



# Individual Development Plan Employee Job Aid

The purpose of this job aid is to provide instruction on how to enter an Individual Development Plan (IDP) in the JTMS. An IDP is a roadmap for personal development. It is designed to help you grow in your present position as well as set a path for you to gain the knowledge and skills you will need to attain future career goals.

**NOTE: An IDP is NOT a performance evaluation tool or a one-time activity.**

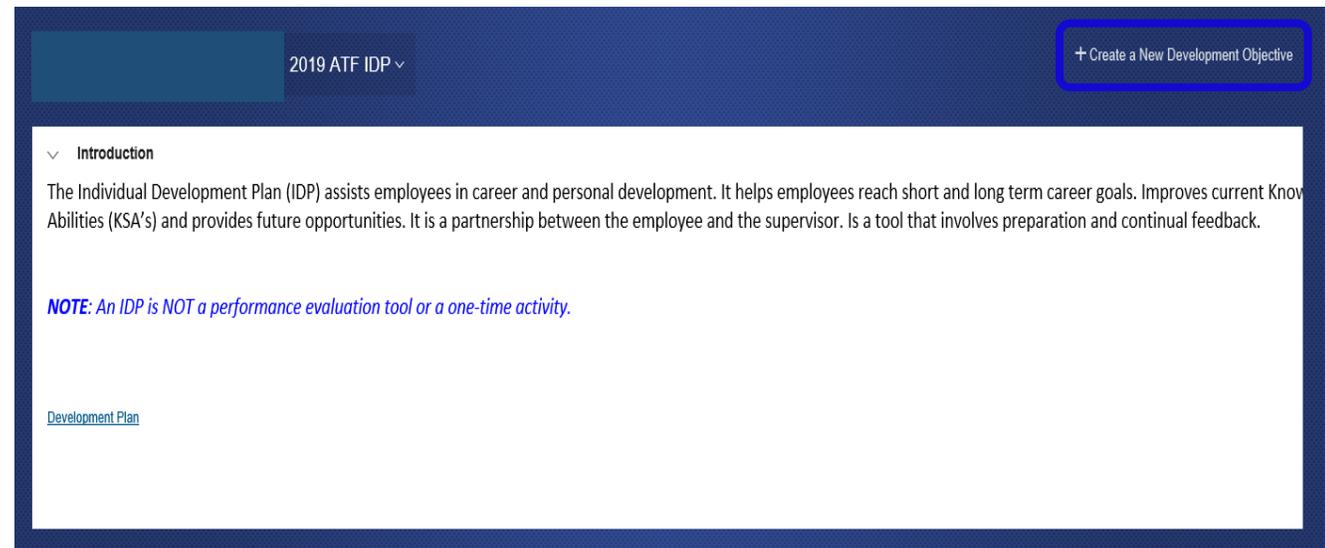
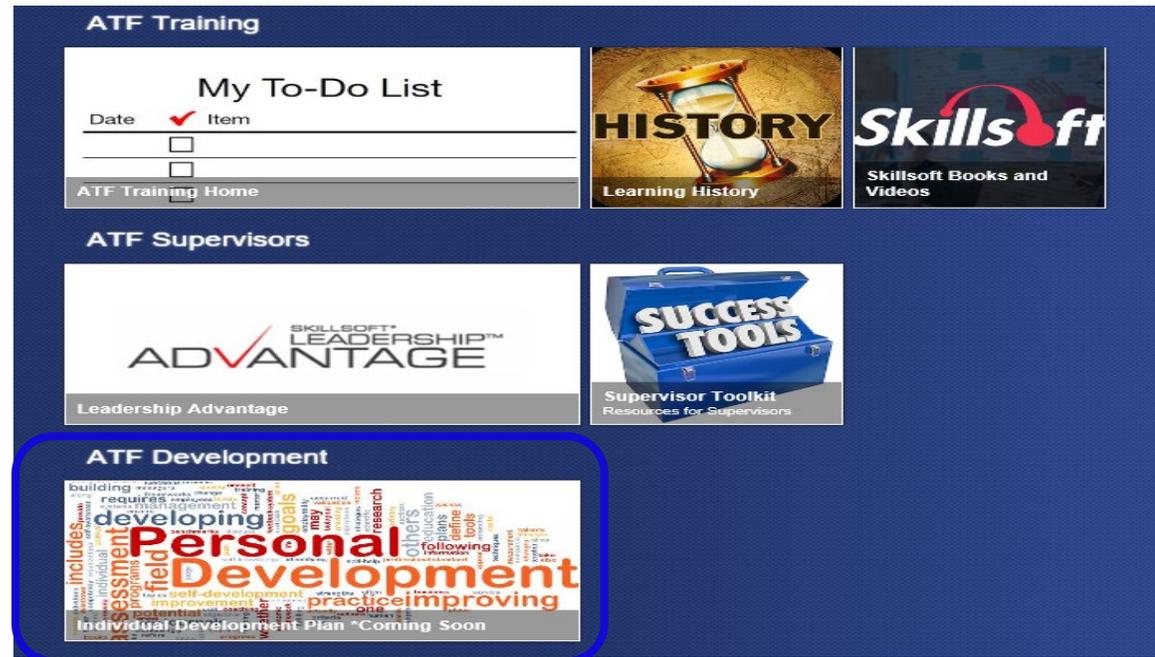
Log into the JTMS.

From the Home screen, click on the **ATF Development** pod. Then click on the **Development Plan** link.

The Introduction page is displayed.

To Add an Objective, click on the **+Create a New Development Objective** at the top right of the screen.

All fields marked with red asterisks (\*) are required fields.





The **Add Development Objective** dialog box displays.

**Action** – Click the drop-down to select the proper action:

**Enter Employee Goal** – Allows you to enter goals to your development plan. You will complete this process for each development goal.

**Supervisor Sign-off** – **For supervisor use only.**

**Decline to Enter an IDP** – If you do not want to enter an IDP, select this option and click on Save and Close.

**Goals** – Click the drop-down to select the category for your goal. This allows you to align your personal development goals with the ATF mission.

**Competencies** – Select from the list of competencies listed. Both the OPM and SkillSoft competencies are listed. The SkillSoft competencies are mapped to online courses in the system that can be added to the IDP.

There are job series and grade specific competencies that employees can select to align with their development goals.

**Note:** Most of the competencies are law enforcement specific, but they are also available for budget, IT, and executives (ECQs).

Add Development Objective -- Webpage Dialog

### Add Development Objective

Fields marked with \* are required.

\* Action: Enter Employee Goal

\* Goals: Deter Illegal Firearms Trafficking ar

Competencies:

- 0018-Grade 11\_OPM-Accident Investigation
- 0018-Grade 11\_OPM-Accountability
- 0018-Grade 11\_OPM-Attention to Detail
- 0018-Grade 11\_OPM-Compliance Inspection
- 0018-Grade 11\_OPM-Conflict Management
- 0018-Grade 11\_OPM-Creative Thinking
- 0018-Grade 11\_OPM-Customer Service
- 0018-Grade 11\_OPM-Decision Making

coaching advisor spell check... legal scan...

Short Term Goals:

\* IDP Start Date: 10/01/2019

\* IDP End Date: 09/30/2020

Type of Activity: Developmental Assignments

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Custom Learning Activity:

Notes:

Supervisor Approval: FOR SUPERVISOR USE ONLY

Supervisor Approval Date: MM/DD/YYYY

Cancel Save & Close



**Short Term Goals** – Enter a description of your goal. For example, “Improve report writing skills”.

**IDP Start/End Dates** - Cannot be changed, they will be available for the current fiscal year.

**Type of Activity** – Select the activity type from the drop-down.

**Custom Learning Activity** – If you select “Other”, enter the description of the learning activity.

**Notes** – Enter any additional notes.

**Supervisor Approval** – For supervisor use only.

**Supervisor Approval Date** – For supervisor use only.

After all information has been entered, click **Save & Close** at the bottom of the page.

Add Development Objective -- Webpage Dialog

**Add Development Objective**

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Competencies:

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- 0018-Grade 11\_OPM-Conflict Management
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- 0018-Grade 11\_OPM-Decision Making

Short Term Goals: coaching advisor spell check... legal scan...

\* IDP Start Date: 10/01/2019

\* IDP End Date: 09/30/2020

Type of Activity: Developmental Assignments

Custom Learning Activity: spell check... legal scan...

Notes:

Supervisor Approval: FOR SUPERVISOR USE ONLY

Supervisor Approval Date: MM/DD/YYYY

Cancel Save & Close



You will now see the **Development Objective** has been created and listed beneath the introduction section.

To, Add a New Learning Activity for the specified objective click the blue **Add New Learning Activity** link.

To search the JTMS catalog, click **Find in catalog**. You can search by course name, category, subject area, source, delivery method and by rating.

Click **Search By Competency**, to search for courses categorized by different competencies.

**Note:** Not all competencies have associated courses, however SkillSoft competencies have the most options

Click **Create Custom Activity**, to enter an activity that is not listed in the catalog.

Displaying 1–1 of 1 Development Objectives

Visibility	#	Notes	Short Term Goals	IDP Start Date	IDP End Date	Supervisor Approval	Competencies	Action
Public	1.1	This conference takes place in June 2019 <a href="#">Edit</a>	Streamline all processes and find better ways to utilize our system functionality.	10/01/2018	09/30/2019	Approved	0018-Grade 11_OPM-Attention to Detail, 0018-Grade 11_OPM-Creative Thinking, 0018-Grade 11_OPM-Customer Service	<a href="#">+ Add New Learning Activity</a>

New Category

Visibility	#	Notes	Short Term Goals	IDP Start Date	IDP End Date	Supervisor Approval	Competencies	Action
Public	1.1	This conference takes place in June 2019 <a href="#">Edit</a>	Streamline all processes and find better ways to utilize our system functionality.	10/01/2018	09/30/2019	Approved	0018-Grade 11_OPM-Attention to Detail, 0018-Grade 11_OPM-Creative Thinking, 0018-Grade 11_OPM-Customer Service	<a href="#">+ Add New Learning Activity</a> <a href="#">Find in catalog</a> <a href="#">Search By Competency</a>



Once you locate a course, click the course title or click **Assign to Learning Plan**.

You will be brought to the course details page.

Click **Add to Learning Plan**, click **Done**.

Courses (7,182) Sort By: Relevance

Narrow Courses:

- ▼ **Category**
  - Instructor-Led
  - Online
  - Other
  - External
  - Curricula
  - Program
  - QuickGuide
  - Collection
- ▼ **Subject Area**
  - DEA Online Catalog >
  - Alcohol and Tobacco Diversion
  - Antitrust Offerings >
  - Arson
  - ATF Basic Training
  - ATF EPAS Registration
  - ATF Systems
  - Budget and Finance
  - Canine Courses
  - Career Development
  - View all

Records per Page: 5 «Previous Page 1 Go of 72 Next»



**Personnel Recovery I (COURSE INTR-CS-0029)**  
Online Course ✔ Already Assigned

Course provides an overview of Personnel Recovery (PR) and the terms, concepts and responsibilities [more](#)

0.00 USD



**Property Custodian Sunflower Reports Training (COURSE ITEU-CS-0137)**  
Online Course

The Property Custodian Sunflower Reports Training provides an overview on reports. The course demons [more](#)

0.00 USD



**Property Custodian Sunflower Roles & Responsibilities (COURSE ITEU-CS-0138)**  
Online Course

The Property Custodian Sunflower Roles & Responsibilities Training provides an overview on the roles [more](#)

← Back **Property Custodian Sunflower Reports Training** 🌐



COURSE ITEU-CS-0137  
(rev.1 7/23/2013)

📄 Online Course

👤 Target audience: Property Custodians

The Property Custodian Sunflower Reports Training provides an overview on reports. The course demonstrates how to generate the most commonly used reports.

**1** HOUR(S)  
LENGTH

**1** subject area [more](#) ▼

[Add to Learning Plan >](#)

[Done](#)



You will be returned to the introduction page and will now see that the **Learning Activity** has been added to your goal.

To remove a goal that was added, click on the **3 dot icon** in the **Action** column beside the activity you want to remove, click **Delete**.

Repeat the prior steps to include additional objectives/goals and learning activities.

Once complete, go back to the **Development Objective** and select **Supervisor Sign-Off**. Click **Save and Close**.

Notify your supervisor that your IDP has been completed. They will now be able to log into the JTMS and manage the IDP through the approval process.

New Category

Visibility # Notes Short Term Goals IDP Start Date IDP End Date Supervisor Approval Competencies Action

Public 1.1 Edit test 10/01/2018 09/30/2019 Approved

0018-Grade  
13\_OPM-Self  
Management,  
0018-Grade  
13\_OPM-  
Stress  
Tolerance

Learning Activities + Add New Learning Activity

Employee	Name	Status	Completed Date	Action
SMPROCTOR	Property Custodian Sunflower Reports Training <a href="#">i</a>	Planned		



Edit Development Objective

**Edit Development Objective**

Fields marked with \* are required.

\* Action: Supervisor Sign-Off

\* Goals: Manage Our Workforce

Competencies:

- 0018-Grade 11\_OPM-Accident Investigation
- 0018-Grade 11\_OPM-Accountability
- 0018-Grade 11\_OPM-Attention to Detail
- 0018-Grade 11\_OPM-Compliance Inspection
- 0018-Grade 11\_OPM-Conflict Management
- 0018-Grade 11\_OPM-Creative Thinking
- 0018-Grade 11\_OPM-Customer Service
- 0018-Grade 11\_OPM-Decision Making

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Short Term Goals: test

Cancel Save & Close