



National  
Employee  
Development  
Center

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Subject: PER- Employee Development  
          *“Training Needs Inventory”*

Date: May 14, 2004

To: Deputy Chiefs  
      Regional Conservationists  
      State Conservationists  
      Center & Institute Directors

File code: 360

The FY 2005 Training Inventory will be conducted on-line through the use of the Internet Combined Administration Management System (ICAMS). The inventory consists of course sessions that are either national or regional and, generally, include participants from several states. All details of planning, coordination, and administration will be handled by the National Employee Development Center (NEDC).

Enclosure 1 is a listing of NEDC courses with course and session numbers that should be used by employees to request their current needs. **Your state should determine final approval for training requests no later than June 30, 2004.** NEDC will review the information provided and determine the actual number of class sessions that will be scheduled for FY 2005 based on availability of funds. NEDC will allocate space (with emphasis on national representation) and provide an on-line training schedule for FY 2005, as well as a printed copy when class scheduling is complete. Request submissions may begin upon receipt of this bulletin. Please note that inventory of self paced courses is not being requested. Participants may go directly to the NEDC homepage at <http://www.nedc.nrcs.usda.gov/> and register for these courses at anytime.

Once the final number of class sessions has been determined, sessions reflecting dates and locations will be put into ICAMS. NEDC will initially place participants in sessions that are closest to their geographical locations however all class sessions will be available for your use if the designated session does not meet your need or if other changes are required.

In an effort to control cost, NEDC has selected 12 training sites throughout the United States where the majority of NEDC training will be conducted. Courses requiring specific training locations to meet a certain criteria will be exempt from these training sites. States requesting training for their employees only will be asked to incur the cost associated with that training.

If you have unnamed individuals for a course session, such as new hires, vacant positions, etc., you may submit any name from your state so your nominations will reflect the number you may need. Once you have determined who will attend the session you may delete the original request and place the appropriate person(s) in an available session.

Please be as precise as possible when requesting unnamed individuals, as it could later cancel a session because enrollment numbers drop in a session when you do not need these spaces. Please fax or email NEDC if a need for training is not included in Enclosure 1. For those that prefer to send email the address is [tlovell@ftw.nrcs.usda.gov](mailto:tlovell@ftw.nrcs.usda.gov).

Enclosure 2 gives employees' guidance on how to request their needs in ICAMS.

It is your organization's responsibility to see that all prerequisites for a training course have been met prior to submitting the nominee for training. The NEDC Training Catalog may be used to review course descriptions for this information. A copy of the NEDC Training Catalog may be viewed on the NEDC homepage at <http://www.nedc.nrcs.usda.gov/>. Hard copies are available by request.

### **WORKING EFFECTIVELY WITH LIVESTOCK PRODUCERS, PASTURELAND ECOLOGY I & II**

The vendors for these courses are limited to one session per year. In order to help NEDC with the enrollment process, states with more than one participant request are asked to provide a prioritized list to NEDC. Participant selection will be based on national representation.

### **COOPERATING AGENCY COURSES**

The following courses have been jointly developed in cooperation with the U.S. Army Corps of Engineers, U.S. Environmental Protection Agency and U.S. Fish and Wildlife Service:

Wetland Restoration and Enhancement

Hydric Soils For Wetland Delineation

Hydrology Tools For Wetland Determination

Space is reserved for each of these agencies. To submit an employee from the above agencies you will need to add a record for them in ICAMS, (if one doesn't already exist), under the Add Non Employee Details panel. Once you save the record they will be assigned an ID number and you may place them in the session of their choice. Please note that the Hydric Soils For Wetland Delineation course is for non-soil scientists and soil scientists with less than two years experience. Soil scientists with more than two years experience will not benefit from this course.

### **OTHER AGENCIES INCLUDING TECHNICAL SERVICE PROVIDER (TSP)**

Other units of government and TSPs are welcome to participate in many NRCS courses, if certain conditions are met on a space available basis. To submit their nomination use the Add Non Employee Details panel to create a record for them in ICAMS if one isn't already available. Use the ID created and submit the request.

It is our earnest desire to meet as many needs as funds and resources permit. As new courses are piloted throughout the year, separate announcements will be distributed as to their availability. Each organization is the most knowledgeable as to which training needs must be met to satisfy its developmental and program needs. We ask that careful consideration be given to your requests so we may keep the training program at a level we can afford, from both a time and cost standpoint.

If you have questions concerning enrollment procedures, please contact Tony Lovell, Training Specialist at (817) 509-3248 or email [tlovell@ftw.nrcs.usda.gov](mailto:tlovell@ftw.nrcs.usda.gov)

/s/

CHARLES R. ADAMS  
Director

Cc:  
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