



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
506 CHAMBERLAIN AVENUE  
FORT GORDON GEORGIA 30905-5735

ATZH-DC

18 December 2011

MEMORANDUM FOR US Army Signal Center of Excellence Personnel

SUBJECT: US Army Signal Center of Excellence Policy Memorandum – Individual Development Plan (IDP)

1. Reference

- Civilian Human Resources Training Application System (CHRTAS) Website:  
<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>, Subject:  
Electronic Individual Development Plan, retrieved 6 September 2011.

2. Maintaining a viable workforce is key to ensuring that the current and future capabilities of our employees will support the US Army Signal Center of Excellence and Fort Gordon's mission, vision, goals, and objectives. As such, all supervisors will:

a. Comply with reference above and ensure a face to face discussion occurs with each employee within the first 30 days of each rating period, in conjunction with the performance management review.

b. Ensure employees meet requirements established within the IDP, and address any non compliance during regular counseling sessions and /or at the end of the rating period. Supervisor's comments will confirm whether the employee met requirements as stated and agreed on the IDP, and whether the employee is in compliance with established training requirements.

3. Supervisors may use either the enclosed paper format of the IDP (Enclosure 1) or the electronic version available at the reference above. Each career field will use the IDP as directed by the Army Civilian Training, Education and Development System, if no example is provided. To ensure compliance with this policy, at the end of each rating cycle, an IDP tracker (spreadsheet) will be forwarded to the G1 Workforce Developer for documentation in applicable Command and Staff slides. See the spreadsheet at Enclosure 2 for an example. All IDPs will be updated at the midpoint and final counselings.

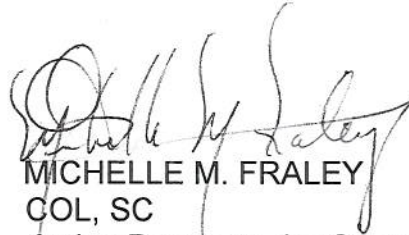
4. In accordance with the US Army Signal Center of Excellence and Fort Gordon strategic plan (Civilian Human Capital Strategy), each Director/Special Staff is required to make employee training a funding priority within their annual spending plans. Great care should be taken to ensure approved training is aligned with and contributes to the US Army Signal Center of Excellence and Fort Gordon's mission, vision, goals, and or objectives subject to availability of funds.

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5. The proponent for this policy is the Signal Center of Excellence G-1, at (706) 791-0139/8162.

2 Encls  
as



MICHELLE M. FRALEY

COL, SC

Acting Deputy to the Commanding General

**INDIVIDUAL DEVELOPMENT PLAN (IDP) South Central CPOC**

**Name:**

**Signatures:**

**Job Title, Series and Grade:**

**Division:**

**Division Supervisor** (signature above)

**Time covered by IDP:**

**Employee** (signature above)

**Developmental Assignments & Date Completed**

**Self-Developmental Activities**

**Date Completed**

- 1.
- 2.
- 3.
- 4.

**FORMAL TRAINING REQUIRED**

**Description:** (List correspondence and formal training courses)

**Date Scheduled**

**Date Completed**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.



# G-1: IDP Tracker

COMMAND/DIRECTORATE/STAFF	ASSIGNED	AUTHORIZED	CURRENT IDP	IDP UPDATED	% COMPLETE
SIG CoE CMD GROUP	2	6	0	0	0%
PROTOCOL	1	2	0	0	0%
G1	1	3	0	0	0%
EO	3	2	0	0	0%
IG	2	2	0	0	0%
SAFETY	3	3	0	0	0%
G2/CDID	75	82	0	0	0%
G3	46	44	0	0	0%
G4	2	0	0	0	0%
G6	2	6	0	0	0%
G8	26	31	0	0	0%
QAO	11	9	0	0	0%
OCOS	15	17	0	0	0%
SJA	7	7	0	0	0%
RNCOA	13	13	0	0	0%
NSC	9	20	0	0	0%
RCA	1	1	0	0	0%
LIBRARY	2	2	0	0	0%
15TH RSB	239	245	0	0	0%

**\*INPUT DUE @ MIDPOINT & ANNUAL RATING PERIODS**  
ENCLOSURE 2