Personal Career Planning : Making Sense of IDPs and DPMAP

Set yourself up for success.

INSTALLATIONS CAREER FIELD_LEADERSHIP & LEARNING SERIES
FY24 Q1_NOV 1ST 2023 @1000EST ON MS TEAMS A365

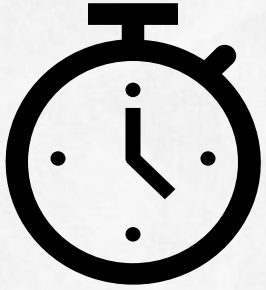
DoD Performance Management Appraisal Program

ARMY CAREER TRACKER

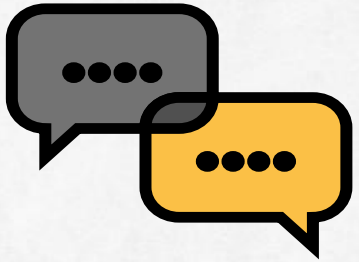
Installations Career Field Leadership & Learning Series - Personal Career Planning - IDPs and DPMAP

Quick Reminders

Turn off camera and microphone. This session is being recorded



This presentation will take around 60 minutes.



Feel free to ask questions in the chat

Slides are in the files tab and will be shared again at the end

Installations Career Field Leadership & Learning Series - Personal Career Planning - IDPs and DPMAP

Installations

Ms. Tamara Huston &

Mr. Roberto Rodriguez

1 November 2023

Personal Career Planning - IDPs and DPMAP

About Us: Installations Career Field Snapshot

Army Civilian Snapshot	31,156 Civilians	105 Occupations	3.5% STEM	22% Disabled	42% Female	44% Minority	26% Veteran

Installations Career Field includes the Installation Management, Fire, Occupational Health & Safety, Housing Management, and Aviation occupational fields.

We Support 156 Locations around the globe.

Installations Career Field makes up 12% of the total Army workforce and 64% of the NAF population.

We Have 105 Occupational Series

We Have 7 Mission Critical Occupations

Your Installations Career Field Team

Career Field Director
Ms. Tamara L. Huston
tamara.l.huston.civ@army.mil

Strategic Readiness Branch

Talent Acquisition & Outreach

Ms. Lisa Meneses
Army Fellows,
Student Interns &
Presidential Management Fellows
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Vacant
Management Analyst

Talent Development

Career Field Integrator
Ms. Kathryn Feehan
PM for Enterprise Programs
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Mr. John Thompson
Army Civilian
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Vacant
Army Fellows Training

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Mr. Daniel Apodaca
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Mr. Mark Ivey
Competencies, Career Maps
& Certification Development
mark.b.ivey.civ@army.mil

Effective date 24 Oct 2023

Agenda

- **DPMAP:**
  - **DPMAP Basics**
  - **DPMAP & Training, Education & Professional Development**
- **IDP**
  - **What is an IDP?**
    - Individual Development Plan - Training and Development Policy Wiki
  - **Army Career Tracker – Regulatory Requirement AR 350-1**
    - Training Domains
    - Leader Development
    - Supervisors and Managers
  - **What do I include in my IDP? (AR 600-100)**
  - **ACTNOW – Navigating the Portal (ACTNOW)**
    - Adding/Changing Supervisors
    - Goals Management
    - Creating an IDP
- **UDEMY (Army Civilian Career Management Activity (ACCMA) (udemy.com))**
- **Questions?**
- **Upcoming Events/Closing Remarks**

DPMAP

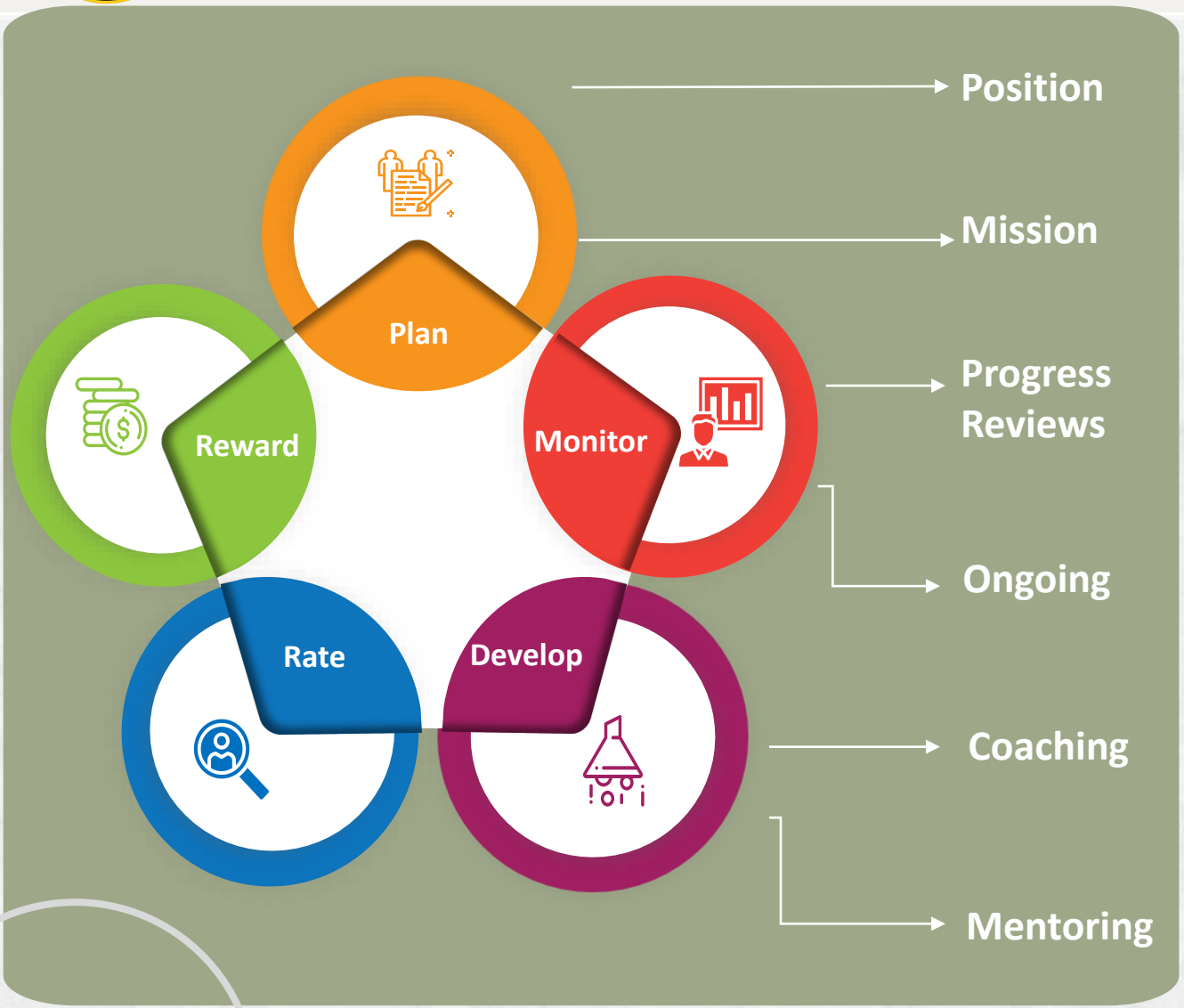
DPMAP Basics

- **Annual Cycle:**
  - Performance plan must be in place within 30 days from start of rating period
  - IDPs need to be developed annually within Army Career Tracker
- **Discussions:**
  - Initial – within first 30 days of discussion
  - Progress Review
  - Final – after approval by HLR
- **Objective:**
  - Aligning measurable individual goals with larger organizational goals

References:

- DoDI 1400.25, Vol. 430, Performance Management, DoDI 1400.25, Vol. 431, DPMAP, AR 350-1, Army Training and Leader Development , AR 600-100, Army Profession and Leadership Policy

DPMAP &
Training, Education & Professional Development



- Link performance goals to position requirements
- Identify training needed to achieve performance goals

- Link performance goals to organizational goals
- Identify training needed to achieve organizational goals

- Provides set time for feedback to maximize job performance
- Deficiencies in performance become evident and can be addressed

- Consistent measurement of progress towards goals
- Unacceptable performance can be addressed at any time

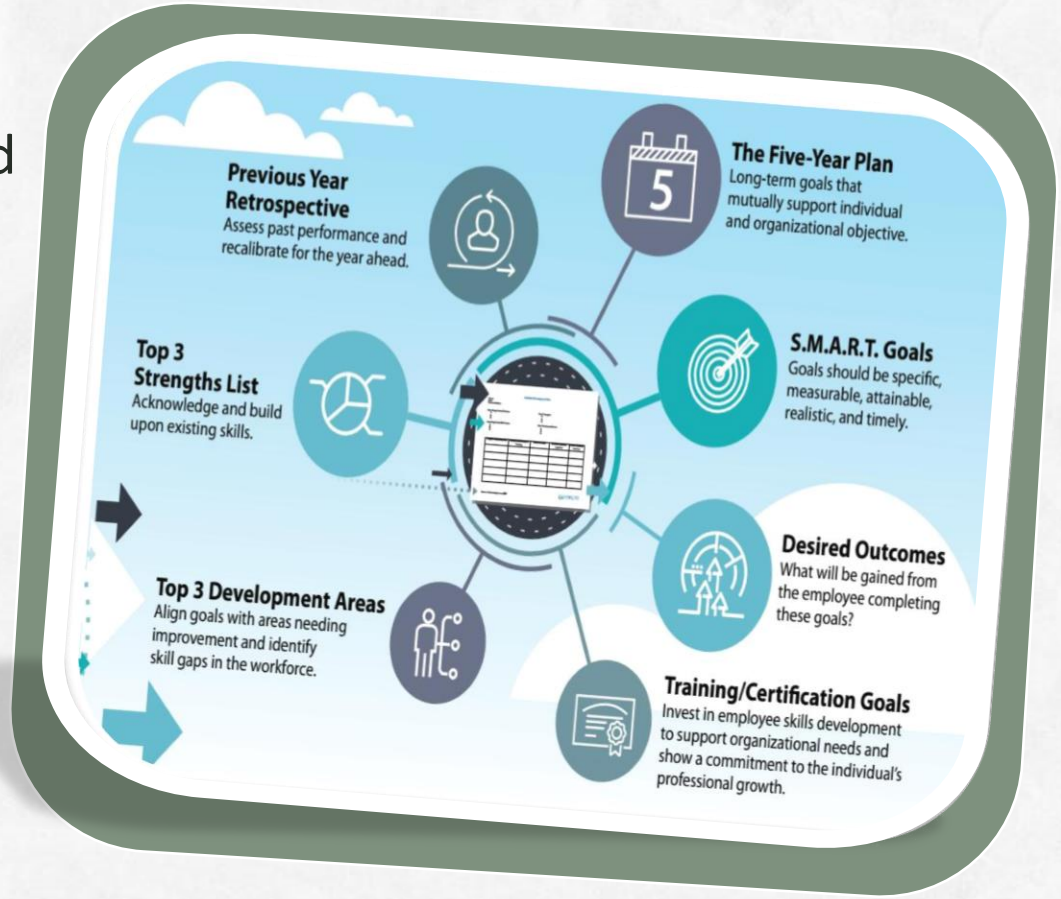
- Specific feedback to maximize job performance
- Identify training needed to achieve performance goals

- Provides an opportunity to learn and grow personally
- Identify training needed to achieve career goals

IDPs

What Is An IDP?

- An individual development plan (IDP) is a **tool** to assist employees in career and personal **development**.
- Its primary purpose is to help employees reach short and long-term **career goals**, as well as **improve current job performance**.
- An IDP is **not** a performance evaluation tool or a **one-time activity**.
- It should be looked at like a **partnership** between the employee and the supervisor.
- It involves preparation and **continuous feedback**.
- Many agencies **require** IDPs for new and current employees.
- Many Federal agencies require their employees to complete an IDP, **annually**.



OPM.GOV

Army Career Tracker- Regulatory Requirement

Army Career Tracker ACT

is the Army's authoritative source for the Individual Development Plan (IDP)

Training Domains

- The institutional training domain
- The operational training domain
- Self-development training domain

Leader Development

- Leaders are developed through the career-long synthesis of the training, education, and experiences acquired through opportunities in the institutional, operational, and self-development domains.
- As a part of the counseling and feedback session, the commander or supervisor assists the individual to identify strengths, weaknesses, and developmental needs.

Supervisors and Managers

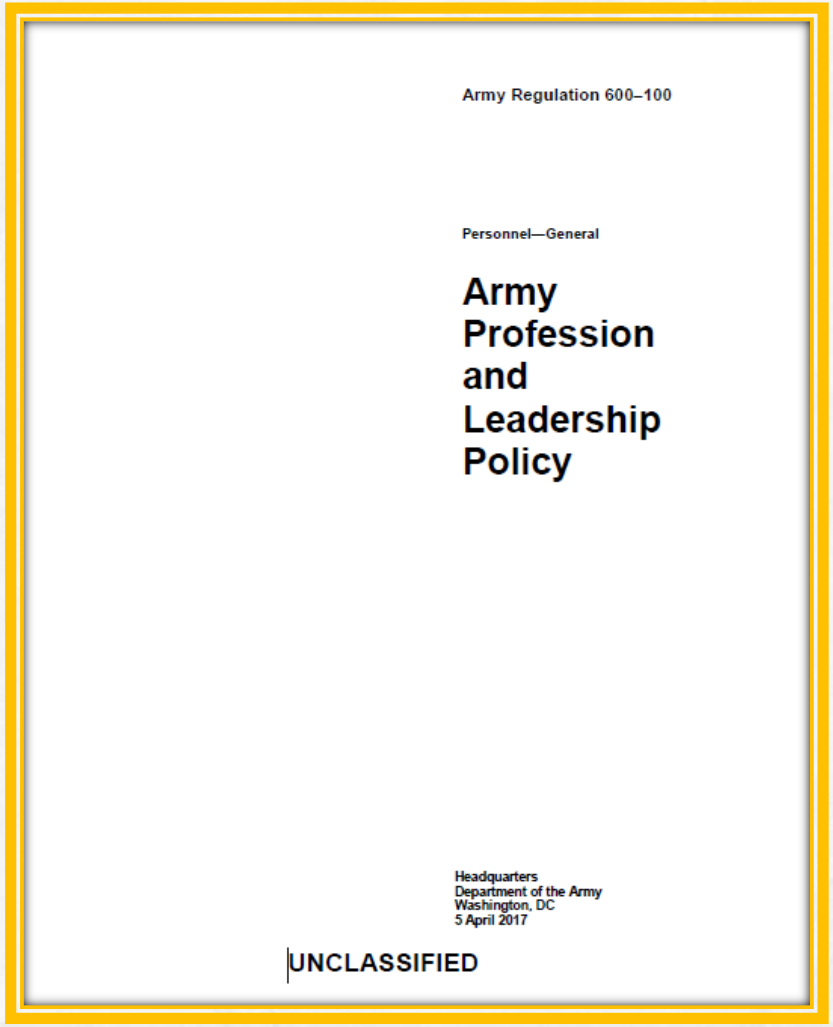
- Ensure each of their supervised employees will have an updated annual IDP with education and training requirements documented.

Army Training and Leader Development (AR 350–1 • 10 December 2017)

What Do I Include In My IDP?

Army Profession and Leadership Policy (AR 600–100 • 5 April 2017)

- **Employee Checklist**
  - Personal Goals
  - Organizational Goals
  - Objectives
  - Developmental Activities
- **Supervisor Checklist**
  - Review the IDP
  - Analysis of organizational needs

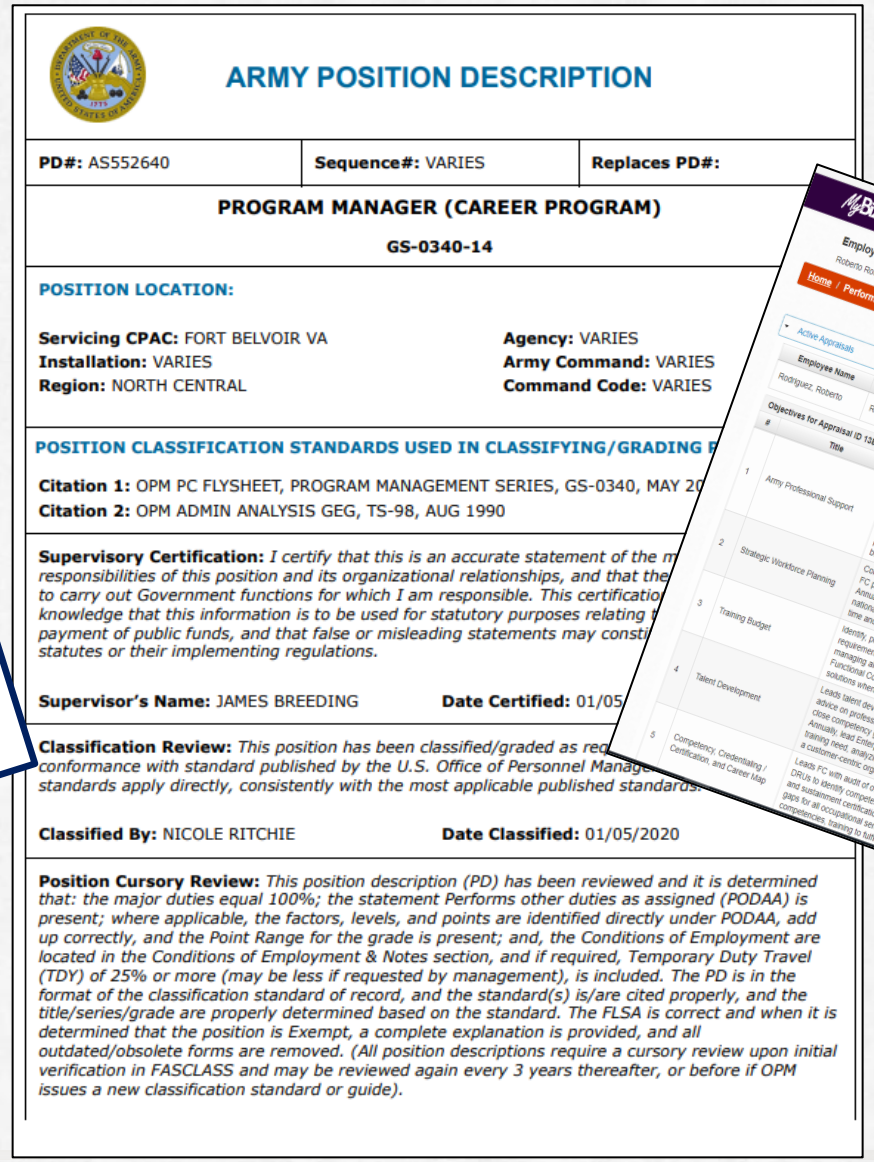


What Do I Include In My IDP? (cont.)

START HERE…

Organization Mission Statement:

Provide deliberate career management of Army Civilians to support accomplishment of the Army mission.



ARMY POSITION DESCRIPTION

PD#: AS552640	Sequence#: VARIES	Replaces PD#:

PROGRAM MANAGER (CAREER PROGRAM)

GS-0340-14

POSITION LOCATION:

Servicing CPAC: FORT BELVOIR VA
Installation: VARIES
Region: NORTH CENTRAL

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING P

Citation 1: OPM PC FLYSHEET, PROGRAM MANAGEMENT SERIES, GS-0340, MAY 20
Citation 2: OPM ADMIN ANALYSIS GEG, TS-98, AUG 1990

Supervisory Certification: *I certify that this is an accurate statement of the m responsibilities of this position and its organizational relationships, and that the to carry out Government functions for which I am responsible. This certificatio knowledge that this information is to be used for statutory purposes relating t payment of public funds, and that false or misleading statements may consti statutes or their implementing regulations.*

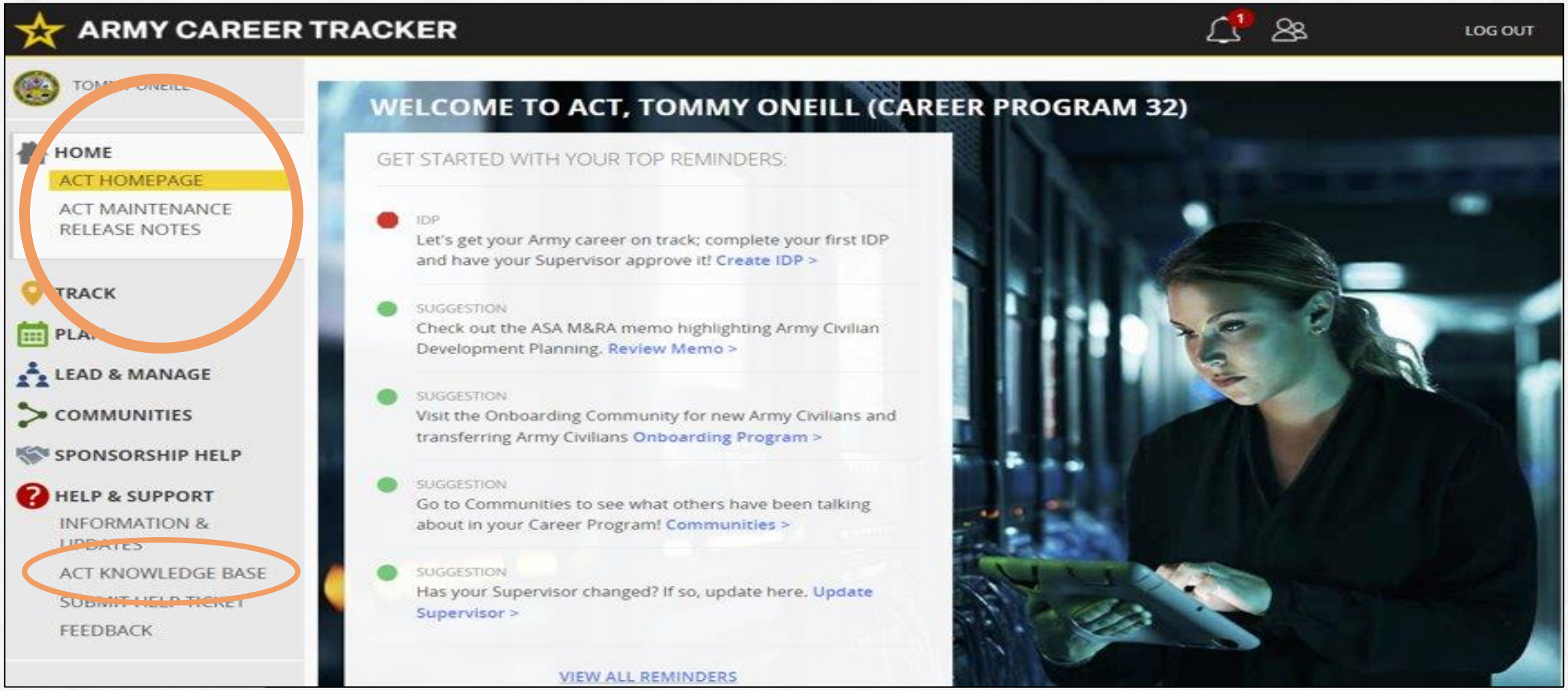
Supervisor's Name: JAMES BREEDING **Date Certified:** 01/05

Classification Review: *This position has been classified/graded as rec conformance with standard published by the U.S. Office of Personnel Manage standards apply directly, consistently with the most applicable published standards.*

Classified By: NICOLE RITCHIE **Date Classified:** 01/05/2020

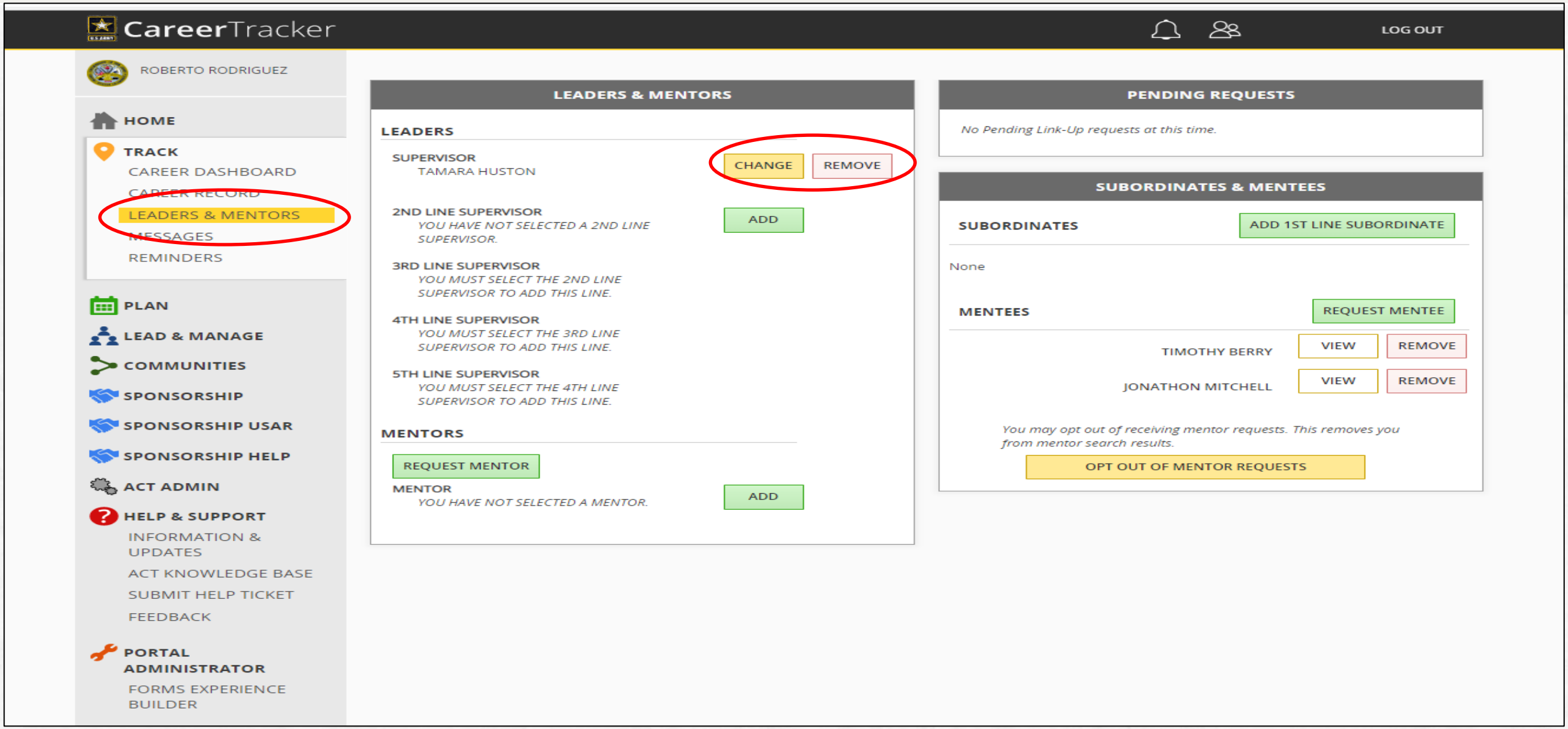
Position Cursory Review: *This position description (PD) has been reviewed and it is determined that: the major duties equal 100%; the statement Performs other duties as assigned (PODAA) is present; where applicable, the factors, levels, and points are identified directly under PODAA, add up correctly, and the Point Range for the grade is present; and, the Conditions of Employment are located in the Conditions of Employment & Notes section, and if required, Temporary Duty Travel (TDY) of 25% or more (may be less if requested by management), is included. The PD is in the format of the classification standard of record, and the standard(s) is/are cited properly, and the title/series/grade are properly determined based on the standard. The FLSA is correct and when it is determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed. (All position descriptions require a cursory review upon initial verification in FASCLASS and may be reviewed again every 3 years thereafter, or before if OPM issues a new classification standard or guide).*

ACTNOW.ARMY.MIL – Navigating the Portal

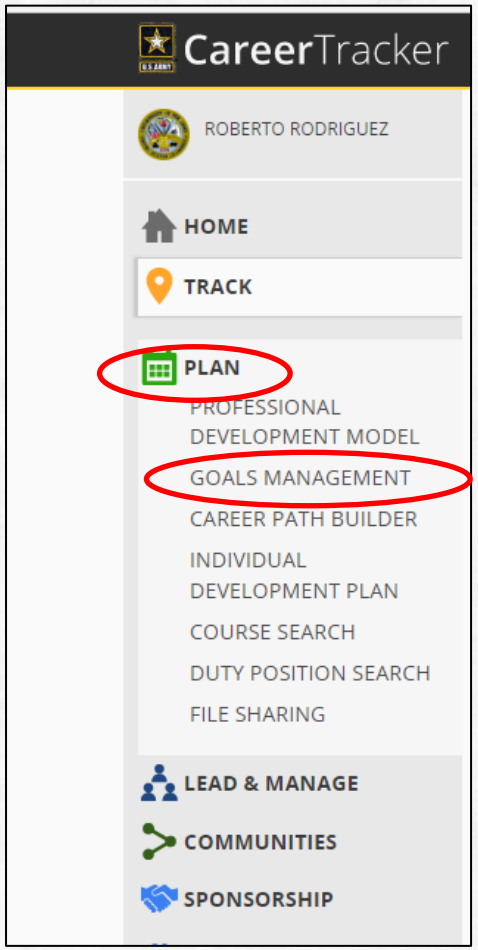


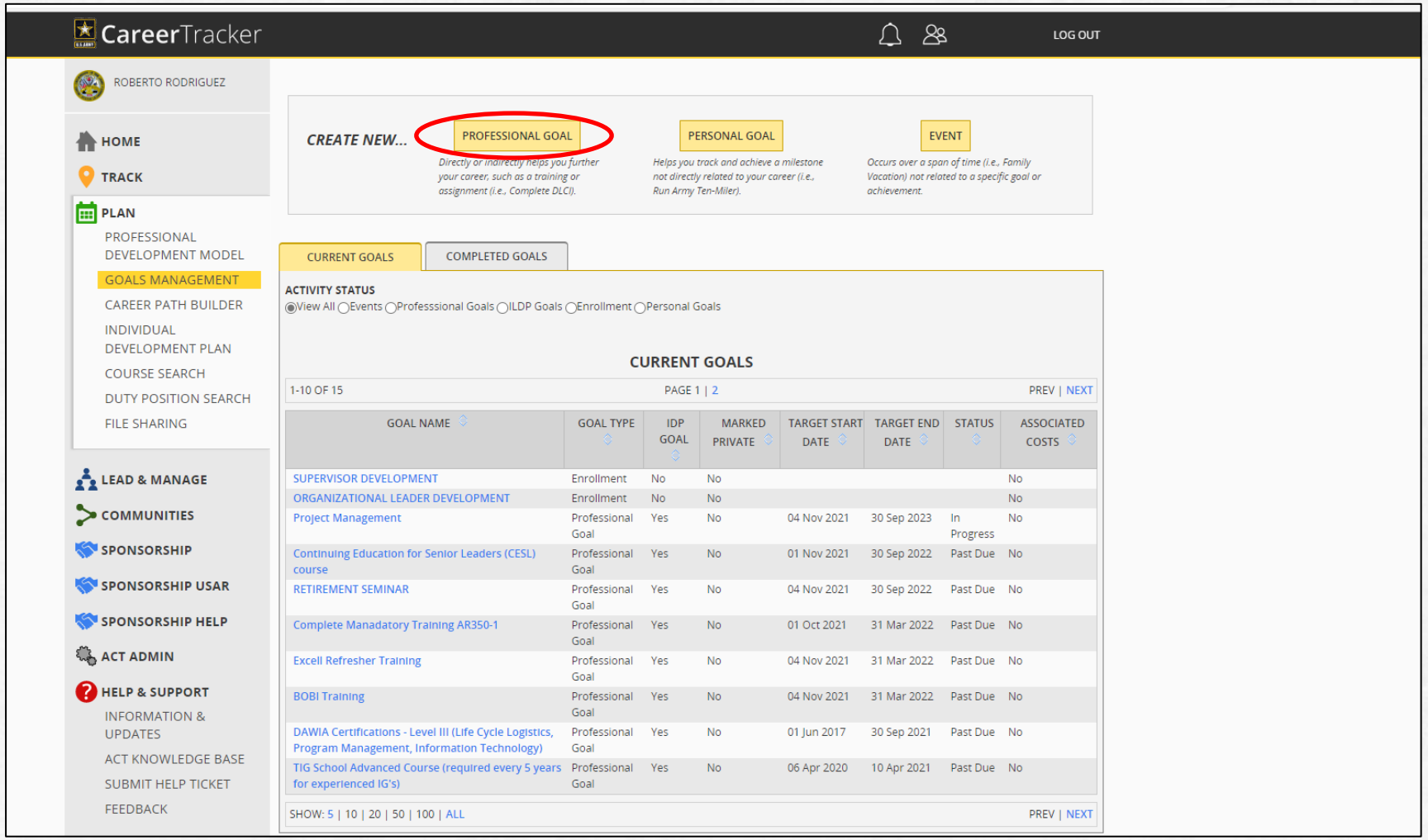
ACT Knowledge base with Tutorials-
https://actnow.army.mil/communities/service/html/communityview?communityUuid=6dc61544-ca9a-431d-96bf-6ab39e611e6e

Adding/Changing Supervisors

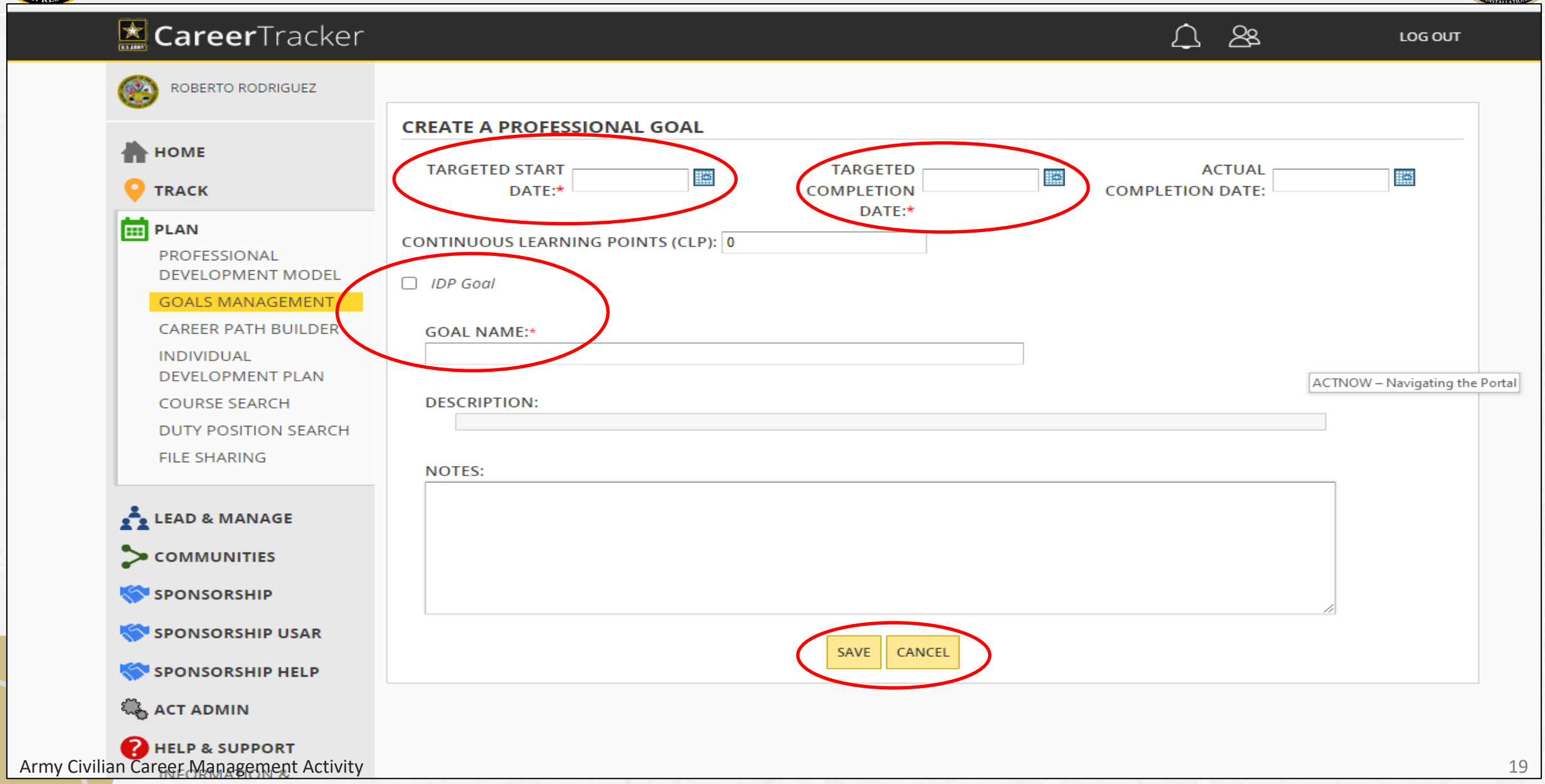


Goals Management





Goals Management (cont.)



Creating An IDP

CareerTracker

LOG OUT

ROBERTO RODRIGUEZ

- HOME
- TRACK
- PLAN
  - PROFESSIONAL DEVELOPMENT MODEL
  - GOALS MANAGEMENT
  - CAREER PATH BUILDER
  - INDIVIDUAL DEVELOPMENT PLAN
  - COURSE SEARCH
  - DUTY POSITION SEARCH
  - FILE SHARING
- LEAD & MANAGE
- COMMUNITIES
- SPONSORSHIP
- SPONSORSHIP USAR
- SPONSORSHIP HELP
- ACT ADMIN
- HELP & SUPPORT
  - INFORMATION & UPDATES
  - ACT KNOWLEDGE BASE
  - SUBMIT HELP TICKET
  - FEEDBACK
- PORTAL

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
Step 5. Withdraw the IDP if you need to make changes
Step 6. Update and Resubmit if necessary

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

IDP HELP

CREATE NEW IDP

01 Oct 2021 to 30 Sep 2023 - APPROVED Show IDP Workflow History

CLICK HERE TO SELECT/UPDATE YOUR SUPERVISOR

PRINTABLE VERSION

STATUS

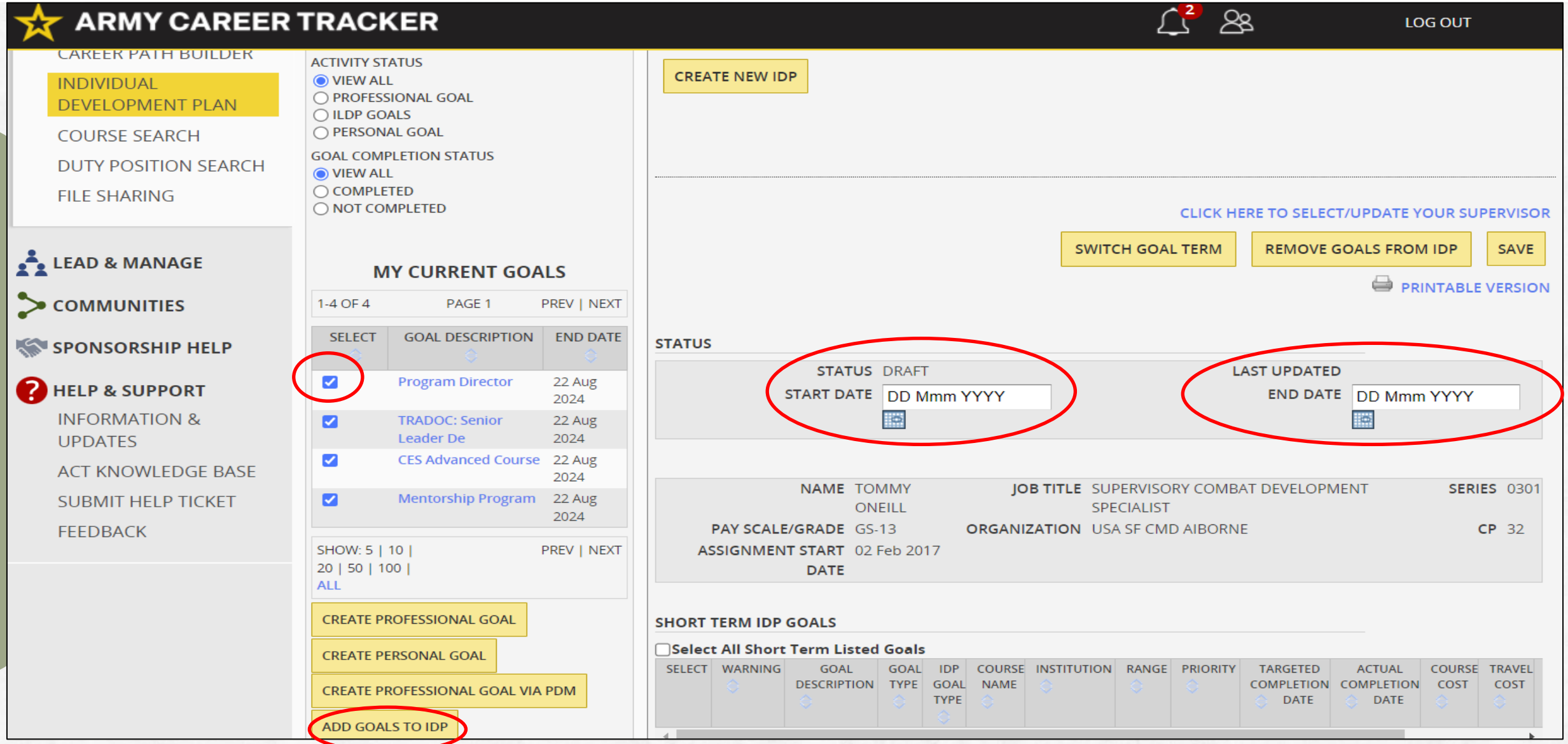
STATUS	APPROVED	LAST UPDATED	04 Nov 2021
START DATE	01 Oct 2021	END DATE	30 Sep 2023

NAME	ROBERTO RODRIGUEZ	JOB TITLE	PROGRAM MANAGER (CAREER PROGRAM)	SERIES	0340
PAY SCALE/GRADE	GS-14	ORGANIZATION	USA CIV CAR MGMT ACTIVITY	CP	10
ASSIGNMENT START DATE	10 Oct 2021				

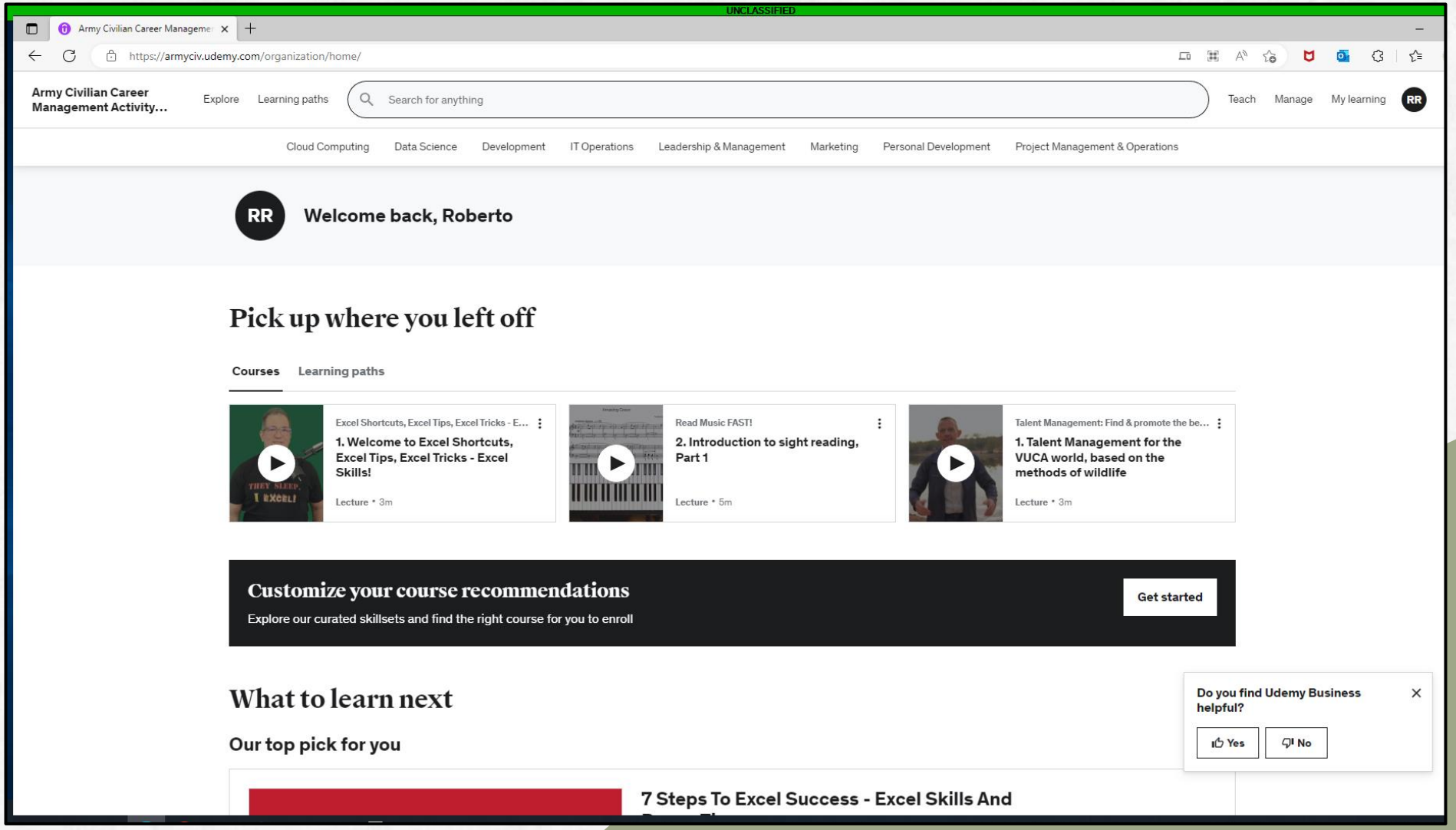
SHORT TERM IDP GOALS

GOAL DESCRIPTION	GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	STATUS	COURSE COST	TRAVEL COST	CONTINUOUS LEARNING POINTS
BOBI Training	Professional			Short		31 Mar 2022		Pending	0	0	0
Excell Refresher Training	Professional			Short		31 Mar 2022		Pending	0	0	0
Complete	Professional					31 Mar		Pending	0	0	0

Creating An IDP (Cont.)



Army Civilian Career Management Activity (ACCMA) (udemy.com)



Questions??

Closing Remarks

Upcoming Events:

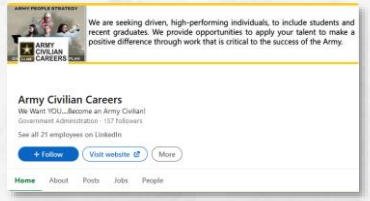
- FY24 Q1 Newsletter – December 2023
- Installations Career Field Town Hall: ***Meet Your Career Field Team- In Person***
  - 31 JAN 2024, IMCOM Theater, Joint Base San Antonio, 1100-1200 CT
- FY24 Q2 Leadership & Learning Session: 21 FEB 24 @ 1300 (Virtual). Topic: ***Crucial Conversations For Mastering Dialogue-*** *Sign Up Required*
- FY24 Q2 Virtual Town Hall – TBD

Submit questions for Town Hall on Teams or by email to: usarmy.belvoir.chra-accma.mbx.installations-career-field@army.mil

We Want To Hear From You!
Training Evaluation -
https://forms.office.com/r/mj262ySWam

Scan Me!

Connect With Us



Army Civilian Careers LinkedIn

https://www.linkedin.com/company/army-civilian-careers/

ACCMA Facebook

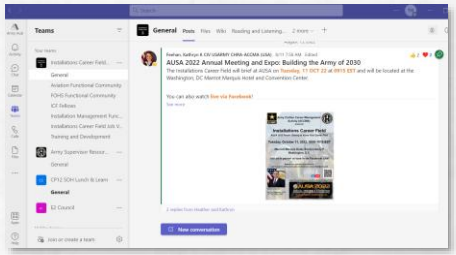
https://www.facebook.com/ArmyCivilianCareerManagementActivity

ACCMA Website

https://civilians.army.mil/

Installations Career Field Facebook

https://www.facebook.com/InstallationsCareerField



ICF MS Teams Page

https://go.mil/installationcareerfieldteamsgroup

Installations Career Field email

usarmy.belvoir.chra-accma.mbx.installations-career-field@army.mil

Resources:

- DoDI 1400.25, Vol. 430, **DoD Civillian Personnel Management System: Performance Management**
  - https://www.dcpas.osd.mil/policy/performance/generalperformancemanagement
- DoDI 1400.25, Vol. 431, **DPMAP**
  - https://www.dcpas.osd.mil/policy/performance/dodperformancemanagementappraisal
- OPM Training and Development Policy Wiki
  - https://www.opm.gov/WIKI/training/Individual-Development-Plans.ashx
- AR 350-1, **Army Training and Leader Development**
  - https://armypubs.army.mil/epubs/dr_pubs/dr_a/pdf/web/arn18487_r350_1_admin_final.pdf
- AR 600–100, **Army Profession and Leadership Policy** • 5 April 2017
  - https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN3758_AR_600-100_FINAL_WEB_.pdf
- Performance Appraisal and job description
  - https://compo.dcpds.cpms.osd.mil/
- IDP Development- ACTNOW.ARMY.MIL
  - https://actnow.army.mil/
- How to create an IDP in ACT- Udemy Course
  - https://armyciv.udemy.com/course/create-act-idp/