HRDG 4413 - Career Enhancement Program - Section D

Last Modified:

Subchapter 4413
Career Enhancement Program
Section D - Documentation

- Forms to Prepare
- Distribution of Forms
- Exhibit A--Sample CEP Announcement
- Exhibit B--Sample Self-Assessment Qualification Statement
- Exhibit C--Sample Supervisory Assessment Qualification Statement
- Exhibit D--Statement Regarding Promotions
- Exhibit E--Sample Individual Training Plan

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Forms to Prepare

Supervisors are responsible for establishing a CEP training file and maintaining records relevant to the training of CEP participants. Use the following table as a guide to the necessary forms and reports and the timeframes for each.

When:	Prepare this document:
When an employee decides to apply for a CEP position	Supervisory Assessment Qualification Statement (see Exhibit C)
After selection, but before entrance into CEP	Statement Regarding Promotions (see Exhibit D)
No more than 30 days after the selectee enters the CEP position	• Individual Training Plan (ITP) (see Exhibit E) • Performance Standards
During normal periodic reviews of participant's progress (semi-annually and annually)	Performance Plan, Review and Appraisal Worksheet (**AD-435 A/B**)
Approximately 30 days before completion of training (for final evaluation of performance and potential for satisfactory performance in the target series)	No specific form is required. A memo to the files is sufficient.

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