



The Career Planning Tool (CPT) for the Department of the Navy IM/IT & KM Workforce

9 August 2001



Objective

- This tutorial describes The Career Planning Tool (CPT)
 - Interactive application designed for the DON Civilian Information Management/ Information Technology and Knowledge Management (IM/IT & KM) Workforce
 - Current version 3.0 - August 2001
- Contains two Sections
 - Part I – CPT Features Reference
 - Part II – Sample Scenario using the CPT



Tool Attributes

- Highly cost-effective tool for individuals to manage their careers that is easy to apply, update and keep current:
 - Plan is personalized to the individual
 - Accessible definitions
 - Wizard driven; ease of navigation
 - Easy customization and management of underlying data (if desired)



The CPT and the CPG

- The CPT is based on the *DON Civilian Career Path Guide (CPG) for the Management of Technology, Information and Knowledge*
 - The CPG (2 volumes) provides the background and detailed explanations of the career development process
 - Available for download at <http://www.don-imit.navy.mil>
 - CPT users should read the CPG Volume I
 - The CPT is used for assessing competencies and designing career development plans



Part I – CPT Feature Reference



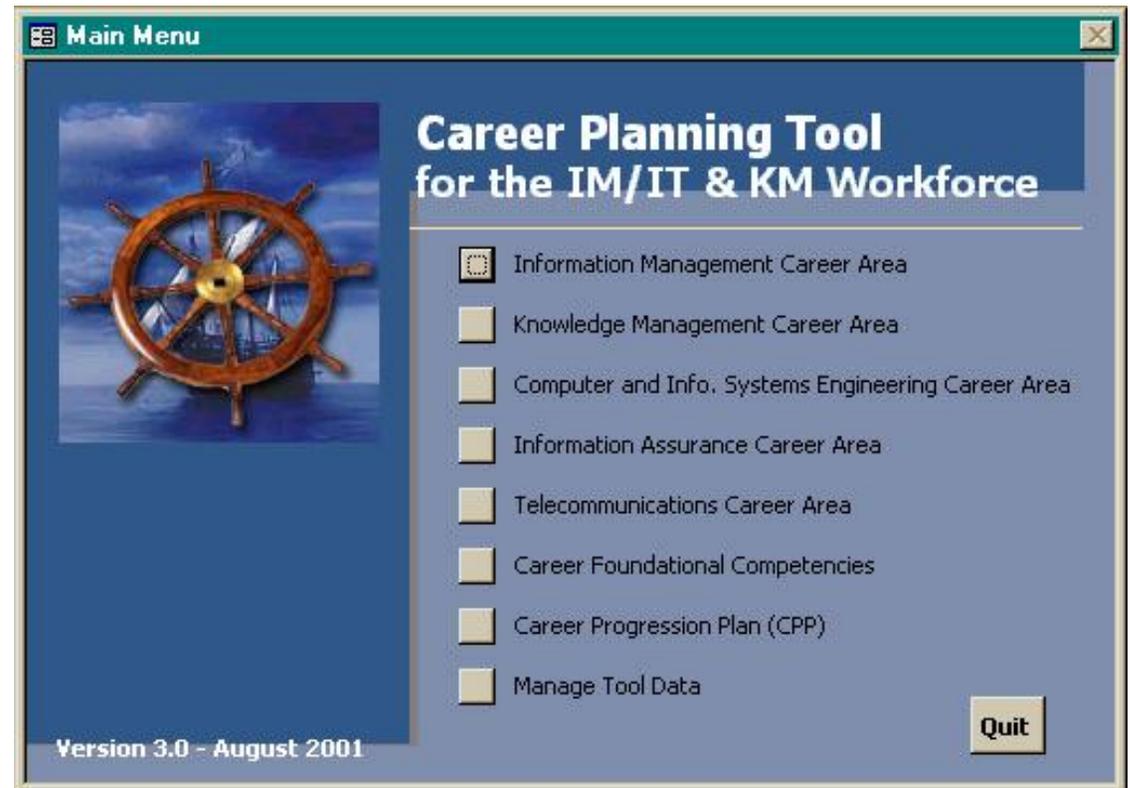
CPT Process

- There are 3 major steps in using the CPT:
 - Perform self assessment of functional competencies
 - Perform self assessment of career foundational competencies
 - Design developmental strategy, or Career Progression Plan (CPP)



Main Menu

- Upon launching the CPT, the **Main Menu** appears
- The **Main Menu** provides navigation to all of the major features of the CPT
 - The 5 Career Areas
 - Career Foundational Competencies
 - Career Progression Plan
 - Managing CPT Data
- Simply click the appropriate button to navigate
- Click **Quit** to exit the CPT

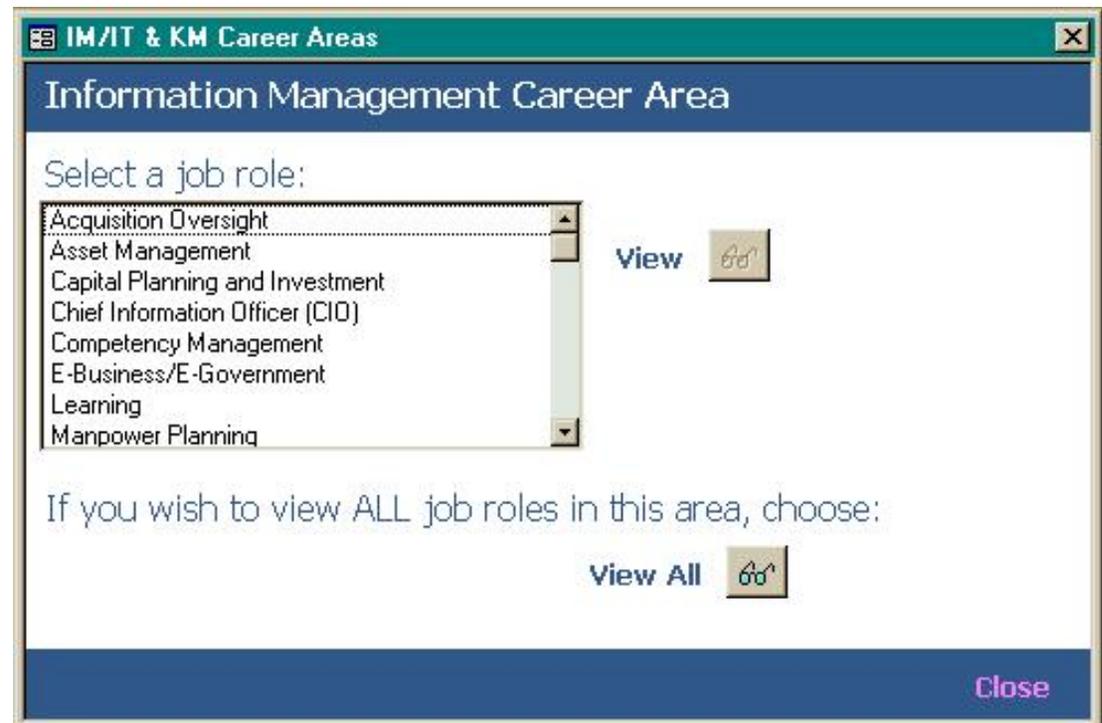


Main Menu



Career Area Menu

- When one of the 5 career areas are selected, an individual **Career Area Menu** appears; this allows you to select individual job roles
- To see the competency worksheets for a specific job role, select the job role from the list and click **View**
- To see the competency worksheets for all job roles in this career area, click **View All**
- Click **Close** to return to the **Main Menu**



Career Area Menu



Functional Competency Worksheets

- Worksheets contain highly detailed information about the competencies in each job role
- Competency self-assessment and designing a development strategy are all performed using the worksheets
- Major worksheet sections are introduced next; more detailed information is accessible via CPT **Definitions** screen



Functional Competency Worksheets

- **Career Area** displays the current career area
- **Job Role** displays the current job role

Functional Competencies

Career Area: Information Management
Job Role: Acquisition Oversight

Competency: Acquisition

<p>Strategic Value: To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition</p>	<p>Learning Objectives: Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.</p>	<p>Proficiency: Current: <input type="text"/> Required: <input type="text"/> Gap: <input type="text"/> Priority: <input type="text"/> <input type="checkbox"/> Development Needed</p>	<p>Level:</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <th>E</th> <th>I</th> <th>J</th> <th>S</th> <th>Ex</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	E	I	J	S	Ex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Skill Topics:</p> <ul style="list-style-type: none"> - Procurement processes - Acquisition documentation - Life-cycle management - Economic analysis principles - Activity-based costing - DoD, DON budget and procurement processes - BPR methodologies, metrics, tools, and techniques - Plan and budgetary document development to support requirements - Metrics and performance analysis - Acquisition, Distribution and Disposal - Federal laws and DoD, DON regulations
E	I	J	S	Ex										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity:	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Defense Acquisition University, DAWIA Curriculum	Learning	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Economics Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Information Resource Management College	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Definitions Search Close

Record: 14 of 120 (Filtered)

Functional Competency Worksheet



Functional Competency Worksheets (cont.)

- Competency displays the current career area
- The bottom of the worksheets allow you to navigate between competencies and list the total # of competencies

Functional Competencies

Career Area: **Information Management**
Job Role: **Acquisition Oversight**

Competency: Acquisition

Strategic Value:
To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition

Learning Objectives:
Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.

Proficiency:
Current: [Dropdown]
Required: [Dropdown]
Gap: [Dropdown]
Priority: [Dropdown]
 Development Needed

Level:

	E	I	J	S	Ex
Current	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Skill Topics:

- Procurement processes
- Acquisition documentation
- Life-cycle management
- Economic analysis principles
- Activity-based costing
- DoD, DON budget and procurement processes
- BPR methodologies, metrics, tools, and techniques
- Plan and budgetary document development to support requirements
- Metrics and performance analysis
- Acquisition, Distribution and Disposal
- Federal laws and DoD, DON regulations

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity	Type	Core?	Levels:				
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<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	Economics Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Information Resource Management College	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Definitions Search Close

Functional Competency Worksheet



Functional Competency Worksheets (cont.)

- **Strategic Value** explains why the competency is important
- **Learning Objectives** describe typical performance abilities of someone possessing this competency
- **Proficiency** allows users to perform a competency gap assessment (described in detail below)
- **Level** indicates the performance level where this competency is typically found

Functional Competencies

Career Area: **Information Management**
Job Role: **Acquisition Oversight**

Competency: Acquisition

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Functional Competency Worksheet



Functional Competency Worksheets (cont.)

- **Skill Topics** lists skills related to the competency
- **Developmental Opportunities and Strategy** allows the user to select and/or add developmental opportunities that help achieve proficiency in each competency (described in detail below)

Functional Competencies

Career Area: **Information Management**
Job Role: **Acquisition Oversight**

Competency: Acquisition

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Learning Objectives:
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Proficiency:
Current:
Required:
Gap:
Priority:
 Development Needed

Level:

	E	I	J	S	Ex
Current	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Add to Plan?	Already Taken?	Developmental Opportunity:	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Definitions Search Close

Functional Competency Worksheet



Functional Competency Worksheets (cont.)

- **Definitions** displays and defines a list of important concepts and terms
- **Search** allows the user to perform a keyword search of selected fields
- **Close** will close the worksheet

Functional Competencies

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Competency: Acquisition

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Current:
Required:
Gap:
Priority:
 Development Needed

Level:

	E	I	J	S	Ex
Current	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Add to Plan?	Already Taken?	Developmental Opportunity	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Defense Acquisition University, DAWIA Curriculum	Learning	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Economics Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Record: 14 of 120 (Filtered)

Definitions **Search** **Close**

Functional Competency Worksheet



Competency Gap Assessment

- A competency gap assessment is performed by selecting the appropriate value in the **Current** and **Required** fields
 - Part of the Competency Worksheets
 - Definitions appear when field is clicked
 - Done for each competency in a given job role
- **Gap** will calculate automatically
- **Development Needed** will be checked automatically for all gaps 1 or greater; all checked competencies will appear on CPP
- **Priority** allows prioritization of multiple competencies needing development

<i>Proficiency:</i>	
<i>Current:</i>	<input type="text"/>
<i>Required:</i>	<input type="text"/>
<hr/>	
<i>Gap:</i>	<input type="text"/>
<i>Priority:</i>	<input type="text"/>
<input type="checkbox"/>	<i>Development Needed</i>



Designing a Developmental Strategy

- **Developmental Opportunities and Strategy** is part of the competency worksheets and shows opportunities linked to each individual competency
- Screen contains more information than is initially shown; scroll to the right to show additional information

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity:	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	DON HR Civilian Leadership Development Program	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Serve in an policy organization as a staff action officer/policy analyst	Work-based	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					



Designing a Developmental Strategy (cont.)

- Add to Plan? – Allows you to add the opportunity to your CPP
- Already Taken? – Allows you to show a development history and is added to the CPP
- Developmental Opportunity – Lists/describes the opportunity
- Type – Describes the type of opportunity (learning, work-based or tool)
- Core? – If checked, is part of the 'core curriculum' for the competency, thus highly recommended

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity:	Type	Core?	Levels:				
					E	I	J	S	Ex
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DON HR Civilian Leadership Development Program	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Serve in an policy organization as a staff action officer/policy analyst	Work-based	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Designing a Developmental Strategy (cont.)

- Levels – describe which performance levels (E, I, J, S and Ex) this opportunity is suitable for
- Provider – lists provider of opportunity (if available)
- Cost – shows cost of opportunity (typically tuition, etc.) if available; \$0.00 is default
- Proposed Dates – allows adding the time frame when the opportunity will be pursued

Developmental Opportunities and Strategy:

Levels:				Provider	Cost	Proposed Dates
I	J	S	Ex			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		\$0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			



Designing a Developmental Strategy (cont.)

- To design a Developmental Strategy, add existing or new opportunities to your CPP
- To add an opportunity, check the box under **Add to Plan?** *Only checked opportunities will appear on the CPP*
- To add a new opportunity, click on the last line (you may have to scroll down) and type the opportunity name in the **Developmental Opportunity** section; fill out the remaining information (e.g., **Type**, **Core**, **Level**, etc.)

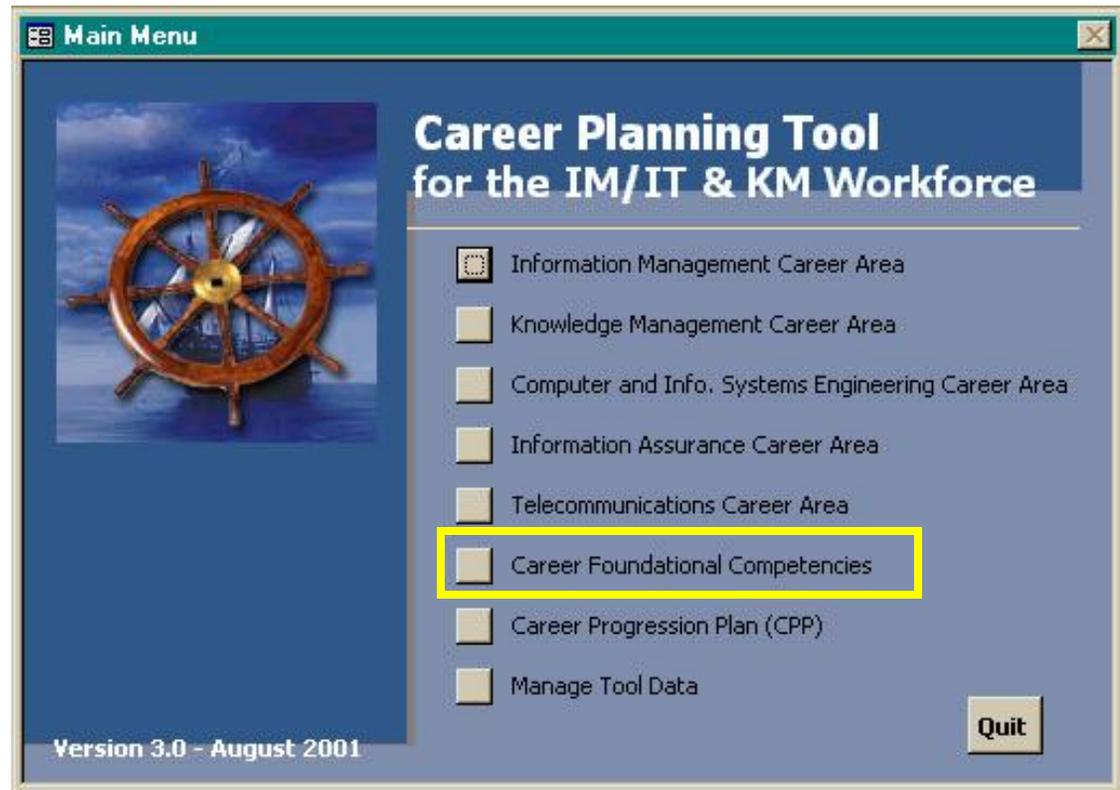
Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity:	Type	Core?	Levels:				
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	DON HR Civilian Leadership Development Program	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Serve in an policy organization as a staff action officer/policy analyst	Work-based	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	New Opportunity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Career Foundational Competencies

- Accessed by selecting 'Career Foundational Competencies' from the Main Menu
- *Should be assessed by everyone* – regardless of which functional career area and job role chosen





Career Foundational Competencies

- Career Foundational Competencies are organized in 7 **Focus Areas** which have their own worksheet; worksheets can be found using the navigation buttons at the bottom of the screen

Career Foundational Competencies

Focus Area: Strategic

Strategic Value:
Creates a shared vision of the organization's future; serves as a change agent; keeps up to date with external events and trends; implements effective abatement to manage risk; considers external influences.

Competency:	E	I	J	S	M	Ex
Strategic Vision	<input checked="" type="checkbox"/>					
Change Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External Awareness	<input checked="" type="checkbox"/>					
Legal, Government and Jurisprudence	<input checked="" type="checkbox"/>					

Developmental Opportunities and Strategy:

Plan?	Complete?	Developmental Opportunity:
<input type="checkbox"/>	<input type="checkbox"/>	American University, Key Executives Program
<input type="checkbox"/>	<input type="checkbox"/>	Claimant-sponsored programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DON HR Civilian Leadership Development Program
<input type="checkbox"/>	<input type="checkbox"/>	George Washington University, Contemporary Executive Education
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Developing the Strategic Leader: Thinking, Acting,
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Executive Media Skills
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Facilitating Government
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Leadership for

Proficiency

Current	Req'd	Gap	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Development Needed in this Focus Area

Department of the Navy
Civilian JM/IT & KM Career Planning Tool

Definitions Search Close

Record: 1 of 8



Career Foundational Competencies

- **Strategic Value** – explains why the Focus Area is important
- **Competency and Level** – defined in Definitions popup
- **Proficiency** – used to perform self assessment
- **Developmental Opportunities and Strategy** – used to design CPP

Career Foundational Competencies

Focus Area: Strategic

Strategic Value:
Creates a shared vision of the organization's future; serves as a change agent; keeps up to date with external events and trends; implements effective abatement to manage risk; considers external influences.

Competency:	E	I	J	S	M	Ex
Strategic Vision	<input checked="" type="checkbox"/>					
Change Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External Awareness	<input checked="" type="checkbox"/>					
Legal, Government and Jurisprudence	<input checked="" type="checkbox"/>					

Current	Req'd	Gap	Priority
▼	▼		▼

Development Needed in this Focus Area

Developmental Opportunities and Strategy:

Plan?	Complete?	Developmental Opportunity:
<input type="checkbox"/>	<input type="checkbox"/>	American University, Key Executives Program
<input type="checkbox"/>	<input type="checkbox"/>	Claimant-sponsored programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DON HR Civilian Leadership Development Program
<input type="checkbox"/>	<input type="checkbox"/>	George Washington University, Contemporary Executive Education
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Developing the Strategic Leader: Thinking, Acting,
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Executive Media Skills
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Facilitating Government
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Leadership for

Department of the Navy
Civilian IM/IT & KM Career Planning Tool

Definitions Search Close

Record: 1 of 8



Competency Gap Assessment

- A competency gap assessment is performed by selecting the appropriate value in the **Current** and **Required** fields
 - Part of the Competency Worksheets
 - Definitions appear when field is clicked
 - Done for each **Focus Area**
- **Gap** will calculate automatically
- **Development Needed** will be checked automatically for all gaps 1 or greater; all checked focus areas will appear on CPP
- **Priority** allows prioritization of multiple competencies needing development

<i>Proficiency</i>			
<i>Current</i>	<i>Req'd</i>	<i>Gap</i>	<i>Priority</i>
▼	▼		▼
<input type="checkbox"/> <i>Development Needed in this Focus Area</i>			



Designing a Developmental Strategy

- A developmental strategy for Career Foundational Competencies is designed in exactly the same way as for functional competencies – see that section for details



The Career Progression Plan (CPP)

- Only produce a CPP *after* you have done the following:
 - Performed a self-assessment of functional competencies for a given career area/job role
 - Designed a developmental strategy for functional competencies with identified gaps
 - Performed a self-assessment of career foundational competencies
 - Designed a developmental strategy for career foundational competencies with identified gaps



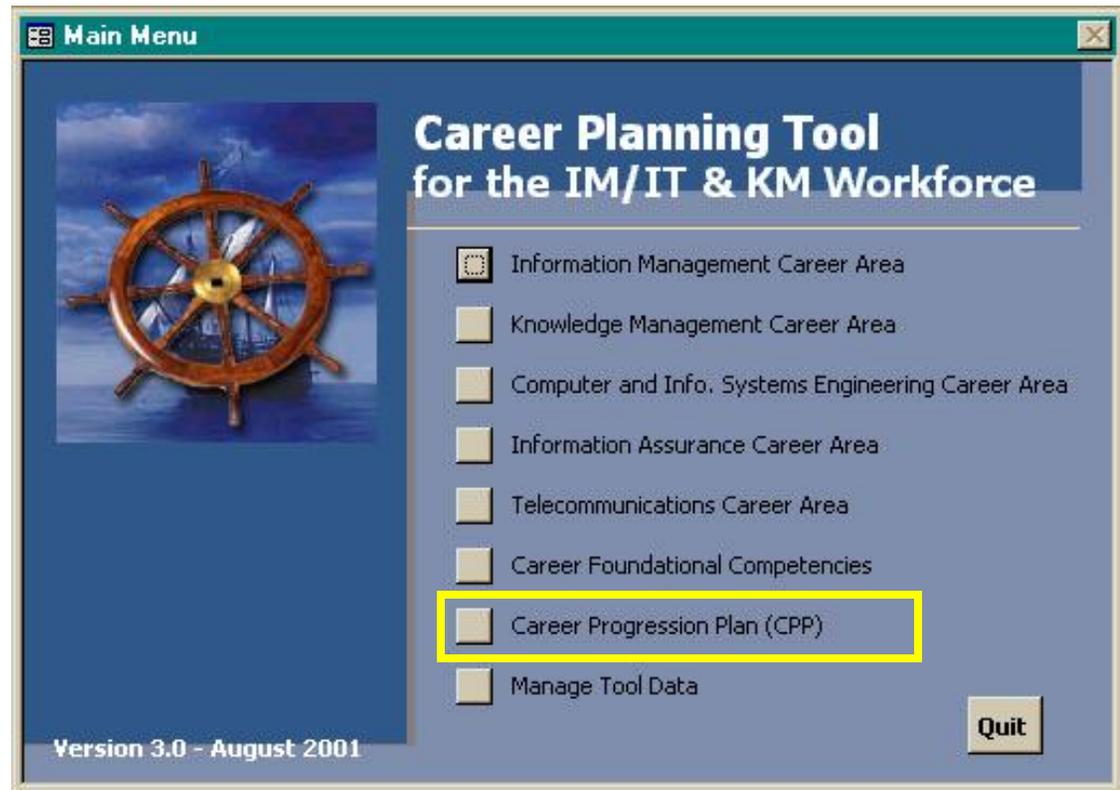
CPP Layout

- Other than some personal information, the CPP is organized in 4 sections:
 - Part I – Career Development Information
 - Contains information about your career goal, time frame, anticipated career path, etc.
 - Part II – Needs Analysis
 - Lists competencies needing development (both functional and career foundational) and their associated gaps, organized by priority
 - Part III – Development Strategy
 - Lists developmental opportunities (those checked 'Add to Plan') including provider and cost information
 - Also includes a justification of how listed opportunities help develop needed competencies
 - Part IV – Development History
 - Lists developmental opportunities listed as complete (those checked 'Already Taken')



Building the CPP

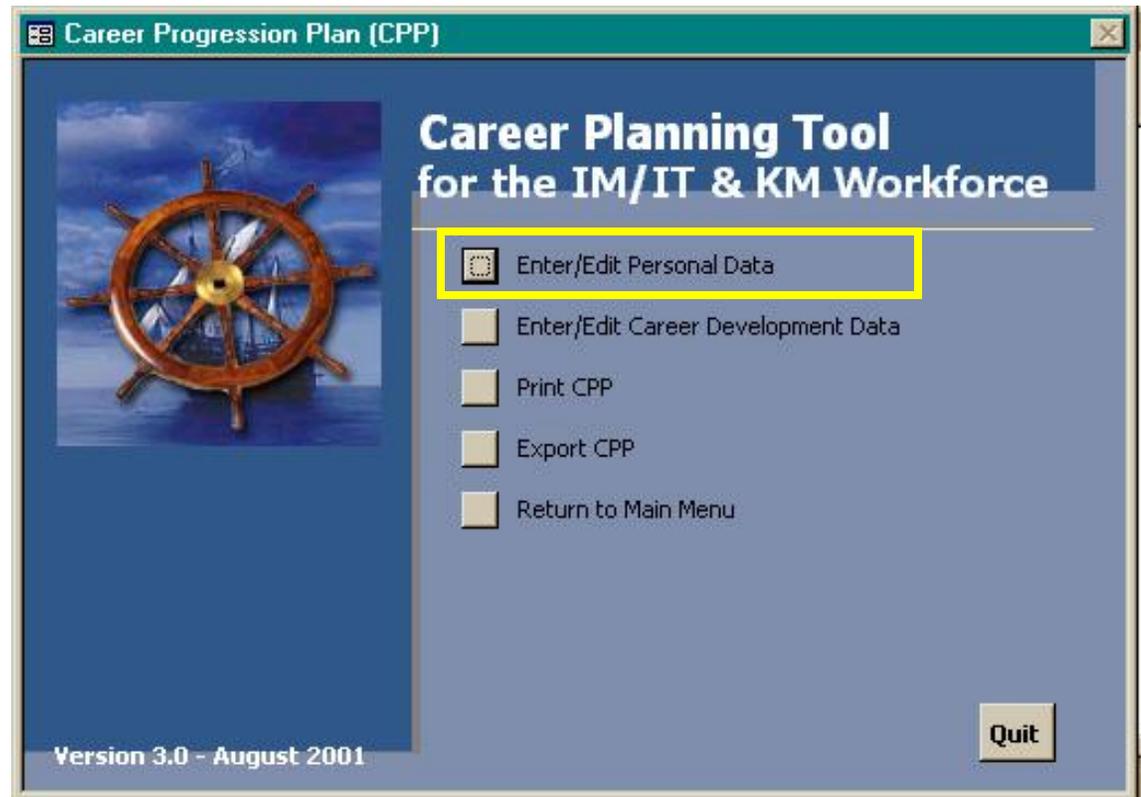
- Begin by clicking Career Progression Plan (CPP) on the Main Menu





Building the CPP (cont.)

- Click **Enter/Edit Personal Data**





Building the CPP (cont.)

- Fill in the requested information; click the Done button when finished

Career Progression Plan

**IM/IT & KM Career Planning Tool
Career Progression Plan (CPP)**

Personal Data:

1. NAME (Last, First, Middle)
Goode | I. | M.

2. PERIOD COVERED FROM: 8/1/01 3. PERIOD COVERED TO: 7/31/02

4. CURRENT POSITION:

Title: Program Management
Series: GS-340
Grade: 09

5. ORGANIZATIONAL CODE (Optional):
n/a

Please fill out the information to the right; click the button below when finished

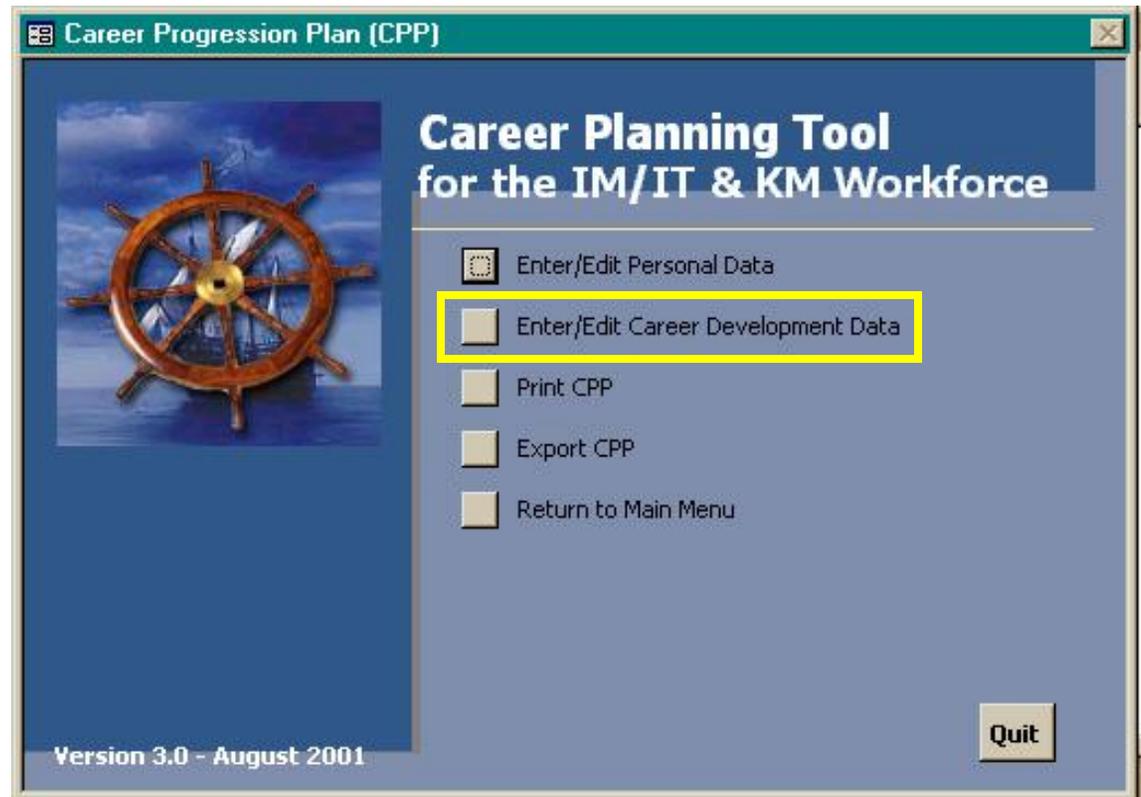
Done

Version 3.0 - August 2001



Building the CPP (cont.)

- Next, click **Enter/Edit Career Development Data**





Building the CPP (cont.)

- Again, fill in the requested information; click the Done button when finished

The screenshot shows a software window titled "Career Progression Plan" with a close button (X) in the top right corner. The window is divided into two main sections. On the left, there is a preview of a form with a table and a "Done" button below it. The text below the preview reads: "Please fill out the information to the right; click the button below when finished". At the bottom left of the window, it says "Version 3.0 - August 2001". On the right, the main form is titled "IM/IT & KM Career Planning Tool Career Progression Plan (CPP)". Under the heading "Career Development Data:", there are four input fields: "CAREER GOAL" (containing "Program Manager for an IT acquisition program"), "ANTICIPATED CAREER PATH" (containing "Pursue opportunities within current organization and occupational series (career ladder)"), "LEVEL AT FULL PERFORMANCE" (containing "GS-15"), and "TIME FRAME TO FULL PERFORMANCE" (containing "approx. 5 years").

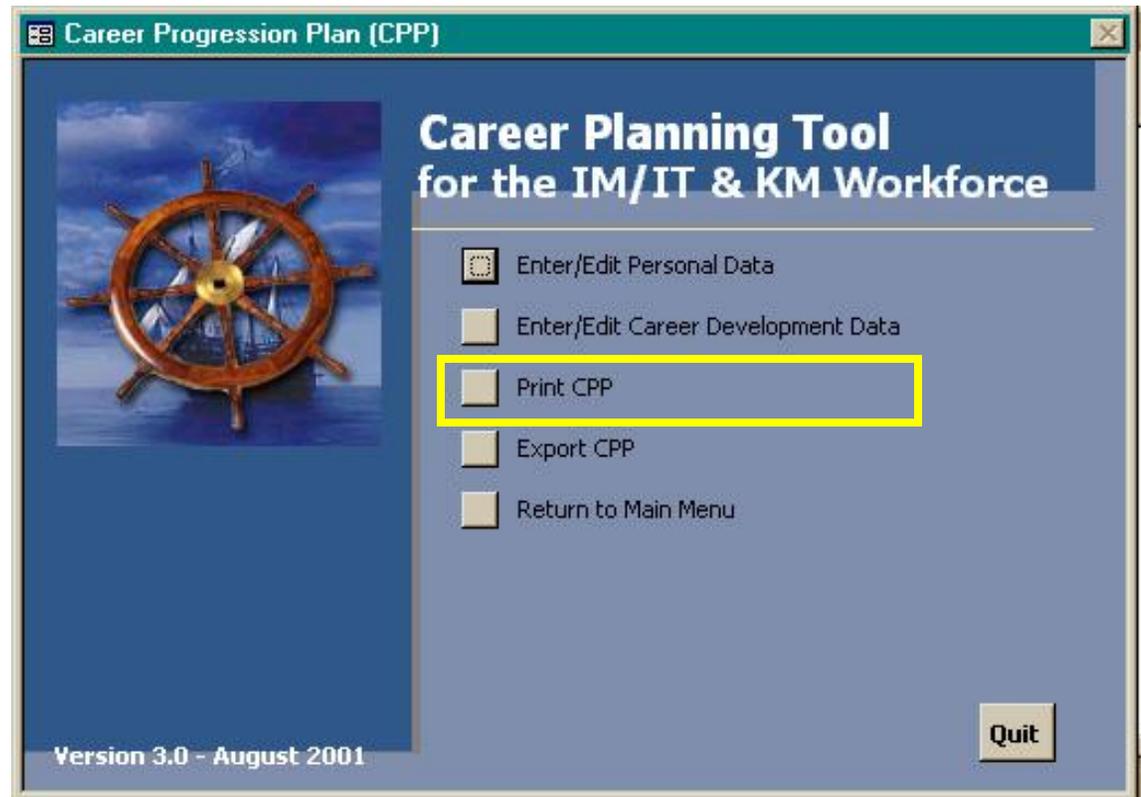
Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Version 3.0 - August 2001



Building the CPP (cont.)

- Next, click **Print CPP**





Building the CPP (cont.)

- This will automatically generate a fully formatted CPP:

Department of the Navy Knowledge Management/Information Management/Information Technology Career Progression Plan (CPP)				
1. NAME (Last, First, Middle) Goode I. M.		2. PERIOD FROM 8/1/01	3. PERIOD TO 7/31/02	
4. POSITION (Title, Series and Grade) Program Management GS-340 09		5. ORGANIZATIONAL CODE n/a		
Part I - Career Development Information				
CAREER GOAL: Program Manager for an IT acquisition program				
ANTICIPATED CAREER PATH: Future opportunities within current organization and occupational series (Career Bell)				
LEVEL AT FULL PERFORMANCE: GS-13				
TIMEFRAME TO FULL PERFORMANCE: approx. 8 years				
Part II - Needs Analysis				
I need to develop the following competencies:				
<i>Function of Competency class:</i>				
Priority	Competency	Gap		
1	Acquisition	1		
2	Architecture	1		
3	Acquisition Policy Development and Implementation	2		
3	Business Development	3		
5	Business Process Reengineering	1		
<i>Career Progression Focus / Long-term focus:</i>				
Priority	Focus Area	Gap		
1	Strategy	1		
Part III - Development Strategy				
I plan on pursuing the following opportunities to develop the needed competencies:				
<i>Function of Competency class:</i>				
Opportunity	Type	Provider	Cost	Dates
Business Administration Courses	Learning		\$0.00	
Business Process Reengineering (BPR) Conferences/Symposia (present or)	Learning		\$0.00	
6. EMPLOYEE SIGNATURE	7. DATE	8. SUPERVISOR SIGNATURE	9. DATE	

Page 1 of 3

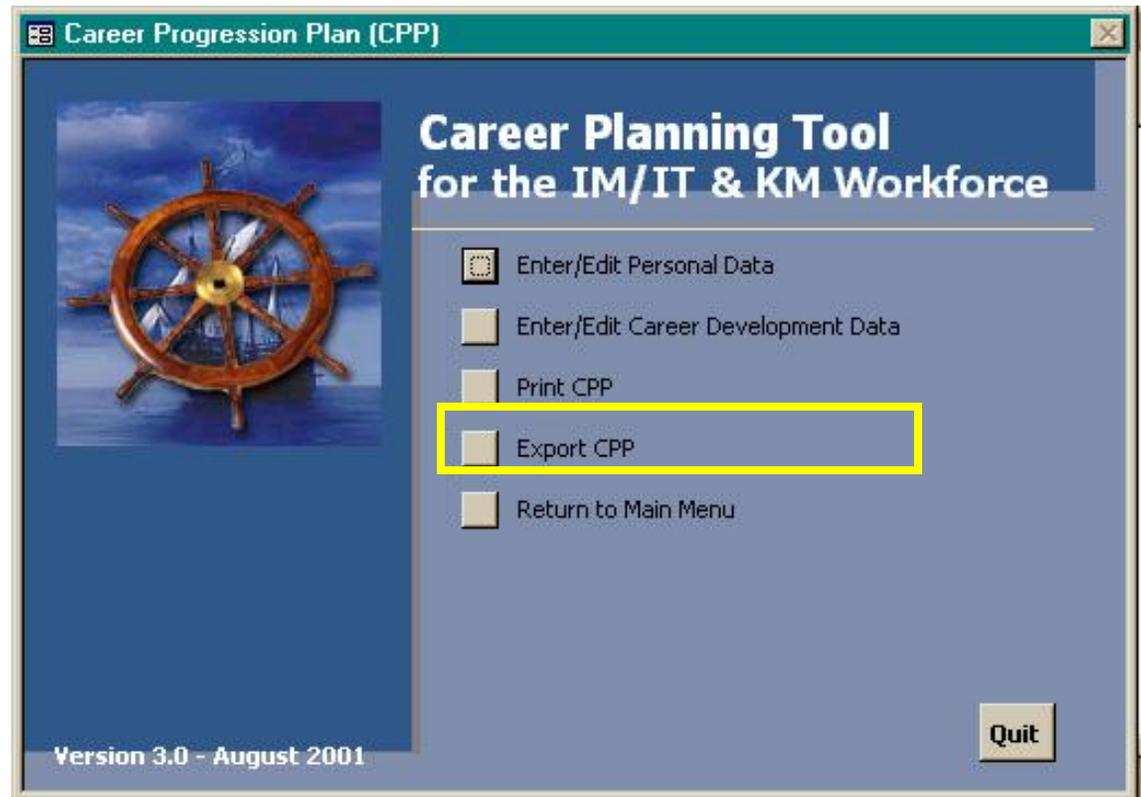
Department of the Navy Knowledge Management/Information Management/Information Technology Career Progression Plan (CPP)			
Business Process Reengineering (BPR) Courses	Learning		\$0.00
Defense Acquisition University, DAWA Curriculum	Learning	Defense Acquisition University	\$0.00
CONHR Civilian Leadership Development Program	Learning		\$0.00
<i>Career Progression Focus / Long-term focus:</i>			
CONHR Civilian Leadership Development Program	Learning		\$0.00
The opportunity listed directly develops the competency/area as:			
This opportunity...	...develops this competency/focus area:		
Business Administration Courses	Business Development		
Business Administration Courses	Acquisition		
Business Process Reengineering (BPR) Conferences/Symposia (present or)	Business Process Reengineering		
Business Process Reengineering (BPR) Courses	Business Process Reengineering		
Defense Acquisition University, DAWA Curriculum	Acquisition Policy Development and Implementation		
Defense Acquisition University, DAWA Curriculum	Acquisition		
CONHR Civilian Leadership Development Program	Strategy		
Part IV - Development History			
I have completed the following education, training and developmental assignments:			
Opportunity:	Provider:	Dates:	
Have in on policy organization as a staff position (not by email)			
6. EMPLOYEE SIGNATURE	7. DATE	8. SUPERVISOR SIGNATURE	9. DATE

Page 2 of 3



Building the CPP (cont.)

- Finally, you have the option of exporting the CPP to a Rich Text (.rtf) format; to do so click **Export CPP** and follow the on screen prompts





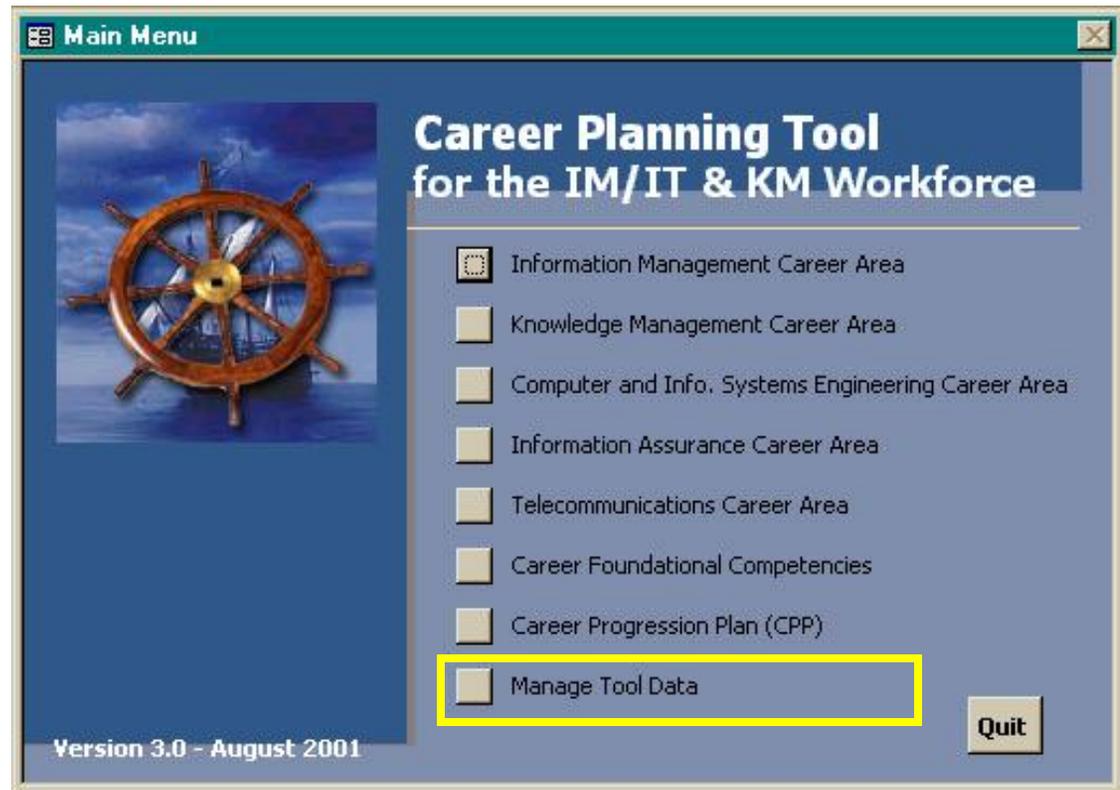
Managing CPT Data

- For those individual users or organizations that wish to do so, the CPT allows for the tailoring of information in certain catalogs (data tables):
 - Functional Competencies Catalog
 - Developmental Opportunities Catalog
- If you do not wish to change any of this information, the tool will still function normally



Managing CPT Data (cont.)

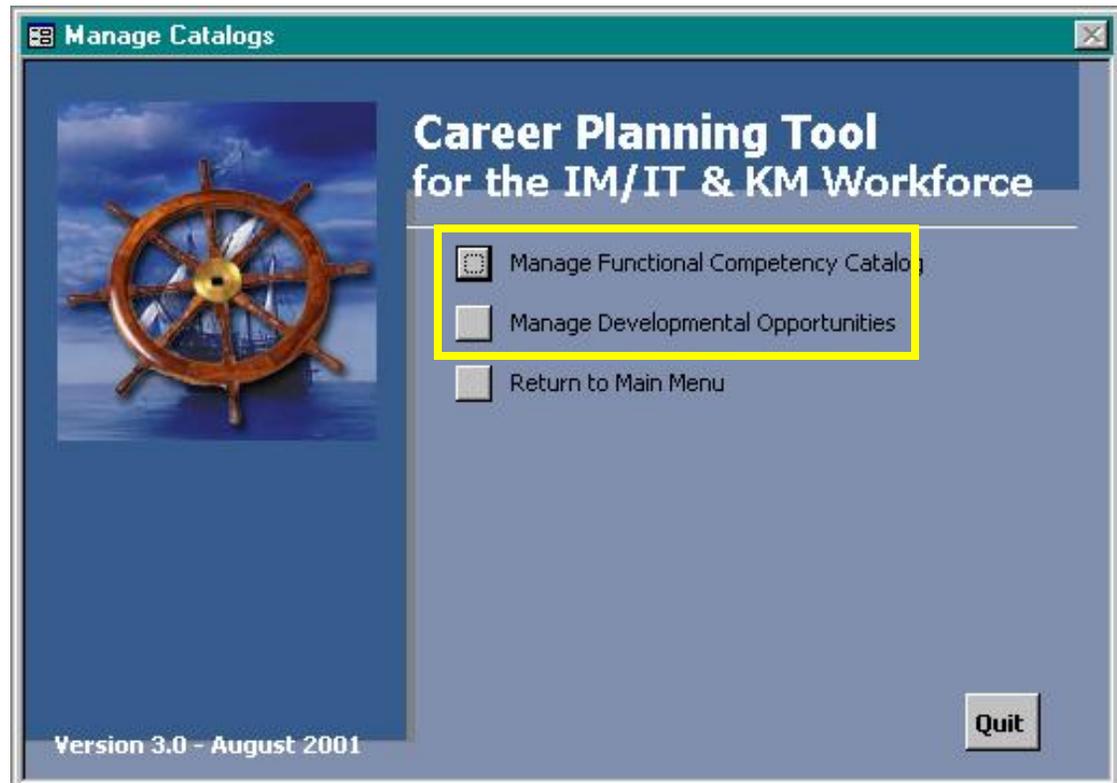
- To manage either of the CPT catalogs, click **Manage Tool Data** on the Main Menu





Managing CPT Data (cont.)

- Select either **Manage Functional Competency Catalog** or **Manage Developmental Opportunities**





Functional Competency Catalog

- Any competency can be edited by simply entering the desired changes; use the navigation buttons at the bottom left to advance to different competencies
- Click **Delete Competency** to delete the current competency
- Click **Add Competency** to add a new competency (fields will be blank)
- Click **Search** for a keyword search
- Click **Close** to close the screen

Manage Catalogs
Catalog of Functional Competencies

Competency
Acquisition

Strategic Value
To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition process.

Learning Objectives
Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.

Skill Topics
- Procurement processes
- Acquisition documentation
- Life-cycle management
- Economic analysis principles
- Activity-based costing
- DoD, DON budget and procurement processes
- BPR methodologies, metrics, tools, and techniques
- Plan and budgetary document development to support requirements
- Metrics and performance analysis
- Acquisition, Distribution and Disposal
- Federal laws and DoD, DON regulations

Competency is in the following job roles:

RoleID
10
11
12
13

Record: 1 of 4

Competency contains the following developmental opportunities:

DevelopmentID	Core
568	<input checked="" type="checkbox"/>
569	<input checked="" type="checkbox"/>
570	<input type="checkbox"/>
571	<input type="checkbox"/>
585	<input type="checkbox"/>
612	<input type="checkbox"/>
613	<input type="checkbox"/>
686	<input type="checkbox"/>
687	<input checked="" type="checkbox"/>
696	<input type="checkbox"/>
697	<input type="checkbox"/>

Record: 1 of 11

Entry Inter. Journey Senior Exec.

Record: 1 of 123

Delete Competency Add Competency Search Close



Functional Competency Catalog (cont.)

- The information on the left (Competency, Strategic Value, etc.) can all be edited as needed

Manage Catalogs
Catalog of Functional Competencies

Competency
Acquisition

Strategic Value
To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition process.

Learning Objectives
Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.

Skill Topics
 - Procurement processes
 - Acquisition documentation
 - Life-cycle management
 - Economic analysis principles
 - Activity-based costing
 - DoD, DON budget and procurement processes
 - BPR methodologies, metrics, tools, and techniques
 - Plan and budgetary document development to support requirements
 - Metrics and performance analysis
 - Acquisition, Distribution and Disposal
 - Federal laws and DoD, DON regulations

Entry
 Inter.
 Journey
 Senior
 Exec.

Competency is in the following job roles:

RoleID	
10	
11	
12	
13	

Record: 1 of 4

Competency contains the following developmental opportunities:

DevelopmentID	Core
568	<input checked="" type="checkbox"/>
569	<input checked="" type="checkbox"/>
570	<input type="checkbox"/>
571	<input type="checkbox"/>
585	<input type="checkbox"/>
612	<input type="checkbox"/>
613	<input type="checkbox"/>
686	<input type="checkbox"/>
687	<input checked="" type="checkbox"/>
696	<input type="checkbox"/>
697	<input type="checkbox"/>

Record: 1 of 11

[Delete Competency](#)
 [Add Competency](#)
 [Search](#)
 [Close](#)

Record: 1 of 123



Functional Competency Catalog (cont.)

- The field at the upper right assigns which job roles have this competency
- Job roles are assigned unique numbers (**RoleID**); the name of the job role is visible when the number is clicked

Manage Catalogs
Catalog of Functional Competencies

Competency
Acquisition

Strategic Value
To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition process.

Learning Objectives
Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.

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- Procurement processes
- Acquisition documentation
- Life-cycle management
- Economic analysis principles
- Activity-based costing
- DoD, DON budget and procurement processes
- BPR methodologies, metrics, tools, and techniques
- Plan and budgetary document development to support requirements
- Metrics and performance analysis
- Acquisition, Distribution and Disposal
- Federal laws and DoD, DON regulations

Competency is in the following job roles:

RoleID
10
11
12
13

Record: 1 of 4

Competency contains the following developmental opportunities:

DevelopmentID	Core
568	<input checked="" type="checkbox"/>
569	<input checked="" type="checkbox"/>
570	<input type="checkbox"/>
571	<input type="checkbox"/>
585	<input type="checkbox"/>
612	<input type="checkbox"/>
613	<input type="checkbox"/>
686	<input type="checkbox"/>
687	<input checked="" type="checkbox"/>
696	<input type="checkbox"/>
697	<input type="checkbox"/>

Record: 1 of 11

Entry Inter. Journey Senior Exec.

Delete Competency Add Competency Search Close

Record: 1 of 123



Functional Competency Catalog (cont.)

- To assign a competency to a job role, click the last line in the field to activate it, then select the down arrow at the right
- Scroll through the list of job roles and select the desired role
- Existing assignments can be changed in the same way

Competency is in the following job roles:

RoleID	
	10
	11
	12
	13
▼	
1	Architecture and Standards
2	Data Management
3	Project Management
4	Research and Development
5	Software Engineering
6	Systems Analysis
7	Systems Engineering
8	Test and Evaluation
▼	
	569 <input checked="" type="checkbox"/>
	570 <input type="checkbox"/>
	571 <input type="checkbox"/>
	585 <input type="checkbox"/>
	612 <input type="checkbox"/>
	613 <input type="checkbox"/>
	686 <input type="checkbox"/>
	687 <input checked="" type="checkbox"/>
	696 <input type="checkbox"/>
	697 <input type="checkbox"/>

Record: 1 of 11

Delete Competency Add Competency Search Close



Functional Competency Catalog (cont.)

- To delete a competency from a job role, click the box to the left of the role (marked with the arrow), then press delete on your keyboard
- Click **Yes** when the tool confirms that you want to delete the record

Competency is in the following job roles:

	RoleID
	10
	11
	12
	13
<input type="checkbox"/>	3
<input type="checkbox"/>	*

Record: 5 of 5

Competency contains the following developmental opportunities:

	DevelopmentID	Core
<input type="checkbox"/>	568	<input checked="" type="checkbox"/>
<input type="checkbox"/>	569	<input checked="" type="checkbox"/>
	570	<input type="checkbox"/>
	571	<input type="checkbox"/>
	585	<input type="checkbox"/>
	612	<input type="checkbox"/>
	613	<input type="checkbox"/>
	686	<input type="checkbox"/>
	687	<input checked="" type="checkbox"/>
	696	<input type="checkbox"/>
	697	<input type="checkbox"/>

Record: 1 of 11

Delete Competency Add Competency Search Close



Functional Competency Catalog (cont.)

- The field at the lower right assigns developmental opportunities to the competency
- Developmental opportunities are assigned unique numbers (**DevelopmentID**); the name of the opportunity is visible when the number is clicked
- If **Core** is checked, the opportunity is considered part of the 'core curriculum' for the competency

Manage Catalogs
Catalog of Functional Competencies

Competency
Acquisition

Strategic Value
To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition process.

Learning Objectives
Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.

Skill Topics
 - Procurement processes
 - Acquisition documentation
 - Life-cycle management
 - Economic analysis principles
 - Activity-based costing
 - DoD, DON budget and procurement processes
 - BPR methodologies, metrics, tools, and techniques
 - Plan and budgetary document development to support requirements
 - Metrics and performance analysis
 - Acquisition, Distribution and Disposal
 - Federal laws and DoD, DON regulations

Competency is in the following job roles:

RoleID	
10	
11	
12	
13	

Record: 1 of 4

Competency is in the following developmental opportunities:

DevelopmentID		Core
568		<input checked="" type="checkbox"/>
569		<input checked="" type="checkbox"/>
570		<input type="checkbox"/>
571		<input type="checkbox"/>
585		<input type="checkbox"/>
612		<input type="checkbox"/>
613		<input type="checkbox"/>
686		<input type="checkbox"/>
687		<input checked="" type="checkbox"/>
696		<input type="checkbox"/>
697		<input type="checkbox"/>

Record: 1 of 11

Entry Inter. Journey Senior Exec.

Delete Competency Add Competency Search Close

Record: 1 of 123



Functional Competency Catalog (cont.)

- To assign a developmental opportunity to a competency, click the last line in the field to activate it, then select the down arrow at the right
- Scroll through the list of opportunities and select the desired one; check **Core** if desired
- Existing assignments can be changed in the same way
- Opportunities are deleted in the same manner as the job role assignments

Competency is in the following job roles:

RoleID
10
11
12
13
*

Record: 1 of 4

Competency contains the following developmental opportunities:

DevelopmentID	Core
571	<input type="checkbox"/>
585	<input type="checkbox"/>
612	<input type="checkbox"/>
613	<input type="checkbox"/>
686	<input type="checkbox"/>
687	<input checked="" type="checkbox"/>
696	<input type="checkbox"/>
697	<input type="checkbox"/>
730	<input type="checkbox"/>
641	<input type="checkbox"/>
720	<input type="checkbox"/>
721	<input type="checkbox"/>
719	<input type="checkbox"/>
648	<input type="checkbox"/>
598	<input type="checkbox"/>
624	<input type="checkbox"/>

Close

*If you want to add a developmental opportunity that isn't on the list, add the opportunity to the catalog first (instructions on the next slide)



Developmental Opportunities Catalog

- Existing opportunities can be edited by entering the desired changes; use the navigation buttons at the bottom left to advance to different opportunities
- Click **Delete** to delete the current record
- Click **Add New** to add a new opportunity (fields will be blank)
- Click **Search** for a keyword search
- Click **Close** to close the screen

A screenshot of a software window titled "Manage Catalogs". The window contains a form titled "Catalog of Developmental Opportunities". The form has several fields: "Opportunity Name/Description:" with the text "American University, Key Executives Program"; "Provider:" with the text "American University"; "Type:" with a dropdown menu showing "Learning"; "Relates to" with a dropdown menu showing "Foundational" and the text "competencies"; "Cost:" with a text box containing "\$0.00"; and "Dates:" with an empty text box. Below these fields are six checkboxes labeled "Entry", "Inter.", "Journey", "Senior", "Mgr.", and "Exec.", with the "Exec." checkbox checked. At the bottom of the window, there is a navigation bar with four buttons: "Delete", "Add New", "Search", and "Close". Below the navigation bar is a record indicator showing "Record: 1 of 180" with navigation icons.

*Note: creating a developmental opportunity does not assign it to a competency; this must be done in the functional competency catalog



Developmental Opportunities Catalog (cont.)

- **Type** has three options:
 - Learning: for traditional training and education
 - Work-based: for job assignments/experience
 - Tool: for tools and resources that help on the job
- **Relates to** has two options:
 - Functional: develops functional competencies
 - Foundational: develops career foundational competencies

The screenshot shows a software window titled "Manage Catalogs" with a sub-header "Catalog of Developmental Opportunities". The form contains the following fields and options:

- Opportunity Name/Description:** American University, Key Executives Program
- Provider:** American University
- Type:** Learning (dropdown menu)
- Relates to:** Foundational (dropdown menu) **competencies**
- Cost:** \$0.00
- Dates:** (empty field)
- Entry:**
- Inter.:**
- Journey:**
- Senior:**
- Mgr.:**
- Exec.:**

At the bottom, there are buttons for "Delete", "Add New", "Search", and "Close". A record indicator shows "Record: 1 of 180".



Part II - Sample Scenario using the CPT



*Note: in order to maximize the career planning process, you should use both the CPT and the CPG; the sample scenario refers to both



Scenario

Background

Mr. I. M. Goode, a GS-340 (Program Management), wants a career in IT acquisition. Mr. Goode is a GS-9 and has some limited Contracting Officer's Rep responsibilities.

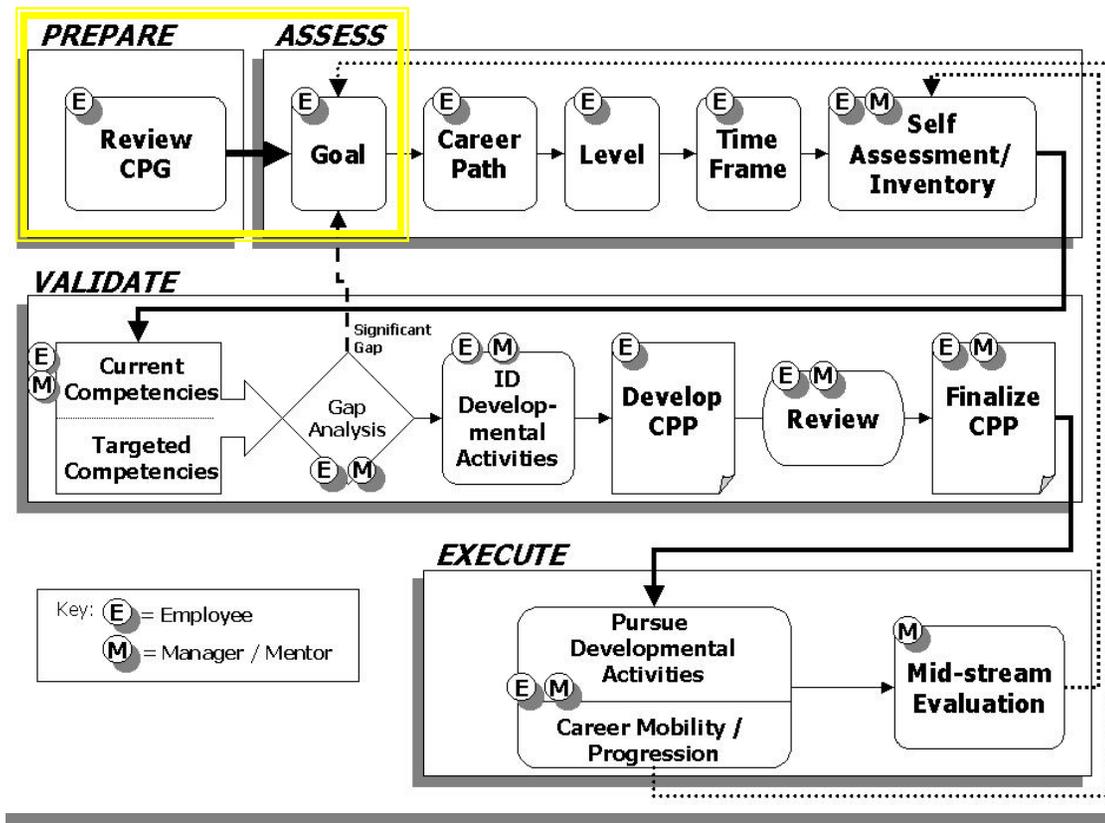




Scenario

Setting Goals

Mr. Goode affirms his goal: to become a Program Manager for an IT acquisition program.

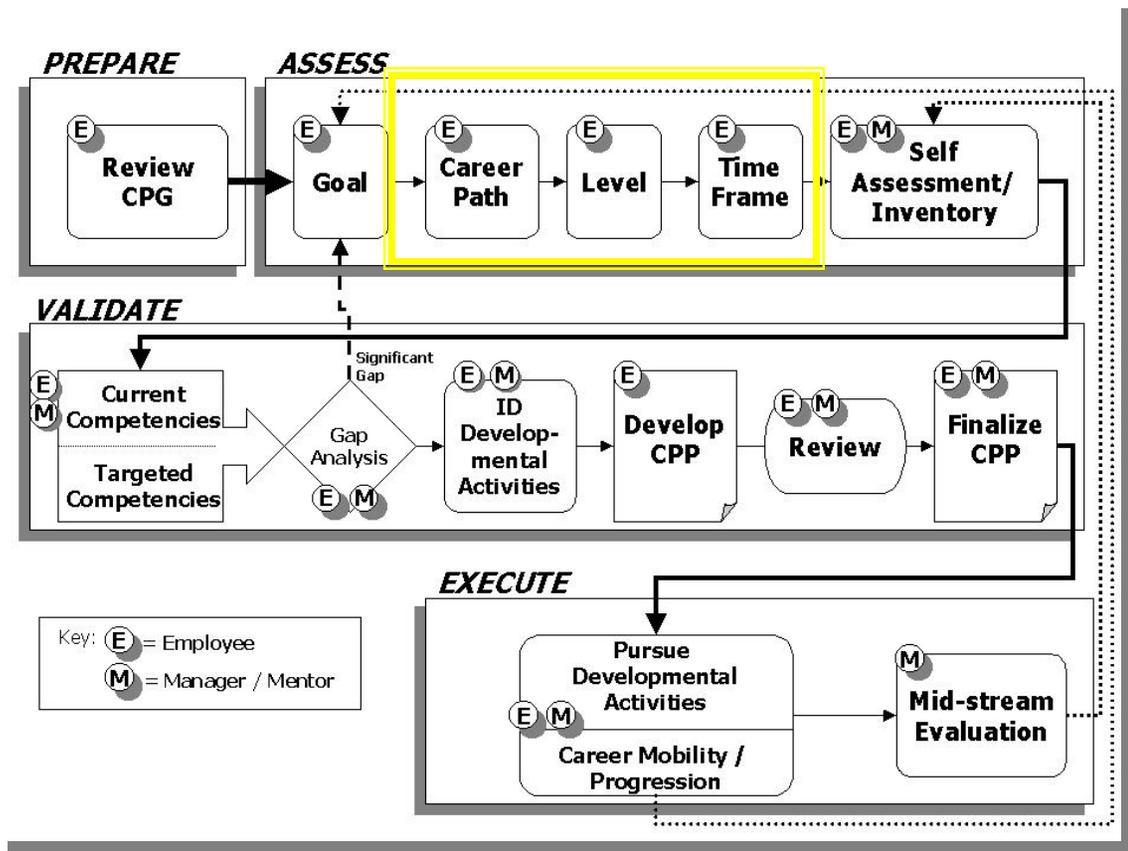




Scenario

Path, Level, Time Frame

Based on the career goal he identified, Mr. Goode determines the appropriate career path, level and time frame. He concludes that opportunities exist within his current organization at the GS-13 level. He estimates he can reach that level within 5 years.

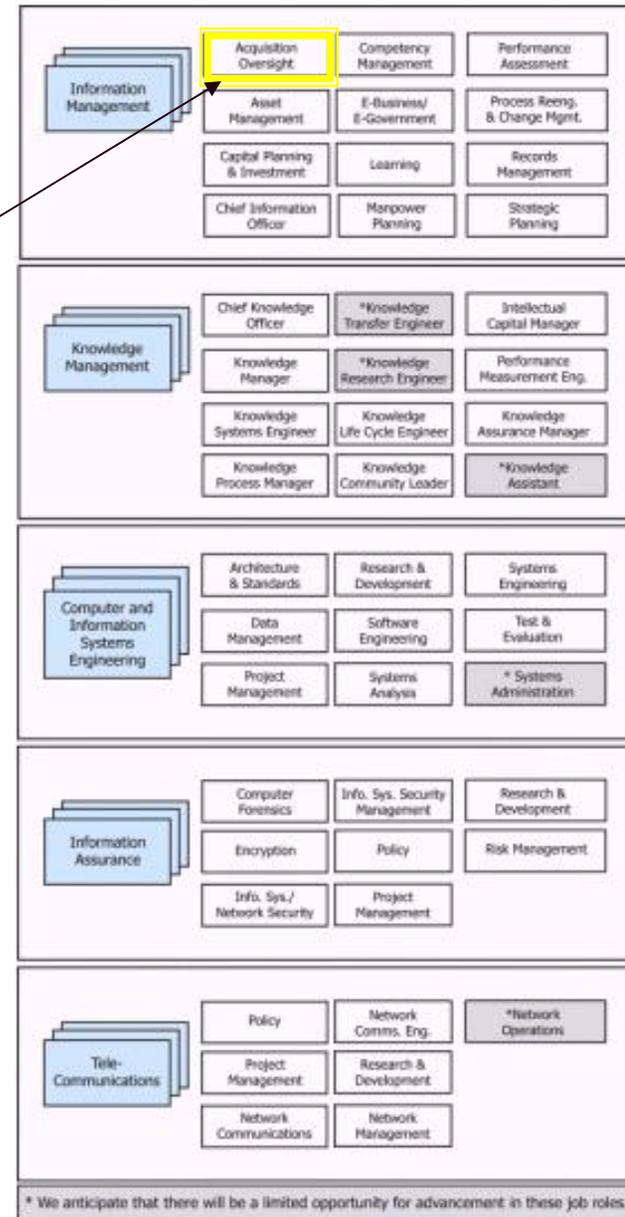




Scenario

Career Area/Job Role

Mr. Goode determines that the most appropriate job role is Acquisition Oversight, found in the Information Management Career Area





Scenario

Career Areas

Competencies

The CPG (volume II) outlines the competencies in the Acquisition Oversight job role, which he will have to attain to perform at the desired level

Information Management Career Area

The job roles in the Information Management Career Area include the following competencies:

❖ *Acquisition Oversight*

1. Acquisition
2. Business Development
3. Life Cycle Management
4. Acquisition Policy Development and Implementation
5. Procurement Strategy Planning and Implementation
6. Capital Planning and Investment
7. Business Process Reengineering
8. Systems Integration
9. Information Technology, Information Management, Knowledge Management
10. Architecture
11. Operations Research
12. Program Management
13. Contracting Officer's Representative
14. Information Assurance



Scenario

Competencies

The CPG also shows that Acquisition Oversight is an appropriate job role for a GS-340, so he chooses to stay in that occupational series

Career Areas

Job Roles by Occupational Series

The following table presents a matrix of the occupational series (on the left side) by the job roles in this career area (across the top). It is offered as general guidance to help identify where the work performed in the various job roles may be found in the federal government workforce. As such, it does not depict every situation that could occur. More detailed information on the draft classification standard for the Information Technology Group (GS-2200) can be found in Appendix B of Volume I.

	Acquisition Oversight	Asset Management	Capital Planning & Investment	Chief Information Officer	Competency Management	e-Business	Learning	Manpower Planning	Performance Assessment	Process Reengineering & Change Management	Records Management	Strategic Planning
GS-301 Misc. Admin. and Program	●	●	●	●	●	●	●	●	●	●	●	●
GS-335 Computer Clerk & Assistant		●									●	
GS-340 Program Management	●	●	●	●	●			●				●

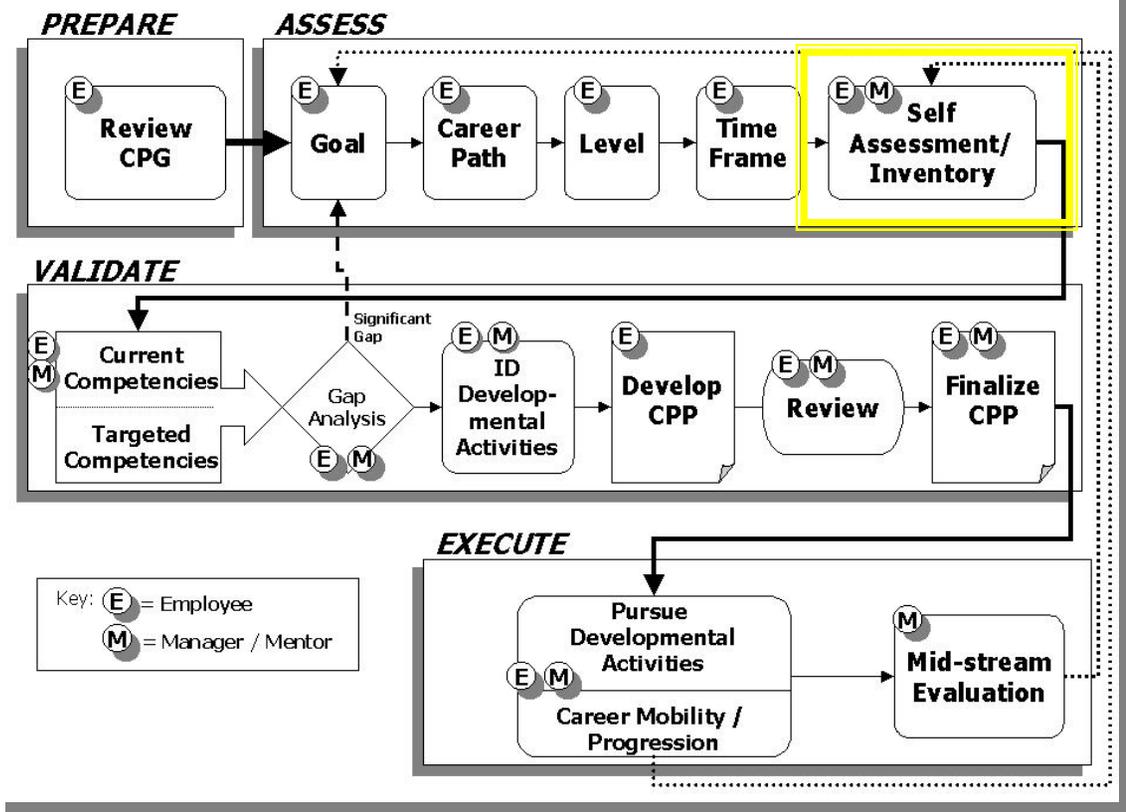


Scenario

Self Assessment

Next, Mr. Goode, performs a self assessment - looking at the competencies he already has; to do this, he uses the CPT*

*The same steps are performed for the functional as well as Career Foundational competencies

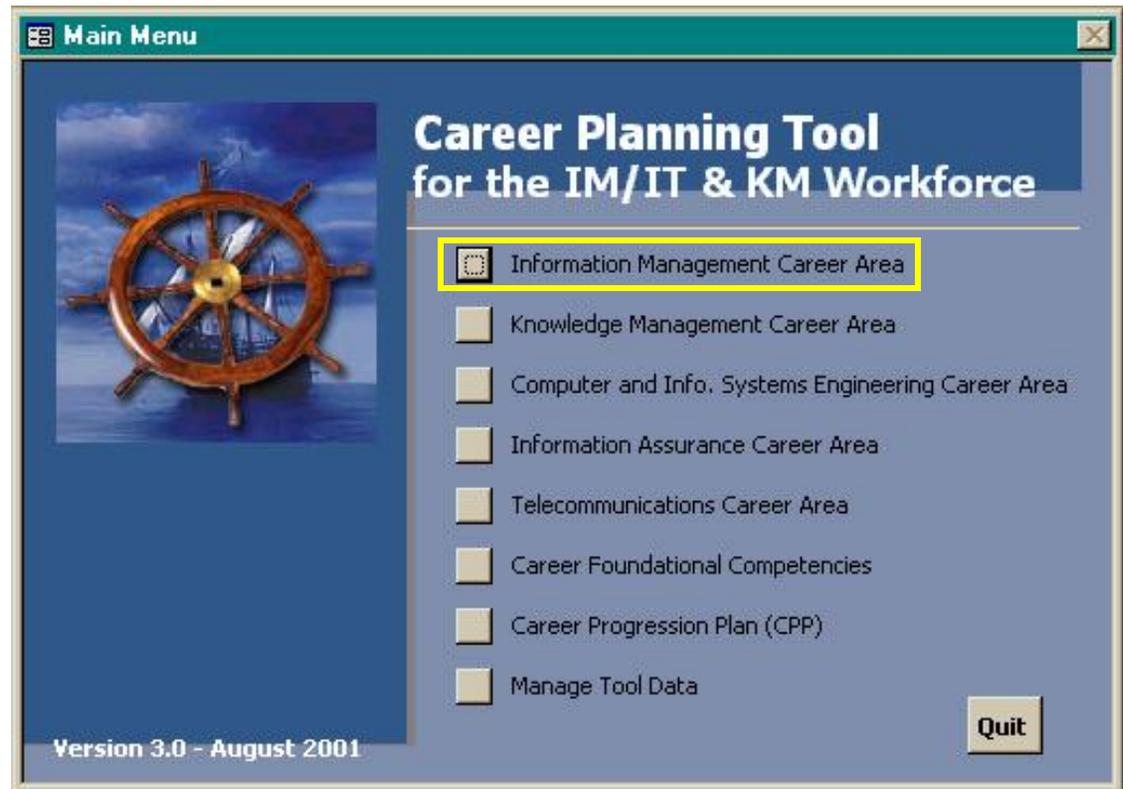




Scenario

CPT

The worksheets in the CPT are organized by Career Area, but also include the Career Foundational Competencies; they also include an automated Career Progression Plan (CPP); he selects the Information Management career area...





Scenario

Competency Worksheets

...then selects to view the Acquisition Oversight job role; if he desired, he could view the worksheets for any or all of the job roles in this career area

A screenshot of a software application window titled "IM/IT & KM Career Areas". The window has a dark blue header bar with the text "Information Management Career Area". Below the header, the text "Select a job role:" is displayed. A list of job roles is shown in a scrollable area, with "Acquisition Oversight" selected and highlighted in yellow. The other job roles listed are "Asset Management", "Capital Planning and Investment", "Chief Information Officer (CIO)", "Competency Management", "E-Business/E-Government", "Learning", and "Manpower Planning". To the right of the list, there is a "View" button with a magnifying glass icon. Below the list, the text "If you wish to view ALL job roles in this area, choose:" is displayed, followed by a "View All" button with a magnifying glass icon. At the bottom right of the window, there is a "Close" button.



Scenario

Worksheets

He reviews the 14 competencies, examining each one carefully; he selects, based on the definitions, his Current Proficiency (a numeric value)

Functional Competencies

Career Area: **Information Management**
Job Role: **Acquisition Oversight**

Competency: Acquisition

<p>Strategic Value: To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition</p>	<p>Learning Objectives: Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.</p>	<p>Proficiency: Current: <input type="text"/> Required: <input type="text"/> Gap: <input type="text"/> Priority: <input type="text"/> <input type="checkbox"/> Development Needed</p>	<p>Level:</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <th>E</th> <th>I</th> <th>J</th> <th>S</th> <th>Ex</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	E	I	J	S	Ex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Skill Topics:</p> <ul style="list-style-type: none"> - Procurement processes - Acquisition documentation - Life-cycle management - Economic analysis principles - Activity-based costing - DoD, DON budget and procurement processes - BPR methodologies, metrics, tools, and techniques - Plan and budgetary document development to support requirements - Metrics and performance analysis - Acquisition, Distribution and Disposal - Federal laws and DoD, DON regulations
E	I	J	S	Ex										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity:	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Defense Acquisition University, DAWIA Curriculum	Learning	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Economics Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Information Resources Management College	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Definitions Search Close

Record: 1 of 120 (Filtered)



Scenario

Proficiency

Here is what he comes up with...

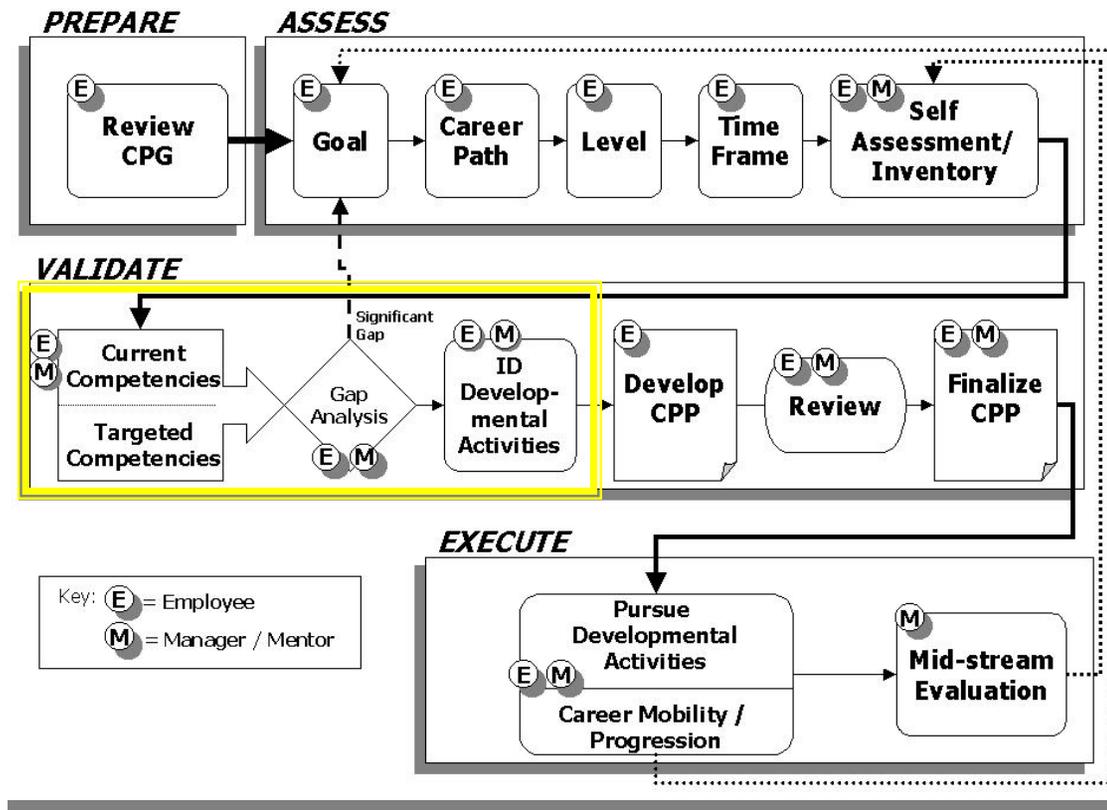
Competency	Current Proficiency
Acquisition	2
Business Development	1
Life Cycle Management	1
Acq. Policy Development	1
Procurement Strategic Plng	1
Capital Plng and Investment	1
BPR	1
Systems Integration	2
IT/IM/KM	2
Architecture	2
Operations Research	1
Program Management	2
COR	2
Information Assurance	2



Scenario

Gap Assessment

Next, Mr. Goode identifies the competencies needed (target), assesses where the gaps are, and identifies developmental opportunities to mitigate those gaps





Scenario

Proficiency

Here he works with a manager, mentor and/or supervisor to determine the required proficiency, which he enters in the worksheet...

Competency	Current	Required
Acquisition	2	4
Business Development	1	3
Life Cycle Management	1	2
Acq. Policy Development	1	3
Procurement Strategic Plng	1	3
Capital Plng and Investment	1	3
BPR	1	3
Systems Integration	2	3
IT/IM/KM	2	3
Architecture	2	2
Operations Research	1	2
Program Management	2	4
COR	2	4
Information Assurance	2	2



Scenario

Proficiency

...automatically calculating the Gap; he then prioritizes the competencies to be developed by entering a number in the Priority field

Functional Competencies

Career Area: **Information Management**
 Job Role: **Acquisition Oversight**

Competency: Acquisition

Strategic Value: To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition	Learning Objectives: Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.	Proficiency: Current: <input type="text" value="2"/> Required: <input type="text" value="4"/> Gap: <input type="text" value="2"/> Priority: <input type="text" value="1"/> <input checked="" type="checkbox"/> Development Needed	Level: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>E</th> <th>I</th> <th>J</th> <th>S</th> <th>Ex</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	E	I	J	S	Ex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Skill Topics: <ul style="list-style-type: none"> - Procurement processes - Acquisition documentation - Life-cycle management - Economic analysis principles - Activity-based costing - DoD, DON budget and procurement processes - BPR methodologies, metrics, tools, and techniques - Plan and budgetary document development to support requirements - Metrics and performance analysis - Acquisition, Distribution and Disposal - Federal laws and DoD, DON regulations
E	I	J	S	Ex										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Defense Acquisition University, DAWIA Curriculum	Learning	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Economics Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Information Resource Management College	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Scenario

Development Plan

Next, he outlines a development strategy which can include suggestions from the list of opportunities on the worksheet, or other ideas he might have. He does this simply by checking the opportunities he wants to add to his CPP

Functional Competencies

Career Area: **Information Management**
Job Role: **Acquisition Oversight**

Competency: Acquisition

<p>Strategic Value: To ensure the organization's products and services reflect customer requirements, both cost and technical, in a competitive environment, and to ensure these requirements are met through the acquisition</p>	<p>Learning Objectives: Knowledge of and ability to apply Federal, DoD and DON acquisition management guidance and analytical methods to formally plan, organize, direct and control the program and project acquisition process.</p>	<p>Proficiency: Current: <input type="text" value="2"/> Required: <input type="text" value="4"/> Gap: <input type="text" value="2"/> Priority: <input type="text" value="1"/> <input checked="" type="checkbox"/> Development Needed</p>	<p>Level:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>E</th> <th>I</th> <th>J</th> <th>S</th> <th>Ex</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	E	I	J	S	Ex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Skill Topics:</p> <ul style="list-style-type: none"> - Procurement processes - Acquisition documentation - Life-cycle management - Economic analysis principles - Activity-based costing - DoD, DON budget and procurement processes - BPR methodologies, metrics, tools, and techniques - Plan and budgetary document development to support requirements - Metrics and performance analysis - Acquisition, Distribution and Disposal - Federal laws and DoD, DON regulations
E	I	J	S	Ex										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

Developmental Opportunities and Strategy:

Add to Plan?	Already Taken?	Developmental Opportunity	Type	Core?	Levels:				
					E	I	J	S	Ex
<input type="checkbox"/>	<input type="checkbox"/>	Business Administration Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Defense Acquisition University, DAWIA Curriculum	Learning	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Economics Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management Courses	Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Information Resource Management College	Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Definitions Search Close

Record: of 14 (Filtered)



Scenario

Remember: these same steps are performed for all 7 Focus Areas of the Career Foundational Competencies...

Career Foundational Competencies

Career Foundational Competencies

Focus Area: Strategic

Strategic Value:
Creates a shared vision of the organization's future; serves as a change agent; keeps up to date with external events and trends; implements effective abatement to manage risk; considers external influences.

Competency:	E	I	J	S	M	Ex
Strategic Vision	<input checked="" type="checkbox"/>					
Change Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External Awareness	<input checked="" type="checkbox"/>					
Legal, Government and Jurisprudence	<input checked="" type="checkbox"/>					

Developmental Opportunities and Strategy:

Plan?	Complete?	Developmental Opportunity:
<input type="checkbox"/>	<input type="checkbox"/>	American University, Key Executives Program
<input type="checkbox"/>	<input type="checkbox"/>	Claimant-sponsored programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DON HR Civilian Leadership Development Program
<input type="checkbox"/>	<input type="checkbox"/>	George Washington University, Contemporary Executive Education
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Developing the Strategic Leader: Thinking, Acting,
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Executive Media Skills
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Facilitating Government
<input type="checkbox"/>	<input type="checkbox"/>	OPM Federal Executive Institute, Leadership for

Proficiency

Current	Req'd	Gap	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Development Needed in this Focus Area

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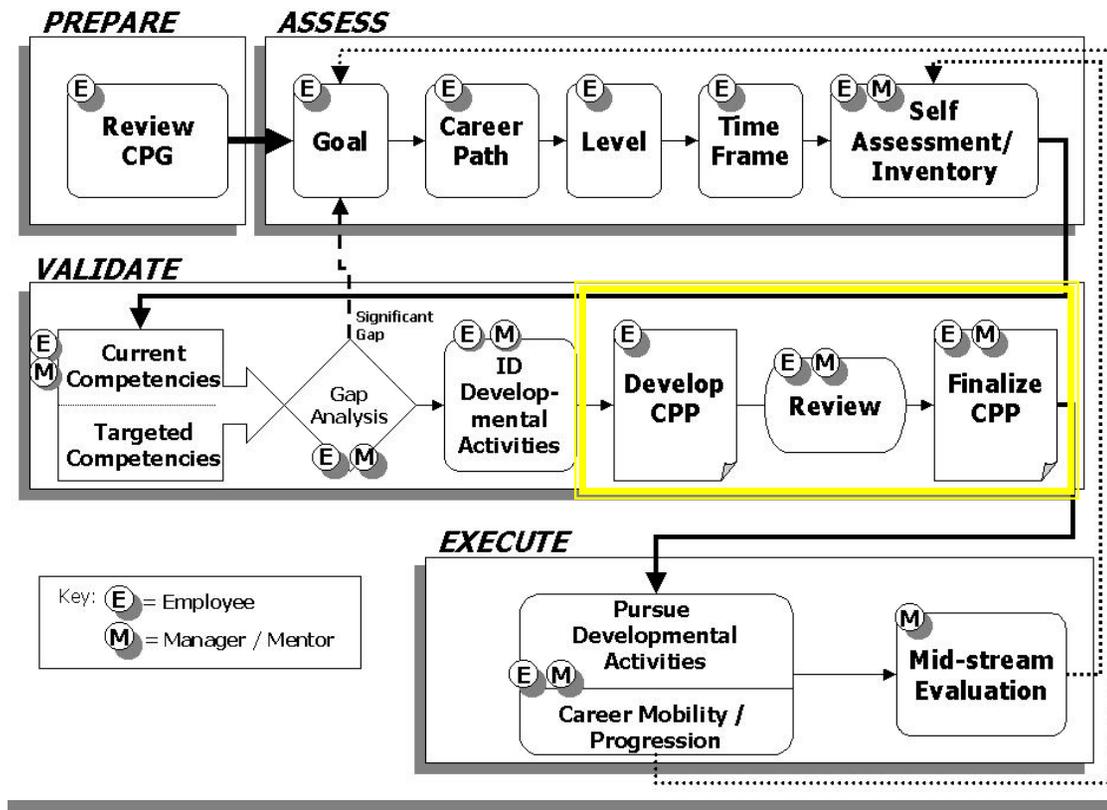
Record: 1 of 8



Scenario

CPP

Next, Mr. Goode formalizes a development plan in the form of a Career Progression Plan (CPP)

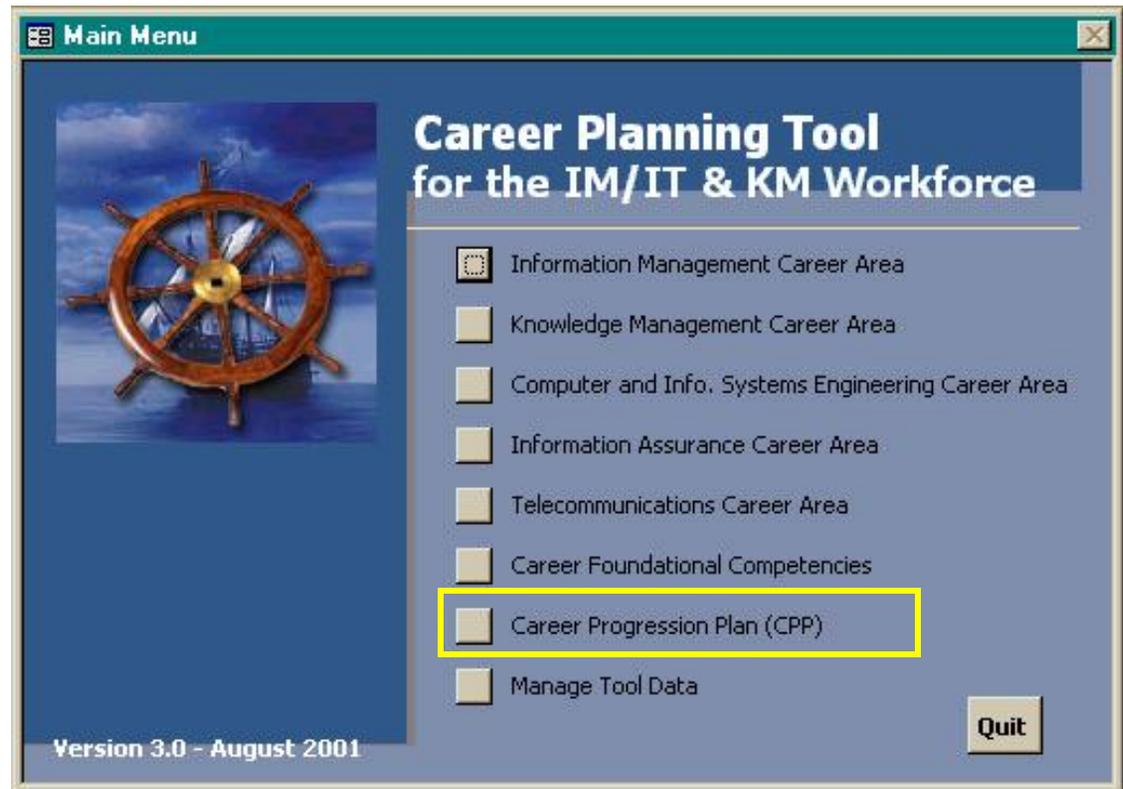




Scenario

CPP

The Career Progression Plan (CPP) wizard can be found on the Main Menu...

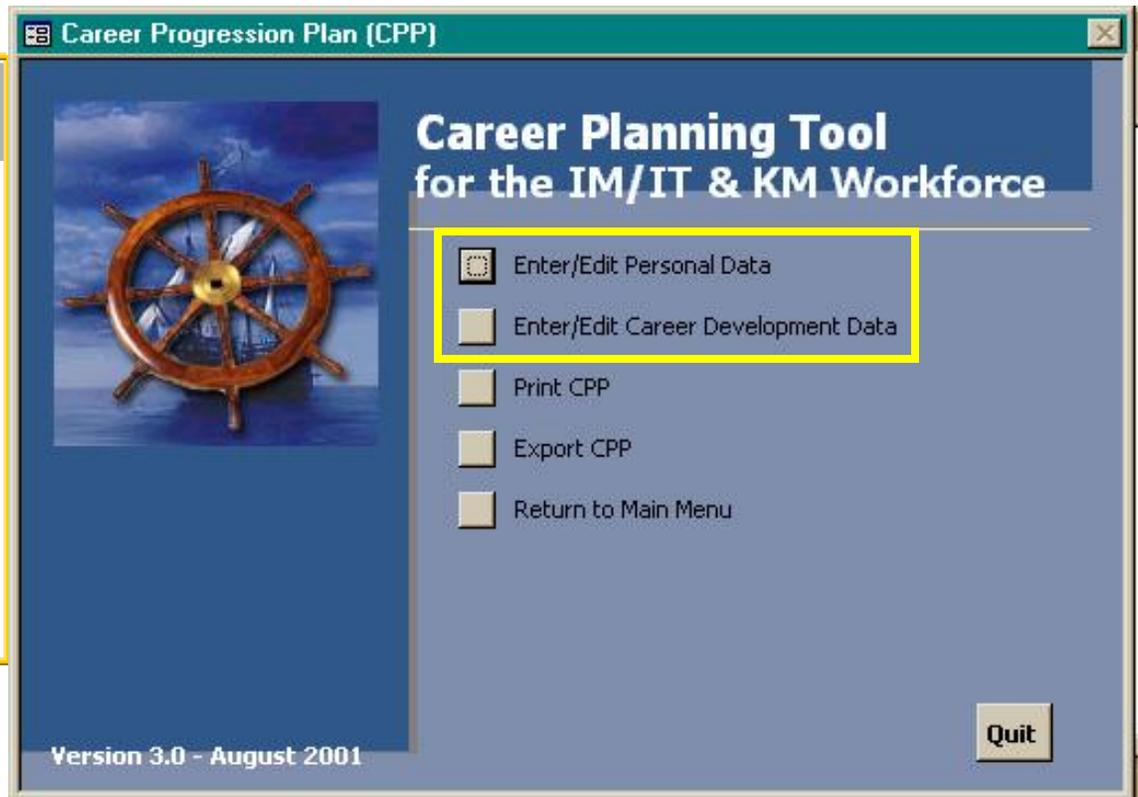




Scenario

CPP

...before printing or exporting the CPP, Mr. Goode will need to fill in the required personal and career development data (all other information was collected during the gap assessment)





Scenario

CPP Data

After filling out the required information...

Career Progression Plan

**IM/IT & KM Career Planning Tool
Career Progression Plan (CPP)**

Personal Data:

1. NAME (Last, First, Middle)
Goode | I. | M.

2. PERIOD COVERED FROM: 3. PERIOD COVERED TO:

Please fill out the information to the right; click the button below when finished

Done

Version 3.0 - August 2001

Career Progression Plan

**IM/IT & KM Career Planning Tool
Career Progression Plan (CPP)**

Career Development Data:

CAREER GOAL
Program Manager for an IT acquisition program

ANTICIPATED CAREER PATH
Pursue opportunities within current organization and occupational series (career ladder)

LEVEL AT FULL PERFORMANCE
GS-15

TIME FRAME TO FULL PERFORMANCE
approx. 5 years

Please fill out the information to the right; click the button below when finished

Done

Version 3.0 - August 2001



Scenario

CPP Data

...he can then print out the formatted CPP and have it reviewed, finalized and signed by his supervisor



Department of the Navy Knowledge Management/Information Management/Information Technology Career Progression Plan (CPP)			
1. NAME (Last, First, Middle) Goode I. M.		2. PERIOD FROM 8/1/01	3. PERIOD TO 7/31/02
4. POSITION (Title, Series and Grade) Program Management GS-340 09		5. ORGANIZATIONAL CODE n/s	
Part I - Career Development Information			
CAREER GOAL: Program Manager for an IT acquisition program			
ANTICIPATED CAREER PATH: Assume responsibility within current organization and occupational series (Career-Set)			
LEVEL AT FULL PERFORMANCE: GS-15			
TIME FRAME TO FULL PERFORMANCE: approx. 3 years			
Part II - Needs Analysis			
I need to develop the following competencies:			
Resolution of Competencies			
Priority	Competency	Gap	
1	Acquisition	1	
2	Architecture	1	
3	Acquisition Policy Development and Implementation	2	
4	Business Development	3	
5	Business Process Reengineering	1	
Career Focus Area Change History			
Priority	Focus Area	Gap	
1	Strategic	1	
Part III - Development Strategy			
I am pursuing the following opportunities to develop the needed competencies:			
Resolution of Competencies			
Competency	Type	Provider	Cost Dates
Learning			\$0.00
Business Process Reengineering (BPR) Conference/Workshops (present etc)	Learning		\$0.00
6. EMPLOYEE SIGNATURE			
7. DATE			
8. SUPERVISOR SIGNATURE			
9. DATE			

Page 1 of 3

Department of the Navy Knowledge Management/Information Management/Information Technology Career Progression Plan (CPP)			
Business Process Reengineering (BPR) Courses	Learning		\$0.00
Defense Acquisition University, DAWIA Curriculum	Learning	Defense Acquisition University	\$0.00
DCNIR Civilian Leadership Development Program	Learning		\$0.00
Career Focus Area Change History			
DCNIR Civilian Leadership Development Program	Learning		\$0.00
This opportunity... I need to develop the following competency/focus area:			
Business Admin Instruction Courses		Business Development	
Business Admin Instruction Courses		Acquisition	
Business Process Reengineering (BPR) Conferences/Workshops (present etc)		Business Process Reengineering	
Business Process Reengineering (BPR) Courses		Business Process Reengineering	
Defense Acquisition University, DAWIA Curriculum		Acquisition Policy Development and Implementation	
Defense Acquisition University, DAWIA Curriculum		Acquisition	
DCNIR Civilian Leadership Development Program		Strategic	
Part IV - Development History			
I have completed the following education, training and development assignments:			
Opportunity:	Provider:	Dates:	
Business Admin Instruction Courses			
Business Admin Instruction Courses			
Business Process Reengineering (BPR) Conferences/Workshops (present etc)			
Business Process Reengineering (BPR) Courses			
Defense Acquisition University, DAWIA Curriculum			
Defense Acquisition University, DAWIA Curriculum			
DCNIR Civilian Leadership Development Program			
6. EMPLOYEE SIGNATURE			
7. DATE			
8. SUPERVISOR SIGNATURE			
9. DATE			

Page 2 of 3



Scenario

- From here, he executes the CPP which includes:
 - Pursuing training and education
 - Progressing in job assignments
 - Periodically reviewing the CPP to ensure it meets his needs
 - Updating the plan to reflect courses taken, competencies developed, etc.



For More Information...

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