2016 MCCS CAMP PENDLETON, INDIVIDUAL DEVELOPMENT PLAN (IDP) SUPERVISORY

Employee Name (Last, First, M.I.)	Title, Series, Grade	Empl ID #	Division/Branch/Section

To complete IDP - Employee must complete all annual mandatory training and one competency

Login to ETHOS https://usmc-mccs.csod.com

MCCS 101 (NEW EMPLOYEE ORIENTATION) Date completed:_____	Unless otherwise noted, all training due Dec. 15th 2016

MANDATORY TRAINING - EXISTING EMPLOYEES *May not cover all Division Specific Mandatory Training*	Date Completed	MCCS HEADQUARTERS TRAINING *HQ courses for supervisory – 1 per year, recommended for non-supervisory*	Date Completed
2016 FISCAL YEAR COMPLIANCE DUE SEP 25		MCCS- MANAGERS COURSE (ONE TIME REQUIREMENT)	
CYBER AWARENESS CHALLENGE		ARE YOU LISTENING	
PERSONALLY IDENTIFIABLE INFORMATION		CHANGE ELEMENT	
SAPR TRAINING		PERFORMANCE COACHING	
TRAFFICKING IN PERSONS			
2016 CALENDAR YEAR COMPLIANCE DUE DEC 15	Date Completed		
BASIC INFORMATION & SECURITY			
COUNTERINTELLIGENCE AWARENESS & REPORTING			
JOINT ANTI-TERRORISM LEVEL 1		CONTINUED EDUCATION (JOB RELATED)	Date Completed
EEO/POSH/NO FEAR			
ETHICS			
UNCLE SAM'S OPSEC			
RECORDS MANAGEMENT			
VIOLENCE PREVENTION PRGM AWARENESS			
2016 OTHER MANDATORY TRAININGS DUE DEC 15	Date Completed	*OPTIONAL* OTHER CLASSES:	Date Completed
U.S. CONSTITUTION			
EMPLOYEE ASSISTANCE PROGRAM (EAP)			
DRUG FREE WORKPLACE			
PAYMENT CARD INDUSTRY (PCI)			
INTRO GHS			
CUSTOMER SERVICE			
USERRA DUE JUN 30			
HIPAA			

2016 MCCS CAMP PENDLETON, INDIVIDUAL DEVELOPMENT PLAN (IDP) SUPERVISORY - (cont.)

** Competency definitions and desired behaviors can be found at www.mccscp.com as well as approved DVDs, books, and courses to meet competency requirements.*

CAREER GOALS

COMPETENCY*	COURSE TITLE	CLASSROOM / WEBSITE / OTHER MEDIA	DATE COMPLETED
COACHING/COUNSELING			
COMMUNICATION			
CONFLICT MANAGEMENT			
CHANGE ELEMENT			
DIVERSITY AWARENESS			
EXTERNAL AWARENESS			
FINANCIAL MANAGEMENT			
FLEXIBILITY			
HUMAN RESOURCES MANAGEMENT			
INFLUENCING/NEGOTIATING			
INTERPERSONAL SKILLS			
LEADERSHIP			
PROBLEM SOLVING			
RESOURCE MANAGEMENT			
SELF DIRECTION			
TECHNICAL PROFICIENCY			
TIME MANAGEMENT			
OTHER			

This completed IDP must be attached to your End Of Year Performance Evaluation to complete the Annual Assessment

	IDP COMPLETED- SIGNATURE	DATE COMPLETED
NAME (PRINT):		
EMPLOYEE:		
SUPERVISOR:		