

**OFFICE OF THE SECRETARY OF DEFENSE  
INDIVIDUAL DEVELOPMENT PLAN**

(As required by DoDI 1400.25, Volume 410)

**DATE INITIALLY PREPARED**  
(YYYYMMDD)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Public Law 85-507, July 7, 1958, The Government Employees' Training Act; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program, DoDI 1400.25, Volume 1100, Civilian Human Resources Management Information Technology Portfolio.

**PRINCIPAL PURPOSE(S):** To increase efficiency and economy in the Government by providing for training programs for civilian officers and employees of the Government with respect to the performance of official duties.

**ROUTINE USE(S):** Records will be processed and maintained by the employee's supervisor and the servicing personnel of the agency.

Applicable Blanket Routine use(s) are: Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries Routine Use, Disclosure to the Office of Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit Systems Protection Board Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System located at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>

**DISCLOSURE:** Voluntary

**PART A - EMPLOYEE PERSONAL DATA**

**1. NAME** (Last, First, Middle Initial)

**2. POSITION TYPE** (X one only)

**3. SERIES AND GRADE**

Non-Supervisory

Supervisory

**4. POSITION TITLE**

**PART B - CAREER GOALS**

**1. SHORT TERM GOALS.** (State career goals for the next one to two years. Specify position titles and grade (if appropriate) or subject area.)

**2. LONG TERM GOALS.** (State career goals for the next three to five years. Specify position titles and grade (if appropriate) or subject area.)

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| NAME (Last, First, Middle Initial)                                                                                                                                                                                                                |  | DATE INITIALLY PREPARED (YYYYMMDD)                                                                                                                                                                                                                                                                                        |  |
| PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                           |  |
| <b>1. DEVELOPMENTAL OBJECTIVES.</b> In coordination with supervisor, list specific knowledge, skills, and abilities to be acquired or developed. Be sure your objectives may be reasonably accomplished in the period of time you have specified. |  | <b>2. DEVELOPMENTAL ACTIVITIES.</b> Specify the developmental activity you might use to complete developmental objectives. Some examples are, but not limited to, on the job training, new or rotational assignment, professional seminar/conference, formal training/course, added responsibilities or self-development. |  |
| <input type="checkbox"/> Writing Skills                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Public Speaking/Presentation Skills                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Interpersonal Skills/Relationship Building                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Productivity/Time Management                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Being an Action Officer                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Resilience                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Computer Literacy                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Customer Service                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Problem Solving                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Emotional Intelligence                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Accountability                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Decision Making                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Influencing/Negotiating                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Project Management                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Creativity & Innovation                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Strategic Thinking                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Building Trust                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Process Improvement                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Evaluate/Improve Team Performance                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Leveraging Diversity                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Conflict Management                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Coach & Develop Direct Reports                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Engage & Retain Employees                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Strategic Planning                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Change Management                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Financial Management                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Human Capital Management                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Formal Leadership Development Program                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Mentoring                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Coaching                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                           |  |
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| PART D - CONCURRENCE AND APPROVAL                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                           |  |
| <b>1. EMPLOYEE</b>                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                           |  |
| a. SIGNATURE                                                                                                                                                                                                                                      |  | b. DATE SIGNED                                                                                                                                                                                                                                                                                                            |  |
| <b>2. SUPERVISOR</b>                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                           |  |
| a. SIGNATURE                                                                                                                                                                                                                                      |  | b. DATE SIGNED                                                                                                                                                                                                                                                                                                            |  |
| This document should be reviewed and updated annually. Opportunities identified are not an employee entitlement or a management commitment and are subject to approval and funding availability.                                                  |  |                                                                                                                                                                                                                                                                                                                           |  |