



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO

1 January 2007

HRO POLICY/GUIDANCE LETTER #33

SUBJECT: Purpose and Guide for the Individual Development Plan (IDP)

MEMORANDUM FOR SEE DISTRIBUTION

1. References:

- a. NGB Technician Personnel Regulation 400, 1 June 1996
- b. National Guard Bureau Supervisor's Handbook, 4 February 2005
- c. National Guard Bureau Technician Handbook, 1 April 2005

2. Purpose: Individual Development Plans are used:

- a. to assist technicians and supervisors in establishing reasonable goals, assess their particular strengths, and chart where they can best contribute and grow within the Maryland National Guard.
- b. as a written schedule or plan designed to meet a technician's particular goals for development.
- c. as a method of systematically planning to obtain training and experience in order to develop specific competencies.
- d. not as a "wish list" but a realistic working document.

3. Applicability:

This Policy/Guidance Letter supersedes HRO Policy/Guidance Letter #33 dated 30 October 1989

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a. Technicians selected as a result of the Merit Placement process to a position with promotion potential or positions below the target grade of the advertised position. (Example: Aircraft Mechanic WG-8852-05/08/10 and the individual selected as a WG-05 will require an IDP). An IDP should accompany the returned selection package.

b. Technicians participating in a continuing professional development program.

c. Technicians participating in a Performance Improvement Plan.

4. Supervisor's Role: Through your frequent interaction with employees, you are the person to best determine a technician's training and development needs. When creating an IDP, you should take the lead in formulating a partnership with the technician. The technician should identify realistic goals and activities for achievement, and you should assist by providing feedback and suggestions.

5. Technician's Role: Identify the knowledge, skills, and abilities (goals) you have and those KSAs needed to accomplish the mission and job you were hired to perform. You can work in concert with your supervisor in determining those factors. Make sure your goals are realistic and achievable. The technician should be accountable for following through with the IDP activities.

6. MD HRO Form 400:

a. The established IDP form includes the following areas and should be addressed.

(1). **Developmental Objectives** – These are statements defining what the technician will do and under what conditions. Ex: Upon completion of this course, Jane Trainee will be able to submit clear and realistic grant proposals for the child development center.

(2). **Proposed Dates** – List when the training instances are offered or, if appropriate, a targeted completion date or a time frame for completion.

(3). **Cost Estimate** – List the approximate costs of each training instance. Be sure to include the tuition or course fee, as well as any incidental costs associated with the training.

b. The IDP form should be completed as follows: See blank/sample form attached.

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7. Forwarding Instructions: The supervisor should ensure a copy of the IDP along with signatures is forwarded to the HRO Human Resource Development Specialist who will assist you in monitoring and documenting the trainee's progress.

8. Questions, comments, or concerns may be addressed to CMSgt Bernadette M. Turner, at (410) 576-6053 or email: bernadette.turner@mdbalt.ang.af.mil.

FOR THE ADJUTANT GENERAL:



CHARLES C. BLACKISTON III
Colonel, MDANG
Human Resource Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Army and Air)

INDIVIDUAL DEVELOPMENT PLAN (IDP)

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 directors 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 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/EDS representative. Items/goals will be noted as either short-term (ST) or long-term (LT). Information on this form is for official use only. **Attach additional pages if necessary.**

1. Name	2. SSAN	3. Position Title	4. Pay Plan, Series and Grade
5. Initial/Upgrade	6. Period Covered		7. Last Updated

8. DEVELOPMENT OBJECTIVES

8a. Short Term Objectives (4-8 Months)	8b. Long Term Objectives (1 Year +)
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9. FORMAL TRAINING			
9a. Course Cost	9b. Course Title	9c. Developmental Objectives	9d. Date Scheduled
			9e. Date Completed

10. FORMAL EDUCATION			
10a. Degree	10b. Name of Program	10c. Provider	10d. Date Scheduled
			10e. Date Completed

11. ON THE JOB TRAINING (OJT)			
11a. Type	11b. Name of OJT Trng or OJT System	11c. Provider	11d. Date Scheduled
			11e. Date Completed

Technician's Name	Signature	Date
Supervisor's Name	Signature	Date
HRO-EDS Name	Signature	Date

INDIVIDUAL DEVELOPMENT PLAN (IDP)

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1. Name	2. SSAN 123-45-6789	3. Position Title Employee Development Spec	4. Pay Plan, Series and Grade GS-0201-09
5. Initial/Upgrade 7 June 2006	6. Period Covered 7 June 2006 – 6 June 2007		7. Last Updated

8. DEVELOPMENT OBJECTIVES

8a. Short Term Objectives (4-8 Months) Promotion to GS-11 (Employee Development Specialist)	8b. Long Term Objectives (1 Year +) Promotion to GS-12 (Employee Development Specialist)
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9. FORMAL TRAINING

9a. Course Cost	9b. Course Title	9c. Developmental Objectives	9d. Date Scheduled	9e. Date Completed
\$599.00	Instructional Design	Will be able to design HRO training courses	5-Jul-06	7-Jul-06
\$695.00	How To Dev and Effec Trng	Will be able to develop and utilize techniques for	6-Aug-06	9-Aug-06
\$795.00	Instructor Training	Will be able to conduct and instruct training	10-Jan-07	14-Jan-07
\$275.00	Access	Will be able to utilize access data bases	15-Jan-07	16-Jan-07

10. FORMAL EDUCATION

10a. Degree	10b. Name of Program	10c. Provider	10d. Date Scheduled	10e. Date Completed
Associate	Human Resource	Coppin State College		7-Jun-78

11. ON THE JOB TRAINING (OJT)

11a. Type	11b. Name of OJT Trng or OJT System	11c. Provider	11d. Date Scheduled	11e. Date Completed
Not required				

Technician's Name Karen A. Development	Signature
Supervisor's Name Henry R. Supervisor	Signature
HRO-EDS Name Mark P. Hroeds	Signature

MD HRO FORM 400 (Jan 2007)	Date
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