

***NATIONAL WEATHER SERVICE INSTRUCTION 20-105***

***SEPTEMBER 29, 2021***

***Training and Education***

***Training and Education NWSPD 20-1  
INDIVIDUAL DEVELOPMENT PLANNING***

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**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 October 11, 2017. Content changes are listed below:

- Updated references to NOAA OHCS and DoC IDP guides and templates

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Date

## Individual Development Plans

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### 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 development 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, training officer) at least once a year so as to ensure the IDP reflects organizational as well as individual goals. Supervisors must not utilize IDPs as input to employees’ annual performance reviews, nor as input to evaluate performance.

### 2 IDP Development and Maintenance

The National Oceanic and Atmospheric Administration (NOAA) Office of Human Capital Services (OHCS) and the Department of Commerce (DoC) have developed IDP guides that explain the IDP process in detail, including templates 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 these references in the IDP development process.

The NOAA IDP guide and template can be found on the NOAA OHCS website at: <https://sites.google.com/noaa.gov/ohcs/policy-procedures/performance-management/idp>

The DoC IDP guide and template can be found on the DoC Office of Human Resources Management website at: <https://www.commerce.gov/hr/employees/training/idp>