



SECTION 2

INDIVIDUAL DEVELOPMENT PLAN (IDP)



A supervisor uses the IDP to discuss, plan, and manage continuing education, training, or special experience Army Acquisition Workforce (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 at least every 180 days.	Add new employees under your IDP hierarchy within the Supervisor Module.	A supervisor must approve AAW professional's short- and long-term objectives to allow for full use of the IDP functionality.	Review certification requirements & ensure employee is on track to meet requirements within grace period timelines.	Encourage timely and continuous learning.
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IDP TAB FUNCTIONS

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

IDP COUNSELING GOALS

- Ensure subordinates understand the benefits of meeting Army acquisition goals and certification requirements (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 civilian employees.
- Plan, schedule acquisition training and developmental opportunities, and be adaptable to changing conditions.
- Review employees' IDPs at least every 180 days.
- Communicate, coach, and encourage AAW members professional development.

CONSEQUENCES OF SUPERVISOR'S IDP NOT CURRENT

Impacts ability to complete required actions:

- 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.