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*Helping People
Help the Land*

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Transmitted via Email

November 8, 2006

MINNESOTA BULLETIN NO. 360-7-5

SUBJECT: PER – FY 07 National Employee Development Center (NEDC) Training Schedule

Purpose. To provide guidance for “learners” to be waitlisted to attend NEDC training.

Expiration Date. September 30, 2008

ACTION DUE BY: NOVEMBER 27, 2006ju

Attached is the FY 07 NEDC course schedule. Sessions not highlighted in green are open for enrollment to all. To help NEDC with their enrollment plan, supervisors and “learners” are being asked that any enrollments (waitlisted) that we have for these sessions be input by November 27th as they will look at the schedule again to determine if capacity of sessions is being met. **Some sessions require the completion of prerequisite course work to be completed before “learners” are waitlisted, if they have not completed prerequisite course work, they are not to be waitlisted.** Also, by close of business December 11, 2007, ASTCs, PSOS having employees’ waitlisted (**Sessions not highlighted in green - ONLY**) are to ensure an electronic copy of the up-dated spreadsheet for these sessions with the “learners” name is emailed to Charles Montgomery, Training Coordinator, charles.montgomery@mn.usda.gov. Remember participants placed in a session their status should show waitlisted instead of enrolled. Those sessions highlighted in green are state specific course sessions and NEDC will be working with the states to get their people enrolled. If it is determined that space is available once all participants from the state have been enrolled NEDC will notify all other states of this availability and enrollments will be taken on a first come basis.

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 desiring to attend the sessions should get approval from their supervisors along with concurrence from the area training representative first be before registering/enrolling (waitlisted) in AgLearn. Refer to bulletins; MN-360-6-14, *FY 07 Process for Requesting Approval to Attend Training/ Conferences/ Meetings*, guidance for obtaining approval to attend training, conferences, and or meetings using State Training Budget Funds (**Employees will not attend more than 3 training and or conference within a fiscal year (FY), unless specifically authorized/directed by the STC.**), and 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.

If available and once the “learner” is enrolled, supervisors and “learner” will be notified in order to submit the MN-PER-025 and MN-FNM-001 forms for approval.

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

DIST: MN-AE