USDA
Form RD 2057-10
(3/87)

EXECUTIVE-MANAGEMENT-SUPERVISORY (EMS) DEVELOPMENT
ANNUAL ACCOMPLISHMENTS AND PLANNING REPORT

1. ORGANIZATION

PERIODS COVERED	
ACCOMPLISHMENTS	**NEEDS ASSESSMENT**
3. PERFORMANCE APPRAISAL YEAR_____	5. PERFORMANCE APPRAISAL YEAR_____

2. ORGANIZATION STRUCTURE CODE

4. FROM: TO: MO DA YR MO DA YR	6. FROM: TO: MO DA YR MO DA YR

7. TOTAL NUMBER OF EMS EMPLOYEES

_____

8. TOTAL NUMBER OF EMS-IDP's (Individual Development Plans) PREPARED

_____

9. TOTAL NUMBER OF EMS EMPLOYEES NEEDING EMS DEVELOPMENT

_____

EMS TRAINING AND DEVELOPMENT ACTIVITIES

MANAGERIAL KNOWLEDGES, SKILLS, AND ABILITIES	ACCOMPLISHMENTS FY		NEEDS ASSESSMENT FY		
	10. Completed	11. Actual Costs	12. Needed	13. Scheduled	14. Estimated Costs
A. FUNDAMENTAL					
1. Management Theory and Concepts		$			$
2. Organization and Position Management					
3. Work Planning and Productivity					
4. Communication Process					
5. Human Behavior and Motivation					
6. Supervisory Responsibility					
B. GENERAL					
1. Problem Solving and Decision Making					
2. Instructor Training					
3. Time Management					
4. Organizing Work					
5. Conflict Management and Negotation					
6. Writing Techniques					
7. Meetings/Discussion Groups					
8. Stress Management					
9. Public Speaking					
10. Interview Techniques					
11. Counseling					
12. Introduction to ADP					
13. Automation and the Manager					
14. Career Planning					
15. Public Relations					
C. FUNCTIONAL					
1. Financial Management					
2. Budget Administration					
3. Personnel Management					
4. Procurement					
5. Automated Information Management					
6. Labor/Management Relations					
TOTALS		$			$

15. **EMS Training and Development Sources (Actual)**

01 - Rural Development Sponsored	_____	05 - Other Federal Dept.	_____	09 - Industry	_____
02 - USDA	_____	06 - USDA Graduate School	_____	10 - Professional Association	_____
03 - Other USDA Agency	_____	07 - State/Local Government	_____	11 - Consultant	_____
04 - OPM	_____	08 - University/College	_____	12 - Other	_____

16. **Methods of Instruction (Actual)**

01 - Formal Classroom	_____	05 - Computer Based	_____	09 - Training Film	_____
02 - Correspondence	_____	06 - VCR Tape	_____	10 - Detail/Mobility Assignment	_____
03 - Programmed Instr. Text	_____	07 - Audio Cassette	_____		
04 - Formal TV Course	_____	08 - LP Recording	_____	11 - Other	_____

17. **EMS Development Costs (Actual)**

a.   Tuition, Books, Materials, etc. $ _____   b.   Travel, Per Diem, etc. $ _____   **TOTAL $** _____
(a + b)

18. **REMARKS:**

ORGANIZATIONAL HEAD *(Type Name and Title) Signature*	DATE:	PREPARED BY *(Type Name & Title)*	
		TELEPHONE NO.	DATE:

INSTRUCTIONS FOR PREPARATION

The information recorded on this form will be used to assess the Agency EMS development efforts in achieving and sustaining appropriate levels of managerial and supervisory expertise among agency EMS employees. Specifically, the form is used to identify and record raw data associated with organizational EMS development needs, planned activities, and activities actually completed.

GENERAL

– Prior to the befinning of the annual performance appraisal year, organizational units must determine their EMS development needs and planned developmental activities.

– At the conclusion of the annual performnance appraisal year, the organization will determine the EMS development activities actually completed.

To provide the information required by this form, organizational units should establish and maintain internal information systems to collect, store, and summarize the raw data. The data can be obtained by consolidating the information contained in the following resource documents:

• Form RD 2057-9, "EMS Individual Development Plan" (for needs identification and planned activities).

• SF-182, "Request, Authorization, Agreement, and Certification of Training" (for activities completed).

The information and data included in this report must be submitted to the Chief, Training Brance, on or before July 31, each year.

SPECIFIC

Block 1   -   Enter the organizational unit for which the raw data has been collected and recorded–District, State, Finance Office, Farmer Programs (AAFP), Budget Division (BU), Community Facilities Division (CFD), etc.

Block 2   -   Enter the Organizational Structure Code for the organizational unit entered in Block 1.

Block 3   -   Enter the year of the just concluded performance appraisal year (e.g., 1986).

Block 4   -   Enter the inclusive dates of the just concluded performance appraisal year (e.g., July 1, 1985 – June 30, 1986).

Block 5   -   Enter the year of the forthcoming performance appraisal year (e.g., 1987).

Block 6   -   Enter the inclusive dates of the forthcoming performance appraisal year (e.g., July 1, 1986 – June 30, 1987).

Block 7   -   Enter the total number of EMS employees assigned to the organizational unit designated in Block 1 (e.g., of the 19 employees assigned to XYZ Division, 8 are defined as EMS employees – enter 8 in Block 7). An EMS employee is defined in RD Instruction 2057-G, Section 2057.304.

Block 8   -   Enter the number of EMS employees from Block 7 who have prepared an EMS individual Development Plan (Form RD 2057-9). (e.g., of the 8 EMS employees in XYZ Division, 6 have prepared an EMS-IDP – enter 6 in Block 8.)

Block 9 - Enter the number of EMS employees from Block 8 who have been identified as needing managerial and supervisory development (e.g., of the 6 EMS employees in XYZ Division who prepared an EMS-IDP, 4 require managerial and supervisory development – enter 4 in Block 9).

Block 10 - Enter the number of EMS employees who actually completed training and development activities in each of the listed managerial knowledges, skills, and abilities (KSA's) during the just concluded performance appraisal year (i.e., Blocks 3 & 4). (e.g., 2 EMS employees from XYZ Division were scheduled for formal training in Time Management; however, 3 EMS employees actually completed training in Time Management – enter 3 in Block 10 beside Time Management.)

Block 11 - Enter the total actual cost (i.e., tuition, books, travel, per diem, etc.) for each of the completed EMS training and development activities enter in Block 10 (e.g., the total actual cost for the 3 EMS employees who completed formal training in Time Management is $525 ($175 each) – enter $525 in Block 11 beside Time Management). Total the actual costs in this column.

Block 12 - Enter the number of EMS employees from Block 9 who have been identified as needing development in each of the listed managerial KSA's (e.g., of the 4 EMS employees from XYZ Division requiring managerial and supervisory development, 3 need training in Communications Process, 4 in Organizing Work, 1 in Public Speaking, 3 in Budget Administration, etc.).

Block 13 - Enter the number of EMS employees from Block 12 who have been scheduled; during the forthcoming performance appraisal year (i.e., Blocks 5 & 6); for training and development in each of the managerial KSA's identified as needing development (e.g., of the 4 EMS employees in XYZ Division needing development in Organizing Work, 2 have been scheduled for formal training – enter 2 in Block 13 beside Organizing Work).

Block 14 - Enter the total estimated cost (i.e., tuition, books, travel, per diem, etc.) for each of the training and development activities in Block 13. (e.g., the total estimated cost for 2 EMS employees scheduled for training in Organizing Work is $350 ($175 each) – enter $350 in Block 14 beside Organizing Work). Total the cost estimates in this column.

Block 15 - For the actual training and development activities completed in Block 10, enter the total number of training incidents for each of the EMS training and development sources (e.g., 3 EMS employees from XYZ Division completed the OPM course in Time Management and 3 the OPM course in Budget Administration – enter 6 in the blank beside OPM).

Block 16 - For the actual training and development activities completed in Block 10, enter the total number of training incidents for each of the methods of instruction (e.g., 3 EMS employees from XYZ Division completed the OPM correspondence course in Time Management – enter 3 in the blank beside Correspondence).

Block 17 - Enter the organization's total actual costs for EMS training and development for the just concluded performance appraisal year (i.e., Blocks 3 & 4). The total for Block 17 should equal the total for Block 11.

Block 18 - Remarks.