



**DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111**

**SAMR**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army Civilian Development Planning**

**1. References:**

- a. Army Regulation 350-1, Army Training and Leader Development, 10 December 2017
- b. Army Regulation 600-100, Army Profession and Leadership Policy, 5 April 2017

**2. Purpose.** This memo reinforces the need for leaders and Army Civilians to conduct deliberate development planning and document the results in an individual development plan (IDP) for the Army Civilian workforce.

**3. Applicability.** This applies to all Army Civilians.

**4. Development of our Civilian workforce is essential to ensuring the Army has the capability necessary to meet its current and future requirements. Development of our workforce must be the result of careful and deliberate planning to ensure that employees' training, experiential learning opportunities, and other development efforts are aligned with organizational mission, goals and objectives, and addresses opportunities for both enhancing current job performance and enabling future career aspirations.**

**5. Development planning provides opportunities for face-to-face discussions between the supervisor and employee throughout the year and is often most effective when done in conjunction with the performance rating cycle. During these critical discussions, supervisors and employees gain a shared understanding of their employees' professional goals, strengths, and development needs. Roles and expectations include:**

**a. Role of Employee.** Employees must commit to enhanced job performance and professional career growth by completing required Army training and development necessary to enhance current job performance and enable future career aspirations.

**b. Role of Supervisor.** Supervisors are advocates for employee training and development, and must actively participate in planning for and execution of developing their employees. Supervisors should continuously assess job performance requirements and career development needs, and recommend high-performing employees attend Army leadership training. Supervisors must lead developmental discussions with employees to assess progress and identify additional support an employee requires for success.

SAMR  
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Supervisors will document current and future development requirements in an IDP for all employees.

c. **Role of Senior Leaders.** Army leaders must check and ensure employee training and developmental discussions take place and are effectively documented.

6. An IDP documents the mutually agreed upon development requirements for the employee over the next several performance periods. A key benefit of a completed and current IDP is it assists Army in planning for and resourcing training and development requirements.

7. IDPs will be documented and maintained in Army Career Tracker (ACT), the Army's system of record for IDPs or in a system that interfaces with ACT or is scheduled to interface with ACT in 2018. For example, the Acquisition Community, may use the Career Acquisition Personnel & Position Management Information System, (CAPP MIS). The Total Employee Development System (TED) interface feed with ACT is currently under development. The projected maintenance release for the ACT/TED interface is May 2018.

8. The point of contact for this memo is Edward Emden, Civilian Workforce Transformation (CWT) Integrator, edward.c.emden.civ@mail.mil and (703) 692-3318.

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