q Can we bring on part-time people?

a No, USDA program is full time.

q Extension of time beyond the 1812 hours? Relationship to NFC?

a There is no extension of the 1,812 hours. Members will have a Not to Exceed date with NFC. Funds are not available for more than 1,812 hours.

q What about members who need child care in a residential setting.

a There will be no child care in the residential setting, nor will we pay for 24 hour care.

q Will members be required to stay in a residential setting?

a Only if they are joining a residential program.

q LWOP - can't think of why this would be needed, or is it expected that timecard will always account for a minimum of 80 hours?

a Yes, 80 hours must be accounted for in every pay period. If a member only worked 70 hours, the other 10 hours will be shown as LWOP.

q Will we use the SF 2809 to enroll members in health benefits or will AmeriCorps develop their own form?

a Have not determined the form to be used for health benefits enrollment at this time.

q Can a current employee, such as a temporary-limited employee, apply and be selected for AmeriCorps?

a Based on displacement rules, employees cannot have worked for the government for at least six months.

q Can a temp-limited employee with a break in service, then be hired for AmeriCorps?

a If the break in service is for at least six months.

q Can the Stipend be attached for non-support, etc?

a Yes.

q Can AmeriCorps participants have other paid employment?

a Yes, provided it does not interfere with his national service.

q Will NFC payroll staff and Corps members that belong to non-Federal agencies?

a No.

q Who signs T&A's?

a Supervisor.

q Will the CNCS pay 85% of the health benefits cost as provided for in 2522.25(b)(3) of the rules and regs?

a No.

q Will you train the personnel section of each agency to handle the hiring process? That is processing applications, child care, life insurance, T&A's, etc. This would allow site supervisor or coordinator to prepare for screening applications, training, etc.

a Yes, instructions will be forth coming through normal channels.

q Can I sign them up as AD pay rates when assigned to fire activities?

a Yes.

q What happens when AmeriCorps members want to transfer from environment and public lands to anti-hunger or rural development?

a A member may transfer within the first six weeks provided all parties agree to the transfer and the member meets any necessary criteria.

q At one time it was stated that a member could continue with a second year of service only with the express approval (verbal/written?) of the corporation. Is this still the case? It was also stated that two years was the max, is this no longer the case?

a A member may serve two terms of service, with all benefits, provided that the member received satisfactory performance rating for the first term of service

q How often can action plans be rewritten? (update as needed??)

a If this refers to goals and objectives, any changes must be approved by the Department and the Corporation.

q Can the Corporation develop a "check-list" of forms, training, etc, required for each member?

- a Checklist has been developed.
- q Member requirements; can we make our own, i.e., alcohol consumption in government barracks?
- a Member requirements are based upon the law and the Corporation requirements. Additional requirements may be instituted provided they do not negate the above mentioned requirements, they are reasonable, and are based on program needs.
- q Will supervisors have maximum flexibility in schedules, such as Sat, Sun, and night work?
- a Supervisors do have flexibility in work schedules; however, they must be aware of the limitation of the 1,812 hours and the minimum requirement to work 9 months and no more than 12 months.
- q After applicants have been selected and are members of AmeriCorps and someone files a complaint that someone was selected over them, what is the process?
- a Follow agency procedures.
- q Our project is in cooperation with a state college & state agencies that have other holidays in the project period such as Casimir Pulaski Day. Should we handle this as an excused absence?
- a Members are allowed 72 hours for Federal holidays and 40 hours of excused absence. Managers are cautioned about the use of these hours because paid time off cannot be granted in excess of this amount of time.
- q Will SF-52's be accepted without PD's?
- a Generic PD's will be provided.
- q What happens if the member does not want or use the 40 hours of annual leave? Can they complete the hours and receive the balance of the \$12,000 during the last pay period.
- a Members are paid for a total of 1,812 hours.
- q Can we hire seasonals? Youth corps?
- a No.
- q Will members be allowed to take 2 weeks military leave even though they have already used their 40 hours excused absence?
- a Members are allowed to take their 2 weeks military leave and will be charged with LWOP. This time will have to be made up

Need to review this decision. Federal law prohibits this answer. See

in order to get their 1700 hours.

q What determines income eligibility for child care?

a Family income based on State allowances.

q Will Washington put together a new member kit which contains all necessary forms and information and provide it to the field?

a All non-Federal forms will be provided.

q Who is going to supervise the members when they work more than 40 hours, especially when trying to make up LWOP?

a Supervisor.

q Will the supervisor be eligible for overtime pay?

a If approved in advance by the supervisor's supervisor.

q Is the stipend \$7500 or \$7660?

a \$7,660.

q Are members participating in a cooperative program entitled to Federal travel regs when representing the AmeriCorps project?

a

q May the 1812 hours be rewritten to avoid confusion and possible lawsuit?

a No, these hours have been established by USDA.

q The law will require us to require an I-9 to assure we meet our regs for AmeriCorps. This needs to be added to the personnel section.

q Are AmeriCorps members considered Federal employees for OWCP?

a No.

q Are the 1812 hours all paid?

a Yes.

q Do we use agency forms for performance appraisal or make our own?

a Forms will be provided.

q Are Federal employees that recently retired through the

"buyout" eligible to serve with AmeriCorps?

a No.

q Why can't we set work schedule for 36 hours per week, say on a 4-day, 9 hr/day, otherwise we run out of required time to work about 6 weeks short of a year?

a. Members are not required to serve 12 months, minimum tour is 9 months. Supervisors do have flexibility in scheduling as long as members work a minimum of nine months and 1,812.

q One prohibited activity is "providing a direct benefit to a business organized for profit", what about a Rural Development Corps member that directs/develops a project to promote, for example, secondary wood products manufacturing and marketing... all intended to help new and existing small business?

a Work is done for the benefit of the community as a whole.

q What if we already used and sent out the application that USDA developed? Do we need to have them complete the AmeriCorps application?

a Finalists should complete the AmeriCorps application.

q Does NFC have specific action codes for AmeriCorps program to enroll and/or terminate?

a. This information will be sent out very soon.

q What is the health registration benefit form?

a Has not been decided.

q Will there be a type of personnel folder?

a Yes.

q Don't they receive minimum wage?

a No.

q Excused absences - are they paid for these up to 40 hours?

a Yes.

q When and where will ID cards come from?

a Currently being developed.

q Can summer interns and/or WAE's be qualified for AmeriCorps program?

a See the six month rule.

q Do we need an AD-332?

a Yes.

q What type, if any, of performance standards and/or appraisals will be used? Will you provide?

a We will provide.

q Are AmeriCorps members protected under the MSPB?

a No.

q Is the 15 days for grievance 15 workdays?

a Yes.

q Will SCS have to input data for the AmeriCorps participants or will NFC provide a special screen for AmeriCorps members?

a We will input data for these members. Instructions are forthcoming.

RURAL DEVELOPMENT CORPS ISSUES

q Can college Juniors or Seniors be signed on as RDT members? Are rural development teams college graduates only?

a A degree is not an absolute requirement. However, if a member is selected that does not have a degree, it must be determined that he/she has the necessary credentials/abilities to do the job for which he/she is being hired.

q Is "appalachia defined? Include all of state in area?

a Yes it is defined and includes parts of the following states: Kentucky, Tennessee, West Virginia, Virginia, North Carolina and Georgia.

q Will regional facilitators coordinate meetings with State commissions?

a Yes, regional facilitators will be coordinating meetings with State Commissions. Contact with the State Commission is not limited to regional facilitators only. Project directors or managers may also wish to contact them.

TRAINING

- q You say members may need CPR training. How do find out if they need it?
- a The best approach is to ask the members about their previous training/certification.
- q Do we have to do an Employee Development Plan for each member?
- a A Training plan must be developed for AmeriCorps members which should include training designed for everyone in the group as well as tailoring specific training to meet individual needs.
- q Will orientation training be a joint effort for all agencies, ethic training, etc?
- a It may be in the best interest of the State to coordinate training with other agencies or groups. Project managers should investigate the possibilities of joint training and the benefits to be derived on a case by case basis.
- q Are Rural Development members subject to the "20%" education on training requirement? Most will have a college education.
- a Yes, all members have this requirement. Rural Development Corps members will have different training needs from those in the Environmental Corps.
- q I would like to provide basic firefighter training and use crew in suppression activities.

UNIFORMS

- q Where and how will uniforms be purchased? Who does this? Is this from overall budget?
- a Initial uniform issue will be done by the Corporation and will be sent to project directors in the near future.
- q Uniforms - Are we looking for any standard? There is a possibility of getting (at no cost) military surplus uniforms - would this be permissible?
- a Basic uniform consists of an "athletic gray" t-shirt with AmeriCorps logo on the arm and AmeriCorps and the phrase Getting Things Done on the front, left pocket area; an "athletic gray" hooded sweatshirt with the same logo and slogan placement, a black ball cap with the AmeriCorps logo, and an AmeriCorps pin for business attire.
- q Where should AmeriCorps patches be worn?

a No patches will be issued.

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Date Faxed: _____

**MAINE
SOIL CONSERVATION SERVICE
FAX TRANSMITTAL SHEET**TO: Paula Jones

PHONE: _____

FAX: 202-690-0639COMMENTS: CorrectionTOTAL # OF SHEETS: 2FROM: Maine

PHONE: (207) 866-7241/7245/7249

FAX: (207) 866-7262

MAINE SOIL CONSERVATION AMERICORPS

----- Project Position -----	----- Final Selectee -----
Cranberry Water Quality Coordinator:	Karen Mushrall
Lakes Coordinator:	Raymonde "Nicki" Violette
Trails Coordinator:	Gary Marquis
Environmental Education Circuit Rider	Holly Sheehan
Atlantic Salmon Coordinator:	Amanda Smith-Hatch
Mid Coast Fishers Coordinators: (4 Positions)	1. Charles Parker 2. Iver McLeod 3. Lee Humphreys 4. Hollis Clinton Tedford
Marine Education Center Coordinators (5 Positions):	1. Mark Chellis 2. Karen Malley 3. Teresa Simaone 4. Jan Lamson 5. Robert Klimas
Casco Bay Watershed Coordinator #1:	Gregory Lord
Casco Bay Watershed Coordinator #2:	Lisa Taylor
Chandler River Coordinator:	Karen Bert
St. Croix River Coordinator:	Tracey Walls
Agriculture Water Quality Viability Coordinator:	Denise Perry
MACD Conservation Education Coordinator:	Elizabeth Frederic

Training 1994
USDA

AMERICORPS/USDA STAFF TRAINING
National 4-H Council Training Center
7100 Connecticut Avenue
Chevy Chase, Maryland
August 8-12, 1994

SCHEDULE OF EVENTS

Sunday, August 7

7:00-9:00 p.m. Meeting of anti-hunger project managers
John Deere Room

Monday, August 8

9:30-11:15 a.m. Registration
J.C. Penney Lobby A

11:30-12:15 p.m. Welcome and introduction to AmeriCorps/USDA
Aiton Auditorium Joel Berg, Director of National Service, USDA

12:30-1:45 p.m. Buffet Luncheon & Keynote Speaker --
Tennessee Rick Allen, Deputy Assistant to President
Dining Room Clinton and Special Advisor to the CEO,
Corporation for National and Community
Service

2:00-3:00 p.m. Senator Patrick Leahy, Chairman,
Aiton Auditorium Senate Agriculture Committee

Congressman Kika de la Garza, Chairman,
House Committee on Agriculture

Welcomes from Under/Assistant Secretaries

Break

3:15-5:00 p.m. General session on administrative procedures
Aiton Auditorium Panel: Ron DeMunbrun, Joel Berg -- USDA;
Mike Kenefic, Meg Maguire -- CNCS

5:30-6:30 p.m. Dinner
Harder Dining Room

7:00-9:00 p.m. Optional one-on-one/small group sessions for
Michigan Room further discussions of administrative or
Washington Room other operational issues.
Louisiana Room

8:30-10:45 a.m. Aiton Auditorium	Creating work objectives and work plans (Trish Thomson, Brian Trelstad/CNCS)
	Evaluation of the work -- processes, expectations, etc. (Panel -- CNCS staff, Joel Berg, David Sears/ERS)
11:00 a.m. Aiton Auditorium	Speaker: "What Works (and What Doesn't!)" - Dr. Marilyn Smith, Ph.D., Executive Director Maryland Governor's Commission on Service
11:30-1:00 p.m. Harder Dining Room	Lunch
1:00-5:00 p.m.	Project Demonstration -- Site visit to a working environmental or anti-hunger youth corps. This youth corps represents the USDA model and will provide participants with a hands-on opportunity to visit with the corpsmembers and their crew leaders, and to join them for awhile in their work.
5:00-5:30 p.m. Michigan Room Washington Room Louisiana Room Aiton Auditorium	Break-out groups for critical reflection on service just performed
"Free" Evening	(However, dinner will be available in the Harder Dining Room for those who do not want to make arrangements to go out.)
7:00-9:00 p.m. Michigan Room Washington Room Louisiana Room	<u>Optional one-on-one/small group sessions for further discussion re: workplans, training plans, and/or diversity.</u>

8:30-9:30 a.m. Presentation: Chris Hedrick, Peace Corps --
Aiton Auditorium "Peace Corps Volunteers as a Support Network"

Speaker: "AmeriCorps and Reinventing
 Government" -- Abigail Nichols,
 National Performance Review

"Spreading the Word" (Press/Communications
 Issues) -- Katherine Gibney, USDA

Break

9:45-11:15 a.m. Elements of successful youth corps
Aiton Auditorium (Panel: Tony Perez, Alfred Martin, Martha Diepenbrock; Moderator: Andy Moore, Director of Special Projects, NASCC)

11:30-12:30 p.m. Lunch
Harder Dining Room

12:45-1:30 p.m. Speaker: "Effective Coordination between
Aiton Auditorium State Commissions and AmeriCorps/USDA" - Kathie Blair, Executive Director, Vermont Commission on Service Montpelier, Vermont

Break

1:45-5:00 p.m. Break-out sessions by basic models:
Anti-hunger -- **Wisconsin Room**;
Rural Development and Environmental -- **Aiton Auditorium**

5:15-6:30 p.m. General session - feedback/outstanding
Aiton Auditorium issues; Planning for Fiscal Year 1996 (Joel Berg, Ron DeMunbrun -- USDA; Terry Russell -- CNCS)

7:00-8:30 p.m. Buffet Dinner
Tennessee Dining Room

8:30-9:30 p.m. Optional one-on-one sessions for further
Michigan Room discussion re: monitoring, evaluations,
Louisiana Room workplans, training plans, and/or diversity.
Washington Room

Friday, August 12

8:00-9:30 a.m. General Session (continued from previous
Aiton Auditorium afternoon) -- Rural Development and Environmental **as well as** Anti-Hunger, if needed

9:30-11:30 a.m. Agency/project/issue meetings, as needed
(Locations to be announced)



National Association of
Service & Conservation Corps

Cross files
NASCC
and
File Training 1994
USDA

September 9, 1994

Mr. Joel Berg
Office of Public Liaison
United States Dept. of Agriculture
Administration Building, Room 112A
Washington, DC 20250

Dear Mr. Berg:

I want to take this opportunity to thank you and the staff at USDA for your assistance in the planning and execution of the TEAM USDA Training Project. Based on feedback from the participants and the observations of the trainers, it seems that both groups benefitted from the experience.

There seemed to be a tremendous difference in the knowledge level among program directors coming into the training session. It was obvious that many program directors did not have a clear understanding of the crew concept. If we did our job well, they do now.

Each site has a great deal of work ahead in the process of developing a corps-type program, but the participants appeared to leave the session excited about the program and wanting to make it a success.

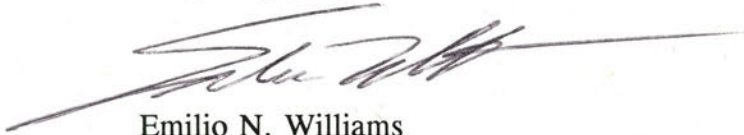
It should be brought to your attention, however, that each of the trainers expressed similar concerns about the frustration they observed among the participants with department policies, levels of commitment, general expectations and internal communication at USDA.

I have included a brief summary of the project along with feedback from the participants and recommendations for the future from the trainers. I hope you will find this information useful.

Two

Please do not hesitate to contact me with any follow-up requests for assistance or for any additional debriefing you think necessary.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Emilio N. Williams', with a long horizontal flourish extending to the right.

Emilio N. Williams
Deputy Director

Enclosures

cc: Harry Bruell, NASCC
Janet Gomes, San Francisco Conservation Corps
Don Hansen, USDA Forest Service
Daniel Rainey, USDA Consultant
Dave White, Soil Conservation Service
Cheryl Wittke, Consultant



NASCC USDA Training Project Summary

National Association of
Service & Conservation Corps

The National Association of Service and Conservation Corps (NASCC) contracted with the United States Department of Agriculture to provide training for its AmeriCorps program leaders, crew supervisors, and agency staff members. NASCC's nine years of experience in coordinating and providing training and technical assistance for new and existing youth corps programs constituted the base from which the training was developed.

NASCC conducted the one-day training session for nearly 200 participants on August 9, 1994 at the USDA 4H Center in Chevy Chase, Maryland. This session covered critical program management topics including participant orientation and training, understanding the many dimensions of diversity in programs and communities, team building, and conflict resolution. NASCC assembled a task force of four experienced trainers from within the youth corps community and one USDA consultant, donating NASCC staff time and expertise in-kind to coordinate the training effort using four workshops of approximately 1 1/2 hours each. In addition, NASCC distributed a great deal of best practice materials in each area.

In the next several pages, we provide both feedback from the first session and some suggestions for future training sessions with USDA AmeriCorps grantees. These comments and recommendations are based upon NASCC's prioritization and analysis of all participant comments. (See Attachment 1, Team USDA Training: Comments and Recommendations).

Most respondents to NASCC's follow-up evaluations (See Attachment 2, Evaluation Summary) of the training found the sessions to be very useful and relevant. It was a well-paced session with good group interaction. Many respondents found helpful pointers for them in the development of their own programs and appreciated being made aware of potential pitfalls in their future. In general, it was rated as a good surface covering of many difficult subjects in a brief period of time.

Participants were also provided with the opportunity to give feedback directly to the USDA about their AmeriCorps program (See Attachment 3, Participant Comments About USDA Training and AmeriCorps). Major concerns that surfaced throughout both the training and the evaluations centered around the lack of direction and specific objectives from USDA about their AmeriCorps program. Participants continually mentioned a sense of confusion about AmeriCorps within the USDA and perhaps within the Corporation for National Service as a whole, and expressed their frustration with the situation. Although the NASCC staff tried to maintain focus on the four subject areas, it became apparent that the participants were frustrated and needed to be able to express their feelings to someone, which happened throughout the session.

Overall, NASCC and its consultants felt that the training was timely and beneficial for the participants. Attachment 4, Comments Obtained by Training Staff, reflects the results of a discussion held during the program planning implementation session. It would have been ideal to have had more time. We would be interested in discussing follow up training and additional assistance that may be required as Team USDA grantees work on "getting things done." Please contact NASCC if you would like to discuss further training options and strategies.

TEAM USDA TRAINING: COMMENTS AND RECOMMENDATIONS

SITUATION	IMPACT	RECOMMENDATION
1. Funding from USDA is not committed	Organizational bind	Clarify amount and source of funding on paper. Develop mutually agreeable budgets
2. Unrealistic time frames	Fear of inability to recruit, train and assign participants to work projects	Separate launch from implementation. Tailor to local conditions
3. Minimal or little notice of requirements and/or expectations	Inability to plan -- conflict with current responsibilities	Request staff commitment at all levels of agencies -- more than a corollary responsibility
4. Lack of clear and consistent communication from Team USDA staff	Confusion	Newsletter Regular conference calls
5. Audit procedures are vague and in some cases unrealistic	Expectation that they have to meet standards that they are unaware of and/or unable to meet	Clarify in conjunction with budget discussions
6. There is some resentment over the entire AmeriCorps program and plans	Impedes ability to "get into it" and causes frustration	Better communications between headquarters and regional staff
7. Training needed to be more interactive	More "real world" interaction would have been helpful	Issue training guidelines Arrange visits to corps through NASCC
8. Based on administrative procedural problems and lack of direction -- concerns over how to accomplish training for participants and staff	Perceived problems of being able to deliver the product or outcomes sought by USDA for success of program	See # 7 Seek professional training advice
9. Other concerns		

Attachment 2

**NATIONAL ASSOCIATION OF SERVICE AND CONSERVATION CORPS
Technical Assistance and Collaboration
AmeriCorps/USDA Staff Training
Evaluation Summary**

Overall how did the session go? What happened that stands out in your mind?

1. Having a youth corps background, I found the sessions to be useful and relevant. I do know from speaking with the other participants without corps experience that it only brushed the surface of understanding and that a week would be a more appropriate training period.
2. Excellent sessions, only participated in two. How little was known about the anatomy of the group and how to influence their formulation. Very good. All instructors were well trained and experienced. Stretching out in Cheryl's session was good.
3. Overall, I feel "the session" went well. In the spirit of diversity, it might have been appropriate to have created a greater complement of workshops -- some indoors, some out and some interactive and others using a variety of medium. Good and helpful pointers were provided. Potential pitfalls were highlighted. Small group was better setting for answering questions and allaying fears.
4. Well paced but objectives were not defined. Some heard *common ground* a problem which grantees for AmeriCorps have. Everyone has the same problems. Overall, it was good. A little too static. A good, quick and dirty way to cover a lot of subjects.
5. Ideas that work in the past that were presented. Conflict resolution theory was good, so was the team building. Diversity session was good.
6. Good interaction with group. Good preparation for environmental, public lands, and anti-hunger work teams, but not very applicable to rural development members that will be working on a more individual basis.

What was the most helpful part of the session for you in providing ideas you can apply to your own program?

7. Even though the workshop centered around agency-level issues (as opposed to corpsmember issues), I found the conflict resolution workshop provided some good tips.
8. The session on diversity. This will be the introductory session for orientation. Probably will be entitled "Celebrating and Accepting our Differences and Lackness Thereof."

Attachment 2 Comments Continued:

9. Program management. While it was good, it was devoted almost entirely to youth corps. My project involves Rural Development. This session was a little long at 1 1/2 hours.
10. The atmosphere didn't change much through the day. I support the concept of diversity and hope that we can implement this concept in the way we conduct trainings.
11. Diversity -- Keep it in mind all aspects of training. Program Management -- Discussion of corps-based programming and the needs of the forest service. Conflict Resolution -- use common sense communications.
12. Prepare and gather tools to handle conflict -- center or concentrate on things you can control.
13. Stretching was great! It was good to hear about youth corps programs and take some ideas from that. The conflict resolution brought up some good ideas/food for thought. Use of common sense communications.
14. The facilitator of project management was very good because he often referenced his own experiences in a very co-worker way.
15. Team building had good ideas about retention -- awards, etc.
16. Presentations of scenarios and small group's response.
17. Conflict management -- stay away from fighting for a position so hard you have to defend it. Use common sense communications.

What part was the least helpful in providing you ideas? Why?

18. Providing development.
19. Did not attend all the sessions.
20. Conflict Resolution was a little much for me.
21. Program administration.
22. All was good -- we could have used more team-building exercises.
23. Physical exercises -- diversity.

Attachment 2 Comments Continued:

How could we have improved this session? Please be as specific as you can.

24. Smaller groups. Presentations geared towards the experience level of particular groups.
25. Presenters that were more exciting/less tired.
26. My belief was that the Corporation did not provide you with adequate objectives of what they wanted -- or the work skills, knowledge and abilities of the attendees.
27. The time was too short. Not enough time for discussion.
28. Improve time management. In group reporting, all groups should be able to report out. Five minutes per group--assigned time.
29. Implement a greater variety of workshop styles, using different medium and settings.
30. More real world examples, situations and solutions attempted.
31. A little more interactive/experiential and movement. For instance get people outside, or at least out of their chairs. Push our comfort level to foster real interaction, problem solving, conflict management, etc. Have a variety of formats.
32. Longer break between sessions.
33. Could have been specific regarding issues to be addressed -- an agenda would have helped.
34. Had everyone introduce themselves at first session.
35. Tailor it to our experiences.
36. Break out rural development from youth corps subjects.
37. Additions to section that share specific factual information, i.e. overheads from conflict resolution.
38. More talk on problems in problem solving groups.
39. Give me some materials before the sessions.

Attachment 2 Comments Continued:

Based upon what you have learned, how will you be able to apply this to a realistic situation back home?

- 40. I gained a few tricks to add to my bag.
- 41. Integrate the program for all participants and supervisors.
- 42. Material and written notes taken will assist the New Hampshire Conservation Corps in Developing our partnership program with the White Mountain National Forest.
- 43. Yes, most of it.
- 44. Some of it.
- 45. By utilizing the resources that have been offered by the different organizations.
- 46. Take best ideas from all four groups and go over them with other staff members.
- 47. Don't know.
- 48. Yes, hopefully.
- 49. I'll have a bit more sensitivity when dealing with diversity issues.

How will you use what you have learned?

- 50. Some aspects will probably filter into many aspects of my corps life. Exactly what I can't say at this point.
- 51. This would be a part of the enrollees social growth and development. Start with orientation and end at graduation.
- 52. Info and material were useful will be integrated into our project planning.
- 53. Try to take good info and use where applicable.
- 54. It will be used in the planning and implementation of my project.
- 55. Hopefully to provide the information to the others participating in our state.
- 56. To share with other staff working on the project.

Attachment 2 Comments Continued:

- 57. Apply to worker's handbook.
- 58. Recruitment. Program Administration.
- 59. I've got some new ideas for recruitment avenues.

Would you recommend a session like this to other programs? Why or why not?

- 60. Recommended improvements; state objectives of each session or have participant establish objectives. Reach consensus or test for ...
- 61. I suggest more interactive and divergent styles as a way to exemplify the importance of diversity. I am glad that the colored dot system was implemented for I think it effectively promoted interaction between strangers.
- 62. Additional prepared materials if available would be helpful. Important to let USDA AmeriCorps sites who are not working with corps have knowledge of NASCC. "Not reinventing the wheel." is important.
- 63. The anger and stress that people have regarding the AmeriCorps situation as it is now, seems to cloud their ability to get into the sessions. It's becoming a central theme of the week.
- 64. The written materials were very good.
- 65. Thanks for your time.
- 66. More time should have been allowed.

Attachment 3

Participant Comments about USDA Training and AmeriCorps

1. The inconsistency of direction and needs expected that are not yet resolved, i.e. budgets, logistics, etc. are having an adverse affect on morale which is killing the AmeriCorps enthusiasm.
2. Well paced training session, but objectives were not defined. Some heard that common ground was a problem which AmeriCorps grantees have.
3. The Corporation did not clarify for you the "specific objectives." It was hard for presenters to deal with issues, problems or concerns if they did not have answers from the corporation.
4. Guess work, maybe, or we'll wait and see do not satisfy the people who really want to make this program work. The presenters inability to effectively perform for reasons beyond their control. The presenters vainly tried to respond to the needs, concerns, etc. and should be congratulated for their efforts.
5. No part of this session addressed our budget concerns. Many of the questions which lead to rhetoric did not benefit the overall training in managing AmeriCorps. The challenge our state is facing to coordinate and implement this is also critical.
6. Separating public lands and environment teams, rural development teams and anti-hunger teams into three separate groups.
7. The anger and stress that people have regarding the AmeriCorps situation as it is now, seems to cloud their ability to get into the sessions. It's becoming a central theme of the week.
8. Moving fast or not getting answers to questions that attendees felt were quite important.(Seemed like a lack of interest or concern).
9. The interaction with the other attendees. The support for each other and most feeling the same frustrations was appreciated. I just regretted not attending all sessions. Rural development people were distracted after lunch.
10. The people in my group were very willing to share information, speak of strengths/weaknesses, and didn't whine and the USDA should trust them enough to let them do what they planned. Program management -- seemed to be a gripe session.
11. Participant Development -- Helpful review and participant discussion of individual situations at time provided too much diversion. A review would have been more helpful to USDA folks.

Attachment 3 Comments Continued:

12. Thank God UDSA had the foresight to contact NASCC to perform this training! It would all have been a joke otherwise.
13. I really think the top dogs of USDA need to trust their employees. I'm not one so I'm not just "bitchin." I'm very impressed with the session's participants. USDA doesn't let go of some stuff -- I think corpsmembers will be forced to begin to make work situations and that's a no-no. Just let the field staff get things done.
14. The atmosphere didn't change much throughout the day.

To me, it was not the content of the presenters, not that they weren't knowledgeable in their areas of expertise, but rather the confusion within AmeriCorps and to a larger degree the USDA/ The we/they mentality of both sides is not healthy at this time. The result is the session I attended provided a forum to vent our frustration and the knowledge of knowing that we're not alone. This was the most significant aspect of the sessions.

Attachment 4

COMMENTS OBTAINED DURING WORKSHOPS BY TRAINING STAFF

General Feelings

Frustration
Lack of clear goals
Delineation of what's expected
Roles
Boundaries
Lack of clear and consistent communication
Financial problems -- funding not committed (organization in a bind)
Unrealistic time frames (recruit, train, and assign participants to work projects)
Resentment given the current work load
Six-week period for retention plateau

What are some of the issues you have the most concern with in starting your AmeriCorps Project?

Recruitment
Qualified staff
Diversity issues
On-going staff training and development
Tracking systems
Work projects that can sustain involvement and interest over the year
Time
Money (fiscal management)
Record keeping
Attrition/retention
Down time
Diversity
Logistics/travel
Location of office space
Communication with Washington and other agencies
Applications for participants
Recruitment materials
Winter housing

Attachment 4 Issues Continued:

National expectations
Residential camp -- unity with splitting up parts
Administrative nuts and bolts (health and child care)
Day-to-day with distant crew
Coordination
Staff training
Budget cut backs
Technical assistance and training
National flexibility and consistency
Bureaucracy -- national cooperation (real and unreal)
Quality
Public Vs federal lands
Liability
Undefined national expectations
Accountability, i.e. implementation (definition)
Team building proficiency, leadership
Training of participants
Equipment for projects
Keeping busy during down time
Clarification of roles
Expansion of current staff
Reports/monitoring/evaluation
Safety of participants
Do I have control over who will get hired
Planning and organizing viable projects (partners)
Program completion
No line items in budget for staff
Assessment tools for retention (screening)

SCS AMERICORPS ATTENDEES FOR TRAINING

AZ	2	Bart Ambrose	M		
		Merlin Berg	M		
AR	2	Tomas Dominguez	M		
		Bruce Leggitt	M		
CA	4	***			

CO					
GA	2	***			

IL	6	Bill McCarty	M		
		Gary Parker	M		
		Rufus Williams	M		
		Ed Wallbacher	M		
		Carzella Pritchard	F		

IA	2	***			

KS	1	(maybe 2)			
LA	2	***			

ME	2				
MA	2				
MI	2	Alan Herceg	M		

MN	2	Michael Price	M		

MS	3	*** <i>vic Simpson</i>	M		
		*** <i>Sandra Smiley</i>	F		
		*** <i>Bennet/Hutchins</i>	M		
MO	1	Vernon Stephens	M		
NE	3				
NJ	3				
NM					
NY	2				
ND	2	Richard Bentaas	M		
		Jeffrey L. Printz			
OH	2				
OK	3	Bill Puckett	M		
		Amy Sander	F		

OR	3	Barry Messer	M		
		Russ Collett	M		

SC	3	***			

SD	2	Joyce Watkins	F		
		Linda Baum	F		

TN	2	*** Dana York				
		*** Melinda Turner				
TX	2	***				

UT						
VT						
VA		Pat Teyrell - Lisa Sizemore	F			
WA	2	David Kreft	M			
		Paul Taylor	M			
WV	2	Pat Bowen				
		John Carr	M			
WI	1	***				
TOTAL	60					
	62					

Norman Smith
Dennis Borchardt

Lisa Sizemore - 804-287-1680
mother + child to accompany



29
29
56
DL - (6) East St Louis

+ one.
Bill McCartney
Gary Parker
R. Williams
Ed Wallbacher
Cezelle Pritchard

✓ MO
✓ MI
✓ OK

1 person maybe
2
3

Vernon Stephens
Alan Herceg
1. Bill Puckett
2) Amy Sander
3.

✓ ND

2

Richard Benteas

✓ OR

3.

Jeff Prunty
1) Berry messer
2) Russ Collett
3)

✓ SD

2.

✓ CA

4.

✓ LA

2.

✓ GA

2.

✓ IA

2.

✓ KS

1 (maybe 2)

✓ MA

2

✓ MN

2.

✓ MS

3.

✓ NE

3.

NJ

✓ NY

2

✓ OH

2.

✓ SC

3.

~~SD~~

✓ TN

2

✓ TX

2

VT

VA -

MSG

✓ WA

2

✓ WV

2

✓ WI

1

✓ AZ

2

✓ AR

2

Pat Bowen / John Carr

Bart Ambrose / Marlin Berg
Dominguez / Leggett