

**Appendix K
Sample IMCOM Form 8, Individual Development Plan (IDP) Template**

INDIVIDUAL DEVELOPMENT PLAN (IDP) Installation Management Command		IDP YEAR (FY) ____ (1 Oct – 30 Sep)	
		____ INITIAL IDP ____ REVISED IDP	
<p>IMCOM Regulation 350-1, Training and Leader Development, requires that IDPs be prepared and maintained for IMCOM employees, and provides procedures and guidance on establishing IDPs. The IDP is drafted by the employee and annual rater to address training needs and career plans. The IDP should be generated in conjunction with the performance management review, and may be revised at any time. This tool provides employees with the opportunity to continuously improve in current job performance, prepare for opportunities for future career growth, and enhance the ability to further contribute to the organization. Civilian employees and supervisors are responsible for ensuring their education and training is correctly reflected in the Defense Civilian Personnel Data System (DCPDS) and that new training requirements are documented yearly through The Army Centralized Individual Training Solicitation (TACITS).</p>			
1. NAME (First Name/MI/Last Name)		2. OFFICE SYMBOL	
3. POSITION TITLE		4. PAY PLAN	5. SERIES/GRADE/BAND
6. E-MAIL ADDRESS		7. WORK PHONE (COM/DSN)	
SECTION B – CAREER GOALS			
8. SHORT TERM (1-2 years—identify your short-term career goals)			
SAMPLE			
9. LONG TERM (3-5 years—identify your long-term career goals)			
SECTION C – SIGNIFICANT TRAINING AND DEVELOPMENT COMPLETED SINCE LAST IDP			
<i>(Include government sponsored and self-development programs, activities, or academic courses/programs. If additional space is needed, attach additional page.)</i>			
10. NAME OF COURSES	11. SOURCE OF TRAINING	12. DATE COMPLETED	

(TO BE PUBLISHED)

INDIVIDUAL DEVELOPMENT PLAN			
SECTION D – DEVELOPMENT GOALS			
13. GOAL OR TARGETED COMPETENCY	14. DEVELOPMENT ACTIVITY – EDUCATION, TRAINING OR PROFESSIONAL DEVELOPMENT SOURCES	15. OUTCOME DESIRED	
SECTION E – CAREER BROADENING/JOB ROTATIONAL ASSIGNMENTS			
16. ASSIGNMENT			
17. PROJECTED START DATE			
18. DURATION			
19. COMPETENCY OBJECTIVES			
SECTION F – 5-YEAR DEVELOPMENT PLAN			
20. LIST COURSE TITLE/TRAINING BY FISCAL YEAR (FY)			
FY			
SECTION G – SIGNATURES			
21. EMPLOYEE SIGNATURE		DATE	
22. SUPERVISOR'S PRINTED NAME		DUTY PHONE	
23. TITLE		E-MAIL	
24. SUPERVISOR'S SIGNATURE		DATE	

(TO BE PUBLISHED)