

Declining an AgLearn IDP

All USDA employees must be provided with the opportunity to identify developmental plans for the upcoming fiscal year. It is recommended, although not mandated, that the system of record for all IDPs be AgLearn.

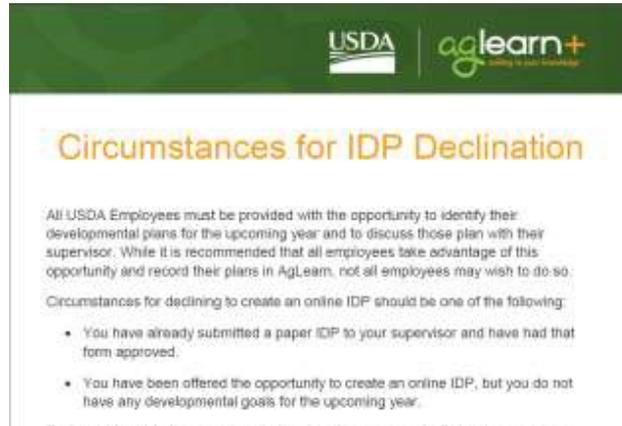
There are two valid reasons for declining an AgLearn IDP:

1. You have no developmental goals for the upcoming fiscal year.
2. You have already submitted a paper IDP to your supervisor and had it approved.

If you have decided **not** to create your Individual Development Plan (IDP) in AgLearn, the procedure identified below will document your decision and your reason for declining an online IDP.

Declining an AgLearn IDP		
Step	Activity	View
1.	In the AgLearn Home Page Search Catalog box, type the words Decline AgLearn FY16 IDP ; then select Browse .	
2.	Two titles will appear. Select the title of the item that describes your reason for declining an AgLearn IDP. Select only one title.	
3.	From the Item Details screen, select Go to Content .	

4. Review the document titled **Circumstances for IDP Declination**.



5. Close the document window.



6. Select your **Home** tab to return to your To-Do List.



7. Select your Completed Work pod.



8. Your declination item should appear as the most recently completed item in Completed Work.

