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OFFICE OF TRAINING REGULATION NO. 20-7   14 October 1954

SUBJECT: INDIVIDUAL CAREER DEVELOPMENT PLANS

1. GENERAL

In order that the Office of Training Career Service Board can properly plan for the career development of its personnel, the following policies and procedures will govern the preparation and processing of individual career development plans for each service designee of the Office of Training.

2. POLICY

a. In the planning and execution of measures to be taken in providing for the career development of its personnel, it is the policy of the Director of Training that the interests of the individual concerned as well as those of the Office of Training and the Agency as a whole, will be properly considered.

b. Individual career development plans approved by the Office of Training Career Service Board will be put into effect subject to limitations which may arise out of considerations of the individual's capacity to perform, his growth potential, the effect of his career development plan upon the operation of the Office of Training, and overriding budgetary limitations or personnel ceilings of the Agency.

3. INDIVIDUAL CAREER DEVELOPMENT PLANS

Each Individual Career Development Plan will cover a five-year period and will be prepared in detail for one to two years in advance, and in general terms for an additional two to three-year period. Each Individual Career Development Plan will contain:

a. A statement by the individual of his career interests and plans, wherein he advises and expresses his desires for training, rotation, reassignment, or retention in his present assignment, and proposes his own recommendations for putting his career development plan into effect.

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b. A statement by his supervisor which recommends approval, modifications and alternatives to the training, rotation, reassignment, or retention of present assignment as contained in the plan and which recommends the conditions which should govern the action taken to put the plan into effect.

4. RESPONSIBILITIES AND PROCEDURES

a. Each employee is responsible for preparing and submitting his Career Development Plan through his supervisor and the Chief of the major component of the Office of Training to which he is assigned, ninety (90) days prior to the date upon which all career plans for that component are to be submitted for annual review by the OTR Career Service Board. (See paragraph 4.c. below.) He will review and modify his Career Development Plan annually.

b. Supervisors will be responsible for ascertaining that career plans are initiated by employees under their immediate jurisdiction. Each supervisor in the chain of command will review each plan, recommending modification or implementation. The plan, including supervisory recommendations, will be submitted to the OTR Career Service Board through the OTR Career Management Officer.

c. Personnel Branch, OTR, will notify Division and Staff Chiefs of the due date for submittal of career plans. Division and Staff Chiefs will be required to submit to the Board an annual summary of the plans of all persons under their jurisdiction according to the following schedule: *

    (1) Language & Area Training School - January
    (2) Plans & Research Staff - February
    (3) Assessment & Evaluation Staff - March
    (4) Intelligence Training School - April
    (5) Administrative Staff - May, June
    (6) Basic Training School - July, August, September
    (7) Operations Training School - October, November, December

* It is to be noted that this schedule is based on the proposed organization of the Office of Training, which is not in effect at this writing.

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MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

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