Exhibit 1

U.S. Fish and Wildlife Service
Office of Training and Education

INDIVIDUAL DEVELOPMENT PLAN
Fiscal Year ____

See Reverse for Instructions

1. Name of Employee	2. Position, Series and Grade	3. Organization and Location

4. Short Term Career Goals	5. Long Term Career Goals

6. Developmental Objectives	7. Developmental Assignments	8. Formal Training	9. Other Activities	10. Completion Date	
				Estimated	
				Actual	

11. Reason for Preparing IDP ____ Executive Position ____ New or Changing Manager Assignment ____ Initial Supervisory Assignment ____ Upward Mobility ____ Other

12. Training/Developmental Assignments completed in past 12 months

13. Remarks

14. Employee Signature	15. Date	16. Signature of Supervisor	17. Date	18. Reviewed/Approved Servicing Personnel Office	19. Date

Form 3-2020B
Revised 2-93

INSTRUCTIONS:

Mandatory Usage

This form is required annually for all employees in supergrade positions. In addition, newly selected supervisors, newly selected managers, and managers who are assigned to a different management position are required to submit this form annually for a period of two years. In addition, participants in the Upward Mobility Program must also complete an IDP. The form is prepared as of July 31, each year and must be submitted to the servicing personnel office by August 31, each year. Prepare the form in quadruplicate. The employee and supervisor each retain a copy, and two copies are forwarded to the servicing personnel office.

Optional Usage

It is recommended that this form be used for all employees because of the value derived to both the supervisor and the employee. Under optional usage, this form is to be duplicated, with a copy retained by the employee and the supervisor.

4 - 5 Enter employee's career goals: Short-term - within next three years
Long-term - within six years

6 - 9 Identify specific training and/or developmental assignments proposed during the next twelve months.

12 Indicate training or developmental assignments completed during the past twelve months