

=====

CHRO ANNOUNCEMENT – INDIVIDUAL DEVELOPMENT PLAN (IDP)

TARGET: USMC Appropriated Fund (APF) Civilian Employees, Supervisors and Managers

Now that the Defense Performance Management Appraisal Program (DPMAP) performance cycle has ended, it's time for everyone to establish a new Individual Development Plan (IDP) for the new appraisal cycle. Per MARADMINs 133/17 and 106/18, new IDPs need to be submitted and approved by 30 April 2021.

Employees and Supervisors need to collaborate on developmental desires and expectations. Then, using the "MyIDP" Module found in TWMS at <https://twms.dc3n.navy.mil/selfservice/>, record courses and activities agreed upon for the year.

Individual development planning is a requirement that benefits everyone; the employee, the supervisor, and the command. When Supervisors and employees establish training goals together, they create mutual confidence and engagement. By aligning training and developmental activities with the organization's mission, goals, and objectives the command experiences improved performance and efficiency.

NOTE: ONLY for those without access to a computer, please go to <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/Civilian-Human-Resources-Office-US/US-Training/> to obtain a hardcopy of the IDP format, which needs to be uploaded into TWMS by the supervisor once completed.

The IDP format is located under "SUPPORTING DOCUMENTS", "Individual Development Plan (IDP)" then file title: IDP Format (MCB Butler). The IDP User Guide is also available at the same location.

POC: MCBBUTLER CHRO Training <MCBBUTLERCHROTraining@usmc.mil> DSN: 645-7689