


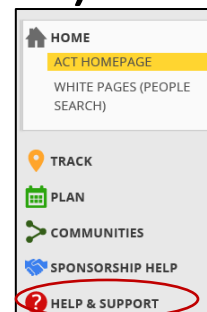
IMPORTANT: Please click this icon to verify/update your supervisor's information before submitting your IDP for supervisor approval.



 CareerTracker

Individual Development Plan (ENLISTED)

- (1) Create/access IDP: <https://actnow.army.mil>
- (2) Review IDP instructions below and/or :
- (3) Open IDP tutorial in new window:
<https://actnow.army.mil/actsims/ACT%202.0%20IDP%20-%20MIL/ACT%202.0%20IDP%20-%20MIL.swf>



To access, prepare, and submit your **Individual Development Plan (IDP)**, navigate to the left side of ACT and select the INDIVIDUAL DEVELOPMENT PLAN option under the **Plan** drop down menu.

If you have not already submitted an IDP, or if you do not have an IDP in Pending status awaiting Leader review, click on CREATE NEW IDP to begin the IDP process.

Select the START DATE using the calendar functionality. The END DATE automatically populates to one year in the future. Click SAVE to create and save your IDP draft at any time in the IDP process.

There are two types of goals that can be added to an IDP: **Personal Goals** and **Professional Goals**. Personal Goals are more free-form, and can be anything from obtaining a degree to running the Army 10 Miler. Professional Goals are more structured and are usually drawn from Leader or Mentor recommendations or from your PDM.

To create a Personal Goal, click CREATE PERSONAL GOAL at the bottom of the My Current Goals section of the page.

A popup window appears containing multiple fields to fill out. Enter a TARGET COMPLETION DATE, IDP GOAL TYPE, and SUBJECT. Leave the ACTUAL COMPLETION DATE blank for now – you can fill it in when your goal has been completed using the functions available in **Goals Management**.

Make sure to check the IDP GOAL checkbox in the GOAL popup window. Click SUBMIT to create your Personal Goal.

Adding a Professional Goal is similar to creating a Personal Goal, with one major difference – clicking on the CREATE PROFESSIONAL GOAL button on ACT’s IDP page directs you to your PDM. Navigate through the PDM offerings until you find a desired goal, and click CREATE PROFESSIONAL GOAL on the PDM page. This opens a popup similar to the one used to create a Personal Goal.

Make sure to fill out the required areas, such as TARGET COMPLETION DATE, IDP GOAL TYPE, and SUBJECT. Check the IDP Goal check box to make sure that it is available on your IDP.

The IDP page is divided into two sections: **My Current Goals** and **IDP Timeframe**. My Current Goals is a “holding area” for any goals that you marked for your IDP by clicking the IDP checkbox when the goal was created. To add a goal from My Current Goals to your IDP, click the checkbox next to the goal in My Current Goals, and then click the ADD GOAL TO IDP button. The page automatically refreshes and displays the goal in the IDP section of the page.

All goals added to the IDP appear in the **Short Term Goals** category by default. To change them to **Long Term Goals**, click the checkboxes next to any goals you would like to switch, and click SWITCH GOAL TERM in the Current Goals section of the page. This also works if you would like to select Long Term Goals and switch them to Short Term; however, you cannot perform Short and Long Term switches simultaneously. First, switch all of your Short Term Goals, and then switch Long Term goals.

When you have successfully entered all of your goals into your IDP, you may click the SUBMIT button at the bottom of the IDP section of the page to submit the IDP to your Leader. Once the IDP has been submitted, you are not allowed to make further changes until he or she accepts or rejects your IDP.

Your Leader reviews your IDP and sees if the goals, both Personal and Professional, are appropriate and attainable for the IDP’s time range. Leaders navigate to the IDP

section under the Lead & Manage primary navigation field. Leaders also receive a Reminder notification if a Subordinate has submitted an IDP for review. If your Leader agrees with your goals on your IDP, he or she clicks APPROVE.

If your Leader does not agree with the goals listed on your IDP, he or she can recommend additional goals by clicking ADD GOALS or CREATE RECOMMENDATION. The Leader fills out the following information:

- **PDM Category**
- **Goals**
- **Complete By**
- **Mark as IDP Checkbox**
- **Notes**

When the Leader has finished, he or she clicks SEND TO SUBORDINATE.

CLICK TO ACCESS
IDP QUICK
START GUIDE:

1 SAVE GOALS

- a) Create and save IDP Goals throughout ACT
- b) Review the Professional Development Model and Goals Management guides for more information on creating goals.

2 CREATE NEW IDP

- a) Click Create New IDP from the Individual Development Page.
- b) If you have an IDP in progress (either draft or submitted), you will not be able to click Create New IDP.

3 SET IDP TIMELINE

- a) Set your IDP Timeframe and review your IDP Goals.
- b) Timeframes may vary by organization, but are generally a year.

4 ADD GOALS TO IDP

- a) Add additional IDP Goals from My Current Goals.
- b) Click Create Personal Goal to type in your own goal or click Create Professional Goal to select a goal from an existing PDM Recommendation.
- c) Check the box next to the goal and click Add Goals to IDP.
- d) The added goal will move to the Short Term IDP Goals header.

5 REVIEW YOUR IDP

- a) Adjust Goal Terms as necessary by checking the box next to the goal(s) and clicking Switch Goal Term.
- b) Delete goals by checking the box next to the goal and clicking Remove Goals from IDP.

6 SUBMIT YOUR IDP

- a) Save and submit your IDP to your 1st Line Leader or Supervisor for review and approval.

ACT ALLOWS YOU TO...

- VIEW** All Career-Related Data in One Consolidated Place
- CREATE** Individual Development Plan (IDP)
- RECEIVE** Targeted Career & Training Recommendations from Leaders and Mentors
- TRACK** Goals in Your Individual Development Plan (IDP)
- PLAN** New Goals to Reach Professional & Personal Goals

Log into Army Career Tracker at <https://actnow.army.mil>

If the Leader wishes to reject your IDP, he or she clicks REJECT, fills out the notes section to alert you as to why your IDP has been rejected, and then clicks CONFIRM.

If your IDP has been approved, you will receive a notification.

If your IDP has been rejected, you must go back to the IDP page, create a new IDP, and re-submit it to your Leader.

If your Leader has suggested changes, the IDP is returned to you. When the IDP is returned, any changes that your Leader has made are highlighted. You have two

choices: click on the GREEN CHECKMARK to accept the change, or click on the RED X to reject the change.

When you have accepted or rejected your Leader's suggestions, click PROCESS CHANGES to send the IDP back to your Leader for re-approval. The approval process begins again, creating a dialogue between you and your Leader until you can both agree on an IDP that will be the best goal resource for your next year in the Army.

If you would like to track your IDP as it is exchanged between you and your Leader, click the IDP WORKFLOW option in order to view a timeline of the process.

The screenshot shows the Army Career Tracker website. At the top left is the 'CareerTracker' logo and a 'LOG IN' button. The main content is organized into several sections:

- ARMY CAREER TRACKER**: Track & Plan Your Career in One Place. Enhanced, Personalized Career Development. Includes a 'LOG IN NOW' button and a circular image of soldiers in a field.
- NAVIGATE YOUR CAREER.**: Follow the Professional Development Model (PDM). Build Your Personalized Career Path. Manage Your Career Goals. Search for Courses & Duty Positions. Collaborate with Your Leader.
- ARE YOU TRACKING?**: Join Over 1,000,000 Army Users. Create & Track Your IDP in ACT. Compare Progress to Your Peers'. Manage Your TASP & PCS Process. Follow Proponent News.
- BUILD & REFINE YOUR IDP.**: Create & Track Your IDP in ACT. Share & Collaborate with Your Leader. Includes a circular image of a man and a woman working at a computer.
- LEAD & MANAGE.**: Track Subordinate & Mentee Progress. Manage & Process Subordinate IDPs. Send Personalized Recommendations.
- ARMY-WIDE REPORTING.**: Range of Reports - PME, SSD / DLC, IDP, and more... Interactive Data Dashboards. Export Data to Excel.
- TOTAL ARMY SPONSORSHIP PROGRAM (TASP)**: PCS Smoothly. Manage Sponsorship Tasks. Includes a 'LOG IN NOW' button and a circular image of two soldiers talking.

CLICK TO ACCESS
Army Career
Tracker: