

How to get your free career GPS

By AFIMSC/DP

Do you keep track of your career plans and goals in one place? You can use an Individual Development Plan (IDP)! Think of an IDP as your career planning “GPS” to help get closer to answering career and goal questions. What do you want to be or where do you want to go? Are you there yet?

Why are IDPs so important?

They are required for all Air Force civilian employees to help facilitate successful job performance throughout a civilian employee’s career, but specifically while assigned to the AFIMSC team where Your Success Is Our Mission. AFIMSC Senior Leadership recognizes their importance and as a result has included IDP utilization among the Center’s top strategic objectives. IDPs are a collaboration tool between the employee and supervisor to meet both the needs of the employee and the enterprise. They help you understand your strengths and weaknesses to then develop career and personal countermeasure plans, both short-term and long-term goals for moving forward such as planning to apply to Civilian Developmental Education (CDE) program. That’s where an Individual Development Plan (IDP) is an invaluable tool. Without an IDP you could remain stagnant in your career advancement.

Where Do I Start My IDP?

There are only two platforms available in the Air Force to build IDPs and that feed requirements directly into the workforce development Planning, Programming, and Budgeting Efforts (PPBE): Education and Training Management System (ETMS) and MyFM Career. The majority of civilians will develop their IDPs in ETMS since MyFM Career is designed for civilians in the Financial Management community.

Every civilian employee will need to establish an ETMS account, which is accessible by visiting [myETMS](#). In addition, all supervisors of civilian employees must complete a DD2875 and submit it to the AFIMSC/DPD Training and Development Workflow, along with a list of employee(s) he/she supervises:

- Workflow address: AFIMSC.DPD@us.af.mil
- ETMS supervisor site: [ETMSWeb](#)

For more information concerning IDPs, please visit [ETMS Updating IDP Goals and Competencies](#) or the [ETMS Support Page](#). The IDP Guide and fillable form worksheets are available on the AFIMSC/DP SharePoint page: [AFIMSC/DP SharePoint](#).

Please take advantage of the free courses available to you:

- [AFIMSC eLearning \(Red Vector\)](#)
- [AF e-Learning](#)
- [ADLS \(Advanced Distributed Learning Service\)](#)