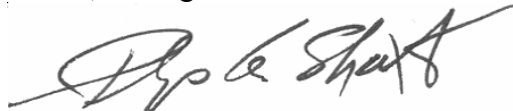


For: FSA Employees

FY 2010 Individual Development Plan (IDP) Information for FSA Employees and Supervisors

Approved by: Deputy Administrator, Management



1 Overview

A Background

All FSA permanent full-time employees are strongly encouraged to complete IDP's annually according to FSA employee development and training handbooks. OPM requires agencies to assess individual training needs. In addition, collective bargaining agreements with FSA reference using IDP's. IDP's:

- are tools used to meet OPM's requirement and to assist employees and their supervisors in identifying training needs
- are a method used to develop the core competencies employees need to improve performance in their present positions
- assist employees in maintaining the current level of job proficiency
- ensure that employees are encouraged to obtain the necessary skills for future job requirements
- for 2010, shall be completed by **February 1**, the deadline date for completing 2010 IDP's in AgLearn has been moved because of heavy workload experienced in implementing the new farm programs.

Every new permanent full-time employee is strongly recommended to have IDP completed within 90 calendar days after the employee reports for duty.

Disposal Date	Distribution
October 1, 2010	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- explains FY 2010 IDP requirements
- provides guidance for employees to complete IDP's
- provides contacts to answer questions
- announces the availability of searching for courses in AgLearn by competency (see subparagraph G).

C Authorities

Training guidelines are available in 6-PM and OPM regulations. Employee training **must** comply with the following:

- FSA guidelines
- OPM regulations
- Government Employees Training Act.

D Reasonable Accommodations

Persons with disabilities, who require accommodations to complete IDP's, see contacts listed in subparagraph F.

E Deadline for Completing IDP's

All FSA permanent full-time employees are strongly encouraged to complete IDP's by **COB February 1, 2010**. If an employee is out of the office until February 1, 2010, the employee should complete their IDP **immediately** upon returning to the office.

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1 Overview (Continued)

F Contacts

The following table provides contacts for additional information.

IF assistance is needed with...	THEN...
eAuthentication and/or password resets	select 1 of the following: <ul style="list-style-type: none"> • CLICK “Forgot your password?” • e-mail the eAuthentication Help Desk at eAuthHelpDesk@ftc.usda.gov.
completing IDP’s for: <ul style="list-style-type: none"> • Washington, DC, employees • Kansas City, St. Louis, and APFO employees • State Office employees • County Office employees 	contact the: <ul style="list-style-type: none"> • Training and Development Branch at 202-401-0374 • Employee Development Section at 816-926-6263 • State Training Officer, AgLearn Lead • State Training Officer, AgLearn Lead.

G IDP Process

The IDP process consists of 5 steps, as follows.

Step	Action
1	Pre-conference planning.
2	Employee - supervisor conference.
3	Selecting developmental activities.
4	Preparing and submitting IDP for approval in AgLearn.
5	Implementing and working towards IDP goals.

IDP procedure:

- is a cycle of planning, implementation, and evaluation between an employee and supervisor, for the mutual benefit of both the employee and FSA
- requires a review of job requirements, competency assessments, and making informed decisions about developmental needs

A critical factor throughout all phases of the IDP process is interactive and effective communication between the supervisor and the employee. Employees are the key to fulfilling FSA’s mission.

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1 Overview (Continued)

G IDP Process (Continued)

OPM has developed 28 Core Leadership Development Competencies. Individual leadership is the foundation for meeting program and agency missions. To meet these missions, agencies need skilled employees, managers, and leaders. Everyone is a leader, regardless of their official position. Whether or not we are designated as leaders because of our position, it is the responsibility of each employee to develop proficiency in their core competencies.

Competency means a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to successfully perform work roles or discharge occupational functions.

The projected number of leaders leaving the workforce will continue to increase for the next 5 to 10 years. This attrition will create opportunities for others to apply for vacated leadership positions.

Employees can have more than 1 leadership competency on their IDP, but it is recommended that they limit the number to 3 leadership competencies. Including too many competencies dilutes the progress on any 1 competency. If the employee reaches their goals before the performance year has ended, additional competencies may be added to IDP.

28 Leadership Core Competencies		
Accountability	Flexibility	Problem Solving
Conflict Management	Human Capital Management	Public Service Motivation
Continual Learning	Influencing – Negotiation	Resilience
Creativity-Innovation	Integrity – Honesty	Strategic Thinking
Customer Service	Interpersonal Skills	Team Building
Decisiveness	Leveraging Diversity	Technical Credibility
Developing Others	Oral Communication	Technology Management
Entrepreneurship	Partnering	Vision
External Awareness	Political Savvy	Written Communication
Financial Management		

For definitions of each competency and a guide for developing IDP's, go to the Training and Development Branch web site at www.fsa.usda.gov/FSA/hrdapp?area=home&subject=tra&topic=landing.

2 Responsibilities

A Supervisor Responsibilities

All supervisors shall:

- meet with each employee to discuss their IDP during the performance appraisal and performance planning process **before** submitting IDP in AgLearn
- assist with IDP development by recommending competencies and goals needed for each employees present job responsibilities
- provide feedback to each employee on performance strengths, needs, developmental activities, and guidance in completing IDP
- review and approve/disapprove each employees IDP by **February 22, 2010**.

B Employee Responsibilities

Employees shall:

- assess current skills and competencies and explore options for development
- discuss training needs for FY 2010 with their supervisor during the performance appraisal and performance planning process **before** submitting IDP in AgLearn
- complete IDP in AgLearn and submit to supervisor no later than **February 1, 2010**.

C Joint Responsibilities

IDP's should be reviewed, revised, and approved by the supervisor and employee as follows:

- during performance reviews
- as performance plans and/or job assignments change.

Note: All training is subject to budgetary restrictions. Supervisory IDP approval is **not** a contract or guarantee of training.

3 Action in AgLearn by Employees

A Online Training

AgLearn is USDA’s Learning Management System. AgLearn has over 3,000 free online courses available to all USDA employees.

Notes: Employees should search the AgLearn online catalog for free training **before** requesting similar courses with associated costs that require an external training request.

“Books 24x7” is considered reference material and should **not** be entered on IDP.

B Creating IDP’s in AgLearn

Notes: When using AgLearn:

- IDP’s are called “**My Plans**”
- employees shall **verify** their **e-mail address** and **supervisor’s name**; on the menu bar, CLICK “**Personal**” tab and CLICK “**Profile**” to view current information.

Follow these steps to create a new IDP.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under Learner Center, CLICK “ Learner Login ”.
3	On the eAuthentication Warning Screen, CLICK “ I Agree ”, enter user ID and password, and CLICK “ Login ”.
4	On the menu bar, CLICK “ Career ”.
5	<p>On the My Plans Screen, on the right side of the screen just above plans, CLICK “List all Plans”. The previous years’ Plans will be displayed, CLICK “Create New Plan”.</p> <p>Notes: If no plans were previously created, CLICK “Create New Plan”.</p> <p>Employees should have 1 plan per FY in AgLearn. Within the plan, the employee may have more than 1:</p> <ul style="list-style-type: none"> • competency or goal • activity (courses, conferences, developmental assignments, etc.) to achieve each goal and strengthen core competencies. <p>If users do not want any training, see subparagraph D.</p>



3 Action in AgLearn by Employees (Continued)

B Creating IDP's in AgLearn (Continued)

Step	Action
6	<p>On the “Create My Plan” Screen, under “Plan Information”, complete as follows:</p> <ul style="list-style-type: none"> • “Plan Title”, ENTER “FY10” followed by the employee’s current job title; such as Loan Specialist, Management Analyst, or Program Technician • “Plan Period”, CLICK “Select” and under “Date Period ID” for “FY 2010”, CLICK “Select” to indicate October 1, 2009, through September 30, 2010 • “Plan Purpose”, enter IDP’s purpose; for example, Improve Present Performance, Develop Core Competencies, Obtain Performance Management Plan Certification, Learn New Software, Leadership Development, etc. • “Effective Date” will auto fill with 10/1/2009 • “Expiration Date” will auto fill with 9/30/2010.
7	<p>Notes: On the Create My Plan Screen, under “Copy Goals and Activities from Active Plan” do not copy your IDP or activities from the previous year.</p> <p>This option will not be displayed if no plans were previously created.</p> <p>CLICK “Add”.</p>
8	<p>To add a Leadership Core Competency to users IDP; On the My Plans and Goals Screen, under “Competency Details”, complete as follows:</p> <ul style="list-style-type: none"> • scroll to and CLICK “New Goal” and on the Add Goal to Plan Screen, scroll to and CLICK “Goal Wizard” • under “Choose Goal Type”, CLICK “Add Competency Related Goals” and CLICK on “Next” • on the Goal Wizard - Search Competencies Page, CLICK “Show Competencies associated with Competency Profile” and CLICK “Select” • on the “Competency Profiles” dialog box that will be displayed, under “Competency Profile ID”, ENTER “FSA” and CLICK “Search” • select “FSA Leadership Competencies”, the dialog box will close and the Goal Wizard Competency Page will be displayed; CLICK “Next”


3 Action in AgLearn by Employees (Continued)

B Creating IDP's in AgLearn (Continued)

Step	Action
8 (Cntd)	<ul style="list-style-type: none"> • the 28 Leadership Core Competencies will be displayed, CHECK (✓) the box next to the desired competencies user wants to develop and CLICK “Next”; it is recommended to select no more than 3 competencies to develop at 1 time. • under “Target Date”, use the calendar icon, “”, select a 9/30/2010 target date for each competency listed • use the “Plan Selection ID” drop-down menu to select a goal type and click “Save and Add Another”, if applicable, or “Finished” when a goal type has been selected for all competencies • after users click “Finished”, competencies will all have been added to users IDP.
9	<p>To add additional goals to your IDP; on the My Plans and Goals Screen, CLICK “New Goal”. On Add Goal to Plan Screen, under “Goal Details”, complete as follows:</p> <ul style="list-style-type: none"> • “Goal Number”, enter a unique number that identifies the goal; such as “02” • “Goal Name”, enter a name that explains the goal; such as “Contracting Officer Technical Representative Certification”, “improve computer skills”, “time management”, “leadership skills”, etc. • “Goal Description”, enter a narrative of what the goal will accomplish; such as “reduce response time for critical errors by 10 percent” • “Goal Category”, CLICK “Select”; Goals Categories dialog box will be displayed, CLICK “Select” again to choose applicable category • “Section”, use drop-down menu to select a goal type • “Priority”, leave blank • “Target Date”, CLICK “” and select “9/30/2010” • “Target Value” and “Stretch Value”, leave blank • CLICK “Save and Add Another”, if applicable, or “Finished” when all goals have been added; the My Goals and Plans Screen will be displayed, so users can add activities.
10	<p>Next, users will select online courses, classroom training, or conferences to develop competencies and achieve added goals (go to step 11).</p> <p>Note: Courses, training, and conferences are defined as “Activities” in AgLearn.</p>

3 Action in AgLearn by Employees (Continued)

B Creating IDP's in AgLearn (Continued)

Step	Action	
11	<p>On the My Plans and Goals Screen, the user will add activities, for example; online courses, external training, and conferences as follows:</p> <ul style="list-style-type: none"> • CLICK “▶” in front of “Competency” or “Goal” to expand the field • CLICK “▶” in front of “Activities” to expand the field • CLICK “Add Activity” and CLICK “Search for Activity” (AgLearn courses) or “Create New Activity” (external training or conferences) and complete as follows. 	
	<p>IF users...</p>	<p>THEN...</p>
	<p>are searching for a competency-related course</p>	<p>CLICK “Search for Activity” the competency will already be entered in the search field. A list of AgLearn courses supporting the competency will be listed, CHECK (✓) “Select” the title of the desired course, and CLICK “Add.”</p>
	<p>are searching for an AgLearn course to achieve their Goal</p>	<p>CLICK “Search for Activity”, the Add Activity Screen will be displayed; under “Learning Item Activity Search”, type in keywords and CLICK “Search” for online courses, the Add Activity Screen will be redisplayed with courses found to match the keyword, CHECK (✓) “Select” the title of the desired course, and CLICK “Add.”</p> <p>Note: Items that display a mouse “” icon are no cost, online courses.</p>
	<p>CLICK “Create New Activity”,</p>	<p>an Add Activity dialog box will be displayed; enter the following:</p> <ul style="list-style-type: none"> • “Activity Name”, name of class, conference, or learning event • “Target Date”, will auto-fill with 9/30/2010 • “Priority”, “Target Value”, “Stretch Value”, leave blank • CLICK “Add”, dialog box will close • CLICK “View/Add Notes” for the activity and list the cost • CLICK “Add” and CLICK “←Back”.

3 Action in AgLearn by Employees (Continued)

B Creating IDP's in AgLearn (Continued)

Step	Action
12	<p>Review the entire IDP. CLICK “Submit for Approval” when completed. IDP has now been submitted to the employee’s supervisor to review, approve, revise, or reject. Employee and supervisor will receive an e-mail from AgLearn to verify the employee’s IDP has been submitted.</p> <p>Notes: Once IDP has been submitted, changes cannot be made until IDP has been returned to the user. Users will receive an e-mail.</p> <p>If user adds AgLearn courses to their IDP, the item will automatically be added to their Learning Plan after IDP has been approved.</p>

C Supervisor Rejected IDP's

Follow these steps if notified by e-mail that supervisor has rejected IDP.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under Learner Center, CLICK “ Learner Login ”
3	On the eAuthentication Warning Screen, CLICK “ I Agree ”, enter user ID and password, and CLICK “ Login ”
4	On the menu bar, CLICK “ Career ” and CLICK “ List All Plans ”.
5	Locate the “ Rejected ” IDP and CLICK “ Review ”. This allows the employee to view the changes and “ Approve ” or “ Reject ” IDP. If approved, IDP status will change to “Active/Approved”. If rejected, IDP will be returned to the supervisor for review.

3 Action in AgLearn by Employees (Continued)

D Creating IDP's in AgLearn With No Training Requested

Follow these steps to create IDP's with no training requested.

Step	Action
1	Follow steps 1 through 7 for "Create a New Plan" under subparagraph B.
2	<p>On Add Goal to Plan Screen, under "Goal Details", complete as follows:</p> <ul style="list-style-type: none"> • "Goal Number", enter a unique number that identifies the goal; such as "01" • "Goal Name", ENTER "No Training Requested" • "Goal Description", explain why no training is requested; example, retirement • "Goal Category", CLICK "Select"; Goals Categories dialog box will be displayed, CLICK "Select" again to choose applicable category • "Section", use drop-down menu to select a goal type • "Priority", leave blank • "Target Date", CLICK "📅" and select "9/30/2010" • "Target Value" and "Stretch Value", leave blank • CLICK "Finished", the My Goals and Plans Screen will be displayed.
3	Go to subparagraph B, step 12.

E Printing IDP's

If employees want to print their IDP's, do the following.

IF IDP is ...	THEN to print...
submitted for approval	<ul style="list-style-type: none"> • CLICK "Print Plan" • a dialog box will be displayed with employee's submitted/pending IDP • RIGHT CLICK on the dialog box • highlight and CLICK "Print".
approved	<ul style="list-style-type: none"> • on the menu bar, CLICK "Reports" • CLICK "My Plan" • under "Plan Status", CLICK "Active/Approved" • CLICK "Run Report".

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4 Action in AgLearn by Supervisors

A Approving IDP's in AgLearn

Supervisors shall use these steps to approve employee IDP's in AgLearn.

Note: Supervisors will receive an e-mail from AgLearn that an employee's IDP has been submitted for approval.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under Learner Center, CLICK " Learner Login ".
3	On the eAuthentication Warning Screen, CLICK " I Agree ", enter user ID and password, and CLICK " Login ".
4	On the Welcome Screen, under Alerts, CLICK " You have Subordinate Plans that require Review and Approval ". Note: To approve IDP's, do not use the "My Employees" "Subordinates" menu to access employee IDP's; supervisors must use the "Approvals" link.
5	On the Pending Reviews and Approvals Screen, CLICK " Review ".
6	The employee's name will be displayed in the upper-left corner of the My Plans and Goals Screen. Do the following: <ul style="list-style-type: none"> • CLICK "▶" to view each goal and activity <p style="margin-left: 40px;">Note: Supervisors can add comments to each goal or activity; CLICK "View/Add Notes" and CLICK "Add". To return to the employee's IDP, CLICK "←Back" within AgLearn.</p> <ul style="list-style-type: none"> • if notes are added, the supervisor must notify the employee to review; IDP will not change to active/approved status until the employee reviews and approves IDP. <p>Note: "Move Goal" button is not operational at this time.</p>

4 Action in AgLearn by Supervisors (Continued)

A Approving IDP's in AgLearn (Continued)

Step	Action
7	<p>After viewing all data contained in IDP, click either of the following:</p> <ul style="list-style-type: none"> • “Approve”, approves the employee’s IDP • “Reject”, rejects an employee’s IDP and opens the Plan Review Notes Screen for comments (comments are required); scroll to the right and CLICK “Reject” to confirm; the employee’s IDP will be redisplayed. <p>Note: If IDP is rejected, the supervisor will have the ability to make changes. CLICK “Submit for Approval” to send IDP back to the employee for review to approve or reject.</p>
8	<p>After IDP has been approved or rejected, CLICK “Return to your records”.</p> <p>Note: If the supervisor has more IDP’s to approve, on the menu bar CLICK “Personal” and CLICK “Plans that Require Review and Approval”.</p>
9	IDP approval or reject e-mail will be sent to the employee.

B Running Reports

Supervisors can run IDP reports according to the following steps.

Step	Action
1	On the AgLearn Main Menu, CLICK “ Reports ” tab.
2	Under “Report Name”, CLICK “ My Plan ”.
3	Under “User”, CLICK “ Direct Subordinates ” radio button.
4	Under “Report Format”, CLICK “ PDF ”.
5	Under “Plan Status”, CLICK “ Active/Approved ”.
6	CLICK “ Run Report ” and print IDP’s.