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December 5, 2012

## **KANSAS BULLETIN NO. KS360-13-5**

### **SUBJECT: PER—Fiscal Year 2013 Training Plan**

**Action required by:** December 17, 2012

**Purpose.** To distribute the training plan and provide additional guidance on attendance dates, costs, and documentation

**Expiration Date.** September 30, 2014

#### Kansas Training Plan (KTP)

The KTP, outlining approved training for Fiscal Year (FY) 2013, is now available on the Kansas Web site under "Training" on the Human Resources Management Web page. [Click here](#) to access the plan.

At the present time, approved courses on the KTP are reflective only of National Employee Development Center (NEDC) pre-paid Flexible Training Account (FTA) courses. 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. The Human Resources Staff will complete all enrollments for FTA courses. Employees will be notified by email when the enrollment has been completed. 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.

#### Attendance Dates

Management Team members will be receiving an email showing the course, date(s), and location(s) for employees listed on the KTP. Action should be taken as soon as possible but no later than **December 17, 2012**, to review the list and submit the information requested in the email.

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### Training Costs

The "TRAINING" purpose code should be used for all training-related travel authorizations in GovTrip. Further Information will be sent by NEDC on making travel arrangements along with an approved accounting code.

### Training Documentation

Training completed through the NEDC OR received through an outside source (complete the required 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.

**Contact:** K. Deann Knox, 785-823-4522 or [kathryn.knox@ks.usda.gov](mailto:kathryn.knox@ks.usda.gov); Shawna Carter, 785-823-4513 or [shawna.carter@ks.usda.gov](mailto:shawna.carter@ks.usda.gov)

*(signed)*

ERIC B. BANKS  
State Conservationist