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Sample Individual Development Plan (IDP)

Additional Help for ADS Chapter 460

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Responsible Office: HR
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INDIVIDUAL DEVELOPMENT PLAN		
Target Position: GS-12 Program Analyst/Democracy Specialist, DCHA/DG/Crisis Response Team		
Name: Program Officer/Technical	Current Position/Grade: GS-11	Drafted 11/11/04; Revised 11/01/05; 09/05/06
Job Title: Program Analyst / Democracy Specialist, Crisis Response Team	Job Location and Telephone: DCHA/DG RRB, USAID, 1300 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: public policy analysis, organizational development, written and oral communication skills, team building and facilitation skills, knowledge of conflict and development theories, computer skills including html, word processing, spreadsheet facility, Internet, Power Point and Access.		
	Recommended Action	Comments/ Accomplishments
Gain general understanding of USAID program goals, objectives, policies, directives and operations.	PFA Course; PPM Course; ADS Course; CTO training; Backstop 76 training; Country Backstop in DG; Participation in various strategy reviews and	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.
Gain technical proficiency in Democracy and Governance fundamentals	Attend DG briefings; collaborate with all DG technical divisions; participate on technical panels for DG projects	Completed DG sponsored NEP training on democracy fundamentals (80 + hours); Participated on three technical panels for the DG office; Worked closely with each technical division on range of projects; Attended wide range of briefings, conferences, and meetings on DG specific issues, delivered presentations, and helped write scope of work
Hone negotiation skills to advocate for USAID goals and programs as well as assuring that work is completed in required formats and timeframes.	Produce written documents, deliver presentations, and interface frequently with internal and outside actors. Continuously seek feedback from supervisors on communication and team skills	Represented USAID's missions and goals in fragile states to senior military officers; Prepared fact sheets and briefing materials on USAID's 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.
Increase knowledge of USAID strategy and policy development, budgeting, field operations, including, activity design, budget preparation and review, program procurement and program management.	Complete a field assignment and a rotation to a regional bureau program office	Completed two month rotation to USAID/Afghanistan (04/05-05/05). Duties: Developed a strategic business model for increased coordination and integration between USAID's field program, Provincial Reconstruction Teams (PRTs), and the mission in Kabul. Developed a management and communication protocol for the mission on reorienting relationships between primary stakeholders. Created a collaboration plan and pilot program for increased coordination between technical offices in the mission and USAID's PRT field program. Prepared rule of law contract extension and assisted with other procurement actions. Completed a three month rotation to the Policy Office in PPC (10/05-12/05). Duties: Provided extensive liaison between the policy office and other bureau offices on fragile states related issues. Represented technical issues to senior agency and interagency decision makers. Provided leadership
Gain understanding of critical programs and operations at other USG agencies managing complex crisis operations abroad	Complete rotation at another USG agency and participate in interagency trainings	Completed four month rotation to Office of Secretary of Defense, Special Operations/Low Intensity Conflict, Stability Operations Office (07/06-09/06). 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 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 counterinsurgency and co-wrote keynote address for Under Secretary of Defense for Policy at major counterinsurgency conference. Participated in S/CRS training courses at FSI and other interagency training courses and workshops
Increase understanding and participation in Inter-Agency Planning and Coordination	Work with State and DoD throughout fellowship period; Participate in interagency coordination and planning	Worked with State/Crisis Resources Staff, Bureau of Political Military Affairs, the Joint Chiefs of Staff, Military Services, Office of the Secy of Defense Policy, and the Intelligence Community on integrating policy, strategy, and implementation of reconstruction and stabilization operations; Managed USAID participation in military and Inter-Agency exercises; Represented and coordinated various civ-mil efforts within the Interagency.
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 Supervisor	Date	Signature of PMF

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Rotations Completed	Tasks Completed	Dates	Length of Time
Policy Office in PPC	Fragile States Liaison	05 Oct 05 to 10 Feb 06	4 months
Secy of Defense, Spec Ops/Low Intensity Conflict	interagency liaison on DOD assistance to USAID	10 Jul 06 to 15 Sep 06	2 months
Developmental TDYs	Purpose	Dates	Length of Time
USAID/Afghanistan	Developed model for coordination between USAID and PRTs	03 Apr 05 to 05 Jun 05	2 months
Trainings Completed		Dates	Length of Time
OPM PMF Orientation		05 to 10 Feb 05	1 week
PFA Training		05 to 17 Mar 05	2 weeks
PPM Training		05 to 17 May 05	2 weeks
FM Training		04 to 09 Jun 05	1 week
ADS Training		15-Jun-05	4 hours
CTO Assistance Training		23 Jul to 03 Aug 05	2 weeks
CTO Acquisition Training		07 to 17 Aug 05	2 weeks
BS-76 Training		25 to 30 Mar 05	1 week
DG NEP Training Democracy Fundamentals		04 to 15 Jun 05	2 weeks