



NAVFAC

Naval Facilities Engineering Systems Command

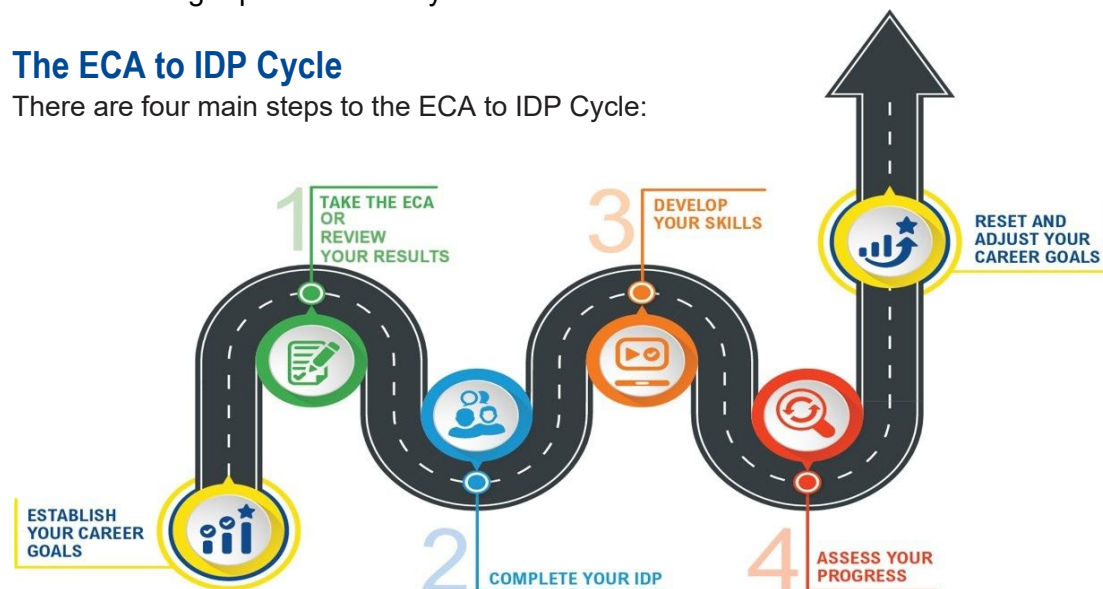
TIPS FOR A SUCCESSFUL EMPLOYEE COMPETENCY ASSESSMENT (ECA) AND INDIVIDUAL DEVELOPMENT PLAN (IDP)

The NAVFAC Employee Competency Assessment (ECA) and Individual Development Plan (IDP) are tools you can use to guide your learning and development and reach your short- and long-term goals. Now, with the ECA and IDP in *Waypoints*, your ECA results automatically feed your IDP.

When you complete your 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 is 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:



To Complete Your ECA and IDP:

- Take your ECA in [Waypoints](#). From the homepage, click "View Inbox" in the *Inbox and Tasks* box.
- Select your assigned ECA from the list of available tasks.
- Follow the directions to complete your ECA. Printing or screen capturing the ratings scale may be useful to reference while taking your ECA.
- To create your IDP, filter your ECA results summary by "Recommended Actions."
- Select any recommended classes you would like to include on your IDP, then click "Create Dev Plan."
- To further modify your IDP, go to [Development Plans](#) under the "Development" tab. You can use this feature to build out your IDP.
- Submit your IDP to your supervisor when ready.



TIPS FOR A SUCCESSFUL ECA and IDP (continued)

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.

What should I put on my IDP?

In addition to selecting from the recommended classes your ECA results provide for the IDP, you should add your short- and long-term SMART goals using the description box.

To add objectives that support your goals, click "Add Objective," select the type of objective, and add trainings and activities using the following:

- Use **"Search for Learning"** to add anything from the Waypoints catalog such as LinkedIn Learning content, Leadership Programs, or NAVFAC elective content.
- Use **"Browse Recommended"** to add training currently in progress and/or external training requests. Note: SF-182 requests must be fully filled out and submitted prior to adding the external training object that was added to your transcript to your IDP.
- Use **"Add Development Action"** to add any learning activity that is not in the catalog and/or not in your transcript. This includes rotations, job shadows, etc.

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 25 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 are competencies and how do they relate to the IDP?

Competencies are the knowledge, skills, abilities, and personal characteristics that employees possess. Across all NAVFAC career segments and roles, there are 25 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.

The ECA assesses the employee's proficiency in the competencies. The annual IDP draws from the ECA results and outlines the employee's specific plans for learning and growth in the coming year.

Lead Self

- | | |
|------------------------|---------------------|
| > Agility | > Service Motivated |
| > Ethical behavior | > Problem Solving |
| > Resilience | > Digital Fluency |
| > Lifelong Learning | > Communication |
| > Interpersonal Skills | |

Lead Teams/Projects

- | | |
|------------------|----------------|
| > Team Building | > Decisiveness |
| > Accountability | > Influencing |

Lead People

- | | |
|--|---------------------|
| > Human Capital Management | > Managing Conflict |
| > Diversity, Equity, Inclusion & Accessibility | > Developing Others |

Lead Organizations/Programs

- | | |
|------------------------|--------------|
| > Financial Management | > Partnering |
| > Innovation | |

Lead the Institution

- | | |
|----------------------|--------------------|
| > Vision | > Political Savvy |
| > External Awareness | > Systems Thinking |
| > Strategic Thinking | |

Have more questions? Use these resources for more information on ECAs and IDPs

- The **ECA and IDP Checklist** provides a quick and easy list of the primary actions for the ECA and IDP.
- Searching the **Career Compass Catalog** on Waypoints offers competency-related learning and activities.
- Your **local Command BD17 (your Civilian Training Advocate)** can provide more guidance and answers.

