

The Delaware Training Guide

This training guide is designed to assist employees and supervisors determine priority training needs. This document is a *guidance document only* and dynamic in nature. It is not mandatory that employees take each and every course listed in their discipline. There may be other “outside” courses or on-the-job experiences that will fill the need identified. It is imperative that the employee and supervisor review and discuss training needs.

What is training?

Training is defined as transferring information in order that the employee will have the necessary tools to perform his/her job requirements. Training is done through many methods, including but not limited to: formal classes such as NEDC or contractor training courses, classroom courses, on-the-job training, etc. All training should be documented for each employee.

Supervisor Responsibility:

- Establish an employee training plan (employee development plan) with each employee prior to **October 15** of each fiscal year.
- Provide information, explain and justify any costs related to the training, ie. travel, software, equipment, etc.
- Meet with the employee at least every six months if not more often to review the employee training plan and make any revisions as necessary.
- Approve or disapprove requests for NEDC courses in I*CAMS by **June 15**.
- Approve or disapprove all training requests in I*CAMS by **October 15**.

Employee Responsibility:

- Meet with supervisor prior to **October 15** each fiscal year to establish an employee training plan.
- Meet with supervisor at least every six months to review the established employee training plan.
- Request NEDC courses in I*CAMS before **June 15**.
- Request all training in I*CAMS prior to **October 15**.
- Provide information, explain and justify any costs related to the training, ie. travel, software, equipment, etc.
- Recommend changes to the employee training plan in discussions with supervisor.
- Upon return from training, each employee is asked to educate at least one other employee on the training subject.

Training Process:

All training needs for NRCS employees are to be entered through the Internet based Combined Administrative Management Systems (I*CAMS). I*CAMS is a web based Human Resources Information System that allows employees to access employment information from a centralized database.

All mandatory courses and other specific training needs for the employee's discipline should be included in their Training Plan. It is the Employee and Supervisor's responsibility to see that all prerequisites for a training course have been met prior to submitting the nominee for training. The NEDC Training Catalog may be used to review course descriptions for this information. NEDC course catalog can be found at <http://www.nedc.nrcs.usda.gov/>. (Click on web address, then click on course catalog.) NEDC courses can also be found in I*CAMS.

I*CAMS Training Plan Work Flow:

Employee:

Employee and/or their supervisor initiate and work on training plan together. The employee enters the courses in I*CAMS and the courses are automatically routed to the supervisor for approval or disapproval on their I*CAMS worklist.

Supervisor:

Supervisor approves or disapproves courses for employees in I*CAMS. I*CAMS will automatically route worklist item to the Training Officer.

Training Officer:

Training Officer receives worklist item with all approved training needs. *Training needs are submitted to the Training Committee and a training needs inventory is conducted by November 15. The Training Committee makes recommendations to the State Conservationist. Once the State Conservationist approves training the Training Officer will then approve in I*CAMS.*

I*CAMS will automatically route worklist item to the Supervisor.

NOTE: NEDC wants to have employees approved and enrolled in NEDC courses by JUNE 30 so that they can prepare for the next fiscal year. To meet this deadline supervisors and the Training Officer will approve NEDC training requests by June 30 so that a place will be held in the course. The training committee will then review all training needs by November 15 and may at that time recommend that the course not be approved.

See I*CAMS End User Manual for basic instructions.

Sample Individual Development Plans (employee training plans) for guidance only :

http://www.de.nrcs.usda.gov/intranet/delaware_training_guides_idp.html

Use of Training Resources by Others

Conservation district employees or others who provide services to districts by cooperative agreement may enroll in NRCS training. Arrangements are to be made through state conservationists, and the employer is to pay the trainee's salary and expenses. NRCS assists conservation districts in increasing the technical skills of their employees by inviting district representatives to meet with the NRCS State Training Committee to review training needs of district employees, plan and schedule joint training programs within the state and schedule district employees for NRCS training according to their needs.

Non-Government Training

Non-government training sources (ie.universities, colleges) may be used if the training is needed to conduct or improve NRCS work. Non-government training sources may be used if similar training cannot be provided by NRCS or by another federal agency and the training can be provided outside the federal service more efficiently and economically.

Non-government training **may not** be provided to an employee:

- 1) With federal service of less than 1 year
- 2) For more than 1 year in each 10 years of service
- 3) For the sole purpose of earning an academic degree
- 4) For the sole purpose of filling a position by promotion

Authorities to waive prohibitions (1) and (2) may sometimes be granted by National Headquarters when such a waiver is in the public interest.

Further information on NRCS Employee Development can be found at:

http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_360_410.htm.