

General Manual
Title 360 - Personnel

Part 410 - Employee Development Program
Subpart B - Responsibilities

KS410.10 Employees.

Each Kansas Natural Resources Conservation Service (NRCS) employee has the opportunity for training from the following sources:

- (a) Classroom courses available through the National Employee Development Center
- (b) State and area sponsored training opportunities
- (c) Correspondence courses available through:
 - (1) USDA Graduate School
 - (2) Continuing education at area colleges and universities
- (d) Online courses through AgLearn (<http://www.aglearn.usda.gov/>) (in coordination with supervisors) or the Office of Personnel Management's (OPMs) e-Gov training Web site (<http://www.usalearning.gov>).
- (e) Attendance at various courses available through USDA Graduate School
- (f) Attendance at college or university evening classes
- (g) Attendance at special short courses conducted by colleges and universities

It is NRCS policy in Kansas to encourage attendance at such activities for the individual's personal development. Requests are to be made through proper channels and approved by the state conservationist.

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KS410.11 Supervisors/team leaders.

(b) Individual Development Plan. Individual development plans (IDPs) are created by the employee and approved/disapproved by the supervisor. IDPs are developed or updated every time an employee changes positions or when new employees enter on duty. IDPs are updated at the onset of each new fiscal year.

IDPs are to be reviewed and updated annually. Supervisors and employees should collaborate on appropriate training needs. During mid-year performance reviews is an ideal time to discuss and update IDPs.

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Subpart C - Programs

KS410.21 Determining training needs.

Employees work with their supervisors to determine training needs using the core curriculum. Supervisors will communicate training needs to their Management Team (MT) member, who will request training needs for the annual Kansas Training Plan. The Kansas Training Plan is defined as a list of training needs that has already been approved and does not require the submission of Form KS-FNM-10, Request for Approval to Attend Meeting/Unscheduled Training. For additional guidance on documenting requests for training see Subpart H, Section KS410.70.

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KS410.25 State, Regional Office and NHQ Employee Development Committees.

(a) Composition. The state administrative officer is the designated training officer and is a permanent member of the Employee Development Committee. One representative from each of the following fields will be appointed to serve as members: Management Team, Civil Rights Advisory Committee, district conservationists, technicians, engineering, resources/plant sciences, geographic information systems, soils, administrative, and clerical. Membership is rotated every three years. The committee will meet a minimum of once a year or as requested by the training officer.

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Subpart E - Approval and Payment for Training

KS410.43 Paying costs of training.

When external training is approved in advance, costs may be paid by the Natural Resources Conservation Service as appropriate:

- (a) Regular salary during training attendance
- (b) Travel cost to and from place of instruction
- (c) Per diem for period of travel
- (d) Tuition, fees, books, or required course material

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Subpart H - Request for Training

KS410.70 Employee Request.

(a) The following definitions are provided to assist in communicating the specifics outlined within this supplement:

(1) Internal Training - Training provided to employees by the National Employee Development Center (NEDC) or another Natural Resources Conservation Service (NRCS) entity.

(2) External Training - Training offered by an independent vendor (i.e., USDA Grad School, Management Concepts).

(3) Scheduled Training - Training identified for each employee in the Kansas Training Plan. A Standard Form (SF)-182, Requests, is required if the vendor is external.

(4) Unscheduled Training - A specific training opportunity not included in the Kansas Training Plan. Form KS-FNM-10, Request for Approval to Attend Meeting/Unscheduled Training, is required and a SF-182 is required if the vendor is external.

(5) SF-182 - Document available in AgLearn and required for the request to attend external training, both scheduled and unscheduled.

(6) Form KS-FNM-10 - Kansas form used to request approval to attend a meeting or unscheduled training.

(7) Constructive Travel Itinerary - Documentation required when alternative mode of travel is requested in lieu of common carrier.

(b) The following chart is provided to assist in determining the forms and actions necessary to correctly complete the required training request documentation. Attendees will be responsible for determining what forms are needed, communicating with clerical support and supervisors, and completing online requirements in AgLearn. Clerical support will assist in all or part of the preparation of forms and will continue to be the point-of-contact for travel arrangements, registration, and estimated cost of attendance. First-level supervisors will concur online and/or in hard copy and complete other online requirements in AgLearn, as needed.

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KS410.70 Employee Request. (continued)

Type of Training	Form KS-FNM-10 Needed	SF-182 Needed	Action Required (Attendee)	Action Required (Clerical Support)	Action Required (Supervisor)
Scheduled Training (INTERNAL Vendor)	No	No	Respond to information received from vendor by notifying supervisor and contacting clerical support for assistance with travel arrangements.	Assist attendee with travel arrangements.	None
Scheduled Training (EXTERNAL Vendor)	No	Yes	Contact clerical support for assistance with cost information for Fields C.1-C.2. of the SF-182. Complete steps 1 through 8 of Item (c). Confirm completion of training in AgLearn (see Item [f]).	Assist attendee with cost information needed to complete Fields C.1-C.2. of the SF-182. Complete Item (d).	If supervisor concurs, complete approval process in AgLearn. Verify completion of training in AgLearn (see Item [f]).
Unscheduled Training (INTERNAL Vendor)	Yes	No	Contact clerical support for assistance with the completion of Form KS-FNM-10.	Assist attendee with completion of Form KS-FNM-10.	If supervisor concurs, sign Form KS-FNM-10.
Unscheduled Training (EXTERNAL Vendor)	Yes	Yes	Contact clerical support for assistance with cost information for Fields C.1-C.2. of the SF-182. Complete steps 1 through 8 of Item (c). Confirm completion of training in AgLearn (see Item [f]).	Assist attendee with cost information needed to complete Fields C.1-C.2. of the SF-182. Complete Item (e).	If supervisor concurs, complete approval process by signing SF-182 in AgLearn. Verify completion of training in AgLearn (see Item [f]).

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KS410.70 Employee Request. (continued)

(c) The following steps completed by the training attendee outline the procedure for completing the SF-182 (available in AgLearn) for documentation of external training requests (scheduled and unscheduled).

(1) **BEFORE BEGINNING:** **i) identify a vendor**, if necessary, for the scheduled/unscheduled training; **ii) gather vendor address and attendance information** (i.e., course dates, location); and **iii) gather estimated cost information** (i.e., tuition, travel, per diem, etc.) by contacting clerical support for assistance. **Notify clerical support, at this time, if a request will be made to travel by mode other than common carrier.**

(2) Complete the SF-182 in AgLearn (<http://aglearn.usda.gov>) by populating the required fields that are not prefilled (shown in bold below):

- A.1. Prefilled
- A.6. Position Level**
- A.7-A.9. Prefilled with work location data
- A.11. Prefilled with “no,” check “yes” if applicable**
- A.12-A.16. Prefilled
- B.1a. Name and Mailing Address of Training Vendor**
- B.2a. Course Title**
- B.3.-B.4. Training Start and Complete Dates**
- B.5. Training Duty Hours**
- B.6. Training Non-Duty Hours - (MUST CONTAIN A NUMBER; USE ZERO WHEN APPROPRIATE)**

The following fields contain drop-down boxes. Select the most appropriate response:

B.7. - B.9. - B.11. - B.13.

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B.14. Training Accreditation Indicator

B.15. Continued Service Agreement Required Indicator

C.1. a.-c. Tuition, Books or Materials, Total

C.2. a.-c. Travel, Per Diem, Total

(3) Submit the SF-182 by clicking on the "Submit" button. A message will be displayed regarding the required approval level. ALSO CLICK "SUBMIT" HERE. Successful submission will result in an AgLearn-generated e-mail confirmation.

(4) **Before exiting AgLearn**, print the completed SF-182. Click on the "SF-182" tab. Find the newly created SF-182 from the list that appears. Click on the number in front of the request. Click on "Printer Friendly" and print the SF-182.

(5) If requesting to travel by mode other than common carrier, summarize the request, in writing, at the bottom of the SF-182. (For example: Prefer to drive privately-owned vehicle instead of flying.) If requesting overtime (OT), compensatory time (CT), or compensatory time for travel (CTT), complete Form KS-FNM-8.

(6) Obtain supervisor approval on the hard copy of the SF-182 for the request to travel by mode other than common carrier. The supervisor may sign anywhere at the bottom of the form.

(7) Attach completed registration form and Form KS-FNM-8 at this time, if applicable.

(8) IMPORTANT - Forward a copy of the SF-182 and any attachments to the appropriate clerical support for further processing. TASK COMPLETE.

(d) The following steps will be completed by clerical support when an attendee submits a SF-182 for scheduled training for further processing:

- (1) Review the SF-182 for completeness.
- (2) Prepare a constructive travel itinerary, if applicable.

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KS410.70 Employee Request. (continued)

(3) Ensure all appropriate attachments have been included.

(4) Forward all documentation to the state administrative officer (SAO).

(e) The following steps will be completed by clerical support when an attendee submits a SF-182 for unscheduled training for further processing:

(1) Complete or assist the attendee with the completion of ALL of Parts I, II, and III of Form KS-FNM-10.

(2) Attach the SF-182 and any other documentation required for review of the training request (including constructive travel itinerary and Form KS-FNM-8, if applicable) to Form KS-FNM-10. On the "Supervisor" line of the approval page of Form KS-FNM-10, write "See attached SF-182."

(3) Obtain the approval signature of the appropriate MT member and forward ALL documentation to the SAO for further consideration.

(f) **IMPORTANT**: The completion of training requested on a SF-182 **must be** confirmed by the attendee and verified by the supervisor in AgLearn. This action moves the completed training to the employee's learning history.

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KS410.71 Supervisory Approval.

(a) First level supervisors will concur with **external** scheduled and unscheduled training requests as outlined in the chart shown in Section KS410.70 (b). Concurrence in AgLearn is required in order to move the request through the system to the training officer.

(b) The completion of training requested on a SF-182 will be verified in AgLearn by the first level supervisor in order to move the training to the employee's learning history.