



1. **PURPOSE:** Establish the policy for developing, discussing, reviewing and implementing employee Professional Development Plans.
2. **SCOPE:** All TSA components.
3. **AUTHORITIES:** Public Law No:107-71, “Aviation and Transportation Security Act”
4. **DEFINITIONS:** ***Professional Development Plan (PDP)*** - A written plan that will assist employee(s) in reaching their professional development career goals. It is a self-management tool used to identify developmental needs based on the knowledge, abilities and skills required for an employee’s career goals and is mutually beneficial to an employee’s career development and enhancement of the organization. PDPs specify the relationship between TSA’s organizational goals and the employee’s stated career goals. PDPs are discussed with supervisors and documented at least annually. The [PDP form](#) is attached to this directive.
5. **RESPONSIBILITIES:**
  - A. ***Employees-*** Employees are responsible for the development and implementation of their own Professional Development Plans. Employees should update their plans and request additional meetings with their supervisors as significant changes to their plans transpire.
  - B. ***Supervisors-*** All supervisors are required to have an annual discussion regarding career development with each employee. Furthermore, they are expected to sign employees’ completed Professional Development Plan forms to indicate that the discussion has taken place and to confirm that development objectives are relevant to the organizational mission as indicated.
  - C. ***Training Coordinators-*** Training Coordinators are responsible for analyzing information from individual plans to assist in the formulation of organizational training plans and activities.
6. **POLICIES AND PROCEDURES:** The Transportation Security Administration (TSA) is dedicated to establishing a model workplace; one that serves the best interests of the public effectively and efficiently while simultaneously nurturing all TSA employees' professional development. Employee participation in **professional development planning** is characteristic of a world-class workforce dedicated to these ideals. Accordingly, all TSA employees are required to participate in a professional development discussion.

As a performance-based organization, TSA’s PDPs provide a vital link to overall strategic planning and execution. The PDP will assist TSA in identifying training, workforce development activities, and budgetary requirements that support organizational goals and continuous learning, while at the same time ensuring every employee is afforded career growth opportunities. Fulfillment of the critical TSA mission requires every agency employee to seek continuous

learning and to develop his or her full potential. The PDP serves as an excellent tool for facilitating the achievement of this goal.

Following implementation of the TSA PDP policy, supervisors will be responsible for ensuring that development discussions take place for current employees, and for new employees with the goal of completing a TSA PDP within the first 90 days of appointment. Once in place, PDPs must be reviewed on an annual basis; and updated as appropriate. Management officials are encouraged to set internal timelines on an annual basis for completion of employee PDPs, so that derivative information can be consolidated and incorporated into the budget and operational planning cycles.

Though not a binding contract, PDP consultations and documentation will provide both the employee and organization with a better understanding of the developmental activities and skills, necessary for continuing professional development. Training courses that require the expenditure of government funds must be supported by a current and signed PDP. The requirement to have a signed PDP in place prior to the expenditure of government funds for developmental training will not be in force until the start of FY' 05.

**7. EFFECTIVE DATE AND IMPLEMENTATION:**

This policy is effective immediately upon signature.



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Terry Bickham  
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and Quality Performance

9/16/03  
Date

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