

**INDIVIDUAL DEVELOPMENT PLAN
ADP COORDINATOR/ADPC ASSISTANT**

1. NAME (Last, First, MI)	2. SOCIAL SECURITY NUMBER	3. WORK/ORGANIZATION TITLE	
4. OFFICIAL POSITION CLASSIFICATION TITLE, PAY PLAN, SERIES, AND GRADE	5. ORGANIZATION	6. ORGANIZATION STRUCTURE CODE	
7. KNOWLEDGE, SKILLS, & ABILITIES REQUIRED BY THE POSITION	8. WEIGHT FACTOR	9. PROFICIENCY LEVEL Satisfactory Needs Improvement	
A. HARDWARE (Operation & Maintenance)			
1. PC 6300 Work Station	1		
2. Printers (IBM/Genicom 3024)	1		
3. 3B2 Minicomputer.	1		
4. Modem	1		
5. Xpert and Xpert Controller	2		
6. UNIX Operating System	1		
B. SOFTWARE			
1. Applications Software			
a. Word Processing	2		
b. Database	2		
c. Spreadsheet	2		
d. Graphics	2		
e. Calendar/Scheduling	2		
f. Telecommunications	1		
g. vi Editor	2		
2. Subject-Matter Applications			
a. AMAS	3		
b. ADPS	2		
c. AFMS	2		
d.			
e.			
C. FUNCTIONAL			
1. Designing Local Applications.	2		
2. Automated Information Management	2		
3. Troubleshooting	1		
4. ADP Security	1		
5. Systems Administration/Management	1		
D. MANAGEMENT			
1. FmHA Missions and Functions.	2		
2. Analytical Ability	1		
3. Organizing and Planning Work	1		
4. Interpersonal Relations.	2		
5. Written Communications	1		
6. Oral Communications.	1		
7. Instructional Skills.	1		
8. Supervisory Skills	2		
E. OTHER			
1.			
2.			
3.			

INSTRUCTIONS FOR PREPARATION

This form is used to record individual development needs, selected training activities, and developmental schedules of Farmers Home Administration (FmHA) Automated Data Processing (ADP) Coordinators and Automated Data Processing Coordinators (ADPC) Assistants. It should be prepared on or about the time an employee is assigned to an ADP Coordinator or ADPC Assistant position.

GENERAL

The ADP Coordinator or ADPC Assistant and his or her immediate supervisor, in consultation with the designated ADPC Technical Adviser (i.e., an appointed National Office ADP/office automation expert), shall:

- Review the specific technical and management (ADPC) knowledges, skills, and abilities (KSAs) required to perform the official duties and responsibilities of the ADP Coordinator's or ADPC Assistant's position.
- Assess the degree to which the ADP Coordinator or ADPC Assistant possesses the required ADPC KSAs. Those ADPC KSAs identified as "needs improvement" are designated as individual ADPC development needs.
- For each ADPC KSA requiring improvement, select the optimum developmental activity which will assist the ADP Coordinator or ADPC Assistant in attaining the full performance level of expertise.
- Prepare an ADPC development schedule. The schedule shall include a list of the selected training activities, the order of sequence (by calendar date) for accomplishing each activity, and progress evaluation checkpoints.

At least semi-annually, ADP Coordinator/ADPC Assistant developmental progress must be assessed by the immediate supervisor and ADPC Technical Adviser. This includes reviewing the ADPC-IDP and revising or updating it as necessary and appropriate.

Satisfactory completion of the development schedule must be certified by the immediate supervisor and the ADPC Technical Adviser.

Satisfactory attainment of the ADPC KSAs at the full performance level of expertise must be certified by the immediate supervisor and the ADPC Technical Adviser.

SPECIFIC

- Block 1 - Enter the employee's last name, first name, and middle initial exactly as recorded on the Time and Attendance Report (T&A).
- Block 2 - Enter the employee's Social Security Number as it appears on the T&A Report.
- Block 3 - Enter the employee's work/organizational title (e.g., ADP Coordinator, ADPC Assistant, etc.).
- Block 4 - Enter the employee's official position classification title, pay plan, occupational series, and grade (e.g., Computer Specialist, GS-334-11; Management Analyst, GS-343-9; Program Analyst, GS-345-11; etc.).
- Block 5 - Enter the organizational unit to which the employee is assigned (e.g., Office of the State Director; Administrative Management Staff, State Office; Automation Services Unit, State Office, etc.).
- Block 6 - Enter the employee's Organizational Structure Code. Refer to Form AD-332, "Position Description Cover Sheet", Section C, Item 8.
- Block 7 - Provides a list of the ADPC KSAs required to perform the duties and responsibilities of ADP Coordinator and ADPC Assistant positions.
- Block 8 - Identifies the weight factor (i.e., degree of importance to successful job performance) for each ADPC KSA in Block 7.
- 1 - Critical/Essential - Those ADPC KSAs without which the job could not be performed.
 - 2 - Needed - Those ADPC KSAs which should result in superior performance.
 - 3 - Nice to Have - Those ADPC KSAs which are beneficial and could improve job performance.
- Block 9 - Place a "√" in the Satisfactory column beside those ADPC KSAs which the ADP Coordinator or ADPC Assistant has attained a full performance level of expertise. Place a "√" in the Needs Development column beside those ADPC KSAs which the ADP Coordinator or ADPC Assistant needs to improve, broaden, or sharpen.
- Block 10 - For those ADPC KSAs which have been identified as "needs improvement," enter the selected developmental/training activity which will assist the employee in attaining a full performance level of expertise. The list should be in chronological order.
- Block 11 - Enter the inclusive dates of each developmental/training activity (e.g., 7/18/88 - 7/29/88).
- Block 12 - Enter the estimated total cost for each developmental/training activity (i.e., tuition and associated fees, books and materials, travel, per diem, etc.). Do not include salary costs.

ADPC DEVELOPMENT SCHEDULE

10. SELECTED DEVELOPMENTAL ACTIVITIES	11. DATES		12. TOTAL ESTIMATED COST
	Start	End	

SCHEDULE APPROVAL

<i>Employee (Signature)</i>	<i>Date</i>	<i>Supervisor (Signature)</i>	<i>Date</i>	<i>Technical Adviser (Signature)</i>	<i>Date</i>
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CERTIFICATION OF TRAINING COMPLETION

<i>Supervisor (Signature)</i>	<i>Date</i>	<i>Technical Adviser (Signature)</i>	<i>Date</i>
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CERTIFICATION OF ATTAINMENT OF ADPC-KSAs

<i>Supervisor (Signature)</i>	<i>Date</i>	<i>Technical Adviser (Signature)</i>	<i>Date</i>
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