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KANSAS BULLETIN NO. KS 360-13-2

SUBJECT: PER—Required Ethics Training

Purpose. To inform Supervisory District Conservationists (SDCs) and Management Unit (MU) employees of required ethics training

Expiration Date. September 30, 2014

Natural Resources Conservation Service (NRCS) field office (FO) employees work directly with partners and landowners on a daily basis. These employees also often have other outside employment such as personal farming/ranching enterprises. It is critical that Kansas NRCS employees adhere to ethics regulations and policy. Therefore, it was deemed necessary to provide a brief ethics training overview for Kansas NRCS FO employees.

At the SDC meeting in early October 2012, the SDCs were provided the Kansas Ethics Training. Each SDC has been tasked with delivering the ethics training to one's respective MU. The training materials have been uploaded to the Kansas SharePoint site under the Shared Documents/Administrative Services/Kansas Ethics Training folder. The SDCs can access this information in order to provide the training.

Initially, SDCs **and** MU employees register for the Kansas Ethics Training in AgLearn **no later than October 31, 2012**. The instructions to register for the course are provided in the SharePoint folder entitled "AgLearn Ethics Course Registration Instructions.pdf". This process only takes a few steps.

The SDCs are required to provide the training to all MU NRCS employees and have each employee sign the training completion sheet (also in the SharePoint folder) **no later than November 15, 2012**. After all the employees have received the training and signed the sheet, the SDC will send the completion sheet through the area office to the state administrative officer (SAO) **no later than November 15, 2012**. The state office will handle recording course completion in AgLearn for employees.

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ERIC B. BANKS
State Conservationist

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