CHAPTER 46

CAREER DEVELOPMENT PROGRAM

46A. Purpose

1. This Chapter provides the policies, objectives, responsibilities and organization of the AID Foreign Service career development program, and functioning of the program within the Office of Personnel Management (M/PM).

2. The Foreign Service Act provides the framework for this program. To meet the short and longer term needs of the Agency, the program is also linked to work force planning, training, assignments, and promotions. Specific objectives of the career development function in M/PM are to:

    a. be a coordinating unit to assist Agency management in achieving the professional development objectives of the Act, and

    b. provide advice and assistance to limited and career appointees regarding training, assignments, performance, and professional growth which are compatible with their career aspirations while simultaneously addressing work force needs of the Agency.

** END OF SECTION **

46B. Applicability

This Chapter applies to all U.S. citizen Foreign Service (FS) employees of AID except those assigned to executive positions

(see Handbook 25, Chapter 39) and Resident Hire employees (see Handbook 25, Chapter 34).

** END OF SECTION **

46C. Authorities and References

1. The Foreign Service Act of 1980 (the Act), Sections

101(b)(1), 60l(c)(2), 703(a) and 703(c).

** END OF SECTION **

CDT: 1993/06/20
EDT: 1987/03/09

46D. Definitions

1. Career Development. Pursuing the appropriate mix of
personal skills, experience, assignments, training, and
performance to assure orderly professional growth.

2. Career Development Officers (CDO). Experienced AID FS and
GS employees assigned as peer counselor-ombudspersons for FS
members within the personnel management system.

** END OF SECTION **

CDT: 1993/06/20
EDT: 1987/03/09

46E. Organization and Functions
1. The AID Career Development Branch (M/PM/FSP/CD) operates within the Foreign Service
Personnel Division (M/PM/FSP) of M/PM. Staff resources include FS employees with
experience in various occupational categories, and GS employees with expertise in
personnel regulations, counseling and outplacement to provide training and continuity.

2. The Career Development Officers (CDOs) are to:

     a. Become knowledgeable of employees' performance, strengths and weaknesses,
personal needs and career aspirations. Information on employees maintained by CDOs
may include assignment preferences, career and training plans, special career
interests and employee education, skills and previous experience.

     b. Provide information and counseling to assist employees in achieving their career
goals, including:

          o Clarifying and formulating career goals,

          o Determining future assignment possibilities,

          o Discussing performance and personal factors that affect placement or
          advancement, and

          o Recommending specific types of assignments or training to develop an employee's
          potential.

c. Participate in the assignment process by working closely with M/PM/FSP Placement Officers and Bureau Executive Management Officers to ensure that career-development needs are addressed. A CDO has one vote on the Assignment Board (see Handbook 25, Chapter 36).

d. Counsel employees with performance related problems, especially those identified by Tenure, Selection and Performance Standards Boards.

e. Within Agency training policies and directives, work closely with M/PM/FSP Placement Officers and the Training Division (M/PM/TD) to monitor employees' training requests and needs. Approval of training requests shall include consideration of Agency and individual needs and shall be coordinated to the degree possible with FS assignment actions.

f. Participate on FS Selection Panels that review employee qualifications for positions in other occupational categories.

g. Provide outplacement counseling for employees separating from the Agency.

h. Serve as program coordinator for International Development Interns (see Handbook 25, Chapters 5 and 5A).

** END OF SECTION **

CDT: 1993/06/20
EDT: 1987/03/09

46F. Responsibilities

1. Employee

a. Has primary responsibility for his/her own career development.

b. Identifies his/her short- and long-term career goals.

c. Seeks assignments with appropriate operational and development content and bids on them through established Agency procedures.

d. Makes full use of on-the-job and Agency-sponsored training opportunities designed to upgrade and/or broaden skills and prepare the employee for specific assignments.

e. Evaluates own performance based on work plans, feedback from supervisors and formal evaluations to identify areas of performance that could be strengthened.

f. Seeks counsel and advice concerning career path from associates, supervisors, and career development officers.

2. Supervisor

a. Ensures that employee's duties and responsibilities are clearly defined.

b. Provides employees with regular and candid feedback on performance, especially areas of weakness.

c. Ensures that employees are provided opportunities to acquire skills or correct weaknesses through training and work experience.

d. Provides guidance and advice to employees concerning career path options and expectations.

3. Career Development Officer (CDO)

a. Serves as a link between AID FS employees and the personnel management system, and is actively involved in the assignment process.

b. Provides career-related information and guidance to employees.

c. Serves as an ombudsperson for employees.

d. Counsels employees with performance-related problems.

e. Identifies training or work experience which could qualify employees for occupational categories with expanded career potential.

4. Chief, Foreign Service Personnel Division (M/PM/FSP)

a. Provides overall policy guidance, direction, and leadership for the career development program.

b. Monitors operational elements.

c. Reports to the Director of M/PM and senior management on the status, plans, effectiveness and Agency implications of the Program.

** END OF SECTION **