**DEPARTMENT OF THE NAVY**
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

COMNAVRESFORINST 12410.7
N00CP
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COMNAVRESFOR INSTRUCTION 12410.7

From: Commander, Navy Reserve Force

Subj: FEDERAL CIVILIAN EMPLOYEE INDIVIDUAL DEVELOPMENT PLAN

Ref: (a) DoD 1400.25, Civilian Personnel Management: Training, Education, and Professional Development of 25 September 2013
(b) SECNAVINST 12410.25A
(c) COMNAVRESFORINST 12410.4
(d) COMNAVRESFORINST 12610.2
(e) COMNAVRESFORINST 12410.3

Encl: (1) Department of Navy Individual Development Plan

1. Purpose. To establish and implement policy, assign responsibility, and identify requirements for establishing and maintaining a Federal civilian employee individual development plan (IDP) within Commander, Navy Reserve Force (COMNAVRESFOR). Guidance on this policy is consistent with the provisions of references (a) through (d).

2. Policy. It is the policy of COMNAVRESFOR to encourage and support an effective civilian employee development and training plan within the framework of available resources. The goals of the program are to facilitate mission accomplishment by maintaining a fully trained and developed civilian workforce, to increase productivity through the continuous development of skills and abilities of COMNAVRESFOR civilian employees, and to upgrade the quality of personnel by actively supporting career development through various means of training. Individual career development is essential to the accomplishment of COMNAVRESFOR mission, goals, and objectives, and as such, is considered a priority.

3. Collective Bargaining Agreements (CBA). Provisions of existing CBA, Memorandum of Understanding, and/or Memorandum of Agreement applicable to bargaining unit employees supersede the policies and procedures outlined herein, unless to do so would violate any applicable government-wide law, rules or regulations.

4. Coverage. This instruction applies to all Federal civilian employees of COMNAVRESFOR.

5. Background. An IDP is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as develop the specific competencies necessary to meet current objectives and to determine the training, education, and other professional development strategies that can be used to develop such competencies.

The IDP assists in making employee performance more effective in present or future positions and should be viewed as a partnership effort between the employee and supervisor. Properly executed IDPs involve preparation, planning, and continuous feedback.

6. Responsibilities

a. Commander/Commanding Officer/Officer-in-Charge. Commanders/commanding officers are responsible for ensuring that IDP program requirements are implemented within their organizations, supporting and encouraging the career development of their employees, and coordinating financial support in support of staff IDP.

b. Director, Civilian Human Resources (DCHR). The DCHR will ensure a Civilian Training Officer is assigned to the management and monitoring of compliance with the IDP program.

c. Civilian Training Officer. The Civilian Training Officer will ensure newly assigned Federal employee supervisors are provided with a copy of this policy, monitor changes in the DoN/DoD and/or command requirements, publish updates to the program as appropriate, and provide advice, guidance, and assistance to supervisors on civilian training and development.

d. Supervisors are Responsible for:

(1) Implementing IDP program requirements and principles, as specified in this instruction and supporting the execution of civilian employee training and career development policies.

(2) Assessing employee competencies for the purpose of identifying training and career development needs.

(3) Ensuring subordinate employees complete all applicable mandatory training.

(4) Discussing each employee's IDP within 30 days of check-in and/or 30 days after issuance of subordinate civilian employee's last performance appraisal. The IDP should be developed through collaboration of supervisors and subordinates and should focus on targeted proficiency levels, identifying specific needs for new or refined competencies, continuing education, and organizational, functional, or occupational training required to improve performance. For employees on formal training plans, those training plans may be attached as a supplemental to the IDP.

(5) Ensuring all civilian subordinates complete an IDP, enclosure (1), per reference (a).

(6) Permitting employees to use telework, if appropriate, per reference (d).

7. IDP Program Principles:

a. The IDP should be prepared through collaboration of employees and their supervisor.

b. The IDP should identify needs for new or refined competencies, continuing education, professional development, and organizational, functional, or occupational training.

c. The IDP should focus on targeted proficiency levels for each competency and there should be a relationship between the competencies that the developmental activities are intended to provide and the employee's assigned duties.

d. IDPs should describe employee developmental needs and appropriate opportunities, including assignments to achieve organizational goals and individual career growth.

e. Priorities for funding should be aligned with priorities in the command's training plan.

f. Developmental activity approvals should be based on an employee's IDP.

g. Supervisors of Civilian Employees Should:

(1) Document identified developmental needs and appropriate opportunities to meet the needs in IDPs for civilian employees under their cognizance.

(2) Provide consultation to employees in areas including:

(a) IDP process.

(b) Employee strengths and weaknesses.

(c) Employee responsibility.

(d) Career development.

(e) Learning resources.

(f) Non-traditional learning opportunities.

(3) Review and update subordinate employee's IDP for any new training requirements, certifications, and/or continuing education as needed.

(4) Review and base approval of training, educational, and professional development activities of subordinate civilian employees on their IDPs.

(5) Review all college course requests directly relevant to the subordinate employee's duties and responsibilities in accordance with reference (e).

(6) Monitor the execution of and evolution of IDPs to ensure subordinate civilian employees are provided appropriate opportunities to satisfy identified training needs.

h. Civilian Employees Should:

(1) Collaborate with assigned supervisor regarding matters pertaining to their IDP.

(2) Proactively monitor available training assigned as it becomes available.

(3) Request formal training identified in the IDP by submitting a Request for Training Form (SF-182) and other internal command training request requirements.

(4) Satisfactorily complete all assigned training not limited to required mandatory training, on-the-job training, online training, cross-training, and formal classroom training.

(5) Submit all college course requests in accordance with reference (e).

8. Prioritizing Training. Every training and development need must be assigned a priority. This priority allows the command to allocate training funds to training needs which have the most urgency. A priority must be specified for all types of formal training. The following priorities should be used for all training, including mission critical, occupational, and/or functional skill training:

a. Priority I – Mandated/Critical:

(1) Mandatory training is training mandated by executive order, Federal statute, regulations, or at the direction of the SECNAV.

(2) Training that is typically a condition of employment, including but not limited to certifications, and/or licensures required by the position.

(3) Training required during the forthcoming annual training cycle considered essential to mission accomplishment.

(4) Training needed to ensure attainment of performance objectives, to close competency gaps, or to correct serious performance deficiencies which adversely impact mission accomplishment.

(5) Training that must be successfully completed within a specified time period.

b. Priority II – Essential:

(1) Training which, if omitted, might adversely impact mission accomplishment in the next 2 or 3 fiscal years; or

(2) Training to provide for systematic replacement of skilled workers.

c. Priority III – Recommended:

(1) Training of a broadening nature that is helpful in enhancing the overall performance levels of employees already considered competent.

(2) Training recommended for individuals to improve or enhance competencies needed to perform the job.

9. Action. Requirements of this instruction are mandatory and are effective upon the date of this issuance.

10. Review and Effective Date. COMNAVRESFOR will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.

11. Records Management. To the extent possible, all instances of completed civilian training will be submitted to the Training officer for entry in Total Workforce Management Services. All instances of completed certifications and licensures will be entered in Defense Civilian Personnel Data System. Records created as a result of the IDP may be used throughout the performance appraisal year. All documents will be maintained in the employee's unofficial personal folder maintained by the employee's supervisor.

R.K. H

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By direction

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the COMNAVRESFOR Web site, http://navyreserve.navy.mil