

GUIDED DISCUSSION CHECKLIST - TIPS FOR SUSTAINMENT LEADER DEVELOPMENT

Tips For Logistics NCOs		Warrant Officers Topics		Junior Officer Topics	
Mission Command	Build cohesive teams through mutual trust	WOAC POI All Branches	100% technical proficiency	Troop Leading Procedures	How to command respect from your platoon
Troop Leading Procedures	How to transition from squad to platoon leadership	MMDP Projects / Support Operations	Establish credibility as a staff officer and SME	Operational Environment	Examples of the complexity of environments in which the leader has operated
Operational Environment	Example of the complexity of environments in which the leader has operated	Best Practices for Individual / Collective Training and Self-Development	Maintaining MOS proficiency through self-development	Thinking Critically and Creatively	Problem-solving, which is especially important when you have limited resources
Leader Development	Individual and group counseling sessions	Military justice / On-line Conduct	Army profession and ethics	Ethics / Army Profession	Personal ethical dilemmas
Thinking Critically and Creatively	Separation between leader and led/ recommended professional readings	Joint Operations	Role in Army Operating Concept	Military Professionalism	Promoting character development in your unit
Ethical Climate, Decision-Making	Personal conflict, ethical dilemmas	RCWO Briefings	WO 2025 Strategy	Military Writing	Written communication is the primary means for passing Operations Orders. Effective writing makes sure those orders are clear and concise.
Military Professionalism	Sustaining a climate of trust	Branch Proponent Briefing	Broadening assignments / opportunities	Lead, Influence, Counsel	Presence: self-confidence, assertiveness
Effective Writing	Counseling / NCOER / Support Form	Dean's WOPD All Branches	Provide effective mentorship and leadership promotion trends / selection board preparation	Resiliency	Handling personal life challenges as a platoon leader; work-life balance for you and your platoon
Resiliency	Handling life challenges; work-life balance for leader and Soldiers	Cultural Awareness / SHARP	Best practices and strategies to build cohesion, develop and maintain talent, and professional character	Property Accountability	Signing for millions of dollars worth of equipment; how to adjudicate losses
Career Progression	Broadening assignments			Commander Programs	SHARP / EO, ASAP, Unit Readiness (training/medical)
Military / Branch History	Steward of the Army Profession			Military Justice	Tools available to commander's during Article 15 process; also BARs and FLAGs
				Common Logistics Lessons	How does logistics shape the battlefield and drive operations?
				Counseling	Career-progression, the NCOER/OER process, how is an effective counseling program structured

Mid-Grade Officer Topics

BCT Capabilities and Limitations	Culture of the BCT and how to succeed; Importance of being physically fit	Leader Development	Designing LD programs for officers	Lead, Influence, Counsel	Presence-self-development, assertiveness
Mission Command	Establish mutual trust	Ethical Climate, Decision-Making	Personal ethical dilemmas	Resiliency	Handling personal life challenges during command
Knowledge Management	How KM can be used to self-develop	Military Professionalism	What to do after command; Promoting character development in your unit	Property Accountability	Personal examples and proper way to remedy losses
Art of Command	Routine, informal sessions with teams	Effective Writing	Review of AR 25-50	Military Justice	Role of JAG
Troop Leading Procedures	How to step up from LT-level	Media Engagements	PAO Talking Points, Rehearsals, AARs	Sustainment Unit, Planners, Managers	Understanding Combined Arms Maneuver, LOG estimates
Operational Environment	Examples of complex environments				

HIP-POCKET GUIDE - ARMY CAREER TRACKER



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LOGISTICS, G-4
PRODUCT

What is it?

The Army Career Tracker is an Army leadership development web-based tool developed by U.S. Army Training and Doctrine Command's Institute for Noncommissioned Officer Professional Development. The ACT provides Army personnel -- enlisted, officer and civilian cohorts -- a system to manage their professional development and to monitor progress toward training, education, and career goals. The ACT interfaces with more than a dozen source systems in providing data such as assignment history, training history, education history, and certifications.

What has the Army done?

The ACT promotes lifelong learning for Soldiers and Army civilians. The ACT provides Army personnel with a more efficient and effective way to monitor their career development. The ACT enhances personnel counseling by providing leaders and mentors a framework to create individual development plans. As a result, leaders, supervisors, and users have created thousands of recommendations and goals in the ACT. With the ACT, Soldiers and civilians are able to establish short and long term goals and a pathway to achieve them. They do this by mapping out events, decision points, and outcomes. The ACT also enables users to track progress against known career benchmarks.

What efforts does the Army have planned for the future?

The ACT will help Soldiers and civilians with transition and sponsorship. Development programs in the ACT ensure that Soldiers are both "military" and "career" ready from the start of their Army careers. Individual development plans created using the ACT will ensure Soldiers are aware of the career readiness standards they must meet long before their separation from service.

ACT LEADER / MENTOR REFERENCE GUIDE

RECEIVE / ACCEPT LEADER REQUESTS

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

MONITOR KEY CAREER METRICS

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

REVIEW / EXPORT SOLDIER DATA

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

VIEW SOLDIER DETAILS

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

SEND RECOMMENDATIONS

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

DEGREES & CREDENTIALING

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