



Natural Resources Conservation Service
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Date: June 8, 2010

WASHINGTON BULLETIN 360-10-10

SUBJECT: PER - Fiscal Year 2011 Training Needs Inventory

Purpose. To request FY 2011 training needs for all employees and partners

Expiration Date. September 30, 2010

ACTION REQUIRED BY JULY 16, 2010

It is requested that all supervisors work with employees, Conservation District personnel, and other partners to identify and submit training needs for Fiscal Year (FY) 2011 by July 16, 2010.

There are several key points to keep in mind as we prepare the inventory:

1. Ensure each employee has a valid and up to date individual development plan (IDP). These plans are useful in managing the development of an employee and in assembling the inventory. Also, our state will be reviewed for presence of plans in FY 2010 during the Civil Rights Compliance Review by National Headquarters.
2. In preparing the 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.
3. Include training specific to special programs, such as the Leadership Development Program or certification for Contracting Officer's Technical Representative. If training is needed for newer or emerging issues, but you do not know of a specific course, please indicate the skill or knowledge that is needed, e.g., organic orchards or energy conservation.
4. A key emphasis for 2011 is strengthening and formalizing on-the-job training (OJT) opportunities. It is strongly recommended highly experienced employees who may not require formal training be given an opportunity to provide OJT to less experienced staff. The training duration, dates, and specific assignments for OJT should be documented on the recipient's and provider's IDP and scheduled accordingly.

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5. Use of the many on-line, self-paced resources that are available should be encouraged.
6. **Each District Conservationist or State Leadership Team Member (SLT) is responsible for ensuring our partners' needs are accounted for.**

For the FY 2011 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 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 July 16, 2010.

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

The courses listed below are tentatively scheduled state initiatives for the remainder of FY 2010 or early FY 2011 depending on the need. Locations, unless specified, will be dependent on the cost and location of a majority of students requesting the course. Additional state initiatives may be developed depending on need.

Course	Proposed Date	Proposed Location	Description/Prerequisite(s)
Conservation Planning Modules 6 and 7	FY 2011		Conservation Planning Modules 1-5
Engineering 102	October 2010		Hydrology and Hydraulics for newer planners and technicians
Pest Management Training	FY 2011		<ul style="list-style-type: none"> • Introduction to Water Quality • Pest Management web-based or self-study modules • Level IV Planner
Soil Compaction Lab	Early FY 2011	West Area	
Extending Outreach to All Customers	FY 2011		
Economics in Conservation Planning	FY 2011		
Personal Safety Awareness	FY 2011		

The National Employee Development Center (NEDC) has posted a schedule for the remainder of FY 2010 (<http://www.nedc.nrcs.usda.gov/catalog/schedule.html>). Course descriptions for NEDC courses that MAY be offered next FY are available at <http://www.nedc.nrcs.usda.gov/catalog/listing.html>. Suggest you review the descriptions for specific courses to ensure prerequisites are accounted for and that the appropriate courses are identified for employees.

It should be noted that it is often very competitive to obtain slots in NEDC courses. This year, we had many employees, some with supervisor concurrence; cancel out of NEDC courses for which they were scheduled. This often leads NEDC to have to cancel courses due to lack of enrollments, even when needs inventories indicated a requirement for the course. **You should also be aware NEDC's policy is to charge states \$750 for cancellations within 30 days of the course if no substitute is provided.** When needs are identified on the TNI, the Training Officer makes every

attempt to fulfill that need. Supervisors and employees should make every effort to ensure proper planning and scheduling allows the employee to attend scheduled courses for which they are enrolled.

Upon review of the completed spreadsheets, state initiatives will be proposed 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 2011 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 FY using the SF-182 process. These will only be approved pending verification of funds availability and within the overall budget for training. 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 at 509-323-2911 if you have questions concerning identification of training needs or developing your inventory.

 Acting for:

ROYLENE RIDES AT THE DOOR
State Conservationist

Attachment
TNI Input Spreadsheet

Cc: Ray Ledgerwood, WACD
Don Larsen, WDFW

Mandated Training for ALL NRCS Employees

Name of Course	Source	Type	Who	Timeframe	Pre-requisite	Need to List on Training Needs Inventory	Notes and References
Ethics Training for New Employees	5 CFR Part 2635, Subparts A through I; 5 CFR 8301; and OHRM Personnel Bulletin 735-1 and AgLearn Modules	Self Paced and On-Line	All new employees	Within first 90 calendar days on duty.	None	No	GM 110-405.C
Periodic Ethics Refresher Training	AgLearn	Self Paced and On-Line	All employees	As determined by NHQ	None	No	National issues guidance at appropriate time.
Introduction to NRCS	NEDC	Self Paced	All new employees	Within first year	None	No	Must be added to employee learning plan in AgLearn.
Orientation for New Employees (formerly Basic Field Conservation)	NEDC	Formal Classroom	All new employees	Within first year	Introduction to NRCS	Yes	
Civil Rights Compliance Training for Newly Assigned Employees	Ag Learn	Self Paced	All employees assigned or having program delivery responsibilities	Within 6 months after assuming responsibilities	None	No	GM 230.405.18
Annual Civil Rights Training	To be determined	To be determined	All employees	As determined locally	None	No	GM 230.405.4 (9) ... STCs will ensure that all employees receive annual civil rights training and that they fully understand their civil rights responsibilities.
Two-Factor Authentication for End Users		Self Paced and On-Line	All employees and unescorted partners, volunteers, and contractors with access to USDA facilities	30-Mar-09	Read 3 fact sheets and a guide	No	Course is automatically loaded on AgLearn Learning Plans. The Department issues guidance on completion of requirements and timing.
No Fear Act Training	AgLearn	Self Paced and On-Line	All USDA employees	Refresher training is required every two years	None	No	Course is automatically loaded on AgLearn Learning Plans. The Department issues guidance on completion of requirements and timing.

Name of Course	Source	Type	Who	Timeframe	Pre-requisite	Need to List on Training Needs Inventory	Notes and References
How to Manage a Special Emphasis Program	USDA Grad School	Formal Classroom	Special Emphasis Program Managers	Upon assignment of responsibility.	None	Yes	General Manual 230-403.0.c. states:
Roles and Responsibilities of a Civil Rights Committee Member	USDA Grad School	Formal Classroom	Civil Rights Advisory Committee Members	Upon assignment of responsibility.	None	Yes	In accordance with General Manual 230-404.8:
Westwide Snow Survey School	NEDC	Formal Classroom	All employees or volunteers conducting snow survey activities	At the earliest opportunity for those initially performing snow survey dutes and then refresher training every 3 years.	Physical	Yes	General Manual 360, Part 420, Subpart K, 420.102
National Cultural Resources Training Program (NRCS modular training program).	AgLearn	Self-Paced	All employees conducting conservation planning or application, Non-NRCS personnel (including Technical Service Providers, district employees, state employees, and contractors) carrying out conservation planning, assistance, and particularly installation under the technical oversight of NRCS, or conducting cultural resources data gathering for NRCS unless conservation activities completed by them are overseen and concurred with by a certified Cultural Resources Specialists.	Upon assignment of responsibility.	None	No	General Manual 190-601.50E states:

Name of Course	Source	Type	Who	Timeframe	Pre-requisite	Need to List on Training Needs Inventory	Notes and References
Information Systems Security Awareness (Includes Privacy Basics)	Ag Learn	Self Paced and On-Line	All employees, partners, volunteers, contractors, and anyone who has access to NRCS computer systems, or anyone who handles or has access to NRCS data, records, or files containing sensitive information are required to take this course.	Annually - Due by Mar 30, 2009	None	No	Course is automatically loaded on AgLearn Learning Plans. The Department issues guidance for annual training. An earlier internal completion date may be imposed by the agency.
Mandated Training for SOME NRCS Employees							
ATV Safety Training	ASI	Hands-on with an ATV and appropriate safety	Any employee who operates an ATV	Must be taken before employee operates an ATV and refresher	None	Yes	Amendment WA03 to Title 360, Part 420, Safety and Health Management Program, Subpart O (WA420.150)
Conservation Boot Camp	NEDC	Formal Classroom	For NRCS field employees hired after October 1, 2004 in GS-400 or GS-800 series	First 18 months of employment, but after 6 months of field experience.	Introduction to NRCS and Orientation for New Employees	Yes	
Managing for Excellence	NEDC	Formal Classroom	For all NRCS employees entering the GS-07 grade level	Recommended within first year of being selected to GS-07 grade level, or within first three years of employment.	Introduction to NRCS	Yes	
Supervising for Excellence	NEDC	Formal Classroom	New Supervisors	Recommended within 6 months of assuming supervisory duties; 40 hours of supervisory training must be completed during the 1-year probationary period.	Managing for Excellence or equivalent	Yes	General Manual 360-410.24, all employees in supervisory positions will receive:

Name of Course	Source	Type	Who	Timeframe	Pre-requisite	Need to List on Training Needs Inventory	Notes and References
Other Highly Recommended Training							
Sexual Harassment: What Employees Should Know	GoLearn	2-Hour Online Course	All new employees	Within first few weeks	None	No	Employees can self-enroll at the Government Learning Center (GoLearn) website at http://www.golearn.gov/coursecatalog/index.cfm?catlist=14,13,12&escape=html#12
Supervisor and Manager Sexual Harassment Awareness	GoLearn	2.5-Hour Online Course	All supervisors and managers	Within 30 days of assuming supervisory/managerial duties	None	No	Employees can self-enroll at the Government Learning Center (GoLearn) website at http://www.golearn.gov/coursecatalog/index.cfm?catlist=14,13,12&escape=html#12
RC&D Coordinator Training	NEDC/Various	Varies	All RC&D Coordinators	As appropriate	None	Yes	http://www.nedc.nrcs.usda.gov/catalog/rcandlearn.html
Contracting Officer's Technical Representative (COTR) Refresher Training	Various	Varies	All employees who have been or need to be assigned as a COTR	40 hours of refresher training is required every two years	None	Yes	Consult with the WA NRCS Contracting Specialist for specific requirements

East Area Training Needs - FY 11

BY SUBMITTING THE FY11 TRAINING SPREADSHEETS, SUPERVISORS ACKNOWLEDGE THAT ALL IDENTIFIED NEEDS ARE LISTED ON EMPLOYEES' INDIVIDUAL DEVELOPMENT PLANS AND THAT PREREQUISITES WILL HAVE BEEN MET PRIOR TO SCHEDULING THE COURSE

Team	Duty Location	Last Name	First Name	Position Title	Course Title or Subject Matter	NEDC or Vendor	Mandated (X if Yes)	Proposed Fund Code	Priority
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