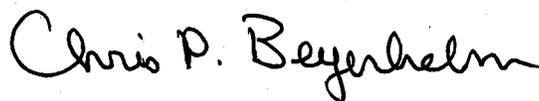


For: FSA Employees

**FY 2016 Individual Development Plan (IDP) Progress Review**

Approved by: Associate Administrator for Operations and Management



**1 Completing the IDP Progress Review**

**A Background**

OPM requires agencies to assess individual training needs on a yearly basis. All FSA permanent full-time employees are required to complete an IDP annually according to DR 4040-410 and 6-PM, Employee Development and Training.

The IDP cycle consists of planning, implementation, and evaluation between an employee and supervisor for the mutual benefit of both the employee and the agency. It is important that employees review their goals and complete related activities throughout the year for their professional development.

**B Labor Management Obligations**

Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

**C Purpose**

This notice:

- informs supervisors that they shall meet with their employees to review the progress of their IDP at least one time per year
- informs employees that the IDP progress review will be placed on all permanent full-time employees' AgLearn To-Do list
- instructs employees to access the IDP progress review in AgLearn by **September 2, 2016**, to certify that they met with their supervisor to discuss their progress on their developmental needs and completing the activities on their IDP.

Disposal Date	Distribution
November 1, 2016	FSA Employees; State Offices relay to County Offices

**Notice PM-2971**

**1 Completing the IDP Progress Review (Continued)**

**D Contacts**

For questions regarding:

- this notice, contact Yolanda Provost, Acting Leadership and Employee Development Branch (LEDB) Chief Learning Officer, by either of the following:
  - e-mail at **yolanda.provost@wdc.usda.gov**, or
  - telephone at 202-205-9282
  
- eAuthentication (eAuth) pertaining to account passwords, usage, and maintenance, contact the eAuthentication help desk by either of the following:
  - e-mail at **eAuthHelpDesk@usda.gov**, or
  - telephone at 800-457-3642
  
- AgLearn courses and accounts, contact the AgLearn help desk by either of the following:
  - e-mail to **AgLearnHelp@genphysics.com**, or
  - telephone at 866-633-9394.

Other resources for assistance are provided in this table.

<b>IF located in...</b>	<b>THEN contact...</b>
a county office	State AgLearn administrator or training coordinator.
SWA RSO – AZ, CA, CO, HI, KS, NM, NV, OK, TX, UT	SWA RSO SharePoint Site <a href="https://sharepoint.fsa.usda.net/mgr/DAFO/SWARSOTeam/SitePages/Home.aspx">https://sharepoint.fsa.usda.net/mgr/DAFO/SWARSOTeam/SitePages/Home.aspx</a> .
state office, Kansas City, St. Louis, or APFO	Mark Nelson by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>mark.nelson@kcc.usda.gov</b>, or</li> <li>• telephone at 816-929-3420.</li> </ul>
national office	Marie Hubbard by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>marie.hubbard@wdc.usda.gov</b>, or</li> <li>• telephone at 202-401-0373.</li> </ul>

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1 Completing the IDP Progress Review (Continued)

E Employee Certification in AgLearn

Full time permanent employees shall access their AgLearn to-do list, launch, and certify they met with their supervisors.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a> .
2	CLICK <b>“Login”</b> .
3	CLICK <b>“Login with your LincPass (PIV)”</b> or enter user ID and password and CLICK <b>“Login”</b> .
4	On the AgLearn <b>“Home”</b> tab the user’s <b>“To-Do List”</b> will be displayed. Place the cursor over the course title, <b>“FY2016 IDP Progress Review”</b> (Item ID: FSA-HQ-020) CLICK <b>“Go to Content”</b>
5	In the pop-up window CLICK <b>“Start Course”</b> and select the appropriate item and CLICK <b>“submit”</b> . CLICK <b>“Next”</b> and the window will close.
6	After the course has been completed return to the <b>“Home”</b> tab.
7	The course title will no longer be displayed on the <b>“To-Do List”</b> . CLICK the <b>“Completed Work”</b> link to verify completion.  <b>Note:</b> To view completed work the Internet Explorer zoom setting must be on 100 percent.