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CHRTAS

Civilian Human Resources Training Application System

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Building your Individual Development Plan (IDP) in the Civilian Human Resources Training Application System

QUICK GUIDE

POC: ID-T Workforce Development, Kimberly Morris, kimberly.m.morris4.civ@army. mil

The "*So What*" of CHRTAS

CHRTAS is an Application, Registration Approval, Roster Management & Tracking Tool for Civilian Education System (CES) courses offered by Army Management Staff College.

The system also offers an
Individual Development Plan (IDP) creation tool.

CHRTAS Managed Courses

Courses in bold are changes being implemented starting FY26.

AMSC Army Management Staff College

Foundation Course. ***All employees hired after Sept. 2006***, *Online self-paced*

Basic Course. ***GS 1-9, CY (all), NF 02-04(pay lane 1),*** *Online self-paced*

Organizational Leadership Course (OLC) (formerly the IC). GS 10-13, NF 04(pay lane2-3), *3 Weeks*.

Enterprise Leadership Course (ELC) for grades GS-14 and GS-15 supervisors (or equivalent), *2 Weeks*

Continuing Education for Senior Leaders - Strategic Leadership. ***GS 14/15, NF 05(pay Lane 2), SGM/CSM, and COL,*** *1 week*

Continuing Education for Senior Leaders - Business Transformation. ***GS 14/15, NF 05(pay Lane 2),*** *Virtual: 4 weeks, Resident: 1 week*

Open to all. *Self-paced online courses* *designed to enhance leadership skills based on current and potential future functions*

Action Officer Development Course *Organizational Leader Development Course* *Manager Development Course*

First Time Log-In

https://www.atrrs.army.mil/CHRTAS/Dashboard/Dashboard/Index





CHRTAS Profile Management ENCL 5

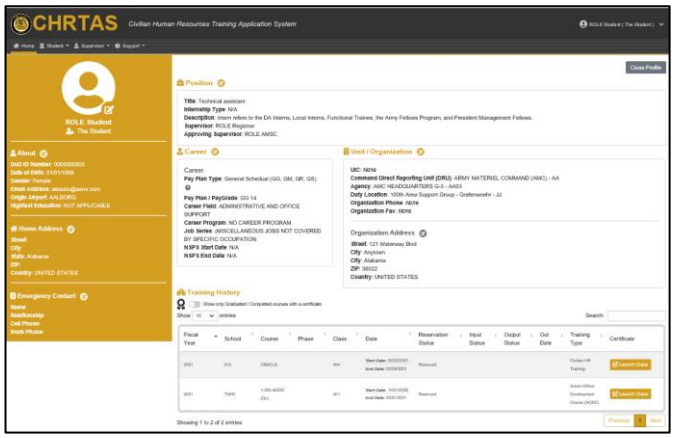
This guide is created to assist all CHRTAS users in updating Profile information and Supervisor designation. Designation of a Supervisor within a Profile is required for CHRTAS users who wish to apply for training.

UPDATE YOUR CHRTAS PROFILE

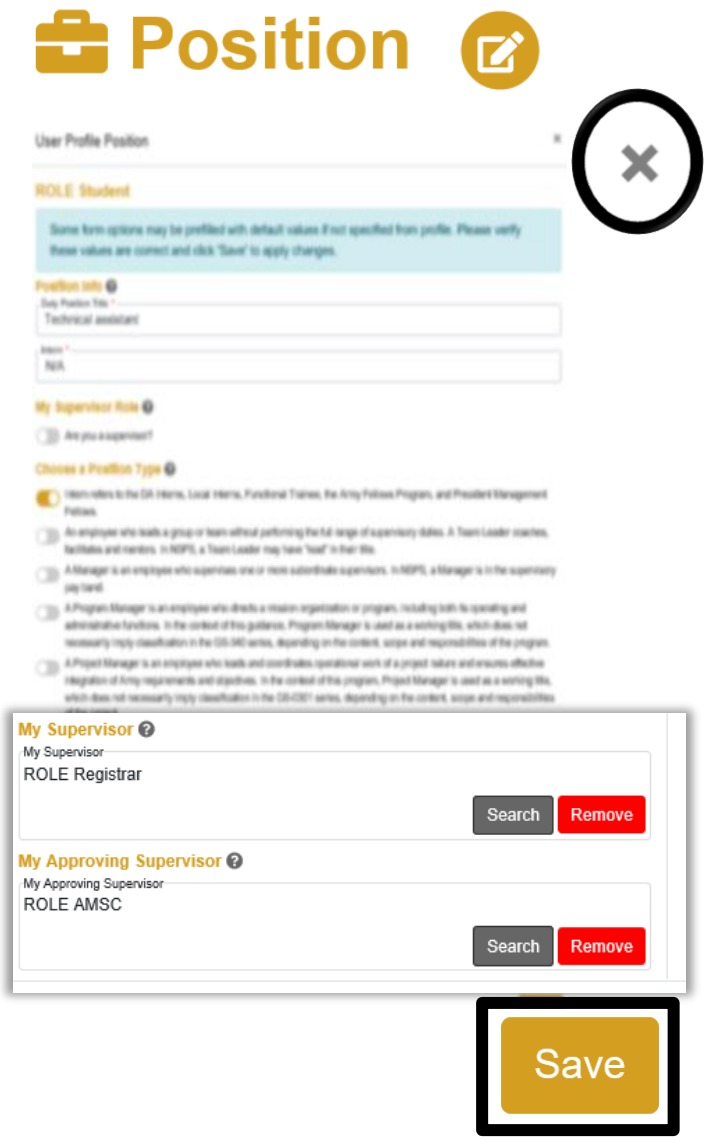
1. Login to CHRTAS < https://www.atrrs.army.mil/CHRTAS > with your CAC, select your name in the top right corner, and select **My Profile**.



2. Select the edit icon, , next to each column header to edit/update your information in each section.



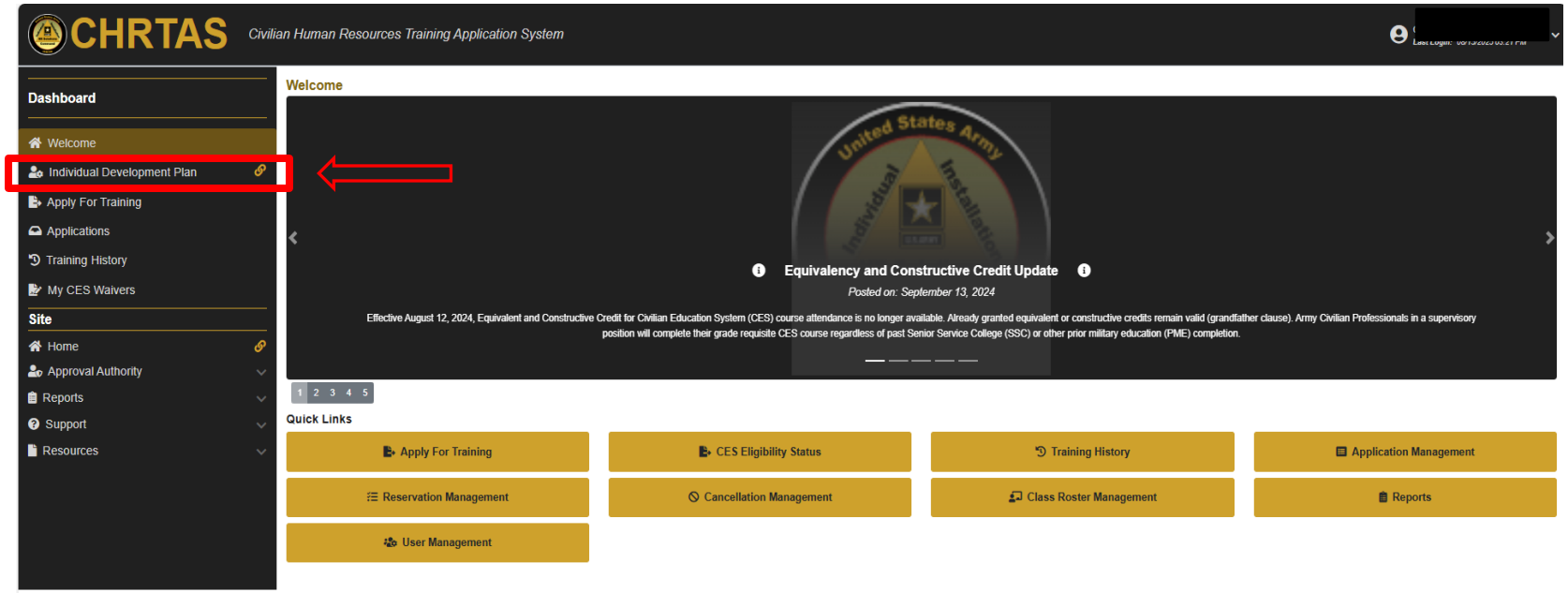
3. Select the edit icon next to **Position** to access the update window; Supervisor designation section is at the bottom of the page.
Select **Save** before exiting the window.



NOTE: The 'grayed-out' information in CHRTAS is prepopulated with ACPERS data. If any of these fields require an update, please contact your CPAC Representative.

Begin to create your IDP

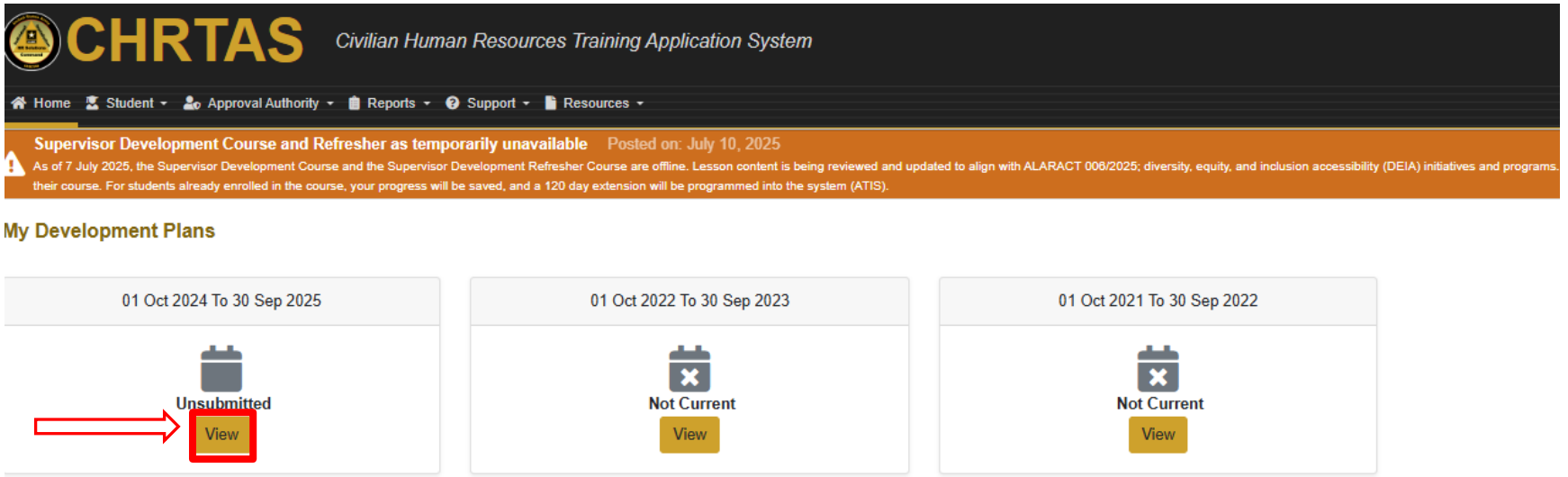
Once you have updated your profile information you can begin to create your IDP.



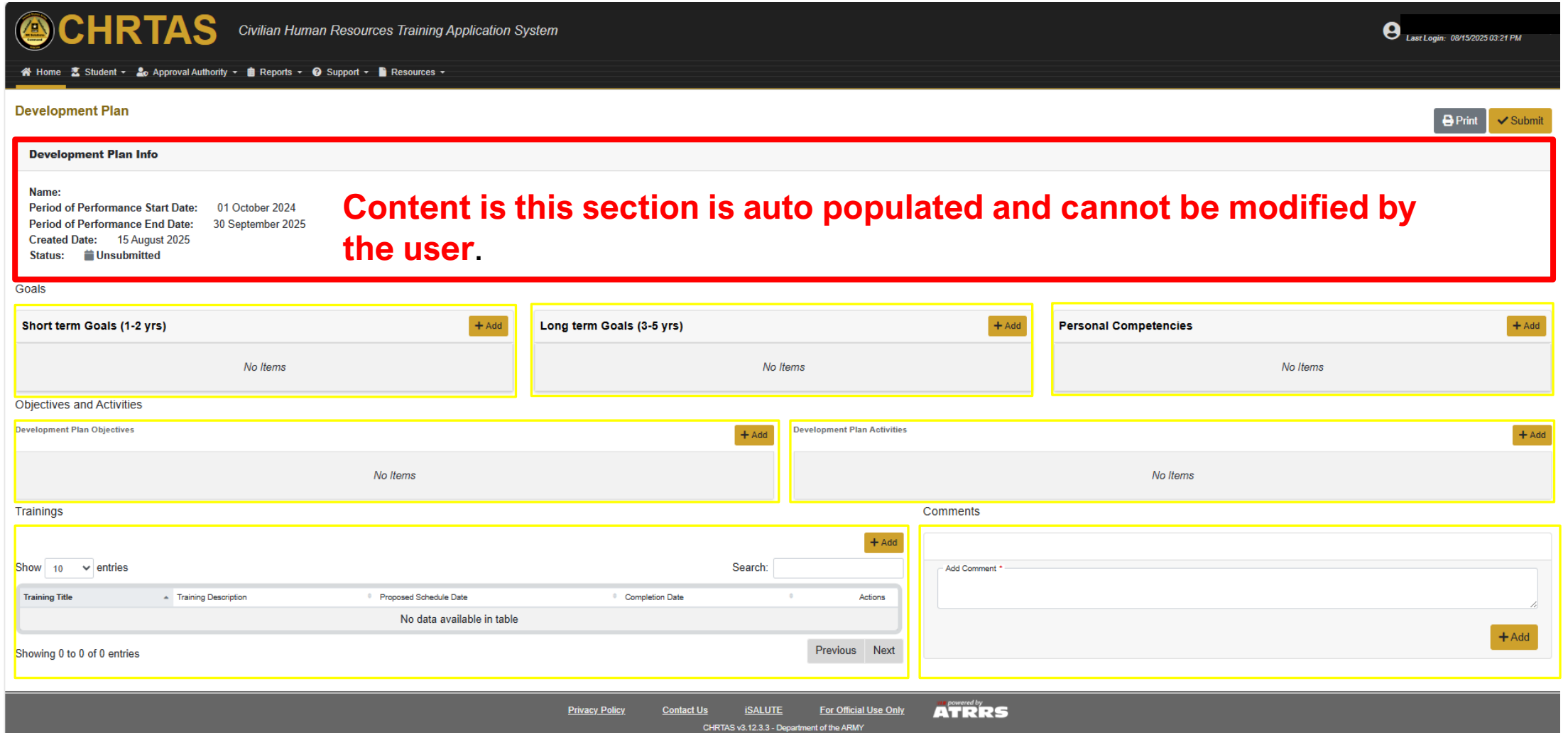
The main page of your CHRTAS Profile is your “Dashboard”.

In the left side navigation pane, click on “Individual Development Plan”

To create a plan for the first time, select the “view” button below the most recent plan

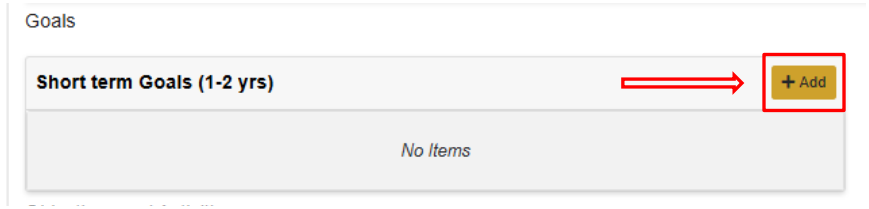


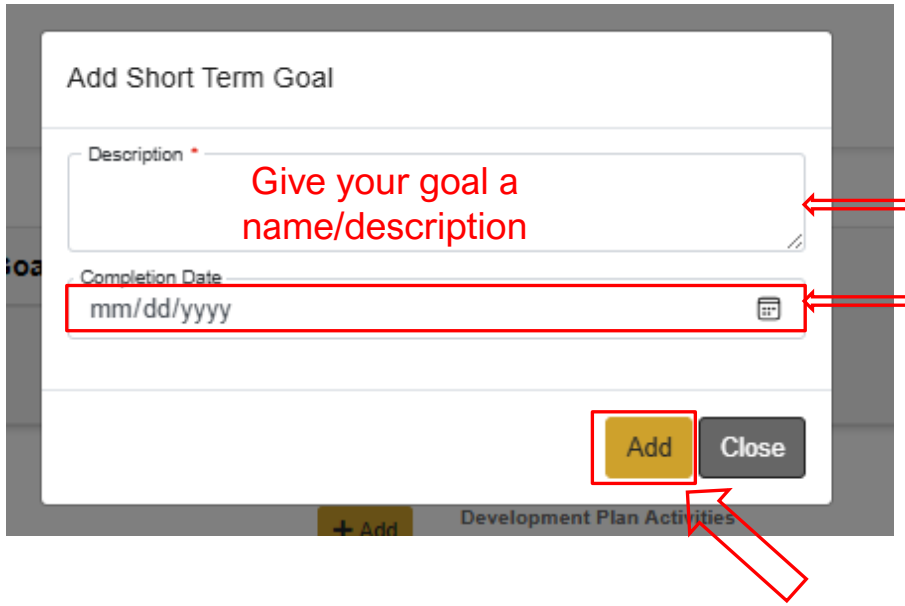
Each highlighted block can be used to build your IDP



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Goals are broken down into Short Term (1-2yrs), Long Term (3-5yrs) & Personal Competencies





Select a goal completion date.

When do you want to have this accomplished.

Add Additional Goals

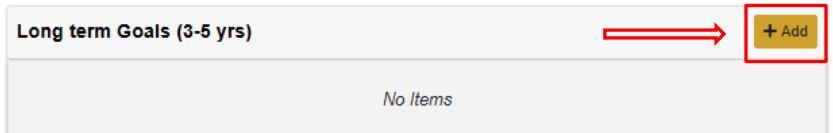
until you have identified all the goals you are seeking to accomplish.

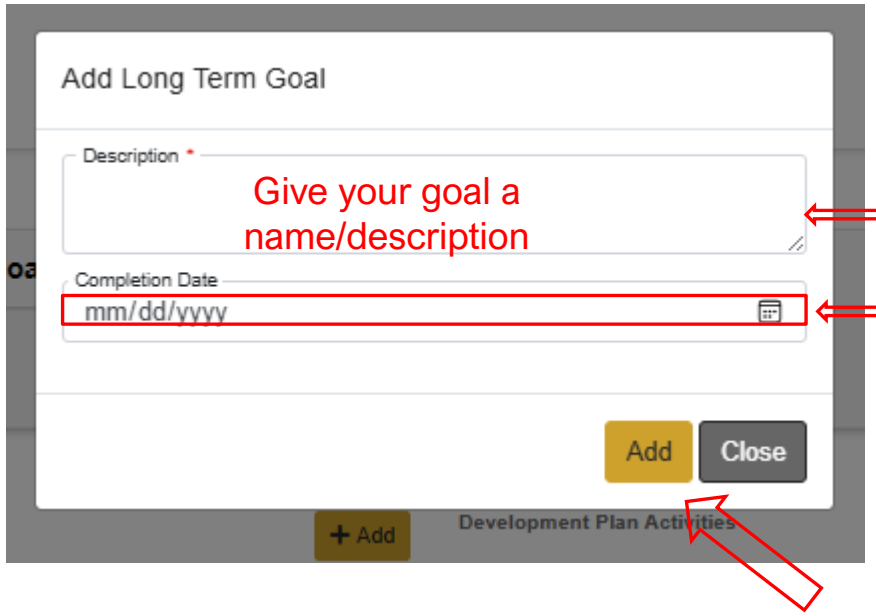


Edit & Remove Goals.

Removing a goal is only available before it has been approved by your supervisor.

Repeat the same steps for the Long Term (3-5yrs) Goals & Personal Competencies.



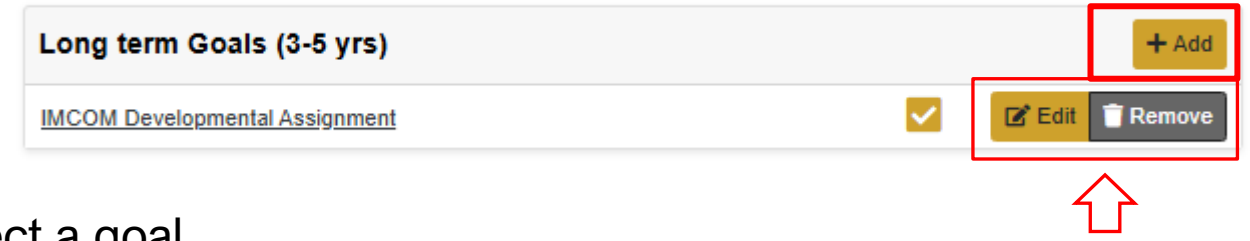


Select a goal completion date.

When do you want to have this accomplished.

Add Additional Goals

until you have identified all the goals you are seeking to accomplish.



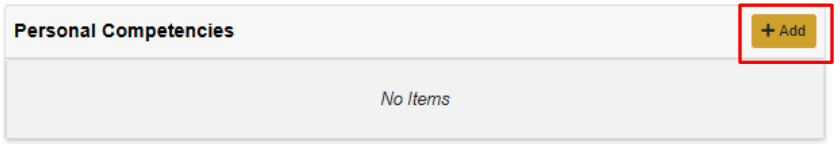
Edit & Remove Goals.

Removing a goal is only available before it has been approved by your supervisor.

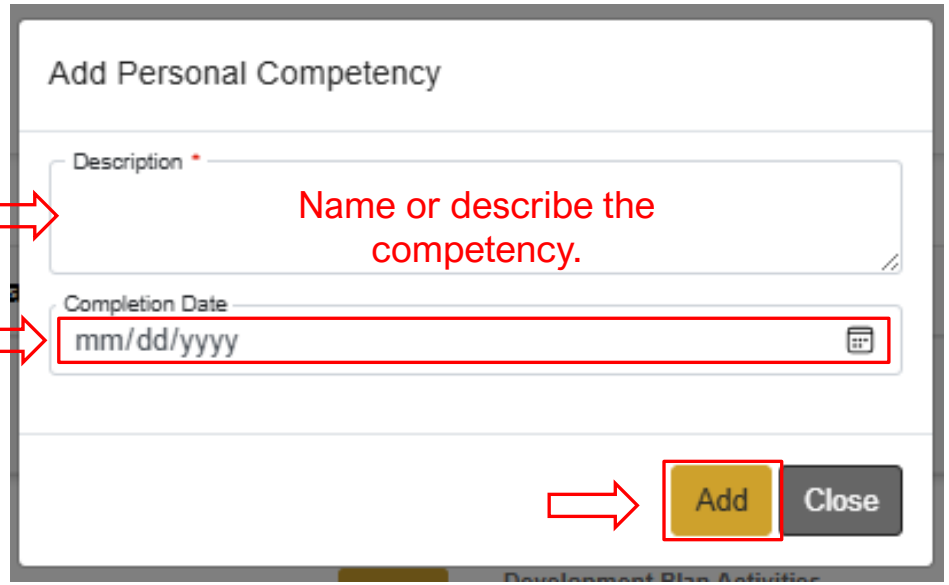
Define a Personal Competency.

Personal competencies focus on self-improvement areas outside of your current job requirements, addressing skills that enhance your overall effectiveness and future potential.

If you would like to tie these goals to the Army Leadership Competencies you can find a listing of them in the Army Doctrine Publication (ADP) 6-22 available at https://www.army.mil/apd/.



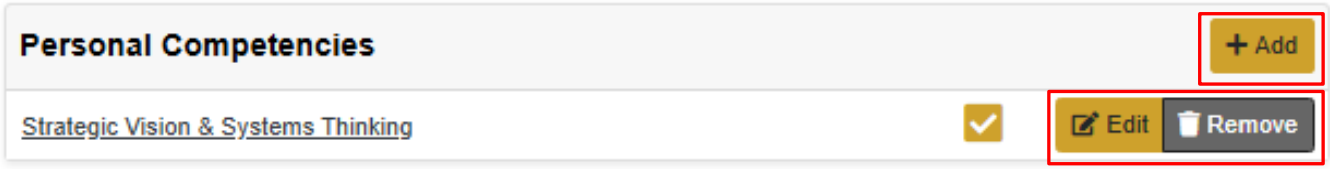
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Select a date *when do you want to have this accomplished.*

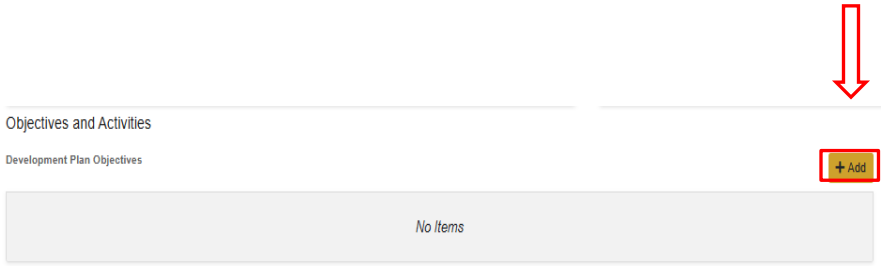
Add Additional Competencies

until you have identified all the that you are seeking to accomplish.

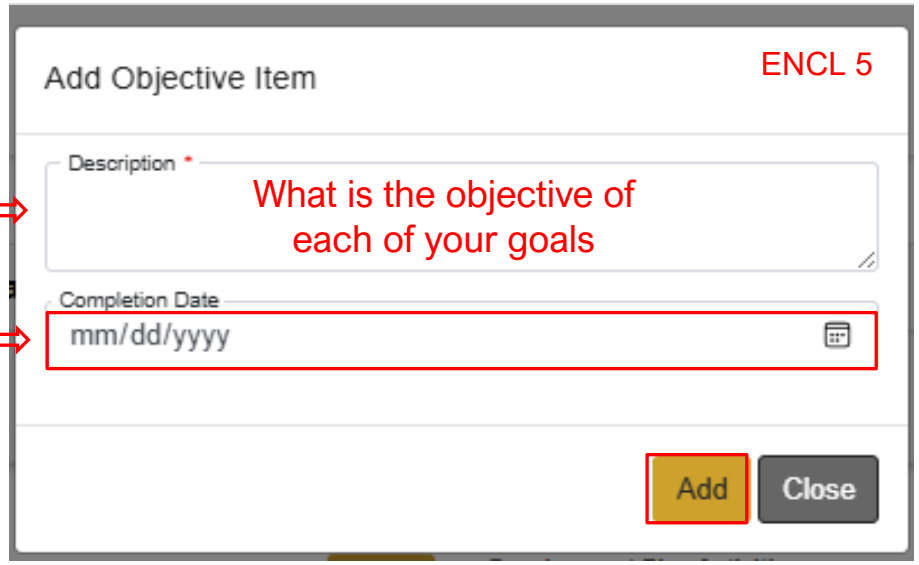


Edit & Remove Competencies.

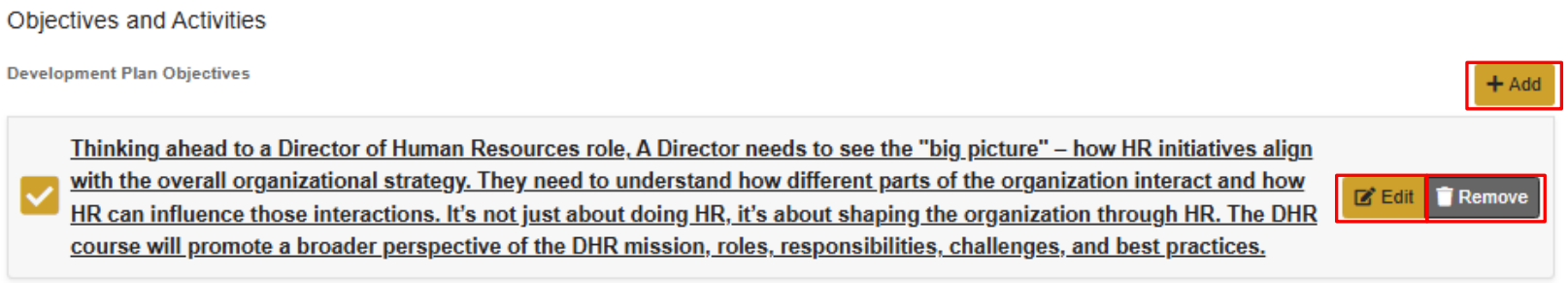
Removing is only available before it has been approved by your supervisor.



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Select a date *when do you want to have this accomplished.*



Add Additional Objectives

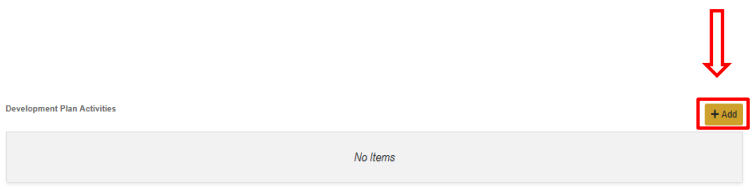
until you have identified all the that you are seeking to accomplish.

Edit & Remove Objectives.

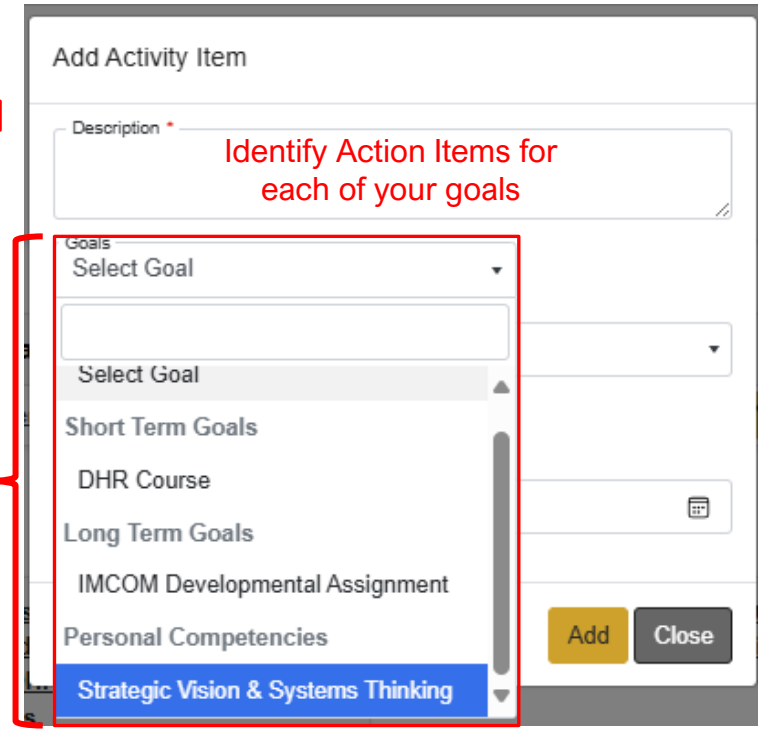
Removing is only available before it has been approved by your supervisor.

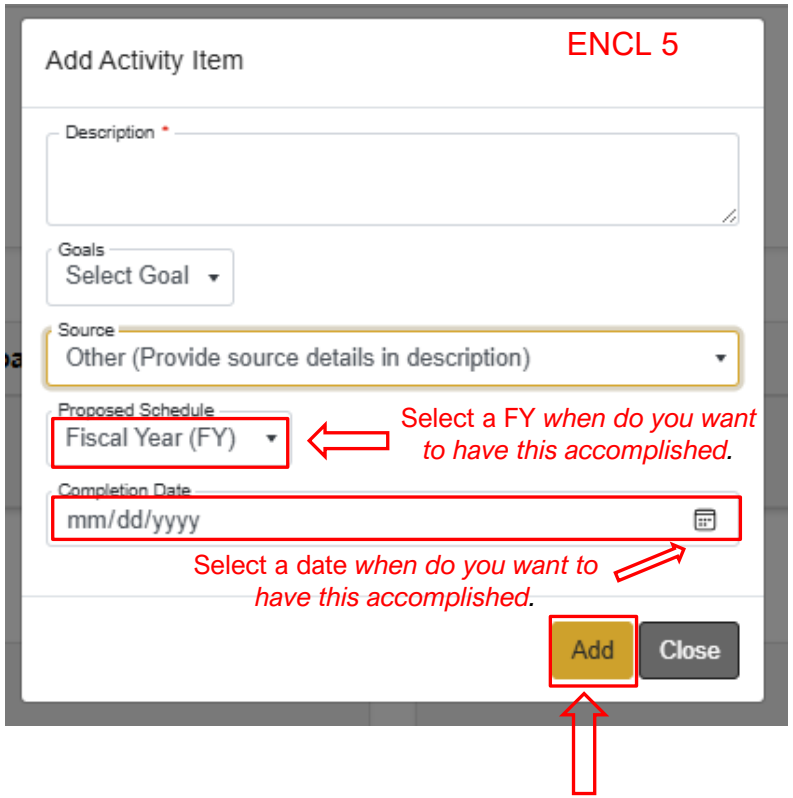
Objective Items

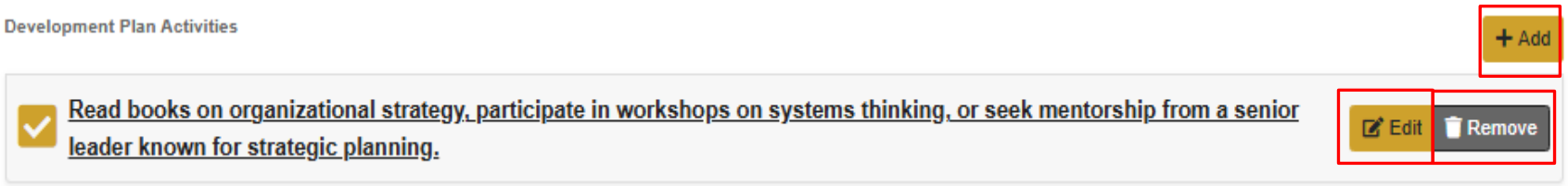
Objective Items represent a specific purpose of your goal. Think of it as a concrete step, like completing a course or leading a project, directly linked to a competency you want to improve, and it should align with your overall career aspirations.



Select the goal you are creating an action item for.







Add Additional Action Items

until you have identified all the that you are seeking to accomplish.

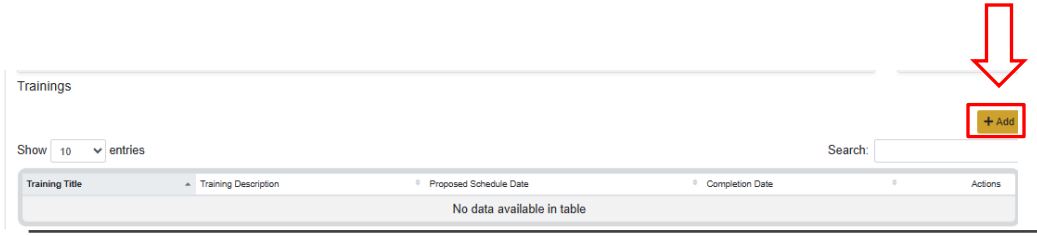
Edit & Remove Action Items.

Removing is only available before it has been approved by your supervisor.

Activity Items detail the specific steps you'll take to complete each objective item by breaking down goals into manageable tasks.

Trainings

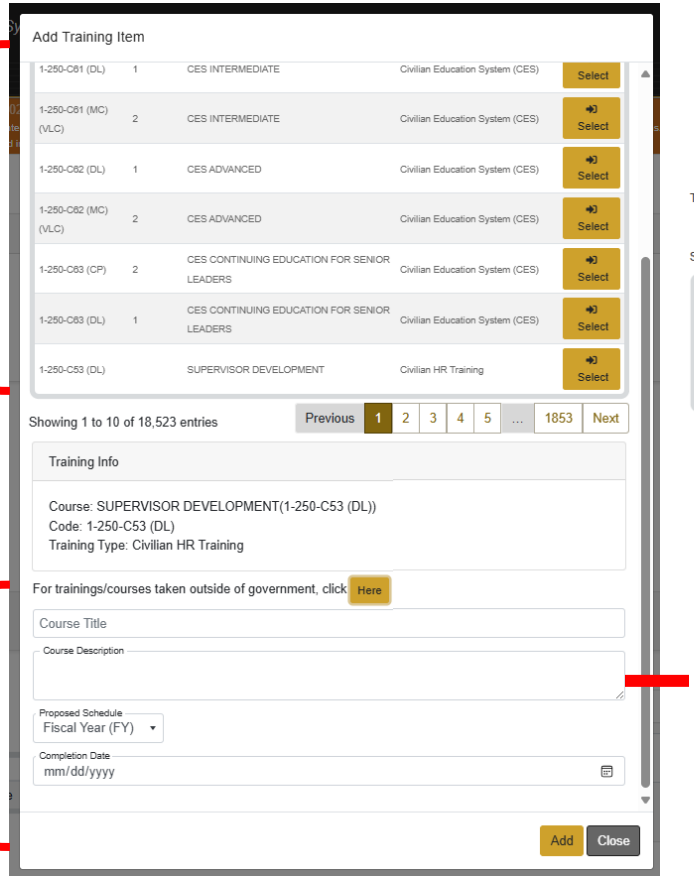
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Select training offered through CHRTAS application process.

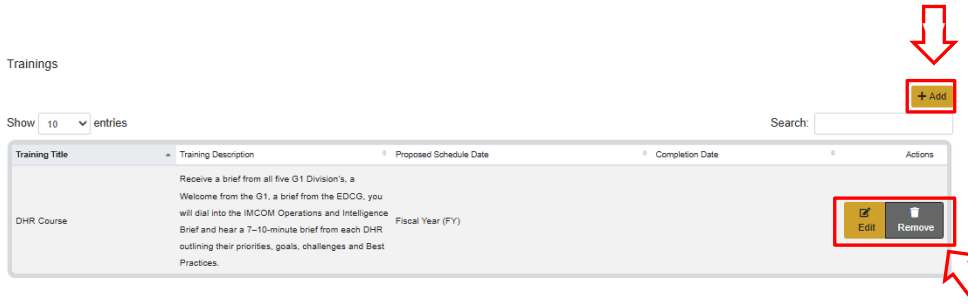
And / Or

Manually input training that is needed to meet your development goals



Add Additional Trainings

until you have identified all the that are needed.



Edit & Remove Trainings.

Removing is only available before it has been approved by your supervisor.

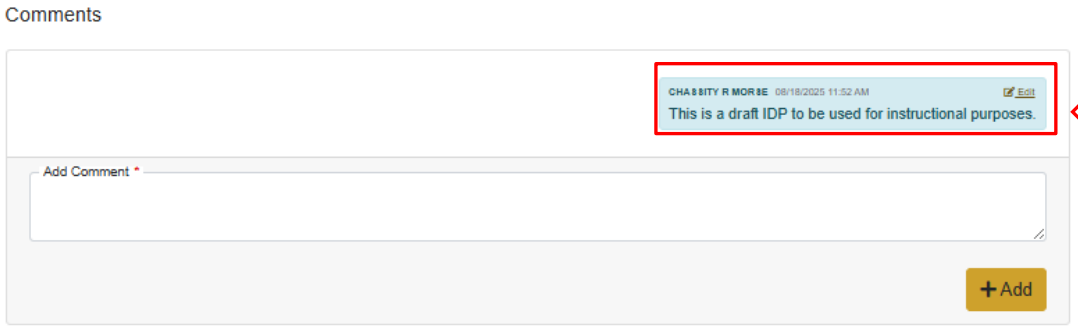
Locate training resources by going to our Workforce Development SharePoint, or giving Workforce Development a call to assist in finding applicable resources.

Comments.

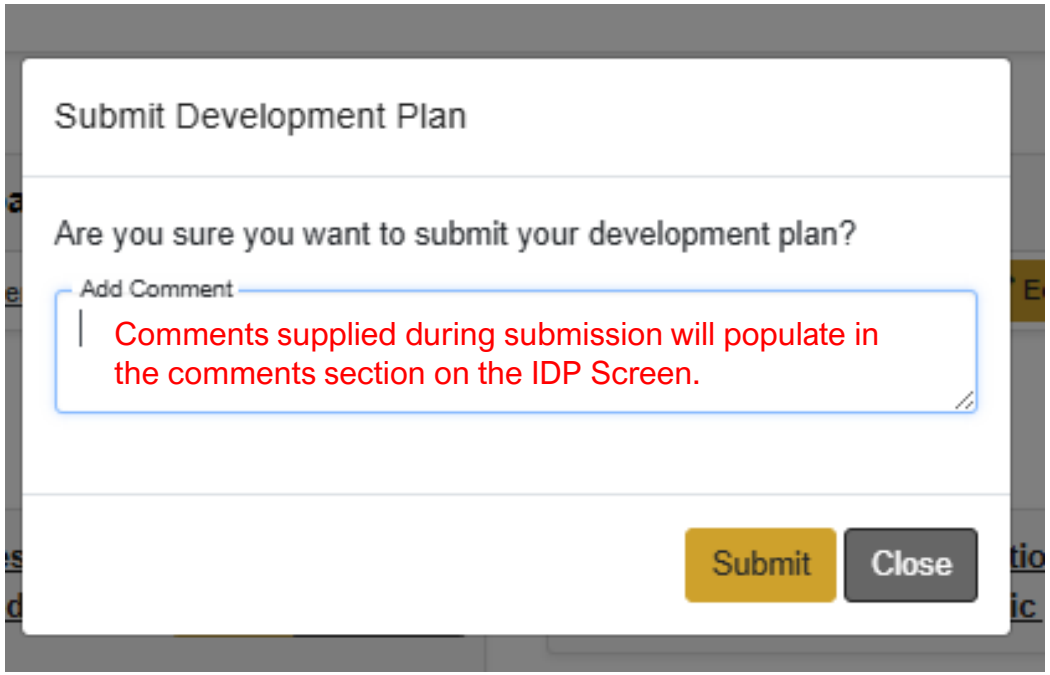
Comments can be added by you and your supervisor and during submission. The comments are recorded and displayed like a chat feed in the IDP screen, but do not populate on the downloadable/printable IDP form.

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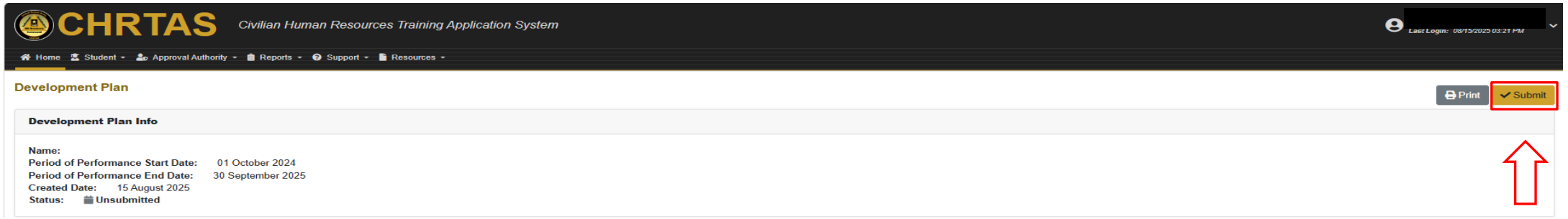


Displayed as chat feed



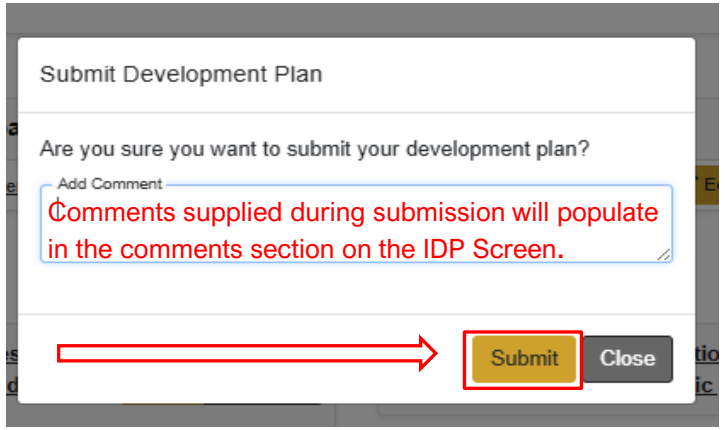
Submitting your IDP

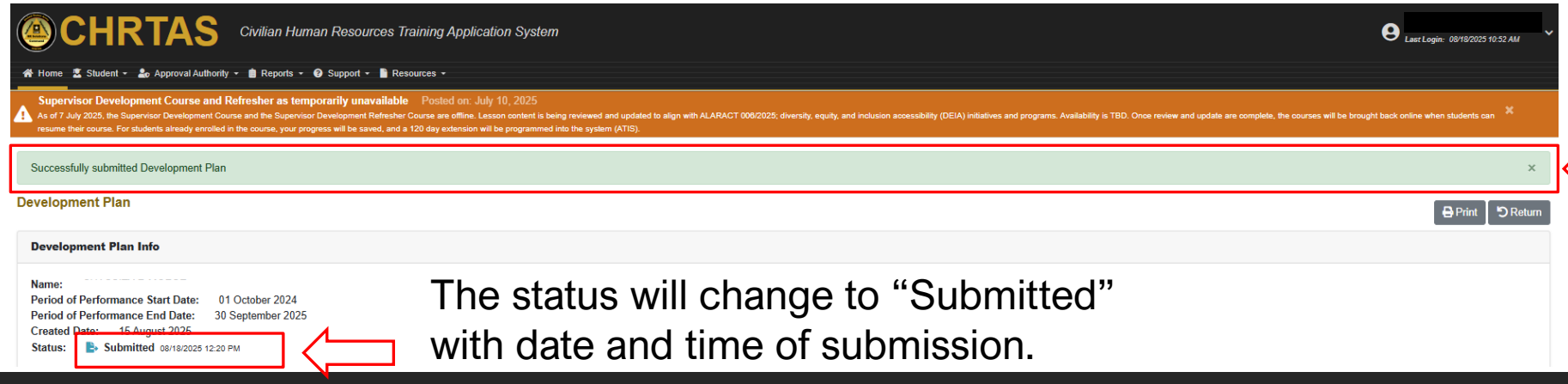
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Submit to supervisor for approval/feedback

A pop up screen will display for you to add comments that will be seen by your supervisor.





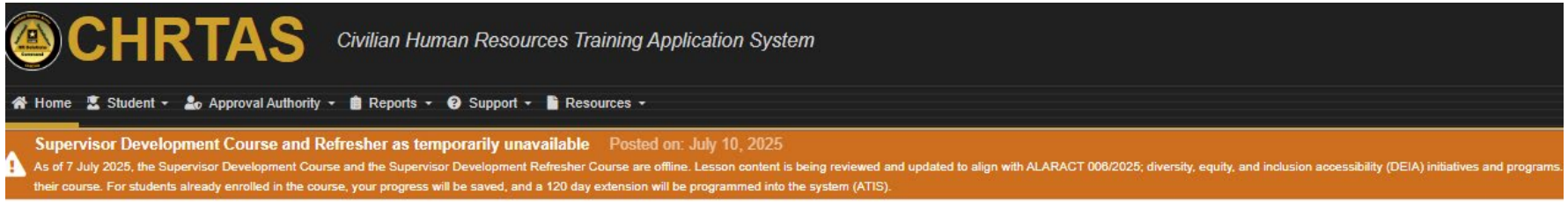
Once submission is complete a banner will display indicating successful submission.

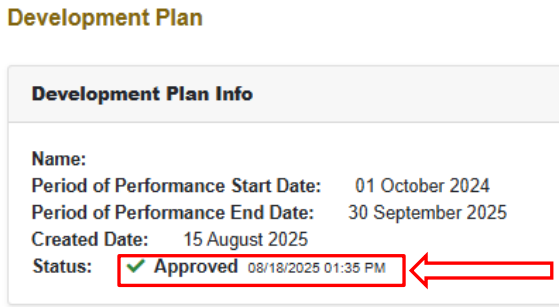
The status will change to “Submitted” with date and time of submission.

Tracking your IDP status.

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On your IDP landing page you will see the status of your plan(s)





The status line of Development Plan Info section supplies a continuous status, complete with date and time of last action.

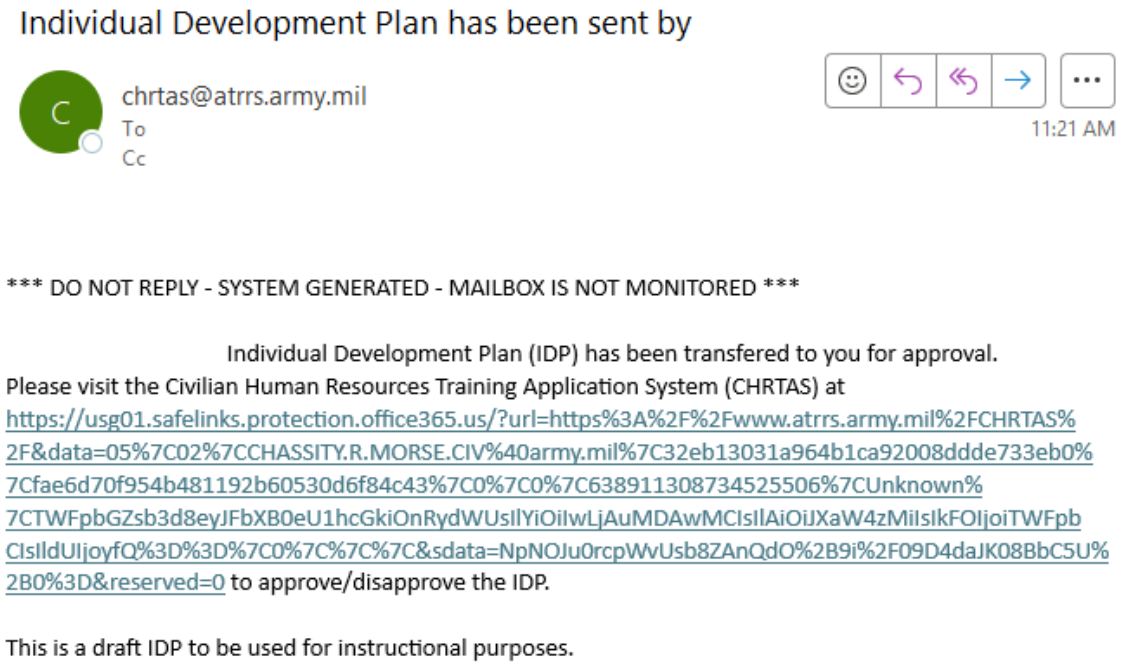
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Supervisor notification.

Your supervisor will receive an email letting them know the plan has been transferred to them for action. You will be cc'd on the email as well.

The message supplies a link and populates the comments supplied on the submission screen at the end of the message.

They will receive a message every time you return and submit your plan.



Individual Development Plan has been sent by

C chrtas@atrrs.army.mil
To
Cc

11:21 AM

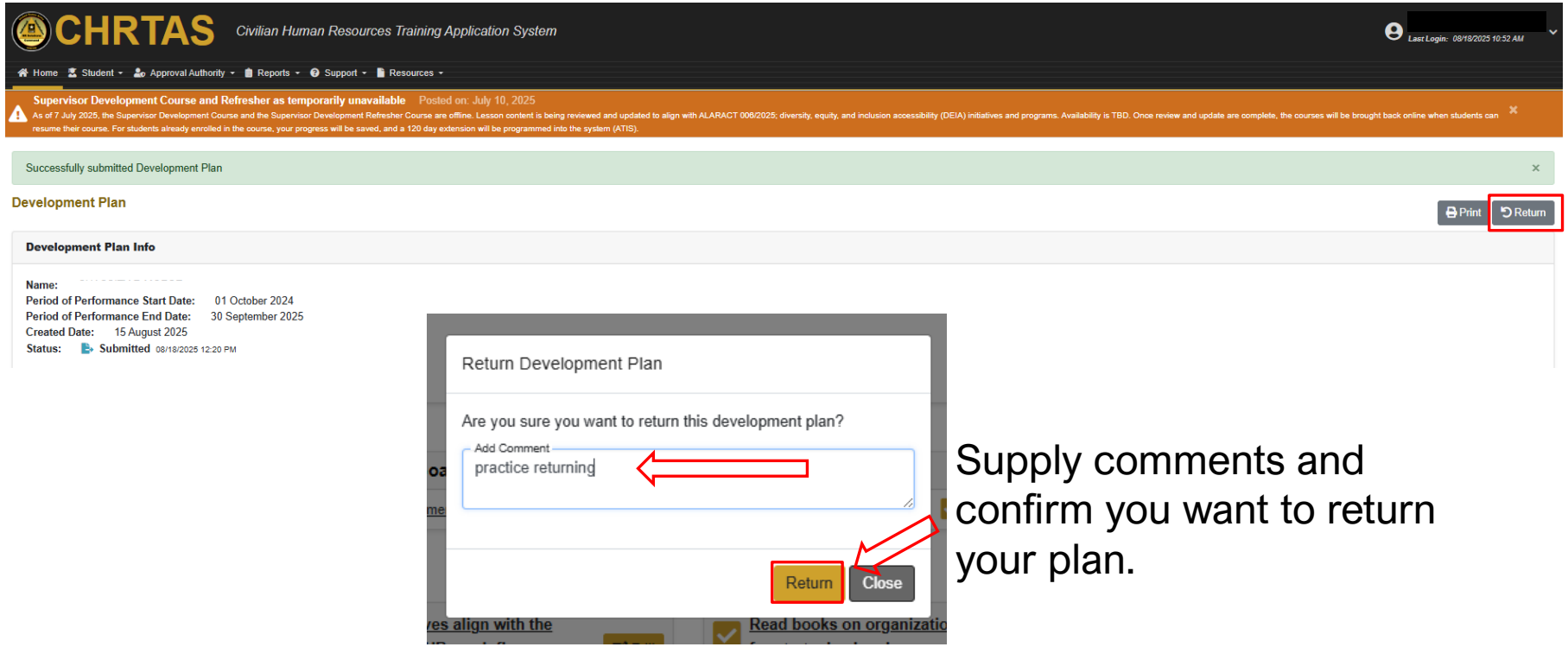
*** DO NOT REPLY - SYSTEM GENERATED - MAILBOX IS NOT MONITORED ***

Individual Development Plan (IDP) has been transfered to you for approval.
Please visit the Civilian Human Resources Training Application System (CHRTAS) at
https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fwww.atrrs.army.mil%2FCHRTAS%2F&data=05%7C02%7CCHASSITY.R.MORSE.CIV%40army.mil%7C32eb13031a964b1ca92008ddde733eb0%7Cfae6d70f954b481192b60530d6f84c43%7C0%7C0%7C638911308734525506%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=NpNOJu0rcpWvUsb8ZAnQdO%2B9i%2F09D4daJK08BbC5U%2B0%3D&reserved=0 to approve/disapprove the IDP.

This is a draft IDP to be used for instructional purposes.

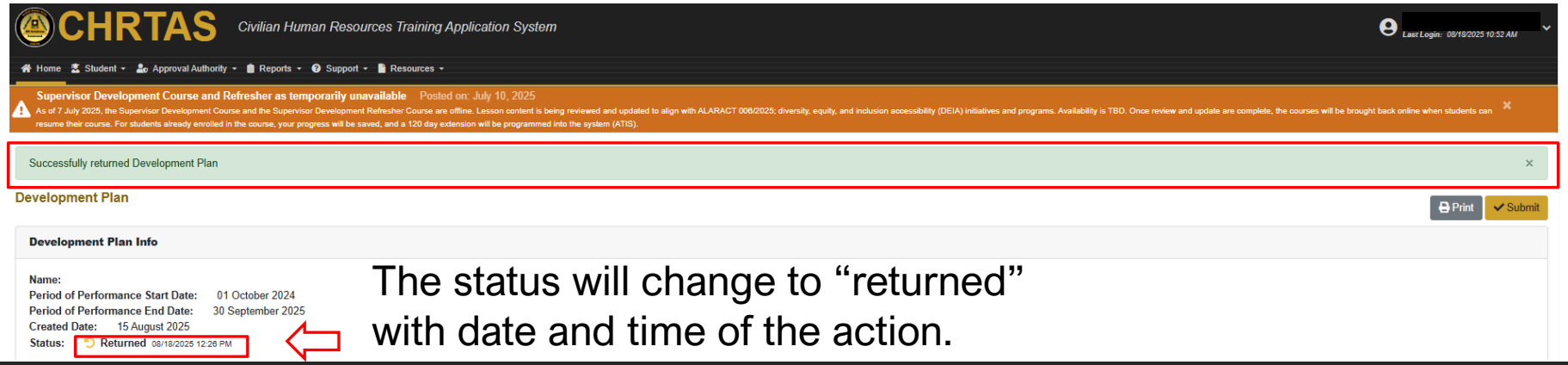
Returning your IDP

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You can return your IDP at any time to make updates as needed.

Supply comments and confirm you want to return your plan.



Once the return is complete a banner will display indicating that the IDP has been returned successfully.

The status will change to “returned” with date and time of the action.

Printing your IDP

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