



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

To: Assistant Secretaries
Heads of Bureaus and Offices
Servicing Human Resources Offices

From: Mark D. Green
Deputy Assistant Secretary – Human Capital and Diversity
Chief Human Capital Officer

Subject: Individual Development Plan Requirement

Per [370 DM 410](#), Human Capital Training and Development, the Department requires the use of Individual Development Plans (IDPs) for employees' professional growth and development. While prior performance management handbook guidance provided that only supervisory employees were required to have an IDP in place, IDPs are now required for all employees.

An IDP is a supervisory and management tool that provides a unique opportunity for both supervisors and employees to have direct input into identifying training needs and developmental goals and in determining how those needs and goals can be met. The IDP may include any type of training or development activity that is applicable or relevant to the employee's current position duties or career development.

Supervisors must ensure that all their permanent employees complete an annual IDP. In addition to mandatory/required training, an IDP should focus on both short-term performance goals and the long-term needs of the employee and the organization. The annual IDP cycle aligns with the performance year cycle (October – September). IDPs should be created and approved within sixty (60) days of the establishment or renewal of performance standards. Refer to the [Supervisor's Guide to Developing Individual Development Plans](#) for assistance.

Although not required, supervisors are encouraged to include non-permanent employees in their development plans and programs.

All Senior Executives are required to have an Executive Development Plan (EDP)¹. EDPs should outline short-term and long-term developmental activities which will enhance the executive's performance. The developmental activities included in an executive's EDP should foster a broad departmental and government-wide perspective to prepare the executive for advancement.

Questions regarding this guidance can be directed to your Training Officer.

¹ See 5 C.F.R. § 412.401