Total Workforce Management Services (TWMS)

MyIDP

User Guide

What is an Individual Development Plan

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 skills and knowledge used in your present position and support your future career goals. Course titles may be selected from the TWMS Course Table, but may also be entered manually. Requests for training should align with this plan, but are subject to funding availability. An approved IDP is not a contract or a guarantee of training funds or attendance.

Developmental activities are specific activities, events, conferences, actions, etc. for you to participate in that enhance select competencies. Developmental activities are manually typed into the IDP and will not appear as part of the TWMS Course Table.

How to create an IDP

You must first log into your Total Workforce Management Services (TWMS) Self-Service account by going to: https://twms.dc3n.navy.mil and clicking the MyIDP button located in the left-hand side Navigation Menu.

Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
SAAR-N/DD-2875
Event Notification Service
SF182 Training Request
IPMS
Mentoring
DD577
My IDP
VSIP/VERA Survey
Telework Request

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.

If you mark your IDP as NO FURTHER DEVELOPMENT NEEDED, then you will be able to immediately sign and send your IDP to your supervisor for approval/disapproval. Otherwise, you must first enter a Short Term Goal and click "SAVE CHANGES" at the bottom of the screen.

Adding Goals and Objectives to your IDP

Goals and objectives can be typed into the boxes provided. A Short Term Goal is what you plan to accomplish at the end of 1 to 2 years. The Long Term Goal is typically where you see yourself at the end of 3 to 5 years. Objectives are task statements designed to help you meet your goals.

At a minimum, you must add and save a Short Term Goal. Upon the first save, the remaining tabs of your IDP will display.

Mentor, Mentee, Assignment?

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 Mentor Match Services.

Completed and Required Training?

The "Required Training" tab displays a link to your **completed training** as well as a list of your **current training requirements** that has been identified for completion using TWMS. If you are assigned to a billet, any training and/or certifications associated with that billet will be also be displayed on this Tab.

MyIDP provides links for training requirements that need to be completed in TWMS. Clicking the link will launch the training requirement. Upon completion, the requirement will be moved to the Completed Training section. Otherwise, all the information displayed here is read-only.

Manage Knowledge, Skills, and Abilities (KSA)

For the Marine Corps, the **KSA tab** reflects competencies associated with the 19 Communities of Interest (COI), the Civilian Foundational Skills Training Program, and OPM Leadership Competencies aligned to the DoD Civilian Leadership Continuum. For more information on these programs contact the MPC Civilian Workforce Planning and Development branch at (703) 784-9069/9393.

Developmental training should be linked to specific competencies you are trying to develop. The KSA tab initially opens to your COI based on the grouping of Occupational Series. Each Community has a listing of the occupational series associated with that particular COI. If you cannot find you series in the dropdown box, you can select "Occupational Series Not Listed" for a generic competency.

Clicking on "Foundational" or "Leadership" will reveal competency groupings associated with those programs.

Although you can complete the IDP without selecting a competency, it is recommended that you take time to build your personal competency list to help you and your supervisor discuss how best to meet your developmental needs.

Building your List of Competencies

You can locate the full list of competencies by selecting a COI, FOUNDATIONAL, or LEADERSHIP and a choice from the Occupations list. You must click SEARCH to reveal the new list.

Select	Sub Community	KSA Category	KSA	KSA Source
☐	0201	Staffing & Recruiting	4A. Collect and analyze data for workforce and trend analysis.	HQMC
☐	0201	Staffing & Recruiting	4B. Identify distinctions between non-competitive and competitive recruitment sources to ensure applicants are properly referred.	HQMC
☐	0201	Staffing & Recruiting	4C. Research and advise stakeholders (e.g., hiring manager) on recruitment and staffing strategies.	HQMC
☐	0201	Staffing & Recruiting	4D. Adjudicate veterans' preference.	HQMC
☐	0201	Staffing & Recruiting	4E. Review applications to determine qualifications.	HQMC
☐	0201	Staffing & Recruiting	4F. Apply relevant laws, policies, regulations, standards, appropriate priority considerations and/or reasonable accommodations to promote, place, or appoint personnel.	HQMC
☐	0201	Staffing & Recruiting	4G. Determine best qualified group of job applicants.	HQMC
☐	0201	Staffing & Recruiting	4H. Conduct job analysis and create assessment instruments.	HQMC
☐	0201	Staffing & Recruiting	4I. Advertise vacancies using appropriate recruitment sources.	HQMC
☐	0201	Staffing & Recruiting	4J. Participate in working groups to develop strategies to reduce time to fill a position.	HQMC

Each time you check a box next to a competency you are interested in, it is saved as a selection for your personal list. That way you will always be able to click the box that says **"Display Selected KSAs Only"** to view the competencies you are interested in developing.

Your personal list will then carry over to the **"Developmental Training"** tab.

Developmental Training and Activities

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 can be 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.

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.

Adding a Course

Courses added to your IDP need to first searched for in the TWMS Course Table. You will be able to associate a course to your selected competency using the KSA dropdown box. However, if you leave the KSA blank you can still search for and add a course. Repeat the steps below to add additional courses 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.

Searching the TWMS Course Table

You can **search** the table for the course title using a combination of either the known Course ID or by any part of the Course Title. If the course title isn't found in the table, click **CANCEL** and you will be able to enter the course title manually. It is important to realize that you are not enrolling in a course when adding it to your IDP. Nor are you receiving an authorization to attend or approval of funds.

Once you've filled in all the information regarding the course, 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				Search Clear
Training Institution					
Est Cost	0.00		Actual Cost	0.00	

Add Course Cancel

The course is now added to your IDP based on the planned completion date.

| 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-309675		1	1	Critical/Mandated		0.00	0.00	3/31/2016		SF182

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.

Adding an Activity

Activities added to your IDP are always manually entered by clicking the **ADD NEW ACTIVITY** button. You will be able to associate an activity to any of your previously selected Competencies from the KSA dropdown box.

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

Add Activity Cancel

After you've completed the activity, click ADD ACTIVITY to save it to your IDP. It will be placed in either the Short or Long-Term Development area of the IDP based on the activity completion date provided.

| 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		SF182
✎	✗		Prepares and delivers a minimum of one training brief per quarter for FY 2016.	ACTIVITY					Critical/Mandated				9/30/2016		SF182

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.

7

Submit Your IDP for Approval

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 begin click on the **SUBMIT/APPROVE** tab.

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

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 |

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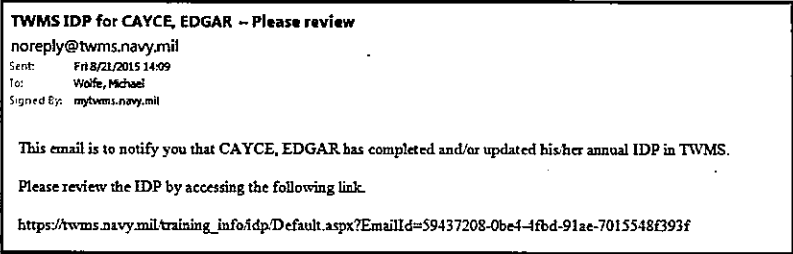
Please review the initial inputs I've added to my IDP.

Signature History

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.

Note: The IDP Status will display **"Pending Employee Signature"** only after the minimum requirements have been satisfied

On this tab you will have the option to provide a comment that can be view by your supervisor. When you are ready, click the **SIGN** button and a notification and link will be sent to your supervisor letting them know your IDP is ready for their approval. A sample of the email is below.

> **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

Also note the new screen notifications in blue, and the change in IDP STATUS and signature history.

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.

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

Approval Notification

Once your IDP has been reviewed by your supervisor, an email will be sent to you indicating your IDP has been approved/disapproved.

```
Individual Development Plan – Review Complete
noreply@twms.navy.mil
Sent:        Mon 8/24/2015 12:12
To:          Cayce, Edgar CIV
Signed By:   mytwms.navy.mil


This email is to notify you that your IDP in TWMS has been reviewed and approved by your supervisor.

Please review content and comments by logging into self-service and clicking the 'My IDP' button on the side navigation panel.
```

After the supervisor's review, you can go back into your IDP and see the **IDP STATUS** and **SIGNATURE HISTORY** have changed.

NAME	OFFICIAL UIC/ORG	ASSIGNED UIC/ORG	NAVY COMMUNITY	
CAYCE, EDGAR	DC M01/N02	DCM01/N4A	ADMINISTRATION	Approved

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

IDP has already been approved.

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 Sf 182 form. Employee shall complete the SF 182 approval process before taking classes that require funding.

Comments

Signature History

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.

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

This completes the IDP establishment process.

Additional information regarding the TWMS MyIDP module or information regarding developing an IDP can be obtained from your local servicing Human Resources Office, or by sending an email to the USMC Marine Corps TWMS helpdesk by visiting https://www.manpower.usmc.mil/TWMS.