



**United States Department of the Interior  
GEOLOGICAL SURVEY**

**USGS CAREER DEVELOPMENT TRAINING PLAN**

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Name

Position Held Before Entering Program:

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Title, Series, Grade

Entry Position:

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Title, Series, Grade

Bridge Position (if applicable):

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Title, Series, Grade

Target Position:

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Title, Series, Grade

Career Ladder:

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Title, Series, Grade

A. Training Plan

This plan sets forth the conditions of the Career Development Program assignment and the training period designed to help the trainee fully meet the OPM qualification requirements for the target position at the end of the training program. The supervisor will work with the servicing personnel office (SPO) on any amendments that may be needed to accommodate unforeseen events such as cancellation of a training course by the vendor, etc.

The training period will begin \_\_\_\_\_ and end \_\_\_\_\_. The maximum length of the Training Plan is 2 years. However through consultation with the SPO, the training period may be extended in individual cases where special circumstances warrant a waiver (e.g., illness of the trainee, unavailability of critical training, etc.).

The trainee agrees to participate in rotational training assignments in other offices and formal training courses either during work hours or after hours, depending on his/her developmental needs as indicated in this training plan.

Specific training assignments will be in accordance with the following:

*Describe the formal training to be undertaken, including the name of the institution, title of the course, and specific dates. For on-the-job training assignments identify the specific assignment, organizational location, supervisor with title, and the purpose of each assignment.*

B. Evaluation and Counseling

On a quarterly basis, the immediate supervisor will evaluate and discuss with the trainee his/her performance, progress, and training needed and will document such on the performance plan or an attachment to the performance plan. The SPO will work with the supervisor to identify the criteria by which performance will be measured. The Training Plan will be linked to the performance plan to measure the critical elements necessary for successful performance. A copy of the evaluation report will be provided to the trainee for him/her evaluate all formal, informal, and on-the-job training and discuss such with the supervisor, and provide comments and constructive criticism on training still needed. The supervisor will then forward copies of the both evaluation reports to the SPO for inclusion in the trainee's upward mobility training file. Note: In addition to the required Career Development Program evaluations, USGS performance appraisal requirements apply to trainees.

C. Pay Retention (If applicable.)

The trainee is eligible for pay retention with an annual salary of \$\_\_\_\_\_ (based on this year's pay scale). If the trainee: (1) successfully completes the program and is reassigned to the target position; or (2) does not complete the Program and is reassigned to another position at the lower grade (because a position at the employee's former grade is not available), pay retention will continue until the employee is no longer eligible for pay retention.

D. Completion/Termination of Training

The trainee must satisfactorily complete the training prescribed in the Training Plan to be placed in the target position. The supervisor will submit the final evaluation report to the SPO with a statement certifying whether the trainee successfully completed the training plan requirements. The trainee may then be reassigned or promoted into the target position and is no longer in the Career Development Program. If the target position has a career ladder, the employee may then be promoted non-competitively to the next grade in the career ladder when eligible up to the highest grade level of the career ladder.

If a trainee does not satisfactorily complete the Program for any reason, those who were reassigned into the Program will be placed in a position equivalent in grade and tenure to the position held before selection into the Program. For those trainees who volunteered to take a change to a lower grade to participate in the Program, all efforts will be made to re-promote the trainee to a position equivalent in grade and tenure to the one held prior to entering the Program, if such a position is available. If an equivalent position is not available, the employee will be reassigned to a position at the lower grade.

The training agreement may be terminated in writing any time period before the end of the training period by the trainee or manager:

(1) A request by the trainee to terminate the agreement shall be submitted to his/her supervisor and the SPO.

(2) Management may request termination of the agreement should the trainee fail to meet the satisfactory performance requirements or the provisions of this training plan.

D. Certification

I certify that I understand the provisions of the USGS Career Development Program Survey Manual chapter and this Training Plan and my responsibilities under each.

\_\_\_\_\_  
Trainee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Development Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Specialist

\_\_\_\_\_  
Date

cc: Employee

Supervisor  
Employee OPF  
Employee upward mobility training file

Attachment: Trainee Performance Plan