

26 January 1999

SARD-ZAC

MEMORANDUM FOR MEMBERS OF THE ARMY ACQUISITION WORKFORCE

SUBJECT: Individual Development Plans

The Individual Development Plan (IDP) is a critical document in identifying and tracking an acquisition professional's career objectives in the areas of experience, education, and training. It is required that each member of the Army acquisition workforce, military and civilian, complete an IDP regardless of grade, payband equivalent, military rank or certification level no later than June 30, 1999. This IDP shall be updated on an annual basis during annual performance evaluation reviews. For military personnel, normal assignment process will continue to be followed to ensure the Army's and your professional development requirements are met.

An automated process has been created to facilitate the development and modification of IDPs. The automated IDP may be found on the Army Acquisition Corps Home Page at <https://rda.altess.army.mil/cappmis/index.cfm>. Effective June 1999, an automated IDP must be approved before students can apply for a course offered by the Defense Acquisition University.

Your IDP will ensure you take advantage of the education, training and experience opportunities afforded to you. Your career success as a member of the Army's acquisition workforce is vitally important to the future of our nation.

PAUL J. KERN
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CF:
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