



Natural Resources Conservation Service  
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June 10, 2003

**OKLAHOMA BULLETIN NO. OK360-3-15**

**SUBJECT: PER – Documentation of Training**

Purpose: To inform employees of the proper procedures for documenting in-state (internal) training.

Expiration Date: September 30, 2003

In order to facilitate documentation of in-state (internal) training provided to Oklahoma NRCS employees, a log/sign-in sheet has been developed. This document is to be used for any in-state (internal) training such as training at staff/team meetings on civil rights, sexual harassment, safety, etc. This includes such methods of training as self-paced, videos, instructor-led, web-based, etc.

The following items are important to document on the log/sign-in sheet:

1. Name/Title of the Training
2. Dates (From and To) of Training
3. Start and End Times
4. Location of Training
5. Method of Training
6. Instructor
7. Description of Training

When filling out the sign-in sheet, employees should print legibly and provide their employee (i\*CAMS/WebTCAS) ID number, which is the six (6) numbers that follow the two (2) letters of their i\*CAMS/WebTCAS ID.

Upon completion of training, send the completed log sheet to Human Resources for documentation of training into employees training history.

If you have any questions regarding these procedures, you may contact Linda Garabedian at (405) 742-1210.

/s/ John Glover, acting for

M. DARREL DOMINICK  
State Conservationist

Attachments

DIST: AE