

INDIVIDUAL DEVELOPMENT PLAN (IDP) Installation Management Agency		IDP YEAR (FY) ____ (1 Oct - 30 Sep)	
		____ INITIAL IDP ____ REVISED IDP	
<p>IMA Policy Memo #56, Individual Development Plans, requires that IDPs be prepared and maintained for IMA employees. IMA Pamphlet 600-1, Workforce Development Program, provides procedures and guidance on establishing IDPs. The IDP is drafted by the employee and annual rater to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. This tool can provide employees with the opportunity to continuously improve in current job performance, prepare for opportunities for future career growth, and enhance their ability to further contribute to the organization. Civilian employees and supervisors are responsible for insuring their education and training is correctly reflected in DCPDS through the MyBiz application accessible through the Civilian Personnel On Line portal at the Employee Tab (http://cpol.army.mil/index.htm).</p>			
SECTION A – EMPLOYEE INFORMATION			
1. NAME (First Name/MI/Last Name)		2. OFFICE SYMBOL	
3. POSITION TITLE		4. PAY PLAN	5. SERIES/GRADE
6. E-MAIL ADDRESS		7. WORK PHONE (COM/DSN)	
SECTION B – CAREER GOALS			
8. SHORT TERM (1-2 years—list 2 positions as your short term career goals)			
9. LONG TERM (3-5 years—list 2 positions as your long term career goals)			
SECTION C – SIGNIFICANT TRAINING AND DEVELOPMENT COMPLETED SINCE LAST IDP			
<i>(Include government sponsored and self-development programs, activities, or academic courses/programs. If additional space is needed, attach additional pages.)</i>			
10. NAME OF COURSES	11. SOURCE OF TRAINING	12. DATE COMPLETED	