

ARMY CAREER TRACKER USER REFERENCE GUIDE

To use the Army Career Tracker log in at <https://actnow.army.mil>

ACT ALLOWS USERS TO:

- VIEW** Career related data in an integrated hub
- CREATE** Goals directly from your Professional Development Model (PDM)
- RECEIVE** Recommendations & notifications from Leaders & Mentors
- TRACK** Goals in your Individual Development Plan (IDP)
- PLAN** Actions designed to reach your professional & personal goals

GETTING STARTED

- a) Enter name of your First Line Leader/Rater
- b) Your request is sent to your Leader to accept/decline accordingly
- c) Accept the FERPA Agreement
- d) Use of the **Leader Link-Up** on the **Home Page** allows you to select a mentor who is not necessarily in your chain of command, CMF or duty station
- e) View personalized career and training recommendations from Leaders and Proponent in **My Notices**, useful news in **ACT News**, **My Resources**, **My Career Dashboard**

VIEW CAREER INFO

- a) View your profile information, and status of PME, Professional Goal, and Civilian Education in **My Career Dashboard**
- b) Determine if you need to update your administrative data
- c) Launch SSD modules from your Professional Military Education (PME) Thermometer
- d) Check and monitor your goal attainment
- e) Review your civilian education status and compare yourself with your peers

SET CAREER GOALS

- a) Go to **My Planner** to create professional and personal goals to add to your IDP
- b) Monitor career progression through a personalized view of the PDM
- c) View proponent recommendations for **Institutional Training, Structured Self Development, Guided Self Development** (college courses), and **Credentials /Certifications**
- d) Plan for the future by viewing PDM recommendations at current level, two skill levels higher, and Career Map(s)

FIND A COURSE

- a) Click the **Search** tab to access a consolidated course catalog
- b) Use **Find a Course**, to search and filter courses by delivery type, location and more
- c) Use the **Featured Courses** portlet to select courses recommended by your Proponent based on your MOS and grade
- d) Select Features Courses as goals

DEGREES & CREDENTIALING

- a) While in My Planner, explore **Guided Self Development** to view MOS related degree options and self development resources
- b) Locate MOS related and other recommended **Credentials/Certifications**
- c) Establish goals directly from this section which will automatically populate in your **My Calendar** and IDP

CREATE AN IDP

- a) Use **My IDP** tab to create and edit your IDP
- b) View IDP goals
- c) **Submit** your IDP to your Leader for review
- d) **Edit** and **Delete** goals
- a) **Print** and **Finalize** your IDP

Note: Throughout ACT you will find numerous opportunities to create professional and personal goals

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ACT USER SCREENSHOTS:

- The screenshots below highlight some of the relevant features the Army Career Tracker offers its users
- To learn more go to the AKO ACT page at: <https://www.us.army.mil/suite/page/601000> to view training, simulations, and Lunch and Learn (L²) schedules



GETTING STARTED

You must choose a First Line Leader/Rater before you can continue
Select: * Leader * Mentor Select: Civilian Supervisor * Military Leader

Originator: David Crooms JR Email Date: 07 Aug 2012

Search: Rank All Ranks MOS All MOS Last Name * First Name SEARCH

| Rank | First Name | Last Name | Component | MOS | Installation |
|------|------------|-----------|-------------|-----|--------------|
| SFC | SAMUEL | COOPER | ACTIVE ARMY | 25C | Fort Gordon |
| SGT | SONNY | COOPER JR | ACTIVE ARMY | 25C | Fort Gordon |
| SFC | DAMEJIAN | COOPER | ACTIVE ARMY | 25C | Fort Gordon |
| SFC | EDWARD | COOPER | ACTIVE ARMY | 25C | Fort Gordon |
| SSGT | | | | | |

Disclaimer: Information you choose

VIEW CAREER INFO

My Career Dashboard

Name: David Crooms JR

SSN: XXX-XX-9950 Installation: Fort Gordon BASD: 29 Nov 2009
Rank: PV2 Duty Position: DOR: 28 Mar 2010
MOS: 25R1 Component: ACTIVE ARMY ETS: 28 Nov 2012
MOS Desc: Visual Information Equipment Operator-Maintainer UIC: WDBCAA Last PCS: 28 Feb 2010
Flag: None RCP: 28 Nov 2012
GAT Completion Date: 12 Mar 2011

SSD5
SSM
SSD4
SLC
SSD3
ALC
ALC-CC
WLC
SSD1
AT

Launch
Enrolled

PME Status / Professional Goals Status Civilian Education Status

Degree Attainment Comparison Chart

| Level | Percentage |
|-------------------|------------|
| Bachelor - 7.00% | 7.00% |
| Associate - 8.00% | 8.00% |
| HS Level - 85.00% | 85.00% |

My Degree Status

| Degree | Major | Status |
|----------|---------|------------------|
| HS Level | Diploma | Completed - 1992 |

SET CAREER GOALS

My Planner

Name: David Crooms JR Rank: PV2 MOS: 25R10
DOR: 28 Mar 2010 BASD: 29 Nov 2009 ETS: 28 Nov 2012 RCP: 28 Nov 2012
Printable Career Map for 25R

Completed or In-Progress

- Assignments
- Institutional Training
- Structured Self Development
- Guided Self Development
- Credentials/Certifications

PDM Recommendations
Updated as of 11 Jul 2012
Explore another MOS

Assignments (25R10)

OPERATING FORCE
 VI EQUIPMENT OPERATOR-MAINTAINER

GENERATING FORCE

COMPLETE BY: DD Mmm YYYY
DESCRIPOR:
 IDP Goal
NOTES:

ADD AS A GOAL

FIND A COURSE

Find a Course

Keyword Search
Keyword: GO Active Filter List
Filters currently selected under Search by Category:

Search By Category Saved Searches Wish List

Start Date: State: Delivery Type:

- < 30 days AE (50) ACCREDITED OFF-CAMPUS INSTR(AOIC/CONTR INSTR (190)
- < 45 days AK (17) ANNUAL TRAINING/ACTIVE DUTY FOR TRNG (CRSTYPE 80) (839)
- < 60 days AL (2084) CORRESPONDENCE COURSE (674)
- < 90 days AP (24) EQUIVALENCY COURSE (5)
- < 120 days AR (917) EQUIVALENCY TEST (9)
- < 150 days AZ (1358) FULFILLMENT (4)
- < 180 days -More- -More-

43208 Matching Courses

| Course Name | Start Date | State | Location | School Name | Delivery Type | Source |
|-------------------------------|-------------|-------|------------|--|--|--------|
| CV AFF QUAL (CA SPEC-CF) | 21 Nov 2011 | NY | BRONX | JFK SPEC WAR CT,FT BRAGG | RESIDENT | ATRRS |
| PA QUALIFICATION COURSE-ADL-R | 09 Sep 2013 | MD | FORT MEADE | DEFENSE INFORMATION SCHOOL (DINFOS) FT MEADE, MD | RESIDENT | ATRRS |
| CARPENTRY/MASONRY SPECIALIST | 24 Jul 2013 | WV | KINGWOOD | 197TH REGIMENT (RTL) WV REG TNG INSTITUTE | IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR APPRINT | ATRRS |
| CV AFF QUAL (CA SPEC-CF) | 13 Aug 2012 | NY | BRONX | JFK SPEC WAR CT,FT BRAGG | RESIDENT | ATRRS |

DEGREES & CREDENTIALING

Completed or In-Progress

- Assignments
- Institutional Training
- Structured Self Development
- Guided Self Development
- Credentials / Certifications

PDM Recommendations
Updated as of 21 Dec 2012
Explore another MOS

Guided Self Development (42A10)

- College of the American Soldier
- College of the American Soldier Career MCO Degree Program (details)
- College of the American Soldier Extended Education Program (EEP) (details)
- Solar Development Resources
- GovAmerica (details)
- Army American Council on Education Registry Transfer System (ARRTS) (details)
- Army Comprehensive Career Program (details)
- Army Education System (AEDS) (details)

Completed or In-Progress

- Assignments
- Institutional Training
- Structured Self Development
- Guided Self Development
- Credentials / Certifications

PDM Recommendations
Updated as of 21 Dec 2012
Explore another MOS

Credentials / Certifications (42A10)

- Directly Related (COOL)
- Certified Administrative Professional (CAP) (details)
- Skills Related (COOL)
- Certified Employee Benefit Specialist (details)
- Certified Manager (CM) (details)
- Certified Personnel Professional (CPP) (details)
- Certified Records Manager (CRM) (details)
- Functional/Personnel Certification (PC) (details)
- Functional/Personnel Certification (PC) (details)
- Functional/Personnel Certification (PC) (details)
- Senior Professional in Human Resources (SPHR) (details)
- Senior Professional in Human Resources (SPHR) (details)

Other (COOL)

- ACE Personal Trainer Certification (details)
- ACE Certified Personal Trainer (details)
- Advanced Certified Personal Trainer (details)
- Advanced Personal Trainer (details)
- Advanced Personal Trainer (details)
- Associate Coaching Professional (ACP) (details)
- Board Certified Case Manager (BCCM) (details)

CREATE AN IDP

My IDP

Create New IDP 15 Mar 2012 to 14 Mar 2013 - Draft Published

IDP TIMEFRAME
Start Date: 15 Mar 2012 End Date: 14 Mar 2013

PERSONAL INFORMATION

| | | | |
|-----------------|--|---------------|-------------|
| Name | David Crooms JR | SSN | xxx-xx-9950 |
| UIC | WDBCAA | Rank | PRIVATE |
| MOS | 25R | Installation | Fort Gordon |
| MOS Description | Visual Information Equipment Operator-Maintainer | Duty Position | |
| ASI | NA | SOI | NA |

The average time for promotion to SPC is 2.1 years

SHORT TERM IDP GOALS

| Goal Description | Activity Type | IDP Goal Type | Targeted Completion Date | Actual Completion Date | Status |
|---|---------------|---------------|--------------------------|------------------------|---------|
| COMPUTER DETECTION SYSTEMS REPAIRER (R) | Professional | Training | 30 Mar 2012 | | Pending |

LONG TERM IDP GOALS

| Goal Description | Activity Type | IDP Goal Type | Targeted Completion Date | Actual Completion Date | Status |
|------------------|---------------|---------------|--------------------------|------------------------|--------|
|------------------|---------------|---------------|--------------------------|------------------------|--------|

ARMY CAREER TRACKER

LEADER/MENTOR REFERENCE GUIDE

To use the Army Career Tracker log in at <https://actnow.army.mil>

ACT ALLOWS LEADERS/MENTORS TO:

VIEW & MONITOR Subordinate education, career and goal status

SEND Leadership guidance through career and training recommendations

PLAN Training and activities designed to reach professional and personal goals

RECEIVE/ACCEPT LEADER REQUESTS

- a) Click on your pending Leader/Mentor requests in the **My Notices** section on the **Home Page** and accept/decline, as appropriate
- b) Accept **FERPA Agreement** to give you permission to view your Soldier's education data

MONITOR KEY CAREER METRICS

- a) In the **Leader Dashboard** explore subordinates , **PME, Civilian Education, Professional Goals, Reenlistment and GAT statuses** at once
- b) Click the **Number** in thermometer or the **View All** hyperlink for itemized Soldier data
- c) Use the **My Soldiers** section to view all your Subordinates and Mentees data

REVIEW/EXPORT SOLDIER DATA

- a) Click the **Export Soldier Data** hyperlink to view a consolidated list of all your subordinates data
- b) Use the consolidated Soldier list to track and monitor training and regulatory requirements
- c) **Export, Save or Print** consolidated list into an easily accessible external source for future use

VIEW SOLDIER DETAILS

- a) While in the **Leader** tab Click **My Soldier Details** for easy access your **My Soldiers List** and access to individual subordinates **Career Dashboard, My Planner , My Calendar, and My Career** to view pertinent Soldier information
- b) Use this relevant data to conduct individualized counseling sessions

SEND RECOMMENDATIONS

- a) While in the **Recommendation Kit** create career/training recommendations to Subordinates & Mentees
- b) Send recommendations to one or more subordinates
- c) Track and monitor previously sent recommendations
- d) Also use the **My Notices** section to quickly send recommendations to your Soldiers

DEGREES & CREDENTIALING

- a) In the **My Planner** section send recommendations from **Guided Self Development** for MOS related degree programs to your subordinates
- b) Send recommendations to subordinates from **Credentials/Certifications** for MOS related and other recommended certifications to support their professional and personal career goals

Note: Throughout ACT you will find numerous opportunities to send recommendations to your Soldiers

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RECEIVE REQUESTS & SEND RECOMMENDATIONS

My Notices

Career
1 Unread
ACT Leader Request Accepted - Sent on 07 Aug 2012 by Army Career Tracker

Training
No Messages Available

My Leaders

MSG Gavin Burns (Leader) Change
SFC ANDREW SMITH (Mentor - Pending) Remove

Leader/Mentor Link-Up
3 pending Leader/Mentor request(s)

MONITOR KEY CAREER METRICS

Leader Dashboard

Show: Subordinates Only | Export Soldier Data

Summary of Subordinates:

| PME Status | Civilian Education | Professional Goals | Re-Enlistment | GAT |
|------------|--------------------|--------------------|----------------------|-------------------------------|
| SSD5 | PHD | Completed Goals | More than 24 Months | 10-12 Months |
| SSD4 | MS | Pending Goals | 121 Days - 24 Months | Past 12 Months or Never Taken |
| SSD3 | BAS | Late Goals | Less than 120 Days | |
| ALC-CC | Assoc | | | |
| WLC | HS Level | | | |
| SSD1 | | | | |
| AT | | | | |

REVIEW /EXPORT SOLDIER DATA

| | A | B | C | D | E | F |
|----|----------------------|-----|-------|-----------|-----------|-----------------|
| 1 | Name | MOS | Grade | BASD | DOR | Duty Position |
| 2 | Cain, Sherwin | 88M | E6 | 6-Nov-97 | 1-Sep-07 | Motor Transport |
| 3 | Caird, Scott | 88M | E6 | 9-Jul-01 | 1-Sep-10 | Motor Transport |
| 4 | Couche, Stanton | 88M | E4 | 21-Oct-05 | 1-Oct-08 | Motor Transport |
| 5 | Galloway, Sanjay | 88M | E6 | 2-Jan-02 | 1-Sep-07 | Motor Transport |
| 6 | Tabib, Said | 88M | E3 | 25-Apr-06 | 1-Jan-07 | Motor Transport |
| 7 | Tadeo, Sagan | 27B | E4 | 10-May-05 | 1-Jul-08 | Military Judge |
| 8 | Taggart, Santos | 88M | E5 | 1-Jun-06 | 1-Dec-09 | Motor Transport |
| 9 | Tasso JR, Sabino | 88M | E5 | 26-Sep-07 | 26-Dec-09 | Motor Transport |
| 10 | Tavin, Salvador | 88M | E2 | 8-Jul-09 | 1-Dec-10 | Motor Transport |
| 11 | Torrence JR, Santana | 88M | E5 | 30-Dec-01 | 1-Jul-05 | Motor Transport |

VIEW SOLDIER DETAILS

My Soldiers List

S: SSG Cain, Sherwin (Active)

My Career Dashboard

Name: Sherwin Cain

Completed or In-Progress

Assignments

Institutional Training

Structured Self Development

Guided Self Development

Credentials/Certifications

SEND RECOMMENDATIONS

Recommendation Kit

Recommendations Sent

! ABAP FUNDAMENTALS

ADVANCED AAA SECURITY FOR CISCO ROUTER NETWORK

13B30 Field Artillery Cannon

Section Chief

Create New Recommendation | View All

DEGREES & CREDENTIALING

Completed or In-Progress

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- Guided Self Development
- Credentials / Certifications

PDM Recommendations

Updated as of 21 Dec 2012

Guided Self Development (42A10)

Credentials / Certifications (42A10)