Individual Development Plan (IDP) Form Instructions

(1) Leader's Name: self-explanatory

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(2) Short-Term Goals (Personal/Professional, 0-1 Year):

Each goal should meet SMART (Specific, Measurable, Achievable, Realistic, and Time-Specific) criteria using 12-months to frame each goal. Short-term goals should have set completion dates or linkages to long-term goals with established/agreed upon pathways to completion.

(3) Long-Term Goals (Personal/Professional: 1-4 Years):

Each goal should meet SMART Specific, Measurable, Achievable, Realistic, and Time-Specific) criteria using 12-48 months to frame each goal. Long-term goals could be a continuation of a short-term goal, build upon the foundations of short-term goals, or be entirely independent new goals.

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(4) Self-Assessment:
Physical Fitness (ACFT _____/APFT _____):

Input data generated from the latest fitness assessment along with other common Army fitness metrics (ACFT, 20KM, HPDT…etc.)

Self-Assessed Strengths:

Leader summarizes select strengths most dominant in their cognitive and non-cognitive domains.

Self-Assessed Developmental Needs:

Leader summarizes select weaknesses most dominant in their cognitive and non-cognitive domains.

(5) Cognitive;
Critical Thinking:

Leader may use verbiage directly from a Athena feedback and from course performance report(s), as they relate, to communicate the most dominant sustains and improves. When in PME, the instructor and student can discuss the accuracies of these conclusions and agree upon a way forward.

Communications (Reading; Writing: Verbal)

Leader may use verbiage directly from a Athena feedback and from course performance report(s), as they relate, to communicate the most dominant sustains and improves. When in PME, the instructor and student can discuss the accuracies of these conclusions and agree upon a way forward.

Technical & Tactical Knowledge (Warfighting):

While in PME, the leader should use instructor feedback and graded course materials (MOS-based testing, exercises, and other evaluations) as Warfighting metrics to determine sustains and improves in technical and tactical fundamentals.

(6) Leadership:
Competencies:

Leader may use verbiage directly from a Athena feedback and from course performance report(s), as they relate, to communicate the most dominant sustains and improves. When in PME, the instructor and student can discuss the accuracies of these conclusions and agree upon a way forward.

Self-Awareness

Leader may use verbiage directly from their LDR180, LDR360, or feedback received throughout their PME experience to determine most dominant sustains and improves. While in PME, the instructor and student can discuss these areas and a way forward.

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(7) Immediate Actions (Next 90 Days):

Each goal should meet SMART (Specific, Measurable, Achievable, Realistic, and Time-Specific) criteria using 90-days to frame each criteria. Every goal represents a change the leader seeks to make in their behavior and actions in the near-term. These may be tied to accomplishing one of the leader's short- or long-term goal(s) identified above. Leaders should consider identifying a realistic and achievable number of goals by considering their course workload (PME) or assigned duties (operational force) and additional requirements.

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(8) Career Timeline/Planning

Career Goals (Branch/FA Assignments):
Career goal/s should meet S.M.A.R.T. (see bottom of form) criteria using 5 – 10 years from current year to frame the goal/s. (Refer to DA PAM 600 series)

Broadening Assignments (Desired):
Desired Broadening Assignments should meet S.M.A.R.T. (see bottom of form) criteria using 5 – 10 years from current year. Rank/grade, leadership position and PME requirements should be considered. DA PAM 600 series Milsuite smart books are an excellent resource to use when considering assignments.

Educational Goals:
Educational goal/s should meet S.M.A.R.T. (see bottom of form) criteria for professional and personal goals. Include certifications. (Refer to DA PAM 600 series)

Next PME Considerations (Timeline, Options):
Career goal/s should meet S.M.A.R.T. (see bottom of form) criteria. DA PAM 600 series Milsuite smart books are an excellent resource to use when framing timelines and options.

Family Considerations:
Seek out resources available to Families that support quality of life improvement, financial readiness and enrich family relationships. Refer to the Ready and Resilient (R2) program on the Army Resilience Directorate website.

Promotion/Selection Board Info (HRC):
Career goal/s should meet S.M.A.R.T. (see bottom of form) criteria. DA PAM 600 -3, 600-4 and 600-8-19 provide explanations of the promotion process.
DA PAM 600 series Milsuite smart books are an excellent resource to use when framing timelines and options related to promotion and selection requirements.

Key and Developmental Assignments (DA PAM 600-3/600-4/600-25):
Assignment goal/s should meet S.M.A.R.T. (see bottom of form) criteria. DA PAM 600-3/600-4/600-25 provide the details for specific Branches and Career Management Fields (CMF).

Rank/Grade:

DA PAM 600 series Milsuite smartbooks provide timelines for career progression based on rank and years in service. This is a fillable document if past the displayed years on the scale input current future/years with rank or grade.

Years in Service	0	5	10	15	20

(9) Additional Comments:

This space for is for additional comments from pages 1 and 2, additional goals/desired outcomes or supervisor/mentor/coach comments.

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- FM 6-22 (para. 2-21 to 2-26, 3-18, 7-2 to 7-8 and Table 3-2
- S.M.A.R.T. Standards: Specific. Measureable. Achievable. Realistic. Time Specific