

## REQUIREMENT FOR CIVILIAN EMPLOYEES TO ESTABLISH AN INDIVIDUAL DEVELOPMENT PLAN

Date Signed: 3/17/2017

MARADMINS Active Number: 133/17

R 171403Z MAR 17

MARADMIN 133/17

MSGID/GENADMIN/CMC WASHINGTON DC MRA MP//

SUBJ/REQUIREMENT FOR CIVILIAN EMPLOYEES TO ESTABLISH AN INDIVIDUAL DEVELOPMENT PLAN//

REF/A/DODI 1400.25 V410/25 SEP 13//

REF/B/SECNAV 12410.25A/12 DEC 16//

REF/C/ASN (MRA) MEMO/30 JUN 16/NARR/REF A IS DODI 1400.25 V410, DOD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: TRAINING, EDUCATION, AND PROFESSIONAL DEVELOPMENT. REF B IS SECNAVINST 12410.25A, CIVILIAN EMPLOYEE TRAINING AND CAREER DEVELOPMENT. REF C IS ASN (MRA) MEMO LEADERSHIP DEVELOPMENT FOR THE DEPARTMENT OF THE NAVY CIVILIAN WORKFORCE (NOTAL)//

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GENTEXT/REMARKS/1. Purpose: This MARADMIN provides guidance for implementing the requirement that all civilian employees establish an Individual Development Plan (IDP) within 30 days of coming onboard and then at the beginning of a new performance cycle. This policy is applicable to USMC civilian employees paid from appropriated and non-appropriated funds to the extent permitted by law and applicable regulations.

2. References (a) and (b) establish the Department of Defense (DoD) requirement for the creation and updating of IDPs for all civilian employees. Reference (c) identifies that IDPs be established via available automated systems.

3. An IDP is a tool to assist employees in career and personal development planning. The primary purpose of the IDP is to help employees reach short and long-term career goals as well as develop the specific skills and competencies necessary to meet job performance objectives through appropriate training, education, and other professional development assignments aimed at strengthening competencies. Although an important developmental tool, the IDP does not imply or provide a guarantee of requested training.

4. Supervisors of civilian employees are responsible for:

a. Collaborating with employees during the development of an IDP. Considerations include, but are not limited to:

- (1) employee competency strengths and weaknesses
- (2) competency needs and proficiency levels
- (3) performance goals and responsibilities
- (4) career development opportunities and learning resources (e.g. Leadership courses).

b. Ensuring each subordinate employee has an approved IDP within 30 days of reporting to duty and then within 30 days after the start of a new performance cycle. The IDP must be updated and approved each year after the start of the performance cycle. IDPs are living documents and should be reassessed in coordination with employees' performance reviews and plans.

5. Appropriated Fund (APF) Employees. Effective immediately, all Civilian Marines not currently on an IDP must establish an IDP using an automated system not later than 1 June 2017. The automated system must be able to track, monitor, and report on planned developmental activities and their progress. For those activities currently utilizing an automated system for creating and tracking IDPs that meet the above requirements, authorization is granted to continue using it. All other Marine Corps activities are required to utilize the MyIDP module contained in the Total Workforce Management Services (TWMS) system to establish IDPs. Employees and supervisors can access the module via their self-service account by going to [https:\(forward slash\)\(forward slash\)MyTWMS.navy.mil](https://(forward slash)(forward slash)MyTWMS.navy.mil). For specific guidance on creating an IDP using the MyIDP tool in TWMS, use the TWMS IDP User Guide available at [https:\(forward slash\)\(forward slash\)MyTWMS.navy.mil](https:(forward slash)(forward slash)MyTWMS.navy.mil).

slash)www.manpower.usmc.mil/twms.

6. Non-Appropriated Fund (NAF) Employees. Ethos is the NAF Learning Management System (LMS). This system is accessible to all Marine Corps Community Services (MCCS) employees via the internet and allows employees to establish a Learning Development Plan (LDP) which is the equivalent of an IDP. Given the performance appraisal cycle for NAF differs from that of APF employees, the requirement to automate LDPs will be implemented enterprise-wide in 2018. For specific guidance on creating a LDP in Ethos, please use the Job Aid located at: <https://www.usmc-mccs.csod.com> under Ethos Job Aids.

7. For those employees who do not have access to a computer, supervisors can approve hardcopy IDPs or LDPs, or supervisors can create, assign, and update IDPs in TWMS or LDPs in Ethos. Supervisors utilizing hardcopies are required to maintain originals of approved hardcopy IDPs/LDPs and forward a copy to the servicing Human Resources Office (HRO) for verification and reporting purposes.

8. Commands that do not use the TWMS IDP tool will be required to report IDP information to M&RA, MPC30 on a quarterly basis via their servicing HRO.

9. Release authorized by SES M. R. Strobl, Director, Manpower Plans and Policy, Acting.//