

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
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CEMVS-HR

Pamphlet
No. 350-1-1

Training

INDIVIDUAL DEVELOPMENT PLANS ROLES AND RESPONSIBILITIES

1. **PURPOSE.** To clarify roles, responsibilities and processes needed to ensure that Individual Development Plans (IDP) are meaningful and useful in managing training needs, securing needed training, and fostering career and professional development.
2. **APPLICABILITY.** Applies to all organizational elements within the St. Louis District.
3. **REFERENCE.** ER 350-1-420, Training – 5-Year IDP and Development Assignments, 15 January 1995.
4. **RESPONSIBILITIES.**

a. **Career Program Managers.** Career Program Managers are responsible for assuring availability of ACTEDS (Army Civilian Training, Education, and Development System) or RETEDS (Real Estate Training, Education, and Development System) plans for careerists, giving guidance to supervisors on ACTEDS or RETEDS requirements, providing advice and guidance to supervisors and employees on training, education, and development opportunities and requirements, advising supervisors and careerists on how to plan assignments by using ACTEDS or RETEDS plans, approving IDPs for interns, and publicizing training opportunities and career management information to careerists.

b. **Supervisors.** Supervisors are responsible for initiating discussions with employees about developmental and training needs and career desires, identifying training needed by employees for job accomplishment and skill sustainment, and for ensuring that 5-Year Individual Development Plans are completed on all subordinate employees as required by ER 350-1-420. The referenced ER can be found at this link:

<http://www.usace.army.mil/inet/usace-docs/eng-regs/er350-1-420/toc.htm>. Supervisors are also responsible, with employees' help, for monitoring IDP accomplishment and locating and securing training/developmental assignments to meet identified needs. Supervisors are also responsible for ensuring that scheduling of classes

on IDPs is consistent with expected availability of funding so that lack of funds should not generally be a reason for not securing training identified in the FY shown. If funds are known to be unavailable, the IDP should be adjusted accordingly to move training to a time when it can be funded.

c. Employees. Employees are responsible for clarifying their career objectives and expressing them to their supervisors. They are also responsible for discussing with their supervisors the training and developmental assignments needed and desired to accomplish the current job, sustain skills, and develop professionally, and for completing draft Individual Development Plans. Employees are also responsible to assist supervisors in finding and securing identified training and developmental assignments to meet specified needs.

5. PROCESS.

a. Annually, generally during the time when performance evaluations are completed, employees and supervisors must discuss training and developmental needs of each employee and complete/sign a 5-Year IDP. Supervisors may refer to the Chief of Engineers Coaching, Counseling and Mentoring guide at this link to assist them: <http://USACE-CCM-Guide.com>. A listing of links to some existing training resources is at Appendix A.

b. While the Mississippi Valley Division requires that IDPs be in the Automated Training Management Program (ATMP), there are two options available for how 5-Year IDPs may be input into the ATMP. Administrative Points of Contact (POC) - generally administrative employees in each Division/Branch/Field Site - can train employees to personally insert data into the ATMP. IDPs can also be completed in hard copy form by employees and their supervisors (Eng Form 5055-R available on Delrina Forms Flow) and then copied into the ATMP by the Administrative POC. The latter of these two options is the more prevalent practice within the District. *

c. Supervisors are encouraged to ask employees about their long-term career goals and to discuss ways they each can pursue actions toward the employee meeting their goals. The supervisor and employee should come away from the discussion with a clear understanding as to what each will do and when.

d. The 5-Year IDP should be used thereafter as a working document, kept handy so that training/developmental needs identified are kept in the forefront. Employees and supervisors should be watchful of opportunities that arise and remind each other at these times that action is needed.

e. The IDPs should be formally reviewed at appropriate times such as during PROSPECT surveys in the spring, during mid-year performance discussions, and during budget submissions and mid-year budget reviews.

f. Employees should be aware that they play a significant role in ensuring their own training and developmental needs are met. Employees need to actively look for training in subjects where a need has been identified and pursue with appropriate organizational officials developmental assignments that have been specified on IDPs. The training information in Appendix A should be of use in this effort.

g. When vacancies arise in areas where employees have identified developmental assignment needs, employees should remind their supervisors of this need and assist in pursuing a temporary assignment in the vacant position.

h. Employees and supervisors should seek training opportunities/courses of the type identified on their IDPs for the current fiscal year immediately after completion of the annual IDP review and continuously thereafter until the fiscal year training plan is met, whenever possible.

APPENDIX:
A – Training Resources
For Employees/Supervisors


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Commanding

DISTRIBUTION:
All Employees
CEMVS-HR (20)

APPENDIX A

TRAINING RESOURCES FOR EMPLOYEES/SUPERVISORS

Army, USACE Policies and Guidance on Training:

- Army policies and guidance: www.cpol.army.mil/permis/home.html (click on Training)
- Army regulation on career programs, AR 690-950-1: http://www.usapa.army.mil/pdffiles/r690_950.pdf
- USACE Guidance on Individual Development Plans: ER 350-1-420 www.usace.army.mil/inet/usace-docs/eng-regs (Click on Human Resources)
- USACE Coaching, Counseling and Mentoring Guide: <http://USACE-CCM-Guide.com>

Assistance in Career Exploration, Career Assessment, Career planning and management:

- Department of Interior: Resources and tools on career assessment, planning and career management. www.doi.gov/octc/contents.html
- America's Career Infonet: Links to tools for career assessment, career planning and career management. www.acinet.org
- NASA Individual Development Plan Guides and Worksheets: <http://ifmp.nasa.gov/codeb/staffing/idpguide/idpguide.htm>

Assistance in Identifying Training Needs and Options:

- ACTEDS Plans for Career Program Positions: www.cpol.army.mil/train/acted/index.html
- Army's Trail Guide for Future Leaders: www.cpol.army.mil/train/guide_fl/
- Army Leader Development Core Curriculum: www.cpol.army.mil/train/courses/index.html

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APP A

- Army's SES Development Guide:

www.cpol.army.mil/ses/dev_prog/index.html

- St. Louis District CEOP Website:

<http://mvsws03/iweb/ceop/ceop%20home.htm>

- USACE CP-18 Site; Planning Your Career and other Help:

www.hq.usace.army.mil/cemp/cp18/planning/planning_intro.htm

- USACE CP-55, Real Estate Site:

www.hq.usace.army.mil/cere/careerprogram/careerprogram.htm

Sources for Training:

- ACTEDS (Army Career Training, Education and Development System) Training Catalog: Includes Army's core leadership classes, career program competitive professional development and short term training classes, professional and long term training programs and other government and non-government training.

www.cpol.army.mil/train/catalog/index.html

- USACE Professional Development Support Center (Huntsville): Includes USACE Long Term Training Instructions and applications; PROSPECT courses :

<http://pdsc.usace.army.mil>

- USACE Virtual Campus: Includes classes in financial management, HAZWOPER, Inventory Management, Ethics, Prevention of Sexual Harassment, Program and Project Management, Mentoring and Coaching, etc.

<http://virtualcampus.usace.army.mil/common/public/html/index.htm>

- USACE Long Term Training Program Guidance and Application Forms:

<http://www.usace.army.mil/publications/eng-regs/er350-1-416/toc.htm> and

<http://pdsc.usace.army.mil/downloads.asp>

- CPOC Regional Training Schedules: Each CPOC sponsors classes and the schedules are consolidated on this site.

http://www.cpocma.army.mil/fy03_cpoc_regional_training_sche.htm

- USACE CP 18 Leadership Development Program:

<http://www.hq.usace.army.mil/cehr/d/cehec2.htm#Idp>

- USACE Masters Degree Program for Water Resources Planning:

<http://www.usace.army.mil/mastersdegree/>

- Mississippi Valley Division Emerging Leaders Program:
<http://inet.mvd.usace.army.mil/private/ELP/default.htm>
- CPOCMA Training Management Division: For FREE (including travel) New Supervisor Development Course and other HR and related training.
www.cpocma.army.mil/tmd.htm
- Center for Army Leadership for Organizational Leadership for Executives and Intern Leadership and Development Course: <http://www.cgsc.army.mil/cal/cltd/>
- Army Management Staff College for Personnel Management for Executives I and II and Sustaining Base Leadership and Management:
<http://www.amsc.belvoir.army.mil/normal.htm>
- Army's Basic Managing and Leading Course on-line:
http://www.cpol.army.mil/train/courses/st5001/st5001_top.htm
- Army's Human Resources Management Course on-line:
http://www.cpol.army.mil/train/courses/st5002/st5002_top.htm
- Army's Management Development Course on-line:
http://www.cpol.army.mil/train/courses/st6000/st6000_top.htm
- Army's Action Officer Development Course on-line:
http://www.cpol.army.mil/train/courses/st7000d/st7000_top.htm
- Computer Classes through New Horizons Computer Learning Center:
<http://www.newhorizons.com/retail/>
- U.S. Department of Agriculture Graduate School. Presents a myriad of classes with many in St. Louis. www.grad.usda.gov
- Office of Personnel Management Federal Executive Institute and Management Development Centers: www.leadership.opm.gov
- Naval Postgraduate School Masters Degree via Distance Learning:
<http://ocl.nps.navy.mil/pd21>
- SMARTFORCE free distance learning from Army: Free courses in Information Technology, business, and interpersonal skills.
<https://www.atrrs.army.mil/channels/eLearning/smartforce/>

- Gov Online: Free courses by computer for all Federal Employees: Includes communication, customer service, human resources, Information Technology, leadership, personal development, professional development, project management.

www.golearn.gov

- Local Universities:

*University of Missouri at Rolla Engineering Education Center (St. Louis):
<http://www.umar.edu/index.php?id=1898>

*University of Missouri at Rolla (Rolla MO): www.umar.edu

* Southern Illinois University at Edwardsville (Edwardsville IL): www.siu.edu

* Southern Illinois University (Carbondale IL): www.siu.edu

* Washington University (St. Louis MO): www.wustl.edu

* St. Louis University (St. Louis MO): www.slu.edu

* Webster University (St. Louis MO): www.webster.edu

- Army Institute for Professional Development: Correspondence courses.
<http://www.atsc.army.mil/accp/aipdnew.asp>

- Army Logistics Management Center: www.almc.army.mil

- Department of Army University: www.dau.mil

- National Independent Study Center:
www.grad.usda.gov/programs_services/nisc/nisc.cfm

- Computer based training: www.cpol.army.mil/permis/738.html

- GSA: www.gsa.gov/Portal/home.jsp?cid=1

- Army Distance Learning Program: www.tadlp.monroe.army.mil

- The Learning Curve: Includes leadership and current Army readings, hot topics, tutorials, etc.
www.amsc.belvoir.army.mil/ecampus

- Project Management Institute: Distance learning in Project Management Business Processes. <http://pm.smartpros.com>

- Federal Learning Exchange: Includes a searchable database for training and education resources available to Federal employees: www.flx.gov