



# SECTION 2

# INDIVIDUAL DEVELOPMENT PLAN (IDP)



**A supervisor uses the IDP to discuss, plan, and manage continuing education, training, or special experience AAW professionals need to meet their position certification requirements and to sustain continued learning and development over a five-year period.**

## Supervisor's Critical Actions for IDPs

- ✓ Ensure AAW professional has an approved IDP in CAMP/ CAPPMS and is reviewed every 180 days.
- ✓ Add new employees under your hierarchy by using the supervisor's IDP tab, Supervisor link.
- ✓ A supervisor must approve AAW professional's short- and long-term objectives in order for full use of the IDP functionality.

### IDP TAB FUNCTIONS

- Create objectives.
- Plan DAU training.
- Approve employee course requests.
- Award continuous learning points.
- Download/print IDP history.
- View mandatory training requirements.

### IDP COUNSELING GOALS

- Ensure subordinates understand the benefits of meeting Army acquisition goals (training, education, and experience) related to professional development.
- Discuss training and education opportunities available to subordinates.
- Explain the local command's/agency's sanction(s) possible for failing to meet requirements.

### EMPLOYEE IDP ENGAGEMENT

- Engage both military and civilians employees.
- Plan, schedule acquisition training and developmental opportunities, and be adaptable to changing conditions.
- Review employees' IDPs every 180 days.
- Communicate, coach, and work with AAW members.

### CONSEQUENCES OF SUPERVISOR'S IDP NOT CURRENT

Impact ability to complete required actions:

- Impacting training planning.
- Counseling.
- Senior Rater Potential Evaluations (SRPE) system push actions.

For the good of the workforce professional, organization, and the Army, assist your subordinate(s) in realizing their full potential.