UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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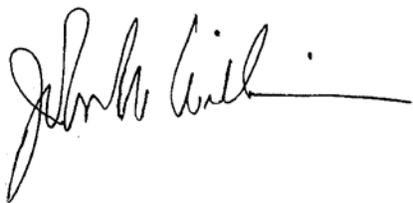<tr><td>**Notice PM-2613**</td></tr>
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For: FSA and RMA Employees

FY 2008 Individual Development Plan (IDP) Information for Employees

Approved by: Deputy Administrator, Management

[signature]

1 Overview

A Background

Annually, completing an IDP is required for **all** FSA and RMA permanent full-time employees. IDP's are:

- a tool to assist employees and their supervisors in identifying training needs

- used to improve or enhance core competencies and advance job skills needed by an employee to perform satisfactorily in their present position.

All new permanent full-time employees are required to have an IDP on file 90 calendar days after the employee reports for duty.

Note: Employees shall use the AgLearn IDP process to develop their IDP.

B Purpose

This notice:

- explains FY 2008 IDP requirements
- provides guidance for employees to complete their IDP's
- provides contact information.

Disposal Date	Distribution
October 1, 2008	All FSA and RMA Employees; State Offices relay to County Offices

1   Overview (Continued)

C   Authorities

Training guidelines are available in agency handbooks and OPM regulations. Employees' training must comply with the following:

- agency guidelines
- OPM regulations
- Government Employees Training Act (GETA)
- Executive orders
- merit principles and equal employment opportunity considerations
- Comptroller General decisions.

Note: Agency training handbooks will be amended to include this revised policy and procedures for using the IDP AgLearn process.

D   Reasonable Accommodations

Persons with disabilities who require accommodations should contact their local help desk.

E   Deadline for Completing IDP's

All FSA and RMA employees **must** complete the required IDP's by **COB December 14, 2007**. If an employee is out of the office the entire time between the date this notice is issued and December 14, 2007, then that employee shall complete IDP **immediately** upon returning to the office.

F   Contacts and Additional Information

The following provides contact information.

IF assistance is needed with...	THEN...
eAuthentication and/or password resets	contact the ITS National Help Desk at 800-255-2434, option "3".
AgLearn	CLICK: - "**Help**" on any of the AgLearn screens - "**Contact Us**".
FSA and RMA contact information	call 866-633-9394.
National Office (except Kansas City, St. Louis, and APFO) employees	contact the Training Development Branch at 202-401-0374.
Kansas City, St. Louis, and APFO employees	contact KCHRO, Employee Development Section (EDS) at 816-926-6263.
State Offices employees	contact their State Training Officer, AgLearn lead.
County Offices	contact the State Office.

2   Responsibilities

A   Supervisor Responsibilities

All supervisors shall:

- assist with IDP development by specifying, in detail, the goals and technical skills needed for the present job and/or future positions

- meet with each employee to provide feedback on developmental strengths and needs, developmental activities, and guidance in developing IDP.

B   Employee Responsibilities

Employees shall:

- discuss training needs for FY 2008 with their supervisor **before** completing IDP
- print their FY 2008 IDP for their records.

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

- during progress reviews
- upon completing training
- as performance plans and job assignments change.

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

3   **Action in AgLearn**

A   Online Training

AgLearn is USDA's enterprise-wide learning management system (LMS). LMS is used by USDA agencies to enable users to obtain accounts that will allow access to USDA web applications and services through the Internet.

B   Creating a Plan in AgLearn

Employees shall create an AgLearn Plan according to the following.

Notes: When using AgLearn, IDP is called a "Plan".

See Notice PM-2572 before starting a Plan.

Employees shall **enter** their **e-mail** and **supervisor's name** for their Plan to flow to their supervisor and receive e-mails about the status of their Plan.

Step	Action
1	Access AgLearn at **http://www.aglearn.usda.gov**.
2	Under "Student", CLICK "**Login**".
3	On the Warning Screen, CLICK "**Continue**". Enter the user ID and password and CLICK "**Login**".
4	On the top of the screen, CLICK "Career".
5	On the My Plans Screen, the message, "There are no Plans available", will be displayed, CLICK "**Create New Plan**". **Note:** In AgLearn, users should have 1 Plan per FY. Within the Plan, the user will have goals and goals will have activities.

3   Action in AgLearn (Continued)

B   Creating a Plan in AgLearn (Continued)

Step	Action
6	On the Create My Plan Screen, complete the "Plan Information" by entering the following:
	• a plan title (**Required**)
	Note: Title should be intuitive so that others can quickly understand the title, such as Human Resource Specialist.
	• the period of time IDP covers, such as FY 2008, etc.
	Note: This is the time period during which the goals on IDP are intended to be reached.
	• IDP's purpose, such as improving technical skills or setting performance standards
	• IDP's effective date
	Note: The effective date is the 1st date in the IDP period. The current date will be entered if this field is left blank.
	• expiration date for IDP (**Required**).
	Note: The expiration date is the last date in the IDP period, such as the end of FY.
	CLICK "**Add**".
7	On the My Plans and Goals Screen, CLICK "**New Goal**".
	Note: CLICK "?" to assist with questions.

3   Action in AgLearn (Continued)

B   Creating a Plan in AgLearn (Continued)

Step	Action
8	On the Add Goal to Plan Screen: • enter a unique number that identifies the goal, such as "01" • enter a goal name which explains the goal, such as "Improve work performance" • enter a description of what the goal will accomplish, such as "Reduce response time for critical errors by 10%" • CLICK "**Select**" and choose a goal category to organize goals • click on the drop-down arrow and choose a section to organize goals in IDP. CLICK: • "**Finished**" • "**Save and Add Another**" if the employee needs to add another goal to their Plan.
9	To add activities (courses): • click icon in front of "Goal Name" • click icon in front of "Activities" • CLICK "**Add Activity**". For: • **external** courses, enter the course title • **AgLearn** courses, CLICK "**Learning Item Activity Wizard**". CLICK: • "**Finished**" • "**Save and Add Another**" if the employee needs to add another activity to their goal. Review for errors. CLICK "**Submit for Approval**" when completed.

Note: If assistance is needed about AgLearn IDP and how a user may log-on, complete, view, edit, and print IDP's, contact Ruby Hervey at 816-926-2834 or Sandra Gibbs at 816-823-2002.

3   Action in AgLearn (Continued)

C   Approving a Plan in AgLearn

Supervisors shall approve employee's Plans in AgLearn according to the following.

Notes: When using AgLearn, IDP is called a "Plan".

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

Step	Action
1	Access AgLearn at **http://www.aglearn.usda.gov**.
2	Under Student, CLICK "**Login**".
3	On the Warning Screen, CLICK "**Continue**". Enter the user ID and password and CLICK "**Login**".
4	On the Welcome Screen, under "Alerts", CLICK "**You have Subordinate Plans that require Review and Approval**".
5	On the Pending Reviews and Approvals Screen, next to the Plan to be reviewed, under the "Action" column, CLICK "**Review**". **Important:** The user's IDP page will be displayed. Verify this by looking above the main menu. Next to "Welcome Your Name" will be "Currently Viewing User's Name." Everything needed to approve IDP is available here. Review the Plan.
6	**The employee's My Plans and Goals Screen will** be displayed. The "Plan Status" will display "Submit/Pending (Submitted for Approval)". To view a specific goal or add notes, CLICK "**View/Add Notes**".
7	After viewing all data contained in the Plan, click any of the following: • "**Approve**" to accept the Plan and return to the user so the activities may be completed • "**Reject**" to reject the Plan **Note:** Another screen will allow comments to be made so the user will know why the Plan was rejected and what changes must be made. • "View/Add Notes" to bring up a screen where notes may be added, or previous notes may be viewed **Note:** After adding a note, CLICK "**Back**" to return to the main review screen. **Never click the browser's "Back" button** to return to the previous screen while in AgLearn. **A fatal Java error may result**. • "List All Plans" displays all the other Plans this user has submitted, as well as the status, such as "Active", "Submit/Pending", "Superseded", or "Denied". **Note:** By clicking "List All Plans", the Approval Screen will be exited and the record will have to be returned to before approving or denying the Plan.

3   Action in AgLearn (Continued)

C   Approving a Plan in AgLearn (Continued)

Step	Action
8	Once the Plan has been approved, rejected, or revised, on the bar above the tabs, CLICK "Return to your records".
9	A "Plan approval" e-mail will automatically be sent to the employee.

Note: If assistance is needed for approving or denying an AgLearn IDP, contact Ruby Hervey at 816-926-2834 or Sandra Gibbs at 816-823-2002.