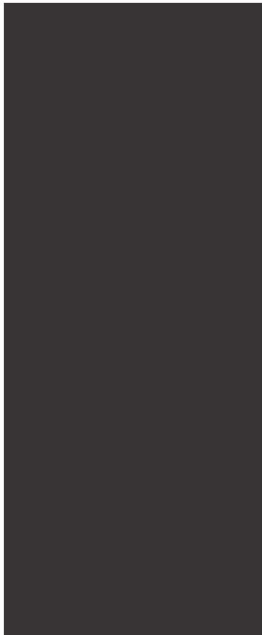


# CP-12

SAFETY &  
OCCUPATIONAL HEALTH

## INTERN HANDBOOK JULY 2015



This handbook serves as a general guide for interns and supervisors in the Safety and Occupational Health Career Program CP-12. While every effort is made to ensure the most up-to-date information is contained herein, this handbook is general in nature and not specific to any one organization or function. If you have questions or need clarification, contact your CP-12 intern program manager.

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## What We Do

Mission Statement: "Provide life-cycle career management to grow civilian safety and occupational health professionals capable of operating and leading in any environment."

Career Program Safety and Occupational Health Management. The Competitive Professional Development strategy for the Safety and Occupational Health Management Program or CP-12 emphasizes enhancing careerists' managerial and leadership skills, and "professionalizing" the career program. CP-12 also supports continued improvements to technical skills through training. CPD funds for CP-12 careerists are limited. Thus, the functional chief representative and the Career Program Planning Board distribute funds to provide educational and training programs for the maximum number of qualified applicants which yield the greatest benefit to the Army. The below occupational series are part of the CP-12 career program with several being mission critical.

- 0017** - Explosives Safety
- 0018** - Safety and Occupational Health
- 0019** - Safety Technician
- 0081** - Fire Protection and Prevention
- 0089** - Emergency Management

- 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

### **Functional Chief**

Hew Wolfe

### **Functional Chief Representative**

Dr. Brenda Miller

### **Proponent**

Brig. Gen. Jeffrey Farnsworth

### **Career Program Planning Board**

Senior Safety Directors

## Job Series Functional Representatives

- 0017** – Terry Trivett, U.S. Army Training Center, Engineer, Fort Leonard Wood, Missouri
- 0018** – Randy Grunow, White Sands Missile Range, New Mexico
- 0019** – Pat Welch, U.S. Army Combat Readiness Center, Fort Rucker, Alabama
- 0081** – Scott Delay, Aberdeen Proving Ground, Maryland
- 0089** – Frank Randon,
- 0640/0690** – Sandy Parker Monk, Public Health Command, Baltimore, Maryland
- 0803** – Jim Patton, Office of the Director of Army Safety, Fort Belvoir, Virginia
- 1306** – Greg Komp, Office of the Director of Army Safety, Fort Belvoir, Virginia
- 1815** – Bruce Irwin, U.S. Army Aviation Center of Excellence, Fort Rucker, Alabama
- 1825** – Bruce Marshall, U.S. Army Pacific, Fort Shafter, Hawaii
- Dr. Brenda Miller –
- 301/303/340/343/344/399** & Trainees – **099/1399/1899/0699**
- Wage Grade Series – **5205/5427**
- To Be Determined

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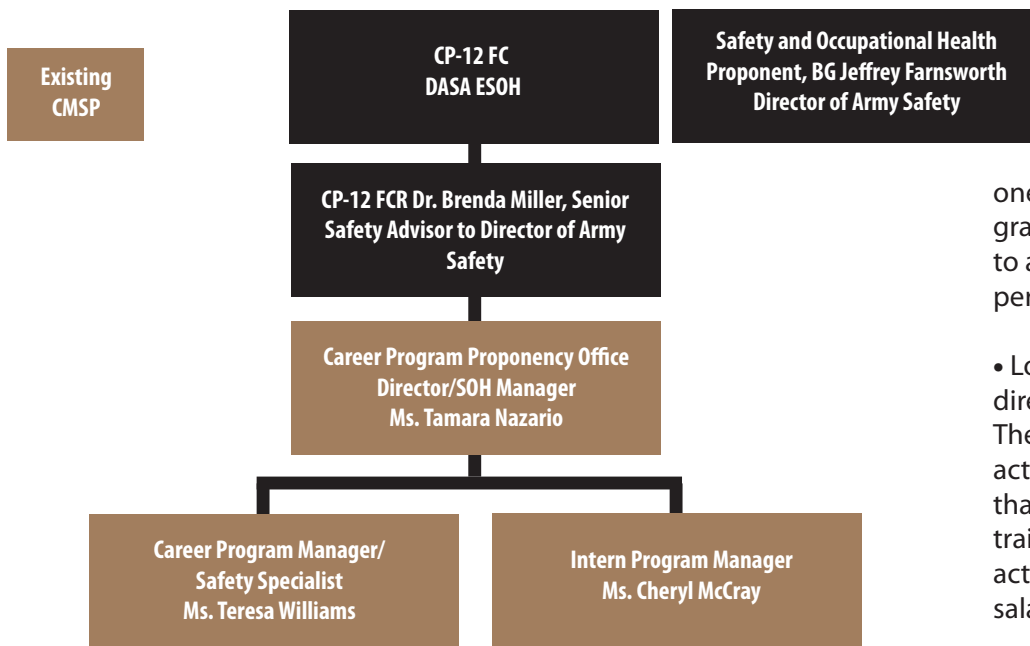
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**Safety and Occupational Health Career Management Office**  
**Bldg. 4905 Ruf Avenue**  
**U.S. Army Combat Readiness Center**  
**Fort Rucker, AL 36362**

## CP-12 Career Management Office



**Army Civilian Training, Education and Development System.** ACTEDS is a requirements-based system that ensures the planned professional development of civilian members of the Department of the Army. ACTEDS covers both interns and career professionals by offering a blending of progressive and sequential work assignments, formal training and self-development for employees from entry to senior level positions. The ACTEDS goal is to develop technically competent and confident civilian leaders essential to the Army's readiness posture. As a DA intern, you are centrally funded by ACTEDS for all salaries, training, travel, per diem costs and a one-time permanent change of station move. PLEASE NOTE: ACTEDS does not fund rental cars, local travel, travel around training sites, computer purchases or other equipment.

**Your Intern Experience.** You will work under the supervision and guidance of a CP-12 supervisor or Safety and Occupational Health Management action officer. You will be given orientations, formal training, and specific developmental and rotational assignments. Your supervisor or other senior analyst will be available to

give advice or explanations and to assess your progress. Your work will be reviewed for adequate and accurate application of regulations and guidelines. Progress will be evaluated every six months to assess your comprehension of subject matter and your initiative.

### Types of Interns. There are two types of interns:

- ACTEDS interns, commonly referred to as DA interns. This program is designed to help agencies recruit exceptional individuals into a variety of occupations and grade levels. Created under Executive Order 13162, this program allows individuals to be appointed to a two-year internship that provides formal training and developmental assignments as established by the agency. The North Central Civilian Personnel Operations Center at Rock Island, Illinois, rates applications and issues referral lists to selecting officials. Basic qualifications for an intern appointment include a baccalaureate or equivalent degree, or specialized experience which may be considered in lieu of a degree. A panel of senior CP-12 professionals screens and reviews each applicant's qualifications. Army commands

are provided resumes for interviews and selections. DA interns are HQDA employees rather than command assets. You are assigned to the HQDA student detachment rolls for 24 months. You are on a one-year probationary period. After graduation, you will be reassigned to an Army command at a full performance level GS-11 position.

- Local Interns. Local interns are hired directly by the parent organization. They are assigned to the employing activity and remain assigned to that organization throughout the training process. The employing activity funds all costs to include salary, training and travel.

### CP-12 Roles and Responsibilities.

You are an important asset for the Army as you are the future leaders in the Safety and Occupational Health Management Career Field. Your success and ultimate movement into the professional ranks is a key responsibility of the following individuals and organizations.

### Functional Chiefs (FCs) and Functional Chief Representatives (FCRs):

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. Duties of the FCR include the following:

- Assist OASA (M&RA) in the preparation of CP instructions and procedures.
- FCs and FCRs will receive the State of the Agency Brief to include a CP Management Directive 715 analysis in aggregate and respond accordingly.
- Serve as a member of the CPPC (employing organization shall provide travel and per diem funding to attend meetings).
- Chair CP planning boards and select functional participants for planning boards.
- Support and monitor affirmative employment program (AEP) progress.
- Foster broad-based employee representation and ensure all qualified candidates are equitably considered for promotions to SES "feeder" positions and grades.
- Monitor 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.
- Engage and collaborate with Commands and Supervisors to ensure the Career Program maintains a well-qualified, motivated and well-balanced civilian workforce, capable of supporting Army missions.
- Facilitate the identification of requirements based training and development needs by engaging Career Program Managers (CPMs), Supervisors, and Senior Leaders, in articulating the capabilities needed to meet current and future missions.
- FCRs have positional authority to maintain, update, and otherwise

modify Career Program Plans, including Career Maps, previously approved by AG-1(CP), within guidelines which will be established and published in the DA PAM that accompanies AR 690-950.

- Establish ACTEDS requirements and develop ACTEDS Training plans, (including Master Intern Training Plan). Coordinate with ADCS G-3/5/7 and obtain AG-1(CP) approval before publication. Ensure that ACTEDS subject matter content is current and applicable for Army-wide implementation.
- Participate in projecting annual ACTEDS centrally funded intern needs to support the programming and budgeting of ACTEDS intern central resources.
- Review and evaluate annual requests for ACTEDS centrally funded intern resources and submit to AG-1(CP) for resourcing.
- Review and evaluate annual competitive and functional training requirements for ACTEDS centrally funded CPD resources and submit to HQ DA G-3/5/7 for resourcing.
- Competitively select and/or review command recommended nominations for training assignments.
- Assist commanders with identification of appropriate strategies for the development of their employees.
- Ensure 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)).

#### **Career Program Proponency Offices:**

Career Program Proponency Offices support and assist the FCR with career management responsibilities. The staff or designated Career Program Manager(s):

- Advise ACOMs, ASCCs, DRUs, and field operating activities (FOAs) on career management from a functional standpoint. Inform

Activity Career Program Managers (ACPM) of the regulatory, administrative, and procedural requirements of each CP.

- Ensure equitable dissemination of information to all applicable occupational series concerning career program training and developmental opportunities, career development and career program functional requirements.
- Analyze ACTEDS centrally funded intern and competitive professional development requirements to support the development of budget requests. Recommend annual ACTEDS centrally funded intern resource needs and monitor program execution.
- Coordinate with ACOMs/ASCCs/DRUs and FOAs to identify ACTEDS intern assignments. Conduct workforce analysis to determine optimal locations based on organizational demographics, employee turnover rates, and functional skill and competency gap analysis.
- Monitor the effectiveness of the management and administration of the intern program to include assisting in the placement of surplus graduate interns.
- Determine annual CP competitive professional development requirements and submit to HQDA G-3/5/7 for validation and resourcing.
- Centrally manage execution of ACTEDS Competitive Professional Development (CPD) program; review and process applications for FCR endorsement. Prioritize training requirements and associated resourcing based on analysis of current workforce educational levels and skill and competency gaps.
- Conduct 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. Monitor diversity goals and trends with the CP and collaborate with the Office of Diversity and

Leadership Office for assistance.

- Ensure CP information is coordinated with the ACPMs and sent to subordinate activities through Civilian Personnel Advisory Center (CPAC) channels.
- Furnish advice and policy guidance to ACPMs on life-cycle management of the Career Program, including recruitment, retention and career development initiatives and goals.
- Create and maintain 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. Obtain AG-1(CP) approval before publication.
- Advise and assist the FCR in matters related to career management.

### **Commanders of Army Commands, Army Service Component Commands and Direct Reporting Units.**

Note: for simplicity we will use the term command or activity throughout this handbook. Commanders will:

- Identify a Command or Activity Career Program Manager.
- Provide resources to administer and support CP-12.
- Ensure nominations for the CPD program are reviewed, rank-ordered and endorsed.
- Assist the FCR in supporting the CP-12 career program recruitment.

### **Command or Activity Career Program Managers.**

ACPMs give technical advice and assistance to the commander and CPOC/CPAC. They also provide advice and information to careerists and interns. Other responsibilities include:

- Monitors selection of interns in terms of qualifications and high potential to successfully complete the training program.
- Monitors the management, training and performance of interns.
- Assigns intern sponsors.
- Approves individual development plans for interns in career field 12.

- Supervisors. Supervisors have the primary responsibility for ensuring all CP-12 employees have access to appropriate training and are advised of career opportunities. Supervisors will:
  - Rate interns on a semi-annual basis using DA Form 7222, Senior System Civilian Evaluation Report. Prepares intern training plans and maintain knowledge of the intern program and CP-12.
  - Counsels individual employees about career development.
  - Prepares professional development objectives for employees.
  - Keeps the CP-12 Proponency Office informed on all matters relating to the intern. Forwards IDPs and completed DA Forms 7222 to CP-12@hqda.army.mil.

**Intern's Responsibilities.** To get the most out of your internship experience, you must establish your own career goals. Experienced careerists such as supervisors, other senior leaders in the career program, and those in the CP-12 Proponency Office are ready and willing to help you identify the means to achieve your career goals. You are strongly encouraged to broaden your competencies and enhance your advancement potential by seeking assignments in different functions, in different geographic areas, and/or at different organizational levels.

**Chain of Command.** It is important to understand the concept of your "chain of command." Identify those individuals in your chain of command. Address your questions, issues and suggestions to the lowest supervisory level possible. If they are unable to help you, then go to the next level. As an intern, your chain of command is:

- Team Leader
- Supervisor
- Activity Career Program Manager
- CP-12 Intern Program Manager

**Day-to-Day Operations.** Your supervisor is best able to deal with

most day-to-day questions that arise. Always consult your supervisor first for help or advice since he/she is the person closest to your work situation. Above all, remember that when things are not exactly what they should be in your organization, your supervisor would prefer hearing it from you rather than from a second or third party. Your supervisor is interested in helping you adjust to your new surroundings and in helping you perform your job well.

### **Training and Education Progression.**

The Army Civilian Leadership Training Core Curriculum consists of progressive and sequential leadership training from the entry level to the Senior Executive Service.

### **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 through 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.

**Policies and Procedures.** The following policies apply to you as an intern in the Safety and Occupational Health Management Career Program.

**Geographic Mobility.** ACTEDS interns are required to sign a mobility agreement as a condition of employment. It must be completed before entrance on duty. The mobility agreement implies your consent to be permanently placed in accordance with Army needs

worldwide. This requirement will not be waived without FCR approval.

**Master Intern Training Plan.** The MITP is a two-year plan to outline the intern's training and development assignments. Use the MITP as a start point for building your individual development plan. Supervisors have flexibility to customize the plan to meet your needs, those of your activity, and the Army.

**Individual Development Plan.** An IDP is your roadmap for success. With your supervisor, you will build your IDP within the first 30 days. Forward a copy of your completed IDP to the CP-12 Proponency Office – [brenda.g.miller.civ@mail.mil](mailto:brenda.g.miller.civ@mail.mil) and [cheryl.l.mccray.civ@mail.mil](mailto:cheryl.l.mccray.civ@mail.mil). You and your supervisor are responsible for keeping the IDP up-to-date and advising the CP-12 Proponency Office of any changes. When adding details to the IDP, such as training dates and locations, take into consideration training and travel costs. ACTEDS funds are limited. Your supervisor has the responsibility to ensure the most cost efficient use of training dollars. Rotational assignments may include temporary duty travel; consider the costs as rotational assignments are planned then weigh the benefits of the rotational assignment with the costs.

**On-the-Job Training.** OJT is one of the best training methods because it is planned, organized and conducted at your organization. OJT will generally be the primary method used for broadening your skills and preparing you for placement within your activity. For this training, you will take on and complete assignments at your duty station.

**Training Courses.** The recommended list of training courses is provided in this handbook. Adding courses not prescribed in this handbook requires approval of the CP-12 Proponency Office. Again, costs are a concern as is ensuring that training is relevant to Safety and Occupational Health Management

functions. Your supervisor is required to submit a written justification and associated training costs for any training not listed in this handbook. The CP-12 Proponency Office will approve or deny the request by formal notification. This should not be confused with the CP-12 Competitive Professional Development Program. While assigned as a DA Intern you are not eligible to participate in the Competitive Professional Development for obtaining degrees. Courses must relate to Safety and Occupational Health Management functions as well as leader development.

**Rotational Assignments.** Rotational assignments (30-90 days) are recommended, though not a requirement. They are excellent opportunities for both organizational orientation and functional experience. The objective of a rotational assignment is not to become an expert, but rather gain familiarity and develop knowledge of the SOH discipline. Together with your supervisor, look within your own organization and at other organizations for broad exposure. Include interaction with as many different staffs and offices as possible. Secure commitments early with trusted and recognized supervisors since rotational assignments should be carefully detailed and meaningful for both you and the organization. Consider rotations at various levels, from installation to HQDA.

**Resource Allocation Selection System.** You and your supervisors are required to use the Resource Allocation Selection System at <https://rass.army.mil>. RASS is a real-time, web-based computer application that centralizes the management of funds for ACTEDS-approved training. It enables the online creation, submission, approval, status tracking and reporting of training and travel-related request forms. It is up to you to keep the routing list updated. Training and travel forms are identified in the forms section of this handbook.

- **Performance Standards.** Performance standards are statements of the nature of work which management expects the intern to perform. Your supervisor needs to provide you with copy of performance standards based on your completed IDP agreement and a support form. Counseling should cover how the two documents are related and used. The initial counseling session for you will take place within the first 30 days on duty. To make counseling sessions and the performance appraisal meaningful, you and your supervisor should maintain records of all work and training accomplished during the rating period. Remember, counseling is not limited to the initial and midpoints prescribed by the form; counseling should be done whenever needed to ensure that you are progressing. Performance standards are to be revised or updated after every appraisal period. Performance forms are identified in the forms section of this handbook. Forward a copy of your standards to the CP-12 Proponency Office – [brenda.g.miller.civ@mail.mil](mailto:brenda.g.miller.civ@mail.mil) and [cheryl.l.mccray.civ@mail.mil](mailto:cheryl.l.mccray.civ@mail.mil) after the initial counseling.

**Performance Appraisals.** Regular government employees are evaluated annually. However, as an intern you are evaluated on your performance every six months. Your appraisal should reflect performance against your standards as set by your supervisor. Forward a signed copy of each appraisal to the CP-12 Proponency Office – [brenda.g.miller.civ@mail.mil](mailto:brenda.g.miller.civ@mail.mil) and [cheryl.l.mccray.civ@mail.mil](mailto:cheryl.l.mccray.civ@mail.mil).

**Promotions.** You will be non-competitively promoted provided the following conditions are met:

- After 12 and 24 months of continuous service.
- Demonstrated successful performance as documented on DA Form 7222 (Ratings 1-3).
- Completion of all training requirements.
- Recommendation for promotion from your supervisor.



**PLEASE NOTE:** Promotions are not automatic. Your supervisor is responsible for initiating a Request for Personnel Action for the promotion.

**Completion Requirements and Placement. To complete the intern program, you must:**

- Complete all required training
- Demonstrate a working knowledge of the SOH functions by successfully completing all work assignments and mandatory training.

HQDA or the activity that trained you will assign you to a permanent position. If the training organization cannot place you, your supervisor must notify the CP-12 Proponency Office no later than 90 days prior to the anticipated completion date of the internship. If no vacancies exist, you will remain on the ACTEDS rolls and continue to be paid until a suitable vacancy occurs. You will be promoted to your target grade on schedule if all requirements have been met.

**General Information.**

**Personnel Guidance.** The following information is provided to acquaint you with general personnel guidelines. Contact your local Civilian Personnel Advisory Center for complete information.

**Appointment.** You have been appointed to the excepted service for a 12-month probationary period. This probationary period is designed as an opportunity for you to learn and grow as a CP-12 intern.

Failure to meet your performance standards or complete training requirements could result in your release from the ACTEDS intern program.

**Benefits.** An intern is a full-time civil service employee; you are eligible for the benefits package provided to federal employees. Benefits counseling and processing services for health and life insurance, retirement

and Thrift Savings Plan are provided centrally by the Army Benefits Center-Civilian, located at Fort Riley, Kansas. The ABC-C benefits counselors are available to provide counseling and answer benefits questions Monday through Friday between the hours of 6 a.m. to 6 p.m. Central Standard Time. The ABC-C toll-free number is 1-877-276-9287. Hearing impaired employees may call the TDD number at 1-877-276-9833. OCONUS phone numbers can be found on the ABC-C Web site at <https://www.abc.army.mil>. The Web site offers extensive benefits information and a link to the Employee Benefit Information System feature which allows employees to make electronic enrollments/changes and view personal information. The link for ABC-C New Employee Benefits Tool Kit is <https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>

**Federal Employees Health Benefits Program.**

The FEHB program is the largest employer-sponsored group health insurance program in the world. The FEHB program is administered by the Office of Personnel Management and provides major medical coverage for hospitalization, doctor visits, prescriptions and other medical services. There are no pre-existing coverage stipulations and a physical examination is not required. A large number of health plans participate in the FEHB program, to include fee-for-service, health maintenance organizations, consumer-driven and high deductible health plans. Enrollment options are self-only or self and Family. Health insurance is a valuable benefit immediately available for eligible employees. Coverage is effective the first pay period after the enrollment is processed. While you can use your FEHB benefits as soon as coverage is effective, it may take several weeks before the carrier shows the enrollment in which case employees sometimes are required to pay out-of-pocket and then submit claims for

reimbursement. The new employee enrollment window expires 60 days after the date of hire. Employees who do not enroll within this window must wait until the next annual open enrollment period or Qualifying Life Event to enroll outside of this window. The Department of Army makes a substantial contribution for the cost of the insurance, while you pay the rest through payroll deduction on a pre-tax basis, called Premium Conversion. You may also waive participation in PC during your initial 60-day enrollment period and annually during open enrollment (See Premium Conversion for more details).

The annual open enrollment opportunity (a four-week period in November and December, with coverage effective the following January) and certain specified QLEs permit enrollment or a change to your enrollment within a specified time frame. If you participate in the pre-tax treatment of your FEHB premiums (see "Premium Conversion" below), you cannot cancel your coverage outside of the open enrollment period without a QLE. Employees may continue FEHB into retirement if enrolled in the FEHB program for five years immediately preceding retirement, or from the first opportunity to enroll (if employed less than five years prior to retirement). In addition, when an employee passes away, family members covered under the deceased employee's self and Family FEHB plan may be eligible to continue FEHB coverage after the employee's death.

**The local CPAC can advise you on these programs:**

- Paid Vacation Leave.
- Paid Sick Leave.
- Paid Federal Holidays.
- Health and Life Insurance.
- A Retirement plan (Federal Employees Retirement System).
- The Thrift Savings Plan.
- Paid holidays

The following days are observed as paid legal holidays:



The first day of January  
**New Year's Day**

The third Monday of January  
**Dr. Martin Luther King's Birthday**

The third Monday of February  
**Washington's Birthday**

The last Monday of May  
**Memorial Day**

The fourth day of July  
**Independence Day**

The first Monday of September  
**Labor Day**

The second Monday of October  
**Columbus Day**

The 11th day of November  
**Veterans Day**

The fourth Thursday of November  
**Thanksgiving Day**

The 25th day of December  
**Christmas Day**

### **Annual Leave (Vacation)**

As a federal employee, you will earn annual leave hours for each pay period that you work. The amount of annual leave per pay period that you will earn is based on how long you have worked for the federal government. The amount earned increases after your third and 15th anniversaries of employment. Annual leave may be used when earned. Maximum accumulation (carry over) at the end of a leave year is 240 hours or 30 days. The following table illustrates leave earning rates:

Years of Employment Hours Earned	Per Pay Period	Days Earned Per Year
Less than 3	4	13 days
3 through 14	6	19 ½ days
15 and over	8	26 days

**Sick Leave (Illness).** As a federal employee, you will earn four hours of sick leave for each pay period that you work. There is no limit to maximum accumulation (carry over) at the end of a leave year. Sick leave may be used for illness,

when you have prior approval for dental or medical appointments or treatments, or to care for a sick member of your household.

**Life Insurance.** Low cost term life insurance is automatically provided to all permanent federal employees unless that employee waives coverage. Basic information and options are provided when you start work.

**Health Insurance.** As a federal government employee, you are eligible for group health benefits. Health benefit costs are participating in that you pay a portion of the cost through payroll deductions and the government pays the rest. As there are a multitude of plans to choose from, the coverage and the cost per carrier and plan vary. Basic information on the plans and options are provided when you start work.

**Promotions.** As a career intern, you will receive non-competitive promotions (upon satisfactory

completion of training) until you reach your target grade. For promotions past your target grade, you must compete through the Merit Placement and Promotion Program at your activity. This program is administered by your local Civilian Personnel Office. Vacancy announcements are normally posted on official bulletin boards. It will be your responsibility to read and apply if interested.

**Retirement.** Upon employment, you are automatically covered by the Federal Employees Retirement System. FERS is a three-tiered retirement plan whose components

are: Social Security Benefits, Basic Benefit Plan and a Savings Plan. You pay full Social Security taxes and contribute to the Basic Benefit Plan. Additionally, you may make tax-deferred contributions to a savings plan with the government matching a portion of it. The three components of FERS work together to provide a strong foundation for your retirement years. Basic information on the plans and options are provided when you start work.

**Veterans.** Consult your local CPAC for additional information concerning Service Computation Dates and other leave policies.

**Pay.** You will be paid by check every two weeks. However, your first paycheck is generally received three weeks after the effective date you started work. Pay periods start on Sunday and end on the second Saturday following (two weeks). All employees are required to participate in direct deposit and your pay will automatically be deposited to your

Pay System	Days	Times (Eastern Standard)
All	Daily (Except Saturday and Monday) Every Sunday	12:01 a.m. - 1:45 a.m. 12:01 a.m. - 2 a.m.
Civilian	Saturday-Sunday after each pay period Sundays after payday	11 p.m. (Sat) - 1 a.m. (Sun) 6 a.m. - 10 a.m.
Retired	Every Sunday	12:01 a.m. - 6 a.m.

designated financial institution the second Wednesday at the end of each pay period. Additionally a pay statement showing earnings, retirement, leave, deductions, etc. will be electronically send to you. Common deductions are tax, FICA, retirement, health benefits, life insurance, etc. Pay and earnings are processed and distributed through the Defense Finance and Accounting Service. Pay periods are 80-hour cycles based on two consecutive 40-hour work weeks.

Any payroll related problems should be directed to the administrative support staff that manages time and

attendance inputs for your agency or organization. The administrative staff will place a pay inquiry with the local customer service representative; they are responsible for managing the command time and attendance through a centralized command location. The CSR will do the research and work to resolve the issue locally or may refer your case to the DFAS civilian pay center that services your organization. Salary Tables <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

**Leave and Earnings Statement or LES.** Your LES is generated bi-weekly to provide employees with a record of earnings, deductions and leave information. Remarks are included on the LES to show any payroll or personnel actions processed during the specific pay period. You can access your LES online at <https://mypay.dfas.mil/mypay.aspx>.

myPay is the key to taking control of your pay information.

Formerly known as E/MSS, myPay allows active, Reserve and Guard members; civilian employees; and military retirees and annuitants to take charge of their pay accounts online. With myPay, customers can perform the following activities by simply using their existing E/MSS Personal Identification Number:

- View, print and save leave and earnings statements
- View and print tax statements
- Change tax withholdings
- Update bank account and electronic funds transfer information
- Manage allotments
- Edit address information
- Purchase US Savings Bonds
- View and print travel vouchers

myPay is easier than ever. myPay's new design helps customers find the information they want and complete any transaction in

just three clicks. Also, it improves customer confidence by providing clear confirmation messages. Available nearly 24/7, myPay means no waiting in lines or on the phone. There are, however, periods of unavailability due to scheduled DFAS pay system maintenance windows. The chart below reflects the periods of unavailability. For assistance, call the Customer Support Unit, Monday – Friday, 7 a.m. – 7:30 p.m.

- Toll Free - 1-800-390-2348
- Commercial - (216) 522-5122
- DSN 580-5122

myPay is secure. myPay combines strong encryption and secure sockets layer technology with the user's social security number and PIN to safeguard information from unauthorized access. When your pay account becomes available through myPay, a temporary personal identification number will be mailed to your home address. Individuals will need this temporary PIN, combined with their social security number, to access and use myPay. First time users will be asked a series of questions to establish their new PIN. myPay has also developed an online validation process in the event a customer forgets their PIN. This allows customers who have already customized their PIN to obtain another PIN immediately, rather than having to wait while a new PIN is generated for them.

Begin using myPay now Members of the Armed Forces, Defense Department civilian employees, retirees and annuitants can continue to use their myPay log on. However, if necessary, you can use the Internet or a touch-tone telephone to change your PIN in myPay.

On the Internet, you can reach the myPay Web site at:

- <https://mypay.dfas.mil> or
- <http://www.dfas.mil> (click

on the myPay option). NOTE: Web TV users should access myPay through the <http://www.dfas.mil> site, or go directly to the myPay home page at <https://mypay.dfas.mil/mypay.asp>. A problem with Microsoft Internet Explorer is currently preventing access to <https://mypay.dfas.mil> through Web TV. This problem has been reported to Microsoft and is not a myPay access problem. Using a touch-tone telephone, contact myPay toll-free at 1 877 363 3677.

NOTE: For security reasons, DO NOT use a cellular phone when calling myPay. You cannot reach a customer service representative at the myPay telephone number. myPay special notice Before you make changes through myPay, you need to be aware of the following information:

- If making changes to allotments or direct deposit information, you must have the routing and account numbers available (your financial institution can provide).
- Allotments can only be processed in whole dollar amounts. myPay will give an error message if a decimal is entered, i.e., \$20 allotment should be entered as 20 not 2000 or 20.00.
- Employees with tax levies cannot start an allotment.
- Civilian employees who claim tax exempt status will not be allowed to make federal tax changes.

**Overtime.** As an intern, you are in a training status. The ACTEDS program maintains that ACTEDS interns should not work overtime. Accordingly, ACTEDS will not pay or reimburse your organization for any overtime.

**Compensatory Time.** Compensatory time for travel is a separate form of time off that you may earn for time spent in a travel status. Refer to DoD Financial Management Regulation, Volume 8, for specifics on travel

related compensatory time. This form of compensatory time should be recorded on your time card.

**Overtime.** Overtime work means all hours of work in excess of eight hours in a day or 40 hours in an administrative work week, which is officially ordered and approved by management. Supervisory approval for overtime is required before it is worked. Eligible employees may receive one and one-half times their basic hourly rate of pay not to exceed the overtime ceiling for performing authorized overtime work. If you are a non-exempt employee under the Fair Labor Standards Act, you must receive overtime pay unless you request compensatory time off in lieu of payment. However, you must have requested the overtime in advance (or ordered) and your supervisor approved the request before working overtime.

**Travel.** According to the Federal Workforce Flexibility Act of 2004, if you must travel for business outside normal working hours, you will receive comp time off for the travel time, if the travel time is not otherwise compensable.

**Night Pay.** If you are a GS employee, you are not paid premium pay for night work solely because you elect to work credit hours, or elect a time of arrival or departure, at a time when night pay is authorized. However, agencies must pay night pay to GS employees for those hours that must be worked between 6 p.m. and 6 a.m. to complete an eight-hour tour of duty. Agencies must also pay night pay for all designated core hours worked between 6 p.m. and 6 a.m. and for any regularly scheduled overtime work between those hours.

**Leave Procedures.** All leave (sick or annual) MUST BE requested and approved by your supervisor, prior to taking leave. If this is not done, you will be charged AWOL

(absence without leave) and disciplinary action may be taken.

Sick leave for prearranged medical, dental or optical treatment must be requested in advance. Sick leave for absences because of illness, injury or other circumstances which could not be anticipated must be requested by telephone prior to the beginning of the work day.

If you take leave while on TDY status, it must be coordinated with your point of contact at your TDY site and approved by your supervisor. If more than one day is taken while on TDY, you must either check out of billeting or pay out-of-pocket for those days as well as annotate the dates of leave on the DD 1351-2 travel voucher.

If you take leave while in the CP-12 resident course, it must be coordinated through the appropriate training staff and approved by the CP-12 Intern Program Manager.

**Travel.** The Joint Travel Regulations prescribes travel reimbursements in great detail. The following points cover some travel related issues of interest to you. Refer to the JTR for further clarification.

**Local travel.** You may be authorized reimbursement for mileage in accordance with the appropriate rate for the distance that exceeds your commuting distance to and from your regular place of work. Reimbursement may also include necessary parking fees and tolls. ACTEDS does not fund travel to local universities and colleges when tuition assistance is provided.

**Travel to training facilities outside the commuting area.** You are authorized one trip to and from the training site and full per diem for the TDY during that trip. Mileage reimbursement and per diem are limited to the constructive cost of common carrier transportation and

related per diem as determined in the JTR, Volume II, and the authorizing officer. It is required that you use tax exempt forms for lodging wherever they are available.

**Per Diem.** When you attend training located outside of your permanent duty station you are eligible to receive TDY allowances for the training location. Information regarding rates can be found using the Defense Travel System. DTS specific guidance documents are at end of this handbook. <http://www.defensetravel.osd.mil/dts/site/index.jsp>

**Permanent Change of Station.**

One PCS or household move may be funded through the ACTEDS program. Refer to the JTR and command or activity career program manager.

**Government Credit Card.** The Department of Defense participates in the GOVCC program that funds travel arrangements, i.e. lodging, food, laundry, taxi, etc., for civil service employees during official business travel. CITI Bank issues this card through an agreement with the General Services Administration contract. Each command has an agency/organization GOVCC program coordinator who will assist you in completing the individual billed card account setup/application form to establish and monitor the account. Use of the GOVCC is required during your internship. See DoD Financial Regulation, Volume 9, chapter 3 for additional information.

Card use is granted based on authorized travel status during, or in direct support of, the period of time designated on travel orders. This card should only be used for official travel and official travel related expenses. Civilian personnel who misuse or abuse the government travel card may be subject to appropriate administrative or disciplinary action including removal



from government service; and it will impact your credit history. Statements of all charges will come directly to the cardholder's home address; however, an official copy will also be available to agency or organization GOVCC program coordinators. All payments are due in full by the due date specified on the statement. Notify CITI Bank immediately of any change in your billing address by calling the number located on the reverse of the card.

Forms. Listed here are the forms the intern will use from time to time during the internship period.

### Personnel Actions

- SF 50 Notification of Personnel Action
- SF 52 Request for Personnel Action
- SF 71 Request for Leave or Approved Absence
- DD 5172 Request, Authorization and Report of Overtime

### Training and Travel

- SF 182 Authorization, Agreement and Certification of Training
- SF 1164 Claim for Reimbursement for Expenditures on Official Business (DTS)
- DD 1610 Request and Authorization for TDY Travel of DOD Personnel (DTS)

### Performance

- SF 7222 Senior System Civilian Evaluation Report
- SF 7222-1 Senior System Civilian Evaluation Report Support Form

### Recommendations

**Dress and Appearance.** Although there are no official dress, appearance or hygiene policies, civil service employees are expected to comply with reasonable dress and grooming standards based on professionalism, comfort, productivity, health, safety and type of position.

**Note:** You may find yourself at the forefront of many top-notch assignments or special projects unexpectedly. While complying with the reasonable dress and

grooming standards, remember to dress for success. When climbing the career ladder, "Dress Down Friday" is truly a myth.

**Mentors.** CP-12 does not have an official mentor program. However, there are many senior careerists who are willing to give of their time to guide you. You are encouraged to talk with senior CP-12 leaders in your organizations to see if they would be willing to offer advice on training opportunities or career planning. If you would like a mentor, ask your supervisor or ACPM on how to proceed.

**Reading.** To enhance your experience and develop a broader appreciation for all the interrelated components of leadership and the military, the CP-12 Proponency Office offers the following reading list.

### There are also several periodicals we recommend:

Armed Forces Journal – [www.armedforcesjournal.com](http://www.armedforcesjournal.com)  
Government Executive Magazine – [www.govexec.com](http://www.govexec.com)  
Federal News Radio – [www.federalnewsradio.com](http://www.federalnewsradio.com)  
Current News – Early Bird: <http://ebird.osd.mil>

If you would like to suggest a reading, please contact the CP-12 Proponency office. From Our Experience File. Because your internship and career are important to us we offer the following suggestions based on our collective experiences.

- Learn military and civilian ranks. Learn protocol. Show respect. You are the new person on the block.
- Keep your own personnel file. Keep copies of all paperwork that you receive (e.g., SF-50, evaluations, travel orders).
- Review your personnel information in MYBIZ in CPOL quarterly at [www.cpol.army.mil](http://www.cpol.army.mil).
- Keep track of everything you do.

You will find it useful for performance evaluations and future resumes.

- Know how to read an SF-50, Notification of Personnel Action.
- Network with fellow interns and classmates. Share information with other interns.
- Make suggestions as to the types of training or tasks you think may be beneficial. Use your training status wisely. Learn as much as you can while you have the opportunity.
- Keep abreast of up-to-date information in the CP-12 community.
- Look for a mentor. Talk with other employees about their experiences and what they have learned.
- Don't be afraid to make a mistake.
- Watch your computer use. Misuse of a government computer to visit unauthorized sites may be grounds for immediate dismissal. If you have questions, check with your local security office. When in doubt, don't.
- Use your government travel card only for official business.
- Don't be afraid to ask for guidance or instructions.
- Make the most out of every opportunity. No task is too simple or too difficult. View every task as a stepping stone.
- Volunteer for projects.
- Keep an open mind.
- Ask questions and remember, you are responsible for your own career.

### Common Access Card

Your CAC is a government controlled identification card that must be safeguarded at all times. Once you have your CAC, you will need to handle it with care because you will be using it often.

### Obtaining Your CAC

After your Notification of Personnel Action, also referred to as "SF50" is finalized, you must visit a Real-Time Automated Personnel Identification System site for issuance of your CAC. You can make an appointment at [https://rapids-appointments.dmdc.osd.mil/\(S\(05n5pqqao5euc01aodj3isk3\)\)/](https://rapids-appointments.dmdc.osd.mil/(S(05n5pqqao5euc01aodj3isk3))/)

appointment/default.aspx  
Some offices may have walk-in times available. When you go to the RAPIDS site, you must bring the following items:

Two original forms of ID. Both IDs must be among those listed on the I-9 Form. One of the IDs of which must bear a photo and be unexpired, i.e. a passport or driver's license. See link for entire list: <http://www.cac.mil/docs/i-9.pdf>. You will be required to select a six to eight digit number to use as a personal identification number. Your PIN should not use a number derived from something easily known about you, such as part of your Social Security Number, birthday, anniversary date, telephone number, or address.

Be sure to print your full unclassified email address. If a work email address is not available, the card will be issued without an email address certificate.

### **Using Your CAC**

Your CAC will offer a variety of functions depending on your component/command. While each component/command can tailor the functions of the card to meet its specific needs, the CAC is primarily used for identification and authentication. While specific information related to food service, training, dental, medical, physical/logical access is not stored on the card, the credential can be used to authenticate to such systems.

#### **• Keeping Your CAC Secure**

You will need your PIN to access information stored on a CAC.

To protect the information on your CAC, you should never tell anyone your PIN or write it down where it can be easily found. Your PIN should be kept secure at all times, just like your SSN. If you enter the incorrect PIN three times consecutively, the card is designed to lock you out so you cannot access your

information. You will need to go to the RAPIDS site to reset your PIN. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to a fine or imprisonment or both. Unauthorized or fraudulent use of ID cards would exist if you used the card to obtain benefits and privileges to which you are not entitled. Examples of authorized photocopying include photocopying of DoD ID cards to facilitate medical care processing, check cashing, voting, tax matters, compliance with appendix 501 of title 50, U.S.C., also known as "The Servicemember's Civil Relief Act," or administering other military-related benefits to eligible beneficiaries.

### **Maintaining Your CAC**

Keep your CAC secure, i.e. a wallet or purse. You cannot, however, amend, modify, or overprint your CAC. No stickers or other adhesive materials are to be placed on either side of an ID card. You can also photocopy a CAC without damaging it, but any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both.

### **Replacing Your CAC**

If you lose your card, you are required to present documentation from the local security office or CAC sponsor confirming that the CAC has been reported lost or stolen. This documentation must be scanned and stored in the Defense Enrollment Eligibility Reporting System. You will need to go to the RAPIDS site to get another CAC card.

### **Changing Your CAC Pin**

If you forget your PIN, go to the nearest issuance site, where you will be given the opportunity to prove that you are the owner of the CAC by matching your fingerprint against the fingerprint that was stored on DEERS when you were issued the card. If your fingerprint

matches, you can select a new PIN. Currently, there is no capability to reset your PIN remotely.

### **Renewing Your CAC**

If your CAC expires and you are eligible to renew your CAC, make an appointment and go to the nearest RAPIDS site to obtain your new CAC. For your convenience, CACs can be brought in for renewal up to 30 days in advance of the expiration date.

### **Returning Your CAC**

All ID cards are property of the U.S. Government and shall be returned upon separation, resignation, firing, termination of contract or affiliation with the DoD, or upon any other event in which the individual no longer requires the use of an ID card.

To prevent any unauthorized use, ID cards that are expired, invalidated, stolen, lost, or otherwise suspected of potential or actual unauthorized use shall be revoked in DEERS, and the Public Key Infrastructure certificates on the CACs will be immediately revoked.

For more information about CAC, please refer to <http://www.cac.mil/>.

### **Personally Identifiable Information**

PII is any information about an individual which can be used to distinguish or trace an individual's identity such as name, social security number, date or place of birth, mother's maiden name, and biometric records. This information can be in hardcopy (paper copy files) or an electronic format stored on computers, laptops and personal electronic devices and found within databases. This includes, but is not limited to, education records, financial transactions, medical files, criminal records or employment history. It is your responsibility to protect PII. Any email that contains PII must be sent encrypted. A breach/compromise incident occurs when it is suspected or confirmed that PII is lost, stolen or otherwise available

to individuals without a duty related, official need to know. This includes, but is not limited to, posting PII on public-facing Web sites; sending email messages to unauthorized recipients; providing hard copies to individuals without a need to know; loss of electronic devices storing PII; use by employees for unofficial business; and all other unauthorized access to PII.

For more information see, Memorandum, OMB, M-07-16, 22 May 2007, subject: Safeguarding Against and Responding to the Breach of Personally Identifiable Information at <http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2007/m07-16.pdf>.

### **Operations Security**

OPSEC is an analytical process of identifying critical information of military plans, operations, and supporting activities and the indicators that can reveal it, and then developing measures to eliminate, reduce, or conceal those indicators. OPSEC is a continuous process and an inherent part of military culture. It must be fully integrated into the execution of all Army operations and supporting activities. Know who your unit, activity or installation OPSEC officer is and contact them with any questions or concerns on OPSEC-related topics.

OPSEC is everyone's responsibility and must be practiced daily. You need to know and protect your unit's critical information and implement the OPSEC measures determined by your commander. Ensure you are processing, storing and transmitting classified information no higher than the approved accreditation level of the computer system you are using. Use available encryption features when emailing messages that contain sensitive and For Official Use Only information. Be extremely careful of what you and family members post on social media sites.

Also destroy all work or personal paper products using a crosscut shredder. Our enemies are watching the Internet and they often do go through trash receptacles seeking compromising information. Failure to properly implement OPSEC measures can result in serious personnel injury or death, damage to weapons systems, equipment and facilities and/or loss of sensitive technologies and mission failure.

**Hatch Act.** The new Hatch Act Amendments. Previously the Hatch Act precluded any political activity by federal employees, with the exception of voting. Effective February 1994, the law was amended allowing federal employees to work in political campaigns or engage in other political activity while off duty. However, there are still some rules that federal employees must follow while participating in these activities. Prohibited activities include wearing a uniform or any other identifying insignia, engaging in political activity in any government office and wearing political buttons while on duty.

The guidelines for federal employees covered under the new Hatch Act Amendments are as follows:

### **Employees:**

MAY be candidates for public office in nonpartisan elections.  
MAY register and vote as they choose.  
MAY assist in voter registration drives.  
MAY express opinions about candidates and issues. MAY contribute money to political organizations.  
MAY attend political fund-raising functions.  
MAY attend and be active at political rallies and meetings.  
MAY join and be an active member of a political party or club.  
MAY sign nomination petitions.  
MAY campaign for or against referendum questions, constitutional amendments and municipal ordinances.

MAY campaign for or against candidates in partisan elections.  
MAY distribute campaign literature in partisan elections.  
MAY hold office in political clubs or parties.

### **Employees:**

MAY NOT use their official authority or influence to interfere with an election.  
MAY NOT collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.  
MAY NOT knowingly solicit or discourage the political activity of any person who has business before the agency.  
MAY NOT engage in political activity while on duty.  
MAY NOT engage in political activity in any government office.  
MAY NOT engage in political activity while wearing a uniform or official insignia identifying the employee's office or position.  
MAY NOT engage in political activity while using a government vehicle.  
MAY NOT solicit political contributions from the general public.  
MAY NOT wear political buttons on duty.  
MAY NOT be candidates for public office in partisan elections.

### **Dress Guidance 21 April 2008 Intern Program Dress Guidelines Guidance:**

This guidance prescribes appropriate appearance and grooming principles for CP-12 Safety and Occupational Health Career Management Office Interns.

### **Purpose:**

- Employees are expected to use common sense regarding dress and grooming standards.
- Personnel are representatives of CP-12 and, therefore, their



dress, grooming and personal hygiene reflect upon the organization. Appropriate dress and grooming practices help to:

- present a professional and business-like appearance to the public, customers and colleagues
- promote a positive working environment and limit distractions caused by outrageous, provocative, or inappropriate dress
- ensure safety while working

- Management retains the right to modify these guidelines.

### **General:**

#### **Dress and Grooming**

- All employees dress and grooming shall be neat, clean and sanitary.
- When using perfume or cologne be considerate of others.
- Clothing, tattoos and body piercings that suggest gang membership, depicts pictures or messages of violence, diminishes work unit cohesion, creates an atmosphere of intimidation and hostility, or interferes with productivity is not allowed.
- Specific clothing that is considered inappropriate includes, but is not limited to jeans, sneakers, T-shirts, shorts, mini-skirts, crop tops, halter tops, tank tops, flip flops and skorts.

#### **Functions**

The instructor may on occasion announce that you may dress casually. Management will make the decision when dress is different. If in doubt, ask.

#### **Email/Computer Use.**

**Email Etiquette.** When we converse, we expect other people to observe certain rules of behavior. The same is true for email, the most popular form of online communication. Here are a few pointers to help you communicate more effectively:

- Clearly summarize your message in the subject line. Properly titled messages help people organize and prioritize their email.
- Don't use the carbon copy

or CC function to copy your message to everyone. This is particularly true at work. These days everyone receives too many email messages. Unnecessary messages are annoying. If only a few people really need to receive your message, direct it only to them. Similarly, when responding to an email, do not respond to all recipients. By choosing Reply to All or a similar button when responding to a message, you may end up broadcasting your response to your entire company.

- Use blind carbon copies or BCCs when addressing a message that will go to a large group of people who don't necessarily know each other. Just as it's not polite to give out a person's telephone number without his or her knowledge, it's not polite to broadcast everyone's email address. For instance, when you send a message to 30 people and use the To or CC fields to address the message, all 30 people see each other's address. By using BCC, each recipient sees only two, theirs and yours.

- Keep your messages short and focused. Few people enjoy reading on their computer screens; fewer still on the tiny screens in cell phones, PDAs and other increasingly popular mobile devices. Recipients tend to ignore long messages.

- Avoid using all capital letters. IT MAKES IT LOOK LIKE YOU'RE SHOUTING! IT'S ALSO MORE DIFFICULT TO READ.

- Don't write anything you wouldn't say in public. Anyone can easily forward your message, even accidentally. This could leave you in an embarrassing position if you divulged personal or confidential information. If you don't want to potentially share something you write, consider using the telephone.

- Avoid using a smiley to make sure that a statement is not misunderstood. Smileys are typically used in

personal email messages and are not considered appropriate for business. They should rarely be used in the office. If your message needs a smiley for better understanding, most likely you should not be delivering it via email. Even with a smiley, someone may misunderstand you. Smileys should be used to support a statement. It's rude to write something mean or derogatory, then place a happy smiley at the end of the sentence.

- Avoid sending email messages to large numbers of people unless you have a serious reason to do it. Email messages broadcast to many recipients may be considered spam.

- Nasty email messages should also be avoided.

These messages have their own term: flame. Flame email is an insulting message designed to cause pain, as when someone "gets burned."

- As a courtesy to your recipient, include a signature block at the bottom of the message. A sample signature block is:

John J. Doe  
CP-12 Management Intern  
CP-12 Career Management Office  
(334) 255-1234

The message contains your email address (in the header), but the recipient may not know that the return address belongs to you, especially if it's different from your real name. Always close your email with the appropriate closing; for example: R - when you are corresponding with peers and subordinates V/R - when you are corresponding with senior personnel or supervisors Email etiquette may take a while to learn, but don't let your fear of making mistakes inhibit you. All Internet users were beginners once, so most people are quite forgiving.

#### **Government Computer Use**

While using a government computer keep the following items in mind:

Computer systems may be monitored for all lawful purposes, to ensure that

their use is authorized, management of the system, facilitate protection against unauthorized access, and to verify security procedures, survivability and OPSEC. Unauthorized use of a DoD computer may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. You have the responsibility to safeguard the information contained on the classified and/or unclassified network from unauthorized or inadvertent modification, disclosure, destruction, denial of service and use. Ensure that classified data is not put on an unclassified system or a lower-level classified system, i.e., TOP SECRET data on a SECRET system. You are not authorized the use of communication systems which adversely reflect on the Army. Examples include sexually explicit email or accessing sexually explicit Web sites, pornographic images, or virtual computer-generated or otherwise pornographic images; chain email messages; unofficial advertising, soliciting, or selling via email; or subversive and other uses that are incompatible with public service. You can't use the communication system for unlawful activities, commercial purposes, or in support of for-profit activities, personal financial gain, personal use inconsistent with DoD policy, personal use that promotes a particular religion or faith, or uses that violate other Army policies or laws. This may include, but is not limited to, violation of intellectual property and copyright laws, gambling, support of terrorist or subversive activities, and sexual or other forms of harassment. You are not authorized to send political transmissions, to include transmissions that advocate the election of particular candidates for public office. You may not open, send or forward items known or suspected of being malicious (such as spam, phishing, viruses and Trojan horses).

DoD and Army policies prohibit connecting unauthorized information systems to the network, and prohibit conducting official business on personal devices that do not meet Army standards and certification requirements.

Your CAC allows you to digitally sign emails so recipients can verify that you are the sender and the information was not altered in transit. Your CAC also protects sensitive information in emails and computer files by allowing you to encrypt them. Your CAC is a physical piece of Information Assurance/ Cyber Security and is tightly bound to your online identity. Therefore, it must be protected at all times, even when not in use. Remove your CAC whenever you step away from your computer and ensure that the lock out screen appears on your workstation before leaving it unattended.

Phishing is a major issue for Army. Phishing is an illegal activity to trick people into divulging sensitive information, such as bank and credit card accounts. Typically, this is accomplished by sending an email message that appears as though it's from a legitimate organization, but which contains a link to a fake Web site that replicates a real one. You need to be aware of the threat. You should never open an unsolicited email message from an unknown source because they can potentially damage your computer and network systems. Always be sure an email message is legitimate before clicking any links or attachments; and never click any links or attachments that are not digitally signed.

### **Merit System Principles**

The personnel management and hiring process is based on and embodies the Merit System Principles. The Merit System Principles are the public's expectations of a system that is effective, fair, open to all, free from political interference, and staffed by honest, competent

and dedicated employees. As the Department of Army experiences continued change in the management of human resources, i.e. centralization, deregulation, delegation, etc., it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every decision process they use. The merit system principles are:

- Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition thus ensuring that all receive equal opportunity.
- Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicap condition, and with proper regard for their privacy and constitutional rights.
- Provide equal pay for equal work; and recognize excellent performance.
- Maintain high standards of integrity, conduct and concern for the public interest.
- Manage employees efficiently and effectively.
- Retain and separate employees on the basis of their performance.
- Educate and train employees when it will result in better organizational or individual performance.
- Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
- Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations, i.e. protecting people who report things like illegal and/or wasteful activities.

### **Prohibited Personnel Practices**

Prohibited personnel practices are those things a federal employee may not do. A federal employee has personnel authority if they can take, direct others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any

decisions concerning pay, benefits, training and any decision to order psychiatric testing or examination. Recent changes to the law were made to protect DoD veterans. People with personnel authority – managers and supervisors – are charged with avoiding prohibited personnel practices. They are:

- Don't discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status or political affiliation.
- Don't solicit or consider any personnel recommendation or statement other than those based on personal knowledge or records of the individual's performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
- Don't coerce an employee's political activity.
- Don't deceive or obstruct any person with respect to the individual's right to compete for employment.
- Don't influence a person to withdraw from competition for the purpose of improving or injuring the prospects of another person seeking employment.
- Don't grant any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.
- Don't employ or advocate a relative.
- Don't retaliate against a whistleblower, whether that individual is an employee or an applicant.
- Don't retaliate against employees or applicants who exercise their appeal rights, testify, or cooperate with an inspector general or the special counsel, or refuse to break the law.
- Don't discriminate based on actions not adversely affecting performance.
- Don't violate any law, rule, or regulation implementing or directly concerning the merit principles.
- Don't violate Veteran's Preference by taking or failure to take a personnel action, i.e. National Defense Authorization Act for FY97
- Don't implement or enforce

a nondisclosure agreement or policy lacking notification of whistleblower rights.

### Army Civilian Corps Creed

Just like their counterparts in uniform, Army Civilians are committed to selfless service in the performance of their duties as illustrated in the Army Civilian Corps Creed.

- Oath of Office. Article VI of the U.S. Constitution stipulates, "The

the trust bestowed by the public.

They are identical for Congress and U.S. civilians, with only slight differences for U.S. military officers and Soldiers. Accepting this oath is a serious matter; it demands that all appointees fully recognize they are undertaking a solemn obligation and pledge their utmost loyalty to the United States. The oath is legally binding and violations can serve as a basis for criminal prosecution.

**ARMY CIVILIAN CORPS CREED**

**ARMY VALUES**

**I am an Army civilian – a member of the Army team.**  
**I am dedicated to our Army, our Soldiers and civilians.**  
**I will always support the mission.**  
**I provide stability and continuity during war and peace.**  
**I support and defend the Constitution of the United States and consider it an honor to serve our nation and our Army.**  
**I live the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.**

senators and representatives... and the members of the several state legislatures, and all executive and judicial officers, both of the United States and of the several states, shall be bound by oath or affirmation, to support this Constitution..."

Becoming an employee of the federal government, within any of the civilian employment systems, brings with it special responsibilities. Civilian employees are part of the executive branch of the federal government and work for the American people. Their loyalty to the government is a fundamental requirement of federal employment. Federal employees also have an obligation to the public, as they are often entrusted with work that is financed by taxpayers' dollars. Swearing or affirming an oath of office demonstrates a clear understanding of that sense of loyalty, as well as an acceptance of

The oath may only be administered by U.S. citizens specifically delegated this authority.

### CONGRESSIONAL AND CIVILIAN OATH OF OFFICE

"I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

- ARMY Profession. It is important to understand the Army Profession as you continue your journey of becoming a certified Army professional. The Army has a dual nature—it is a military department of the U.S. Armed Forces and a military profession. As one of the Nation's



armed services, it carries out the missions assigned by the President of the United States, as the commander in chief, in accordance with the law and the intent of Congress. As a unique military profession, the Army is built upon an ethos of trust, which buttresses four other essential characteristics of the Army profession: military expertise, honorable service, esprit de corps and stewardship.

### **What Does It Mean To Be A**

**Profession?** A profession is a trusted, self-policing, and relatively autonomous vocation whose members develop and apply expert knowledge as human expertise to render an essential service to society in a particular field. Typically, a profession has five aspects:

- Professions provide a unique and vital service to the society served. One that it cannot provide itself.
- Professions provide this service by applying expert knowledge and practice.
- Professions earn the trust of the society because of effective and ethical application of their expertise.
- Professions self-regulate; they police the practice of their members to ensure it is effective and ethical. This includes the responsibility for educating and certifying professionals.
- Professions are therefore granted significant autonomy and discretion in their practice of expertise on behalf of the society.

### **The U.S. Army as a profession.**

The Army is a trusted profession because of the expert work it produces; because the members of the Army develop themselves to be professionals; and, because the Army certifies them as professionals. The American people trust the Army to perform the missions assigned to it in accordance with the Constitution of the United States. The Army Profession plays a vital role as a member in the joint community and other government services that dedicate themselves

to serving the United States. Army professionals pursue a noble calling and render honorable service. They are privileged to provide for the common defense of the American people, operate to prevent conflict, shape operational environments, and win the Nation's wars.

**The Army Profession.** A unique vocation of experts certified in the design, generation, support, and ethical application of landpower, serving under civilian authority and entrusted to defend the Constitution and the rights and interests of the American people.

**Army Professional.** A member of the Army Profession who exemplifies the Army's professional criteria in the areas of competence, character, and commitment. The professional responsibilities of Soldiers and Army civilians include:

- Preserve the trust and confidence of the American people and fellow Army professionals by sustaining the five essential characteristics of the profession (trust, military expertise, honorable service, esprit de corps and stewardship).
- Advance our expert knowledge, skills and abilities in unified land operations; develop every Army professional in competence, character and commitment.
- Strengthen our honorable service and demonstrate our strength of character by living in accordance with the Army values and the Army ethic. These values and principles are the basic moral building blocks of our profession. Army professionals are individually responsible for developing and maintaining moral character and competence, on and off duty, while following their own personal commitment to work that is more than a job — a calling to serve in the defense of the nation.
- Create and sustain a positive working environment, increase collaboration and teamwork to build cohesion,

and foster pride in our profession's winning spirit through esprit de corps.

- Through stewardship, ensure the present and future development and effectiveness of the profession's people and resources. As stewards of this honorable profession, all Army professionals must not only police themselves but also fellow members of the profession.

- When faced with decisions and ethical dilemmas, have the personal courage to stand strong and choose an ethical, effective and efficient course of action. Conduct yourself and hold each other accountable in a manner consistent with the Army ethic and worthy of our professional status.

### **Two Communities of Practice.**

The Army Profession has two broad categories of professionals—uniformed military and non-uniformed members. Soldiers and Army civilians comprise the two complementary and mutually supporting communities within the Army Profession: The Profession of Arms and the Army Civilian Corps.

**The Profession of Arms.** This category includes the Soldiers of the Regular Army, the Army National Guard and the U.S. Army Reserve. Soldiers are volunteers who accept unlimited personal liability in the ethical application of landpower.

**Army Civilian Corps.** This category is comprised of the Department of the Army civilian members of the Army Profession. Army civilians provide expertise, continuity and stability in virtually every major Army organization. Army civilians contribute throughout the Army, including force design and generation, policy development, materiel acquisition, community and family support, and a broad range of other vital roles and functions.

**Soldiers.** Soldiers may exit the Army before a full career, moving into the category of an Army veteran of

honorable service or they may serve a full career and honorably retire. In both categories (veteran and retiree), they remain influential members of the profession as they assimilate back into civilian life and live among the citizens the Army serves. Army veterans and retirees extend their involvement and contributions to the Army Profession by volunteering in veteran support organizations. These organizations educate the public on the significance of the Army Profession and the service it provides to the nation. Whether retiree or veteran, these men and women are Soldiers for Life and should consider themselves as a living part of the profession and apply their service ethic throughout the remainder of their lives.

**Contractors.** Contractors are not members of the Army Profession; however, they provide valuable support and augmentation to the capabilities of the Profession of Arms and the Army Civilian Corps, both stateside and overseas. Hired under contractual terms for specific tasks of a specified duration, they provide essential skills and perform technical and administrative tasks that allow Army professionals to focus on their primary missions. Contractors are an important part of any current or future Army effort.

**The 5 Essential Characteristics of the Army Profession: Trust, Military Expertise, Honorable Service, Esprit De Corps and Stewardship**

**Trust – The Bedrock of Our Profession**

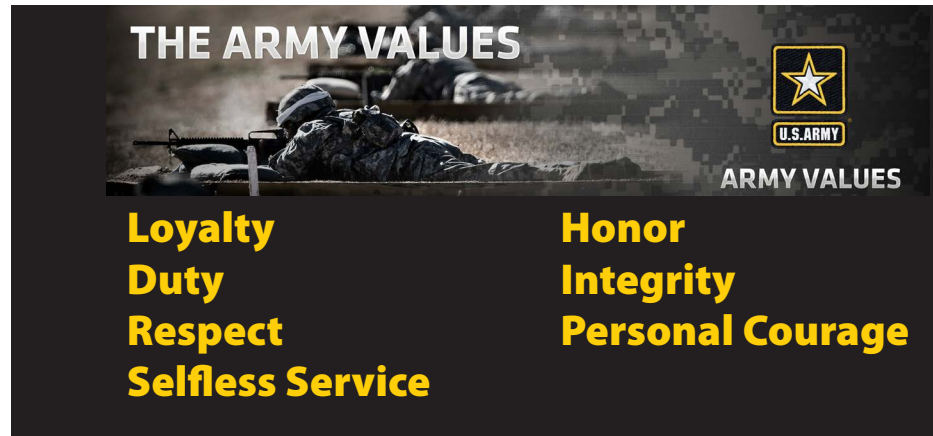
Trust is “assured reliance on the character, ability, strength, or truth of someone or something.” It is the essence of being an effective Soldier or Army civilian. Trust is the core intangible needed by the Army inside and outside the profession. The American people place special trust and confidence in the Army as a profession that

considers service to the nation its highest priority. Trust is the bedrock of the Army’s relationship with the American people. Our professional responsibility is to preserve this earned trust. Our moral obligation is not a product of social trust. It is the source of that social trust. Internal to the Army, individual trustworthiness creates strong bonds among Army professionals that serve as a vital organizing principle necessary for the Army to function as an effective

all members of the profession, and these values instill character traits needed in our daily lives.

**Trust between Soldiers, civilians and leaders**

Trust between members of the profession binds individuals into resilient units, but it cannot accomplish missions nor generate high levels of organizational effectiveness. That comes from the trust that Soldiers and Army



and ethical profession. The Army’s ability to fulfill its strategic roles and discharge its responsibilities to the nation depends on:

- Trust between Soldiers
  - Trust between Soldiers and leaders
  - Trust between Soldiers and Army civilians
  - Trust between Soldiers, their families and the Army
  - Trust between the Army and the American people.
- Building trust in an Army as diverse as ours begins with developing in each member of the Army Profession shared common values - the Army Values.

Trust begins as new Army civilians and Soldiers enter employment with the Army and is reinforced throughout their period of service to the nation. The Army Values become the catalyst to developing the trust between

civilians have with their leaders. Trust between a superior and a subordinate is the second critical aspect of trust; without it, subordinates will not follow orders or direction except from fear of consequences. That essential mutual trust must be built upon a foundation of shared moral-ethical and legal understanding, but cannot exist without respect, honesty and candor. Competent leaders who are of good moral character, committed to mission accomplishment, treat everyone with dignity and respect, and care for the welfare and professional development of their subordinates create high-performance organizations. Accordingly, Army doctrine emphasizes building trust up and down the supervisory chain or more commonly referred to as the chain of command. As you build upon your own knowledge, skills, abilities (competence) and demonstrate both your character and commitment, your supervisor will trust you to

perform with greater freedom of action and less supervision.

### **Trust among Soldiers, their families and the Army**

The Army is committed to Soldiers, Army civilians, and their families, providing a strong, supportive environment that enhances their strength and resilience. The trust between the Army and our Soldiers' families is essential to preserving an all-volunteer force. We ask much of our Soldiers, Army civilians, and their families. In return, we need to provide a quality of life commensurate with the Soldier's and Army civilian's service to the nation.

### **Trust between the Army and the American people**

The Army is among the institutions held in highest confidence by Americans. Trust underwrites our relationship to the nation and the citizens we protect. Without the confidence of its citizens, we could not maintain the all-volunteer force. Without the confidence of the president and Congress, we could not maintain the readiness required to fight and win. Army civilians and Soldiers swear an oath to the Constitution, and do so freely, without compulsion or reservation. Americans place special trust and confidence in Soldiers and Army civilians to serve the nation before all other considerations. In return, Soldiers ask that their fellow citizens remember their sacrifice, not with tangible rewards, but with respect and appreciation for having done their duty.

### **Trust based on adherence to the Army Ethic**

The Army Ethic is the evolving set of laws, values and beliefs, deeply embedded with the core of the profession's culture and practiced by its members to motivate and guide the appropriate conduct of individual members bound together in common moral purpose. The Army Ethic explains the nature of honorable service in the accomplishment of the

mission; it expresses the standard and expectation for Army professionals to make right decisions and to take right actions in the performance of duty, and in all aspects of life.

Thus, the Army Ethic establishes an ethical standard for the institutional and operational Army while providing motivation and inspiration for Army professionals to conduct themselves, and to hold each other responsible, in a manner worthy of their professional status, sustaining trust with the American people. Importantly, the Army Ethic explains why Army professionals conduct themselves professionally and ethically instead of just explaining the "what and how" of professional conduct. Our ethic emphasizes, motivates and informs stewardship within the Army Profession: caring for and developing subordinates, peers and leaders in competence, character and commitment; safeguarding and maintaining property; and exercising proper and disciplined use of resources. Living by the Army Ethic reinforces trust among Soldiers, Army civilians, Army families, and with the American people.

### **The Army Ethic:**

- Informs and inspires Army professionals in making right decisions and taking right actions in the conduct of the mission, in the performance of duty and in all aspects of life.
- Drives character development and professional certification.
- Inspires shared professional identity.
- Guides the Army Profession in the ethical design, generation, support, and application of landpower (Honorable service in defense of the American people) Motivates stewardship of the Army Profession.

### **The Army Ethic informs, motivates and inspires Army professionals to:**

Seek to discover the truth, decide what is right (ethical, effective, efficient), demonstrate the character, competence, and

- commitment to act accordingly.
- Live by the Army Ethic in the conduct of the mission, in the performance of duty and in all aspects of life.
  - Stand strong as stewards of the Army Profession to uphold the Army Ethic -- prevent misconduct and do what is right to stop unethical practices.

### **Military expertise – our application of landpower**

Our military expertise as a profession is the design, generation, support and ethical application of landpower. This is our contribution to the defense of our nation. The Army, like other professions, applies its collective knowledge using the individual competence, character and commitment of its members and organizations, developed through extensive education, training, experience and self-development. Like other professions, we certify individuals and organizational competence. Our professional responsibility is to continually advance our expert knowledge and skills in each of these four fields:

- Military-Technical: How the Army applies landpower to accomplish the mission.
- Moral-Ethical: How the Army accomplishes the mission in the right way according to the values of the American people.

**Political-Cultural:** How the Army understands and operates in a multi-cultural, complex world.

### **Leader/Human Development:**

How the Army recruits, develops, and inspires Army professionals. You may ask how the essential Army Profession characteristic of military expertise applies to you, as an Army civilian. In the performance of your duties you will contribute directly or indirectly to the accomplishment of the Army mission. Without the contributions of Army civilians in many critical roles, our Army could not acquire new capabilities or sustain current military readiness.



## **Honorable Service – Our noble calling to serve the nation**

The Army exists as a profession for one reason: to serve the nation by supporting and defending the Constitution in a way that upholds the rights and interests of the American people. This is the basis for the Army Ethic, which is the core moral framework that defines what it means to serve honorably. In joining the Army Profession, swearing by oath their “true faith and allegiance” to the Constitution, Soldiers dedicate themselves to honorable service, foregoing some of the rights of their fellow citizens. Most importantly, they relinquish the “right” to make decisions or to take actions that violate the Army Ethic. Army professionals do not engage in or tolerate acts of misconduct or unethical decisions. Actions such as sexual harassment, sexual assault and hazing are dishonorable and contrary to the Army Values and the Army’s Professional Ethos, and destroy both trust and esprit de corps. Our professional responsibility is to strengthen our honorable service by living the Army Values daily. These values are the basic moral building blocks of our profession.

## **Esprit De Corps – our winning spirit**

Esprit de corps is a French phrase that translates to “team spirit” in English. However, in the Army Profession, it means more than that. It is the winning spirit that emanates from the shared bonds of a cohesive, disciplined, highly skilled organization, a sense of unity, shared purpose and pride in belonging to an honored profession. It is often associated with a high state of morale and is deeply rooted in the Army Profession’s history, traditions and culture. It is an intangible resilience, an indomitable spirit that is at the core of the Army Ethic and is broadly manifested in the ethos of Army units. To be successful in all our missions, we must have spirited and dedicated professionals who are committed to high standards of excellence, bonded

together in cohesive units and organizations — a professional band of brothers and sisters. Our shared sense of purpose, strong bonds of loyalty and pride, and never-quit resolve enable us to accomplish even the most arduous mission.

## **Stewardship of the Army Profession – caring for Soldiers, Army civilians and resources**

Stewardship is the responsibility of all Army professionals to ensure the profession maintains its five essential characteristics now and into the future. We continuously strive for excellence in the performance of duty, and to efficiently, effectively and ethically manage the Army’s resources. The most important of our resources is our people. Leaders, as stewards of the profession, develop their subordinates by teaching, mentoring, coaching and counseling, while ensuring they are properly trained and educated. At the same time, we safeguard and maintain Army property, i.e. equipment, facilities and installations. Stewardship requires that Army professionals understand that their work is more than just a job; it is an office, and even further, it is not a physical office; rather it is a moral office. Army professionals accept this sense of office when they take their oath, which concludes with the language: “...and that I will well and faithfully discharge the duties of the office upon which I am about to enter.” Army professionals are self-disciplined, conduct themselves in a manner consistent with the Army Values, and as public stewards provide selfless service, make transparent, impartial and ethical decisions. The Army Profession demands that every Soldier, Army civilian, and family member “Stand Strong” by taking personal responsibility for their own behavior, for confronting unacceptable conduct, and for resolving any incident that demeans an individual’s dignity and respect. Go to this Web site to see Army civilians epitomizing these

characteristics <http://cape.army.mil/civilians.php>

## **Professional Certification Process**

The Army certifies the expertise of individuals and units. Certification of individuals occurs at different stages during their service and varies based upon the particular skillset. The Army is a profession of professions, some uniquely military and others with close civilian counterparts. Army civilians are selected and hired for specific positions, based upon their documented talents and the potential they exhibit during the selection process.

Most Army civilians are initially employed on a one-year probationary basis. The purpose of the probationary period is to provide the government with an opportunity to evaluate an individual’s conduct and performance on the job to determine if an appointment to the civil service should become final per 5 CFR 315.801 and 5 CFR 315.802. In parallel with, but distinct from the probationary process, is the supervisor’s and senior rater’s assessment and recognition as an Army professional within the Army Profession, as evidenced by completion of the following:

- Successful accomplishment of performance standards identified in their appraisal support form
- Developed an Individual Development Plan with the assistance of their supervisor
- Completed Civilian Education System requirements, e.g. Foundation Course
- Completed Supervisor Development Course if required
- Career Program specific training and education requirements, if applicable
- Completed Army required training

## **Successful completion of the experiential on-boarding model and all requirements set forth by their supervisor**

By completing these items they have demonstrated the following criteria of the Army Profession:

- **COMPETENCE** is an Army professional's demonstrated ability to successfully perform his/her duties and to accomplish the mission with discipline and to standard.
- **CHARACTER** is an Army professional's dedication and adherence to Army Values and the Profession's Ethic as consistently and faithfully demonstrated in decisions and actions.
- **COMMITMENT** is the resolve of an Army professional to contribute honorable service to the nation, to perform his/her duties with discipline and to standards, and to strive to successfully and ethically accomplish the mission despite adversity, obstacles and challenges. Certification in the Army has two roles. For the Army Profession, certification demonstrates to the American people that the Army is qualified to perform its expert work effectively and ethically – thereby reinforcing trust with the nation. For Army professionals,

certification milestones also provide a sense of accomplishment.

**Army Professional and the Nation**

All members of the Army Profession are sworn to support and defend the Constitution. That requires competent, intelligent, informed Army professionals of character, who know, understand, and are committed to living by and upholding the founding values and laws of our Nation. As Army civilians, trusted members of the Army Profession, we have the extraordinary privilege and responsibility to uphold the Army Values embodied in the Army Ethic, to be role models of honorable service, to take personal pride in performing our duties to the best of our abilities, and by demonstrating our commitment to the Army mission and the welfare of our Soldiers and their families. As members of the Army Profession, we are American citizens whose character is demonstrated every day, on and off duty, and to

be stewards of both the profession and the public trust. By continually learning, through self-development, education and training, we become certified Army professionals. When we strive for excellence and conduct ourselves in a manner worthy of being an Army professional, we will maintain trust between the Army Profession and the American people.

**Honors to the colors**

The United States flag is raised (reveille) at 6 a.m. and lowered (retreat) at 5 p.m. each evening on post. At these times, as well as anytime the flag passes in review, civilian employees should stand at attention, face the flag or the music (if the flag is not visible), and render the appropriate honor. Military personnel in uniform salute; persons in civilian attire place their right hand over their heart; men remove civilian hats. All persons inside vehicles (privately owned and official vehicles) will stop the vehicle, step out of the vehicle and render the appropriate honor.

**Table 6–3  
Civilian and Military Equivalencies**

MILITARY GRADE GROUPS	SENIOR EXECUTIVE SERVICE	GENERAL SCHEDULE/MERIT	FEDERAL WAGE SYSTEM (FWS)
0–7 THRU 0–10	SES–1—SES–6		
06		GS/GM–15	WS–19, WS–17, WS–16, WS–15, WL–15, WS–14
05		GS/GM–13 & 14	WS–14 THRU WS–19; WL–15
04		GS–12	
CW5, 03		GS–10 & 11	WG–15, WG–14, WL–14,
02, W–4, W–3		GS–8 & GS–9	WG–13, WL–13,
0–1, W–1, W–2		GS–7, Interns (GS–5)	WS–13, WG–12, WL–11, WS–11, WL–10, WS–10, WL–9, WL–8, WS–8, WL–7, WL–6,
E–7 THRU E–9		GS–6	WG–11, WG–10, WG–9,
E–5 THRU E–6		GS–5	WS–7, WS–6, WS–5, WL–5, WS–4, WL–4, WS–3, WL–3, WS–2, WL–2, WS–1, WL–1
E–4		GS–4	WG–8 THRU WG–1
E–1 THRU E–3		GS–1 THRU GS–3	

Notes:

For PEO organizations only, the following correlations are applicable: 05 = GS/GM–14; 04 = GS/GM–13; CW5, 03 = GS–11 & 12; 02, W3, W4 = GS–8, GS–7 interns; FWS column does not apply.

# Military Insignia U.S. Armed Forces

## Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors	
<b>ARMY</b>										
no insignia Private E-1 (PV1)	 Private E-2 (PV2)	 Private First Class (PFC)	 Specialist (SPC)	 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)	 Master Sergeant (MSG)	 First Sergeant (1SG)	 Sergeant Major (SgM)	 Command Sergeant Major (CSM)
<b>MARINES</b>										
no insignia Private (Pvt)	 Private First Class (PFC)	 Lance Corporal (LCpl)	 Corporal (Cpl)	 Sergeant (Sgt)	 Staff Sergeant (SSgt)	 Gunnery Sergeant (GySgt)	 Master Sergeant (MSGt)	 First Sergeant (1stSgt)	 Master Gunnery Sergeant (MGSgt)	 Sergeant Major (SgtMaj)
<b>AIR FORCE</b>										
no insignia Airman Basic (AB)	 Airman (Amm)	 Airman First Class (A1C)	 Senior Airman (SrA)	 Staff Sergeant (SSgt)	 Technical Sergeant (TSgt)	 Master Sergeant (MSGt)	 First Sergeant (F-7)	 Senior Master Sergeant (SMSgt)	 First Sergeant (E-8)	 Chief Master Sergeant (CMSgt)
<b>NAVY</b>										
no insignia Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Force or Fleet Command Chief Petty Officer (FFCMC/FLTMC)	 Master Chief Petty Officer of the Navy (MCPON)
<b>COAST GUARD</b>										
 Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Command Master Chief Petty Officer (CMC)	 Master Chief Petty Officer of the Coast Guard (MCPD-CG)

Source: [www.defenselink.mil](http://www.defenselink.mil)  
Soldiers • January 2006 23

## Officers

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	Special
<b>ARMY • AIR FORCE • MARINES</b>										
 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTJG)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 General of the Army (GA)
<b>NAVY • COAST GUARD</b>										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (ADM)	 Admiral (ADM)	 Fleet Admiral (FADM)
<b>W-1 W-2 W-3 W-4 W-5</b>										
<b>ARMY</b>										
 Warrant Officer	 Chief Warrant Officer	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 Chief Warrant Officer (CW5)						
<b>NAVY • COAST GUARD</b>										
 Chief Warrant Officer (CW01)	 Chief Warrant Officer (CW02)	 Chief Warrant Officer (CW03)	 Chief Warrant Officer (CW04)	 Chief Warrant Officer (CW05)	 NO WARRANT OFFICER USCG	 USCG	 USCG	 NO WARRANT OFFICER USCG	 NO WARRANT OFFICER USCG	 NO WARRANT OFFICER USCG
<b>MARINES</b>										
 Warrant Officer (WO)	 Chief Warrant Officer (CW02)	 Chief Warrant Officer (CW03)	 Chief Warrant Officer (CW04)	 Chief Warrant Officer (CW05)						
<b>AIR FORCE</b>										
 NO WARRANT	 NO WARRANT	 NO WARRANT	 NO WARRANT	 NO WARRANT						

## Army Civilian Web sites

### ACTEDS

<http://cpol.army.mil/library/train/actedts/>

### Answer

<https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp>

### Army Benefits Center-Civilian

<https://www.abc.army.mil>

### ARMY Career Tracker

<http://actnow.army.mil>

### Army Knowledge Online

<http://www.us.army.mil>

### Army Resume Builder

<https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp>

### CES Opportunities

<http://www.civiliantraining.army.mil>

### Civilian Personnel Advisory Center

<http://www.lee.army.mil/cpac>

### Civilian Personnel Online

<http://www.cpol.army.mil>

### Employee Benefits Information System

<https://www.ebis.army.mil/>

### Employee Emergency Data

<https://cpsapp2.belvoir.army.mil/emergency/default.asp>

### Employment Verification Services

<http://www.theworknumber.com>

### Fed Employees Dental and Vision Insurance Program

<http://www.benefeds.com>

### Go Army Education

<http://www.goarmyed.com>

### Long Term Care Insurance Program

<http://www.LTCFEDS.com>

### myPay

<https://mypay.dfas.mil>

### Office of Personnel Management

<http://www.opm.gov>

### SETM Info at CSLMO Web site

<https://www.cslmo.army.mil>

### Social Security Administration

<http://www.ssa.gov>

### Thrift Savings Plan

<http://www.tsp.gov>



**Form Samples.**

After Action Review (AAR) Format

MEMORANDUM FOR RECORD

SUBJECT: After Action Report (AAR), Fort Jackson, SC

1. The purpose of this memo is to provide a summary of the training I underwent during my 11-week TDY assignment at Fort Jackson, SC. My point of contact was John Doe, [john.doe.civ@mail.mil](mailto:john.doe.civ@mail.mil). Mr. Doe served as my mentor during my stay at Fort Jackson.

2. My first week of training was in the Safety Office. The primary functions of this office include xxxxx and are accomplished through xxxxxxx.

a. Safety Inspections:

b. Fort Jackson Prevention Programs: I updated the POV Safety Program and revised sections.....

c. Accident Investigation and Analysis: I participated in a local investigation on xxxx.

d. Safety Committees:

3. My second week was spent in the Industrial Hygiene Office. I learned....

4. The remaining two weeks of my training was split between xxxx and xxxxx. I was more an observer at location xxxx because of limited time and the systems/procedures of the sections. However, I did learn the process xxxxx. .

5. In conclusion, my training at Fort Jackson was productive and provided me several opportunities to increase my understanding and experience in safety and occupational health. As my first TDY location, I entered it with no functional on the job training. In four weeks, I was introduced to the application of the safety and occupational health principles I learned during my Phase I Intern Course. I am confident that I would succeed in a safety and occupational health organization like the one at Fort Jackson. I look forward to seeing how my training will impact my future training at my permanent duty assignment.

OJT Performance Evaluation

**CP-12 Intern Performance Evaluation**

**INTERN'S NAME:** \_\_\_\_\_

**EVALUATOR'S NAME:** \_\_\_\_\_

**TDY LOCATION:** \_\_\_\_\_

**DATES:** \_\_\_\_\_

Thank you for allowing us to send one of our interns to train with you. Please complete the enclosed checklists and answer the following questions concerning the on-the-job (OJT) training received at your activity.

**EVALUATION:** Intern will receive initial counseling on (DATE TBD), mid-point counseling on (DATE TBD), and final counseling on (DATE TBD). This evaluation is placed in their permanent performance file and a copy will be provided to the intern. If you have additional comments or need more space, please attach another sheet. This evaluation will also be used in the preparation of DA Form 7222 (Senior System Civilian Evaluation Report) so please be specific so that we may be more objective.

	<b>DATES</b>	<b>INTERN INITIALS</b>	<b>EVALUATOR INITIALS</b>
<b>Initial</b>			
<b>Midpoint</b>			
<b>Final</b>			

**GENERAL QUESTIONS:** (Please elaborate as much as possible on positive remarks and explain any negative comments.)

1. How well was the intern able to grasp knowledge of functions?
2. How did the intern show initiative and a positive attitude?
3. In what ways was the intern adaptable to new situations?
4. Please comment on the intern's professionalism.
5. What is your overall impression of this intern?
6. Would you want this intern to work for you again? Why?
7. Additional comments:

Government Credit Card

LOPO

Date: \_\_\_\_\_

MEMORANDUM FOR Personnel Concerned

SUBJECT: Cardholder Statement of Understanding for Civilian Personnel

1. I certify that I have read the DoD Government travel charge card policy and procedures contained on the card-contractor's application. I understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel as authorized and validated by travel orders. I will abide by these and other instructions issued by the Department of Defense (DoD), the Army's program manager, and my program coordinator for the use of the government travel charge card issued to me for the explicit purpose of conducting official government travel.

2. The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on my travel orders and may not exceed \$500.00 per month. I will make every effort to avoid making cash withdrawals to pay for expenses that can properly be charged to the travel charge card.

I understand that the issuance of this card to me is an extension of the employer-employee relationship and that I am directed by my supervisor specifically to:

- Abide by all rules and regulations with respect to the card. \_\_\_\_\_
- Use the card only for official travel validated by travel orders. \_\_\_\_\_
- Pay all my charges so that payment is received by the contractor within 30 days of the closing date indicated on the monthly billing statement. \_\_\_\_\_
- Contact the program coordinator immediately if, due to disbursing office process delays, \_\_\_\_\_ I have not received payment by the time the card contractor's bill is due. Within the United States call Citibank 1-800-200-7056. Collect calls for outside the United States call (757) 852-9076, or by writing to: Citibank (South Dakota), N.A., P.O. Box 6408, Sioux Falls, SD 57117.
- Notify my program coordinator of any problems with respect to my use of the card. \_\_\_\_\_
- Notify the card contractor and my program coordinator if my card or travelers checks are lost or stolen.

\*\*\*\* (Applicant must initial all of the above provisions) \*\*\*\*

3. I further understand that failure on my part to abide by these rules or my misuse of the card may result in disciplinary action being taken against me. I also acknowledge the right of the card contractor and/or my program coordinator to revoke or suspend my card privileges if I fail to abide by the terms of this agreement I have signed with the card contractor.

\_\_\_\_\_  
(Applicant's signature)

\_\_\_\_\_  
(Supervisor's authorization)

\_\_\_\_\_  
(Applicant's printed name)

\_\_\_\_\_  
Intern Program Manager, GS-11



Mobility Agreement



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
CIVILIAN PERSONNEL OPERATIONS CENTER, NORTH CENTRAL REGION  
BUILDING 102  
ROCK ISLAND, IL 61299-7650

REPLY TO  
ATTENTION OF

DA EMPLOYMENT AND MOBILITY AGREEMENT FOR ACTEDS INTERNS

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Execution of the following agreement is required as a condition of employment upon entrance into the position of **Logistics Management Specialist** in the **Transportation Management** career program.

Selection for the position is contingent upon the selectee's timely execution of this agreement.

1. Management acknowledges the obligation to exercise judgment and integrity in providing required training and directing permanent placement for interns.
2. The intern understands:
  - a. The requirements of the intern training plan for the career field which are set forth in the career field regulation AR 690-950.
  - b. Location of Initial Training site: **FORT LEE, VA**
  - c. Entrance on Duty (EOD) date: **20 June 2011**
  - d. Normal duration of training: **2 Years**
  - e. During tenure in the Career Intern Program, promotions are dependent upon successful performance, appropriate conduct, completion of required training, and recommendation by the supervisor as follows:
    - (1) Entry Grade: **7**
    - (2) Target Grade: **11**
    - (3) Minimum Time to Grade **GS-09** is not less than six (6) months after EOD.
    - (4) Minimum Time to Grade **GS-11** is not less than twelve (12) months after promotion to the GS-09 level.
  - f. Activity Career Program Manager (ACPM) will certify successful completion of training prior to promotion to target level. Management has the right to modify, substitute, and/or change required formal training/OJT as deemed necessary/appropriate.
  - g. Promotion beyond the target grade will be consistent with the Office of Personnel Management's merit promotion policy, appropriate DA career Management regulations, and local merit promotion plans.
  - h. Normally, interns are expected to remain with the Department of the Army for a period equal to the length of their training.
3. The intern understands and agrees to accept:
  - a. Permanent Changes of Station (PCS) and temporary training or developmental assignments at various installations and training sites during the internship as directed by the Command Program Manager or DA Functional Chief in the Information Management career program.
  - b. Assignment to a permanent duty location (PDL) wherever management determines to be appropriate prior to or upon completion of internship. Intern preferences for PDL, if one has not been identified, will be considered.
4. Appropriate pay adjustments will be provided to the in-service placement of current Federal employees within the entry level grade for which selected and initial PCS benefits will be provided under controlling regulations.
5. Authorized travel and transportation expenses incident to temporary duty or PCS, after EOD, will be borne by the Federal Government.
6. That this agreement is in effect and binding as long as the intern is on the centralized rolls and that failure to comply with this agreement may result in separation in accordance with applicable regulations.
7. This agreement may be terminated or modified by HQDA (with the concurrence of the civilian personnel director or designated representative at the command level at which the agreement is approved) for reasons which are in the best interests of the Army by issuing a written notice to that effect.
8. The intern, or the activity on behalf of the intern, may request in writing release from provisions of the agreement through command channels to HQDA in the event that subsequent circumstances become such that undue hardships or gross inequity would result if release were not granted.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
ACTEDS Placement Office Representative Date

United States Army Combat Readiness Center  
Fort Rucker, AL 36362

# Student Handbook FY15

## CP-12 Safety and Occupational Health Training Program



Version 14.1.0  
Previous Versions are Obsolete



# U.S. ARMY COMBAT READINESS CENTER

## Army Safety And Occupational Health Vision

Establish a culture where safety and occupational health are enablers of Army readiness and quality of life.

## U.S. Army Combat Readiness Center Mission

The Army Safety Team provides the Army with safety and risk management expertise to preserve readiness through the prevention of accidental loss of our Soldiers, Civilians, Families and vital resources.

### Section I

Army Safety and Occupational Health Vision and USACRC Mission

Welcome Letter from the Training Director

Purpose of this Student Handbook

Temporary Duty to Fort Rucker

- TDY Policy
- Fort Rucker Location
- Making Travel Arrangements
- In Processing
- Lodging and other Facilities
- Medical Facilities
- Postal Services
- Driving on Fort Rucker and in the Local Area
- Packing List

### Section II

Instructional Design and Methodologies

CP-12 Phase Training Overview

Student Study Library

### Academic Policies, Procedures, and Guidance

- Prerequisite Training
- Staff Study and Decision Brief

### Academic Standards

- CP-12 Resident Training
- Blackboard Training

### Code of Conduct (Core Values)

- Academic Dishonesty
- Classroom Disruptions

### Grievance Policy

- Chain of Command
- Open Door Policy

### Classroom Management

- Student Class Officers
- Attendance and Absences
- Personal Emergencies
- Travel Outside the Fort Rucker Area
- Emergency and Severe Weather Action Plans
- Training Directorate Contact Information

### Academic Evaluations, Surveys, and Certificates

- Course Surveys
- Academic Evaluation Reports
- Graduation Certificates
- Safety and Occupational Health Professional

### Certificate

Receipt of Student Handbook



## Purpose Of This Student Handbook

The Training Directorate, U.S. Army Combat Readiness Center publishes the Student Handbook to provide general information regarding course policies, procedures and content. Because updates to the Student Handbook occur periodically throughout the fiscal year, check the link at <https://safety.army.mil/training/> or check with the contacts listed in the handbook to ensure you have the latest version.

Before attending training, each student is required to read the entire Student Handbook to become familiar with the scope of policies and procedures that address actions required by the USACRC G-7 staff, faculty and students. Each student will acknowledge receipt and understanding of this Student Handbook by completing the form provided on the last page. The class manager will collect the completed forms during in-processing (first day of training) and provide additional guidance specific to your class.

**Section I.** Section I includes information that will help you prepare for your arrival to attend training offered by the USACRC, Fort Rucker, Alabama. The section also provides an insight into the general academic policies and procedures.

**Section II.** Section II is more specific to the training program in which you are enrolled.

**Section I**  
**Temporary Duty (TDY) To Fort Rucker, Alabama Policy.** Students and their respective organization's travel coordinators are responsible for the individual's TDY arrangements, entitlements and expenses. Students not stationed at Fort Rucker will be on limited TDY status throughout the training period. Army intern travel, per diem, etc. will be coordinated between the

Functional Chief Representative's office and the intern's supervisor or travel coordinator. Travel will comply with the Joint Federal Travel Regulations, Joint Travel Regulations, and organization's policies and procedures. For additional information, refer to <http://www.defensetravel.dod.mil/index.cfm> and <http://www.defensetravel.osd.mil/dts/site/index.jsp>. *Note that the use of central Army intern training funds for rental cars is not authorized.* Fort Rucker Location. Reference: <http://www-rucker.army.mil/>.

Fort Rucker's main post is located mostly in Dale County, Alabama, and has entrances from three bordering towns, Daleville (south), Ozark (east) and Enterprise (west). It is approximately 25 miles from Dothan and approximately 89 miles from Montgomery. (See insets below.)

**Making Travel Arrangements.** Ensure your orders accommodate your attending the entire scheduled training program in addition to your authorized travel days. Your arrival/report date at Fort Rucker should be at least one day prior to the class start date. USMC students will receive travel arrangement instructions from the Lead USMC instructor prior to arrival.

**In-Processing.** Students are not required to sign in with the Fort Rucker installation or staff duty office. Ensure you bring proper identification and Common Access Card (CAC). Lodging. Each student is responsible for making his or her own lodging arrangements. USMC students will receive lodging arrangement instructions from the Lead USMC instructor prior to arrival.

**On-Post Lodging.** Fort Rucker Lodging was privatized (IHG Army Hotels) in August 2009 and

no longer issues statements of non-availability. Reservations for temporary duty, permanent change of station and unofficial travelers are based solely on availability and are subject to preemption by Institutional Training Directed Lodging and Meals students.

**Off-Post Hotels.** Daleville and Enterprise has numerous hotels located near Fort Rucker that offers the government rate. Before making reservations, it is the student's responsibility to explore different lodging options and ensure the hotel will honor the per diem rate for Fort Rucker. When selecting a hotel, consider the driving distance to and from the installation. The following is a partial listing of off-post hotels in Daleville and Enterprise with approximate distance to Fort Rucker. Please consult the Internet for additional hotels in the Daleville and Enterprise areas.

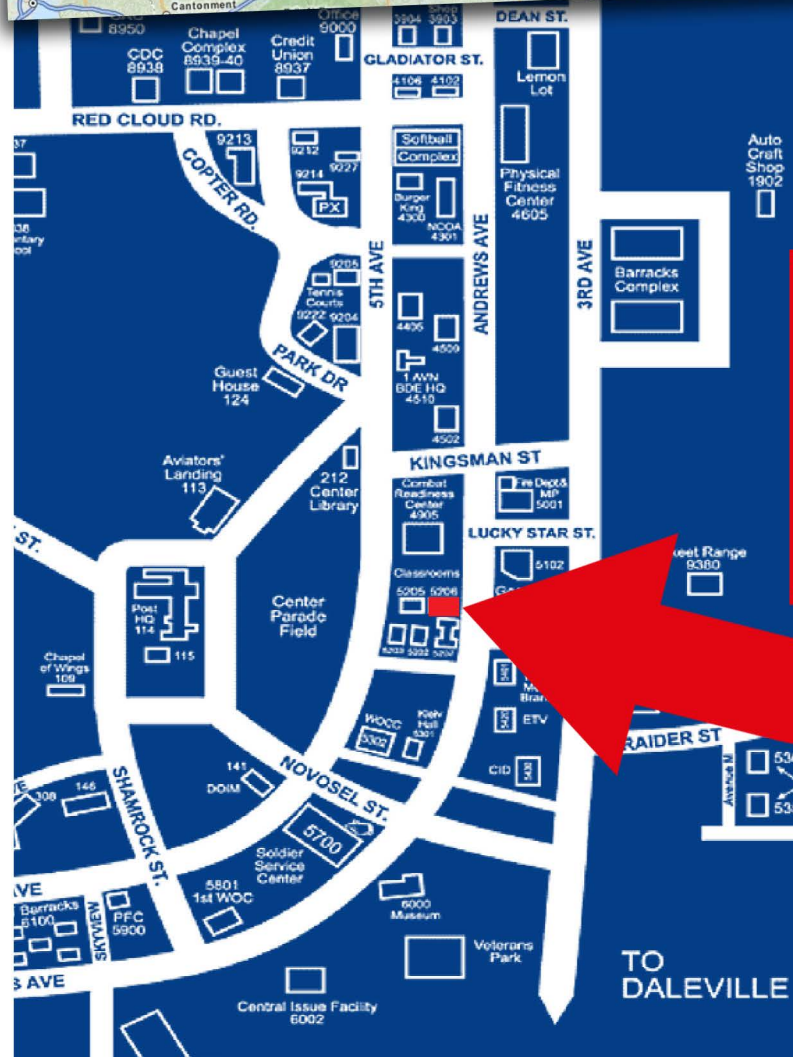
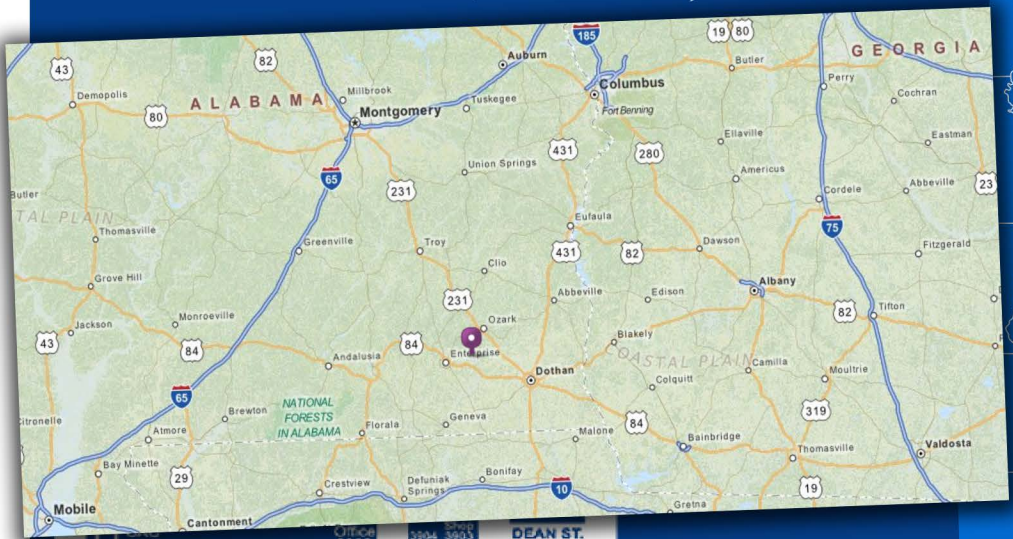
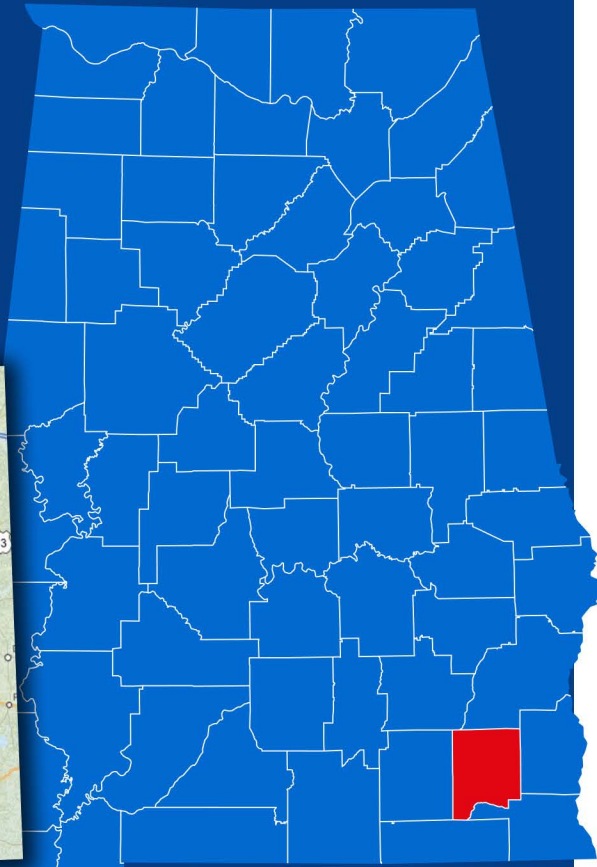
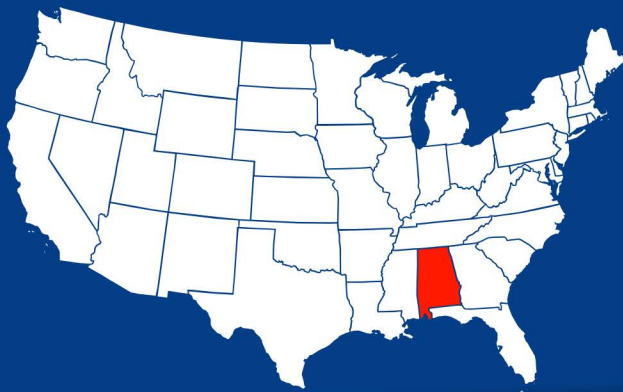
**Daleville, AL**  
Daleville Inn & Apartments  
108 N. Daleville Ave  
Daleville, AL 36322  
(334) 503-9335, 6.5 miles to Ft. Rucker

**Econo Lodge**  
444 N. Daleville Ave,  
Daleville, AL 36322  
(334) 598-6304  
5.14 miles to Ft. Rucker

**Enterprise AL**  
**Candlewood Suites**  
203 Brabham Dr  
Enterprise, AL 36330  
(334) 308-1102  
10.1 miles to Ft. Rucker

**Comfort Inn**  
615 Boll Weevil Circle  
Enterprise, AL 36330  
(334) 393-2304  
11.81 miles to Ft. Rucker

**Days Inn**  
714 Boll Weevil Circle  
Enterprise, AL 36330



CP-12 Classroom is located at classroom 7, Building 5206, on the corner of Minuteman Street and Andrews Avenue.



(334) 393-3297  
11.72 miles to Ft. Rucker

### **Hampton Inn**

8 West Pointe Court  
Enterprise, AL 36330  
(334) 347-5764  
13 miles to Ft. Rucker

### **Holiday Inn Express Hotel & Suites**

9 N. Pointe Blvd  
Enterprise, AL 36330  
(334) 347-2211  
13 miles to Ft. Rucker

**Dining Facilities.** Fort Rucker dining establishments include: Aviator's Landing, Burger King, and various food concessions in the Food Court at the Post Exchange Complex. There are also numerous restaurants in Daleville, Enterprise and Ozark.

**Medical Facilities.** Lyster Army Health Clinic is located on Fort Rucker and provides primary care and ancillary services to active duty service members, their families, a large retiree population and their family members; however, the clinic does not offer urgent or emergency care. For more information, log on to <http://www.rucker.amedd.army.mil/> or call the appointment desk, (334) 255-7000.

### **The closest emergency medical facilities are:**

Dale Medical Center in  
Ozark, (334) 774-2601

Medical Center in Enterprise,  
(334) 347-0584

Flowers Hospital in Dothan,  
(334) 793-5000

### **Urgent Care Clinics:**

First Med – Dothan, (334) 793-9595

Prime First – Daleville, (334) 503-9900

**Postal/Parcel Services.** Fort Rucker has a post office located on Ruf Avenue for mailing parcels, buying stamps, etc. However, you may

receive mail and packages through the USACRC if addressed as follows:

U.S. Army Combat Readiness Center  
CSSC-T/Course Title, Class  
No., Student Name\*\*  
Building 4905, Ruf Avenue  
Fort Rucker, AL 36362-5363

**Religious Activities.** A listing of local religious services will be available in the Fort Rucker telephone directory. A copy of the directory is located in the CP-12 classroom foyer.

### **Driving on Fort Rucker.**

Fort Rucker Gate/Access Control Points. Daleville, Enterprise and Ozark gates are open 24/7. Newton and Faulkner Gates are open from 4:30 a.m. to 8:30 p.m., Monday through Friday and closed on weekends and holidays.

### **Privately Owned Vehicles and**

**Motorcycles.** All personnel operating a vehicle of any kind on Fort Rucker must comply with federal and local traffic safety requirements. Publications include: DODI 6055-04, DoD Traffic Safety Program; AR 190-5, Motor Vehicle Traffic Supervision; Fort Rucker Regulation 190-5, Fort Rucker Motor Vehicle; and AR 385-10, The Army Safety Program.

A few of the POV traffic laws are provided in the following list:

- Mandatory use of seat belts by all vehicle occupants.
- Speed limits on Fort Rucker are strictly enforced. Drivers must slow down to a maximum speed of 10 mph when passing Soldiers in formation (two or more Soldiers).
- Vehicle operators on a DoD installation will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices is prohibited.
- No person shall play an audio device in a vehicle or a portable

audio device being carried in a vehicle so that the sound of said equipment can be heard at a distance of 25 feet.

- When any vehicle approaches any crosswalk on Fort Rucker occupied by a pedestrian, the vehicle shall reduce its speed or come to a complete stop as is required in order to allow the pedestrian to safely cross the roadway.

- The driver of a vehicle involved in any accident resulting in the injury or death of any person or damage to any property shall immediately notify the Military Police at (334) 255-2222 by the quickest means of communication.

- Headlights will be turned on when the vehicle's windshield wipers are in use.

Note. Students will receive a Local Driving Hazards Briefing during in-processing.

**Vehicle Registration.** Privately Owned Vehicles are not registered on Fort Rucker. Personnel entering Fort Rucker, to include passengers, must present a government-issued identification card. Personnel who do not possess a government-issued identification card will be considered "visitors" for entry control purposes and must access the installation using the visitor lane at each installation gate. All visitors must have in their possession their driver's license, proof of insurance, and state registration or rental agreement for the vehicle they are driving (as required by Alabama law and DoD regulations) to drive on Fort Rucker.

**Motorcycle Operation.** Military personnel operating a motorcycle on Fort Rucker must comply with AR 190-5, Motor Vehicle Traffic Supervision, Fort Rucker Regulation 190-5, Fort Rucker Motor Vehicle, and AR 385-10, The Army Safety Program. Motorcycle operators must



have a certificate which shows they have completed an Army-approved motorcycle safety course prior to operating a motorcycle on or off post. Packing List (as a minimum).

### **Administrative**

- Military ID (as applicable).
- Common Access Card (CAC).
- Government Credit Card.

### **Clothing / Attire**

- Department of the Army civilians – civilian business casual. Jeans with polo shirt or pullover with collar are authorized for site surveys only and will not be worn in the classroom.
- Military Personnel – duty uniforms.
- Rain gear such as umbrella, rain jacket, etc.
- Jacket or sweater for breezy weather or cool classrooms.
- All Army-required personal protective equipment if riding a motorcycle.
- Steel-toed boots

### **Academic Materials/Supplies**

- Organizational standing operating procedures and installation regulations, etc. related to class topics: traffic safety, accident investigation, ground pre-accident plans, etc.

### **Optional**

- Computer laptop for completing assignments away from the classroom if you find it more convenient to work in your room, as you will be doing a lot of outside class work. While in the classroom, you will be authorized to use a designated personal desktop computer. You will be given access to the classroom after hours and on the weekends.
- Blank DVDs or CDs for backing up and/or copying your study materials and projects.

## **Section II Instructional Design And Methodologies**

Our curriculum is designed to challenge students and maximize opportunities to master fundamental competencies related to safety program development, implementation, and management; and, most important, accident prevention. To help ensure learning transfers from the learning environment to the operational environment, we strive to provide a learner-centric learning environment, capitalizing on experiences and lessons learned that each adult learner brings to the classroom.

The courses are structured with a focus on active learning, making student involvement and participation key to each student's success in the course and on the job. We use a variety of face-to-face and technology-enabled learning strategies and methodologies to foster critical thinking and problem-solving skills needed for operational adaptability. The strategies and methodologies include the following:

**Distributed Learning.** Some courses are presented in an online format for students to complete prerequisites, in-course assignments, and/or follow-on training. We rely on the Army Learning Management System, Army Training Requirements and Resources System, and the Enterprise Lifelong Learning System which provides us with Blackboard™ for delivering our online courses. We also use Blackboard™ as a platform for instructor and student communication. Defense Connect Online is another tool used for live streaming.

**Reading Assignments.** Students are provided access to regulations, SOPs and other reference materials needed for the classes. Specific reading assignments are given to enhance discussions and for completing practical exercises.

## **Lecture and Guided Discussion.**

Instructors provide critical information and pose questions to generate discussion within the class. These lessons provide excellent opportunities to learn what the required policies and procedures are and to exchange ideas for implementing those requirements. Students also have the opportunity to establish a “network” with others seeking to improve their safety knowledge and skills.

## **Guest Speakers/Instructors.**

Distinguished leaders, key managers, and instructors who have expertise in their field of study are invited to present information to the class and faculty. Every effort is made to ensure ample opportunity for speakers to answer questions from their audience.

**Practical Exercises.** Practical exercises are used as homework assignments and/or part of student evaluation. Some practical exercises require the individual to independently do his or her own work and turn in a completed product for evaluation. Some PEs require individuals to collaborate with others in their assigned group to complete a final product that represents the efforts of each person in that group. In group exercises, students serve in different roles, to include organizer and director for activities of the group. Faculty members evaluate each PE product against a given standard using a rubric or checklist.

**Site Surveys.** As part of the course curriculum, site surveys may be to provide the opportunity to assess the student ability conduct to safety and occupational health inspections.

## **Case Studies/Problem Solving.**

This technique uses a critical and analytical examination of an episode, real or hypothetical, to illustrate issues associated with selected

subjects. The most common form of case presentation is a brief, written narrative. Students are provided study guides for use in organizing their review of the case.

### **Written and Oral Presentations.**

These presentations are often a requirement of an assignment or practical exercise and will be evaluated against a specified standard.

**Study Groups.** Using study groups provides the opportunity to emphasize the substance of a lecture and/or assigned reading. Group discussions are designed to elicit and exchange substantial information for purposes of reaching new solutions to problems or identifying factors that impact policy decisions. Study groups may include student presentations of assigned academic requirements such as oral reports on assigned topics, analyses of books or readings, or the presentation of short papers. USACRC staff will select study group leaders.

### **Homework and Outside**

**Preparation.** As stated earlier, our courses are designed to be challenging, yet rewarding. Because the heart of our field of studies is safety (reducing accidents and protecting personnel and resources), we have high expectations. To meet the challenge and be successful, you will be required to effectively manage your time. Most academic assignments require both in and out of class preparation and are designed to ensure an integrated and balanced combination of work to optimize student time and learning.

**Student Evaluation.** Student evaluation is a valuable educational tool for both the student and faculty. It helps identify individual strengths, weaknesses, and areas for improvement. USACRC faculty evaluates students based on the stated learning objectives using one or more of the following processes:

- Research projects.
- Individual practical exercises, to include written and oral presentations.
- Group practical exercises, to include written and oral presentations.
- Written examinations (some are open-book, but most are closed-book).
- Student participation.
- Peer evaluations.

**Student Study Library.** The Aviation Technical Library located at Building 9204 on Ruf Boulevard, is available Monday through Thursday from 8 a.m. - 6 p.m. and Friday from 8 a.m. - 4 p.m. The library is not open weekends. The library maintains current copies of the resident training course textbooks and related reference books for ASOC, GSOC, and CP-12. The reference librarians are available to assist you with conducting research and can be reached at (334) 255-2324.

### **CP-12 Phase Training Overview**

The CP-12 phase training curricula is comprised of a blended mix of resident and distance learning training courses, and hands on OJT training. The training is separated into three phases and a CP-12 class manager is assigned to each phase to assist the students.

**Phase I:** In the initial phase, students will complete a series of distance learning courses that will help prepare them for the resident training phase. The distance learning courses are:

- Composite Risk Management Basic – DL
- Theories of Accident Prevention – DL
- Military Briefings – DL
- Accident Avoidance Course for Army Motor Vehicle Drivers – DL

- AMMO 45: Introduction to Ammunition – DL
- AMMO 63: U.S. Army Explosives Safety – DL
- AMMO 78: AMMO Publications – DL
- HBS 444 Writing Skills – DL
- Range Operations Professional Development Phase 4A - DL
- Additional Duty Safety Course - DL
- Commanders Safety Course - DL
- ESOH in Systems Engineering - DL
- Toxicology Tutorial I – Basic - DL
- Basic Math Tutorial – DL
- Radiology Emergency Management - DL
- Civilian Education System Foundation Course - DL
- Psychology of Accident Prevention - Blackboard

The direction to access the courses are available on the CP-12 Web page at <https://safety.army.mil/cp12>

Phase I also includes 10 weeks of resident training at the USACRC. During the resident phase the students will complete:

- Risk Management and its Application
- Army or USMC Safety Program
- Safety Awards Program
- Developing Safety Office Admin Files and Records
- Organizing and Conducting Safety Meetings and Councils
- Off Duty Safety
- Federal Employee Worker Compensation
- Ergonomics
- Blueprint Reading and Analysis
- OSHA 511 Standards for Gen Industry

- FCR Career Brief
- OSHA 3095 Electrical safety
- OSHA 7845 Accident Reporting
- OSHA 2015 HAZMAT
- OSHA 510 Hazard Recognition in Built Environments (Construction Safety)
- OSHA 2264 Hazardous Environmental Operations (Confined Space Entry)
- Quantitative Methods in Safety Management
- Industrial Hygiene (includes hands-on IH equipment scenario training)
- Explosives Safety (includes site survey at an ammunition supply point)
- Applied Fire Safety and Analysis
- Accident Investigation and Reporting

**Phase 2:** During the second phase of training, students will complete a series of blackboard and distance learning courses. A CP-12 instructor will be assigned to each blackboard course to assist the students. With student-instructor interaction, the students will complete coursework, practical exercises, case studies, etc. Phase 2 includes courses that prepare the Army intern students and USMC students to write their staff study projects.

The phase 2 Blackboard courses are:

- Systems Safety and Analysis
- Motor pool & Maintenance Safety
- Occupational Health
- Motor Vehicle and Transportation Safety
- Strategic Controls in Unique Environments (Tactical Safety)
- Introduction to Radiological Safety
- Safety Management Systems

- Education Strategies
- Aviation Safety Awareness for Safety Specialists and Managers
- Legal Aspects of Safety
- Public Affairs Office
- Risk Communication
- Research Methods and Project
- Problem Solving

Phase 2 distance learning courses are:

- Action Officer Dev Course
- Effective Communication
- The Supervisor's Safety Course
- Systems Acquisition Management
- Emergency Planning
- Contracting for the Rest of Us

Once the student completes phase 2, they have completed all requirements and will be eligible to apply for the CP-12 Skill Level 1 professional certificate.

**Phase 3:** The final phase is comprised of OJT and research project. Army intern students and USMC students are required to complete phase 3. The students will conduct site surveys of various industrial workplaces and apply the knowledge received in the previous phases of training to identify and mitigate hazards. Phase 3 OJT, staff paper, and decision briefing will be assessed by their organization's safety manager or director. The students will upload the completed courses work into Blackboard.

A Staff Study/Decision Brief Job Aid will be provided to the students and supervisors to guide them through the staff study process.

**Academic Policies, Procedures And Guidance General Responsibilities.** Each student is responsible for managing time and meeting all assignment

deadlines. Students are responsible for any course material missed and must coordinate the make-up requirements with the course instructor or class manager. Students will maintain all of their completed course work assignments in Blackboard or assigned digital folders on the server in the classroom.

**Online Training Pre-requisite Courses.** Students are required to complete online courses, prerequisite courses, as part of the curriculum. All online courses will be completed prior to arrival. Students will be required to furnish a copy of their certificate of completion for each completed online course. The list of required online DL courses and the direction to access those courses are available on the CP-12 Web site.

**Army Knowledge Online account.** Each student is required to maintain an AKO account. An AKO user identification and password is required to access some of the online training prerequisite courses and will also be used during resident training. Active duty Army, Army Reserve, Army retired and DA civilians are authorized a full account. Air Force, Navy and Marine Corps personnel will require sponsorship through as a guest account. For guest accounts follow the procedures listed below:

1. Go to [www.us.army.mil](http://www.us.army.mil)
2. Select "Register for AKO"
3. Select "Joint Account"
4. For Army Sponsor AKO email enter: [Ken.mathisjr@us.army.mil](mailto:Ken.mathisjr@us.army.mil)
5. For Navy or USMC Sponsor AKO email: [Ken.mathisjr@us.army.mil](mailto:Ken.mathisjr@us.army.mil)

Tutorials are available on the AKO homepage that demonstrate how to create a new account and register your CAC, click on "AKO Help Desk" at the top of the page.

**Assignments/Pre-Assignments.** Most academic assignments

required both in and out of class preparation. Guidelines governing in and out of class learning requirements (homework) are designed to ensure an integrated and balanced combination of work, which optimizes student time and learning. All assignments will be completed individually unless otherwise assigned. Although not all assignments are graded, such as reading assignments, it is required that students complete all assignments to prepare them for exams. Late work will not be accepted unless prior arrangements are made with individual instructors.

**Examinations.** Each course within the curriculum will have an exam or other means of evaluation that must be completed at the end of the course or at a later date in accordance with the course syllabus. Exams will be proctored and secured in accordance with G7 policy.

**Participation.** Academic performance is directly related to attitude, enthusiasm, and cooperation of students in all educational and instructional activities. Student participation demonstrates leadership and managerial potential. This course emphasizes class participation through in-class discussion, case studies, exercises and presentations. Therefore, students are expected to actively participate in the class discussions. Classroom participation is required throughout the term. Students are encouraged to take notes during lectures for use in subsequent coursework. Unless otherwise specified, notes may be taken during guest speaker presentations.

**Staff Study and Decision Brief.** All Army interns and USMC career professionals are required to develop and brief a staff study written document. Students will discuss potential problem (hazard)

within their organization or at their installation with their immediate supervisor. Both parties will agree upon the problem (hazard) that will be studied during the course. The problem (hazard) must be relevant and current. The intent is to teach the students the decision-making process. Staff study topics that address hazards are typically easier for the student to work with for their first exposure to the decision-making process. Staff studies topics that address subjects such as staff manning, or policy are more difficult.

The staff study is the formal documentation of the decision-making process. It requires the student to thoroughly research the problem, develop potential courses of action and make recommendations for a final decision by the commander or superior. The staff study is arranged in seven elements which include: an introduction, statement of the problem, appropriate assumptions, facts bearing on the issue, discussion of the alternatives to include advantages and disadvantages, a conclusion and the recommendations. The staff study will also include a decision matrix.

The students are provided training with regards to writing, briefing, research methods, quantitative analysis, and problem solving to assist them in honing their skills towards completing the staff study. The student's supervisor will grade their final staff study document. It is graded for grammar, spelling and content. The student will create a decision brief based on the staff study and present the briefing to a member of his/her organization (as determined by their supervisor).

**Other Requirements.** Each student is required to conduct POV Risk Assessments using the Travel Risk Planning System or TRiPS for all travel beyond 250 miles. Students will use the CP-12 Class Manager as their

supervisor. TRiPS is an online mission planning tool with an assessment that is designed to reinforce common sense driving. This requirement will reinforce common sense driving skills and allow the student to be more familiar with the online tool. The TRiPS POV risk assessment is a tool to help you assess the hazards you may encounter on a planned trip while driving a privately owned vehicle. If no actual travel, students will complete one TRiPS for training purposes.

Each student is required to write one article for Knowledge Magazine. Although this is not a graded assignment, the article must be submitted to the CP-12 staff for credit.

Each student must possess adequate computer skills prior to attending the course. Local education centers offer basic computer competency exams for skill assessment. At a minimum, each student must be competent at Microsoft Word, PowerPoint, and Excel. Basic and advanced, online, self-paced courses are available at <http://usarmy.skillport.com>.

### **Academic Standards**

Students must achieve a score of 80 percent or more to receive a "Satisfactory" grade for each course. If a student fails an event, he/she may still receive a passing grade for the overall course. Students must however, demonstrate proficiency for each evaluated event or element.

**Resident Training.** A student who fails to achieve at least 80 percent overall grade for each course will be placed on "academic warning." Students that are placed on academic warning will be formally counseled in writing by the class manager or CP-12 division chief to determine the reason for failure and to establish a study plan if necessary.

If a student has a second unsuccessful attempt to complete



the same course, or fails two independent courses he/she will be placed on “academic probation.” If the student is an Army intern, the functional chief representative will be notified. The FCR will prepare a Performance Improvement Plan as outlined in Army personnel guidance. The PIP will be signed by the intern and the executive director, Current Operations. A copy will be provided to the intern and the intern’s supervisor.

If the student is an Army careerist or student from another service component, the student will be referred to G-7 training director for review by an Academic Review Board. The FCR will be notified that an ARB will be conducted and will be provided a summary of the board’s determination. The ARB consists of three board members selected by the G-7 training director and may include selected Army command representatives, senior safety professionals, and representatives of the student’s command group when applicable. The ARB is assembled with student and faculty involved in the issue. The ARB investigates, deliberates and submits their recommendation to the G-7 training director. Recommendations for dismissal will be forwarded to the executive director, Current Operations, for a final decision. All students counseling will be documented.

**Blackboard Training.** Students must achieve 80 percent grade on the Blackboard course assignments to receive a passing grade. Students will contact their assigned instructor whenever they fail a Blackboard course. The instructor may re-set the course for a second attempt. A third attempt to re-test will be allowed only after the student has completed the course training again. If unexpected computer problems arise, the student will contact the assigned class manager to explain the situation and request a re-set.

### **Code Of Conduct**

The USACRC policies and procedures regarding academic responsibility are based on the three core values described below that can define personal and professional integrity. Living up to these values in word and deed is the responsibility of all individuals participating in the USACRC’s training programs. Alleged acts of honor code violations or academic misconduct are taken seriously and dealt with according to policy. Honor violations and/or the breach of professional ethics and integrity will not be tolerated and may be grounds for disciplinary action.

- **Duty** (fulfill your obligations). Doing your duty means more than carrying out your assignments; it also means being able to accomplish those assignments and meeting deadlines to the best of your abilities.

Whether your assignments require individual effort or group work, it is each student’s responsibility to manage his or her time and meet all assignment deadlines. Students are also responsible for any course material missed and must coordinate the make-up requirements with the course instructor or class manager.

- **Respect.** Treat people with dignity and respect. Be courteous to the other students and instructional staff. Self-respect is also a vital ingredient for academic success, which results from knowing you have put forth your best effort.

Our courses emphasize class participation through in-class discussion, case studies, exercises and presentations; therefore, students are expected to actively participate in the class discussions. Show others the respect they deserve when they are talking. Remember, each of us has something to contribute. Academic performance is directly related to attitude,

enthusiasm, and cooperation of students in all educational and instructional activities. Student participation demonstrates leadership and managerial potential.

- **Integrity.** Do what’s right, legally and morally. Integrity is a quality you develop by adhering to high moral principles and professional standards. It requires that you do and say nothing that deceives others.

***Honor code violations and/or the breach of professional ethics and integrity will not be tolerated and may be grounds for disciplinary action.***

**Academic Dishonesty.** Academic dishonesty is contradictory to the school’s Code of Conduct and may result in disciplinary action. Following are descriptions and examples of what constitutes academic dishonesty.

**Cheating.** Cheating includes the giving or receiving of any unauthorized assistance or providing or obtaining unfair advantage in any form of academic work. Examples may include, but are not limited to, the use of any other materials not expressly authorized by the instructor during exams, unauthorized possession of a test prior to the test date, copying from other students’ exams or practical exercises, or talking to other students during exams.

**Plagiarism.** Plagiarism includes the copying of the language, structure, ideas, or thoughts of another and representing the same as one’s own original work. Examples may include, but are not limited to, submitting a purchased or copied research paper as one’s own work, paraphrasing and/or quoting material in a paper without properly documenting the source, and copying someone else’s language without using quotation marks and/

or crediting the original author.

**Falsification.** Falsification includes making a verbal or written statement of any untruth with respect to any circumstances relating to one's academic work. Examples may include, but are not limited to, receiving assistance or working as a group on an independent take home examination, making false statements to avoid taking an examination, or engaging in any other type of activity that gives an unfair advantage to an individual student over other students. Knowingly making a false report that another student has violated the academic integrity policy also constitutes falsification.

**Attempts/Facilitation.** Attempting and/or facilitating any act of academic dishonesty are also cases of academic dishonesty. Examples may include, but are not limited to, knowingly discussing an examination already taken with another student who is scheduled to take that examination but has not yet done so. Attempting or facilitating cheating is also academic dishonesty.

**Classroom Disruptions.** Classroom disruption, as determined by the instructor or class manager, is behavior that interferes with the ability of students to profit from the instruction. Classroom disruptions include, but are not limited to, sleeping in class; inappropriate use of electronic devices; disrupting authority and arguing with faculty or other students; eating in class without permission; threats of any kind and/or harassment; yelling, arguing, swearing, bullying, or other intimidation; physical disruptions or physical altercations; monopolizing class discussions and refusing to defer to instructor or listen to others; and continuing disruptive behavior when the instructor has indicated that the student's remarks are off topic and it is time to move on. If a student is engaged in

disruptive behavior that impedes the instructor's ability to teach the class productively, the instructor or class manager will ask the student to leave the classroom and will counsel that student during break.

### **Grievance Policy**

One of the primary goals of the G-7 Training Directorate is to successfully meet our responsibilities to you, our students, both as individuals and as essential members of the safety community. This is accomplished by managing in such a way that you will always be treated fairly with respect and dignity. Every person deserves to be treated in this manner during any situation. Through an environment of open communication, we can work together to solve most problems that may arise. Remember, it is always best to resolve problems at the earliest opportunity. Most difficulties can be resolved through open, direct discussion among the parties involved. Students are therefore encouraged to communicate their concerns directly with CP-12 staff.

Whenever you have a problem or complaint, we expect you to speak up and communicate. Students are required to utilize the appropriate chain of command, starting with the class leadership.

A prompt attempt will be made to settle a problem or complaint by an informal meeting between the grievant and appropriate CP-12 staff. If the informal meeting does not result in a resolution, a formal grievance shall be taken up through the chain of command and leadership of the USACRC as stated above. A formal grievance request must be in memorandum format describing the details and background of the complaint and a description of the CP-12 staff's attempt to resolve the issue.

### **Chain Of Command**

Students can take the following steps to resolve any academic or

professional issues:

Discuss the issue with the instructor if the issue pertains directly to the current course.

Discuss the issue with the student class leadership (class president or group leader) if appropriate. If the student class leadership or instructor cannot help you resolve the matter, contact the class manager.

### **Class Manager and Instructors.**

The class manager and instructors monitor the daily classroom activities and have the authority and discretion to set rules that foster student learning. They are therefore the first persons in the chain of command. For coordination or to resolve problems, communicate with them first.

If the class manager cannot help you, request to see the CP-12 division chief.

**CP-12 Division Chief.** The division chief leads the CP-12 instructor staff and has oversight on the course curricula. The division chief performs student counseling's and is the second person in the chain of command for communication and to resolve issues. The division chief also maintains contact with the student's supervisor at their organization.

If the CP-12 Division Chief cannot help you, request to see the G7 Training Director.

**G7 Training Director.** The director of training oversees all USACRC training and development to include ASOC, GSOC, CP-12 and distributed learning courses. He is the third person in the chain of command for unresolved student matters. The director can refer the student to the USACRC command when student matters cannot be resolved at the directorate level. The USACRC command chain is: executive director, Current Operations; deputy commander, USACRC; and,

commanding general, USACRC. FCR maintains oversight see page 4 for roles and responsibilities. An open door policy is held by FCR. Throughout the lifecycle of the intern in the CP-12 program, they are overseen by FCR.

**Open Door Policy.** The CP-12 division chief, G7 training director, and executive director, Current Operations, maintain an open door policy. The chain of command should be utilized first to solve problems; however, if resolution cannot be attained through normal supervisory channels, the director and the chiefs are available to discuss the problem. The G-7 staff is always available to all students attending the CP-12 Joint Service Safety and Occupational Health Program. No one has the authority to stop a student from seeing the director or other members of the chain of command.

This policy is not intended to circumvent the chain of command, but is instead designed to encourage direct communication where a unique problem might discourage personnel otherwise. However, the chain of command will continue to be the primary means of communication and it is understood that the CP-12 staff will be responsive to the needs of all students.

### **Classroom Management**

**Student Class Officers.** The class manager will select officers for a variety of duties. Those selected as officers will carry out the following duties in their entirety throughout the training cycle. They are as follows:

**Class Leader.** The class leader is the principal spokesperson for the class. The class leader attends scheduled meetings with the USACRC staff, faculty members, and other class officers and ensures that all administrative issues are addressed and managed. The class leader is responsible for providing a

safety briefing the day prior to the weekend. This may be delegated throughout the student body.

**Group Leaders.** The group leaders are the second in command and they serve as the principal spokesperson for their student group regarding administration issues. Duties include scheduling meetings between students and USACRC staff, maintaining time and attendance records, reporting student concerns to the class leader, and functioning as the principal point of contact in the absence of the class leader.

**Fitness Officer.** The fitness officer is the class point of contact for health and fitness issues. Although physical fitness training is not mandated (military students must follow service guidance), it is highly encouraged as a part of a healthy life style and can be attributed to highly productive and effective people. The fitness leader will provide information and track/record students that participate in physical training.

**Activities/Social Coordinator.** The activities coordinator assists in planning and organizing all social and informal activities, e.g. local sporting events, theater performances, dinner parties, etc. He/she also selects the event and area; schedules, sets up functions and officiates events; coordinates refreshments and medical support, if needed; and, requisitions necessary supplies and equipment.

**Supply Coordinator.** The supply coordinator ensures that sufficient supplies are available within the classroom for student and instructor use, e.g. computer paper, notebooks, magic markers, highlighters, etc. In addition, the supply coordinator posts a class roster and picks up student mail in the USACRC administration office once or twice daily and distributes it to the class. No one else is authorized to pick up mail.

### **Class Photographer/Historian.**

The class photographer/historian executes or makes arrangements for taking of photographs at social, formal and informal seminar activities. The historian duties include documenting significant events during the course and compiling a PowerPoint presentation or some other media for the class to remember their experience.

### **Coffee & Snack Fund Officer.**

The coffee fund officer collects all money for the purchase of coffee, condiments and snacks for the class. The coffee fund supervisor is responsible for purchasing all coffee/snack supplies and ensuring that the supplies are stocked and available.

**Attendance/Absences.** The training day starts promptly at 7:30 a.m. and ends at 4:15 p.m., Monday through Friday. On occasion, some classes may start earlier or later, or be conducted on a Saturday. It is critical students receive all scheduled instruction and complete all course requirements. Missing even an hour of training can create excessive stress for a student trying to complete all assignments and requirements within the time constraints. As a general rule, emergency circumstances will be the only exception for absences from scheduled academic instruction.

- Unexcused absences will not be tolerated and the student may be placed on absence without leave status.
- A written warning is issued upon a student's first unscheduled and unexplained absence or tardiness. Written acknowledgment of the warning is required even if the student does not agree with it. Acknowledgement of the warning does not constitute agreement, but verifies the student understands that any further violation of the attendance

policy may result in additional discipline up to and including removal from the course/job.

- Each student is responsible for any instruction he/she missed as a result of an absence, regardless of the circumstances. The student must coordinate with the instructor to make up missed material. The make-up assignment will depend on the content, activities and number of hours missed. Although every effort will be made to allow the student to complete the training within the current course, there may be circumstances where the make-up training is not available and the student will have to return to a future class to complete the curriculum.

- If a student needs to schedule an absence, he/she may submit the request, via memorandum, at least one week prior to the first day of the absence. The request must be submitted to the course manager and provide sufficient justification so an informed decision can be made by the command. All requests are considered on a case-by-case basis.

- If a student is unable to attend training due to illness or injury, he/she must notify the class leader as soon as possible. If the class leader is not available, contact the class manager. Any sick leave in excess of three days will require a note from a medical health care provider. Student will provide a copy of the appropriate leave form, signed by their supervisor, to the class manager.

- If training must be conducted on a Saturday, students will be compensated for their time. The CP-12 manager will provide a memorandum to each student's supervisor requesting that the compensatory time be awarded. Evening study/homework time is not compensable. This policy follows 5 CFR 551.423, Subpart D, "Hours of Work."

**Personal Emergencies.** In the event of an emergency during non-duty hours, contact the class manager or division chief immediately. If you are unable to contact your class manager or the CP-12 division chief, follow the class's chain of command until you speak with someone in the chain. Each class officer will immediately forward the information to the next person in the chain of command, i.e. group leader contacts the class leader, who contacts the class manager, who will notify the division chief. It is important to communicate the exact circumstances surrounding the emergency to ensure proper procedures are followed, correct documentation is prepared and misunderstandings are avoided.

**Travel Outside Fort Rucker Area.** Anytime a student travels outside the Fort Rucker area in excess of 50 miles, he or she must complete a Travel Risk Planning System report, submit it to the class manager two days prior to travel, and get approval before leaving the area. TRiPS can be accessed on the USACRC's public Web site at <https://safety.army.mil> or applicable service component Web site. If no actual travel is requested during the resident training phase, the student will submit a minimum of two TRiPS reports as training practical exercise.

**Emergency And Severe Weather Action Plans.** In the event of emergency, employees are alerted by:

- The sounding of an alarm.
- Verbal announcement.
- For fire, strobe light and alarm.
- For severe weather, steady tones on sirens.
- For other emergencies, loud whooping tones.

Severe weather siren:  
STEADY TONES ON SIREN – PAUSE  
– STEADY TONES ON SIREN –

PAUSE- STEADY TONES ON SIREN

(Sirens will continue in this pattern until the threat to the Fort Rucker area has passed.)

ALL CLEAR SIGNAL  
REPEATING HIGH/LOW TONES  
ON THE POST SIREN SYSTEM  
(SIMILAR TO EUROPEAN  
EMERGENCY VEHICLES)

Fort Rucker "Giant Voice" provides warning for emergencies other than building fire. Class instructor or other supervisor will repeat giant voice warnings and instructions.

The policy of this establishment in the event of fire or other emergency is: for fire only, ALL employees shall evacuate immediately to the Pratt Hall entrance across Minute Man Street.

For other emergencies, shelter in place, i.e. storage area or in basement in the main part of Building 5206.

In the event of a fire, all individuals will evacuate without delay and call 9-1-1 to report the emergency. It is the USACRC's policy that no one is authorized to fight a fire other than trained Fort Rucker firefighters.

- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

- No employees are assigned to perform medical or rescue duties during emergency evacuation situations. First aid kits and Automated External Defibrillators (AED) are located in the lobby.

After an emergency evacuation, the procedure for accounting for all employees is: class instructor or other supervisor will account for all personnel. Report accountability to: 255-0251 or 255-9340.



Automated External Defibrillator: Only individuals with current AED training are authorized to use this device. WARNING! Opening the AED cabinet door will sound an audible alarm that must be reset by key. Severe weather information is posted on the CP-12 classroom bulletin board. Classroom evacuation plans are posted in each classroom.

USACRC Training Directorate Contact Information. To reach any of the following using a commercial phone, dial the area code 334, and prefix 255, and the last four digits listed for the specific individual. For DSN calls, dial 558 and the four digits listed for the individual's phone number. From a Fort Rucker line, dial 5 and the last four digits.

**CP-12 FCR Team**

Dr. Brenda Miller (FCR): x-2959

Tamara Nazario (DIR): x-0258

Cheryl McCray (IPM): x-2676

**G-7 (CSSC-T) Directorate**

Director: x-0235

Admin Assistant: x-0251

Fax: x-0179

**CP-12 Safety and Occupational Health Training Program**

Division Chief: x-0254

Alternate: x-0233

**CP-12 Classroom**

Classroom Bldg 5206

Telephone: x-0140

Classroom Bldg 5206 Fax: x-0142

**CP-12 Class Manager**

**Phase I & 2 & 3**

**Primary:** x-0260

**CP-12 Instructor Staff**

x-3585

x-0233

x-0204

x-0260

**Marine Corps Instructor**

**Cell** x-0237

**Academic Evaluations And Surveys And Certificates**

**Course Surveys.** The mission of the Training Directorate, G-7, is to design, deliver, monitor, evaluate, document, administer, manage, improve, and sustain safety, occupational health and risk management training. To accomplish this mission, the G-7 is committed to continuous improvement and assures quality learning, teaching, training, and service delivery throughout a regular review and improvement process. The USACRC G-7 staff continuously improves all processes through the knowledge provided by the thorough completion of course surveys. Students will have the opportunity to anonymously assess each individual course in Blackboard and to complete a full end-of-course survey at the end of the resident training phase and after the end of phased 2 and 3 training. Positive improvement and changes have resulted from previous course surveys provided by the students. Your honesty and ideas for improvements are vital to the continuous improvement of the CP-12 safety and occupational health training.

**Academic Evaluation Reports.**

After completion of the resident training phase, an Academic Evaluation Report, DA Form 1059, will be forwarded to each student and the student's supervisor.

Note: Reports for military students from other services will be completed in accordance with service requirements.

**Graduation Certificates.**

Students will receive a certificate of completion for CP-12 Phases 1 and 2. A final graduation certificate will be provided when all training requirements are satisfied.

**Safety and Occupational Health Professional Certificate.** Upon completion of the CP-12 training,

and the Civilian Education System Foundation course, students will have completed all requirements necessary for meeting the ANSI accredited program set forth in ASTM E2659-09, Standard Practice for Certificate Program. Students will then be able to request the CP-12 Safety and Occupational Health Professional Certificate. Further guidance on the certificate submission process is located on the CP-12 Web site.

RECEIPT OF STUDENT HANDBOOK AND EMERGENCY CONTACT INFORMATION

The CP-12 Safety & Occupational Health Training Program - Student Handbook is designed to provide an established framework for operations in the conduct of attending the course. It outlines the pertinent policies and procedures and it is imperative that you have read and understand all aspects of the student guide. Each student is required to review the guide with their supervisor and acknowledge that they have read and understand the duties and responsibilities by initialing each statement below and signing this form. I understand that:

\_\_\_\_\_ I am expected to follow high standards of professional conduct at all times. Any honor violations and/or the breach of professional ethics and integrity will not be tolerated and may be grounds for disciplinary action by a review board and possible dismissal from training.

\_\_\_\_\_ I am responsible for complying with the dress code.

\_\_\_\_\_ Class starts promptly at 7:30 a.m., Monday through Friday, and tardiness is not acceptable.

\_\_\_\_\_ Emergency circumstances are the only authorized absence from scheduled academic instruction and that all other absences must be requested in writing at least two weeks prior for approved.

\_\_\_\_\_ I must complete all online pre-requisites prior to attending the resident phase and that late work is not accepted unless prior arrangements are made with the individual instructor.

\_\_\_\_\_ I am required to complete TRiPS POV risk assessments.

\_\_\_\_\_ I am required to obtain and maintain an AKO account.

\_\_\_\_\_ I am required to utilize the appropriate chain of command for academic, administrative and/or grievance issues.

\_\_\_\_\_ I am responsible for making my own lodging accommodations.

\_\_\_\_\_ I must achieve an overall average of 80 percent to receive a passing score in each course  
\_\_\_\_\_ I am required to submit this completed and signed form, and my autobiography to the CP-12 class manager NLT two weeks prior to the start of the course.

I have read the Student Handbook and I understand the policies stated within and will abide by the policies stated in the handbook.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



## Defense Travel System

### Log on Using your CAC

Use the following steps to log on to DTS: <http://www.defensetravel.osd.mil>

1. Insert your CAC into the CAC reader. You must leave your CAC in the reader for the entire DTS session. The system will read from the reader periodically.
2. Click the green Log In button that is located near the center of the DTS Home page.

**Defense Travel System**  
A New Era of Government Travel

Search DTS  **Go!**

[Web Accessibility](#) | [Privacy and Security Notice](#) | [Site Map](#)

- Home
- DTMO Website
- News & Events
- Training
- FAQs
- Help Desk
- Document Library
- Contacts

## Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

**DTMO Website**  
DoD Center for Travel Excellence  
Single Source for Travel Information  
[Click Here To Visit!](#)

**Login to the Defense Travel System**  
Click on the button below to begin using the Defense Travel System.

**LOGIN TO DTS**

**First Time Users**  
Click below to learn more about DTS and the tools required for use.

**LEARN MORE**

**Training**  
Click below to learn how to use DTS and for additional training resources.

**TRAINING**

**System Status**

**DTS**  
DTS is Available.

**EWTS**  
EWTS is Available.

**Notices**

- The DTS Migration to Reservation Refresh
- Attach Electronic Travel Receipts to DTS Trip Record - Via FAX at (888) 222-5061
- Traveler's Unused Ticket Responsibility
- Two Days Prior to Travel, Check for CTO Ticketed

**Recent Updates**

- Tell us what you think about Res Refresh!
- DTS Training Now Available!
- The DTS Migration to Reservation Refresh



### Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning the DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

This is a DoD interest computer system. All DoD interest computing systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DoD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DoD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.  
If monitoring of this or any other DoD interest computer

Accept

Decline

**3. Click Accept.** If you do not wish to continue, click Decline.



#### 4. The DTS secure log-on screen opens

- Enter your PIN in the CryptoAPI Private Key field.
- Click OK.  
DTS allows you to enter your PIN incorrectly up to three times before locking you out of the system. If this happens, you must contact the CAC issuance station to have your CAC unlocked.







### 5. Account Activation

If your user ID has been activated previously in DTS, the log-on process will continue. If your user ID has not been activated, the User Activation screen will open.

- Enter your SSN in the Enter Social Security Number field.
- Re-enter your SSN in the Re-enter Social Security Number field
- Click Submit. After you submit, DTS searches the database for your SSN.

### User Activation

#### Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Enter Social Security Number:

Reenter Social Security Number:

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.



### User Activation

#### The SSN you typed in does not match any existing record in the system.

If you have an existing profile -- but might have entered the wrong SSN, then [return to User Activation](#) to re-attempt profile activation.

Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the 'Self Register' button to enter your individual profile data.

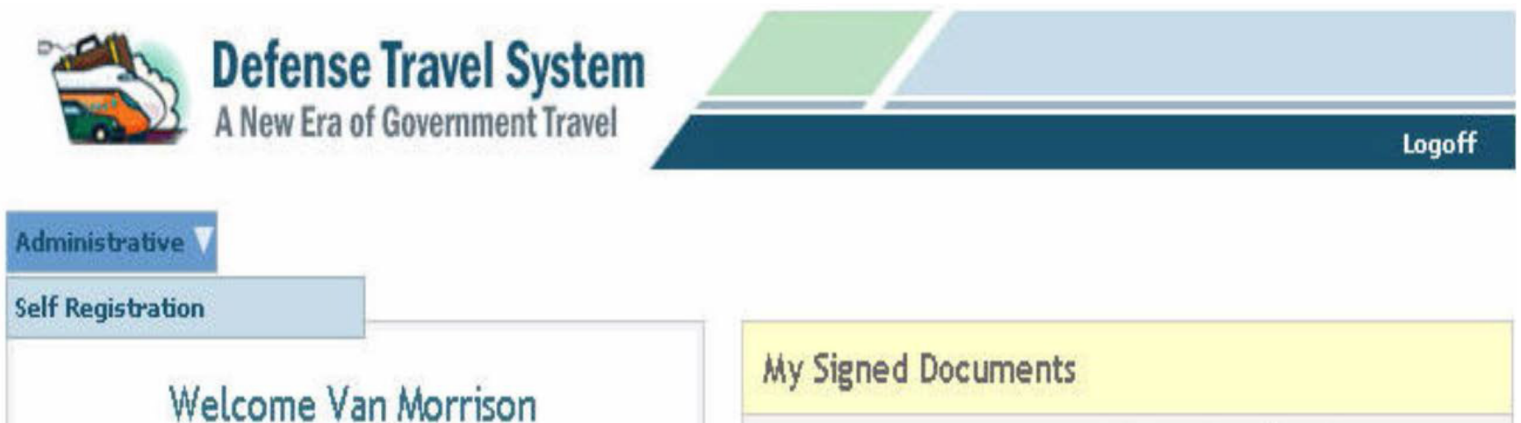
Otherwise, select the "cancel" button to terminate the activation process.

### 6. Self-Register

- If DTS determines that a user is new to DTS and has not been entered manually via the DTA Maintenance Tool, the User Activation screen will open. Us the following steps to self-register.
- Click self-register

## 7. When the entry has been validate, the User Welcome screen opens.

- Mouse over the Administrative drop-down menu and select Self Registration.



Defense Travel System  
A New Era of Government Travel

Logoff

Administrative ▾

Self Registration

Welcome Van Morrison

My Signed Documents

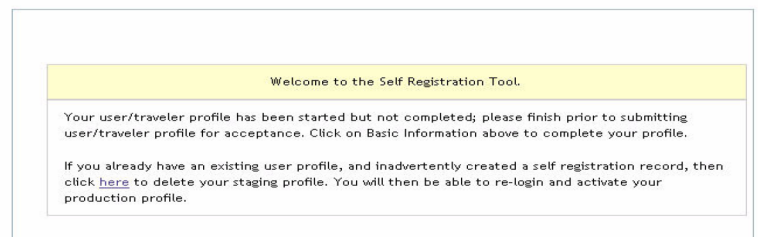
## 8. The Self-Registration Welcome screen opens.

- Click Basic Information on the navigation bar.



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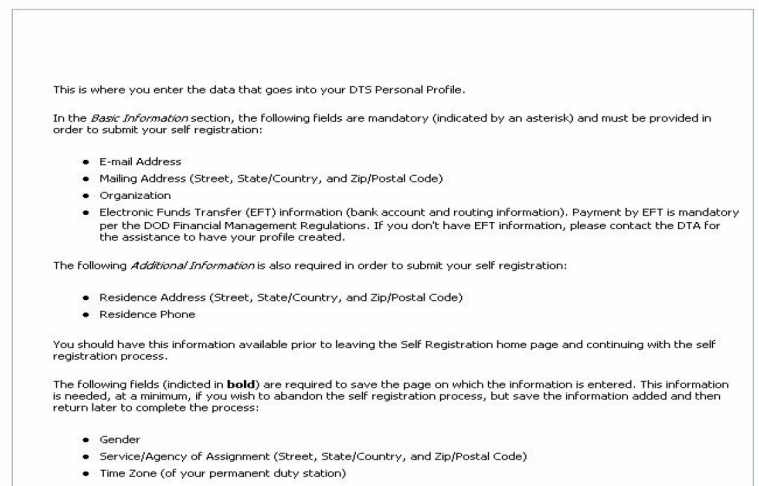
Home Basic Information Additional Information Submit Self-Registration



Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting user/traveler profile for acceptance. Click on Basic Information above to complete your profile.

If you already have an existing user profile, and inadvertently created a self registration record, then click [here](#) to delete your staging profile. You will then be able to re-login and activate your production profile.



This is where you enter the data that goes into your DTS Personal Profile.

In the *Basic Information* section, the following fields are mandatory (indicated by an asterisk) and must be provided in order to submit your self registration:

- E-mail Address
- Mailing Address (Street, State/Country, and Zip/Postal Code)
- Organization
- Electronic Funds Transfer (EFT) information (bank account and routing information). Payment by EFT is mandatory per the DOD Financial Management Regulations. If you don't have EFT information, please contact the DTA for the assistance to have your profile created.

The following *Additional Information* is also required in order to submit your self registration:

- Residence Address (Street, State/Country, and Zip/Postal Code)
- Residence Phone

You should have this information available prior to leaving the Self Registration home page and continuing with the self registration process.

The following fields (indicted in **bold**) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:

- Gender
- Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code)
- Time Zone (of your permanent duty station)

## 9. The Basic Information screen opens.

- Complete the fields on the screen.
- Click SAVE and PROCEED.

Field with "\*" is a required field when you submit on the BASIC INFORMATION page.

Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

**MANDATORY INFORMATION**

**GENERAL INFORMATION**

First Name > Van

Last Name > Morrison

Middle Initial >

SSN > 555995589

Gender > N/A

\* Email Address >

**MAILING ADDRESS**

\* Mailing Street 1 >

Mailing Street 2 >

\* City >

\* State / Country >  Click on the icon to select a value

\* Zip / Postal Code >

Is this the same as Residence Address?  Yes  No (If not, we'll ask you for it on the Additional Information page.)

**REQUIRED WORK INFORMATION**

Civilian / Military > Civilian

Title / Rank > AD-00

Tech Status >  Yes  No

\* Organization >  Click on the icon to select a value

Service / Agency of Assignment >

Office Street 1 >

Office Street 2 >

City >

State / Country >  Click on the icon to select a value

Zip / Postal Code >

Time Zone > GMT  **Select One**

Work Hours > 8

Emergency Contact Name >

Emergency Contact Phone Number >  Format: 999-999-9999, up to 20 characters

**ELECTRONIC FUNDS TRANSFER DATA**

Account Type >  Checking  Saving  None

Account Routing Number >  Click on the icon for help

Account Number >

**TRAVEL RESERVATION INFORMATION**

**GOVERNMENT CHARGE CARD (GOVCC)**

Advance Authorization > CARD HOLDER

Account Number >

GOVCC Exp. Date >  Format: mm/dd/yyyy

**ADDITIONAL INFORMATION**

Printed Organization >

Present Duty Station >

Miles from Office to Airport >

**1. Must input your office and Emergency information**

**2. SERVICE/AGENCY: select "US ARMY"**

**3. TYPE: select "US -- US"**

**4. STATE: select "District of Columbia"**

**5. SITE: select "National Capital Region"**

**6. Then select "OK"**

**Box will come up with many pages of selections. Page thru until you see "DA INTERNS SAFE (USA SAFETY CENTER)" select it to finalize.**

**Must have your information before registering**

**No input required**

**Input your office number**

Office Phone >  Format: 999-999-9999, up to 20 characters

Office Fax >  Format: 999-999-9999, up to 20 characters

Office Mail Stop >

Organization Email >

Unit ID (UIC/RUC/PASSCODE) >  **Do not change this code**

**FOREIGN TRAVEL INFORMATION**

**OFFICIAL (NO-FEE) PASSPORT INFORMATION**

First Name >

Last Name >

Middle Initial >

Birth Date >  Format: mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country >  Click on the icon to select a value

Expiration Date >  Format: mm/dd/yyyy

**REGULAR (TOURIST) PASSPORT INFORMATION**

First Name >

Last Name >

Middle Initial >

Birth Date >  Format: mm/dd/yyyy

Passport Number >

Issuing City >

Issuing State / Country >  Click on the icon to select a value

Expiration Date >  Format: mm/dd/yyyy

**No input required**

**SAVE AND PROCEED** **CANCEL WITHOUT SAVING**

## 10. The Additional Information screen opens.

- Complete the fields on the screen.
- Click SAVE and PROCEED.

Field with "\*" is a required field when you submit on the ADDITIONAL INFORMATION page.

**Residence Address**

\* Residence Street 1 +

Residence Street 2 +

\* Residence City +

\* Residence State / Country +  Click on the icon to select a value

Residence Zip / Postal Code +

Miles from Home to Airport +

\* Residence Phone +  Format: 999-999-9999; up to 20 characters

Residence Fax +  Format: 999-999-9999; up to 20 characters

**AIR TRAVEL PREFERENCES**

Airport +  Click on the icon to select a value

Preferred Seating +

Special Meals +

Special Needs +

**FREQUENT FLYER**

-Add

Edit	Delete	Frequent Flyer No	Airline	Member No	Member Status
No data in query results.					

**Input REQUIRED!!**

**No input required**

**LODGING PREFERENCES**

Preferred Lodging +

Lodging Special Needs +

**RENTAL CAR PREFERENCES**

Preferred Rental Car +

Rental Car Special Needs +

Personal Remarks +

**SMOKING PREFERENCES**

Smoker +  No  Yes

**SAVE AND PROCEED** **CANCEL WITHOUT SAVING**

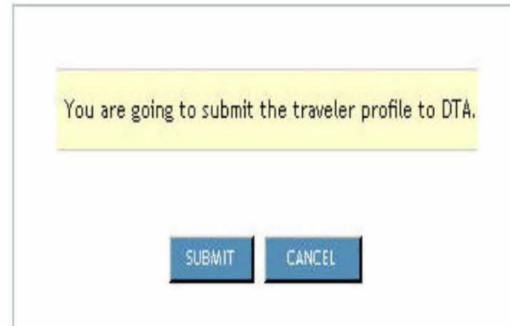
**No input required**

**ACTEDS DOES NOT AUTHORIZE RENTAL CARS**



## 11. The Submit Self-Registration screen opens.

- Click Submit.
- Click the Close Window link at the top of the screen.
- Click Logoff from navigation bar on the private page.



**You will receive an email message below, once (RM) has accepted**

### **Greetings New DTS User!**

Congratulations! You have successfully registered to use the Defense Travel System.

DTS is the Department of Defense' TDY web-based travel tool. You have access to DTS anywhere by NIPRNET or Internet, and your sensitive data will remain protected by DoD compliant security features.

DTS will give you greater convenience and choice in selecting your travel arrangements to meet mission requirements and your own travel preferences by letting you view and select from all the options that are available to you.

DTS will save you time and effort by automating the three DoD travel processes - authorization, reservation and voucher filing. DTS eliminates repetitive, duplicate entry of data by remembering your personal information and trip data. It saves time by routing planned trips (authorizations) electronically for approval.

And after your travel is completed, DTS simplifies and expedites the travel claim (voucher) process by recalling all your saved data to speed up voucher preparation, submission and electronic payment.

Check it out! Mouse around the DTS Web site and the online training module. You'll find DTS provides you much more than online booking for airlines, car rentals and hotels. It automates the entire travel process - it estimates travel costs, provides per diem rates for accurate entitlements, checks for compliance with travel policy, routes your travel authorization for supervisor approval and electronically sends transactions to your DoD financial system. When your travel is complete, you simply update your approved authorization data online to show actual expenses. DTS routes your travel voucher for approval and sends the electronic transaction to your financial system requesting payment directly to your bank account. It will even pay your government charge card bill.

Welcome to the online travel world of DTS. Just log on and go!

To log into DTS, select the following link: <http://www.defensetravel.osd.mil>



### **DTS Overview**

DTS is an integrated computer system that provides you, the DOD user or traveler, with paperless travel planning and reimbursement. DTS consists of commercial off-the-shelf software that has been enhanced with interfaces to many other systems for making airline, lodging and rental car reservations, with plans to add rail reservations capability. DTS is paperless and uses DOD public key infrastructure certificates that enable you to sign documents securely.

To manage your own travel or create travel plans for others, open the DTS home page by entering [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil). Click the green button to log on to DTS. When your travel is complete, you file a voucher that is routed electronically to the appropriate officials for approval and to the Defense Finance and Accounting Service for payment. An electronic

funds transfer from DFAS to the government charge card vendor or your bank account completes the process. DTS streamlines workflow and processes for you and for all users to improve efficiency and productivity. The following are highlights of DTS' benefits for user/ travelers and unit travel clerks.

### **Travel Tips**

When you are required to go on TDY, you will first prepare an SF 182 in the Resource Allocation Selection System. Then you will prepare the DD Form 1610 in DTS. You are responsible for the following information which will hopefully ensure a smooth TDY:

- Mode of transportation – Unless you tell the intern coordinator otherwise, we will assume you are driving to your destination. The decision to travel by air is usually based on distance.

- Air travel – If you are traveling by air, you will make your airline reservations in DTS. In most cases, you will be issued an e-ticket and will obtain your boarding passes at the airline ticket counter during check-in.

- Privately Owned Vehicle Travel – The Joint Travel Regulation allows one travel day for each 400 miles. This is the average distance one can safely travel in eight hours. Should your travel require two days to complete, you will be authorized overnight lodging not to exceed per diem rates. When using your POV, you will be compensated for mileage from the PDL to the OJT site and return. You will not be compensated for in and around mileage at the OJT site. If you are given two days to travel, you should travel eight hours or 400 miles before stopping for the night. Any excess travel time

should be used at the OJT site to check into the hotel, obtain the required installation pass for your vehicle and to familiarize yourself with the TDY site.

- **Billeting** – You are responsible for making your own hotel reservations. Interns will stay in billeting if available. If billeting is not available, secure lodging at a close location at a government per diem rate. You can find current per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>.

- **Rental Car** – Rental cars may be authorized and paid for with local operational funds for those interns that fly to their TDY location based on availability of funds. The rental car size will be determined by the number of travelers and approved by the intern manager. No reimbursement for fuel in and around the TDY location will be authorized.

- **Local travel** – If you have an OJT assignment in the local area (less than 50 miles), you must subtract the number of miles to and from your residence to Fort Lee, Virginia, from the number of miles traveled to and from your local OJT site each day. You will be required to prepare an SF 182 in RASS and submit it with a Claim for Reimbursement for Expenditures on Official Business, SF 1164, in DTS for reimbursement for the miles driven each day. This will be done upon completion of your travel or as determined by your intern manager.

- **Orders** – Submit an SF 182 in RASS. Upon approval of the SF 182, upload the document into

DTS and prepare your travel orders. After your orders have been approved, print five copies of the DD 1610 to hand carry in case you need to provide copies to the airline, rental car agency, Post Exchange, etc.

- **Itinerary** – Interns must provide their supervisor with a copy of their itinerary prior to departure on TDY. The mode of submission, email or hard copy, will be determined by the intern manager.

9. **Monday Morning Check-Ins** – While TDY, you must check in via telephone with your supervisor the first duty day upon your arrival and every Monday morning prior to 9 a.m., local time. Please provide the following information:

- Contact phone number
- Work hours
- Brief summary of how things are going.

- **Government Travel Card** – The Government Travel Card is to be used while on official travel only. Purchases may be made for official airline tickets, rental cars, lodging, food and gas authorized by a DD Form 1610. Misuse of the card may result in disciplinary action.

- **PX/BX Privileges** – You may be entitled to PX/BX privileges while on TDY. Not all bases will honor your orders and extend privileges. You may ask to speak to the manager, but they have the final word.

- **Leave** – If you take leave while on TDY, it must be coordinated with the point of contact at your TDY site and approved by your supervisor. Have the POC initial

in the remarks sections (block 6) on the Request for Leave or Request for Approved Absence, OPM Form 71, but your supervisor will actually sign to approve/disapprove the leave in block 8c. Remember that your intern manager is your supervisor and is responsible for approving/submitting your time card even when you are TDY. If you take annual leave, eight hours or more while TDY, you will not receive per diem for the leave dates.

- **Compensatory Time/Overtime** – Overtime is NOT authorized while you are TDY. If you work more than 80 hours in a pay period, it is your responsibility to coordinate with your OJT POC to take compensatory time while you are there. Under no circumstances will compensatory time earned at a TDY location be carried over to your PDL. You should work with your OJT POC to “flex” your schedule to take advantage of any after hour/weekend training opportunities. Your intern manager must be notified and approve any increase in hours/change to the normal work schedule prior to working those hours.

- **Travel voucher** – Upon completion of your TDY, a Travel Voucher /Subvoucher, DD Form 1351-2, must be prepared in DTS. Once you’ve completed the voucher in DTS, notify your intern manager. Once the intern manager reviews the document in DTS, they will advise you to submit the document in DTS for final payment/adjustment.



<https://safety.army.mil>