

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, TITLE, PAY PLAN, SERIES, AND GRADE		5. ORGANIZATION		6. ORGANIZATION STRUCTURE CODE	
7. KNOWLEDGE, SKILLS, & ABILITIES REQUIRED BY THE POSITION			8. WEIGHT FACTOR	8. 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. Modern .....			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. RD 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. ....					

**ADPC DEVELOPMENT SCHEDULE**

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

**SCHEDULE APPROVAL**

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

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

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