



# Operation Warfighter (OWF) Intern Development Plan (IDP)

## Introduction

The Intern Development Plan (IDP) documents the specific tasks and goals for a recovering Service member's (RSM) internship experience. Within two weeks of the internship start date, the RSM and host agency supervisor must record tasks, projects, trainings, certifications, etc. to be accomplished. Together, they should identify development areas that will provide the greatest value and help the RSM's overall transition goals. These goals should be both realistic and challenging.

A progress review must be conducted 120 days after the internship begins. At the conclusion of the internship, the RSM and supervisor must create, agree upon, and sign a final record detailing the RSM's achievements during their time with the federal agency.

### Regional Coordinator Information

Name

Region

Email

Phone

## Establishing the Plan

To assist in creating meaningful IDP, the RSM and supervisor should have an open discussion about expectations. Key topics should include the RSM's career and education goals, and exactly how the internship can help achieve them. The pair should also establish the expected length of the internship, identify specific skills, trainings, and certifications to be achieved, and clarify the federal agency's expectations.

## Recommendations for RSMs

To successfully complete the IDP, RSMs should routinely request feedback to track their progress. This feedback provides valuable details for their future performance evaluations and resumes. RSMs should block at least 15 minutes each week to review the IDP, making it a regular part of their routine and daily discipline. Additionally, if obstacles arrive that hinder development, RSMs should immediately discuss them with their supervisor, OWF Regional Coordinator (RC), and recovery team (which may include a transition coordinator, nurse case manager, occupational therapist, etc.) to find effective solutions.

## Guidance for Supervisors

Supervisors play a crucial role in the success of the IDP. They should proactively suggest areas where the RSM can focus their efforts to develop or maintain skills. Supervisors are highly encouraged to share knowledge about the federal agency's culture, recommend trainings, and help establish a professional network. Finally, supervisors must provide clear guidance on tasks and ensure the intern has the necessary equipment and resources to accomplish their work.





## Instructions for Completion

1. Meet with the RSM: Discuss their career and educational plans, determining goals that can realistically accomplished during the internship. Focus on tasks that strengthen a resume or certifications that build on existing skills. Include sufficient details to clearly outline each goal.
2. Determine action steps: Identify the specific tasks required to accomplish each established goal.
3. Complete the IDP: Document the action steps and expected completion dates so both parties understand the timeline and expectations. When setting these dates, consider the length of the internship and the RSM's schedule. Supervisors must remember that RSM's medical appointments and rehabilitation will always take precedence over internship duties.
4. Check progress: Supervisors and RSMs should meet frequently to discuss goals and resolve any emerging issues. The IDP is a living document and should be adjusted as needed to ensure the internship is a success for both the federal agency and the RSM.

## Part A – Recovering Service Member Information

**Name**

**Rank**

**Mobile Phone**

**Email**

## Part B – Federal Agency Information

**Supervisor's Name**

**Telephone**

**Email**

**Agency**

**Office**

**Work Address**





## Part C – Complete Intern Development Plan (IDP)

**Goals**

**Action Step**

**Action Step**

**Action Step**

**Success Defined**

**Completion Date**

**Goals**

**Action Step**

**Action Step**

**Action Step**

**Success Defined**

**Completion Date**

**Goals**

**Action Step**

**Action Step**

**Action Step**

**Success Defined**

**Completion Date**





## Signatures

**RSM**

**Date**

**Internship Supervisor**

**Date**

