



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-RMM

24 September 2014

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #50, Individual Development Plans (IDPs)

1. REFERENCES.

a. DA Pamphlet 690-43, Chapter 6: A Supervisor's Guide to Career Development and Counseling for Career Program Employees, 18 August 1989.

b. Army Regulation 690-400 (Total Army Performance Evaluation System), 16 October 1998.

c. Army Regulation 690-950 (Career Management), 31 December 2001.

d. IMCOM Regulation 350-1 (Training and Leader Development), 1 June 2010.

e. IMCOM Community Campaign Plan (IMCP) 2012-2020, version 4.0, November 2011.

f. IMCOM Command Policy #13, Workforce Development, 12 May 2014.

2. PURPOSE. To set forth the requirement for timely and high quality individual development plans by using the Army Career Tracker portal for all Garrison personnel in accordance with (IAW) IMCP Line of Effort (LOE) 1 Leader and Workforce Development.

3. APPLICABILITY. This policy applies to all appropriated and non-appropriated fund civilian personnel assigned to the Garrison.

4. POLICY.

a. Quality individual development planning is vital to assuring the current and future capability of our workforce in accomplishing IMCOM's challenging mission. When supervisors do their annual counseling, mid-year counseling, and at the end of the rating period, they must ensure each employee has an updated IDP in place using Army Career Tracker (ACT), and the plans are of high quality with achievable goals IAW IMCP LOE 1 – Leader and Workforce (LW) 5 Continuing Education and Training Opportunities.

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b. The IDP is an excellent tool to assist leaders in managing their workforce and to help civilian employees reach career goals within the context of organizational objectives. It is completed in partnership between the supervisor and employee. Career Program and Career Field Managers at all levels can also be invaluable for furnishing occupational and professional expertise to enhance the IDP process. The ACT portal is also a useful tool that lists career training for every Career Program.

c. Employees will fully participate in developing and updating their IDPs on the ACT portal. Training will be requested based on mission requirements, cost effectiveness, best value to the organization and career program/field requirements, if applicable. Once IDPs are funded and scheduled, managers will ensure that employees are given the opportunity to attend and complete training/education courses. However, employees will not be penalized if lack of funding or a management decision precludes completion of training.

5. PROCEDURES.

a. Directors will ensure supervisors prepare and maintain IDPs for all civilian employees IAW IMCOM Regulation 350-1. IDPs for civilian personnel will be reviewed and updated at least three times a year: initial counseling at the beginning of the rating period, mid-year contributions/performance counseling, and at the end of the rating period. The employee should use their AKO email address when preparing their IDP.

b. The initial IDP must be developed on the Army Career Tracker (ACT) portal not later than 45 days after the assumption of position duties. Thereafter, an IDP will be developed or updated on ACT within the first 30 days of each Fiscal Year (FY) or rating period.

c. Both operational (essential to successful performance of current work) and professional development (preparation for higher position/promotion) training may be included in the IDP. Employees are encouraged to receive at least 40 hours of training each fiscal year.

d. The IDP should complement other employee documents/systems, such as rating support forms, performance plans, organizational goals and objectives, and Army Civilian Training and Education Development System (ACTEDS).

e. Training requirements submitted on DD Form 1556 that involve the expenditure of government funds will not be approved without the completion of an IDP on ACT.

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Exceptions will require mission impact justification and be approved on a case-by-case basis.

f. Directors will use the IDP information to assist them in preparing their annual training budget requirements and to assist the Garrison to plan/program/budget centralized training requirements across the agency.

g. Supervisors are responsible for assessing employee competencies; identifying developmental needs in conjunction with the employee; determining what resources are available for development; providing coaching and feedback; and meeting with the employee to document a complete and realistic plan with achievable goals.

h. The employee is responsible for assessing their past experiences against the IMCOM development objectives; identifying career goals; drafting initial plan; identifying long and short term goals, objectives, and potential sources to meet these goals; meeting with the supervisor at the beginning of the rating cycle and agreeing on the objectives and plan; and satisfactorily completing assigned reading, education and training assignments.

i. Leaders and employees throughout the Garrison must be committed to workforce development. Supervisors and employees must understand and embrace developmental requirements, ensure IDPs are developed on the Army Career Tracker (ACT) portal and implemented, and support and encourage attending and completing training/education courses IAW IMCP LOE 1 – Leader and Workforce (LW) 5 Continuing Education and Training Opportunities.

j. Career planning provides a means for developing employee competencies at all levels and results in a highly trained workforce prepared for current and future challenges. Making career planning a regular business practice will enable us to be proactive in accomplishing our mission while creating motivated, committed employees.

6. PROPONENT. The proponent for this policy is Fort Belvoir Resource Management Office. The point of contact is RMO-Manpower at (703) 805-2904.


MICHELLE D. MITCHELL
Colonel, AG
Commanding