

## Sample Air Force Individual Development Plan (IDP)

<b>INDIVIDUAL DEVELOPMENT PLAN</b>		
<b>INSTRUCTIONS</b>		
This format is intended to assist employees and supervisors in planning individual career development plans in accordance with current policy and guidance.		
<b>PART A – EMPLOYEE PERSONAL DATA</b>		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATIONAL MAILING ADDRESS (include street, ZIP)	
3. POSITION TYPE (Mark only one) <input type="checkbox"/> a. NON- <input type="checkbox"/> b. SUPERVISORY	4. POSITION TITLE	
5. OFFICE TELEPHONE NO.	6. SERIES & GRADE / STEP GS-1102 Series or AFSC 64XX	
7. YEARS OF CONTINUOUS FEDERAL SERVICE	8. YEARS IN CONTRACTING	
<b>PART B – CAREER GOALS</b>		
1. SHORT RANGE CAREER GOALS (State career goals for next one to two years. Specify position titles and grade, if appropriate, or subject area)		
2. LONG RANGE CAREER GOALS (State career goals for next three to five years. Specify position titles and grade, if appropriate, or subject area)		
<b>PART C – DEVELOPMENTAL PLANS AND PLANNED ACTIVITIES</b>		
1. SHORT RANGE DEVELOPMENT PLANS (State OJT, training, and educational plans to achieve <u>short-range</u> goals as stated above.)		
2. LONG RANGE DEVELOPMENT PLANS (State OJT, training, and educational plans to achieve <u>long range</u> goals as stated above.)		
<b>PART D – CONCURRENCE AND APPROVAL</b>		
1. EMPLOYEE		
a. SIGNATURE	b. DATE SIGNED	
2. SUPERVISOR		
a. TYPED OR PRINTED NAME AND TITLE		
a. SIGNATURE	b. DATE SIGNED	
<b>PART C – DEVELOPMENTAL PLANS AND PLANNED ACTIVITIES (continued)</b>		
EXPERIENCE/EDUCATION	TRAINING	COMMENT





**Sample Navy Individual Development**



Naval Surface Warfare Center  
 Indian Head Division  
 101 Strauss Avenue  
 Indian Head, MD 20640

**INDIVIDUAL DEVELOPMENT PLAN**

OF \_\_\_\_\_

The Individual Development Plan (IDP) is a document between employee and supervisor, drafted to address training and career plans. It is designed to be generated in conjunction with the performance review and may be revised at any time. Requests for training are to be in accordance with this plan and subject to funding availability. Other training opportunities may be available, in which case this plan will be revised to reflect the training taken by the employee.

EMPLOYEE'S SIGNATURE	DATE	HEAD/DIRECTOR/DEPUTY SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE	ORGANIZATION	

Shaping Smart Business Arrangements (CON100)  
Your Professional and Career Development - Student Guide

<b>Naval Surface Warfare Center Indian Head Division</b>	<b>Individual Development Plan</b>	<b>DATE PREPARED</b>
<b>NAME</b> (Last, First, MI)  <b>POSITION TITLE</b>  <b>OFFICE PHONE</b>	<b>ORGANIZATION</b> (Department, Branch, Code)   <b>SHORT RANGE CAREER GOALS</b> (State career goals for next one to two years. Specify titles and grade (if appropriate) or subject area.)  <b>LONG RANGE CAREER GOALS</b> (State career goals for next three to five years. Specify titles and grade (if appropriate) or subject area.)  <b>SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT RELATED TO THE DEVELOPMENTAL OBJECTIVES:</b> (Include government and other sponsored assignments, activities and/or academic programs. If additional space is needed, attach additional pages.)	<b>POSITION TYPE</b> (X One Only) <input type="checkbox"/> Non-Supervisory <input type="checkbox"/> Supervisory  <b>SERIES &amp; GRADE</b>
<b>NAME OF COURSE, PROGRAM OR ACTIVITY</b>	<b>NAME OF TRAINING CENTER</b>	<b>COMPLETION DATE</b>
<b>IF NO CAREER DEVELOPMENT IS DESIRED OR NEEDED AT THIS TIME, PLEASE STATE SPECIFIC REASONS WHY:</b>		



Sample ODA Individual Development

Individual Development Plan

NAME OF EMPLOYEE		POSITION TITLE, PAY PLAN, SERIES, AND GRADE OR MILITARY EQUIVALENT										OFFICE SYMBOL
Development Objective (e.g. Improve writing skills, increase knowledge of...)	Priority	Development Course/Event (e.g. Course Title, On-the-Job Training, Relational Assignment)	Source of Development (Training Source/Vendor Information)	Beg Date		End Date		Direct Cost Tuition	Indirect Cost Travel, Per Diem, etc.	Hours		Course Completed
				Actual Date FY - QTR	Actual Date	Duty	Non Duty					
<p><b>CERTIFICATION:</b> Training activities training assignments or equipment provided in this plan constitute a valid assignment that is necessary for the purpose of increasing the employee's performance in his or her current position or to prepare him or her for an identified target assignment.</p>												
EMPLOYEE'S SIGNATURE			DATE			SUPERVISOR'S SIGNATURE			DATE			DATE