

Purpose. To outline the process for approving funds for training courses for FY2012.

Expiration Date. September 30, 2012

Background. There are three primary types of training courses: external NRCS courses provided by the National Employee Development Center (NEDC), internal Idaho NRCS courses (usually provided by Idaho NRCS staff), and courses provided by outside vendors.

This process does **NOT** pertain to Flexible Training Account (FTA) courses offered by NEDC, as these classes have already been pre-paid. For any non-FTA NEDC course, the Training Officer will serve as the Point of Contact.

Explanation. The following procedures will be used to ensure that all training courses are prioritized and approved prior to the date in which they are held and that participants receive the appropriate credit for courses in AgLearn.

- 1) The Training Officer will ask each member of leadership to develop a list of training courses that they would like to see offered during the fiscal year. A cost estimate and Point of Contact (POC) should be included for each internal course.
- 2) The State Administrative Officer will determine an estimated available budget for both internal and external courses.
- 3) Using these budgetary guidelines, the Training Committee will meet to review and prioritize all training courses. Only those courses that are recommended for funding will be scheduled.
- 4) The POC must submit a Meeting Approval Form (NRCS-FNM-72) to the Executive Assistant at least 60 days prior to the date of any scheduled internal course (if the estimated cost is over \$10,000, 90 days notice is required). All trainings that incur a cost are subject

to final approval from the State Conservationist.

- 5) If the course involves an outside vendor, these services may need to be procured and/or a SF-182 may need to be submitted. Please contact the Training Officer or Procurement Officer for more information.
- 6) Any training that exceeds \$10,000 in estimated costs is subject to approval by the Regional Conservationist's Office and no training over \$20,000 is permitted. Each state is allowed only one course per year in excess of \$10,000. Requests not submitted at least 90 days prior to the course start date are subject to denial.
- 7) The Training Officer will build the course in AgLearn and send the course information to the POC. The POC will be responsible for making sure that participants sign up for the course.
- 8) After an internal course is complete, the POC will submit a list of class attendees to the Training Officer. The Training Officer will ensure that all attendees receive credit for the class.
- 9) The Training Officer will work with administrative staff to ensure that costs for each course are accurately recorded and will update the budget accordingly.

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/s/

JEFF BURWELL
State Conservationist