

**U.S. DEPARTMENT OF AGRICULTURE  
FARM PRODUCTION AND CONSERVATION MISSION AREA  
BUSINESS CENTER  
WASHINGTON, DC 20250**

FSA/RMA Notice PM-3018

<b>FPAC NOTICE</b>	NUMBER: FPAC-N 4040-002
SUBJECT: Fiscal Year (FY) 2019 Individual Development Plans (IDP)	DATE: March 20, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: September 30, 2019

1. PURPOSE

This notice:

- a. explains the FY 2019 IDP requirements for Farm Production and Conservation (FPAC) employees
- b. provides guidance and contact information for employees to complete an IDP.

2. DUE DATE FOR COMPLETING AND APPROVING IDP

- a. All FPAC permanent, full-time and part-time employees are **required** to complete IDPs annually according to Departmental Regulation (DR) 4040-410, dated February 7, 2011. IDPs are an important part of succession planning and developing skills for an employee's current position.
- b. The due date for approved IDPs is **May 18, 2019**.

3. MESSAGE

See the following resources for accessing and completing an IDP in Next Generation AgLearn (Next Gen AgLearn).

a. IDP Access

- (1) To access the IDP, log into AgLearn at: <https://aglearn.usda.gov/totara/dashboard/> and click "Dashboard" on the main menu. In the "My Learning" box select "Learning Plans" and the "My IDP – FY2019" will be displayed.

(2) The following options are available to learn more about creating and submitting an IDP in the Next Gen AgLearn system.

(a) A job aid titled [Creating-and-Submitting-IDP-508 in Ask AgLearn Now](#)

(b) Web-based courses:

- 1 [Guide to Completing Your Individual Development Plan](#)
- 2 [AgLearn User Training Completing and Submitting an IDP 107](#)

(c) Watch a video:

- 1 [How to Create an IDP](#)
- 2 [How to Submit and IDP](#)

(d) For supervisors: [AgLearn Supervisor Training Approving IDPs 205](#)

(3) Supervisors will receive notifications from the system once an IDP has been submitted.

(4) For Senior Executives, USDA is working with Team AgLearn to develop a new Executive Development Plan. The completion date has not been determined.

b. Background

All FPAC Business Center (BC), Farm Service Agency (FSA), Natural Resources and Conservation Service (NRCS), and Risk Management Agency (RMA) permanent, full-time and part-time employees are **required** to complete IDPs annually. This includes:

- (1) Pathways Program participants,
- (2) Senior Executive Service,
- (3) all non-bargaining unit employees, and
- (4) any employees requesting an IDP.

Office of Personnel Management (OPM) **requires** agencies to assess individual training needs. IDPs:

- (1) are tools used to meet the OPM requirements, and to assist employees and their supervisors in identifying training needs,
- (2) are methods used to develop the core competencies employees need to improve performance in their current positions,
- (3) assist employees in maintaining their current level of job proficiency,

- (4) ensure that employees are encouraged to obtain the necessary skills for greater job responsibility, and
- (5) shall be reviewed and approved by each employee’s supervisor by **May 18, 2019**.

Every new, permanent, full-time and part-time employee is **required** to have an IDP completed within 90 calendar days after reporting for duty. Employees who are newly promoted or moved to a new position shall update their IDP within 90 calendar days.

Employees are **required to use AgLearn** to complete IDPs.

c. Labor Management Obligations

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

d. The IDP Process:

- (1) is a cycle of planning, implementation, and evaluation between an employee and their supervisor for the mutual benefit of both the employee and the Agency, and
- (2) requires reviewing job requirements and making informed decisions about developmental needs.

A critical factor throughout all phases of the IDP process is interactive and effective communication between the employee and their supervisor.

The IDP process consists of the following five steps.

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

Employees are encouraged to develop at least one of OPM’s 28 Leadership Core Competencies. A list of competences and associated courses can be found at: <https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/nedc/?cid=nrcseprd1404419>.

e. Responsibilities

(1) Supervisor Responsibilities

All supervisors will:

- (a) meet with each employee to discuss their IDP before submitting IDP in AgLearn,
- (b) assist with IDP development by recommending goals/competencies and activities needed for each employee's current job responsibilities,
- (c) provide feedback to each employee on performance strengths, needs, developmental activities, and guidance in completing IDP, and
- (d) review and approve each employee's IDP by **May 18, 2019**.

(2) Employee Responsibilities

Employees will:

- (a) assess current skills and competencies and explore options for development,
- (b) discuss training needs for FY19 with their supervisor before submitting IDPs in AgLearn, and
- (c) complete IDPs in AgLearn and submit to their supervisor for approval prior to the due date.

(3) Joint Responsibilities

- (a) IDPs shall be reviewed during mid-year and annual performance reviews. As performance plans and/or job assignments change, IDPs shall be revised and approved.
- (b) All training is subject to budgetary restrictions. Supervisory IDP approval is not a contract or guarantee of training. Employees will be held accountable for failing to complete training approved and paid for by obligated Agency funds.

f. Employee Action in AgLearn

AgLearn is USDA's Learning Management System and has numerous online courses and books available to all USDA employees. Note the following:

- (1) Employees will search the AgLearn online catalog for free training before requesting similar courses with associated costs that require an external training request.
- (2) Supervisors must first ensure that courses on IDPs are not available for free in the AgLearn catalog before obligating Agency funds.

- (3) When using AgLearn, employees shall **verify** their **supervisor's name**. In the upper right corner of the screen, click on "**Your Name**" and go to "**Profile**". Next, on the right side of the page in the "**Job assignments**" box, select "**Job Profile**". The current supervisor will be listed. If not, contact your AgLearn administrator according to the contact list in section 4.
- (4) Currently there is no print feature for Next Gen AgLearn IDPs. Employees who want a copy should create screen prints.
- (5) Employees are **required** to submit an IDP to their supervisor for approval. To create an IDP with no training requested, the employee shall create a goal titled, "No Training Requested" and submit the IDP to the supervisor for approval. In the description, the employee shall explain why no training is requested, (that is, retirement).

#### 4. CONTACT

- a. If assistance is needed with eAuthentication and/or password resets, do either of the following:
  - (1) CLICK "Forgot your password?" on the eAuthentication Login Screen
  - (2) e-mail the eAuthentication Help Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or call 800-457-3642.
- b. If assistance is needed creating an IDP:
  - (1) FSA, NRCS, and RMA employees will contact your local AgLearn Training Officer. Click here for a list of contacts  
[https://usda.custhelp.com/app/answers/detail/a\\_id/1705](https://usda.custhelp.com/app/answers/detail/a_id/1705)
  - (2) FPAC BC employees will contact the FPAC Employee Care Center, Human Resources Division at [https://usdafpacbc.service-now.com/fpac?id=hr\\_intake&sys\\_id=88792ae0db64ab00b34efb0e0f961906](https://usdafpacbc.service-now.com/fpac?id=hr_intake&sys_id=88792ae0db64ab00b34efb0e0f961906).
- c. Direct questions about reasonable accommodations to Marvin Jones by either of the following:
  - (1) telephone at 202-401-0432
  - (2) email to [marvin.jones@wdc.usda.gov](mailto:marvin.jones@wdc.usda.gov).
- d. Direct questions about this notice to Mark Nelson, FPAC BC, Employee Development Section, HR specialist by either of the following:
  - (1) telephone at 816-926-3420
  - (2) email to [mark.nelson@kcc.usda.gov](mailto:mark.nelson@kcc.usda.gov).

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