

## 2017 MCCS CAMP PENDLETON, INDIVIDUAL DEVELOPMENT PLAN (IDP) NON-SUPERVISORY

Employee Name (Last, First, M.I.)	Title, Series, Grade	Empl ID #	Division/Branch/Section
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**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. 15<sup>th</sup> 2017

MANDATORY TRAINING - EXISTING EMPLOYEES <i>*May not cover all Division Specific Mandatory Training*</i>	Date Completed	MCCS HEADQUARTERS TRAINING <i>*HQ courses for supervisory – 1 per year, recommended for non-supervisory*</i>	Date Completed
<b><u>2017 FISCAL YEAR COMPLIANCE</u></b> <span style="float: right; color: red;"><b>DUE SEP 25</b></span>		PERFORMANCE COACHING	
CYBER AWARENESS CHALLENGE		CHANGE ELEMENT	
PERSONALLY IDENTIFIABLE INFORMATION (PII)		EXTENDED DISC	
SAPR TRAINING		5 CHOICES OF PRODUCTIVITY	
TRAFFICKING IN PERSONS		ARE YOU LISTENING	
<b><u>2017 CALENDAR YEAR COMPLIANCE</u></b> <span style="float: right; color: red;"><b>DUE DEC 26</b></span>	Date Completed		
COUNTERINTELLIGENCE AWARENESS & REPORTING			
JOINT ANTI-TERRORISM LEVEL 1		<b>CONTINUED EDUCATION (JOB RELATED)</b>	Date Completed
EEO/POSH/NO FEAR			
ETHICS			
UNCLE SAM'S OPSEC			
RECORDS MANAGEMENT			
VIOLENCE PREVENTION PRGM AWARENESS			
<b><u>2017 OTHER MANDATORY TRAININGS</u></b> <span style="float: right; color: red;"><b>DUE DEC 26</b></span>	Date Completed	<b>*OPTIONAL* OTHER CLASSES:</b>	Date Completed
U.S. CONSTITUTION (NEW HIRES ONLY)			
EMPLOYEE ASSISTANCE PROGRAM (NEW HIRES ONLY)			
DRUG FREE WORKPLACE (NEW HIRES ONLY)			
PAYMENT CARD INDUSTRY (PCI)			
CUSTOMER SERVICE			
<b><u>ALL EMPLOYEES SERVING FOOD OR ALCOHOL</u></b> <span style="color: red;"><b>DUE WITHIN 30 DAYS OF HIRE</b></span>	Date Completed		
ALCOHOL SAFETY (4 HOUR) SERVSAFE			
FOOD HANDLERS SAFETY (4 HOUR) SERVSAFE			

**2017 MCCS CAMP PENDLETON, INDIVIDUAL DEVELOPMENT PLAN (IDP) NON-SUPERVISORY - (cont.)**

\* Competency definitions and desired behaviors can be found at [www.mccscp.com](http://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**

	<i>IDP COMPLETED- SIGNATURE</i>	DATE COMPLETED
NAME (PRINT):		
EMPLOYEE:		
SUPERVISOR:		