

**INDIVIDUAL DEVELOPMENT PLAN (IDP) SAMPLE**

**PRIVACY ACT STATEMENT:** Section 4103 of Title 5 of U. S. Code authorizes collection of this information. This information will be used by supervisors, employees and department managers to plan and/or schedule training, education or other career development activities relevant to the position. This will be a functional tool for both the supervisor and employee, to the status of the employee's progress or lack thereof. Position requirements will be listed. This form will be used to justify an employee's progress within his/her probationary year. This form will also justify for a promotion in grade, for appropriate positions. Changes to this IDP within the time frame will be noted and re-signed by the employee, the immediate supervisor, and the HRO/HRDS representative. Items/goals will be noted as either short term (S/T) or long term (L/T) in nature. Information on this form is for official use only. **Attach additional pages if required**

<b>1. NAME</b> Marine, Iam A.	<b>2. SSN</b> 111-22-3333	<b>3. POSITION TITLE</b> Sheet Metal Mech. (Acft)	<b>4. PAY PLAN, SERIES and GRADE</b> WG 3806 05
<b>5. INITIAL/UPDATE</b> Initial 05/07/00	<b>6. PERIOD COVERED</b> 05/07/00 - 11/07/00		<b>7. LAST UPDATED</b> 05/07/00

**8. DEVELOPMENT OBJECTIVES**

<b>8a. SHORT TERM OBJECTIVES (4-8 MONTHS)</b> Promotion to WG 08	<b>8b. LONG TERM OBJECTIVES (1 YEAR +)</b> Promotion to WG 10
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**9. FORMAL TRAINING OBJECTIVES**

9a. COURSE ID	9b. COURSE TITLE	9c. PROVIDER	9d. DATE SCHEDULED or PROPOSED	9e. DATE COMPLETED
J3ABPA733001	Aircraft Structural Maint. Spec.	USAF/ Pensacola NAS	14 Jul 00	20 Oct. 00
J47APB220004	Metal is your Friend	Army/Tuscaloosa, AL	30 Oct 00	14 Sept. 00

**10. FORMAL EDUCATION**

10a DEGREE	10b. NAME OF PROGRAM	10c. PROVIDER	10d. DATE SCHEDULED or PROPOSED	10e. DATE COMPLETED
Not required				

**11. ON THE JOB TRAINING (OJT)**

11.a TYPE (SELF OR GUIDED)	11. b NAME OF SYSTEM OR TRAINING ITEM	11.c Provider (PRINT NAME)	11d. DATE SCHEDULE OR PROPOSED	11e DATE COMPLETED
Guided	Core Maint. System	Tsgt. John. D. Toughguy	8 May 00	19 May 00
Guided	CTK Program	SSgt. Janice E. Cando	5 June 00	16 June 00
Guided	Flight Line Driving & Safety	A1C Teach U. Something	19 June 00	20 June 00

Supervisor's Printed Name: Boss, Me R. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technician Printed Name: Marine, Iam A. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HRO Coordinator/HRDS Printed Name: Walter A. Ross, GS-11 Signature: \_\_\_\_\_ Date: \_\_\_\_\_