

INFORMATION PAPER

SUBJECT: Army Career Tracker (ACT) for Army Civilian Employees

1. **Purpose.** To provide information on the Army Career Tracker (ACT) for Civilians

2. **Facts.**

- a. TRADOC is developing Army Career Tracker to respond to a need identified be used by all components, including Active Army, U.S. Army Reserve, Army National Guard and Army Civilians. The G-37/TRV Civilian Training and Leader Development division is the HQDA lead for the development and implementation of ACT for Army Civilians.
- b. The ACT is a single aggregated source for assignment history, experience, skills, education, civilian acquired skills, interests and extended relationships. As a leader development tool, it integrates data on training, education, and experiential learning from a number of source systems into one personalized and easy to use interface, provides users a more efficient and effective way to monitor their career development, allows supervisors to track and advise employees on their leadership development and career program managers the ability to reach their geographically dispersed careerists. The ACT is fully approved to operate and funded through FY17.
- c. ACT is part of the Army Learning Concept 2015, the G-3 Army Campaign Plan and is the Civilian Workforce Transformation's approved career development tool.
- d. ACT-Civilian key functionalities:
 1. Civilian Home page: provides the Army Training and Leader Development Division the ability to generate targeted training notices and announcements to all (or select) Army Civilians. The Civilian home page provides links to access resources, news and a Civilian Employee Dashboard.
 2. Civilian Employee Dashboard: provides a graphic snapshot of employees training and leader development status in comparison to members of its career programs.
 3. Training Notices: allows employees to select a notice, open it and see the details and create professional and personal goals. Professional and personal goals are then displayed on the employee's Individual Develop Plan.
 4. My Planner: My Planner is tied to the employee's specific career program, series and grade. It shows completed training and in-progress enrollments. It also shows recommended training based on career program competencies. It allows users to explore their career map and explore career maps of other career programs. From My Planner you can select a course (or competency or skill), search the training catalog and add that course as a goal and add to your IDP.
 5. My Calendar: My calendar (separate from your daily work calendar) contains your professional and personal goals, events, and enrollments. It indicates to the employee

whether goals are on track with a green, amber, red status bar. Employees can hover over any item on the Calendar and receive a pop-up with more detailed information.

6. *My Activities*: My activities is similar to the Calendar but in a more tabular format. It will display course enrollments, self-created events, personal goals, and professional goals. It allows the user to determine who can view certain aspects (i.e. supervisor, mentor, coach, career program manager). An employee can also create events or personal goals and indicate which ones they want to display on their IDP.
7. *My Career*: My career displays data from various source systems (i.e. assignments, training, civilian education). My Career will be linked to an employee's career record brief in CPOL.
8. *Individual Development Plan*: The IDP provides a standardized template that is populated with the employee's information to include goals, events, assignments, training, etc generated from within ACT and other approved Source Systems. The employee can create, edit, delete, store and print their IDP. Requested training can include cost information such as tuition and expected travel costs. IDP creator has ability to prioritize training requests and training goals can span multiple years (FYs). Supervisors can send originators Notices and set an EVENT on MY CALENDAR (both options) to meet with the employee before approving the IDP. Supervisors can approve employee's IDP, aggregate their total workforce and use the cost information to support development of organizational training requirements.
9. *Career Program Landing Page (home page)*: The CP landing page is managed by the Career Program Proponent/Content Administrator. From the CP landing page, CPMs can send targeted information to careerists, or to a specific set of careerists based on grade, series, and duty location. The CP landing page will contain the CP leadership structure (Functional Chief, Functional Chief Representative, Career Program Manager information, CP featured links, CP specific resources and news of interests to the members of their career programs. Employees can explore other CP landing pages as desired.
10. *Career Map/Professional Development Model (PDM)*: The PDM is customized to the user who signs in and displays an employee's career map. Controlled by each Career Program, the data provided by the Career Program drives the PDM. In this section employees can also explore all other career maps.
11. *Find a Course*: Employees can search for courses in the consolidated training catalog vice going to several different sites. Employees can set search criteria with keywords, start date, location, type of training (i.e. traditional classroom, distributed learning), etc. Upon finding a course, the system will provide a "deep link" to the source catalog to take the employee to the enrollment process. Employees can "save" searches and the system will provide a "shopping cart" function for employees to store courses as a wish list. This list will be available for employees to view when they return to this section (until deleted by the employee).
12. *Supervisor Dashboard*: The supervisor dashboard shows the supervisor (and/or mentor), a by name list of employees. It aggregates employee's data, allows the supervisor to drill down on specific individuals, or view all employees. Supervisors can see an employee's career map and individual development plan (once released by the employee to the supervisor).

13. My Journal: My journal provides 3 separate tabs...one for employee’s supervisor and mentor, one private for the employee, and one for employees to share with their network. In the journal, employees can share ideas about a variety of subject matters, lessons learned from working on projects, shared knowledge, comments and recommendations about training courses, assignments, career management, etc. It is a network opportunity managed by the employee.
14. Find an Expert/Find a Mentor: Find an expert allows the Army, Career Programs, and employees the ability to search for “self declared” experts based on skills and competencies to work on task forces, development opportunities, etc. It allows employees to search for mentors for professional development opportunities based on their expertise. It also allows employees to opt out of being a mentor.
15. Career Program Dashboard (Future Release): The CP dashboard shows the FCR/CPM a by name list of careerists and provides a dashboard that will allow CPMs to send targeted training and career development information to members of their career program.

e. The ACT-Civilian will be deployed in five spirals during Phase 1. The last date of the spiral dates show below is actual deployment date:

Spiral 1	Spiral 2	Spiral 3	Spiral 4	Spiral 5
1Apr – 30 Aug 11	1 Oct – 31 Nov 11	1 Jan – 31 Mar 2	1 Apr – 30 Jun12	1 Jul – 30 Sep 12
CP 18 Construction Engineers CP 22 Public Affairs CP 27 Housing CP 31 Education Services CP 32 Training CP 34 Information Technology	CP 11 Comptroller CP 10 Human Resources CP 12 Safety /Occupation Health CP 13 Supply Management CP 17 Material Maintenance CP 24 Transportation	CP 14 Acquisition CP 16 Engineers /Scientists CP 20 Quality Assurance CP 26 Manpower/ Force Mgt CP 28 Equal Employment CP 33 Ammunition	CP 15 Quality Assurance CP 29 Installation Management* CP 35 General Intelligence CP 36 Modeling /Simulation CP 50 Military Personnel CP 53 Medical* CP 56 Law*	CP 19 Physical Law CP 51 General Administrative/ Management* CP 55 Inspector General* CP 60 Foreign Affairs/Strategic Planning* CP 61 Historians and Museum Curators* CP 64 Aviation*
*New CPs				

f. The ACT-Civilian portal is expected to be fully deployed by 30 Sep 12. Phase II of the deployment will include integrating with commands and the Competency Management System to support the National Defense Authorization Act of 2010 requirement to maximize competency based training for workforce development.

Vicki A. Brown, Chief
G-37/TRV Civilian Training and
Leader Development