U.S. Army Combat Readiness Center

CP-12
Safety & Occupational Health Program

Student Handbook
Version 17.1.0
## Table of Contents

PURPOSE ........................................................................................................................................ 3

SECTION I ........................................................................................................................................... 4

GETTING STARTED .......................................................................................................................... 5

LODGING ........................................................................................................................................... 6

FACILITIES ....................................................................................................................................... 7

DRIVING ON FORT RUCKER ......................................................................................................... 7

SECTION II ........................................................................................................................................ 10

TRAINING & EDUCATION PROGRESSION .................................................................................. 11

INSTRUCTIONAL DESIGN AND METHODOLOGIES ............................................................... 12

STUDENT RESPONSIBILITIES & REQUIREMENTS ....................................................................... 13

ACADEMIC POLICIES & STANDARDS ...................................................................................... 14

CLASSROOM MANAGEMENT ...................................................................................................... 17

CONTACTS ....................................................................................................................................... 19

ACADEMIC EVALUATIONS, SURVEYS & CERTIFICATES ......................................................... 19

RECEIPT OF STUDENT HANDBOOK ......................................................................................... 21
PURPOSE

The CP-12 staff, U.S. Army Combat Readiness Center publishes the student guide to provide general information regarding course policies, procedures and content. Because updates to the student guide occur periodically throughout the fiscal year, check the link at https://safety.army.mil/training/ or check with the contacts listed in the guide to ensure you have the latest version.

Prior to attending Phase 3, each student should read the student guide to become familiar with the scope of policies and procedures that address actions required by the USACRC CP-12 Instructor Staff, Training & Education Directorate and students. Each student will acknowledge receipt and understanding of this guide by completing the form provided on the last page.

NOTE: Pre-arrival documents and completion certificates will be uploaded into Blackboard (Phase upload tab) unless directed otherwise by the class manager.
SECTION I

Section I includes information that will help you prepare for your arrival to attend training offered by the USACRC, Fort Rucker, Alabama.
GETTING STARTED

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/Careerist travel, per diem, etc. will be coordinated between the Functional Chief Representative’s office and the intern’s/Careerist’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.defenetravel.dod.mil/index.cfm and http://www.defenetravel.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. 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 90 miles from Montgomery.

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.

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.

**On-Post Lodging.** Fort Rucker Lodging was privatized (IHG Army Hotels) in August 2009 and will 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, Ozark and Enterprise have numerous hotels, including national chains, located near Fort Rucker that offer 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 area.

<table>
<thead>
<tr>
<th></th>
<th>Daleville Inn &amp; Apartments</th>
<th>Econo Lodge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daleville</td>
<td>108 N. Daleville Ave, Daleville, AL 36322&lt;br&gt;(334) 503-9335&lt;br&gt;6.5 miles to Ft. Rucker</td>
<td>444 N. Daleville Ave, Daleville, AL 36322&lt;br&gt;(334) 598-6304&lt;br&gt;5.14 miles to Ft. Rucker</td>
</tr>
<tr>
<td>Ozark</td>
<td>Hampton Inn&lt;br&gt;235 North US Highway 231&lt;br&gt;Ozark, AL 36360&lt;br&gt;(334) 443-6669&lt;br&gt;9 miles to Ft. Rucker</td>
<td></td>
</tr>
<tr>
<td>Enterprise</td>
<td>Candlewood Suites&lt;br&gt;203 Brabham Dr.&lt;br&gt;Enterprise, AL 36330&lt;br&gt;(334) 308-1102&lt;br&gt;10.1 miles to Ft. Rucker</td>
<td>Hampton Inn&lt;br&gt;8 West Pointe Court&lt;br&gt;Enterprise, AL 36330&lt;br&gt;(334) 347-5764&lt;br&gt;13 miles to Ft. Rucker</td>
</tr>
<tr>
<td></td>
<td>Comfort Inn&lt;br&gt;615 Boll Weevil Circle&lt;br&gt;Enterprise, AL 36330&lt;br&gt;(334) 393-2304&lt;br&gt;11.81 miles to Ft. Rucker</td>
<td>Holiday Inn Express Hotel &amp; Suites&lt;br&gt;9 N. Pointe Blvd&lt;br&gt;Enterprise, AL 36330&lt;br&gt;(334) 347-2211&lt;br&gt;13 miles to Ft. Rucker</td>
</tr>
<tr>
<td></td>
<td>Days Inn&lt;br&gt;714 Boll Weevil Circle&lt;br&gt;Enterprise, AL 36330&lt;br&gt;(334) 393-3297&lt;br&gt;11.72 miles to Ft. Rucker</td>
<td>Fairfield Inn &amp; Suites Marriott&lt;br&gt;100 Brabham Drive&lt;br&gt;Enterprise, AL 36330&lt;br&gt;(334) 348-1580&lt;br&gt;10.1 Miles to Ft. Rucker</td>
</tr>
</tbody>
</table>
FACILITIES

Dining: Fort Rucker dining establishments include: The 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: 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://lyster.amedd.army.mil/ or call the appointment desk, (800) 261-7193.

The closest emergency medical facilities
  • 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 all your mailing needs. However, you may receive mail and packages through the USACRC postal address:

U.S. Army Combat Readiness Center
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 at the following website: www.rucker.army.mil/chaplain/

DRIVING ON FORT RUCKER

Fort Rucker Gate/Access Control Points. Daleville, Enterprise and Ozark gates are open 24/7. Faulkner Gate is open from 4:30 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m., Monday through Friday and closed on weekends and holidays.

Private Motor 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, Army Safety Program.
A few of the PMV traffic laws to be aware of include:

- 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.** Private Motor 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 should visit the following link:


All visitors must have in their possession a 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, 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 – CP-12 Classroom Dress Code will adhere to the U.S. Army Combat Readiness Center Dress Code Policy. See Addendum. (511 type/style pants are acceptable for 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 (CDL) (optional). Close-toed shoes (CDL) mandatory.

**Academic Materials/Supplies.** Organizational standard operating procedures and installation regulations, etc. related to class topics: traffic safety, mishap investigation, ground pre-accident plans, etc.

**Optional.** While in the classroom, you will be provided a Surface Pro for classroom work and will also be able to take with you after class. You will be given access to the classroom after hours and on the weekends.
SECTION II

Section II includes information about the CP-12 program. It includes details about how the courses will be delivered to the various types of assignments and activities with which you will engage. Details regarding the general academic policies and procedures will also be included.
TRAINING & EDUCATION PROGRESSION

CP-12 Phase Training Overview. CP-12 phase training curricula is comprised of a blended mix of
distance learning training courses, University training (OSHA), resident training, developmental
assignments, and hands on OJT training. The training is separated into five phases and the CP-12
class manager is assigned to each phase to assist the students when necessary.

Phase 1: In the initial phase, students will obtain the pre-requisite knowledge required to prepare
the students for the resident and practical training phases through distance learning and
Blackboard.

Phase 2: During the second phase of training, Students will attend a university OSHA Education Center
for OSHA training. The training will apply emerging technologies to engage the students with practical
application using simulators, staged hazard scenarios, and laboratories.

Phase 3: Resident training will be conducted at the U.S. Army Combat Readiness Center in a
Classroom 21 environment equipped with the latest information technology. The training will focus
on collaborative problem-solving events led by experienced facilitators and assisted by proponent
subject matter experts. (US Army Careerists, USN, USMC, USAF students are training complete after
Phase 3)

Phase 4: Rotational training will provide CP-12 (interns only) developmental opportunities that are
tailored to the specific job series each individual serves under. The rotational training will be hosted
by the proponent command associated with the particular CP-12 job series and will provide in-depth
practical training that associates the student with the real-life challenges that they will encounter in
the field.

Phase 5: CP-12 (interns only) will undergo rigorous on the job (OJT) training (PH5) at their destination
organizations and be provided mentoring by seasoned safety professionals. The mentors will assist
the intern students to research, write and brief a staff study project paper that targets hazard
mitigation for hazards that are identified at their location. The students will also conduct
occupational, industrial worksite inspections that will be mentored and evaluated by their supervisor.
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, loss 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, ensuring student involvement and participation are key to each student’s success during the course and on the job. We use a variety of face-to-face, demonstrative learning, 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 Collaboration Services (DCS) 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/Facilitators 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.

**Written and Oral Presentations.** These presentations are often a requirement of an assignment or practical exercise and will be evaluated by staff utilizing a grading rubric.

**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.

**Student Evaluation.** Student evaluations are 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 (open book).
- Student participation.

**Assignments/Pre-Assignments.** Most academic assignments require both in and out of class preparation. Guidelines governing in and out of class learning (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 academic policy.

**STUDENT RESPONSIBILITIES & REQUIREMENTS**

**Preparation.** Courses are designed to be challenging, yet rewarding. Because the core study within our discipline is SOH, we have high expectations of our students. 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.

**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, exercises and presentations. Therefore, students are expected to actively participate in the class discussions. Classroom participation is required throughout the course. Students are encouraged to take notes during lectures for use in subsequent coursework. Unless otherwise specified, notes may be taken during guest speaker presentations.
Other Requirements

- 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 (GO/NO GO).
- 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.

Student Study Library

The library maintains current copies of the resident training course textbooks and related reference books for ASOC, GSOC, and CP-12.

Technical Library located at Building 9204 on Ruf Avenue, 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 reference librarians are available to assist you with conducting research and can be reached at (334) 255-2324.

ACADEMIC POLICIES & STANDARDS

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 makeup requirements with the course instructor or class manager. Students will maintain all of their completed course work assignments in Blackboard or student folders on the server in the classroom.

Students are required to achieve a minimum score of 80 percent or “satisfactory” 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 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 FCR. 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 the Careerist Proponency 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 FCR 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 FCR.
Recommendations for dismissal will be forwarded to the Deputy Commander (DCO) for a final decision. All student counseling will be documented.

**Blackboard Training.** Students are required to achieve 80 percent or higher 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.** Doing your duty means more than carrying out your assignments; it also means being able to accomplish those assignments and meeting established deadlines.

**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.

**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 FCR 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 in a professional manner. 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/asst. CL 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 Chief, Safety & RM Training.

Chief, Safety & RM Training. The Chief, Safety & RM Training oversees all CP-12 training and development to include distributed learning courses. The FCR is the second 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.

Open Door Policy. The Director, Training & Education (TED) maintains 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 is available to discuss the issue. The Training staff is always available to all students attending the CP-12 Intern Training Course. 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 specific 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 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.

Assistant Class Leader. The assistant class leader is the secondary spokesperson for the class. The assistant class leader ensures that all administrative issues are addressed and managed in the absence of the class leader. Additionally, he or she will assist the class leader when directed as requirements arise.

Group Leaders. The group leaders 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.

Class Photographer/Historian. The class photographer/historian executes or makes arrangements for taking of the class photo and 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. 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 conducted on Saturday due to unforeseen circumstances out of control of the staff. It is critical that students receive all scheduled instruction and complete all course requirements. **Students must attend the entirety (100%) of each course in order to receive a completion certificate. Only under extenuating circumstances is a student allowed to miss any part of training.** 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 (if military) and civilians must submit sick leave as required. Additionally, interns will contact the Intern Program Manager with documentation.

A written counseling statement will be issued upon a student’s first unscheduled and unexplained absence or tardiness. Written acknowledgment of the counseling statement is required even if the student does not agree with it. Acknowledgement of the counseling 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 makeup 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 immediately. If you are unable to contact your class manager, 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. 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.
CONTACTS

Dr. Brenda Miller  
Functional Chief Representative  
DNS 558.2959 or 334.255-2959  
brenda.g.miller.civ@mail.mil

Ken Mathis, Jr.  
CP-12 Course Manager/Instructor  
DNS 558.0204 or 334.255.0204  
kenneth.l.mathis2.civ@mail.mil

Dr. Mike Wesolek  
Director, Training and Education  
DNS 558.2119 or 334-255-2119  
michael.l.wesolek.civ@mail.mil

Gary Ballew  
Career Program Proponenty  
Office Director  
gary.w.ballew.civ@mail.mil  
DNS 558.0258 or 334.255.0258

Cheryl McCray  
Career Specialist/Intern Program Manager  
DNS 558.2676 or 334.255.2676  
cheryl.l.mccray.civ@mail.mil

Chris Acord  
CP-12 USMC Liaison/Instructor  
DNS 558.0237 or 334.255.0237  
christopher.r.acord.civ@mail.mil

Ben Valentine  
Chief, Safety and RM Training  
DNS 558.0171 or 334.255.0171  
benjamin.s.valentine.civ@mail.mil

Nikki Lowin  
Blackboard Administrator  
DSN 558.3897 or 334.255.3897  
nikki.k.lowin.ctr@mail.mil

CP-12 Classroom  
Classroom Bldg. 5206  
Telephone: x-0140  
Classroom Bldg. 5206 Fax: x-0142

CP-12 Class Manager  
Phase 2  
Primary: x-0204  
USMC Instructor/Liaison Staff x-0237

ACADEMIC EVALUATIONS, SURVEYS & CERTIFICATES

Course Surveys. The mission of the Training & Education Directorate (TED) / CP-12 Course, is to design, deliver, monitor, evaluate, document, administer, manage, improve, and sustain safety, occupational health and risk management training. To accomplish this mission, the TED is committed to continuous improvement and assures quality learning, teaching, training, and service delivery throughout a regular review and improvement process. The USACRC TED 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. 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 active duty military who may be in attendance for all 3 phases of the CP-12 Course.

**Graduation Certificates.** Students will receive a CP-12 Level-1 graduation certificate at the conclusion of phase 3 (resident).

*NOTE: All requirements (Phase 1-DL, Phase 2-OSHA, Phase 3-Resident training must be completed and passed with 80% to be considered complete.*

**Safety and Occupational Health Professional Certificate.** Upon completion of the CP-12 training, students will have completed all requirements necessary for meeting the ANSI accredited program set forth in ASTM E2659-09, Standard Practice for Certificate Program.
MEMORANDUM FOR United States Army Combat Readiness Center Employees (USACRC)

SUBJECT: U.S. Army Combat Readiness Center Dress Code Policy

1. This USACRC policy establishes dress code standards for civilian employees.

2. Guidance

   a. In order to ensure the proper performance of the Government’s business and to maintain the confidence and respect of the citizens we serve, employees working in the USACRC are expected to maintain high standards of honesty, integrity, impartiality, and conduct. Employee conduct, to include manner of dress, reflects not only upon individual employees, but also on the USACRC and the US Army.

   b. Office attire should complement an environment that reflects an efficient, orderly, and professional organization. The following guidelines are provided to help supervisors determine the appropriateness of employee attire, depending on the job assigned:

      (1) Slacks, Pants, and Pants Suits. Smart casual slacks/pants made of natural fabrics (cotton, wool, silk, etc.) or synthetic material and dressy capris below the knee are acceptable. Examples of inappropriate slacks or pants include worn, torn or frayed jeans, sweatpants, exercise pants, shorts (of any kind) and any spandex or other form-fitting pants.

      (2) Skirts, Dresses, and Skirted Suits. Casual dresses and skirts, and split skirts that are at or below the knee are acceptable. Dress and skirt lengths should be no shorter than 4 inches above the knee when seated.

      (3) Shirts, Tops, Blouses, and Jackets. Casual collared shirts, dress shirts, or golf-type shirts are acceptable attire for work. Suit jackets or sport jackets are also acceptable attire for the office, but are not required on a daily basis. Inappropriate attire for work includes, tank tops; midriff tops; tops with excessively low or plunging necklines; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulder; sweatshirts; and t-shirts unless worn under another blouse, shirt, jacket, or dress, distastefully tight/form-fitting clothing.

      (4) Shoes and Footwear. Comfortable walking shoes, loafers, dress heels, with/without straps and leather deck-type shoes are acceptable for work. Flashy athletic shoes, flip-flops, and slippers are not acceptable for office wear.

      (5) Jewelry, Makeup, Perfume, and Cologne. These should be worn in good taste as employees share enclosed spaces. Products should be worn with respect for co-workers.

      (6) Physical Fitness/workout clothing. During instances where PT or exercise is performed during designated breaks, employees must not don this clothing more than 15 minutes prior.
SUBJECT: U.S. Army Combat Readiness Center Dress Code Policy

or upon completion of those activities. Under no circumstances should PT/exercise clothing be worn during any other time during the workday.

c. Casual Dress Fridays. Clean, neat, unfrayed jeans and other more casual clothing suitable for the office activity of the day is permissible.

d. Command Performance Events: There may be an occasion of special events that Informal Attire will be required. For the purpose of this policy, Informal attire is defined as a suit or sport coat and tie for men, and suit, ladies suit, or business apparel for women. Supervisors will allow employees appropriate advance notice for these events. At any time our Army Coworkers are in the Army Class A uniform, the civilians will be in Informal Attire.

e. Supervisors may allow modifications to the above dress attire to meet special activities or events of the day.

3. Responsibility. All USACRC civilian personnel in the USACRC spaces are required to adhere to this dress code policy. Directors, Division Chiefs, and Supervisors are responsible for monitoring and enforcing this policy.

4. Disciplinary Actions. The following steps will be taken if any of the above is violated:

a. If questionable attire is worn in the office, the respective supervisor will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

b. If an obvious policy violation occurs, the respective supervisor will hold a private discussion with the employee and direct them to take appropriate action to remedy the situation, to include potentially having the employee take annual leave, return home and change their attire.

c. Repeated, unheeded violations will result in disciplinary action, up to and including termination.

5. This policy will be incorporated into the USACRC Employee Handbook in the "Employment Policies" heading.

6. The USACRC Chief of Staff, Mr. David Parker, (334) 255-9872, david.b.parker18.civ.mail.mil is the point of contact for this memorandum.

David J. Francis
Brigadier General, USA
Commanding
RECEIPT OF STUDENT HANDBOOK

The CP-12 Intern Training Course – 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 student handbook 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 dismisal from training.

_______ I have read, understand and will adhere to the USACRC Dress Code Policy.

_______ 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 one week prior for approved.

_______ I must complete all Phase 1 (Blackboard/Distance Learning) requirements prior to attending the Phase 2 training and that late work is not accepted unless prior arrangements are made with TED Staff.

_______ 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 upload this completed and signed form into the appropriate Blackboard folder class manager NLT two weeks prior to the start of Phase 3 (Resident) course.

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

__________________________________  __________________________________
Student’s Signature  Supervisor’s Signature

__________________________________  __________________________________
Student’s Printed Name  Supervisor’s Printed Name

__________  __________
Date Signed  Date Signed

21