

INDIVIDUAL DEVELOPMENT PLAN HOW TO

- (1) Log into <https://actnow.army.mil/>
- (2) On the Left Colum under Track, Click (**PLAN**)
- (3) Click on (**INDIVIDUAL DEVELOPMENT PLAN**)
- (4) If New Employee Click on (**Select a Leader Now**)
- (5) Under Leaders & Mentors under Supervisor click (**ADD**)
- (6) Type in your supervisor Name and click (**I Agree**)
- (7) Click on (**INDIVIDUAL DEVELOPMENT PLAN**)
- (8) Click on (**CREATE NEW IDP**)

The Individual Develop Plan (IDP) retrieves your previously created Professional and Personal goals that are marked as IDP Goals and do not have an entered Completion Date. Your Professional Goals can be created using Professional Development Model (PDM) Recommendations or in Goals Management. Your Personal Goals can be created through Goals Management (located on left of this screen), and the PDM section.

*** If no goals populate in your IDP, you must return to Professional Development Model or Goals Management (located on left of this screen), to create goals for your IDP.

Create an IDP:

You can only have one IDP in progress ("Draft" status or "Pending Review") at a time.

1. Click the "**Create New IDP**" button to begin.
2. Review the list of retrieved IDP goals in the Short Term section and edit, remove, or add goals where needed. Additional goals can be added from My Current Goals (located on the left of this screen).
3. Click "**Save**" to save your progress.
4. Click the "**Submit**" button to send this IDP to your Leader/Supervisor for review/approval. Your First-Line Leader/Supervisor must have accepted your First-Line Leader/Supervisor request in ACT to receive your IDP.
5. If you want to add additional goals or make other changes to your IDP after submitting (before supervisor approval), click on the "Withdraw" button on the right side of the page.
6. You can then make changes as needed and resubmit your IDP.

Working with your IDP:

Your Leader can recommend additional goals for your IDP. You will be notified of the added goals before the IDP is finalized you will have the opportunity to make any necessary adjustments.

7. Your Leader/Supervisor's suggested changes or additions to your IDP are highlighted in amber.



8. You can accept or decline changes by clicking the
9. Once complete, click the "**Process Changes**" button. Now, you can continue editing other areas of your IDP as needed.
10. **Click the "Submit"** button for your IDP to be submitted to your Leader/Supervisor for additional review or approval.