



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

REPLY TO  
ATTENTION OF:

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR All U.S. Army Fort Gordon Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 24 – Individual Development Plan (IDP)

1. References.

a. Installation Management Command (IMCOM) Policy Memorandum #56, Individual Development Plans, dated 13 September 2006.

b. Installation Management Agency (IMA) Pamphlet 600-1, Workforce Development Program, 5 November 2004.

c. Civilian Human Resources Training Application System (CHRTAS) website: <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>, subject: Electronic Individual Development Plan, retrieved 30 September 2008.

2. Purpose: To establish a policy that supports and implements references 1a – c.

3. Applicability: This policy applies to all civilian personnel assigned to the Fort Gordon Garrison.

4. Maintaining a viable workforce is key to ensuring that the current and future capabilities of our employees will support the Garrison's mission, vision, goals, and objectives. As such, all supervisors will:

a. Comply with references 1a – b and ensure a face-to-face discussion occurs with each employee within the first 30 days of each rating period, in conjunction with the performance management review.

b. Ensure employees meet requirements established within the IDP, and address any non compliance during regular counseling sessions and/or at the end of the rating period. Supervisors' comments will confirm that the employee met requirements as stated on the IDP, and that the employee is in compliance with established training requirements.

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5. Supervisors may use either the paper format of the IDP, Installation Management Agency Form 1, or the electronic version available at reference 1c. To ensure compliance with this policy, at the end of each rating cycle, an electronic copy of the IDP will be forwarded to the Garrison Workforce Management Specialist for documentation.

6. In accordance with the Garrison's Strategic Plan, Goal 1, each Director/Special Staff Head is required to make employee training a funding priority within their annual spend plans. Great care should be taken to ensure approved training is aligned with and contributes to the Garrison's mission, vision, goals, and or objectives. Employees will be provided the opportunity to participate in IDP approved training, subject to availability of funds.

7. The POC is Ms. Daphne Cummings, Workforce Management Specialist at (706) 791-9325 or email: [daphne.cummings@us.army.mil](mailto:daphne.cummings@us.army.mil).



SAMUEL G. ANDERSON  
COL, SC  
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 24-Individual Development Plan (IDP), dated 22 November 2011.