

United States Public Health Service
 Example (Draft)
 Individual Action Plan / Individual Development Plan (IAP / IDP)



Baseline Questions	Baseline Information
Date Last Revised	February 8, 2016
Name (First, M, Last)	(example IDP on how to write goals)
PHS Temp Rank / Grade	This is an example of an IDP for an O-2
PHS Serial #	00000
PHS Category	Engineer
Position (Title, Billet, Location)	Civil Engineer, O-3, Tucson AZ
Education / Degrees-	B.S. Civil Engineering
Licensure / Certifications-	EIT, ASP
Professional Society Membership-	COA, SAME, MOAA
Teams / Groups / Networks-	EPAC, JOAG, Tucson COA
Supervisor	List your supervisor here
List of Advisors	List your mentor(s)/advisor(s), you can have more than one

Note: *it is recommended that each action / activity identified within the following pages should have the following information:*

- *Target Start and Completion Dates*
- *Title / Description*
- *Activity Sponsor*
- *Event Location*
- *Number of Hours (estimated)*
- *Total Cost (estimated)*
- *Funding Source(s)*

This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.

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Professional Development Perspective

Activities may include: education, training, licensure, certifications, professional association involvement, presentations, publications, etc.

Target Completion Date	Short term Actions / Activities (0 to 3 years)	Estimated Cost/ Funding source
January 2017	<i>Apply to USPHS commissioned corps long-term training program for master's degree and seek approval by agency.</i>	
August 2016	<i>Apply to the master's program in civil engineering at the University of Arizona. Cost to apply is estimated at \$75 and funding source will be "self-pay".</i>	
June 2018	<i>Attend the 2018 USPHS Scientific and Training Symposium and give a presentation on category day about construction of Indian Health Service Hospitals for a local tribe.</i>	<i>\$1,765/ IHS with COF scholarship application to offset % of cost.</i>
December 2018	<i>Complete benchmark for continuing education (3CEUs annually) by taking LEED training offered through partners of the U.S. Green Building Council.</i>	<i>Course price and dates TBD.</i>
April 2019	<i>Complete benchmark for continuing education (3CEUs annually) by taking courses such as "Energy Efficiency Exchange 2016" offered by IHS Environmental Support Center.</i>	<i>Self-pay</i>

Target Completion Date	Long Term Actions / Activities (3 to 10 years)	Estimated Cost/ Funding source
December 2020	<i>Complete master's program in civil engineering at the University of Arizona.</i>	<i>\$40,000/USPHS long-term training program</i>
January 2020	<i>Enroll in training course offered by MGI Management Institute to prepare for the PE.</i>	<i>\$524/ self-pay</i>
April 2020	<i>Sit for the Arizona PE license exam.</i>	<i>\$350/ self-pay</i>
December 2020	<i>Get formal training in presentations such as toast masters and communications classes</i>	<i>\$500/ self-pay</i>
December 2025	<i>Join NSPE and ASCE</i>	<i>\$445/ self-pay</i>

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Leadership Development Perspective

Activities may include: leadership training, officer in professional association, PHS activities (PAC, COA, JOAG, etc.), deployment teams/missions, community service, mentoring, etc.

Target Completion Date	Short term Actions / Activities (0 to 3 years)	Estimated Cost/ Funding source
October 2016	<i>Enroll in leadership development training course offered by the Western Institute for Leadership Development.</i>	<i>\$200/ IHS Funding</i>
December 2016	<i>Self-nominate to join JOAG.</i>	
December 2017	<i>Join the EPAC mentoring subcommittee.</i>	
December 2018	<i>Volunteer for at least one PHS deployment</i>	
April 2019	<i>Volunteer at least 100 hours with feeding the homeless in Tucson.</i>	

Target Completion Date	Long Term Actions / Activities (3 to 10 years)	Estimated Cost/ Funding source
December 2021	<i>Self-nominate to serve as an appointed member of EPAC.</i>	
December 2022	<i>Volunteer to chair the EPAC mentoring subcommittee.</i>	
December 2023	<i>Join PHS Tier II Response Team.</i>	
December 2024	<i>Become a mentor.</i>	
December 2025	<i>Run for chair of EPAC.</i>	

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Career Development Perspective

Activities may include: promotions, awards, collateral/temporary duty, billets/assignments, etc.

Target Completion Date	Short term Actions / Activities (0 to 3 years)	Estimated Cost/ Funding source
October annually	<i>Discuss mobility plan with mentor/advisor</i>	
October annually	<i>Work with leadership annually to discern appropriate level of recognition or awards.</i>	
April 2016	<i>Volunteer to lead collateral duty at the local level for Tucson IHS partnering with Phoenix IHS on large scale multi-reservation wind and solar installation.</i>	
April 2019	<i>Seek an assignment in an Isolation Hardship location and/or hard to fill position.</i>	

Target Completion Date	Long Term Actions / Activities (3 to 10 years)	Estimated Cost/ Funding source
December 2021	<i>Seek an assignment as a Civil Engineering Manager with IHS Division of Sanitation Facilities Construction.</i>	
December 2021	<i>Take on collateral duty to write article on Sustainable Building Practices for Indian Health Service Hospital Construction to be featured in "The Military Engineer" published by SAME.</i>	
April 2026	<i>Seek an assignment at IHS HQ or senior leadership position at an IHS area office.</i>	