



# Individual Development Plans

MOUNTAIN HOME AFB EDUCATION & TRAINING OFFICE

BLDG. 2428

208-828-6363

OPEN MONDAY–THURSDAY 0730-1630

APPOINTMENTS ONLY ON FRIDAYS 0800-1200

# What is IDP?

IDP is an Individual Development Plan used for supervisors to ensure each of their employees are reaching their professional goals.

## ▶ Benefits of an IDP

- ❖ Record of employee's short-term and long-term professional goals.
- ❖ Record of employee's annual training and development plan to assist in meeting their professional goals.
- ❖ Align employee's training and development efforts with organizational core values, mission, and vision.
- ❖ Acquire an understanding of employee's strengths and developmental needs.

# Types of Civilian Career Roadmaps to Consider

## ▶ Functional Expert Leaders

As you progress through the Basic, Intermediate, and Advanced/Expert levels, you should first aim to develop technical depth, then further hone mission knowledge within your primary/related discipline. At advanced levels, gain advanced technical expertise and pursue breadth within your functional area of expertise in the local area. Focus on building both institutional and occupational competencies throughout your career. You should also develop a record of sustained high performance and superior accomplishments that align to Functional/Technical Qualifications.

## ▶ Enterprise Leaders

As you progress in your career through the Tactical, Operational, and Strategic Stages, you should aim to first develop technical depth in a primary function, then further hone your mission knowledge, seek broadening experiences, and then gain breadth across functional lines as you seek both organizational and geographic mobility. You should develop a record of sustained high performance and superior accomplishments that align to the Senior Executive Service Technical and Executive Core Qualifications.





# Department of the Air Force

## Civilian Career Roadmap for **Functional Experts/Leaders**

	BASIC (GS 1&equiv)	INTERMEDIATE	ADVANCED/EXPERT (SLST)
EXPERIENCE	<p>Develop entry-level technical depth/proficiency and relevant mission knowledge in primary discipline</p> <p>Establish record of sustained high performance</p> <p>Seek technical experience at Flight, Squadron, Delta, or Wing levels in multiple positions to establish depth of knowledge</p>	<p>Further hone technical depth and mission knowledge in primary discipline; seek breadth within functional area of expertise in local area</p> <p>Gain experience at sustained high performance levels and at increasing levels of responsibility, impact, and mission accomplishment</p> <p>Seek further technical experience and depth development in primary/related functions at Installation, Group, or MAJCOM/FIELD COM levels (if available in local area)</p>	<p>Gain advanced technical expertise and pursue breadth as relevant within functional area of expertise</p> <p>Develop record of superior accomplishments that align to Functional/Technical Qualifications</p> <p>Gain advanced technical expertise in primary discipline to develop into a recognized functional expert; Seek managerial experience within functional area</p>
EDUCATION & TRAINING	<p>Associate's Degree or Bachelor's Degree (if series requires) in primary functional discipline</p> <p>Basic technical training in primary functional discipline</p> <p>Basic leadership training as applicable to functional field (e.g., DCELP)</p> <p>Achieve Required Functional Certification(s) for level, if applicable (e.g. EIT, DAWIA, SPeD, DFMCP, SCWDP, Cyber etc.)</p> <p>Basic Developmental Education (e.g., SOS) is optional and may be obtained via non-resident distance learning*</p>	<p>Bachelor's Degree in primary functional discipline</p> <p>Intermediate technical training in primary functional discipline</p> <p>Intermediate Leadership Training as applicable to functional field (e.g., OLC, LMI, M&amp;ST)</p> <p>Achieve Required Functional Certification(s) for level, if applicable</p> <p>Intermediate Developmental Education (e.g., ACSC, ACSC On-line Masters, ACSC-SSS, SANDS, SAASS) is optional and may be obtained via non-resident distance learning*</p>	<p>Master's or Doctoral Degree in functional area of expertise</p> <p>Advanced Functional Training in primary functional discipline</p> <p>Senior Leadership Training specific to effectively leading people/organizations within primary functional discipline (e.g., CLC, EIG, LETC, LCI, LS, MISLS, UEL)</p> <p>Achieve Required Functional Certification(s) for level (if applicable)</p> <p>Senior Developmental Education (e.g., CIC) is optional and may be obtained via non-resident distance learning*</p>
LEADERSHIP	<p>Seek mentors/coaches within functional area</p> <p>Gain experience in leading teams and/or projects within functional area</p> <p>Assess foundational competencies; develop plan to address gaps within functional area of expertise</p> <p>Establish professional network within functional area</p> <p>Join/participate in professional orgs related to technical area of expertise</p>	<p>Expand mentor and coaching relationships</p> <p>Gain supervisory and/or additional leadership experience in functional area; Obtain initial/recurring supervisory training, if applicable</p> <p>Obtain 180/360 degree feedback and address gap areas</p> <p>Further expand your professional network within functional area</p> <p>Serve/lead professional org committees related to technical area of expertise</p>	<p>Mentor/Coach within functional area of expertise</p> <p>Gain leadership/managerial experience within functional area; Obtain recurring leadership/management training</p> <p>Partner with a coach to further hone ability to lead within functional area of expertise</p> <p>As a recognized DAF functional expert, build and maintain relationships across DoD within area of expertise</p> <p>Serve as tech advisor or Board member for professional organizations related to technical expertise</p>
FOUNDATIONAL COMPETENCIES			
Developing Self		Developing Ideas	Developing Others
			Developing Organizations

\*Academic prerequisites apply - Details available on MyPers

\*\*Roadmap represents desired attributes





# Department of the Air Force

## Civilian Career Roadmap **Definitions and Acronyms**

This roadmap is designed for civilians who aspire to be functional experts with deep technical knowledge in their field and/or aspire into functional-specific leadership roles up to and possibly including Senior-Leader, Scientific or Professional leader positions.

DEFINITIONS

### EXPERIENCE

As you progress through the Basic, Intermediate, and Advanced/Expert levels, you should first aim to develop technical depth, then further hone mission knowledge within your primary/related discipline. At advanced levels, gain advanced technical expertise and pursue breadth within your functional area of expertise in the local area. Focus on building both institutional and occupational competencies throughout your career. You should also develop a record of sustained high performance and superior accomplishments that align to Functional/Technical Qualifications.

### EDUCATION AND TRAINING

As you progress through the Basic, Intermediate, and Advanced/Expert stages of your career, pursue appropriate formal education, technical, and/or leadership training opportunities. Contact your organization's training coordinator and/or the AFPC Civilian Development Office to learn about those various options. Maximize local training opportunities, seek distance learning courses to enhance your skills, and consider one of the many courses/programs available at mypers.af.mil. Basic, Intermediate, and Senior Developmental Education is optional for this path and may be acquired via non-resident distance learning. Continue to hone your technical knowledge by seeking a master's or doctorate degree in your chosen field of expertise. Seek relevant test-based functional certifications within your primary discipline and maintain respective certification(s) by completing all applicable continuing education and training hours.

### LEADERSHIP

At the Basic level, build your leadership competence by exercising your professional network through mentor/coach relationships and professional organizations while gaining experience in leading teams/projects within your functional area. Observe how leaders around you lead those teams/projects and emulate behaviors you admire. At the Intermediate level, build a professional network, expanding mentoring/coaching relationships within your functional area. Seek leadership positions on professional committees related to your technical area of expertise. At the Advanced/Expert level, gain recognition as a DAF functional expert by building and maintaining relationships across DoD within your area of expertise, while serving as a technical advisor in a professional organization. As you progress, seek technical team leader or supervisory/managerial opportunities if desired, obtain continuous feedback, assess/address gap areas, then mentor/coach within your functional area of expertise.

ACRONYMS

- \* Air Command & Staff College (ACSC)
- \* Air Command & Staff College - Schriever Space Scholars (ACSC-SSS)
- \* College of Info & Cyberspace (CIC)
- \* Civilian Leadership Course (CLC)
- \* Defense Acquisition Workforce Improvement Act (DAWIA)
- \* Defense Civilian Emerging Leader Program (DCELP)
- \* Department of Defense Financial Management Certification Program (DFMCP)
- \* Excellence in Government (EIG)
- \* Eisenhower School, Nat'l Security & Resource Strategy (ES)
- \* ES Senior Acquisition Course (ES SAC)
- \* Headquarters (HQ)
- \* Leading Change & Innovation (LCI)

- \* Leading Effectively Through Change (LETC)
- \* Leading Strategically (LS)
- \* Leading With Impact (LWI)
- \* M&ST (Managerial & Supervisory Training)
- \* Nat'l & International Security Leadership Seminar (NISLS)
- \* Organizational Leader Course (OLC)
- \* School of Advanced Air and Space Studies (SAASS)
- \* School of Advanced Nuclear Deterrence Studies (SANDS)
- \* Security Cooperation Workforce Development (SCWDP)
- \* Squadron Officers School (SOS)
- \* Security Professional Education Development (SPED)
- \* Upgrading your Executive Leadership Approach (UEL)





# Department of the Air Force

## Civilian Career Roadmap for Enterprise Leaders

	TACTICAL (GS 1/equiv)	OPERATIONAL	STRATEGIC (SES)
EXPERIENCE	<ul style="list-style-type: none"> <li>Develop technical depth/proficiency and relevant mission knowledge</li> <li>Establish record of sustained high performance</li> <li>Obtain entry-level experience in primary discipline</li> <li>Seek experience at Flight, Squadron, Delta, Wing levels</li> </ul>	<ul style="list-style-type: none"> <li>Further hone technical depth and mission knowledge; seek breadth within functional area of expertise</li> <li>Gain experience at sustained high performance levels and at increasing levels of responsibility, impact, and mission accomplishment</li> <li>Gain experience in related functions and explore organizational and geographic mobility to include career broadening assignments</li> <li>Seek experience at MAJCOM, FIELDCOM, HQ levels</li> </ul>	<ul style="list-style-type: none"> <li>Gain advanced technical expertise and pursue further breadth across functional lines</li> <li>Develop record of superior accomplishments that align to Technical Qualifications and Executive Core Qualifications</li> <li>Gain broadening experience (e.g., cross-functional career broadening, KCP, etc.)</li> <li>Gain managerial experience at strategic level (e.g., HAF/SAF, other Services, CCMD, OSD, Joint, or Defense Agency)</li> </ul>
EDUCATION & TRAINING	<ul style="list-style-type: none"> <li>Associate's Degree or Bachelor's Degree (if series requires)</li> <li>Basic technical training in primary functional discipline</li> <li>Basic leadership training (e.g., DCELP)</li> <li>Achieve Required Functional Certification(s) for level, if applicable (e.g., EIT, DAWIA, SPeD, DFMCP, SCWDP, Cyber etc.)</li> <li>Basic Developmental Education (In-Residence or Non-Resident Distance Learning) (e.g., SOS)*</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's Degree</li> <li>Intermediate technical training in primary functional discipline AND appropriate balance of functional and leadership/management training</li> <li>Intermediate Leadership Training (e.g., OLC, ELDP, LW, M&amp;ST)</li> <li>Achieve Required Functional Certification(s) for level (if applicable); Pursue other certifications beyond primary discipline</li> <li>Intermediate Developmental Education (In-Residence or Non-Resident Distance Learning) (e.g., ACSC, ACSC On-line Masters, ACSC-SSS, SANDS, SAASS)*</li> </ul>	<ul style="list-style-type: none"> <li>Master's Degree in primary functional discipline and/or Leadership/Management</li> <li>Advanced technical training in primary functional discipline and related fields AND appropriate balance of functional and leadership/management training</li> <li>Senior Leader/Executive Development (e.g., CLC, ELS, EPS, EIG, LCI, LS, NISLS, UEL, LETC)</li> <li>Achieve Required Functional Certification(s); Pursue Other Certifications (e.g., additional functional and/or leadership/management certs)</li> <li>Senior Developmental Education (In-Residence or Non-Resident Distance Learning) (e.g., AWC, AWC-WSS, DSLDP, ES, ES SAC, NWC)*</li> </ul>
LEADERSHIP	<ul style="list-style-type: none"> <li>Seek mentors and/or coaches</li> <li>Gain experience in leading teams and/or projects</li> <li>Assess foundational competencies; develop plan to address gaps</li> <li>Establish professional network within functional area</li> <li>Join/participate in professional orgs</li> </ul>	<ul style="list-style-type: none"> <li>Expand mentor and coaching relationships both within/beyond functional area</li> <li>Gain supervisory and/or additional leadership experience; Obtain initial/recurring supervisory training, if applicable</li> <li>Obtain 180/360 degree feedback and address gap areas</li> <li>Further expand your professional network within/beyond functional area</li> <li>Serve/lead professional org committees</li> </ul>	<ul style="list-style-type: none"> <li>Mentor/Coach both within/beyond functional area</li> <li>Gain leadership/managerial experience within/beyond functional area; Obtain recurring leadership/management training</li> <li>Partner with a coach</li> <li>Build and maintain relationships across DoD and with other federal and private sector agencies</li> <li>Serve on professional organization Board of Directors</li> </ul>
FOUNDATIONAL COMPETENCIES			
Developing Self		Developing Ideas	Developing Others
			Developing Organizations

\*Academic prerequisites apply - Details available on MyPers

\*\*Roadmap represents desired attributes





# Department of the Air Force

## Civilian Career Roadmap **Definitions and Acronyms**

This roadmap is designed for civilians who aspire to enterprise leader positions with the DAF up to and possibly including Senior Executive Service positions.

DEFINITIONS

### EXPERIENCE

As you progress in your career through the Tactical, Operational, and Strategic Stages, you should aim to first develop technical depth in a primary function, then further hone your mission knowledge, seek broadening experiences, and then gain breadth across functional lines as you seek both organizational and geographic mobility. You should develop a record of sustained high performance and superior accomplishments that align to the Senior Executive Service Technical and Executive Core Qualifications.

### EDUCATION AND TRAINING

As you progress through the Tactical, Operational, and Strategic stages of your career, you should pursue appropriate formal education, technical, and/or leadership training opportunities. Contact your organization's training coordinator and/or the AFPC Civilian Development Office to learn about those various options. Maximize local training opportunities, seek distance learning courses to enhance your skills, and consider one of the many courses/programs available at mypers.af.mil. Basic, Intermediate, and Senior Developmental Education may be acquired in-residence OR via non-resident distance learning. You are also encouraged to earn relevant test-based certifications within and beyond your primary discipline and maintain respective certification(s) by completing all applicable continuing education and training hours.

### LEADERSHIP

At the Tactical Stage, build your leadership competence by exercising your professional network through mentor/coach relationships and professional organizations, while also gaining experience in leading teams/projects. Observe how leaders around you lead those teams/projects and emulate behaviors you admire. At the Operational Stage, build your current professional network, expanding mentoring/coaching relationships within/beyond your functional area and taking leadership positions on professional committees. At the Strategic level, serve as a mentor/coach within/beyond your functional area, further expanding your professional network across the public/private sectors and serving in leadership roles in a professional organization. As you progress, seek team leader or supervisory/managerial experience within/beyond your functional area, obtain continuous feedback, assess and address gap areas, then partner with a coach to further enhance your ability to lead.

ACRONYMS

- \* Air Command & Staff College (ACSC)
- \* Air Command & Staff College - Schriever Space Scholars (ACSC-SSS)
- \* Air War College (AWC)
- \* Air War College - West Space Seminar (AWC-WSS)
- \* Civilian Leadership Course (CLC)
- \* Defense Acquisition Workforce Improvement Act (DAWIA)
- \* Defense Civilian Emerging Leader Program (DCELP)
- \* Department of Defense Financial Management Certification Program (DFMCP)
- \* Excellence in Government (EIG)
- \* Executive Leadership Development Program (ELDP)
- \* Enterprise Leadership Seminar (ELS)
- \* Enterprise Perspective Seminar (EPS)
- \* Eisenhower School, Nat'l Security & Resource Strategy (ES)
- \* ES Senior Acquisition Course (ES SAC)
- \* Headquarters (HQ)

- \* Leading Change & Innovation (LCI)
- \* Leading Effectively Through Change (LETC)
- \* Leading Strategically (LS)
- \* Leading With Impact (LWI)
- \* M&ST (Managerial & Supervisory Training)
- \* Nat'l & International Security Leadership Seminar (NISLS)
- \* National War College (NWC)
- \* Organizational Leader Course (OLC)
- \* School of Advanced Air and Space Studies (SAASS)
- \* School of Advanced Nuclear Deterrence Studies (SANDS)
- \* Security Cooperation Workforce Development (SCWDP)
- \* Squadron Officers School (SOS)
- \* Security Professional Education Development (SPED)
- \* Upgrading your Executive Leadership Approach (UEL)

# Guidance and AFI References

## **Completion of an IDP is mandatory for all civilian employees!**

- ▶ AF/A1C Memorandum to MAJCOM/FIELDCOM/CCMD A1/S1/J1s, Subject: A1C Empowering Our Civilian Workforce through Individual Development Plans Memo, dated 5 Apr 23. This memo is reiterating the mandatory requirement for an Individual Development (IDP) for DAF civilians and to remediate an audit deficiency.
- ▶ DoDI 1400.25, Volume 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, dated 2 Aug 2021
- ▶ DAFMAN 36-142, Civilian Career Field Management and Centrally-Managed Programs, para. 4.2.3.1 dated 4 Oct 2022.
- ▶ DAFI 36-1101, Defense Civilian Intelligence Personnel System (DCIPS), dated 30 Sep 2022
- ▶ DAFI 36-141, Cyber Excepted Service (CES), dated 3 Aug 2022



# MyVECTOR

## ▶ What is MyVECTOR?

This is the platform used to create the IDP as the GS employee and where each supervisor will approve.

## ▶ MyVECTOR

▶ Create an account by clicking Sign UP

▶ Create your Profile

# MyVECTOR



## Mentoring

MyVector enables a web-based mentoring network that allows mentees to manage their career development with the input and guidance from a mentor. Mentees will be able to, in real-time, invite participants to serve as mentors, select mentors based on preferences, chat with their mentor online, and complete a mentoring plan.

## Career Planning

MyVector allows the user to view their duty experience through career-field-specific experience codes. This structure also allows the user to build career plans based on real opportunities and to share these career plans with development teams and mentors. A Bullet-Tracker option allows the user to track specific events and accomplishments throughout the year for Performance Reports.

## Knowledge Sharing

MyVector provides Discussion Forums and links to resources for online books and courses that discuss mentoring benefits, the differences between coaching and mentoring, and techniques for managing mentoring relationships.



## Sign up is easy

Use your Common Access Card to quickly set up a profile and get started. If you already have a profile, click Log In.

Sign Up

Log In

## Total Force

Active. Guard. Reserve.  
Civilian.



Mentoring Connections



See My Experience



Development Plan



# MyVECTOR



GS-12 AMANDA JALOMO,

You have successfully submitted your development plan to your supervisor: GS-12 PETER KNAPP

Please visit: <https://myvector.us.af.mil/myvector/> to view the status of your development plan.

Thank you,  
MyVector Management Team

# MyVECTOR



GS-12 AMANDA JALOMO,

Your development plan has been approved by your supervisor: GS-12 PETER KNAPP

Please visit: <https://myvector.us.af.mil/myvector/> to take action on the development plan.

Thank you,  
MyVector Management Team