

USDA Rural Development
Supervisory Certification of Mid-Year Progress Review,
Individual Development Plan and Telework Flexibilities

Part I

I certify that mid-year progress reviews were conducted with each employee I supervise to ensure that performance elements and standards are appropriate and to provide each employee with an assessment of current performance. This mid-year progress review is in accordance with Departmental Regulation (DR) 4040-430, Performance Management.

Part II

I certify that training and development opportunities through use of an Individual Development Plan (IDP) have been discussed with each employee I supervise in accordance with DR 4040-410, Creating Individual Development Plans.

Part III

I certify that during the mid-year and IDP discussion that I reviewed and discussed telework flexibilities in accordance with DR 4080-811-002, Telework Program with all employees I supervise.