United States Department of Agriculture

NRCS

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November 14, 2012

NEW MEXICO BULLETIN NO. 360-13-03

SUBJECT: PER – INDIVIDUAL DEVELOPMENT PLANS

TO: All Employees

ACTION REQUIRED: December 31, 2012

Purpose. To provide information regarding the development of FY13 Individual Development Plans (IDPs).

Expiration Date. September 30, 2013.

In accordance with National Bulletin 360-13-4, PER – Competency-Based Individual Development Plans for Fiscal Year 2013, all employees are required to complete individual development plans (IDPs). However, for employees that fall under one of the following NRCS designated mission-critical job series, competency-based IDPs are required:

0201 – Personnel Management
0454 – Rangeland Specialist
0457 – Soil Conservationist and District Conservationist
0458 – Soil Conservation Technician
0470 – Soil Scientist
0471 – Agronomist
0560 – Budget Analysis
0802 – Civil Engineering Technician
0810 – Civil Engineer
0890 – Agricultural Engineer
1102 – Contracting
1350 – Geologist
1370 – Cartographer
Assistant State Conservationist – Operations
Assistant State Conservationist – Programs
State Conservationist
Area Conservationist

The competency-based IDPs have four levels as follows:

1. Foundational – Apply to all employees
2. Occupational-specific – Technical knowledge, skills, and abilities to do a specific job
3. Leadership and managerial – Applies to supervisors, managers, and technical leaders
4. Executive – Applies to senior executives

The process for completing a competency-based IDP requires that the following steps be taken in sequential order to complete the process:

1) The employee completes the competency-based self-assessment. The self-assessment is located on AgLearn homepage. Follow the following steps to reach it.
    a. Click on the Learning Status POD (button) for Competencies.
    b. Click on initiate self-assessment.
    c. Rate your skills with each competency from 1 – 5.
    d. Complete the entire assessment and submit.
2) Supervisor completes employee competency assessment. The supervisor will follow the following steps:
    a. Click on employees and view the employee homepage.
    b. View the competency set from each employee by clicking on the easy links Competencies POD (button).
    c. Click on initiate assessment.
    d. Complete the entire assessment and submit.
3) Employee creates IDP
4) Allow the IDP to populate goals for competencies with proficiency gaps and sets for the competency profile (if this does not occur, contact Edward Berg, Administrative Specialist)
5) Employee and supervisor choose 3–5 proficiency gaps to work on for FY13
6) After proficiency gap areas are chosen, remove all remaining items on the IDP
7) Add activities to the goals that remain
    a. Activities are the 'stepping stones' to complete goals and may include:
        i. Formal courses
        ii. On-the-job training
8) Employees and supervisors manually add any additional goals deemed necessary
9) Employees submit the IDP to their supervisor for approval

Note that progress is tracked throughout the year and that incomplete goals from a previous fiscal year may be imported to the next fiscal year.

It is recommended that employees requiring competency-based IDPs complete the following training:

Employees - http://demo.pdri.com/nrcs/user
Supervisors - http://demo.pdri.com/nrcs/supervisor/
Leadership - http://demo/pdri.com/NRCS_Webinars/Leader/

The deadline for all IDPs, including competency-based IDPs, is December 31, 2012. If you have any questions, please contact Edward Berg, Administrative Specialist, at 817-509-3330 or via email at edward.berg@nm.usda.gov.

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