

JUN 10

INDIVIDUAL DEVELOPMENT PLAN

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

1. Name (Last, First, MI)	2. Current Position, Series, & Grade
3. Education Level Obtained	4. Total Procurement Experience
5. Short-Term Career Goals (1-2 Years)	
6. Long-Term Career Goals (3-5 Years)	

INDIVIDUAL NEEDS ASSESSMENT  
DEVELOPMENTAL TRAINING ACTIVITIES

7. FORMAL PROCUREMENT TRAINING -

COURSE DESCRIPTION	PRIORITY	LOCATION	ESTIMATED COSTS	DATE Mo/Yr

8. ON THE JOB (OJT) PROCUREMENT SPECIALITY TRAINING -

COURSE DESCRIPTION	OBJECTIVE	DATE Mo/Yr

9. Accumulated Number of Training Hours	10. Current Warrant Level/Effective Date	11. Certificate Number		
12. Employees Signature	Date	13. Immediate Supervisor's Signature	Title	Date

\*ATTACH CURRENT COPY OF TRAINING RECORD

14. PERSONAL CAREER TRAINING/DEVELOPMENT -

TRAINING REQUESTED	ESTIMATED COST	SOURCE OF TRAINING	JUSTIFICATION CATEGORY
1.			
2.			
3.			
4.			
5.			

Justification Category (select one)

- M = Mandatory Training
- G = Department - Institution Goals/New Technology
- P = Performance Improvement and Development