



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

To Be Sent Via Electronic Mail

MINNESOTA BULLETIN NO. 360-8-19

June 30, 2008

SUBJECT: PER – EMPLOYEE DEVELOPMENT - APPROVED FISCAL YEAR
(FY) 2009 TRAINING PLAN AND BUDGET

Purpose: To provide instructions on how to interpret and implement Minnesota's approved Fiscal Year 2009 Training Plan.

Expiration Date: September 30, 2009

ACTION REQUIRED BY: JULY 21, 2008

Minnesota's State Training Committee met June 5-6, 2008, in St. Cloud and developed a proposed state training plan and budget. After final review by the State Office Program Services Staff, I have approved our FY-09 training plan and budget. A copy will be provided to the ASTCs, PSOS, and State Training Committee Members. The National Employee Development Center (NEDC) has not established a date for submission of FY 09 state training need inventories. However, Minnesota NRCS has submitted its request to NEDC to conduct the following in-state training sessions in FY 09: Civil Rights Compliance in Program Delivery (four sessions), Supervising for Excellence (two sessions), and Orientation for New Employees (one session).

In reviewing the approved training plan, please note NRCS employees ("learners") **with a monetary amount** in the budget column by their name. This denotes these "learners" **are approved** for the requested training. "Learners" having **no monetary amount** in the budget column **were not approved** for their requested training.

ASTCs (FO), PSOS/coaches, the MLRA Leader, and "learners" are to ensure/verify NRCS employees approved for training have completed prerequisite(s) training, if applicable. If not completed, they will not be allowed to attend the training. If it is determined during the training, by an instructor, a learner has not completed prerequisite training or does not possess the prerequisite skills or experience to successfully complete the training, the learner will be released from training and returned to duty.

District and other partner employees do not have a monetary amount by their name; they are responsible for their own training cost. If the training session is approved in the plan with a TBD date and location, state or NEDC, these partner "learners" are approved to attend the training at a NEDC selected training location. **District Conservationists** are to inform district and other partner employees if the training they requested is approved or not. **ASTCs** are to ensure/verify district and other partner employees approved for training have completed the required prerequisite(s) training, as applicable. If not completed, they will not be allowed to attend

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training or, if it is determined during the training, by an instructor that a learner has not completed the required prerequisite(s) training or does not possess the prerequisite skills or experience to successfully complete the training, the learner will be released from training and returned to duty.

“Learners” requesting training not in the approved FY 09 Training Plan/Budget, must submit form MN-PER- 025, Special Training Request, through their supervisor and applicable leadership team member, with proper justification for consideration by the State Conservationist. If the training/course requires prerequisites, these too must be met prior to submitting the MN-PER-025. District and other partners are to submit the Conservation Partners Training Request form utilizing the same process when submitting their Training Needs Inventory.

NOTE: NEDC has not published its Class/Training schedule for FY 09. ASTCs, PSOS, and Area Training Representatives will be provided the NEDC training information when it becomes available. Upon receipt of this information ASTCs/PSOS may notify approved NRCS employees to register/enroll through AgLearn. District Conservationist should ensure district and other partner learners are provided this information and verify and reconfirm their intent to attend the training. Furnish Charles Montgomery the learner’s name and training information (course number, title, date and location). Charles will register partners’ employees in AgLearn.

The next phase to implement our approved state training plan is to develop a training courses calendar. This requires a meeting of the State Staff (Engineers, Soils, Ecological Science, and Water Resources/RC &D) with input from ASTC’s, to identify training prerequisites, proposed dates, locations, and instructors/vendors that will conduct state training. **Action to be completed by July 21, 2008.**

ACTIONS TO BE COMPLETED BY: JULY 21, 2008, through AUGUST 25, 2008

By July 21, 2008 the NRCS State Staff Leaders review the training plan to identify training prerequisites, proposed dates, locations, instructors/vendors and develop a DRAFT FY 09 Training Calendar. A draft copy of the recommended State Training Calendar will be sent to ASTC (FO) for comments.

By July 31, 2008 ASTCs will provide comments to the respective State Staff Leader responsible for the training.

By August 11, 2008 the NRCS State Staff Leaders will meet and review the training plan and discuss training prerequisites, proposed dates, locations, instructors/vendors and to finalize FY 09 Training Calendar.

By August 15, 2008 the NRCS State Staff Leaders will recommend a final proposed State Training Calendar for approval by the STC.

By August 25, 2008 the approved FY 09 State Training Plan/Calendar will be distributed to leadership teams and training committee members.

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WILLIAM HUNT
State Conservationist

DIST: MN-AE
ALL SWCD Employees
ALL BWRS Employees
LeAnn Buck, MASWCD
John Jaske, BWSR