

Army Career Program-12 Master Training Plan for 018



CP-12 FCR

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Safety and Occupational Health Master Training Plan GS-018

Intern GS-018-07/9/11						
PHASE I DEVELOPMENT		RECOMMENDED EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Approved Sources of Training	Developmental/ Rotational Assignments	
<p><i>a. The Army as a major organization</i></p> <ul style="list-style-type: none"> Organizational Structure in terms of how divisions, corps, depots, are organized, to include levels of responsibilities Customs and Traditions in terms of <i>how</i> things are done in the Army Command, Management and Staff Practices in terms of the military concept of command with unique aspects that must be understood to effectively relate to the TOE structure. This includes the Army's specific management philosophy and staff process Army Doctrine relating to safety and health Army materiel basics Office automation applications 	<ul style="list-style-type: none"> Knowledge of how the Army operates and the supporting Publication System Ability to analyze, investigate, and communicate orally and in writing; ability to communicate risk to varied audiences Ability to determine difference between TOE and TDA Army Ability to find applicable references and draw conclusions for substantiating concepts and theories Ability to recognize key items 	<p>BA/BS desired at entry.</p> <p>Complete BA/BS.</p> <p>Begin work on Masters.</p>	<p>Required Training</p> <ul style="list-style-type: none"> CP12 Intern Pre-Requisites (online) How the Army Runs CP-12 Level 1 Skills Leadership Training (see CES Framework for 	<ul style="list-style-type: none"> Online via Army LMS or USACRC site Command Directed by duty station supervisor Any combination of: <ul style="list-style-type: none"> USACRC/SC (resident or online) or College Course or Army/OPM sponsored course or Federal or State or Industry or Experience documented in appraisal or other official documentation Army Management Staff College 	<p>Army Command /installation or unit</p>	<ul style="list-style-type: none"> Review Army Knowledge Online for current events Read "Soldier", "The Logistician" and other Army periodicals Read Knowledge Magazine...Professional journals/magazines

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	<ul style="list-style-type: none"> of Army equipment • Knowledge of how the logistical processes work 		Leadership Training) - Interns: Foundation Course - Basic Course *Year 2 of internship)			
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Intern 7-9-11

PHASE I DEVELOPMENT							
Functional Competencies		KNOWLEDGE, SKILLS, ABILITIES	EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
Safety and Occupational Health Management							
b. SOH Principles of, Safety and Health <ul style="list-style-type: none"> • Identification, evaluation and control of hazards and risk • Interpretation and application of ESOH laws, standards and regulations • Understanding and application of instrumentation • Accident reporting, investigation techniques and causation analysis • Understanding of sampling and analysis techniques • Understanding of programs (FUDS, BRAC, IH, RAD, ER) • Communication (oral and written) • Staff Action procedures • Determine area of concentration 		<ul style="list-style-type: none"> • Knowledge of the history, evolution, and current state-of-the-art practice • Ability to discern causation theory, risk management concepts, prevention processes, and related fundamental knowledge • Ability to apply special Army safety considerations to Part 1910 standards 	Undergraduate or Graduate courses related to the fields of SOH	Required Training: <ul style="list-style-type: none"> • Individual Development Plan for specialized training related to job series 	<ul style="list-style-type: none"> • OJT with Brigade Combat Team • OJT at installation safety office • OJT at local installation IH office • OJT at District level or RD&E center • OJT at Combat Training Centers 	Volunteer to participate in Army and/or ACOM Safety Conferences and Workshops	

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GS-11						
DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
Principles of Environment, Safety and Health <ul style="list-style-type: none"> • GS-07 Competencies • Communication of risk, control and preventive measures • Integrate SOH principles and requirements to contracts and procurement processes • Training of subordinates, workers, and supervisors in SOH specific topics • Serve on internal committees • Manage program elements • Interpret and apply laws and regulations • Proficiency with programs, instrumentation • Conduct accident investigation/prepare report • Pursue certification and/or licenses • Serve as QA representative on projects/programs relating to SOH • Represent program locally • Interface & coordinate with others 	<ul style="list-style-type: none"> • Ability to apply knowledge learned in Phases I and II for Development of SAW Trainees • Knowledge of the roles, responsibilities, and support systems in each of the Sub Track 3 functional areas • Ability to resolve issues • Ability to focus on outcomes • Ability to work as a team • Ability to implement more than one specific program requirement 	Complete Requirements for Masters Degree CES Intermediate Course	GS11 is journeyman level for CP12. At the GS-11 level, 018s should: <ul style="list-style-type: none"> -Have Completed courses prescribed in Level I Skills - CES (leadership) • Program and Resource Management/ Budgeting • Auditing Safety Programs *CP12 Professional Certificate	Examples: <ul style="list-style-type: none"> • Short term assignments to Regional Headquarters or Commands • Short term assignments to research or policy institutes • Combat training centers and military units 	Examples: <ul style="list-style-type: none"> Installation or Garrison ESOH Program Brigade Combat Teams 	Acquire mentor(s) Check individual goals according to career development path for Track Ensure understanding of the subsets of installation management

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(GS 12 – 13)

(GS 12 – 13)						
DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
<p>Application of Supervisory Competencies</p> <ul style="list-style-type: none"> • GS-11 Competencies • Develop policy and procedures • Serve as member of external committees • (See American Society of Safety Engineers' study regarding leader competencies) • Represent program internally and externally • Entrepreneurship – marketing the business line • Apply functional expertise as subject matter expert on policy/program matters pertaining to SOH • Program advocate • Project & Program Management • Prepare official documents • Serve as consultant as part of a team/staff 	<ul style="list-style-type: none"> • Ability to direct, coordinate or oversee work of subordinate employees, project leaders, team leaders, group coordinators, and committee chairs • Ability to provide oversight to assigned contractors • Ability to plan and schedule • Ability to manage a program • Ability to adjust staffing levels or work procedures to accommodate resource allocation decisions made at a higher level • Ability to develop a budget • Ability to select methodologies for achieving work goals and objectives • Ability to plan and establish work schedules, deadlines, and standards for acceptable work • Ability to integrate work schedules with other organizational elements and with contractors. • Ability to use Project Management techniques and tracking systems to ensure quality and timeliness of work • Ability to perform all personnel and performance management requirements in an objective and timely manner. This includes goals, objectives, standards, evaluations, education, training, awards, discipline, and conduct. • Ability to coach, mentor, and counsel • Ability to assess changing work situations and take measures to realign skills with work requirements 	<p>Obtain certification specific to discipline e.g. CP12 Professional Certificate CSP, CIH, PE</p> <p>Courses prescribed in individual ACTEDS IDP</p>	<p>. At the GS-12-13 level, 018s should:</p> <ul style="list-style-type: none"> -Have Completed courses prescribed in Level I Skills CES (leadership training): -Intermediate/Advanced *CP12 Professional Certificate *Other leadership/management as outlined on IDP. -Functional and Technical Training Refresher 	<p>Developmental assignments</p> <p>Other Federal organizations such as EPA, OSHA</p>	<p>Developmental Assignments - Headquarters, Commands, DoD Offices</p>	<p>See above</p> <ul style="list-style-type: none"> - Present briefings & presentations to external entities as SME and program advocate -Professional Readings

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(GS 14 – 15)

(GS 14 – 15)						
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<p>Application of Managerial Competencies</p> <ul style="list-style-type: none"> Approve official documents for external distribution and/or response (e.g. Congressional inquiries) 	<ul style="list-style-type: none"> Knowledge of the laws, regulations and policies governing the assignment Ability to revise or develop new Army policies and regulations General knowledge of the technical and functional work to be performed and the commonly accepted processes and procedures used Knowledge of the skills and abilities of subordinate supervisors and how they can uniquely contribute to the work assigned Ability to develop goals and objectives that provide horizontal and vertical clarity of expected outcomes Ability to oversee the overall planning, direction, and timely execution of a broad program area 	<p>Continuing Education</p>	<p>. At the GS-14-15 level, 018s should:</p> <ul style="list-style-type: none"> -Have Completed courses prescribed in Level I Skills Functional or Technical Refresher Training Leadership Training (CES) Senior Safety Symposium (if Senior Safety Director) Senior leader continuing education training <p>Recommended:</p> <ul style="list-style-type: none"> GS-15 - Federal Executive Institute –War College ASSE Executive Development 	<p>Examples:</p> <ul style="list-style-type: none"> Developmental Assignments in Army, other Federal Agencies, and DOD Short Term Project Manager in a Joint Operation 	<p>Examples:</p> <ul style="list-style-type: none"> Deputy Garrison Manager Garrison Manager Director in the office of the ACSIM Division Chief, Installation Management Agency Safety Manager, USA Safety Office Safety Director, large MACOM 	<ul style="list-style-type: none"> Stay current with Army transformation/ Government trends Establish a formal Shadow Program

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FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
Application of Managerial Competencies (continued)	<ul style="list-style-type: none"> • Ability to manage the development of policy changes based on legislative and fiscal requirements/changes • Ability to manage organizational changes throughout the organization. • Ability to manage major changes to the structure and content of the program. • Ability to approve budgets for a major multifaceted organization. • Ability to exercise discretionary authority to approve the allocation and distribution of funds in the organization's budget. • Ability to exercise final authority for the full range of personnel and performance management and organizational design proposals recommended by subordinate supervisors. 	See above	See above	See above	See above	See above