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*Helping People
Help the Land*

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Transmitted via Email

October 3, 2006

MINNESOTA BULLETIN NO. 360-7-3

SUBJECT: PER – FY 07 Process for Requesting Approval to Attend Training/Conferences/ Meetings

Purpose. To provide guidance for obtaining approval to attend training, conferences, and or meetings using State Training Budget Funds.

Expiration Date. September 30, 2008

NRCS encourages selective attendance and participation by employees in career-related activities, professional organizations and training conference or courses that enhance career development and professionalism. Employees will not attend more that 3 training and or conference within a fiscal year (FY), unless specifically authorized/directed by the STC.

Employees desiring to attend training must first register/enroll in AgLearn, if the course is available. Refer to attached bulletin; MN-360-6-2, *How to Access AgLearn* for the procedures for NRCS employees, partners, and contractors to register/enroll for training courses in AgLearn. For training/conferences/meetings employees must also submit to their supervisor, if travel is involved, for approval, a Request for Travel Authorization, Form MN-FNM-001. This form must be accompanied by a Special Training Request form, MN-PER-025, including the registration form and conference agenda, and/or a course description for the training activity for which the employee is requesting to participate.

The request must also have a written justification for the employees' participation including the advantage to the government by their attendance (Forms MN-FNM-001 and MN-PER-025 provide space for justification). Supervisors should ensure that the training/conference/meeting is first documented in the Employees' Development Plan (EDP) before approving the request for attendance, and prior to forwarding the employees request for STC approval. Requests approved by the supervisor will be forwarded through the Training Coordinator for final approval by the STC.

Employees approved or disapproved by the STC for attendance will be notified through their supervisors. Once approved, conference registration fees for area staff will be charged to the respective area's government purchase card. State office employee's conference registration fees will be administered by Administrative Services. Copies of ALL approval documentation, not limited (MN-PER-025, conference agenda, registration form etc.) must be provided to the card holder to support charge before the transaction is finalized.

Questions should be directed to Charles Montgomery, Training Coordinator, (651) 602-7875, or charles.montgomery@mn.usda.gov, or Laurie Otte, Management Services Specialist, (651) 602-7875, or laurie.otte@mn.usda.gov.

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State Conservationist

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