

CareerTracker

LOG OUT

JARED KOPACKI

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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

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**LEAD & MANAGE**

**COMMUNITIES**

**ACCULTURATION**

**SPONSORSHIP HELP**

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**HELP & SUPPORT**

INFORMATION &

**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

CREATE NEW IDP

**My IDP** retrieves your previous IDP. If you do not have an Actual Completion Date, you will be able to view your **Planner** and Recommendations (located on left of this screen).

\*\*\* If no goals populate in My IDP (located on left of this screen), or **My Activities** (located on left of this screen), you will be able to view your **Current Goals** (located on left of this screen).

**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. Your 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.

**Working with your IDP:**  
 Your Leader has the ability to 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.

1. Your Leader/Supervisor's suggested changes or additions to your IDP are highlighted in amber.
2. You can accept or decline changes by clicking the or the .
3. Once complete, click the **Process Changes** button. Now, you can continue editing other areas of your IDP as needed.
4. Click the **Submit** button in order for your IDP to be submitted to your Leader/Supervisor for additional review or approval.

CLOSE

**LEADERS & MENTORS**

**LEADER**  
 BG MICHAEL HANIFAN CHANGE

**SUBORDINATE REQUEST**

**MENTOR**  
 SSG M [REDACTED]

✔ Accept
✘ Decline

VIEW ALL LEADERS & MENTORS

# SAMPLE

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**PLAN**

**LEAD & MANAGE**

DASHBOARD

SUBORDINATES

SUBORDINATE DETAILS

SUBORDINATE IDPS

MANDATORY REQUIREMENTS INPUT

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**COMMUNITIES**

**ACCULTURATION**

**SPONSORSHIP HELP**

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**HELP & SUPPORT**

INFORMATION & UPDATES

ACT KNOWLEDGE BASE

SUBMIT HELP TICKET

Select a subordinate to view career tracking and planning information below:

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BIOGRAPHICAL INFORMATION

Use the navigation bar on the right to jump directly to another section.

BIOGRAPHICAL INFORMATION

- DASHBOARD
- CAREER RECORD
- ASSESSMENTS
- PROFESSIONAL DEVELOPMENT MODEL
- CAREER PATH BUILDER
- RECOMMENDATIONS SENT

BIOGRAPHICAL INFORMATION

BASIC INFORMATION	IMPORTANT DATES
NAME: M [REDACTED]	BASD: [REDACTED]
RANK: SSG	DOR: [REDACTED]
COMPONENT: NATIONAL GUARD	LAST PCS: [REDACTED]
MOS: 31B38R - MILITARY POLICE	LAST EVALUATION: NO DATA AVAILABLE
DUTY POSITION: SQUAD LEADER	GAT COMPLETION: [REDACTED]
INSTALLATION: [REDACTED]	
UIC: [REDACTED]	