

INDIVIDUAL DEVELOPMENT PLAN (IDP) – For Year: 2015 to 2016	Empl ID:
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1. Employee Name (PRINT Last, First, M.I.)	2. Current Position, Series & Grade	3. Division
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4. Short Term Developmental Goals: (Employee is required to meet all mandatory annual training and complete training in at least one growth Competency within a year):

5. Formal Training	Date Completed
Mandatory for All New Employees	
<input type="checkbox"/> New Hire Orientation	
<input type="checkbox"/> Acculturation	
<input type="checkbox"/> WCCS (World Class Customer Service)	
<input type="checkbox"/> EEO (Equal Employment Opportunity)/ POSH (Prevention of Sexual Harassment)/ No Fear Act	
<input type="checkbox"/> Ethics/Standards of Conduct	
<input type="checkbox"/> Drug-Free Workplace	
<input type="checkbox"/> EAP Training	
<input type="checkbox"/> SAPR Training	
<input type="checkbox"/> VPP Training	
<input type="checkbox"/> PCI/IA/PII Training	
<input type="checkbox"/> US Constitution Training	
<input type="checkbox"/> Annual Safety Training (4 Hours)	

Mandatory Annual Training for Current Employees	Date Completed
<input type="checkbox"/> Annual Safety Training (4 Hours)	
<input type="checkbox"/> PII (Personally Identifiable Information)	
<input type="checkbox"/> Cyber Security Awareness Challenge	
<input type="checkbox"/> TIP (Combating Trafficking in Persons)	
<input type="checkbox"/> Anti-terrorism (Level I)	
<input type="checkbox"/> Drug-Free Workplace	
<input type="checkbox"/> Annual Security Training (3 Parts)	

Mandatory Annual Training for Current Employees (continued)	Date Completed
<input type="checkbox"/> EEO (Equal Employment Opportunity)/ POSH (Prevention of Sexual Harassment)/ No Fear Act	
<input type="checkbox"/> MCCS Standards on Workplace Violence	
<input type="checkbox"/> Ethics/Standards of Conduct	
<input type="checkbox"/> US Constitution Training	
<input type="checkbox"/> Records Management: Everyone's Responsibility	
<input type="checkbox"/> Uncle Sam's OPSEC Training	
<input type="checkbox"/> EAP Training	
<input type="checkbox"/> PCI Computer Security Training	
<input type="checkbox"/> SAPR Training	
<input type="checkbox"/> VPP Training	
<input type="checkbox"/> USERRA Training (Required by Supervisors only)	

Charge Card Holders and Handlers Only	Date Completed
<input type="checkbox"/> Accountable Officials (AO & CO)	

Cont: **INDIVIDUAL DEVELOPMENT PLAN – For Year: 2015 to 2016**

6. Long Term Career Goals (Over the Next Five Years):

7. TRAINING RECORD . . . Employee is responsible to maintain and keep updated training record for current rating period.

COMPETENCY	COURSE TITLE	CLASSROOM / WEBSITE	Date Completed

NOTE: Civilian and Leadership Development (CLD)

All employees are invited to voluntarily participate in the CCLD Program. CCLD is a developmental process designed to improve the leadership skills and competencies of civilian employees. Various courses, books, and videos are offered through the CCLD Program. Talk to your supervisor about this valuable educational opportunity.

Name (Print)	IDP INITIATED/OPENED		IDP COMPLETED/CLOSED	
	Date	Signature	Date	Signature
8. Employee:				
9. Supervisor:				

**10. DISPOSITION OF IDP: Attach to Performance Feedback Appraisal at end of rating year.
Appraisal will be “returned” if IDP is not completed and attached.**

Online Instructions for Mandatory & Annual Training

ALL REQUIRED TRAINING CAN BE FOUND ON THE MCCS website.

Go to mccshawaii.com

Under the Job Listings Tab

Click on Human Resources Training & Information

Click on your choice of training class

Print certificate upon completion

Sign it, have your supervisor sign it

Keep it until you have finished all your training

Put all training certificates together

Place completed IDP on top of packet of certificates

Send the entire group of certificates to Personnel

Other Training Sites:

Oge450 link: (cac card required)

<https://donogc.navy.mil.Ethics>

Free Computer Training

<http://www.gcflearnfree.org/>

MARINET

www.marinenet.usmc.mil

Phishing Awareness

<http://iase.disa.mil/eta/phishing/Phishing/launchPage.htm>

Click on “Launch New Phishing”

Financial Management Training (Open Enrollment)

https://fmbweb1.nmci.navy.mil/POLICY/FIN_MGMT_TRAINING.HTM

U.S. Small Business Administration <http://www.sba.gov/training>