

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

02-19

2/11/19

FY2019 INDIVIDUAL DEVELOPMENT PLANS

I. PURPOSE

This notice announces to non-bargaining FSIS employees that they are encouraged to complete or decline an Individual Development Plans (IDPs) by March 15, 2019, in AgLearn+. Bargaining Unit employees are welcome to complete an IDP and if they do not have access to AgLearn+, they may do so using [FSIS AD Form 4410-1](#), *Individual Development Plan*.

II. BACKGROUND

A. IDPs can be an effective tool for managing your long-term and short-term goals, career planning and development. Employees, supervisors, and training managers develop IDPs to attend training events and create activities that lead to an engaged, effective, and highly skilled workforce.

B. Supervisors and employees are responsible for developing an IDP. While the employee completes the IDP with the cooperation and assistance of their supervisor, the supervisor approves individual activities and training on the IDP. There are five steps to the IDP Process:

1. Pre-Planning;
2. Employee and supervisor meeting;
3. Preparing the IDP;
4. Implementing the IDP; and
5. Evaluating Outcomes.

III. COMPLETING AN IDP

A. Employees with access to AgLearn+ can create or decline an IDP in AgLearn+ by:

1. Logging into AgLearn+ at <https://aglearn.usda.gov/>;
2. Clicking **Learning Plans** from MY LEARNING block at the top-left corner of the page and a new page will open; and
3. Selecting the current fiscal year to enter your goals, courses, and programs, e.g., My IDP - FY2019.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 2/1/20

OPI: OPPD

- B. Alternatively, employees can submit or decline an IDP by completing [FSIS AD Form 4410-1](#). After completing the form, employees are to submit it to their supervisor.
- C. Employees may also let their supervisor know that they are declining an IDP.

IV. EMPLOYEE RESOURCES AND DEVELOPMENT OPTIONS

- A. For help writing and submitting an IDP, employees may:
 - 1. Explore the [USDA-NextGen-107](#) course (login required);
 - 2. Watch [How to Create an IDP](#) and [How to Submit an IDP](#) videos; and
 - 3. Read [Creating and Submitting an IDP](#).
- B. Additional resources and development options include:
 - 1. AgLearn+;
 - 2. FSIS training programs;
 - 3. Special assignments;
 - 4. On-the-job training;
 - 5. Job shadowing;
 - 6. Coaching;
 - 7. Mentoring;
 - 8. Distance learning courses; and
 - 9. Informational interviews

V. EMPLOYEES' RESPONSIBILITIES TO THE IDP PROCESS

Employees are to consider the needs of their program area, assess current skills and competencies, and explore development options. Employees then are to assemble information, weigh alternatives, make appropriate choices, and propose objective activities for them to better meet their program area's needs.

VI. SUPERVISORS' RESPONSIBILITIES TO THE IDP PROCESS

- A. Supervisors' responsibilities in the IDP process include:
 - 1. Providing feedback to an employee on everything discussed during the planning meeting, striving for a two-way discussion;
 - 2. Being realistic and objective about which activities will best suit the needs of the employee, as well as the broader needs of the staff and program area;
 - 3. Taking time to prioritize the developmental activities with the employee;

4. Identifying criteria used to evaluate an employee's career planning and development; and
5. Providing employees' resources such as time, fiscal means, and access to training and learning activities, to the extent possible.

B. Supervisors are to use the Performance Awards Management System (PAM) to record IDP status, including declination of an IDP, by March 31, 2019. For assistance in updating your employees' IDP status, please go to the Supervisor Help button and watch a short video: http://fsishelp.fsis.usda.gov/supervisorhelp/pam/pamvideo/3_2_LoggingIDP/index.html. A list of FAQs are available on InsideFSIS, click [FAQs from Supervisors](#).

VII. QUESTIONS

For additional questions on IDPs, contact FSIS, Office of Employee Experience and Development (OEED), AgLearn+ Team at FSISAgLearn@fsis.usda.gov or 1-800-336-3747.



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