

Idaho Bulletin: 360-13-2

Subject: Fiscal Year 2013 Training Needs Inventory (TNI)

Date: 11/5/2012

Action Required by : December 20, 2012

Purpose. To request training information from all employees for the FY 2013 Training Needs Inventory (TNI).

Expiration Date. September 30, 2013

Background. Each year, employees are asked to provide their highest priority training needs in order to develop a viable statewide training budget.

Explanation. All employees will work with their supervisors to identify and submit their training needs request by December 20, 2012.

Using the attached worksheets, each employee will:

1. Identify and prioritize up to **two** NEDC courses.
2. Identify and prioritize up to **three** in-state courses.
3. Identify any “Other” specialized training needs (e.g. courses needed to maintain required certifications/warrants in order to perform duties of the position, USDA Graduate School courses, Excel training, CPR, etc.).

Do not include items such as mandatory Information Security Awareness, Ethics, Civil Rights training or other training needs that can be met through AgLearn, on-the-job training or by some other means that will not incur a cost.

Completed worksheets for all employees are to be submitted to Brett Ingles, Management Analyst, via email by December 20, 2012. District Conservationists should submit worksheets for themselves and their employees on a single form.

The completed TNI will be reviewed by the Training Committee in January. After training priorities have been identified and approved, and the training budget has been set, a list of approved FY 2013 training will be distributed to all employees.

The Training Committee will make every attempt to fulfill the needs identified on the TNI. Supervisors and employees should make every effort to ensure that proper planning and scheduling allows the employee to attend approved courses.

Additional training needs that may be unknown at this time can be requested on an ongoing, as-needed basis throughout the fiscal year using the SF-182 process through AgLearn. These will only be approved pending budget availability.

Please feel free to contact your Assistant State Conservationist, State Conservation Engineer or Brett Ingles if you have any questions concerning the training needs process or need assistance in developing your inventory.

Contact. Brett Ingles, Management Analyst (Training Officer), (208) 378-5690.

/s/

CLINT EVANS

Acting State Conservationist

Attachments: FY 2013 NEDC Course Listing

FY 2013 Idaho NRCS proposed in-state and “other” training courses

FY 2013 Training Needs Inventory spreadsheet