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April 30, 2012

KANSAS BULLETIN NO. KS360-12-11

SUBJECT: PER—Individual Development Plans

Action required by: June 1, 2012

Purpose. To inform employees that electronic individual development plans (IDPs) have been mandated throughout the Natural Resources Conservation Service (NRCS) and to direct all employees to complete a current IDP

Expiration Date. September 30, 2013

National Bulletin 360-12-21, Electronic Individual Development Plan Guidance, dated April 19, 2012, informed all employees that IDPs have been mandated throughout NRCS. It further required that a standard electronic IDP be completed in AgLearn+ for all permanent, full-time employees by **Friday, June 1, 2012.**

The critical factors throughout the entire phase of this process are interaction and effective communication between the employee and supervisor. Employees will consult and work with their supervisor to create an electronic IDP in AgLearn+ by the required deadline. The Kansas core curriculum may be accessed on the Kansas Web site to assist in completing the IDP. Employees at the full performance level of their position are still required to complete an electronic IDP and may indicate on-the-job training (OJT) as the primary source of training on the IDP.

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 (FY) for your plan period, which in this case is FY 2012.

These IDPs should cover training needs for the employee to meet and maintain the full potential level of the employee's current position. Consolidated data from these electronic IDPs will be used each year to develop an approved statewide training plan.

Employees can reference National Bulletin 360-12-21 for additional information.

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State Conservationist

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