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KANSAS BULLETIN NO. KS360-12-6

SUBJECT: PER—Fiscal Year 2012 Training Plan

Purpose. To distribute the training plan and provide additional guidance on documentation and costs

Expiration Date. September 30, 2013

Kansas Training Plan (KTP)

The KTP, outlining all approved training for Fiscal Year (FY) 2012, is now available on the Kansas Web site under “Training” on the Human Resources Management Web page. [Click here](#) to access the plan. Courses are listed alphabetically.

At the present time, approved courses on the KTP are reflective only of National Employee Development Center (NEDC) course offerings and pre-paid Flexible Training Account (FTA) courses due to budget constraints. Requests for unscheduled training may be submitted using Form KS-FNM-10, Request for Meeting/Unscheduled Training, and will be considered as the budget allows.

Employees listed on the KTP are not required to submit Form KS-FNM-10; however, employees should obtain approval from their supervisor to attend the identified courses. Be aware that courses on the KTP are also subject to available funding and may be disapproved or delayed due to budget constraints.

A Standard Form (SF)-182 must be completed in AgLearn for ALL training offered from an outside source, such as Management Concepts, USDA Graduate School, a university, or private contractor.

Training Costs

The “TRAINING” purpose code should be used for all training-related travel authorizations in GovTrip.

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Training Documentation

Training completed through the NEDC or received through an outside source (requested using the SF-182 in AgLearn) is automatically captured in the employee's completed work in AgLearn. Other formal training that employees would like captured may be submitted to the human resources (HR) assistant (Shawna Carter) in the form of a "Certificate of Completion." Coordinators of in-state formal training should provide the HR assistant with a list of attendees for entry in AgLearn.

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(Signed)

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