


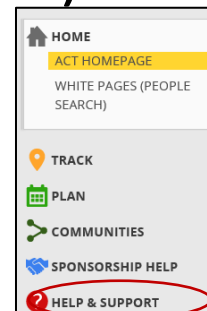
IMPORTANT: Please click this icon to verify/update your supervisor's information before submitting your IDP for supervisor approval.



 CareerTracker

Individual Development Plan (OFFICER)

- (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>



One of the most important things you must do in ACT is submit a yearly Individual Development plan (IDP). To access, prepare, and submit your IDP, navigate to the primary navigation on 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 and awaiting Leader review, click on CREATE NEW IDP to begin the IDP process.

Select the START DATE using the calendar functionality. Choose an END DATE using the same functionality. ACT recommends a timeline of a year for each IDP. Click SAVE to create and save your IDP draft, and then click EDIT to continue with the details.

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 IDP 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 by using the functions available in **Goals Management**.

Make sure to check the IDP GOAL checkbox in the GOAL popup window in order to have access to your IDP goal when editing your IDP itself. Add an ASSOCIATED COST, if applicable, and then click SUBMIT to create your Personal Goal.

Adding a Professional Goal is incredibly 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.

Again, 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 actual IDP page in ACT is divided into two sections: **Current Goal**, and **IDP**. Current Goals can be thought of as a holding area for any goals that you marked for your IDP by clicking the checkbox when the goal was created. To add a goal from Current Goals to your IDP, click the checkbox next to the goal in 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. In order 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 for best results.

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 in order to submit the IDP to your Leader. Once the IDP is in the Leader's hands, you are not allowed to make further changes.

Your Leader reviews your IDP and sees if the goals, both Personal and Professional, are appropriate and attainable for the IDP's time range. To do this, 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 all of the goals listed on your IDP, he or she can recommend additional goals by clicking **ADD GOALS**, or **CREATE RECOMMENDATION**. After this, the Leader fills out the following information:

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

When the Leader has finished, click **SEND TO SUBORDINATE**.

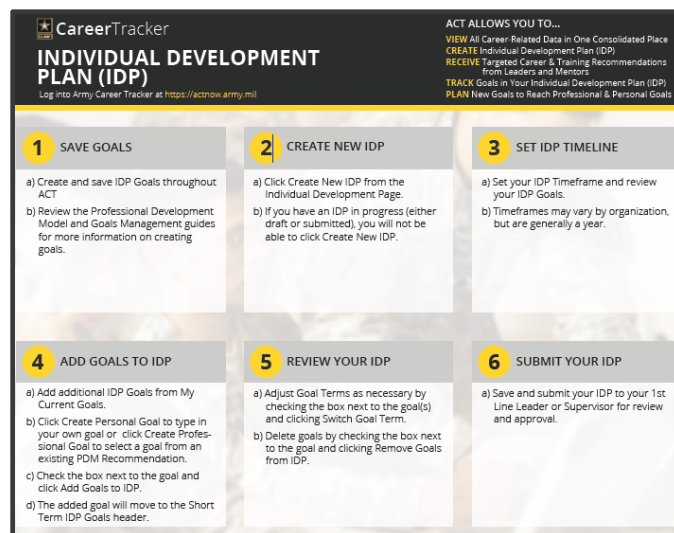

If the Leader wishes to reject your IDP, he or she clicks **REJECT**, fills out the notes section to alert you as to why your IDP has been rejected, and then clicks **CONFIRM**.

If your IDP has been approved, you receive a notification. If your IDP has been rejected, you must go back to the IDP page in ACT, create a new one, 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 made are highlighted in Amber. You have two choices at this point: **ACCEPT** the IDP change by clicking on the green checkmark, or **REJECT** the IDP change by clicking on the X.

When you have accepted or rejected your Leader's suggestions, click **PROCESS CHANGES** to send the IDP back to your Leader for re-approval. At this point, the approval process begins again, creating a dialogue between you and your Leader until you can both agree on an IDP that is 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.

CLICK TO ACCESS
IDP QUICK
START GUIDE:



CareerTracker
INDIVIDUAL DEVELOPMENT PLAN (IDP)
Log into Army Career Tracker at <https://actnow.army.mil>

ACT ALLOWS YOU TO...
VIEW All Career-Related Data in One Consolidated Place
CREATE Individual Development Plans (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

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.