

memorandum

DATE: April 5, 2010

REPLY TO
ATTN OF: AD-443: Seiber

SUBJECT: **INDIVIDUAL DEVELOPMENT PLAN POLICY**

TO: All ORO, PNSO, SSO & TJSO Employees

Individual Development Plans (IDP) are a planning tool for identifying developmental activities which support the mission of the Department of Energy. These plans should be mutually developed with input from both the employee and their supervisor in order to first determine job-specific needs and subsequently future demands or skill gaps. Employees should not misconstrue supervisory approval of an IDP to mean they will automatically receive every training course requested in the plan.

It is the policy of DOE to support these activities to the extent that:

- Funding is available to support training and development activities
- Work assignments and job responsibilities are not adversely affected
- Priority is first given to mandatory learning activities such as regulatory, certification, and site-access requirements

Scheduling of training and development activities should first start with a discussion between the employee and their supervisor in order to plan for any workload coverage issues that may occur. These guidelines will ensure that there is little or no interruption to work initiatives while at the same time providing needed learning activities and growth potential for our staff.

If you have any questions please contact Missy Seiber at (865) 576-3925.



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