



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

November 16, 2012

IOWA BULLETIN NO. IA360-13-6

SUBJECT: PER – INDIVIDUAL DEVELOPMENT PLANNING

ACTION REQUIRED BY: DECEMBER 28, 2012

PURPOSE: To notify all full-time permanent employees of the requirement to have an Individual Development Plan (IDP) and to provide instruction on completion of mandatory competency-based IDP training and adding competency-based goals to their IDPs in AgLearn.

EXPIRATION DATE: September 30, 2014

On October 18, 2012, National Bulletin NB360-13-4, PER-Competency-Based Development Plans for Fiscal Year 2013, was issued notifying all full-time permanent NRCS employees of the requirements to build IDPs in the AgLearn system. In order to ensure compliance with this National Bulletin, I am requiring all full-time permanent employees and their supervisors to complete the following by close of business on Friday, December 28, 2012:

- View the appropriate webinar (*if in a mission-critical occupation*).
- Complete the appropriate web-based training (*if in a mission-critical occupation*).
- Complete a competency self-assessment (*if in a mission-critical occupation*).
- Supervisors will complete competency assessments on each of their employees who are in the mission-critical occupations.
- Create an IDP.
- Employees will submit their IDP in AgLearn to their supervisor for approval.
- Supervisor will approve their employees' IDP in Aglearn.

All employees should refer to NB360-13-4, available at <http://directives.sc.egov.usda.gov/viewerFS.aspx?hid=32551> for specific information concerning the implementation of competency-based IDPs required for all full-time permanent employees in the 21 mission-critical occupations (see attached list). Information on how to access the webinar and web-based training is also located on the link given above. All employees in mission-critical occupations will be required to complete a competency self-assessment; in addition, supervisors will complete competency assessments on each of their employees in mission-critical occupations.

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Please ensure that you have attended the appropriate webinar and have completed the appropriate training related to your position. Due to the holidays all supervisors should ensure their employees complete this task prior to authorizing use of annual leave.

If you have any questions concerning the information contained in the National Bulletin or my instructions, please contact Sondra Folsom Jones, Human Resources Specialist/Training Officer, at 515-284-4587.



Jay T. Mar
State Conservationist

Attachment

All employees in the following Mission-Critical Occupational groups must have a competency based IDP completed by December 28, 2012.

0201 – Human Resources
0454 – Rangeland Specialist
0457 – Soil Conservationist and District Conservationist
0458 – Soil Conservation Technician
0470 – Soil Scientist
0471 – Agronomist
0510 – Accountant
0560 – Budget Analysis
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
