

# CP-12

SAFETY &  
OCCUPATIONAL HEALTH

## ACTEDS PLAN



U.S. ARMY

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**Career Program-12  
ACTEDS PLAN**

PURPOSE: Army Civilian Training Education and Development System (ACTEDS) Plans provide information pertaining to career management training, education and development for lifecycle workforce management, specific to each Career Program.

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## **SECTION I : INTRODUCTION**

**A. GENERAL:** The purpose of the Army Civilian Training, Education, and Development System (ACTEDS), is to provide for the systematic training and development of Army career civilians. This Safety and Occupational Health (CP-12) ACTEDS Plan is a living document that outlines the required training for for the development of core, functional and leader competencies. It also provides general information and guidance on management of the Safety and Occupational Health Career Program, including career ladders and career maps, Master Training Plans, certifications, mobility and continued service requirements.

### **B. CAREER PROGRAM OVERVIEW:**

The Department of Army is committed to implementing the Civilian Workforce Transformation (CWT) initiatives described in Annex Q of the Army Campaign Plan. CWT reflects the Army's long-term investment in the Civilian Corps and its commitment to developing and acquiring Civilian employees to meet the future needs of the Army. Policy changes are being incorporated into AR 690-950 by G-1, as soon as practicable, to address career program changes necessary toward achieving the Army Campaign Plan objective. In the meantime, interim career management guidance is being developed and disseminated in order to proceed with actions supportive of the objective. The number of Civilian career programs has been increased to 31. All previously existing career programs are retained; eight new career programs are hereby established: Installation Management, General Administration and Management, Medical, Inspector General, Legal, Foreign Affairs/Strategic Planning, Historian/Museum Curator, and Aviation.

#### Career Program-12 (Safety and Occupational Health)

As a result of recent actions taken to expand and implement CWT workforce initiatives, CP-12 embraces both the safety and occupational health and fire protection and prevention fields, which have very distinctive qualifications requirements as well as educational and training requirements outlined by regulatory guidance.

Because the Army does not have a military occupational specialty for safety and occupational health, a cadre of civilians serves as safety and occupational health advisors. Safety and Occupational Health professionals are multi-functional and multi-dimensional, i.e., numerous occupational specialties and tracks, and they more than ever are an essential component of readiness. The Army Safety and Occupational

Health Management Career Program prepares civilian safety and occupational health professionals to meet challenging assignments at Army installations and activities all over the world. They deploy to tactical environments, natural disasters, peacekeeping operations, or wherever the Army has a need. Several safety and occupational health professionals are assigned to the Training Centers and many participate in Joint exercises. Others provide hands-on safety at the installations, labs, and depots. These professionals are trained to anticipate and identify hazardous conditions and practices; assess risks; develop hazard control designs, methods, procedures and programs; implement, administer, and advise others on hazard control initiatives; and measure, audit, and evaluate the effectiveness of accident prevention programs.

Besides knowledge of a wide range of hazards, controls, and safety assessment methods, Safety and Occupational Health professionals must have knowledge of physical, chemical, biological and behavioral sciences, mathematics, business, training and educational techniques, engineering concepts, and specialized kinds of operations (design, construction, industrial, transportation, tactical, explosives, range, fire, electrical, radiation, aviation, etc.).

Managers assign Career Program designation to positions based on a comparison of duties and assigned responsibilities to the description of CP-12 duties and responsibilities, once the servicing CPAC has completed the official position classification as to title, series, grade level, etc. When the preponderance of duties are representative of those described below, the position description should be coded correct job series CP-12 and this decision reflected in both FASCLASS and in the Defense Civilian Personnel Data System. When questions arise over the appropriate Career Program designation, the manager should contact CP-12 Career Program Management Office staff at the United States Army Safety Center for guidance. If the owning CP proposes to move the position to another CP, the owning CP must collaborate with the potential gaining CP and reach agreement before the position is moved. Career program concurrence is required by the appropriate CP manager. The servicing CPAC HR advisor can assist in documenting the career program designator, as required.

Safety and occupational health personnel have become an increasingly integral part of all military operations and are an essential component of readiness across the Army. These professionals are trained to advise, administer, supervise, and perform work in the field of safety and occupational health far exceeding the administrative level. The education and training requirements of safety and occupational health personnel involve a combination of capabilities with positive education requirements required to remain relevant and ready in assisting commanders and staffs in accident prevention and

reduction. They articulate specific knowledge of a wide range of safety and occupational health concepts, principles, practices, laws, and regulations applicable to the performance of complex responsibilities. These responsibilities require safety and occupational health professionals to plan, organize, direct, operate and evaluate important elements of the safety and occupational health programs that they are assigned to manage.

Trained safety and occupational health professionals can influence –

- Reduction of losses due to accidents across the Army
- Increased readiness for military operations
- Increased productivity in support operations
- Reduction of injury costs to the Army

**C. Functional Specialties** – The occupational series and associated position titles, applicable to the CP-12 population are described below. Currently there are two Mission Critical Occupations: 0018, Safety and Occupational Health and 0081, Fire Protection and Prevention.

**0017 - Explosives Safety** Specialist- Safety professionals performing explosives safety duties are coded in the GS-0018 job series.

**0018 - Safety and Occupational Health** Specialist- Safety and Occupational Health professionals encumber positions that involve management, administration or operation of safety and occupational health programs or administrative work concerned with safety and occupational health activities. Their main goal is to eliminate or minimize human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management work requires application of the knowledge of (a) the principles, standards, and techniques of safety and occupational health management; and (b) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields, which contribute to the achievement of comprehensive safety and occupational health objectives.

Specialty tracks within the GS-0018 Safety and Occupational Health Community include the following:

**Tactical Track** - Tactical safety professionals are an essential component in maintaining the Army's overall readiness. They work across the spectrum of warfighting functions (movement and maneuver, fires, intelligence, sustainment, command and control and protection). Their training has equipped them to meet the needs of the Army

in challenging assignments worldwide, including deployments in support of combat, humanitarian, contingency and peacekeeping operations-often in austere environments. These professionals are trained to anticipate and identify hazardous conditions and practices; assess risks; develop hazard control designs, methods, procedures and programs; implement, administer and advise others on hazard control initiatives; and measure, audit and evaluate the effectiveness of accident prevention programs.

Tactical safety professionals are “in-house” safety advocates who provide commanders from the brigade level and above with hands-on technical assistance to support the preservation of combat resources. In addition to the core training, tactical safety and occupational health professionals must complete training in the following fields:

- Composite risk management
- Tactical safety
- Deployment/redeployment accident prevention
- Joint accident investigation and analysis
- Electrical/fire safety
- Range safety
- Explosives safety
- Deployment environmental safety and occupational health
- Resource threat assessments
- Live/simulated tactical training operations
- Ground operations
- Railhead, airlift, and sealift operations
- Transport of personnel and cargo
- Wheeled and tracked vehicle operations
- Combat engineer/construction operations
- Field maintenance operations
- Field maneuver sites

**Explosives Track** - Explosives safety professionals provide oversight to operations and activities where ammunition and explosives are stored and handled. They assess these operations and the associated processes, and develop procedures to minimize and control risks. They analyze and resolve diverse critical safety hazards that involve inherently dangerous materials. The work is usually performed at a variety of locations, such as ammunition and explosives storage sites, manufacturing facilities, military training ranges, demilitarization sites, ports, and railheads. Explosives safety professionals must know general safety, health, industrial, tactical, construction, and fire protection regulations that apply to a broad field of operations. Explosives safety personnel may deploy.

These safety managers must prepare recommendations and advise commanders and managers of the best means for complying with standards and reducing hazards to ensure a safe work environment for soldiers and civilian

employees. Since they interact with employees, supervisors, managers, as well as Federal (OSHA/EPA), state, and other authorities, explosives safety professionals need to effectively communicate at all levels.

Within the Army, organizations that employ explosives safety personnel include U.S. Army Materiel Command (AMC); U.S. Army Forces Command (FORSCOM), U.S. Army Europe (USAREUR), U.S. Forces Korea (USFK), U.S. Army Central Command (CENTCOM) and Army Corps of Engineers (USACE).

**Hospital Track** - Hospital safety and occupational health professionals provide oversight to operations and activities in a patient centered environment. They assess these operations and the associated processes, and develop procedures to minimize and control risks to ensure effective patient care and other services are accomplished within a safe environment. Hospital safety and occupational health professionals analyze and resolve diverse critical safety hazards that involve multiple work environments, buildings, equipment and people. The work is usually performed in a medical, dental or veterinary treatment facility.

Hospital safety and occupational health professionals must have expert knowledge in all regulatory standards of compliance to include, but not limited to, The Joint Commission (TJC); Occupational Safety and Health Act (OSHA); National Fire Protection Association (NFPA); American National Standards Institute (ANSI); American Hospital Association (AHA); College of American Pathologists (CAP); Environmental Protection Agency (EPA); Americans with Disabilities Act (ADA); and the Army Safety Program, etc. They provide oversight for new construction and renovation and coordinate with the Corps of Engineers; Health Facilities Planning Agency and contractors during planning, pre-construction, construction and acceptance phases on new and renovation projects of Medical, Dental, Laboratory and Veterinary Services facilities.

Hospital safety and occupational health managers must prepare recommendations and advise commanders and managers of the best means for complying with standards and reducing hazards to ensure a safe work environment for patients, visitors, Soldiers, civilian employees, and contractors. Since they interact with employees, supervisors, managers, as well as Federal (OSHA/EPA), State, and other authorities, safety personnel need to effectively communicate at all levels.

Within the Army, the organization that employs hospital safety and occupational health personnel is the U.S. Army Medical Command (MEDCOM).

**Industrial Track** - Industrial and construction safety and occupational health professionals must provide oversight of work activities and identify hazards in a wide



variety of operations, such as working on elevated surfaces, handling and storage of hazardous materials and explosives, operating machinery, excavations, maritime activities, repairing or maintaining equipment and use of hoists/cranes, materiel handling and heavy equipment. They assess operations and develop procedures to minimize and control potential hazards. Industrial and construction safety and occupational health professionals must know health, safety and fire protection regulations which apply to a broad field of operations.

These safety and occupational health managers must prepare recommendations and advise project/facility managers of the best means for complying with standards and reducing hazards to ensure a safe work environment for employees. Since they interact with employees, supervisors, managers, as well as Federal (OSHA/EPA), State, and other authorities, industrial and construction safety and occupational health personnel need to effectively communicate at all levels.

Within the Army, organizations that employ industrial and construction safety and occupational health personnel include Army Materiel Command (AMC) and Army Corps of Engineers (USACE).

## **0019 - Safety Technician- Safety and Occupational Health Technician**

### **Operational Track**

This series includes positions that involve support work in accident prevention, including inspecting safety conditions, investigating and compiling data on accidents, and providing information on safety standards and techniques. Positions require a practical knowledge of work processes and equipment, environmental conditions, and established safety standards, protective devices and accident prevention measures.

Safety and Occupational Health Technicians conduct tests and collect samples and measurements as part of workplace inspections. For example, they may collect and handle samples of dust, mold, gases, vapor, or other potentially hazardous materials. They conduct both routine inspections and special inspections that a safety specialist orders. Safety Technicians may examine and test machinery and equipment such as scaffolding and lifting devices to be sure that they meet appropriate safety regulations. They may check that workers are using protective gear, such as masks, fall protection, and hardhats. Safety Technicians also check that hazardous materials are stored and recorded correctly (MSDS). They test and identify work areas for potential health and safety hazards. In addition to making workers safer, Safety Technicians work with Specialists to increase the worker productivity by reducing the number of worker absences and equipment downtime. They save the Army money by lowering worker

compensation and by preventing government fines. Safety Technicians' duties vary based on where they are employed. For example, a Safety Technician may test the levels of biohazard at a waste processing plant or may inspect the lighting and ventilation in an office setting. Both of these inspections are focused on maintaining the health of the workers and environment. The responsibilities of Safety and Occupational Health Technicians vary by workplace, and types of hazards affecting personnel/employees.

- Integrate safety requirements associated with a unit maintenance program, assess risk, and mitigate hazards within a maintenance facility.
- Conduct an inspection to identify and categorize maintenance facility housekeeping hazards and brief the owning organization of findings.
- Evaluate safety requirements in a tactical environment to identify hazards and develop mitigation measures to reduce risk associated with the hazards.
- Analyze pre-deployment and redeployment/reintegration operations; load-out operations; movement operations; base camp operations; and weapons and ammunition handling operations to develop mitigation measures for identified hazards.
- Apply explosive and range safety standards for the storage of ammunition and other explosives.
- Work with Occupational Health and Safety Specialists to control and fix hazardous and potentially hazardous conditions or equipment.
- Carry out and evaluate programs on workplace safety and health.
- Demonstrate the correct use of safety equipment.
- Analyze and assist Occupational Health and Safety Specialists in the investigative process for accidents in order to identify the root causes and recommendations necessary to prevent incidents/accidents in the future.

### **Data Analyst Track**

Reviews and analyzes complicated accident reports or related safety information. Ensures the ASMIS is complete, accurate, and conforms to established standards. Assures consistent recording within the database of occurrences or operations resulting in loss of life, personal injury, or destruction of property. Reviews safety information to assure accuracy of reported conclusions and recommendations based on findings.

Isolates and identifies causes of major recurring accidents where information may be gained which would contribute to special studies and support of safety professionals. Perform extensive customer communication. Ensures the organizational structures and reports are accurate, timely and data trends are consistent with other products.

- Conduct analysis of aviation and ground accident investigation reports and input correct codes into Consolidated Mishap Reporting Application.
- Conduct analysis of aviation and ground accident investigation reports sent from external sources are prepared for input into the appropriate database.
- Provide information and institutional knowledge of the aviation and ground accident information databases including data descriptions and relationship for the development and implementation into the Consolidated Mishap Reporting Application.
- Evaluate cause factors to determine trends, operational or management deficiencies, training, inadequacies, investigation shortcomings, and completeness of reports before entry into the Consolidated Mishap Reporting Application.
- Report corrective actions to Army Commands and Safety representatives in the field to ensure compliance as required by Federal, DoD and Army regulations.
- Maintained current and accurate accident records sent from internal/external sources and prepare data for input into the appropriate database for review by Army Staff.
- Assist and provide information/assistance for the input process for complex ground and aviation accident reports.
- Assist and provide information/assistance for the retrieval of complex data extractions from the ground and aviation databases.
- Research military aviation and ground support materiel/equipment for defining/developing of various codes.
- Participate in information management process development meetings.
- LOGSA reports / verification of materiel codes \*\*\*

**0081 - Fire Protection and Prevention** - Fire Protection and Prevention personnel provide specialized emergency service mitigation and educational support for our Soldiers, Families, and Communities through:

- Structural Fire Response
- Aircraft Rescue Firefighting

- Fixed/Rotary Wing
- Specialized Rescue Services
- High/Low Angle
- Machinery (Heavy/Light/Auto)
- Water
- HAZMAT/WMD/CBRNE Response
- Wildland Response
- Prevention, Public Education, Code Enforcement
- Emergency Dispatch Services
- Administrative Services and Training

**0099 - General Student Trainee** - This standard describes the qualification requirements for student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

A student may be appointed to any position that leads to qualification in a two-grade interval professional, administrative, or technical occupational series and that provides an opportunity for the student's growth and development toward the target position.

**0301 - Miscellaneous Administration and Program** - This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. A GS-301 is placed in the CP12 Career Program when the majority of duties are related to work within the career program.

**0303 - Miscellaneous Clerk and Assistant** - The Miscellaneous Clerk and Assistant series includes positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines. A GS-303 is placed in the CP12 Career Program when the majority of duties are related to work within the career program.

**0340 - Program Management** - This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval administrative and management work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. A GS-340 is placed in the CP12 Career Program when the majority of duties are related to work within the career program.

**0343 - Management and Program Analyst** - Management Analysts/program analysts serve as analysts or advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. They primarily provide line managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management. A GS-343 is placed in the CP12 Career Program when the majority of duties are related to work within the career program.

**0344 - Management and Program Clerical and Assistance** - Management Clerks and Assistants/program clerks and assistants apply clerical and technical procedures, methods, and techniques to support management/program analysis functions and processes. A GS-344 is placed in the CP12 Career Program when the majority of duties are related to work within the career program.

**0399 - Administration and Office Support Student Trainee** - This series includes student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

A student may be appointed to any position that leads to qualification in a two-grade interval professional, administrative, or technical occupational series and that provides an opportunity for the student's growth and development toward the target position.

**0640 - Industrial Hygiene Technician** - This series includes positions for student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

**0690 - Industrial Hygiene**- Army Industrial Hygienists (IH) and Industrial Hygiene Technicians (IHT) provide support to the warfighter, conserve resources, and enhance readiness by anticipating, recognizing, evaluating, and controlling health hazards where military and civilian personnel work and serve. They work at US Army Public Health Command, Regional Medical Commands, MEDCOM Preventive Medicine Programs and at Army Corps of Engineers offices worldwide.

**0699 - Medical and Health Student Trainee** - This series includes positions for student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

A student may be appointed to any position that leads to qualification in a two-grade interval professional, administrative, or technical occupational series and that provides an opportunity for the student's growth and development toward the target position.

**0803 - Safety Engineer**- Safety Engineers employ engineering principles and practices to eliminate or control hazardous conditions resulting from human error, equipment and machine operations which may lead to injury to persons and damage to property. The work requires the application of: advanced mathematical techniques; professional engineering principles, methods, and techniques; safety related elements of the physical sciences, ergonomics, psychology and physiology; and safety principles, standards, practices, and analytical techniques. The safety engineer applies knowledge of psychological and physiological factors to design safety features and controls, compensating for the possibility of human errors in the operation of machinery and equipment.

Within the Army, professional safety engineering work is performed in a wide variety of environments such as systems design; research, development, test and evaluation; facility design, construction, operation and maintenance; ordnance and explosives waste and hazardous and toxic waste remediation; transportation; and industrial and manufacturing operations. The safety engineer is concerned with the identification, analysis and control of occupational hazards requiring the application of professional engineering knowledge, skill, and abilities. Typically, safety engineers are involved in the following kinds of activities:

- ▶ advise on system safety requirements based on historical and anecdotal failure data, software failure analysis, and failure mode analysis of such factors as fatigue, stability, and stress;
- ▶ develop and apply methods for the safe installation of storage and transmission systems for hazardous and toxic liquids and gases;
- ▶ design protective equipment or safety devices or redesign machines and equipment to eliminate occupational hazards;
- ▶ design site operation and storage facilities for ammunition and explosives including de-mil operations;
- ▶ design site protective structures and equipment for ordnance and explosives waste and hazardous and toxic waste remediation activities;
- ▶ review engineering plans and specifications and design and implement system/facility changes to improve lifecycle safety;

- ▶ conduct field studies to identify potential hazards and design/validate adequacy of hazard control measures;
- ▶ design test protocols and evaluate results to validate the safety of systems;
- ▶ review proposed safety policies, guidelines and standards to determine their consistency with accepted engineering principles and practices and recommend technical changes as needed.

**1306 - Health Physics** - Health Physicist are responsible for having the knowledge and ability to manage a comprehensive radiological safety program. Health physics is the science concerned with the recognition, evaluation, and control of health hazards to permit the safe use and application of ionizing radiation and non-ionizing radiation. Health physicists are interdisciplinary radiation protection and safety specialists whose expertise draws from environmental science, mathematics, medicine, radiological health, radiation biology, chemistry, and physics. The subject requires understanding of the generation, measurement, and characteristics of radiation; environmental transport of radionuclides; dosimetry; effects of radiation in biological systems; and the regulations and recommendations governing the use of ionizing radiation, lasers and radiofrequency systems.

Health physicists work in a variety of disciplines, including research, testing, education, hospitals, environmental protection, and enforcement of government regulations. Although the health physicist usually concentrates in one of these disciplines, a professional health physicist typically performs duties in several areas. Within the Army, health physics professionals promote excellence in the science and practice of radiation protection and safety in the following areas:

- ▶ manage Nuclear Regulatory Commission Licenses authorizing the use of radioactive materials.
- ▶ draw upon their technical knowledge and varied experience to advise and make recommendations to management on the safe use of radioactive materials.
- ▶ provide expertise for training in Army radiation safety programs.
- ▶ support radiological decommissioning at Army Installations and in support of other federal agencies.
- ▶ perform specialized work in dosimetry, nuclear counting and radioactive waste.
- ▶ study environmental levels of radioactivity and the effects of radiation on biological systems.
- ▶ assists engineers and scientists in designing facilities and new radiation-control programs and in basic research or testing.
- ▶ provide expertise in laser safety to evaluate and control laser hazards, implement control measures, monitor and enforce compliance.
- ▶ provide expertise in electromagnetic (EM) radiation safety to protect against hazards associated with EM radiation fields, contact voltages, and contact and induced currents.

- ▶ ensure regulatory compliance with external agencies such as the Nuclear Regulatory Commission, the Environmental Protection Agency, the Food and Drug Administration, and the Occupational Safety and Health Administration.

**1399 - Physical Science Student Trainee** - This standard describes the qualification requirements for student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

A student may be appointed to any position that leads to qualification in a two-grade interval professional, administrative, or technical occupational series and that provides an opportunity for the student's growth and development toward the target position.

**1815 - Air Safety Investigator** - Air Safety Investigators have duties involving the investigation and prevention of accidents and incidents involving United States aircraft anywhere in the world, and in the establishment of programs and procedures to provide for the notification and reporting of accidents. The investigation includes a report of the facts, conditions, and circumstances relating to each accident and a determination of the probable cause of the accident along with recommendations for remedial action designed to prevent similar accidents in the future. Special studies and investigations on matters pertaining to safety in air navigation and the prevention of accidents are conducted to ascertain what will best tend to reduce or eliminate the possibility of, or recurrence of, accidents. These duties and responsibilities require the application of a broad technical knowledge in the field of aviation, and experience or training that provides knowledge of investigative techniques and/or legal procedures and practices.

**1825 - Aviation Safety** - The Aviation Safety series includes positions that involve primarily developing, administering, or enforcing regulations and standards concerning military aviation safety, including (1) the airworthiness of aircraft and aircraft systems; (2) the competence of pilots, mechanics, and other airmen; and (3) safety aspects of aviation facilities, equipment, and procedures. These positions require knowledge and skill in the operation, maintenance, or manufacture of aircraft and aircraft systems.

**1899 - Investigation Student Trainee** - This standard describes the qualification requirements for student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

A student may be appointed to any position that leads to qualification in a two-grade interval professional, administrative, or technical occupational series and that provides an opportunity for the student's growth and development toward the target position.



**5205 - Gas and Radiation Detection** - The Gas and Radiation Detection occupation includes jobs involved in placing, reading, and calibrating various types of instruments and using chemical reagents to make standard tests of tanks, compartments, and other enclosures or areas for indications of radiation, oxygen deficiency, or presence of toxic or explosive gases. It does not include jobs that primarily require technical knowledge of the health, medical, or allied sciences.

**5427 - Chemical Plant Operating** - The Chemical Plant Operating occupation includes jobs involved in operating and maintaining chemical plant equipment utilized in the development, manufacture, and processing of chemicals and chemical products or the development of chemical and related processes. Typically, such equipment includes reactors, filters, compressors, pumps, valves, furnaces, fractionating columns, generators, centrifuges, meters, stripping units, blenders, mixers, filling machines, evaporators, distillation columns, and other similar equipment. Work includes controlling temperatures, pressures, flows, and reaction time by reading and recording data, adjusting temperature, flow rate, pressure, and similar gauges and instruments, and performing routine chemical analyses and calculations

**D. Population** – CP-12 population consists of approximately 4800 U.S. Appropriated Fund Civilians and 950 Local Nationals. CP-12 population distribution across commands may be viewed at <https://safety.army.mil/cp12>.

#### **D. Career Program Management Structure**

**Functional Chief (FC)** – The FC for CP-12 is the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health). This is a **SES position**.

The Functional Chief (FC) is the senior career program official. FC responsibilities include identifying strategic workforce issues that need to be addressed in the life-cycle management of civilians in their occupational field. FCs have enterprise level responsibility for ensuring the readiness of their occupational field in support of Army missions. As part of their enterprise level responsibilities, the FCs will establish and maintain communications with commanders within their functional area of responsibility or their designated representatives across the Army to gather mission priorities and develop annual strategic plans that are responsive to the changing needs of the Army. To execute enterprise level responsibilities, the FC of each civilian Career Program will appoint a senior official (normally a civilian), in the occupational field to be the FCR.

**Functional Representative (FCR)** – The FCR for CP-12 is the Senior Safety Advisor to the Director of Army Safety.

The Functional Chief Representative (FCR) is a senior civilian, designated by the Functional Chief (FC) to serve as his/her principal advisor in matters pertaining to Career Program management. Duties of the FCR include the following:

- a. Assists OASA (M&RA) in the preparation of CP instructions and procedures.
- b. Receives the State of the Agency Brief to include a CP Management Directive 715 analysis in aggregate and respond accordingly.
- c. Serves as a member of the CPPC (employing organization shall provide travel and per diem funding to attend meetings).
- d. Chairs CP planning boards and selects functional participants for planning boards.
- e. Supports and monitors affirmative employment program (AEP) progress.
- f. Fosters broad-based employee representation and ensures all qualified candidates are equitably considered for promotions to SES “feeder” positions and grades.
- g. Monitors effectiveness of career management through—
  - (1) Annual enterprise level workforce assessments of their Career Program that include the documentation and publication of Career Program Strategic Plans in 6 key areas of the life-cycle: 1 – Structure; 2- Acquire; 3 -Train; 4 –Sustain; 5- Develop, and, 6 – Transition.
  - (2) Reviews of analysis of Career Program demographics, workforce evaluations as provided by AC, ASCC, DRU and CPEA evaluation surveys, On-site visits, Planning Board reports, and the timeliness and effectiveness of staffing actions.
- h. Engages and collaborates with Commands and Supervisors to ensure the Career Program maintains a well-qualified, motivated and well-balanced civilian workforce, capable of supporting Army missions.
- i. Facilitates the identification of requirements based training and development needs by engaging Career Program Managers (CPMs), Senior Functional Mentors, Supervisors, and Senior Leaders, in articulating the capabilities needed to meet current and future missions.
- j. Has positional authority to maintain, update, and otherwise modify Career Program Plans, including Career Maps, previously approved by Army G-1(CP), within guidelines which will be established and published in the DA PAM that accompanies AR 690-950.
- k. Establishes ACTEDS requirements and develops ACTEDS Training plans, (including Master Intern Training Plan). Coordinates with ADCS G-3/5/7 and obtains AG-1(CP) approval before publication. Ensures that ACTEDS subject matter content is current and applicable for Army-wide implementation.

l. Participates in projecting annual ACTEDS centrally funded intern needs to support the programming and budgeting of ACTEDS intern central resources.

m. Reviews and evaluates annual requests for ACTEDS centrally funded intern resources and submits to AG-1(CP) for resourcing.

n. Reviews and evaluates annual competitive and functional training requirements for ACTEDS centrally funded Career Professional Development resources and submits to HQ DA G-3/5/7 for resourcing.

o. Selects competitively and/or reviews command recommended nominations for training assignments.

p. Assists commanders with identification of appropriate strategies for the development of their employees.

q. Ensures adherence to all applicable Federal statutory and regulatory requirements in the establishment of specific education and training standards as appropriate. (i.e., Army Acquisition workforce is governed by the 1990 Defense Acquisition Workforce Improvement Act (DAWIA)).

The **Proponent for CP-12** is the Director of Army Safety and Commanding General, USACR/SC. Several Statutory and Regulatory sources direct responsibilities of the Director of Army Safety (Commanding General, USACR/SC):

- a. Title 10, United States Code
- b. Title 32, United States Code
- c. Sections 1131 and 1132 of title 49, United States Code
- d. Public Law 91-596 (OSHAct) December 29, 1970
- e. Section 3500 of title 18, United States Code (also known as the "Jencks Act")
- f. Sections 552, 552a, and 8101(1)(B) of title 5, United States Code
- g. Subpart 831.11 of title 49, Code of Federal Regulations
- h. North Atlantic Treaty Organization Standardization Agreement 3531, "Safety Investigation and Reporting of Accidents/Incidents Involving Military Aircraft and/or UAVs," current edition
- i. Air Standard 85/2A(1), "Investigation of Aircraft/Missile Accidents/Incidents," April 3, 1996
- j. DoD Instruction 6055.07, "Accident Investigation, Reporting, and Record Keeping," June 6, 2011
- k. DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), December 9, 2005
- l. DoD Directive 4715.1E, "Environment, Safety, and Occupational Health (ESOH)," March 19, 2005

- m. DoD Instruction 6055.1, "DoD Safety and Occupational Health (SOH) Program," August 19, 1998
- n. DoD Manual 6055.09-M, "DoD Ammunition and Explosives Safety Standards," February 29, 2008
- o. DoD Records Management Program," March 6, 2000
- p. DoD Instruction 1300.18, "Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures," January 8, 2008
- q. DoD Instruction 5000.02, "Operation of the Defense Acquisition System," December 8, 2008
- r. Subpart E of part 293 of title 5, Code of Federal Regulations
- s. DoD Instruction 6055.04, "DoD Traffic Safety Program," April 20, 2009

Under AR 385-10 and AR 10-8, U.S. Army Combat Readiness/Safety Center supports the Director of Army Safety (Proponent). Responsibilities include:

- Commands the U.S. Army Combat Readiness/Safety Center (USACRC) and serves as the DASAF.
- Advises the Army Staff, the Chief of Staff, the Secretariat, and the SA on matters relating to the Army Safety Program and its implementation and effectiveness.
- Assesses the implementation and effectiveness of safety policies and procedures.
- Assists and evaluates ACOM/ASCC/DRU safety programs for compliance with DA safety policy.
- Administers a program to provide safety training and education that meets the Army's needs.
- Conducts centralized investigations of selected Army accidents and hazardous conditions and presenting the results to Army leadership.
- Develops and then manages and maintains the Army Safety Management Information System to collect, analyze, and disseminate information on accidents to ARSTAF and ACOM/ASCC/DRUs.
- Develops and disseminates Army-wide countermeasures against accidents.
- Develops Army policy for system safety in the materiel development, acquisition, fielding, and modification process. Provides independent safety assessments for materiel acquisition programs in the DOD.
- Conducts a program of safety research and analysis to identify problem areas, causal factors, and system defects; recommending countermeasures.
- Develops and manages an Army-wide multimedia safety communications program.
- Assists the Functional Chief of the Army Safety Management Career Program in administering the program and the centralized training of DA safety and occupational health interns.
- Represents the DASAF, as required, in Army Safety Program actions with the DOD, other Government agencies, allied governments, and private-sector organizations.

The **CP-12 Career Program Proponency Office (formerly named the FCR Cell)** supports and assists the FCR with career management responsibilities. Responsibilities include:

- a. Advises ACOMs, ASCCs, and DRUs on safety and occupational health career management from a functional standpoint. Informs Activity Career Program Managers (ACPM) of the regulatory, administrative, and procedural requirements for CP-12.
- b. Ensures equitable dissemination of information to all applicable occupational series concerning career program training and developmental opportunities, career development and career program functional requirements.
- c. Analyzes ACTEDS centrally funded intern and competitive professional development requirements to support the development of budget requests. Recommends annual ACTEDS centrally funded intern resource needs and monitors program execution.
- d. Coordinates with ACOMs/ASCCs/DRUs to identify CP-12 intern assignments. Conducts workforce analysis to determine optimal locations based on organizational demographics, employee turnover rates, and functional skill and competency gap analysis.
- e. Monitors the effectiveness of the management and administration of the CP-12 intern program to include assisting in the placement of surplus graduate interns.
- f. Determines annual CP-12 competitive professional development requirements and submit to HQDA G-3/5/7 for validation and resourcing.
- g. Centrally manages execution of the CP-12 Competitive Professional Development (CPD) program; reviews and processes applications for FCR endorsement. Prioritizes training requirements and associated resourcing based on analysis of current workforce educational levels and skill and competency gaps.
- h. Conducts Return on Investment (ROI) analysis at the conclusion of all ACTEDS funded training. Supervisory and student input is required. Analysis is to be summarized and reported within six (6) months of the completion of training. Monitors diversity goals and trends with the CP and collaborates with the Office of Diversity and Leadership Office for assistance.
- i. Ensures CP-12 information is coordinated with the ACPMs and sent to subordinate activities through Civilian Personnel Advisory Center (CPAC) channels.
- j. Furnishes advice and policy guidance to ACPMs on life-cycle management of the Career Program, including recruitment, retention and career development initiatives and goals.
- k. Creates and maintains career maps that link developmental strategies, e.g., education, training, assignments, self-development, mentoring, to knowledge, skills, abilities and/or competencies that support the professional development of all CP members. Obtains AG-1(CP) approval before publication.

l. Advises and assists the FCR in matters related to safety and occupational health career management.

m. Establishes partnerships with best practice organizations, colleges and universities, and other federal agencies.

**The CP-12 Planning Board** is responsible for Career Program management by providing senior leadership input and oversight of safety and occupational health civilian workforce planning and management initiatives. The CP-12 FCR chairs the CPPB. The CPPB meets semi-annually at a location established by the CP-12 FCR; ad hoc CPPB meetings may be convened by the FCR, when necessary.

Career Program Planning Board membership is composed of:

- (1) The CP-12 FC, FCR, and Proponent.
- (2) Senior Safety and Occupational Directors from Headquarters, DA Staff, ACOMs, ASCCs, and DRUs.
- (3) Senior Functional Mentor designated for the following occupational series:

- 018
- 081
- 690
- 803
- 1306
- 1815
- 1825
- 5205 (Wage Grade)
- 5427 (Wage Grade)

CPPB Responsibilities include the following:

- (1) Forecasts and plans for safety and occupational health workforce needs.
- (2) Reviews proposals to change the CP, CP policy, or the ACTEDS Plan.
- (3) Ensures relevancy of job-related skills and competencies used in evaluating individuals for referral and selection.
- (4) Ensures that ACTEDS training requirements are prioritized in accordance with Career Program workforce training needs.
- (5) Recommends modifications to the ACTEDS Training Plans, career ladders, and/or other elements of the CP ACTEDS Plan.
- (6) Monitors affirmative employment program (AEP) progress
- (7) Approves Functional Mentors who will be appointed on orders by the FCR.

(8) Engages with Commands, supervisors, managers, and CP-12 careerists to ensure the career program maintains a well-qualified, motivated, informed, and well-balanced civilian workforce, capable of supporting Army missions.

## **E. Mobility**

**Functional Mobility** -Although CP-12 careerists may be able to achieve their career goals within a single specialized area, multi-dimensional, and multi-disciplined experience is an essential factor in individual professional development. CP-12 emphasizes multi-disciplinary experience, particularly for those personnel aspiring to progress to managerial and executive positions.

CP-12 careerists are afforded opportunities to achieve multiple skill sets and transformational career opportunities culminating at the managerial and executive levels. Career disciplines and functional requirements are outlined by the Office of Personnel Management and supported in Department of Defense Instruction 6055.06M.

**Geographic Mobility** - Geographic mobility is often required to obtain the diverse experience required of GS-15 or Senior Executive Service level positions. Supervisors should encourage careerists to exercise their mobility opportunities, so that competencies can be developed at a variety of organizational levels consistent with the individual's career goals and the needs of the Army.

CP-12 careerists should carefully consider their mobility after reviewing the career paths and career maps for occupations within CP-12 as relates to their career goals.

## **F.Training/Developmental Assignments**

### **Training, Education, and Development for the CP12 Careerist**

Planned training and development are essential elements to building a successful career. Consider the opportunities available to a CP-12 careerist:

- Formal Classroom and Self-Directed Training includes formal classroom training, courses, workshops, seminars and conferences offered Army, DOD, colleges and universities, training organizations and professional associations.
- On-the-Job Training (OJT) is the primary means of training and development for CP-12 careerists. In the job setting, careerists learn skills and duties aligned to his/her position description. Typically a supervisor or senior director provides instruction and guidance on the task and feedback when the work is completed. Most of our experiences and skills are acquired through OJT.

- Developmental Assignments are temporary work assignments or details allowing a careerist to gain competencies that he/she cannot easily obtain in his/her current position. This training opportunity is generally a 90-120 day rotation to a new position or new organization. Developmental assignments exceeding 120 days require completion of a “Continued Service Agreement”. The obligated service period in the Department of the Army may not be less than three (3) times the period of the training.
- Self-Development is an employee-initiated activity to advance their knowledge or skill set. Apart from reading books or journals, an employee may participate in or complete:
  - An Army distributed learning course
  - A course at a local college or university
  - A professional organization or association

**G. Affirmative Action Statement:** Selection of employees for training programs in the CP-12 Program will be made without regard to political preference, race, color, religion, national origin, sex, marital status, disability, age or sexual orientation.



## **SECTION II: CAREER PROGRAM-12 OBJECTIVES**

### **Short-Term Objectives –**

- Provide careerists and their supervisors with a single-source reference to assist in determining appropriate training and development both to enhance on-the-job performance and to prepare the careerist for progressively more responsible positions.
- Assist resource management and civilian personnel representatives in allocating and prioritizing resources for civilian training and development by providing references to core competency based training alignment.
- Provide careerists with information on the Department of the Army Civilian Leader Development core courses.
- Publicize career program philosophy and guidance on career progression, education, mobility, and other career development issues.
- Revise/update, as appropriate, information on course schedules and content.
- Expand the master training plans to include more information on developmental assignments, mandatory and recommended courses and sources of training.
- Assess and close gaps between required explosives safety competencies and available training to improve the performance of U.S. Army Safety and Occupational Health Professionals and strengthen the Army's explosives safety program using the Explosives Safety Training Implementation Plan. Expand training venues to ensure accessibility to Soldiers and Civilians Army-wide.
- Develop and implement a supervisor, manager, and executive level leader development plan.
- Establish partnerships with Industry, other government agencies, and institutions of higher learning to address common concerns and leverage best practices.

### **Long-Term Objectives –**

- Develop strategies to implement succession planning; systematically plan and forecast safety and occupational health workforce requirements to support the Army's mission with trained and ready personnel.
- Employ strategic human capital workforce planning assessments to identify safety and occupational health competency gaps, define "gap" closure strategies and assess future workforce requirements.
- Develop and document strategic plans (Annex E) that define Career Program mission, vision, goals and articulate strategies to achieve them, in environments of consistent change.
- Transition 018 Safety and Occupational Health skill series from administrative series to professional series.

- Develop an Army CP-12 certification program.

### **SECTION III – CAREER LADDERS AND CAREER MAPS**

The Career Program-12 Career Ladders display levels of grade progression within the occupational series as well as entry points with the associated position titles at each grade and organizational level . The Career Program 12 career maps are designed to assist employees in planning and pursuing career goals. The career maps provide more detailed information about the occupation and incorporate information from the career ladders. Select the occupational series from the links below to view the associated career maps and ladders:

[0017 - Explosives Safety](#)

[0018 - Safety and Occupational Health](#)

[0019 - Safety Technician](#)

[0081 - Fire Protection and Prevention](#)

[0099 - General Student Trainee](#)

[0301 - Miscellaneous Administration and Program](#)

[0303 - Miscellaneous Clerk and Assistant](#)

[0340 - Program Management](#)

[0343 - Management and Program Analyst](#)

[0344 - Management and Program Clerical and Assistance](#)

[0399 - Administration and Office Support Student Trainee](#)

[0640 - Industrial Hygiene Technician](#)

[0690 - Industrial Hygiene](#)

[0699 - Medical and Health Student Trainee](#)

[0803 - Safety Engineer](#)

[1306 - Health Physics](#)

[1399 - Physical Science Student Trainee](#)

[1815 - Air Safety Investigator](#)

[1825 - Aviation Safety](#)

[1899 - Investigation Student Trainee](#)

[5205 - Gas and Radiation Detection](#)

[5205 Chemical Plant Operating](#)

## **SECTION IV - CP-12 POLICY**

### **CP-12 Program Policies**

#### **Career Management Position Structure**

Army CPs include the following five progression levels:

- a. Entry/Intern level. This level includes entry-level positions GS-5 through GS-9.
- b. Specialist level. This level includes mid-level full performance positions at grades GS-9 through GS-12. This is generally considered the journey-level for most CPs.
- c. Intermediate level. This level includes specialist positions at grades GS-12 and GS-13.
- d. Management level. This level includes positions, usually GS-13 through GS-15, that have substantial technical or managerial responsibilities.
- e. Executive level. This level includes SES positions.

Full performance level for all CP-12 program positions are annotated on the individual occupational series career maps. Positions can be viewed in the Annex.

#### **Placement and promotion policy**

The safety and occupational health (SOH) professional plays a critical role in providing commanders and leaders technical safety and accident prevention advice as well as day-to-day management of their respective command's SOH program. In accordance with public law and Army regulation these SOH professionals must have proven technical skills, knowledge, and experience to qualify for appointment to these positions.

To ensure compliance with the regulatory and statutory requirements all civilian safety and occupational health positions, whether permanent or temporary, must be filled in accordance with applicable merit promotion and placement policies and procedures as outlined in AR 690-950.

#### **Waiver of OPM Qualification Requirements/Lateral reassignments**

Any modification or waiver of the OPM qualification requirements of a CP-12 position will be coordinated with and approved by the Functional Chief Representative (FCR).

Lateral reassignments of non CP-12 candidates into CP-12 GS-09/15 positions must be approved by the FCR before the transfer or selection. The required training to bring non CP-12 selectees up to the minimum Army CP-12 standards, will be outlined in the employee's individual development plan (approved by the FCR) must be completed within 12 months of the lateral assignment, unless extenuating circumstances warrant a longer period which has been reviewed and approved by the FCR. All costs for this education and training will be at the expense of the selecting command. Selection of any non CP-12 candidate for a CP-12 position will also be coordinated with the command's Career Program Manager (CPM) before the selection is made. Outside hires are possible when depicted on the applicable career ladder, but require FCR approval prior to offering the position.

### **Key position concept**

Key positions in CP-12 are as follows:

- Safety and Occupational Health Directors of ACOMs, ASCCs, MSCs, DRUs, installations, USACE Divisions, Centers and Laboratories, Army Corps and Division Headquarters, Medical Centers, and Medical Activities.
- Senior Safety and Occupational Health positions (GS-14 or 15) at HQDA and the U.S.Army Safety Center.
- ACOM/ASCC/DRU Safety and Occupational Health positions designated as key by the MCPM.

Command Safety and Occupational Health Directors will have direct reporting responsibility and are members of the Command Special Staff as required by AR 385-10.

Key positions are those positions that CP-12 careerists need to be employed in in order to gain the experience and development necessary to progress to higher level management positions within the CP.

To assist selecting officials in choosing the best candidate for a key position, a special SME selection panel of three to five members will be convened to review the candidate's qualifications and provide recommendations. The FCR will designate and convene the SMEs for senior Safety and Occupational Health Director positions (ACOM/ASCC/DRU) and senior positions at HQDA and the U.S. Army Safety Center. MCPMs will designate and convene the SME selection panel for all other key positions.

### **Position Descriptions**

Position descriptions of key positions will be annotated to identify such positions. Position descriptions and announcements will clearly indicate CP-12 positions and the requirement to complete all ACTEDS training.

## **Training and Development**

**All Safety and Occupational Health interns and careerists must have completed Level I Skills related training as outlined in the CP-12 Master Training Plan by 30 September 2013 or within one year of appointment.** Extensions may be requested through the CP-12 CPM and forwarded to the FCR for approval. This requirement must be included in the Position Description and the Vacancy Announcement as a condition of employment. All CP-12 careerists must have an approved Individual Development Plan. The IDP must be posted to the Army Career Tracker prior to requesting career program funds for training.

Hopefully the intern program section can be deleted in its entirety by simply referring to AR 690-950, unless there are some CP-12 unique requirements.

### **CP-12 Intern Program**

CP-12 Proponency Office (FCR Cell) recruits interns under the provisions of the Pathways Program. This program is designed to help agencies recruit exceptional individuals into a variety of occupations and grade levels. Individuals hired under this ACTEDS program are appointed to a two-year training program and provided formal training and developmental assignments as established by the Career Program. ACTEDS interns are HQDA employees rather than command assets.

Upon completion of the program, interns are reassigned to their organization at a full performance level GS-11 position.

The CP-12 Master Intern Training Plan (MITP) at Appendix E describes the general requirements for training and development of CP-12 interns as well as the specialized requirements in each of the Safety and Occupational Health functional areas. The two-year training plan is comprehensive, designed for the intern who does not possess specialized experience in safety and occupational health management. It identifies functional training, leader development training, rotational assignments and on-the-job training (OJT) necessary to acquire the knowledge, skills and abilities necessary to work as an analyst in any of the manpower and force management functions. It was initially developed this way to offer maximum flexibility for custom-tailoring the plan to the meet the needs of the individual intern and the training organization.

All interns must successfully complete the Intern Level I Training Program held at the United States Army Combat Readiness/Safety Center, Fort Rucker, Alabama. Upon completion of the Level I skills training, interns must update their individual development plan.

### **Intern Performance Appraisal**

- a. Interns are rated under the Senior System of the Total Army Performance Evaluation System (TAPES).
- b. Interns must achieve a rating of successful or better to continue in the program.

### **Intern Funding and Assignment**

- a. DA Interns are centrally funded by the HQDA G1, ACTEDS, for up to 24 months while assigned to CP-12. Interns enter the program at the GS-7 level. The target grade at the completion of the internship is GS-11. Interns may be recruited through external sources, merit promotion, the Student Career Experience Program, or any method authorized in accordance with appropriate policy and guidance.
- b. The intern's Permanent Duty Location (PDL) assignment will be made based on the needs of the Army safety and occupational health community and are subject to change. Each intern signs a Mobility Agreement upon entering the position. Upon completion of their internship, interns will be assigned to the gaining activity in a CP-12 related position.
- c. Intern funding does not include overtime. If an intern is required to perform work beyond the duty hours, the Command is responsible for funding the overtime.
- d. ACTEDS funds may not be used to fund rental cars or in and around mileage while in TDY status.
- e. All interns are required to complete two developmental assignments upon graduation from the Level I Skills training (15 week course). An intern may complete a developmental assignment in theater **only** under the direct supervision of a full performance level or senior safety and occupational health professional.

### **SECTION VI – Career Program Competencies**

The core, leadership, and functional competencies for CP-12 are addressed in each career map.

**CP-12 ACTEDS Plan ANNEXES**

## ANNEX A: Career Ladders and Career Maps

Career Ladders and Career Maps may be viewed at the links below.

[0017 - Explosives Safety](#)

[0018 - Safety and Occupational Health](#)

[0019 - Safety Technician](#)

[0081 - Fire Protection and Prevention](#)

[0099 - General Student Trainee](#)

[0301 - Miscellaneous Administration and Program](#)

[0303 - Miscellaneous Clerk and Assistant](#)

[0340 - Program Management](#)

[0343 - Management and Program Analyst](#)

[0344 - Management and Program Clerical and Assistance](#)

[0399 - Administration and Office Support Student Trainee](#)

[0640 - Industrial Hygiene Technician](#)

[0690 - Industrial Hygiene](#)

[0699 - Medical and Health Student Trainee](#)

[0803 - Safety Engineer](#)

[1306 - Health Physics](#)

[1399 - Physical Science Student Trainee](#)

[1815 - Air Safety Investigator](#)

[1825 - Aviation Safety](#)

[1899 - Investigation Student Trainee](#)

[5205 - Gas and Radiation Detection](#)

[5205 Chemical Plant Operating](#)



## ANNEX B: CP-12 Competencies

Competencies for each job series may be viewed by logging onto the Army Career Tracker (ACT) and selecting the desired job series below. CP-12 competencies are reflected on the associated Career Map.

Career Maps can be viewed at <https://actnow.army.mil>.

- 0017 - Explosives Safety
- 0018 - Safety and Occupational Health
- 0019 - Safety Technician
- 0081 - Fire Protection and Prevention
- 0099 - General Student Trainee
- 0301 - Miscellaneous Administration and Program
- 0303 - Miscellaneous Clerk and Assistant
- 0340 - Program Management
- 0343 - Management and Program Analyst\*\*
- 0344 - Management and Program Clerical and Assistance
- 0399 - Administration and Office Support Student Trainee
- 0640 - Industrial Hygiene Technician
- 0690 - Industrial Hygiene
- 0699 - Medical and Health Student Trainee
- 0803 - Safety Engineer
- 1306 - Health Physics
- 1399 - Physical Science Student Trainee
- 1815 - Air Safety Investigator
- 1825 - Aviation Safety
- 1899 - Investigation Student Trainee
- 5205 - Gas and Radiation Detection
- 5427 - Chemical Plant Operating

**ANNEX C: Complete Listing of all Competencies (for all series) – Coming Soon!**

## ANNEX D: Master Training Plan

The CP12 Master Training Plans (MTP) may be viewed at

<https://safety.army.mil/cp12/CP12ProgramManagement/MasterTrainingPlan/tabid/2280/Default.aspx>.

## **ANNEX E: Master Intern Training Plan**

The 2012 Master Intern Training Plan may be viewed at  
<https://safety.army.mil/LinkClick.aspx?fileticket=O4SQ9dLIW0!%3d&tabid=2280>.

## **ANNEX F: Intern Training Development Courses – TBD**

Current intern training schedules may be viewed on the CP-12 Website at <https://safety.army.mil/cp12/QuickLinks/CP12ClassSchedules/tabid/2281/Default.aspx>.

## **ANNEX G: Functional Development Training Courses**

Functional training requirements have been defined for each CP-12 job series and are outlined in the appropriate career map. Career Maps can be viewed by logging onto the Army Career Tracker (ACT) at <https://actnow.army.mil> and selecting the printable career map (located under the Planner Tab).

## **ANNEX H: Leader Development Training Courses**

The Civilian Education System (CES) is the foundation of the Army's leader development program for all Army Civilians, providing progressive and sequential education courses throughout their careers. CES is centrally funded by HQDA G-37/ Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), non-appropriated fund (NAF), local national (LN) and wage grade (WG) employees.

CES leadership courses are required for all Army Civilians. Employees should include attendance at the CES course for which they are eligible in their Individual Development Plans (IDP).

Additional and advanced leader development courses/programs are available through the Army, Department of Defense and other federal agencies.

Leader Development Program is a progressive and sequential leader development program that provides enhanced educational opportunities for Army Professionals throughout their careers. Army Professionals will become multi-skilled, agile leaders of the 21st Century, who personify the Warrior Ethos in all aspects, from warfighting support, to statesmanship, to enterprise management. CES provides eight levels of Professional development: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), Continuing Education for Senior Leaders (CESL), Action Officers Development Course (AODC), Supervisors Development Course (SDC), and Managers Development Course (MDC). The method of delivery is distributed Learning (dl), resident instruction or blended learning, a mixture of both dl and resident instruction.

Most permanent Army Professionals and Local National professionals are centrally funded - the Army pays for your tuition, travel, and per diem centrally. It does not come out of your unit budget. Military members; term and temporary professionals; and non-Department of the Army professionals are funded through their own organizations. More information may be found at the following sites:

### **Civilian Training and Leader Development**

<http://www.t3ac.army.mil/Pages/Homepage.aspx>

### **Army Management Staff College**

<http://www.amsc.belvoir.army.mil/ces/>

### **CHRTAS**

<https://www.atrrs.army.mil/channels/chrtas/student/>

## **ANNEX J: ACTEDS Training Catalog**

See *ACTEDS Training Catalog*, for policy on application submission processes, criteria for approval, and additional information.

The ACTEDS Training Catalog - <http://cpol.army.mil/library/train/catalog/>



## **ANNEX K: Career Program-12 Strategic Plan**

The 2012 Career Program-12 Strategic Plan may be viewed and/or downloaded from the Army Career Tracker CP-12 Landing Page or the CP-12 Website at <https://safety.army.mil/LinkClick.aspx?fileticket=HxhwxyRGE%3d&tabid=2205>.

## **ANNEX L: Glossary of Key Terms (Subject to Change due to development of an Army Standardized Glossary)**

**Accreditation:** Accreditation is the management process employed to determine if an individual meets the necessary standards established for a particular occupation and level. The purpose of accreditation is twofold. The first and most important aspect of accreditation is the formal recognition of an individual's demonstrated performance and capabilities. The second is to assure that all professionals are qualified in terms of education, experience, and training and have demonstrated the requisite leadership skills to perform the duties of their current positions or of positions of greater responsibility and authority.

**Army Civilian Training, Education, and Development System (ACTEDS):** a system to provide for the systematic training and development of Army career civilians.

**Career Development:** Systematic development designed to increase an employee's potential for advancement and career change through formal and informal training and development activities, e.g., classroom training, reading, work experience and other developmental experiences.

**Career Map/Path(s):** A diagram illustrating typical job progression opportunities and options, designed to assist employees in planning and pursuing their career goals.

**Career Stage:** Level of career development. Outlined in a model consisting of four stages or phases - intern/entry level, specialist/journey level, manager, and executive. These terms are individually defined in this Glossary.

**Certification:** A process that formally recognizes professional workers for achieving expertise and excellence in their field. Certification programs are primarily sponsored by state and professional associations. Certification requirements typically consist of specific types of formal education and experience, character references, and passing of an examination. To maintain certification, there may also be a continuing education requirement.

**Competency:** A combination of two or more knowledge, skills, and/or abilities which the individual must possess or be capable of developing in order to perform adequately at the appropriate stage of career development as defined by position requirements. (NOTE: This definition may change based upon a standardized DoD or Army definition.)

**Continuous Learning:** A process defined as grasping the essence of new information; mastering new technical and business knowledge; recognizing one's own strengths and weaknesses; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.

**Continuing Professional Education (CPE):** An academic measure used by various states and licensing organizations to encourage and enhance professionals to keep current in theoretical and procedural changes in their chosen profession or career field. Careerists are required to obtain a specific number of CPE credits to be able to retain previously awarded profession certification.

**CP-12 Career Program Proponency Office (formerly named the FCR Cell)** supports and assists the FCR with career management responsibilities.

**CP-12 Planning Board** is responsible for Career Program management by providing senior leadership input and oversight of safety and occupational health civilian workforce planning and management initiatives.

**Developmental Activities and Experiences:** Structured work and training experiences, agreed to between employee and supervisor, with well defined objectives intended to enhance job knowledge, skills, and/or abilities. Developmental activities and experiences may be a combination of structured "on-the-job" activities and formal classroom training.

**Formal Training:** Classroom training with an instructor that usually includes visuals, training manuals, student workbooks, and quizzes.

**Functional Chief (FC)**– The FC for CP-12 is the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health).

**Functional Chief Representative (FCR)**– The FCR for CP-12 is the Senior Safety Advisor to the Director of Army Safety.

**Functional Mobility** - Although CP-12 careerists may be able to achieve their career goals within a single specialized area, multi-dimensional, and multi-disciplined experience is an essential factor in individual professional development. CP-12 emphasizes multi-disciplinary experience, particularly for those personnel aspiring to progress to managerial and executive positions.

**Geographic Mobility** - Geographic mobility is often required to obtain the diverse experience required of GS-15 or Senior Executive Service level positions. Supervisors should encourage careerists to exercise their mobility opportunities, so that competencies can be developed at a variety of organizational levels consistent with the individual's career goals and the needs of the Army.

**Individual Development Plan (IDP):** A plan jointly prepared by an employee and his/her supervisor, often with mentor input, that documents the employee's short and long term career goals and the training and developmental experiences necessary to mutually achieve these goals and organizational enhancement.

**Learning Objectives:** Learning objectives reflect the expected performance level required to be competent. They are expressed in objective, behavioral terms that enable measurement of achievement by employees and their management.

**On-the-Job Training:** Informal training received by a careerist, in the work place, from a more senior peer, mentor, and/or supervisor.

**Position:** A specific job consisting of all the current major duties and responsibilities assigned or delegated by management.

**Proponent for CP-12** is the Director of Army Safety and Commanding General, USACR/SC. Several Statutory and Regulatory sources direct responsibilities of the Director of Army Safety (Commanding General, USACR/SC):

**Rotational Assignment:** A work assignment in an office or organization outside an employee's immediate duty office.

**Senior Functional Mentors:** seasoned careerists in specialty areas that assist in providing on-the-job training experiences as well as coaching and counseling assistance to CP-12 careerists who are in a developmental capacity.

## **ANNEX M: Policy Memorandums**

**To view the Policy Memorandums, select the link below.**

Safety Directors are Members of the Commander's Special Staff, dated 30 Mar 2012  
<https://safety.army.mil/cp12/Tools/InfoPapers/tabid/2287/Default.aspx>

Policy Memorandum on recommended CP-12 grade structure, Coming Soon!

DOD Memorandum on payment of certification related fees may be viewed on CPOL at  
<http://cpol.army.mil/library/train/tld-062003.html>.