

# OCHR FACTSHEET

## Individual Development Plans (IDPs)

*Audience: Human Resources Professionals*

*Issued: February 2015*

### CIVILIAN WORKFORCE DEVELOPMENT DIVISION

#### This Fact Sheet:

- Provides the background of requirements for IDPs in the DON
- Provides basic guidance for the preparation of an IDP
- Provides responsibilities of supervisors
- Provides options for IDP development
- Provides useful links and tips for developing IDPs

#### Background

DOD Instruction 1400.25, Volume 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, requires the creation and updating of IDPs for all civilian employees. OCHR is incorporating this requirement into the new SECNAV 12410.3, Civilian Employee Training and Career Development

An individual development plan (IDP) is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals as well as develop the specific competencies necessary to meet current objectives and to determine the training, education and other professional development strategies that can be used to develop such competencies. IDPs assist in making employee performance more effective in present or future positions and should be viewed as a partnership between the employee and supervisor. Properly executed IDPs involve preparation, planning and continuous feedback.

#### Preparation/Approval of an IDP

IDPs should be prepared through collaboration of employees and their supervisors. These plans should identify specific needs for new or refined competencies, continuing education, professional development, and organizational, functional, or occupational training. The IDP should focus on targeted proficiency levels for each competency and there should be a relationship between the competencies that the developmental activities are intended to provide and the employee's assigned duties.

IDPs should describe employee development needs and appropriate opportunities, including assignments to achieve organizational goals and individual career growth.

Priorities for funding should be aligned with priorities in your Command's training plans. Developmental activity approvals should be based on an employee's IDP.

#### Supervisors of Civilian Employees Should:

- Document identified developmental needs and appropriate opportunities to meet the needs in IDPs for civilian employees under their cognizance.
- Monitor the execution and evolution of IDPs to ensure civilian employees are provided appropriate opportunities to satisfy identified developmental needs.
- Provide consultation to employees in areas including:
  - IDP process,
  - employee strengths and weaknesses,
  - employee responsibility,
  - career development,
  - learning resources, and
  - non-traditional learning opportunities.

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### Options for IDP Development:

- TWMS IDP Tool – Using the self-service feature of TWMS, “My IDP” is located on the left-hand side under the Tools/Actions menu. This tool will allow the IDP to flow between the employee and supervisor and can easily be printed for a mid-year discussion. The direct link to TWMS self-service is below.
- Command Approved Fillable Template – An approved fillable form may be used in place of the TWMS tool. A link to such a template is listed below.

*Note: Many organizations have their own IDP to represent additional requirements or areas of focus unique to the organization or career fields. While there is no one correct form for recording an employee’s development plan, an effective plan should include the following elements: employee profile, career goals for a path of success, developmental objectives, training and development opportunities, and a section for both the employee and supervisor to each sign in agreement of the IDP criteria.*

### Useful Links and Tips

Instructions for creating an IDP in TWMS can be found at the following links:

- My IDP is located at <https://twms.navy.mil/docs/TWMS%20Quick%20User%20Guide%20-%20My%20IDP.pdf>
- IDP Management is located at <https://twms.navy.mil/docs/TWMS%20Quick%20User%20Guide%20-%20IDP%20Management.pdf>

The TWMS IDP Tool can be accessed under TWMS Self Service at <https://twms.navy.mil/selfservice/>

New Supervisory Curriculum on TWMS – IDP Information:

The Training and Development course provides guidance for supervisors with regard to IDPs. To access the course, first visit TWMS Self Service. Choose “Online Training & Notices” on the left-hand side of the page. Choose “Supervisory Training” near the middle top of the page. Choose the course titled “DON Training and Development.”

Example of an IDP Fillable Template:

<https://www.portal.navy.mil/donhr/TrainingDevelopment/Documents/Forms/DispForm.aspx?ID=21&Source=https%3A%2F%2Fwww%2Eportal%2Enavy%2Emil%2Fdonhr%2FTrainingDevelopment%2FDocuments%2FForms%2FAllItems%2Easpx&RootFolder=%2Fdonhr%2FTrainingDevelopment%2FDocuments>

It is important to note the following:

- IDPs are living documents and should be reassessed at least annually with employee’s performance plans.
- Supervisors and employees should be alert for changes in the work, resources, technology, or the work environment that make it necessary to adjust IDPs.
- It is a good idea to check each employee’s IDP and progress in a mid-cycle meeting as well as at the annual performance appraisal.
- Ensure training, certification and experiential event completions are recorded in the employee’s DCPDS record.

### Questions/Additional Information:

For additional questions regarding IDPs, please e-mail [DonCivDev@navy.mil](mailto:DonCivDev@navy.mil).



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