Sample Individual Development Plan (IDP)
Additional Help for ADS Chapter 460

Reference Issuance Date: 09/02/2011
Responsible Office: HR
File Name: 460saa_090211
**INDIVIDUAL DEVELOPMENT PLAN**

**Target Position:** GS-12 Program Analyst/Democracy Specialist, DCHA/DG/Crisis Response Team

**Name:** Program Officer/Techie
**Current Position/Grade:** GS-11
**Date Drafted:** 11/11/04
**Date Revised:** 11/01/05
**Date Signed:** 09/05/06

**Job Title:** Program Analyst/Democracy Specialist, Crisis Response Team

**Job Location and Telephone:** DCHA/DG RRB, USAID, 1330 Pennsylvania Avenue, NW, Washington, DC 20523. 202-712-XXXX

**Supervisor:** Joe Supervisor, Program Officer, DCHA/DG

**Summary of Knowledge, Skills and Competencies at beginning of PMF Program:** Youth policy analyst, senior level decision-making, multi-lateral and bi-lateral partnerships, development, written and oral communication skills, fiscal management and facilitation skills, knowledge of conflict and development theories, computer skills including html, word processing, spreadsheet facility, internet, Power Point and Access.

**Recommended Action**

- Gain understanding of USAID program goals, objectives, policies, directives and operations.
- Gain technical proficiency in democracy and governance fundamentals.
- Conduct legal research and maintain internet access to relevant USAID and inter-agency websites.
- Increase knowledge of USAID strategy and policy development, budgeting, field operations, including, activity design, budget preparation and review, program procurement and program management.
- Increase knowledge of USAID and military strategic planning, budgeting, field operations, including, activity design, budget preparation and review, program procurement and program management.
- Increase understanding and participation in inter-agency planning and coordination.
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**Comments/ Accomplishments**

- Completed the OPM PMF Orientation; PFA Course, PPM Course, ADS Course and CTO training; Completed BS-76 training; Participated in DG office portfolio reviews, attended briefings on functions of different offices within USAID.
- Complete a five month rotation to Office of Secretary of Defense, Special Operations/Low Intensity Conflict, Stability Operations Office (07/05-09/06). Duties: Responsible for managing the implementation of critical recommendations from the Quadrennial Defense Review that seek to enhance interagency capacity to improve the conduct of complex crisis operations abroad. Assisted with strategy development for DoD assistance to USAID to transform the agency into the key civilian provider for stability and reconstructions activities. Assisted with strategy development for a whole of government strategic framework for countering and reconstructing in Fragile states. Recommended the establishment of a whole government strategic framework for countering and reconstructing in Fragile states.
- Work with State and DoD throughout fellowship period; Participate in interagency coordination and planning activities to build women's leadership capacity; managed and facilitated interagency meetings; made oral presentations, and represented USAID in inter-agency forums and to the general public.
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**Supervisor’s Recommendation to the ERB:** It is recommended that Program Officer/Techie be transferred to a career conditional appointment to USAID at the GS-12 level in the target position.

**Signature of PMF**

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**Recommended Action**

- Represent USAID's interests and goals in fragile states to senior military offices; Prepared fact sheets and briefing materials on USAID participation in military exercises; authored Congressional report on USAID activities to build women's leadership capacity, managed and facilitated interagency meetings; made oral presentations, and represented USAID in inter-agency forums and to the general public.
- Complete a four month rotation to Office of Secretary of Defense, Special Operations/Low Intensity Conflict, Stability Operations Office (07/05-09/06). Duties: Responsibilities for managing the implementation of critical recommendations from the Quadrennial Defense Review that seek to enhance interagency capacity to improve the conduct of complex crisis operations abroad. Assisted with strategy development for DoD assistance to USAID to transform the agency into the key civilian provider for stability and reconstructions activities. Assisted with strategy development for a whole of government strategic framework for countering and reconstructing in Fragile states.

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