DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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TELEPHONE NUMBER
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AUTOVON
IN REPLY REFER TO:
12400
SUP 37B/088
15 MAY 2002

From: Commander, Naval Supply Systems Command

Subj: INDIVIDUAL DEVELOPMENT PLAN (IDP) POLICY

Ref: (a) NAVSUP ltr 12400 Ser CWP3/214 of 14 Dec 01

1. The importance of training and executing meaningful IDPs is consistent with our philosophy that training and education are high priorities for our workforce. Management must take the lead in structuring an IDP that satisfies the needs of the organization and addresses the career goals of our military and civilian employees. The IDP is an agreement between the manager and the employee and constitutes a commitment for the full execution of the training defined by the IDP. We must provide the time and resources required to execute the IDPs as we strive to close skill gaps within the claimancy.

2. The annual reporting requirement of IDP execution information is defined in reference (a), and the review of IDP performance measures will occur via the Command Assessment process. The creation and execution of meaningful IDPs are essential to the NAVSUP enterprise as we deliver combat capability through logistics. As Goal Two of our Strategic Plan indicates, we must "Develop our people into a skilled and flexible logistics team that is involved, motivated and focused on enterprise goals." Commanding officers and headquarters' deputy commanders are expected to support this effort.

3. Questions should be directed to Mr. Robert Mitchem, SUP 37B, at 717-605-3518 or DSN 430-3518.

J.D. McCARTHY

Subj: INDIVIDUAL DEVELOPMENT PLAN (IDP) POLICY

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CWP3/214
14 DEC 2001

From: Commander, Naval Supply Systems Command

Subj: INDIVIDUAL DEVELOPMENT PLAN (IDP) POLICY AND DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) CERTIFICATION

Ref: (a) NAVSUP ltr 12400 Ser CCMO/94 of 26 Sep 97
(b) NAVSUP ltr 12400 Ser CWP3/177 of 9 Sep 99

Encl: (1) NAVSUP IDP and DAWIA Certification Policy Statement

1. References (a) and (b), which directed that every member of the Naval Supply Systems Command (NAVSUP) team receive 40 hours of training, are hereby cancelled. The 40-hour requirement has been found to be too restrictive. There are employees that can have an effective IDP with less than 40 hours while some need more. The real responsibility of the activities is to ensure that meaningful training to close skill gaps is provided, not that a specific number of hours be required. While studies have shown that 40 hours of training is the recommended amount per employee, it will be the decision of the individual command to decide the type and amount of training their employees will be offered. Enclosure (1) provides the current IDP Policy Statement which includes the Requirements for DAWIA Certification and IDP Reporting.

2. This policy is consistent with our philosophy that education, training and work experience must be priorities at all levels of the workforce. Management must actively lead in structuring an effective program that satisfies the requirement for meaningful training that will prepare individuals for possible advancement to key positions in the future. The DAWIA certification and continuous learning training requirements are to be included in the IDP, if applicable. The training is not to be solely focused on classroom training. Innovative and informal sessions should be scheduled to stimulate discussions and learning about new tools, business processes and leadership. Managers should encourage employees to take advantage of developmental assignments, correspondence courses, learning center classes, CD-ROM and Internet courses, distance learning, lunch and learn sessions, satellite seminars, and lending libraries of videotapes, audiotapes, books, periodicals, and professional journals. The IDP is to be an agreement between both the manager and the employee, taking into consideration the future of both the individual and the organization. Additionally, the IDP is to be jointly developed by both the

employee and management with the understanding the time and effort of the employee and the time and resources of management will be utilized to execute the plan. Mandatory training, such as Security Refresher training, Prevention of Sexual Harassment, and HIV/AIDS training, does not count towards this training requirement. DAWIA training requirements are to be strictly monitored by the managers to ensure certification and continuous learning requirements are being met by employees in acquisition career fields.

3. This policy also includes the requirement for activities to report IDP data for all military and civilian employees in the NAVSUP enterprise. The purpose of this report is to ensure activities are complying with the IDP requirements set forth in the IDP Policy Statement. The reports are due by the 15th of October for the prior fiscal year and are to be sent to the Point of Contact, Mr. Robert Mitchem, CWP3. Data should be sent via e-mail to robert_f_mitchem@navsup.navy.mil.

4. Policy is effective immediately with implementation not later than 1 January 2002. Questions should be directed to Mr. Robert Mitchem at 717-605-3518/DSN 430-3518; FAX number 717-605-2081/DSN 430-2081.

JEFFERY G. ORNER

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Naval Supply Systems Command

Individual Development Plan

Policy

Background: The Commander, Naval Supply Systems Command (NAVSUP) has directed that all civilian employees will have an Individual Development Plan (IDP) reflecting meaningful training and development needs. The Commander's direction supports Goal # 2.1.4 of our Strategic Plan, to "develop meaningful Individual Development Plans (IDPs) for every member of the team (military and civilian)..." This investment in our workforce is a commitment to our future and to our most important resource, our employees. The IDP requirements will be constructed to take into consideration critical business area competency gaps and to enhance individual employee skills for future enterprise requirements. The Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for acquisition field personnel will be included in the training requirements.

IDPs: The IDP will document meaningful employee training and development needs that will lead to success in the employee's current position and longer term career goals in their chosen profession, while considering the skill needs of the command. The plan will provide employees with guidance on developmental needs and the types of training and opportunities to pursue. The developmental needs should be addressed as knowledge, skills, and abilities and should relate to the employee's career field and anticipated career progression. Specific courses/training required for DAWIA personnel will be included in their training plan. The IDPs of acquisition field personnel already certified would include continuous learning opportunities in the time frames allotted. Certification is normally required within an 18-month period for each level and 80 continuous learning points are generally required within a 2-year period.

Commands: Commands will establish IDPs for all employees and use the IDP to plan, budget and execute their employee development program. Employee IDPs should identify employee development needs while taking into consideration command goals and mission. The consolidation of all training requirements through the roll up of all employee IDPs provides information for annual training plans and budgets. Commands should designate an IDP champion to monitor the IDP process, who would periodically report to the command's Executive Board. Required DAWIA training will also be budgeted in the IDPs of acquisition field personnel. The command is ultimately responsible for providing the time and resources necessary for employees to execute these plans.

Supervisors: Supervisors will provide guidance on employee development needs and identify training, education, and work experiences to meet those needs. DAWIA certification and/or continuous learning requirements will be included in the IDP of and individual in the DAWIA Program. The employee and supervisor will agree on the IDP content, and the supervisor will approve the IDP. Supervisors will conduct periodic reviews with the employee. During the progress reviews, supervisors will review accomplishments, plans to complete the IDP, discuss changes, and amend the IDP as required, paying close attention that the DAWIA requirements are being satisfied in a timely manner.

Employees: Employees will document their career goals and development needs in their IDP. The IDP training and development opportunities will relate to their current position and anticipated career progression. Those individuals in DAWIA positions will ensure their IDPs include the necessary training certification and continuous learning requirements. Employees will participate in the training and opportunities identified in their IDPs, dedicating the necessary time and effort needed to execute these plans. Employees will meet with supervisors on a regular basis to review accomplishments and plans to complete their IDP. Employees will recommend IDP revisions based upon changes to goals, assignments, and tools. DAWIA personnel will ensure required training is being accomplished in a timely fashion.

Implementation: The keys to successful implementation of IDPs are commitment, realism, and accountability. Commitment from the command to make IDPs a valuable tool is imperative. Managers and employees must develop meaningful, realistic, affordable, and achievable plans and pursue opportunities for growth and development. Acquisition field personnel must monitor and DAWIA certification and continuous learning training on their IDP to ensure compliance with the DAWIA requirements.

Reporting: The commands, the managers and the employees must be accountable for building and executing meaningful IDPs. IDPs must be current and the results reported to the IDP Enterprise Manager at the NAVSUP Civilian Workforce Planning Office (CWPO). Reports are to be submitted by the commands for all their employees, by the 15th of October, for the prior fiscal year. The report is to include the number of civilians on board, the number of approved IDPs, and the number of IDPs fully executed for the year. The report is also to include the same information for military under a separate heading. Additionally, comments advising reasons for differences between the number of employees on board, the number of IDPs approved, and the number of IDPs fully executed are required.