



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

May 4, 2012

IOWA BULLETIN NO. IA360-12-21

SUBJECT: PER – ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN

**ACTION REQUIRED BY: MAY 30, 2012**

**PURPOSE.** To notify all full-time and permanent employees that electronic individual development plans (IDP)s are now mandatory.

**EXPIRATION DATE.** September 30, 2013

National Bulletin 360-12-21, PER – Electronic Individual Development Plan Guidance, dated April 19, 2012, notified all full-time and permanent NRCS employees of the requirement to input a IDP in AgLearn+ by June 1, 2012.

The standard electronic format within AgLearn+ can be accessed by clicking on “IDP” within the easy link section of your AgLearn+ home page and then clicking “Create New Plan.” Once you create a new plan, it is imperative that you select the corresponding fiscal year for your plan period, which in this case is FY2012.

To learn more about submitting IDPs in AgLearn+, employees are encouraged to complete the “AgLearn + IDP Course” by logging into AgLearn’s home page and clicking on “Catalog” and then “Simple Catalog Search” and typing “AgLearn + IDP” and then clicking on “Add to To-Do List.”

We have also loaded two documents on the Iowa NRCS website that will be helpful for you when setting up your IDP or reviewing the IDPs of your employees. One is called “IDP Frequently Asked Questions” and the other is called “IDP Best Practices”. The IDP Best Practices is a power point presentation that will provide you with step-by-step instructions in establishing the IDP in AgLearn+. They are available at: <https://web-review.sc.egov.usda.gov/IA/intranet/training.html>.

All employees have been required to have a current IDP established each year since 2009. I am confident we will be able to comply with the requirement of this bulletin, I am directing all full-time and permanent NRCS employees to have their IDPs established by close of business Wednesday, May 30, 2012. In the future, all new permanent and/or full-time employees will be required to have an electronic IDPs established no later than 60 days after the employee reports to duty.

For further information or questions, please contact Sondra E. Folsom Jones, Human Resources Specialist/Training Officer, at (515) 323-2703.

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State Conservationist

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