

INSTRUCTIONS FOR COMPLETING INDIVIDUAL DEVELOPMENT PLAN
Colorado National Guard HRO

Scope: All Colorado National Guard Technicians, Army and Air

Applicability: All undergraded Technicians within the Colorado 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 Resources 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) within the HRO. 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 promotion 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, Colorado National Guard, Mr. Gene Gunther, (303) 677-8836