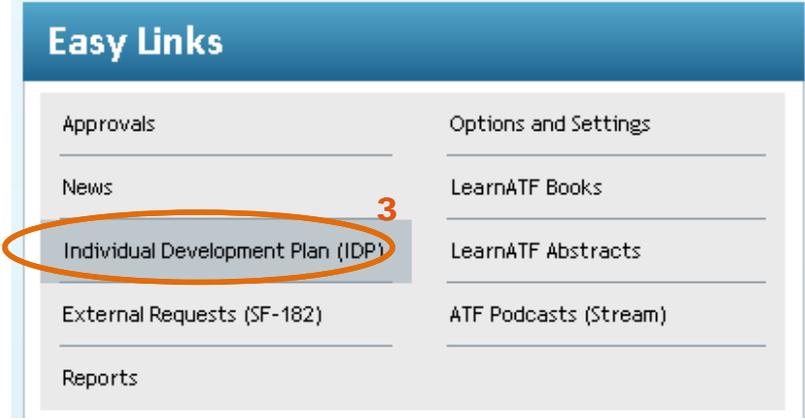
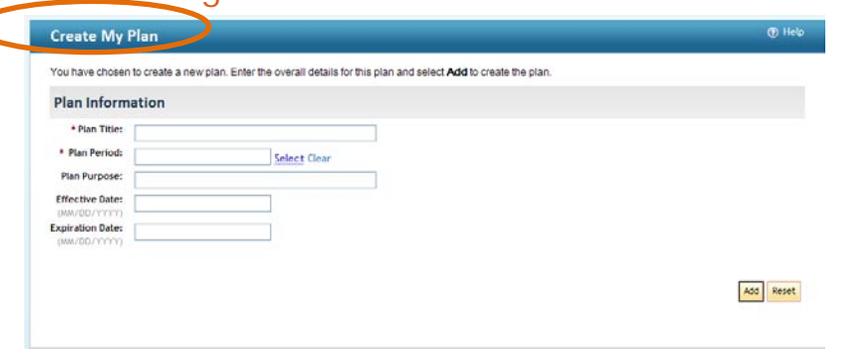
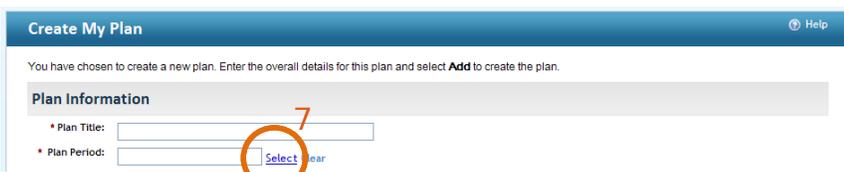
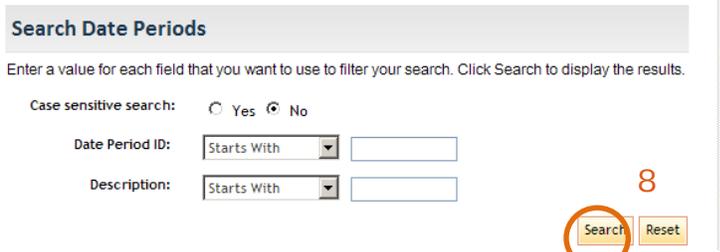
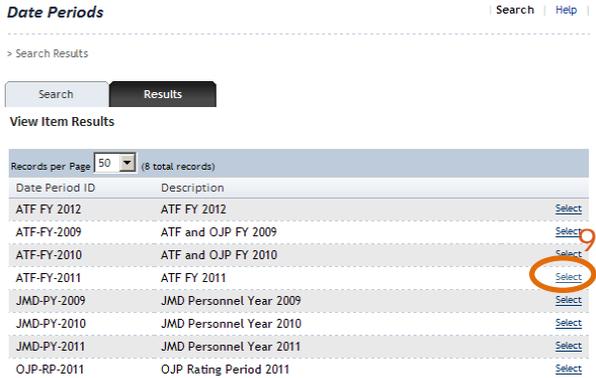


<h2 style="color: #C85130;">Before You Start:</h2>		<p>This Job Aid is to assist you in entering an Individual Development Plan (IDP) in LearnATF. It also contains instructions to assist you with maintaining your IDP. Before you enter your IDP in LearnATF, you should use the IDP Preparation Job Aid in order to assist you in obtaining all of the information you need.</p>
<p>1.</p>	<p>Log in to LearnATF.</p>	
<p>2.</p>	<p>On the Home page of LearnATF, navigate to the Easy Links section.</p>	
<p>3.</p>	<p>Click on Individual Development Plan (IDP).</p>	

<p>4.</p>	<p>Scroll down and click the Create New Plan button.</p> <p>If you have an active IDP in LearnATF, that Plan will be shown.</p> <p>Note: If you already have an active IDP, you will not be able to create a new IDP. You may only have one active IDP per Fiscal Year.</p>	
<p>5.</p>	<p>The Create My Plan page is now displayed.</p>	
<p>6.</p>	<p>Enter your Plan Title.</p> <p>Note: The title should be descriptive and help you remember the purpose of your IDP. This is a required field. *Do not use "My IDP" or "IDP" as it will make it difficult to distinguish this IDP from future versions.</p>	
<p>7.</p>	<p>Click Select to enter your IDP Period.</p> <p>Note: IDP Period is a required field. The IDP Period specifies the timeframe of your IDP. At ATF, this is based on fiscal years.</p> <p>If you do not have an Active/Approved IDP for the current FY and are trying to enter an IDP for the coming FY: Create a short-term IDP that will last from now until the end of the current FY first.</p> <p>This IDP can be as simple as one goal stating you did not use the online IDP for</p>	

	<p>the current FY.</p> <p>You will not be able to create an IDP for next fiscal year unless you create and have a short-term IDP approved for the current fiscal year or you wait until after the new FY starts.</p>																												
<p>8.</p>	<p>Click Search to see Date Periods.</p>	 <p>Search Date Periods</p> <p>Enter a value for each field that you want to use to filter your search. Click Search to display the results.</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Date Period ID: <input type="text" value="Starts With"/> <input type="text"/></p> <p>Description: <input type="text" value="Starts With"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>																											
<p>9.</p>	<p>A list of potential IDP Periods are displayed in the Date Period window. Click Select in the row corresponding to the desired Date Period ID.</p>	 <p>Date Periods Search Help</p> <p>> Search Results</p> <p>Search Results</p> <p>View Item Results</p> <p>Records per Page: 50 (8 total records)</p> <table border="1"> <thead> <tr> <th>Date Period ID</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>ATF FY 2012</td> <td>ATF FY 2012</td> <td>Select</td> </tr> <tr> <td>ATF-FY-2009</td> <td>ATF and OJP FY 2009</td> <td>Select</td> </tr> <tr> <td>ATF-FY-2010</td> <td>ATF and OJP FY 2010</td> <td>Select</td> </tr> <tr> <td>ATF-FY-2011</td> <td>ATF FY 2011</td> <td>Select</td> </tr> <tr> <td>JMD-PY-2009</td> <td>JMD Personnel Year 2009</td> <td>Select</td> </tr> <tr> <td>JMD-PY-2010</td> <td>JMD Personnel Year 2010</td> <td>Select</td> </tr> <tr> <td>JMD-PY-2011</td> <td>JMD Personnel Year 2011</td> <td>Select</td> </tr> <tr> <td>OJP-RP-2011</td> <td>OJP Rating Period 2011</td> <td>Select</td> </tr> </tbody> </table>	Date Period ID	Description		ATF FY 2012	ATF FY 2012	Select	ATF-FY-2009	ATF and OJP FY 2009	Select	ATF-FY-2010	ATF and OJP FY 2010	Select	ATF-FY-2011	ATF FY 2011	Select	JMD-PY-2009	JMD Personnel Year 2009	Select	JMD-PY-2010	JMD Personnel Year 2010	Select	JMD-PY-2011	JMD Personnel Year 2011	Select	OJP-RP-2011	OJP Rating Period 2011	Select
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JMD-PY-2011	JMD Personnel Year 2011	Select																											
OJP-RP-2011	OJP Rating Period 2011	Select																											
<p>10.</p>	<p>The Date Periods window closes, and the selected Date Period ID is now displayed in the Plan Period field.</p>	 <p>Plan Information</p> <p>Plan Title: <input type="text" value="FY2011 IDP"/></p> <p>Plan Period: <input type="text" value="ATF FY 2011"/> Select Clear</p>																											

<p>11.</p>	<p>Enter your Plan Purpose.</p> <p>Note: This should be a broad statement that describes the overall goal of your plan. For example, you may enter "Prepare for entry into first-line management," or "Prepare for new job responsibilities."</p>	 <p>Plan Information</p> <p>* Plan Title: FY2011 IDP</p> <p>* Plan Period: ATF FY 2011 <input type="button" value="Select Clear"/></p> <p>Plan Purpose: Professional Development</p>																
<p>12.</p>	<p>The Effective Date and Expiration Date fields are pre-populated based on the selected Plan Period. You cannot change either date.</p>	 <p>Plan Information</p> <p>* Plan Title: FY2011 IDP</p> <p>* Plan Period: ATF FY 2011 <input type="button" value="Select Clear"/></p> <p>Plan Purpose: Professional Development</p> <p>Effective Date: 9/30/2010 (MM/DD/YYYY)</p> <p>Expiration Date: 9/29/2011 (MM/DD/YYYY)</p>																
<p>13.</p>	<p>If you have an active IDP with incomplete goals, you may copy those goals to the new plan by placing a checkmark in the Select column of the appropriate row corresponding to the goal you wish to copy.</p> <p>You may also copy the activities associated with any of these goals by placing a checkmark in the Select Copy Activities checkbox.</p> <p>Note: To copy goals from expired plans, you must use the Goal Wizard, available when adding new goals to your IDP.</p>	 <p>Copy Goals and Activities from Active Plan</p> <table border="1"> <thead> <tr> <th>Goal Name</th> <th>Goal Description</th> <th>Target Date</th> <th>Competency Related</th> <th>Plan Area</th> <th>Complete</th> <th>Percent Toward Target</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Complete Master Degree</td> <td></td> <td>9/30/2011</td> <td>No</td> <td>Development</td> <td>No</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Goal Name	Goal Description	Target Date	Competency Related	Plan Area	Complete	Percent Toward Target	Select	Complete Master Degree		9/30/2011	No	Development	No		<input checked="" type="checkbox"/>
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<p>14.</p>	<p>Click Add when all required fields are complete.</p>	 <p>Copy Goals and Activities from Active Plan</p> <table border="1"> <thead> <tr> <th>Goal Name</th> <th>Goal Description</th> <th>Target Date</th> <th>Competency Related</th> <th>Plan Area</th> <th>Complete</th> <th>Percent Toward Target</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Complete Master Degree</td> <td></td> <td>9/30/2011</td> <td>No</td> <td>Development</td> <td>No</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><input type="checkbox"/> Copy Activities <input type="button" value="Add"/> <input type="button" value="Reset"/></p>	Goal Name	Goal Description	Target Date	Competency Related	Plan Area	Complete	Percent Toward Target	Select	Complete Master Degree		9/30/2011	No	Development	No		<input checked="" type="checkbox"/>
Goal Name	Goal Description	Target Date	Competency Related	Plan Area	Complete	Percent Toward Target	Select											
Complete Master Degree		9/30/2011	No	Development	No		<input checked="" type="checkbox"/>											

15.

The **My IDPs and Goals** screen is displayed. If you copied any goals from an active IDP, they will be listed here.

Note: You will need to update the target dates for the copied goals and activities if they are in the past or you will be unable to submit the new plan.

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Complete Master Degree	9/30/2011	1		View/Add Notes Move Goal Edit	

Add Goals to your IDP

1.

Click **New Goal** on the right hand side of the page.

2.

The **Add Goal to Plan** screen is displayed.

Add Goal to Plan

You have chosen to add a goal to your Plan. Enter the details for the goal below or use the Goal Wizard, then choose Save to add the goal to your plan. To cancel, choose the Back option.
You can fill out the Goal Details section below to add an ad-hoc Goal. If you would like instead to add Goals based on your competencies, add goals for a targeted job position, copy goals from other plans or even to adopt another user's Goals then use the Goal Wizard

FY2011 IDP Plan
Plan Period: ATF-FY-2011
Plan Purpose: Professional DEvelopment
Expiration Date: 9/29/2011
Effective Date: 9/30/2010

Goal Details

Goal Type: Other Finished Save and Add Another Cancel

Goal Number:

* Goal Name:

Goal Description:

Goal Category:

Section:

Priority:

* Target Date:

Target Value: (1000)

Stretch Value: (1000)

<p>3.</p>	<p>If you wish, enter a Goal Number.</p> <p>Note: This is a unique number that identifies the goal. You can pick any number you want as long as you haven't already used that number. This is not a required field.</p>	 <p>* = Required Fields</p> <p>Goal Details</p> <p>Goal Type: Other</p> <p>Goal Number: 1</p> <p>* Goal Name: Project</p> <p>Goal Description:</p> <p>Goal Category:</p> <p>Priority:</p> <p>* Target Date:</p> <p>Target Value: (1000)</p> <p>Stretch Value: (1000)</p> <p>Buttons: Finished, Save and Add Another, Cancel</p>
<p>4.</p>	<p>Enter a Goal Name.</p> <p>Note: This is a unique name that identifies the goal. It should be short and specific such as "Project Management." This is a required field.</p>	 <p>* = Required Fields</p> <p>Goal Details</p> <p>Goal Type: Other</p> <p>Goal Number: 1</p> <p>* Goal Name: Project</p> <p>Goal Description:</p> <p>Goal Category:</p> <p>Section: -- Please Select One --</p> <p>Priority:</p> <p>* Target Date:</p> <p>Target Value: (1000)</p> <p>Stretch Value: (1000)</p> <p>Buttons: Finished, Save and Add Another, Cancel</p>
<p>5.</p>	<p>Enter a Goal Description.</p> <p>Note: This is a description of what you want to accomplish with the goal. For example, "gain experience and training to become a certified PMP."</p>	 <p>Goal Details</p> <p>Goal Type: Other</p> <p>Goal Number: 1</p> <p>* Goal Name: Project</p> <p>Goal Description: gain experience and training to become a certified PMP</p> <p>Goal Category:</p> <p>Section: -- Please Select One --</p> <p>Priority:</p> <p>* Target Date:</p> <p>Target Value: (1000)</p> <p>Stretch Value: (1000)</p> <p>Buttons: Finished, Save and Add Another, Cancel</p>

<p>6.</p>	<p>Click the Section drop down menu and then select the appropriate section.</p>	
<p>7.</p>	<p>If you wish, enter a number in the Priority field to prioritize the goal. This is not a required field.</p>	
<p>8.</p>	<p>Click the Calendar icon to enter a Target Date.</p> <p>Note: If the goal you are entering is a long term goal, select what you think is a reasonable completion date even if it extends past the current plan period. You can copy the goal to next year's IDP when you create it if the goal is not completed by the end of the FY. This is a required field.</p>	

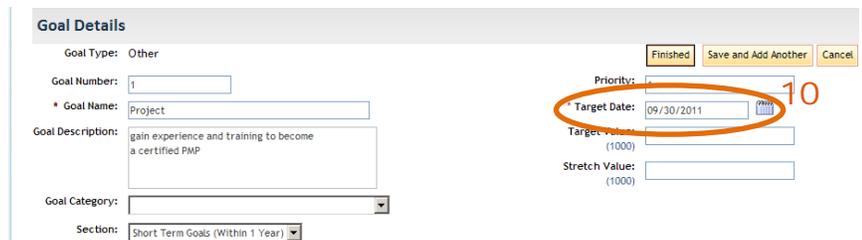
9.

A **Calendar** pop-up window appears. Use the **Calendar** to select a **Target Date**.



10.

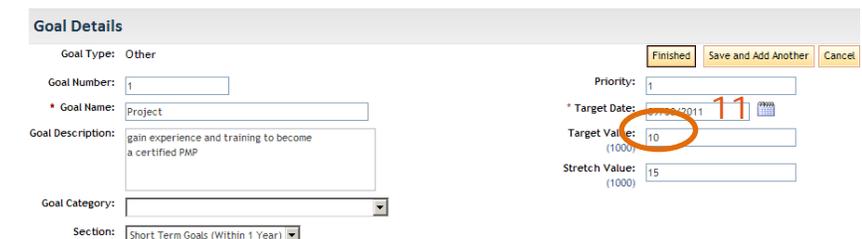
The **Target Date** field is now populated with your selection.



11.

If you wish, enter a number in the **Target Value** field.

Note: This is not the estimated cost to complete this goal. Rather it is the number you must reach to consider yourself successful in reaching the goal. For example, if you want to earn 5 continuing education units (CEUs) related to this goal then enter 5. This is not a required field.



<p>12.</p>	<p>If you wish, enter a number in the Stretch Value field.</p> <p>Note: This is a number beyond the target. If you reach your Stretch Value number, you have exceeded the goal. For example, if your goal is to earn 5 CEUs, you might add a stretch value of 7 CEUs.</p>	
<p>13.</p>	<p>Click Save and Add Another to continue adding Goals to your IDP. Follow steps 2 – 12 to enter additional Goals.</p> <p>Note: The target date for the goal must be after the IDP effective date. If you receive an error message indicating that you have selected a goal completion date earlier than the start date of your IDP, change your target date and try saving the goal again.</p>	
<p>14.</p>	<p>Click Finished when you are done adding Goals to your IDP.</p>	
<p>15.</p>	<p>The Goal(s) you entered are now displayed in the Development section of your IDP.</p>	

Add Activities to your IDP

1.

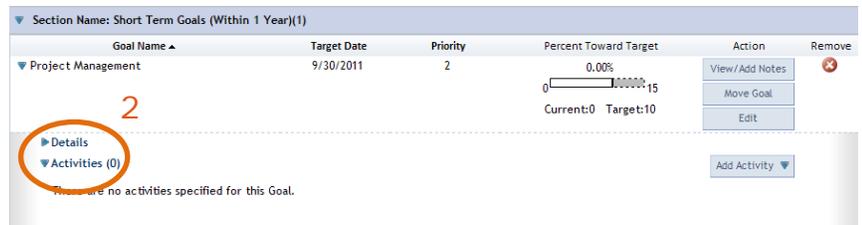
Click the **Expand** icon next to the goal to which you want to add an **Activity**. *The expand icon is the blue triangle.

Note: If the section does not immediately expand, make sure to wait until the full page has loaded and then try again.



2.

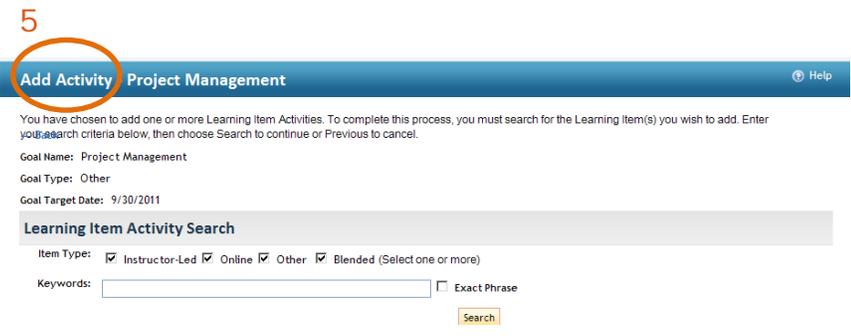
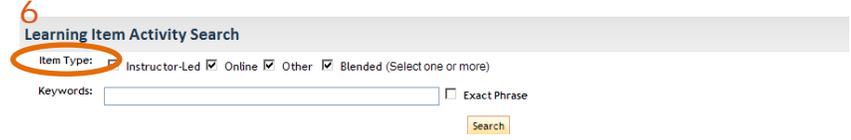
Two sub-sections – **Details** and **Activities** – are now displayed.

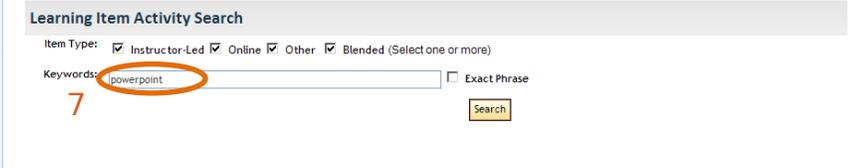
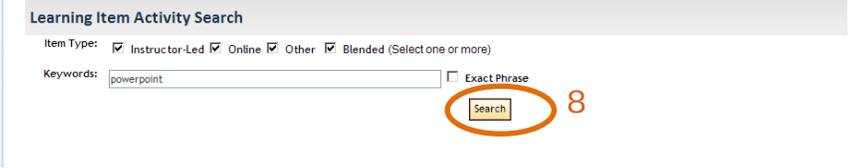


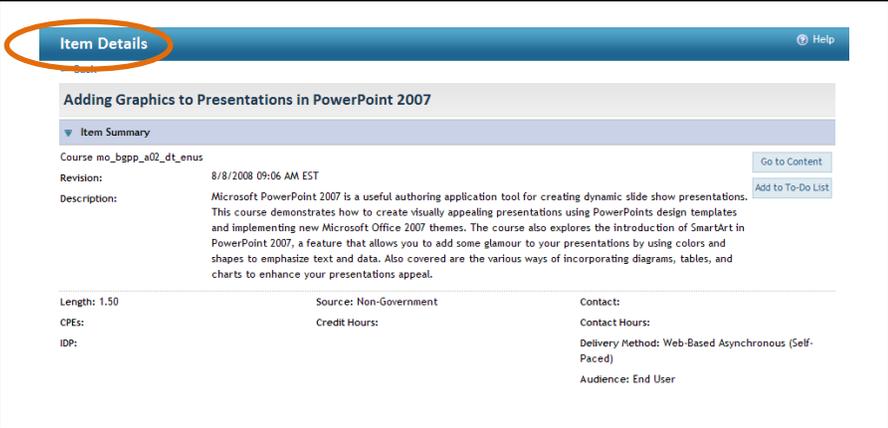
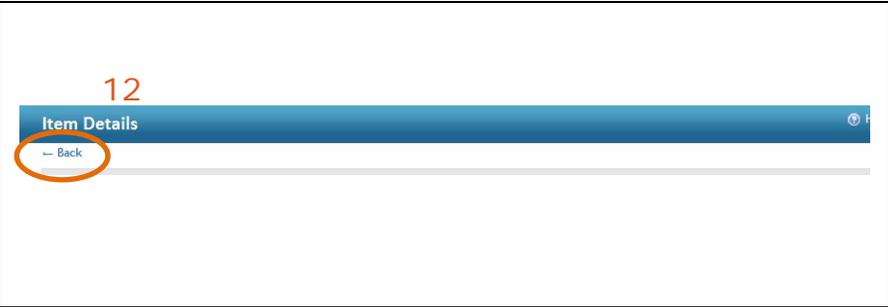
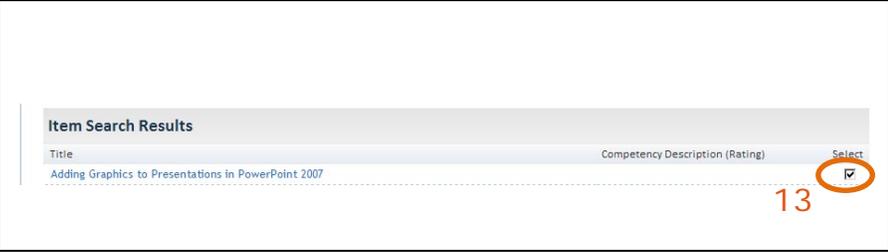
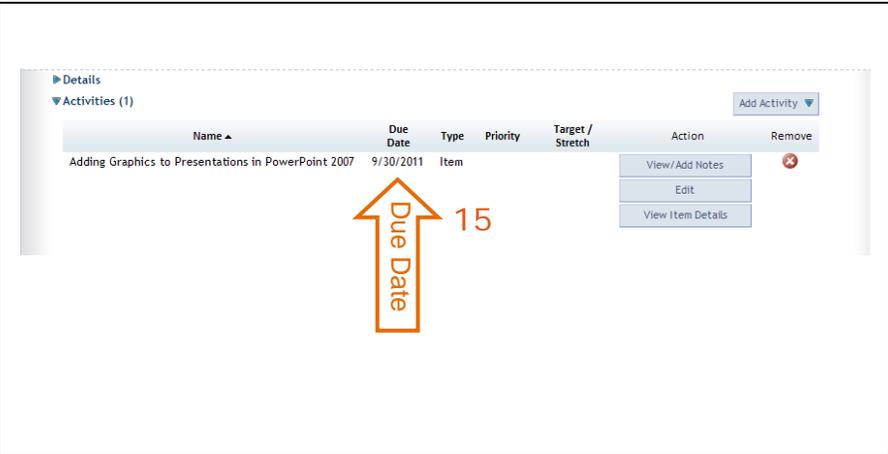
3.

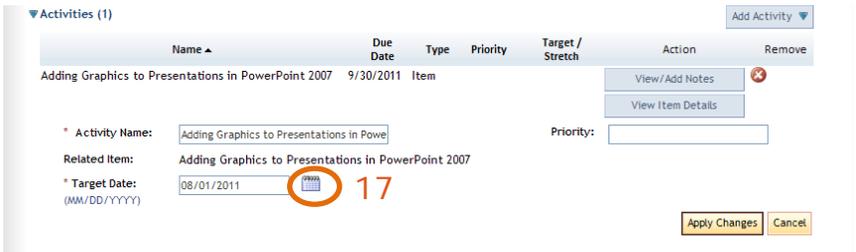
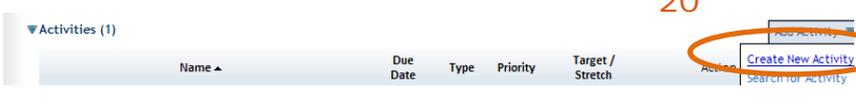
Click **Add Activity** on the right hand side of the screen.

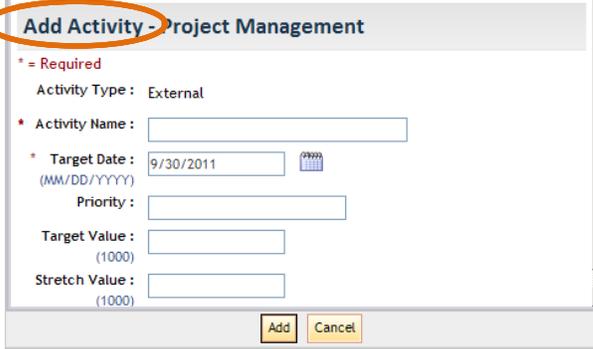
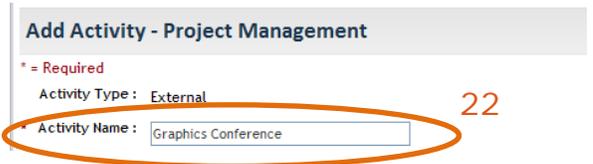
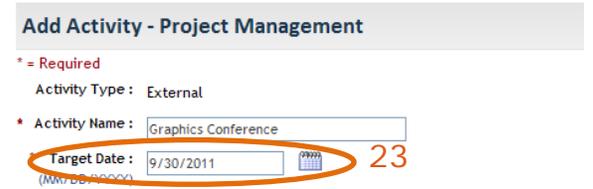
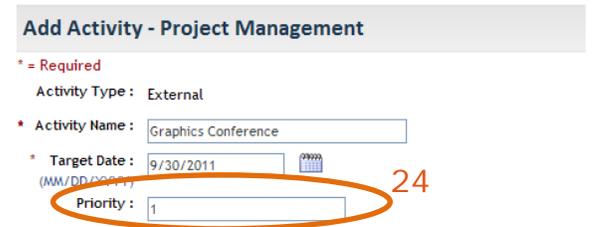


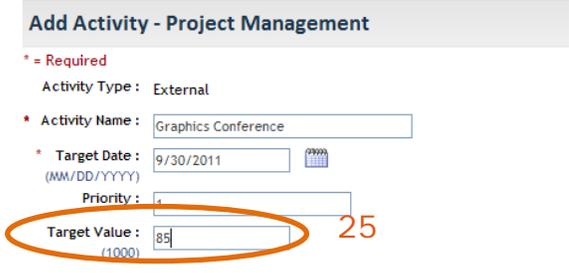
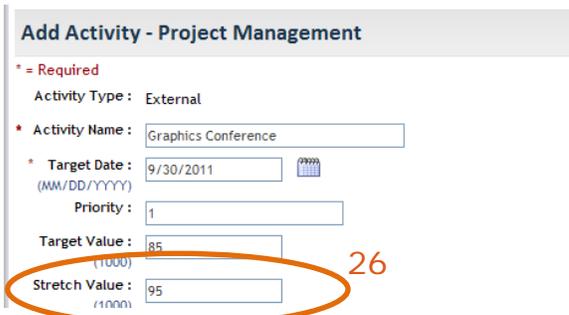
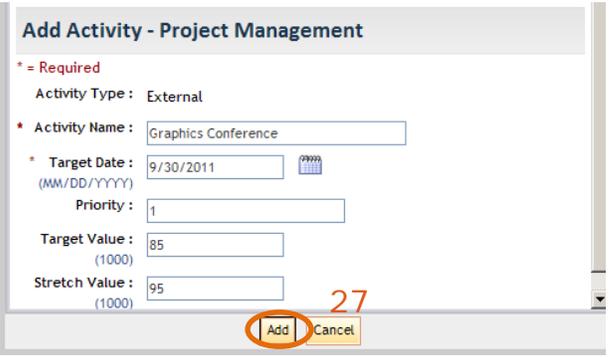
<p>4.</p>	<p>Click Search for Activity in the Add Activity drop-down menu.</p> <p>* Search for Activity will take you to the LearnATF course Catalog where you may search and add ATF online or in-person courses.</p> <p>Note: To create an activity that is not a course in LearnATF, skip to step 19.</p>	
<p>5.</p>	<p>The Add Activity screen is displayed.</p> <p>Note: This feature allows you to search the LearnATF catalog and select in-person and online courses to add to your IDP as activities.</p>	
<p>6.</p>	<p>Select the Item Type that you would like to include in your search.</p> <p>Note: All Item Types are selected by default. You can click a checkmark to remove a type as a search option.</p>	

<p>7.</p>	<p>Enter a search phrase in the Keywords field.</p> <p>Note: Keep the keywords entered to a minimum otherwise you may not find the course you are looking for in the catalog. For example, if you are looking for a course on creating PowerPoint presentations you should enter only "PowerPoint" as a keyword so your results will include all courses with this in the title or description.</p>																									
<p>8.</p>	<p>Click Search.</p>																									
<p>9.</p>	<p>Available Items are displayed in the Item Search Results section of the screen.</p>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Competency Description (Rating)</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Adding Graphics to Presentations in PowerPoint 2007</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Adding Multimedia and Animations to Presentations</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Affirmative Civil Enforcement (ACE) for Auditors, Investigators and Paralegals (NAC Offering)</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ALS 101 (NAC Offering)</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Available Presentation Resources</td> <td>COTR Professional Business - Oral Communication (3)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Available Presentation Resources</td> <td>Executive Fundamental Competency: Oral Communication (3)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Civil Faculty Development (NAC Offering)</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Competency Description (Rating)	Select	Adding Graphics to Presentations in PowerPoint 2007		<input type="checkbox"/>	Adding Multimedia and Animations to Presentations		<input type="checkbox"/>	Affirmative Civil Enforcement (ACE) for Auditors, Investigators and Paralegals (NAC Offering)		<input type="checkbox"/>	ALS 101 (NAC Offering)		<input type="checkbox"/>	Available Presentation Resources	COTR Professional Business - Oral Communication (3)	<input type="checkbox"/>	Available Presentation Resources	Executive Fundamental Competency: Oral Communication (3)	<input type="checkbox"/>	Civil Faculty Development (NAC Offering)		<input type="checkbox"/>
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<p>11.</p>	<p>The <u>Item Details</u> screen is shown.</p>	
<p>12.</p>	<p>After reviewing the <u>Item Details</u>, select the <u>Back</u> link within the application.</p>	
<p>13.</p>	<p>To add an item as an <u>Activity</u>, place a checkmark in the <u>Select</u> column, next to the Item Title. You can select multiple items if you wish.</p>	
<p>14.</p>	<p>Click <u>Add</u>.</p>	
<p>15.</p>	<p>The <u>Activity</u> is added beneath the appropriate <u>Goal</u>.</p> <p>Note: The Type of the <u>Activity</u> is listed as <u>Item</u>. This indicates that the activity is part of the <u>LearnATF</u> catalog and will be added to your <u>To-Do List</u> after your IDP has been approved. The target date you enter for each Item type activity will be the required date for the item when it is added to your <u>To-Do List</u>. The target date will default automatically to the goal target date</p>	

<p>16.</p>	<p>If you wish to edit the target date of the Activity you just added, click the Edit button in the Action column of the row corresponding to the new activity.</p>	
<p>17.</p>	<p>Click the Calendar icon next to the Target Date field. Use the calendar to select a new target date.</p>	
<p>18.</p>	<p>Click Apply Changes.</p>	
<p>19.</p>	<p>To create an Activity that is not available in LearnATF, click Add Activity in the expanded goal to which you wish to add the activity.</p>	
<p>20.</p>	<p>Click Create New Activity.</p>	

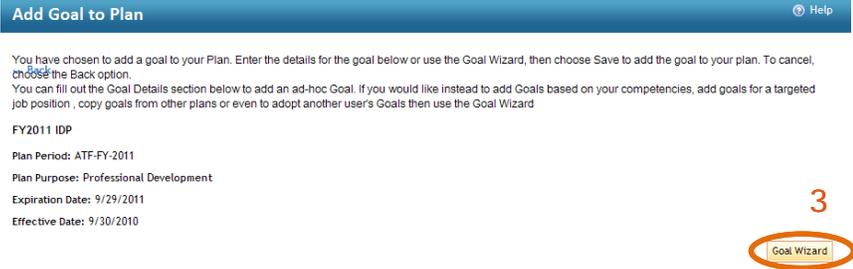
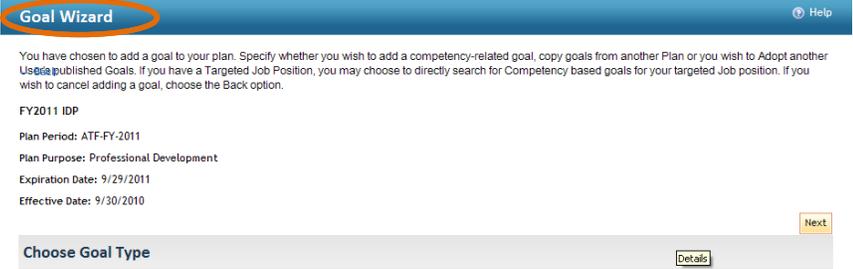
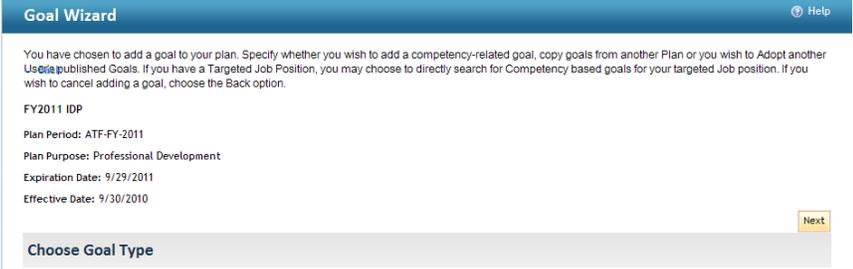
<p>21.</p>	<p>The Add Activity pop-up window appears.</p>	
<p>22.</p>	<p>Enter a description in the Activity Name field.</p> <p>Note: This is a required field. Be brief and specific in this description. This is an Activity that you are taking part in outside of LearnATF.</p> <p>For example, a non-ATF sponsored conference or External Training that requires an SF-182 request.</p>	
<p>23.</p>	<p>The Target Date field defaults to the target date of the associated Goal. If you wish to adjust the target date, click the Calendar icon and use the Calendar to change the date.</p>	
<p>24.</p>	<p>If you wish, enter a number in the Priority field for this Activity. This is not a required field.</p>	

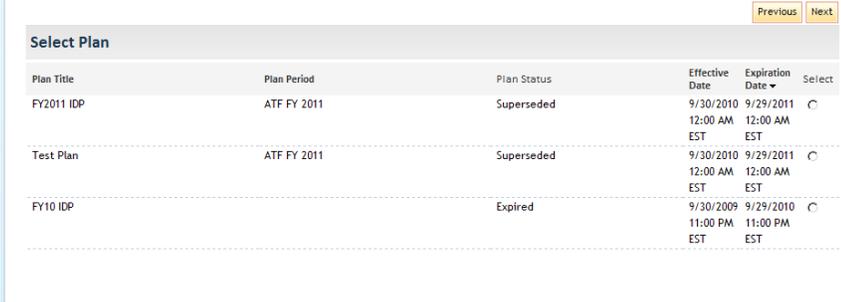
<p>25.</p>	<p>Enter a number in the Target Value field.</p> <p>Note: The Target Value is the number you must reach to consider yourself successful in completing the activity, not the cost for the Activity. This is not a required field.</p>	
<p>26.</p>	<p>Enter a number in the Stretch Value field.</p> <p>Note: The Stretch Value is a number beyond the Target. This is not a required field.</p>	
<p>27.</p>	<p>Click Add.</p>	

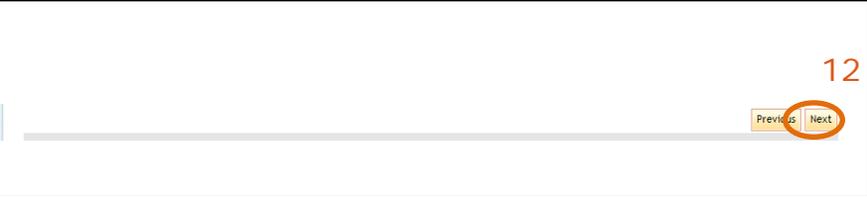
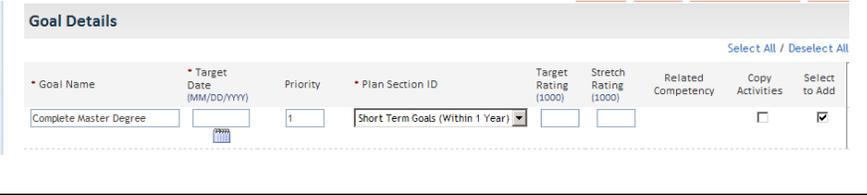
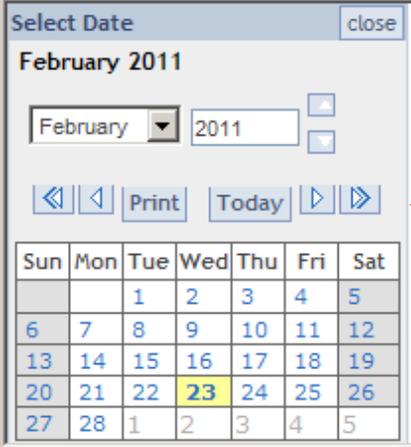
<p>28.</p>	<p>The Add Activity pop up window closes, and the activity that you created is added beneath the associated goal.</p>	
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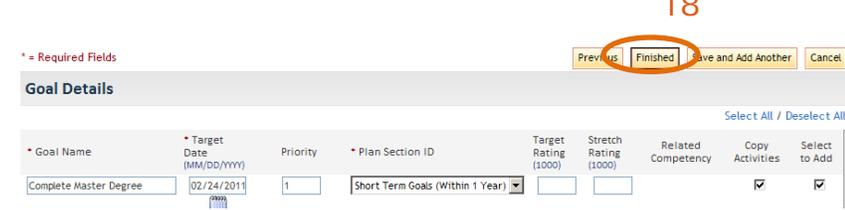
Copy Goals/Activities from Previous Plans using the Goal Wizard

<p>1.</p>	<p>Click New Goal on the right hand side of the screen.</p>	
<p>2.</p>	<p>The Add Goal to IDP screen is displayed.</p>	

<p>3.</p>	<p>Click Goal Wizard on the right hand side of the screen.</p>	 <p>Add Goal to Plan Help</p> <p>You have chosen to add a goal to your Plan. Enter the details for the goal below or use the Goal Wizard, then choose Save to add the goal to your plan. To cancel, choose the Back option. You can fill out the Goal Details section below to add an ad-hoc Goal. If you would like instead to add Goals based on your competencies, add goals for a targeted job position, copy goals from other plans or even to adopt another user's Goals then use the Goal Wizard</p> <p>FY2011 IDP Plan Period: ATF-FY-2011 Plan Purpose: Professional Development Expiration Date: 9/29/2011 Effective Date: 9/30/2010</p> <p>3</p> <p>Goal Wizard</p>
<p>4.</p>	<p>The Goal Wizard screen is displayed.</p>	 <p>4</p> <p>Goal Wizard Help</p> <p>You have chosen to add a goal to your plan. Specify whether you wish to add a competency-related goal, copy goals from another Plan or you wish to Adopt another User's published Goals. If you have a Targeted Job Position, you may choose to directly search for Competency based goals for your targeted Job position. If you wish to cancel adding a goal, choose the Back option.</p> <p>FY2011 IDP Plan Period: ATF-FY-2011 Plan Purpose: Professional Development Expiration Date: 9/29/2011 Effective Date: 9/30/2010</p> <p>Choose Goal Type Details Next</p> <p><input type="radio"/> Add Competency Related Goals <input type="radio"/> Add Goals from Other Plans</p>
<p>5.</p>	<p>Select the Add Goals from Other IDPs radio button.</p> <p>Note: ATF currently only uses Competency Related Goals for Executive IDPs.</p>	 <p>Goal Wizard Help</p> <p>You have chosen to add a goal to your plan. Specify whether you wish to add a competency-related goal, copy goals from another Plan or you wish to Adopt another User's published Goals. If you have a Targeted Job Position, you may choose to directly search for Competency based goals for your targeted Job position. If you wish to cancel adding a goal, choose the Back option.</p> <p>FY2011 IDP Plan Period: ATF-FY-2011 Plan Purpose: Professional Development Expiration Date: 9/29/2011 Effective Date: 9/30/2010</p> <p>Choose Goal Type Details Next</p> <p><input type="radio"/> Add Competency Related Goals <input checked="" type="radio"/> Add Goals from Other Plans</p> <p>5</p>
<p>6.</p>	<p>Click Next to continue.</p> <p>Note: You can only proceed if your previous IDP was approved by your supervisor.</p>	 <p>6</p> <p>Choose Goal Type Details Next</p> <p><input type="radio"/> Add Competency Related Goals <input checked="" type="radio"/> Add Goals from Other Plans</p>

<p>7.</p>	<p>A list of your previous IDPs is displayed.</p>	
<p>8.</p>	<p>Click the Select radio button next to the IDP from which you want to copy the goal.</p> <p>Note: You can also select goals from an expired IDP.</p>	
<p>9.</p>	<p>Click Next to continue.</p>	
<p>10.</p>	<p>A list of Goals from the selected IDP is shown.</p>	
<p>11.</p>	<p>Click the Select checkbox next to a goal or multiple goals to add them to your new IDP.</p>	

<p>12.</p>	<p>Click Next to continue.</p>	
<p>13.</p>	<p>The Goal is displayed and you can edit any of the goal details.</p>	
<p>14.</p>	<p>Click the Calendar icon to add a new Target Date.</p>	
<p>15.</p>	<p>The Target Date field is now populated with your selection.</p>	

<p>16.</p>	<p>Edit any additional details of the Goal. Make sure to select the Section of the IDP the Goal should be placed in. If you wish to copy the Activities with the Goal, place a checkmark in the Copy Activities checkbox.</p> <p>Note: All the Activities associated with this Goal will be copied. If you do not want all of the Activities on your new IDP you can remove one or more of them once they are added to your plan</p>	 <p>The screenshot shows the 'Goal Details' form with the following fields: Goal Name (Complete Master Degree), Target Date (02/24/2011), Priority (1), Plan Section ID (Short Term Goals (Within 1 Year)), Target Rating (1000), Stretch Rating (1000), Related Competency, Copy Activities (checked), and Select to Add (checked). The 'Copy Activities' checkbox is circled in orange and labeled with the number 16.</p>
<p>17.</p>	<p>Click Save and Add Another to copy more Goals from a previous IDP.</p>	 <p>The screenshot shows the 'Goal Details' form with the 'Save and Add Another' button circled in orange and labeled with the number 17. The form fields are identical to the previous screenshot.</p>
<p>18.</p>	<p>Click Finished when you have copied all the Goals that you need from previous IDPs.</p> <p>Note: "A Section ID is required" error message indicates that you did not specify whether this is a long term or short term goal.</p>	 <p>The screenshot shows the 'Goal Details' form with the 'Finished' button circled in orange and labeled with the number 18. The form fields are identical to the previous screenshots.</p>
<p>19.</p>	<p>The My IDPs and Goals screen is displayed and the Goal that you copied is shown on your IDP.</p>	 <p>The screenshot shows the 'My IDPs and Goals' screen. It features a 'Group By' dropdown set to 'Section' and a 'Field Chooser' button. Below, a table lists goals. The first goal is 'Goal 1' with a target date of 2/28/2011. The 'Action' column for this goal has a 'View/Add Notes' button circled in orange.</p>

Submit to your Supervisor for Approval

After you have added all **Goals** and **Activities** to your IDP, you must submit it to your supervisor who will review and approve or reject your IDP. When the plan is awaiting approval, it is in a submitted/pending status.

If your supervisor rejects your IDP, revise it based on your supervisor's recommendations and re-submit for approval.

If there is not a **Submit** button, then a supervisor never approved your previous IDP.

1.

Click **Print Plan** icon to carefully review your IDP before submitting for approval.

The screenshot shows a web interface for developing an IDP. At the top right, there are several buttons: 'Print Plan', 'List all Plans', 'View/Add Notes', and 'Save'. The 'Print Plan' button is circled in orange and has a red '1' next to it. Below the buttons is a 'Development' tab and a 'Title:' input field with an 'Add Description' button. A 'Group By:' dropdown menu is set to 'Section'. Below that is a table with the following data:

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
ECQ 2 Leading People: Conflict Management	2/25/2011	1	0.00%	View/Add Notes Move Goal Edit	

2.

The **My IDP** screen is displayed, showing all information from your IDP.

2

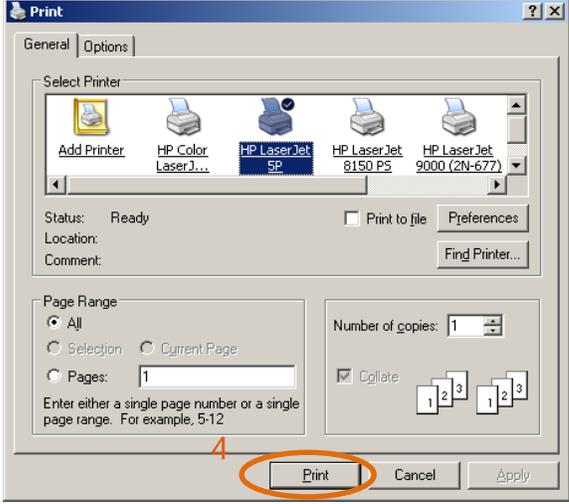
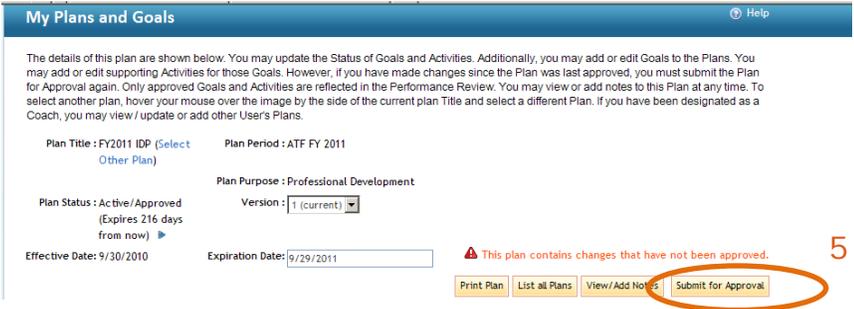
The screenshot shows the 'My IDP' screen. The title 'My IDP' is circled in orange. Below the title, there is a 'Users' section with 'User ID: *****' and 'User Name: User, Demo'. The 'My IDP' section displays the following information:

- Plan Title: demo
- Plan Status: Submit/Pending
- Effective Date: 9/30/2010 12:00 AM EST
- Plan Period: ATF-FY-2011
- Version: Current
- Expiration Date: 9/29/2011 12:00 AM EST

Below this is a 'Plan Areas' section with a table:

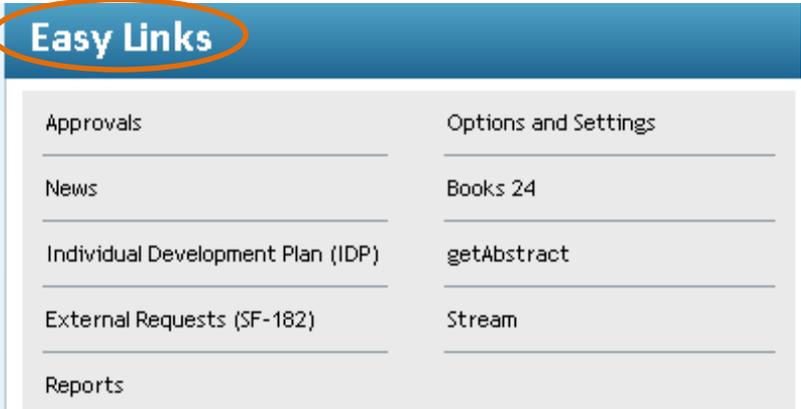
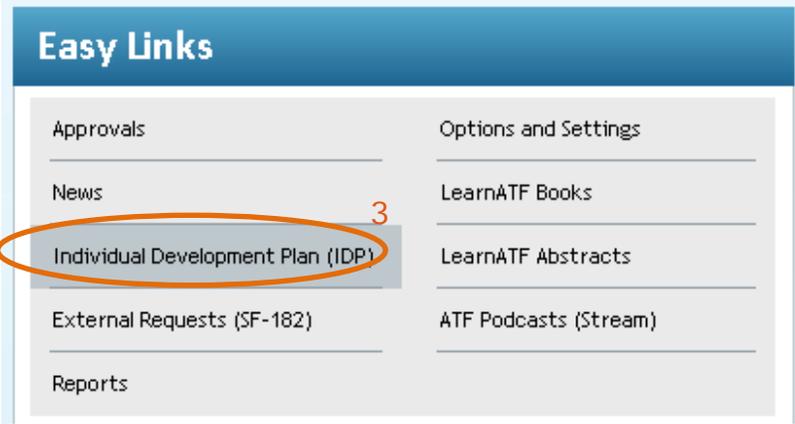
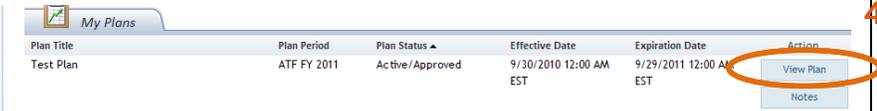
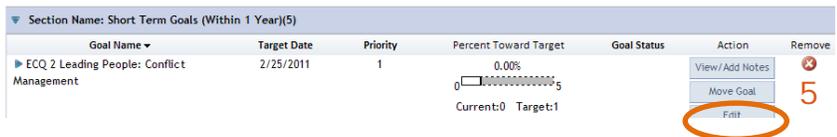
Plan Area	Title	Description
Development		

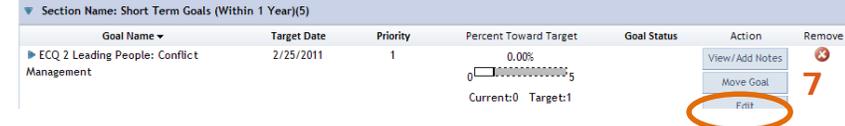
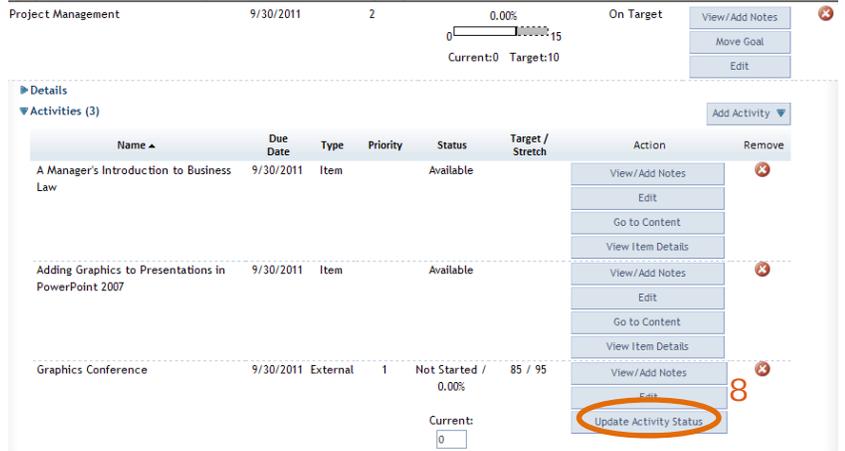
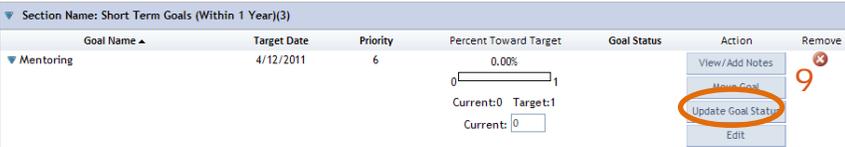
There is also a 'Group By' section with 'Details: Section: Decline to Enter an IDP'.

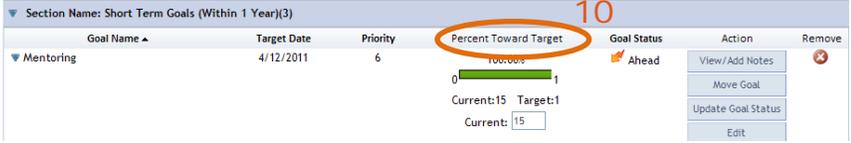
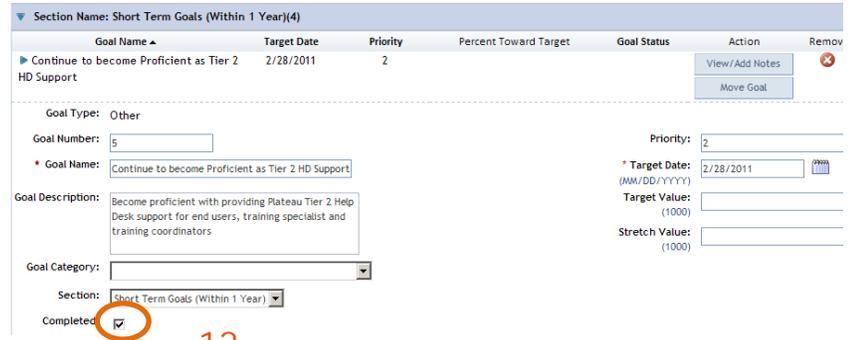
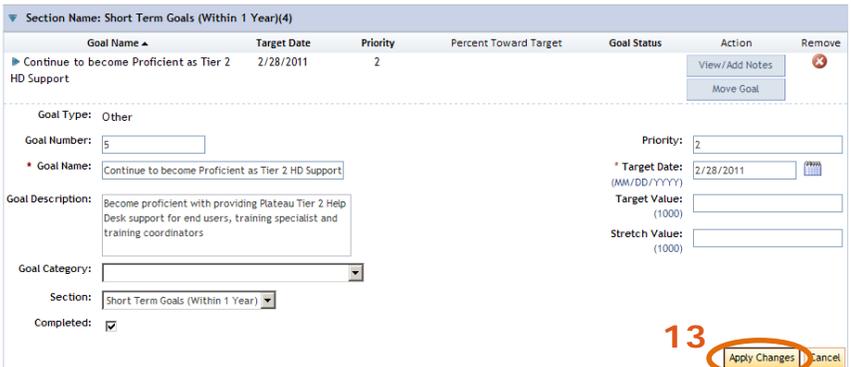
<p>3.</p>	<p>Press and hold the Ctrl and P keys or right click your mouse and select Print.</p>	<p style="text-align: right;">3</p> 
<p>4.</p>	<p>Click Print in the Print dialogue screen, and retrieve the document from the printer you selected. Carefully review your IDP, and make any necessary corrections.</p>	
<p>5.</p>	<p>After reviewing your IDP and making any necessary changes, click Submit for Approval on the right hand side of the screen.</p> <p>Warning: Once you have submitted your IDP, you cannot make any changes to it until your supervisor either approves or rejects it.</p>	

6

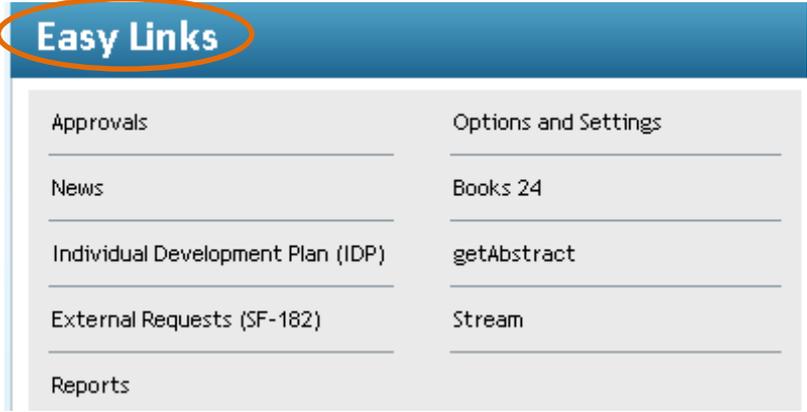
<p>6.</p>	<p>You are returned to the My IDPs and Goals screen. An Alert on the right hand side of the screen indicates the plan has not been approved. This means that your supervisor has not yet logged into LearnATF and approved your IDP. You do not need to take any action.</p>	
<p>7.</p>	<p>Once approved by your supervisor, your IDP Status will display as Approved and you will receive an email from LearnATF indicating that your supervisor has approved your IDP.</p>	
<p>Maintain your IDP:</p>		<p>It is important that you maintain your IDP throughout the year. You should periodically update your Activities and progress toward meeting your goals.</p> <p>Note: Activities that are based on LearnATF items will be automatically updated as you complete each item, or completion is recorded based on your participation in the training event.</p>
<p>1.</p>	<p>Log in to LearnATF.</p>	

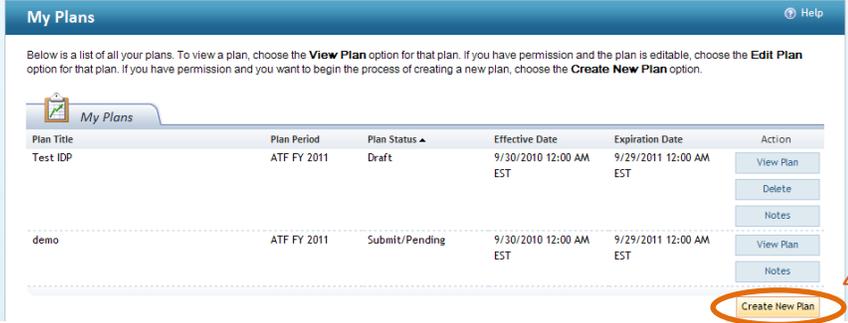
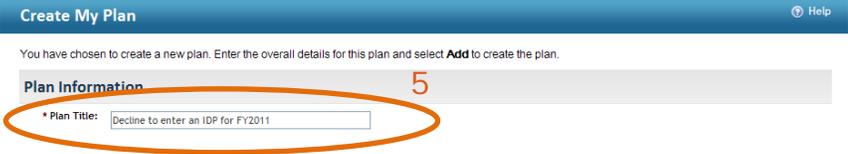
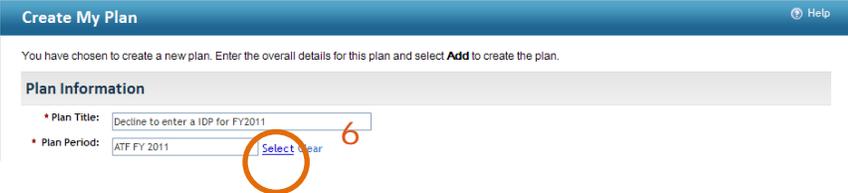
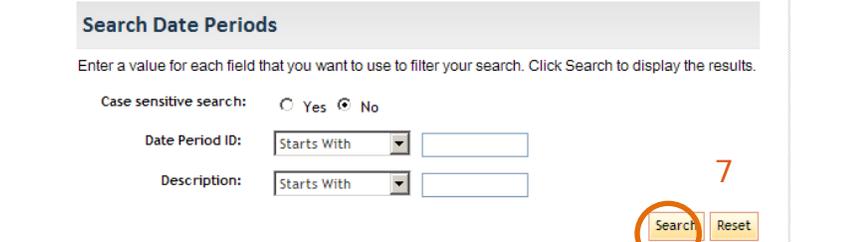
<p>2.</p>	<p>On the Home page of LearnATF, navigate to the Easy Links section.</p>	
<p>3.</p>	<p>Click on Individual Development Plan (IDP).</p>	
<p>4.</p>	<p>Click on the View Plan to open the IDP you wish to update.</p>	
<p>5.</p>	<p>To update a goal click the Edit icon.</p>	

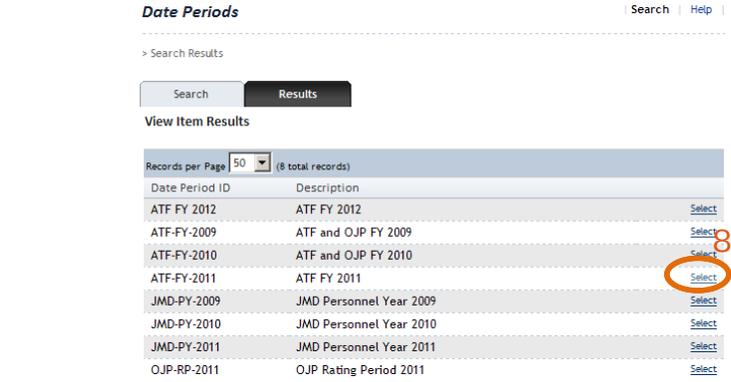
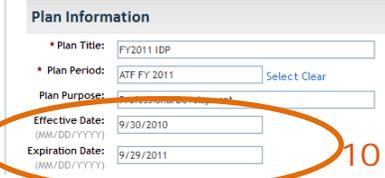
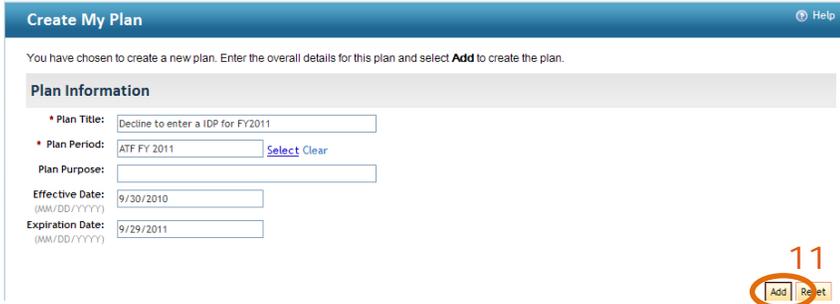
<p>6.</p>	<p>To view an activity, click on the Expand icon next to the Goal you wish to view an Activity for.</p>	
<p>7.</p>	<p>To update an Activity click the Edit icon.</p>	
<p>8.</p>	<p>To update an Activity that is not item based (not in the LearnATF catalog) and for which a Target Value was not entered, select Update Activity Status icon.</p>	
<p>9.</p>	<p>To update the status of a Goal, indicate the level toward your Target Value that you have accomplished in the Current field and select the Update Goal Status icon.</p> <p>*If you have exceeded the Target, be sure to indicate by how much.</p> <p>Note: You and your supervisor can also enter notes concerning your progress towards an activity at any time by clicking the View/ Add Notes icon.</p>	

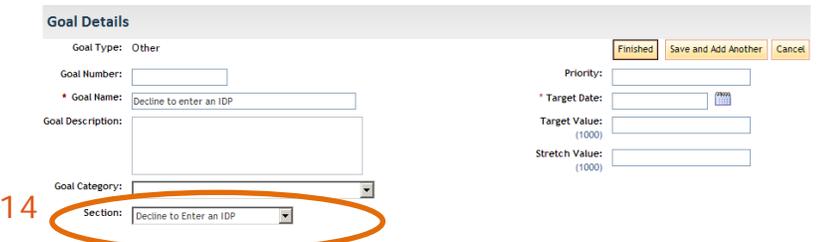
<p>10.</p>	<p>The Percent Toward Target is updated to reflect your current progress. (This only applies to Goals with a Target Value.)</p>	
<p>11.</p>	<p>If you have completed a Goal that does not have a target or stretch value associated, first click Edit in the Action column of the corresponding goal.</p>	
<p>12.</p>	<p>Place a checkmark in the Completed field.</p>	
<p>13.</p>	<p>Click Apply Changes.</p>	

Declining to Submit an IDP

<p>1.</p>	<p>Log in to LearnATF.</p>	
<p>2.</p>	<p>On the Home page of LearnATF, navigate to the Easy Links section.</p>	
<p>3.</p>	<p>Click on Individual Development Plan (IDP).</p>	

<p>4.</p>	<p>Click Create New IDP.</p>	 <p>The screenshot shows the 'My Plans' interface with a table of plans. The 'Create New Plan' button at the bottom right is circled in orange.</p> <table border="1"> <thead> <tr> <th>Plan Title</th> <th>Plan Period</th> <th>Plan Status</th> <th>Effective Date</th> <th>Expiration Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Test IDP</td> <td>ATF FY 2011</td> <td>Draft</td> <td>9/30/2010 12:00 AM EST</td> <td>9/29/2011 12:00 AM EST</td> <td>View Plan Delete Notes</td> </tr> <tr> <td>demo</td> <td>ATF FY 2011</td> <td>Submit/Pending</td> <td>9/30/2010 12:00 AM EST</td> <td>9/29/2011 12:00 AM EST</td> <td>View Plan Notes Create New Plan</td> </tr> </tbody> </table>	Plan Title	Plan Period	Plan Status	Effective Date	Expiration Date	Action	Test IDP	ATF FY 2011	Draft	9/30/2010 12:00 AM EST	9/29/2011 12:00 AM EST	View Plan Delete Notes	demo	ATF FY 2011	Submit/Pending	9/30/2010 12:00 AM EST	9/29/2011 12:00 AM EST	View Plan Notes Create New Plan
Plan Title	Plan Period	Plan Status	Effective Date	Expiration Date	Action															
Test IDP	ATF FY 2011	Draft	9/30/2010 12:00 AM EST	9/29/2011 12:00 AM EST	View Plan Delete Notes															
demo	ATF FY 2011	Submit/Pending	9/30/2010 12:00 AM EST	9/29/2011 12:00 AM EST	View Plan Notes Create New Plan															
<p>5.</p>	<p>Enter "Decline to enter IDP for FY20XX" with the final two Xs indicating the Fiscal Year.</p>	 <p>The screenshot shows the 'Create My Plan' page. The 'Plan Title' field, containing 'Decline to enter an IDP for FY2011', is circled in orange.</p>																		
<p>6.</p>	<p>Click Select to find your IDP Period.</p>	 <p>The screenshot shows the 'Create My Plan' page. The 'Select' button next to the 'Plan Period' field is circled in orange.</p>																		
<p>7.</p>	<p>Click Search to see Date Periods.</p>	 <p>The screenshot shows the 'Search Date Periods' page. The 'Search' button is circled in orange.</p>																		

<p>8.</p>	<p>A list of potential IDP Periods are displayed in the Date Period window. Click Select in the row corresponding to the desired Date Period ID.</p>	
<p>9.</p>	<p>The Date Periods window closes, and the selected Date Period ID is now displayed in the Plan Period field.</p>	
<p>10.</p>	<p>The Effective Date and Expiration Date fields are pre-populated based on the selected Plan Period. You cannot change either date.</p>	
<p>11.</p>	<p>Click Add when all required fields are complete.</p>	

<p>12.</p>	<p>Click New Goal on the right hand side of the page.</p>	 <p>The screenshot shows a header area with a 'Title' field, an 'Add Description' button, a 'Group By' dropdown menu set to 'Section', and a 'Field Choose' button. The 'New Goal' button is circled in orange and labeled with the number 12.</p>
<p>13.</p>	<p>Enter a Goal Name, ie – “decline to enter IDP”</p>	 <p>The screenshot shows the 'Goal Details' form. The 'Goal Type' is 'Other'. The 'Goal Name' field contains 'Decline to enter an IDP' and is circled in orange with the number 13. Other fields include 'Goal Numbers', 'Priority', and 'Target Date'. Buttons for 'Finished', 'Save and Add Another', and 'Cancel' are visible.</p>
<p>14.</p>	<p>Under section, select: Decline to Enter an IDP.</p>	 <p>The screenshot shows the 'Goal Details' form. The 'Section' dropdown menu is circled in orange and labeled with the number 14. The dropdown is currently set to 'Decline to Enter an IDP'. Other fields include 'Goal Numbers', 'Goal Description', 'Goal Category', 'Priority', and 'Target Date'. Buttons for 'Finished', 'Save and Add Another', and 'Cancel' are visible.</p>
<p>15.</p>	<p>Select a target date before the end of the plan period and click Finished.</p>	 <p>The screenshot shows the 'Goal Details' form. The 'Finished' button is circled in orange and labeled with the number 15. The 'Target Date' field now contains '08/31/2011'. Other fields include 'Goal Numbers', 'Goal Description', 'Goal Category', 'Section', 'Priority', and 'Stretch Value'. Buttons for 'Save and Add Another' and 'Cancel' are visible.</p>