

**For:** County Offices

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**Individual Development Plans**

**Approved by:** State Executive Director



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**1 Overview**

**A Background**

Individual Development Plans are required for all permanent full-time GS employees. For new permanent full-time employees, an IDP is required within 90 calendar days after the employee reports for duty. IDPs are also required for COTs but are optional for county office non-federal employees (CO). (See 6-PM, (Rev. 6), Part 7.)

**B Purpose**

This Notice reminds employees of the requirement for Individual Development Plans and provides examples.

**C Supervisors Responsibility**

Supervisors shall:

- Be responsible for the development of their employees to achieve the knowledge, skills and ability required of their positions.
- Ensure that employees do not fail major assignments because of a knowledge or skill deficiency that could have been achieved through training.
- Along with employees, prepare FSA-600 annually at performance appraisal time for those individuals requiring IDPs.

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<b>Disposal</b>	<b>Distribution</b>
October 1, 2004	County Offices

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## OK Notice PM-1384

### **D Reviewing or Revising ICPs**

IDPs should be reviewed, revised, or both as follows:

- At Progress review of the performance plans
- Upon completion of training
- Altered as performance plans and job assignments change

### **E Completing IDPs**

Complete Individual Development Plan, FSA-600, according to 6-PM (Rev.6), Par. 101. See examples of completed FSA-600 in Exhibit 1, Exhibit 2.

A copy of the IDPs for FY 2004 shall be sent to the State Office, Attn: Lynn McCoy by December 1, 2003. The STO is to receive the "Training Office Copy".

**REPRODUCE LEGALLY** Include form number and date on reproductions.

**FSA-600** U.S. DEPARTMENT OF AGRICULTURE  
 (08-13-93) Farm Service Agency

**INDIVIDUAL DEVELOPMENT PLAN**

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

1. NAME (Last, First, Middle Initial) Employee, Jane		2. UNIT - LOCATION Farm Service Agency-Apple County		3. PAGE 1 0 1	
4. PAY PLAN/SERIES/GRADE GS-1165-12		5. CURRENT POSITION Farm Loan Manager		6. FISCAL YEAR 2003	
7. No further development is desired or required at this time. <input type="checkbox"/> Check Box here → <input type="checkbox"/>					
8. DEVELOPMENT OBJECTIVES: KNOWLEDGE, SKILLS, ABILITIES Improve skill in supervision	9. DEVELOPMENT ASSIGNMENTS Seminar / Workshop	10. TRAINING: COURSES, SEMINARS, ROTATIONAL ASSIGNMENTS, ETC. Intro to Supervision, OPM	11. ESTIMATED COSTS \$295	12. DATES (Month/Year) PLANNED 6/11-13	13. ACCOMP.
Increase knowledge of management principles	Self development activity	Read: <u>The Seven Habits of Highly Effective People</u> (Stephen Carey)	None	5/2003	
Improve skill in computer applications	On the job training	Scheduled work sessions with computer assistants	None	FY 2003	
14. EMPLOYEE SIGNATURE _____	DATE 11-20-02	15. A. SUPERVISOR'S SIGNATURE _____	DATE 11-20-02	15. B. SUPERVISOR'S SIGNATURE _____	DATE
16. UPDATED (Date & Initials)		17. UPDATED (Date & Initials)		18. UPDATED (Date & Initials)	

Check applicable copy designation as shown:  Supervisor's Copy  Employee's Copy  Training Office Copy



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**FSA-600** U.S. DEPARTMENT OF AGRICULTURE  
 (08-13-99) Farm Service Agency

**INDIVIDUAL DEVELOPMENT PLAN**

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

1. NAME (Last, First, Middle Initial)  Employee, Mark		2. UNIT - LOCATION  Farm Service Agency-Apple County		3. PAGE 1 OF 1	
4. PAY PLAN/SERIES/GRADE  GS-1165-7		5. CURRENT POSITION  Loan Asst (Agrl)		6. FISCAL YEAR  2003	
7. No further development is desired <input type="checkbox"/> or required at this time. Check Box here → <input type="checkbox"/>					
8. DEVELOPMENT OBJECTIVES: KNOWLEDGE, SKILLS, ABILITIES	9. DEVELOPMENT ASSIGNMENTS	10. TRAINING: COURSES, SEMINARS, ROTATIONAL ASSIGNMENTS, ETC.	11. ESTIMATED COSTS	12. DATES (Month/Year) PLANNED	13. ACCOMP.
Develop knowledge of direct loan making instructions to have the ability to make loan decisions.	Process at least 5 loan applications for review	Work through modules 3,5,8,10,11,13,17,27 and 34			
Develop knowledge of direct loan servicing to have the ability to adequately service loans	Work at least 5 1951-S Cases for supervisor's review	Work through modules 6, 15, 16, 19, 21, and 23.			
Improve skill in computer applications	On the job training	Scheduled work sessions with computer assistants			
Develop knowledge of Farm Loan Program Training Program	Attend Orientation	FLP Orientation Course in Kansas City			
14. EMPLOYEE SIGNATURE	DATE	15. A. SUPERVISOR'S SIGNATURE	DATE	15. B. SUPERVISOR'S SIGNATURE	DATE
<i>[Signature]</i>	11-20-02		11-20-02	<i>[Signature]</i>	
16. UPDATED (Date & Initials)		17. UPDATED (Date & Initials)		18. UPDATED (Date & Initials)	

Check applicable copy designation as shown:

Supervisor's Copy

Employee's Copy

Training Office Copy