



Natural Resources Conservation Service
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DATE: October 21, 2008

WASHINGTON BULLETIN WA360-9-3

SUBJECT: PER - Fiscal Year 2009 Training Needs Inventory

Purpose. To request FY 2009 training needs for all employees and partners

Expiration Date. December 31, 2008

ACTION REQUIRED BY NOVEMBER 21, 2008

It is requested that all supervisors work with employees, conservation district personnel, and other partners to identify and submit training needs for FY 2009 by November 21, 2008. This date is chosen to give supervisors ample time to assimilate information about training needs gathered during end of year performance reviews and aggregate training needs within each Area and the State Office. For this year only, we will be updating the training needs inventory in the April/May 2009 timeframe, and thereafter will request the inventory in the April/May timeframe to coincide with midyear reviews. Changing the timeline for the process affords us several advantages, including ensuring that our training needs inventory:

- Aligns more closely with the NEDC data call, which is usually in June;
- Provides a better planning and execution window, with more lead time to budget, secure vendors and contracts, and plan around workload peaks;
- Coincides with partner's (WACD and district) fiscal year and budgeting cycle;
- Reduces pressure on supervisors to do both in depth performance reviews and development planning during the end of year review.

As you prepare individual development plans (IDP) and inventories, please keep in mind the several mandatory courses for new NRCS employees, which are listed on the first tab of the attached spreadsheet. Also, please review Washington Supplement to Title 360 - General Manual Part 420, Safety and Health Management Program, which discusses training needs for safety and first aid, as well as all-terrain vehicle operation. A key emphasis for this year is strengthening and formalizing on-the-job training (OJT) opportunities. It is strongly recommended that highly experienced employees who may not require formal training be given an opportunity to provide OJT to less experienced staff. Training duration, dates, and specific assignments for OJT should be documented on the recipient's and the provider's IDP and scheduled accordingly. Also, use of the many on-line self-paced resources that are available should be encouraged.

For the FY 2009 training needs inventory, a prioritized list of formal training activities by employee or partner staff member, course title (or subject matter), and proposed fund code is required to be submitted on the attached spreadsheet. Four composite lists will be submitted: one from each Area and one for the State Office. I will be working with State Leadership Team

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(SLT) members to develop the state office priority list. Each Area Conservationist should submit a prioritized list for their respective areas. Submit your completed spreadsheet by email to Sherre Copeland at sherre.copeland@wa.usda.gov by November 21, 2008.

To assist in your planning, the following information is provided:

The courses listed below have been identified as potential state initiatives for FY 2009, depending on the need. Locations, unless specified, will be dependent on cost and the location of a majority of the students requesting the course.

Course	Proposed Date	Proposed Location	Description/Prerequisite(s)
Toolkit for New Employees	January or February		Basic functions for employees who have not yet had Toolkit training
ArcGIS and Toolkit Training	January 13-15		More advanced functions of ArcGIS and Toolkit. This course may be taught in the form of a series of net meetings addressing specific topics based on user needs.
Nutrient Management Training	March 9-13		
Basic Engineering	Week of May 4		
Harmony Workshop	Week of June 1	Twin Lakes, WA	
Conservation Planning Modules 6 and 7	Week of July 6	East Area	Conservation Planning Modules 1-5
Effective Presentations			
Effective Facilitation			
Effective DC Training		Portland, OR	
HazMat Identification			
Air Quality			
Forestry Landscape Management System	February 10	Pac Forest	Forestry LMS is a user-friendly software model developed by University of Washington forest scientists and SWU Extension Forestry to help foresters and landowners make management decisions on forest stand improvements. Forestry information outputs include growth and yield, stand visualization, and carbon sequestration accounting relative to selected forest stand treatments. One full day of training using local forest stand examples. Software is certified for government agencies and the public.
Forestry Landscape Management System (LMS)	February 12	Spokane	

NEDC has distributed a first-quarter schedule (see below). Washington has prepaid for several slots in some of these courses based on the Flexible Training Account Pilot. Therefore, if you have an employee who needs to attend one of these courses and can make the specified dates, please so indicate. A full NEDC training schedule for FY 2009 is planned for release in early November and will be forwarded or posted as soon as it is released. Meanwhile, course descriptions for NEDC courses that MAY be offered are available at

<http://www.nedc.nrcs.usda.gov/catalog/listing.html>. You may want to review the descriptions for specific courses to ensure that prerequisites are accounted for and that the appropriate courses are identified for employees. Each District Conservationist is responsible for ensuring that our partners' needs are accounted for.

NEDC First Quarter Schedule

COURSE	LOCATION	DATE
Supervising for Excellence	Nebraska City, NE	November 17-21
Managing for Excellence	Albuquerque, NM	December 2-4
Civil Rights Compliance in Program Delivery	Atlanta, GA	December 8-10
Managing for Excellence	Atlanta, GA	December 8-10
Supervising for Excellence	Atlanta, GA	December 8-10
West Wide Snow Survey	Tahoe City, CA	January 11-16

Upon review of the completed spreadsheets, adjustments to the proposed state initiatives will be made if necessary and budget estimates will be developed and proposed for approval by the SLT. The approved plan will be subsequently published in the FY 2009 Employee Development Plan, which is a component of the State Business Plan. Additional training needs that may be unknown at this time can be requested on an on-going, as-needed basis throughout the fiscal year using the SF-182 process. These will only be approved pending budget availability. Please remember that training must be direct charged, in most cases, to the account where the individual most frequently charges.

Please feel free to contact Sherre Copeland at sherre.copeland@wa.usda.gov or 509-323-2911 if you have questions concerning identification of training needs or developing your inventory.

/s/ David Brown, Acting

LISA COVERDALE
Acting State Conservationist

Attachment - TNI Input Spreadsheet

Cc: Ray Ledgerwood, WACD