

Army Career Program-12 Master Training Plan for 1306



1306 Career Representative
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Safety and Occupational Health Master Training Plan GS-1306

Intern GS-1306-07/9/11

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 	<p>BA/BS (in science or math) required at entry.</p> <p>Begin work on Masters.</p>	<ul style="list-style-type: none"> CP12 Intern Prerequisites (online) "How the Army Runs <p>CP12 Phase I Curriculum:</p> <ul style="list-style-type: none"> Orientation to Duty Station (on site OJT) Safety Program Management <ul style="list-style-type: none"> Organizing and Conducting Safety Meetings and Councils Safety Professional's responsibilities Safety Awards Program Safety Management Systems 	<ul style="list-style-type: none"> -Online via Army LMS or USACRC site -Command Directed by duty station supervisor -Duty Station – OJT -USACRC/SC or -FCR CP12 sponsored professional development training in the field 	<p>Army Command /installation/unit/ or activity</p>	<ul style="list-style-type: none"> Review Army Knowledge Online for current events CSA Recommended Reading List Read "Soldier", "The Logistician" and other Army periodicals Read Knowledge Magazine Professional journals/magazines to include Health Physics the radiation safety journal, Operational Radiation Safety, and Health Physics News

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	<ul style="list-style-type: none"> • Ability to recognize key items of Army equipment especially those with radioactive materials • Knowledge of how the logistical processes work 		<ul style="list-style-type: none"> • Fundamentals of Communication • Effective Briefing Techniques • Effective Writing • Critical Thinking and Analysis 	<p>-USACR/SC or -College Course or -Army/OPM sponsored course</p> <p>-USACR/SC or -College Course or -Army/OPM sponsored course -Experience documented in appraisal or other official documentation</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course -Experience documented in appraisal or other official documentation</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course</p>		
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			<ul style="list-style-type: none"> • Quantitative Methods in Safety Management • Risk Management and Job Hazard Analysis • Psychology of Accident Prevention/Human Factors • Radiological Health and Safety 	<p>USACR/SC or -College Course or -Army/OPM sponsored course</p> <p>USACR/SC (resident or online) or -College Course or -Army/Other Service/ OPM sponsored course</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course/ Oak Ridge Labs</p>		
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			<ul style="list-style-type: none"> • Safety Training and Educational Strategies • Systems Safety and Analysis • Legal Aspects of Safety • PAO Media and Safety • HAZMAT 	<p>USACR/SC or -College Course or -Army/OPM sponsored course -Experience documented in appraisal or other official documentation</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course</p> <p>USACR/SC (in class/Webcast/ Video)</p> <p>USACR/SC or -College Course or -Army /Unit PAO/ OPM sponsored course</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course -HAZWOPER -OSHA</p>		
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			<ul style="list-style-type: none"> • Ergonomics • Industrial Hygiene • Occupational Health • Accident Investigation and Analysis 	<p>-USACR/SC or -USACHPPM -OSHA College Course or -Army/OPM sponsored course -NIOSH -CDC</p> <p>-USACR/SC or -USACHPPM -OSHA College Course or -Army/OPM sponsored course -NIOSH -CDC</p> <p>-USACR/SC or -USACHPPM -OSHA College Course or -Army/OPM sponsored course -NIOSH -CDC -OJT (if documented properly)</p> <p>USACR/SC</p>		
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			<ul style="list-style-type: none"> • Blueprint Reading and Interpretation • Leadership Training (see CES Framework for Leadership Training) <ul style="list-style-type: none"> - Interns: Foundation Course - Basic Course *Year 2 of internship) 	<ul style="list-style-type: none"> -USACR/SC or -USACHPPM -OSHA College Course or -Army/Approved online training/ Experience if documented properly Army Management Staff College 		
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Intern 7-9-11

Intern 7-9-11						
PHASE I DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
Functional Competencies	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
Radiation Safety/Health Physics Management						
<p>b. Health Physics</p> <p>Principles of Health Physics</p> <ul style="list-style-type: none"> • Applied Health Physics • Interpretation and application of radiation safety laws, standards and regulations • Understanding and application of instrumentation • Emergency response • Incident/Accident reporting, investigation techniques and causation analysis • Understanding of sampling and analysis techniques for radioactive materials • Transportation of radioactive materials • Radiation safety for non-ionizing radiation • 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 radiation safety considerations to 29 CFR, 10 CFR, 49 CFR, and 21 CFR standards 	<p>Undergraduate or Graduate courses related to the field of Health Physics</p>	<ul style="list-style-type: none"> • Individual Development Plan for specialized training related to job series • Applied Health Physics Course • Radiation Detection and Instrumentation Course • Laser/RF Safety Course • MARSSIM Course • Transportation of hazardous materials • Radiological Emergency planning • RCRA/CERCLA 	<ul style="list-style-type: none"> • OJT at safety office • OJT at District level, RD&E center, separate reporting activity, or medical center 	<p>Volunteer to participate in Army and/or MACOM Safety Conferences and Workshops</p> <p>Participate in the national Health Physics Society (HPS) meetings and at the local HPS meetings and participate in the Military Section of the HPS.</p> <p>Participate in the DA RSO workshop and LLRW workshop</p>	

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GS-11

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-7/9/11 Competencies • Communication of risk, control and preventive measures • Integrate radiation safety principles and requirements to contracts and procurement processes • Training of workers, and supervisors in radiation safety topics • Serve on internal committees • Manage program elements • Interpret and apply laws and regulations • Proficiency with programs, instrumentation • Pursue CHP certification • 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 resolve issues • Ability to focus on outcomes • Ability to work as a team • Ability to implement more than one specific program requirement 	Continue work toward Masters Degree	At the GS-11 level, 1306s should <ul style="list-style-type: none"> -Have Completed courses prescribed in Level I - CES (leadership) • Program and Resource Management/ Budgeting • Auditing Radiation Safety Programs *CP12 Professional Certificate 	Examples: <ul style="list-style-type: none"> • Short term assignments at an installation, medical center or project site • Short term assignments to research or policy institutes • Staff Health Physicist 	Examples: <ul style="list-style-type: none"> Life Cycle Management Command (LCMC) Medical Centers Alternate Radiation Safety Officer (ARSO) Army Dosimetry Center Low Level Radioactive Waste Office Public Health Command USACE Project 	Acquire mentor(s) Check individual goals according to career development path for Track Ensure understanding of the subsets of program management Begin preparation to take Part I of the Certified Health Physics (CHP) examination

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(GS 12 – 13)

(GS 12 – 13)						
DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
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<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 • Represent program internally and externally • Entrepreneurship – marketing the business line • Apply functional expertise as subject matter expert on policy/program matters pertaining to radiation safety • 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>Courses prescribed in individual ACTEDS IDP</p> <p>Complete Masters Degree</p>	<p>CES (leadership training):</p> <p>-Intermediate/Advanced</p> <p>*CP12 Professional Certificate</p> <p>*Other leadership/management as outlined on IDP.</p> <p>-Functional and Technical Training Refresher</p>	<p>Developmental assignments at an installation, medical center or project site</p> <p>Other Federal organizations such as NRC, DOE, EPA, and DHS</p> <p>Programs with Type A Broad Scope NRC license</p>	<p>USACE District</p> <p>RSO for limited scope license</p> <p>ARSO for Broad Scope NRC License</p> <p>Staff Health Physicist</p>	<p>See above</p> <p>- Present briefings & presentations to external entities as SME and program advocate</p> <p>- American Board of Health Physics Courses</p> <p>Begin studying for Part II of the CHP examination</p> <p>-Professional Readings Cember/Johnson Turner Skrable Belevaqua Attix Abelquest Cunningham and Knoll</p> <p>Obtain CHP certification</p>

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(GS 14 – 15)

(GS 14 – 15)						
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FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
<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 subordinates 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>	<ul style="list-style-type: none"> Functional or Technical Refresher Training Leadership Training (CES) Senior leader continuing education training <p>Recommended:</p> <ul style="list-style-type: none"> GS-15 - FEI 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"> RSO on a NRC Type A Broad Scope license or Army radioactive commodity license Command Radiation Safety Staff Officer (RSSO) at ACOM, ASCC, or DRU Subject Matter Expert Regional Technical Expert 	<ul style="list-style-type: none"> Stay current with Army transformation/ Government trends Establish a formal Shadow Program

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(GS 14 – 15)

DEVELOPMENT						
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES	EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
				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