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Subject: Training and Employee Development

Approval: \_\_\_\_\_

Title: Deputy  
Director

To comply with the Human Resources Management (HRM) Action Plan Recommendation #52, Appendix B of the Training and Employee Development Directive (TRN-1) is rescinded and is replaced with the text in this Change Notice. This change requires a review of the Individual Development Plan (IDP) by the Servicing Personnel Offices (SPO's). Revisions on the current IDP form will be necessary to correct the number of mandatory training hours.

Individual Development Plan (IDP)

1. Preparation and Content

All employees will have an IDP prepared for them annually. This plan will contain the following:

- A statement of the employee's immediate and long-term career goals, stated in specific terms which describe the type of work (in organizational terms) for which the employee is aiming;
- A list of skills, knowledge and abilities (KSA) the employee needs to attain his/her career goals;
- Proposed training and/or other developmental activities and how they relate to the organizational needs of this agency.
- The skills and knowledge which the activities will address;
- The date for all proposed activities;
- Identification of subjects areas in which training is needed;
- The priority given to the identified developmental activity or proposing training course.

**CHANGE NOTICE**

## 2. Discussion

The employee/supervisor discussion is an opportunity for both the employee and the supervisor to discuss plans for achieving goals which consider the employee's professional concerns related to his/her particular career goals in conjunction with the agency's objectives and resource needs. As a result of this discussion, both will have provided input and, in essence, will have jointly developed the IDP. The discussion should include such issues as the supervisor's performance expectations as defined by the employee's performance standards, KSA's the employee considers most necessary for satisfactory job performance, and the employee's strengths and weaknesses. The supervisor will also consider the agency's particular organizational needs over the next several years, in conjunction with determining career development needs. Such things as mission changes, changes in technology, expected turnover, staffing needs, program plans and future needs for particular skills will be considered when making decisions on developmental activities to be included on the employee's IDP.

## 3. Review

Completed IDP's will be forwarded to the Servicing Personnel Office or Administrative Officer, where appropriate, for review. These IDPs will be used when establishing the agency's training needs inventory. IDPs will be updated as necessary and maintained in the employee's official training file.