INSTRUCTIONS FOR COMPLETING INDIVIDUAL DEVELOPMENT PLAN
Arkansas National Guard HRO

Scope: All Arkansas National Guard Technicians, Army and Air

Applicability: All undergraded Technicians within the Arkansas National Guard
(A Merit Placement technician is someone who was hired in a merit placement position with promotion potential or a position below the target grade of that position description)

Summary: Individual Development Plans (IDP's) are utilized as a contract/growth plan between supervisor and individuals. The primary purpose is to chart a course, in writing, from the initial grade of hire to the targeted grade of the position, if it is lower, specifically listing the training that is required for promotion. It allows the supervisor, the individual technician and the Human Resource Office to all be aware of the training requirements for a particular position.

Generally the IDP is used only for new hire/reassignments. In addition, it should be utilized in other circumstances listed below.   The IDP will be initiated when the position is first filled below the target level. It is initiated by the supervisor and is completed in conjunction with the targeted technician and the Employee Development Specialist (EDS). The EDS will keep the original, after signing the final copy. The IDP will be kept on file with the EDS until the tasks are completed and a SF52 has been processed. This will enable a cross-reference and ensure completion of the tasks. Completion of this form does not schedule the individual for training. It only informs the HRO staff of the plan to train an individual. You will still need to use a DD form 1556, ATTRS, or other input sources depending upon your unit.

The supervisor is responsible for providing updates to the EDS as a task is completed. It may be done this by adding the completed date to the appropriate block, photocopying, highlighting the newly added date and forwarding it to the EDS. An email or memo to the EDS with the Name of the individual, Social Security number, the task that was completed, and the date it was completed may be forwarded also. When all tasks are completed the IDP or copy must be forwarded to the EDS along with the SF52 (initiated by the supervisor) for the promotion request. After the SF52 has been completed for promoting the individual the completed IDP will be incorporated into the individual's Official Personnel File.

There are two other circumstances that an IDP could/should be used: **Note: A supervisor may use the IDP or the PIP (Performance Improvement Plan) for these circumstances.**

1. When the individual technician's performance is below standard and written confirmation on technical proficiency growth is required or preferred.

2. As a growth chart for a technician to progress into another position either as promotion or as a lateral move. (Keep in mind that in most cases technician training dollars cannot be spent to prepare someone for a new job, speak with your EDS if you are not clear about this.)

Any questions regarding IDP's or PIP's should be directed to the EDS, Arkansas National Guard, Camp Robinson, Lt. Gerald Robinson 212-4206

INDIVIDUAL DEVELOPMENT PLAN FORM INSTRUCTIONS

Block #

1. Name: Last name, first name, middle initial

2. SSN: 9 digit Social Security Number

3. Position Title: as was advertised or on the position description

4. Pay Plan Series & Grade: as was advertised or on the position description

5. Initial or Update: input initial if this is the first IDP for the individual for the position, input update if there is a change to an IDP that has already been submitted. Include a date that the IDP is initiated.

6. Period Covered: The dates that the IDP covers. IE: If the individual must have one years experience at the present grade level the dates should include the entire year and end on the date the individual is eligible for promotion.

7. Last Updated: The date of the last IDP that was initiated. (It will normally be the same as block 5)

8. DEVELOPMENT OBJECTIVES

8a. Short Term Objectives 4-8 months: This will be the desired grade if 4-8 months is all that is needed at current grade or a specific area if the supervisor wants the individual to be proficient in something specific.

8b. Long Term Objectives 1 year plus: This will normally be the desired/target grade, unless the target grade is more than one level above the current grade held. Note: If more than more than one grade level promotion is needed to reach the target grade, then an IDP must be submitted for each grade.

9. FORMAL TRAINING OBJECTIVES

9a. Course ID #: This block may or may not be applicable. Be as specific as possible with course codes.

9b. Title of the course: Use the exact course code as it is written in the catalog.

9c.   Provider: branch/institution and location of training

9d. Date of scheduled or proposed training: date in any format

9e. Date completed: This is the date the action/task is completed

10. Formal Education

 10a. Degree: Type of degree required. IE: AA – Associates of Arts, BA – Bachelor of Arts, MA – Master of Arts.   In most cases a degree will not be required, an exception may be contracting, computer services, or environmental. Individual classes should be entered in section 9 whether they lead to a degree or not.

10b. Name of Program: what discipline. Ie: Human Development, Accounting, Environmental Engineering

10c. Provider: branch/institution and location of training.

10d. Date of scheduled or proposed training: date in any format.

10e. Date completed: This is the date the action/task is completed.

11. On the Job Training (OJT)

11a. Type: Enter Self if it is purely self taught or with job aids. Enter Guided if another person will teach it.

11b. Name of system or training item: enter name of system ie: Windows NT Workstation

11c. Provider: Job aid type or individual's name if self taught. Name of trainer if guided.

11d. Date of scheduled or proposed training: date in any format.

11e. Date completed: This is the date the action/task is completed

Signature Block

All three parties must sign and date for the IDP to be valid.