

For: County Offices

Individual Development Plans

Approved by: State Executive Director



1 Overview

A Background

Individual Development Plans are required for all permanent full-time GS employees. For new permanent full-time employees, an IDP is required within 90 calendar days after the employee reports for duty. IDPs are also required for COTs but are optional for county office non-federal employees (CO). (See 6-PM, (Rev. 6), Part 7.)

B Purpose

This Notice reminds employees of the requirement for Individual Development Plans and provides examples.

C Supervisors Responsibility

Supervisors shall:

- Be responsible for the development of their employees to achieve the knowledge, skills and ability required of their positions.
- Ensure that employees do not fail major assignments because of a knowledge or skill deficiency that could have been achieved through training.
- Along with employees, prepare FSA-600 annually at performance appraisal time for those individuals requiring IDPs.

Disposal	Distribution
October 1, 2005	County Offices

OK Notice PM-1402

D Reviewing or Revising IDPs

IDPs should be reviewed, revised, or both as follows:

- At Progress review of the performance plans
- Upon completion of training
- Altered as performance plans and job assignments change

E Completing IDPs

Complete Individual Development Plan, FSA-600, according to 6-PM (Rev.6), Par. 101. See examples of completed FSA-600 in Exhibit 1 and Exhibit 2.

A copy of the IDPs for FY 2004 shall be sent to the State Office, Attn: Lynn McCoy by December 1, 2004. The STO is to receive the "Training Office Copy".