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.
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.

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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.

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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.

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.
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).

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.

You have indicated an interest in the mentorship program, however you do not currently have an active Mentor profile in the Mentor Match Service. Would you like to create a Mentor profile now and register?

Yes  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.

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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.

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.

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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.

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

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.

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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.

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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.

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

3. Click Search.
Selecting KSAs for Your IDP

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

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.

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.

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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.

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.

Your short term and/or long term courses and activities will be displayed here.

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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.

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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.
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.

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.
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.

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.
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.

5. 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.

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

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

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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.
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.

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

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.

A running history of all changes related to your IDP are displayed here.

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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.

The added message is now displayed.

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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.

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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.

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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”.

Click here to return to your IDP.

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”.

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.

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