



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

November 16, 2009

IOWA INSTRUCTION 360-385 – IN-STATE TRAINING PROCESS

Part 385.0 PURPOSE

This Iowa Instruction provides guidance on how a Leadership Team member provides a training opportunity to employees in Iowa.

Part 385.1 SCOPE

This instruction may be used by Iowa NRCS employees.

Part 385.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

Part 385.3 EXHIBITS

See the attachments.

/s/ Richard Sims
State Conservationist

Attachments

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(IA Instruction 360-385 First Edition – November 2009)

IOWA INSTRUCTION 360-385 – IN-STATE TRAINING PROCESS

1. PURPOSE:

This Iowa Instruction provides guidance on how a Leadership Team member provides a training opportunity to employees in Iowa.

2. BACKGROUND:

Supervisors and employees need a step by step process regarding how to initiate a training course and how employees sign up for it.

3. PROCESS:

A Leadership Team (LT) member decides he/she would like to provide training to Iowa employees on a certain topic. He/she gets approval from the LT. The LT member fills out Attachment A and sends it to Kim Broders. Kim enters the information into the AgLearn catalog.

The LT member sends an email, or tells the LT on a Monday call, that the course is now available in the AgLearn catalog. LT members tell supervisors and employees that the course is available and that they should sign up for it if they are interested, and put it on their employees' Individual Development Plans (IDPs) if they feel they need the course. A deadline to sign up is also given. If it is already on someone's IDP, don't enter it again.

The LT member asks the other LT members how many employees have signed up. If there is a sufficient number of employees interested in the state or in an area, the LT member would work with the ASTC(FO)s and/or State Office staff to schedule the training dates and locations.

If the LT member wants the course to be paid for out of the state-wide training budget, he would recommend it to the LT. If the LT agrees that it should come out of the state-wide training budget, with approval of the STC, Roberta Moltzen, ASTC(M), lets Trish Mootz, Training Officer, Kim Broders, training support, and Lori Derringer, BO, know. If the LT does not agree that it should come out of the state-wide training budget, each LT member will have to use their own training/training travel allocation to pay for their employees to attend.

Once the dates and locations and number of employees are known, the LT member fills out Attachment B and sends it to Kim. Kim enters the dates and times in the state-wide training budget.

The LT member fills out Attachment C and gives it to Cindy Slagle, and she will enter it on the calendar.

Approved By:

Date: 11/18/09

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
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Attachment A

TITLE

Kim will assign (NRCS-IA-XXXXXX)

Overview

Objectives

Prerequisites

Type of Course

Duration

Target Audience

Iowa Training Contact

Roberta Moltzen (this must remain as is)

Technical Specialist

Enrollment

Log into **AgLearn** to put this on your Learning Plan (NRCS-IA-XXXXXX).

Attachment B

Checklist for Estimating In-State Training Sessions and Meetings

_____ Instructor PerDiem		
Lodging - \$_____ x _____ nights x _____ instructors = \$_____		
PerDiem - \$_____ x _____ days x _____ instructors = \$_____		\$ _____
_____ Participants PerDiem		
Lodging - \$_____ x _____ nights x _____ participants = \$_____		
PerDiem - \$_____ x _____ days x _____ participants = \$_____		\$ _____
_____ Government Vehicle or POV		
If POV, _____ miles (roundtrip) x _____ =		\$ _____
_____ Miscellaneous Expense for Instructors and Participants		
Hotel Tax		\$ _____
Parking		\$ _____
_____ Meeting Location		
Meeting Facility		\$ _____
Screen (if not bringing an NRCS screen)		\$ _____
Projector (if not bringing an NRCS projector)		\$ _____
Podium and Microphone		\$ _____
_____ Material Cost		
Printing		\$ _____
Binders		\$ _____
Other Cost associated with getting the Material assembled		\$ _____
_____ Other:		
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____ Outside non-NRCS Speaker Proposal		\$ _____
	TOTAL	\$ _____

Attachment C

Event Information

Fill out and send to Cindy Slagle

* Event Type	
* Event Name	
Event Website	
Event Theme	
* Location	
Sponsor Name	
Sponsor Website	
* Contact Name	
Contact Title	
* Contact Phone	
* Contact Email	
* Start Date	
* End Date	
Start Time	
End Time	
*Is this an all-day event?	
*Does this event repeat on a periodic basis? If yes, when?	
*Description	

* Fields marked with an asterisk are required.