

14 FAH-3 H-400 ASSESSMENT OF SKILL AND TRAINING

14 FAH-3 H-410 GENERAL

(CT:AQM-2; 04-21-2008)
(Office of Origin: A/OPE)

14 FAH-3 H-411 PURPOSE

(CT:AQM-1; 11-29-2005)

The development of a professional acquisition workforce depends on first assessing employees' current skills and then providing both formal classroom training and on-the-job training (OJT) to expand or enhance those skills.

14 FAH-3 H-412 EMPLOYEE INTERVIEW

(CT:AQM-1; 11-29-2005)

Supervisors of acquisition personnel (whether U.S. citizens or Foreign Service nationals) should conduct an employee interview with each subordinate who performs acquisition duties within the first 30 days of duty for new employees. The purpose of the interview is to determine areas in which the employee is currently proficient and where additional training is necessary. Supervisors should review employee's skills and needs on an annual basis during the Individual Development Plan (IDP) process.

14 FAH-3 H-413 INDIVIDUAL DEVELOPMENT PLAN (IDP)

(CT:AQM-2; 04-21-2008)

- a. At the conclusion of the employee interview, the supervisor and employee must jointly develop and sign an Individual Development Plan (IDP). The IDP should include all education required by law (Section 4307 of the

Federal Acquisition Reform Act) and all mandatory Department of State acquisition training. Completing the training and developmental assignments set forth in an IDP should help employees develop proficiency in the skills described in the Federal Acquisition Institute's *Competency-Based Career Development Training Guide*.

- b. Heads of contracting activities (HCAs), *both domestic and overseas*, must use Form DS-1911, Individual Development Plan for Acquisition Personnel, and Form DS-1911-A, Individual Development Plan for Acquisition Personnel—Training and On-the-Job Development, available on the Directives Web site. *These forms must be used to document* career development and *collect* career management information. These forms were developed to collect the key information necessary to track the completion of training and related activities by contracting personnel. The forms have data fields for planned and completed training, date of most recent IDP, and various aspects of experience and accomplishments. The forms are shown in 14 FAH-3 Exhibit H-413A and 14 FAH-3 Exhibit H-413B, respectively.

14 FAH-3 H-414 PERFORMANCE APPRAISALS

(CT:AQM-2; 04-21-2008)

Employee interviews and Individual Development Plans (IDPs) should be integrated into the performance appraisal process. The goal is to have in place generic performance standards that reflect the competencies identified in the Federal Acquisition Institute (FAI) *Competency-Based Career Development Training Guide*. The employee interview and IDP may be used as part of the process of establishing performance standards for employees. IDPs should reflect the employee's most recent appraisal and plan for any education and training needed to improve performance.

14 FAH-3 H-415 THROUGH H-419 UNASSIGNED

14 FAH-3 EXHIBIT H-413A

FORM DS-1911, INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL

(CT:AQM-1; 11-29-2005)

U.S. Department of State					
INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL					
NAME OF EMPLOYEE BEING RATED (<i>Last, First, MI</i>)				EFFECTIVE DATE OF PLAN (mm,dd,yyyy)	
				FROM	TO
PRESENT POSITION/GRADE & TITLE				BUREAU/OFFICE OR POST	
WORK TELEPHONE NO.		NAME OF SUPERVISOR		TITLE OF SUPERVISOR	
SHORT TERM CAREER GOALS (ONE YEAR)			LONG TERM CAREER GOALS (3 TO 5 YEARS)		
ASSIGNMENT HISTORY WITHIN ACQUISITION OFFICES					
TITLE	SUPERVISORY EXPERIENCE (Click block for Yes or No)	START DATE (mm-dd-yyyy)	END DATE (mm-dd-yyyy)		
EDUCATION (Type: college, trade school, union apprenticeship, military school)					
INSTITUTION	DEGREE	MAJOR FIELD	LOCATION	DATE (mm-dd-yyyy)	TYPE

