

Do You Have an Individual Development Plan (IDP)?

An Individual Development Plan or IDP is the product of your professional development planning. The then Senior Official Performing the Duties of the Assistant Secretary of the Army (M&RA), Mr. Raymond Horoho, stated in his January 2018 Army Civilian Development Planning memorandum, “[d]evelopment of our workforce must be the result of careful and deliberate planning to ensure that employees’ training, experiential learning opportunities, and other development efforts are aligned with organizational mission, goals and objectives, and addresses opportunities for both enhancing current job performance and enabling future career aspirations.” IAW AR 350-1, Army civilian employees are required to have an IDP.

Your IDP should be a collaborative effort between you and your supervisor. The IDP should include your professional development goals over the current and next few performance appraisal cycles. Do not hesitate to include training that will help you perform in your current position, details or cross-training opportunities, and training that will help you achieve your future career goals.

How to Create Your IDP

Army Career Tracker (ACT) is the Army’s official system of record for IDP development and documentation. To create your IDP, navigate to ACT (www.actnow.army.mil) to get started. Detailed instructions for how to create your IDP on ACT are on our [milBook](#) page.

Helpful Tips

Here are a few tips to avoid common frustrations:

1. Before starting your IDP, ensure your current supervisor is listed under the Leaders & Mentors Page;
2. If you would like your personal or professional goals incorporated into your IDP, do not forget to check the IDP Goal box when creating a goal;
3. When incorporating your goals into your IDP, do not forget to click UPDATE on the bottom of the IDP page if there are warning flags.



Some of our Founding Fathers drafting the first IDP.

Travel Tip: How to Project Training Costs

Command training budgets can never accommodate everyone’s training requests. Your ability to accurately project training costs can help you help your supervisor send you to training this year and in future years by thoughtfully projecting how the training money will be spent. To accurately project training costs you will need to consider the cost of tuition, course materials, and travel.

- Tuition: Often a fixed amount or even free if the training is provided by a federal agency.

- Course Materials: Not always included in the tuition – call the course vendor to ask if there is an additional charge for the course materials.
- Travel: Travel may include airfare, car rental, baggage fees, parking, lodging, hotel fees, and per diem. To help you calculate per diem, airfare, car rental,* mileage, and miscellaneous expenses, you can go to the DoD Passport website [here](#).

The DoD Passport website will give you a cost estimate for per diem, airfare, car rental, mileage, and miscellaneous expenses based where you are traveling from, where you are traveling to, and your dates of travel.

* CP-56 funded training cannot reimburse rental car expenses.

Training Update

Be on the lookout for upcoming training announcements, including the following online courses:

- Paralegal Certificate
- Victim Advocacy
- Advanced Research & Writing
- Personal Injury Certificate
- Legal Investigation



CP-56 has published a Fact Sheet that explains the Competitive Professional Development (CPD) application process and categories used for scoring the applications by the selection panel. If considering applying for CPD opportunities, please refer to the Fact Sheet for helpful hints!

If there are specific trainings that you would like our office to consider for its Competitive Professional Development (CPD) Program in FY19, please contact Ms. Sarilyn Leary at Sarilyn.h.leary.civ@mail.mil or 703-693-0545 to discuss.

**Full announcements and applications can be found on
JAGCNet and CP-56 milBook page.**

Resources

The best way to stay up-to-date on all CP-56 happenings is to follow the CP-56 milBook page in your e-mail stream, where you will receive an e-mail directly to your inbox any time new training opportunities are posted.

Also follow us on GoArmyEd and Army Career Tracker (ACT). To attend trainings, you and your supervisor must have a GoArmyEd account.

Course Comments

FELTG's Absence, Leave Abuse & Medical Issues Week:

"I just returned from the FELTG Course on Absence, Leave Abuse & Medical Issues, and I greatly enjoyed both the course content and the presenters. The information that was provided will be quite beneficial to my practice and I will be utilizing the information to assist my colleagues in my OSJA, my CPAC, and with my supervisors that have to deal with these complicated issues on a daily basis.

"I especially liked the discussion on disciplinary actions from excused absences, in which the presenter identified an Army case as an example of the Army handling the excessive absence case correctly."

- Matthew J. Geller, JALS

Questions?

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