

CHRO Workforce Development and Training Announcement

REQUIREMENT FOR CIVILIAN EMPLOYEES TO ESTABLISH AN INDIVIDUAL DEVELOPMENT PLAN

Target audience: All Civilian APF employees

Effective immediately, all Civilian Marines not currently on an IDP must establish an IDP using an automated system no later than 1 June 2017

****Reference MARADMIN 133/17****

<http://www.marines.mil/News/Messages/Messages-Display/Article/1122079/requirement-for-civilian-employees-to-establish-an-individual-development-plan/>

This MARADMIN provides guidance for implementing the requirement that all civilian employees establish an Individual Development Plan (IDP) within 30 days of coming onboard and then at the beginning of a new performance cycle. This policy is applicable to USMC civilian employees paid from appropriated and non-appropriated funds to the extent permitted by law and applicable regulations.

An IDP is a tool to assist employees in career and personal development planning. The primary purpose of the IDP is to help employees reach short and long-term career goals as well as develop the specific skills and competencies necessary to meet job performance objectives.

Supervisors of civilian employees are responsible for collaborating with employees during the development of an IDP and ensuring each subordinate employee has an approved IDP.

The My IDP guide is available in TWMS: <https://twms.navy.mil/docs/>

For NAF employees, the automated system is the LDP tool located in Ethos and the corresponding job aid is located at <https://usmc-mccs.csod.com> under Job Aids.

For APF employees assigned to commands/departments who utilize Ethos for training and development, the following MARADMIN excerpt has been provided for your clarification:

1. The automated system must be able to track, monitor, and report on planned developmental activities and their progress.
2. For those activities currently utilizing an automated system for creating and tracking IDPs that meet the above requirements, authorization is granted to continue using it (Unless required by your local command to use TWMS).
3. All other Marine Corps activities are required to utilize the MyIDP module contained in the Total Workforce Management Services (TWMS) system to establish IDPs.

For further information please contact CHRO Training at MCBBUTLERCHROTraining@usmc.mil or 645-7689

