



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 3502.3
BUMED-M09B11
9 Jun 15

BUMED INSTRUCTION 3502.3

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN INDIVIDUAL DEVELOPMENT PLAN (CIDP)

Ref: (a) DoD Instruction 1400.25 Vol. 430

1. Purpose. The purpose of this instruction is to implement a formal process which addresses training and development per reference (a) for Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) civilians.

2. Scope. Applies to all BUMED HQ civilian personnel including all detachments.

3. Process/Objectives. This process authorizes the following as objectives for civilian training activities:

a. Improve employee performance of official duties in member's present position.

b. Provide a means for systematically developing employee skills to meet anticipated job requirements.

c. Provide opportunities for developing career enhancing skills for highly motivated individuals.

d. Provide employees with necessary competencies to accommodate changes in organizational policy, mission, technology, structure, and or equipment.

e. Maintain state-of-the-art specialized proficiencies.

f. Assist employees adversely affected as a result of reorganizations or reductions in force.

4. Responsibilities

a. BUMED personnel should become familiar with the contents of this instruction.

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b. Rater/supervisors are responsible for developing IDPs per reference (a). Initial IDPs will be developed by 15 June 2015 and annually thereafter. IDPs are to be updated and resubmitted no later than 31 October 2015.

c. Supervisors will allocate resources to manage employee training and career development.

d. Original IDP will be maintained by the rater/supervisor with an electronic and paper copy provided to the training officer. Employee shall be provided a copy as well.

e. Chief of Staff shall:

(1) Be responsible for the overall implementation of the IDP process.

(2) Establish the overall process schedule and provide implementing guidance and deadlines.

f. Assistant Chiefs shall:

(1) Ensure IDPs are developed and maintained for each staff member.

(2) Establish an internal process for approving training requests.

(3) Provide funding within budget parameters for requested training.

g. Rater/Supervisor shall:

(1) Be responsible and accountable for ensuring their staff members are aware of the knowledge, skills, and abilities necessary to perform their duties effectively.

(2) Manage staff member training and career development programs. If cost is involved this will be based on the funding availability.

(3) Conduct a needs assessment of each civilian staff member as part of the required midterm/ midyear and annual review per the Navy Performance Evaluation and Counseling System and Civilian Performance Management Program.

(4) Document training requirements with an IDP.

(5) Encourage employees to attend appropriate training activities, and to use the application in their job.

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h. Staff members shall:

(1) Show initiative in recognizing and meeting their developmental needs. They will make every effort to achieve career objectives, which are of mutual benefit to themselves and the Department of the Navy.

(2) Promote their career development interests through discussions with their rater/supervisors and use of available professional resources.

(3) Identify potential opportunities, methods, and sources of training, education, and development.

(4) Be responsible for applying newly acquired knowledge, skills, and abilities to their jobs.

(5) Provide proper documentation on training activities to the training officer (M09B11), for record purposes.

(6) Complete all training courses. Staff members who fail to complete a training course, or who receive an unsatisfactory grade per the standards of the institution, may be required to reimburse the Government for the cost of that training or repeat the course at their own expense.

i. The Training Officer shall:

(1) Process requests for training and assist supervisors and employees with identifying sources of training.

(2) Assist with documenting completed training in the employee's official personnel file.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

6. Form. BUMED 12000/5 (03-2015), The Civilian Individual Development Plan (CIDP) Form, is available at:
[https://navalforms.documentservices.dla.mil/unlocked/BUMED 12000 5 13962.pdf/](https://navalforms.documentservices.dla.mil/unlocked/BUMED_12000_5_13962.pdf/)


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