



Natural Resources Conservation Service
760 South Broadway
Salina, Kansas 67401-4604

Phone: 785-823-4500
FAX: 785-823-4540
www.ks.nrcs.usda.gov

October 31, 2013

KANSAS BULLETIN NO. KS360-14-1

SUBJECT: PER—Fiscal Year 2014 Individual Development Plans

Action required by: December 27, 2013

Purpose. To provide guidance on the subject task

Expiration Date. September 30, 2015

All full-time Natural Resources Conservation Service (NRCS) employees will develop an Individual Development Plan (IDP) for fiscal year (FY) 2014 in AgLearn by **December 27, 2013**. The critical factor throughout all phases of this process is interaction and effective communication between the employee and supervisor. It is imperative that employees and supervisors begin the process immediately to ensure completion by the due date.

Core competency models will be used to target the goals and activities of the positions listed on page 3 of this bulletin. If your position **IS NOT** listed, the process will work as follows:

- Check to make sure you have the correct supervisor assigned in AgLearn.
- Create an IDP for FY2014. It is recommended that individuals use the goal wizard to add goals to the IDP. This will allow users to import open goals from the prior year IDP, if desired. Please see the attached instructions (Attachment 1).
- Refer to the Kansas [Core Curriculum](#) for courses/activities that can be used to meet goals. Employees at the full performance level (FPL) of their position are still required to complete an IDP. On-the-job training may be used as the primary source of training on the IDP for employees at the FPL. When adding activities, "internal activities" are those courses that can be completed online in AgLearn. ALL OTHER COURSES (i.e., Boot Camp, Managing for Excellence, courses from an outside vendor) are external courses.
- Submit the IDP to your supervisor for approval. Supervisors must take action to either approve or reject the IDP.

If your position **IS LISTED** on page 3, you will need to do the following:

- Check to make sure you have the correct supervisor assigned in AgLearn.
- You will be notified by a system-generated AgLearn email to begin the assessment process. When notified, individuals and supervisors will complete competency assessment.
IMPORTANT NOTE: The assistant state conservationist for field operations, operations, and programs; supervisory district conservationists; and district conservationists must check to ensure the correct competency model has been assigned to their account.
Once in AgLearn, click on the "Competencies" icon on the right side of the home page. Under "Competency Profiles with Associated Competencies" there is a profile number. Please ensure your profile matches with the positions as shown below:

(more)

DIST: E

**Assistant State Conservationist-(Field Operations-NRCS-ASTC-FO; Operations NRCS-ASTC-OPS; Programs-NRCS-ASTC-PRGM)
Supervisory/District Conservationists-(NRCS DC-GS09; NRCS DC-GS11, NRCS DC-GS12, as appropriate)**

If your competency model is INCORRECT do not proceed with the assessment and contact Shawna Carter at 785-823-4513 or shawna.carter@ks.usda.gov.

- Completion of the assessment will take approximately 30-45 minutes. If you cannot complete the assessment, you will have the option to select the “Save” or “Save and Close” button at any time to save your work. The assessment will remain on your To-Do list until you return at a later time to complete it. (It is recommended you save periodically throughout the assessment so you don’t lose your results in the event you might accidentally get logged out of AgLearn.)
Note: Although you can save an uncompleted assessment, once an assessment has been submitted and confirmed, it cannot be recalled for further editing. Individuals will only be able to complete the assessment one time. This maintains the integrity of the data.
- After both the employee and the supervisor complete the competency assessments, individuals will create an IDP. **Both the individual and their supervisor must complete the assessment prior to the individual creating their IDP.**
Note to Supervisors: You will have the option to complete assessments on yourself and your employees individually or on multiple employees or all at the same time. Please refer to attached job aid (Attachment 2). This should speed up the process for individuals with several employees.
- It is recommended that individuals use the goal wizard to add goals to the IDP. This will allow users to import open goals from the prior year IDP if desired. Please see the attached instructions (Attachment 1).
- The employee and his or her supervisor will determine what gaps the employee will work on during the year (Recommendation: Work on no more than three to five gaps during the FY). The remaining items should be removed from the IDP. In addition, employees and supervisors will be able to manually add any goals they feel are necessary.
- Activities can now be added for the goals that remain. Refer to the Kansas [Core Curriculum](#) for courses/activities that can be used to meet goals. Employees at the full performance level (FPL) of their position are still required to complete a competency assessment and IDP. On-the-job training may be used as the primary source of training on the IDP for employees at the FPL. When adding activities, “internal activities” are those courses that can be completed online in AgLearn. ALL OTHER COURSES (i.e., Boot Camp, Managing for Excellence, courses from an outside vendor) are external courses.
- Submit the IDP to your supervisor for approval. Supervisors must take action to either approve or reject the IDP.

Contact: Shawna Carter, 785-823-4513 or shawna.carter@ks.usda.gov

(Signed)

ERIC B. BANKS
State Conservationist

Attachments

Competency Model – Mission-Critical Occupations

0201 – Human Resources

0454 – Rangeland Specialist

0457 – Soil Conservationist (GS-11 and below AND SDCs and DCs)

0458 – Soil Conservation Technician

0470 – Soil Scientist

0471 – Agronomist

0510 – ~~Accountant~~ – (This job series will not complete a competency assessment in FY14.)

0560 – Budget Analyst

0802 – Civil Engineering Technician

0810 – Civil Engineer

0819 – Environmental Engineer

0890 – Agricultural Engineer

1102 – Contracting

1350 – Geologist

1370 – Cartographer

2210 – Information Technology Specialist

Assistant State Conservationist – Field Operations

Assistant State Conservationist – Operations

Assistant State Conservationist – Programs

State Conservationist
