



**Army
Career
Tracker**

INDIVIDUAL DEVELOPMENT PLAN (IDP)

*Executing the IDP Process within **ACT!***

MAY 2023



PHASE (1) – CREATE IDP GOALS

PHASE (2) – CREATE IDP

PHASE (3) – IDP APPROVAL (SUPERVISOR)

Taking time to create the IDP Goals enables IDP completion and submission to effectively develop the IDP to support the Performance Plan.

ACT IDP RESOURCES

ACT RESOURCES TO CREATE IDP GOALS



ACT Tools to create IDP Goals. Additional resources used include AR 350-1 and FM 6-22

GOALS MANAGEMENT

ROBERT JOHNSON

HOME TRACK PLAN LEAD & MANAGE COMMUNITIES SPONSORSHIP HELP ACT ADMIN

CREATE NEW... PROFESSIONAL GOAL PERSONAL GOAL EVENT

PROFESSIONAL GOAL: your career, such as a training or assignment (i.e., Complete SDD / DDC).

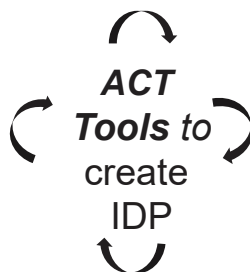
PERSONAL GOAL: not directly related to your career (i.e., Run Army Ten-Miler).

EVENT: necessary not related to a specific goal or achievement.

ACTIVITY STATUS: View All Events Professional Goals OLPD Goals Enrollment Personal Goals

CURRENT GOALS

GOAL NAME	GOAL TYPE	IDP GOAL	MARKED PRIVATE	TARGET START DATE	TARGET END DATE	STATUS	ASSOCIATED COSTS
TRADOC Senior Leader Development Program (SLDP)	Professional Goal	Yes	No	16 Oct 2019	16 Oct 2020	In Progress	No
CES Advanced Course	Professional Goal	Yes	No	16 Oct 2019	30 Sep 2020	In Progress	No
Mentorship Program	Professional Goal	Yes	No	13 Nov 2019	30 Sep 2020	In Progress	No
Program Director	Professional Goal	Yes	No	13 Nov 2019	23 Sep 2020	In Progress	No



PDM / CAREER MAPS

HOME TRACK PLAN LEAD & MANAGE COMMUNITIES SPONSORSHIP HELP ACT ADMIN

THE DA CIVILIAN PROFESSIONAL DEVELOPMENT MODEL

The Professional Development Model (PDM) provides a standardized framework and structure for career enhancing information to Civilians, supervisors, and personnel managers for the professional development of DA Civilian employees. The PDM serves as the professional reference for a successful DA Civilian career while providing information and guidance on assignments, competencies, leader development, education, and training. Professional development models are created for each CP by the Career Program.

PDM NAVIGATOR

1. SELECT A PDM: COHORT: Civilian, CAREER PROGRAM: 32 - Training, Capabilities and Doctrin, JOB SERIES: Grade - GS-13, RESET TO YOUR CURRENT CP/JOB SERIES

2. SELECT A CAREER PROGRESSION: GS-13, Next Level, Next Level

3. SELECT A PDM CATEGORY OR "FROM LEADERS & MENTORS" TO VIEW RECOMMENDATIONS BELOW: KEY ASSIGNMENT

EMAIL PDM ADMINISTRATOR FOR CAREER PROGRAM 32 MANUALLY CREATE GOAL PRINTABLE CAREER MAP FOR CP 32 JOB SERIES 0301T PAYPLAN GS

COMPLETED & IN-PROGRESS

PDM RECOMMENDATIONS

Currently Viewing PDM Recommendations for... CIVILIAN | CAREER PROGRAM 32 | JOB SERIES 0301T | GRADE GS-13 | KEY ASSIGNMENT (Updated as of 24 Jun 2020)

Training Exercise Coordinator
Training/Training Support Analyst
Unit/Collective Training Developer (details) **ADD AS GOAL**

ACTEDS PLANS

Communities Career Program Training Plans

Community Description

Army Civilian Career Programs.pdf | View Details

Career Program 10 Civilian Human Resource Management ACTEDS Plan April 2014.pdf | View Details

Career Program 11 Comptroller ACTEDS Plan May 2000.pdf | View Details

Career Program 12 Safety and Occupational Health Management May 2013.pdf | View Details

Career Programs 13, 17, and 24 Supply, Maintenance, and Transportation ACTEDS Plan March 2012.pdf | View Details

Career Program 14 Contracting and Acquisition ACTEDS Plan July 2011.pdf | View Details

Career Program 15 Quality and Reliability Assurance ACTEDS Plan March 2002.pdf | View Details

Career Program 16 Engineers and Scientists (Non-Construction) ACTEDS Plan December 2013.pdf | View Details

Career Program 19 Physical Security Law Enforcement ACTEDS Plan September 2017.pdf | View Details

Career Program 20 Quality Assurance Specialist (Ammunition Surveillance) July 2008.pdf | View Details

Career Program 22 Public Affairs & Communication Media December 2018.pdf | View Details

Career Program 26 Manpower and Force Management October 2007.pdf | View Details

Career Program 27 Housing Management ACTEDS Plan January 2009.pdf | View Details

Career Program 28 Equal Employment Opportunity ACTEDS Plan January 2013.pdf | View Details

Career Program 31 Education Services ACTEDS Plan March 2006.pdf | View Details

Career Program 33 Ammunition Management ACTEDS Plan September 2013.pdf | View Details

Career Program 34 Information Technology Management ACTEDS Plan December 2013.pdf | View Details

Career Program 35 General Intelligence ACTEDS Plan June 2001.pdf.pdf | View Details

Career Program 36 Analysis, Modeling and Simulation ACTEDS Plan October 2013.pdf | View Details

Additional Resources

- *Supervisor Recommendations
- *ArmyIgnitED
- *AR 350-1
- *FM 6-22

COURSE SEARCH

HOME TRACK PLAN LEAD & MANAGE COMMUNITIES SPONSORSHIP HELP ACT ADMIN

COURSE NAME OR SEARCH KEYWORD: All Keyword: GO

ACTIVE FILTER LIST: Filters currently selected under Search by Category: Text Search, supervisor development course (Remove) SAVE

SEARCH BY CATEGORY SAVED SEARCHES WISH LIST

START DATE	STATE	DELIVERY TYPE
+ 30 days	DC (4)	INTERNET (17)
+ 45 days	GA (21)	ONSITE (13)
+ 60 days	IL (1)	RESIDENT (85)
+ 90 days	KS (4)	VIRTUAL - SPECIAL CIRCUMSTANCE USE (22)
+ 120 days	KY (2)	
+ 150 days	MD (33)	
+ 180 days	- More -	

179 Matching Courses

COURSE NAME	START DATE	STATE	LOCATION	SCHOOL NAME	DELIVERY TYPE	SOURCE
Supervisor Development Course (SDC) Staff Course				Army Mgt Staff College		ALMS
Supervisor Development Course (SDC) Test Course				Army Mgt Staff College		ALMS
SUPERVISOR DEVELOPMENT EXECUTIVE LEVEL	01 Apr 2022	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	INTERNET	ATRRS
HR TRAINING FOR SUPERVISORS	17 Aug 2021	MD	APG	CIVILIAN HUMAN RESOURCES AGENCY, APG, MD	ONSITE	ATRRS
AMSC Supervisor Development Course (LN)				Army Mgt Staff College		ALMS

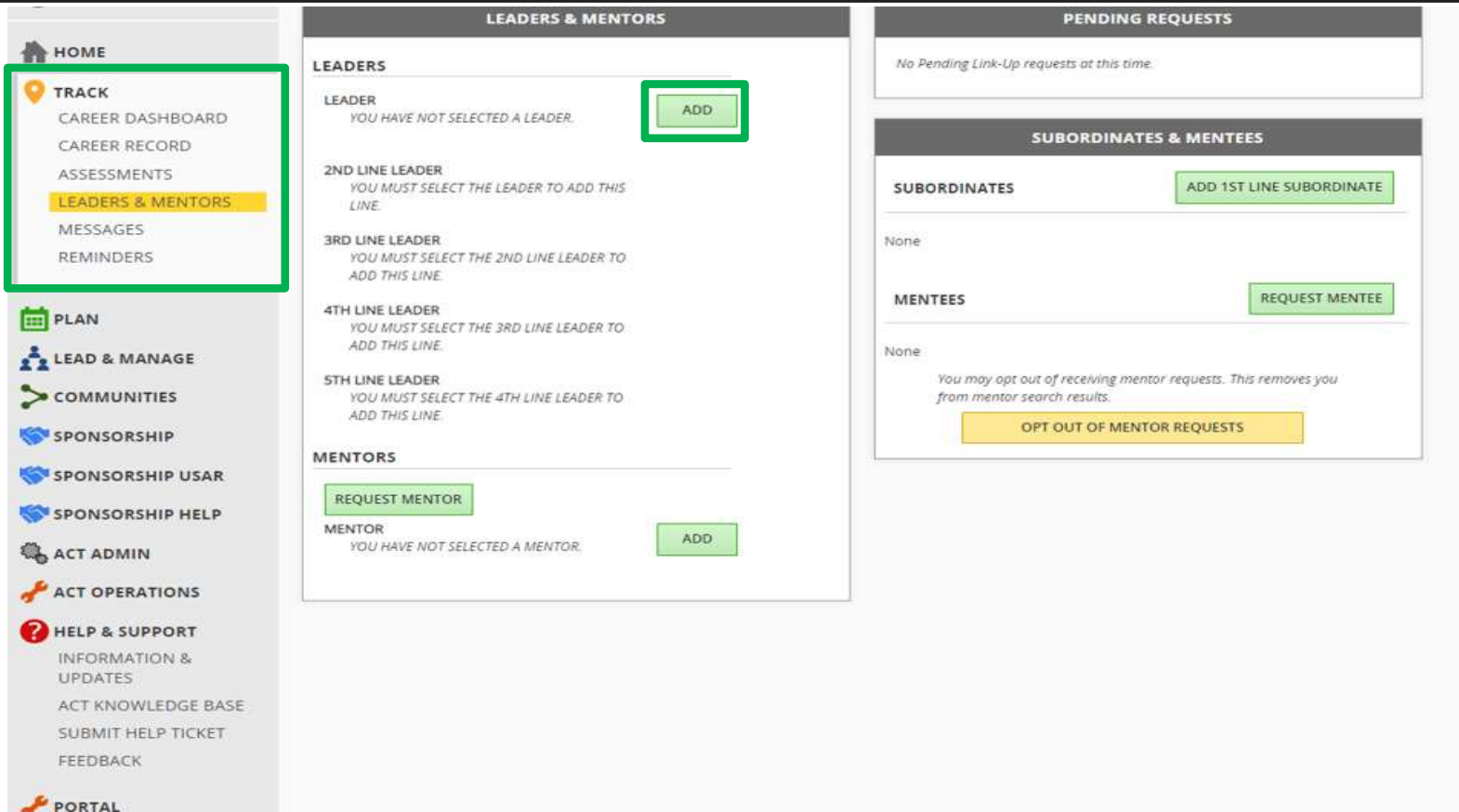
TRADOC G3/57, G-37 – Victory Starts Here <https://actnow.army.mil>

Goals Management is the Primary Tool in ACT to create the IDP Goals. All the Goals in Goals Management automatically populates the My Current Goals section on the IDP Page. Additional Resources include the PDM Navigator which allow employees to select Goals based on the Career Field recommendations. Other options to select Goals include the Course Search which provides course selection within the ALMS and ATRRS Catalog. The ACTEDS Plans, located within the Career Program Training Plans Community within the ACT provided recommendations for the specific Career Programs. Finally, other resources in AR 350-1, FM 6-22 and ArmyIgnitED etc. can be used to develop your IDP Goals.

LEADER LINK-UP

Employee/Supervisor Link-Up required for IDP Approval

Select 1st Line Supervisor. The IDPs can still be created but will remain in **Pending status** until Supervisor is selected



The screenshot displays the 'LEADERS & MENTORS' section of the Army Career Tracker interface. On the left, a navigation menu is visible with 'LEADERS & MENTORS' highlighted in yellow. The main content area is divided into three sections: 'LEADERS', 'MENTORS', and 'SUBORDINATES & MENTEES'. In the 'LEADERS' section, there is a message 'YOU HAVE NOT SELECTED A LEADER.' and a green 'ADD' button. The '2ND LINE LEADER' section has a message 'YOU MUST SELECT THE LEADER TO ADD THIS LINE.' The '3RD LINE LEADER' section has a message 'YOU MUST SELECT THE 2ND LINE LEADER TO ADD THIS LINE.' The '4TH LINE LEADER' section has a message 'YOU MUST SELECT THE 3RD LINE LEADER TO ADD THIS LINE.' The '5TH LINE LEADER' section has a message 'YOU MUST SELECT THE 4TH LINE LEADER TO ADD THIS LINE.' In the 'MENTORS' section, there is a message 'YOU HAVE NOT SELECTED A MENTOR.' and a green 'ADD' button. A green 'REQUEST MENTOR' button is also present. The 'PENDING REQUESTS' section shows 'No Pending Link-Up requests at this time.' The 'SUBORDINATES & MENTEES' section has a 'SUBORDINATES' section with a green 'ADD 1ST LINE SUBORDINATE' button and a 'MENTEES' section with a green 'REQUEST MENTEE' button. A yellow 'OPT OUT OF MENTOR REQUESTS' button is located at the bottom of the 'MENTEES' section.



The IDP can be created without selecting a Leader/Supervisor, however the 1st Line Supervisor must be selected before the IDP can be submitted for approval. The 1st Line Supervisor must accept the Employees request before they can approve the IDP.

CREATE IDP GOALS



GOALS MANAGEMENT



Under the **PLAN** Tab on Left Navigation, Select **PROFESSIONAL GOAL** to create IDP Goals in Goals Management

CareerTracker ROBERT JOHNSON

HOME TRACK **PLAN** GOALS MANAGEMENT

CREATE NEW...

- PROFESSIONAL GOAL**
Directly or indirectly helps you further your career, such as a training or assignment (i.e., Complete SSDI / DLCI).
- PERSONAL GOAL**
Helps you track and achieve a milestone not directly related to your career (i.e., Run Army Ten-Miler).
- EVENT**
Occurs over a span of time (i.e., Family Vacation) not related to a specific goal or achievement.

CURRENT GOALS **COMPLETED GOALS**

ACTIVITY STATUS
 View All Events Professional Goals IDP Goals Enrollment Personal Goals

CURRENT GOALS

1-10 OF 15 PAGE 1 | 2 PREV | NEXT

GOAL NAME	GOAL TYPE	IDP GOAL	MARKED PRIVATE	TARGET START DATE	TARGET END DATE	STATUS	ASSOCIATED COSTS
TRADOC: Senior Leader Development Program (SLDP)	Professional Goal	Yes	No	16 Oct 2019	16 Oct 2020	In Progress	No
CES Advanced Course	Professional Goal	Yes	No	16 Oct 2019	30 Sep 2020	In Progress	No
Mentorship Program	Professional Goal	Yes	No	13 Nov 2019	30 Sep 2020	In Progress	No
Program Director	Professional Goal	Yes	No	13 Nov 2019	23 Sep 2020	In Progress	No



Goals Management provides the ability to manually create Professional Goals, Personal Goals, and Events. You can determine which goals to add to the IDP and determine the date range for the Goal Completion. Personal Goals and Events are automatically marked Private and not visible, but can be unchecked to be available to add to the IDP. Goals Management allows the IDP Goals to be marked as complete by entering the actual completion date and will appear in the Completed Goals Tab.

PROFESSIONAL GOAL

CREATE A PROFESSIONAL GOAL




Goals created populate in "My Current Goals" on IDP Page and in Goals Management

CREATE A PROFESSIONAL GOAL

TARGETED START DATE:* 

TARGETED COMPLETION DATE:* 

ACTUAL COMPLETION DATE: 

CONTINUOUS LEARNING POINTS (CLP):

IDP Goal

GOAL NAME:*

DESCRIPTION:

NOTES:

The Targeted Start Date and Targeted Completion Date needs to be added via the Calendar Selector (Blue Box). The Targeted Dates of Professional Goals must be **within the IDP Date Range**, or an error will appear preventing the submission of the IDP until corrected. Ensure to complete all mandatory fields with the **Red Asterisk** prior to saving the Goal. These Goals will populate the "My Current Goals" section on the IDP Page and can be added to the IDP.




PROFESSIONAL GOAL (CONT.)

CREATE A PROFESSIONAL GOAL



Checking **IDP Goal(s)** provides additional options. This will **immediately populate** the goal to IDP. Additional information in the drop-down is **Optional**

CREATE A PROFESSIONAL GOAL

TARGETED START DATE:*  TARGETED COMPLETION DATE:*  ACTUAL COMPLETION DATE: 

CONTINUOUS LEARNING POINTS (CLP):

IDP Goal

IDP Goal Range
 Short Mid Long

ACTEDS Priority:

Associated Cost

Course Name:
Course ID:
Class ID:
Start Date:
School Name:

ASSOCIATE COURSE/CLASS

GOAL NAME:*

DESCRIPTION:



When the **IDP Goal** box is checked, it will automatically populate the Short-Range section on the IDP page. The **IDP Goal Range** must also be selected prior to saving the Goal. Ensure the Goals are within the IDP Date range, or an error will appear preventing the submission of the IDP until corrected. All additional information in the drop down is optional and will not prevent the addition or submission of the IDP Goal.




PERSONAL GOAL OR EVENT (IF APPLICABLE)

CREATE PERSONAL GOAL OR EVENT



Visible to be added to IDP only if “**Marked Private**” is unchecked

CREATE A PERSONAL GOAL

TARGETED START DATE:*  TARGETED COMPLETION DATE:*  ACTUAL COMPLETION DATE: 

Mark Private (Not visible to Leaders and Mentors)

CONTINUOUS LEARNING POINTS (CLP):

IDP Goal

GOAL NAME:*

DESCRIPTION:

Personal Goals and Events can be added to the IDP, however is initially Marked Private unless unchecked to be added as an IDP Goal. If unchecked the Personal Goal and Events will populate the My Current Goals section on the IDP page and can be added to the IDP.

PDM GOAL RECOMMENDATION (OPTIONAL)

ADD GOALS from PDM Navigator



Goals created will populate in "My Current Goals" on the IDP Page and in Goals Management

The screenshot displays the PDM Navigator interface. On the left is a navigation menu with categories like 'PROFESSIONAL DEVELOPMENT MODEL', 'LEAD & MANAGE', 'COMMUNITIES', 'SPONSORSHIP', 'ACT ADMIN', 'ACT OPERATIONS', 'HELP & SUPPORT', and 'PORTAL ADMINISTRATOR'. The main area is divided into three numbered steps: 1. 'SELECT A PDM:' with fields for Cohort (Civilian), Career Program (32 - Training, Capabilities and Doctrin), Job Series (Job Series - 0301T - Training), and Grade (Grade - GS-11). 2. 'SELECT A CAREER PROGRESSION:' showing a progression from GS-11 to Next Level. 3. 'SELECT A PDM CATEGORY OR "FROM LEADERS & MENTORS" TO VIEW RECOMMENDATIONS BELOW:' with a dropdown menu listing categories like 'KEY ASSIGNMENT', 'COMPETENCIES', 'LEADER DEVELOPMENT', etc. Below these steps are buttons for 'EMAIL PDM ADMINISTRATOR FOR CAREER PROGRAM 32', 'MANUALLY CREATE GOAL', and 'PRINTABLE CAREER MAP FOR CP 32 JOB SERIES 0301T PAYPLAN GS'. The 'PDM RECOMMENDATIONS' section shows a list of courses, with 'CES Foundation Course' selected. A description box for this course is visible, and an 'ADD AS GOAL' button is highlighted with a green box and an arrow pointing to it from the right.



The PDM recommendations can be added to the IDP page by checking the Radio Button to select the Goals within the PDM Recommendations. By selecting the **ADD AS GOAL** Tab, this will take you to the Professional Goals page to create/modify the Goals within Goals Management. Ensure the Goals are within the IDP Date range, or a will error will appear preventing the submission of the IDP until corrected.




PDM GOAL RECOMMENDATION

CREATE OR MODIFY GOAL



PDM/Career Map Goal Recommendation will populate **Goal Name & Description**

CREATE A PROFESSIONAL GOAL

TARGETED START DATE:  TARGETED COMPLETION DATE:  ACTUAL COMPLETION DATE: 

CONTINUOUS LEARNING POINTS (CLP):

IDP Goal

GOAL NAME:

DESCRIPTION:

Must complete if hired after Sept. 30, 2006. This course is entirely Distance Learning. There is an opportunity to test out of certain modules if your level of knowledge is high in that topic area. Applicants register for this course through the Civilian Human Resources Training Application System. <https://www.atrrs.army.mil/channels/chrtas/default.asp> COMPETENCIES: ACCOUNTABILITY, DOD (ARMY) CORPORATE PERSEPECTIVE, INTERPERSONAL SKILLS, ORAL COMMUNICATION, TEAMK BUILDING, WRITTEN COMMUNICATION.

NOTES:



The Goal Name and Description will automatically populate from the PDM Goal Recommendation page. The Goal will automatically populate the “My Current Goals” section on the IDP page.

COURSE SEARCH (OPTIONAL)

CREATE PROFESSIONAL GOAL



Goals created will populate in "My Current Goals" on the **IDP Page** and in **Goals Management**

TOMMY ONEILL

HOME

TRACK

PLAN

- PROFESSIONAL DEVELOPMENT MODEL
- GOALS MANAGEMENT
- CAREER PATH BUILDER
- INDIVIDUAL DEVELOPMENT PLAN
- COURSE SEARCH**
- DUTY POSITION SEARCH
- FILE SHARING

LEAD & MANAGE

COMMUNITIES

SPONSORSHIP HELP

HELP & SUPPORT

INFORMATION & UPDATES

COURSE NAME OR DESCRIPTION SEARCH

All Keyword: **GO**

Enter a keyword into the text box above then select the [Go] button. Matching courses will display in the lower section. You can also select additional filters below. All selected filters will display in the Active Filters List.

ACTIVE FILTER LIST

Filters currently selected under Search by Category: Text Search: CES (remove) **SAVE**

SEARCH BY CATEGORY | SAVED SEARCHES | WISH LIST

START DATE: < 30 days < 45 days < 60 days < 90 days < 120 days < 150 days < 180 days	STATE: DC (6) KS (164)	DELIVERY TYPE: EQUIVALENCY TEST (3) FULFILLMENT (3) INTERNET (35) ONSITE (21) RESIDENT (53) VIRTUAL - SPECIAL CIRCUMSTANCE USE (56)	SCHOOL NAME: ARMY E-LEARNING COURSEWARE (1) ARMY MGMT STAFF COLLEGE (AMSC) (164)
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171 Matching Courses

Number of Results Per Page: 10 | 25 | 50

1 2 3 4 5 [NEXT PAGE](#) [LAST PAGE](#)

COURSE NAME	START DATE	STATE	LOCATION	SCHOOL NAME	DELIVERY TYPE	SOURCE
CES INTERMEDIATE	01 Oct 2020	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	INTERNET	ATRRS
CES BASIC	12 Sep 2022	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	RESIDENT	ATRRS
SUPERVISOR DEVELOPMENT-EXECUTIVE LEVEL	01 Apr 2022	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	INTERNET	ATRRS
CES BASIC	01 Aug 2022	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	RESIDENT	ATRRS
CES ADVANCED	07 Jun 2021	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	VIRTUAL - SPECIAL CIRCUMSTANCE USE	ATRRS
CES BASIC	15 Mar 2021	KS	FORT LEAVENWORTH	ARMY MGMT STAFF COLLEGE (AMSC)	RESIDENT	ATRRS



The Course Search contains courses from the ALMS and ATRRS Catalogs that can be added to the IDP. The search can be narrowed by using keywords i.e. CES for CES Courses, or ALMS / ATRRS for quicker access to Army / Civilian Courses. Once the Course is selected, ensure the class dates are within the IDP date range.

COURSE SEARCH (CONT.)

CREATE PROFESSIONAL GOAL



Courses selected will populate in "My Current Goals" on the **IDP Page** and in **Goals Management**

- HOME
- TRACK
- PLAN
 - PROFESSIONAL DEVELOPMENT MODEL
 - GOALS MANAGEMENT
 - CAREER PATH BUILDER
 - INDIVIDUAL DEVELOPMENT PLAN
 - COURSE SEARCH**
 - DUTY POSITION SEARCH
 - FILE SHARING

COURSE NUMBER: 1-250-C61 (DL)
PHASE: 1
FISCAL YEAR: 2021
SOURCE: ATRRS
DELIVERY TYPE: INTERNET
ORGANIZATION: ARMY MGMT STAFF COLLEGE (AMSC)
START DATE: 01 Oct 2020([Details](#))
STATE: KS
LOCATION: FORT LEAVENWORTH

SCOPE OF COURSE:

The CES Intermediate Course offers leadership development and education to mid-level leaders, who by necessity are required to be more agile, innovative, and self-aware to effectively lead and care for personnel and manage assigned resources (AR 350-1, Dec 2017). The course focuses on educating the competencies and attributes for individuals serving in Functional Leader/Manager roles who are called upon to usually work with more complexity, more individuals, greater uncertainty and unintended consequences (ADRP 6-22, Aug 12).

ALL CLASS OFFERINGS FOR THIS COURSE

SELECT	CLASS NUMBER	CLASS NAME	DELIVERY TYPE	SCHOOL NAME	START DATE	END DATE	CLASS LINK
<input checked="" type="radio"/>	401	401	INTERNET	ARMY MGMT STAFF COLLEGE (AMSC)	01 Oct 2022	30 Sep 2023	Details
<input type="radio"/>	401	401	INTERNET	ARMY MGMT STAFF COLLEGE (AMSC)	01 Oct 2023	30 Sep 2024	Details

- LEAD & MANAGE
- COMMUNITIES
- SPONSORSHIP

CREATE GOAL CREATE RECOMMENDATION SAVE TO WISH LIST PRINT BACK

Check the Radio Button to select the Class. Select the **CREATE GOAL** Tab to create the Professional Goal within Goals Management. Once the Course is selected, ensure the class dates are within the IDP date range.




COURSE SEARCH (CONT.)

CREATE PROFESSIONAL GOAL



Goals created will populate in **“My Current Goals”** on the **IDP Page** and in **Goals Management**

CREATE A PROFESSIONAL GOAL

TARGETED START DATE:*  TARGETED COMPLETION DATE:*  ACTUAL COMPLETION DATE: 

CONTINUOUS LEARNING POINTS (CLP):

IDP Goal

GOAL NAME:*

DESCRIPTION:

The CES Intermediate Course offers leadership development and education to mid-level leaders, who by necessity are required to be more agile, innovative, and self-aware to effectively lead and care for personnel and manage assigned resources (AR 350-1, Dec 2017). The course focuses on educating the competencies and attributes for individuals serving in Functional Leader/Manager roles who are called upon to usually work with more complexity, more individuals, greater uncertainty and unintended consequences (ADRP 6-22, Aug 12).

NOTES:



The Goal Name and Description will automatically populate from the Course Search Recommendation page. The Goal will automatically populate the “My Current Goals” on IDP page.

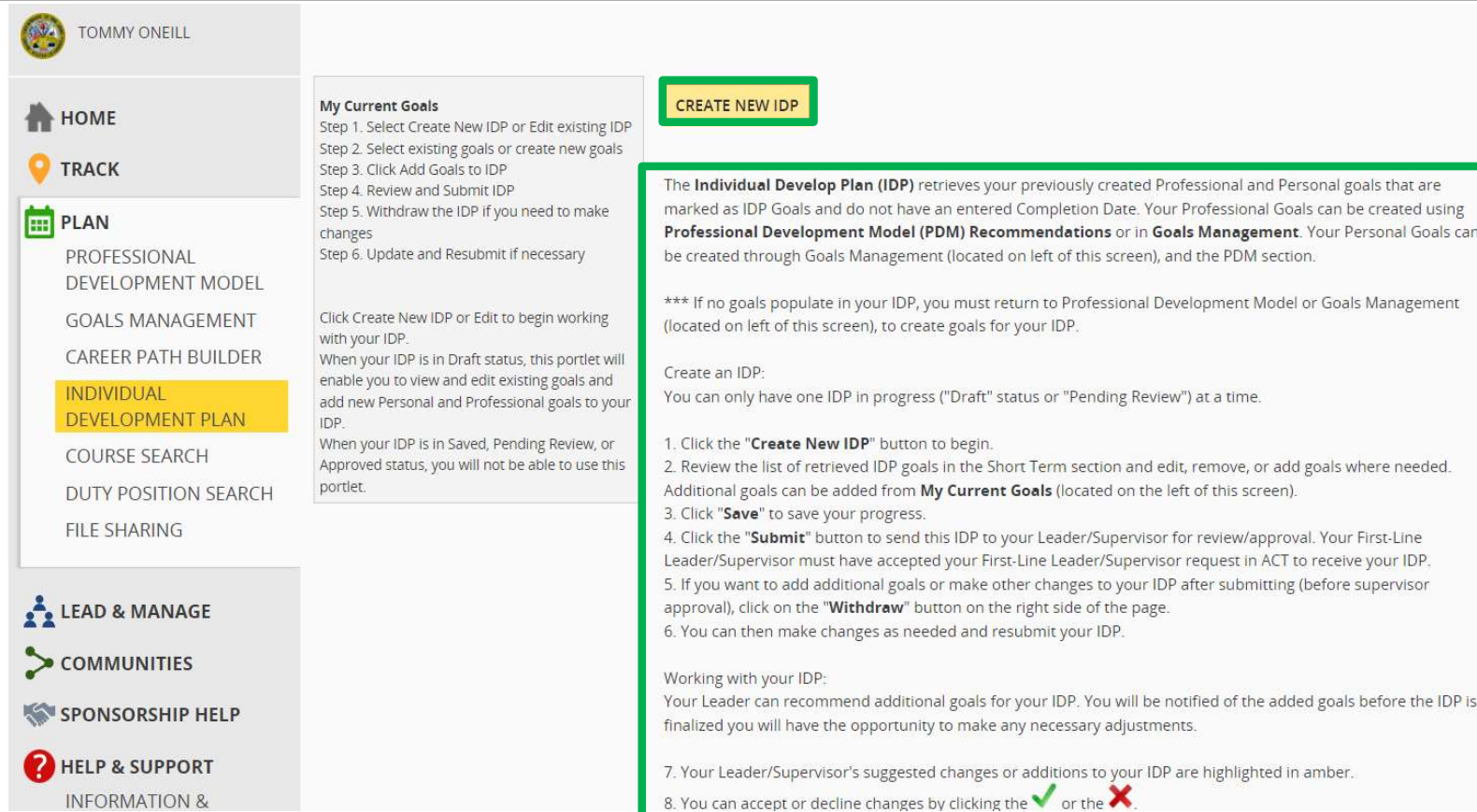
CREATE IDP



CREATE IDP

First Time IDP creation

This Page displays the IDP instructions for **First-Time** IDP creation **ONLY**. Step by Step process is provided below.



The screenshot shows the Army Career Tracker interface for creating an IDP. On the left is a navigation menu with categories: HOME, TRACK, PLAN, LEAD & MANAGE, COMMUNITIES, SPONSORSHIP HELP, and HELP & SUPPORT. The 'PLAN' section is expanded, showing options like PROFESSIONAL DEVELOPMENT MODEL, GOALS MANAGEMENT, CAREER PATH BUILDER, INDIVIDUAL DEVELOPMENT PLAN (highlighted), COURSE SEARCH, DUTY POSITION SEARCH, and FILE SHARING. The main content area is titled 'My Current Goals' and includes a 'CREATE NEW IDP' button. Below this is a detailed instruction box for creating an IDP, which includes a 6-step process and information about working with an IDP.

My Current Goals
Step 1. Select Create New IDP or Edit existing IDP
Step 2. Select existing goals or create new goals
Step 3. Click Add Goals to IDP
Step 4. Review and Submit IDP
Step 5. Withdraw the IDP if you need to make changes
Step 6. Update and Resubmit if necessary

Click Create New IDP or Edit to begin working with your IDP.
When your IDP is in Draft status, this portlet will enable you to view and edit existing goals and add new Personal and Professional goals to your IDP.
When your IDP is in Saved, Pending Review, or Approved status, you will not be able to use this portlet.

CREATE NEW IDP

The **Individual Develop Plan (IDP)** retrieves your previously created Professional and Personal goals that are marked as IDP Goals and do not have an entered Completion Date. Your Professional Goals can be created using **Professional Development Model (PDM) Recommendations** or in **Goals Management**. Your Personal Goals can be created through Goals Management (located on left of this screen), and the PDM section.

*** If no goals populate in your IDP, you must return to Professional Development Model or Goals Management (located on left of this screen), to create goals for your IDP.

Create an IDP:
You can only have one IDP in progress ("Draft" status or "Pending Review") at a time.

1. Click the "**Create New IDP**" button to begin.
2. Review the list of retrieved IDP goals in the Short Term section and edit, remove, or add goals where needed. Additional goals can be added from **My Current Goals** (located on the left of this screen).
3. Click "**Save**" to save your progress.
4. Click the "**Submit**" button to send this IDP to your Leader/Supervisor for review/approval. Your First-Line Leader/Supervisor must have accepted your First-Line Leader/Supervisor request in ACT to receive your IDP.
5. If you want to add additional goals or make other changes to your IDP after submitting (before supervisor approval), click on the "**Withdraw**" button on the right side of the page.
6. You can then make changes as needed and resubmit your IDP.

Working with your IDP:
Your Leader can recommend additional goals for your IDP. You will be notified of the added goals before the IDP is finalized you will have the opportunity to make any necessary adjustments.

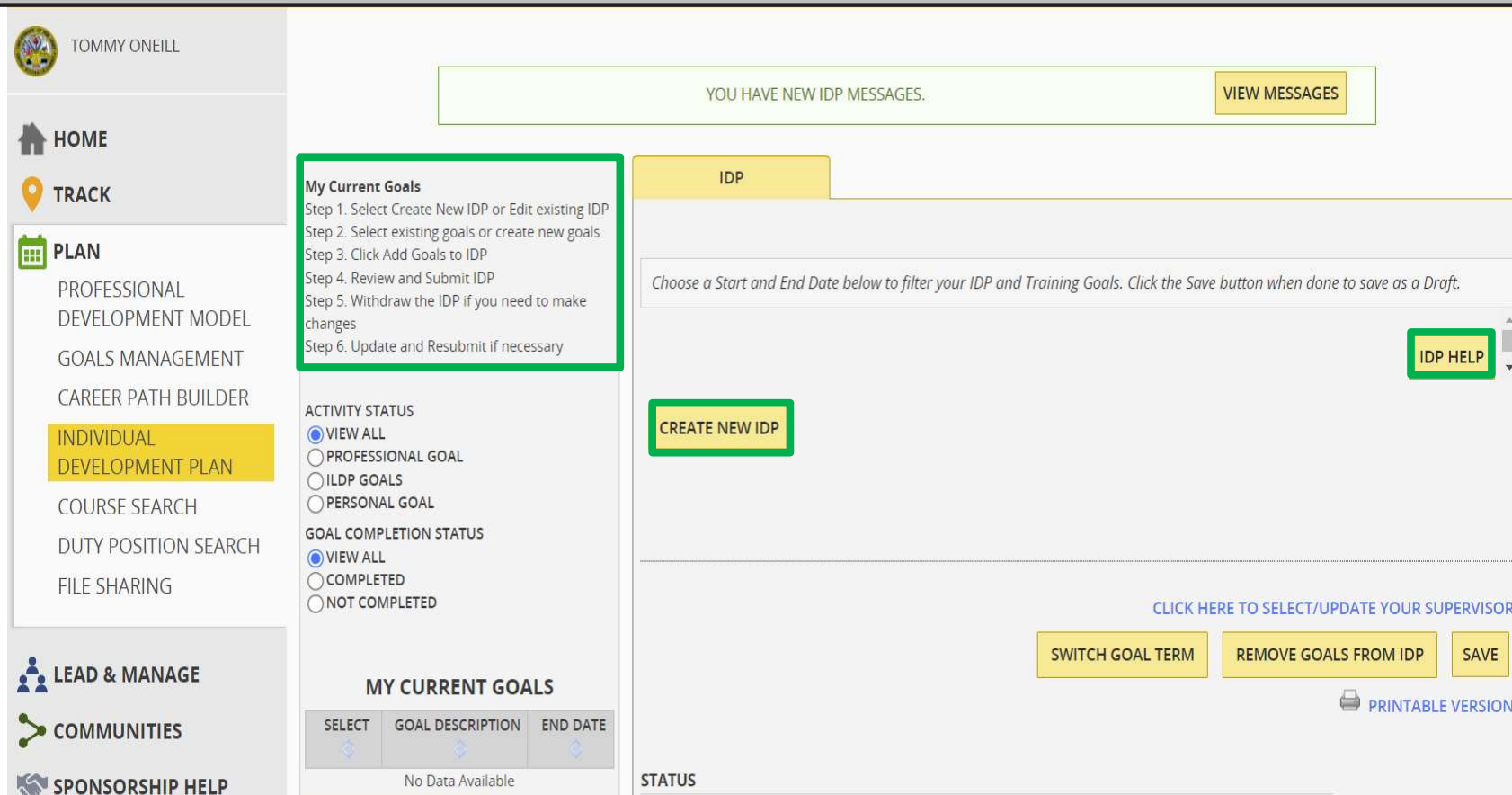
7. Your Leader/Supervisor's suggested changes or additions to your IDP are highlighted in amber.
8. You can accept or decline changes by clicking the **✓** or the **✗**.



Utilize the created IDP Goals to assist with a smooth transition to complete your IDP.

CREATE IDP

Select **CREATE NEW IDP** to begin IDP process. **Step by Step process** is provided below



My Current Goals
Step 1. Select Create New IDP or Edit existing IDP
Step 2. Select existing goals or create new goals
Step 3. Click Add Goals to IDP
Step 4. Review and Submit IDP
Step 5. Withdraw the IDP if you need to make changes
Step 6. Update and Resubmit if necessary

ACTIVITY STATUS
 VIEW ALL
 PROFESSIONAL GOAL
 ILDP GOALS
 PERSONAL GOAL

GOAL COMPLETION STATUS
 VIEW ALL
 COMPLETED
 NOT COMPLETED

MY CURRENT GOALS

SELECT	GOAL DESCRIPTION	END DATE
No Data Available		

CREATE NEW IDP

IDP HELP

VIEW MESSAGES

YOU HAVE NEW IDP MESSAGES.

Choose a Start and End Date below to filter your IDP and Training Goals. Click the Save button when done to save as a Draft.

[CLICK HERE TO SELECT/UPDATE YOUR SUPERVISOR](#)

SWITCH GOAL TERM **REMOVE GOALS FROM IDP** **SAVE**

PRINTABLE VERSION



Select **CREATE NEW IDP** to begin the IDP process. The Step-by-Step process highlighted in the “My Current Goals” section will assist with successfully completing your IDP. The **IDP Help** Button will also provide you with additional training material within the ACT Knowledge Base Training Community.

CREATE IDP (CONT.)



Select Goals from **“My Current Goals”**. Add Goals to IDP using **ADD GOALS TO IDP** Tab and select **SAVE**

MY CURRENT GOALS

SELECT	GOAL DESCRIPTION	END DATE
<input checked="" type="checkbox"/>	LEVEL 1 Certificate in A	31 Jul 2018
<input type="checkbox"/>	LEVEL 1 Certificate in A	30 Jun 2018
<input checked="" type="checkbox"/>	East Carolina University	26 May 2018
<input type="checkbox"/>	TCM-ATIS, Training Devel	13 Oct 2017

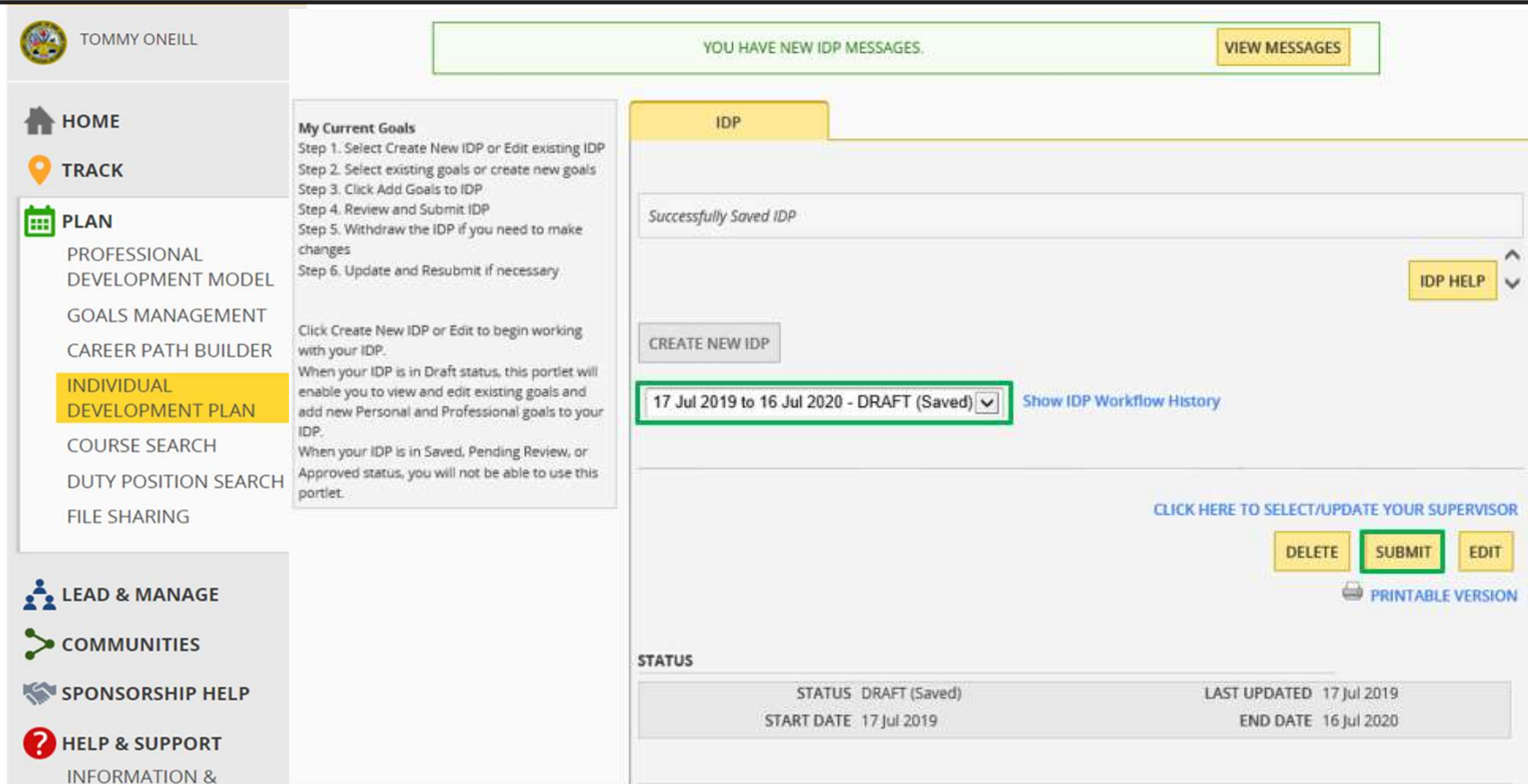
SHORT TERM IDP GOALS

SELECT	WARNING	GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	COURSE COST	TRAVEL COST
<input type="checkbox"/>		ETM: Executive Leadership Development Program	Professional			Short		29 Mar 2019		0.00	0.00
<input type="checkbox"/>		PMP	Professional			Short		24 May 2019		2000.00	0.00



To create an IDP, select the intended Goals from the **My Current Goals** section. Select the **ADD GOALS TO IDP** Tab to move goals to the IDP section on right side of page. The Goals can be moved from Short Term to Long Term (if needed), by checking the IDP Goal in the Short Term IDP section and then selecting the **SWITCH GOAL TERM** Tab. The Targeted Start Date and Targeted Completion Date needs to be added via the Calendar Selector (Blue Box). Ensure the Goals are within the IDP Date range, or an error will appear preventing the submission of the IDP until corrected. Select the **SAVE** Tab to save the IDP as a Draft before submission.

SUBMIT the IDP for Supervisor Approval



The screenshot shows the Army Career Tracker interface for submitting an Individual Development Plan (IDP). At the top, a green banner indicates "YOU HAVE NEW IDP MESSAGES" with a "VIEW MESSAGES" button. The user's name, TOMMY ONEILL, is displayed in the top left. A navigation sidebar on the left includes options like HOME, TRACK, PLAN, LEAD & MANAGE, and HELP & SUPPORT. The "PLAN" section is expanded, showing "INDIVIDUAL DEVELOPMENT PLAN" as the active option. The main content area features a "My Current Goals" section with a 6-step process. Below this, there are instructions for using the IDP in Draft or Saved status. A "CREATE NEW IDP" button is visible. A dropdown menu shows the selected IDP period: "17 Jul 2019 to 16 Jul 2020 - DRAFT (Saved)", with a "Show IDP Workflow History" link. At the bottom right, there are buttons for "DELETE", "SUBMIT", and "EDIT", along with a "PRINTABLE VERSION" link. A "STATUS" table at the bottom provides details for the current IDP.

STATUS	
STATUS	DRAFT (Saved)
START DATE	17 Jul 2019
LAST UPDATED	17 Jul 2019
END DATE	16 Jul 2020



Select **SUBMIT** to send IDP to the 1st Line Supervisor for Approval. Ensure the Supervisor is selected, or IDP will remain in DRAFT (Saved) status until Supervisor selection completed.

WITHDRAW / EDIT IDP (IF APPLICABLE)

IDPs may be **Withdrawn/Edited (or Deleted)** by the Employee until **Approved** by their Supervisor

TOMMY ONEILL

- HOME
- TRACK
- PLAN**
 - PROFESSIONAL DEVELOPMENT MODEL
 - GOALS MANAGEMENT
 - CAREER PATH BUILDER
 - INDIVIDUAL DEVELOPMENT PLAN**
 - COURSE SEARCH
 - DUTY POSITION SEARCH
 - FILE SHARING
- LEAD & MANAGE
- COMMUNITIES
- SPONSORSHIP HELP
- HELP & SUPPORT INFORMATION &

My Current Goals
 Step 1. Select Create New IDP or Edit existing IDP
 Step 2. Select existing goals or create new goals
 Step 3. Click Add Goals to IDP
 Step 4. Review and Submit IDP
 Step 5. Withdraw the IDP if you need to make changes
 Step 6. Update and Resubmit if necessary

Click Create New IDP or Edit to begin working with your IDP.
 When your IDP is in Draft status, this portlet will enable you to view and edit existing goals and add new Personal and Professional goals to your IDP.
 When your IDP is in Saved, Pending Review, or Approved status, you will not be able to use this portlet.

Development Program									
Program	Type	Duration	Start Date	Status	Count	Count	Count	Count	Count
PMP Bootcamp	Professional	Short	24 May 2019	Pending	2000	0	0	0	0
Mentorship Program	Professional		14 Feb 2020	Pending	0	0	0	0	0
Supervisor Development Course	Professional		03 May 2019	Pending	0	0	0	1	0
LEVEL 2 Certificate in Army Training and Education Systems	Professional	Short	20 Dec 2019	Pending	0	0	0	0	0

LONG TERM IDP GOALS

GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	STATUS	COURSE COST	TRAVEL COST	CONTINUOUS LEARNING POINTS
(Empty table body)											

DELETE SUBMIT WITHDRAW/EDIT

PRINTABLE VERSION

The IDP can be Withdrawn/Edited (or Deleted) at any time prior to Supervisor Approval. Once Edits are made, the IDP must be resubmitted to 1st Line Supervisor for Approval.

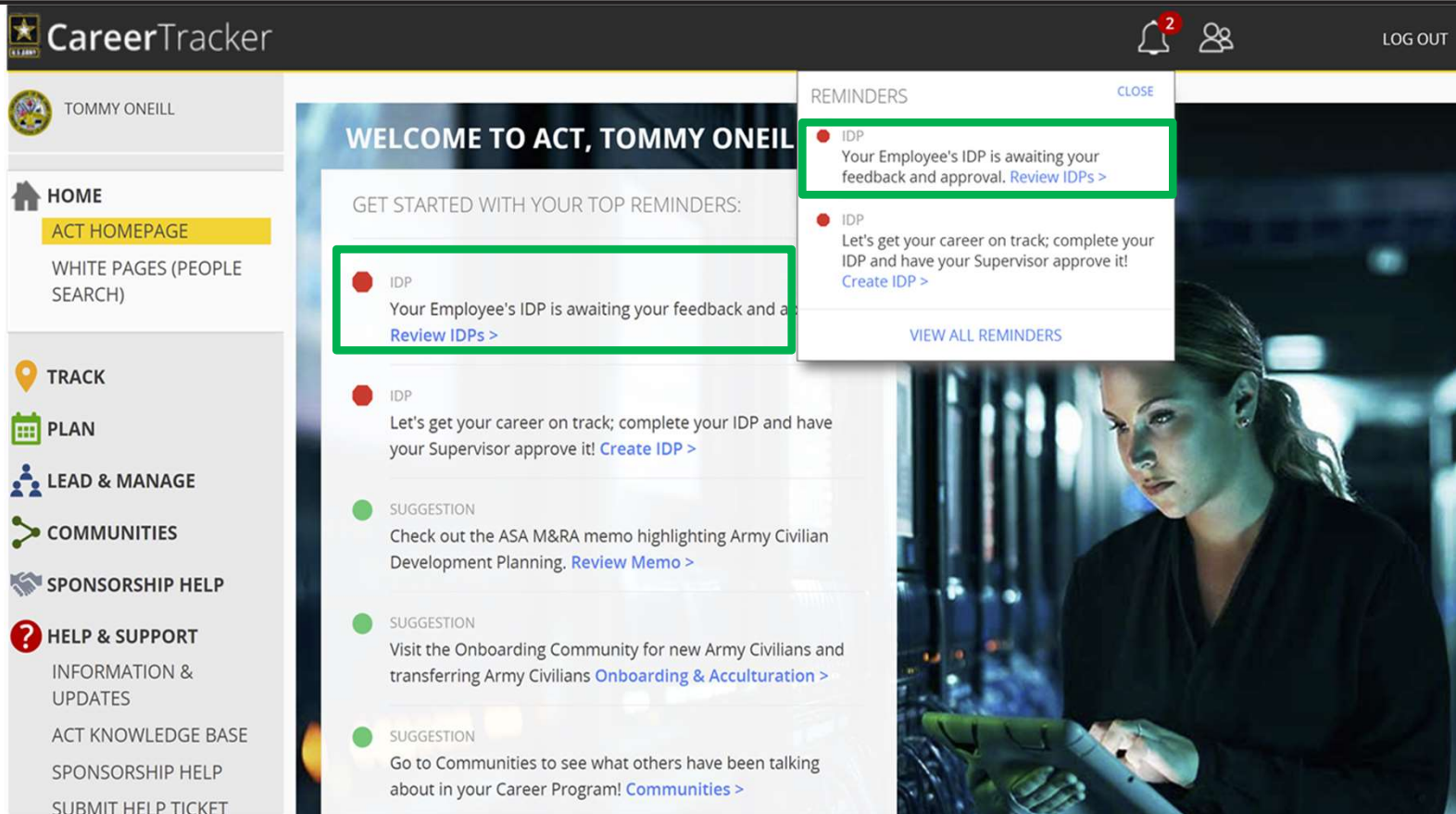
IDP APPROVAL



IDP APPROVAL

Supervisor Reviews and Approves Employee's IDP

Select the **REMINDERS** icon to view items. Select **REVIEW IDPs**



CareerTracker LOG OUT

TOMMY ONEILL

HOME
ACT HOMEPAGE
WHITE PAGES (PEOPLE SEARCH)

TRACK
PLAN
LEAD & MANAGE
COMMUNITIES
SPONSORSHIP HELP
HELP & SUPPORT
INFORMATION & UPDATES
ACT KNOWLEDGE BASE
SPONSORSHIP HELP
SUBMIT HELP TICKET

WELCOME TO ACT, TOMMY ONEILL

GET STARTED WITH YOUR TOP REMINDERS:

- IDP**
Your Employee's IDP is awaiting your feedback and approval. [Review IDPs >](#)
- IDP**
Let's get your career on track; complete your IDP and have your Supervisor approve it! [Create IDP >](#)
- SUGGESTION**
Check out the ASA M&RA memo highlighting Army Civilian Development Planning. [Review Memo >](#)
- SUGGESTION**
Visit the Onboarding Community for new Army Civilians and transferring Army Civilians [Onboarding & Acculturation >](#)
- SUGGESTION**
Go to Communities to see what others have been talking about in your Career Program! [Communities >](#)

REMINDERS CLOSE

- IDP**
Your Employee's IDP is awaiting your feedback and approval. [Review IDPs >](#)
- IDP**
Let's get your career on track; complete your IDP and have your Supervisor approve it! [Create IDP >](#)

[VIEW ALL REMINDERS](#)

*1st Line Supervisor receives an email notification and a reminder on the ACT Dashboard to Review and Approve the Employees IDPs. Select the **Review IDPs** hyperlink to go to Employees IDP Approval section.*

APPROVE IDP (CONT.)



Supervisor *Approves IDP*

TOMMY ONEILL

- HOME
- TRACK
- PLAN
- LEAD & MANAGE
 - DASHBOARD
 - SUBORDINATES
 - SUBORDINATE DETAILS
 - SUBORDINATE IDPS**
 - SUBORDINATE OML
 - RECOMMENDATION KIT
 - COMPLETION INPUT
- COMMUNITIES
- SPONSORSHIP HELP
- HELP & SUPPORT

MY EMPLOYEE IDPS

1-10 OF 14 PAGE 1 | 2 PREV | NEXT

NAME	SUBORDINATE LEVEL	STATUS	START DATE	END DATE	LAST UPDATED DATE
NEIL BARRON	1	PENDING REVIEW	16 Jun 2022	16 Jun 2023	16 Jun 2022
LAWSON CRAWFORD	1	APPROVED	14 Feb 2020	13 Feb 2023	14 Feb 2020
JOEL WILLIAMSON	1	APPROVED	17 Oct 2019	19 Oct 2020	17 Oct 2019
MAXIM ALVARADO	1	APPROVED	01 Oct 2019	30 Sep 2020	01 Oct 2019
NEIL BARRON	1	APPROVED	01 Jan 2019	31 Dec 2019	01 Jan 2019

SHOW: 5 | 10 | 20 | 50 | 100 | ALL PREV | NEXT

[Show IDP Workflow History](#)
APPROVE
REJECT
ADD GOALS
 Printer Friendly

STATUS

STATUS PENDING REVIEW	LAST UPDATED 17 Jul 2019
START DATE 17 Jul 2019	END DATE 16 Jul 2020

PERSONAL INFORMATION

NAME ROBERT JOHNSON	SSN XXX-XX-6056
ORGANIZATION HQ TRADOC	CAREER PROGRAM 32
JOB TITLE Chief, Training Development Division	JOB SERIES 1701
ASSIGNMENT START DATE 01 May 2008	PAY SCALE/GRADE GS-13

SHORT TERM IDP GOALS

GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION	ACTUAL COMPLETION	STATUS	COURSE COST	TRAVEL COST	CONTINUOUS LEARNING
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Select Employee with **PENDING REVIEW** status awaiting IDP approval. Select **APPROVE**. The approval status will appear in the IDP Status within the Career Dashboard. 1ST Line Supervisor will have visibility of the IDP Completion on the Dashboard.

EMPLOYEE APPROVED IDP



► Status after Supervisor *Approval*

NEIL BARRON

- HOME
- TRACK
- PLAN
 - PROFESSIONAL DEVELOPMENT MODEL
 - GOALS MANAGEMENT
 - CAREER PATH BUILDER
 - INDIVIDUAL DEVELOPMENT PLAN**
 - COURSE SEARCH
 - DUTY POSITION SEARCH
 - FILE SHARING
- COMMUNITIES
- SPONSORSHIP HELP
- HELP & SUPPORT
 - INFORMATION & UPDATES
 - ACT KNOWLEDGE BASE
 - SUBMIT HELP TICKET
 - FEEDBACK

YOU HAVE NEW IDP MESSAGES. [VIEW MESSAGES](#)

My Current Goals

Step 1. Select Create New IDP or Edit existing IDP
Step 2. Select existing goals or create new goals
Step 3. Click Add Goals to IDP
Step 4. Review and Submit IDP
Step 5. Withdraw the IDP if you need to make changes
Step 6. Update and Resubmit if necessary

Click Create New IDP or Edit to begin working with your IDP.
When your IDP is in Draft status, this portlet will enable you to view and edit existing goals and add new Personal and Professional goals to your IDP.
When your IDP is in Saved, Pending Review, or Approved status, you will not be able to use this portlet.

IDP

[CREATE NEW IDP](#)

16 Jun 2022 to 16 Jun 2023 - APPROVED [Show IDP Workflow History](#)

[IDP HELP](#)

[CLICK HERE TO SELECT/UPDATE YOUR SUPERVISOR](#)

[PRINTABLE VERSION](#)

STATUS

STATUS	APPROVED	LAST UPDATED	05 May 2023
START DATE	16 Jun 2022	END DATE	16 Jun 2023

NAME	NEIL BARRON	JOB TITLE	TRAINING INSTRUCTOR (REGIONAL STUDIES)	SERIES	1712
PAY SCALE/GRADE	GS-11	ORGANIZATION	USAJFK SPEC WARFARE CTR S	CP	32
ASSIGNMENT START DATE	09 Jan 2018				

SHORT TERM IDP GOALS

The Approval Status is visible along with the IDP information, once Supervisor Approves. The IDP can also be printed or saved.

IDP COMPLETION STATUS

IDP COMPLETION STATUS ON CAREER DASHBOARD

How IDP Status *Approved, Pending Review, Draft Saved, and Past Due* (Employee & Supervisor View)

NEIL BARRON

HOME

TRACK

- CAREER DASHBOARD**
- CAREER RECORD
- LEADERS & MENTORS
- MESSAGES
- REMINDERS

PLAN

COMMUNITIES

SPONSORSHIP HELP

HELP & SUPPORT

- INFORMATION & UPDATES
- ACT KNOWLEDGE BASE
- SUBMIT HELP TICKET
- FEEDBACK

BIOGRAPHICAL INFORMATION

BASIC INFORMATION	IMPORTANT DATES
NAME: NEIL BARRON	SERVICE COMPUTATION: 01 JUN 2015
GRADE: GS-11	SERVICE COMPUTATION RIF: 01 JUN 2012
CAREER PROGRAM: 32	APPRAISAL PERFORMANCE RATE DUE:
JOB SERIES: 1712	LAST SDC COMPLETION:
JOB TITLE: TRAINING INSTRUCTOR (REGIONAL STUDIES)	
ORGANIZATION: USAJFK SPEC WARFARE CTR 5	
UIC: W1E0AA	
EMAIL: NEIL.C.BARRON@DEV.ACT.COM	

CAREER INFORMATION

CES STATUS	IDP STATUS	PROFESSIONAL GOALS STATUS	CIVILIAN EDUCATION LEVEL & STATUS						
ADVANCED N/A	CAPPMS IDP	0 LATE GOALS	<table border="1"><thead><tr><th>DEGREE</th><th>DEGREE NAME</th><th>YEAR EARNED</th></tr></thead><tbody><tr><td>BACHELORS</td><td>PHYSICAL EDUCATION TEACHING AND COACHING</td><td>1993</td></tr></tbody></table>	DEGREE	DEGREE NAME	YEAR EARNED	BACHELORS	PHYSICAL EDUCATION TEACHING AND COACHING	1993
DEGREE	DEGREE NAME	YEAR EARNED							
BACHELORS	PHYSICAL EDUCATION TEACHING AND COACHING	1993							
INTERMEDIATE COMPLETE	TED IDP	4 GOALS IN PROGRESS							
BASIC COMPLETE	ACT IDP CURRENT APPROVED 18 APR 2025	0 COMPLETED GOALS THIS FISCAL YEAR							
FOUNDATION COMPLETE									

PEER COMPARISONS

MY PEER GROUP	HIGHEST CES LEVEL COMPLETED	HIGHEST EDUCATION LEVEL ACHIEVED
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Employees IDP Status on the Career Dashboard. The IDP Status are tracked as *Approved, Pending Review, Draft Saved, and Past Due*.

IDP COMPLETION TIPS



- Develop IDP Goals prior to starting IDP
- Goals Management is the Primary method to create IDP Goals
- Ensure IDP Goals are within the IDP Start and Completion Dates
- If there is an error (Warning Triangle), usually one or more of the Goal Dates are outside of the IDP Dates
- The Associated Course error (Warning Triangle), does not prevent the submission of the IDP
- Goals Management can be used to Edit/Change Goal Dates or IDP Goal
- 1st Line Supervisor selection is required to submit IDP for Approval
- 1st Line Supervisor must accept Employee's request to Approve IDP
- IDP End Date can only go out to 3 years from the IDP Start Date in ACT for Army Civilians

ACT IDP POCs



IDP POC: Mr. Pedro Canela pedro.l.canela.ctr@army.mil

ACT Program Manager: Mr. Tyrone Johnson tyrone.johnson6.civ@army.mil



Questions?



**Army
Career
Tracker**



ACT Help Desk Email:
[usarmy.jble.tradoc.mbx.hq-tradoc-incopd-act-
servicedesk@army.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-incopd-act-servicedesk@army.mil)

