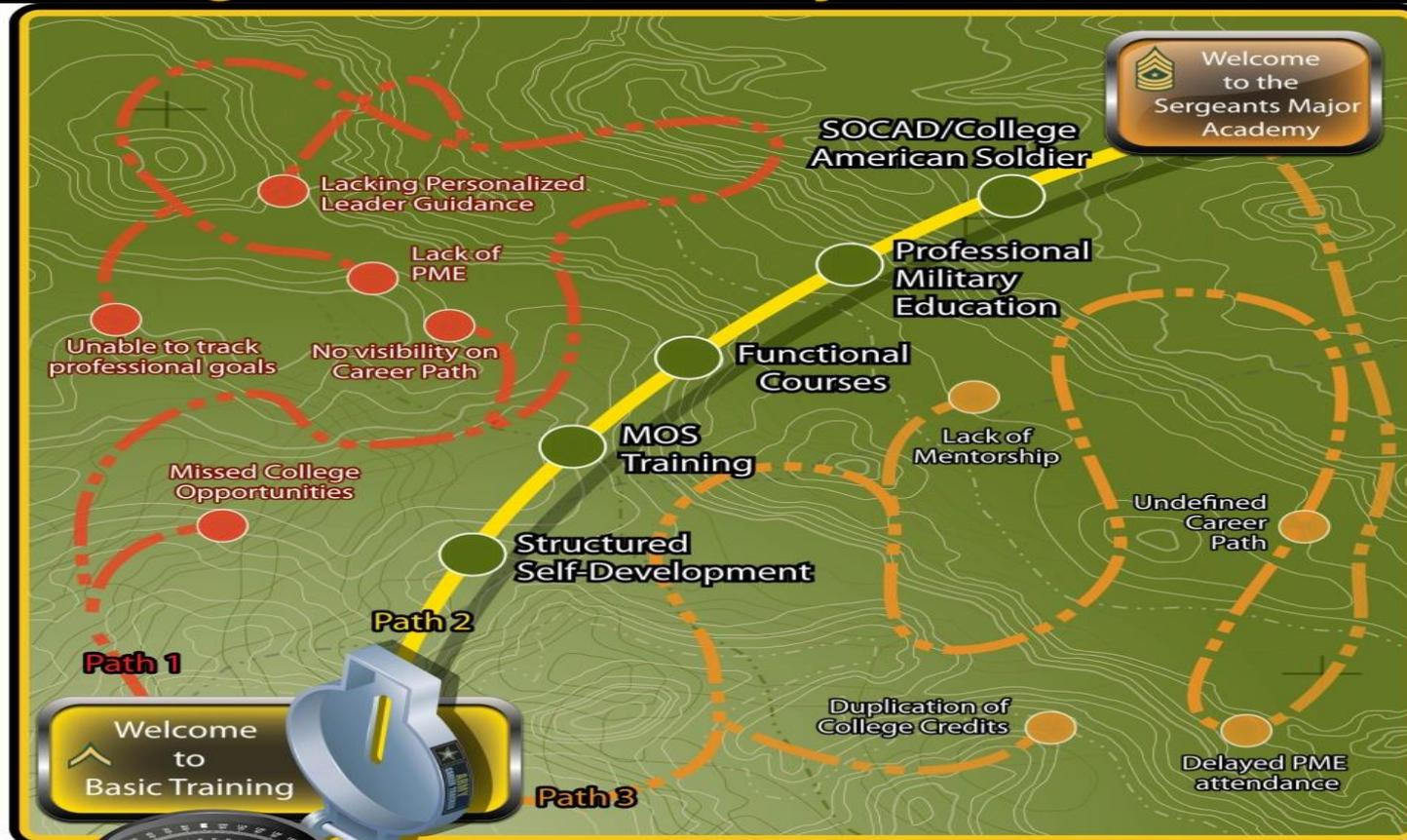




Individual Development Plan



Navigate the New Army Career Tracker



Army Career Tracker (ACT) is the leadership development compass that will guide you from Basic Training to the Sergeants Major Academy. ACT will consolidate and organize data from the Army's existing training, education, and experiential learning systems into a single, interactive, and easy to use portal. ACT will enable Enlisted Soldiers, Officers, Civilians and their Leaders to view a common training picture and act on the information. For questions contact the ACT Team at act.now@us.army.mil

ACT is Coming... Get on the Right Path!



ACT Complements the IDP Process



- The framework to create an Individual Development Plan (IDP) - a standardize template to create plans for action
- Provides a means for a cross-functional approach which integrates Soldiers personal and professional development
- Creates positive learning environments at all levels to support the Lifelong Learning Strategy

Step 1. Log in to Army Career Tracker: <https://actnow.army.mil>

Step 2. Select your Leader/Rater

Step 3. Accept the FERPA Agreement

Step 4. Go to the “IDP” Tab

See “Creating an IDP” Reference Guide



Leader Linkup

Your Leader should be your First Line Leader/Rater

You must choose a **First Line Leader/Rater** before you can continue to use ACT.

Select: Leader Mentor

Select: Civilian Supervisor Military Leader

First choose a Leader by Selecting "Civilian Supervisor" or "Military Leader"

Search:

Rank MOS Last Name * First Name
All Ranks All MOS

SEARCH

Select "Rank", "MOS", or "Last Name" and click "Search"

Disclaimer: You are sending a request to add an ACT Leader or Mentor(s). Once the individual accepts your request they will have access to your personal ACT information. This information includes your training, education, experiential learning and biographically related data. Aside from personal goals or events that you choose to mark as private, your Leader and/or Mentor(s) will have access to your complete ACT information.

SEND



FERPA Agreement

FERPA STUDENT CONSENT FORM FOR ACCESS TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. The Army Continuing Education System, Army Career Tracker System, Leaders and Mentors are considered third parties under FERPA and cannot access student records without prior written consent. Students may complete and submit this form to allow the release of educational records (or personally identifiable information contained therein) to specified third parties.

By digitally signing this form, I consent to the following:

Release of all education records currently held by Army Continuing Education System for use by Headquarters, U.S. Army Training and Doctrine Command, Army Career Tracker Office, Fort Monroe, VA 23651 for use as part of the Army Career Tracker System; and

Release of all education records, obtained by Headquarters, U.S. Army Training and Doctrine Command, Army Career Tracker Office, Fort Monroe, VA 23651, for use by U.S. Army Leaders and Mentors I will identify within the Army Career Tracker System for the purpose of assisting me in developing leadership capabilities through training, education and experiential learning.

Educational records are, "those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution." 20 U.S.C. 1232g(a)(4)(A)

The education records to be released will include the following academic information (Grades, GPA, Registration, Academic Progress, Schedule of Classes and Enrollment Status).

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any educational records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by contacting ACT.

I Agree

I Decline



Creating a New IDP



Home My Planner My IDP

ACT >> SOLDIER >> My IDP

My Notices

Career
3 Unread
[Identify Mentor \(s\)](#) -Sent on 16 Jan 2012 by SGT Seth Cooper
[Schedule monthly meetings with me.](#) -Sent on 16 Jan 2012 by SGT Seth Cooper
[ACT Leader Request Accepted](#) -Sent on 16 Jan 2012 by Army Career Tracker

Training
0 Unread
[Complete SSD-1](#) -Sent on 19 Jan 2012 by SGT Seth Cooper

[View All](#)

My Leaders (?)

SGT Seth Cooper (Leader) [Change](#)
[Leader/Mentor Link-Up](#)

My Resources (?)

[Enroll in Structured Self Development \(SSD\)](#)
[US Army Human Resources Command](#)
[Personnel Electronic Records Management System \(PERMS\)](#)
[Assignment Satisfaction Key \(ASK\)](#)
[College of the American Soldier \(CAS\)](#)

--- Archived IDPs ---

Draft Published

IDP TIMEFRAME

Start Date

End Date DD Mmm YYYY

Select IDP Start Date

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	
5	6	7	8	9	10	11

Today

PERSONAL INFORM

Name
UIC
MOS
MOS Description
Equipment

xxx-xx-9950
PRIVATE
Fort Gordon

SHORT TERM IDP GOALS

Goal Description	Activity Type	IDP Goal Type	Targeted Completion	Actual Completion Date	Status
VI EQUIPMENT OPERATOR-MAINTAINER					Pending
COMPUTER DETECTION SYSTEMS REPAIRER (R)					Pending

LONG TERM IDP GOALS

Goal Description	Activity	Targeted Completion	Status

INSTITUTIONAL TRAINING HISTORY

Title	Status	Delivery method	Completion Date
An Introduction to the Space Environment	Unsuccessful	Web Based Training	

Annotations:

- You must select a "Start Date" for your IDP to set the IDP timeframe
- Your "End Date" will automatically be a year (minus one day) from your Start Date
- Your IDP will include "Short Term IDP Goals"
- Your IDP will include "Long Term IDP Goals"
- Your IDP will include "Institutional Training History"



Save "My IDP"



SOLDIER CAREER RESOURCES SEARCH ACT EVALUATION

Home My Planner My Activities My Career Explore My Career My IDP

ACT >> SOLDIER >> My IDP

My Notices

Career
3 Unread
[Identify Mentor \(s\)](#) -Sent on 16 Jan 2012 by SGT Seth Cooper
[Schedule monthly meetings with me.](#) -Sent on 16 Jan 2012 by SGT Seth Cooper
[ACT Leader Request Accepted](#) -Sent on 16 Jan 2012 by Army Career Tracker

Training
0 Unread

My IDP

Create New IDP Draft Published

IDP TIMEFRAME
Start Date: 17 Jan 2012 End Date: 16 Jan 2013

PERSONAL INFORMATION
Name: David Crooms JR SSN: xxx-xx-9950
UIC: WDBCAA Rank: PRIVATE
MOS: 25R Installation: Fort Gordon
MOS Description: Visual Information Equipment Operator-Maintainer Duty Position:

SHORT TERM IDP GOALS

Goal Description
VISUAL INFORMATION EQUIPMENT OPERATOR-MAINTAINER
COMPUTER DETECTION SYSTEMS REPAIRER (R)

LONG TERM IDP GOALS

Goal Description	Activity Type	IDP Goal Type	Targeted Completion Date	Actual Completion Date	Status
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INSTITUTIONAL TRAINING HISTORY

Title	Status	Delivery Method	Completion Date
An Introduction to the Space Environment			
Army Traffic Safety Program, Accident Avoidance			
Army Traffic Safety program Accident Avoidance			

CIVILIAN EDUCATION HISTORY

Title	Status	Institution	Completion Date
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[Printable Version](#)

You can view and edit your IDP goal details by clicking on the hyperlink in the Goal Description column of the table under the "IDP Goals" section header.

After clicking the "Save" button, the "My IDP" portlet will refresh and display the IDP



Finalize "My IDP"



SOLDIER CAREER RESOURCES SEARCH ACT EVALUATION STAFF

Home My Planner My Activities My Career Explore My Career **My IDP**

ACT >> SOLDIER >> My IDP

My Notices

Career
3 Unread

- [Identify Mentor \(s\)](#) -Sent on 16 Jan 2012 by SGT Seth Cooper
- [Schedule monthly meetings with me.](#) -Sent on 16 Jan 2012 by SGT Seth Cooper
- [ACT Leader Request Accepted](#) -Sent on 16 Jan 2012 by Army Career Tracker

Training
0 Unread

[View All](#)

My Leaders

SGT Seth Cooper (Leader) [Change](#)

[Leader/Mentor Link-Up](#)

My IDP

[Create New IDP](#) 17 Jan 2012 to 16 Jan 2013 - Draft

IDP TIMEFRAME
Start Date: 17 Jan 2012 End Date:

PERSONAL INFORMATION

Name: David Crooms JR
UIC: WDBCAA
MOS: 25R
MOS Description: Visual Information Equipment Operator-Maintainer
Installation: Fort Gordon
Duty Position:

SHORT TERM IDP GOALS

Goal Description	Activity Type	IDP Goal Type	Targeted Completion Date	Actual Completion Date	Status
VI EQUIPMENT OPERATOR-MAINTAINER	Professional	Assignment	01 Mar 2012		Pending
COMPUTER DETECTION SYSTEMS REPAIRER (R)	Professional	Training	30 Mar 2012		Pending

LONG TERM IDP GOALS

Goal Description	Activity Type	IDP Goal Type	Targeted Completion Date	Actual Completion Date	Status
------------------	---------------	---------------	--------------------------	------------------------	--------

TRAINING HISTORY

	Status	Delivery Method	Completion Date
Environment	Unsuccessful	Web Based Training	
Accident Avoidance Course for Army Motor Vehicle Drivers	Enrolled	Web Based Training	
Army Traffic Safety program Accident Avoidance course for Army Motor Vehicle Driver 111405	Successful	Web Based Training	11 Jul 2010

CIVILIAN EDUCATION HISTORY

Title	Status	Institution	Completion Date
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[EDIT](#) [FINALIZE](#) [DELETE](#)

[Printable Version](#)

You can view archived IDPs that have been previously approved by clicking on the pull-down menu bar at the top of the portlet search for the previously approved IDP by its start and end date

Click the "Finalize" button and a notification will be sent to your leader



LOG IN AT : <https://actnow.army.mil>

QUESTIONS?

AKO ACT Information Page

<https://www.us.army.mil/suite/page/601000>

ALSO VISIT US ON...



ACT Facebook:

www.facebook.com/pages/Army-Career-Tracker/173761852715844



ACT Twitter:

www.twitter.com/@US_ACT