

memorandum

DATE: January 16, 2004

REPLY TO
ATTN OF: AD-443:Seiber

SUBJECT: **FY 2005 INDIVIDUAL DEVELOPMENT PLANS**

TO: All ORO, PNSO and YSO Employees

This memorandum constitutes the call for **FY 2005** Individual Development Plans (IDPs). IDPs are required for all employees, including SES employees, by DOE O 360.1B. New or revised IDPs are required within 60 days of entry-on-duty or moving to a new position.

IDPs describe short- and long-range goals and activities to meet job requirements/career development and are a win/win strategy since they benefit both the employee and their organization. Employees enhance their knowledge, skills, and experiences, and improved competencies that assist them in achieving career goals both inside of and external to the organization. The organization gains through improved employee capabilities.

1. IDP Process.

Employees: Create your IDP on-line by accessing Employee Self-Service (ESS) at <https://mis.doe.gov/ess/>. Login to ESS, highlight the word "IDP" in the menu across the top, and click on the section you would like to access. You should read the "Instructions" section prior to beginning.

Please remember:

- **The IDP is for FY 2005. Therefore, the term "This Year" means FY 2005.**
- To go in the "Set Profile" section and confirm your current supervisor is selected.
- You can "roll over" your current IDP and update it for FY 2005. You select "Create new IDP" and then select "Roll over your current IDP".
- One of your short-range goals should read "Complete recurring training." Under this goal, list all recurring training; e.g., Ethics, Annual Security Refresher, HAZWOPER, RAD Worker, etc., as separate activities. This is necessary in order to document/extract training needs and costs.
- To discuss your IDP/training needs with your supervisor prior to completing the IDP on-line.
- To provide positive and negative feedback about the process to Missy Seiber in the Training and Development Group (TDG) by calling (865) 576-3925 or by email at SeiberMD@oro.doe.gov.

- the first 30 characters of each goal description should clearly define your training needs because reports from the IDP database only print the first 30 characters. Narratives beyond 30 characters should provide a more detailed explanation, if needed, which can be viewed by your supervisor during the approval process.

Supervisors: You will receive an email indicating one or more of your employees' IDPs are awaiting your approval. To access your employees' IDPs, access ESS, highlight the word "IDP" in the menu across the top, and click on "Review your employees' IDPs" (under "Supervisor Options"). You should also read the "Instruction" section under "Supervisor Options." You will be given an opportunity to approve or disapprove an employee's IDP and to prioritize their training needs.

2. Training Needs Assessment. Training needs identified on IDPs are used to (1) determine global courses that should be conducted on-site and (2) serve as the basis for budget justifications. Therefore, it is imperative that employees and supervisors accurately identify short- and long-range training needs. A separate Training Needs Assessment call will not be made.
3. IDP Tools and Guidance. In addition to the on-line instructions in ESS, resources are available in the "Individual Development" section of the TDG web site at <http://www.oro.gov/tdd/tddhome.htm>. These resources include "Tips for Supervisors on IDP Planning" as well as "Employee Training and Development Opportunities."
4. Completion of Documentation. The IDP process creates an electronic IDP; therefore, a hard copy is not required. **Employees should submit their IDP to their supervisor in time to allow the supervisor to approve all IDPs by February 27, 2004.**

If you need additional information, please contact Missy Seiber at (865) 576-3925 or seibermd@oro.doe.gov.



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