



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

May 2, 2012

IOWA BULLETIN NO. IA360-12-19

SUBJECT: PER – FISCAL YEAR 2013 TRAINING NEEDS

ACTION REQUIRED BY: MAY 18, 2012

PURPOSE: To notify Leadership Team Members to work with their employees to identify training needs for fiscal year (FY) 2013.

EXPIRATION DATE: September 30, 2013

Leadership Team Members will work with their employees (Federal) to select training for FY2013 by reviewing the courses in the Iowa In-State Training Catalog which can be accessed at: [In-State Training Catalog](#) as well as reviewing NEDC courses at: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/nedc/?cid=nrcsdev11_000918.

Employees are to enter their supervisory approved training selections into AgLearn by close of business May 18, 2012. Approved external training courses should be sent to the Training Officer in a separate e-mail as external trainings can not be input into AgLearn. Although we are just getting the FY2012 training underway, we want to be able to have a training plan and budget in place starting October 1, 2012; therefore, we are asking for employees to make their FY2013 training selections now.

In the event that any FY2012 training is canceled and rescheduled, those employees who were to attend will be put on a priority list for the next training session. After May 18, 2012, a listing of the selected trainings will be given to the appropriate Leadership Team Member for final review. The approved courses will be used to develop the FY2013 State Wide Training budget, purchase Flexible Training Accounts (Pre-paid courses), and identify Training Needs Inventory (TNI's).

For further information or questions, please contact Sondra E. Folsom Jones, Human Resources Specialist/Training Officer, at (515) 323-2703.

/s/

Richard Sims
State Conservationist

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