

HR Newsletter

B L M / B I A / N P S / F W S - N I F C

Telework Update—ER Corner

March 2012

I am sure many of you have heard or read about the upcoming mandatory use of the newly revised DOI Telework Agreement, Form 3457

On December 19, 2011 we were notified that beginning January 1, 2012, telework agreements for all DOI employees must be executed using DOI Telework Agreement, Form 3457, available at http://www.doi.gov/nbc/formsmgt/fm_form.html. We have been instructed that we may not use any other form for processing requests for telework and the form may not be supplemented or modified.

Employees who currently have a telework agreement must have that agreement re-established using DOI Form 3457 by September 30, 2012. This includes employees whose agreements are currently on an older version of DOI Form 3457 (agreements created prior to November 1, 2011), or any other version of a telework agreement.

We were told that in March, 2012 the form will be part of the Department's Electronic Forms System (EFS). This system will allow for reporting using the data elements on the revised form, something that is not possible today as the form is not tied to an EFS system.

If you are currently working under a telework agreement, it is requested that you do not move over to the new, revised form until after March in order to allow the EFS system to begin functioning. If you want to establish a telework agreement or change over to the new form, please be advised that you will need to access the new form via the link above, fill it out, print hard copy and obtain applicable signatures. A signed, hardcopy must be provided to HR.

I will send out notification once the EFS system is up and running. If you have any questions concerning this information, please contact Sheri Kososik at ext. 5527.

Inside this issue:

Telework	1
Retirement	1
IDP	2
IDP	3
TSP	3
HR Contacts	4
EAP	4

Financial Presentations—Retirement

We will be hosting a series of financial/retirement **Lunch and Learn** presentations for employees. The goal is to eventually host monthly presentations during the lunch hour for employees to attend. Presentations will be free to employees, however, space will be limited. Employees interested in attending will be required to register online thru DOI Learn. Upcoming dates and topics will be posted to DOI Learn soon. Questions regarding this information can be directed to Suzanne Flores at ext. 5388.

What is an IDP? - ER Corner

The Individual Development Plan (IDP) is a valuable performance enhancement tool for any federal employee. The IDP can be of great assistance to those who want to enhance skills and strengths in the performance of their duties. An IDP is not mandatory however all employees are encouraged to utilize one for developmental needs.

The following is a brief outline of the definition, steps and goals of an IDP. The information below can be found in the DOI Performance Appraisal Handbook (370DM430), Appendix 5.

- **Goals** – The employee and the rating official develop goals together. The IDP provides a connection between the employee's career interests and needs to the organizational mission and priorities. The most common goals of an IDP are to:
 - Learn new skills to improve current job performance.
 - Maximize current performance in support of organizational requirements.
 - Increase interest, challenge, and satisfaction in current position.
 - Obtain knowledge, skills and abilities necessary for career growth.

Definition – An IDP identifies a broad spectrum of developmental opportunities for the employee, including on-the-job training, distance learning, formal classroom training, details, shadow assignments and self-development. It addresses the needs of the organization and of the employee beginning with a focus on maximizing employee performance in the current job.

An IDP is a guide to help individuals reach career goals within the context of organizational objectives. It is a developmental action plan to move employees from their current place to where they want to go. It provides the systematic steps to improve and to build on strengths as individuals improve job performance and pursue career goals.

An IDP is a partnership between the employee and the rating official in personal development. Preparing an IDP involved open feedback, clarification and discussion about developmental needs, goals, and plans. Periodic communication between the rating official and the employee is the key to the currency and success of an IDP.

An IDP is not a:

- Performance appraisal. It is not used to determine pay, awards or other personnel actions based on performance.
- Contract for training. Final approval of training opportunities is made based on factors such as timing and budget availability.
- Position description. It is not used for clarifying discrepancies in the duties as described.
- Guarantee for promotion or for reassignment to another position. While the developmental experiences identified in an IDP may have some training that might qualify the employee for another position or grade, there is not guarantee of advancement.

Responsibilities – As in all aspects of the employee/supervisor relationship, direct and open communication is the key to the success of an IDP. The following responsibilities address the IDP process specifically.

The **employee** is responsible for:

- Assessing personal skills necessary for performing the current position.

IDP continued...

- Suggesting developmental experience which would enhance the skills necessary for performing the current position and for the desired career goals.
- Identifying personal career goals.
- Understanding what skills are necessary for meeting the career goals.
- Participating in open discussions with the rating official concerning the elements of the IDP.
- Completing the developmental experiences in the IDP as approved by the rating official.
- Alerting the rating official when the IDP needs review and updating.

The **rating official** is responsible for:

- Providing constructive feedback to the employee about skills necessary for performing the current position.
- Suggesting and reviewing employee suggestions for developmental experience which would enhance the skills necessary for performing the current position.
- Counseling the employee about career goals.
- Identifying developmental experiences which would enhance the skills necessary for performing in the next type of position toward the employee's career goal.
- Participating in open discussions with the employee concerning the elements of the IDP, in periodic updates and reviews of the IDP for currency.
- Giving final approval to specific developmental experiences.
- Monitoring the progress of the employee in completing the developmental experiences agreed upon in the IDP.

If you have any questions concerning this information, please contact Sheri Kososik at ext. 5527.

TSP Roth—Retirement

Did you know, the Thrift Savings Plan (TSP) will soon be rolling out the TSP Roth feature. Soon, employees will be able to have contributions taken out of their paycheck (after taxes) and allotted into the TSP Roth account.

Employees will be allowed to contribute to both the TSP Roth and their traditional TSP account. Employees are encouraged to visit the TSP website for more information. General questions regarding TSP or benefits can be directed to Human Resources at ext. 5523.

<http://www.tsp.gov>

BLM/BIA/NPS/FWS-NIFC
Human Resources FA220
3833 S Development Ave
Boise, ID 83705
Phone: 208-387-5523
Fax: 208-387-5723

HR Contacts

(208) 387-

Tamara Neukam	HR Officer	5514
Cindy Pogue	HR Specialist (FIRES)	5951
Tom Vert	HR Specialist (Classification)	5627
Sheri Kososik	HR Specialist (Employee Relations)	5527
Wendy Little	Supv HR Specialist	5564
Ashanti Sloan	HR Specialist	5320
Suzanne Flores	HR Specialist	5388
Moonlight Bateman	HR Specialist (Lead)	5498
Michelle Cook	HR Assistant	5518
Gwen Boyle	HR Assistant	5743
Brett Thomas	HR Assistant	5952
Richard Moore	HR Assistant	5523



Employee Assistance Program (EAP)

The EAP program is available to NIFC employees working for BLM, BIA, NPS and FWS.

In the Employee Resources page, you will find valuable information such as: Request Confidential Counseling Services; Stress Management - Learn useful tips for managing life's stressful events; Healthy Exchange - Online library provides practical information to help with relationships, stress, job issues, parenting issues, and more;

To visit the EAP website, go to

<http://www.eapconsultants.com/>

In the right hand corner, click on Member Access, this will bring up a page that will ask you for our password.

The password is nifc