



# Individual Development Plans

Scott Galbraith

Office: (270) 798-2687



Overall classification is  
**UNCLASSIFIED**



# Introduction

Agencies must create a culture that encourages, supports, and invests in the short- and long-term development of their employees. Employees' professional development should be an ongoing process to ensure employees are staying current—if not one step ahead—in their fields and mission-critical competencies. Planning for continuous development must be anchored to the agency's mission, goals, objectives, and needs, as well as be tied to the employee's work and career goals.





# Supports Regulatory Guidance

## Army Regulation 350-1:

- Individual Development Plans (IDPs) will be developed and updated annually for all Army Civilians
- Ensure education and training requirements are documented in employees' IDPs
- Army Career Tracker (ACT) is the Army's authoritative source for the IDP

## FTCKY 2015 Leader & Workforce Training Action Plan:

- Jointly develop an IDP with each employee within 30 days of the rating cycle end date or their entry into a new position
- Review and update IDPs during each performance counseling session and ensure the IDP is recorded and filed
- The annual performance appraisal is the primary means for determining employee training and development needs for effective performance.



# Competencies Defined

Competency-based Management (CBM): A systematic approach to evaluating and effectively aligning employee competencies with mission and job requirements

Competency: An (observable) measurable pattern of knowledge, abilities, skills, and other characteristics that individuals need in order to successfully perform their work

Core Competencies: A core competency is a certain knowledge, skill, and attitude that each person from an organization should have. Furthermore, core competencies are deeply rooted in the mission and vision of an organization

Functional Competencies: Technical specialty areas of knowledge, skills, abilities and other characteristics that are required by the position in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of position



# Roles and Responsibilities Matrix

## Employee

- Identify competencies, skills, and knowledge needed for current position
- Assess level of competence in relation to the competencies, skills, and knowledge required in their jobs
- Identify specific mission related and/or required training
- Identify personal/professional goals
- Create IDP in ACT and submit to supervisor
- Periodically assess progress toward reaching goals

## Supervisor

- Access competencies, skills, and knowledge needed for current position
- Ensure the alignment of employees' career goals and development needs support organization goals/objectives
- Indicate priority level for identified training needs
- Discuss and provide feedback on employees plan
- Approve IDP in ACT
- Periodically assess their progress toward reaching their goals



# IDP Tutorial



# Army Career Tracker (ACT)

UNCLASSIFIED



- Army Career Tracker (ACT) is the Army's authoritative source for the IDP
- System has upgraded to ACT 2.0
- The upgrade provides:
  - intuitive interface & easy navigation
  - two-way leader/subordinate selection
  - enhanced dashboards
  - redesigned professional development model
  - interactive career path builder
  - updated & improved knowledge base



# QUICK START GUIDE

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 Plan (IDP)

**RECEIVE** Targeted Career & Training Recommendations from Leaders and Mentors

**TRACK** Career Information & Goals

**PLAN** Career Paths with Professional & Personal Goals

Sign In

- ▶ Export PDF
- ▶ Create PDF
- ▶ Edit PDF
- ▶ Send Files
- ▶ Store Files

## 1 ACT HOMEPAGE & NAVIGATION



- a) Select your 1st Line Leader.
- b) View ACT news and updates on the **ACT HOMEPAGE**.
- c) Explore ACT 2.0 using the left hand navigation panel.
- d) Return to the **ACT HOMEPAGE** at any time by clicking the ACT logo in the upper left corner.

## 2 REMINDERS, LEADERS & MENTORS ICONS



- a) Review **REMINDERS** by clicking on the bell icon in the upper right corner.
- b) Take action by clicking GO.
- c) Review **LEADERS & MENTORS** requests by clicking on the people icon in the upper right of the header.
- d) Accept or Reject the request and type a comment to the sender.

## 3 REVIEW PROFILE INFORMATION



- a) From **LEADERS & MENTORS**, select additional Leaders/Mentors and Subordinates/Mentees.
- b) From **MESSAGES**, view messages and recommendations sent to you.
- c) Review your information on **CAREER DASHBOARD** and **CAREER RECORD**.

## 4 IDENTIFY & SAVE GOALS



- a) Establish your Army career goals in the **PROFESSIONAL DEVELOPMENT MODEL, COURSE SEARCH, and DUTY POSITION SEARCH**.
- b) Manage your ACT goals using **GOALS MANAGEMENT**.
- c) Visualize alternative career timelines with **CAREER PATH BUILDER**.

## 5 CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)



- a) Create and submit your IDP from the **INDIVIDUAL DEVELOPMENT PLAN**.
- b) Your 1st Line Leader will receive your submitted IDP and will be able to review, edit, and approve it.

## 6 STAY CONNECTED WITH COMMUNITIES



- a) Explore **COMMUNITIES** for the latest Proponent news and updates.
- b) Check out the Bookmarks for links to helpful external resources highlighted by the Proponent.



Mouse over and click **“LOG IN”**. Then select the appropriate sign in option to gain access

**Career Tracker** LOG IN

**ARMY CAREER TRACKER**  
Track & Plan Your Career in One Place. Enhanced, Personalized Career Development.

Army Career Tracker (ACT) is a leadership development tool that integrates training and education into one personalized, easy-to-use mobile device. Search for career opportunities, Army education and training resources, monitor their career development and receive personalized advice from their supervisor and Army leadership.

[LOG IN NOW](#)

**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.

**LEAD & MANAGE.**  
Track Subordinate & Mentee Progress.  
Manage & Process Subordinate IDPs.  
Send Personalized Recommendations.

**ARMY-WIDE REPORTING.**  
Range of Reports - PIV/E, SSD, IDP, and more...  
Interactive Data Dashboards.  
Export Data to Excel.

**TOTAL ARMY SPONSORSHIP PROGRAM (TASP)**  
PCS Smoothly.  
Manage Sponsorship Tasks.

[LOG IN NOW](#)

**Full Service Login**

If you are an Army Service Member, Army employee, or authorized Contractor, please login to ACT with your CAC to use all available ACT features and functionality.

If you are an Army Service Member, Army Employee, Joint Forces Leader, or authorized Contractor without a CAC, please visit the [Getting Your Common Access Card \(CAC\)](#) website.

**ACCEPT & LOGIN VIA CAC**

**Self Service Only Login**

If you are an Army user who does not have a CAC, please login to ACT using DSLogon. If you have questions about DSLogon or need to register for a DSLogon account, please visit the [DSLogon website](#).

Logging in with DSLogon is limited to self-service functionality only. ACT self-service login is for managing your personal records. Features for Leaders/Supervisors, Sponsorship Administration, Career Administrators or Staff Role must be completed with your CAC Login.

**ACCEPT & LOGIN VIA DSLOGON**

**DECLINE & CANCEL**

- SCOTT GALBRAITH
- HOME  
ACT HOMEPAGE
- TRACK
- PLAN**
- LEAD & MANAGE
- COMMUNITIES
- HELP & SUPPORT
  - INFORMATION & UPDATES
  - ACT KNOWLEDGE BASE
  - SUBMIT HELP TICKET
  - FEEDBACK

Click Plan to create an IDP



## WELCOME TO ACT 2.0!

We Made Some Improvements.  
Take a Look Around.

### WHAT'S NEW IN ACT 2.0?

- Intuitive Interface & Easy Navigation.
- Two-Way Leader/Subordinate Selection.
- Enhanced Dashboards.
- Redesigned Professional Development Model.
- Interactive Career Path Builder.
- Updated & Improved Knowledge Base.

SEE THE FULL LIST

### HOW TO USE ACT 2.0?

- Don't Worry, We've Got You Covered.
- [ACT 2.0 Quick Start Guide.](#)
- Read the [ACT 1.0 to 2.0 Index.](#)
- Browse the [ACT Knowledge Base.](#)



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HOME

TRACK

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

LEAD & MANAGE

COMMUNITIES

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



Click Individual Development Plan

## WHAT'S NEW IN ACT 2.0?

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- Two-Way Leader/Subordinate Selection.
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- Browse the [ACT Knowledge Base](#).

**ACT ALLOW YOU TO:**  
View all Career-related Issues from Career & Skill  
Check for updates on the ACT  
Request Support Center's Training Recommendations  
Track Career Information & Skills  
Track Career Information & Skills

**QUICK START GUIDE**

<p><b>1 ACT HOMEPAGE &amp; NAVIGATION</b></p> <ul style="list-style-type: none"> <li>Select your 1st and 2nd leader</li> <li>View ACT news and updates on the ACT HOMEPAGE</li> <li>Click on ACT 2.0 using the left hand navigation panel</li> <li>Return to the ACT HOMEPAGE at any time by clicking the ACT logo in the upper left corner</li> </ul>	<p><b>2 REMINDERS, LEADERS &amp; MENTORS ICONS</b></p> <ul style="list-style-type: none"> <li>Review REMINDERS by clicking on the bell icon in the upper right corner</li> <li>Review LEADERS &amp; MENTORS by clicking on the icon</li> <li>Request LEADERS &amp; MENTORS requests by clicking on the people icons in the upper right, either leader or subordinate</li> <li>Accept or reject the request and type a comment to the leader</li> </ul>	<p><b>3 REVIEW PROFILE INFORMATION</b></p> <ul style="list-style-type: none"> <li>View LEADERS &amp; MENTORS, send additional leader requests and subordinate reviews</li> <li>Review MESSAGES, view messages and recommendations sent to you</li> <li>Review your information on CAREER DASHBOARD and CAREER RECORD</li> </ul>
<p><b>4 IDENTIFY &amp; SAVE GOALS</b></p> <ul style="list-style-type: none"> <li>Identify and save your 1st and 2nd leader</li> </ul>	<p><b>5 CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)</b></p> <ul style="list-style-type: none"> <li>Identify and save your 1st and 2nd leader</li> </ul>	<p><b>6 STAY CONNECTED WITH COMMUNITIES</b></p> <ul style="list-style-type: none"> <li>Identify and save your 1st and 2nd leader</li> </ul>

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HOME

TRACK

PLAN

- PROFESSIONAL DEVELOPMENT MODEL
- GOALS MANAGEMENT
- CAREER PATH BUILDER

INDIVIDUAL DEVELOPMENT PLAN

- COURSE SEARCH
- DUTY POSITION SEARCH
- FILE SHARING

LEAD & MANAGE

COMMUNITIES

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

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 successfully deleted!

IDP HELP

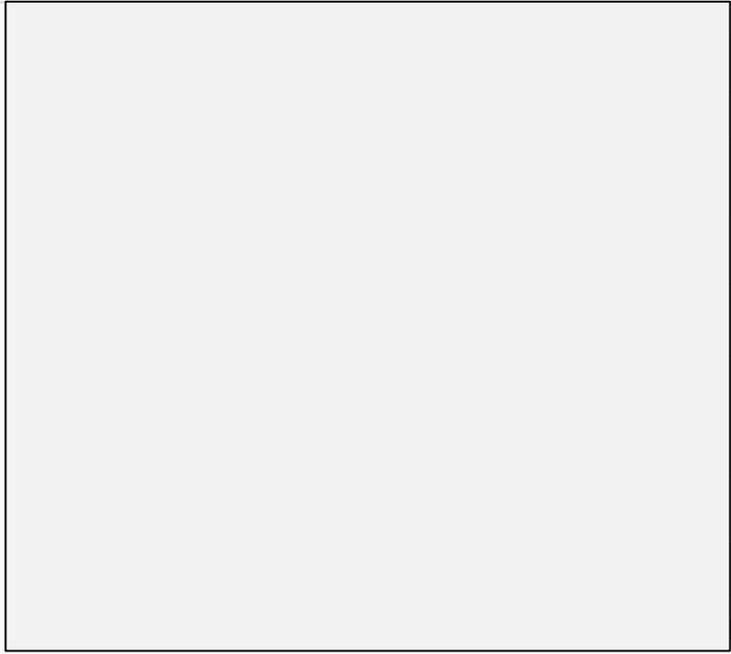
CREATE NEW IDP

Click create new IDP

26 Mar 2014 to 26 Mar 2015 - APPROVED

Show IDP Workflow History

PRINTABLE VERSION



PRINTABLE VERSION

- SCOTT GALBRAITH
- HOME
- TRAK
- PLAN
  - PROFESSIONAL DEVELOPMENT MODEL
  - GOALS MANAGEMENT
  - CAREER PATH BUILDER
  - INDIVIDUAL DEVELOPMENT PLAN
  - COURSE SEARCH
  - DUTY POSITION SEARCH
  - FILE SHARING
- LEAD & MANAGE
- COMMUNITIES
- 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  
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Step 4. Review and Submit IDP

- 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 PERSONAL GOAL](#)  
[CREATE PROFESSIONAL GOAL VIA PDM](#)  
[ADD GOALS TO IDP](#)

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.

[CREATE NEW IDP](#) [IDP HELP](#)

--- Archived IDPs --- [Show IDP Workflow History](#)

[SWITCH GOAL TERM](#) [REMOVE GOALS FROM IDP](#) [SAVE](#)

[PRINTABLE VERSION](#)

Always save your work as you build IDP

**1. Select Dates**

**STATUS**

STATUS	DRAFT	LAST UPDATED	
START DATE	21 Oct 2015	END DATE	31 Oct 2016

NAME SCOTT GALBRAITH    JOB TITLE TRAINING OFFICER    SERIES 0301  
PAY SCALE/GRADE GS-12    ORGANIZATION USA GARRSN FT CAMPBELL HQ    CP 32  
ASSIGNMENT START DATE 01 May 2015

**SHORT TERM IDP GOALS**  
 Select All Short Term Listed Goals

SELECT	WARNING	GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	COURSE COST	TRAVEL COST	STATUS
No Data Available												

**LONG TERM IDP GOALS**  
 Select All Long Term Listed Goals

SELECT	WARNING	GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	COURSE COST	TRAVEL COST	STATUS
No Data Available												

**2. Select Appropriate Goal**

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HOME

TRACK

PLAN

PROFESSIONAL DEVELOPMENT MODEL

GOALS MANAGEMENT

CAREER PATH BUILDER

INDIVIDUAL DEVELOPMENT PLAN

COURSE SEARCH

DUTY POSITION SEARCH

FILE SHARING

LEAD & MANAGE

COMMUNITIES

HELP & SUPPORT

INFORMATION & UPDATES

ACT KNOWLEDGE BASE

SUBMIT HELP TICKET

FEEDBACK

THE DA CIVILIAN PROFESSIONAL DEVELOPMENT MODEL

The Professional Development Model (PDM) provides a standardized framework and all-inclusive 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 Doctri

JOB SERIES: Job Series - 0301 - Miscellaneous Ac

GRADE: Grade - GS-12

RESET TO YOUR CURRENT CP/JOB SERIES

2 SELECT A CAREER PROGRESSION:

GS-12 GS-13

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

- KEY ASSIGNMENT
- KEY ASSIGNMENT
- COMPETENCIES
- LEADER DEVELOPMENT
- PROFESSIONAL DEVELOPMENT
- OCCUPATIONAL DEVELOPMENT
- ACADEMIC TRAINING
- CERTIFICATIONS
- MANDATORY TRAINING
- FROM LEADERS & MENTORS

EMAIL PDM ADMINISTRATOR FOR CAREER PROGRAM 32

MANUALLY CRE

P 32 JOB SERIES 0301 PAYPLAN GS

COMPLETED & IN-PROGRESS

CAREER-CONDITIONAL APPOINTMENT	04 AUG 2008
PROMOTION	20 MAY 2012
PROMOTION	03 NOV 2013
REASSIGNMENT	28 JUN 2015

PDM RECOMMENDATIONS

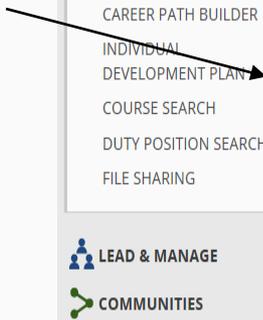
Currently Viewing PDM Recommendations for... CIVILIAN | CAREER PROGRAM 32 | JOB SERIES 0301 | GRADE GS-13 | KEY ASSIGNMENT Updated as of 27 Mar 2014

DESCRIPTION:

There are no recommended assignments to display for this Career Program and Pay Plan / Pay Grade.

ADD AS GOAL

Select A PDM



Select Career Progression



Select PDM Category



Select as needed: Select Recommendation in each and "Add As Goal"

- DEVELOPMENT PLAN
- COURSE SEARCH
- DUTY POSITION SEARCH
- FILE SHARING
- LEAD & MANAGE
- COMMUNITIES
- HELP & SUPPORT
  - INFORMATION & UPDATES
  - ACT KNOWLEDGE BASE
  - SUBMIT HELP TICKET
  - FEEDBACK

CAREER PROGRAM:  
29 - Installation Management

JOB SERIES:  
Job Series - 0301 - Miscellaneous Ac

GRADE:  
Grade - GS-12

RESET TO YOUR CURRENT CP/JOB SERIES

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

PROFESSIONAL DEVELOPMENT

- EMAIL PDM ADMINISTRATOR FOR CAREER PROGRAM 29
- MANUALLY CREATE GOAL
- PRINTABLE CAREER MAP FOR CP 29 JOB SERIES 0301 PAYPLAN GS

COMPLETED & IN-PROGRESS

CAREER-CONDITIONAL APPOINTMENT	04 AUG 2008
PROMOTION	20 MAY 2012
PROMOTION	03 NOV 2013
REASSIGNMENT	28 JUN 2015

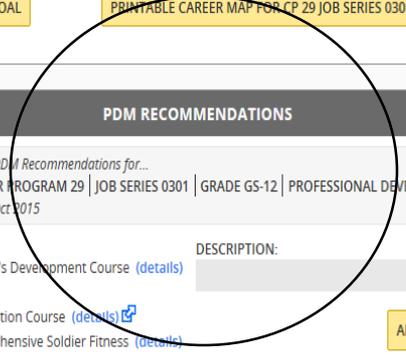
PDM RECOMMENDATIONS

Currently Viewing PDM Recommendations for...  
CIVILIAN | CAREER PROGRAM 29 | JOB SERIES 0301 | GRADE GS-12 | PROFESSIONAL DEVELOPMENT  
Updated as of 21 Oct 2015

DESCRIPTION:

- Action Officer's Development Course (details)
- AMSC Foundation Course (details)
- Army Comprehensive Soldier Fitness (details)
- \*Note: CP29 development candidates obtain additional Professional Development within their assigned career specialty
- Accept developmental assignments as opportunities as applicable (IMCOM Developmental Assignment Program)
- Army Congressional Fellowship Program (details)
- Basic Communication Skills (details)
- Business Analysis
- Cost Benefit Analysis
- Effective Army Writing
- How Installation Management Runs
- LSS Black Belt
- LSS Green Belt
- Management Analysis
- National Security Professional (DoD Suite of Courses)
- ORSA Familiarization
- PPBE Army
- Project Management
- Report Writing (details)
- Training with Industry

ADD AS GOAL



Select a recommendation & click Add As Goal

### CREATE OR MODIFY GOAL / EVENT

#### CREATE A PROFESSIONAL GOAL

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

CONTINUOUS LEARNING POINTS (CLP):

IDP Goal **Select a target start and completion date**

IDP Goal Range **Select IDP Goal and Range**

Short  Mid  Long

ACTEDS Priority:  **Select Priority**

Associated Cost

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

**Click save at bottom of page**

CLOSE

- LEAD & M
- COMMUN
- HELP & S
- INFORMA
- UPDATES
- ACT KNO
- SUBMIT F
- FEEDBAC

PLAN GS

MENT

AS GOAL

- Professional Development Assignments
- opportunities as applicable (IMCOM Developmental Assignment Program)
- Army Congressional Fellowship Program (details)
- Basic Communication Skills (details)
- Business Analysis
- Cost Benefit Analysis
- Effective Army Writing
- How Installation Management Runs
- LSS Black Belt
- LSS Green Belt
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- National Security Professional (DoD Suite of Courses)
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HOME

TRACK

PLAN

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

Select IDP

LEAD & MANAGE

COMMUNITIES

HELP & SUPPORT

- INFORMATION & UPDATES
- SUBMIT HELP TICKET
- FEEDBACK

Select current goal and add goal to IDP

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

- ACTIVITY STATUS
- VIEW ALL
  - PROFESSIONAL GOAL
  - ILDP GOALS
  - PERSONAL GOAL
- GOAL COMPLETION STATUS
- VIEW ALL
  - COMPLETED
  - NOT COMPLETED

MY CURRENT GOALS

1-1 OF 1 PAGE 1 PREV | NEXT

SELECT	GOAL DESCRIPTION	END DATE
<input type="checkbox"/>	LSS Black Belt	21 Mar 2016

- SHOW: 5 | 10 | 20 | 50 | 100 | ALL
- [CREATE PERSONAL GOAL](#)
- [CREATE PROFESSIONAL GOAL VIA PDM](#)
- [ADD GOALS TO IDP](#)

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.

[IDP HELP](#)

[CREATE NEW IDP](#)

--- Archived IDPs --- [Show IDP Workflow History](#)

[SWITCH GOAL TERM](#) [REMOVE GOALS FROM IDP](#) [SAVE](#)

[PRINTABLE VERSION](#)

STATUS

STATUS DRAFT LAST UPDATED  
START DATE DD Mmm YYYY END DATE DD Mmm YYYY

NAME SCOTT GALBRAITH JOB TITLE TRAINING OFFICER SERIES 0301  
PAY SCALE/GRADE GS-12 ORGANIZATION USA GARRSN FT CAMPBELL HQ CP 32  
ASSIGNMENT START DATE 01 May 2015

SHORT TERM IDP GOALS

Select All Short Term Listed Goals

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**Here you will see goals that were selected. Select the radio button and click add to IDP at bottom of screen.**

**Once complete, click save**

SCOTT GALBRAITH

HOME

TRACK

PLAN

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

LEAD & MANAGE

COMMUNITIES

HELP & SUPPORT

- INFORMATION & UPDATES
- ACT KNOWLEDGE BASE
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YOU HAVE NEW IDP MESSAGES. VIEW MESSAGES

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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.

Successfully Saved IDP

IDP HELP

CREATE NEW IDP

22 Oct 2015 to 31 Oct 2016 - DRAFT (Saved) [Show IDP Workflow History](#)

Select submit. This will send IDP to your supervisor

DELETE
SUBMIT
EDIT

PRINTABLE VERSION

**STATUS**

STATUS DRAFT (Saved)	LAST UPDATED 22 Oct 2015
START DATE 22 Oct 2015	END DATE 31 Oct 2016

NAME SCOTT GALBRAITH	JOB TITLE TRAINING OFFICER	SERIES 0301
PAY SCALE/GRADE GS-12	ORGANIZATION USA GARRSN FT CAMPBELL HQ	CP 32
ASSIGNMENT START DATE 01 May 2015		

**SHORT TERM IDP GOALS**

GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	STATUS	COURSE COST	TRAVEL COST
LSS Green Belt	Professional			Mid	3 - Moderate	15 Feb 2016		Pending	0	0
LSS Black Belt	Professional			Mid	3 - Moderate	21 Mar 2016		Pending	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
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>										

DELETE
SUBMIT
EDIT

- SCOTT GALBRAITH
- HOME
- TRACK
- PLAN
- LEAD & MANAGE
  - DASHBOARD
  - SUBORDINATES
  - SUBORDINATE DETAILS
  - SUBORDINATE IDPS
  - MANDATORY REQUIREMENTS INPUT
- COMMUNITIES
- HELP & SUPPORT
  - INFORMATION & UPDATES
  - ACT KNOWLEDGE BASE
  - SUBMIT HELP TICKET
  - FEEDBACK

IDP HELP

IDP Status Name  
View All

MY EMPLOYEE IDPS

1-5 OF 5 PAGE 1 PREV | NEXT

NAME	STATUS	START DATE	END DATE	LAST UPDATED DATE
<a href="#">EVAN CALDWELL</a>	PENDING REVIEW	26 Aug 2015	31 Dec 2016	21 Oct 2015

**Supervisor will receive an email that IDP was submitted.**

**EVAN CALDWELL submitted an Individual Development Plan (IDP) for your review in Army Career Tracker (ACT). To view and approve/reject this IDP, please log into ACT at <https://actnow.army.mil>. Please go to SUBORDINATE IDPS under LEAD & MANAGE and click on the individuals name to view the submitted IDP.**

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

SITE MAP

- [Home](#)
- [Track](#)
- [Plan](#)
- [Lead & Manage](#)
- [Communities](#)

HELP & SUPPORT

- [Information & Updates](#)
- [Knowledge Base](#)
- [Submit a Help Ticket](#)
- [Feedback](#)

HELPFUL ARMY LINKS

- [TRADOC Website](#)
- [Enterprise Email](#)
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# Summary

**SUMMARY:** If the IDP is followed closely, you will see that there is no definite end; this is a lifelong learning experience. As you implement the plan, the employee moves closer to their goals and identify new needs and possibly more defined goals.

The employee is acquiring the experiences, knowledge, and competencies they will need to fulfill their full potential and increase their effectiveness and performance within the YOUR ORGANIZATION and the United States Army.