



Natural Resources Conservation Service  
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May 3, 2004

MINNESOTA BULLETIN NO. 360 – 4– 21

SUBJECT: PER - EMPLOYEE DEVELOPMENT - TRAINING NEEDS INVENTORY

Purpose. To collect training needs for fiscal year 2005.

Expiration Date. December 31, 2004

**Action Required by June 30, 2004**

The MN Natural Resources Conservation Service (NRCS) Employee Development Committee (EDC) is collecting Training Needs Inventories (TNI) at this time to coincide with the National Employee Development Center's (NEDC) time line for FY 2005 requests (attachment 1). We will again be using ICAMS (Internet Combined Administrative Management System) to collect the TNI. The EDC is asking all employees to submit training needs to their respective Area Administrative Coordinator. **Please read the entire bulletin before attempting to make training requests.**

**THE TRAINING NEEDS INVENTORY IS IMPORTANT.**

The Area and State Training Teams will decide which courses to conduct based on the inventory and budget constraints. It is your responsibility to request training needed to carry out your duties.

**EMPLOYEE DEVELOPMENT PLANS**

Every individual should have an Employee Development Plan (EDP) that reflects the training needs of that person to grow and develop in their career to their full potential. **These plans need to be created with the employee's immediate supervisor and should be part of the performance review process.**

**SUPERVISOR RESPONSIBILITIES**

Supervisors are responsible for ensuring each employee is afforded the opportunity to participate in available training events. Employees and supervisors are jointly responsible for creating an EDP that best reflects individual needs. If training needs in the EDP cannot be met through on the job training then the employee needs to make TNI requests. Requests from the TNI will be addressed by the Area Offices, the State Office, Board of Water & Soil Resources (BWSR), or the NEDC.

Soil & Water Conservation District (SWCD) Managers please review TNI requests with your employees and your SWCD Boards for approval and budgeting.

## **AREA OFFICE TRAINING TEAMS**

Area Office Training Teams around the state are comprised of NRCS, SWCD, BWSR, Minnesota Association of Conservation District Employees, Watershed District employees, and Local Water Planners. The function of the Area Office Training Teams is to disseminate information, develop training inventories, and provide training.

## **NRCS EMPLOYEE DEVELOPMENT COMMITTEE (EDC)**

The NRCS EDC will review statewide TNI requests. The NRCS EDC will then develop the State Training Plan based on requests from the Area Office Training Teams and ICAMS statewide inventories.

***ACTIONS TO BE TAKEN BY June 30, 2004 (see attachments 2 & 3 for specific instructions).***

- 1. Review the list of available courses from ICAMS. (SWCD employees please work with your NRCS District Conservationist to view the list of courses from ICAMS).**
- 2. Select courses and obtain approval from your supervisor.**
- 3. Submit the list of approved courses via email to Area Administrative Coordinators (state office employees send approved list to Joe Wiltsey). Include Course Code and Course Title.**

The courses will then be entered into ICAMS and NRCS management will use this information to determine what courses will be scheduled.

WILLIAM HUNT  
State Conservationist

### ATTACHMENTS:

- #1 NEDC Letter dtd April 29, 2004
- #2 Non Catalog Courses
- #3 PowerPoint Instructions for selecting course

DIST: MN-AE  
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