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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** | **Grade:** | **Position Title:** | | | **Division, Bureau, Section:** | | **Supervisor’s Name:** |
| **Section I – ORGANIZATIONAL ENHANCEMENT OR CAREER GOALS** | | | | | | | |
| ***Short-Term Goals (1-2 Years):*** | | | | ***Long-Term Goals (2-5 years):*** | | | |
| **Section II - INDIVIDUAL DEVELOPMENT PLAN**  **(Completed by Supervisor & Employee)** | | | | | | | |
| **Development Objectives (KSAs) needed to reach goal.** | | | **Developmental Assignments, etc., including target completion dates.** | | | **Other Activities** | |
|  | | |  | | |  | |
| **Section II - Individual Development Plan (Continued)** | | | | | | | |
| Developmental Objectives | | | Developmental Assignments | | | Other Activities | |