


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

- Take your Employee Competency Assessment (ECA)** if you haven't already. Find the ECA in [Waypoints](#). After clicking the link, navigate along the top ribbon to Profile > Inbox Page.
 - If you need more a more detailed guide to help you navigate and take the ECA, the How-To Guide is in the *Waypoints* playlist titled "25-NAVFAC-ECA/IDP Completion Playlist."
- Review your ECA Report** as a guide to the skills and proficiencies you want to develop this year.
- Review and select recommended experiences to add to your IDP.** In [Waypoints](#), navigate to review your assessment summary and the suggested development experiences. Select the experiences you wish to add to your IDP.
 - To find your assessment summary beginning from the [Waypoints](#) main page, navigate along the top ribbon to Development > Competency Assessment Summary.
 - At the right side of the page, click the "View Detail"  symbol next to your assessment under the "Options" column.
 - On the top left, click the dropdown box next to "Display Assessment Summary By:" and click "Recommended Actions."
 - Check the development opportunities you would like to add to your IDP, and, when finished, click "Create Development Plan" at the bottom. (Note: it will save, but it will stay on this screen. Proceed to the next step.)
- Complete and submit your IDP to your supervisor.** You can add objectives, other desired experiences, and submit your IDP by beginning from the [Waypoints](#) main page. Navigate along the top ribbon to Development > Development Plans.
 - Click your plan (listed as primary) and add/revise as you see fit.
 - Submit to your supervisor for approval, when finished.
- Schedule a meeting** with your supervisor to take place 1-2 weeks after you submit your IDP. Your supervisor will have 1 week from submission to review and approve your plan. Your development goals, objectives, and any plan revisions can be discussed during this meeting.
- Meet with your Supervisor** to discuss your IDP. Your supervisor will review your IDP to prepare for your meeting. Once approved, you may review your IDP in Waypoints at any time and work on targeted development experiences.
- Launch your learning and development** and track your progress in Waypoints!

Do I have to use the Waypoints IDP rather than another IDP form?

Yes. The Department of the Navy adopted the Waypoints learning and talent management system to improve and standardize workforce development. Part of this effort includes maintaining a standardized approach to individual development plans.

