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November 16, 2012

KANSAS BULLETIN NO. KS360-13-4

SUBJECT: PER—Competency-based Individual Development Plans for Fiscal Year 2013

Action required by: December 28, 2012

Purpose. To provide guidance on the subject task

Expiration Date. September 30, 2014

In accordance with National Bulletins [NB 360-13-4](#) all full-time Natural Resources Conservation Service (NRCS) employees will develop an Individual Development Plan (IDP) for fiscal year (FY) 2013. Core competency models will be used to target the goals and activities of the positions listed on page 3 of this bulletin. Core competency models have not yet been developed for other positions. The critical factor throughout all phases of this process is interaction and effective communication between the employee and supervisor. The process outlined in this bulletin involves several steps. It is imperative that employees and supervisors begin the process immediately to ensure completion by the due date.

Employees will proceed by following the steps below.

1. Complete the appropriate Webinar (click below). The webinar will take about one hour to complete. (This step is optional for employees in positions not listed on page 3.)
http://demo.pdri.com/NRCS_Webinars/Supervisor/ (for supervisors)
http://demo.pdri.com/NRCS_Webinars/User/ (all others)
2. Complete the appropriate Web-based training (click below). The training takes up to five minutes to load and up to one hour to complete.
<http://demo.pdri.com/nrcs/supervisor/> (for supervisors)
<http://demo.pdri.com/nrcs/user/> (all others)

NOTES FROM TRAINING: Simulations use “FY 12” in examples. **Use “FY 13” when creating new IDPs.** Goals and activities CANNOT be moved from an “FY 12” IDP. New plans must be created.

3. Ensure your supervisor is correct in AgLearn. If not, you will need to add/change your supervisor as outlined in the training.

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4. If your position is one that has a core competency model developed, you will have an option to “Start an Assessment” as shown in the graphic on page 4 of this bulletin. (If you do not have this option, proceed to step 5). Complete the competency self-assessment and notify your supervisor when it is completed. **NOTE: After clicking on “Initiate Self-Assessment,” it is highly recommended that you print the assessment and record your responses on the hard copy as you go. In the event of a system time-out or an error during submission this will save time if re-entering the responses is required.** Your supervisor will have the opportunity to review the assessment and provide input prior to the creation of the new IDP. The supervisor will notify the employee when the review of the self-assessment is completed.
5. Create the new IDP as outlined in the training. (The remaining parts of this step only apply to employees that completed the self-assessment.) Once the new IDP is created, the proficiency “gaps” identified by the self-assessment will automatically populate. It is recommended the employee and supervisor define only 3 to 5 proficiency “gaps” to focus on for FY 13. All others can be removed/deleted from the IDP.
6. Goals and activities can now be added. (For employees completing a self-assessment, add goals/activities under the proficiencies retained in the IDP.) 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 self-assessment and IDP. On-the-job training may be used as the primary source of training on the IDP for employees at the FPL. As a reminder 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) are external courses.
7. Submit the IDP to your supervisor for approval.
8. Supervisors must take action to either approve or reject the IDP. **All employees must have an IDP in Active/Approved status by December 28, 2012.**

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(signed)

ERIC B. BANKS
State Conservationist

Positions with Core Competency Models

0201-Human Resources

0454-Rangeland Specialist

0457-Soil Conservationist and Supervisory/District Conservationist

0458-Soil Conservation Technician

0470-Soil Scientist

0471-Agronomist

0510-Accountant

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

If an employee's AgLearn home page has a "Start an Assessment" option under the Easy Links section, the employee's position has a core competency model developed. If the "Start an Assessment" option is not available, the employee will proceed with development of an IDP.

The screenshot displays the AgLearn+ user interface for Joseph A Jones. At the top left is the AgLearn+ logo with the tagline "adding to your knowledge". The top right shows the user's role as "Administrator Role", a welcome message "Welcome Joseph Jones", a "Catalog Search" field, and a "Check System" link. Below the header are "Home" and "Catalog" navigation tabs. A profile card for Joseph A Jones is visible. The main content area is divided into two sections:

- To-Do List - Staging Environment:** This section has a "Show: Everything" dropdown and a "Due later" header. It lists two tasks: "Creating a Business Execution Culture" (due 9/30/2012, Available) and "Agricultural Waste Management Systems - Level 2" (due 7/2/2013, Available). Below this is a "No due date" section with "AgLearn+ Performance Manager" (In progress).
- Easy Links:** This section contains a grid of links and widgets:
 - Approvals, Completed Work, News, IDPs, Record Learning
 - Reports, SF-182 Requests, Skills Inventory, Start an Assessment (highlighted with a yellow arrow), User Settings
 - Curricula: "You do not have any required curricula assigned."
 - Competencies: "0% of requirements met" (indicated by a red progress bar)
 - Goals: "Your have no active Plan."
 - Communities: "See what's happening in the forums"