INDIVIDUAL DEVELOPMENT PLANS (IDP)

CRAFTING YOUR PATH TO SUCCESS

Congratulations on your new role in the DAF! As you embark on this exciting journey, one of the first tasks you'll be entrusted with is developing your Individual Development Plan (IDP). While it may seem like just another task on your to-do list, creating an IDP is a crucial step in your professional growth. Let's explore what an IDP is, why it's important, and how you can craft a plan tailored to your unique job needs and career aspirations.

WHAT IS AN IDP?

An Individual Development Plan (IDP) is a personalized roadmap outlining your professional goals and the steps needed to achieve them. It serves as a strategic tool to enhance your skills, competencies, and overall performance within your current role and future career aspirations.

Why is an IDP Important?

|	
1. Personalized Growth	An IDP is not a one-size-fits-all solution. Tailor it to your specific needs, ensuring that you focus on areas crucial to your development. For new employees, this likely will focus on developing skills you'll need to successfully accomplish your daily job.
2. Increased Engagement	Taking an active role in your professional development increases your engagement and satisfaction in your job.
3. Career Advancement	An IDP is a proactive approach to career advancement. It helps you identify and acquire the skills necessary for future opportunities within the organization.
4. Continuous Improvement	Regularly revisiting and updating your IDP allows for continuous improvement, ensuring that your skills stay relevant in a rapidly changing work environment.

DAF REFERENCES AND REQUIREMENTS
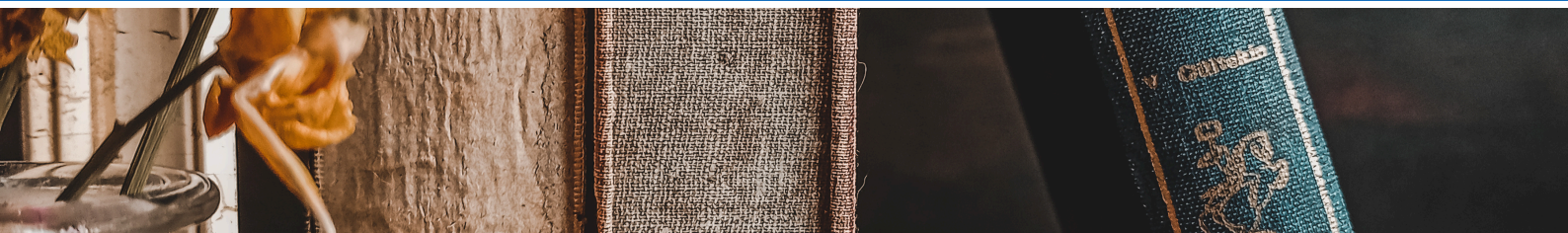
Understanding the Who, What, When, Where and Why of IDPs, as defined by DAF policy...

WHO: "Completion of an IDP is mandatory for all civilian employees" Section 4.2. of DAFMAN 36-142

WHEN: "Employee IDPs should be developed concurrently with the individual's annual performance plan and should be reviewed during each feedback session." Section 4.2.3.2. of DAFMAN 36-142

"Each employee must have a written performance plan established and approved normally within 30 calendar days of the beginning of the appraisal cycle or the employee's assignment to a new position or set of duties**.**" DoDI 1400.25-V431

HOW: "It is highly recommended that IDPs be completed via the automated MyVector IDP tool." Section 4.2.3.1. of DAFMAN 36-142

WHAT and WHY: "IDPs will be used to:

- Record employee short-term and long-term professional goals.
- Record employee annual training and development plan to assist in meeting the employee's professional goals.
- Align employee training and development with organizational core values, mission, and vision.
- Acquire an understanding of employee strengths and developmental needs."
 Section 4.2.1. of DAFMAN 36-142

DAF PROFESSIONAL DEVELOPMENT PATHS

As a new civilian employee, some of the initial questions you may have are: "What is available to me to develop as an employee in the DAF organization?" or "How will I be expected to grow in my job?"

The DAF Civilian professional development path is outlined in the DAF Career Field Roadmaps. DAF offers two paths to follow – you can either choose to:

- Become a functional expert building your knowledge and growing continually within your chosen career field or

- Follow the enterprise track, becoming knowledgeable about the DAF mission from the enterprise perspective through a variety of career fields or positions that provide you depth and breadth of experience.
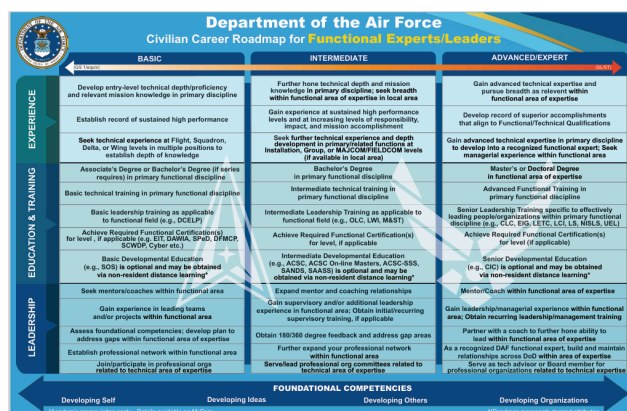
Feel free to click the hyperlinks on the graphics below to view each roadmap.
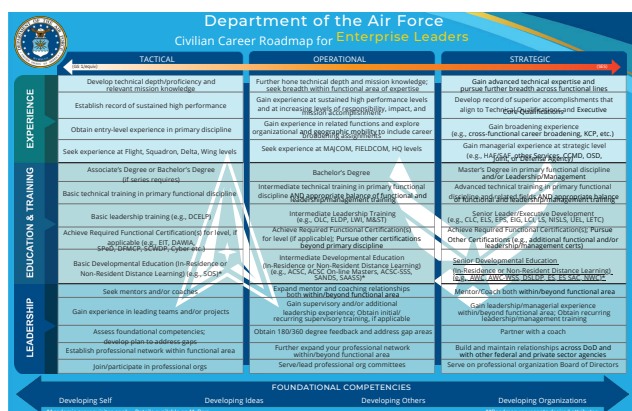
Enterprise Roadmap
To see in detail, visit:
https://www.af.mil/Portals/1/documents/2022SAF/Enterprise_Leaders_Roadmap.pdf

Functional Roadmap
To see in detail, visit:
https://www.af.mil/Portals/1/documents/2022SAF/Functional_Experts_Leaders_Roadmap.pdf

As a new employee, you may not be ready to choose whether you want to be become a Functional Expert or an Enterprise Leader. That's okay. The basic levels of both roadmaps are quite similar. In this section, we'll offer one simple plan that puts you on the road to success to matter where you choose to go in the future.

To give you a broad overview, each Roadmap has three categories of focus: experience; leadership; education and training.

1. **Experience** – This category focuses on becoming an expert in your job and your career field. At the basic level, goals to shoot for include:
- Develop technical knowledge and proficiency in your job
- Maintain a sustained record of high performance
- Volunteer for experience opportunities across the squadron, delta, wing levels (if applicable)

Places to collect information about expectations for your specific job include:
- Position Description (PD) – You should have received this during initial onboarding emails. It explains what the job entails, what duties you will be doing, and what level of expertise you'll need to accomplish them
- Performance Plan – This is the first phase of the annual performance cycle. The performance plan will offer greater detail than your PD, identifying what main projects, tasks, or duties you will be responsible to accomplish in the coming year and any due dates or measurables you'll need to meet.
- Ongoing conversations with your supervisor

Identifying these tasks can help you identify what training, formal or informal, you may need in order to accomplish the job; that training should be identified on your IDP.   (DAFMAN 36-142, section 4.2.1)

2. **Leadership** – Leadership in the DAF, especially at the basic level, encompasses leading others as well as simply leading yourself.

- Gaining experience leading teams or projects within your job series
- Getting a mentor/coach in your job series
  - To learn more, see the mentoring and coaching pages in the DAF's Supervisor and Employee Resource Center (SERC)
- Building your DAF Foundational Competencies
  - Foundational Competencies are the building blocks of knowledge, foundational to each of being able to achieve the DAF mission. To learn more, see Air Force Handbook 36-2647 Attachment 2

- Joining professional organizations where you can network with others in your job series, learning from one another and supporting one another

3. **Education and Training** – While both the Experience and Leadership categories are "Do" categories, in that you are expected to perform on the job, Education and Training is where you will develop any skills you may be missing or need to improve upon to successfully "Do" what is required.

Some of the formal targets identified in the roadmap are:

- Degrees, ideally tied to your job series
  - To learn more about getting your degree, explore the Civilian Associate Degree Program and the Civilian Tuition assistance program.
- Functional Certificates (if your job requires them)
  - Some examples include HVAC, Computer Certs, Financial Certs. To find out if your career requires certificates, speak with your supervisor.
- Basic leadership training and DAF Basic Development Education
  - Basic Development Education are the courses you can apply for during the Civilian Development Education (CDE) call that runs Jan – March of each year.
  - Part of the CDE call includes the opportunity to apply for the military's Professional Military Education (PME) as leadership training. Basic leadership training would include attending Squadron Officer School (SOS) either in residence or online.

Informal development opportunities to increase both people skills as well as job skills include:

- Civilian and DAF Knowledge
  - Voluntary webinars focused on developing your civilian knowledge with the "Building Better Civilians" program
  - Mandatory (ancillary) trainings provided by the DAF and required to ensure you have basic knowledge in concepts critical to achieving the mission
- Developing Self Foundational Competencies
  - Self-paced microlearnings designed to develop various skills critical to the Foundational Competency of Communication (found in SERC and Percipio)
- Building your people and work skills to be an effective member of your office
  - Voluntary courses such as: Intro to Coaching, Emerging Team Leader, and Developing Team leader. To learn more, see https://www.airuniversity.af.edu/Eaker-Center/CLDS/

IDP INPUT FOR 1ST YEAR CIVILIAN EMPLOYEE

Individual Development Plans (IDPs) are meant to be tailored to each individual's needs and goals. While we provide a suggested framework to give you ideas or a place to start, don't feel required to choose only these activities or goals. You may already have goals identified, and together you and your supervisor will identify what is best for you. But for those completely new to the DAF and feeling a bit overwhelmed by all the new learning and requirements, we want to help make this experience simple and provide a sample that would be useful for typical new employee. Goals are aligned to the DAF Civilian Roadmaps to help you grow in your career as a DAF civilian.
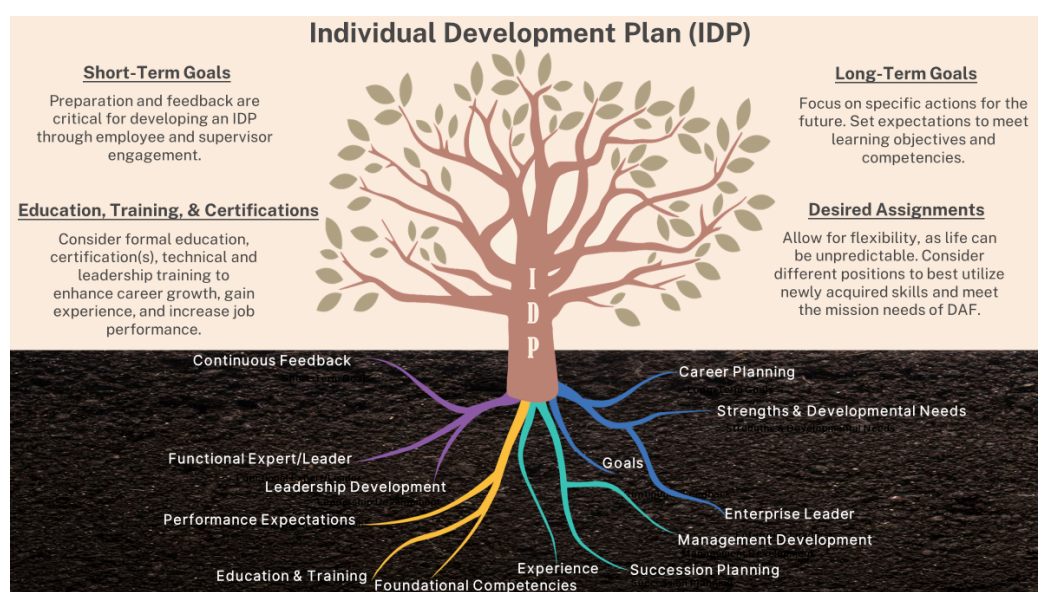
Build your goals to help you develop into the employee you need to be to succeed in your job, choosing the resources and support that best fit your needs and that are best available to you.

For example, imagine one of the tasks listed in your PD is to give briefings but you've never briefed in a work environment. One of your one-year IDP goals might be to brief your office teammates 3 times in the coming year. To help prepare you, you might plan to informally learn skills through the DAF's online learning platform Percipio, take a public speaking class, or find a mentor.

TEMPLATE FOR 1 YR GOALS

Objective	Action Step
EDUCATION & TRAINING FOCUS: Increase understanding of DAF policy, processes and organizational culture	Complete all Initial Mandatory trainings (as identified by New Employee Orientation (NEO) list, my supervisor and unit training managers) by assigned due dates.
	Attend a minimum of 2 CLDS "Building Better Civilians" webinars by end of my first 180 days on the job _____(input specific due date here).
EXPERIENCE FOCUS: Increase ability to perform effectively at my assigned duties.	List any required trainings or certifications you must achieve here. Your supervisor will help you identify if there are any required or "good to have" trainings.
	Identify any job skills you want to build.
	Identify all policies, regulations and laws that pertain to your job series and define due dates to read each one.
LEADERSHIP FOCUS: • Develop my Foundational Competencies. • Gain an awareness of DAF's coaching culture	Complete 3 microlearnings in the CLDS "How to Communicate with Your Boss" series by end of my first year with the DAF. *OR – if you feel you need to focus on a different competency:* Complete 3 courses in Percipio aligned to _____ (input desired competency) by end of my first year with the DAF .
	Attend CLDS's self-paced Introduction to Performance Management Coaching on MyLearning

TEMPLATE FOR 3 YR GOALS

Objective	Action Step
EDUCATION & TRAINING FOCUS: Increase understanding of DAF policy, processes and organizational culture	Maintain currency in mandatory trainings.
	Attending a minimum of 4 CLDS Civilian Knowledge webinars each year.
	Explore attending Basic Leadership Training or Basic Development Education once I and my supervisor believe I am ready. Examples include: Emerging Leader Course offered by CLDS or a DAF Civilian Development Education (CDE) course.
EXPERIENCE FOCUS: Increase ability to perform effectively at my assigned duties.	Seek a mentor within my functional area.
	Identify any job skills I want to build.
	Gain experience in leading teams or projects within my functional area.
LEADERSHIP FOCUS: • Develop my Foundational Competencies. • Gain an awareness of DAF's coaching culture	Complete 3 courses in Percipio aligned to _____ (input desired competency) by end of my first year with the DAF .
	Register for coaching with the DAF Coaching team. If I am a supervisor or manager, consider attending CLDS's Performance Management Coaching courses.

FIVE STEPS TO CREATING AN IDP

1. Choose Your Goals

Take time to identify both short-term and long-term goals. Consider how these goals can help you better succeed on your current job, as well as help you grow along the career path you desire.

- Brand new employees: Consider the sample inputs provided in the previous section.

- Those more knowledgeable about the DAF: You'll want to develop your own path, in coordination with your supervisor and mentor.

2. Self-Assess

Reflecting on your strengths as well as areas for improvement will help you define what specific skills/capabilities you need to develop to succeed in your career goals.

- Brand new employees: Consider the sample inputs provided in the previous section.

- Those more knowledgeable about the DAF: Use self-assessment tools or feedback from colleagues or your supervisor to gain insights into your current performance and a vision for where you want to be in the future.

3. Identify Learning Resources

What training programs, workshops, online courses, mentorship opportunities, or conferences will help you achieve your goals?

- Brand new employees: Consider the sample inputs provided in the previous section.

- Those more knowledgeable about the DAF: Explore the resources listed in the "Understanding Professional Development Paths in the DAF" section

4. Create your draft IDP on MyVector

It is highly encouraged that ALL employees and supervisors use the automated MyVector IDP tool to document your plan. Location: https://myvector.us.af.mil/DevelopmentPlan/Home

5. Discuss Your Thoughts for Your IDP With Your Supervisor

When discussing your IDP with your supervisor, consider these points:

- Goal Alignment: Ensure that your development goals align with the overall objectives of your team and the organization.

- Measurable Objectives: Clearly define objectives that are specific, measurable, achievable, relevant, and time-bound (SMART).

- Feedback Mechanism: Discuss how feedback will be provided and how often. Constructive feedback is invaluable for continuous improvement.

- Support and Resources: Identify the support and resources needed to achieve your objectives. This may include access to certain tools or software, mentorship, or additional training opportunities.

QUESTIONS FOR QUALITY DISCUSSIONS WITH YOUR SUPERVISOR

- **What skills do you think are most important for me to work on right now to help me succeed in my position and within this team?**

- **In my Performance Plan, I noticed I am required to do X. I haven't done this task before. What on-the-job training or other classes would you recommend I add to my IDP to ensure I have the necessary skills to succeed at this task?**

- **When you think about the best team members you've managed, what skills or traits make them stand out in your mind?**

- **How well do you think my developmental goals align with the mission of the unit and those of the DAF?**

- **Can you recommend some networking or professional development events and organizations?**

- **How often should we meet to discuss my progress? I was thinking that I would measure and track the following outcomes to ensure I am on target; what do you think about that plan?**

QUICK REFERENCE SECTION
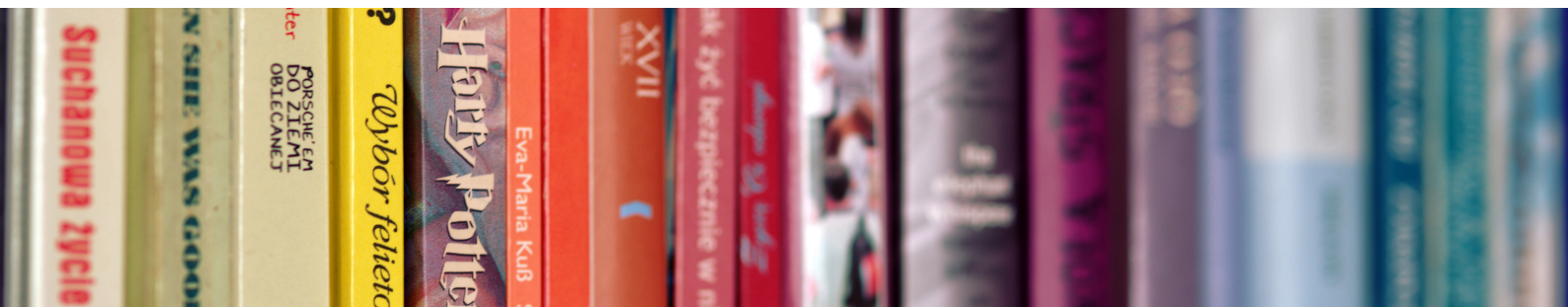
To begin your IDP, go to MyVector at https://myvector.us.af.mil/myvector/Home and select "Development Plan"

For more info on IDPs or idea on what to add to your IDP, explore our IDP page at: https://www.milsuite.mil/university/clds/individual-development-plan/

To read the full AF Policy on IDPs, see section 4.2 of DAFMAN 36-142 at https://static.e-publishing.af.mil/production/1/af_a1/publication/dafman36-142/dafman36-142.pdf

- Note: IDP guidance for DCIPS and CES employees should be in accordance with (IAW) DAFI 36-1101, Defense Civilian Intelligence Personnel System (DCIPS) and DAFI 36-141, Cyber Excepted Service (CES).

To expand upon the concept of developing yourself to excel in the workplace, try exploring our microlearing "Finding Our Strengths" at https://www.milsuite.mil/university/workforcedevelopment/courses/finding-our-strengths/

To explore more ideas about how to develop yourself along foundational competencies, see our IDP webpage on the Supervisor and Employee Resource Center