



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

September 19, 2012

IOWA BULLETIN NO. IA360-12-28

SUBJECT: PER – REQUIRED TRAINING FOR HIRING MANAGERS

ACTION REQUIRED BY: September 28, 2012, and October 29, 2012

PURPOSE: To notify hiring managers of the requirement to complete the following trainings in AgLearn by September 28, 2012: Hiring Managers Training and Pathways Programs. (District Conservationists have until October 29, 2012, to complete this training.)

EXPIRATION DATE: September 30, 2013

On September 7, 2012, National Bulletin 360-12-31, Training for Hiring Managers, was issued which addressed two trainings: Hiring Managers Training (NRCS-NEDC-000287) and Pathways Programs (NRCS-NEDC-00028). Iowa has established the due date for completion of this training as September 28, 2012; however, since the issuance of National Bulletin 360-12-31, we have received additional information extending the due date for District Conservationists to October 29, 2012. Both trainings can be completed in 1.5 hours.

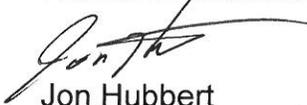
These two courses were populated into supervisors' and managers' "To Do" lists in AgLearn on September 11, 2012. Supervisors and managers are responsible for verifying these two trainings have been added to their "To Do" list. If the trainings have not been added, the employees will be responsible for adding them. These two courses are mandatory for the following employees:

- All Leadership Team Members
- District Conservationists
- MLRA Leaders
- Area Engineers
- Gregg A. Hadish, Geographic Mapping Systems Specialist
- Monica M. Monk, Easement Programs Coordinator
- Lori A. Derringer, Budget Officer
- Christopher E. Knudsen, Human Resources Officer

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Other employees may wish to take these courses; however, I ask they do not assign the training(s) to themselves until after October 31, 2012. It is strongly recommended that Administrative Management Assistants consider completing the courses, especially the Pathways Programs training.

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

A handwritten signature in black ink, appearing to read "Jon Hubbert", with a long horizontal flourish extending to the right.

Jon Hubbert
Acting State Conservationist