

OVERVIEW

The NAVFAC Career Compass Individual Development Plan (IDP) represents the most powerful tool you can use to guide your learning and professional development and be assured your growth aligns with your team's needs and the greater NAVFAC mission. It is the second, and most significant, step associated with the ECA to IDP Cycle and to participating in Career Compass, a career development program for NAVFAC civilian employees. (The first step involves completing the Employee Competency Assessment or ECA.)

A completed Career Compass IDP will serve as a guide to the learning activities you'll pursue throughout the year and will enable you to explore the development resource materials available on the Career Compass Resource Center (CCRC).

To complete the technical development portion of the Career Compass IDP, refer to your specific Community Management Plan (CMP). Then, use information from your ECA Report to complete the non-technical development portion. If you have not yet completed the ECA, go to <https://chci-survey.com/eca>. Once you do, you will receive a customized report to help you complete your Career Compass IDP.

In completing the NAVFAC Career Compass IDP, you will partner with your supervisor to outline a plan for career and personal development. You will identify and record specific experiential, social, and formal developmental activities that match your learning style and support your career and development goals. You may also seek assistance from your local command's Civilian Training Advocate (BD17) to further explain the Career Compass IDP or find additional resources and development options. Refer to [Appendix A \(page 9\)](#) to review definitions related to this form.

All fields indicated with an asterisk (*) are required.

Other than your name and email, do not enter any personally identifiable information (PII) in this form.

* Asterisk denotes required fields.

SECTION I: EMPLOYEE PROFILE

* Name (Last, First Middle)		* Navy Email		* Position Title	
* Command		* Community		* Location	
* Career Segment					
* Member of Acquisition Workforce?		* Job Series (e.g., 0301)		* Supervisory Status	
				* Development Period (e.g., FY22)	
PLEASE PROVIDE ANSWERS TO EACH OF THE QUESTIONS BELOW RELATING TO YOUR CAREER EXPERIENCES.					
* Are you currently in a leadership program?				If YES is selected, which program?	
				If OTHER is selected, which program?	
* Are you interested in further development and/or training beyond mandatory requirements?				IMPORTANT: If NO is selected, skip to Section VII and provide an explanation in the Additional Comments box, then send your IDP to your supervisor for signature and approval.	
* Are you interested in a leadership program for next development period?				If YES is selected, which program?	
				If OTHER is selected, which program?	
* Are you being mentored, either formally or informally?				If NO is selected, are you interested in mentorship this development period (FY22)?	
* Are you mentoring another NAVFAC employee, either formally or informally?				If NO is selected, are you interested in mentoring an employee during this development period?	
* Did you participate in a rotational assignment in FY22?				If YES, which command did you rotate to?	
				If YES, which community did you rotate to?	
				If YES, are you planning to complete other rotations in the future?	
* Have you completed a formal coaching program in the past three years?				* Are you currently enrolled in a formal coaching program?	
				If NO, are you interested in participating in a future coaching program?	
* Do you have a current IDP uploaded to Total Workforce Management Services (TWMS)?					

SECTION II: Career Goals / Objectives

Please complete the following section based on your current position, professional interests, and career aspirations.

*** Provide any specific short-term career goals and objectives you would like to accomplish in the next 12 months (1000 character limit).**

*** Provide any specific long-term career goals and objectives you would like to accomplish in the next 12 - 36 months (1000 character limit).**

SECTION III: Required Individual Training (For Your Information)

Mandatory training for civilian and military personnel is listed in NAVFACNOTE 1500 and may be found on the Total Force Development (TFD) portal page at: <https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/NAVFACHQBD17>. Required training for all supervisors is also posted on the TFD portal page. NAVFACNOTE 1500 also displays the TWMS course ID numbers.

TWMS can be accessed at: <https://myTWMS.DC3N.Navy.mil>

SECTION IV – Technical and Non-Technical Development Requirements

Using your Community Management Plan (CMP), list the top two (2) technical development requirements you should complete in the next 12 months. You may find a copy of your CMP at: <https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/NAVFACHQBD17/SitePages/Community-Management-Framework.aspx>

Based on your own analysis of areas requiring additional growth (leveraging discussions with your supervisor and/or mentors), select up to two (2) additional technical development requirement which would be most useful and relevant to accomplishing your career goals stated above.

* Technical Development Requirements <i>(in 25 words or less)</i>	
1	
2	
3	
4	

Using the results of your ECA, select the non-technical competencies from the dropdowns below that were determined to be your top two (2) strengths. You may select up to three (3) additional competencies as strengths that you wish to leverage in your career development.

Then, select the top two (2) areas requiring additional development. Based on your own analysis, and discussions with your supervisor and/or mentors, select up to three (3) additional non-technical competencies on which to focus which would be most useful and relevant to accomplishing your career goals stated above.

* Non-Technical Competency - Strengths		* Non-Technical Competency - Areas of Growth	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

SECTION V – Development Activities

Using the information from Section IV, identify at least two (2), and up to six (6), activities you would like to use to meet your development goals and objectives and complete the table below. As necessary, refer to the clarifying definitions in [Appendix A](#).

*Activity Description #1 If a formal course, list the Course Number first, e.g. CTC 415 or ACQ 101:					
* a. Activity Type	* b. Development Category	* c. Primary Learning Type		* d. Secondary Learning Type	
* e. If Non-Technical, Primary Competency Addressed	* f. If Non-Technical, Secondary Competency Addressed	* g. Estimated Tuition Cost USD \$	* h. Estimated Travel Cost (USD \$)	* i. Estimated Completion Date	j. Actual Completion Date
		\$	\$		
If designating "Other" for Activity Type, briefly describe activity below:		Unknown. If cost information is not available check box on left.			

*Activity Description #2 If a formal course, list the Course Number first, e.g. CTC 415 or ACQ 101:					
* a. Activity Type	* b. Development Category	* c. Primary Learning Type		* d. Secondary Learning Type	
* e. If Non-Technical, Primary Competency Addressed	* f. If Non-Technical, Secondary Competency Addressed	* g. Estimated Tuition Cost USD \$	* h. Estimated Travel Cost (USD \$)	* i. Estimated Completion Date	j. Actual Completion Date
		\$	\$		
If designating "Other" for Activity Type, briefly describe activity below:		Unknown. If cost information is not available check box on left.			

SECTION V – Development Activities (Continued)

Activity Description #3 If a formal course, list the Course Number first, e.g. CTC 415 or ACQ 101:					
a. Activity Type	b. Development Category	c. Primary Learning Type		d. Secondary Learning Type	
e. If Non-Technical, Primary Competency Addressed	f. If Non-Technical, Secondary Competency Addressed	g. Estimated Tuition Cost (USD \$)	h. Estimated Travel Cost (USD \$)	i. Estimated Completion Date	j. Actual Completion Date
		\$	\$		
<i>If designating "Other" for Activity Type, briefly describe activity below:</i>		Unknown. If cost information is not available check box on left.			

Activity Description #4 If a formal course, list the Course Number first, e.g. CTC 415 or ACQ 101:					
a. Activity Type	b. Development Category	c. Primary Learning Type		d. Secondary Learning Type	
e. If Non-Technical, Primary Competency Addressed	f. If Non-Technical, Secondary Competency Addressed	g. Estimated Tuition Cost (USD \$)	h. Estimated Travel Cost (USD \$)	i. Estimated Completion Date	j. Actual Completion Date
		\$	\$		
<i>If designating "Other" for Activity Type, briefly describe activity below:</i>		Unknown. If cost information is not available check box on left.			

To enter more activity descriptions, go to [Appendix B](#).

SECTION VI – Accountability (Optional)

Accountability is an important aspect of transferring knowledge, skills, and behaviors, once learned and developed, back to the job. These behaviors become habits and, ultimately, impact organizational outcomes. Please identify how you will keep yourself accountable to complete your IDP and translate the knowledge and skills you learn from the activities into work behaviors and productivity. Some examples of accountability tactics include:

- Report/document all WFD activities once completed.
- Identify an accountability partner to check in with related to IDP activities.
- Identify opportunities to measure progress, results, and impact.
- Document communications with your supervisor or mentor when you have periodic conversations about your career development.

Development Activity		Accountability Tactic
1.		
2.		
3.		
4.		
5.		

SECTION VII – Employee / Supervisor Agreement

EMPLOYEES: Use the space below to add any notes, comments, or additional details relevant to your IDP before signing and sending to your supervisor.

DO NOT INCLUDE ANY PERSONALLY IDENTIFIABLE INFORMATION (PII).

Additional Comments:

I submit this IDP with the understanding that it is not a guarantee of requested development and may be revised based upon changing needs or circumstances.

Type your full name and date to affirm this submission below:

Employee Name (First Middle Last)

*Date:

EMPLOYEE - After entering your name and date, please complete the next steps:

- > **Step 1:** Save a copy of this IDP for future discussions.
- > **Step 2:** Email a copy to your supervisor for review.
- > **Step 3:** Schedule a meeting with your supervisor to discuss your IDP.

SECTION BELOW RESERVED FOR SUPERVISOR ONLY

I have reviewed this IDP with the employee and have discussed how the proposed activities will benefit their professional growth and the NAVFAC mission.

*Supervisor Signature:

*Date:

Apply your digital signature to the space above.

SUPERVISOR - After signing, please complete the next steps:

- > **Step 1:** Save a copy for future discussions with employee.
- > **Step 2:** Email a copy to the employee.
- > **Step 3:** Email a copy to the TFD mailbox at NAVFACHQTotalForceDevelopment@us.navy.mil where the data will be aggregated without any personally identifiable information (PII).

Proponent: NAVFAC Total Force Development (HQ BD17) is the proponent for this form.

APPENDIX A

Definitions: Development Categories

- **Technical Development.** Includes the development of competencies (e.g. knowledge, skills, and abilities), experience, training, and certifications required for jobs specific to each NAVFAC community.
- **Non-Technical Development.** Refers to the formal and informal learning and development opportunities which align to the 20 non-technical competencies identified in the WFD Continuum,
- **Skills-Based Training.** Refers to the software-based skills needed to perform one's job (i.e., training for statistical software programs, data visualization, business analytics, or proficiency in Microsoft Office software).

Learning Types

- **Experiential Learning.** Experiential learning refers to self-directed employee development activities facilitated through experiences, projects, and tasks which typically occur as part of employees' regular duties or development program. Experiential learning involves engaging in self-directed activities that build knowledge, skills, and competencies. Experiential learning should encompass most of the learning in a balanced adult learning model. Examples of experiential learning activities include stretch assignments, rotational assignments, and on-the-job training.
- **Social Learning.** Social learning refers to cooperative employee development activities facilitated by relationships among colleagues. These relationships may be with peers, lower-level employees, or higher-level employees (e.g., supervisors, leadership) and are generally developed outside of a formal classroom setting. Social learning involves communicating with colleagues to learn and share knowledge that can be used to build skills and competencies. Social learning comprises about 20% of balanced development activities. Examples of social learning activities include coaching or mentoring activities, discussing podcasts and webinars with peers, working with accountability partners, and shadowing skilled performers
- **Formal Learning.** Formal learning refers to expert-led employee development activities that take place in designated learning environments, such as classrooms, web-based courses, and workshops. Formal learning involves participating in formal educational and training opportunities in a student-role. Formal learning comprises about 10% of balanced development activities. Examples of formal learning activities include participating in a student-role of classroom instruction and reading expert-created materials on topics related to individuals' developmental needs.

APPENDIX B

Additional Activity Descriptions for Section V

Activity Description #5 If a formal course, list the Course Number first, e.g. CTC 415 or ACQ 101:					
a. Activity Type	b. Development Category	c. Primary Learning Type		d. Secondary Learning Type	
e. If Non-Technical, Primary Competency Addressed	f. If Non-Technical, Secondary Competency Addressed	g. Estimated Tuition Cost (USD \$)	h. Estimated Travel Cost (USD \$)	i. Estimated Completion Date	j. Actual Completion Date
		\$	\$		
<i>If designating "Other" for Activity Type, briefly describe activity below:</i>		Unknown. If cost information is not available check box on left.			

Activity Description #6 If a formal course, list the Course Number first, e.g. CTC 415 or ACQ 101:					
a. Activity Type	b. Development Category	c. Primary Learning Type		d. Secondary Learning Type	
e. If Non-Technical, Primary Competency Addressed	f. If Non-Technical, Secondary Competency Addressed	g. Estimated Tuition Cost (USD \$)	h. Estimated Travel Cost (USD \$)	i. Estimated Completion Date	j. Actual Completion Date
		\$	\$		
<i>If designating "Other" for Activity Type, briefly describe activity below:</i>		Unknown. If cost information is not available check box on left.			