Individual Development Plan (IDP)

https://actnow.army.mil/wikis/home?lang=en-us

1. Log into **Army Career Tracker (ACT)** https://actnow.army.mil/
2. Navigate to the primary navigation on the left side of **ACT**.
    1. Goals Management is where goals from old IDPs and goals you select in **PDM** are hung. You can later select into IDP.
    2. Career Path Builder is a timeline to help visually look at the training and tasks.
    3. Course Search is a way of finding (funded or fundable) classes for Army development. Still need to check to ensure DRE CEUs.
    4. Duty Position Search is like USA Jobs but as a wish list.
    5. File Sharing is for working together with others.
3. **Professional Development Model (PDM)** which is like a wish list for goals. Goals are suggested based on your PD.
    1. You can "shop" in **PDM** at anytime without changing your IDP.
    2. The goals will appear in IDP when you click "IDP Goal" or add when in IDP.
4. Select the **INDIVIDUAL DEVELOPMENT PLAN (IDP)** option under the **Plan** drop down menu.
    1. If you have not already submitted an **IDP**, or if you do not have an **IDP** in Pending Status, click on CREATE NEW **IDP**.
    2. Select the START DATE and END DATE using the calendar functionality. You can select any length of time, but a year is normal.
    3. Click SAVE to create and save your **IDP** draft, and then click EDIT to continue with the details.
    4. There are two types of goals that can be added to an **IDP**: **Personal Goals**, and **Professional Goals**.
        1. Personal Goals are more free-form, and can be anything from obtaining a degree to running the Army 10 Miler.
        2. Professional Goals are more structured and are from **Leader** or **Mentor** recommendations or from your **PDM**.
5. To create a Personal Goal, click CREATE PERSONAL GOAL at the bottom of the **IDP** page.
    1. A popup window appears containing multiple fields to fill out.
    2. Enter a TARGET COMPLETION DATE, **IDP** GOAL TYPE, and SUBJECT.
    3. 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.
    4. 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. Civilian users have the option to add an ASSOCIATED COURSE/CLASS. Click on this button if you would like to associate a course, and then select the course from the available options. Finally, click SUBMIT to create your Personal Goal.
6. 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**.
    1. 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.
    2. 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**.
    3. Track Continuous Learning Points (CLPs) by entering in the appropriate number of points associated with the Professional Goal. You may also associate a course with a Professional Goal in the same way you would with a Personal Goal.
    4. When you "Associate a Course/Class" the ALMS/ATRRS normally are paid for by Army central fund.
    5. To add Army DRE Training, click "Manually Create Goal."
7. The actual **IDP** page in **ACT** is divided into two sections: **Current Goal**, and **IDP**.
    1. 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.
    2. 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.
8. All goals added to the **IDP** appear in the **Short Term Goals** category by default.
    1. 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.
    2. 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.
9. As you build **IDP**, click SAVE occasionally so that **ACT** does not time out on you. Click EDIT to work more. Click UPDATE to save changes.
10. 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.
    1. Once the **IDP** is in the Leader's hands, you are not allowed to make further changes.
    2. Your Leader reviews **IDP** and sees if the goals are appropriate and attainable for the **IDP**'s time range.
    3. To do this, Leaders navigate to the **IDP** section under the Lead & Manage primary navigation field.
    4. Leaders also receive a Reminder notification if a Subordinate has submitted an **IDP** for review.
    5. If your Leader agrees with your goals on your **IDP**, he or she clicks APPROVE.
    6. 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. After this, the Leader fills out the following information:
    7. When the Leader has finished, he or she clicks SEND TO SUBORDINATE.
    8. 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.
11. If your **IDP** has been approved, you receive a notification.
12. 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.
    1. If your Leader suggests changes, the **IDP** is returned to you. When the **IDP** is returned, your Leader's changes are highlighted. You have two choices: ACCEPT the **IDP** change by clicking on the checkmark, or REJECT the **IDP** change by clicking on the X.
    2. 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 restarts, creating a dialogue between with your Leader until you can both on an **IDP** that is the best goal resource for your next year in the Army.
13. To track **IDP** as it is exchanged between you and your Leader, click the **IDP** WORKFLOW option in order to view a timeline of the process.