



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300



20 November 2002

DAPE-PRM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Manpower and Force Management Career Program/Field (CP/CF26) Individual Development Plan (IDP)

1. References:

- a. AR 690-950, Career Management, 31 December 2001.
- b. AR 690-410, Chapter 410, Training.
- c. FY03 Army Civilian Training, Education, and Development System (ACTEDS) Catalog.
- d. Manpower and Force Management Career Program Career Field ACTEDS Plan, June 2000.
- e. Manpower and Force Management Civilian Career Program (CP26) Strategic Plan, 2000-2005.
- f. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 October 1998.

2. This Memorandum provides guidance for implementing a three-year Individual Development Plan (IDP) for the Manpower and Force Management workforce. Individual Development Plans (IDPs) are written blueprints used to enhance current performance and prepare the employee for performance at higher levels. They supplement annual career appraisals by recommending training, education, or other developmental activities to prepare an employee for progressively responsible assignments. The IDP addresses the three major components of career development: training, education, and experience (expressed as career-enhancing or developmental activities) for both the short- and the long-term. IDPs are progressive, sequential and should address the training, education, and career development activities that will make the employee highly competitive for career advancement.

3. Supervisors of CP/CF26 employees should be familiar with their career development and career management responsibilities contained in AR 690-950, Career Management and AR 690-400, Chapter 410, Training. Supervisors and employees both have a responsibility for completion of IDP objectives. The relationship between performance appraisals and completion of the IDP objectives is reiterated here:

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Civilian supervisors of CP/CF26 employees will include IDP development and support to the member in accomplishing planned activities under the overall objective of Organizational Management and Leadership in the Senior System, and Supervision and Leadership Responsibility in the Base System. Their accomplishments in this area will be assessed and the results reflected on their Army Performance Evaluation System evaluation report. Likewise, non-supervisory CP/CF26 employees will be rated on accomplishment of their professional development objectives.

4. Employees should continue to broaden the scope of their knowledges and abilities through training and self-development. They are expected to participate fully in the training, education, and career development activities outlined in their IDPs.
5. Preparation of the IDP is a joint venture, with input from both employee and supervisor. Advice and assistance may also be obtained from the following sources: MACOM Career Program Managers; Activity Career Program Managers; the HQDA CP26 Proponency Office; the employee's mentor; or the civilian personnel advisory center. Documentation of the IDP follows a discussion between employee and supervisor to assess previous training, education, and experience, and to evaluate realistic future career goals.
6. Three-year IDPs should be prepared for each CP/CF26 employee. Interns are exempt from this requirement during their internship since they should already have a two-year IDP covering their internship period. Individuals already covered under an IDP (i.e., Acquisition Workforce) do not need to duplicate this. Individuals currently on developmental assignments of a specified duration are required to complete an IDP in coordination with their parent organization. The IDP Form and instructions provided at the Enclosure will be used.
7. Ideally, preparation of the initial IDP would coincide with the beginning of a new Performance Evaluation System rating period. However, the IDP should be prepared as soon as this form and instructions are received. Thereafter, once the initial IDP form is completed, it may be reviewed to coincide with the Army Performance Evaluation System review process. The IDP should be jointly assessed at least semi-annually (to coincide with the mid-point performance review) and adjusted, as needed, based on adequacy and practicality of the plan. The plan may also need to be modified, if necessary, to accommodate changes in mission, or to accommodate any legislative changes that may impact the manpower and force management workforce.
8. Completed IDPs will remain in the possession of the supervisor and employee.
9. Request a copy of this memorandum and enclosure be furnished to each CP/CF26 employee as well as to the civilian and military supervisors of these employees.

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10. A professional cadre of highly trained and educated Manpower and Force Management leaders is the ultimate goal and strategic vision of our career program. Carefully formulated career plans, documented on the IDP, are the means to achieve this goal. I solicit your comments and feedback as you implement the guidance in this memorandum within your Manpower and Force Management organization. Please provide your comments or feedback to Mrs. Diane Schaule, DSN 224-1214, Commercial (703) 614-1214.



MARK R. LEWIS
Functional Chief Representative
Manpower and Force Management

Enclosure
as

DISTRIBUTION:
CP26 MACOM Career Program Managers

This interplay between workers and supervisors is good leadership. We can use the IDP process to keep the dialogue open.

MANPOWER AND FORCE MANAGEMENT CAREER PROGRAM

INDIVIDUAL DEVELOPMENT PLAN (IDP) DEFINITIONS

Developmental Objectives

An objective is based on the knowledge, skills, and experiences necessary to enhance your performance and growth in your career program or field. Developmental objectives, or career goals, should be thought of as the building blocks of career progression. Objectives may be achieved through either training, education, experience, or a combination of one or more of these, and should be arrived at by both employee and supervisor.

Short-term objectives. Identify objectives that can be realistically achieved during the next year. For example, to improve supervisory or communication skills; or to become a chief/assistant chief of an organization.

Long-term objectives. Identify objectives that can be realistically achieved during the next two to three years. For example, to move to positions at other organizational levels; to work in another functional area of manpower; to complete a baccalaureate or master's degree; or to complete long-term training or a developmental assignment.

Formal Education

Education, unlike training, is generally long-term and focuses on acquiring a body of knowledge. This aspect of career development is encouraged throughout an individual's professional life. The increased emphasis on education is evident in the CP26 Strategic Plan for 2000-2005, where we have established educational goals for our workforce. Educational opportunities are available for GS-11 and above employees through the Competitive Development Program (CPD) offered through the CP26 Functional Chief Representative's office. The announcement and application forms are available in Chapter 3 of the FY03 ACTEDS Catalog.

Training

Training focuses on acquiring job-related skills, knowledges or abilities needed to meet organizational and career development goals. It is usually of short duration. All categories of training should be shown here. Training consists of:

- a. Assignment-specific training that is required by the duties of the position.
- b. Leader development training core curriculum identified in the FY03 ACTEDS Catalog.
- c. Functional training that is included in career program or career field ACTEDS plans.
- d. Non-mandatory training such as management, leadership, or technical seminars.

DEFINITIONS (CONTINUED)

Performance-Enhancing or Developmental Assignments

These blocks include activities, other than education and training that will help employees reach their objectives. These activities enable participants to stay current in their occupational fields, learn new skills, and develop or improve abilities needed for current and future assignments. They may consist of such activities as rotational/developmental assignments within the same function or organization; or rotational/developmental assignments outside of the organization. Details regarding the type of activity, location, and dates should be provided in these sections.

3-YEAR INDIVIDUAL DEVELOPMENT PLAN

PRIVACY ACT STATEMENT

Section 4103 of Title 5 to U.S. Code permits the collection of this information. This information will be used by supervisors, careerists and civilian personnel officials to plan and/or schedule training, education, and other career development activities. Collection of your social security number is authorized by EO 937. Furnishing the information on this form, including your social security number is voluntary. If your activity uses the information on this form for purposes other than those indicated above, it will provide you with additional statements reflecting those purposes.

NAME (<i>Prefix / First Name / MI / Last Name / Suffix</i>)		SSN	POSITION TITLE	PAY PLAN	SERIES	MIL/CIV	ID No.
MACOM	Rank / Grade	Mil Functional Area/ Civ Career Pgm/Field	ORGANIZATION				
CURRENT ACCREDITATION LEVEL (if applicable)			3yIDP PERIOD (<i>From--To</i>)	OBJECTIVE ACCREDITATION LVL (if applicable)			
EMAIL ADDRESS		Comm Phone Number	DSN Phone Number	Comm FAX Number	DSN FAX Number		
DEVELOPMENTAL OBJECTIVES							
SHORT-TERM OBJECTIVES (YEAR 1) (NARRATIVE)				LONG-TERM OBJECTIVES (YEAR 2 & 3) (NARRATIVE)			
REQUESTED/PROGRAMMED FORMAL EDUCATION							
YEAR	INSTITUTION (S)		COURSE TITLE (S)			DURATION	
YEAR 1							
YEAR 2							
YEAR 3							

3-YEAR INDIVIDUAL DEVELOPMENT PLAN

NAME (Prefix / First Name / MI / Last Name / Suffix)		ID Number	
REQUESTED/PROGRAMMED TRAINING			
YEAR	INSTITUTION (S)	COURSE TITLE (S)	DURATION
YEAR 1			
YEAR 2			
YEAR 3			
REQUESTED/PROGRAMMED PERFORMANCE ENHANCING JOB EXPERIENCE ASSIGNMENTS			
YEAR	INSTITUTION (S)	COURSE TITLE (S)	DURATION
YEAR 1			
YEAR 2			
YEAR 3			

3-YEAR INDIVIDUAL DEVELOPMENT PLAN

NAME (Prefix / First Name / MI / Last Name / Suffix)		ID Number		
REQUESTED DEVELOPMENTAL ASSIGNMENTS				
YEAR	ACTIVITY	LOCATION (S)	DURATION	COMPETENCY AREA
YEAR 1				
YEAR 2				
YEAR 3				
PROFESSIONAL CERTIFICATION OBJECTIVES				
YEAR	ORGANIZATION (S)	CERTIFICATION GRANTED	RENEWAL DATE	
YEAR 1				
YEAR 2				
YEAR 3				
I certify that I have conducted a counseling session to identify the format, education, training, professional development, and performance enhancing job experience assignments that will support the goals outlined in the careerist's 3yIDP.		I certify that I have validated the information contained on this form and will support careerist's pursuit of the necessary training, education and documented as needed.		
SUPERVISOR SIGNATURE		SUPERVISOR SIGNATURE		
TITLE		TITLE		
DATE		DATE		
CAREERIST'S SIGNATURE		CAREERIST'S SIGNATURE		

