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COMDTINST 5357.1B
12 APR 2021

COMMANDANT INSTRUCTION 5357.1B

Subj: INDIVIDUAL AND EXECUTIVE DEVELOPMENT PLAN FRAMEWORK

1. PURPOSE. This Instruction provides responsibilities for supervisors and individuals for effectively using the Individual Development Plan (IDP), Form CG-5357, and Executive Development Plan (EDP), Form CG-5357A, as part of the Coast Guard’s Leadership Development Program. Supervisors must make all of their subordinates, including uniformed, civilian, and Auxiliarists aware of the IDP. IDPs are mandatory for first term enlisted members and junior officers, both active duty and reservists who are assigned to a permanent duty station. IDPs are optional, but highly encouraged for civilians and Auxiliarists. Coast Guard (CG) flag officers, Senior Executive Service (SES) members, and CG officers nominated for promotion to the grade of flag officer are required to complete the EDP annually.
2. ACTION. All supervisory and uniformed personnel must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Individual Development Plan (IDP), COMDTINST 5357.1A is cancelled.
4. DISCUSSION.
 - a. Career development planning benefits the individual employee, as well as the Coast Guard, by aligning employee training and development efforts with the organization’s mission, goals and core values. When using an IDP/EDP, supervisors develop a better understanding of their employees’ professional goals, strengths, and development needs. IDPs/EDPs help employees take personal responsibility and accountability for their career development, acquiring or enhancing the skills they need to succeed.

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NON-STANDARD DISTRIBUTION:

- b. Employees demonstrate individual responsibility for their career development by working with their supervisors to acquire or enhance the necessary and optional knowledge, skills, and abilities they need to grow as a leader.
 - c. CG flag officers and SES members are held to the highest standards of agility, responsibility and collaboration. Given these demands, it is vital that they continuously develop and increase their capabilities to keep pace with the complexities they face. By using the EDP, CG executives enhance their leadership growth and Executive Core Qualifications by meeting the standards expected of them.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to personnel and does not impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. The EDP was added and the IDP is in a shorter format with optional sections for use by all non-executive CG personnel.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web site: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/>, and CG Portal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
9. PROCEDURE.
 - a. The IDP can be used by any component of the workforce.
 - b. The following steps are required by any supervisor that oversees individuals who are mandated to complete either an IDP or EDP:

- (1) Initiate the IDP/EDP as part of the individual's check-in at the permanent unit. As the individual progresses through the unit check-in and indoctrination interviews, the IDP/EDP must be introduced and discussed by the supervisor during the first in-person (if applicable) meeting within the local unit's check-in deadline, but no later than 30 days after reporting date.
- (2) Set up a follow-up meeting with individual. The objectives of the follow-up meeting are for the supervisor to provide feedback to the individual, and for the supervisor and individual to obtain mutual commitment and align expectations. Before the meeting the supervisor will:
 - (a) Determine if there are position related knowledge, skills, and abilities that need to be enhanced to improve performance in the individual's present position.
 - (b) Review potential advancement paths or promotional opportunities.
 - (c) Be aware of training resources available.
 - (d) Prepare to discuss individual's goals, interests, and career aspirations.
- (3) After the supervisor meets with the individual, both will sign the IDP/EDP worksheet indicating use and support. The individual must retain the original IDP/EDP for Command check-in, which is a required signature on the IDP/EDP.
- (4) The completed and signed original IDP/EDP must be kept by the supervisor and documented appropriately at the unit level. The individual is encouraged to maintain a copy of the IDP/EDP for their records.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

11. DEFINITIONS.

a. Individual Development Plan (IDP): The IDP is a tool to facilitate a conversation that the supervisor, and mentor if desired, uses to discuss professional and personal goals.

- (1) An IDP requires coordination between the individual and supervisor. This involves feedback, clarification, and discussion about developmental needs, goals, and plans.
- (2) An IDP is NOT a performance evaluation method, a contract for training, or a means for clarifying or revising a position description. The IDP is not intended to be solely filled out by the individual nor handed to the individual to return at a later date.
- (3) If an individual is working with a mentor, they can choose to use the IDP in an unofficial capacity for establishing professional and personal goals.

- b. Executive Development Plan (EDP): The EDP is a key tool for assisting executives in their initial and continuing development. EDPs outline a senior executive's short-term and long-term developmental activities which will enhance the executive's performance.

12. ROLES AND RESPONSIBILITIES. The command, supervisor, mentor, and individual all have important roles with the IDP.

- a. Commanding Officer. Responsibilities are as follows:

- (1) Establish a standardized IDP/EDP process within their unit check-in process.
- (2) Enforce the mandatory requirement for all applicable personnel and inform all civilians and Auxiliaries that they can use the IDP/EDP and are encouraged to do so.
- (3) Plan for future development requirements and include in resource planning.
- (4) Designate an IDP/EDP champion at unit that may provide guidance, mentorship, and training.
- (5) At least every 30 days, CO must review and sign any pending IDP/EDP ready for signature.
- (6) Ensure that the training officer, or Commanding Officer's designated representative, documents the completed IDP/EDP for data entry at the unit level.

- b. Supervisor. Responsibilities are as follows:

- (1) Become familiar with the IDP/EDP form and its purpose to effectively guide individuals. Implement IDP/EDP for all applicable members. Ensure that all other direct reports are aware of the IDP/EDP and encourage its use. Provide the support and resources required to follow through with the actions agreed to in the IDP/EDP.
- (2) Assess the unit's mission, short and long term requirements, staffing, and technology and then assess the individual's potential to meet those needs.
- (3) Act as a coach and mentor to help individuals reflect on their potential, set goals, and explore career options. Review and discuss the person's strengths and areas for improvement in the current assignment; identify and prioritize specific activities to address any gaps in competencies. Once the IDP/EDP is finalized, be available with timely feedback and pinpoint areas where the individual could take greater responsibility. Be alert for changes in the mission or equipment and make adjustments as necessary.
- (4) Identify unit resources available to support the IDP/EDP and include projected formal requirements in the unit's training plan as reasonable. Developmental opportunities can take many forms, so include a mix of training and experiential learning. Besides classroom training, IDPs/EDPs might incorporate shadowing individuals, mentoring, distance learning, self-study, assignment to a project team, cross-training for exposure to new areas, and/or temporary assignments.

- (5) The Supervisor will keep a file of blank IDPs/EDPs on hand, use it to help facilitate the first meeting.
 - (6) After an individual attends training, follow-up so that new knowledge and/or skills are practiced and intended outcomes are maximized.
- c. Mentor. A mentor is optional within the IDP/EDP process and at the preference of the member. Mentoring is a key part of leadership development. A mentor is a person within an organization who provides counsel and career guidance. A mentor relationship is one where the outcome of the relationship is expected to benefit all parties in the relationship for personal growth, career development, lifestyle enhancement, spiritual fulfillment, goal achievement, and other areas mutually designated by the mentor and mentee. In addition to strengthening performance and increasing retention, a mentor directly contributes to the career planning and personal objectives of the IDP/EDP.
- d. Individual. Each individual is ultimately responsible for their own professional and personal development, as well as career advancement. Participation and disclosure of one's leadership and professional growth needs to a supervisor is vital to that success. The individual must address any concerns, needs, or desires to ensure alignment with expectations and opportunities. The individual is responsible for research on career goals and optional professional development.
- (1) After discussion with the supervisor, the individual maintains their original IDP/EDP for the check-in with the Command, as they are a required signature.
 - (2) After finalizing the IDP/EDP, the individual will begin working on the activities discussed. The individual will notify the supervisor of progress and any changed circumstances.
13. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/CG-Forms/> and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
14. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to: HQS-SMB-CG-128TrainingCourses@uscg.mil.

/J. M. NUNAN/
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