



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

October 31, 2007

INDIANA BULLETIN NO. 360-8-1

SUBJECT: PER – Procedures for Requesting External Training

Purpose: This bulletin is to notify employees of the change in procedure for requesting training that is not offered through AgLearn and is not part of the normal on the job or area level training offer by NRCS or the local partnership. This new process will allow employees to record their training in the AgLearn system. AgLearn is now the official location for keeping your training history.

Expiration Date: September 30, 2008

Beginning immediately we will complete the following procedure for all external training requests.

When a training opportunity occurs that you would like to attend, you should:

- 1.) Discuss it with your supervisor and then add the training to your training plan or EDP (Employee Development Plan) once you get concurrence. If it is already on your EDP, just get concurrence that this class contributes to or meets the identified training need.
- 2.) Complete the SF-182 in AgLearn. This is the formal request for approval of “external training”. External Training is any training not offered within the AgLearn system whether it is being offered by NRCS or any other entity. Once you have completed and submitted the SF-182 your supervisor is notified by AgLearn that a request has been submitted. This document once approved is used to issue payment to the vendor for tuition costs. It also places the training as an item in your Learning Plan in AgLearn.
- 3.) Once all approvals are obtained you can register for the training and attend the session. (There may be several steps you need to take at this point depending on how the training costs will be paid and if travel expenses are involved. Contact your FOA or staff leader/supervisor to determine this process.)
- 4.) After you have completed the training you must go back into AgLearn and verify that you took the training. After you submit your verification, your supervisor will again get a message from AgLearn telling him/her to also verify that you completed the training. If a certificate is issued showing completion, send a copy of the certificate to your supervisor.

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- 5.) After all verifications have been completed, the training will be listed in your AgLearn Learning History.

There are a couple of tutorials in AgLearn on how the process works and how to complete the SF-182. The first is in the AgLearn Tour which appears on the left of the Home Page. A better step by step of the process is found within AgLearn after you log in. Go to the Learning tab and click. Then move to the highlighted SF-182 topic on the right side of the screen just below the tabs and click in it. Once the next screen comes up, move to the upper right hand section of the screen and click on "help". There you will find very good tutorials on how to do the SF-182. There is also a tutorial on verifying you training and a step by step for the supervisor on how to approve and verify training.

This procedure will standardize the request and approval process for training and assure that credit for your training will show up in your training history.

If you have any questions, please contact Gary Maners, ASTC Q/A and Evaluations, at 317-290-3200, ext. 352.

JANE E. HARDISTY
State Conservationist