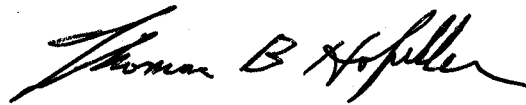


For: FSA and RMA Employees

**FY 2009 Individual Development Plan (IDP) Information for Employees and Supervisors**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

All FSA and RMA permanent full-time employees are required to complete IDP's annually. IDP's:

- are a tool to assist employees and their supervisors in identifying training needs
- are a method used to develop the core competencies employees need to improve his or her performance in their present positions
- ensure that employees maintain the current level of job proficiency
- ensure that employees obtain the necessary skills for future job requirements.

Every new permanent full-time employee is **required** to have IDP completed within 90 calendar days after the employee reports for duty.

**Note:** Employees are **required to use AgLearn** to complete IDP's.

**B Purpose**

This notice:

- explains FY 2009 IDP requirements
- provides guidance for employees to complete their IDP
- provides contact information to answer questions.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2009	All FSA and RMA employees; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Authorities

Training guidelines are available in 6-PM for FSA, 30-PM for RMA, and OPM regulations for both. Employee training **must** comply with the following:

- agency guidelines
- OPM regulations
- Government Employees Training Act.

**Note:** Agency training handbooks are being revised to include procedures for using AgLearn to process IDP's.

#### D Reasonable Accommodations

Persons with disabilities who require accommodations to complete their IDP 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 November 17, 2008**. If an employee is out of the office until November 17, 2008, the employee **must** complete their IDP **immediately** upon returning to the office.

#### F Contacts

The following table provides contacts for additional information.

IF assistance is needed with...	THEN...
eAuthentication and/or password resets	do 1 of the following: <ul style="list-style-type: none"><li>• CLICK "<b>Forgot your password?</b>"</li><li>• e-mail the eAuthentication Help Desk at <b>eAuthHelpDesk@ftc.usda.gov</b></li><li>• if <b>RMA</b> employee, contact <b>alex.christensen@wdc.usda.gov</b>.</li></ul>
completing IDP's for: <ul style="list-style-type: none"><li>• National Office employees</li><li>• Kansas City, St. Louis, and APFO employees</li><li>• State Office employees</li><li>• County Office employees</li></ul>	contact the: <ul style="list-style-type: none"><li>• Training and Development Branch at 202-401-0374</li><li>• Employee Development Section at 816-926-6263</li><li>• State training officer, AgLearn lead</li><li>• contact the State Office.</li></ul>

## 2 Responsibilities

### A Supervisor Responsibilities

All supervisors shall:

- assist with IDP development by recommending goals and technical skills needed for each employee's present job responsibilities
- provide feedback to each employee on performance strengths, needs, developmental activities, and guidance in completing his or her IDP
- review and approve/disapprove each employee's IDP by **December 1, 2008**.

### B Employee Responsibilities

Employees shall:

- discuss training needs for FY 2009 with their supervisor **before** completing IDP
- complete IDP in AgLearn and submit to supervisor no later than **November 17, 2008**.

### C Joint Responsibilities

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

- during performance reviews
- as performance plans and/or job assignments change.

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

## 3 Action in AgLearn by Employees

### A Online Training

AgLearn is USDA's Learning Management System. AgLearn has over 3,000 no cost/free online courses available to all USDA employees.

**Note:** Employees should search the AgLearn catalog for no cost/free training **before** requesting similar/like courses with associated costs that require an external training request.

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**3 Action in AgLearn by Employees (Continued)**

**B Creating IDP's in AgLearn**

Employees shall create IDP's according to the following instructions.

**Notes:** When using AgLearn:


- IDP's are called "**Plans**"
- employees shall **verify** their **e-mail address** and **supervisor's name**; on the menu bar, **CLICK "Personal"** tab and **CLICK "Profile"** to view current information (FSA employees shall see 6-PM, paragraph 38, steps 1 through 10 for detailed instructions).

<b>Step</b>	<b>Action</b>
1	Access AgLearn at <b>http://www.aglearn.usda.gov</b> .
2	Under Learner Center, <b>CLICK "Learner Login"</b> .
3	On the eAuthentication Warning Screen, <b>CLICK "Continue"</b> , enter user ID and password, and <b>CLICK "Login"</b> .
4	On the menu bar, <b>CLICK "Career"</b> .
5	On the My Plans and Goals Screen, <b>CLICK "List all Plans"</b> . The previous years' Plans will be displayed. <b>CLICK "Create New Plan"</b> .  <b>Note:</b> Employees should have 1 Plan per FY in AgLearn. Within the Plan, the employee may have several: <ul style="list-style-type: none"> <li>• goals</li> <li>• activities (courses, conferences, developmental assignments, etc.) to achieve each goal.</li> </ul>
6	On the Create My Plan Screen, under Plan Information, complete as follows: <ul style="list-style-type: none"> <li>• Plan Title: Enter employee's current job title; such as Human Resources Specialist, Management Analyst, or Administrative Assistant</li> <li>• Plan Period: <b>CLICK "Select"</b> and for Date Period ID "FY 2009", <b>CLICK "Select"</b> to indicate October 1, 2008, through September 30, 2009</li> <li>• Plan Purpose: Enter IDP's purpose; such as Improve Present Performance, Obtain Performance Management Plan Certification, Learn New Software, and Leadership Development</li> <li>• Effective Date: Will auto fill with 10/1/2008</li> <li>• Expiration Date: Will auto fill with 9/30/2009.</li> </ul>

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**3 Action in AgLearn by Employees (Continued)**


**B Creating IDP's in AgLearn (Continued)**

<b>Step</b>	<b>Action</b>
6 (Cntd)	<p><b>Optional:</b> On the Create My Plan Screen, under “Copy Goals and Activities” from Active Plan, <b>if</b> the previous year’s Plan has <b>not</b> expired, employee may copy either individual or all goals and activities to FY 2009 Plan, as follows:</p> <ul style="list-style-type: none"> <li>• CHECK (✓) “<b>Select</b>” box by individual goals to be copied</li> <li>• CHECK (✓) “<b>Copy Activities</b>” box if all activities are to be copied</li> </ul> <p style="text-align: center;"><b>Note:</b> The “Target Date” will need to be updated to “9/30/2009” on all copied goals and activities.</p> <ul style="list-style-type: none"> <li>• CLICK “<b>Add</b>”.</li> </ul>
7	<p>If employee:</p> <ul style="list-style-type: none"> <li>• wants to add new goals, on the My Plans and Goals Screen, scroll down and to the right, and CLICK “<b>New Goal</b>”</li> <li>• does <b>not</b> want to add new goals, go to step 10.</li> </ul> <p><b>Note:</b> For additional information on IDP’s, CLICK “?”.</p>
8	<p>On the Add Goal to Plan Screen, complete Goal Details as follows:</p> <ul style="list-style-type: none"> <li>• Goal Number: Enter a unique number that identifies the goal; such as “02”</li> <li>• Goal Name: Enter a name that explains the goal; such as Contracting Officer Technical Representative Certification, improve computer skills, time management, leadership skills, etc.</li> <li>• Goal Description: Enter a narrative of what the goal will accomplish; such as reduce response time for critical errors by 10 percent</li> <li>• Goal Category: CLICK “<b>Select</b>” and CLICK “<b>Select</b>” again to choose applicable category</li> <li>• Section: CLICK “<b>drop-down arrow</b>” and select a goal type</li> <li>• Priority: ENTER “<b>high</b>”, “<b>medium</b>”, or “<b>low</b>”</li> <li>• Target Date: CLICK “” to select “9/30/2009”</li> <li>• CLICK “<b>Finished</b>” or “<b>Save and Add Another</b>”.</li> </ul>

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3 Action in AgLearn by Employees (Continued)

B Creating IDP's in AgLearn (Continued)

Step	Action	
9	<p>Add activities; such as courses, conferences, etc., as follows:</p> <ul style="list-style-type: none"> <li>• CLICK “▶” in front of “Goal Name” to expand the field</li> <li>• CLICK “▶” in front of “Activities” to expand the field</li> <li>• CLICK “Add Activity” and CLICK “Create New Activity” or “Search for Activity” for an activity; and complete as follows: <ul style="list-style-type: none"> <li>• if users CLICK “Create New Activity”, an Add Activity dialog box will be displayed; enter the following: <ul style="list-style-type: none"> <li>• Activity Name: Name of class or learning event</li> <li>• Target Date: CLICK “10</li></ul></li></ul></li></ul>	<p>Review the entire Plan for errors. CLICK “Submit for Approval” when completed. The Plan has now been submitted to the employee’s supervisor to review, revise, reject, or approve. Employee will receive an e-mail from AgLearn to verify that employee’s Plan has been submitted.</p>

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3 Action in AgLearn by Employees (Continued)

C Creating IDP's in AgLearn With No Training Requested

Employees shall create a Plan according to the following instructions.

Step	Action
1-7	Follow subparagraph B, steps 1-7.
8	On the Add Goal to Plan Screen, complete Goal Details as follows: <ul style="list-style-type: none"><li>• Goal Number: Enter a unique number that identifies the goal; such as "01"</li><li>• Goal Name: ENTER "No Training Requested"</li><li>• Goal Description: Explain why no training is requested; example, retirement</li><li>• Goal Category: CLICK "Select" to choose appropriate category</li><li>• Section: CLICK "drop-down arrow" and select a goal type</li><li>• Target Date: CLICK "📅" to select 9/30/2009</li><li>• CLICK "Finished"</li><li>• CLICK "Submit for Approval".</li></ul>

D Printing IDP's

If employees want to print their Plans, print according to the following instructions.

Step	Action
1	Print Plans submitted for approval as follows: <ul style="list-style-type: none"><li>• CLICK "Print Plan"</li><li>• a pop-up dialog box will be displayed with employee's submitted Plan</li><li>• RIGHT CLICK on the pop-up dialog box</li><li>• highlight and CLICK "Print".</li></ul>
2	Print Plans currently active/approved as follows: <ul style="list-style-type: none"><li>• on the menu bar, CLICK "Reports"</li><li>• CLICK "My Plan"</li><li>• under Plan Status, CLICK "Active/Approved"</li><li>• CLICK "Run Report".</li></ul>

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**4 Action in AgLearn by Supervisors**

**A Approving IDP's in AgLearn**

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

**Notes:** When using AgLearn, IDP's are called "**Plans**".

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

<b>Step</b>	<b>Action</b>
1	Access AgLearn at <b>http://www.aglearn.usda.gov</b> .
2	Under Learner Center, CLICK " <b>Learner Login</b> ".
3	On the eAuthentication Warning Screen, CLICK " <b>Continue</b> ", enter user ID and password, and CLICK " <b>Login</b> ".
4	On the Welcome Screen, under Alerts, CLICK " <b>You have Subordinate Plans that require Review and Approval</b> ".
5	On the Pending Reviews and Approvals Screen, CLICK " <b>Review</b> ".  <b>Note:</b> The employee's name will now appear in the upper-left corner.  Review the Plan.
6	The employee's My Plans and Goals Screen will be displayed.  <b>Notes:</b> CLICK "▶" to view each goal and activity. Supervisor can add comments to each goal or activity; CLICK " <b>View/Add Notes</b> " and CLICK " <b>Add</b> ". To return to the employee's Plan, CLICK " <b>←Back</b> " within AgLearn.  The "Move Goal" button is <b>not</b> operational at this time.
7	After viewing all data contained in the Plan, click any of the following: <ul style="list-style-type: none"> <li>• "<b>Print Plan</b>": Dialog box will be displayed; RIGHT-CLICK and CLICK "<b>Print</b>"</li> <li>• "<b>List all Plans</b>": List of all current and previous year's Plans for this employee will be displayed; to: <ul style="list-style-type: none"> <li>• view a current or previous Plan, CLICK "<b>Review</b>"</li> <li>• return to the Approval Screen, CLICK "<b>Return to Your Records</b>", CLICK "<b>Personal</b>", and CLICK "<b>Plans that Require Review and Approval</b>"</li> </ul> </li> </ul>



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**4 Action in AgLearn by Supervisors (Continued)**

**A Approving IDP's in AgLearn (Continued)**

<b>Step</b>	<b>Action</b>
7 (Cntd)	<ul style="list-style-type: none"> <li>• <b>“View/Add Notes”</b>: do either of the following:                             <ul style="list-style-type: none"> <li>• add comments, CLICK <b>“View/Add Notes”</b>; once notes are added, CLICK <b>“Add”</b></li> <li>• return to the Goals and Activities Screen, CLICK <b>“←Back”</b> within AgLearn</li> </ul> <p style="margin-left: 20px;"><b>Note:</b> When notes are added the supervisor <b>must</b> notify the employee to review.</p> </li> <li>• <b>“Approve”</b>: approves the employee’s Plan</li> <li>• <b>“Reject”</b>: rejects an employee’s Plan and opens the Plan Review Notes Screen for comments; scroll to right and CLICK <b>“Reject”</b> to confirm; the employee’s Plan will be redisplayed.</li> </ul> <p style="margin-left: 20px;"><b>Note:</b> If the Plan is rejected, the supervisor has the ability to edit the Plan. If the supervisor adds or removes goals and/or activities, the Plan <b>must</b> be submitted to the employee for review and approval.</p>
8	Once the Plan has been approved or rejected, above the menu bar CLICK <b>“Return to your records”</b> .
9	A Plan approval or rejected e-mail will be sent to the employee.

**B Running Reports**

Supervisors shall run Plan reports according to the following instructions.

<b>Step</b>	<b>Action</b>
1	On the Main Menu, CLICK <b>“Reports”</b> Tab, CLICK <b>“My Plan”</b> , and under User, CLICK <b>“radio button”</b> to select Direct Subordinates.
2	Under Plan Status, CLICK <b>“Active/Approved”</b> .
3	CLICK <b>“Run Report”</b> and print Plans.