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KANSAS BULLETIN NO. KS360-13-14

SUBJECT: PER—Required Cross-Training Curriculum

Purpose. To establish requirements for completing U.S. Department of Agriculture (USDA) Cross-Training Curriculum for Kansas Natural Resources Conservation Service (NRCS) employees

Expiration Date. September 30, 2014

In accordance with national bulletin [NB 360-13-13](#), a cross-training curriculum has been developed to familiarize employees with programs of other USDA agencies. The training curriculum will help ensure that those of us serving the public on a regular basis are familiar with the full range of programs that are available to our customers with the overall goal of improving service across USDA.

In Kansas, all permanent NRCS service center employees and Management Team members will be required to complete the entire training curriculum **no later than September 30, 2013**. The courses have been loaded into the AgLearn To-Do list for those required to complete the curriculum. Management Team members can require other employees under their supervision to take the training, as deemed necessary. There are 17 different training courses in the curriculum (list is attached to national bulletin). Consequently, employees will need to schedule sufficient time to complete all the trainings before the due date.

Many of the same employees are required to complete two organic trainings as outlined in Kansas Bulletin [KS360-13-9](#). These two organic trainings are part of the cross training curriculum. Employees must complete the organic trainings showing a due date of May 17, 2013, in order to get proper credit for course completion. AgLearn will recognize completion once the organic courses with the earlier due date are completed. Employees will not be required to take the organic courses a second time.

Any employee (not otherwise required) or partner employee is welcome to take the cross training curriculum or individual courses with supervisor approval. In order to load the trainings into an individual AgLearn To-Do list, the employee will need to search for the individual courses using the list attached to the national bulletin.

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