



Natural Resources Conservation Service
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June 20, 2012

KANSAS BULLETIN NO. KS360-12-14

SUBJECT: PER—Fiscal Year 2013 Training Needs Inventory

Action required by: July 20, 2012 (Area Office [AO]/State Office [SO]
Secretary/Office Assistant [OA])
July 27, 2012 (Human Resources)

Purpose. To request training needs for Fiscal Year (FY) 2013

Expiration Date. September 30, 2013

Development of the FY 2013 Training Plan has commenced. To expedite completion of this task, each employee should work with his/her supervisor to complete the attached Training Needs Inventory (TNI) sheet (Attachment 1) and submit it to the appropriate AO/SO secretary/OA by **July 20, 2012**.

The AO and SO secretary/OA will use the attached "FY13 Training Template" (template) (Attachment 2) to compile the information from the TNI sheets and submit one composite template to human resources (Deann Knox and Shawna Carter) by **July 27, 2012**. Requested courses not already shown on the template should be added at the bottom of the template. Rather than carrying over the priority order for each employee from Attachment 1, the respective management team member will provide a priority order (1, 2, 3, etc.) on Attachment 2 for each employee requesting the same course.

To complete the TNI, the employee and supervisor should use the employee's Individual Development Plan (IDP) and the [Core Curriculum](#) to identify no more than three of their top training needs for FY 2013. A list of National Employee Development Center (NEDC) course names is attached (Attachment 3). Other courses may be requested, as identified.

Attachments 1 and 2 are fillable and should be completed and submitted in electronic format.

Contact: Deann Knox, 785-823-4522 or deann.knox@ks.usda.gov or Shawna Carter, 785-823-4513, shawna.carter@ks.usda.gov

(Signed) JAMES J. KRUEGER, ACTING FOR

ERIC B. BANKS
State Conservationist

Attachments

DIST: E