

Total Workforce Management Services (TWMS) Quick User Guide

Managing IDPs - Workforce Manager



Periodic updates to the IDP module may not be reflected in this document.

Managing IDPs in TWMS

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
- is a living document, and should be reviewed by the employee and their supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows an employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge for the employee's present position and their future career goals. Course titles are selected from the TWMS Course Table and function as the prompt to enroll in the selected course(s). Requests for training should be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in. Note: Approved SF182 forms, not the IDP, compile the employee's official record of training and academic achievements.

IDP Privileges in TWMS

There are three separate privileges that are available in TWMS related to the (IDP) module:

1. IDP Administration - Allows access to the IDP Administration Tool under Tools & Functions
2. IDP Administration/Manage Default Settings - Allows access to the IDP Administration Tool under Tools & Functions. Also allows the ability to manage default KSAs and Developmental Training for all users within a BSO
3. IDP Management - Allows the user access to and management of the IDP via the "Training/Educ/Cert & Skills" form for all employee's within their scope regardless of the user's supervisory role

If you are listed as a supervisor in TWMS then you will automatically have access to your subordinates' IDP through their "Training/Educ/Cert & Skills" form. You will not need any additional privileges through your existing TWMS account. You can also access your subordinates' IDPs in the "My Workforce" view available in your self-service.

This user guide focuses on the Workforce Management side of the IDP module in TWMS and is meant for Supervisors, IDP Administrators, and other related personnel. The employee (self-service) side is detailed in a separate user guide, "My IDP".

Accessing an IDP

If you are a supervisor or IDP Administrator you will often need to access an IDP to review the content that the employee has included for approval. You may need to make changes and/or update some content as you review the IDP. We always recommend that you communicate to the employee the changes that you've made using the "Communications/Change History" tab discussed later in this guide.

To access an IDP*:

1. From the Home Page click on the name of the employee whose IDP you would like to review.

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: MANAGER.DEMO Access Level: MANAGER
Browsing Employee Records

** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

- HOME
- Login/Logout
- Information:**
- Contact Us
- Data Update Status
- Employee Locator
- Documentation & Training
- Navy Diversity Dashboard
- TWMS Updates
- Privacy Act Statement
- Actions:**
- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- Manage Billets
- Manage Non-Navy Personnel
- Mustering Employees
- Report Services
- Tools/Functions
- View/Update your Profile

Home

Record Status: Employee Type: Last Name: First Name: Middle Name: UIC/ORG UIC: ORG: Sort Order: Search Reset Export

Active-On Board All Types Assigned Name Advanced Search

<< Prev Next >> Page 1 of 2 Go to page: Go

EMPLOYEE NAME	ASSIGNED UIC	ASSIGNED ORG	TITLE	BIN	BSC	BIN ORG	BIN AUIC	EMPLOYEE TYPE
ADAM, ROBERT LT	DEMO1	N33	AIR TRAFFIC CONT/FLI					ACTIVE DUTY
BANVILLE, JOHN	DEMO1	NXX	NETWORK ENGINEER					CONTRACTOR
BOYLE, ROBERT	DEMO1	N63	EDUCATION SPECIALIST					CIVILIAN-NAF
BUCHAN, JOHN EM3	DEMO1	N16	AIR TRAF CONTROL/RADAR					ACTIVE DUTY
BURKE, EDMUND	DEMO1	N61	DATABASE ADMINISTRATOR					CIVILIAN-NAF
CAYCE, EDGAR	DEMO1	N64	IT SPECIALIST (NETWORK)	DEMO002	80011	NXX	DEMO1	CIVILIAN-APP
CLIFTON, HARRY	DEMO1	N6	SYSTEMS MANGEMENT SPECIALIST					CONTRACTOR
COLLINS, MICHAEL	DEMO1	N61	COMPUTER TECHNICIAN					CIVILIAN-NAF
CONOLLY, JAMES	DEMO1	N6	COMPUTER REPAIR SPECIALIST					CIVILIAN-NAF
DOE II, JOHN	DEMO1	N64	EDUCATION TECHNICIAN					CONTRACTOR
DOUGLAS, DAVID ACL	DEMO1	N62	INFO SYS TECH	DEMO110	96420	NXX	DEMO1	ACTIVE DUTY
DRACOLYA, VLAD J	DEMO1	N06	ADMIN					CIVILIAN-APP
DRACOLYA, VLAD J	DEMO1	TEST	ADMIN	DEMO101	39600	NXX	DEMO1	CIVILIAN-APP
EDGAR, CAYCE	DEMO1	00	CONTRACTOR SUPPORT					CONTRACTOR
EMELIANENKO, FEDOR IT2	DEMO1	N64	LAN ADMIN					ACTIVE DUTY
FAUSTINO, DIAZ	DEMO1	N3	ACTRESS					CIVILIAN-APP
		N9	FOOD TASTER					
			EDUCATION					

** If you are not listed as an employee's supervisor you must have the appropriate privileges to access IDPs.*

Accessing an IDP

All IDPs can be accessed from the employee's Training/Educ/Cert & Skills form. If you are the supervisor for this employee or you have the appropriate privilege you will have access to their IDP.

2. Click the **Training/Educ/Cert & Skills** button to view the training form for the selected employee.

3. Click the **IDP** tab.

The screenshot displays the TWMS interface. On the left is a navigation menu with the following sections:

- NAVIGATION:
 - HOME
 - Login/Logout
 - General Information
 - Assignment/Position Info
 - IA Prescreening
 - Perm/Retained Grade Info
 - Benefits/Pay/Leave Info
 - Training/Educ/ Cert & Skills** (highlighted with a red box)
 - Personal/Recall Information
 - Security Clearance Info
 - Work History
 - Military Information
 - Disciplinary Information
 - Acquisition Workforce Inf
 - CyberSecurity Workforce Info
 - Assigned Assets
 - Uploaded Documents
- Information:
 - Contact Us
 - Data Update Status
 - Employee Locator
 - Documentation & Training
 - Navy Diversity Dashboard
 - TWMS Updates
 - Privacy Act Statement
- Actions:
 - Add/Gain an Employee
 - Ad-Hoc Reporter
 - Dashboard View
 - Manage Billets
 - Manage Non-Navy Personnel
 - Muster Employees
 - Report Services
 - Tools/Functions
 - View/Update your Profile

The main content area shows the employee profile for CAYCE, EDGAR SR. The "IDP" tab is highlighted with a red box. Below the tabs, there is a section for "Completed Training for the past 2 years" with a table of training records.

Course Title	Course ID	Training Data Source	Date Completed	Hours	CEUs	CSWF SCOPED	View	Certificate	Lock
WIRELESS NETWORK SECURITY (CEU: 9)	TWMS-596175	MANAGER PROVIDED	7/23/2015	9	9		View	Certificate	Lock
ORACLE DATABASE 11G ADMIN CERTIFIED PROFESSIONAL (OCP) (CEU: 0)	TWMS-597832	MANAGER PROVIDED	6/19/2015	120	0		View	Certificate	Lock
DOMESTIC SEXUAL ASSAULT PREVENTION AND RESPONSE (CEU: 0)	TWMS-576219	MANAGER PROVIDED	8/11/2014	1	0		View	Certificate	Lock
BED BUGS WARINESS (CEU: 1)	TWMS-563992	MANAGER PROVIDED	7/22/2014	1	1		View	Certificate	Lock

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Viewing Position Info/Goals & Objectives

The IDP will open in a new window and is available for edits, updates, and/or approvals. If the IDP has not been created then the current view will display two tabs. The first tab, “Position Information/Goals & Objectives”, is the default view and is shown below. In addition to displaying the employee’s Position Information, this tab also displays if they are a member of the DAWIA workforce.

Information about the employee and the current status of their IDP is displayed in the header.

Information about the employee’s position is displayed here.

DAWIA information required for the employee’s position is displayed here.

Total Workforce Management Services (TWMS)
Individual Development Plan (IDP) // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR
** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
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[Export to PDF](#)

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Not Created

Position Info / Goals & Objective Past IDPs

To begin developing this IDP, please enter at least a Short Term Goal(s) and then save your changes. Other tabs will be available once save is completed.

Position Info			
Position Level	Non-Supervisory	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Supervisor Name	WOLFE, MICHAEL	Work Email	michael.c.wolfe@navy.mil
Work Phone	123-456-7890	Type of Appointment	Competitive - Career-Conditional
Position Start	10/3/2004	Education Level	Two years college
BIN	DEMO002		

DAWIA		
Critical Acquisition Type	N/A	Key Emergency Position
DAWIA Career Field	-	DAWIA Career Level
		Posn not E-E, NCE, Key, or Mission Essential
		N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	
Long Term Goal (Optional)	
Objective (Optional)	

Interests

Are you interested in having a mentor? Are you interested in being a mentor? Are you currently mentoring someone? Are you interested in a developmental assignment?

[Save Changes](#)

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

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Viewing Position Info/Goals & Objectives

If this IDP is marked as requiring no further development then the employee will be able to immediately sign it and send to their supervisor for approval/ disapproval. In all other cases, you or the employee must first enter, at minimum, a Short Term Goal. Upon the first save, the remaining tabs of this IDP will display.

Clicking here will export the current version of this IDP.

Total Workforce Management Services (TWMS)
 Individual Development Plan (IDP) // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR
 ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
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Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Not Created

If this IDP is marked as requiring no further development, then the employee will be able to immediately move to the Submit/Approve tab to provide justification and send to their supervisor for approval/disapproval.

Position Info / Goals & Objective | Past IDPs

To begin developing this IDP, please enter at least a Short Term Goal(s) and then save your changes. Other tabs will be available once save is completed.

Position Info			
Position Level	Non-Supervisory	Supervisor Name	WOLFE, MICHAEL
Supervisor Email	michael.c.wolfe.ctr@navy.mil	Work Phone	123-456-7890
Work Email	michael.c.wolfe@navy.mil	Position Start	10/3/2004
Type of Appointment	Competitive - Career-Conditional	BIN	DEMO002
Education Level	Two years college		
DAWIA			
Critical Acquisition Type	N/A	Key Emergency Position	Posn not E-E, NCE, Key, or Mission Essential
DAWIA Career Field	-	DAWIA Career Level	N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	
Long Term Goal (Optional)	
Objective (Optional)	

The employee's Goals/Objectives are written here.

Interests

Are you interested in having a mentor? Are you interested in being a mentor? Are you currently mentoring someone? Are you interested in a developmental assignment?

Save Changes

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Adding Goals and Objectives to an IDP

The first step in creating an IDP is to enter the employee's goals and objectives. At least one Short Term Goal is required before being able to save an employee's IDP for the first time.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Not Created

Position Info / Goals & Objective Past IDPs

To begin developing this IDP, please enter at least a Short Term Goal(s) and then save your changes. Other tabs will be available once save is completed.

Position Info			
Position Level	Non-Supervisory	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Supervisor Name	WOLFE, MICHAEL	Work Email	michael.c.wolfe@navy.mil
Work Phone	123-456-7890	Type of Appointment	Competitive - Career-Conditional
Position Start	10/3/2004	Education Level	Two years college
BIN	DEMO002		

DAWIA			
Critical Acquisition Type	N/A	Key Emergency Position	Posn not E-E, NCE, Key, or Mission Essential
DAWIA Career Field	-	DAWIA Career Level	N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	Build skills in oral and written communication.
Long Term Goal (Optional)	
Objective (Optional)	Attend relevant courses and participate in developmental activities that will increase my overall communication skills.

Interests

Are you interested in having a mentor? Are you interested in being a mentor? Are you currently mentoring someone? Are you interested in a developmental assignment?

Save Changes

To add goals and objectives to an IDP:

1. Write the required short term goals here.
2. Write the long term goals here.
3. Write the expected objectives here.
4. Click **Save Changes**.

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Adding Goals and Objectives to an IDP

The IDP will now display seven tabs which helps to both organize the information found in the IDP and to communicate changes between the employee, their supervisor, and the IDP Coordinator.

The IDP Status will change to Created after saving the first updates.

All information can be viewed by selecting one of these seven tabs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective Required Training Manage Knowledge, Skills, and Abilities (KSA) Developmental Training Submit/Approve Communications / Change History Past IDPs

Position Info

Position Level	Non-Supervisory	Supervisor Name	WOLFE, MICHAEL	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Work Phone	123-456-7890	Work Email	michael.c.wolfe@navy.mil	Type of Appointment	Competitive - Career-Conditional
Position Start	10/3/2004	Education Level	Two years college		
BIN	DEMO002				

DAWIA

Critical Acquisition Type	N/A	Key Emergency Position	Posn not E-E, NCE, Key, or Mission Essential
DAWIA Career Field	-	DAWIA Career Level	N/A

No Further Development Needed

Goals/Objective

Short Term Goal	Build skills in oral and written communication.
Long Term Goal (Optional)	
Objective (Optional)	Attend relevant courses and participate in developmental activities that will increase my overall communication skills.

Interests

Are you interested in having a mentor? Are you interested in being a mentor? Are you currently mentoring someone? Are you interested in a developmental assignment?

Save Changes

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Note: For clarity, the steps listed here to develop this IDP move sequentially through the tabs from left to right. Most IDPs are developed and updated by viewing and updating the information in any of the tabs in any order as needed.

Viewing Completed/Required Training

The “Required Training” tab displays a link to the employee’s completed training as well as a list of their current training requirements. If they are assigned to a billet it will also display any required training and/or certifications associated with that billet. Information displayed here is read-only.

To view the employee’s completed/required training:

1. Click the **Required Training** tab.

Clicking this link will open a new window displaying the employee’s completed training.

The list of all outstanding training requirements will be displayed here.

Training and certifications required of the employee’s assigned billet will be displayed here.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | **Required Training** | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

[Click here to view Completed Training](#)

Current Training Requirement(s)

ID	Requirement Name	Complete By
57618	Audio/Video Maintenance	06/30/2015

Billet Required Training

Requirement	Course Title	Course ID	Delivery Method	Course Hours	Direct Cost
Optional	CORE WINDOWS CLIENT DEV WITH MS VISUAL STUDIO	DCPDS-326878	APF	1	
Mandated	BED BUGS AWARENESS	TWMS-414878	WEB	1	\$0.00
Mandated	INTERMEDIATE AND ADVANCED EXCEL 2007	DCPDS-519206	APF	0	
Mandated	COMMUNICATION & CONFLICT MANAGEMENT	DCPDS-148777	APF	1	

Billet Required Certifications

Qualification ID	Qualification Type	Description
5		MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

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Selecting KSAs for an IDP

The goals and objectives previously entered will help you to search for and select the appropriate KSAs to add to this IDP. If your Command has pre-selected a list of preferred KSAs for you to choose from, then they will be displayed by default.

To select a KSA to add to this IDP:

If your command has pre-selected KSAs then this checkbox will be selected by default. You will be able to deselect it to display additional KSAs.

1. Click the **Manage Knowledge, Skills, and Abilities (KSA)** tab.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: All
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

<< Previous Page | Next Page >>
 Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to remember information such as words, numbers, pictures, and procedures	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to suggest a number of relevant ideas about a topic	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in customer organizations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of functionality and operability of operating environments	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of IT security certification and accreditation requirements	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of network architectures, topologies, and protocols	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of systems design standards, policies, and authorized approaches	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in analyzing needs and product requirements to create a design	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in determining causes of operating errors and deciding what to do about it	DON

All KSAs resulting from your search criteria and/or selected checkboxes will be displayed here.

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Selecting KSAs for an IDP

The Navy Community the employee is assigned to will also determine the initial list of the displayed KSAs. KSAs are organized first by Community, then by Sub-Community, then by KSA Category, and finally Level. KSAs are NOT required in order to complete the IDP.

The Navy Community the employee is currently a member of will automatically be selected in the Community dropdown list.

You can use the page controls to scroll through all the displayed KSAs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: All
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only:
 Display Selected KSAs Only:

<< Previous Page | Next Page >>

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Sc
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to remember information such as words, numbers, pictures, and procedures	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to suggest a number of relevant ideas about a topic	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in customer organizations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of functionality and operability of operating environments	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of IT security certification and accreditation requirements	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of network architectures, topologies, and protocols	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of systems design standards, policies, and authorized approaches	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in analyzing needs and product requirements to create a design	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in determining causes of operating errors and deciding what to do about it	DON

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Selecting KSAs for an IDP

Selecting and entering your KSA search criteria will help you to display only the KSAs that are relevant for the employee. The steps detailed here will show you how to select one or more KSAs to add to an IDP.

You can also search for KSAs by a keyword search.

2. Select any combination of the four dropdown lists. The more selections you make the fewer KSAs will be displayed.

3. Click Search.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective	Required Training	Manage Knowledge, Skills, and Abilities (KSA)	Developmental Training	Submit/Approve	Communications / Change History	Past IDPs
Community: INFORMATION TECHNOLOGY & MGMT	Sub-Community: All	Ksa Category: IT Policy and Planning	Level: All	Display BSO-Preferred KSAs Only: <input checked="" type="checkbox"/>	Display Selected KSAs Only: <input type="checkbox"/>	
KSA Keyword: <input type="text"/>				Search: <input type="button" value="Search"/>		
<< Previous Page Next Page >> Select one or more of the following KSAs. Any KSA changes will be automatically saved.						
Select	Sub Community	KSA Category	KSA	KSA Source		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to apply general rules to specific problems to produce answers that make sense	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to communicate information and ideas either orally or in writing so others will understand	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to remember information such as words, numbers, pictures, and procedures	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to suggest a number of relevant ideas about a topic	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to understand information and ideas presented either orally or in writing	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in customer organizations	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of functionality and operability of operating environments	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of IT security certification and accreditation requirements	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of network architectures, topologies, and protocols	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of pertinent Government laws and IT regulations	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of systems design standards, policies, and authorized approaches	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in analyzing needs and product requirements to create a design	DON		
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in determining causes of operating errors and deciding what to do about it	DON		

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

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Selecting KSAs for an IDP

All KSA selections/deselections will be automatically saved as part of this IDP.

Remember that with this checkbox selected, your search results will only display the KSAs preferred by your command. You can deselect it to display any additional KSAs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: IT Policy and Planning
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of capital investment planning principles and methods	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of human system integration principles including accessibility factors and standards	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of IT security certification and accreditation requirements	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of the organization's Enterprise IT goals and objectives	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in adjusting actions in relation to others' actions	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in understanding the implications of new information for both current and future problem-solving and decision-making	DON

4. Select the checkbox(es) corresponding to the KSA(s) you would like to add to this IDP.

5. Repeat steps 2-3 to add other KSAs to this IDP.

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Viewing the Selected KSAs

Now that you have selected at least one KSA to be included in the employee's IDP, you can choose to display only those you have selected.

To view only the selected KSAs:

1. Select this checkbox to only display the selected KSAs.
2. Click **Search**.

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: All
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of capital investment planning principles and methods	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of human system integration principles including accessibility factors and standards	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of IT security certification and accreditation requirements	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of the organization's Enterprise IT goals and objectives	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in adjusting actions in relation to others' actions	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in understanding the implications of new information for both current and future problem-solving and decision-making	DON

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Only the selected KSAs will now be displayed.

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: All
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Adding Developmental Training

The information entered on the “Developmental Training” tab shown below forms the heart of the employee’s IDP. Developmental training is comprised of both courses and/or activities that the employee will complete within a specified timeframe as agreed to between them and their supervisor. Courses are selected from the TWMS Course Table or, if not found, entered manually. Developmental Activities are always entered manually. All training courses and developmental activities added to this IDP are subject to the approval of the employee’s supervisor.

To add developmental training to this IDP:

1. Click the **Developmental Training** tab.

You will be able to add either a course or an activity to this IDP by first clicking one of these buttons.

The employee’s short term and/or long term courses and activities will be displayed here.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/NE4	ADMINISTRATION	Created

Export to PDF

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)
No records found

Long Term Development (Over 3 Years)
No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Adding a Course to an IDP

Courses added to an employee's IDP are first searched for in the TWMS Course Table. You will be able to associate a course to any of the previously selected KSAs but it is not required. Repeat the steps below to add as many courses to the IDP.

To add a course to an IDP:

1. Click the **Add New Course** button.
2. Select the Priority from the dropdown list and also enter the Anticipated Completion date.
3. If this course is to be associated to a selected KSA then select it from the dropdown list.
4. Click the **Search** button to first determine if the course title is in the TWMS Course Table.

The screenshot shows the 'Add Course' form within the TWMS system. The form is titled 'Add Course' and includes a search bar for the course title. The 'Priority' dropdown is set to 'Critical/Mandated' and the 'Anticipated Completion' date is '03/31/2016'. The 'KSA' dropdown is empty. The 'Course Title' field is empty, and the 'Search' button is highlighted with a red box. The form also includes fields for 'Training Institution', 'Est Cost', and 'Actual Cost'. Below the form, there are sections for 'Short Term Development (Up To 3 Years)' and 'Long Term Development (Over 3 Years)', both showing 'No records found'. A note at the bottom states: '*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.'

Position Info / Goals & Objective	Required Training	Manage Knowledge, Skills, and Abilities (KSA)	Developmental Training	Submit/Approve	Communications / Change History	Past IDPs
Add Course						
Search for your Course Title. If it isn't found then you will be able to manually type in the Course Title.						
Priority	Critical/Mandated		Anticipated Completion	03/31/2016		
KSA						
Course Title						Search Clear
Training Institution						
Est Cost	0.00		Actual Cost	0.00		
Add Course Cancel						
Short Term Development (Up To 3 Years)						
No records found						
Long Term Development (Over 3 Years)						
No records found						
*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.						

Adding a Course to an IDP

Search for the course title by a combination of either the known Course ID or by any part of the Course Title. If the course title isn't found then you will be able to enter the course title manually. It is important to realize that you are not enrolling the employee in a course nor are receiving any approval for them to take a course when adding a course to an employee's IDP.

5. Enter either the Course ID and/or any part of the course title.
6. Click **Search**.
- 7a. If the course title you're searching for is listed then click the Course ID hyperlink. Go to step 8.
OR
- 7b. If the course title you're searching for is not listed then click **Cancel**. Go to step 11.

The screenshot shows a search interface for courses. At the top, there is a search bar with two input fields: "Course ID" and "Course Title". The "Course Title" field contains the text "Plain Writing". To the right of the search bar are two checkboxes: "DCPDS-Compliant Only" (checked) and "CSWF-Scoped Only" (unchecked). A "Search" button is located to the right of the search bar. Below the search bar, there is a table with 5 records returned. The table has columns for Course ID, Course Title, Training Method, Hosted ON TWMS, Course Hours, and CEU. The "Course ID" column contains hyperlinks. The "Course ID" "TWMS-509675" is highlighted with a red box. A "Cancel" button is located at the bottom right of the table area. Arrows point from the text instructions to the "Search" button, the "TWMS-509675" link, and the "Cancel" button.

Course ID	Course Title	Training Method	Hosted ON TWMS	Course Hours	CEU
TWMS-576729	2014 PLAIN WRITING ACT	WEB-BASED OR INTERNET	No	1	0
TWMS-580409	PLAIN WRITING ACT 2014	WEB-BASED OR INTERNET	No	1	0
TWMS-509675	PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES	WEB-BASED OR INTERNET	Yes	1	1
TWMS-590587	SPAWAR PLAIN WRITING	WEB-BASED OR INTERNET	Yes	1	0
FGOV_01_A30_LC_ENUS	THE PLAIN WRITING ACT	WEB-BASED OR INTERNET	No	60	0

Adding a Course to an IDP

Courses added to an IDP may also be used to initiate an SF182. For more information, see the section, “Linking a Course or Activity to an SF182” found later in this guide.

8. Enter any other information for this course as required.

9. Click the **Add Course** button.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Add Course

Search for your Course Title, if it isn't found then you will be able to manually type in the Course Title.

Priority	Critical/Mandated	Anticipated Completion	03/31/2016
KSA			
Course Title	PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES		
Training Institution			
Est Cost	0.00	Actual Cost	0.00

Add Course | Cancel

Short Term Development (Up To 3 Years)

No records found

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

This new course is now listed in the Short Term Development area because the anticipated completion date is within the next 3 years.

10. Repeat steps 1- 7a and 8-9 to add other courses to this IDP from the TWMS Course Catalog.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
			PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES	COURSE	TWMS-509675		1	1	Critical/Mandated		0.00	0.00	3/31/2016		Start

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Adding a Course to an IDP

Courses added to an IDP may also be used to initiate an SF182. For more information, see the section, “Linking a Course or Activity to an SF182” found later in this guide.

11. Manually enter the course title for the course you want to add to this IDP.
12. Enter any other information for this course as required.
13. Click the **Add Course** button.

A KSA has been selected to associate with this new course.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Add Course

Search for your Course Title, if it isn't found then you will be able to manually type in the Course Title.

Priority: Critical/Mandated | Anticipated Completion: 03/31/2016

KSA: Ability to develop presentations, briefings, and reports

Course Title: Plain Writing for Technical Personnel

Training Institution: [Empty]

Est Cost: 0.00 | Actual Cost: 0.00

Add Course | Cancel

Short Term Development (Up To 3 Years)

No records found

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

This new course is now listed in the Short Term Development area because the anticipated completion date is within the next 3 years.

14. Repeat steps 1- 7b and 11-13 to add other courses to your IDP not from the TWMS Course Catalog.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical/Mandated		0.00	0.00	3/31/2016		Start

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

The associated KSA is displayed here for this new course.

Adding an Activity to an IDP

Activities added to an IDP are always manually entered. You will be able to associate an activity to any of the previously selected KSAs but it is not required. Repeat the steps below to add additional activities to the IDP.

To add an activity to your IDP:

1. Click the **Add New Activity** button.
2. Select the Priority from the dropdown list and also enter the Anticipated Completion date.
3. Enter the description of the developmental activity.
4. Click the **Add Activity** button.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | **Add New Activity**

Add Activity

Priority: Critical/Mandated | Anticipated Completion: 09/30/2016

KSA: Developmental Activity Description: Prepares and delivers a minimum of one training brief per quarter for FY 2016.

Add Activity | Cancel

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical/Mandated		0.00	0.00	3/31/2016		Start

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Adding an Activity to an IDP

Activities added to an IDP may also be used to initiate an SF182. For more information, see the section, “Linking a Course or Activity to an SF182” found later in this guide.

This new activity is now listed in the Short Term Development area because the anticipated completion date is within the next 3 years.

Position Info / Goals & Objective																Required Training																Manage Knowledge, Skills, and Abilities (KSA)																Developmental Training																Submit/Approve																Communications / Change History																Past IDPs															
Add New Course																Add New Activity																																																																																															
Short Term Development (Up To 3 Years)																																																																																																															
Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182																																																																																																
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical\Mandated		0.00	0.00	3/31/2016		Start																																																																																																
			Prepares and delivers a minimum of one training brief per quarter for FY 2016.	ACTIVITY					Critical\Mandated				9/30/2016		Start																																																																																																
Long Term Development (Over 3 Years)																																																																																																															
No records found																																																																																																															

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

- Repeat steps 1- 4 to add other activities to this IDP.

Linking a Course or Activity to an SF182

Sometimes the employee may need to fulfill a course or activity by enrolling in and taking a course offered by their local command or a training vendor. The employee's IDP will allow either you or them to link their developmental training to an SF182. As you may know, the SF182 tool in TMWS allows for the necessary approvals for enrolling in a course and is electronically routed for these approvals. Once a developmental training event is linked to an SF182, all changes to the event (cost, anticipated completion, etc.) can only occur on the SF182. These changes will be reflected on the Short or Long Term Development areas of the IDP.

To link a course or activity to an SF182*:

1. Click the **Developmental Training** tab.
2. Select the **Start** link corresponding to the course or activity.

Total Workforce Management Services (TWMS)
Individual Development Plan (IDP) // Login: Self-Service Access Level: ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Employee Signature

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical/Mandated		0.00	0.00	9/31/2016		Start
			Prepares and delivers a minimum of one training brief per quarter for FY 2016.	ACTIVITY					Critical/Mandated				9/30/2016		Start

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

*You must have the appropriate privilege to initiate SF182s.

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Linking a Course or Activity to an SF182

Your view will now display a new SF182 linked to the selected course or activity. Initially, only the “Section A – Trainee Information” tab of the employee’s SF182 will display. This section must be completed first before the other sections will display.

The employee’s information will always display in the header when viewing their SF182s. The initial status is “Not Created”.

SF182 ID:				
NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	STATUS	
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	Not Created	

Click here to return to the employee’s IDP.

[Back to IDP](#)

Section A - Trainee Information

Agency code, subelement, submitting office No	<input type="text"/>	Request Status	<input type="text" value="v"/>
Routing will be based on	<input checked="" type="radio"/> Official <input type="radio"/> Assigned	Routing UIC/Org	DEMO1/N02
Federal Employee Number		Position Level	Non-Supervisory
Work Phone	123-456-7890	Work Email	michael.c.wolfe@navy.mil
Position Title	IT SPECIALIST (NETWORK)		
Applicant Needs Special Accomodation	<input type="checkbox"/>	If yes, describe	<input type="text"/>
Type of Appointment	Competitive - Career-Conditional	Education Level	Two years college
Pay Plan	GS	Series	2210
Grade	12	Step	07
Supervisor Name	WOLFE, MICHAEL	Supervisor Email	michael.c.wolfe.ctr@navy.mil

[Save Changes](#)

- Enter any relevant information for this SF182 that doesn’t already appear. Fields appearing in yellow background are required.

- Click the **Save Changes** button.

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Linking a Course or Activity to an SF182

After saving the information in Section A, the remaining sections of the SF182 will display. You are now able to complete the information required in these other sections. The “Section B – Training Course Data” tab is displayed below.

After the initial save, the status of your SF182 will change to “Not Routed”.

SF182 ID: 34562

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	Not Routed

5. Click the **Section B – Training Course Data** tab.

6. Enter the information as appropriate. Fields having a yellow background are required.

7. Click the **Save Changes** button.

Back to IDP | Print

Section A - Trainee Information | **Section B - Training Course Data** | Section C - Cost and Billing Info | Section D - Approvals (Routing) | Upload Documents | Cancel

Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP)		Location of Training Site (if same, mark box)	
Vendor Telephone		Vendor Email	
Course Title	Plain Writing for Technical Personnel Search Clear		
Training Start Date		Training End Date	
Training Duty Hours	0	Training Non-Duty Hours	0
Training Purpose Type	Development of Unavailable Skills	Training Type	Basic Training - Fundamental and / or required training
Training Sub Type	Adult Basic Education	Training Delivery Type	Blended
Training Designation Type	Continuing Education Unit	Training Credit Type	
Training Credit	0	Continued Service Agreement Required Indicator	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Training Accreditation Indicator	<input type="checkbox"/>	Training Source Type	
Continued Service Agreement Expiration Date			
Training Objective			

Save Changes

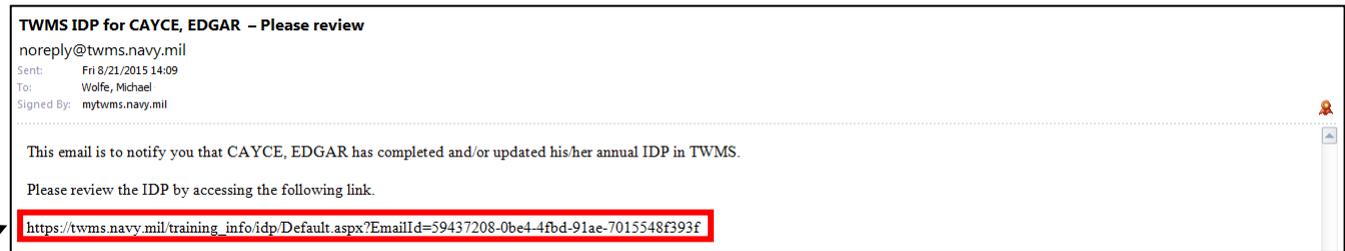
Note: Please refer to the “My SF182” Quick user guide for more information on completing and routing your SF182s.

Approving an IDP

Supervisors will receive emails from the employees they supervise each time one of them digitally signs their IDP. Copying and pasting the URL displayed in the email will open the IDP of that employee. The supervisor can then review, make changes to, and/or approve/disapprove the employee's IDP.

To approve an IDP*:

1. Copy and paste the entire URL from the email that you receive.



** You must be a supervisor of the employee in order to approve their IDP.*

Approving an IDP

This employee's IDP will open in a new window. The default view is the Submit/Approve tab shown below. Before deciding to approve/disapprove the IDP, you will be able to review it and/or make any necessary changes. After approving the IDP, the employee can begin to complete their developmental training. You will only be able to sign IDPs that have the IDP Status: Pending Supervisor Approval.

- For each tabbed section, review the information this employee has included in their IDP. For more information, follow the steps found earlier in this guide.

Note: After the employee has submitted their signature, the IDP Status will change to "Pending Supervisor Approval".

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NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Supervisor Approval

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | **Submit/Approve | Communications / Change History | Past IDPs**

No Computer Access
 Employee has no access to computer - No E-Signature Required **Update No Computer Access**

Approval
 By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.
 Comments
 Disapprove
 Approve

Sign

Signature History

Date	Approval Status	Signed By	Signature	Comments
8/21/2015 2:09:00 PM		employee	CAYCE.EDGAR.1212121212	Please review the initial inputs I've added to my IDP.

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

- Make any necessary changes as needed prior to approving this IDP.

- If necessary, click the **Submit/Approve** tab.

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Approving an IDP

After approving/disapproving the employee's IDP, an email will be sent to them notifying them of the approval/disapproval.

Check this box if the employee has no computer access.

5. Select whether to approve or disapprove this IDP.

6. Enter any optional comments for the employee.

7. Click the **Sign** button.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Supervisor Approval

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | **Submit/Approve** | Communications / Change History | Past IDPs

No Computer Access

employee has no access to computer - No E-Signature Required [Update No Computer Access](#)

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Disapprove
 Approve

Let's discuss the outline of your first training brief sometime next month. Patty will be your primary POC.

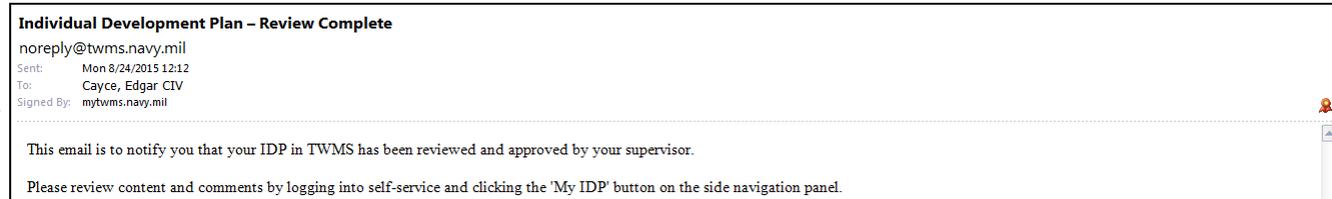
[Sign](#)

Signature History

Date	Approval Status	Signed By	Signature	Comments
8/21/2015 2:09:00 PM		employee	CAYCE.EDGAR.1212121212	Please review the initial inputs I've added to my IDP.

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

An email will be sent to the employee notifying them that their IDP has been approved/disapproved.



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Approving an IDP

The status of this IDP will change to reflect your approval. If the employee makes any changes to the IDP after it has been approved the status will change to “Updated”. The employee must re-submit their signature for supervisor approval of these changes.

Note: After the supervisor has approved the IDP, the IDP Status will change to “Approved”.

Feedback here displays no further action required.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Approved

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

IDP has already been approved.

No Computer Access

Employee has no access to computer - No E-Signature Required [Update No Computer Access](#)

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Disapprove
 Approve

[Sign](#)

Date	Approval Status	Signed By	Signature	Comments
8/24/2015 12:12:00 PM	Approved	supervisor	WOLFE,MICHAEL.C.0123456789	Let's discuss the outline of your first training brief sometime next month. Patty will be your primary POC.
8/21/2015 2:09:00 PM		employee	CAYCE,EDGAR.1212121212	Please review the initial inputs I've added to my IDP.

An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

The signature history has also been updated displaying any comments made by the supervisor.

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Approving an IDP for Users with No Computer Access

If an employee has no computer access then, as their supervisor, you will still be able to approve their IDP from a hard copy. Open the employee's IDP in TWMS and then navigate to the Submit/Approve tab shown below.

To approve an IDP for users with no computer access*:

1. Click the checkbox.
2. Click the **Update No computer Access** button.

Note: The IDP Status will usually be "Not Created".

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Not Created

No Computer Access

Employee has no access to computer - No E-Signature Required **Update No Computer Access**

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Disapprove

Approve

Signature History

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

** You must be a supervisor of the employee in order to approve their IDP.*

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Approving an IDP for Users with No Computer Access

You will have the ability to upload a scanned PDF file of the employee's IDP that is signed by both you and the employee.

Note: The IDP Status will now say "Pending Supervisor Approval".

3. Click the **Browse** button.

4. Locate and select the employee's IDP to upload.

5. Click **Open**.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Supervisor Approval

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

No Computer Access

Employee has no access to computer - No E-Signature Required [Update No Computer Access](#)

[Browse...](#) [Upload](#)

Choose File to Upload

Desktop

Organize New folder

Name	Size	Item
Duplicate SMCs.xlsx	13 KB	Mic
Course Table Matrix.xlsx	20 KB	Mic
ATFP Level One_CNO Standard 23.ppt	79 KB	Mic
query.txt	3 KB	Tex
UAIF_2013.doc	51 KB	Mic
ChromeStandaloneSetup.exe	34,905 KB	App
Test Matrix.xlsx	44 KB	Mic
Missing and Available Training Courses.xlsx	67 KB	Mic
backup.zip	154,818 KB	Wir
Cayce IDP.pdf	86 KB	Ad

Open Cancel

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Approving an IDP for Users with No Computer Access

6. Click the **Upload** button.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Supervisor Approval

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | **Submit/Approve** | Communications / Change History | Past IDPs

No Computer Access

Employee has no access to computer - No E-Signature Required [Update No Computer Access](#)

\Desktop\Cayce IDP.pdf [Browse...](#) [Upload](#)

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Disapprove
 Approve

Signature History

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Once the IDP has been uploaded then it can be viewed by clicking the “View Doc” button.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Supervisor Approval

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | **Submit/Approve** | Communications / Change History | Past IDPs

No Computer Access

Employee has no access to computer - No E-Signature Required [Update No Computer Access](#)

\Desktop\Cayce IDP.pdf [Browse...](#) [Upload](#) [View Doc](#)

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Disapprove
 Approve

Signature History

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

Viewing IDP Messages & Change History

It is easy to communicate any information or questions about or changes to an employee's IDP. Any messages that a supervisor, IDP Coordinator, or the employee add to this IDP can be viewed in the Communications/Change History tab. Here, you can also view a history of all changes related to the employee's IDP.

To add a message to an IDP:

1. Click the **Communications/Change History** tab.
2. Select who you want to send the message to.
3. Write your message to be sent.
4. Click the **Add Message** button.

A running history of all changes related to the employee's IDP are displayed here.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Approved

Position Info / Goals & Objective	Required Training	Manage Knowledge, Skills, and Abilities (KSA)	Developmental Training	Submit/Approve	Communications / Change History	Past IDPs
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Communication

Send to: Supervisor Employee

Message: Great, let's discuss before the RM meeting tomorrow. Say 0845?

Add Message Clear

To Supervisor	To Employee	Date	Message	Author
Yes	NO	8/24/2015	Hi Mike, I found some additional training vendors for the writing class we spoke about last week.	CAYCE, EDGAR

Change History

Change	Old Value	New Value	Date	Changed By
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/31/2016	03/30/2016	8/21/2015	CAYCE, EDGAR
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/30/2016	03/31/2016	8/21/2015	CAYCE, EDGAR
Activity Change (Prepares and delivers a minimum of one training brief per quarter for FY 2016.)-competency			8/21/2015	CAYCE, EDGAR
New Activity Added		Prepares and delivers a minimum of one training brief per quarter for FY 2016.	8/21/2015	CAYCE, EDGAR
New Course Added		Plain Writing for Technical Personnel	8/20/2015	CAYCE, EDGAR
Short Term Training Removed	PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES		8/20/2015	CAYCE, EDGAR
New Course Added		PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES	8/20/2015	CAYCE, EDGAR
Short Term Goal Updated		Build skills in oral and written communication.	8/11/2015	CAYCE, EDGAR
Objective Updated		Attend relevant courses and participate in developmental activities that will increase my overall communication skills.	8/11/2015	CAYCE, EDGAR

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.
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Viewing IDP Messages & Change History

An email will be sent to the employee notifying them that a message has been added by you in regards to their IDP.

Here is a sample email that is sent to the employee after adding a message to their IDP.



TWMS Individual Development Plan (IDP) Message for CAYCE, EDGAR – Please review
 noreply@twms.navy.mil
 This message was converted to plain text.
 Sent: Tue 9/1/2015 11:13
 To: Cayce, Edgar CIV
 Signed By: mytwms.navy.mil

A message has as been added to the IDP for CAYCE, EDGAR . Please login to TWMS to review.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Approved

Position Info / Goals & Objective Required Training Manage Knowledge, Skills, and Abilities (KSA) Developmental Training Submit/Approve **Communications / Change History** Past IDPs

Communication

Send to: Supervisor Employee

Message:

Add Message Clear

The added message is now displayed.



To Supervisor	To Employee	Date	Message	Author
Yes	NO	8/24/2015	Hi Mike, I found some additional training vendors for the writing class we spoke about last week.	CAYCE, EDGAR
NO	Yes	9/1/2015	Great, let's discuss before the RM meeting tomorrow. Say 0845?	WOLFE, MICHAEL

Change History

Change	Old Value	New Value	Date	Changed By
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/31/2016	03/30/2016	8/21/2015	CAYCE, EDGAR
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/30/2016	03/31/2016	8/21/2015	CAYCE, EDGAR
Activity Change (Prepares and delivers a minimum of one training brief per quarter for FY 2016.)-Competency			8/21/2015	CAYCE, EDGAR
New Activity Added		Prepares and delivers a minimum of one training brief per quarter for FY 2016.	8/21/2015	CAYCE, EDGAR

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IDP History

You will be able to review any previous IDPs that have been archived by you as the employee's supervisor or as an IDP Coordinator. Past IDPs are for viewing or printing purposes only and cannot be altered in any way.

To view past IDPs:

1. Click the **Past IDPs** tab.
2. Click the **Print** icon next to any of the IDPs you would like to view. The selected IDP will open in a new window for saving or printing.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEM01/N02	DEM01/N64	ADMINISTRATION	Approved

Print	Created Date	Archived By	Archived Date
	10/2/2011 9:59:00 AM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	7/25/2012 7:29:00 AM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	8/8/2012 9:39:00 AM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	8/12/2012 6:33:00 PM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	12/11/2013 3:41:00 PM	PATTY.KLINE	8/11/2015 11:37:00 AM

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

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Accessing the IDP Administration Tool

The IDP Administration tool is usually given to personnel involved in the management of IDPs within a local command, department, or group. They are referred to here as IDP Coordinators.

To access the IDP Administration tool*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.
2. From Tools/Functions choose the **IDP Administration** button located under the Training Tools header.

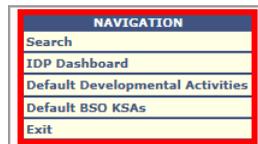
** You must have the appropriate privileges to access this tool.*



Accessing the IDP Administration Tool

The IDP Administration tool will open in a new window. Depending on the privileges you have with your TWMS account, there are up to four available views within the tool. The Search view is the default view and is shown below. The other views are discussed later in this guide. All are accessed from the Navigation menu.

The Navigation menu allows you to exit the tool as well as accessing the other views of the IDP Administration tool.



Searching for Employees

The IDP Administration tool allows you to send specific messages, export various lists of IDP information, or archive IDPs. These actions will only affect the employees that you have selected within your scope of access.

To search for employees:

1. Select and/or enter your search criteria here.
2. Click the **Search** button.

Click here to reset your search criteria.

The number of records returned based on your search criteria is displayed here.

Your search results are displayed here.

The 'Select All' button selects all who fulfill search criteria on all pages.

Select Employee	Email Address	Supervisor	Supervisor Email	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf	IDP Status
<input type="checkbox"/> de NOSTRADAMUS, MICHEL	michel.denostradamus@navy.mil			DEMO1 721	DEMO1	N1			CIVILIAN-APF	IPMS	No Active IDP
<input type="checkbox"/> FAUSTINO, DIAZ	diaz.faustino@navy.mil			DEMO1 N3	DEMO1	N3	YY-NV99 YY UNKNOWN		CIVILIAN-APF	IPMS	No Active IDP
<input type="checkbox"/> SELASSIE, HAILE	haile.selassie@navy.mil			DEMO1 OC	DEMO3	N00B	ZZ-UNKNOWN		CIVILIAN-APF		No Active IDP

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Selecting Employees

You must first select one or more employee(s) before you can send specific messages, export a list of IDP information, or archive IDPs.

To select employees:

1. Click the **Select All** button or click an individual checkbox corresponding to the employee you want to select.
2. Click the **Search** button.

The screenshot shows a search interface with various filters and a table of results. The filters include BSO/SMC/UIC/Org Code, Last Name, First Name, BSO, SMC, CSWF Member, UIC, Org, Emp Type, Civ Performance Plan Type, IDP Status, and DPP Program Type. Below the filters, there are buttons for 'Select All', 'De-Select All', 'Email Selected', 'Email Supervisor Selected', 'Archive Selected', and 'Export Selected'. The table below shows three records with checkboxes in the 'Select Employee' column.

3 Record(s) Returned

The 'Select All' button selects all who fulfill search criteria on all pages.

Select Employee	Email Address	Supervisor	Supervisor Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf Plan	IDP Status
<input checked="" type="checkbox"/>	de NOSTRADAMUS, MICHEL		michel.denosttradamus@navy.mil	DEMO1	721	DEMO1	N1		CIVILIAN-APF	IPMS	No Active IDP
<input checked="" type="checkbox"/>	FAUSTINO, DIAZ		diaz.faustino@navy.mil	DEMO1	N3	DEMO1	N3	YY-NV99 YY UNKNOWN	CIVILIAN-APF	IPMS	No Active IDP
<input checked="" type="checkbox"/>	SELASSIE, HAILE		haile.selassie@navy.mil	DEMO1	OC	DEMO3	N00B	ZZ-UNKNOWN	CIVILIAN-APF		No Active IDP

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Clicking the “De-Select All” button or clicking an individual checkbox a second time will either deselect all employees or deselect an individual employee respectively.

Emailing Employees

Several pre-written messages are available for you to select from to help you communicate to your employee's regarding general topics related to their IDP.

To email selected employees:

1. Click the **Email Selected** button.

The 'Select All' button selects all who fulfill search criteria on all pages.

3 Record(s) Returned

Select All De-Select All **Email Selected** Email Supervisor Selected Archive Selected Export Selected

Select Employee	Email Address	Supervisor	Supervisor Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf Plan	IDP Status
<input checked="" type="checkbox"/> de NOSTRADAMUS, MICHEL	michel.denostradamus@navy.mil			DEMO1 721	DEMO1	N1			CIVILIAN-APF	IPMS	No Active IDP
<input checked="" type="checkbox"/> FAUSTINO, DIAZ	diaz.faustino@navy.mil			DEMO1 N3	DEMO1	N3	YY-NV99 YY UNKNOWN		CIVILIAN-APF	IPMS	No Active IDP
<input checked="" type="checkbox"/> SELASSIE, HAILE	haile.selassie@navy.mil			DEMO1 OC	DEMO3	N00B	ZZ-UNKNOWN		CIVILIAN-APF		No Active IDP

2. Select either a pre-written message or write a custom message that will be sent to the selected employees.

The 'Select All' button selects all who fulfill search criteria on all pages.

3 Record(s) Returned

Select All De-Select All **Email Selected** Email Supervisor Selected Archive Selected Export Selected

Select Message	Purpose	Subject	Message
<input type="radio"/>	Send to a new Employee to announce availability to his/her IDP.	New Employee IDP	All employees should have an Individual Development Plan (IDP) to manage their career. As a new employee, you have 90 days to create your IDP located in the Total Workforce Management Services (TWMS) system. Please create and save your IDP. Your supervisor will be notified that it is ready for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking the following link: https://mytwms.navy.mil
<input type="radio"/>	Send to the Employee to announce Initial Assessment of the IDP.	Individual Development Plan - Initial Assessment	Your Individual Development Plan (IDP) is now available for you to populate. Your supervisor will be notified it is available for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking the following link: https://mytwms.navy.mil .
<input type="radio"/>	Send to the Employee to announce Mid-Process Assessment of the IDP.	Individual Development Plan - Mid-process Assessment	The Review Phase of the Workforce Development Cycle is quickly approaching. Please access your Individual Development Plan (IDP) within 10 business days. Update the form with your final assessment, save your changes, and your supervisor will be notified that it is available for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking the following link: https://mytwms.navy.mil

Send Replies To: _____

Subject: _____

Message: (Limit 2,500 characters)

Send Cancel

Note: You will also be able to change a pre-written message before sending it.

Emailing Employees

You also have the ability to write a custom message to the employees you have selected.

3. Selecting a pre-written message will populate the Subject line and the Message text box.

3. Make any necessary changes to the Subject line, the body of the message, or the email address of who should receive replies. By default, the reply email address will be the person who is sending the message.

4. Click the Send button.

Here is a sample email that is sent to the employee after the IDP Coordinator sends a message.

The 'Select All' button selects all who fulfill search criteria on all pages.

3 Record(s) Returned

Select Message	Purpose	Subject	Message
<input type="radio"/>	send to a new Employee to announce availability to his/her IDP.	New Employee IDP	All CNIC employees should have an Individual Development Plan (IDP) to manage their career. As a new CNIC employee, you have 90 days to create your IDP located in the Total Workforce Management Service (TWMS). Please create and save your IDP. Your supervisor will be notified that it is ready for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: https://twms.navy.mil/twmslog.asp
<input type="radio"/>	send to the Employee to announce Initial Assessment of the IDP.	Individual Development Plan - Initial Assessment	Your Individual Development Plan (IDP) is now available for you to populate. Please review your career goal and your competency gap assessment to determine your goals for this year. Please visit the CNIC Center for Workforce Development for tools to assist you in this process (https://g2.cnic.navy.mil/solutions/ewd/default.aspx). After your review, update/create and save your IDP. Your supervisor will be notified that it is available for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: https://twms.navy.mil/selfservice or https://mytwms.navy.mil .
<input type="radio"/>	send to the Employee to	Individual	The Review Phase of the Workforce Development Cycle is quickly approaching. Please access your Individual Development Plan

Send Replies To: [Text Box]
 Subject: New Employee IDP
 Message: (Limit 2,500 characters) All CNIC employees should have an Individual Development Plan (IDP) to manage their career. As a new CNIC employee, you have 90 days to create your IDP located in the Total Workforce Management Service (TWMS). Please create and save your IDP. Your supervisor will be notified

Send Cancel

Select Employee	Email Address	Supervisor	Supervisor Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf Plan	IDP Status
<input checked="" type="checkbox"/>	de NOSTRADAMUS, MICHEL	michel.denostradamus@navy.mil		DEMO1	721	DEMO1	N1		CIVILIAN-APF	IPMS	No Active IDP
<input checked="" type="checkbox"/>	FAUSTINO, DIAZ	diaz.faustino@navy.mil		DEMO1	N3	DEMO1	N3		CIVILIAN-APF	IPMS	No Active IDP
<input checked="" type="checkbox"/>	SELASSIE, HAILE	haile.selassie@navy.mil		DEMO1	OC	DEMO3	N00B	ZZ-UNKNOWN	CIVILIAN-APF		No Active IDP

New Employee IDP re: SELASSIE, HAILE

haile.selassie@navy.mil

This message was converted to plain text.

Sent: Tue 9/1/2015 22:06
 To: Selassie, Haile CIV
 Signed By: mytwms.navy.mil

All CNIC employees should have an Individual Development Plan (IDP) to manage their career. As a new CNIC employee, you have 90 days to create your IDP located in the Total Workforce Management Service (TWMS). Please create and save your IDP. Your supervisor will be notified that it is ready for review and approval. Your IDP can be accessed through your TWMS Self-Service account by clicking one of the following links: <https://twms.navy.mil/twmslog.asp>

Archiving IDPs

The IDP Administration tool allows you to archive IDPs of selected employees. Once an IDP is archived it cannot be changed. Typically, only IDPs having an “Approved” status are archived.

To archive IDPs for selected employees:

1. Click the **Archive Selected** button.

Note: The IDP Status for this employee's IDP is “Approved”.

BSO/SMC/UIC/Org Code: Assigned, Last Name: cayce, First Name: [blank], BSO: [blank], SMC: [blank], CSWF Member: [checkbox]

UIC: [blank], Org: [blank], Emp Type: ACTIVE DUTY, CIVILIAN-APF, CIVILIAN-FND, Civ Performance Plan Type: PMP, PARS, IPMS, IDP Status: Created, Pending Employee Signature, Pending Supervisor Approval, DPP Program Type: [blank]

<< Previous Page Next Page>> 1 Record(s) Returned The 'Select All' button selects all who fulfill search criteria on all pages.

Select All De-Select All Email Selected Email Supervisor Selected **Archive Selected** Export Selected

Select Employee	Email Address	Supervisor	Supervisor Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf Plan	IDP Status
<input checked="" type="checkbox"/>	CAYCE, EDGAR	edgar.cayce@navy.mil	WOLFE, MICHAEL C	michael.c.wolfe.ctr@navy.mil	DEMO1 N02	DEMO1	N64	YY-NV99 YY UNKNOWN	CIVILIAN-APF	PARS	Approved

BSO/SMC/UIC/Org Code: Assigned, Last Name: cayce, First Name: [blank], BSO: [blank], SMC: [blank], CSWF Member: [checkbox]

UIC: [blank], Org: [blank], Emp Type: ACTIVE DUTY, CIVILIAN-APF, CIVILIAN-FND, Civ Performance Plan Type: PMP, PARS, IPMS, IDP Status: Created, Pending Employee Signature, Pending Supervisor Approval, DPP Program Type: [blank]

<< Previous Page Next Page>> 1 Record(s) Returned The 'Select All' button selects all who fulfill search criteria on all pages.

Select All De-Select All Email Selected Email Supervisor Selected **Archive Selected** Export Selected

Select Employee	Email Address	Supervisor	Supervisor Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf Plan	IDP Status
<input checked="" type="checkbox"/>	CAYCE, EDGAR	edgar.cayce@navy.mil	WOLFE, MICHAEL C	michael.c.wolfe.ctr@navy.mil	DEMO1 N02	DEMO1	N64	YY-NV99 YY UNKNOWN	CIVILIAN-APF	PARS	No Active IDP

After an IDP is archived for the selected employees, the IDP Status for each will change to “No Active IDP”.

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Exporting IDP Information

The IDP Administration tool allows you to export IDP-related information to an Excel spreadsheet for the employees you have selected.

To export the information of IDPs for selected employees:

1. Click the **Export Selected** button.
2. Click **Open**.

BSO/SMC/UIC/Org Code: Assigned (dropdown), Last Name: cayce, First Name: [empty], BSO: [empty], SMC: [empty], CSWF Member: [checkbox]

UIC: [empty], Org: [empty], Emp Type: ACTIVE DUTY, CIVILIAN-APF, CIVILIAN-FND, Civ Performance Plan Type: PMP, PARS, IPMS, IDP Status: Created, Pending Employee Signature, Pending Supervisor Approval, DPP Program Type: [empty]

<< Previous Page Next Page >> 1 Record(s) Returned The 'Select All' button selects all who fulfill search criteria on all pages. Page: 1

Buttons: Select All, De-Select All, Email Selected, Email Supervisor Selected, Archive Selected, **Export Selected**

Select Employee	Email Address	Supervisor	Supervisor Email Address	UIC	Org Code	Assigned UIC	Assigned Org Code	Assigned SMC	Employee Type	Perf Plan	IDP Status
<input checked="" type="checkbox"/> CAYCE, EDGAR	edgar.cayce@navy.mil	WOLFE, MICHAEL C	michael.c.wolfe.ctr@navy.mil	DEMO1	N02	DEMO1	N64	YY-NV99 YY UNKNOWN	CIVILIAN-APF	PARS	Approved

Do you want to open or save ExcelReport.xlsx (3.37 KB) from twms.navy.mil?

Buttons: **Open**, Save, Cancel

Displayed here are the IDP fields exported to Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	MEMBER NAME	SUPERVISOR NAME	EMAIL ADDRESS	SUPERVISOR EMAIL	UIC	ORG CODE	ASSIGNED UIC	ASSIGNED ORG	SMC	EMPLOYEE TYPE	PERF PLAN TYPE	IDP STATUS	INTERESTED IN MENTORING	INTERESTED IN MENTORING	CURRENTLY MENTORING	INTERESTED IN DEVELOPMENTAL ASSIGNMENT
1	CAYCE, EDGAR	WOLFE, MICHAEL C	edgar.cayce@navy.mil	michael.c.wolfe.ctr@navy.mil	DEMO1	N02	DEMO1	N64	YY-NV99 YY UNKNOWN	CIVILIAN-APF	PARS	Approved	NO	NO	NO	NO

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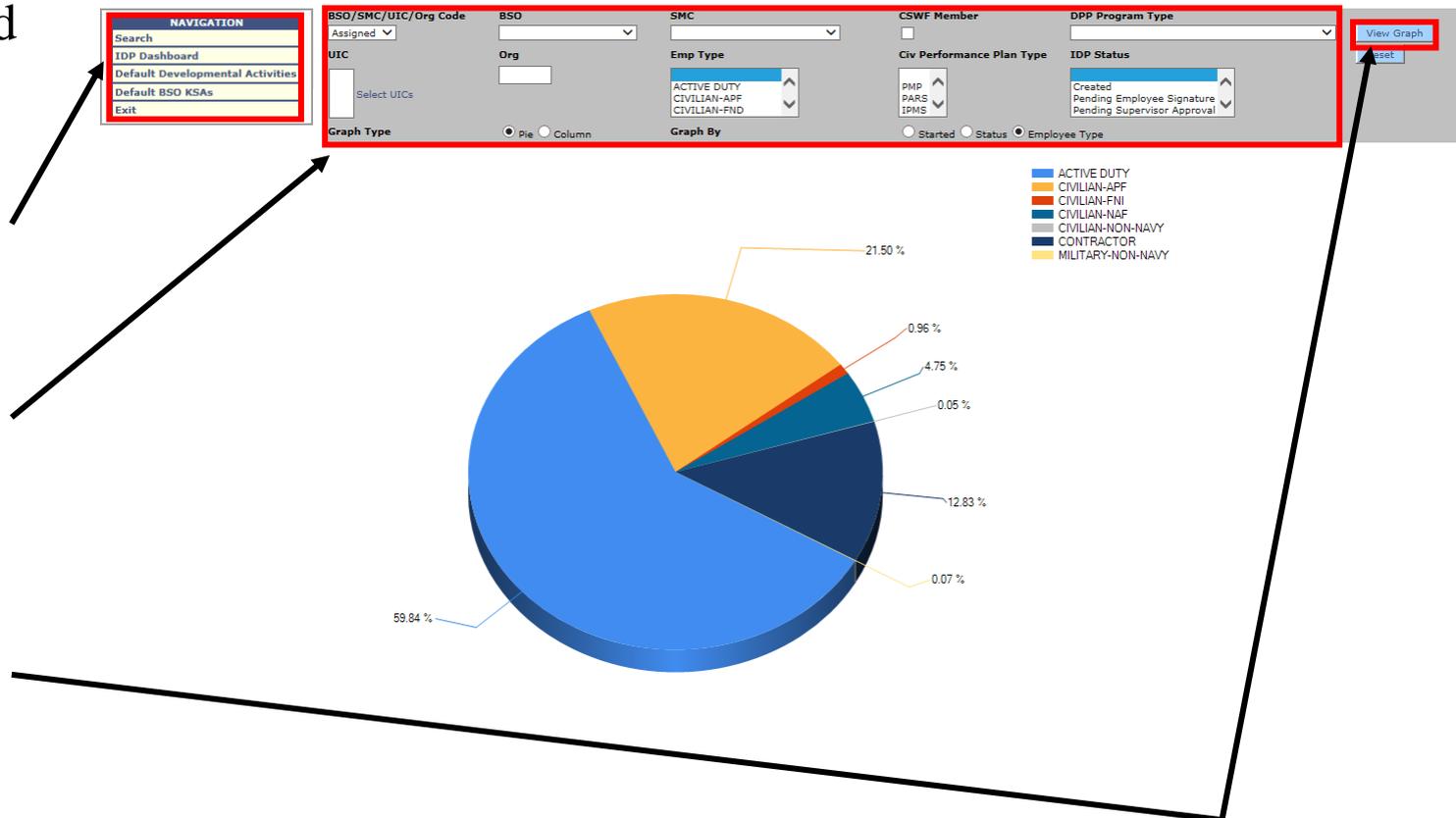
Note: After exporting this information, you will be able to save and/or print the spreadsheet.

IDP Dashboard

The IDP Administration tool allows you to view dashboard information for IDPs within your scope of access. The information can be displayed by pie or column charts. This view can be accessed from the IDP Dashboard button on the Navigation Menu.

To view IDP Dashboard information:

1. Click the **IDP Dashboard** button.
2. Enter and/or select any filters for the graphs you like displayed.
3. Click the **View Graph** button.



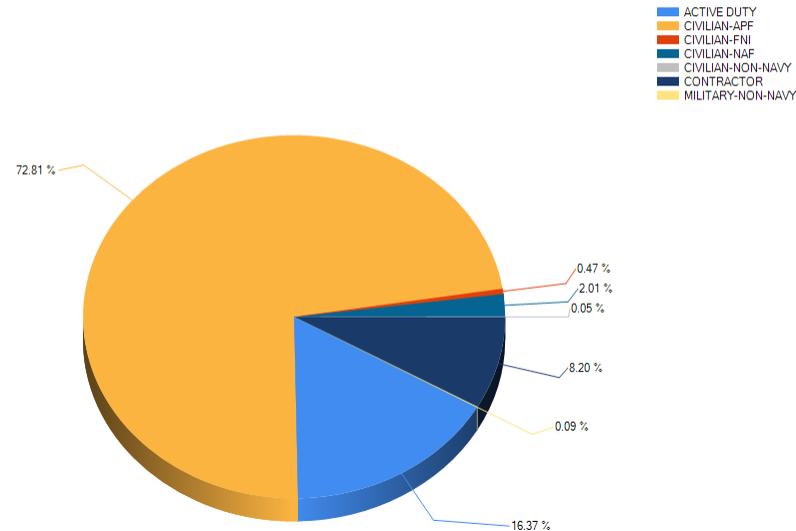
IDP Dashboard

Selecting different filters from the dashboard will display new information.

Here we have selected to only view the percentages, by employee type, of IDPs having the IDP Status of “Created”.

BSO/SMC/UIC/Org Code: BSO, SMC, CSWF Member, DPP Program Type, View Graph
Assigned, UIC, Org, Emp Type, Civ Performance Plan Type, IDP Status: Created, Pending Employee Signature, Pending Supervisor Approval, Reset
Graph Type: Pie, Column, Graph By: Started, Status, Employee Type

4. Repeat steps 2-3 to view other IDP Dashboard information.



5. Click the Reset button to clear all filters.

Adding Default Developmental Activities

The IDP Administration tool allows you to add a developmental activity to a specific KSA you have selected. A developmental activity is either a defined activity or a training course. The activity or course you have added for a KSA will be displayed on the employee's IDP if they choose that identical KSA.

To add a default developmental activity*:

1. Click the **Default Developmental Activities** button.
2. Select the filters to display the specific KSA you want to add a developmental activity for.

The screenshot shows the IDP Administration tool interface. On the left, a 'NAVIGATION' menu has 'Default Developmental Activities' highlighted with a red box. An arrow points from this menu item to the main form. The form is also outlined with a red box and contains the following fields:

Community	ADMINISTRATION	Competency Category	Accountability
Level	Service Provider	Fosters and ensures an environment that instills public trust while accomplishing the mission. Monitors progress and evaluates outcomes to improve	
Competency	Fosters and ensures an environment that instills public trust while accomplishing the mission. Monitors progress and evaluates outcomes to improve		
Developmental Training Type	Activity	BSO	JV99
Priority	Critical/Mandated	Anticipated Completion Time (in days)	Days will be added to current date as the estimated completion date.
Developmental Activity Description			
<input type="button" value="Add Default"/>			

At the bottom of the form, it says 'No records found'.

Note: The form will change depending on the Developmental Training Type you select. The steps shown here add an “Activity”. The steps for adding a “Course” are similar. The only difference is that you must first search for the course title in the TWMS Course Table. If it isn't found then you will be able to manually enter it.

** You must have the appropriate privileges to access this tool.*

Adding Default Developmental Activities

KSAs in which you have added a default Developmental Activity for will be displayed to help the employee develop their IDP. These activities aren't required to be added by the employee.

3. Enter the number of days this developmental activity must be completed within when it is added to the employee's IDP.

4. Enter a description for this activity.

5. Click the **Add Default** button.

The default activity for the selected KSA is displayed here. You can now edit or delete it as necessary.

6. Repeat steps 2-5 to add other activities.

Community	ADMINISTRATION	Competency Category	Communications
Level	Service Provider		
Competency	Ability to develop presentations, briefings, and reports		
Developmental Training Type	Activity	BSO	NV99
Priority	Critical\Mandated	Anticipated Completion Time (in days)	90 <small>Days will be added to current date as the estimated completion date.</small>
Developmental Activity Description	Prepare and present at least one brief. Topic is to be agreed upon by employee and supervisor.		
			Add Default

Community	ADMINISTRATION	Competency Category	Communications
Level	Service Provider		
Competency	Ability to develop presentations, briefings, and reports		
Developmental Training Type	Activity	BSO	NV99
Priority	Critical\Mandated	Anticipated Completion Time (in days)	90 <small>Days will be added to current date as the estimated completion date.</small>
Developmental Activity Description			
			Add Default

Edit	Delete	Community	Competency Group	Competency	Training	Type	Course ID	Priority	Anticipated Completion Time	KSA Source
		ADMINISTRATION	Communications	Ability to develop presentations, briefings, and reports	Prepare and present at least one brief. Topic is to be agreed upon by employee and supervisor.	Activity		Critical\Mandated	90	DON

Adding Default BSO KSAs

The IDP Administration tool also allows you to add specific KSAs you would like to displayed as defaults for all employees within your BSO. In addition to the ones you can select here for the employee, all Department of the Navy (DON) KSAs will always be displayed. The employee will also have the ability to view all KSAs in their IDP regardless of whether it has been selected as a default.

To add a default KSA*:

1. Click the **Default BSO KSAs** button.
2. Select the search criteria to display the specific KSAs you want to add as a default.
3. Click the **Search** button.

The screenshot shows the IDP Administration tool interface. The navigation menu on the left has 'Default BSO KSAs' highlighted. The main form has search criteria: Community (ADMINISTRATION), Sub-Community (All), Ksa Category (All), BSO (NV99), and KSA Keyword (empty). The 'Search' button is highlighted. Below the form is a table of KSAs with columns for Select, Sub Community, Group, KSA, and KSA Source. The 'Select All' button is also highlighted.

Any KSA changes will be automatically saved.

Select	Sub Community	Group	KSA	KSA Source
<input type="checkbox"/>	SUPERVISORY	Conflict Management	Anticipates and takes steps to prevent counterproductive confrontations. Manages and resolves conflict and disagreements in a constructive manner.	NAVSUP
<input type="checkbox"/>	SUPERVISORY	Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance-based deficiencies. Manages a multi-sector workforce and a variety of work situations.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Communications	Communicates well both verbally and in writing. Creates accurate and punctual reports. Delivers presentations, shares information and ideas with others, has good listening skills.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Developing Others/Coaching	Counsels, mentors, and helps staff achieve personal/professional growth. Identifies training needs/opportunities and provides specific, direct training to staff. Assists staff with goal creation and provides meaningful, specific feedback and mentoring to staff.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Strategic Thinking	Demonstrates ability to identify and create strategies consistent with the organization. Examines strategies with a long-term perspective. Anticipates potential challenges or opportunities	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Multi-Tasking	Demonstrates an ability to manage and complete more than one task at a time. Shows an ability to manage tasks in a timely and efficient manner.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Flexibility	Demonstrates willingness to accept change. Shows ability to adapt to new information, complications, and/or shifting priorities. Able to handle multiple projects and high stress situations (e.g., aggressive deadlines, emergency situations). Acquires and apply new knowledge and skills.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Motivation	Desires to contribute to one's own success as well as that of the organization. Possesses a natural curiosity to take the initiative to explore, investigate, and learn.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Cooperation & Teamwork	Develops and maintains effective working relationships with others. Respects and values individual differences and diversity by treating everyone fairly and professionally. Contributes to organizational or institutional knowledge by sharing information.	NAVSUP
<input type="checkbox"/>	SUPERVISORY	Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.	NAVSUP

* You must have the appropriate privileges to access this tool.

Adding Default BSO KSAs

Some BSOs have provided TWMS with a specific list of KSAs that are not included in the DON standard list of KSAs. They can be viewed separately by selecting the BSO from the “KSA Source” dropdown. All KSA selections/deselections will be automatically saved as part of the defaulted list for the KSA search criteria.

You can view only the KSAs provided by a specific BSO here.

- Click the checkboxes corresponding to the list of KSAs you would like to add as defaults for the KSA search criteria.

The 'Select All' button selects all who fulfill search criteria on all pages.

Note: The identical KSAs will display when the employee chooses the same search criteria in their IDP.

Select	Sub Community	Group	KSA	KSA Source
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Operating Systems	Possesses knowledge of the activities supporting the planning, installation, configuration, testing, implementation, and management of the organization's systems environment in support of the organization's IM and IT architecture and business needs. Understands a variety of functions on a wide range of IM and IT issues, including providing advice and recommendations on architecture and business operating systems; interpreting and applying IM and IT policies, processes and guidelines; conducting analysis; and recommending resolution to problems and issues.	NAVSUP
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Network Services	Possesses knowledge of the planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, and/or video formats. Participates in a variety of functions on a wide range of IM and IT issues, including providing advice and recommendations on network services; interpreting and applying IM and IT policies, processes, and guidelines; conducting analysis and recommending resolution to network services problems and issues; and preparing and presenting reports.	NAVSUP
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application Software	Possesses knowledge of the processes utilized for the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software. Understands the concepts of the implementation and integration of new software development processes and developing new series, concepts, principles, standards, and methods.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Critical Thinking	Recognizes issues, problems, opportunities, or emerging trends. Collects information or data that is necessary and appropriate for identifying or addressing issues and problems. Analyzes and integrates relevant information or data to draw sound conclusion.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Self Management	Shows high level of proactive initiative, effort, and commitment towards completing assignments in a timely manner. Demonstrates ability to organize work, set priorities, and determine resource needs. Determines short- or long-term goals and strategies to achieve them. Displays motivation and proactive behavior. Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.	NAVSUP
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Internet Management	Understands concepts underlying the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical management of Web sites. Possesses knowledge of a variety of functions on a wide range of IM and IT issues, including providing advice and recommendations on Internet, intranet, and extranet IM and IT policies, processes and guidelines; conducting analysis and recommending resolution to problems and issues, and preparing and presenting reports.	NAVSUP
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Customer Support	Understands the processes underlying the delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements. Possesses knowledge of a variety of functions on a wide range of IM and IT issues, including providing advice and recommendations on customer support IM and IT issues; interpreting and applying IM and IT policies, processes, and guidelines; conducting analysis and recommending resolution to problems and issues; and preparing and presenting training.	NAVSUP
<input type="checkbox"/>	Fundamental Skills	Organizational Knowledge/Political Savvy	Understands the SUP 01 business in a sufficient manner to make business decisions affecting the organization. Takes the initiative to learn more about the organization from colleagues and superiors, as well as through more formal training. Creates and/or follows Standard Operating Procedures (SOPs) with an organized, consistent approach. Demonstrates ability to be thorough and conscientious. Contributes to the organization through both professional and extracurricular activities.	NAVSUP
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Enterprise Architecture	Work that involves the analysis, planning, design, implementation, documentation, assessment, and management of the enterprise structural framework to align IT strategy, plans, and systems with the mission, goals, structure, and processes of the organization.	NAVSUP
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Leadership	Ability and commitment to serve the public	DON

KSAs having a “KSA Source” of DON cannot be selected/deselected. They will always display in the employee’s IDP. They are displayed here for informational purposes only.