Marine Corps Intelligence Civilian

Career Development Program

2006 Individual Development Plan

INDIVIDUAL DEVELOPMENT PLANS

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1. **Introduction**

   a.   What is an Individual Development Plan? An Individual
Development Plan (IDP) is a tool for career development. The
IDP helps employees link competencies, job experiences,
developmental assignments, on-the-job and formal training with
employee goals, performance elements and standards. Its use is
intended to improve, enhance, and/or maintain work performance
by planning activities. These planned activities will help
employees and their supervisors meet shifting mission
requirements and employee career goals.

   b.   What is career development and how does it relate to
your IDP? Career development involves taking control of one's
own career by defining career expectations and formulating a
plan to meet those expectations. Employees are no longer
expected to choose a lifelong career and stick with it
throughout the entirety of their working years. Employees
should be encouraged and expected to pursue a career field which
best meets their individual skill sets and interests. By
matching their skill sets and interests to their careers of
choice, employees are most likely to be committed and motivated
to do a good job.

2. **Marine Corps Intelligence Guidelines on Individual Development Plans**

   a.   All Marine Corps Intelligence civilian employees are
required to complete an IDP. Employees should work closely with
their supervisors to prepare their IDPs. Mentors, trusted
peers, or career advisors may also assist them in the
development of their IDPs. Employees who fail to maintain their
IDP risk not reaping the full benefits of the career development
program, thereby failing to maximize their career opportunities.
Employees should take advantage of the available resources while
keeping in mind that they are their own best career managers.

   b.   An employee's IDP will project his or her job
experiences, competencies, developmental assignments, on-the-job
and formal training for at least one year. Employees are
encouraged to take charge of their careers and make the effort
to fulfill any suggested training or developmental assignments.

   c.   IDPs should be revised when there are significant
changes in duties, performance elements, mission requirements,
or career goals. Usually, the IDP will be initiated at the
beginning of the performance appraisal cycle, reviewed at mid-
year and will

be updated at least annually. The employee's immediate supervisor approves the IDP and subsequent revisions.

   d.   The IDP should address immediate and long-range career goals, which the employee develops with the assistance of his or her supervisor or mentor. Immediate career goals are tasks, assignments, or training the employee needs to complete in the following year. Long-range goals are tasks, assignments, or training the employee wants to accomplish within two or three years.

   e.   An employee should strive to complete those activities listed on the IDP by the beginning of the next performance appraisal cycle. A supervisor may consider those efforts to achieve job experiences, developmental assignments, on-the-job and formal training listed in the IDP when making annual performance appraisal determinations.

   f.   The employee's signature on the IDP signifies that the IDP has been discussed between the employee and his or her supervisor; it does not necessarily reflect agreement. If the employee objects to any changes recommended by the supervisor, the employee and supervisor should try to resolve the differences. Input from the employee's mentor and the Human Resource Office (HRO) may also be helpful when differences arise. If resolution cannot be reached, the matter should be referred to the reviewing official whose decision is final.

   g.   HRO will retain original copies of the IDP, and the employee and the employee's supervisor will keep copies for future reference.

3. Roles and Responsibilities

   a.   The Employee's Role – The employee will create his or her IDP and actively participate in their continued development by:
* Meeting with supervisor and mentor to discuss career goals
* Identifying options for developing skills to promote growth
* Completing the self-assessment to identify strengths and development needs
* Researching available training and/or developmental options
* Following through with training/developmental activities
* Keeping supervisor informed on status of activities throughout the year

b.   The Supervisor's Role - The supervisor is in an
excellent position to support the employee's development by:

- Providing feedback on the employee's performance in the
  current job and identifying strengths and areas for
  improvement
- Acting as a coach
- Representing the organization's needs, goals and
  opportunities
- Helping to assess the employee's advancement potential and
  qualifications for other positions
- Acting as a resource and referral for exploring the
  employee's career development options
- Supporting the employee's development and providing
  funding, when feasible

        c.   The Employee and the Supervisor's Role - The employee
and his or her supervisor will base the employee's IDP on the
following criteria:

- Critical elements and standards of the performance
  appraisal form
- The supervisor's continuing evaluation of the employee's
  job performance
- Mission requirements as reflected by the employee's current
  major duties
- Prior job experiences, developmental assignments, and
  formal training
- The employee's career goals and interests

4.   **Goals and potential outcomes for the IDP process**

- Acquiring skills to master tasks
- Gaining knowledge to assume greater responsibilities
- Building skills to become more competitive for promotion
- Requesting developmental assignments that will serve to
  broaden competencies
- Exploring other areas of interest
- Becoming competitive to change fields, if desired
- Obtaining knowledge to share with peers and junior
  employees

Marine Corps Intelligence Civilian Individual Development Plan Form

1. General Information

Name	
Grade	
Series	
Title	
Date	
Supervisor	
Last Promotion Date	
Time in Current Position	
Awards (spot, time-off), QSI's, received within the last year	
Are you a participant in the Mentoring Program?	

2. Career Self-Assessment

This section presents an opportunity for you to consider what is driving your career choices. Does your current job fulfill your needs, and is it in line with your values and interests? Does it cater to your strengths, or are you struggling with mastering the competencies that it takes to be successful on the job? The following self-assessment will help you to answer these questions.

Values
Your values guide your behavior in various work situations. In
the space provided below, please list the key values that guide
your actions at work.

Example values:

Diversity	Entrepreneurship
Teamwork	Professionalism
Fairness	Respect
Trust	Honor
Courage	Commitment
Dependability	Discipline

_____
_____
_____
_____

Work Interests
Ideally, everyone desires a job that appeals to his/her primary
interests. In the space provided below, please list some of your
key work interests. What motivates you?

Example Work Interests:

Research	Data analysis
Problem solving	Working with computers
Working on project teams	Project Management
New challenges	Working with others/working
A changing environment	alone
	Life/work balance

_____
_____
_____
_____

Career Goals
Write a brief statement about what you want most out of your
career. Take into account your needs, values, and interests.
What would be your ideal job? (Note that your ideal job may be
your current job or an extension of it).

Example Career Goals:

To become an SES	Fulfillment in daily work
Recognition for personal contributions	To achieve a leadership role in another career area
To reach the highest level within your career area	To become a supervisor

_____
_____

_____
_____

Intelligence Community Officer (ICO) Designation
Please indicate if you have completed any of the requirements
for the ICO Program.

_____
_____
_____
_____

3.   Competency Self-Assessment

A competency is a measurable pattern of skills, knowledge,
abilities, behaviors, and other characteristics required for
successful performance on your job. General competencies are
those that apply to all occupations across Marine Corps
Intelligence and they are listed on the Competency Self-
Assessment Table below. Functional competencies are those that
are specific to your occupation (which you will find in Appendix
C of the CDP Guide).

Follow the below steps to complete your competency Self
Assessment Table.

STEP 1.   Locate your functional area on the table below and
refer to the appropriate section in the Career Guide, Appendix C
to find your general and functional competencies.

Functional Area	Appendix C, section #
Intel Analysis (All Source)	
Terrorism	C-2
Regional	C-3
Transnational	C-4
S&T	C-5
Intel Strategy	C-6
Plans and Policy	C-7
Imagery & Geospatial Analysis	C-8
Collection Management	C-9
Mission Support	
Editing, Graphics & Web Publishing	C-10
Library	C-11
Dissemination	C-12
Information Technology	

System/Network, Database Administration	C-13
Communications Security and Information Assurance	C-14
Systems/Software and Web Development	C-15
Policy, Planning and Project Management	C-16
Security Ops	C-17
Ops Management	C-18
Admin Support	
Administrative Management	C-19
Financial Management	C-20
Human Resource Management	C-21
Program Management	C-22

STEP 2. Once you have located your functional competencies, add them to your Competency Self-Assessment Table under functional competencies (notice the General Competencies have been provided for you).

STEP 3. Complete the Self-Assessed Proficiency Level Column on your table. Consider your current job performance and rate each competency based on the following levels:

> **1 – Basic** - You easily perform the tasks using the competency but might need guidance exhibiting this competency.

> **2 – Intermediate -** You easily perform tasks applying the competency and require no guidance.

> **3 – Advanced -** You easily apply the competency without guidance; others come to you for assistance with work requiring this competency; you are able to apply the competency in multiple situations.

You may also want to refer to the Behavioral Indicators in **Appendix D** in the Career Development Guide to compare your performance against the standards for your level.

Take into account your own opinion as well as the feedback you've received from others through performance discussions or even informal conversations.

STEP 4. Refer back to the CDP Guide and your general and functional competencies page. Fill in the required proficiency level standard for your grade level in the Marine Corps Intelligence Proficiency Level Standards column on your table.

STEP 5. Finally, rate each competency as "strength" or "development need" depending on how closely your self-assessed rating matches up with the Marine Corps Intelligence performance standard.

   For example:
   - Your self assessed level is higher that the Marine Corps Intelligence standard = strength (+)
   - Your self assessed is lower than the Marine Corps Intelligence standard = development need (-)
   - Your self assessed is equal to the Marine Corps Intelligence standard = strength (+)

Current Job Performance Table

General Competency List	Self-Assessed Proficiency Level	Marine Corps Intelligence Proficiency Level Standards	Strength or Development Need (+/-)
Briefing Techniques			
Computer Knowledge			
Continual Learning			
Creative Thinking			
Critical Thinking			
Customer Focus			
Decision Making			
Flexibility			
Global Awareness			
Influence/Negotiation			
Information Management			
Integrity/Honesty			
Intelligence Community			
Interpersonal Skills			
Marine Corps Culture			
MCIA Policies & Regulations			
Networking			
Oral Communication			
Organizational Skills			
Problem Solving			
Project Management			

Research Skills			
Security Assurance			
Written Communication			

Functional Competency List (Refer to the MCIA Career Guide and list the competencies that apply to your functional area)	Self-Assessed Proficiency Level	Marine Corps Intelligence Proficiency Level Standard	Strength or Development Need (+/-)

STEP 6.   Based on the results from the completed table above, employees should assess their strengths and development needs. The form below will assist employees in this process. Once an employee has identified which competencies to work on this year, he or she should list them on the Recommended Developmental Activities form (next page) and complete all the required blocks. Although it's common for individuals to work on their identified needs, there are often opportunities to enhance your strengths.

Recommended Developmental Activities

Competency Development Needs *(list competencies individually)*	Action Items *(attend formal training*, pursue on-the-job* activities, developmental assignments*, etc.)*	Resources *(training vendors, supervisor, mentor, trusted peer, etc.)*	Target Completion Date	Completion Date
1.				
2.				
3.				
4.				
5.				
6.				

*Developmental assignments include intra- and/or inter-Activity rotations, project teams or working groups.
*Formal training includes internal and external training and self-directed study such as correspondence and continuing education.
*On-the-job (OJT) training is the primary type of training and development an employee receives, but it is the least recognized. OJT is typically presented one-on-one at the workplace.

STEP 7. The last step in completing your IDP is to meet with your supervisor and obtain approval signatures. As the plan is implemented, you will move closer to meeting your goals and identifying new opportunities. IDPs will assist in acquiring the knowledge, skills and abilities needed to fulfill your potential and increase the level of communication between employees and supervisors.

Signatures: **Date:**

1. Employee:	
2. First Level Supervisor:	
3. Second Level Supervisor:	

Mid-Year Review Signatures: **Date:**

1. Employee:	
2. First Level Supervisor:	

Year Close-out Signatures: **Date:**

1. Employee:	
2. First Level Supervisor:	
3. Second Level Supervisor:	