



Natural Resources Conservation Service
316 W. Boone Ave. Suite 450
Spokane, WA 99201-2348

phone 509-323-2900
fax 509-323-2909
web site www.wa.nrcs.usda.gov

Date: September 11, 2007

WASHINGTON BULLETIN 360-7-5

SUBJECT: PER - Fiscal Year 2008 Training Needs Inventory

Purpose. To request FY 2008 training needs for all employees

Expiration Date. December 1, 2007

ACTION REQUIRED BY NOVEMBER 19, 2007

It is requested that all supervisors work with employees and Conservation District personnel to identify and submit training needs for FY 2008 by November 19, 2007. This date is chosen to give supervisors ample time during end of year performance reviews to discuss training needs and update individual development plans (IDPs), and aggregate those needs within each Area and the State Office. Refer to Washington Bulletin WA-360-07-4, which requires IDPs to be completed by November 1, 2007.

As you prepare IDPs and inventories, please keep in mind the several mandatory courses for new NRCS employees, which are listed on the first tab of the 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. It is strongly recommended that highly experienced employees who may not require formal training be given an opportunity to provide on-the-job training (OJT) to less experienced staff. Training duration, dates, and specific assignments for OJT should be documented on the recipient's IDP and scheduled accordingly. Also, use of the many on-line self-paced resources that are available should be encouraged.

For the training needs inventory, a prioritized list of formal training activities by employee or Conservation District 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 (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](mailto:sherre.copeland@wa.usda.gov) at sherre.copeland@wa.usda.gov by November 19, 2007.

DIST: E

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

The courses listed below have been identified as potential state initiatives or will be requested for delivery in Washington during FY 2008:

Course	Proposed Date	Proposed Location	Prerequisite(s)
Comprehensive Nutrient Management Plan Training	Oct 22-26	Leavenworth, WA	<ul style="list-style-type: none"> • Conservation Planning Modules 1-5 • Introduction to the Field Office Technical Guide, FOTG • Ag Waste Management Systems - A Primer
Advanced Facilitation (CRM)	Oct 29-31	Leavenworth, WA	
Autodesk Map 3D for Software License Holders	Nov 27-29	Spokane, WA	
Snow Surveyors Workshop	Week of Dec 10	Cle Elum, WA	
Autodesk Map 3D for Software License Holders	Jan 8-10 or 15-17	Olympia, WA	
West Wide Snow Survey	Jan 13-18	Winter Park, CO	
Advanced HEC-RAS	Jan/Feb TBD by NTSC	Spokane, WA	
ArcGIS 9.2 for Engineers I: Introductory	Feb 5-7	Spokane, WA	
ArcGIS 9.2 for Engineers II: Advanced (Field Engineers Session)	Feb 12-14	Spokane, WA	
ArcGIS 9.2 for Engineers II: Advanced (State Office Engineers)	Feb 26-28	Spokane, WA	
Toolkit for New Employees	Mar 4-6	Spokane, WA	
Toolkit for New Employees	Mar 11-13	Olympia, WA	
Cultural Resources Training for Field Employees	Week of Mar 24	Yakima, WA	
Managing for Excellence	TBD by NEDC	TBD by NEDC	Introduction to NRCS; ONE
Harmony Workshop	Early Jun 2008	Twin Lakes, WA	
Conservation Planning Certification	Week of July 14		Conservation Planning Modules 1-5

NEDC has distributed a first-quarter schedule, attached, based on mandatory courses only. A full NEDC training schedule for FY 2008 is planned for release in early October. All information pertinent to conducting the FY 2008 inventory will be forwarded to supervisors upon receipt. In the interim, the NEDC listing of courses that MAY BE offered is attached. Course descriptions 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 will be responsible for ensuring that our partners' needs are accounted for.**

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 2008 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 on the Employee Development Request Worksheet, same as previous years. 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.

R.L. "GUS" HUGHBANKS
State Conservationist

Attachments

1. TNI Input Spreadsheet
2. NEDC First Quarter Schedule
3. NEDC Listing of Potential Course Offerings