



INDIVIDUAL DEVELOPMENT PLAN

In order to complete this form, you should obtain a copy of VA Pamphlet 05-67, **Individual Development Planning in the VA**. These pamphlets are stocked at your local facility and at the VA Forms and Publications Depot.

1. NAME OF EMPLOYEE	2. PRESENT POSITION TITLE	3. GRADE AND SERIES	4. DATE ASSIGNED	5. ORGANIZATION AND LOCATION	6. TELEPHONE NO.
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7. SHORT-TERM CAREER GOALS (1 Year)	8. LONG-TERM CAREER GOALS (2-3 Years)
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9. DEVELOPMENTAL OBJECTIVE	10. DEVELOPMENTAL ACTIVITIES (Include length, source, and location of activities)	11. DATE COMPLETED		12. COST		13. ACTION A = APPROVED B = DISAPPROVED C = DEFERRED	14. ASSESSMENT (*Supervisor refer to key below)
		ESTIMATED	ACTUAL	ESTIMATED	ACTUAL		

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* Assessment Key A. Developmental objective was accomplished. C. Progress has been made in accomplishing the developmental objective but further development is required. D. Developmental objective not accomplished. E. Developmental objective no longer applies.
 B. Developmental objective was accomplished although employee did not complete designated activities.

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		ESTIMATED	ACTUAL	ESTIMATED	ACTUAL		
15. SIGNATURE OF EMPLOYEE	16. DATE	17. SIGNATURE OF SUPERVISOR		18. DATE	19. SIGNATURE OF APPROVING OFFICIAL		20. DATE