



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Intern Forum #1: Develop Yourself

Participant Workbook

Table of Contents

Introduction	4
Agenda.....	4
NAVFAC’s Workforce Development ‘Engine’	4
Community Management Framework	5
Chat Question.....	6
Chat Question.....	7
Tools for Workforce Development at NAVFAC	7
Workforce Development Continuum.....	7
Employee Competency Assessment (ECA).....	8
Individual Development Plan (IDP).....	10
Chat Question.....	10
Chat Question.....	11
Resources to Support Your Growth	11
Career Compass Resource Center (CCRC).....	11
Other Career Development Resources.....	11
Links to Other Career Development Resources.....	12
Contact Information	12
Development Resources	12
Command BD17 Contact List	13
Final Reflections	14

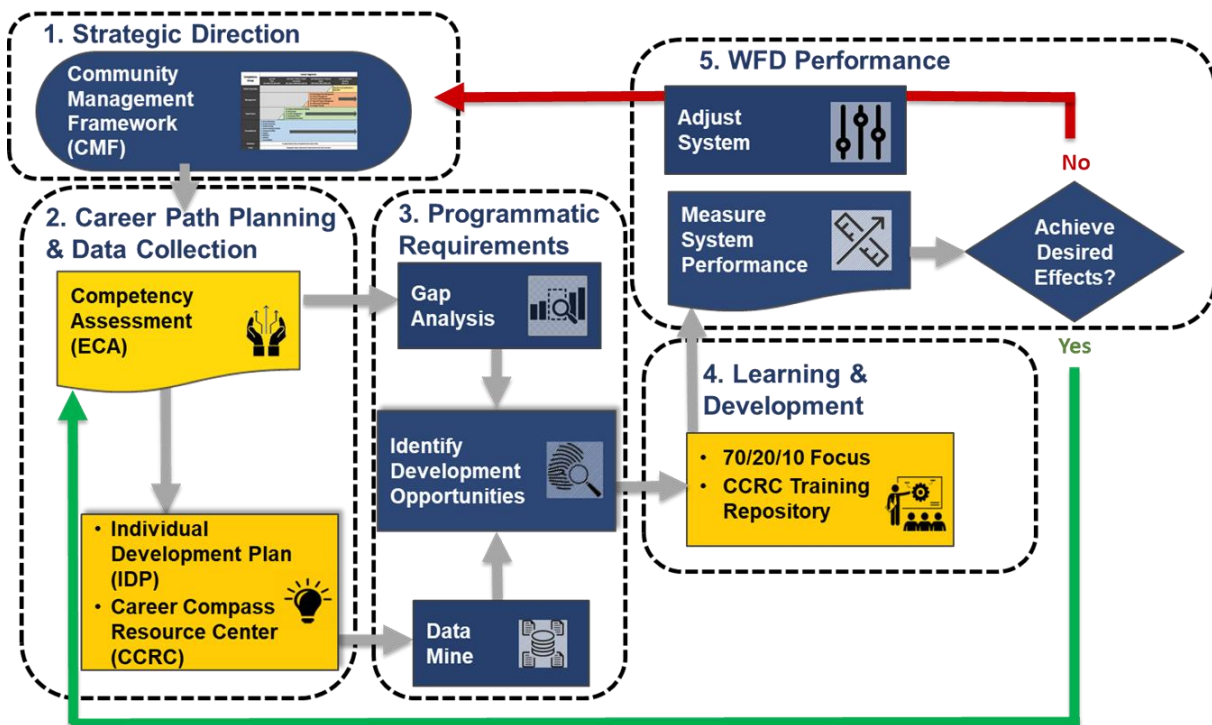
Introduction

Agenda

- Community Management Framework
- Tools to Support Your Growth
- Resources to Support Your Growth



NAVFAC’s Workforce Development ‘Engine’



This diagram lays out the five subsystems of the NAVFAC Workforce Development system.

Subsystem 1 is the Strategic Direction as laid out in the Community Management Framework, or CMF, which lays out the 20 non-technical competencies identified by NAVFAC as being critical for mission success.

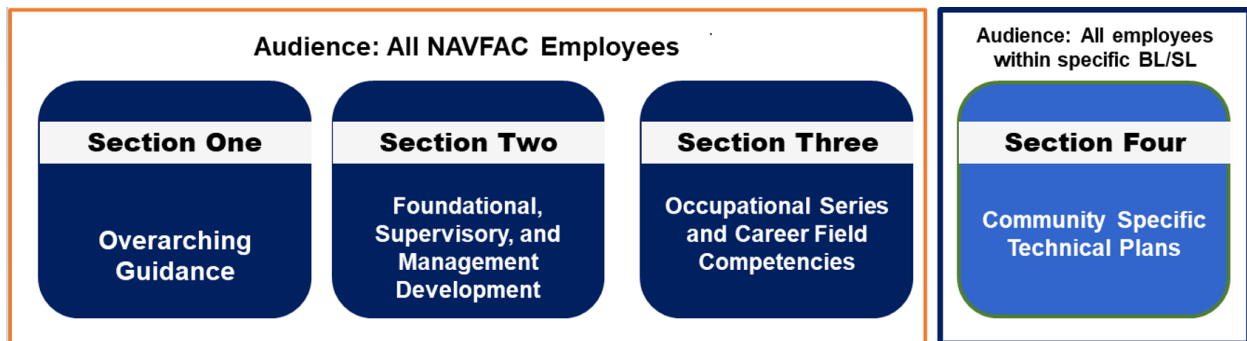
Subsystem 2 contains Career Path Planning and Data Collection with inputs from the Employee Competency Assessment (ECA) and Individual Development Plan (IDP).

Subsystem 3 is the Programmatic Requirements, located in the middle of the graphic. Taking the data collected from Subsystem 2, data mining and gap analysis are conducted to develop a data-informed strategy for development opportunities.

Subsystem 4 is Learning and Development, which is responsible for both SYSCOM procurement and development of training based on requirements identified in Subsystem 3.

Subsystem 5 is Workforce Development Performance, where data is leveraged to help ensure system success and inform system adjustments necessary to optimize the overall system.

Community Management Framework



Section 1: Overarching Guidance

Provides employees with information and resources to understand where they are in their career, where they would like to go, and how to get there.

Section 2: Foundational, Supervisory, and Management Development

Outlines the non-technical professional development expectations for all employees, as well as NAVFAC's leadership program opportunities and mandatory training requirements.

Section 3: Occupational Series and Career Field Competencies

Provides guidance for professional development, including recommended and required training and achievement standards for specific career fields that cross NAVFAC Communities.

Section 4: Community Specific Technical Plans

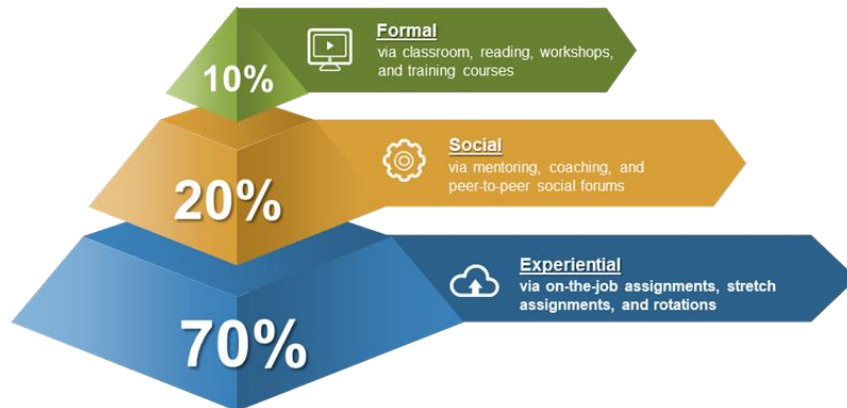
Contains requirements as outlined by specific NAVFAC Communities, including technical competencies, skills, trainings, and certifications required for all job series.

Chat Question

What do you see as being critical to developing in order to grow your career?

Tools to Support Your Growth

70/20/10 Development Model



When researching which development experiences made executive and senior leaders highly successful, it was found that:

- **70%** of their most critical skills developed through experience, stretch assignments, trying new things, facing challenges, getting feedback, and moving forward.
- **20%** of learning came from social learning experiences like working with a mentor, a coach, and learning from peers.
- **10%** of their critical skill development came from formal learning like taking a class or other formal training programs.

Chat Question

What are some key lessons or skills that you have learned outside of the classroom?

Tools for Workforce Development at NAVFAC

Workforce Development Continuum

The Workforce Development Continuum lays out the 20 non-technical competencies that have been identified by NAVFAC leaders as critical for mission success. They are laid out by career level and segment, and show desired proficiency for each.

WFD Link:

https://www.navfac.navy.mil/jobs/workforce-development/ccrc/intro_overview/wfd_continuum.html

Competency Group	Career Segments			
	Lead Self Entry Level GS1-GS10, WT, WG1-WG7 or equivalent	Lead Team / Projects / People Journey Level GS11-GS12, WGB-WG10, WD, WL or equivalent	Lead Organizations / Programs Expert Level GS13-GS15, WG11-WG16, WS or equivalent	Lead the Institution Executive SES, SL, ST
Senior Executive				Executive Core Qualifications + DoD/DON
Management	20. Technology & Data Management 19. Financial Management 18. Human Capital Management 17. Project & Program Management 16. Influencing & Negotiating 15. Strategic Thinking			Proficiency Awareness → Expert
Supervisory	14. Evidence-Based Decision-Making 13. Decisiveness 12. Conflict Management 11. Developing Others 10. Building Diverse Teams			Proficiency Awareness → Expert
Foundational	9. Service Motivation 8. Continual Learning 7. Problem Solving 6. Communicating for Results 5. Interpersonal Skills 4. Integrity 3. Resilience 2. Initiative 1. Accountability			Proficiency Awareness → Expert
Technical	As determined by Navy Occupational and Career Fields, ICW NAVFAC BL/SL SMEs			
Local	Geographic-based requirements determined by the local Command			

Technical Competencies

- Tangible competencies, such as our ability to write contracts and design, build, and maintain infrastructure to meet the mission.

Non-technical Competencies

- Deeply embedded within our daily moments and interactions, like how we communicate or demonstrate resilience.

Technical and non-technical competencies together form a foundation for growth and success.

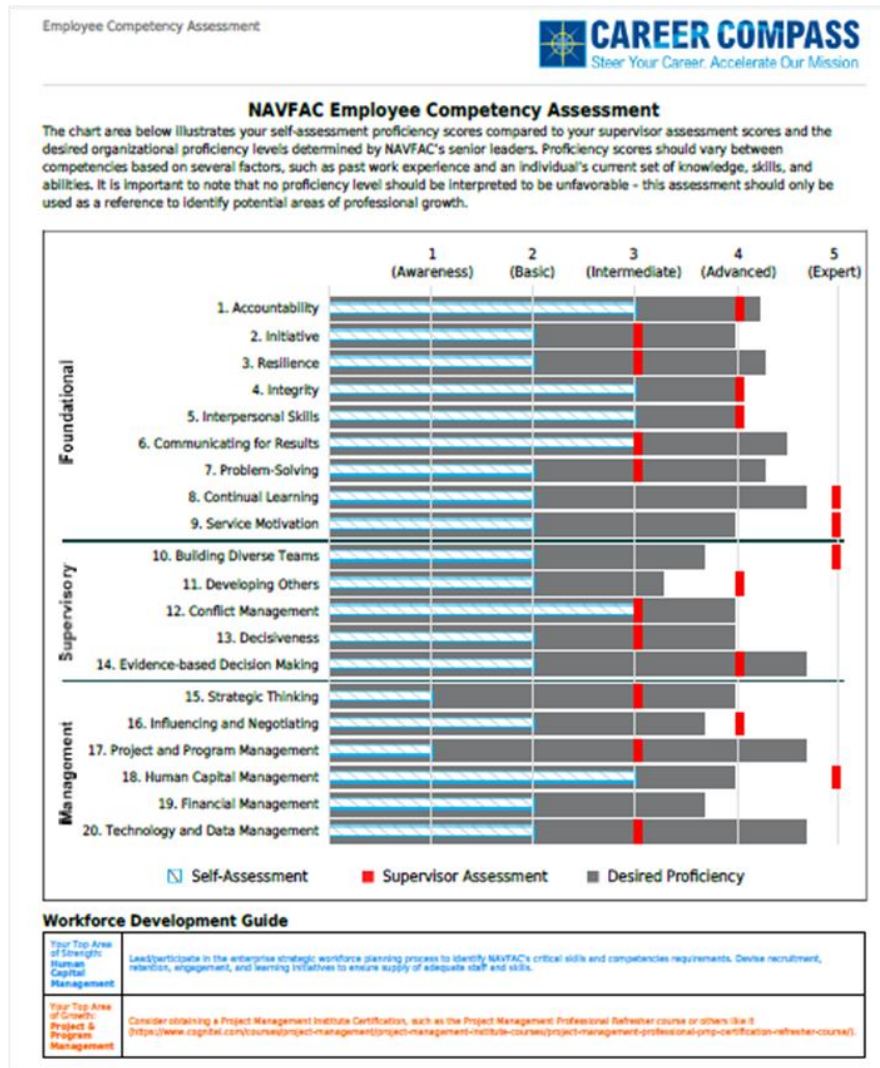
Use the space provided here to capture your thoughts.

Employee Competency Assessment (ECA)

The ECA is an online self-assessment of the 20 non-technical competencies, where employees assess their level of proficiency of each competency. This generates an ECA report.

The ECA open cycle runs from March 1 – April 15. Only data collected during this period is used to inform FY23 training opportunities, so be sure to complete this ASAP!

ECA Link: <https://chci-survey.com/ECA/>



Sample of the ECA report

On the left, you see the 20 non-technical competencies listed and separated by Competency Groups – Foundational, Supervisory, and Management.

Next to each competency you will see the blue bar, which represents the user's self-assessed level of proficiency with each competency, on a 5-point scale, with 1 representing Awareness and 5 representing the Expert proficiency level.

The gray bar that is behind and extending past the self-assessment score bar shows the desired proficiency level.

The difference between the self-assessed score and desired proficiency score would be the "Competency Gap."

Red lines indicate the supervisor's assessment of the employee (this is optional).
It is recommended that you engage with your supervisor to discuss your ECA as you prepare to create your IDP.

At the bottom of the report in blue are the user's top strengths.

Below the strengths in red are the top areas for growth.

Use the space provided here to capture your thoughts on your ECA.

Individual Development Plan (IDP)

The IDP is a tool for NAVFAC employees to define their career goals and identify learning and development opportunities as a part of their career planning.

The IDP is your opportunity to take time and intentionally focus on how you want to develop your competencies so you can create the career that you want to have.

Chat Question

How have you been utilizing your IDP?

Chat Question

Based on what you have heard in this session so far, what non-technical competencies are you interested in adding to your IDP?

Resources to Support Your Growth

Career Compass Resource Center (CCRC)

The CCRC is an online source of information that provides all employees access to personal and professional development opportunities.

This is a key part of the Career Compass program and a central place to find materials and development opportunities. Visit the CCRC after the ECA and before developing your IDP.

Other Career Development Resources

- The Career Compass Catalog
- Digital Resources: Audio (podcasts) or video (on-demand recordings and webinars) resources
- Printable Resources: Infographics, Workbooks, Job Aides
- NAVFAC Supervisor Academy: Competency-based formal training courses and on-demand webinars
- Leadership Programs
- Executive Coaching
- Centralized Rotations (Coming soon)
- Formalized Mentoring (Coming soon)
- Other reference materials related to NAVFAC's WFD

Links to Other Career Development Resources

- Career Compass Catalog – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/ccc.html
- On-Demand Webinar – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/problem-solving.html
- CCRC Event Calendar – <https://www.navfac.navy.mil/jobs/workforce-development/ccrc/event-calendar.html>
- Career Compass Resource Center (CCRC) – <https://www.navfac.navy.mil/jobs/workforce-development/ccrc.html>

Contact Information

BD17 Contact Information: Write to us! We are always seeking to improve our learning and development products and encourage your feedback. Please email us with your suggestions and we will incorporate them into future work. Additionally, we are available to answer any questions about the content you may have and provide additional resources to support your learning endeavors.

- NAVFACHQTotalForceDevelopment@us.navy.mil

Development Resources

Career Compass Resource Center: An online source of information that provides NAVFAC civilian employees access to professional growth and development opportunities.

- <https://www.navfac.navy.mil/ccrc>

Career Compass Catalog: An online tool which provides you with information to help you take ownership of your professional development. It identifies options to assist in planning and creating a successful career path within NAVFAC.

- <https://www.navfac.navy.mil/ccc>

Command BD17 Contact List

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Final Reflections

What is one thing that stood out to you today that you want to remember?