

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
INDIVIDUAL DEVELOPMENT PLAN (IDP)

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

AUTHORITY: 14 U.S.C. § 505; 5 C.F.R. § 412.401

PURPOSE: United States Coast Guard (USCG) Military members and Civilian employees will use this information to permit effective individual personal and professional developmental planning.

ROUTINE USES: Authorized USCG personnel will utilize this information to assist USCG Military members/Civilian employees and their supervisors in personal and professional development and goal setting. Any external disclosures of data within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933, October 28, 2011, and OPM/GOVT-2, Employee File System Records, 71 Federal Register 35342, June 19,2006.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. However, failure to provide this information may have an impact on future assignments or leadership opportunities.

Rate/Rank	Name (Last, First MI)	Unit		
Position		Last IDP Counsel Date (DD/MM/YY)		Anniversary Year (Reserve Only)(YYYY)
Base Pay Date (DD/MM/YY)	Date of Rank (DD/MM/YY)	End of Service date (DD/MM/YY)	Rotation Date (DD/MM/YY)	High Year Tenure Year (DD/MM/YY)

ADVANCEMENT/PROMOTION

<u>Enlisted:</u>	Above Cut? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time In Grade (# of Months)	Non-Rates Only (On "A" School List) <input type="checkbox"/> Yes <input type="checkbox"/> No Rate:	# Of SWE Attempts
<u>Officers:</u>	Promotion Status	Expected In Zone Year (YYYY)	<u>Civilians:</u> Current Step Level	Expected Step Increase Year (YYYY)

Potential Discussion Points: Advancement/Promotion and Eligibility, Certifications, SWE Resources, "A" School requirements and Eligibility, Etc.

Notes:

CAREER PLANNING

Do You Intend To Continue Service <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided	Why/Why Not?	Expected Retirement Separation Year(Optional)
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Notes:

EDUCATION (OPTIONAL)

Highest Level of Education Completed (Include Level of Degree, Field of Study and Year)	# Of College Credits
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Goals Of Continued Education/Status

Potential Discussion Points: Advancement/Promotion and Eligibility, Training, SWE Resources, "A" School requirements and Eligibility, Etc.

Notes:

FINANCIAL PLANNING (OPTIONAL)

Potential Discussion Points: Advancement/Promotion Step Increase proces and Eligibility, Training, SWE Resources, "A" School requirements and Eligibility, Etc.

Notes:

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ADDITIONAL DISCUSSION POINTS (OPTIONAL)

Potential Discussion Points: Advancement/Promotion and Eligibility, Training, SWE Resources, "A" School requirements and Eligibility, Etc.

Notes:

GOALS

MAKE S.M.A.R.T. GOALS: SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, TIME-BOUND

SHORT-TERM PROFESSIONAL GOALS (0-12 months)

LONG-TERM PROFESSIONAL GOALS (1-5 years)

SHORT-TERM PERSONAL GOALS (0-12 months)

LONG-TERM PERSONAL GOALS (1-5 years)

COMMENTS

MENTOR:

SUPERVISOR:

Routing

Format (DD/MM/YY)

MEMBER/EMPLOYEE (OPTIONAL PARTICIPATION & SIGNATURE)

Date

MENTOR (OPTIONAL PARTICIPATION & SIGNATURE)

Date

SUPERVISOR (REQUIRED PARTICIPATION & SIGNATURE)

Date

CO/OIC/XO/XPO (OPTIONAL PARTICIPATION; REQUIRED SIGNATURE)

Date

UNIT TRAINING REPRESENTATIVE (REQUIRED TRAINING RECORD ENTRY)

Date