

Department of the Interior
Bureau of Ocean Energy Management Manual

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Part 370: Personnel

Chapter 410: Employee Training and Development

Subchapter 9: Individual Development Plans

Office of Primary Responsibility: Office of Budget and Administration

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9.1 **Purpose.** This chapter describes the policy on the establishment of Individual Development Plans (IDPs) for employees, including supervisors, and provides guidance on how to write an effective IDP.

9.2 **Scope.** The requirements in this chapter apply to all BOEM employees.

9.3 **Objectives.** The guidance and resources for completing effective IDPs is provided to improve individual and organizational performance.

9.4 **Authority.**

A. 370 Departmental Manual (DM) 410, “Human Capital Training and Development.”

B. 370 DM 430, “Performance Management System” and 370 DM 430 HB, “Performance Management Handbook.”

C. Department of the Interior (DOI) Personnel Bulletin 06-04, “Supervisory Development.”

9.5 **References.** DOI Employee Performance Appraisal Plan (EPAP), [DI-3100](#), and Supervisory EPAP, [DI-3100S](#).

9.6 **Definitions.**

A. An [IDP](#) is a planning and forecasting document prepared at the beginning of the performance appraisal period to:

(1) Record an employee’s current training needs and short- and long-term career goals;

- (2) Document desired training and developmental activities for the associated performance cycle;
- (3) Propose a schedule for developmental activities; and
- (4) Improve performance, maintain skills and knowledge, sharpen professional competencies, and prepare the individual for positions of changing or greater responsibility.

B. An approved IDP does not guarantee promotion or retention in the current position within the organization, nor does it guarantee funding of the identified training and development activities.

C. BOEM recommends using the [IDP form](#) that is included as part of the DI-3100 and DI-3100S. An automated version of the IDP is also available in DOI Talent. Other versions may be used as agreed upon by the employee and supervisor.

9.7 **Policy.**

A. BOEM employees appointed to permanent positions in the competitive or excepted service are required to have an IDP that is updated annually as part of the fiscal year performance cycle.

B. BOEM employees appointed in Pathways Recent Graduates and Presidential Management Fellows programs are required to have an IDP that is updated annually as part of the fiscal year performance cycle.

C. Although an IDP is optional for a non-permanent employee, BOEM encourages the establishment of an IDP for those non-permanent employees if they will be participating in training/development activities. Employees in the following appointments are encouraged, but not required, to develop an IDP:

- (1) Employees in a temporary appointment for a period longer than 180 days;
- (2) Individuals hired under Pathways Internship Program appointments;
- (3) Individuals from other Federal agencies serving on a detail to BOEM of 180 days or longer; and
- (4) Employees appointed under special hiring authorities requiring a training or development plan, e.g., Veterans Recruitment Appointment (VRA).

9.8 **Responsibilities.**

A. Second Line Supervisors.

- (1) Promote effective training and development of employees within their office.
- (2) Hold subordinate supervisors accountable for implementing the policy in this chapter by including IDP development in the supervisory element in their EPAP.
- (3) Establish budget for IDP activities at the beginning of the fiscal year.
- (4) Ensure subordinate supervisors complete IDPs in consultation with their supervisor within 60 days of the beginning of the performance rating cycle and update on an annual basis.
- (5) Discuss and review learning needs and activities of their employees throughout the rating cycle, but no less than twice during the performance period. The IDP may be modified as needed based on new duty responsibilities, changes in available training, etc.
- (6) Work with the employee throughout the performance appraisal cycle to implement the IDP and discuss any obstacles, e.g., major funding or workload changes, which might prevent the employee from taking training or participating in learning activities.

B. First Line Supervisors.

- (1) Promote effective training and development of employees within their unit.
- (2) Ensure employees complete IDPs in consultation with their supervisor within 60 days of the beginning of the performance rating cycle and update on an annual basis.
- (3) Discuss and review learning needs and activities of their employees throughout the rating cycle, but no less than twice during the performance period. The IDP may be modified as needed based on new duty responsibilities, changes in available training, etc.
- (4) Work with the employee throughout the performance appraisal cycle to implement the IDP and discuss any obstacles, e.g., major funding or workload changes, which might prevent the employee from taking training or participating in learning activities.
- (5) First line supervisor has final approval authority on the content of the IDP.
- (6) When the IDP is created, regardless of the IDP form used, supervisors must sign Part A-4, Individual Development Plan (or electronic system equivalent), of the EPAP.

C. Employees.

- (1) Consider the goals of their current position, their short- and long-term career goals, learning objectives, and proposed continuous learning activities through discussion with their supervisor.

(2) Draft the IDP to include the training and other activities desired for review by the supervisor. Discuss the draft with the supervisor.

(3) Provide the IDP to the supervisor for final approval. Both the supervisor and the employee retain a copy.

(4) Work with their supervisor throughout the year to meet the goals set in the IDP.

(5) When the IDP is created, regardless of the IDP form used, employees must sign Part A-4, Individual Development Plan (or electronic system equivalent), of the EPAP.

9.9 Procedures. In addition to mandatory/required training, an IDP should focus on both short-term performance goals and the longer-term needs of the employee and the organization. The annual IDP cycle aligns with the performance year cycle (October – September). The employee and supervisor must complete an IDP no later than 60 days into the performance year, or within 60 days of assignment of new duties or assignment to a new position.

Employees can access the [Training and Other Professional Development](#) page on BOEM's Currents intranet site which offers employees numerous resources on developing an IDP, training opportunities, mentorship, details, and job shadowing. The [IDP form](#) includes Appendix 2: Supervisor's Guide to Developing Individual Development Plans, which provides additional guidance for creating an IDP.

A. Employees should describe in their IDP the developmental activities that will help them achieve their assigned duties, which are identified in the employee's position description and linked to the critical elements in the annual EPAP. Employees can learn more about the annual performance plan by reading the instructions on Form DI-3100 or DI-3100S.

B. The IDP should describe:

(1) Short- and/or long-term development goals, and

(2) Learning activities that address the employee's developmental needs. It is BOEM's goal to give each permanent employee meaningful learning opportunities and to provide training based on the knowledge and skills they need to perform their assigned duties and responsibilities acceptably, as well as those desired for career growth, subject to workload and the availability of training funds. Learning activities may include, but are not limited to:

(a) Formal classroom training and distance learning;

(b) Workshops;

(c) Conferences;

- (d) On-the-job training;
- (e) Detail assignments;
- (f) Rotational assignments and cross training;
- (g) Coaching and mentoring; and
- (h) Accredited educational institution courses, e.g., college and technical school (see limitations in the BOEM Employee Training and Development Manual Chapter [\(Part 370, Chapter 410\)](#)).

C. Approval to attend training/developmental activities is subject to provisions in the BOEM Employee Training and Development Manual Chapter [\(Part 370, Chapter 410\)](#).