



# Information Bulletin

**US Army Corps  
of Engineers**  
Engineer Research and  
Development Center

Topographic Engineering Center

*U.S. Army 1999 Research & Development  
Organization of the Year*

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## OFFICIAL

### Individual Development Plans

It is the policy of the ERDC that every permanent employee has an Individual Development Plan (IDP) that documents training and career development needs and personal development initiatives. The ERDC's Policy Memorandum #4 on IDP's can be found at <https://erdcinfo.erd.usace.army.mil/training/idps.htm>. This policy, signed by Dr. Houston and Col. Weller in August 2000, emphasizes that the ERDC's most valuable resource is its people and that planning for the continued development of the ERDC staff is one of every supervisor's greatest responsibilities.

As you meet with your supervisor during your initial performance counseling session, your training and professional development priorities should be discussed with you, and a plan developed by you and your supervisor. This is an excellent opportunity to discuss your career goals, training opportunities you are interested in, including long-term training, developmental assignments, and sabbaticals. Your supervisor should provide feedback on your training needs based on his/her assessment of your performance, and the mission needs of the ERDC, and provide an indication of training he/she feels is appropriate.

The final training and development activities approved by your supervisor will be recorded on the ENG Form 5055-R Five Year Individual Development Plan.

You and your supervisor should review your IDP during your mid-point performance-counseling meeting, at a minimum, to ensure that it's current.

### Government Vehicle Usage

In accordance with AR 58-1 the following are considered to be inappropriate use of the Government vehicle:

- **Smoking/Use of Any Tobacco Products**
- **Unauthorized Transportation of Personnel (Including Dependents)**
- **Transportation of Alcoholic Beverages**

Government vehicles are for official use only. All laws must be followed when operating a Government vehicle (including the use of seat belts). We must hold our self to the highest standard of public perception.

If you have questions concerning proper use of the Government vehicle, contact your local Fleet Manager. (Terri Norman, Chief, Transportation Branch, (217) 373-6708)

### **Commander's Mailbox**

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

FOR THE ACTING DIRECTOR

JACKIE L. BRYANT  
Public Affairs Office

## **U N O F F I C I A L**

### **Condolences**

Condolences are extended to Tim Evans, TR-S, and family, on the passing of his father Mr. Wesley R. Evans on Aug. 30. The family has requested that donations be contributed to the North Park Church in Pittsburgh, Pa.

### **Blood Drive**

The next Blood Drive is scheduled for Sept. 14 at the Casey Bldg. from 8 a.m. to 1 p.m. in Rooms 140 A and B. If you would like to donate, contact Connie Dutton via Outlook. Walk-ins are welcome. (Connie Dutton, TEC Blood Drive Coordinator, ICOM 2209 or (703) 428-7425)