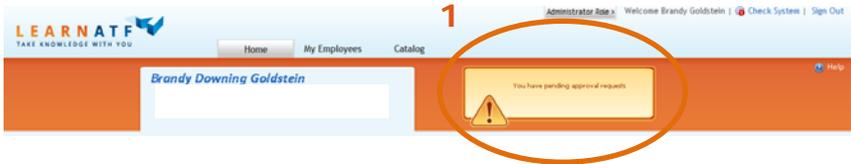
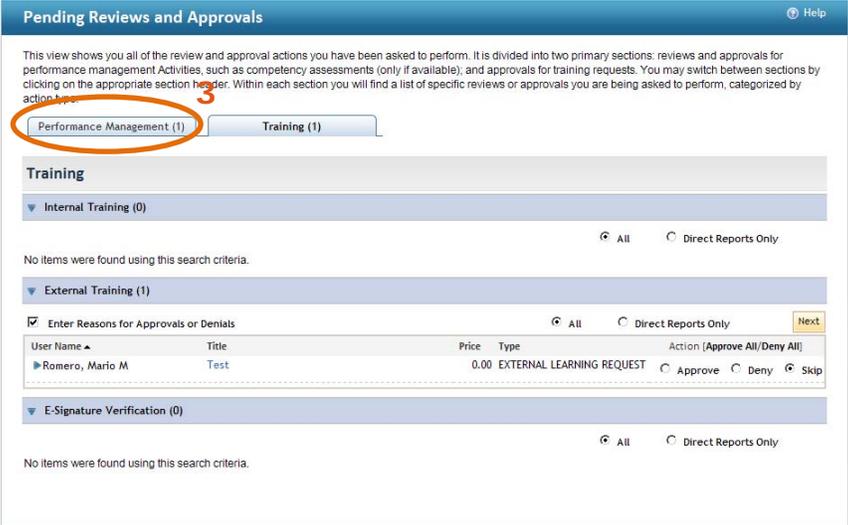
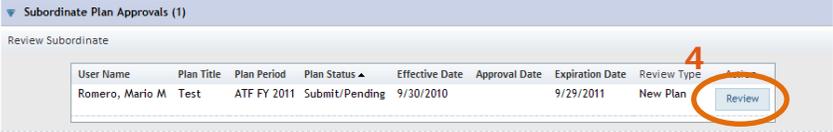
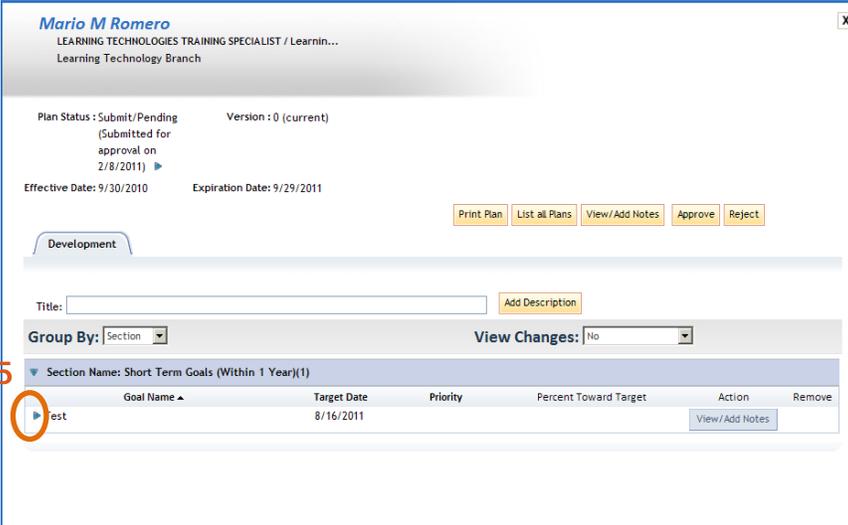


<p style="text-align: center;"><b>Before You Start:</b></p>		<p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• IDPs must be entered and managed through <b>LearnATF</b>. There are no more paper based IDPs (formerly ATF F 6231.1).</li> <li>• IDP action is required each year and coincides with the fiscal year.</li> <li>• If an employee declines to submit an IDP, they must acknowledge that they do not want to enter an IDP in <b>LearnATF</b>.</li> <li>• 1<sup>st</sup> line supervisors review and approve IDPs within <b>LearnATF</b>. Training Coordinators do not have access to approve IDPs.</li> <li>• If you have questions about IDP requirements, contact the Continuing Educating Branch (CEB).</li> <li>• If you have difficulty navigating the IDP, contact the ATF Help Desk at 1-877-875-3723.</li> </ul>
<p><b>1.</b></p>	<p>When you log in to <b>LearnATF</b>, you will see an <b>Alert</b> on the upper right of your screen.</p>	
<p><b>2.</b></p>	<p>Click on the <b><u>You have pending approval requests</u></b> link.</p>	

<p><b>3.</b></p>	<p>The <b>Pending Reviews and Approvals</b> page is displayed. Click the <b>Performance Management</b> tab.</p>	
<p><b>4.</b></p>	<p>Your pending IDP approvals are displayed. Click on <b>Review</b> beside the employee you would like to review first.</p>	
<p><b>5.</b></p>	<p>Your employee's IDP is displayed. Select the blue triangle next to a <b>Goal Name</b> to review the <b>Goal Description</b> and any associated <b>Activities</b>.</p>	

<p><b>6.</b></p>	<p>If you wish to add notes, comments or feedback, Click <a href="#">View/Add Notes</a>.</p> <p><b>Note:</b> Comments in the Notes section are visible by your employees and they cannot be deleted once entered unless you check "This is a private note".</p>	
<p><b>7.</b></p>	<p>When you have reviewed the IDP, Click <a href="#">Approve</a> or <a href="#">Reject</a>.</p> <p>If you approved the IDP the employee will receive a notification indicating it is approved. If you rejected the IDP, set a time to meet and discuss the changes you would like your employee to make before resubmitting for approval.</p>	
<p><b>8.</b></p>	<p>Click the <b>X</b> in the upper right hand corner to <a href="#">close the IDP</a>.</p>	