



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

March 27, 2008

SUBJECT: PER – Procedure to Resolve AgLearn Problems

File Code: 360-18-11

TO: All NRCS Employees

This memo is to inform you of problems being encountered when editing AgLearn accounts in order to make changes or correct mistakes in training records. Problems have been encountered in both the Learning Plan and Learning History areas, sometimes resulting in the inability to make necessary edits.

It has become apparent that using an apostrophe in the class title on the SF-182 request results in difficulty for administrators to edit accounts. In order to avoid having to enlist the help desk when these problems occur, all employees are asked to be aware of this issue. ***On future SF-182 requests, do not include and apostrophe anywhere on the request.*** This should help avoid some of the editing problems being encountered.

Thank you for your cooperation. If you have questions or concerns, please contact Gary Maners ASTC-QA&E.

/s/

JANE E. HARDISTY
State Conservationist

cc: Gary Maners, ASTC Quality Assurance & Evaluations, NRCS, Indianapolis, IN