

NATIONAL WEATHER SERVICE INSTRUCTION 20-105
JUNE 7, 2004

Training and Education

INDIVIDUAL DEVELOPMENT PLANNING

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This directive supersedes NWSI 20-105, dated March 20, 2003, which was recertified on April 28, 2004. Revisions include rewriting Section 1 - Purpose, to reflect Department of Commerce Individual Development Plan (IDP) policy.

Signed

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Date

1. Purpose

The Individual Development Plan (IDP) process provides a means for National Weather Service (NWS) employees to identify short- and long-term career goals together with the training and professional developmental experiences needed to achieve those goals. The IDP itself is an employee's personal action plan, developed by the employee and coordinated with the supervisor, uniquely tailored to the needs of both the employee and the organization. An IDP is to be regarded as a confidential, non-binding agreement between the employee and his or her supervisor.

IDPs are required for all employees, and are to be updated each year. The employee should discuss the contents of their IDPs with his or her first-line supervisor and other interested parties (e.g., mentor) at least once a year so as to ensure the IDP reflects organizational as well as individual goals.

Supervisors should make themselves available in a timely fashion to review and discuss IDPs with employees. Supervisors must not utilize IDPs as input to employees' annual performance reviews, nor as input to evaluate performance. Supervisors may use the collective input from staff IDPs to highlight or support goals outlined in their Office Training Plan (detailed in NWS Instruction 20-106). However, to maintain confidentiality, supervisors must ensure that Office Training Plans do not refer to the IDPs of specific employees.

2. IDP Development and Maintenance

The Department of Commerce (DoC) has developed a reference which explains the IDP process in detail and provides a worksheet which employees may use to develop their own plans. Any other format mutually agreed upon by an employee and their supervisor may also be used. NWS employees are encouraged to refer to and use this reference in the IDP development process. The DoC reference can be found at:

<http://www.nwstc.noaa.gov/nwstrn/d.ntp/idp-2001.pdf>