

APPENDIX H INDIVIDUAL DEVELOPMENT PLAN

PRIVACY ACT STATEMENT

Section 4103 of Title 5 to U.S. Code authorizes collection of this information. This information will be used by staff management personnel and the Personnel Office servicing your locality, to plan and/or schedule training and development activities. Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary.

NAME:	SSN:	PERIOD COVERED:	CAREER FIELD:
POSITION TITLE/GRADE:		ORGANIZATION:	

1. DEVELOPMENTAL OBJECTIVES (Skills/Performance Enhancement, Career Development, Etc.)

a. Short-Term Objectives	b. Long-term Objectives (3-5 Years)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

2. MANDATORY TRAINING FOR LICENSURE

Course Title/Number	Objective Supported	Course Provider	Date Required	Hours	Tuition	Est Travel/ Per Diem
1.						
2.						
3.						
4.						
5.						
6.						

3. UNIVERSAL MANDATORY TRAINING (Priority I)

Course Title/Number	Priority	Course Provider	Date Required	Hours	Tuition	Est Travel/ Per Diem
1.						
2.						
3.						
4.						
5.						
6.						

4. UNIVERSAL TRAINING (Priority II AND III)

Course Title/Number	Objective Supported	Priority	Course Provider	Date Required	Hours	Tuition	Est Travel/Per Diem
1.							
2.							
3.							
4.							
5.							

5. COMPETITIVE TRAINING

Type of Assignment	Location	Proposed Dates	Est Travel/Per Diem
1.			
2.			
3.			
4.			
6.			

6. TRAINING OR SELF DEVELOPMENT COMPLETED DURING LAST FY

Training Course or Developmental Activity	Location	Completion Date	Hours
1.			
2.			
3.			
4.			
5.			
6.			

I certify that I will support the training and/or development outlined in this IDP and will recommend approval of training costs in each FY budget. I have discussed this with the employee for whom this IDP has been prepared and concur with training documented.

Program Manager/Supervisor **Date**

Functional Chief Representative **Date**

I have discussed my career goals and the training or development needed to achieve these goals. I have included only goals that I can realistically expect to achieve during the time period specified.

Employee **Date**