

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE PM – 422

FOR: COUNTY OFFICES
Initiating FY2004 Career Plans Through ICAMS

APPROVED BY:	State Executive Director 
LEF::mac	

1 Overview

A Background

Career Plans/ODP's provide meaningful training plans that enable employees to perform duties according to job standards and improve job performance.

All permanent CO & GS employees and COT's are required to enter a Career Plan (called Individual Development Plan(IDP) in Handbook 6-PM) through ICAMS by November 30, 2003.

Employees are responsible for the initial implementation of their Career Plans.

Career Plans should be reviewed or revised:

- during progress reviews of performance plans
- upon completion of training
- as performance plans and job assignments change

B Purpose

The purpose of this notice is to:

Continued on the next page

DISPOSAL October 01, 2004	DISTRIBUTION County Offices, DD's STO
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Date: 10/22/2003

Page 1

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B Purpose, Continued

- Provide guidance in **Exhibit 1** for initiating the FY2004 Career Plans; provide instructions for supervisors to approve FY2004 Career Plans in Exhibit 2; provide information regarding employee's e-mail notification and worklist action.
- Inform employees and supervisors that all FY2004 Career Plans are to be initiated by employees through ICAMS and finalized by supervisors through ICAMS by no later than November 30, 2003.
- Inform employees that if IDP's have already been completed in hard copy they need to be entered into ICAMS and approved by supervisor by November 30, 2003.
- Copy of FY2004 Career Plan from ICAMS for all employees shall be submitted to the STO: Admin. Division no later than December 15, 2003.
- Remind all employees to contact Marjorie at the STO if they need their password reset.

2 Action

A Supervisors shall: Exhibit 2

- Be responsible for the development of their employees in order for them to achieve the knowledge, skills and abilities necessary to perform their jobs.
- Ensure that employees do not fail major assignments because of a knowledge or skill deficiency that could have been achieved through training.
- Review/discuss Career Plans with employees annually at performance appraisal time.

B Employee Responsibility:

- To initiate the Career Plan through ICAMS
- The initial implementation of the Career Plan once it has been approved including:
 - Completing the training courses, if funds are available
 - Coordinating the Career Plan with supervisor

Continued on the next page

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2 Action, *Continued*

C Employee Responsibility , *Continued*

- Scheduling workload and negotiating time priorities with supervisors
- Official requests to attend a vendor training course/seminar shall be done in ICAMS Training Course Catalog or Non Course Catalog.
- Training that is provided by the National Office or the State Office will be requested by the employee and approved by the supervisor using ICAMS.

D State Training Officer Responsibility:

Marjorie Crooker, the State Training Officer is responsible for:

- Reviewing Career Plans for each employee
- Determining that the training benefits both the employee and the Government
- Notifying the supervisor of any disapproved courses that are requested on Career Plan

E DD's Responsibility:

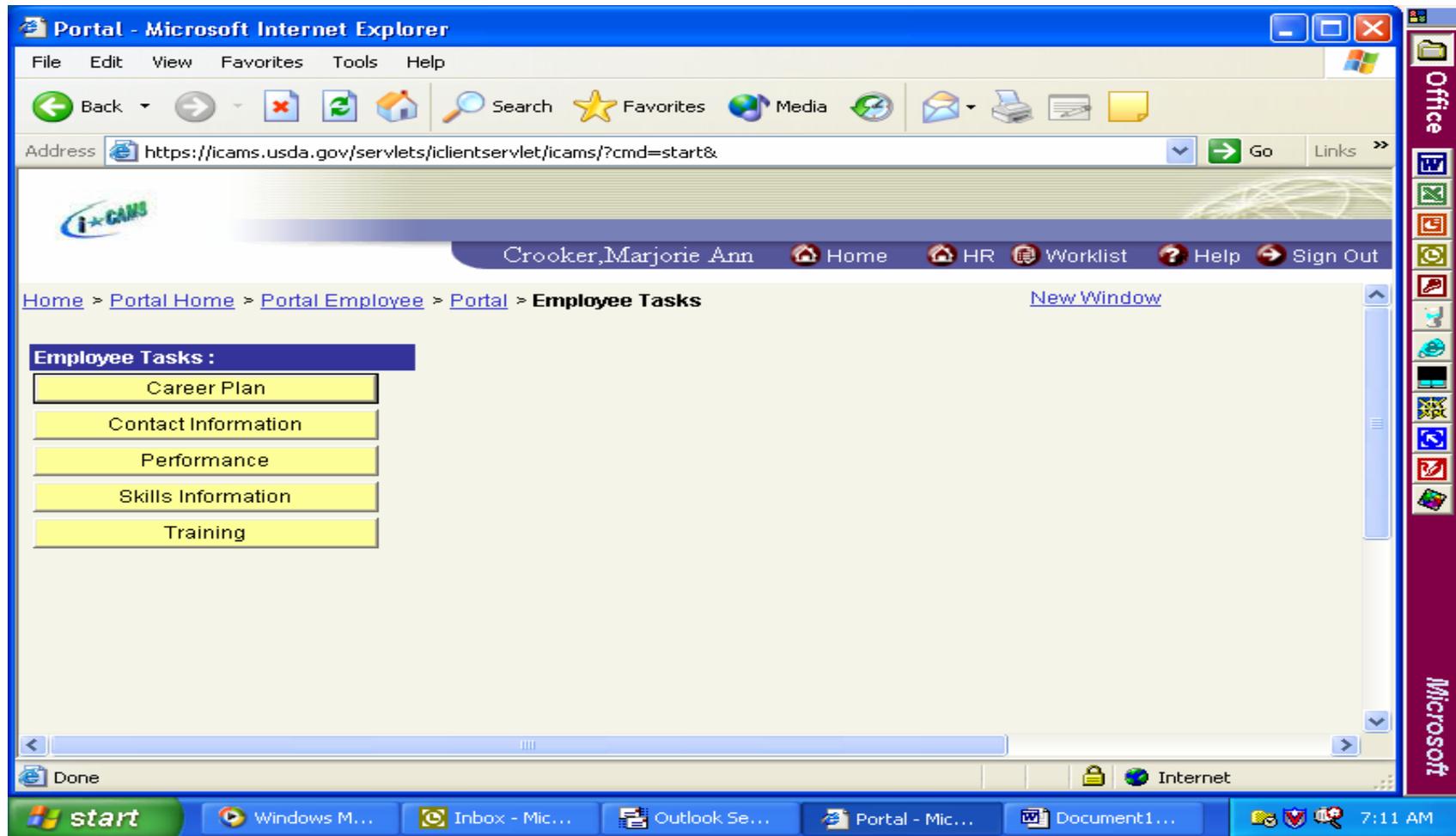
- By November 30, 2003, District Directors shall submit a report to the STO Training Officer certifying that all FY2004 Career Plans for all CO & GS employees and COT's in their District have been initiated and finalized for FY2004.

**The following are instructions for
employees for entering/initiating new
career plans in ICAMS**

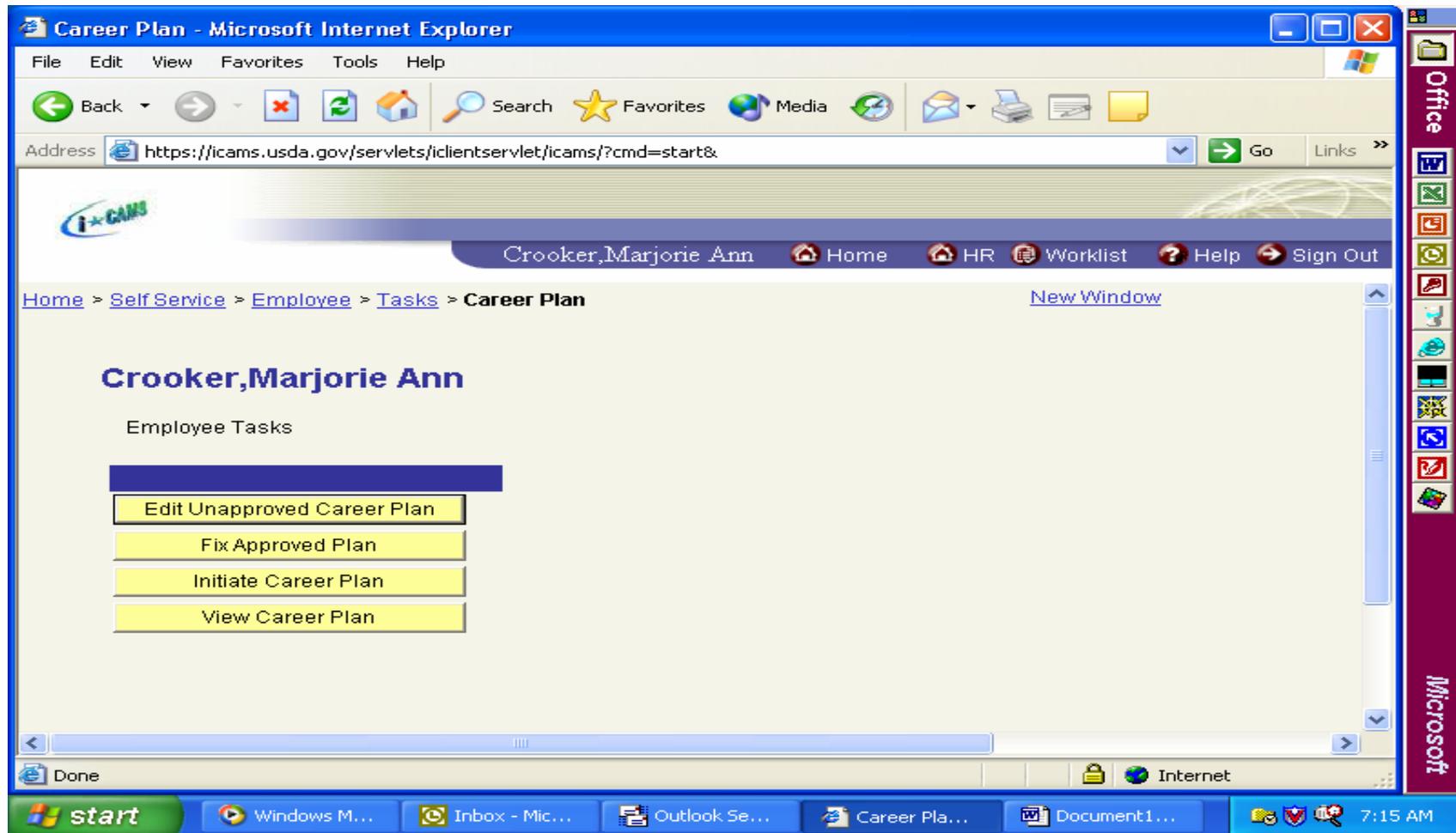
This is Exhibit 1



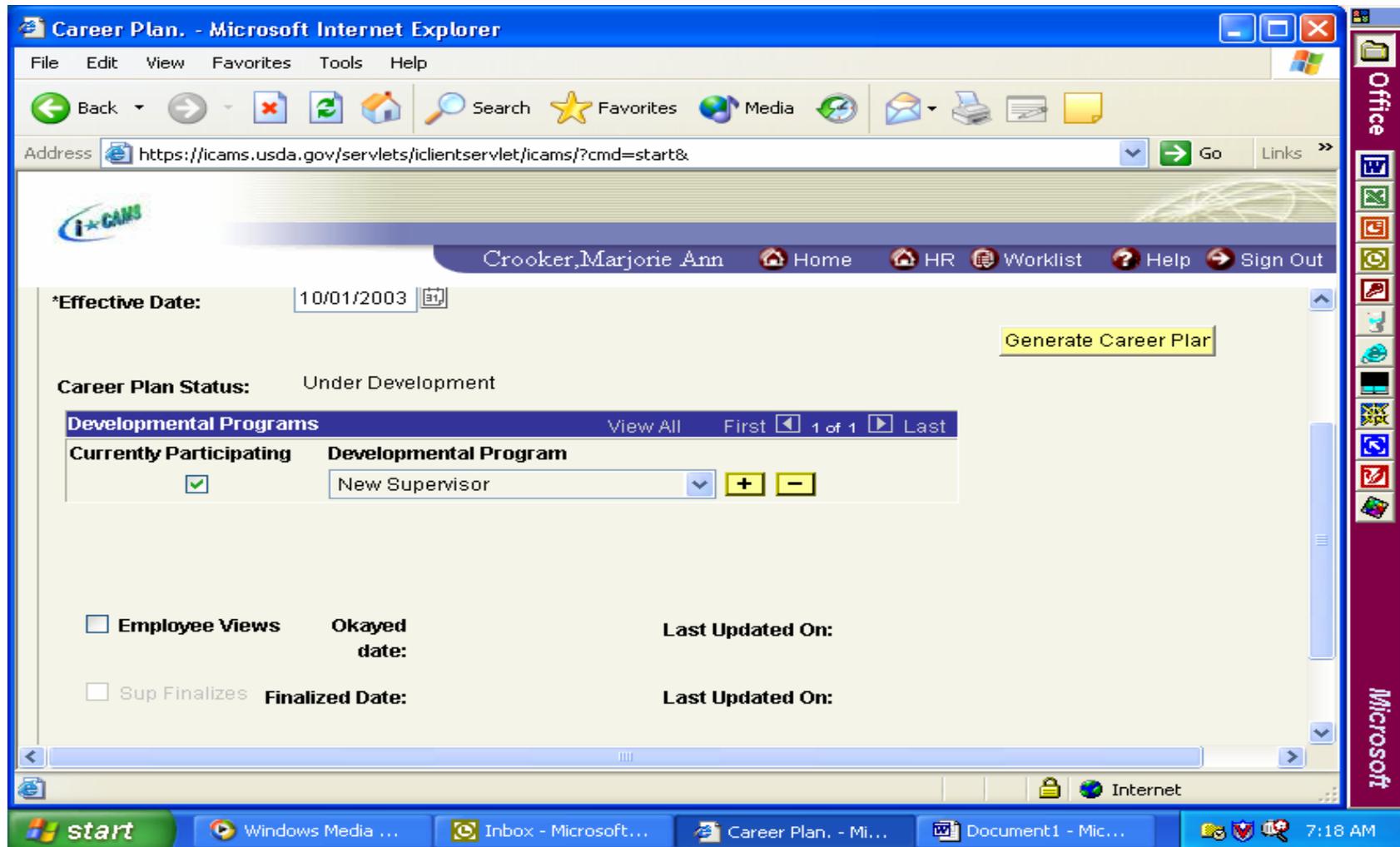
To enter the FY2004 Career Plan select “tasks”.



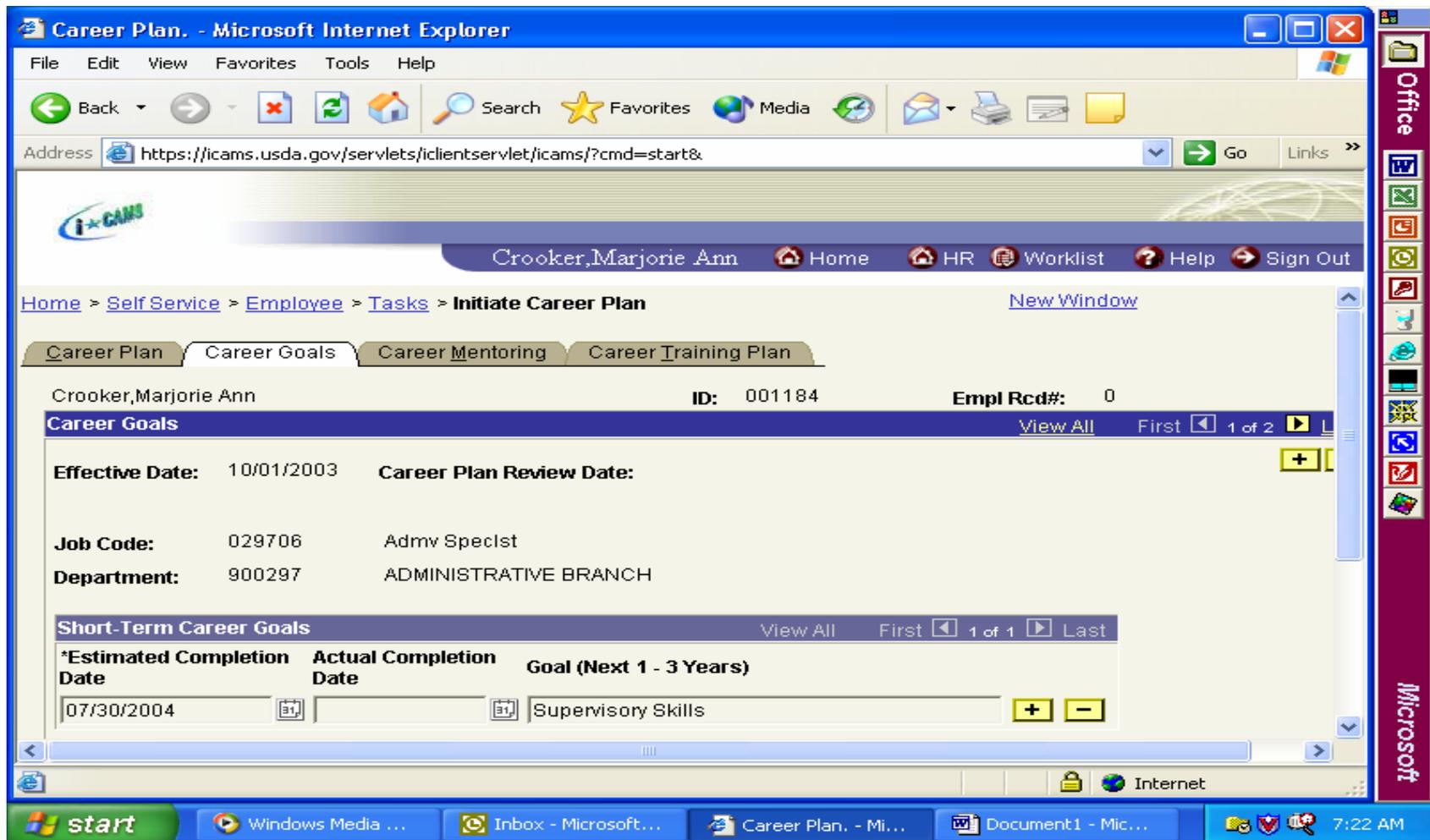
Select “career plan”.



Select **“initiate career plan”** to enter a new plan for FY2004



1. Select the reason the career plan is being initiated.
2. Enter the effective date plan begins (10/01/03)



Enter applicable career goals. Entries on this screen are optional. Click the \pm button if you want to add more short term or long term goals.

Career Plan. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://icams.usda.gov/servlets/iclientservlet/icams/?cmd=start&> Go Links

i-CAMS

Crooker, Marjorie Ann Home HR Worklist Help Sign Out

Career Mentoring

Effective Date: 10/01/2003 Career Plan Review Date: + -

Job Code: 029706 Admv Specist

Department: 900297 ADMINISTRATIVE BRANCH

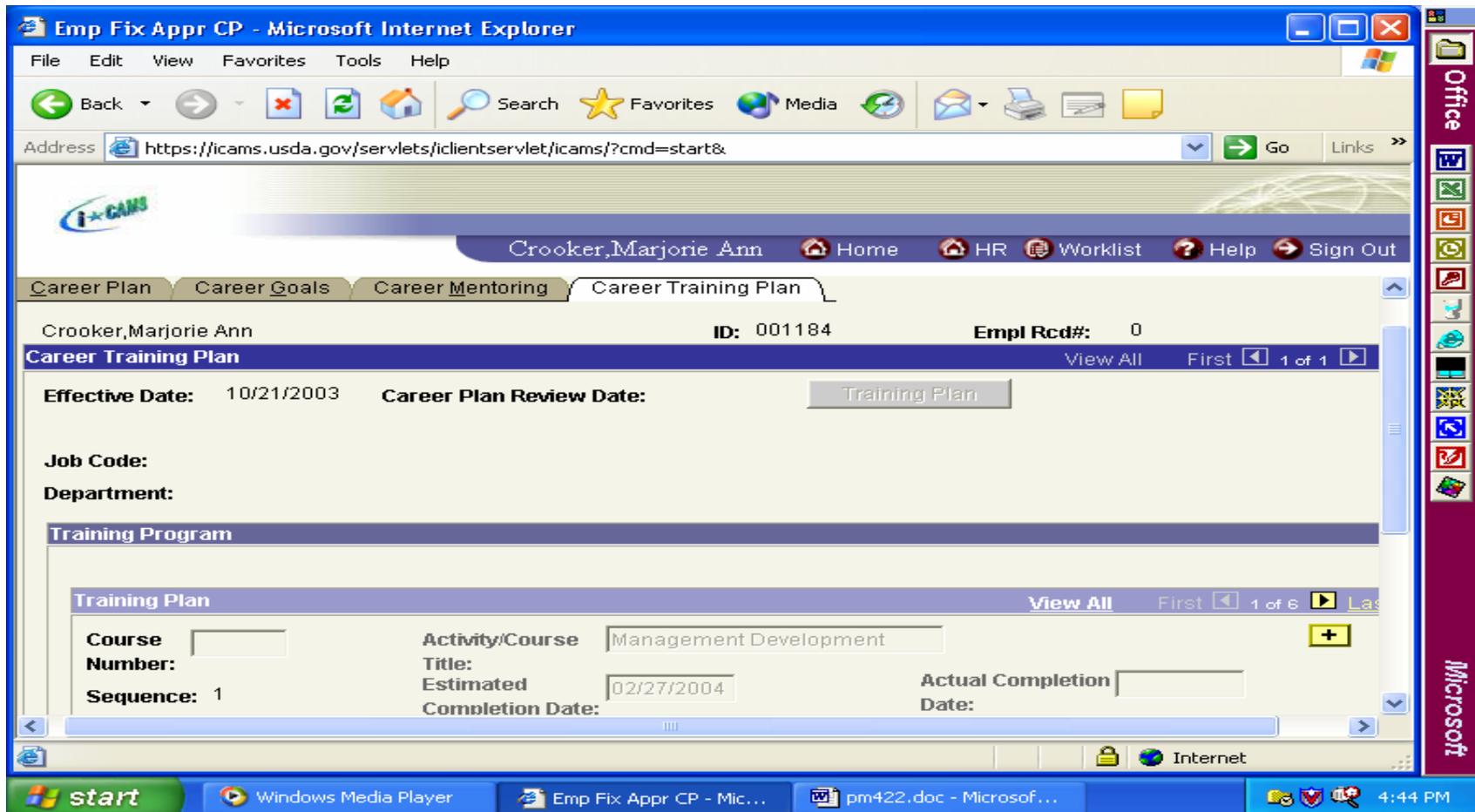
Career Strength/Development Areas

Mentor Name	Mentor Type	Estimated Date	Completion Date	Career Goal	Date Need Identified
Tresham, Roger	Supervisor	10/01/2003		Administrative Management Skills	10/01/2003

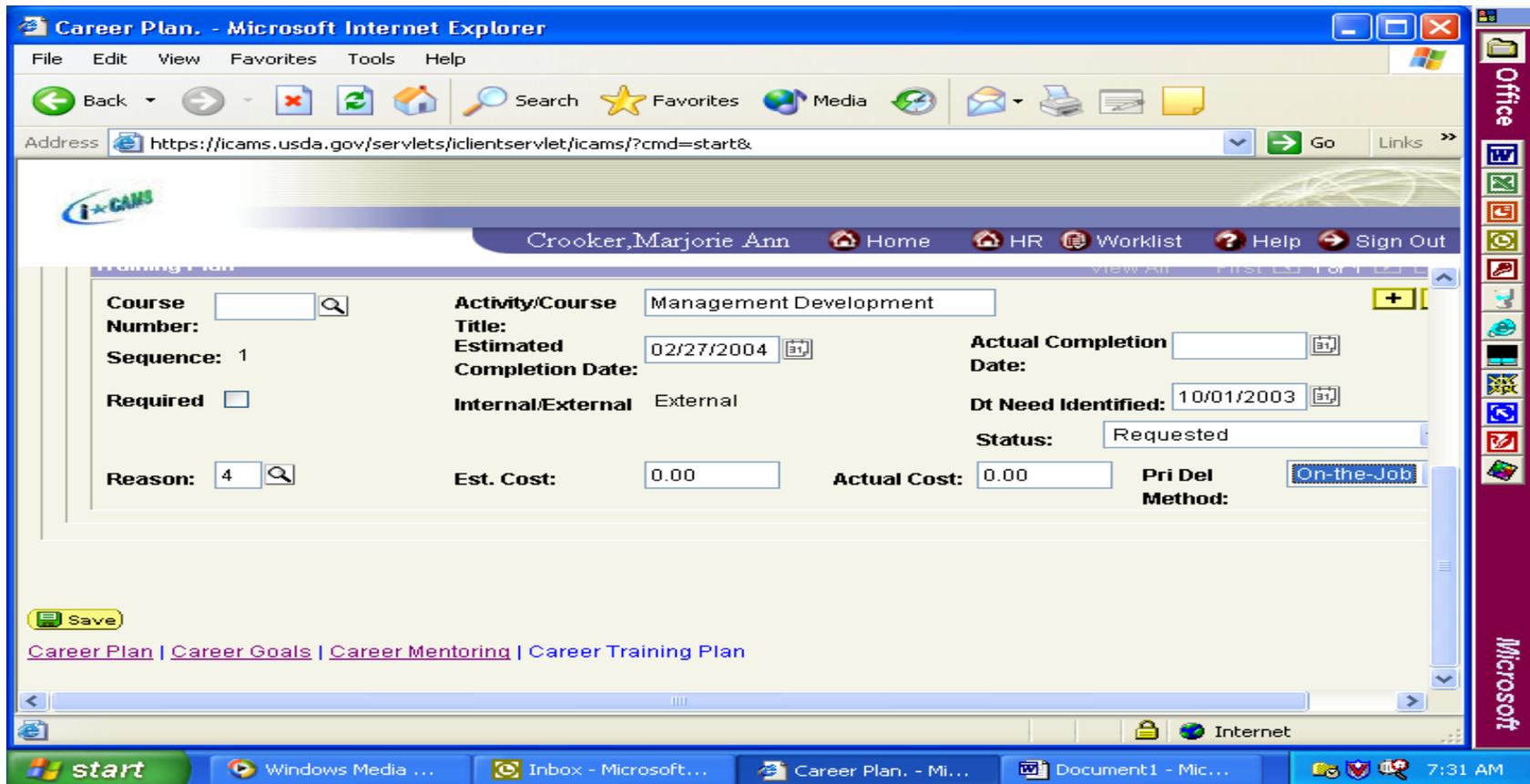
Done Internet

start Windows Media ... Inbox - Microsoft ... Career Plan. - Mi ... Document1 - Mic ... 7:28 AM

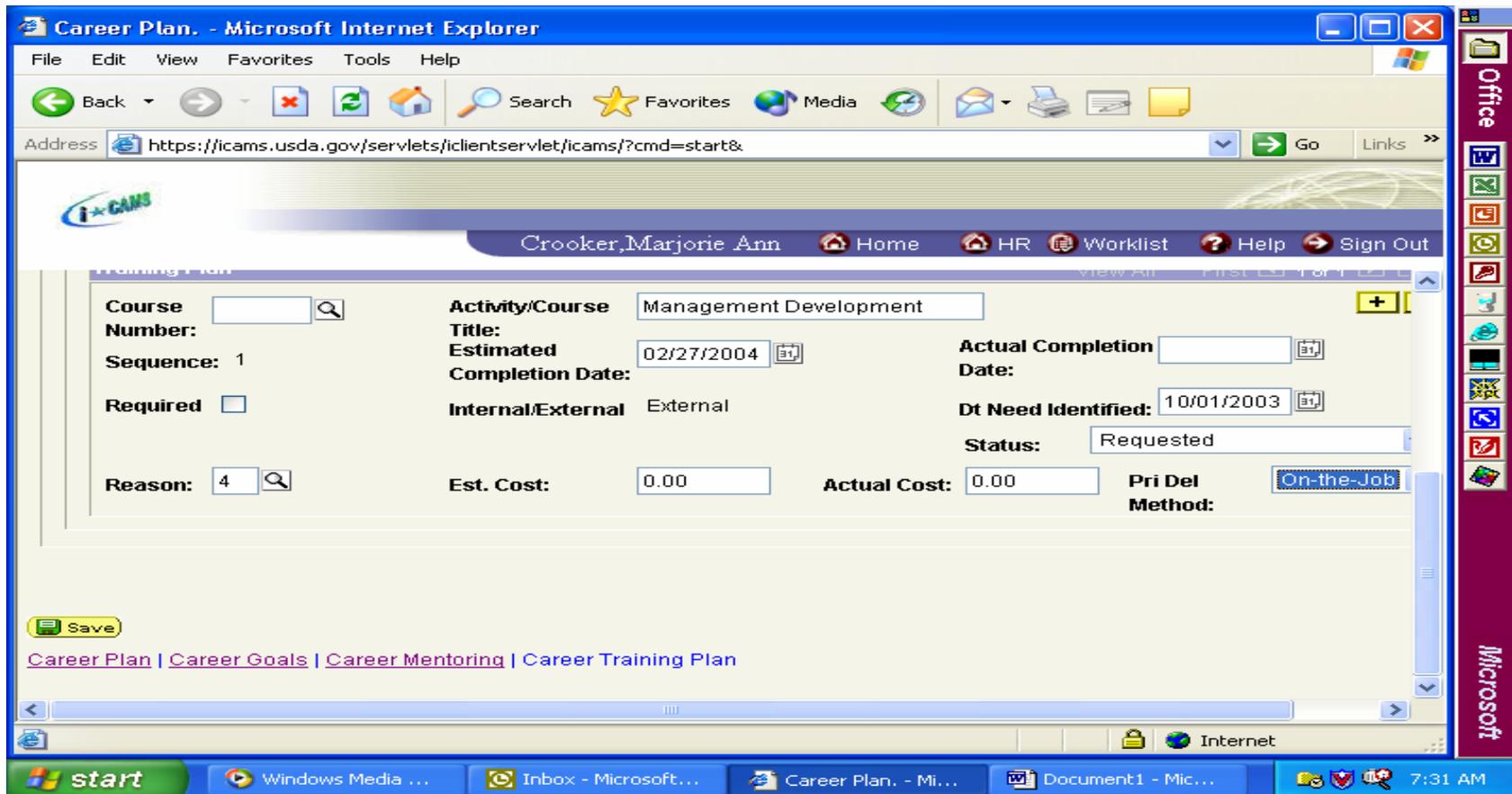
Enter mentor if desired. Entries on this screen are optional.



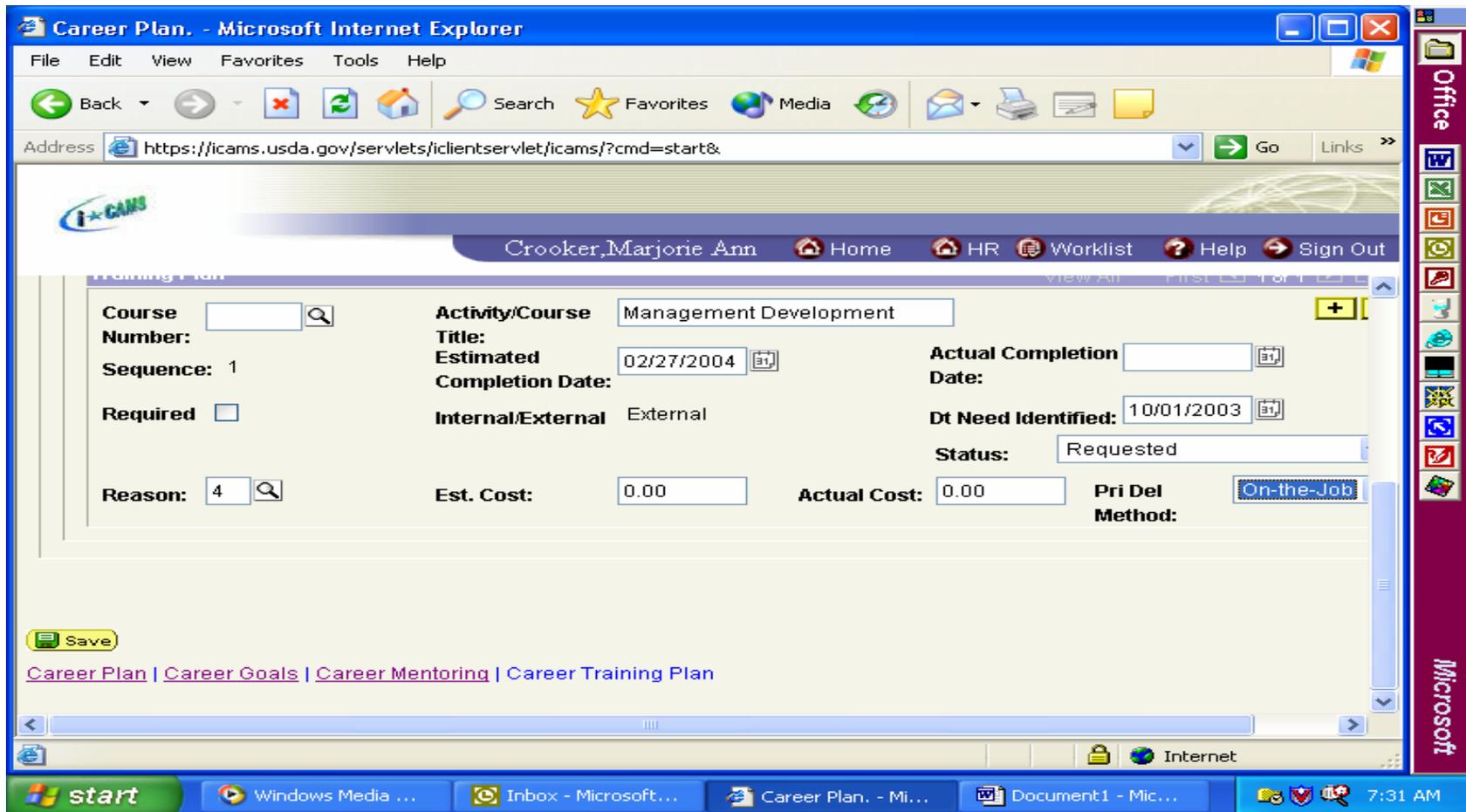
Go to “career training Plan Tab” to enter courses/activities planned for FY2004. Entries on this screen are required. Click the + button to add more courses /activities. You are required to have at least 3 courses on your IDP, one must be EEO/CR.



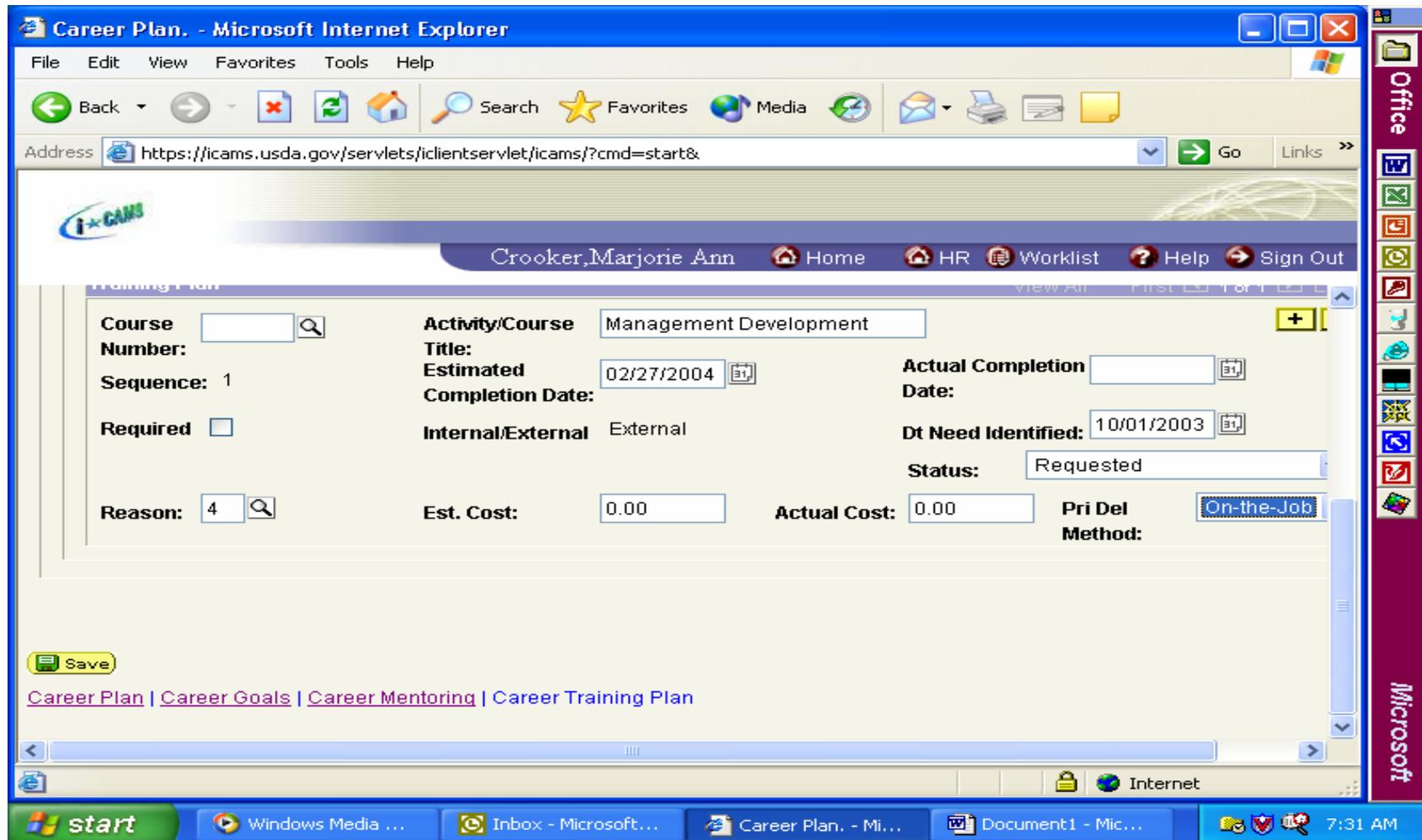
1. Enter a “course number” if it is an internal course for which a course number has been established or enter the title of the course or activity if it is being offered by a vendor or from the STO training library. (all STO library items will be loaded into ICAMS soon).
2. Enter the estimated completion date. Click the \pm button to add more activities.



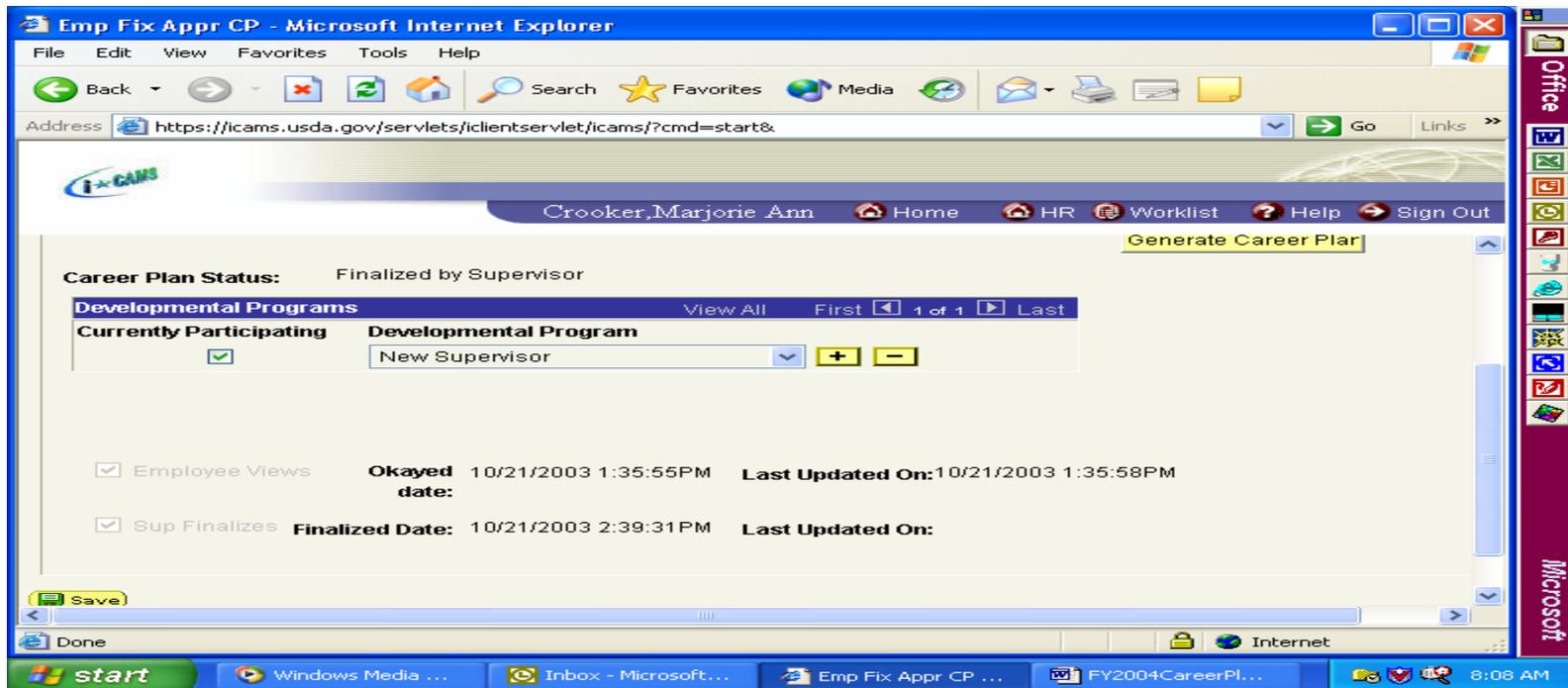
1. Enter reason.
2. Enter estimated cost if any.
3. Enter date the need was identified
4. Enter the primary delivery method.
5. When complete don't forget to click the “Yellow SAVE Button”.



To enter another training course/activity, click on the “+” yellow sign to insert a row for adding additional data. Enter all data for the training course and save. Keep inserting rows until you have added all the planned training courses.

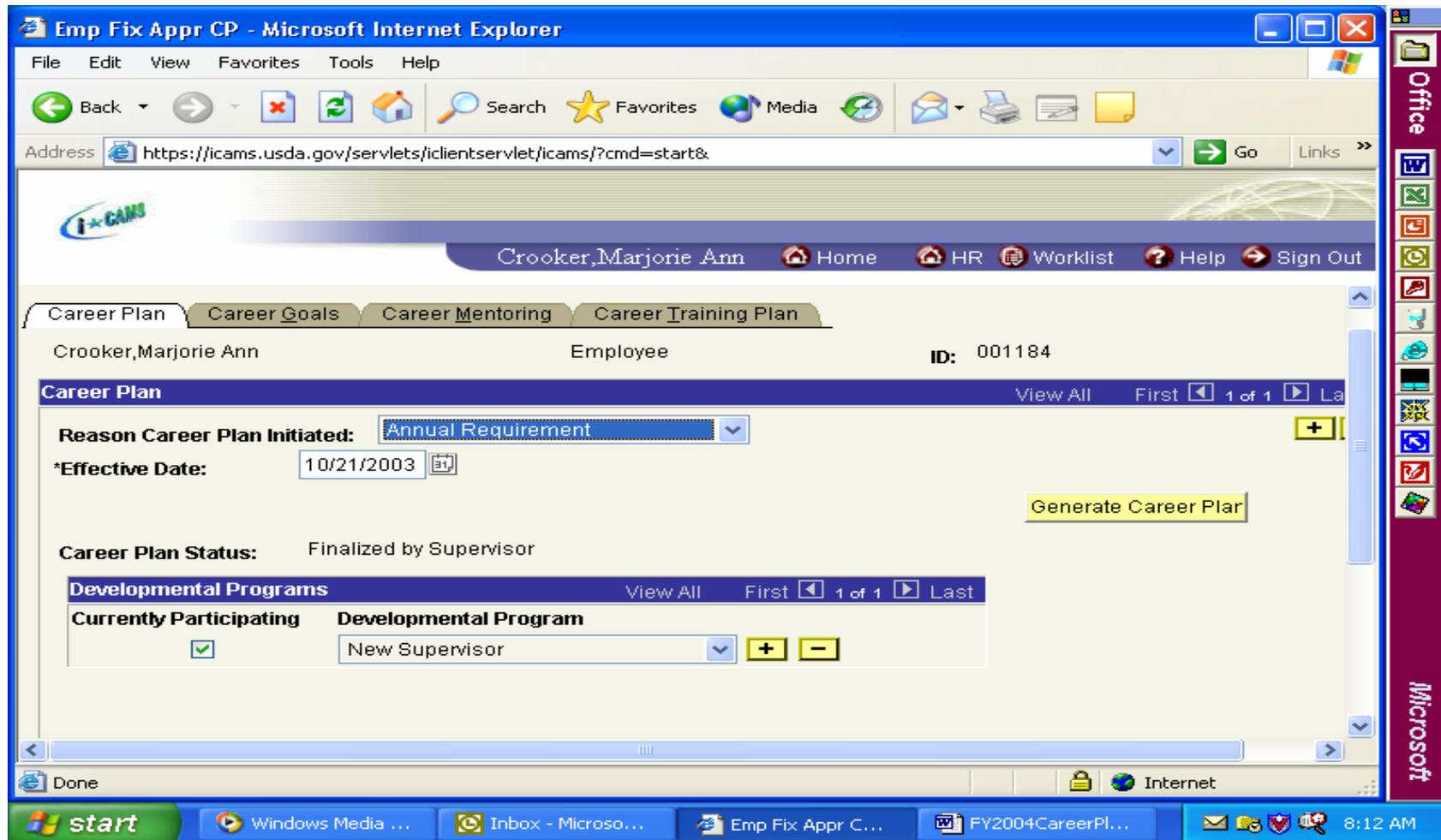


Click “view all” to see all the training courses entered.

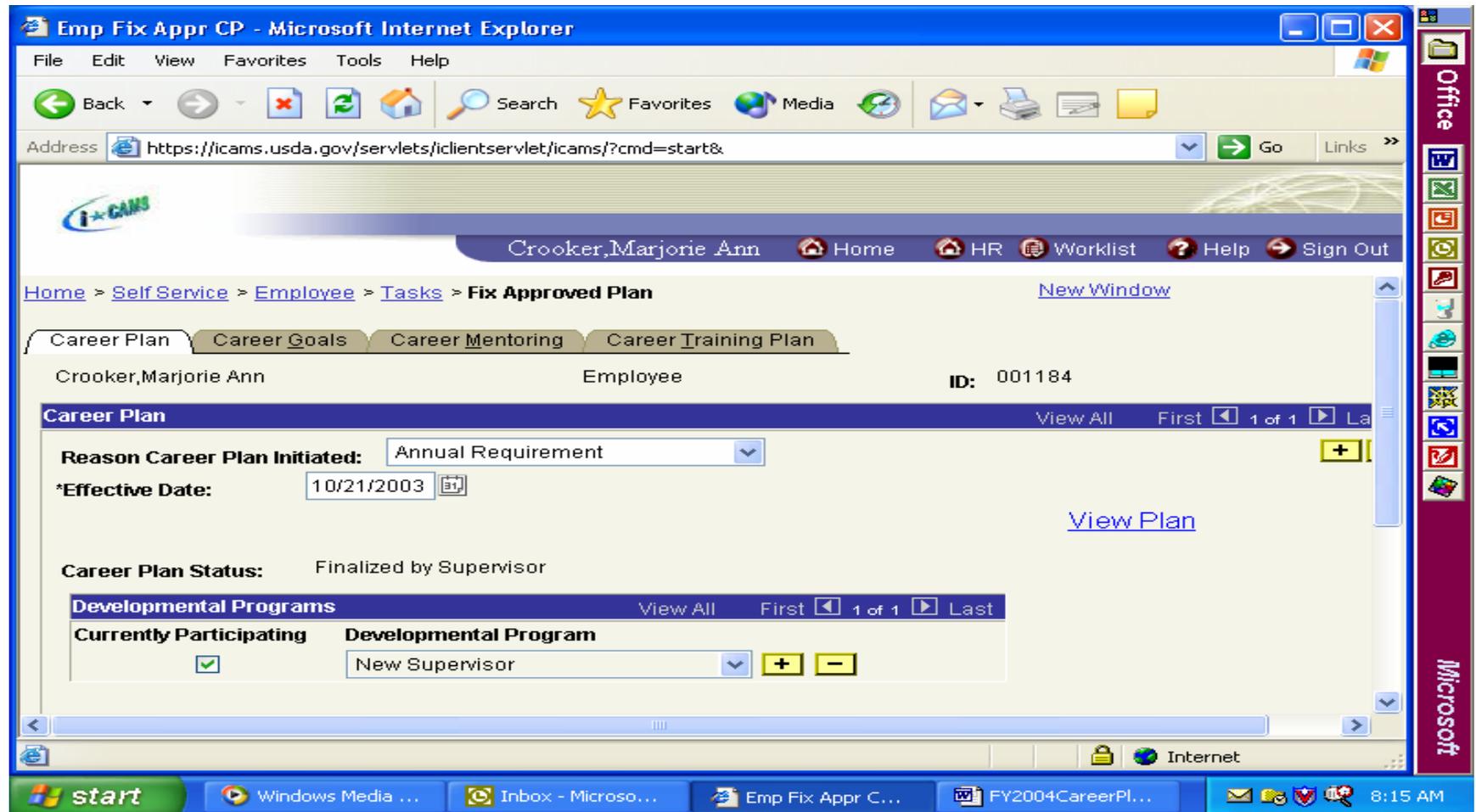


NOTE: When you have finished entering all the training courses that you wish to have in your Career Plan and are ready for your supervisor to review and approve it, go back to the first screen under tab heading “Career Plan” and (1) put a check mark in **EMPLOYEE VIEWS by clicking on the box and then (2) click on the “save” at the bottom. You should then see the notation “submitted to supervisor” next to Career Plan Status. Generates e-mail to supervisor.**

You should only put the check mark in the “employee views” plan if you are finished with the plan and are ready for your supervisor to approve it.



To print the Career Plan click on the yellow **“generate career plan”** button



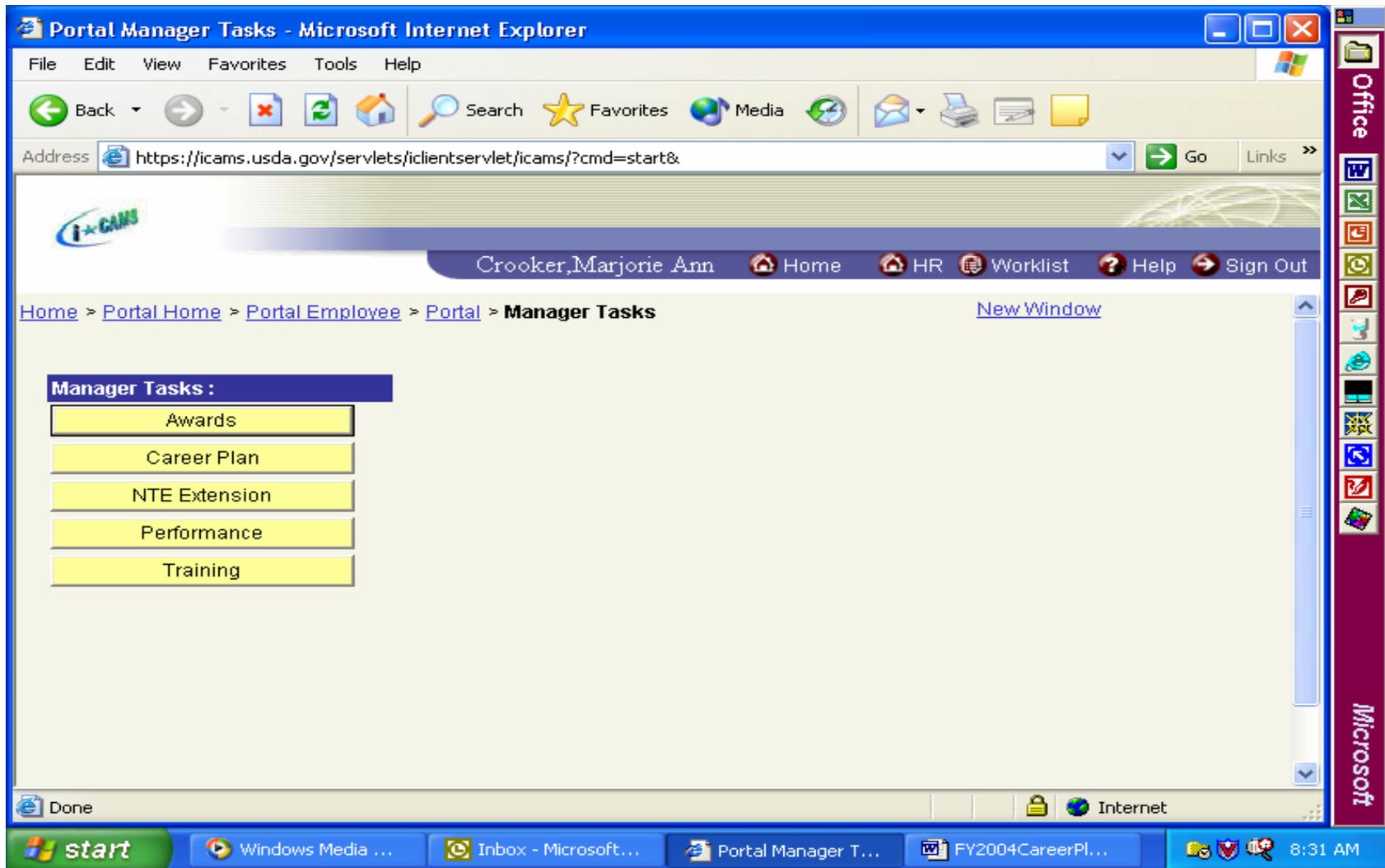
After clicking on the “generate career plan” button, you should see the “view plan” to open and print the career plan.

The following are instructions for supervisor actions. This is Exhibit 2

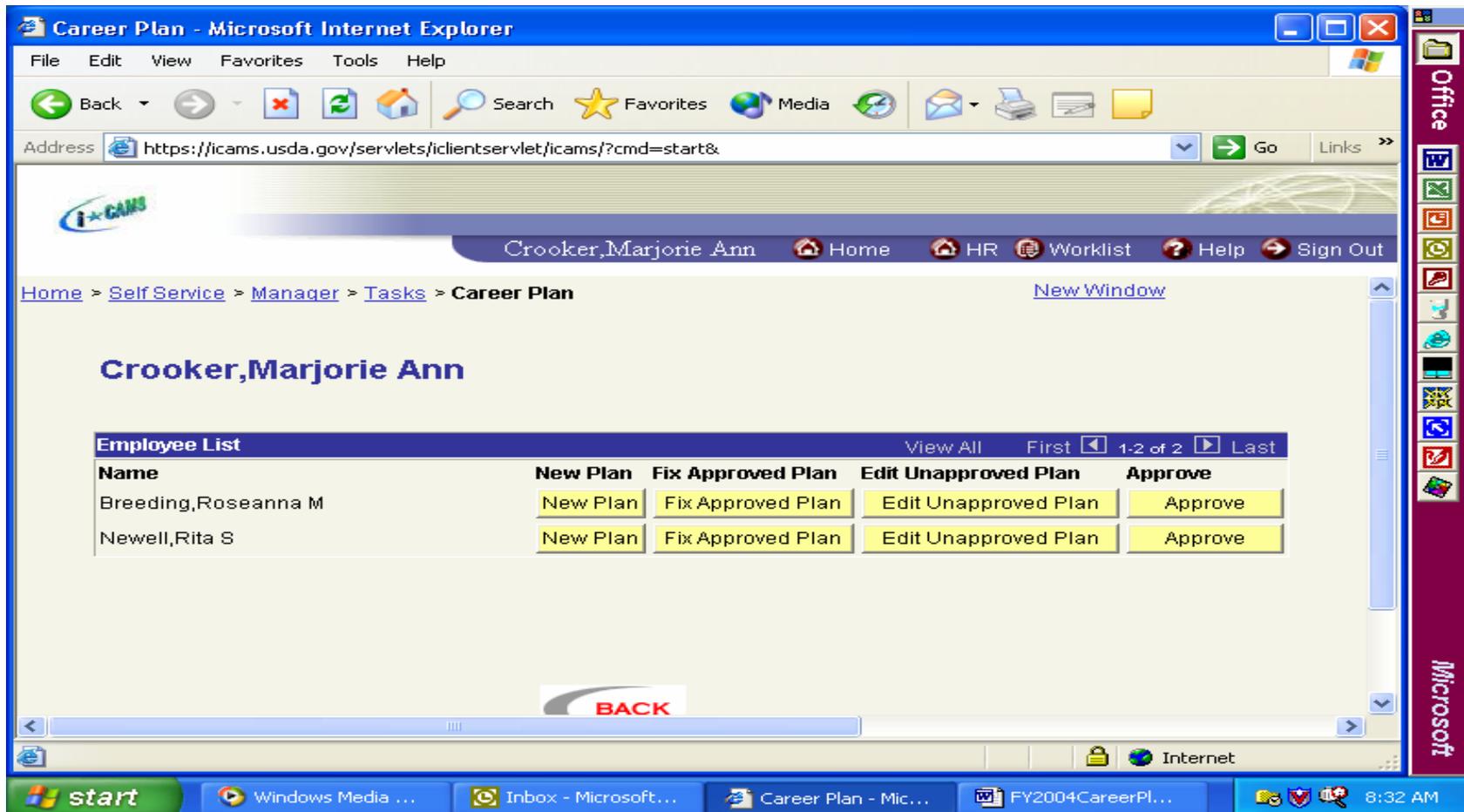
**Supervisors will receive an e-mail notification to inform them they have an action on their ICAMS worklist that needs to be taken. Go to Internet Explorer and access the ICAMS website at:
<https://icams.usda.gov>**



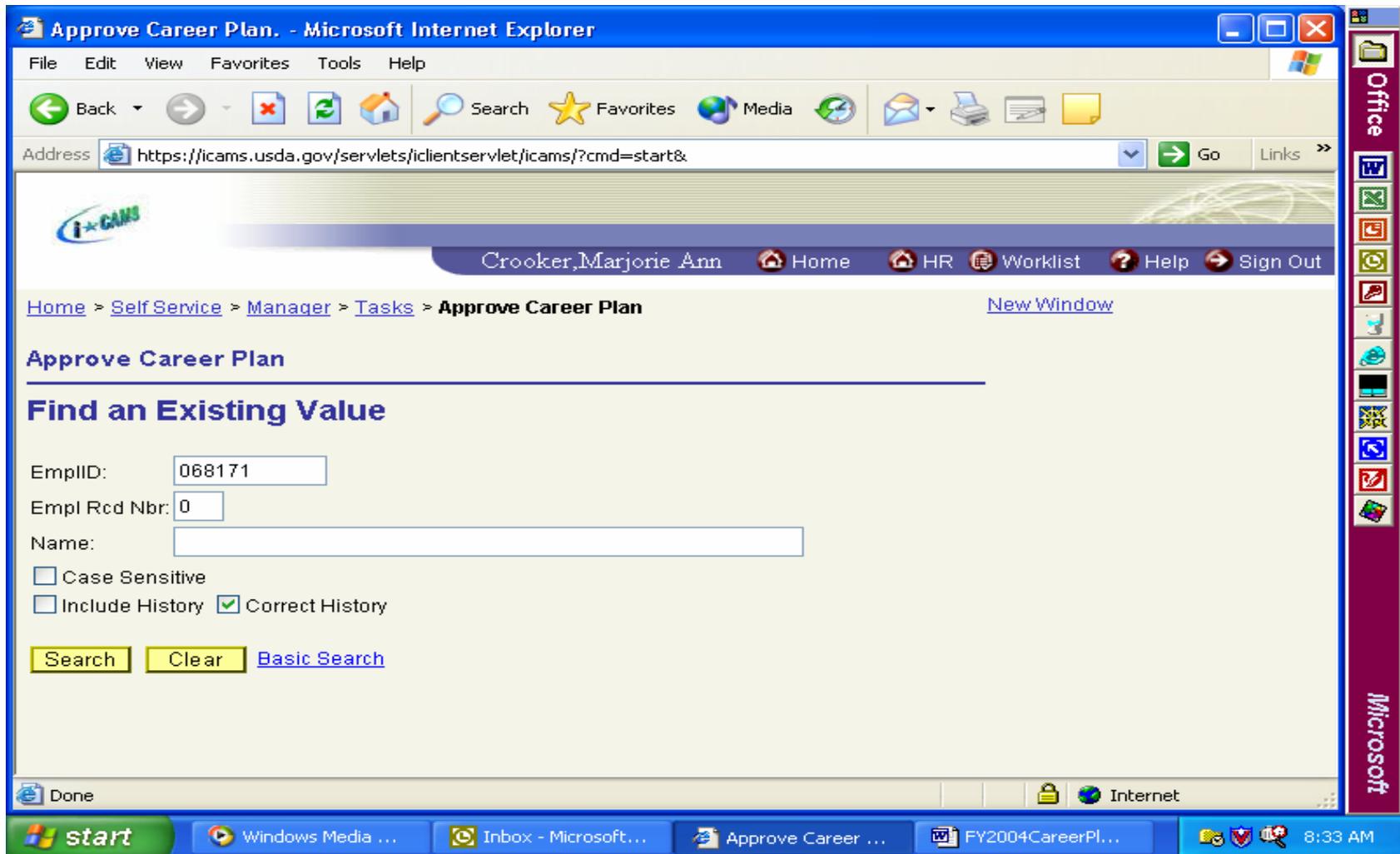
To review and approve career plans, supervisors should click on “tasks”.



Select “career plan”.



Select “view all” to see all employees you supervise. Select “approve” for the applicable employee.



Click on search

Career Plan. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail

Address <https://icams.usda.gov/servlets/iclientservlet/icams/?cmd=start&> Go Links

i-CAMS

Tresham, Roger A Home HR Worklist Help Sign Out

Home > Self Service > Manager > Tasks > **Fix Approved Carrer Plan** New Window

Career Plan Career Goals Career Mentoring Career Training Plan

Crooker, Marjorie Ann Employee ID: 001184

Career Plan View All First 1 of 1 Last

Reason Career Plan Initiated: Annual Requirement +

*Effective Date: 10/21/2003

Generate Career Plan

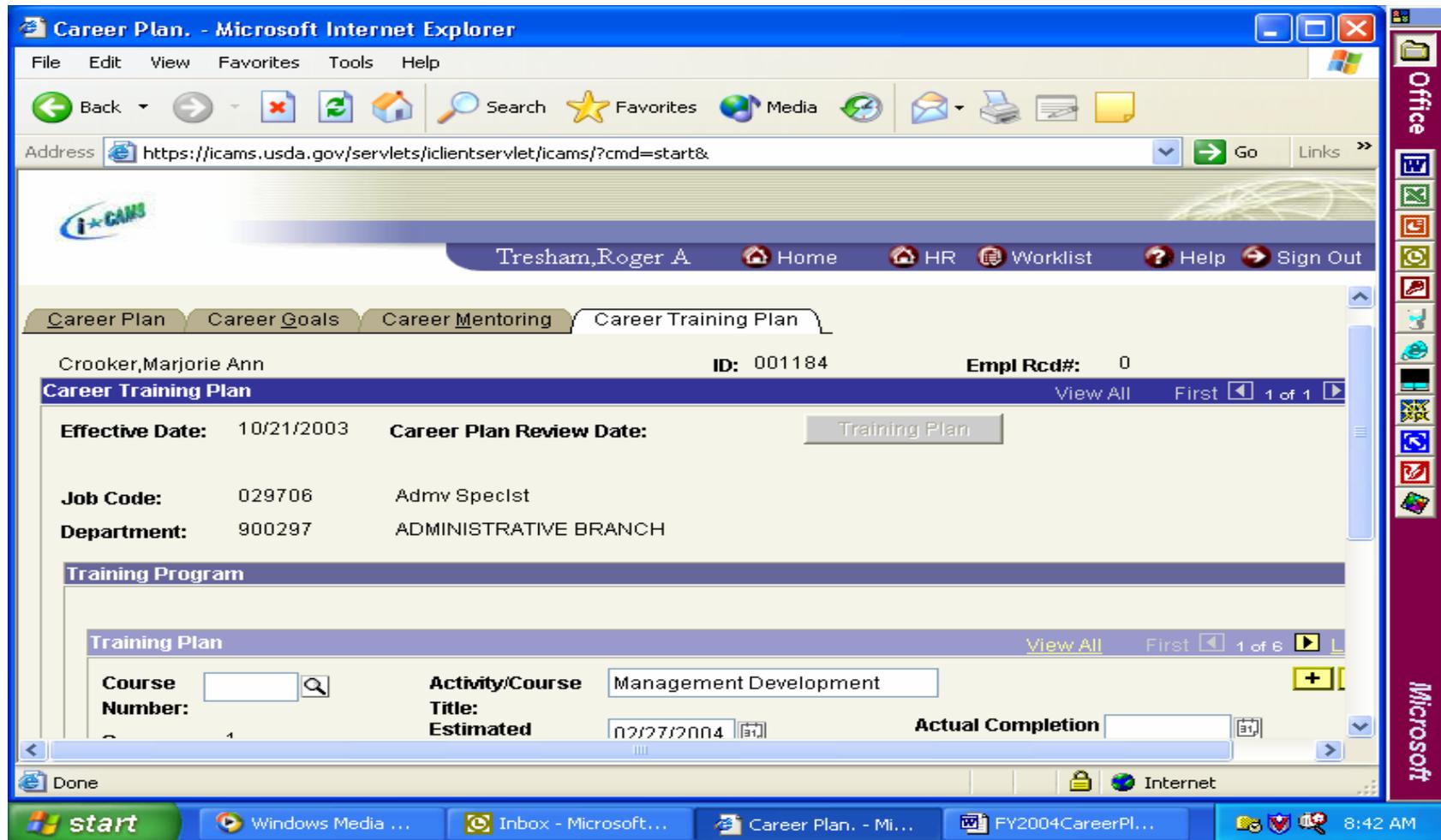
Career Plan Status: Finalized by Supervisor

Developmental Programs View All First 1 of 1 Last

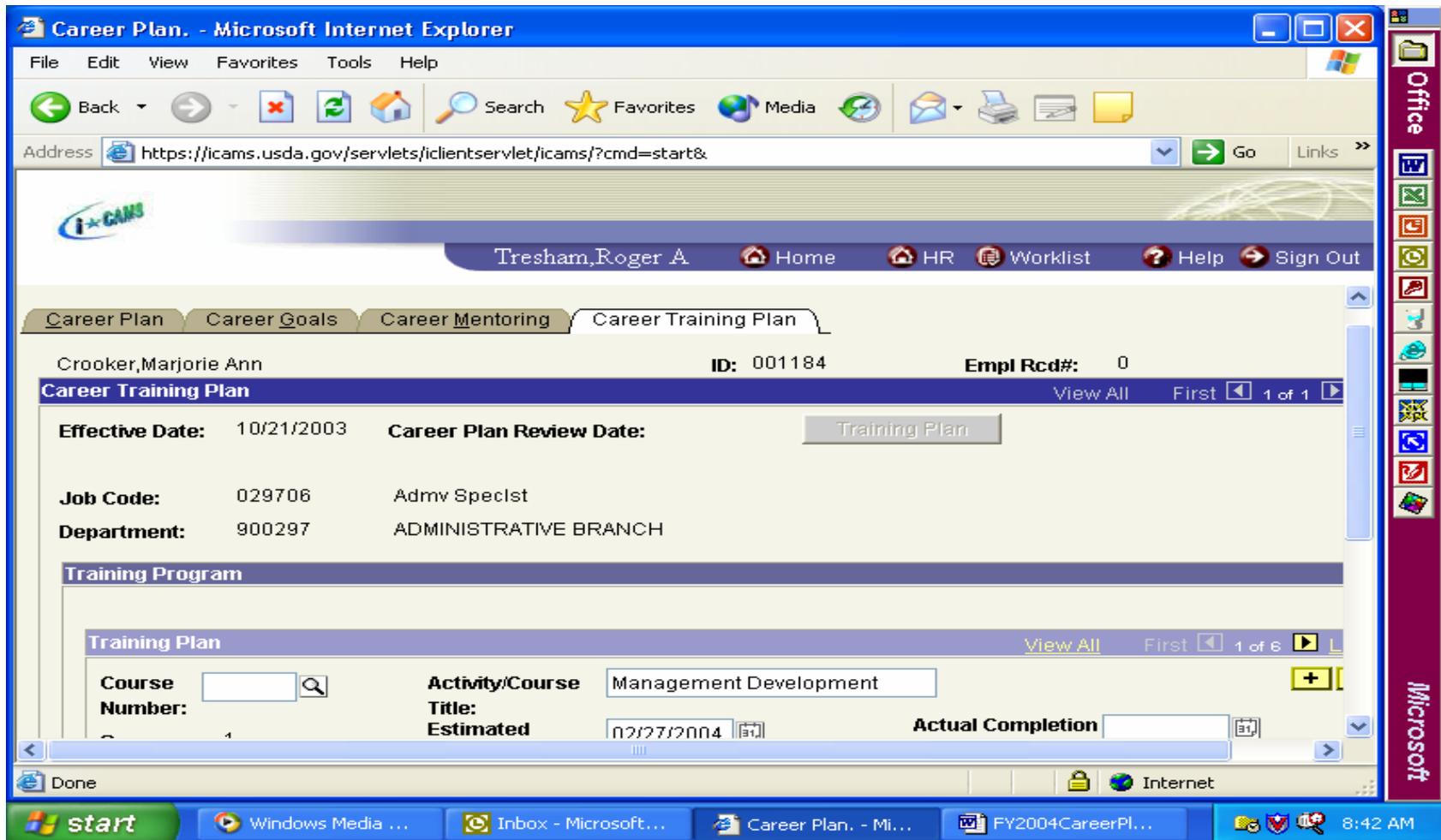
Currently Participating	Developmental Program
<input checked="" type="checkbox"/>	New Supervisor + -

start Windows Media ... Inbox - Microsoft... Career Plan. - Mi... FY2004CareerPl... 8:40 AM

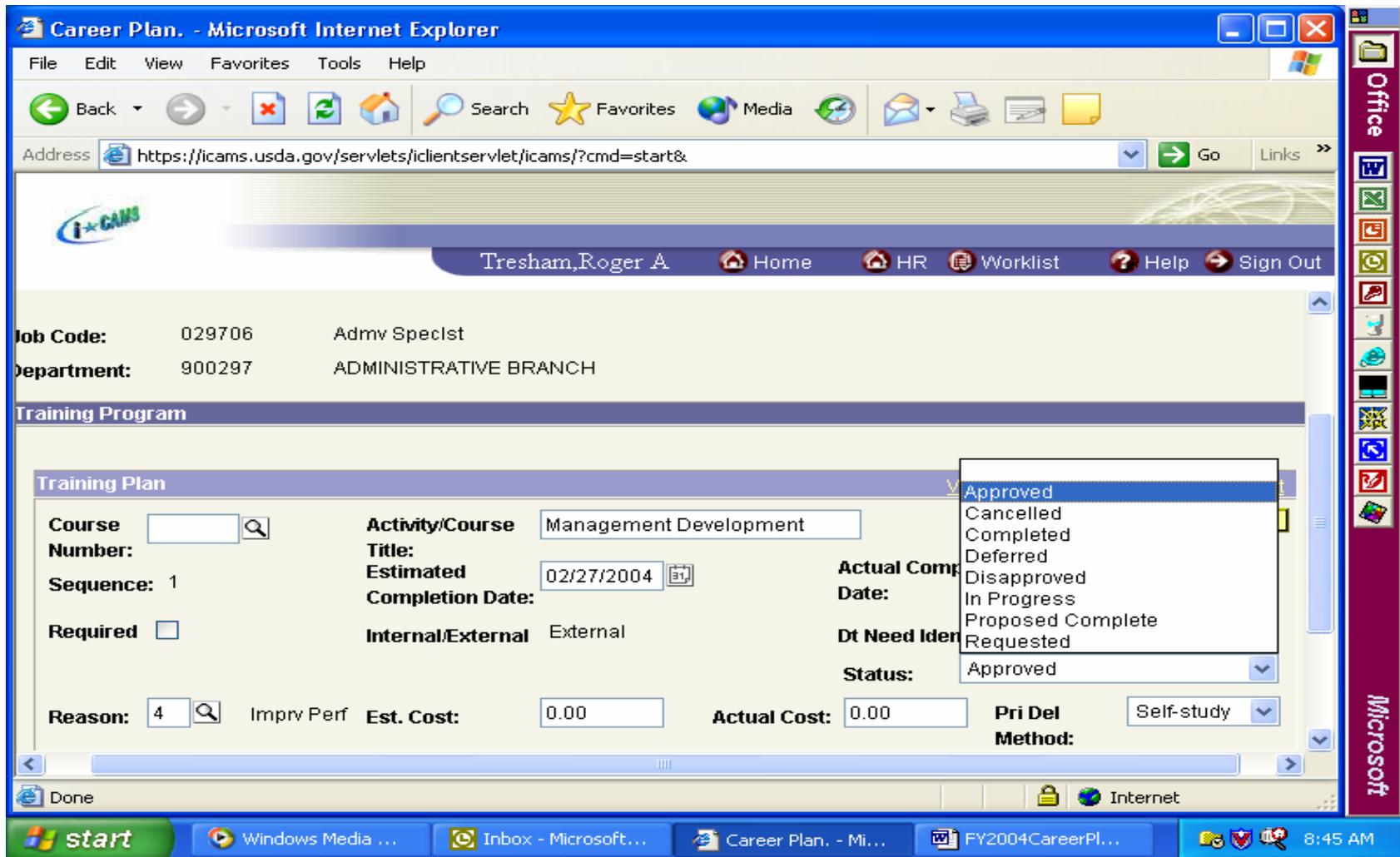
Review entries under the “Career Goals” & “Career Mentoring” Tabs. Entries are optional for these.



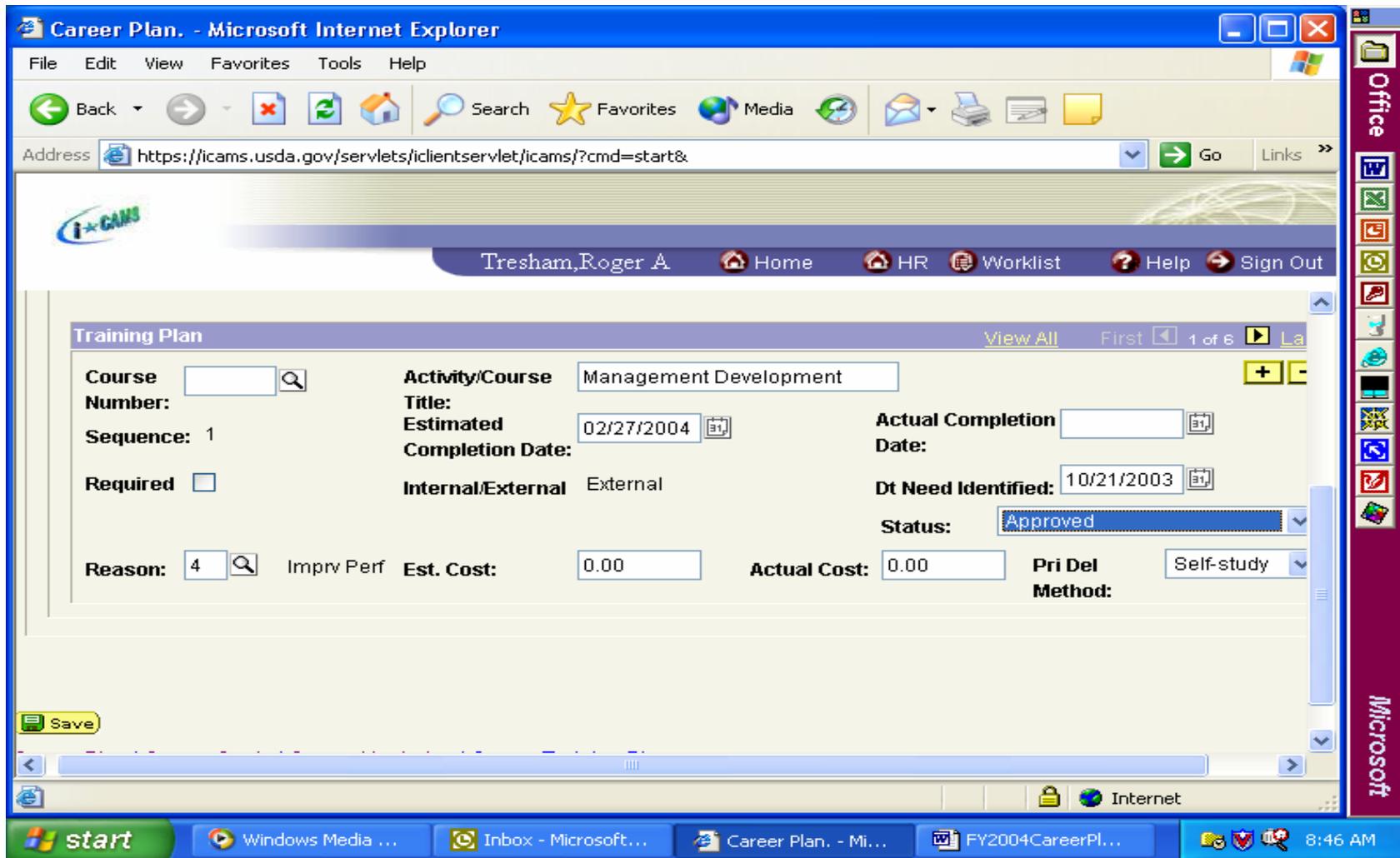
Next, click on the “career training plan” tab to review training courses.



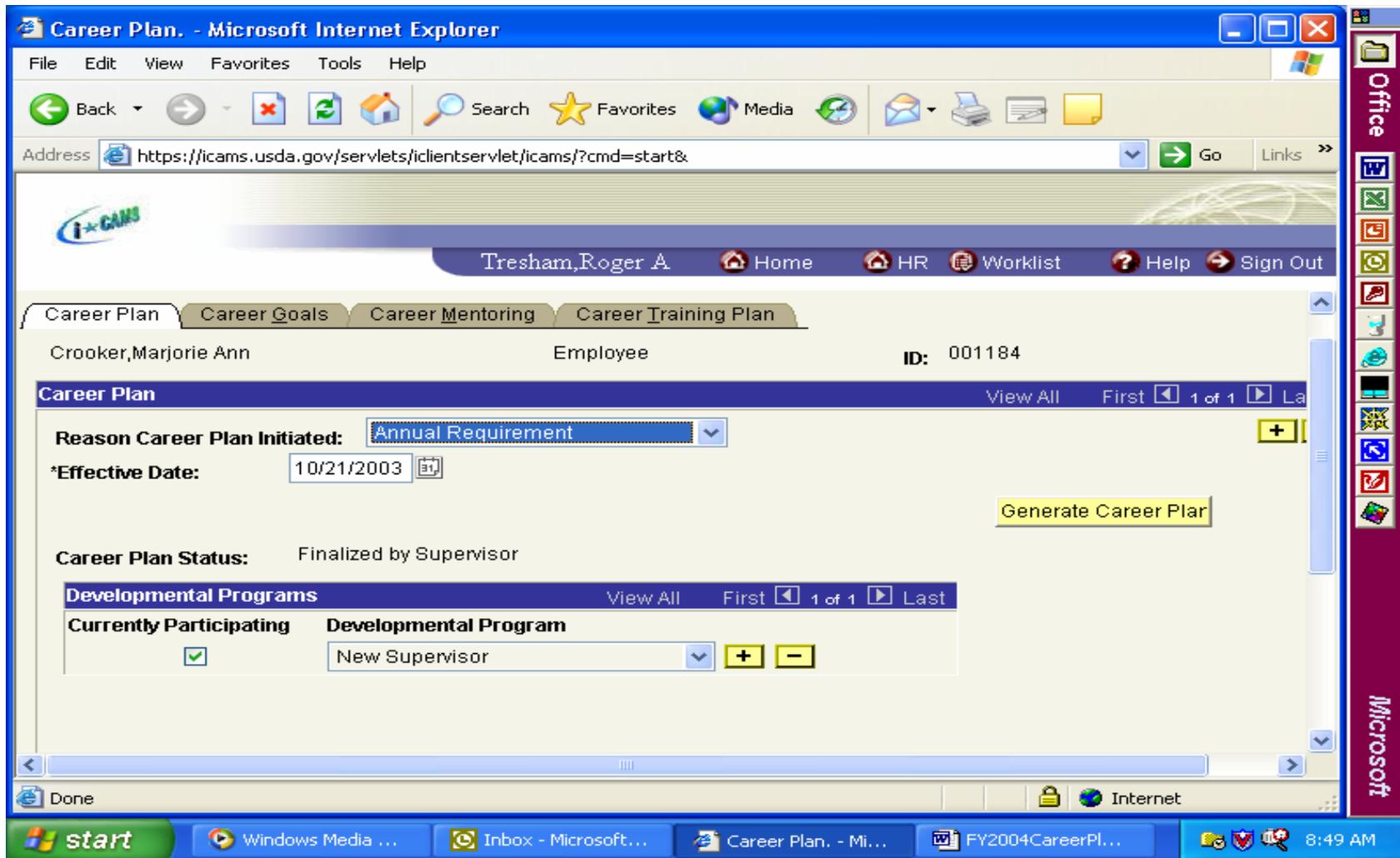
Click on yellow “view all” to see all courses in the Career Plan.



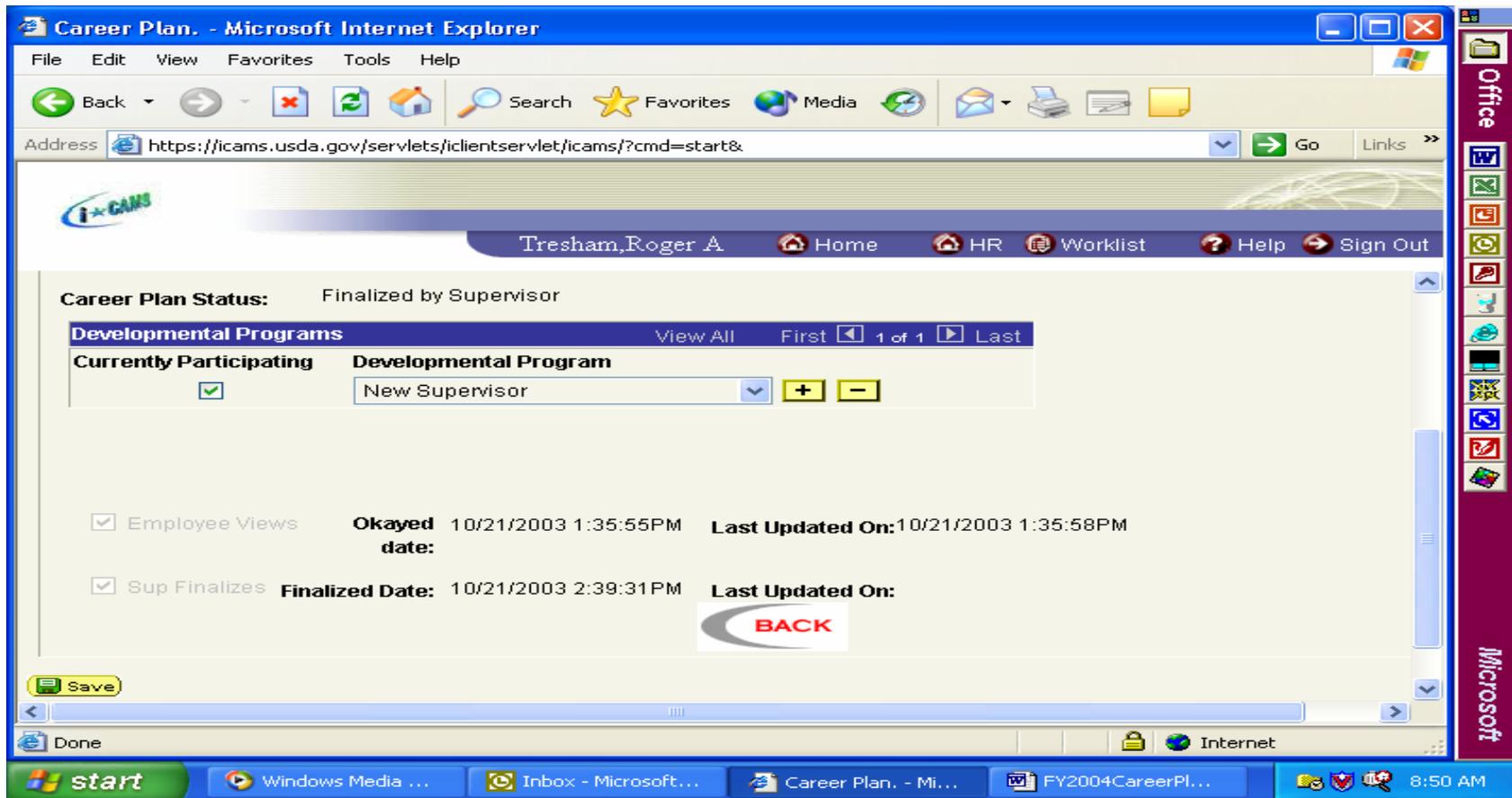
Click on the drop down arrow and select “approve” if you agree the course is in accordance with 6-PM.



Remember to click on yellow “save” after you have made a determination for all requested courses.



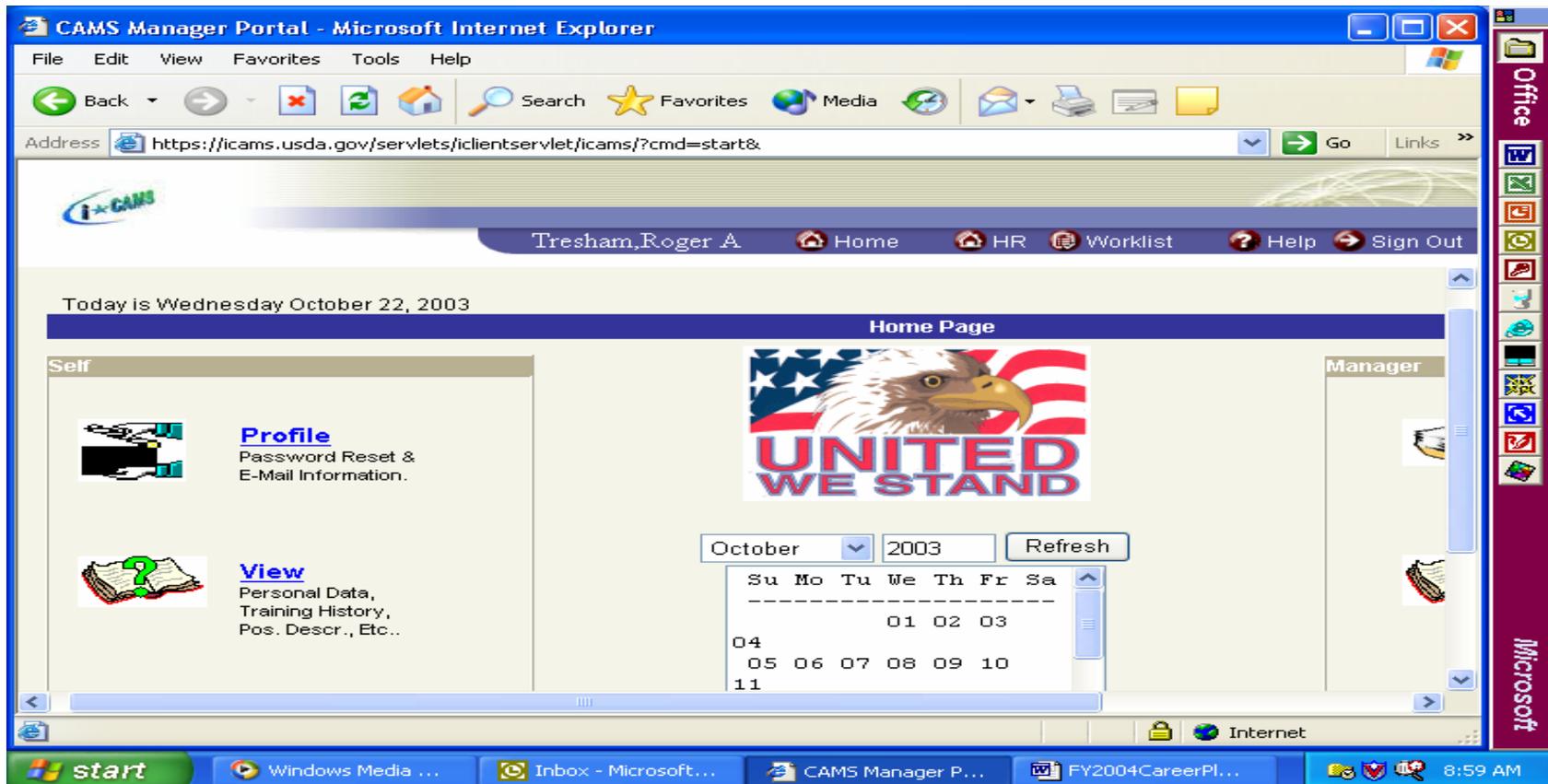
Click on the **Career Plan** tab.



1. Put a check mark for “Supervisor Finalizes” by clicking on the box. **NOTE: This is VERY IMPORTANT** as it sends the e-mail notification to the employee that the plan is final. 2. Click on save.

Employees will receive an e-mail notification to inform them they have an action on their ICAMS worklist that needs to be taken.

Go to Internet Explorer and access the ICAMS website at: <https://icams.usda.gov>



Employee enters his/her ICAMS user ID and password. Click on their worklist (at the top where your name is in blue). When worklist opens up click on the blue link. Employees should view their Career Plans after supervisors take appropriate action.