

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/Grade	Name (Last, First MI)	Unit		
Position/Title		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 Date (DD/MM/YY)

ADVANCEMENT/PROMOTION

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

Potential Discussion Points: Advancement/Promotion and eligibility, Education/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 Yr (Optional)
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Notes:

EDUCATION (OPTIONAL)

Highest Level of Education Completed: H.S. or equivalent, Advanced degree level (field of study, year), Other, etc.	Number of College Credits:
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Goals of Continued Education and Status:

Potential Discussion Points: Advancement/Promotion and eligibility, Training, SWE resources, "C" School requirements and eligibility, etc.

Notes:

FINANCIAL PLANNING (OPTIONAL)

Potential Discussion Points: Advancement/Promotion, Ladder/Step Increase processes, and Other Organizational resources, 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:

<u>Routing</u>	<u>(DD/MM/YY)</u>
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 _____