

**DEPARTMENT OF THE INTERIOR  
BUREAU OF OCEAN ENERGY MANAGEMENT**

**TRANSMITTAL SHEET**

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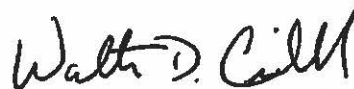
Subject: Administrative

Part 370.410: Employee Training and Development

Chapter 9: Individual Development Plans

**EXPLANATION OF MATERIAL TRANSMITTED:**

The chapter replaces the previous version for policy and guidance on identifying training and development needs of Bureau of Ocean Energy Management (BOEM) employees regarding Individual Development Plans.



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**FILING INSTRUCTIONS:**

**REMOVE:**

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version</u>
370.410	9	4	97

**INSERT:**

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version</u>
370.410	9	7	001

**Department of the Interior  
Bureau of Ocean Energy Management Manual**

**Effective Date:** April 26, 2019

**Series:** Administrative

**Part 370.410:** Employee Training and Development

**Chapter 9:** Individual Development Plans

**Originating Office:** Office of Budget and Program Coordination (OBPC)

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

**2. Authority.**

A. Departmental Manual 370 DM 410, Human Capital Training and Development, March 6, 2008.

B. Departmental Manual 370 DM 430 HB, Performance Management Handbook, Appendix 5, October 2018.

C. Departmental Personnel Bulletin 06-04, Supervisory Development, November 9, 2005.

D. Department of the Interior Employee Performance Appraisal Plan (EPAP), DI-3100 (non-supervisory) and DI-3100S (supervisory), October 2018.

**3. Definition.**

A. An IDP is a document used 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.

#### **4. Scope.**

A. All BOEM employees who are appointed to permanent positions in the competitive or excepted service must be given the opportunity to develop an IDP.

B. All supervisors are required to have an IDP that is updated annually per DI-3100S and the Departmental Manual 370 DM 430 HB, Performance Management Handbook.

C. Employees in the following appointments are encouraged to develop an IDP:

- (1) Employees in a temporary appointment for a period longer than 180 days;
- (2) Individuals hired under Pathways 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).

D. 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.

**5. Policy.** IDPs are intended to identify the training and development needs of employees as part of the annual performance appraisal process. The option to develop an IDP must be discussed with each permanent employee during each performance review cycle.

The standardized version of the IDP form is included as part of the EPAP. Other versions may be used as agreed upon by the employee and supervisor. If an IDP is created, regardless of the IDP form used, employees and supervisors must sign Part A-4 of the EPAP.

A. The employee completes the IDP based on his/her assigned duties as identified in the employee's position description and annual EPAP.

B. The IDP should describe:

- (1) Short- and/or long-term development goals, and
- (2) Learning activities that address the employee's developmental needs. This does not include mandatory training, such as Equal Employment Opportunity, Information Technology Rules of Behavior, and Annual Ethics. 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, subject to 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 under 7.C. below)

C. The employee and supervisor must have discussed the option to complete an IDP no later than 45 days into the performance year, or within 45 days of assignment of new duties or assignment to a new position. Approval to attend training/developmental activities is subject to other factors, such as available funding and workload considerations.

## **6. 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 considering IDP development in the supervisory element in their EPAP.
- (3) Establish budget for IDP activities at the beginning of the fiscal year.
- (4) Ensure IDPs for subordinate supervisors are completed within 45 days of the beginning of the performance rating cycle and updated on an annual basis.

### **B. First Line Supervisors.**

- (1) Promote effective training and development of employees within their unit.
- (2) Ensure employees discuss the development of IDPs in consultation with the supervisor, within 45 days of the beginning of the performance rating cycle.

(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.

### **C. Employees.**

(1) If employees decide to develop an IDP, they should 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.

## **7. Additional Guidance.**

A. Where can I find guidance on how to write an effective IDP?

The [Professional Development page](#) on BOEM's Intranet website page under Currents-News and Resources for BOEM Employees offers employees numerous resources on developing an IDP, training opportunities, mentorship, details, and job shadowing.

Other aids in developing IDPs are included in the Supervisor's Guide to Developing Individual Development Plans: Departmental Manual 370 DM 430 HB, Performance Management Handbook, Appendix 5, October 2018.

B. I have a number of required "mandatory" training courses to take each year. Can my IDP consist of only those courses?

An employee's IDP should not include mandatory training. Those types of training are required to fulfill a mandate or Departmental policy, not "individual" development. Employees and supervisors should include training and learning activities that can develop and/or improve the employee's competencies for current position or

professional development.

C. Can I include training on my IDP for the purpose of earning an academic degree and ask the BOEM to pay for it?

While Federal funds may not be used for the sole purpose of providing an employee an opportunity to obtain an academic degree, BOEM does have discretion to use Federal funds to pay for or reimburse employees for the cost of individual courses at an institution that is accredited by a nationally recognized body if the training/individual courses:

- (1) Contribute to a planned, systematic, and coordinated program of professional development;
- (2) Significantly meet an identified agency, administration, or staff office training need;
- (3) Will produce measurable improvement in either individual or organizational performance;
- (4) Relate to the employee's current position and duties; and
- (5) Will not be used for the sole purpose of providing an employee an opportunity to obtain an academic degree or to qualify for appointment into a particular position for which the academic degree is a basic requirement.

D. What is the relationship of the IDP to the annual EPAP?

Employees should describe in their IDP the developmental activities that will help them achieve the performance required of the job, which is linked to the critical elements in the annual EPAP. If an employee chooses not to list any courses or training in the IDP, Part A-4 of the EPAP can be left blank. However, the employee and supervisor should revisit and discuss the development of an IDP during progress reviews and the establishment of the annual EPAP. You can learn more about the annual performance plan by reading the instructions on Form DI-3100 (non-supervisory) or DI-3100S (supervisory).

E. If I identify a new training need some time after I complete the IDP, or I can't do something on my IDP because of funding or other issues, do I have to update my IDP at that time?

The IDP is a planning and forecasting document the employee prepares at the beginning of the performance appraisal period. The IDP is not required to be updated; however, it is encouraged to make edits to the document to foster communication between employee and supervisor and to maintain accuracy. The IDP is used to track developmental activities the employee completed during the performance rating period and to record why the employee wasn't able to complete activities.

Department of the Interior  
Employee Performance Appraisal Plan

DI-3100  
October 2018 (previous edition obsolete)

**Individual Development Plan (IDP):** Bureaus/Offices may require the use of an IDP at their discretion. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee developmental needs.

**IDP Performance Year:** \_\_\_\_\_

Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed
Notes:		Employee's Signature/Date		
		Supervisor's Signature/Date		



### **Instructions for Completing the Individual Development Plan**

**Employee Development and Career Goals** – the employee and supervisor work together to complete the goals for successful performance in the employee's current position and the employee's short- and long-term career goals on the IDP.

**Developmental Objectives** – describe what the employee needs to do this year to work toward his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goals.

**Determine a method of training and a training time frame** – determine what type of training or activity is needed to accomplish the employee's developmental goals. It could be on-the-job training, a detail, or a formal training course or a combination of methods. Identify the proposed dates for the training or activity in the "Proposed Dates" column. Enter the actual or estimated cost of the activity in the "Estimated Costs" column. This column can be used in preparing your office's annual budget. Once the training is completed, write the date in the "Date Completed" column.

#### **Methods of Training:**

**On-the-job training** – this can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details** – temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses** – formal training courses, e.g., from your agency, local universities, commercial vendors.

**Satellite Broadcasts/Computer/Web Based Learning** – a variety of topics available through your agency via satellite broadcasts, software packages, and on-line training.

**Discuss the Development Plan with your Employee** – discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**Review and Modifications** – the plan should be reviewed at each performance review and modified as situations or needs change.