



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

November 13, 2007

SUBJECT: PER - 2008 NEDC Training Needs Inventory (TNI)

File Code: 360-18-12

TO: All NRCS Employees

This memo is intended to answer recent questions from employees about enrolling in NEDC classes offered through AgLearn during FY 2008. Previously, instructions were issued on enrolling in external training through the AgLearn SF-182 process. Those instructions have not changed.

The following questions and answers should provide information on what to do and not do with AgLearn class sign-up.

Question: Should I request AgLearn classes for which there are no scheduled offerings (no scheduled classes) at the time?

Answer: No, do not request or sign up for a class in AgLearn that requires travel and/or classroom attendance, unless there is a scheduled offering and you have been instructed to enroll.

Question: Is there an advantage to requesting a class even though there are none offered currently? Does that get me ahead of others wanting the class once one is scheduled?

Answer: There is no advantage to requesting a class when there are none scheduled. You are not automatically enrolled by AgLearn or NEDC when the class is eventually scheduled. You still have to enroll and go through the approval process. There are requested classes on some learning plans that have been there for 2-3 years.

Question: Is it okay to enroll in on-line classes offered through AgLearn?

Answer: Yes. You may do so at any time. Any on-line classes you already have on your learning plan should be completed within a reasonable amount of time, especially if they have been on there since last year. All on-line classes that are mandatory for all employees or as directed by the Department must be completed by the time designated in AgLearn or as directed by National or State Bulletins. Other classes that are assigned to you by your supervisor or management should be completed as directed.

Question: When will I be instructed to enroll in a class I need once a NEDC class is offered through AgLearn?

Answer: This answer requires that I provide some background information.

Background: This year the Leadership Team agreed that training was such a high priority that we would fund employee participation in all the NEDC classes that were identified as a high priority training need in the approved FY 2008 NEDC Training Needs Inventory (TNI). That amounts to over \$200,000 worth of financial commitment by the Indiana Leadership Team for this type of training. In addition to this, we have training we typically provide throughout the year.

Once NEDC announces the schedule for “offerings” this year, if your training need was identified as high priority on the TNI, you will be notified to select the offering that best fits your schedule and enroll. A few classes were “offered” earlier and some Indiana employees were able to enroll as instructed. There have not been many offerings announced due to the budget and the continuing resolution we are currently operating under.

Question: What if we missed getting something on the TNI that I need to take, or a new need has been identified?

Answer: Get your supervisor’s and your Leadership Team member’s approval. Once that is done there are two ways that getting you the class may be accomplished.

- 1.) The leadership team member will notify me of the request if it will be funded by the state training budget. Then I will take the request to the Leadership Team or the State Conservationist for approval. Once approved you will be instructed to enroll.
- 2.) Your Leadership Team member has a small travel and training budget with which they can approve a limited amount of training. This is often used for funding external training like Purdue or other partner classes and field days, or seminars and etc. If they approve funds from their budget, they will instruct you to enroll in the AgLearn offering.

I hope you find this information helpful. If you have questions, please call or email me and I will get back with you as soon as possible.

/s/

GARY MANERS
ASTC-Quality and Assurance

Attachment

cc: Leadership Team