

NATIONAL APPEALS DIVISION DIRECTIVE No. NAD-99-01

SUBJECT: Individual Development Plan (IDP)

APPROVED: 10/01/98

1 PURPOSE

To establish guidelines for completing an Individual Development Plan (IDP).

2 AUTHORITY

Training for National Appeals Division employees is conducted under the authority of the Government Employees Training Act, USDA's Federal Affirmative Employment Program Plan, and 5 C.F.R. §410.203, to ensure that employees have annual IDPs and are provided information about training opportunities.

3 POLICY

- a The IDP process is a method to identify professional training/developmental activities.

Core Competency Courses: The core competencies are those essential knowledge, skills, and abilities required to carry out the functions of the employee's position. Courses related to core competencies shall be identified on the IDP form as Priority 1 training. The basic curriculum established for Hearing and Appeals Officers is Priority 1 training.

Career Enhancement Courses: Career enhancement means to improve, increase, add, or otherwise contribute to the employee's position. Career enhancement activities shall be identified on the IDP form as Priority 2 training.

Job Mandated Training: Training which is required by the Director or the Secretary for certain employees to further their assigned duties, may be determined by the Director or his delegatee as Priority 1 (e.g., Special Emphasis training).

Program Training: Training on specific programs of assigned agencies will be identified by the Deputy Director for Planning, Training, and Quality Control. Training will include instruction on both new and existing programs. Program training may be determined by the Director or his delegatee as Priority 1 training.

Human Resource-related Training: Certain training which is of primary benefit to the individual may be determined by the Director or his delegatee as Priority 1 training (e.g., Pre-retirement training for employees that are within five years of retirement eligibility).

Mandatory Training: Training in civil rights, computer security, ethics, and other required subjects will be otherwise scheduled and need not be reflected on IDPs.

- b The supervisor will evaluate employee performance, identify areas where improvement is needed and, together with the employee, identify and prioritize on the IDP form the training/developmental activities that will address employee performance. The supervisor should then identify the most cost-effective method to provide the training to the employee and approve the IDP form.

An approved IDP may be modified at any time by an agreement between the employee and supervisor. Minor revisions to an employee's IDP can be accomplished by a pen and ink change on the original form and initialed by the employee and supervisor. An approved IDP does not guarantee any training identified; it is merely an agreed upon plan for training.

- c Standard Form 182, "Request Authorization, Agreement and Certification of Training" is used to approve or disapprove a training request. If a training request is disapproved, it should be noted by the supervisor on the employee's IDP. Training which is disapproved because of time, workload, and funding constraints, may be included on future IDPs. Attached to this directive is a revised IDP form and guidelines for completing an IDP.
- d IDPs should be completed not later than September 30 of each fiscal year.