



# Kansas Natural Resources Conservation Service (NRCS) Training

## CORE CURRICULUM



Rev. October 2014

**Job Name Index**

Administrative Officer	Contract Specialist	Natural Resource Specialist
Agricultural Engineer	Engineering Technician (Civil)	Office Assistant
Biologist	Environmental Engineer	Office Automation Assistant
Biological Science Technician	Fiscal Technician	Procurement Technician
Budget Officer	General (All Employees, Tribal Liaisons, State Conservationist, Supervisors)	Public Affairs Specialist
Cartographer	Geologist	Purchasing Agent
Cartographic Technician	Human Resources Assistant	Rangeland Management Specialist
Civil Engineer	Human Resources Specialist	Resource Conservationist
Conservation Agronomist	Hydraulic Engineer	Secretary
Construction Engineer	IT Specialist	Soil Conservationist
Construction Inspector	Natural Resource Manager	Soil Conservation Technician
		Soil Scientist

**Job Name - ADMINISTRATIVE OFFICER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0341	13	Ethics Officer Training	3	Office of Government Ethics (OGE)
		Administrative Officers Workshop	3	USDA Grad School
		Federal Appropriations Law	6	USDA Grad School OR outside vendor
		Con 100	6	Federal Acquisition Institute (online)
		Freedom of Information Act and Privacy Act	6	USDA Grad School
		Human Resources Management for Supervisors and Managers	12	USDA Grad School
		Capitol Hill Workshop	24	NEDC

See the "General" Tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

## Job Name - AGRICULTURAL ENGINEER - Page 3(a)

Series	Grade	Course Title	Timeline - months	Source
0890	5	Hydrology Training Series Modules 101-106 (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Introduction to Water Quality	6	NEDC
		Why Do We Care About Climate Change	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Why Do We Care About Energy	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Why Do We Care About Air Quality	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Conservation Planning Part 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		Energy Basics	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		New Professional Engineers, Geologists, and Landscape Architects	18	NEDC
	7	Basic Geology of Kansas	12	KS-NRCS
		Conservation Planning Part 2	12	KS-NRCS
		SM Series Mod 1-3 Classification of Soils Lev 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Hydrology Training Series Modules 107-112, 115, 116, 151, 201, 203, 204, 205, 206A, 206B, 206C, and 206D (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Hydrology Training Series Modules 207 and 209	18	NEDC
		Soil Compaction Training	18	KS-NRCS
	9	Hydrology Training Series Modules 211, 215, 216, 251 (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Water Resource Site Analysis (SITES)	12	KS-NRCS
		Construction Inspection for Field Office Activities	12	NEDC
Agriculture Waste Management Systems, A Primer		12	NEDC	
Hydrologic Engineering Center - River Analysis System (HEC-RAS) Basic		18	KS-NRCS	
Concrete Fundamentals		24	NEDC	
Soil Compaction and Field Control		24	NEDC	

**Job Name - AGRICULTURAL ENGINEER - Page 3(b)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
11		Soil Bioengineering	12	NEDC
		Contract Administration for Construction Contracts	12 - If *COTR/GR	NEDC
		Agricultural Waste Management Systems - Level 2	18	NEDC
		Hydrology Tools for Wetland Restoration and Determination	24	NEDC
		Liner Design for Animal Waste Containment	24	NEDC
12		As required by supervisor		

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

\*Contracting Officer Technical Representative/Government Representative

**Job Name - BIOLOGIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
11		Soil Bioengineering	12	NEDC
12		Riparian Assessment	12	AO/SO
		Hydrology Tools for Wetland Restoration and Determination	12	NEDC
		Advanced Wetland Plant Identification	12	AO/SO
		Wetland Restoration, Management, and Compatible Use	12	NEDC
		Wetland Restoration and Enhancement	12	NEDC
		Areawide Conservation Planning	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Environmental Procedures and Document Preparation	12	NEDC
		Stream Restoration Workshop	12	NEDC
		Wetland Identification for Food Security Act Purposes-Phase I: Basic Concepts	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Wetland Identification for National Food Security Act Purposes- Phase 2 Application	12	NEDC
		Fish and Wildlife Habitat Management	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - BIOLOGICAL SCIENCE TECHNICIAN**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0404	5	Basic Survey and Design	6	AO/SO
		Introduction to Ecological Principles	12	NEDC
		Environmental Compliance including National Environmental Protection Act (NEPA)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
	7	Basic Plant Identification	12	AO/SO
		Plant Material Harvest and Storage	12	PMC
		Introduction to Soil Quality	12	NEDC
		Nutrient and Pest Management Considerations in Conservation Planning, Track 1 - Nutrient Management	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Nutrient and Pest Management Considerations in Conservation Planning, Track 2 - Pest Management	12	KS-NRCS
		Farm Management and Agronomy Principles for Plant Materials Center (PMC)		
		Prescribed Burning	12	KS-NRCS
		Introduction to Water Quality	12	NEDC

See the "General" tab for additional required courses.

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**Job Name - BUDGET OFFICER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0560	12	Financial Management Modernization Initiative Modules (FMMI)	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Appropriations Law	3	USDA Grad School OR outside vendor
		Introduction to Federal Budgeting	3	USDA Grad School
		Budget Execution	12	USDA Grad School

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - CARTOGRAPHER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1370	5	Learning ArcView Geographic Information System (ArcGIS)	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Editing in ArcGIS 9: Tips and Tricks	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Editing in ArcGIS 9: Tips and Tricks II	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Editing in ArcGIS 9: Tips and Tricks III	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Labeling in ArcMap	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Introduction to ArcGIS I for Service Center Agency (SCA)	6	NEDC
		Understanding Geographic Data	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Understanding Map Projections and Coordinate Systems	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
	7	Creating and Maintaining Metadata Using ArcGIS Desktop	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Working with Rasters in ArcGIS Desktop	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Basics of the Geodatabase Data Model	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Creating and Editing Labels and Annotation	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Understanding GIS Queries	18	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Working with Map Topology in ArcGIS	18	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
9	Geoprocessing with ArcGIS Desktop	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>	
	Turning Data into Information Using ArcGIS 9	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>	
	Creating and Integrating Data for Natural Resource Applications	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>	
	Working with ArcGIS Spatial Analyst 9	12	NEDC	
11	Conservation Planning Part 1	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
12	Conservation Planning Part 2	12	KS-NRCS	
	ArcObjects/Scripting Language Development (as needed)			

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - CARTOGRAPHIC TECHNICIAN**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1371	5	Learning ArcGIS Desktop	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Editing in ArcGIS 9: Tips and Tricks	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Editing in ArcGIS 9: Tips and Tricks II	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Editing in ArcGIS 9: Tips and Tricks III	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Labeling in ArcMap	6	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Introduction to ArcGIS I for Service Center Agency (SCA)	6	NEDC
		Understanding Geographic Data	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
	Understanding Map Projections and Coordinate Systems	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>	
	7	Basics of the Geodatabase Data Model	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Creating and Maintaining Metadata Using ArcGIS Desktop	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Working with Rasters in ArcGIS Desktop	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Creating and Editing Labels and Annotation	12	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Understanding GIS Queries	18	<a href="http://campus.esri.com/">http://campus.esri.com/</a>
		Working with Map Topology in ArcGIS	18	<a href="http://campus.esri.com/">http://campus.esri.com/</a>

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - CIVIL ENGINEER - Page 9(a)**

Series	Grade	Course Title	Timeline - months	Source
0810	5	Hydrology Training Series Modules 101-106 (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Introduction to Water Quality	6	NEDC
		Why Do We Care About Climate Change	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Why Do We Care About Energy	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Why Do We Care About Air Quality	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Conservation Planning Part 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		Energy Basics	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		New Professional Engineers, Geologists, and Landscape Architects	18	NEDC
7		Basic Geology of Kansas	12	KS-NRCS
		Conservation Planning Part 2	12	KS-NRCS
		SM Series Mod 1-3 Classification of Soils Lev 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Hydrology Training Series Modules 107-112, 115, 116, 151, 201, 203, 204, 205, 206A, 206B, 206C, and 206D (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Hydrology Training Series Modules 207 and 209	18	NEDC
9		Soil Compaction Training	18	KS-NRCS
		Hydrology Training Series Modules 211, 215, 216, 251 (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Water Resource Site Analysis (SITES)	12	KS-NRCS
		Construction Inspection for Field Office Activities	12	NEDC
		Agriculture Waste Management Systems, A Primer	12	NEDC
		Hydrologic Engineering Center - River Analysis System (HEC-RAS) Basic	18	KS-NRCS
		Concrete Fundamentals	24	NEDC
Soil Compaction and Field Control	24	NEDC		

**Job Name - CIVIL ENGINEER - Page 9(b)**

11	Contract Administration for Construction Contracts	12 - If *COTR/GR	NEDC
	Reinforced Concrete Design (Design Engineer Only)	12	Outside Vendor
	Agricultural Waste Management Systems - Level 2	18	NEDC
	Roller Compected Concrete (Design Engineer Only)	24	NEDC
	Soil Bioengineering (Design Engineer Only)	24	NEDC
	Linear Design for Animal Waste Containment	24	NEDC
12	As required by supervisor		
13	Capitol Hill Workshop	24	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

\*Contracting Officer Technical Representative/Government Representative

**Job Name - CONSERVATION AGRONOMIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0471	5	Basic Survey and Design	6	AO/SO
		Erosion Prediction Models	6	AO/SO
		Conservation Buffers	12	NEDC
		Conservation Planning Part 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		Environmental Compliance including National Environmental Protection Act (NEPA)	12	AO/SO
		Hydrology Training Series Modules 101-106	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Introduction to Ecological Principles	12	NEDC
		Windbreak Design	12	AO/SO
	7	Basis Newswriting	12	AO/SO
		Conservation Planning Part 2	12	KS-NRCS
		Introduction to Water Quality	12	NEDC
		Agricultural Waste Management Systems - A Primer	12	NEDC
		Rangeland Ecology I	12	NEDC
		Nutrient and Pest Management Considerations in Conservation Planning, Track 1 - Nutrient Management	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Nutrient and Pest Management Considerations in Conservation Planning, Track 2 - Pest Management	12	KS-NRCS
		Soil Quality - Assessment and Applications for Field Staff	12	NEDC
	9	Advanced Newswriting	12	SO
		Economics of Conservation Planning	12	NEDC
Remote Sensing Fundamentals		12	SO	
Soil Mechanics Series		12	NEDC	
Water Quality - Resource Assessment		12	NEDC	
11	Soil Bioengineering	12	NEDC	
12	Areawide Conservation Planning	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
	Environmental Procedures and Document Preparation	12	NEDC	

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - CONSTRUCTION ENGINEER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0810	11	Contract Administration for Construction Contracts	12	NEDC
		Construction Inspection	12	NEDC
	12	Nuclear Gauges - Radiation Safety Training	12	RSS
		Contract Partnering	24	Outside Vendor

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - CONSTRUCTION INSPECTOR**

Series	Grade	Course Title	Timeline - months	Source
0809	6	Hydrology Training Series Modules 101-106 (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Basic Survey and Design	6	KS-NRCS
		Basic Computer-aided Drafting (AutoCAD)	6	KS-NRCS
		Hydraulics for Technicians	12	KS-NRCS
		Nuclear Gauges - Radiation Safety Training	12 - If assigned	KS-NRCS
		Soil Mechanics Series Modules 1-3	12	NEDC
		Soil Compaction and Field Control	12	NEDC
	7	Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		Construction Inspection	12	NEDC
	8	Hydrology Training Series Modules 107-110, 201, 203, 204, 205, 206A, 206B, 206C, and 206D (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Advanced AutoCAD	12	KS-NRCS
	8	Concrete Fundamentals	12	NEDC
		9	Contract Administration for Construction Contracts	12

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - CONTRACT SPECIALIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1102	11/12	Con 100 - Shaping Smart Business Arrangement	12	MCI/DAU/GSA
		Con 110 - Mission Support Planning	12	MCI/DAU/GSA
		Con 111 - Mission Strategy Execution	12	MCI/DAU/GSA
		Con 112 - Mission Performance Assessment	12	MCI/DAU/GSA
		Con 120 - Mission Focused Contracting	12	MCI/DAU/GSA
		Simplified Acquisition Procedures	12	MCI/DAU/GSA
		Contract Administration for Construction Contracts	24	MCI/DAU/GSA
		Architect-Engineer Services	24	MCI/DAU/GSA
		Con 214 - Business Decisions for Contracting	24	MCI/DAU/GSA
		Con 215 - Intermediate Contracting for Mission Support	24	MCI/DAU/GSA
		Con 216 - Legal Considerations in Contracting	24	MCI/DAU/GSA
		Con 217 - Cost Analysis and Negotiation Techniques	24	MCI/DAU/GSA
		Con 218 - Advanced Contracting for Mission Support	24	MCI/DAU/GSA
		Federal Real Property Leasing	36	MCI/DAU/GSA
		Federal Real Property Leasing Law	36	MCI/DAU/GSA
		Cost and Price Analysis for Real Property Leases	36	MCI/DAU/GSA
		Techniques for Negotiating Real Property Leases	36	MCI/DAU/GSA
		Lease Administration	36	MCI/DAU/GSA

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - ENGINEERING TECHNICIAN (CIVIL)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0802	7	Construction Inspection for Field Office Activities	12	NEDC
		Hydrology Training Series Modules 107-110, 203, 204, 205, 206A, 206B, 206C, and 206D (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Soil Compaction and Field Control	24	NEDC
8		Advanced AutoCAD	12	KS-NRCS
		Concrete Fundamentals	18	NEDC
		Liner Design for Animal Waste Containment	18	NEDC
9		Water Resource Site Analysis (SITES)	12	KS-NRCS
		Hydrology Tools for Wetland Restoration and Determination	24	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - ENVIRONMENTAL ENGINEER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0819	11	Soil Bioengineering	12	NEDC
		Agricultural Waste Management Systems - Level 2	12	NEDC
		Liner Design for Animal Waste Containment	12	NEDC
		Anaerobic Treatment of Agricultural Waste	18	Outside Vendor
	12	Fluvial Geomorphology for Engineers OR Applied Fluvial Geomorphology - Level I	24	Outside Vendor

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - FISCAL TECHNICIAN**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0503	7	Appropriations Law	3	USDA Grad School OR outside vendor
		Financial Management Modernization Initiative Modules (FMMI) Travel Regulations for Non-Defense Agencies, Federal Travel Regulations (FTR), Permanent Change of Station (PCS)/Temporary Duty (TDY)	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
			6	USDA Grad School

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - GENERAL (All Employees, Tribal Liaisons, State Conservationist [STC], Supervisors) - Page 17(a)**

Participant	Grade	Course Title	Timeline - months	Source
*		USDA Information Systems Security Awareness FY XXXX	0	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Re-inventing Diversity for Today's USDA Employees	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Workplace Harassment for Employees	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		NRCS Fleet Charge Card Program	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Essential Skills for Professional Telephone Calls	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Customer Service Fundamentals: Building Rapport in Customer Service	6	
*		Ethics: Training Module 21 New Employee Ethics Orientation	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		USDA No Fear Act Training - FY 2013	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Performance Management in USDA	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Time Management: Analyzing Your Use of Time	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		USDA Cross Training Programs (17 modules) (field only)	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Introduction to NRCS	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		Employee Participation in NRCS Programs	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
*		General Security and Situational Awareness	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
***		Access Online (appropriate modules)	6	<a href="https://wbt.access.usbank.com/textonly/index.aspx">https://wbt.access.usbank.com/textonly/index.aspx</a>
***		USDA Government Purchase Card Ethics	6	<a href="http://www.da.usda.gov/procurement/ccsc/pc_training.htm">www.da.usda.gov/procurement/ccsc/pc_training.htm</a>
***		New Green Purchasing Training for Cardholders	6	<a href="http://www.da.usda.gov/procurement/ccsc/pc_training.htm">www.da.usda.gov/procurement/ccsc/pc_training.htm</a>
***		Section 508 Compliance	6	<a href="http://www.da.usda.gov/procurement/ccsc/pc_training.htm">www.da.usda.gov/procurement/ccsc/pc_training.htm</a>
*		Orientation for New Employees (Prerequisite to Boot Camp)	12	NEDC
**		Digital Camera Training	12	KS-NRCS
**		Plant Materials Center Tour	12	PMC
**		Fundamentals of Exceptional Customer Service	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
**		Techniques for Improved Time Management	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
**		Civil Rights Compliance in Program Delivery	12	KS-NRCS
**		Defensive Driving (Area-wide)	18-24	Kansas Highway Patrol
**		Effective Presentations	18-24	KS-NRCS
**		Managing for Excellence (for non-supervisors)	18-24	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
**		Telework 101 for Employees	Upon Request to Telework	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>

**Job Name - GENERAL (All Employees, Tribal Liaisons, State Conservationist [STC], Supervisors) - Page 17(b)**

Participant	Grade	Course Title	Timeline - months	Source
Field Level Conservation-Based Staff		Conservation Boot Camp (Prerequisite - Orientation for New Employees)	12	NEDC
Tribal Liaisons and STC		Consultation with American Indian Governments	12	NEDC
Tribal Liaisons		Working Effectively with American Indians - Field Session	12	NEDC
Tribal Liaisons		Planning and Contracting in Indian Country	24	NEDC
Supervisors	*	Performance Management in USDA	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	Sexual Harassment Prevention for Federal Managers	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	Workplace Harassment for Supervisors and Managers	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	Managing for Excellence	6	NEDC
Supervisors	*	A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	Disability Legislation and Reasonable Accommodation: A Practical Guide for All Employees	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	Veteran Employment Training for Federal Hiring Manager	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	USDA Pathways Programs for Hiring Managers	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
Supervisors	*	Supervising for Excellence (prerequisite MFE)	12	NEDC
Supervisors	*	Telework 101 for Managers	Upon Approval of Subordinate to Telework Annually	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
450 Filers	*	Ethics Sweepstakes		<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>

See the "Sources" tab for an explanation of the sources listed for course completion.

\*Mandatory courses

\*\*As determined by supervisor

\*\*\*Purchase Cardholders

**Job Name - GEOLOGIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1350	5	Hydrology Training Series 101-106	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Introduction to Water Quality	6	NEDC
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		New Professional Engineers, Geologists, and Landscape Architects	18	NEDC
7	7	Soil Mechanics Series Modules 1-3	12	NEDC
		Soil Compaction and Field Control	18	NEDC
9	9	Geology Training Series Groundwater Correspondence Course	12	Outside Vendor
11	11	Liner Design for Animal Waste Containment	12	NEDC
		Soil Bioengineering	12	NEDC
12	12	Fluvial Geomorphology for Engineers	24	Outside Vendor

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - HUMAN RESOURCES ASSISTANT**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0203	7	Processing Personnel Actions	3	USDA Grad School
		Personnel Procedures for Clerks and Assistants	3	USDA Grad School
		Calculating Service Computation Dates	6	USDA Grad School
		A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Disability Legislation and Reasonable Accommodation: A Practical Guide for All Employees	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Veteran Employment Training for Federal Human Resource Professionals	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Federal Employee Benefits	12	USDA Grad School
		Federal Classification	12	USDA Grad School
		Federal Staffing	12	USDA Grad School
		Introduction to Human Resources Management	12	USDA Grad School
		Occupational Worker's Compensation Program	12	Department of Labor

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - HUMAN RESOURCES SPECIALIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>		
0201	9	Job Analysis and Knowlegde, Skills, and Ability (KSA) Examining	6	USDA Grad School		
		Delegated Examining Unit Training	6	OPM		
		A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Disability Legislation and Reasonable Accommodation: A Practical Guide for All Employees	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Veteran Employment Training for Federal Human Resource Professionals	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Federal Classification	12	USDA Grad School		
		Qualification Analysis	12	USDA Grad School		
		Federal Staffing	12	USDA Grad School		
		11		Basic Employee Relations	6	USDA Grad School
				Advanced Position Classification	12	USDA Grad School
Basic Equal Employment Opportunity (EEO) Counseling	12			USDA Grad School		
Position Management	12			USDA Grad School		
Advanced Employee Relations	18			USDA Grad School		
Adverse and Performance-Based Actions	24			USDA Grad School		
12		Alternative Dispute Resolution	6	USDA Grad School		
		Managing Workforce Diversity	12	USDA Grad School		
		Advanced EEO Counseling	12	USDA Grad School		
		Human Resources Management for Supervisors and Managers	12	USDA Grad School		

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - HYDRAULIC ENGINEER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0810	11	Hydrology Tools for Wetland Restoration and Determination	12	NEDC
		Drainage Module (DRAINMOD)	24	Outside Vendor
		Introduction to Watershed and Flood Plain Modeling	24	NEDC
	12	Writing Analytical Reports	12	USDA Grad School
		Hydrologic Engineering Center - River Analysis System (HEC-RAS) Advanced	24	NRCS HEC-RAS Team
		A Framework for Stream Corridor Restoration	24	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - IT SPECIALIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
2210	5	Windows 2007	6	Outside Vendor
		Microsoft Office Suite	6	Outside Vendor
		Excel - Beginner	6	Outside Vendor
		Access - Beginner	6	Outside Vendor
	7	Excel - Intermediate	6	Outside Vendor
		Access - Intermediate	6	Outside Vendor
	9	Excel - Advanced	6	Outside Vendor
		Access - Advanced (should include Visual Basic Application)	6	Outside Vendor
	11	As required by the Supervisor		
	12	As required by the Supervisor		

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - NATURAL RESOURCE MANAGER**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0401	13	Appropriations Law Capitol Hill Workshop	6 24	USDA Grad School OR outside vendor NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - NATURAL RESOURCE SPECIALIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0401	11	Prescribed Burning	12	NEDC
		Soil Bioengineering	12	NEDC
		Areawide Conservation Planning	24	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
	12	Riparian Assessment	12	AO/SO
		Wetland Restoration, Management, and Compatible Use	12	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Position - OFFICE ASSISTANT**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0318	6/7	Managing Multiple Priorities	12	Outside Vendor

Note - Continuing education is essential in maintaining office procedures and skills for this position - an annual search should be done for courses to maintain or improve professional development.

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Title - OFFICE AUTOMATION ASSISTANT**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0318	4/5/6	As required by the Supervisor		
		Note - Continuing education is essential in maintaining office procedures and skills for this position - an annual search should be done for courses to maintain or improve professional development.		

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - PROCUREMENT TECHNICIAN**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1106	6/7	Simplified Acquisition Procedures	12	MCI/DAU/GSA
		Contracting Administration for Construction Contracts	12	MCI/DAU/GSA
		Con 100 - Shaping Smart Business Arrangement	24	MCI/DAU/GSA
		Con 110 - Mission Support Planning	24	MCI/DAU/GSA
		Con 111 - Mission Strategy Execution	24	MCI/DAU/GSA
		Con 112 - Mission Performance Assessment	24	MCI/DAU/GSA
		Con 120 - Mission Focused Contracting	24	MCI/DAU/GSA

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - PUBLIC AFFAIRS SPECIALIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1035	7	Grammar and Usage Workshop	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Punctuating with Skill	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Microsoft Office Suite	3	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Photography and Design	3	Outside Vendor
		Desktop Publishing - Adobe Illustrator	6	Outside Vendor
		Desktop Publishing - Adobe Photoshop	6	Outside Vendor
		Desktop Publishing - Adobe In-Design	6	Outside Vendor
		Desktop Publishing - MS PowerPoint and Advanced	6	Outside Vendor
9		Media Products - Printing (Preparation for printing and working with a vendor)	3	Government Printing Office
		Designing Exhibits	6	Outside Vendor
		Running a Newsroom	6	NHQ
		Advanced Photography	12	Outside Vendor
		Advanced Writing	12	Outside Vendor
		Speech Writing	12	Outside Vendor
		Marketing	18	Outside Vendor
		Strategic Planning	24	Outside Vendor
11		Tour Designing	6	Outside Vendor
		Public Participation	12	Outside Vendor
		Advanced Marketing	12	Outside Vendor
		Advanced Strategic Planning	12	Outside Vendor
		Partnership Training	12	Outside Vendor
		Legislative Affairs	18	NHQ
12		As required by the Supervisor		

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - PURCHASING AGENT**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
1105	7/8	Simplified Acquisition Procedures	12	MCI/DAU/GSA
		Con 100 - Shaping Smart Business Arrangement	12	MCI/DAU/GSA
		Con 110 - Mission Support Planning	12	MCI/DAU/GSA
		Con 111 - Mission Strategy Execution	12	MCI/DAU/GSA
		Con 112 - Mission Performance Assessment	12	MCI/DAU/GSA
		Con 120 - Mission Focused Contracting	12	MCI/DAU/GSA
		Federal Real Property Leasing	24	MCI/DAU/GSA
		Federal Real Property Leasing Law	24	MCI/DAU/GSA
		Cost and Price Analysis for Real Property Leases	24	MCI/DAU/GSA
		Techniques for Negotiating Real Property Leases	24	MCI/DAU/GSA
		Lease Administration	24	MCI/DAU/GSA

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - RANGELAND MANAGEMENT SPECIALIST - Page 30(a)**

Series	Grade	Course Title	Timeline - months	Source		
0454	5	Basic Survey and Design	6	AO/SO		
		Erosion Prediction Models	6	AO/SO		
		Conservation Buffers	12	NEDC		
		Conservation Planning Part 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS		
		Environmental Compliance including National Environmental Protection Act (NEPA)	12	AO/SO		
		Hydrology Training Series Modules 101-106	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Introduction to Ecological Principles: A Basic Ecology Course	12	NEDC		
		Windbreak Design	12	AO/SO		
		7	7	Basic Newswriting	12	AO/SO
				Conservation Planning Part 2	12	KS-NRCS
				Introduction to Water Quality	12	NEDC
				Agricultural Waste Management Systems - A Primer	12	NEDC
Rangeland Ecology I	12			NEDC		
Nutrient and Pest Management Considerations in Conservation Planning - Track 1 - Nutrient Management	12			<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
Nutrient and Pest Management Considerations in Conservation Planning - Track 2 - Pest Management	12			KS-NRCS		
Soil Quality - Assessment and Applications for Field Staff	12			NEDC		
Pastureland Ecology I	12			NEDC		
9	9			Advanced Newswriting	12	SO
		Economics of Conservation Planning	12	NEDC		
		Remote Sensing Fundamentals	12	SO		
		Soil Mechanics Series Modules 1-5	12	NEDC		
		Water Quality - Resource Assessment	12	NEDC		
		Interpreting and Measuring Indicators of Rangeland Health	12	NEDC		
		The Mechanics of Communicating Effectively	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>		
		Prescribed Burning	12	NEDC		

**Job Name - RANGELAND MANAGEMENT SPECIALIST - Page 30(b)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
11		Rangeland Ecology II	12	NEDC
		Prescribed Burning	12	NEDC
		Plant Herbivore Interactions	12	NEDC
		Areawide Conservation Planning	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
12		Environmental Procedures and Document Preparation	12	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - RESOURCE CONSERVATIONIST**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0401	12	Soil Bioengineering	12	NEDC
		Areawide Conservation Planning	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Riparian Assessment	12	AO/SO
		Wetland Restoration, Management, and Compatible Use	12	NEDC
		Environmental Procedures and Document Preparation	12	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Title - SECRETARY**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0318	4/5/6	As required by the Supervisor		
	8/9	As required by the Supervisor		

Note - Continuing education is essential in maintaining office procedures and skills for this position - an annual search should be done for courses to maintain or improve professional development.

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - SOIL CONSERVATIONIST - Page 33(a)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0457	5	Conservation Planning Part 1	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Agricultural Waste Management Systems - A Primer	12	NEDC
		Environmental Compliance including National Environmental Protection Act (NEPA)	12	AO/SO
7	7	Basic Survey and Design	6	AO/SO
		Conservation Planning Part 2	12	KS-NRCS
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		Erosion Prediction Models	12	NEDC
		Introduction to Ecological Principles	12	NEDC
		Introduction to Water Quality	12	NEDC
		Hydrology Training Series Modules 101-106	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
9	9	Economics of Conservation Planning	12	NEDC
		Conservation Buffers	18	NEDC
		Nutrient and Pest Management Considerations in Conservation Planning - Track 1 - Nutrient Management	18	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Nutrient and Pest Management Considerations in Conservation Planning - Track 2 - Pest Management	18	KS-NRCS
		Rangeland Ecology I	18	NEDC
		Soil Health and Sustainability for Field Staff	18	NEDC
		Water Quality - Resource Assessment	18	NEDC

**Job Name - SOIL CONSERVATIONIST - Page 33(b)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
11		A Framework for Stream Corridor Restoration	12	NEDC
12		Areawide Conservation Planning	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
13		Supervisor and Manager Sexual Harassment Awareness Capitol Hill Workshop	6 24	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a> NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - SOIL CONSERVATION TECHNICIAN**

Series	Grade	Course Title	Timeline - months	Source	
0458	4	Basic Survey and Design	6	KS-NRCS	
		Why Do We Care About Climate Change	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
		Why Do We Care About Energy	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
		Why Do We Care About Air Quality	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
			Hydrology Training Series Modules 101-106 (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
			Environmental Compliance including National Environmental Protection Act (NEPA)	12	AO/SO
			Erosion Prediction Models	12	KS-NRCS
		5	Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
			Cultural Resources Training Series Modules 7-8	12	KS-NRCS
			Introduction to Water Quality	12	NEDC
	Hydraulics for Technicians		12	KS-NRCS	
	Soil Mechanics Series Modules 1, 2, and 3		24	NEDC	
	6	Water Quality Resource Assessment	12	NEDC	
		Conservation Planning Part 1	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
		Conservation Planning Part 2	12	KS-NRCS	
		Agricultural Waste Management Systems - A Primer	12	NEDC	
		Hydrology Training Series Modules 107-110, 203, 204, 206A, 206B, 206C, 206D (To find courses type in the word module followed by the module number in the cataglog search function in AgLearn)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>	
		Soil Compaction Training	24	KS-NRCS	
		Construction Inspection for Field Office Activities	24	NEDC	
	7	Economics of Conservation Planning	12	NEDC	
		Soil Health and Sustainability for Field Staff	24	NEDC	

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**Job Name - SOIL SCIENTIST - Page 35(a)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
0470	5	National Soil Information System (NASIS) - Basic	6	NEDC
		Cultural Resources Training Series, Part 1 (Modules 1-6)	12	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
		Cultural Resources Training Series Modules 7-8	12	KS-NRCS
		Basic Soil Survey: Field and Lab	12	NEDC
		Geographic Information System (GIS) training as needed	12	NEDC
		Digital Soil Survey Mapping and Updating	24	NEDC
		NASIS - Site/Pedon Data	24	NEDC
	7	NASIS - Basic	6	NEDC
		Soil Mechanics Series Modules 1-5	6	NEDC
		Soil Properties and Interpretation Modules	6	NEDC
		Introduction to ArcGIS I for Service Center Agency (SCA)	6	NEDC
		Basic Soil Survey: Field and Lab	12	NEDC
		Basic Query and Report Writing	12	NEDC
		Digital Soil Survey Mapping and Updating	24	NEDC
NASIS - Intermediate		24	NEDC	
NASIS - Site/Pedon Data	24	NEDC		
9	Soil Correlation	12	NEDC	
	Soil Technology Measurement and Data Evaluation	12	NEDC	
	Soil Technology Programs and Applications	12	NEDC	
	Basic Query and Report Writing	12	NEDC	
	NASIS - Advanced Report Writing	18	NEDC	
	Soil Science Institute I	24	NEDC	
	Soil Science Institute II	24	NEDC	
	NASIS - Intermediate	24	NEDC	
	Technical Soil Services	24	NEDC	
	Digital Soil Survey Mapping and Updating	As Needed	NEDC	
	NASIS - Site/Pedon Data	24	NEDC	
	NASIS - Soil Interpretations	36	NEDC	

**Job Name - SOIL SCIENTIST - Page 35(b)**

<b>Series</b>	<b>Grade</b>	<b>Course Title</b>	<b>Timeline - months</b>	<b>Source</b>
11		Management of Soil Surveys by Major Land Resource Area (MLRA)	12	NEDC (Distance Learning)
		Soil Technology - Measurement and Data Evaluation	12	NEDC
		National Soil Information System (NASIS) - Basic Query and Report Writing	12	NEDC
		NASIS - Advanced Report Writing	18	NEDC
		Soil Correlation	18	NEDC
		Advanced Hydric Soils for Soil Scientists	18	NEDC
		Technical Soil Services	18	NEDC
		Soil Technology - Application of Soil Data Viewer and ARC GIS in Technical Soil Service	18	NEDC (Distance Learning)
		Soil Science Institute I	24	NEDC
		Soil Science Institute II	24	NEDC
		Digital Soil Survey Mapping and Updating	As Needed	NEDC
		Salinity Management for Soil and Water	24	NEDC
		NASIS - Site/Pedon Data	24	NEDC
		NASIS - Soil Interpretations	36	NEDC
		Working with ArcGIS Spatial Analyst 9	As Needed	NEDC
12		Salinity Management for Soil and Water	18	NEDC
		NASIS - Advanced Report Writing	18	NEDC
		NASIS - Soil Interpretations	36	NEDC
		Working with ArcGIS Spatial Analyst 9	As Needed	NEDC
		Management of Soil Surveys by Major Land Resource Area (MLRA)	12	NEDC (Distance Learning)
		Soil Technology - Application of Soil Data Viewer and ARC GIS in Technical Soil Service	18	NEDC (Distance Learning)

**Job Name - SOIL SCIENTIST - Page 35(c)**

13/14	Supervisor and Manager Sexual Harassment Awareness	6	<a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a>
	Capitol Hill Workshop	24	NEDC
	The Effective Facilitator	24	NEDC

See the "General" tab for additional required courses.

See the "Sources" tab for an explanation of the sources listed for course completion.

**EXPLANATION OF SOURCES AVAILABLE FOR REQUIRED COURSES**

**AO/SO** - Area Office/State Office

**COE** - U.S. Army Corps of Engineers

**DAU** - Defense Acquisition University

**FMD** - Financial Management Division

**GSA** - U.S. General Services Administration

<http://campus.esri.com/> - Environmental Systems Research Institute Web site.

<http://www.usoge.gov/home.html> - Office of Government Ethics (OGE) Web site.

**KS-NRCS** - Course will be conducted in Kansas for Kansas employees.

**MCI** - Management Concepts, Inc. Visit <http://www.managementconcepts.com>

**NEDC** - National Employee Development Center. Visit <http://www.nedc.nrcs.usda.gov/catalog/index.html> to view catalog online.

**NFC** - National Finance Center

**NHQ** - National Headquarters

**NISC** - National Independent Study Center

**OJT** - On-the-job Training

**OPM** - U.S. Office of Personnel Management

**Outside Vendor** - A software manufacturer, college, university, or other non-government entity.

**PMC** - Plant Materials Center

**RSS** - National Radiological Safety Staff

**USDA/SCA** - U.S. Department of Agriculture/Service Center Agency

**USDA Grad School** - Graduate School, USDA Training Solutions Catalog has a complete listing of courses, dates, and training locations. Visit <http://www.grad.usda.gov> to view the catalog online.

[www.aglearn.usda.gov](http://www.aglearn.usda.gov) - Web site location for course listed. (Upgraded to AgLearn+)

[www.nrcs.usda.gov/intranet/ethics](http://www.nrcs.usda.gov/intranet/ethics) - Modules online at this Web site.