

United States Department of Agriculture



Natural Resources Conservation Service  
6200 Jefferson NE, Room 305  
Albuquerque, New Mexico 87109  
Phone: (505) 761-4400 Fax: (505) 761-4463  
Web site: [www.nm.nrcs.usda.gov](http://www.nm.nrcs.usda.gov)

---

June 1, 2009

NEW MEXICO BULLETIN 360-9-9

SUBJECT: PER – EMPLOYEES DEVELOPMENT – FY 2010 TRAINING NEEDS ASSESSMENT

TO: All Employees

**DUE DATE: JULY 31, 2009**

Purpose. To request information regarding the FY 2010 training needs assessment.

Expiration Date. September 30, 2010.

In order to manage training requests, current budget constraints, and ensure all employees are afforded the opportunity to obtain mandatory and optional training, NRCS-New Mexico conducts an annual training needs assessment. It is now time to begin the process for FY 2010.

Attached is the Training Needs template to be used by each **area office** and **state office section** for employees in their respective areas. The completed templates will be consolidated into a statewide training needs assessment, to be reviewed and approved by the New Mexico Leadership Team (NMLT).

For each need identified, please provide the course title, employee name, and the training objective, which is a short summary of how the training will meet current workload demands. The training priority must also be captured using the following criteria:

1. Mandatory training in order to meet regulatory or certification requirements;
2. Training that supports the learning of a new skill that will be performed by the employee as a regular part of their work duties and supports the mission of NRCS; or
3. Training that will improve the skill of the employee in performing their normal work duties identified as a critical element in their performance work plans and supports the mission of NRCS.

Be sure to annotate the method of training as well as the source (NEDC, NRCS-NM, or private vendor). Also, please include the suggested training location, dates, and estimated cost (travel and tuition). Attached are the projected NEDC courses for FY2010.

Completed templates are to be forwarded, via email, to Jerry Hancock, Human Resources Specialist, at [gerald.hancock@nm.usda.gov](mailto:gerald.hancock@nm.usda.gov) no later than July 31, 2009. Negative responses are required.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER  
State Conservationist

Attachments

*Helping People Help the Land*

An Equal Opportunity Provider and Employer