

CAREER COMPASS

YOUR INDIVIDUAL DEVELOPMENT PLAN – How to Get (and Complete) Yours!

Complete your NAVFAC Career Compass Individual Development Plan (IDP) by following these steps:

- Take your Employee Competency Assessment (ECA)** if you haven't already. Find the ECA at: <https://chci-survey.com/ECA/>
- Use your ECA Report** as a guide to the skills and proficiencies you want to develop this year.
- Review the “How To” videos** and materials available on the [IDP page](#) of the [Career Compass Resource Center \(CCRC\)](#).
- Download the fillable NAVFAC Career Compass IDP form** (from the [IDP page](#)).
- Explore potential learning and development activities that align with your goals** through the [Career Compass Catalog](#) and your [Community Management Plan \(CMP\)](#).
- Complete and sign your IDP** using the Employee Signature field. (You may simply type your full name to serve as your electronic signature.)
- Save a copy** of your IDP.
- Email a copy** of your signed IDP to your Supervisor.
- Meet with your Supervisor** to discuss your IDP. Your Supervisor will review your IDP to prepare for your meeting. Once your Supervisor approves your IDP, you will receive a copy with both signatures. (They will also forward a copy to Headquarters at NAVFACHQTotalForceDevelopment@us.navy.mil.) Data from all IDP submissions will be used to shape the SYSCOM-wide training initiatives and decisions for FY23.
- Save the finalized version** of your signed form. Since no personally identifiable information is retained by HQ, this will be the only way to access your form in the future.
- Identify additional growth opportunities** happening throughout the year from the [CCRC Event Calendar](#) or the [Career Compass Catalog](#).

Launch your learning and development and track your progress!

Do I have to use the NAVFAC Career Compass IDP rather than another IDP form?

IDPs are a common tool. Some commands have their own versions, while others rely on the IDP available through the Navy's Total Workforce Management Services (TWMS) system. Over the last three years, NAVFAC's Total Force Development (TFD) team has built the ECA to IDP Cycle as part of the Career Compass program, to support our ability to make data-driven decisions and provide opportunities to meet the needs of employees and the NAVFAC mission. The Career Compass IDP aligns with our Community Management Framework and the competencies outlined in the Workforce Development Continuum. It addresses technical and non-technical competency needs; reinforces the 70/20/10 learning model that promotes a mix of experiential, social and formal learning activities; and integrates with the ECA as a seamless annual process. **As a result, the NAVFAC Career Compass IDP is the SYSCOM's tool for IDP completion, and can be downloaded from the [IDP page](#) of the CCRC.**

Download your NAVFAC Career Compass IDP form at: <https://www.navfac.navy.mil/idp>
Need a printed version of the NAVFAC Career Compass IDP form? Obtain one from your Supervisor or your local Command BD17 (your Civilian Training Advocate).