

Civilian Training Management System (CTMS) Electronic Individual Development Plan (eIDP)

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)
Civilian Training Management System

Supervisor / Training Coordinator Menu

- Pending Application List
- Previous Application List
- Resend Review Code
- Supervisor / Training Coordinator Logon
- IDP Management

Help

- Privacy and Security Notice

Links

- CTMS Business Practice
- DAU Courses (ACQTAS)
- SkillPort (CBT) Courses
- GoTrain Academy of Safety (CBT) Courses
- DCMA Home Page

DCMA Employee Menu

- DCMA Employee Logon

Announcements

29 Oct 2008
[New NDT Class Offerings for FY2009](#)

NDTU111 CLASS
[CANCELLATION](#)

28 Oct 2008
[NOTICE FOR APPROVED ATTENDEES OF LSS BB](#)

27 Oct 2008
[PROD130_27 Oct-8 Dec 08](#)

[TRAINING OPPORTUNITY 13-16 JAN 09 ONLY FOR HQ HR DIRECTORATE PERSONNEL](#)

22 Oct 2008
[TRAINING OPPORTUNITY FOR HQ \(Alexandria, VA\) HR PERSONNEL ONLY](#)

Notice to First Time Users
Please enter the Email Address and Review Code that you received concerning your Employee's DCMA Training Request.

Email Address:

Review Code:

[Logon to DCMA CTMS \(Supervisor / Training Coordinator Access\)](#)

Done Trusted sites 100%

Supervisors Manual

(Version 1)

Published 19 November, 2008

Defense Contract Management Agency
6350 Walker Lane
Alexandria, VA 22310-3241

We are proud to announce a major advance in CTMS - your one stop shopping for training and career development in DCMA!

Acquisition Training Application System (ACQTAS) Main Menu Log Off

11/19/2008
Acquisition Training Application System (ACQTAS)
Click on a student's name to review their IDP.

[Click here to view Employee's IDP.](#)
[Click here to view MDP Catalog.](#)

IDPs Pending Your Review

Name	Organization	IDP Submit Date	Student Email
GUYTEST, TEST T	Headquarters	19 Nov 2008	steve.gould@gmail.com

Status of Previous Actions

Name	Organization	IDP Status	Student Email
COOK, KARIN I	Headquarters	Approved	karin.cook@dcma.mil
DP, SAMPLE	Headquarters	Pending	sgould@asmr.com
ROLEN, JOCELYN M	Centers	Approved	jocelyn.rolen@dcma.mil
SELLS, KARL W	Headquarters	Approved	kari.sells@dcma.mil
SOLIS, MARIA D	Headquarters	Approved	maria.solis@dcma.mil

Done Trusted sites 100%

Electronic Individual Development Plan (eIDP)

- **Web-based, Interactive Tool**
- **Employee Profile Pre-Populated**
- **Auto Populates Mandatory DAU Training**
- **Master Development Plans for Keystones and DCMA Certifications**
- **Acquisition Career Field, Certification Visibility**
- **Allows Editing and Saving by Employee and Supervisor**
- **Links to SkillPort Catalog**
- **Electronic Approval Flow Process**
- **Reports Feature for CMOs, Divisions and Headquarters**
- **Links to Course Reservation Site**

Table of Contents

	Page:
<u>Purpose of the Electronic Individual Development Plan (eIDP)</u>	2
<u>How the eIDP Works</u>	2
<u>Supervisor Responsibilities</u>	2
<u>Before the Employee Starts</u>	3
<u>Verify Defense Acquisition Certification Information</u>	3
<u>Email Notification</u>	4
<u>Logging On to the eIDP Site</u>	5
<u>Supervisors Management Screen</u>	7
<u>Master Development Plan Screen</u>	8
<u>Reviewing an eIDP</u>	9
<u>Add DAU Courses</u>	10
<u>Add DCMA Courses</u>	11
<u>Add a Civilian Training Management System (CTMS) Course</u>	12
<u>Add a SkillPort Course</u>	13
<u>Add a Local Training Course</u>	14
<u>Add a Rotational Assignment or On-The-Job Training Event</u>	15
<u>Add a Master Development Plan</u>	16
<u>Deleting Master Development Plans</u>	18
<u>Delete a Course</u>	18
<u>Assigning Training Priorities</u>	19
<u>Approving the eIDP</u>	19
<u>Training Priorities (Definitions)</u>	20

Table of Figures

<u>Figure 1: DAWIA Certification Information in ACOTAS</u>	3
<u>Figure 2: Email Notification</u>	4
<u>Figure 3: Logging On to the CTMS Supervisor’s Site</u>	5
<u>Figure 4: eIDP Location on CTMS Menu Bar</u>	6
<u>Figure 5: eIDP Management Screen</u>	7
<u>Figure 6: Master Development Plan Screen</u>	8
<u>Figure 7: Employees eIDP Screen</u>	9
<u>Figure 8: Adding a DAU</u>	10
<u>Figure 9: Adding DCMA Courses</u>	11
<u>Figure 10: Selecting a CTMS Course</u>	12
<u>Figure 11: Selecting a SkillPort Course</u>	13
<u>Figure 12: Adding a Local Training Course</u>	14
<u>Figure 13: Adding a Rotational or On-The-Job Event</u>	15
<u>Figure 14: Adding a MDP</u>	16
<u>Figure 15: MDP Management Screen</u>	17
<u>Figure 16: Selecting/Deleting a MDP</u>	18
<u>Figure 17: Adding Training priorities</u>	20

Purpose of the eIDP:

- standardizes IDPs across the Agency;
- allows 100% visibility and tracking of IDPs;
- works in conjunction with Defense Acquisition University's (DAU) Acquisition Training Application System (ACQTAS) to load and capture Defense Acquisition Workforce Improvement Act (DAWIA) certification training requirements;
- loads and records completion of DCMA certification requirements;
- uses Master Development Plans (MDPs) to load DAU and DCMA certification requirements;
- allows users to add a variety of learning events...DCMA, DAU, Skillport, local and on-the-job;
- automates the approval process;
- allows for real time training forecast;
- gives DCMA organizations 100% visibility of their employees IDPs.

How the eIPD Works...The eIDP design supports two types of users...acquisition and non-acquisition. If the employee is in a coded acquisition billet, the eIDP will automatically load any DAU training required for their current DAWIA certification requirement; however, they will still need to add any DCMA training. If the employee is in a non-acquisition position, they will start with a blank eIPD and have to add their training requirements. We explained how this works in the Users Manual.

Supervisor Responsibilities...

- Supervisors have the final approval authority of the eIDP. With that authority is the responsibility to ensure the eIDP is relevant, affordable and executable;
 - relevant being, training directly related to improving your performance in your current position;
 - affordable being, within reason when compared to the Agency's training budget;
 - executable meaning, you and your organization's leaders will agree to allow the employee the duty time to attend the training.
- Supervisors must select the training [priority](#), from the drop down menu, for each course on the employees eIDP prior to approving the eIDP. Courses that are not assigned a priority will not count as a valid requirement.
- [Required comments](#)...NASA WST and NDT courses must include the contract, LOD, SOW, and/or Document Control Number (DCN), whichever is appropriate. For personnel assigned to DCMA Special Programs, a general justification will be sufficient.
- Supervisors must also ensure they comply with the Government Employees Training Act (GETA) and the Merit Promotion Procedures (MPP) when approving training. Two key things to consider are:
 - That the training is in the performance of official duties and for the development of skills, knowledge, and abilities, which will best qualify employees for performance of official duties.
 - Merit promotion procedures must be followed in selecting employees for training that is primarily to prepare trainees for advancement and that is not directly related to improving performance in their current positions. For example, merit promotion procedures apply to training:
 - to prepare an employee for a promotion;

- and whose purpose, or effect, is to allow an employee to meet, in whole or in substantial part, minimum educational requirements set by the U.S. Office of Personnel Management (OPM), or other training required for assignment to a different position with higher promotion potential.

Before the Employee Starts... Before starting, employees should determine if they are in a coded acquisition billet or not. If they are not certain that they are in a coded acquisition billet, they should send a helpdesk ticket to MyBiz in [CPOL](#) asking them to verify their acquisition position field. If they are in a coded acquisition billet, they must verify their DAWIA certification information in ACQTAS ([see Fig.1](#)).

Note: If they are not in an acquisition workforce position, they must still create an ACQTAS account to use the eIDP. They can create the account by clicking on the CTMS link, then clicking on the DAU Courses (ACQTAS) icon on the DCMA Training Portal Page, and following the system instructions. Please have them contact your organization Training Coordinator for assistance.

- Acquisition Workforce Member: Yes or No (requires supervisor action with CPOL to change, submit a Helpdesk ticket in MyBiz under Manager Tab)
- Position Career Field (requires supervisor action with CPOL to change, submit a Helpdesk ticket in MyBiz under Manager Tab)
- Level of Certification Required (requires supervisor action with CPOL to change, submit a Helpdesk ticket in MyBiz under Manager Tab)
- Career Field (to change, employee sends their DAWIA certification to your training coordinator (TC), TC forwards certification to Workforce Development, DAWIA Team)
- Level Achieved (to change, employee sends their DAWIA certification to your training coordinator (TC), TC forwards certification to Workforce Development, DAWIA Team)
- Date Certified (to change, employee sends their DAWIA certification to your training coordinator (TC), TC forwards certification to Workforce Development, DAWIA Team)

The screenshot shows the ACQTAS web application interface. At the top, it says 'Acquisition Training Application System (ACQTAS)' and 'Main Menu Log Off'. The date is 10/20/2008. Below the header, there is a section for 'Verify/Enter Student Information'. The form includes fields for SSN, Last Name, First Name, MI, Gender, Date of Birth, Home Street, City, State, ZIP, Disabilities, Special Requirements, Pay Plan, Pay Grade, Civilian Job Series, and Origin Airport Code. Below this is the 'Student's Certification Info' section, which contains fields for DAC Membership, DAC Membership Date, ACQ Workforce Member, Position Career Field, Level Required, Career Field, Level Achieved, and Date Certified. A callout box with an arrow points to the 'Position Career Field' and 'Level Required' fields, containing the text 'Verifying DAWIA Certification Information'. At the bottom, there are navigation buttons: 'Apply for Training', 'Review Application(s)', 'Change Profile', 'Resend Notification', 'Student Travel Menu', and 'Logout'. The browser status bar at the bottom shows 'Trusted sites' and '100%' zoom.

Fig. 1: DAWIA Certification Information in ACQTAS

Supervisor eIDP Instructions...

Step 1: You will be notified by a system-generated email when an employee submits their eIDP to you for review. Copy the six-character code and click on the link to enter CTMS Supervisor's site (see Fig. 2).

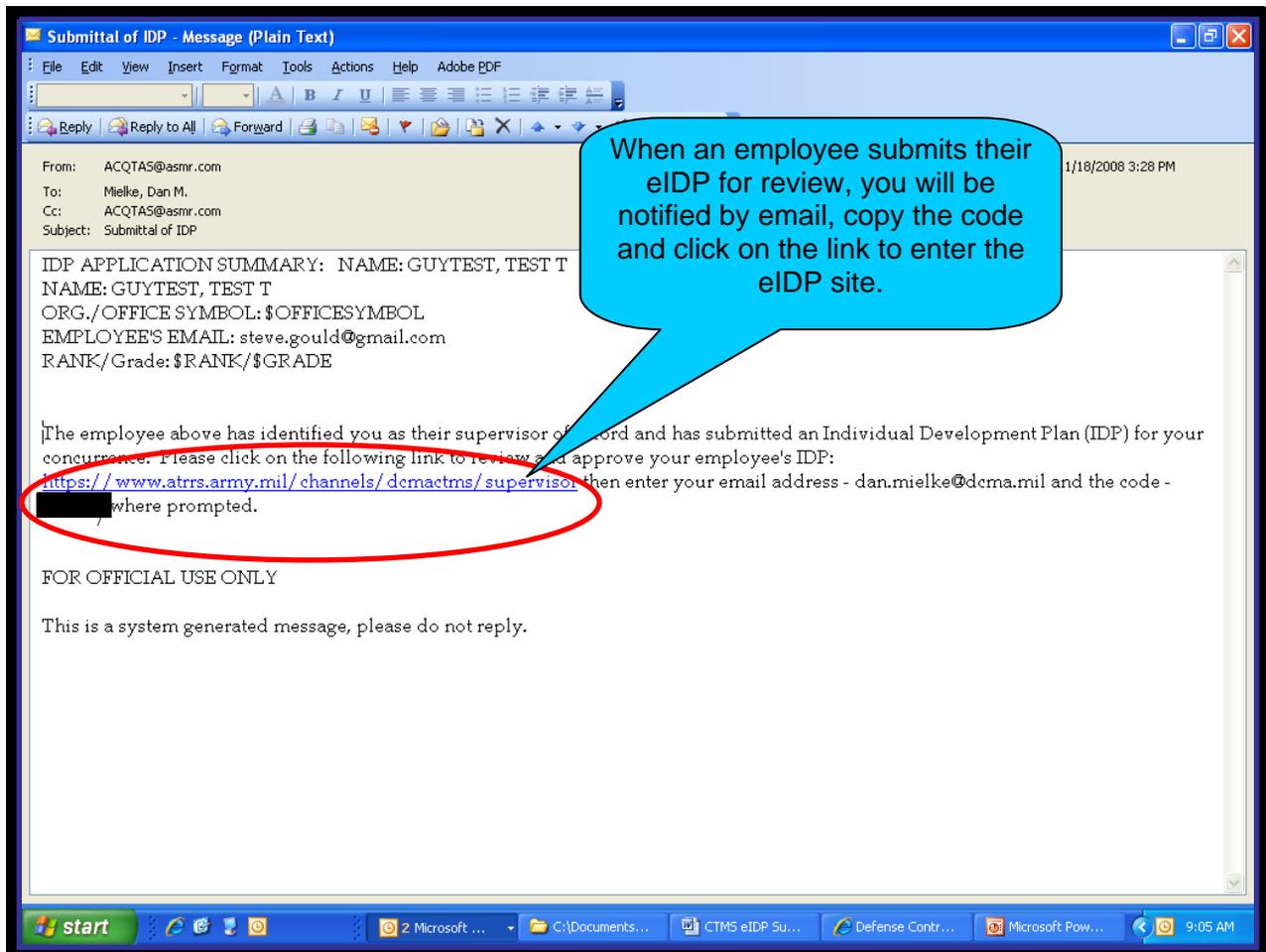


Fig. 2: Email Notification

Step 2: Enter your email address and paste your six-digit code in the appropriate box (see Fig 3). Click “Logon to DCMA CTMS” at the bottom of the screen to proceed.

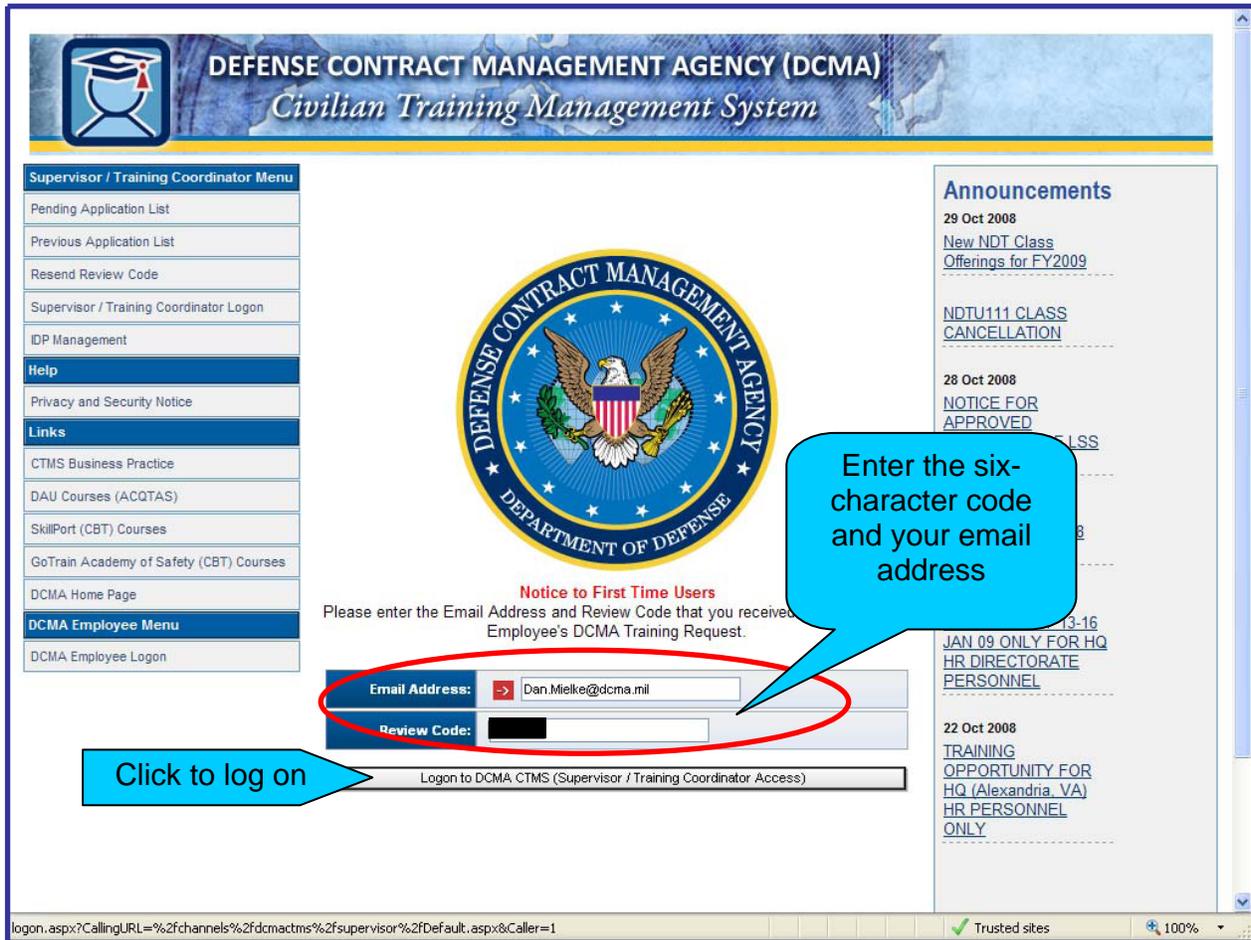


Fig. 3: Logging On to the CTMS Supervisor's Site

Step 3: In the left-hand menu bar, click on “IDP Management” ([see Fig. 4](#)).

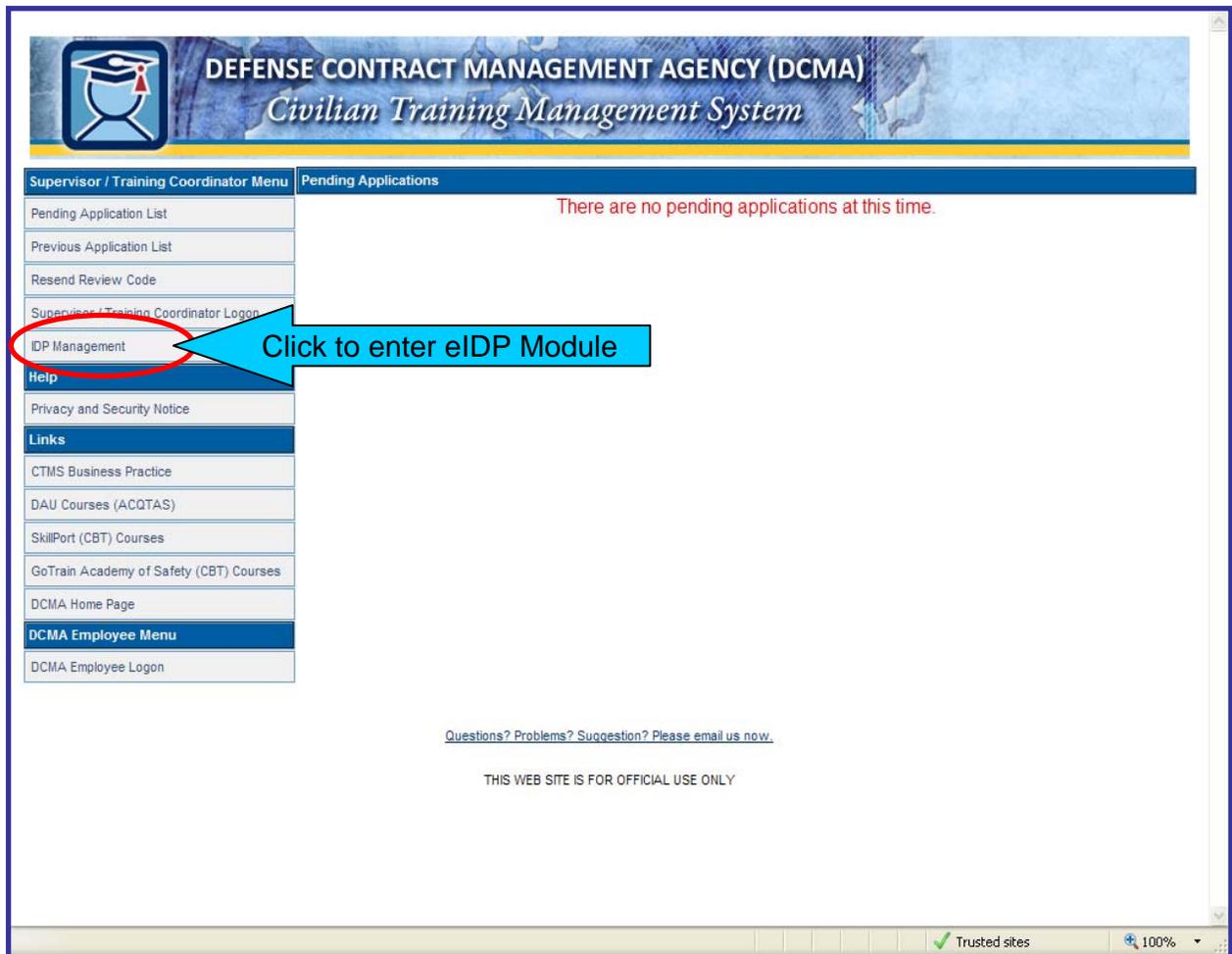


Fig. 4: Entering the eIDP Module

Step 4: From this screen, you can:

- review eIDPs pending your approval;
- view previously approved or disapproved eIDPs;
- view the Master Development Plans (MDPs) available for you to assign to employees.

Note: If an employee has submitted their eIDP and it is not visible on this screen, the most likely cause is that your email address (supervisor’s email) is incorrect in the employee’s profile. Have the employee verify your email address in their profile, and send a help ticket to the CTMS Help Desk requesting that their eIDP routed back to them.

Acquisition Training Application System (ACQTAS) Main Menu Log Off

11/19/2008
Acquisiti
Click on a studen

From this screen, you can review pending eIDPs; view previously approved eIDPs or Master Development Plans

Click here to view Employee's IDP.
Click here to view MDP Catalog.

IDPs Pending Your Review			
Name	Organization	IDP Submit Date	Student Email
GUYTEST_TEST T	Headquarters	19 Nov 2008	steve.gould@gmail.com

Status of Previous Actions			
Name	Organization	IDP Status	Student Email
COOK_KARIN I	Headquarters	Approved	karin.cook@dcma.mil
DP_SAMPLE	Headquarters	Pending	sgould@asmr.com
ROLEN_JOCELYN M	Headquarters	Approved	jocelyn.rolen@dcma.mil
SELLS_KARL W	Headquarters	Approved	karl.sells@dcma.mil
SOLIS_MARIA D	Headquarters	Approved	maria.solis@dcma.mil

Click on the name to view the eIDP

Done Trusted sites 100%

Fig. 5: Supervisor’s eIDP Management Screen

Note: Master Development Plans (MDP) are developed when multiple training events are required to achieve completion of a development assignment/program. For example:

- Acquisition Career Field Certification - DAU has developed MDPs for all the acquisition career field certification and the three levels of certification in each career field. DAU MDPs are automatically loaded based on the employees:
 - Position coded acquisition career field (if the position is coded incorrectly the supervisor must send a Helpdesk ticket to CPOC through MyBiz requesting the change).
 - DAWIA Certification achieved by the employee.
- Keystones - MDPs have been developed for the all three phases of the Keystone series. The MDP contains courses, on-the-job training, and rotational assignments. **Keystone MDPs are assigned by Workforce Development based on guidance from the Keystone Program Manager.**
- DCMA Certifications – currently there are only two loaded; the new Quality Assurance Technical Competency Certification Program (QATCCP) Core Courses and the Contracting Officers Technical Representative (COTR).

Acquisition Training Application System (ACQTAS) Main Menu Log Off

11/19/2008

Acquisition Training Application System (ACQTAS)

The MDP catalog can be filtered by [dropdown] and then clicking on the 'Search' button.

The MDP catalog can be searched by [text input]

MDP List View: [Show Standard] [Show Standard] [Show Organization] Career Field: [dropdown] Career Field Level: [dropdown]

MDP Name: [text input] MDP Description: [text input] Search

Search Results

	Organization	Name	Description	Create Date	Career Field Level	Career Field
+	ACQTAS Standard MDP	BT A Position Requirement		27 Mar 2008		
+	ACQTAS Standard MDP	Business, Cost Estimating, and Financial Management - Level 1	Certification Level 1	18 Feb 2008	1	BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT
+	ACQTAS Standard MDP	Business, Cost Estimating, and Financial Management - Level 2	Certification Level 2	18 Feb 2008	2	BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT
+	ACQTAS Standard MDP			18 Feb 2008	3	BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT
+	ACQTAS Standard MDP	Contracting Level 1	Certification Level 1	13 Feb 2008	1	CONTRACTING
+	ACQTAS Standard MDP	Contracting Level 2	Certification Level 2	14 Feb 2008	2	CONTRACTING
+	ACQTAS Standard MDP	Contracting Level 3	Certification Level 3	14 Feb 2008	3	CONTRACTING
+	ACQTAS Standard MDP	DAU Staff		28 Aug 2008		
+	ACQTAS Standard MDP	DTRA Requirement	This MDP is designed for all members of dtra IN THE ACQUISITION FIELD	27 Mar 2008		
+	ACQTAS Standard MDP	Facilities Engineering Level 1	Certification Level 1	14 Feb 2008	1	FACILITIES ENGINEERING
+	ACQTAS Standard MDP	Facilities Engineering Level 2	Certification Level 2	14 Feb 2008	2	FACILITIES ENGINEERING

Trusted sites 100%

Fig 6: Master Development Plans

Step 5, click on the employees name to open their eIDP for review. From this screen, you can:

- view system added DAWIA certification Master Development Plan (MDP);
- view/delete employee add courses;
- view the total hours of training planned;
- add DAU courses;
- add DCMA courses;
- add MDPs;
- approve or disapprove the eIDP;
- return to the eIDP management screen;
- select training priorities from the drop down menu.

The screenshot displays the 'Courses' section of an eIDP. It features a table with columns: Del, Source, Name, Course Type, Course, Course, Total Training Hours, Priority, Previously Approved?, and Notes. The table lists various courses, including 'Employee Added' courses and 'MDP - DAWIA Training Requirement' courses. A large red circle highlights the table area, with a blue callout box stating 'DAU MDP Auto-Loaded'. Another blue callout box points to the 'Priority' column, stating 'Select training priorities for courses'. A third blue callout box points to the 'Total Training Hours' column, stating 'eIDP Totals Training Hours!'. Below the table, there are buttons for 'Add Another DAU Course', 'Add Another DCMA Course', and 'Add DCMA MDP'. A blue callout box points to these buttons, stating 'From here, you can add DAU and DCMA courses, or DAU and DCMA MPDs'. At the bottom, there are buttons for 'Approve', 'Disapprove', and 'Return To IDP Management'. The status bar at the bottom shows 'Done', 'Trusted sites', and '100%'.

Del	Source	Name	Course Type	Course	Course	Total Training Hours	Priority	Previously Approved?	Notes
X	Employee Added	Tuition Assistance Course	ENG 101	College E				Yes	
X	Employee Added		R_11_A01_BS_ENUS	Lean And Six Sigma	FY 2009	-		Yes	
X	Employee Added		7100	Federal Budgeting Process	01 Feb 2009	-		No	
X	Employee Added	CTMS	CFN120	Performance Based Payment Admin	01 Mar 2009	-		Yes	
	MDP - DAWIA Training Requirement	Contracting Level 2	DAU	ACQ 101	Fundamentals Of Systems Acquisition Mgmt	14 Oct 2009	12 Months	28	Yes
	MDP - DAWIA Core Plus Requirement	Contracting Level 2	DAU	ACQ 201A	Intermediate Systems Acquisition	14 Oct 2010	24 Months	37	Yes
	MDP - DAWIA Training Requirement	Contracting Level 2	DAU	CON 218 (DAU)	Advanced Contracting For Mission Support	14 Oct 2010	24 Months	76	Yes
	MDP - DAWIA Training Requirement	Contracting Level 2	DAU	CON 219 (DAU)	Intermediate Contracting For Mission Support	14 Oct 2010	24 Months	64	Yes
	MDP - DAWIA Training Requirement	Contracting Level 2	DAU	CON 217	Cost Analysis And Negotiation Techniques	14 Oct 2010	24 Months	36	Yes
	MDP - DAWIA Training Requirement	Contracting Level 2	DAU	CON 214	Business Decisions For Contracting	14 Oct 2010	24 Months	40	Yes
	MDP - DAWIA Training Requirement	Contracting Level 2	DAU	CON 216	Legal Considerations In Contracting	14 Oct 2010	24 Months	40	Yes

Total Training Hours: 337

Buttons: Add Another DAU Course, Add Another DCMA Course, Add DCMA MDP

Comments (Optional): TESTING

Buttons: Approve, Disapprove, Return To IDP Management

Fig 7: Employee eIDP

Step 6: Add a DAU course by clicking on “Add Another DAU Course” and:
 (see Fig. 8 below)

1. add the date or FY the course is required;
2. select the type of course;
3. select the course from the dropdown menu;
4. add any justification required
5. add or cancel the course.

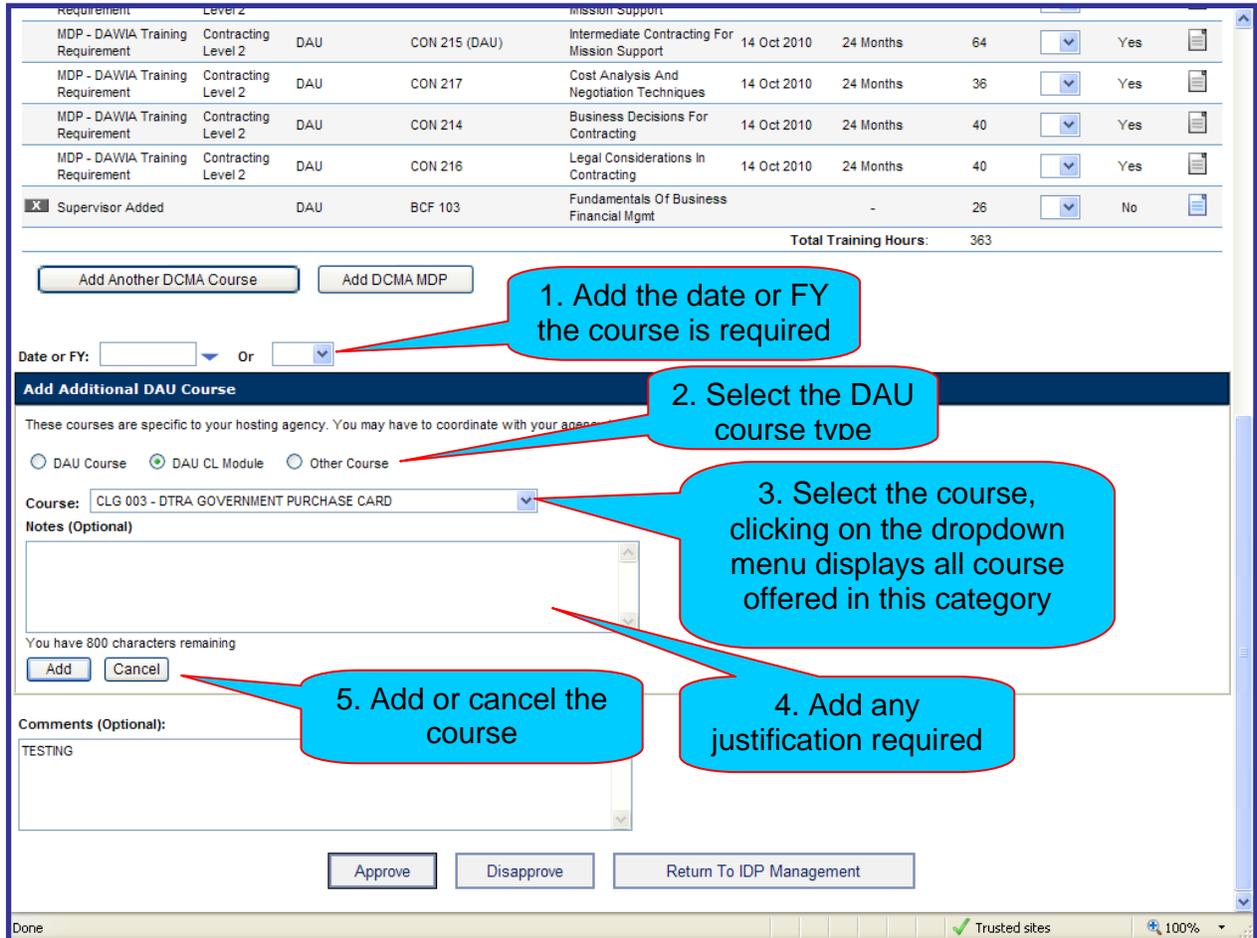


Fig 8: Adding DAU Courses

Step 7: Add DCMA courses by clicking on “Add Another DCMA Course” and selecting the course type: CTMS, Skillport, Local Training or Rotational/OJT Event (see Fig. 9).

MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	DAU	PQM 203	Preparation Of Comm Item Desc Engr&tech Pernl	25 Nov 2010	24 Months	8	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 017	Technical Planning	25 Nov 2010	24 Months	3	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 301	Reliability And Maintainability	25 Nov 2010	24 Months	4	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	DAU	TST 203 (DAU)	Intermediate Test And Evaluation	25 Nov 2010	24 Months	36	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	DAU	LOG 203	Reliability And Maintainability	25 Nov 2010	24 Months	17	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLC 011	Contracting For The Rest Of Us	25 Nov 2010	24 Months	2	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLC 042	Predictive Analysis & Quality Assurance	25 Nov 2010	24 Months	1	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLM 021	Intro To Reducing Total Ownership Cost(r-toc)	25 Nov 2010	24 Months	3	1	No		
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 009	Systems Safety In Systems Engineering	25 Nov 2010	24 Months	4	1	No		
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	ACQ 201B	Intermediate Systems Acquisition	25 Nov 2010	24 Months	40	1	No		
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	ACQ 201A	Intermediate Systems Acquisition	25 Nov 2010	24 Months	37		No		
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 003	Technical Reviews	25 Nov 2010	24 Months	8	1 2	No		
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	PQM 201A	Intermediate Production, Quality&manufacturing	25 Nov 2010	24 Months	35	3	No		
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	PQM 201B	Intermediate Production, Quality&manufacturing	25 Nov 2010	24 Months	40		No		
Total Training Hours:							343				

Total Training Hours: 343

Comments (Optional):

Fig 9: Adding DCMA Courses

Step 8: Add a CTMS course by clicking on “Add Another DCMA Course” and:

1. add the date or FY the course is required;
2. select CTMS;
3. select the FY;
4. select the course type from the dropdown menu;
5. select the course (Note: Click on the magnifying glass to view the course description and prerequisites)
6. add any justification required
7. add or cancel the course.

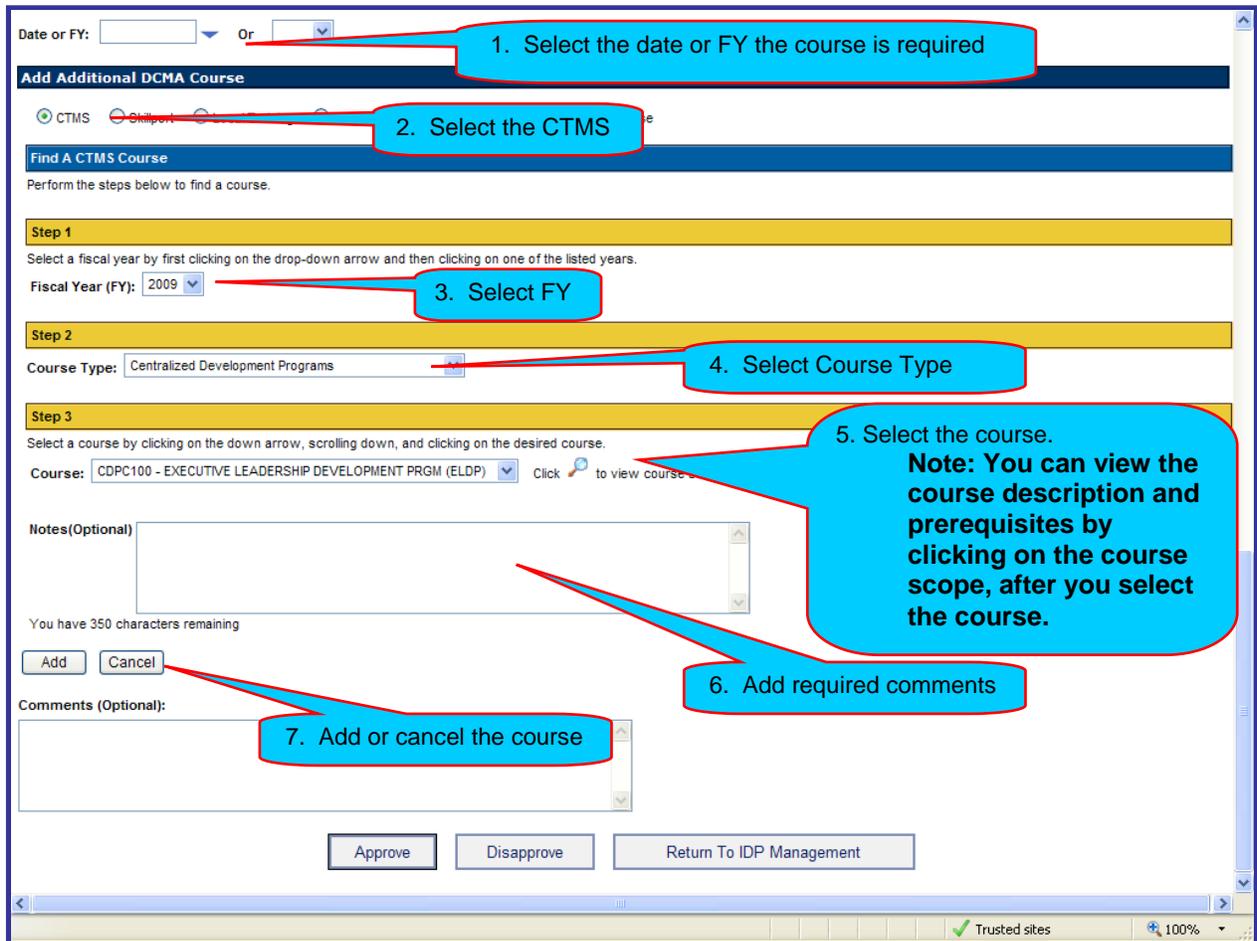


Fig. 10: Adding a CTMS Course

Step 9: Add a Skillport course by clicking on the “Skillport” radio button and:

1. selecting the date or FY;
2. typing a keyword in the “Course Title” field;
3. clicking on the search radio button;
4. selecting the course from the dropdown menu;
5. adding justification in the comments block;
6. clicking on add to or cancel.

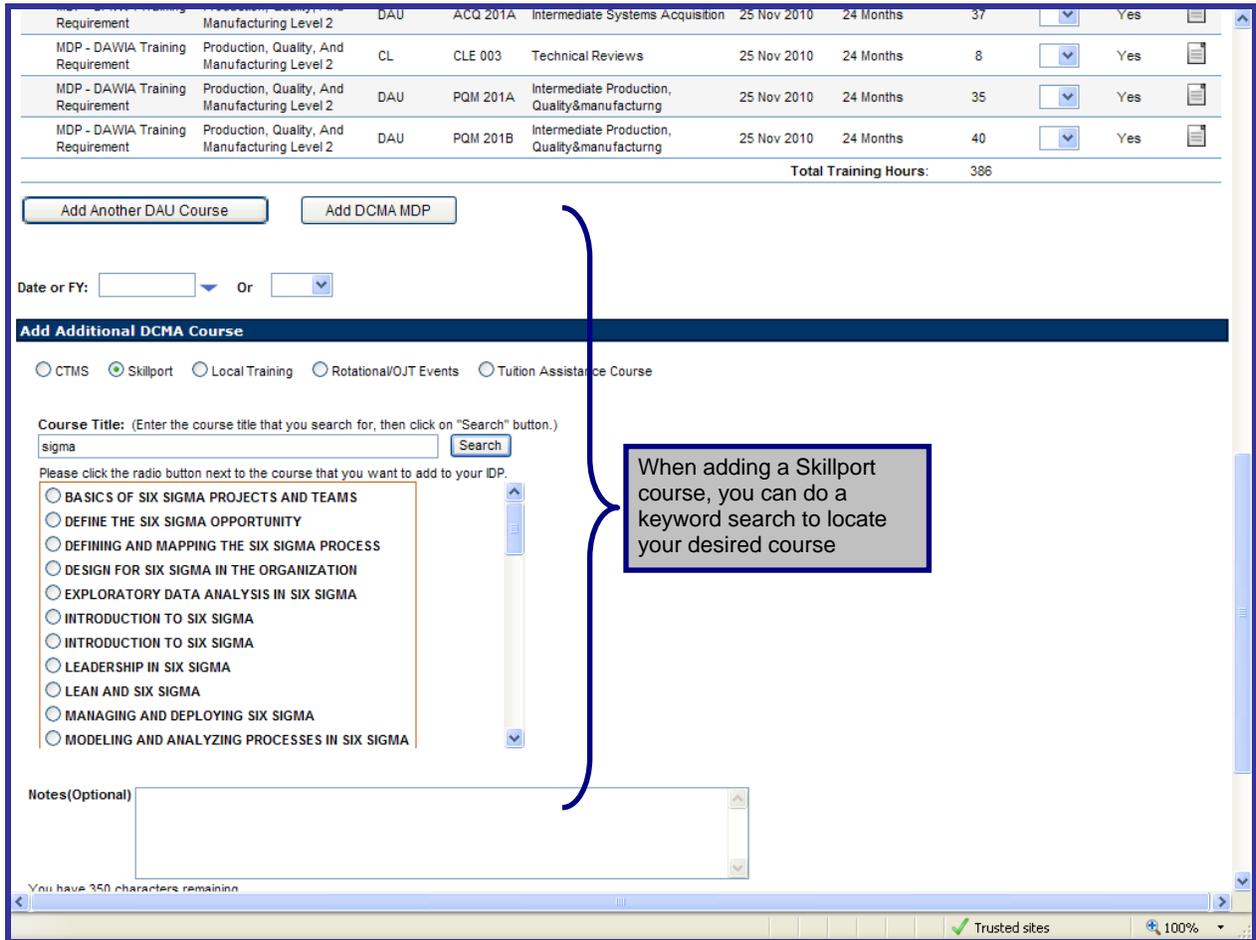


Fig. 11: Adding a Skillport Course

Step 10: Add a Local Training course by clicking on the “Local Training” radio button and adding the information listed in the text box in the illustration below (see Fig. 12).

The screenshot shows a web application interface for adding a course. At the top, there is a header with navigation links: "MDP - DAWIA Training Requirement", "Production, Quality, And Manufacturing Level2", "DAU", "PQM 201B", "Intermediate Production, Quality&manufacturing", "25 Nov 2010", "24 Months", "40", and "Yes". A "Total Training Hours: 386" is displayed on the right. Below the header are two buttons: "Add Another DAU Course" and "Add DCMA MDP".

The main section is titled "Add Additional DCMA Course" and contains several radio buttons: "CTMS", "Skillport", "Local Training" (which is selected), "Rotational/OJT Events", and "Tuition Assistance Course".

Below the radio buttons are several input fields: "Course Number:", "Course Title:", "Course Cost:" (with a note "(If the cost is 0, please enter 0 here.)"), "Travel Cost:" (with a note "(If the cost is 0, please enter 0 here.)"), "State:" (a dropdown menu), "Zip Code:" (an input field), and a "Look Up Zip Code" button. There is also a "Vendor:" input field.

A "Notes(Optional)" text area is present, with a character count below it: "You have 350 characters remaining". Below the notes are "Add" and "Cancel" buttons.

At the bottom of the form is a "Comments (Optional):" text area. Below the comments are three buttons: "Approve", "Disapprove", and "Return To IDP Management".

A callout box on the right side of the form lists the following requirements for Local Training:

- 1. Add the date or select the FY
- 2. Add the Vendor's Course Number
- 3. Add the Vendor's Course Title
- 4. Add Cost of the Tuition
- 5. Add the TDY Cost
- 6. Add the State and Zip Code of the course location
- 7. Add the Vendor's Name
- 8. In the notes block you must add how this course directly relates to improving the employees performance in their current position.
- 9. Click on add or cancel

Fig. 12: Adding a Local Training Course

Step 11: Add a Rotational/OJT event by clicking on the “Rotational/OJT Events” radio button and adding the information listed in the text box in the illustration below (see Fig. 13).

The screenshot shows a web application interface for adding a course. At the top, there is a header with course details: "MDP - DAWIA Training Requirement", "Production, Quality, And Manufacturing Level2", "DAU", "PQM 201B", "Intermediate Production, Quality&manufacturing", "25 Nov 2010", "24 Months", "40", and "Yes". A "Total Training Hours: 386" is also displayed. Below the header are two buttons: "Add Another DAU Course" and "Add DCMA MDP".

The main form is titled "Add Additional DCMA Course" and features several radio buttons: "CTMS", "Skillport", "Local Training", "Rotational/OJT Events" (which is selected), and "Tuition Assistance Course".

The form includes the following fields and controls:

- Course Number:
- Course Title:
- Course Cost: (If the cost is 0, please enter 0 here.)
- Travel Cost: (If the cost is 0, please enter 0 here.)
- State: Zip Code: Look Up Zip Code
- Vendor:
- Notes(Optional): (You have 350 characters remaining)
- Comments (Optional):

At the bottom of the form are three buttons: "Approve", "Disapprove", and "Return To IDP Management".

A callout box on the right side of the form provides instructions for Rotational/OJT Events:

For Rotational/OJT Events you must include the following:

1. Add the date or select the FY
2. Course Number = N/A
3. In the Course Title block, describe the event
4. Tuition Cost = 0
5. Travel Cost = if required
6. Add the State and Zip Code of the event location
7. Vendor = N/A
8. In the notes block you must add how this event directly relates to improving the employees performance in their current position.
9. Click on add or cancel

Fig. 13: Adding a Rotational or On-The-Job Event

Note: Supervisors are not authorized to add Tuition Assistance courses.

Step 12: Add a Master Development Plan by clicking on the “Add DCMA MDP” at the bottom of the screen.

MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	DAU	PQM 203	Preparation Of Comm Item Desc Engr&tech Pernl	25 Nov 2010	24 Months	8	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 017	Technical Planning	25 Nov 2010	24 Months	3	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 301	Reliability And Maintainability	25 Nov 2010	24 Months	4	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	DAU	TST 203 (DAU)	Intermediate Test And Evaluation	25 Nov 2010	24 Months	36	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	DAU	LOG 203	Reliability And Maintainability	25 Nov 2010	24 Months	17	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLC 011	Contracting For The Rest Of Us	25 Nov 2010	24 Months	2	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLC 042	Predictive Analysis & Quality Assurance	25 Nov 2010	24 Months	1	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLM 021	Intro To Reducing Total Ownership Cost(r-toc)	25 Nov 2010	24 Months	3	1	No	
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 009	Systems Safety In Systems Engineering	25 Nov 2010	24 Months	4	1	No	
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	ACQ 201B	Intermediate Systems Acquisition	25 Nov 2010	24 Months	40	1	No	
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	ACQ 201A	Intermediate Systems Acquisition	25 Nov 2010	24 Months	37		No	
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	CL	CLE 003	Technical Reviews	25 Nov 2010	24 Months	8	1	No	
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	PQM 201A	Intermediate Production, Quality&manufacturing	25 Nov 2010	24 Months	35	2	No	
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	DAU	PQM 201B	Intermediate Production, Quality&manufacturing	25 Nov 2010	24 Months	40	3	No	
							Total Training Hours:	343		

Comments (Optional):

Fig. 14: Adding a MDP

Step 13: On the MDP screen, you can (see Fig. 14 below):

- view the employees DAWIA data from DCPDS and ACQTAS;
- view all MDPs, DAU MDPs only or DCMA MDPs only;
- view MPDs already assigned, including MDPs assigned by the eIDP based on DAWIA certification requirements;
- view MDPs that you can assign to the employee.

The screenshot shows the MDP screen with several sections and callouts:

- Student Information:** Student Name: SAMPLE IDP, Organization: Headquarters, Street: A, City: TSET State: VA ZIP: 22150, Country: USA, Pay Plan: GS Pay Grade: 10 Civilian Job Series.
- Certification Information:**
 - DAC Membership: [blank] DAC Membership Date: [blank] ACQ Workforce Member: N
 - Table 1:

Position Career Field	Level Required
MANUFACTURING & PRODUCTION & QUALITY ASSURANCE	2
 - Table 2:

Career Field	Level Achieved	Date Certified
MANUFACTURING & PRODUCTION & QUALITY ASSURANCE	1	01 Jun 2005
- MDP List View:** A dropdown menu with options: Show All, Show All, Show Standard, Show Organization.
- Assigned:**

Remove	Type	Name	
<input type="checkbox"/>	ACQTAS Standard MDP	Production, Quality, and Manufacturing Level 2	Certification Level 2
- Unassigned MDP(s):**

Add	Type	Name	Description
<input type="checkbox"/>	ACQTAS Standard MDP	BTA Position Requirement	
<input type="checkbox"/>	ACQTAS Standard MDP	Business, Cost Estimating, and Financial Management - Level 1	Certification Level 1
<input type="checkbox"/>	ACQTAS Standard MDP	Business, Cost Estimating, and Financial Management - Level 2	Certification Level 2
<input type="checkbox"/>	ACQTAS Standard MDP	Business, Cost Estimating, and Financial Management - Level 3	Certification Level 3

Callouts:

- "Employee's DAWIA Data from DCPDS and ACQTAS" points to the Certification Information section.
- "Select to view all MDPs, DAU (standard) or DCMA (organization)" points to the MDP List View dropdown.
- "MDP already assigned. Note: the PQM Level II MDP was assigned by the eIDP because of the employee's position requirement." points to the assigned MDP row.
- "Supervisors may assign MDPs from this list" points to the unassigned MDP list.

Fig. 15: MDP Screen

Step 14: Add an MDP by (see Fig. 16 below):

1. selecting the MDP by clicking on the box on the left-hand side of the name;
2. review the course to ensure you selected the best MDP for the requirement;
3. scroll to the bottom of the screen and click on “Update MDP;”
4. scroll to the top of the page and select “Show All MDPs;”
5. verify the MDP has been added;
6. (when you have completed the update) scroll to the bottom of the page and click on “Return to IPD Management.”

Step 15: Remove an MDP you click on the box on the left-hand side by the MDP name in the “Assigned MDP” field, verify the checkmark disappear, scroll to the bottom of the screen and click on “Update MDP.” Scroll to the “Assigned MDPs” field at the top of the MDP and verify the MDP has been removed.

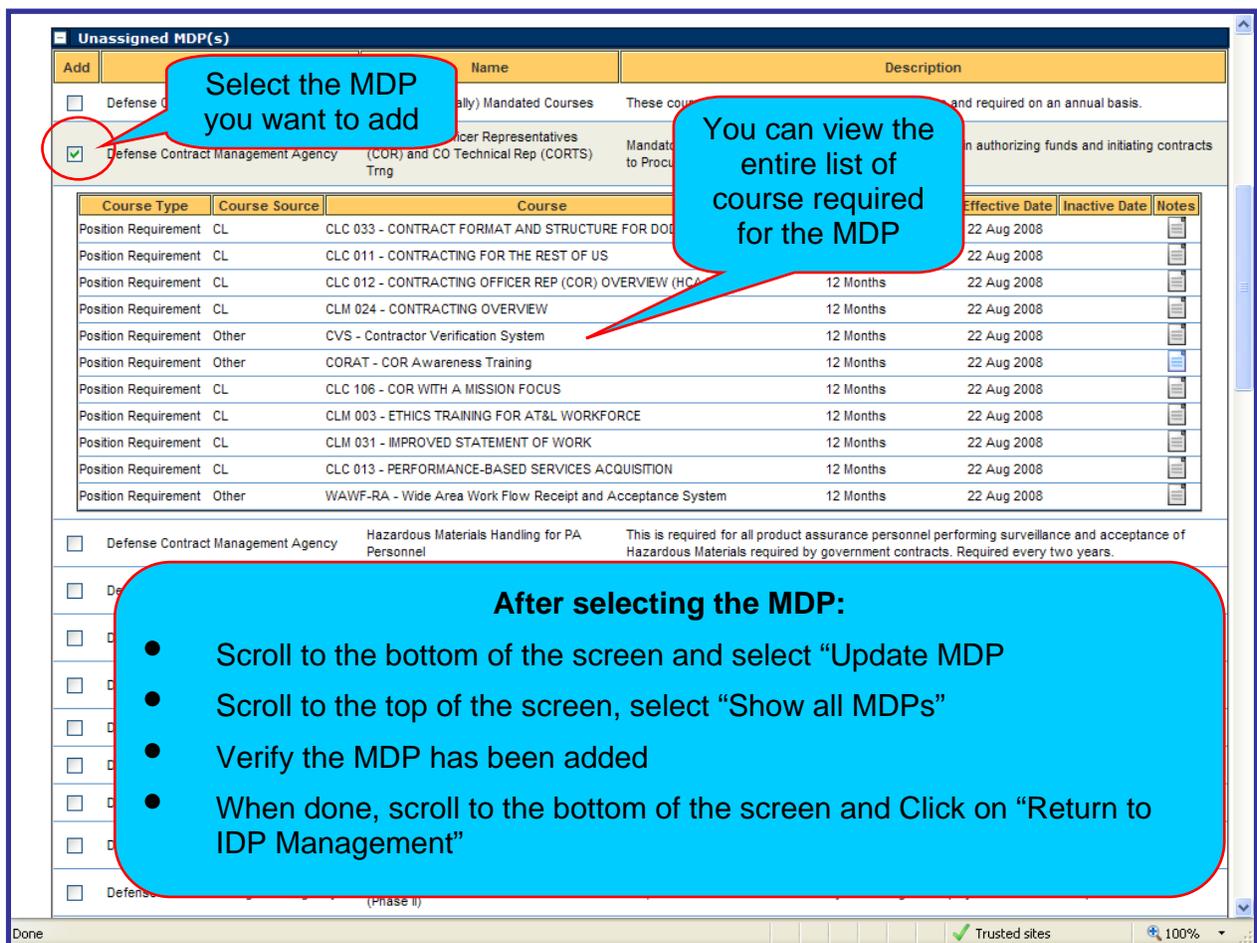


Fig. 16: Adding MDPs

Step 16: You may delete employee added courses and course you have added by clicking on the X in the delete column.

Step 17: Approving the eIDP.

1. Verify that the eIDP is relevant, affordable and executable. Ask yourself, will our mission allow the employee to attend this training this year? If not selectively remove course by priority until you believe the plan is executable. The IDP is a plan used by your organization and HQ to determine and develop training needs and schedules...it must be relevant and executable.
2. **Have a conversation with the employee, especially if you removed courses they added or added additional courses or MDPs.**
3. Select training priorities for all courses (DCMA and DAU) using the guidance on page 20 of this manual.
4. Select approve or disapproved at the bottom of the screen. If you would like to save your changes with out approving or disapproving the eIDP, click on “Return to eIDP Management.”

The screenshot displays a table of training courses with the following columns: Course ID, Description, Start Date, Duration, Hours, Priority (dropdown), and Status. Below the table are buttons for 'Add Another DAU Course', 'Approve', 'Disapprove', and 'Return To IDP Management'. A 'Total Training Hours' field shows 343. Three callouts provide instructions: 1) 'Add the training priorities per the guidance on page 20. Assignment of a priority is mandatory' points to the priority dropdowns. 2) 'Verify that the training is executable...ask yourself, am will our mission requirements allow me to let this employee attend training for this amount of hour?' points to the 'Hours' column. 3) 'Click on “Approve”, “Disapprove” or “Return To IDP Management”' points to the bottom buttons.

Course ID	Description	Start Date	Duration	Hours	Priority	Status
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	8	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	3	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2		24 Months	4	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2		24 Months	36	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2		24 Months	1	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	1	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	3	1	No
MDP - DAWIA Core Plus Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	4	1	No
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	40	1	No
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	25 Nov 2010	24 Months	3		No
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	2010	24 Months	8	1	No
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	2010	24 Months	35	3	No
MDP - DAWIA Training Requirement	Production, Quality, And Manufacturing Level 2	2010	24 Months	40		No
				Total Training Hours:	343	

Fig. 17: Adding Training Priorities and Approving the eIDP

Required Comments; and DCMA and DAU Training Priorities

Required Comments...In order to plan and schedule training for the Agency, all training requirements listed in the eIDP must be prioritized. Training not prioritized will not be included when developing training requirements, and planning/scheduling courses.

- Prior to approval, you must prioritize the courses on the employees IDP by selecting the priority from the dropdown menu. Courses that are not assigned a priority will not be counted as a valid requirement.
- NASA WST and NDT courses must also include the contract, LOD, SOW, and/or Document Control Number (DCN), whichever is appropriate. For personnel assigned to DCMA Special Programs, a general justification will be sufficient.
- Consult your Training Coordinator for clarification of training priorities and/or how to obtain NASA WST or NDT information.

Training Priority of DCMA Courses...The following criteria shall be used to prioritize training requirements for DCMA courses:

- Priority I - Mission critical, essential to mission accomplishment. Needed to ensure attainment of employee performance objectives or to correct serious performance deficiencies. Required by law, regulation, or higher authority. Deferment of this training would adversely affect the mission of the organization.
- Priority 2 – Training to assist in achieving mission and performance goals by improving employee and organizational performance. Training is in the scope of the employee's official duties and for the development of skills, knowledge, and abilities, which will best qualify them for performance of official duties. Deferment would adversely affect the mission over an intermediate term.
- Priority 3 – Training required for the systematic replacement of skilled employees that will result in skills imbalances if not performed; including career management or other Workforce Development Programs. Deferment beyond the immediate training cycle would have little immediate adverse mission affect, but would prevent or delay improving mission accomplishment.

Training Priority of DAU Courses...The following criteria shall be used to prioritize training requirements for DAU courses:

- Priority 1 – Courses for employees occupying acquisition-coded positions requiring DAWIA certification.
- Priority 2 – Corps Plus and position-specific courses for employees occupying acquisition-coded positions.
- Priority 3 – Courses for employees occupying acquisition-coded positions desiring certification at the next higher level in their primary career field; or courses in a career field other than that required for their current position.
- Priority 4 – Employees occupying non-acquisition positions.