

# REQUEST FOR NATIONAL EMPLOYEE DEVELOPMENT BOARD ADOPTION OF NEW NRCS TRAINING COURSE

**DIRECTOR, NATIONAL  
EMPLOYEE DEVELOPMENT  
CENTER**

**NOTE:**  
FORM MAY BE SUBMITTED AT ANY TIME; HOWEVER, TO BE CONSIDERED FOR THE NEXT NEDC MEETING, IT MUST BE RECEIVED AT NEDC ONE WEEK BEFORE THE MEETING. CONTACT THE NEDC FOR BOARD MEETING SCHEDULE.

## PART I

Course Assistance Proposals Must Follow This Protocol:

- If Submitted From State: State Conservationist, Regional Conservationist, Deputy Chief Or Chief Executive Officer With Functional Responsibilities For Subject Matter/Content
- If Submitted From Center Or Division: Deputy Chief Or Chief Executive Officer With Functional Responsibilities For Subject Matter/Content

1. What Is The Proposed Course Title?

2. What Is The Overall Purpose Of The Proposed Course?

3. What Are The Specific Training Objectives For The Proposed Course?

4. How Does The Proposed Course Address A Mission Critical, High-Priority Training Need(s)? What Is That Need(s)?

5. Does This Proposed Course Replace An Existing NRCS Course(s)? And If So What Course(s)?

6. Does This Proposed Course Duplicate The Content Of Any Existing Course(s)? And If So How Will This Be Addressed To Ensure Wise Use Of Limited Agency Resources?

7. What Major Roles Do You Propose For The Involvement Of The National Employee Development Center (NEDC)?

	Development Through Delivery (NEDC Catalogue Offering)?
	NEDC Certification As Bonafide Training That Meets The NRCS Definition Of Training?
	NEDC Delivery Only?
	NEDC Consultation To Ensure Quality Training Product From Vendor?
	Other(s) - Please Describe.

8. What Method(s) Will Be Used To Deliver The Proposed Course To Ensure Effectiveness, Efficiency, And Proper Cost Controls?

9. What Program(s) Will Directly Benefit From The Delivery Of This Proposed Course?

10. Do You Have Cost Projections Related To The Proposed Roles For NEDC?

11. Who Is The Intended Audience For The Training? What Is The Size Of That Audience And Anticipated Throughput Per Year (i.e., How Many Participants Do You Project For The Proposed Course On A Fiscal Year Basis)? What Job Series Will Benefit From This Training? Does The Audience Include Partners Such As Conservation District Employees?

12. Prerequisite: What Level Of Knowledge, Job Skill, Experience, Or Course Work Is Required Or Recommended Before Someone Takes This Course?

13. What Special Consideration(s) Need Attention In Determining If NEDC Support For The Proposed Course Will Be Approved?

PROPOSING SUBJECT-MATTER EXPERT NAME & EMAIL/TELEPHONE NUMBER

PROPOSING SUBJECT-MATTER EXPERT SIGNATURE AND DATE

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

Comments:

STATE CONSERVATIONIST OR DIVISION/CENTER DIRECTOR NAME, TITLE & STATE

STATE CONSERVATIONIST OR DIVISION/CENTER DIRECTOR SIGNATURE AND DATE

Regional Conservationist, Deputy Chief Or Chief Executive Officer With Functional Responsibilities For Subject Matter/Content

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

Comments:

NAME AND TITLE

AUTHORIZED SIGNATURE & DATE

**PART II**

NATIONAL EMPLOYEE DEVELOPMENT BOARD ACTION

DECISION BY THE NATIONAL EMPLOYEE DEVELOPMENT BOARD (to include impact on current workload and staff capacity)

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

Comments:

DIRECTOR, NATIONAL EMPLOYEE DEVELOPMENT CENTER, NAME

DIRECTOR, NATIONAL EMPLOYEE DEVELOPMENT CENTER, SIGNATURE & DATE

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

Comments:

CHIEF HUMAN RESOURCES OFFICER, NAME

CHIEF HUMAN RESOURCES OFFICER, SIGNATURE & DATE

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

Comments:

ASSOCIATE CHIEF FOR OPERATIONS, NAME

ASSOCIATE CHIEF FOR OPERATIONS, SIGNATURE & DATE