

Total Workforce Management Services (TWMS) Quick User Guide

My IDP



Periodic updates to the My IDP module may not be reflected in this document.

Managing Your IDP in TWMS

The Individual Development Plan (IDP):

- is a document created by you and your supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance your performance and career goals
- is a living document, and should be reviewed by you and your supervisor as changes are made due to progress of your professional development and changes or revisions in career objectives

TWMS allows both you and your supervisor to develop your IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in your present position and your future career goals. Course titles are selected from the TWMS Course Table and function as the prompt to enroll in the selected course(s). Requests for training should be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for you to participate in. Note: Approved SF182 forms, not this IDP, compile your official record of training and academic achievements.

Accessing Your IDP

You can initiate your own IDP through your TWMS self-service. If your supervisor or local IDP Administrator has already initiated your IDP then you may notice that some information has already been completed for you. Contact your local command for further guidance.

To access your IDP from self-service:

1. Go to your self-service and then click the **My IDP** button on the Tools/Actions menu.



Navigation:
Logout
Assignment/Position Info
Benefits/Leave Info
Military Info
Pay Info (MyPay)
Training/Educ/Cert & Skills
Personal/Recall Information
Security Clearance Info
SF50s/Work History
CyberSecurity Workforce Info
Awards Info
Acquisition Workforce Info
Assigned Assets
Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
SAAR-N/DD-2875
Event Notification Service
SF182 Training Request
IPMS
Forms
My IDP
VSIP Survey
Telework Request
Information:
Contact Us/Help
POCs/Contacts
Data Update Status
Privacy Act Statement
Correcting your Data
User Guide

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR "ED"	DEMO1 / N02	DEMO1 / N64	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
IT SPECIALIST (NETWORK)	GS	2210	12	13

GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time
TELEWORK ELIGIBLE:	NOT SURVEYED	WEEKLY HOURS:	40
TELEWORKING:	YES	TELEWORK SHIFT:	N/A
WORK SHIFT:	1st - 0700-1530	WORK SHIFT TYPE:	
APPOINTMENT TYPE:	Competitive - Career-Conditional	TENURE GROUP:	2 - Conditional
PAYROLL ORG CODE:	714	PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:	None	VETERANS PREF RIF:	None
VETERAN STATUS:	Not A Veteran	ANNUITANT STATUS:	Not Applicable
SPECIAL PROGRAM ID:	Not Applicable	TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR			
SUPERVISOR NAME:	WOLFE, MICHAEL C	ORG CODE:	N621
		WORK PHONE:	619-532-4365

WORK LOCATION			
BASE LOCATION:	Kitsap, WA, United States	Select	
BUILDING:	791	FLOOR NUMBER:	FIRST
		ROOM NUMBER:	543
		CUBICLE/SPACE:	

IMPORTANT DATES			
SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003
DATE EOD NAVY/USMC:	7/6/1998	DATE EOD CURRENT COMMAND:	
DATE PROB TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A
		SCD RIF:	9/12/1997
		WGI ELIGIBLE DATE:	6/12/2005
		DATE START PRESENT POSITION:	10/3/2004
		DATE SUPV/MGR PROBATION EXPIRES:	N/A
		DATE SES PROBATION EXPIRES:	N/A
		CAREER PROMOTION ELIGIBLE DATE:	12/14/2004
		DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
		DATE APPOINTED TO EXEC SVC:	N/A

Update Reset

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Viewing Your Position Info/Goals & Objectives

Your IDP will open in a new window. The current view will display two tabs. The first tab, “Position Information/Goals & Objectives”, is the default view and is shown below. In addition to displaying your Position Information, this tab also displays if you are a member of the DAWIA workforce.

Information about you and the current status of your IDP is displayed in the header.

Information about your position is displayed here.

DAWIA information required for your position is displayed here.

Total Workforce Management Services (TWMS)
 Individual Development Plan (IDP) // Login: Self-Service Access Levels

** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
 ** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Not Created

Position Info / Goals & Objective

Past IDPs

Please ensure your Supervisor Name displayed below is correct prior to submitting your IDP for review. If it is incorrect, you must contact your local Human Resource Office to update this information.

To begin developing your IDP, please enter at least your Short Term Goal(s) and then save your changes. Other tabs will be available once save is completed.

Position Info			
Position Level	Non-Supervisory	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Supervisor Name	WOLFE, MICHAEL	Work Email	jose.m.gonzales1.ctr@navy.mil
Work Phone	619-532-5555	Type of Appointment	Competitive - Career-Conditional
Position Start	1/25/2004	Education Level	Bachelor's degree
BIN	DEMO101		

DAWIA		
Critical Acquisition Type	N/A	Key Emergency Position
DAWIA Career Field	-	DAWIA Career Level
		Posn not E-E, NCE, Key, or Mission Essential
		N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	
Long Term Goal (Optional)	
Objective (Optional)	

Interests

Are you interested in having a mentor?
 Are you interested in being a mentor?
 Are you currently mentoring someone?
 Are you interested in a developmental assignment?

Save Changes

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My IDP – Revision 4.0

4

March 2016

Viewing Your Position Info/Goals & Objectives

If you mark your IDP as requiring no further development then you will be able to immediately sign and send your IDP to your supervisor for approval/disapproval. In all other cases, you must first enter and save, at minimum, a Short Term Goal. Upon the first save, the remaining tabs of your IDP will display.

Clicking here will export the current version of your IDP.

Check this box if you require no further development. After saving, you will be able to immediately jump to the Submit/Approve tab for supervisor approval/disapproval.

Write your Goals and Objectives here.

Total Workforce Management Services (TWMS)
Individual Development Plan (IDP) // Login: Self-Service Access Levels
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CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Not Created

Position Info / Goals & Objective
Past IDPs

Please ensure your Supervisor Name displayed below is correct prior to submitting your IDP for review. If it is incorrect, you must contact your local Human Resource Office to update this information.

To begin developing your IDP, please enter at least your Short Term Goal(s) and then save your changes. Other tabs will be available once save is completed.

Position Info			
Position Level	Non-Supervisory	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Supervisor Name	WOLFE, MICHAEL	Work Email	jose.m.gonzales1.ctr@navy.mil
Work Phone	619-532-5555	Type of Appointment	Competitive - Career-Conditional
Position Start	1/25/2004	Education Level	Bachelor's degree
BIN	DEMO101		

DAWIA		
Critical Acquisition Type	N/A	Key Emergency Position
DAWIA Career Field	-	DAWIA Career Level
		Posn not E-E, NCE, Key, or Mission Essential
		N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	
Long Term Goal (Optional)	
Objective (Optional)	

Interests

Are you interested in having a mentor?
 Are you interested in being a mentor?
 Are you currently mentoring someone?
 Are you interested in a developmental assignment?

Save Changes

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Viewing Your Position Info/Goals & Objectives

If you are interested in either having a mentor, being a mentor, or having a developmental assignment then select the appropriate checkbox(es) at the bottom of this form. After saving your changes, you will be prompted to create and register a profile if you don't already have one in the Mentor Match Service.

Indicate any interests you may have by selecting the appropriate checkbox(es).

The screenshot shows a web form for an Individual Development Plan (IDP). At the top, there is a checkbox labeled "No Further Development Needed". Below this is a section titled "Goals/Objective" with three rows: "Short Term Goal", "Long Term Goal (Optional)", and "Objective (Optional)". Each row has a large text input area and a vertical scroll bar on the right. Below the goals section is an "Interests" section with four checkboxes: "Are you interested in having a mentor?", "Are you interested in being a mentor?", "Are you currently mentoring someone?", and "Are you interested in a developmental assignment?". A "Save Changes" button is located at the bottom right of the form. A red box highlights the interests section.

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If you are interested being a mentor or mentee and you don't already have a profile in the Mentor Match Service then you will be prompted to create and register for one.

A modal dialog box with a grey background. The text inside reads: "You have indicated an interest in the mentorship program, however you do not currently have an active Mentee profile in the Mentor Match Service. Would you like to create a Mentee profile now and register?" Below the text are two buttons labeled "Yes" and "No".

Adding Goals and Objectives to Your IDP

The first step in creating your IDP is to enter your goals and objectives. At least one Short Term Goal is required before being able to save your IDP for the first time.

To add goals and objectives to your IDP:

1. Write your required short term goals here.
2. Write your long term goals here.
3. Write your expected objectives here.
4. Click **Save Changes**.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Not Created

7881 character(s) remaining.

Position Info / Goals & Objective Past IDPs

*****Please ensure your Supervisor Name displayed below is correct prior to submitting your IDP for review. If it is incorrect, you must contact your local Human Resource Office to update this information.*****
To begin developing your IDP, please enter at least your Short Term Goal(s) and then save your changes. Other tabs will be available once save is completed.

Position Info			
Position Level	Non-Supervisory	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Supervisor Name	WOLFE, MICHAEL	Work Email	jose.m.gonzales1.ctr@navy.mil
Work Phone	619-532-5555	Type of Appointment	Competitive - Career-Conditional
Position Start	1/25/2004	Education Level	Bachelor's degree
BIN	DEMO101		

DAWIA			
Critical Acquisition Type	N/A	Key Emergency Position	Posn not E-E, NCE, Key, or Mission Essential
DAWIA Career Field	-	DAWIA Career Level	N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	Build skills in oral and written communication.
Long Term Goal (Optional)	
Objective (Optional)	Attend relevant courses and participate in developmental activities that will increase my overall communication skills.

Interests

Are you interested in having a mentor? Are you interested in being a mentor? Are you currently mentoring someone? Are you interested in a developmental assignment?

Save Changes

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Adding Goals and Objectives to Your IDP

Your IDP will now display seven tabs which helps to both organize the information found in your IDP and to communicate changes between you and your supervisor.

Your IDP Status will change to Created after saving your first updates.

All information can be viewed by selecting one of these seven tabs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective Required Training Manage Knowledge, Skills, and Abilities (KSA) Developmental Training Submit/Approve Communications / Change History Past IDPs

Please ensure your Supervisor Name displayed below is correct prior to submitting your IDP for review. If it is incorrect, you must contact your local Human Resource Office to update this information.

Position Info			
Position Level	Non-Supervisory		
Supervisor Name	WOLFE, MICHAEL	Supervisor Email	michael.c.wolfe.ctr@navy.mil
Work Phone	619-532-5555	Work Email	jose.m.gonzales1.ctr@navy.mil
Position Start	1/25/2004	Type of Appointment	Competitive - Career-Conditional
BIN	DEMO101	Education Level	Bachelor's degree

DAWIA		
Critical Acquisition Type	N/A	Key Emergency Position
DAWIA Career Field	-	DAWIA Career Level
		Posn not E-E, NCE, Key, or Mission Essential
		N/A

No Further Development Needed

Goals/Objective	
Short Term Goal	Build skills and oral and written communication.
Long Term Goal (Optional)	
Objective (Optional)	Attend relevant courses and participate in developmental activities that will increase my overall communication skills.

Interests

Are you interested in having a mentor? Are you interested in being a mentor? Are you currently mentoring someone? Are you interested in a developmental assignment?

Save Changes

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Note: For clarity, the steps listed here to develop this IDP move sequentially through the tabs from left to right. Most IDPs are developed and updated by viewing and updating the information in any of the tabs in any order as needed.

Viewing Your Completed/Required Training

The “Required Training” tab displays a link to your completed training as well as a list of your current training requirements you have. If you are assigned to a billet it will also display any required training and/or certifications associated with that billet. Information displayed here is read-only.

To view your completed/required training:

1. Click the **Required Training** tab.

Clicking this link will open a new window displaying your completed training.

Clicking a link displayed here will open a new window that will allow you to complete the training for the listed requirement.

Training and certifications required of the billet you are assigned to will be displayed here.

Export to PDF

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CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective **Required Training** Manage Knowledge, Skills, and Abilities (KSA) Developmental Training Submit/Approve Communications / Change History Past IDPs

[Click here to view Completed Training](#)

Current Training Requirement(s)

ID	Requirement Name	Complete By
57618	Audio/Video Maintenance	06/30/2015

Billet Required Training

Requirement	Course Title	Course ID	Delivery Method	Course Hours	Direct Cost
Optional	CORE WINDOWS CLIENT DEV WITH MS VISUAL STUDIO	DCPDS-326878	APF	1	
Mandated	BED BUGS AWARENESS	TWMS-414878	WEB	1	\$0.00
Mandated	INTERMEDIATE AND ADVANCED EXCEL 2007	DCPDS-519206	APF	0	
Mandated	COMMUNICATION & CONFLICT MANAGEMENT	DCPDS-148777	APF	1	

Billet Required Certifications

Qualification ID	Qualification Type	Description
5		MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

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Selecting KSAs for Your IDP

Your goals and objectives previously entered will help you to search for and select the appropriate KSAs to add to your IDP. If your Command has pre-selected a list of preferred KSAs for you to choose from, then they will be displayed by default.

To select a KSA to add to your IDP:

1. Click the **Manage Knowledge, Skills, and Abilities (KSA)** tab.

If your command has pre-selected KSAs then this checkbox will be selected by default. You will be able to deselect it to display additional KSAs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: All
 Level: All

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

<< Previous Page | Next Page >>
 Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to remember information such as words, numbers, pictures, and procedures	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to suggest a number of relevant ideas about a topic	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in customer organizations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of functionality and operability of operating environments	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of IT security certification and accreditation requirements	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of network architectures, topologies, and protocols	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of systems design standards, policies, and authorized approaches	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in analyzing needs and product requirements to create a design	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in determining causes of operating errors and deciding what to do about it	DON

All KSAs resulting from your search criteria and/or selected checkboxes will be displayed here.

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Selecting KSAs for Your IDP

The Navy Community you are assigned to will also determine the initial list of your displayed KSAs. KSAs are organized first by Community, then by Sub-Community, then by KSA Category, and finally Level. You are NOT required to select any KSAs in order to complete your IDP.

The Navy Community that you are currently a member of will automatically be selected in the Community dropdown list.

You can use the page controls to scroll through all the displayed KSAs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: All
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only:
 Display Selected KSAs Only:

<< Previous Page | Next Page >>

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Sc
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to remember information such as words, numbers, pictures, and procedures	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to suggest a number of relevant ideas about a topic	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in customer organizations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of functionality and operability of operating environments	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of IT security certification and accreditation requirements	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of network architectures, topologies, and protocols	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of systems design standards, policies, and authorized approaches	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in analyzing needs and product requirements to create a design	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in determining causes of operating errors and deciding what to do about it	DON

Page: 2

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Selecting KSAs for Your IDP

Selecting and entering your KSA search criteria will help you to display only the KSAs that are relevant for you. The steps detailed here will show you how to select one or more KSAs to add to your IDP.

You can also search for KSAs by a keyword search.

2. Select any combination of the four dropdown lists. The more selections you make the fewer KSAs will be displayed.

3. Click Search.

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CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: IT Policy and Planning
 Level: All

KSA Keyword: Search

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

<< Previous Page | Next Page >>
 Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to communicate information and ideas either orally or in writing so others will understand	DON
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<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in customer organizations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of functionality and operability of operating environments	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of IT security certification and accreditation requirements	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of network architectures, topologies, and protocols	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Knowledge of systems design standards, policies, and authorized approaches	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	Application\System Reengineering	Skill in analyzing needs and product requirements to create a design	DON
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Selecting KSAs for Your IDP

All KSA selections/deselections will be automatically saved as part of your IDP.

Remember that with this checkbox selected, your search results will only display the KSAs preferred by your command. You can deselect it to display any additional KSAs.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	INFORMATION TECHNOLOGY & MGMT	Created

Position Info / Goals & Objective | Required Training | **Manage Knowledge, Skills, and Abilities (KSA)** | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Community: INFORMATION TECHNOLOGY & MGMT
 Sub-Community: All
 Ksa Category: IT Policy and Planning
 Level: All
 KSA Keyword:

Display BSO-Preferred KSAs Only
 Display Selected KSAs Only

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of capital investment planning principles and methods	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of human system integration principles including accessibility factors and standards	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of IT security certification and accreditation requirements	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of the organization's Enterprise IT goals and objectives	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in adjusting actions in relation to others' actions	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in understanding the implications of new information for both current and future problem-solving and decision-making	DON

4. Select the checkbox(es) corresponding to the KSA(s) you would like to add to your IDP.

5. Repeat steps 2-3 to add other KSAs to your IDP.

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Viewing Your Selected KSAs

Now that you have selected at least one KSA to be included in your IDP you can choose to display only those that you have selected.

To view only your selected KSAs:

1. Select this checkbox to only display your selected KSAs.
2. Click **Search**.

Select	Sub Community	KSA Category	KSA	KSA Source
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to apply general rules to specific problems to produce answers that make sense	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to understand information and ideas presented either orally or in writing	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of capital investment planning principles and methods	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of human system integration principles including accessibility factors and standards	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of IT security certification and accreditation requirements	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of the organization's Enterprise IT goals and objectives	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in adjusting actions in relation to others' actions	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	DON
<input type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in understanding the implications of new information for both current and future problem-solving and decision-making	DON

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Select	Sub Community	KSA Category	KSA	KSA Source
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON

Select one or more of the following KSAs. Any KSA changes will be automatically saved.

Select	Sub Community	KSA Category	KSA	KSA Source
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Ability to communicate information and ideas either orally or in writing so others will understand	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Knowledge of pertinent Government laws and IT regulations	DON
<input checked="" type="checkbox"/>	INFORMATION TECHNOLOGY & MGMT	IT Policy and Planning	Skill in communicating effectively in writing as appropriate for the needs of the audience	DON

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Only your selected KSAs will now be displayed.

Adding Developmental Training

The information entered on the “Developmental Training” tab shown below forms the heart of your IDP. Developmental training is comprised of both courses and/or activities that you will complete within a specified timeframe as agreed to between you and your supervisor. Courses are selected from the TWMS Course Table or, if not found, entered manually. Developmental Activities are always entered manually. All training courses and developmental activities you add to this IDP are subject to your supervisor’s approval.

To add developmental training to your IDP:

1. Click the **Developmental Training** tab.

You will be able to add either a course or an activity to your IDP by first clicking one of these buttons.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N04	ADMINISTRATION	Created

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)
No records found

Long Term Development (Over 3 Years)
No records found



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Adding a Course to Your IDP

Courses added to your IDP are first searched for in the TWMS Course Table. You will be able to associate a course to any of your previously selected KSAs but it is not required. Repeat the steps below to add additional courses to your IDP.

To add a course to your IDP:

1. Click the **Add New Course** button.
2. Select the Priority from the dropdown list and also enter the Anticipated Completion date.
3. If this course is to be associated to a selected KSA then select it from the dropdown list.
4. Click the **Search** button to first determine if the course title is in the TWMS Course Table.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Add New Course Add New Activity

Add Course

Search for your Course Title. If it isn't found then you will be able to manually type in the Course Title.

Priority Critical/Mandated Anticipated Completion 03/31/2016

KSA

Course Title Search Clear

Training Institution

Est Cost 0.00 Actual Cost 0.00

Add Course Cancel

Short Term Development (Up To 3 Years)

No records found

Long Term Development (Over 3 Years)

No records found

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Adding a Course to Your IDP

Search for the course title by a combination of either the known Course ID or by any part of the Course Title. If the course title isn't found then you will be able to enter the course title manually. It is important to realize that you are not enrolling in a course nor are receiving any approval to take a course when adding a course to your IDP.

5. Enter either the Course ID and/or any part of the course title.
6. Click **Search**.
- 7a. If the course title you're searching for is listed then click the Course ID hyperlink. Go to step 8.
OR
- 7b. If the course title you're searching for is not listed then click **Cancel**. Go to step 11.

The screenshot shows a search interface with a header instruction: "Search for your Course Title, if it isn't found then click 'Cancel' to manually type in the Course Title." Below this are two input fields: "Course ID" and "Course Title" (containing "Plain Writing"). To the right are checkboxes for "DCPDS-Compliant Only" (checked) and "CSWF-Scoped Only" (unchecked). A "Search" button is highlighted with a red box and an arrow. Below the search bar is a table with 5 records. The first record is highlighted in yellow. The second record has its "Course ID" (TWMS-509675) highlighted with a red box and an arrow. At the bottom right, a "Cancel" button is highlighted with a red box and an arrow.

Course ID	Course Title	Training Method	Hosted ON TWMS	Course Hours	CEU
TWMS-576729	2014 PLAIN WRITING ACT	WEB-BASED OR INTERNET	No	1	0
TWMS-580409	PLAIN WRITING ACT 2014	WEB-BASED OR INTERNET	No	1	0
TWMS-509675	PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES	WEB-BASED OR INTERNET	Yes	1	1
TWMS-590587	SPAWAR PLAIN WRITING	WEB-BASED OR INTERNET	Yes	1	0
FGOV_01_A30_LC_ENUS	THE PLAIN WRITING ACT	WEB-BASED OR INTERNET	No	60	0

Adding a Course to Your IDP

Courses added to your IDP may also be used to initiate an SF182. For more information, see the section, “Linking a Course or Activity to an SF182” found later in this guide.

8. Enter any other information for this course as required.

9. Click the **Add Course** button.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Add Course

Search for your Course Title, if it isn't found then you will be able to manually type in the Course Title.

Priority	Critical/Mandated	Anticipated Completion	03/31/2016
KSA			
Course Title	PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES		
Training Institution			
Est Cost	0.00	Actual Cost	0.00

Add Course | Cancel

Short Term Development (Up To 3 Years)

No records found

Long Term Development (Over 3 Years)

No records found

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

This new course is now listed in the Short Term Development area because the anticipated completion date is within the next 3 years.

10. Repeat steps 1- 7a and 8-9 to add other courses to your IDP from the TWMS Course Catalog.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
			PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES	COURSE	TWMS-509675		1	1	Critical/Mandated		0.00	0.00	3/31/2016		Start

Long Term Development (Over 3 Years)

No records found

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Adding a Course to Your IDP

Courses added to your IDP may also be used to initiate an SF182. For more information, see the section, “Linking a Course or Activity to an SF182” found later in this guide.

11. Manually enter the course title for the course you want to add to your IDP.
12. Enter any other information for this course as required.
13. Click the **Add Course** button.

A KSA has been selected to associate with this new course.

This new course is now listed in the Short Term Development area because the anticipated completion date is within the next 3 years.

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical/Mandated		0.00	0.00	3/31/2016		Start

14. Repeat steps 1- 7b and 11-13 to add other courses to your IDP not from the TWMS Course Catalog.

The associated KSA is displayed here for this new course.

Adding an Activity to Your IDP

Activities added to your IDP are always manually entered. You will be able to associate an activity to any of your previously selected KSAs but it is not required. Repeat the steps below to add additional activities to your IDP.

To add an activity to your IDP:

1. Click the **Add New Activity** button.
2. Select the Priority from the dropdown list and also enter the Anticipated Completion date.
3. Enter the description of the developmental activity.
4. Click the **Add Activity** button.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | **Add New Activity**

Add Activity

Priority: Critical/Mandated | Anticipated Completion: 09/30/2016

KSA: [dropdown]

Developmental Activity Description: Prepares and delivers a minimum of one training brief per quarter for FY 2016.

Add Activity | Cancel

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical/Mandated		0.00	0.00	3/31/2016		Start

Long Term Development (Over 3 Years)

No records found

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Adding an Activity to Your IDP

Activities added to your IDP may also be used to initiate an SF182. For more information, see the section, “Linking a Course or Activity to an SF182” found later in this guide.

This new activity is now listed in the Short Term Development area because the anticipated completion date is within the next 3 years.



Position Info / Goals & Objective																Required Training																Manage Knowledge, Skills, and Abilities (KSA)																Developmental Training																Submit/Approve																Communications / Change History																Past IDPs															
Add New Course																Add New Activity																																																																																															
Short Term Development (Up To 3 Years)																																																																																																															
Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182																																																																																																
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical\Mandated		0.00	0.00	3/31/2016		Start																																																																																																
			Prepares and delivers a minimum of one training brief per quarter for FY 2016.	ACTIVITY					Critical\Mandated				9/30/2016		Start																																																																																																
Long Term Development (Over 3 Years)																																																																																																															
No records found																																																																																																															

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- Repeat steps 1- 4 to add other activities to your IDP.

Submitting Your IDP

After you have written your Short Term Goal(s) and have entered at least one Short Term Developmental training*, you are ready to submit your IDP to your supervisor for approval.

To submit your IDP:

1. Click the **Submit/Approve** tab.
2. Add an optional comment to be viewed by your supervisor.
3. Click the **Sign** button.

Note: The IDP Status now displays as "Pending Employee Signature" because the minimum requirements have been satisfied.

The screenshot shows the IDP submission interface. At the top, there is a table with columns: OFFICIAL UIC/ORG, ASSIGNED UIC/ORG, NAVY COMMUNITY, and IDP STATUS. The IDP STATUS column shows "Pending Employee Signature". Below the table is a navigation bar with tabs: Position Info / Goals & Objective, Required Training, Manage Knowledge, Skills, and Abilities (KSA), Developmental Training, **Submit/Approve**, Communications / Change History, and Past IDPs. The **Submit/Approve** tab is selected. Below the navigation bar is the "Approval" section, which includes a "Comments" text area with the text "Please review the initial inputs I've added to my IDP." and a "Sign" button. Below the "Sign" button is the "Signature History" section, which shows "No records found".

OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N64	ADMINISTRATION	Pending Employee Signature

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Please review the initial inputs I've added to my IDP.

Sign

Signature History

No records found

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* These are the minimum requirements for you to be able to sign your IDP.

Submitting Your IDP

An email will be sent to your supervisor and your IDP is now ready for their approval signature. If you make additional changes to your IDP before or after your supervisor signs it then the status of your IDP will change back to “Pending Employee Signature” and you must re-submit your signature again.

Note: Once you have submitted your signature then your IDP Status will change to “Pending Supervisor Approval”.

Feedback will let you know an email has been sent to your supervisor and that your signature has been recorded.

A running history of the signatures between you, your supervisor, and the IDP Coordinator will be shown here.

Here is a sample email that is sent to your supervisor after you have signed your IDP.

Export to PDF

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Supervisor Approval

An automated email has been sent to notify your supervisor that your IDP has been signed.

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | **Submit/Approve** | Communications / Change History | Past IDPs

Signature has been recorded.

Approval

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Comments

Sign

Signature History

Date	Approval Status	Signed By	Signature	Comments
8/21/2015 2:09:00 PM		employee	CAYCE.EDGAR.1212121212	Please review the initial inputs I've added to my IDP.

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TWMS IDP for CAYCE, EDGAR – Please review

noreply@twms.navy.mil
 Sent: Fri 8/21/2015 14:09
 To: Wolfe, Michael
 Signed By: mytwms.navy.mil

This email is to notify you that CAYCE, EDGAR has completed and/or updated his/her annual IDP in TWMS.

Please review the IDP by accessing the following link.

https://twms.navy.mil/training_info/idp/Default.aspx?EmailId=59437208-0be4-4fbd-91ae-7015548f393f

Approval Notification

An email will be sent to you from your supervisor when they have approved/disapproved your IDP. After their review, the status of your IDP will change accordingly.

An email will be sent to you notifying you that your IDP has been approved/disapproved.



Note: Once your IDP has been approved then its status will change to "Approved".

The screenshot displays the IDP system interface. At the top, there is a table with columns: NAME, OFFICIAL UIC/ORG, ASSIGNED UIC/ORG, NAVY COMMUNITY, and IDP STATUS. The 'IDP STATUS' column for 'CAYCE, EDGAR' is highlighted in red and shows 'Approved'. Below this is the 'Approval' section with a 'Sign' button. At the bottom, the 'Signature History' table is highlighted in red.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Approved

Date	Approval Status	Signed By	Signature	Comments
8/24/2015 12:12:00 PM	Approved	supervisor	WOLFE.MICHAEL.C.0123456789	Let's discuss the outline of your first training brief sometime next month. Patty will be your primary POC.
8/21/2015 2:09:00 PM		employee	CAYCE.EDGAR.1212121212	Please review the initial inputs I've added to my IDP.

The signature history has also been updated displaying any comments made by your supervisor.

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Your IDP Messages & Change History

It is easy to communicate with your supervisor regarding any information or questions about or changes to your IDP. Any messages that you, your supervisor, or an IDP Coordinator add to your IDP can be viewed in the Communications/Change History tab. Here, you can also view a history of all changes related to your IDP.

To add a message to your IDP:

1. Click the **Communications/Change History** tab.
2. Select who you want to send the message to.
3. Write your message to be sent.
4. Click the **Add Message** button.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/NO2	DEMO1/NE4	ADMINISTRATION	Approved

Position Info / Goals & Objective	Required Training	Manage Knowledge, Skills, and Abilities (KSA)	Developmental Training	Submit/Approve	Communications / Change History	Past IDPs
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Communication

Send to: Supervisor Employee

Message: Hi Mike, I found some additional training vendors for the writing class we spoke about last week.

Add Message Clear

No records found

Change History

Change	Old Value	New Value	Date	Changed By
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/31/2016	03/30/2016	8/21/2015	CAYCE, EDGAR
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/30/2016	03/31/2016	8/21/2015	CAYCE, EDGAR
Activity Change (Prepares and delivers a minimum of one training brief per quarter for FY 2016.)-Competency			8/21/2015	CAYCE, EDGAR
New Activity Added		Prepares and delivers a minimum of one training brief per quarter for FY 2016.	8/21/2015	CAYCE, EDGAR
New Course Added		Plain Writing for Technical Personnel	8/20/2015	CAYCE, EDGAR
Short Term Training Removed	PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES		8/20/2015	CAYCE, EDGAR
New Course Added		PLAIN WRITING ACT TRAINING FOR SSP EMPLOYEES	8/20/2015	CAYCE, EDGAR
Short Term Goal Updated		Build skills in oral and written communication.	8/11/2015	CAYCE, EDGAR
Objective Updated		Attend relevant courses and participate in developmental activities that will increase my overall communication skills.	8/11/2015	CAYCE, EDGAR

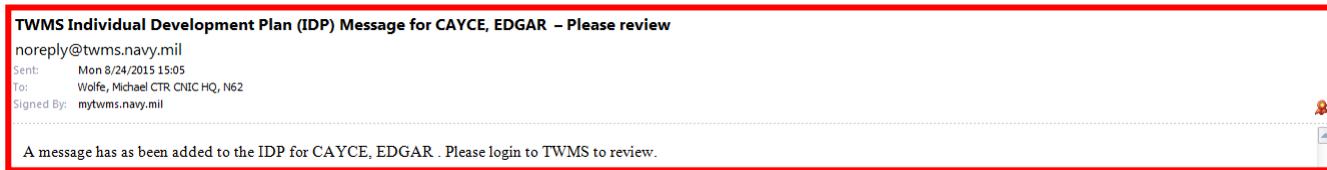
*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

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Your IDP Messages & Change History

An email will be sent to your supervisor notifying them that a message has been added by you in regards to your IDP.

Here is a sample email that is sent to your supervisor after adding a message to your IDP.



NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Approved

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | Developmental Training | Submit/Approve | Communications / Change History | Past IDPs

Communication

Send to: Supervisor Employee

Message:

Add Message Clear

The added message is now displayed.

To Supervisor	To Employee	Date	Message	Author
Yes	NO	8/24/2015	Hi Mike, I found some additional training vendors for the writing class we spoke about last week.	CAYCE, EDGAR

Change History

Change	Old Value	New Value	Date	Changed By
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/31/2016	03/30/2016	8/21/2015	CAYCE, EDGAR
Course Change (Plain Writing for Technical Personnel)-Anticipated Completion)	03/30/2016	03/31/2016	8/21/2015	CAYCE, EDGAR
Activity Change (Prepares and delivers a minimum of one training brief per quarter for FY 2016.)- Competency			8/21/2015	CAYCE, EDGAR

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Your IDP History

You will be able to review any previous IDPs that have been archived by your supervisor or by an IDP Coordinator. Your past IDPs are displayed for viewing or printing purposes only and cannot be altered in any way.

To view your past IDPs:

1. Click the **Past IDPs** tab.
2. Click the **Print** icon next to any of your IDPs you would like to view. The selected IDP will open in a new window for saving or printing.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEM01/NO2	DEM01/NE4	ADMINISTRATION	Approved

Print	Created Date	Archived By	Archived Date
	10/2/2011 9:59:00 AM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	7/25/2012 7:29:00 AM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	8/8/2012 9:39:00 AM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	8/12/2012 6:33:00 PM	TWMS.SYSTEM	1/22/2015 3:12:00 AM
	12/11/2013 3:41:00 PM	PATTY.KLINE	8/11/2015 11:37:00 AM

*An IDP is a PLAN ONLY. Your input, whether approved or not, does NOT automatically register you for a class/event/activity.

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Linking a Course or Activity to an SF182

Sometimes you may need to fulfill a course or activity added to your IDP by enrolling in and taking a course offered by your local command or a training vendor. Your IDP allows you to link your developmental training to an SF182. As you may know, the SF182 tool in TMWS allows for the necessary approvals for enrolling in a course and is electronically routed for these approvals. Once a developmental training event is linked to an SF182, all changes to the event (cost, anticipated completion, etc.) can only occur on the SF182. These changes will be reflected on the Short or Long Term Development areas of your IDP.

To link a course or activity to an SF182:

1. Click the **Developmental Training** tab.
2. Select the **Start** link corresponding to the course or activity.

Total Workforce Management Services (TWMS)
Individual Development Plan (IDP) // Login: Self-Service Access Level: ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

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NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	IDP STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	ADMINISTRATION	Pending Employee Signature

Position Info / Goals & Objective | Required Training | Manage Knowledge, Skills, and Abilities (KSA) | **Developmental Training** | Submit/Approve | Communications / Change History | Past IDPs

Add New Course | Add New Activity

Short Term Development (Up To 3 Years)

Edit	Delete	KSA	Course Title	Type	Course ID	CSWF Scoped	Course Hours	CEU	Priority	Training Institution	Est Cost	Actual Cost	Anticipated Completion	Date Completed	SF182
		Ability to develop presentations, briefings, and reports	Plain Writing for Technical Personnel	COURSE					Critical/Mandated		0.00	0.00	3/31/2016		Start
			Prepares and delivers a minimum of one training brief quarterly for FY 2016.	ACTIVITY					Critical/Mandated				9/30/2016		Start

Long Term Development (Over 3 Years)

No records found

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Linking a Course or Activity to an SF182

Your view will now display a new SF182 linked to the selected course or activity. Initially, only the “Section A – Trainee Information” tab of your SF182 will display. This section must be completed first before the other sections will display.

Your information will always display in the header when viewing your SF182s. The initial status is “Not Created”.

SF182 ID:				
NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	STATUS	
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	Not Created	

Click here to return to your IDP.

[Back to IDP](#)

Section A - Trainee Information

Agency code, subelement, submitting office	<input type="text"/>	Request Status	<input type="text" value="v"/>
Routing will be based on	<input checked="" type="radio"/> Official <input type="radio"/> Assigned	Routing UIC/Org	DEMO1/N02
Federal Employee Number		Position Level	Non-Supervisory
Work Phone	123-456-7890	Work Email	michael.c.wolfe@navy.mil
Position Title	IT SPECIALIST (NETWORK)		
Applicant Needs Special Accommodation	<input type="checkbox"/>	If yes, describe	<input type="text"/>
Type of Appointment	Competitive - Career-Conditional	Education Level	Two years college
Pay Plan	GS	Series	2210
Grade	12	Step	07
Supervisor Name	WOLFE, MICHAEL	Supervisor Email	michael.c.wolfe.ctr@navy.mil

[Save Changes](#)

3. Enter any relevant information for your SF182 that doesn't already appear. Fields appearing in yellow background are required.

4. Click the **Save Changes** button.

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Linking a Course or Activity to an SF182

After saving the information in Section A, the remaining sections of your SF182 will display. You are now able to complete the information required in these other sections. The “Section B – Training Course Data” tab is displayed below. If an SF182 Coordinator has access to your SF182s then they can also complete and route them.

After the initial save, the status of your SF182 will change to “Not Routed”.

SF182 ID: 34562

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	STATUS
CAYCE, EDGAR	DEMO1/N02	DEMO1/N64	Not Routed

5. Click the **Section B – Training Course Data** tab.

6. Enter the information as appropriate. Fields having a yellow background are required.

7. Click the **Save Changes** button.

The screenshot shows the 'Section B - Training Course Data' form. The navigation bar at the top includes 'Back to IDP', 'Print', and tabs for 'Section A - Trainee Information', 'Section B - Training Course Data' (highlighted in red), 'Section C - Cost and Billing Info', 'Section D - Approvals (Routing)', 'Upload Documents', and 'Cancel'. The form fields include:

- Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP) - yellow background
- Vendor Telephone - yellow background
- Course Title: Plain Writing for Technical Personnel
- Training Start Date - yellow background
- Training Duty Hours: 0 - yellow background
- Training Purpose Type: Development of Unavailable Skills (dropdown)
- Training Sub Type: Adult Basic Education (dropdown)
- Training Designation Type: Continuing Education Unit (dropdown)
- Training Credit: 0 - yellow background
- Training Accreditation Indicator:
- Continued Service Agreement Expiration Date - grey background
- Training Objective - yellow background
- Location of Training Site (if same, mark box) - yellow background
- Vendor Email - white background
- Training End Date - yellow background
- Training Non-Duty Hours: 0 - yellow background
- Training Type: Basic Training - Fundamental and / or required training (dropdown)
- Training Delivery Type: Blended (dropdown)
- Training Credit Type - dropdown
- Continued Service Agreement Required Indicator: Yes No N/A
- Training Source Type - dropdown

A 'Save Changes' button is located at the bottom right of the form.

Note: Please refer to the “My SF182” Quick user guide for more information on completing and routing your SF182s.