

# CP-12 Strategic Plan

ASA (ESOH)



U.S. ARMY

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## DEPARTMENT OF THE ARMY

110 ARMY PENTAGON  
WASHINGTON DC 20310-0110

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Subject: Career Program 12 Strategic Plan

In the business of sustaining readiness in today's global environment our Army faces a multitude of significant challenges every day – at home and abroad. Every accident or illness, on or off the battlefield, is an impediment to the mission and weakens combat readiness.

Safety and Occupational Health Professionals are the critical link to assuring worker health and safety. Every workplace can benefit from the valued knowledge and experience safety professionals bring to an organization. Safety professionals not only help identify and reduce workplace hazards, they help reduce costs and optimize the contributions of all working men and women for the organization.

To meet future challenges, safety professionals need a strong academic background. To maintain their competency, they must continue their professional development throughout their careers. Business, technology and legal changes demand that safety professionals stay abreast of the impacts on professional practice. The clear lines that once separated various safety disciplines in the past have faded as more safety professionals also assume health and environmental responsibilities in business industry and governmental agencies.

The Army Safety and Occupational Health Management Career Program 12 (CP-12) prepares civilian Safety and Occupational Health Professionals to meet challenging assignments through a clear outline of sequential and progressive training, and development opportunities. Efforts are underway to professionalize the CP-12 career program – working to establish professional classification for all job series within the program.

Requirements for the Safety and Occupational Health Professional workforce will place strong demands on our recruitment, training and retention processes. The attached CP-12 strategic plan establishes goals and objectives in four areas – acquire, train, sustain and transition – to ensure the Army maintains a well-qualified, highly motivated and well-balanced workforce capable and prepared to support the mission needs of the Army. Further, the CP-12 Strategic Plan requires development of action plans to achieve the goals and objectives. Progress towards achieving the goals and objectives will be tracked and periodically reported to Army Leadership.

The Army is committed to the safety and health of its Soldiers, Families, Civilians, and contractors. We are confident that the actions outlined in this plan will ensure a strong training and education program to prepare and certify Safety and Occupational Health Professionals to lead programs and initiatives aimed at reducing accidents, illness and loss, while improving readiness, force stability, and well-being.

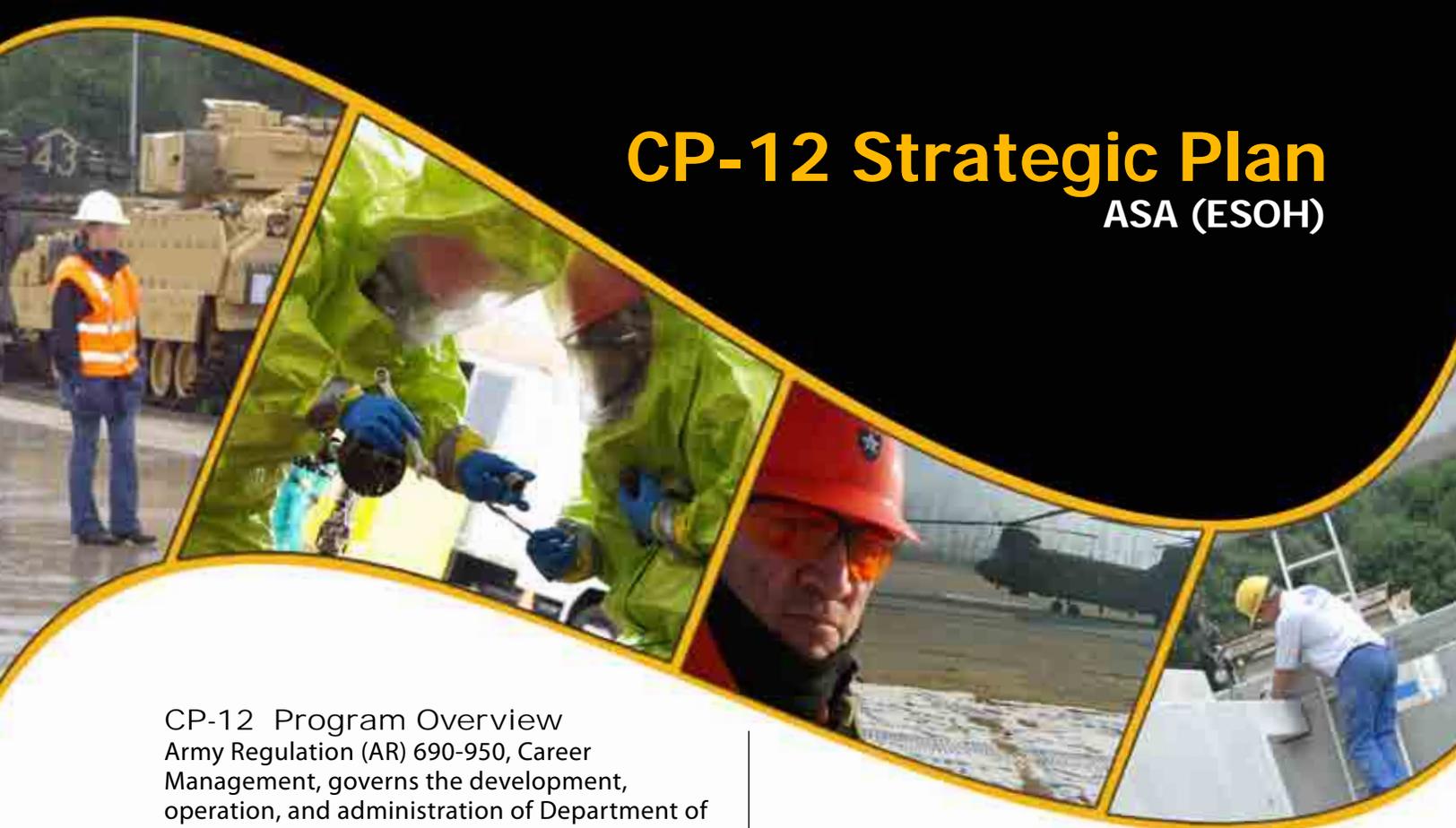
Army Safe is Army Strong!

*Tad Davis*

Addison D. Davis, IV  
Deputy Assistant Secretary of the Army  
(Environment, Safety and Occupational Health)

# CP-12 Strategic Plan

## ASA (ESOH)



### CP-12 Program Overview

Army Regulation (AR) 690-950, Career Management, governs the development, operation, and administration of Department of the Army (DA) civilian career programs. There are 25 Army career programs, which represent approximately 90,000 DA civilians from the “white collar” professional and managerial career fields. The various career programs are, in functions and responsibilities, the rough equivalent of the Army’s officer branches.

AR 690-950, Career Management, requires each of the Army career programs to develop Army Civilian Training, Education and Development System (ACTEDS) plans. The purpose of the ACTEDS plan is to provide the concept and procedure for the systemic training and professional development of Army civilian professionals, from intern to senior managerial and executive levels.

The CP-12 ACTEDS plan is currently called CP-12 ACTEDS Training Program. The CP-12 ACTEDS Training Program plan outlines sequential and progressive training for Safety and Occupational Health Professionals. Currently there is no military occupational specialty for safety in the Army. The Army hires Safety and Occupational Health Specialists (0018), Safety Engineers (0803), Industrial Hygienists (0690), Health Physicists (1306), and Air Safety Investigators (1815) to fulfill this role.

The Army Safety and Occupational Health Professionals are engaged in the prevention of accidents, incidents, and events that harm Army

personnel, and cause damage to property and to the environment. They use qualitative and quantitative analysis of simple and complex products, systems, operations, and activities to identify hazards. They evaluate the hazards to identify what events can occur and the likelihood of occurrence, severity of results, risk (a combination of probability and severity), and costs incurred. These factors are then used to develop and recommend appropriate controls. These controls may involve administrative controls (such as plans, policies, procedures, training, etc.) and engineering controls (such as safety features and systems, fail-safe features, barriers, and other forms of protection). Safety and Occupational Health Professionals make recommendations to commanders, managers, designers, employers, government agencies, and others.

Besides knowledge of a wide range of hazards, controls, and safety assessment methods, Safety and Occupational Health Professionals must have knowledge of physical, chemical, biological and behavioral sciences, mathematics, business, training and educational techniques, engineering concepts, and specialized kinds of operations (construction,

industrial, transportation, tactical, explosives, range, fire, electrical, radiation, aviation, etc.). Careerists are required to have skill in over 80 competencies encompassing a core set of Required Skills in addition to Skill Level requirements commensurate with their grade.

The CP-12 program provides training in various CP-12 career fields and in leadership, supervision, and managerial development, from entry level to senior manager. It also provides general information and guidance on management of CP-12, career progression, key positions, and mobility requirements. The plan identifies training programs critical to the successful performance of the CP-12's force protection mission and to comply with the imperative of maintaining a quality workforce, as prescribed by the Chief of Staff, Army.

The senior career program official is the Functional Chief (FC). The CP-12 FC is Mr. Addison D. Davis IV, Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health). The FC selects a senior civilian executive to serve as his principle advisor and that individual is designated as the career program Functional Chief Representative (FCR). Dr. Brenda Miller is currently the program FCR and has responsibility for the day-to-day management, execution, and administration of CP-12 to the Career Program manager (CPM). The Proponent for CP-12 is BG William Wolf, Commanding General and Director of Army Safety. He is responsible for all Army specialized safety and occupational health training.

The CP-12 Intern Training Program is a two year education program that includes formal classroom instruction and on-the-job training (OJT) in the functional elements of the Safety and Occupational Health Program. Historically, the CP-12 intern program has been acknowledged as one of the best in the Army, with many of its graduates progressing to key leadership roles in the Army, Department of Defense (DOD), and other Federal Agencies. Six of the seven most senior civilian executives in Army Safety are intern program graduates.

#### CP-12 Program Purpose:

The Army Safety and Occupational Health Management Career Program (CP-12) prepares civilian Safety and Occupational Health Professionals to meet challenging assignments,

to include contingency operations (e.g. combat operations, humanitarian relief operations, peace-keeping operations, etc...)

#### CP-12 Program Principles:

- Enhanced Awareness and Leader Engagement – Safety and Occupational Health Professionals develop and implement/ conduct initiatives to enhance awareness and leader engagement on accident prevention and composite risk management application.
- Accident and Injury Prevention – Safety and Occupational Health Professionals effectively manage the Command Safety Program and affect accidental injury rate reductions through application of lessons-learned and best business practices.
- Effective Program and Resource Management – Safety and Occupational Health Professionals identify, assess and effectively manage resources necessary for effective safety program execution.
- Supervision of Safety and Occupational Health efforts – Safety and Occupational Health Professionals must lead the Safety and Occupational Health efforts and programs, ensuring continuity within the Area of Operation
- Mission Support – Safety and Occupational Health Professionals provide accurate and timely safety, loss control, and composite risk management advice.

#### CP-12 Program Responsibilities:

- To provide DA Civilian personnel with a roadmap for career development throughout their total career.
- Develop a systematic, competency-based approach to identify the right kinds of training at the right points in Army civilian careers.
- Identify a logical, visible framework for developing competencies required of personnel in the Safety and Occupational Health (SOH) Career Program (CP-12)
- To blend formal training, on-the-job training (OJT), developmental assignments, and self-development activities
- Tailor requirements to personnel in the SOH Career Program (CP-12) and also include prescribed civilian leader development



Army Mission and Vision Statements:

**The Army Mission:**

To provide necessary forces and capabilities to the Combatant Commanders in support of the National Security and Defense Strategies.

**The Army Vision:**

To remain the preeminent land power on earth - the ultimate instrument of national resolve - that is both ready to meet and relevant to the challenges of the dangerous and complex 21st Century security environment.

Army Safety and Occupational Health Mission and Vision Statements

**The Army Safety and Occupational Health Mission:**

To preserve war fighting capabilities and enhance the force by providing a safe and healthy environment for Soldiers, Families, Civilians, and contractors.

**The Army Safety and Occupational Health Vision:**

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

Army Career Program (CP)-12 Mission Statement

**The Army CP-12 Mission:**

To provide the Army a cadre of well-qualified, trained and well-led civilian Safety and Occupational Health Professionals with the technical depth, breadth and insight needed to meet the Army's current and future safety and occupational health needs.

Army CP-12 Goals and Objectives:

Future requirements for the safety and occupational health workforce will place strong demands on our recruitment, training and retention processes. CP-12 program goals and objectives have been established in four key areas – acquire, train, sustain and transition. Achievement of these goals and objectives will ensure Commanders have trained and skilled safety professionals who anticipate and identify hazardous conditions and practices; assess risks; develop hazard control designs, methods, procedures and programs; implement, administer, and advise others on hazard control initiatives; and measure, audit, and evaluate the effectiveness of accident prevention programs. Each objective has lead and support proponents. Proponents are responsible for developing and managing execution of action plans, with assistance from other designated organizations as necessary, targeted at accomplishment of the objective. Development of action plans will be facilitated by the CP-12 Functional Chief Representative. The Functional Chief and Functional Chief Representative along with the Career Program Manager will approve and periodically review execution of action plans and, as required, provide guidance to the lead proponent.

**Goal # 1 (Acquire) Ensure the Army systematically plans and forecasts safety and occupational health workforce requirements to support the Army's mission with trained and ready personnel.**

**Objective 1.1:** Define human capital policies and strategies to recruit, select, and place civilian safety and occupational health professionals.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of

*the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative*

**Support:** *G-1, Army Commands/Army Service Component Commands/Direct Reporting Unit Safety Directors. Office of the Surgeon General/US Army Medical Command*

**Objective 1.2:** Assess and close safety and occupational health competency gaps.

Proponents:

**Lead:** *Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative*

**Support:** *Director of Army Safety, US Army Combat Readiness Center, Office of the Surgeon General/US Army Medical Command*

**Objective 1.3:** Close safety and occupational health competency gaps.

Proponents:

**Lead:** *Army Commands, Army Service Component Commands, Direct Reporting Unit Safety Directors*

**Support:** *Director of Army Safety, US Army Combat Readiness Center*

**Objective 1.4:** Project long-term human capital requirements.

Proponents:

**Lead:** *Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health) CP-12 Functional Chief Representative, G-1*

**Support:** *Army Commands, Army Service Component Commands, Direct Reporting Unit Safety Directors*

**Goal #2: (Train) Provide appropriate education and training for individuals and SOH professionals to meet Army mission requirements.**

**Objective 2.1:** Ensure every safety and occupational health professional has completed the appropriate level of training requirements for their position and grade.

Proponents:

**Lead:** *Army Commands, Army Service Component Commands, Direct Reporting Unit Safety Directors*

**Support:** *Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative, Director of Army Safety, US Army Combat Readiness Center*

**Objective 2.2:** Ensure every safety and occupational health professional has a clearly defined career path, career map and associated IDP.

Proponents:

**Lead:** *Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative, Career Program Planning Board*

**Support:** *Army Commands, Army Service Component Commands, Direct Reporting Unit Safety Directors*

**Objective 2.3:** Expand training venues to ensure accessibility to Soldiers and Civilians Army-wide.

Proponents:

**Lead:** *Director of Army Safety, US Army Combat Readiness Center*

**Support:** *Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health) CP-12 Functional Chief Representative, Army Commands, Army Service Component Commands, Direct Reporting Unit Safety Directors*

**Goal # 3: (Sustain) Provide professional development opportunities**

**Objective 3.1:** Develop and implement a supervisor, manager, and executive level leader development plan

Proponents:

**Lead:** *Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative*

**Support:** *Army Commands, Army Service*

*Component Commands, Direct Reporting Unit Safety Directors*

**Objective 3.2:** Develop policies, programs, and initiatives fostering professional development that is aligned with the Army's SOH strategic plan.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative, Director of Army Safety

**Support:** Army G-1, Army G-3/5/7

**Objective 3.3:** Establish partnerships with Industry, other government agencies, and institutions of higher learning to address common concerns and leverage best practices.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative, Functional Representatives (018, 690, 803, 1306, 1815))

**Support:** Army G-3/5/7 Army Commands, Army Service Command Center, Direct Reporting Unit Safety Directors

**Goal # 4: (Transition) Professionalize the CP-12 Program**

**Objective 4.1:** Transition 018 Safety skill series from administrative series to professional series.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative, Director of Army Safety

**Support:** Office of Personnel Management

**Objective 4.2:** Develop and obtain CP-12 program accreditation.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health), CP-12 Functional Chief Representative

**Support:** US Army Combat Readiness Center, American National Standards Institute(ANSI), American Council on Education (ACE)

**Objective 4.3:** Develop an Army CP-12 certification program.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health) CP-12 Functional Chief Representative, Functional Reps (018, 803, 1306, 1815, 690)

**Support:** Army Commands, Army Service Center Command Direct Reporting Unit Safety Directors, American National Standards Institute (ANSI)

**Objective 4.4:** Develop a viable executive development program.

Proponents:

**Lead:** Office of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health) CP-12 Functional Chief Representative

**Support:** Army Commands, Army Service Center Command, Direct Reporting Unit Safety Directors





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