



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

August 4, 2008

SUBJECT: PER - Training Opportunities

File Code: 360-18

TO: All NRCS Employees

All training opportunities that need to be announced on a statewide basis (or outside your administrative area) are to be sent to Gary Maners, State Training Officer, to be distributed in the weekly External Training Opportunities memo. External meaning any training opportunity that is not in an AgLearn Catalog. NRCS employees and partners should not use the all employee e-mail alias to distribute that information.

Local office employees can distribute the information to local e-mail lists and to surrounding counties as needed. Areas may distribute to all offices within the area. Anything that is available to staff in any larger area will be included in the weekly summary issued from the state office.

There are numerous opportunities to learn from tours, field days, seminars, and etc. We want to disseminate that information to employees whom may benefit from those opportunities and we want to ensure that everyone who needs the information receives it. The weekly training memo will provide that information in one packet and cut down on the number of e-mails being sent.

If you have questions about the process, contact Gary Maners, ASTC-QA&E and State Training Officer.

/s/

JANE E. HARDISTY
State Conservationist