

Marketing & Regulatory Programs HR BROADCAST

December 2013 Issue

DIRECTOR'S CORNER

It's the Holiday season and although we have had a rough start to the New Year (FY14), we survived! No one really thought Congress would allow the Government to shut down, but they did - and not only did we survive that, but HRD employees made the best out of the situation and came back even stronger. There was a lot of focus on what didn't get accomplished due to the furlough. I want to share some of the things that did get accomplished - in FY13 and during the first quarter of FY14:

- ❖ Within weeks of returning from the furlough, HRD implemented EmpowHR, the system used to process positions, payroll, and personnel actions. This required collaboration among HR staffs and dedication from many - thank you! For our customers, we appreciate your support and patience as we transition into the new system.
- ❖ Several employees in our Center for Training and Organizational Development (CTOD) served in a key supervisory position taking on the acting Branch Chief role during a period of substantial change in the organization. We appreciate their service and willingness to volunteer.
- ❖ The CTOD 360 Assessment Team also made significant contributions to USDA and agency programs in 2013. They established the AMS 360 Assessment Program, providing major input and guidance for the new USDAwide 360 Program, and improved APHIS and AMS programs. Thank you, team!
- ❖ The Workplace Resolution and Wellness Branch developed and presented a series of webinars dealing with reasonable accommodations and medical confidentiality. All were well-attended and well-received.
- ❖ The APHIS/AMS Labor Relations Branch partnered with program managers and union counterparts to build collaborative relationships between program management and union representatives. The team developed and presented 19 joint training sessions, which has resulted in improved relationships and fewer grievances.
- ❖ The Employee Relations Branch (ERB) provided advice and guidance for 864 cases in FY13. In processing these cases, they were able to reduce the average processing time from 62 days in FY12 to 38 days in FY13, a 40-percent reduction. ERB also provided training and resources to supervisors and managers to deal with performance and improper conduct issues.
- ❖ The HR Operations Branch processed hundreds of actions to ensure that exempt/excepted employees continued to be paid during the shutdown, fielded a high volume of inquiries, and tracked timesheet submissions for MRP employees, ensuring that employees were paid on time, and continued implementing new processes as a result of EmpowHR.
- ❖ The HR Operations Branch and the HR Policy Branch assisted AMS in preparation for the AMS VERA/VSIP opportunities in FY13.
- ❖ Thanks to the HRD Leadership Team for developing and executing a plan to bring on our new HR customer, Foreign Agricultural Service.

These are some of our highlights from last year and the beginning of this new year. We look forward to continued partnerships and providing an extraordinary level of HR services to our customers and stakeholders.

Happy Holidays to You!

Marsha Wiggins, HRD Director



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We hope that the HR Broadcast is meeting your needs and communicating topics of interest, but if there are items you would like to see included in future issues, please contact our HR Broadcast Layout Editor, Christina Furnkranz, at Christina.S.Furnkranz@aphis.usda.gov



December 2013 Issue



EmpowHR

By *Nancy Bradford* (Nancy.L.Bradford@aphis.usda.gov, 612-336-3391)
and *Kathy Slaga* (Kathy.M.Slaga@aphis.usda.gov, 612-336-3354)

Many of you may have heard about a new system called “EmpowHR” that MRPBS HRD is implementing. EmpowHR went live on Tuesday, November 12, 2013. The primary users of EmpowHR are the HR personnel who process positions, payroll, and personnel actions as is it a front-end system to the National Finance Center (NFC) mainframe database. As customers of HRD, we want to ensure you that you will continue to get paid each pay period and your personnel actions will continue to be processed timely. Due to the organizational hierarchy established within

EmpowHR, the only outcome that may impact employees is the possible realignment into a new organizational structure code assigned to your current organization which will result in an Official Personnel Action, SF-50 B, placed within your eOPF. However, that is a paperwork process conducted by HR and it will be closely coordinated with your Program Resource Managers/Administrative Officers to ensure that the process runs smoothly.

We appreciate your support and patience as we transition into the new system. If you have any questions, please contact your Program Resource Managers/ Administrative Officers who will work with HRD so that we can address your concerns in a timely manner.



Technology At Work

Persons with disabilities who need program information in alternate formats (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TTY).





Official Time for Union Activities

By *Robi Maple* (Robi.A.Maple@aphis.usda.gov, 803-396-9150)
and *Peter Brownell* (Peter.B.Brownell@aphis.usda.gov, 970-203-4476)



Official time is duty time during which employees, without loss of pay or charge to leave, serving in their capacity as union representatives, perform activities such as negotiation of agreements, processing of grievances, presentation of cases in arbitration, and representation of employees at meetings with management. Official time includes necessary and reasonable travel time.

Union representatives and employees are entitled to a reasonable amount of official time while engaged in collective bargaining activities. This entitlement is not without restrictions.

The union representatives and employees are required to request and receive approval for official time from their supervisor. It is the supervisor's responsibility to determine how much official time is reasonable. Normally, the amount of time that is reasonable is determined by a consensus between the supervisor and the employee/union representative. In order to determine what is a reasonable amount of official time, the supervisor must know *how much time is needed; when is the time needed and what will the time be used for; or what is the employee/union representative working on*. The determination to approve official time is subject to the determination of the needs of an efficient and economical operation. So, if it is reasonable to provide the employee/representative with 8 hours of official time, it may not be reasonable to provide 8 hours on Monday, the busiest day of the work week. It may be appropriate to provide 4 hours on Tuesday and 4 more hours on Wednesday, provided no time limits will expire. The important thing in determining what is reasonable is to explore options and attempt to reach a consensus.

As stated earlier, official time is appropriate for the performance of collective bargaining activities. What are collective bargaining activities? Here is a list that, while extensive, is not necessarily all-inclusive: meetings with the Employer concerning any personnel policies, practices, or other general conditions of employment or any other matter covered by 5 U.S.C. 7114(a)(2)(A); oral and/or written replies to notices of proposed disciplinary, adverse, or unacceptable performance actions; meetings to present appeals in connection with statutory or regulatory appeal procedures in which the Union is designated as the representative; examinations of bargaining unit employees by a representative of the Employer in connection with an investigation; presentation of grievances at related meetings and arbitration hearings, including interviewing and preparing witnesses; meetings of committees on which union representatives have membership; conferring with employees with respect to any matters for which remedial relief may be sought pursuant to the terms of this Agreement; meeting with representatives of the Union in connection with a grievance, arbitration, or Unfair Labor Practice (ULP) charge; participating in a Federal Labor Relations Authority (FLRA), Federal Mediation and Conciliation Service (FMCS), and Federal Service Impasses Panel (FSIP) investigation, hearing, or other proceeding as a representative of the Union or bargaining unit employee; presentation of ULP charges, including meetings with those charged, in an effort to resolve or prevent the ULP charge; reviewing and responding to memoranda, letters, notices, requests and other proposals from the Employer which affect personnel policies, practices, or working conditions; preparing and maintaining records and reports required of the Union by 5 U.S.C. 7120(c).



Reduce Holiday Stress



Work Life Wellness Program: Managing Holiday Stress

By *Tara Coker* (Tara.Coker@aphis.usda.gov, 301-851-2883)
and *Carol Griffith* (Carol.A.Griffith@aphis.usda.gov, 202-861-2938)

Have you ever wondered how to have a hassle-free holiday season? Here are some tips that may make it a bit easier to enjoy the holiday season without feeling stressed-out.

- ❖ Manage holiday stress by getting organized early. Make and use a “to-do” list. Be careful not to overcommit your time or your money. Use down time to your advantage. Simplify tasks as much as possible, and don’t be afraid to ask for help. Most importantly, enjoy time with your loved ones.
- ❖ Holiday travel can be a hassle. Make travel plans early. Allow plenty of travel time and anticipate traffic jams.
- ❖ Don’t let holiday shopping and gift giving take away your holiday spirit. Shop early, and wrap gifts as you buy them. Write out holiday cards in advance, and mail presents and cards early. Be creative and stay within your budget.
- ❖ Take care of yourself by getting plenty of sleep. Strive to be healthy by sticking to your normal diet and exercise routines. Eat well. (Ok, let’s be realistic... you can have the goodies, just in moderation!)

Learn to recognize your stress signals and try to alleviate contributors. If stress turns into severe anxiety and/or depression, seek professional help immediately. The Employee Assistance Program (EAP) is a professional counseling and referral service that can help employees with personal and professional problems such as emotional, family, marital, alcohol, or drug use/abuse, relationship problems, and other issues. It is free, confidential, within the limits of the law, and voluntary. EAP is available 24 hours a day, 7 days a week and they can be reached at 1-800-222-0364.

Source: “Managing Holiday Stress.” Copyright LifeCare, Inc.



From The Policy Branch

Restoring Leave Lost in Calendar Year 2013

By **Nella Roberts** (Nella.Roberts@aphis.usda.gov, 301-851-2910)

Did you know that if you lost annual leave in 2013 due to the shutdown, or various emergency situations or high priority work projects, you may be eligible for leave restoration? To be eligible for possible restoration, you must meet the following basic requirements:

- Your leave must have been scheduled, electronically, or in writing, by the end of pay period 23, 2013 (November 30, 2013).
- Your supervisor must have canceled your leave, in writing. The written cancellation must have included the reason(s) for the cancellation (i.e., identified the operational emergency and explained, in detail, why the leave could not be granted), the specific dates and hours canceled, and must have included higher level concurrence in the decision to cancel leave (in the form of a signature on the memo). If your leave was lost due to the furlough, then written cancellation by your supervisor is not required.

Lost leave may not be restored if compensatory time off in lieu of overtime pay was used throughout the 2013 leave year instead of use/lose annual leave. This does not include compensatory time off for travel or credit hours. Your timekeeper is responsible for preparing a 2013 leave audit to include compensatory time off in lieu of overtime pay. Programs have the authority to restore leave lost due to operational emergencies (exigencies of the public business). Leave lost due to illness must be forwarded to the HR Policy Branch for restoration consideration.



Lost leave is eligible for possible restoration beginning pay period 1, 2014.

Guidance on the leave restoration process is available on the web at:

http://inside.aphis.usda.gov/mrpbs/publications/tod_self_study/use_lose.shtml.

A checklist for requesting restoration is also available on the web at:

http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/4630sbse.shtml#checklist.

For additional guidance or questions, contact Nella Roberts, HR Policy Branch, at the email address or phone number listed above.



From The Policy Branch

Family and Medical Leave Act (FMLA) Update

By Nella Roberts (Nella.Roberts@aphis.usda.gov, 301-851-2910)

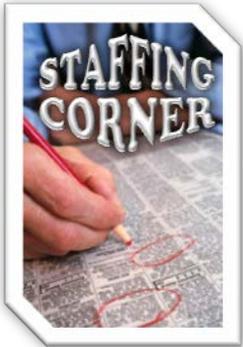
The Office of Personnel Management (OPM) has updated its guidelines concerning FMLA coverage for same-sex spouses as a result of the Supreme Court's recent decision finding that Section 3 of the Defense of Marriage Act (DOMA) was unconstitutional. The Court's decision invalidated this DOMA section that restricted the definition of the term "spouse" to a person of the opposite sex who is a husband or a wife. OPM is in the process of amending the FMLA regulations found in 5 CFR 630.1202. Under that section, spouse will instead be defined as "a partner in any legally recognized marriage, regardless of the employee's State of residency." The term "spouse" does not include unmarried domestic partners, unless they meet the requirements of being spouses in a common-law marriage in States where such marriages are recognized.

Federal employees are now entitled to use FMLA leave to care for a same-sex spouse with a serious health condition, including care for a same-sex spouse who gives birth to a child. FMLA leave is also available to care for a same-sex spouse who is a covered service member with an injury or illness incurred or aggravated in the line of duty, or for qualifying exigencies while a same-sex spouse is on covered active duty or has been notified of an impending call-back to active duty status. Employees already have the ability to take FMLA leave to care for a child of a same-sex spouse or domestic partner.

The guidelines are retroactive to June 26, 2013, the date the Supreme Court issued the DOMA decision. Employees generally may not retroactively invoke their entitlement to FMLA leave, but OPM stated that those who took otherwise qualifying leave for a same-sex spouse between June 26, 2013, and October 21, 2013, will be permitted to redesignate such time off as FMLA leave. Any re-designation of the above-referenced leave must be made by the end of the second pay period following the date that the Agency notified employees of this memorandum.

To review this update in the Human Resources Desk Guide (HRDG) and to read more about FMLA, see HRDG 4630, Absence and Leave, Section F - - Family and Medical Leave Act (FMLA) on the web at: http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/index.shtml





New HR Fact Sheet on Detail Assignments and Requirements for Reimbursement

By Eric Williams (Eric.J.Williams@aphis.usda.gov, 612-336-3370)

The Human Resources Staffing Team recently developed a new HR Fact Sheet on Detail Assignments and Requirements for Reimbursement. The document is available on the MRP Hiring Manager website at:

http://inside.aphis.usda.gov/mrpbs/hiring_manager/index.shtml.

The purpose of the fact sheet is to help managers better understand how detail assignments work and which details require financial reimbursement. The specific topics covered by the fact sheet include:

- Definition of a detail assignment,
- Types of positions/grade levels into which employees can be detailed,
- Requirements for detail assignments,
- Restrictions on the length of detail assignments,
- Required SF-52 actions,
- An explanation of why reimbursement is sometimes required, and
- A decision table that explains which detail assignments require reimbursement and how to handle the reimbursement process.

We hope this additional resource will be helpful in the event you are considering a detail assignment for an employee inside—or outside—of your program area. Please feel free to contact your Staffing Specialist with any questions regarding detail assignments.

HR FACT SHEET: DETAIL ASSIGNMENTS AND REQUIREMENTS FOR REIMBURSEMENT

WHAT IS A DETAIL ASSIGNMENT?

A detail is the temporary assignment of an employee to a different position or set of duties for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. An employee who is on detail is considered for pay and PTE programs to be permanently occupying his or her regular position. Therefore, there is no change to the employee's grade or salary while serving on the detail (even though the duties associated with the detail opportunity may be classified at a higher or lower grade than the employee's current position).

WHAT TYPES OF POSITIONS/GRADE LEVELS CAN AN EMPLOYEE BE DETAILED INTO?

Employees may be detailed into positions that are at the same, lower, or higher grade, or to unclassified duties. (Unclassified duties consist of a written statement of duties to which a grade level, title, and occupational series have not been assigned by the Classification Specialist.) Note: Details to a higher grade position or one with higher promotion potential cannot exceed 120 days without compensation.

WHAT REQUIREMENTS MUST AN EMPLOYEE MEET?

The employee does not have to meet the grade or CPM qualification requirements regarding one year of specialized experience. However, the employee must meet any applicable basic education/education requirements.

ARE THERE RESTRICTIONS ON THE LENGTH OF A DETAIL ASSIGNMENT?

Detail assignments may be made for periods of up to 120 days at a time and in AFMS and GPPSA there is no limitation on how long an employee can be detailed to a position at the same grade level. [AFMS Directive 130](#), [Detailing of Employees](#), sets the limit to a maximum of one year. However, a detail to a higher grade position or one with higher promotion potential for more than 120 days requires compensation. Noncompetitive temporary promotions, details to higher grade positions, and details to positions with higher promotion potential do count toward the 120 day total allowed in a 52 week period.

WHAT SF-52 ACTIONS ARE REQUIRED?

- Details are documented by a Detail NTE (Standard Form [SF] 52 [Personnel Action Request]) and must include a note to extend (NTE) date.
- An Extension of Detail NTE SF-52 is required to extend the detail beyond the NTE date.
- An Extension of Detail NTE SF-52 is required to officially end the detail assignment.

WHY IS REIMBURSEMENT SOMETIMES REQUIRED?

According to Section 503 of Public Law 105-276, "The employee of the Department of Agriculture may be detailed or assigned from an agency or office funded by this Act or any other Act to any other agency or office of the Department for more than 30 days unless the individual's employing agency or office is fully reimbursed by the receiving agency or office for the direct and reasonable office expenses for the period of assignment." This provision is also included in the Appropriations Act for USDA.

There are times when a detail assignment must be reimbursed because not doing so would constitute an improper use of agency or office appropriations. However, reimbursement is not required if a detail assignment is deemed "to the best interest of the employing agency," or if the detail continues to serve the mission of the employing agency in some manner. Such determinations should conform with reimbursement required with the [AFMS Directive 130](#), [Detailing of Employees](#).

USDA, MRP, HUMAN RESOURCES DIVISION

HR FACT SHEET: DETAIL ASSIGNMENTS AND REQUIREMENTS FOR REIMBURSEMENT

HOW DO I DETERMINE IF REIMBURSEMENT IS REQUIRED?

Please refer to the following determination table for documenting and reimbursing detail assignments:

STEP	DECISION FACTION	IF YES...	IF NO...
1	Is the detail assignment expected to last more than 30 days?	Go to Step 2	Details of less than 30 days do not require documentation. However, if it becomes necessary to extend the detail beyond the 30 days, the detail must be recorded on Standard Form [SF] 52 [Personnel Action Request] with an effective date back to when the employee initially started performing the temporary duties. Go to Step 3
2	Is the detail to a higher grade position or one with higher promotion potential and expected to last more than 120 days? Will the employee being detailed within their current program?	Detail assignments of this type and length require a competitive assignment. Contact your Staffing Specialist. Document the detail assignment by submitting a Standard Form [SF] 52 [Personnel Action Request] to your Human Resources staff. Go to Step 3	Go to Step 4
3	Is the employee being detailed within an MRP agency (e.g., VI to PHS, Center for Tobacco Use, Food & Veterinary, or Parkland to Forest)?	Go to Step 5	Go to Step 6
4	Is the detail in support of the employer's agency or program mission?	Economy Act Reimbursement not appropriate.	The supervisor must negotiate the dollar amount with the other program within their agency and then seek guidance from their management (Contract Director) for an allocation transfer/adjustment. The dollar amount may include salary and benefits and other non-salary costs like travel, training, etc., whatever the two parties agree to reimburse. Contact your Staffing Specialist for further advice/guidance.
5	Is the employee being detailed between agencies or departments (e.g., AFMS to Forest Service, GPPSA to AFMS, or AFMS to Health and Human Services)?	Go to Step 7	Supervisor negotiates the dollar amount with the other Agency and then works with the HRMS [MS] to prepare an Economy Act transfer after the first 30 days USDA has the authority to document the reimbursement which can be obtained from the FMO-Agreement Service Center or any Program Agreement Team. The dollar amount includes salary and benefits and may include other non-salary costs like travel, training, etc., whatever the two parties agree to reimburse.
6	Is the detail in support of the employer's agency or program mission?	Economy Act Reimbursement not necessary. You may want to consider an Intergovernmental Personnel Agreement. http://www.usda.gov/fmofa/ifa/ifa-process.html . Please contact your Staffing Specialist for assistance.	

USDA, MRP, HUMAN RESOURCES DIVISION

HR FACT SHEET: DETAIL ASSIGNMENTS AND REQUIREMENTS FOR REIMBURSEMENT

WHAT POSITIONS ARE COVERED—AND NOT COVERED—BY THIS FACT SHEET?

This fact sheet applies to employees in both the competitive and excepted service, regardless of the authority under which they are appointed, except as described below. This guidance does not cover authorization of details for:

- SES employees;
- Excepted service employees serving under Schedule C;
- Public Health Service (PHS) Commissioned Corps officers (42 USC 213);
- Employees of non-federal organizations who are assigned to MRP under contractual agreements;
- Details to International Organizations and/or Foreign Governments (5 USC 5343) and (5 CFR 352.304);
- Details to the Legislative and Judicial Branches, or the Executive Office of the President (5 USC 137);
- Details under the Intergovernmental Personnel Act of 1970 (5 USC 3372-3376, and 5 CFR Part 334), and
- Details between MRP and a non-Federal organization under Section 214 of the PHS Act, as amended.

USDA, MRP, HUMAN RESOURCES DIVISION

The Leave Transfer Program

By **Cindy Hadlich** (Cindy.Hadlich@aphis.usda.gov, 612-336-3370)

There is a wonderful program available to all employees called the Leave Transfer Program (LTP). The LTP helps numerous employees every year who are affected by a medical emergency, or have a family member affected by a medical emergency. This program offers an opportunity for employees to donate annual leave or restored annual leave to help co-workers who have used all their available leave during their extended absence from work.

The employees of MRP are very generous! During FY13, there were 1,091 employees who donated a total of 6,745.50 hours of annual leave. In addition, an Emergency Leave Bank was opened for the employees who were affected by Hurricane Sandy. The Emergency Leave Bank collected 2,310 hours of annual leave from 69 employees. That is over 9,000 hours of annual leave donated by MRP employees!

Now is the time to finalize your leave requests for the remainder of the year. Please don't forget about your co-workers who may need a leave donation to keep them in a paid status.

If you are interested in donating annual leave, or restored annual leave, please click on the link below. This link will take you to our LTP website where you will find links to the current leave recipient list, and the Leave Transfer Program – Donor Application (AD-1043).

http://www.aphis.usda.gov/mrpbs/hr/pay_leave_tod/leave_donor_listing.shtml

Please complete the application and submit it to your servicing Leave and Compensation Team Specialist. Please click the link below for the contact information.

http://www.aphis.usda.gov/mrpbs/contact_us/downloads/lct.pdf



Please Note: If you are interested in donating any use or lose annual leave, please complete the application, and send it to HRO by COB, Friday, December 20, 2013.

Any questions should be directed to your servicing Leave and Compensation Team Specialist.



Electronic Position Organization (POL) Listing

By the **Classification Staff** (http://www.aphis.usda.gov/mrpbs/contact_us/downloads/class_prog_assignments.pdf)

What is the POL?

The Position Organization Listing (POL) is a tool that can be used to help manage positions and attain organizational efficiency. By periodically reviewing the POL, a manager can quickly assess the organization as a whole and get a snapshot of the organizational structure, positions, grade levels, locations - and much more - of the employees assigned within a unit.



What is the Primary Use of the POL?

The primary use of the POL is to help a manager continue to be a good steward of resources. It provides a holistic look of an organization - the positions and employees within each organization and the "reports to" structure. At a glance, the manager can review the status of positions in an organization and pinpoint the organizational structure, occupational work categories, grades, pay levels, locations, and other position data.

Additional Functions of the POL:

The POL can provide, but is not limited to:

- Workforce management and succession planning support;
- A view of the organizational structure (currently, the NFC Reporting Center performs biweekly extracts to update the data); and
- A high-level view of a staff, program, or the entire organization.

How Do I Access the POL?

A valid NFC ID and password with Reporting Center access in your profile is needed in order to obtain the POL report listing. If you do not have an NFC ID or do not have access to the Reporting Center, the following steps should be taken.

1. Access the HRO Form 106 NFC Reporting Center Access Request from the HRD website:
<http://www.aphis.usda.gov/library/forms/pdf/hro106.pdf>
2. Complete HRO Form 106
3. Submit to the appropriate Security Office as indicated on HRO Form 106
4. You will receive confirmation from the Security Office of your NFC ID/password and/or Reporting Center access.



More Information:

More information can be found by accessing the following link...

http://inside.aphis.usda.gov/mrpbs/hr/classification/downloads/POL_Toolkit.pdf



TRAINING



FY14 Individual Development Plan Guidance

By *Leslie Linneman* (Leslie.Linneman@aphis.usda.gov, 301-851-2932)

Individual Development Plans (IDPs) are an effective career development tool. For example, as part of a career planning strategy, employees, supervisors, and managers can use IDPs to outline appropriate training, and help close competency gaps related to work currently performed. Equally important, IDPs help to engage

employees, encouraging them to take on assignments in preparation for promotional opportunities or just new responsibilities. In this way, IDPs are an important component of both Agency succession and workforce planning efforts. The information below will help you create your own IDP for this year.

What is the deadline for completing an IDP?

IDPs are based on the fiscal year cycle; therefore, IDPs must be completed at the beginning of each fiscal year (October 1).

For FY14, IDPs must be completed by December 31, 2013.

Who is required to have an IDP?

USDA Directive 4040-410 requires that all non-bargaining unit employees in the Agency have an IDP in place every year. Employees are strongly encouraged to complete the IDP in AgLearn.



Are any employees exempt from having an IDP?

Employees may opt-out of an IDP. However, employees must document the exemption in AgLearn. Instructions for documenting an IDP declination can be found at http://inside.aphis.usda.gov/mrpbs/training/downloads/Recording_Paper_Based_Declination_AgLearn.pdf.

Can I complete an IDP on paper?

Employees may choose to complete a paper-based IDP. However, the employee must document the use of a paper-based form in AgLearn. Instructions can be found at

http://inside.aphis.usda.gov/mrpbs/training/downloads/Recording_Paper_Based_Declination_AgLearn.pdf.

The AD-881 paper-based IDP must be used and can be found at:

<http://www.aphis.usda.gov/library/forms/pdf/ad881.pdf>

Continue to page 11 "FY 2014 Individual Development Plan Guidance..."



What resources are available to assist me in creating an IDP?

The APHIS Center for Training and Organization Development (CTOD) has a website dedicated to assist supervisors and employees with creating IDPs, which can be found at:

<http://inside.aphis.usda.gov/mrpbs/training/idp.shtml>.

On the web site you can download a Job Aid by clicking the following link:

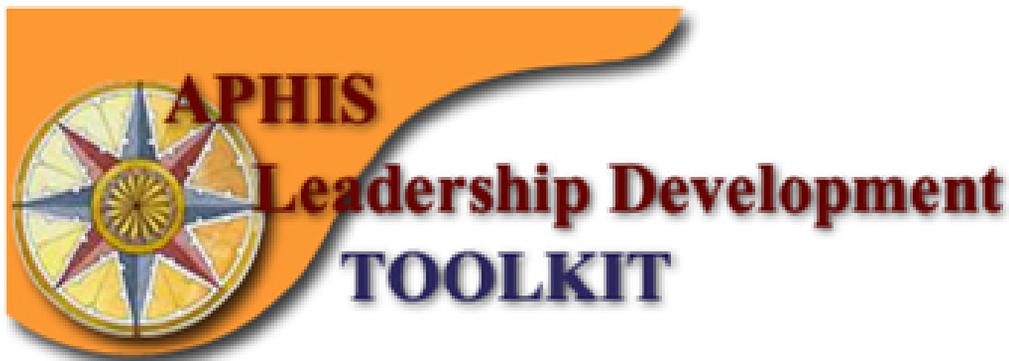
http://inside.aphis.usda.gov/mrpbs/training/downloads/AgLearn_IDP_Job_Aid.pdf

What types of activities can I include on my IDP?

CTOD hosts a variety of webinars throughout the year which are free to all supervisors and employees. Please check the following site for the most up-to-date offerings:

<http://sp.we.aphis.gov/MRPBS/SVCS/HRD/CTOD/SitePages/Home.aspx>.

In addition, other activities such as on-the-job-training, self-study, job-shadowing, detail or task force assignments, the creation of job aids, and mentoring can be equally beneficial, and may be included in your IDP. If you are having difficulty deciding what to put into your plan, you should speak to your supervisor about possible options. He/she will ultimately be approving your choices, so it is important that you work together in its creation. In addition, a tremendous amount of information related to personal and professional development is available in the APHIS Leadership Development Toolkit: http://www.aphis.usda.gov/mrpbs/esd/leadership_toolkit.shtml or from the Department at: <http://www.idp.usda.gov>



If you have questions about IDPs, please contact the APHIS Center for Training and Organization Development (CTOD) at (301) 851-2947.

If you are interested in viewing the USDA IDP Directive in its entirety, please visit <http://www.ocio.usda.gov/directives/doc/DR4040-410.pdf>

