



# AFDW

## INDIVIDUAL DEVELOPMENT PLAN

### SECTION A - EMPLOYEE PERSONAL PROFILE

1. NAME ( <i>last, first, middle initial</i> ) AND GRADE/RANK	2. ORGANIZATION, OFFICE SYMBOL AND INSTALLATION
<input type="text"/>	<input type="text"/>
3. POSITION TYPE ( <i>mark only one</i> ) <input type="checkbox"/> a. Non-Supervisor <input type="checkbox"/> b. Supervisor	4. POSITION TITLE
	<input type="text"/>
5. EDUCATION COMPLETED ( <i>associates, bachelors, masters</i> )	6. CERTIFICATIONS COMPLETED ( <i>PMP, CPA, CISSP, SHRM, etc.</i> )
<input type="text"/>	<input type="text"/>
7. PROFESSIONAL MILITARY EDUCATION COMPLETED	8. FUNCTIONAL PROFICIENCY TRAINING COMPLETED
<input type="text"/>	<input type="text"/>

### SECTION B - CAREER DEVELOPMENT PLAN

1. Career Broadening	2. Position	3. Location	4. Time Frame
Yes	1st Choice	1st Choice	Immediately
No	2nd Choice	2nd Choice	1 - 2 Years
			3 - 5 Years

### SECTION C - CAREER GOALS

#### CAREER PATH ONE

1. SHORT RANGE CAREER GOALS (State career goals for next 1 to 2 years. Specify position title and grade.)

2. MID RANGE CAREER GOALS (State career goals for next 3 to 5 years. Specify position title and grade.)

3. LONG RANGE CAREER GOALS (State career goals beyond 5 years. Specify position title and grade.)

#### CAREER PATH TWO

4. SHORT RANGE CAREER GOALS (State career goals for next 1 to 2 years. Specify position title and grade.)

5. MID RANGE CAREER GOALS (State career goals for next 3 to 5 years. Specify position title and grade.)

6. LONG RANGE CAREER GOALS (State career goals beyond 5 years. Specify position title and grade.)

**SECTION D - AIR FORCE INSTITUTIONAL COMPETENCIES**

**1. Description of Developmental Goal:**

Identify the specific skill or knowledge you want to improve. What specific part of the competency will you develop?

(<https://myvector.us.af.mil/MyCompetencies/>)

a. Three Categories (Select 1)

b. Eight Competencies (Select 1)

c. Twenty-four Sub-competencies (Select 1)

(<https://mypers.af.mil/app/categories/c/549/p/2>)

**2. How will you reach this developmental goal?** Consider educational, training, and experiential strategies.

**SECTION E - SUPERVISOR APPROVAL/CONCURRENCE**

1. EMPLOYEE SIGNATURE

DATE DISCUSSED WITH SUPERVISOR

2. SUPERVISOR SIGNATURE

a. DATE DISCUSSED WITH EMPLOYEE

b. SUPERVISOR COMMENTS

3. SECOND LEVEL SUPERVISOR SIGNATURE

DATE SIGNED

## INSTRUCTIONS

### Section A - Employee Personal Profile

1. **Name and Grade/Rank** - Enter last name, first name, middle initial.
2. **Organization Office Symbol, and Installation** - Enter your organization's name, office symbol, the installation's name and office mailing address.
3. **Position Type** - Check appropriate box.
4. **Position Title** - Enter current position title according to Core Position Description or official title.
5. **Education Completed** - Enter highest education level obtained (e.g., associates degree, bachelors degree, masters degree, or PhD).
6. **Certifications Completed** - Enter professional certifications obtained. Do not enter certifications you are currently working on (e.g., CPA, CISM, PMP, MCSE, SHRM, CISSP).
7. **Professional Military Education Completed** - Enter professional military education completed (e.g., SOS, ACSC, AWC, or sister service equivalent). (<https://mypers.af.mil/app/categories/c/549/p/2>)
8. **Functional Proficiency Training Completed** - Enter all technical/functional training completed (e.g., BIC, PFMC, and MCADRE002)

### Section B - Career Development Plan (<https://mypers.af.mil/app/categories/c/549/p/2>)

Career development provides an employee opportunities to obtain experiences that would not regularly be available in a single position. Examples of career development include, but are not limited to, centrally funded career broadening, CSLP, and KCPS. Career development does not always require geographic mobility. For example, changing positions may not require a permanent change of station. Employees should research positions for requirements. (<https://myvector.us.af.mil/myvector/DevelopmentPlan/Home>)

1. **Career Broadening** - Select whether you would consider a career broadening position.
2. **Position** - Identify a career development position of interest. Add one or two position choices.
3. **Location** - Identify by name the desired location for each position choice. (Base, Installation, State, Country)
4. **Time Frame** - Select the time frame you would be ready for a career development assignment.

### Section C - Career Goals

Employee development is a deliberate series of challenging experiences combined with education and training opportunities. Employees should create goals designed to develop tactical, operational, or strategic competencies applicable to their current and desired future positions. When preparing IDPs, employees should view their career paths through the lens of the AF Individual Development Continuum to identify areas of improvement. The continuum guides employees toward development programs linked to institutional competencies appropriate to each position.

**Choose up to 2 career paths--Career Path One:** (<https://myvector.us.af.mil/myvector/DevelopmentPlan/Home>)

1. **Short Range Career Goals** - Identify career goals for the next 1 to 2 years. Specify position titles, grades, and locations or subject areas (e.g. Supervisor, Branch Chief, Section Chief, Division Chief).
2. **Mid Range Career Goals** - Identify career goals for the next 3 to 5 years. Specify position titles, grades, and locations or subject area as applicable (e.g. Division Chief, Superintendent, Director, Director of Staff, Functional).
3. **Long Range Career Goals** - Identify career goals beyond 5 years. Specify position titles, grades, and locations or subject area as applicable (e.g. Operations Chief, FOA Staffer, SAF/HAF Director, HAF Staffer, CoCom Staffer).

**Career Path Two** - Blocks 4 through 6 are the same as 1 through 3 above.

### Section D - Air Force Institutional Competencies (<https://myvector.us.af.mil/MyCompetencies/>)

Employees should also consider institutional and leadership competencies necessary to be successful in their current and desired future positions. Attaining a competency requires a combination of education, training, and experience, which are critical components of the civilian force development construct. Once employees have identified career path goals tied to competencies, they are ready to prepare their individual training plans.

1. Tab up or down to select the skill or knowledge to be improved taking care to match category and competency with sub-competency. Note the chart to the left on page 2 in Section D. Select from the 24 Leadership Sub-competencies identified in AFDD 1-1, Leadership and Force Development. The Air Force has also developed proficiency levels associated with each sub-competency which will assist employees in ascertaining where gaps exist between current and desired levels of performance. (<https://myvector.us.af.mil/MyCompetencies/ResourcesHome>)
2. Enter the action steps and developmental activities and methods to be use to learn and grow. Remember, Training + Education + Experience = Development! The key is to find ways to practice the skills learned in education and training on a regular basis while on the job.
3. Action steps or development activities are divided into three major categories: Experiential Learning, On-the-Job Training and Education. As a best practice guideline, 80 percent of development should be experiential learning, 10 percent on-the-job training, and 10 percent education.

### Section E - Supervisor Approval/Concurrence

1. **Employee.** Sign digitally and enter date of IDP discussion with supervisor. This signature represents the employee's commitment to the IDP.
2. **Supervisor.** Sign digitally.
  - 2a. Enter date of IDP discussion with employee. The IDP is not valid without the supervisor's signature.
  - 2b. Afford the employee some counsel, guidance, or feedback. Share knowledge about the organization, specific position requirements, or recommended training. Ensure the alignment of employee's career goals and development needs to the unit's goals/objectives.
3. **Second Level Supervisor.** Sign digitally and enter the date. This signature demonstrates the commitment of leadership to the IDP.