

NATIONAL WEATHER SERVICE INSTRUCTION 20-105

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Training and Education

Training and Education NWSPD 20-1

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, *Individual Development Planning*, dated June 2, 2016. . Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015.

Signed

John Ogren

Director, Office of Chief
Learning Officer

September 27, 2017

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 recommended 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 and employees should routinely review and discuss the employee's IDP . Supervisors must not utilize IDPs as input to employees' annual performance reviews, nor as input to evaluate performance. .

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 IDP manual can be found at NOAA Workforce Management Office:

http://www.wfm.noaa.gov/training/idp_portal.html