

INDIVIDUAL DEVELOPMENT PLAN (IDP)

TRAINEE NAME: Smith, Sally

SUPERVISOR NAME: Supervisor, Samuel

TRAINEE POSITION & GRADE: Human Resource Assistant, GS-0203-06

TARGET POSITION & GRADE: Human Resource Assistant, GS-0203-07

DATE ENTERED PROGRAM: 16 May 2004

ESTIMATED DURATION OF TRAINING: 12-15 months

OBJECTIVE: Provide developmental training along with on the job work experience in order to assist higher graded specialists in performing work of the organization.

PROGRESS REPORTS: The supervisor will submit progress reports on the following dates (every 3 months)

1 Nov 2004

1 Feb 2005

1 May 2005

The supervisor will complete technician performance standards and appraisals in accordance with TPR 430 and NE TPR 430.

TRAINING PLAN:

A. FORMAL INSTRUCTION: The following courses will be completed during the training period. These courses may be resident training courses or correspondence courses.

- (1) NGB Basic Staffing Course
- (2) USDA Grad School or GSA PCS/TDY travel Course
- (3) AFCOS training
- (4) NGB Basic HRDS/EDS Course
- (5) DoD PPP class

HANDOUT 16_2

- B. ON-THE-JOB TRAINING (OJT): During the period of on-the-job training, assignments will be performed under the supervision and guidance of a higher-level technician or supervisor. Detailed guidance and instructions will normally be provided before the start of each new work assignment. Supervisory controls will be reduced as proficiency is gained in each task.

Staffing:

Enters personnel actions in DCPDS.
Set pay on personnel actions.
Receives applications and records in data base.
Determine qualifications of applicants, grades GS-07 / WG-09 and below
Prepares certificate of eligibles and correspondence to applicants.
Clears priority placement lists.
Assists in ensuring mobilized technicians are considered for promotions.
Provides guidance to job applicants.
Provides guidance to supervisors and managers on Merit Promotion Plan.
Provides information on compatibility to employees and supervisors.
Prepares PCS travel orders.
Counsels employees on PCS travel entitlements.

Employee Development:

Codes and inputs training history in DCPDS.
Uses ATRRS to find, reserve, cancel and substitute quotas in classes.
Uses VISA to register for and pay for training classes with tuition.
Tracks training and travel budget information
Assists in setting up HRO-sponsored training classes
Advises employees and supervisors on available training and gives guidance on how to enroll in training
Assists with training needs surveys
Applies knowledge of travel regulations to approve/revoke/amend orders in AFCOS

- C. FLEXIBILITY PROVISIONS: Supervisors will ensure all training is accomplished within the specified dates in the training plan. Adjustments can be made for emergency reasons or if classes are unavailable. These adjustments are deviations in time only, not training objectives.

SUPERVISOR: _____ DATE: _____

TECHNICIAN: _____ DATE: _____

HR COORDINATOR: _____ DATE: _____

