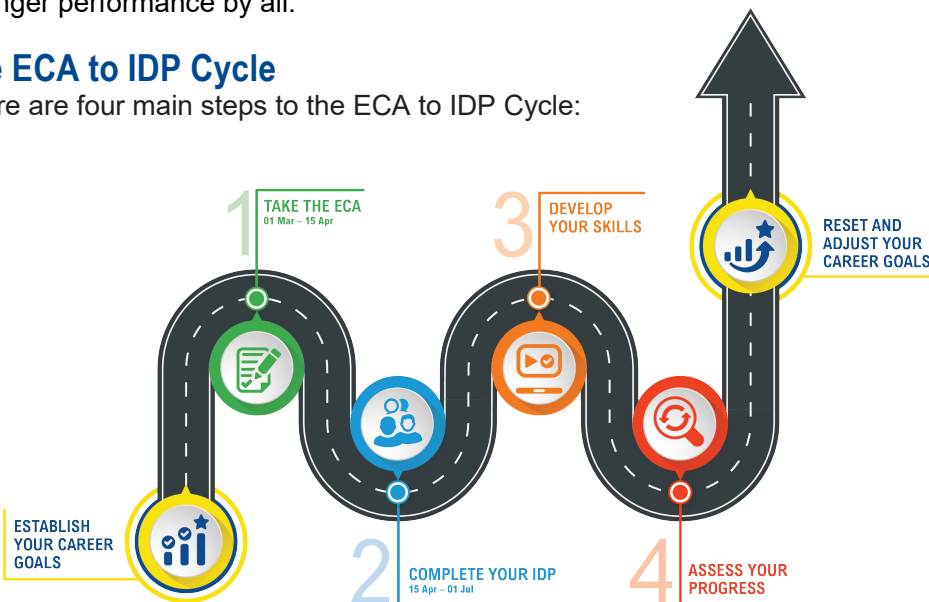# CAREER COMPASS

TIPS FOR A SUCCESSFUL INDIVIDUAL DEVELOPMENT PLAN (IDP)

The NAVFAC Career Compass Individual Development Plan (IDP) is a tool you can use to guide your learning and development and reach your short- and long-term goals. When you complete your Career Compass IDP, with the benefit of your Supervisor's input and approval, you connect your growth to the larger team's needs and its ability to advance the NAVFAC mission. It's time well spent and leads to stronger performance by all.

The ECA to IDP Cycle
There are four main steps to the ECA to IDP Cycle:

1 TAKE THE ECA 01 Mar – 15 Apr
ESTABLISH YOUR CAREER GOALS
2 COMPLETE YOUR IDP 15 Apr – 01 Jul
3 DEVELOP YOUR SKILLS
4 ASSESS YOUR PROGRESS
RESET AND ADJUST YOUR CAREER GOALS

Complete Your Career Compass IDP
To complete your Career Compass IDP, you should:

- Take your ECA if you haven't already.
- Use your ECA Report as a guide to the skills and proficiencies you want to develop this year.
- Download the fillable NAVFAC Career Compass IDP form from the **IDP page.**
- Complete and sign your IDP, then email a copy to your Supervisor.
- Meet with your Supervisor to discuss your IDP.
- Once signed and approved, save a copy for future reference. (Your supervisor will also forward a copy to Headquarters at NAVFACHQTotalForceDevelopment@us.navy.mil and it will be used to plan future SYSCOM-wide training initiatives.)

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).

Check Out These Career Compass Resources!
As you move through the ECA to IDP Cycle, these resources on the **CCRC** can help:

- **Career Compass IDP Checklist** provides more step-by-step details.
- Watch the **Whiteboard Video** for tips on how (and why) to take the ECA.
- The **IDP Instructional Video** is a navigational tour of NAVFAC's Career Compass IDP form.
- The **Career Compass Catalog** is a search tool for competency-related learning and activities.

What is the purpose of the IDP?

An IDP is intended to guide your learning and development throughout the year but is not a performance evaluation tool. It involves preparation and feedback and supports a collaborative partnership between you and your supervisor. The IDP should be completed annually and reviewed semi-annually; it requires your signature and your supervisor's formal approval and signature.

How are competencies related to the IDP?

The **Civilian Workforce Development Continuum** (or "WFD Continuum"), a cornerstone of NAVFAC's WFD system, identifies a standard set of non-technical employee competencies essential to NAVFAC's mission. These can be considered with local and technical competencies specific to an employee's job and community when planning professional development.

What's the difference between technical vs. non-technical development?

- Technical Development addresses the competencies, experience, training, and certifications required for specific jobs or NAVFAC communities. Select requirements across communities are outlined in **Section III of the Community Management Framework (CMF)**. Communities outline requirements in their Community Management Plans (**CMF Section IV**).

- Non-Technical Development refers to the formal and informal learning opportunities which align to the 20 non-technical competencies. (**CMF Section II.**)

- Skills-Based Training covers the software-based skills needed to perform a specific job (i.e., training for statistical software or proficiency in MS Office).

What's the difference between the NAVFAC Career Compass IDP and other IDP forms?

What are competencies?

Competencies are the knowledge, skills, abilities, and personal characteristics that employees possess. Across all NAVFAC career segments and roles, there are 20 non-technical competencies that employees apply on-the-job.

At any given moment, depending upon their position and grade level, employees demonstrate a certain mastery of each competency. As they develop their proficiency, they progress from having a basic awareness of a competency to serving as an expert. Each annual IDP outlines the employee's specific plans for learning and growth in the coming year.

Foundational Competencies
- Accountability
- Initiative
- Resilience
- Integrity
- Interpersonal Skills
- Communicating for Results
- Problem Solving
- Continual Learning
- Service Motivation

Supervisory Competencies
- Building Diverse Teams
- Developing Others
- Conflict Management
- Decisiveness
- Evidence-based Decision-making

Management Competencies
- Strategic Thinking
- Influencing and Negotiating
- Product and Program Management
- Human Capital Management
- Financial Management
- Technology and Data Management

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. 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 NAVFAC Career Compass IDP aligns with our CMF 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.

Have more questions? Your local Command BD17 (your Civilian Training Advocate) can provide answers and guidance!