

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

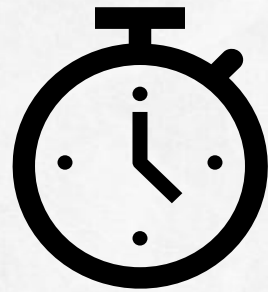


Installations Career Field Leadership & Learning Series - Personal Career Planning - IDPs and DPMAP

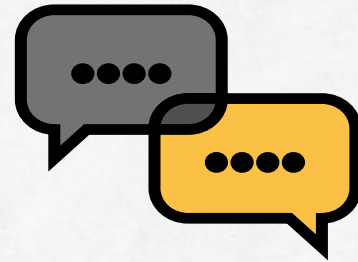
Quick Reminders



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



U.S. ARMY



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



Installations

Ms. Tamara Huston &
Mr. Roberto Rodriguez

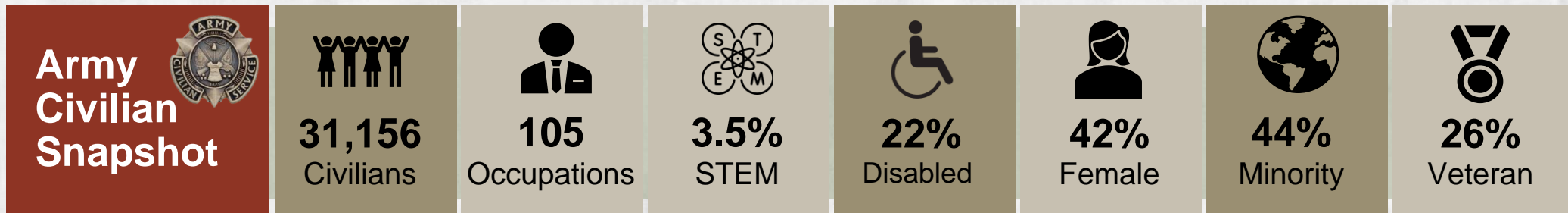
1 November 2023

Personal Career Planning - IDPs and DPMAP





About Us: Installations Career Field Snapshot



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

Strategic Planning & Analysis Branch

Talent Acquisition & Outreach

Talent Development

Mission Support



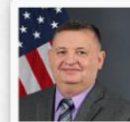
Ms. Lisa Meneses
Army Fellows,
Student Interns &
Presidential Management Fellows
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Career Field Integrator
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PM for Enterprise Programs
kathryn.k.feehan.civ@army.mil



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Dr. Davin "Van" Knolton
Aviation SME
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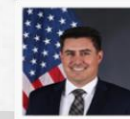
Mr. Paul Clark
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Health & Safety SME
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Mr. Calvin Williams
Housing
Management SME
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Mr. Roberto Rodriguez
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Mr. Daniel Apodaca
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& Certification Development
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Mr. John Thompson
Army Civilian
Training & Budget
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Ms. Jillian Farrow
STRATCOM PM
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Vacant
Management Analyst

Vacant
Army Fellows Training

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

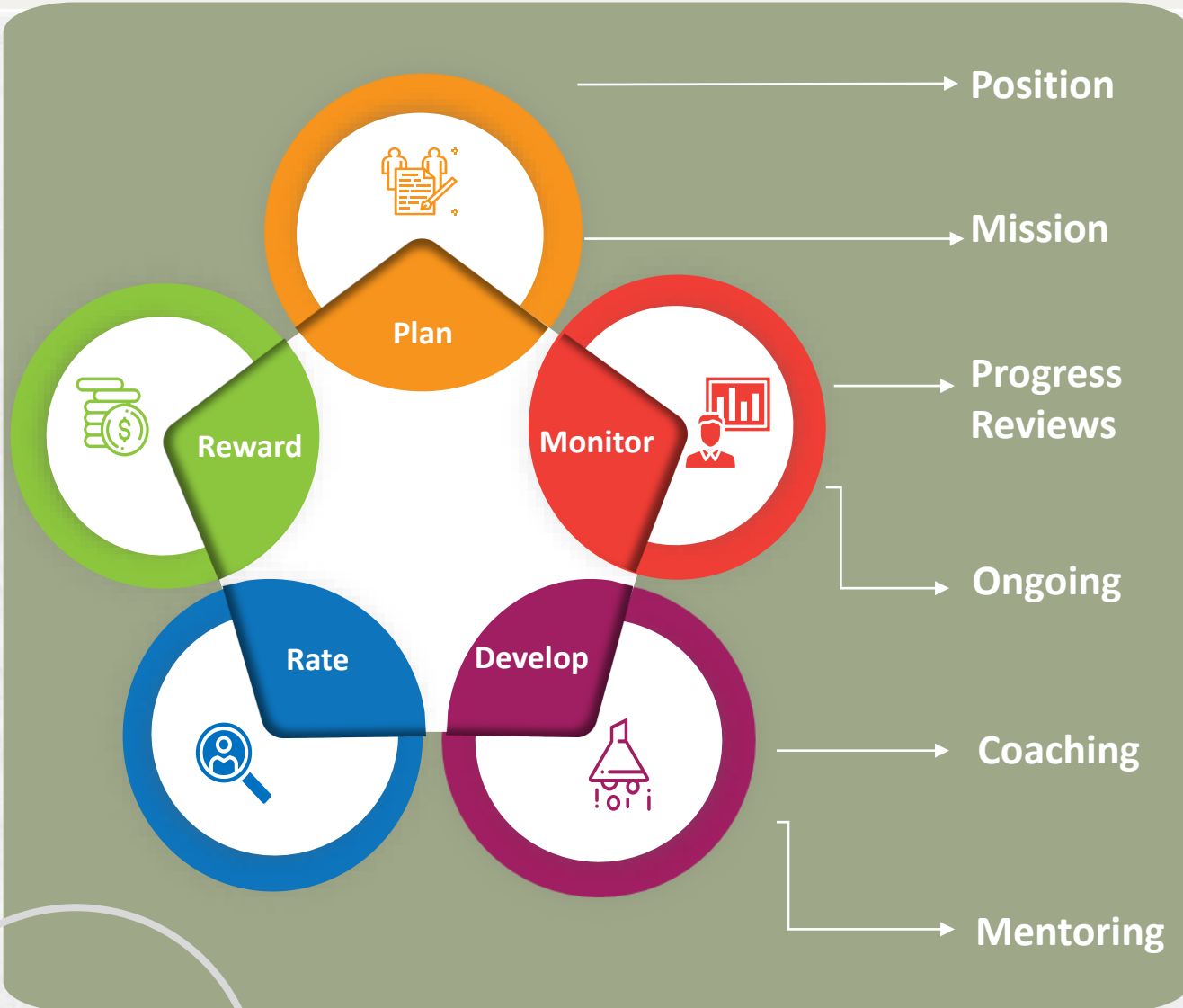
References:

- 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

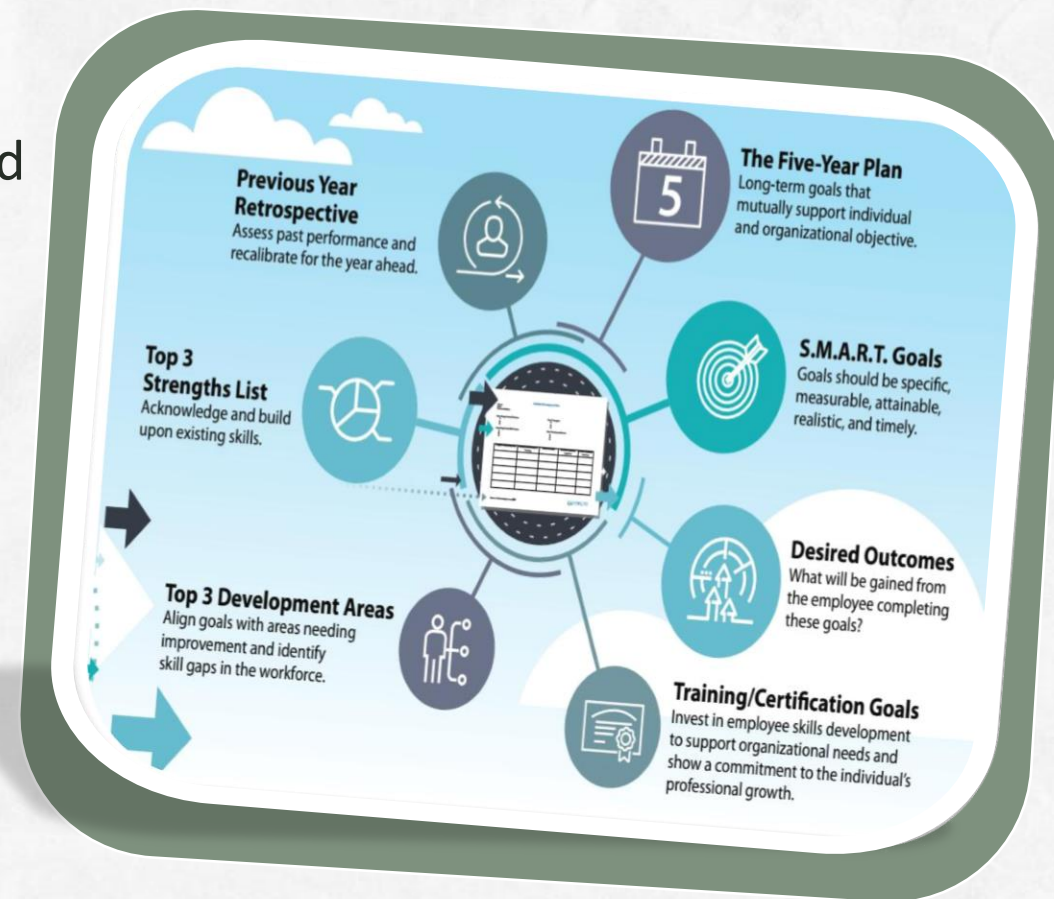




What Is An IDP?



- 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](https://www.opm.gov)



Army Career Tracker-Regulatory Requirement

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 Career Tracker ACT

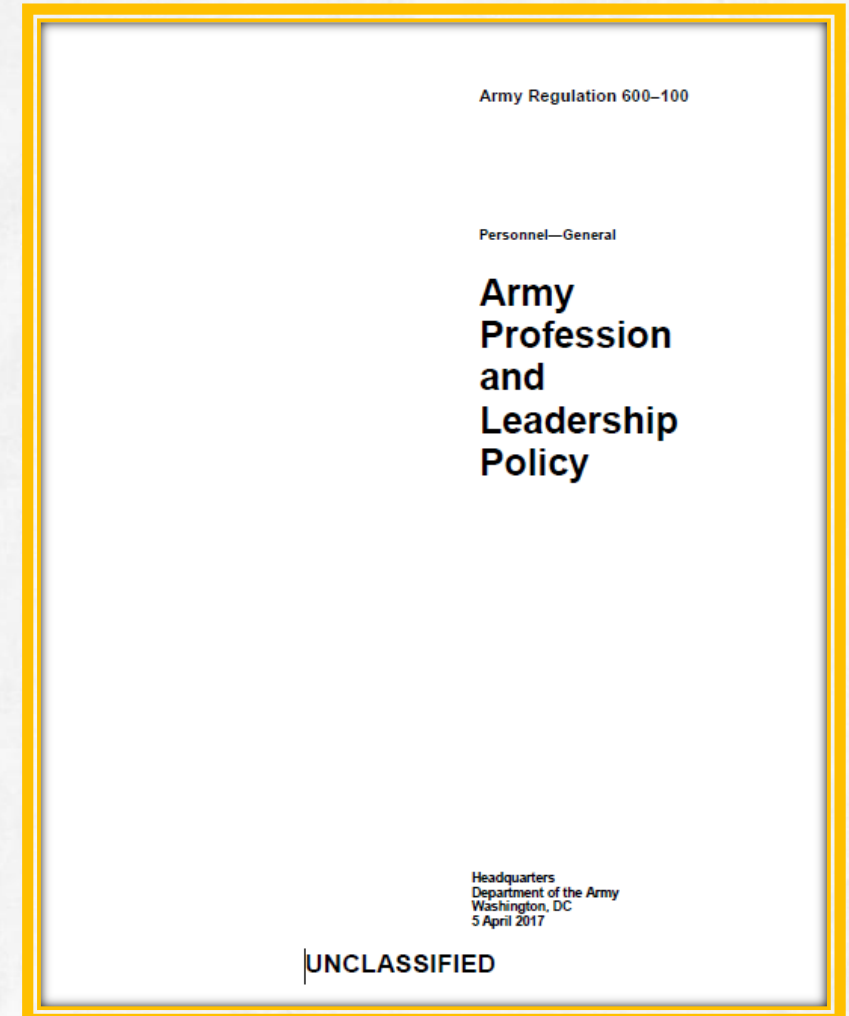
is the Army's authoritative source for the Individual Development Plan (IDP)



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: Serving CPAC: FORT BELVOIR VA Installation: VARIES Region: NORTH CENTRAL Agency: VARIES Army Command: VARIES Command Code: VARIES		
POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING 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 responsibilities of this position and its organizational relationships, and that the to carry out Government functions for which I am responsible. This certification knowledge that this information is to be used for statutory purposes relating to payment of public funds, and that false or misleading statements may constitute a violation of statutes or their implementing regulations.		
Supervisor's Name: JAMES BREEDING Date Certified: 01/05/2020		
Classification Review: This position has been classified/graded as re conformance with standard published by the U.S. Office of Personnel Management 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).		

MyBiz

Employee
Roberto Rodriguez

Home / Performance

Active Appraisals

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Objective	Plan Status	Current Status	Link
Rodriguez, Roberto	Rodriguez, Roberto	Huston, Tamara L	2020	1300408	26-Apr-2022	DoD	Supports the functional community with oversight of professional development programs and systems administered by the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs (OASA) (M&RA). Works with the Career Field to develop policy and guidance and provides input to AR 600-800, Civilian Personnel Career Management, AR 600-3, Army Personnel Development System and other pertinent Army regulations and policies. Supports the identification of appropriate strategies for the development of their employees. 4. On a daily basis, maintain oversight of functional community effectiveness (i.e., production management, quality, responsiveness to complaints, etc.) ensuring FC responds to general questions within 24 hours and on target. 4. Use feedback from environmental scans and analysis to implement process improvements. 1. Annually identify, prioritize, and budget for training requirements for both the following FY obligation plan and FYOP 2. Annually submit training plan to the functional community for review and approval. 3. No less than monthly, executes and adjusts spend plan not to exceed budget by effectively managing all available resources. Shifts available resources to accomplish changing priorities when necessary. 4. Monthly, plan and schedule training, education, professional development (to include developmental assignments for training need, analyzing return on investment once processes are in place. 5. Ensure 90% of training recommendations meet the requested training need, analyzing return on investment once processes are in place. ACCMA Priority: Be a customer-centric organization ACCMA Priority: Implement the Army People Strategy	Approved	Completed	MyPerformance

Other DCPDS Applications: Favorites Customer Support Help Logout

Organization
U.S. ARMY CIVILIAN CAREER MGMT ACTIVITY



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

CareerTracker

[LOG OUT](#)

ROBERTO RODRIGUEZ

HOME

TRACK

- CAREER DASHBOARD
- CAREER RECORD
- LEADERS & MENTORS**
- MESSAGES
- REMINDERS

PLAN

LEAD & MANAGE

COMMUNITIES

SPONSORSHIP

SPONSORSHIP USAR

SPONSORSHIP HELP

ACT ADMIN

HELP & SUPPORT

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

PORTAL ADMINISTRATOR

- FORMS EXPERIENCE BUILDER

LEADERS & MENTORS

LEADERS

SUPERVISOR TAMARA HUSTON	CHANGE REMOVE
2ND LINE SUPERVISOR YOU HAVE NOT SELECTED A 2ND LINE SUPERVISOR.	ADD
3RD LINE SUPERVISOR YOU MUST SELECT THE 2ND LINE SUPERVISOR TO ADD THIS LINE.	
4TH LINE SUPERVISOR YOU MUST SELECT THE 3RD LINE SUPERVISOR TO ADD THIS LINE.	
5TH LINE SUPERVISOR YOU MUST SELECT THE 4TH LINE SUPERVISOR TO ADD THIS LINE.	

MENTORS

REQUEST MENTOR	
MENTOR YOU HAVE NOT SELECTED A MENTOR.	ADD

PENDING REQUESTS

No Pending Link-Up requests at this time.

SUBORDINATES & MENTEEES

SUBORDINATES [ADD 1ST LINE SUBORDINATE](#)

None

MENTEEES [REQUEST MENTEE](#)


TIMOTHY BERRY	VIEW	REMOVE
JONATHON MITCHELL	VIEW	REMOVE


You may opt out of receiving mentor requests. This removes you from mentor search results.


[OPT OUT OF MENTOR REQUESTS](#)





Goals Management





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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


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PLAN


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GOALS MANAGEMENT


CAREER PATH BUILDER


INDIVIDUAL DEVELOPMENT PLAN


COURSE SEARCH


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
SPONSORSHIP


SPONSORSHIP USAR


SPONSORSHIP HELP


ACT ADMIN

HELP & SUPPORT

INFORMATION & UPDATES

ACT KNOWLEDGE BASE

SUBMIT HELP TICKET

FEEDBACK

LOG OUT

CREATE NEW...

PROFESSIONAL GOAL
Directly or indirectly helps you further your career, such as a training or assignment (i.e., Complete DLCI).

PERSONAL GOAL
Helps you track and achieve a milestone not directly related to your career (i.e., Run Army Ten-Miler).

EVENT
Occurs over a span of time (i.e., Family Vacation) not related to a specific goal or achievement.

CURRENT GOALS

COMPLETED GOALS

ACTIVITY STATUS
☒ View All ☐ Events ☐ Professional Goals ☐ IDLP Goals ☐ Enrollment ☐ Personal Goals

CURRENT GOALS
1-10 OF 15
PAGE 1 | 2
[PREV](#) | [NEXT](#)

GOAL NAME	GOAL TYPE	IDP GOAL	MARKED PRIVATE	TARGET START DATE	TARGET END DATE	STATUS	ASSOCIATED COSTS
SUPERVISOR DEVELOPMENT	Enrollment	No	No				No
ORGANIZATIONAL LEADER DEVELOPMENT	Enrollment	No	No				No
Project Management	Professional Goal	Yes	No	04 Nov 2021	30 Sep 2023	In Progress	No
Continuing Education for Senior Leaders (CESL) course	Professional Goal	Yes	No	01 Nov 2021	30 Sep 2022	Past Due	No
RETIREMENT SEMINAR	Professional Goal	Yes	No	04 Nov 2021	30 Sep 2022	Past Due	No
Complete Mandatory Training AR350-1	Professional Goal	Yes	No	01 Oct 2021	31 Mar 2022	Past Due	No
Excell Refresher Training	Professional Goal	Yes	No	04 Nov 2021	31 Mar 2022	Past Due	No
BOBI Training	Professional Goal	Yes	No	04 Nov 2021	31 Mar 2022	Past Due	No
DAWIA Certifications - Level III (Life Cycle Logistics, Program Management, Information Technology)	Professional Goal	Yes	No	01 Jun 2017	30 Sep 2021	Past Due	No
TIG School Advanced Course (required every 5 years for experienced IG's)	Professional Goal	Yes	No	06 Apr 2020	10 Apr 2021	Past Due	No

[SHOW: 5](#) | [10](#) | [20](#) | [50](#) | [100](#) | [ALL](#)

[PREV](#) | [NEXT](#)



Goals Management (cont.)

CareerTracker

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PLAN

GOALS MANAGEMENT

CAREER PATH BUILDER

INDIVIDUAL DEVELOPMENT PLAN

COURSE SEARCH

DUTY POSITION SEARCH

FILE SHARING

LEAD & MANAGE

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SPONSORSHIP HELP

ACT ADMIN

HELP & SUPPORT

CREATE A PROFESSIONAL GOAL

TARGETED START DATE:*

TARGETED COMPLETION DATE:*

ACTUAL COMPLETION DATE:

CONTINUOUS LEARNING POINTS (CLP): 0

☐ IDP Goal

GOAL NAME:*

DESCRIPTION:

NOTES:

SAVECANCEL

ACTNOW – Navigating the Portal



Creating An IDP

CareerTracker

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PLAN

PROFESSIONAL DEVELOPMENT MODEL

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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

CREATE NEW IDP

IDP HELP

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	CONTINUOL 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 CAREER TRACKER

CAREER PATH BUILDER

INDIVIDUAL DEVELOPMENT PLAN

COURSE SEARCH

DUTY POSITION SEARCH

FILE SHARING

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SUBMIT HELP TICKET

FEEDBACK

ACTIVITY STATUS

☒ VIEW ALL

☐ PROFESSIONAL GOAL

☐ ILDP GOALS

☐ PERSONAL GOAL

GOAL COMPLETION STATUS

☒ VIEW ALL

☐ COMPLETED

☐ NOT COMPLETED

MY CURRENT GOALS

1-4 OF 4PAGE 1PREV | NEXT

SELECT	GOAL DESCRIPTION	END DATE
<input checked="" type="checkbox"/>	Program Director	22 Aug 2024
<input checked="" type="checkbox"/>	TRADOC: Senior Leader De	22 Aug 2024
<input checked="" type="checkbox"/>	CES Advanced Course	22 Aug 2024
<input checked="" type="checkbox"/>	Mentorship Program	22 Aug 2024

SHOW: 5 | 10 | 20 | 50 | 100 | ALLPREV | NEXT

CREATE PROFESSIONAL GOAL

CREATE PERSONAL GOAL

CREATE PROFESSIONAL GOAL VIA PDM

ADD GOALS TO IDP

CREATE NEW IDP

CLICK HERE TO SELECT/UPDATE YOUR SUPERVISOR

SWITCH GOAL TERM

REMOVE GOALS FROM IDP

SAVE

PRINTABLE VERSION

STATUS

STATUS DRAFT

START DATE DD Mmm YYYY

LAST UPDATED

END DATE DD Mmm YYYY

NAME	TOMMY ONEILL	JOB TITLE	SUPERVISORY COMBAT DEVELOPMENT SPECIALIST	SERIES	0301
PAY SCALE/GRADE	GS-13	ORGANIZATION	USA SF CMD AIBORNE	CP	32
ASSIGNMENT START DATE	02 Feb 2017				

SHORT TERM IDP GOALS

☐ Select All Short Term Listed Goals

SELECT	WARNING	GOAL DESCRIPTION	GOAL TYPE	IDP GOAL TYPE	COURSE NAME	INSTITUTION	RANGE	PRIORITY	TARGETED COMPLETION DATE	ACTUAL COMPLETION DATE	COURSE COST	TRAVEL COST
--------	---------	------------------	-----------	---------------	-------------	-------------	-------	----------	--------------------------	------------------------	-------------	-------------



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



UNCLASSIFIED

Army Civilian Career Management Activity...

Explore

Learning paths

Search for anything

Teach

Manage

My learning

RR

Cloud ComputingData ScienceDevelopmentIT OperationsLeadership & ManagementMarketingPersonal DevelopmentProject Management & Operations

RR

Welcome back, Roberto

Pick up where you left off

Courses

Learning paths

Excel Shortcuts, Excel Tips, Excel Tricks - E...
1. Welcome to Excel Shortcuts, Excel Tips, Excel Tricks - Excel Skills!
Lecture • 3m

Read Music FAST!
2. Introduction to sight reading, Part 1
Lecture • 5m

Talent Management: Find & promote the be...
1. Talent Management for the VUCA world, based on the methods of wildlife
Lecture • 3m

Customize your course recommendations

Explore our curated skillsets and find the right course for you to enroll

Get started

What to learn next

Our top pick for you

7 Steps To Excel Success - Excel Skills And

Do you find UdeMy Business helpful?

Yes

No

A top-down view of a workspace featuring a silver laptop with a black keyboard, a white cup of black coffee on a saucer, and an orange spiral notebook. The scene is set on a light-colored wooden desk. Overlaid on the image are decorative elements: a green shape in the top-left corner with a white dotted grid and a circle, a large yellow shape in the center-left with the text 'Questions??', and another green shape in the bottom-right corner with a white dotted grid and a circle.

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 -

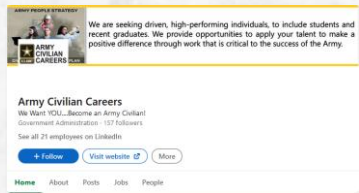
<https://forms.office.com/r/mj262ySWam>



Scan Me!



Connect With Us



**Army Civilian
Careers LinkedIn**

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



**ACCMA
Facebook**

<https://www.facebook.com/ArmyCivilianCareerManagementActivity>

**Installations
Career Field email**

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



ACCMA Website
<https://civilians.army.mil/>



**Installations Career
Field Facebook**

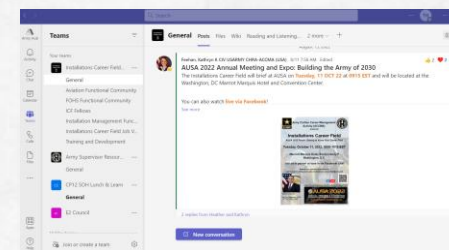


<https://www.facebook.com/InstallationsCareerField>



ICF MS Teams Page

<https://go.mil/installationcareerfieldteamsgroup>





Resources:

- DoDI 1400.25, Vol. 430, **DoD Civilian 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/>