

Safety and Occupational Health Accreditation Program Handbook

FALL 2007



SAFETY AND OCCUPATIONAL HEALTH ACCREDITATION PROGRAM HANDBOOK

Table of Contents

Chapter 1	Overview of the Program	Page
	A. Introduction	3
	B. Applicability	3
	C. Objectives	3
	D. Resource Requirements	3
	E. References	3
	F. Timeline	4
	G. Proponent and Suggested Improvements	4
Chapter 2	Levels of Accreditation	5
	Accreditation Matrix	6
Chapter 3	The Pieces of Accreditation	11
	A. Five Key Components	11
	1. Formal Education	11
	2. Training	11
	3. Professional Development	12
	4. Performance Enhancing Job Experiences	12
	5. Certification	13
	B. 3-Year Individual Development Plan	13
	C. 2-Year Intern Individual Development Plan	15
Chapter 4	How Accreditation Works	56
	A. Getting Started	56
	B. Forms	56
	C. Accreditation Review	57
ANNEX A	Determining Continuing Professional Education Units	59
ANNEX B	Accreditation Forms	61
	1. Accreditation Evaluation Form	61
	2. Supervisor Accreditation Evaluation Worksheet	63
ANNEX C	Sample Accreditation Forms	65
	1. Sample Accreditation Evaluation Form	65
	2. Sample Supervisor Accreditation Evaluation Worksheet	67

Chapter 1. Overview of the Program

A. Introduction. The Safety and Occupational Health (SOH) Accreditation Program guides the career development of Army safety management civilian professionals. Accreditation assesses safety and occupational health careerists' credentials by identifying achievement levels in education, training and experience requirements. The program formally recognizes an individual's demonstrated performance and capabilities. The Accreditation Program ensures that safety management professionals possess and maintain identified core competencies in safety and health and leadership and organizational management.

B. Applicability. Civilian safety management professionals are required to participate in the Safety and Occupational Health Accreditation Program. Multi-disciplined safety and occupational health professionals will maintain proficiency in the broad areas of safety, occupational health and leadership and organizational management. The matrix in Figure 1 lists SOH career field accreditation requirements by occupations. Safety engineers (0803), health physicists (1306), safety managers/specialists (018/019), industrial hygienist (690) and air safety specialists (1815) series will also maintain proficiency mandated by their series' positive education requirements. These requirements complement but do not duplicate series-unique or other certification requirements (e.g. American Board of Industrial Hygiene, Board of Certified Safety Professionals, American Academy of Health Physics) for safety and occupational health professionals.

C. Objectives. The Safety and Occupational Health Accreditation Program is a systematic approach to develop and sustain among Army safety and occupational health personnel the knowledge, skills and abilities of established core competencies as outlined on the website at <https://crc.army.mil/cp12online/> of the Army Civilian Training, Education and Development System CP-12 (ACTEDS) Safety Management Plan, DA Pam 600-3, Army Personnel Proponent System and it includes these strategies:

- **Competency Maintenance** – Document professional development quality levels through mandatory and recommended courses for safety management personnel.
- **Continuous Improvement** – Establish criteria for continued career development, by requiring skills training, education and experience in the three broad competency groups: safety engineers, health physicists, and safety managers/specialists for three sequential competency levels.
- **Evaluation** – Provide individuals and supervisors a systematic method (3-year IDP) for assessing requirements and accomplishments against standard accreditation levels.
- **Peer Awareness** – Require program participation by all safety management professionals and provide comparative data.
- **Counseling and Career Planning** – Formalize long-range counseling requirements, and document members' professional development contracts with supervisors.

D. Resource Requirements. Coordination with resource management personnel is essential to ensure funding for training, education and competitive professional development programs.

E. References.

- AR 385-10, The Army Safety Program
- AR 690-950, Civilian Personnel, Career Management
- DODI, Guide To Development of the Programmatic Environment, Safety, and Occupation Health Evaluation (PESHE)

- CP-12 Army Civilian Training, Education & Development System (ACTEDS) Plan
- CP-11 Comptroller Accreditation Program Handbook
- US Office of Personnel Management, Intern Guides

F. Timeline. The Safety and Occupational Health Program will be implemented in FY 2008. The projected time frame for completing each level of accreditation is three to five years. This timeline may vary based on individual needs and credentials.

G. Proponent and Suggested Improvements. The proponent of this handbook and the Safety and Occupational Health Accreditation Program is the Career Program Management Office (CPMO). Comments and suggested improvements should be e-mailed to: cp12managementbranch@crc.army.mil. Changes will be incorporated and updates issued periodically.

Chapter 2. Levels of Accreditation

The Safety and Occupational Health Program has three levels, and progression from one level to the next will not be a specific requirement for particular positions or grades. Rather, the process will serve as a career program life-cycle guide for professional and personal development. For instance, careerists who reach Level III are required to continue their professional development at the rate of four continuing education units (CEUs) per year (40 contact hours). See Annex A. Training requirements at all three levels will be documented on a Three Year Individual Development Plan (3yIDP), which all careerists must have. See the Accreditation Matrix (Figure 1) for an illustration of the following accreditation levels.

- **Level I (GS-7/9/11) (Career Group:**
<http://www.cpms.osd.mil/nsps/conversion/index.html>)
Performs fundamental, basic and routine activities while gaining subject matter expertise. Generally, works in close relation with a team leader or supervisor
- **Level II (GS-11/12/13) (Career Group:**
<http://www.cpms.osd.mil/nsps/conversion/index.html>)
Functions independently and applies knowledge and experience to a variety of complex situations. Works with minimal guidance and direction from a team leader or supervisor.
- **Level III (GS-14/15) (Career Group:**
<http://www.cpms.osd.mil/nsps/conversion/index.html>)
Serves as senior specialist/analyst, team leader or supervisor. A recognized expert with broad scope of responsibility and high visibility. May have executive responsibility for installation, and directorate, and/or agency-level policy and implementation.

FIGURE 1. ACCREDITATION MATRIX			
SAFETY ENGINEERS	INDUSTRIAL HYGIENISTS	SAFETY MANAGERS/SPECIALISTS	HEALTH PHYSICISTS
LEVEL I	LEVEL I	LEVEL I	LEVEL I
<p>--Bachelors Degree-Recommended --CP-12 Intern Program</p> <p>Mandatory Training</p> <p>a. Systems Safety in Safety Engineering b. Acquisition 101 c. Risk Management d. System Safety e. Composite Risk Management (16 hr course Safety Managers) f. Fundamentals of System Acquisition Management g. AMMO-45-DL h. AMMO-63-DL i. Explosive Site Planning j. Range Safety k. Hazard Recognition in Built Environments l. Occupational health m. OSHA Fire Safety n. OSHA 264 Confined Space o. OSHA Electrical p. OSHA 511 Industrial q. Radiation Safety r. Tactical Safety s. Process Safety Management t. Accident Investigation Course u. Safety Inspections v. Quantitative Methods in Safety Management w. Theory and Application of Accident Prevention/Human Factors x. Risk Communication y. Military Briefings z. Writing Techniques aa. Briefing Techniques bb. Contracting Orientation cc. Safety Program Management</p> <p>Recommended Training</p> <p>a. Intermediate Systems Acquisition, Parts A and B b. Fundamentals of Systems Planning, Research, Development and Engineering c. Intermediate Systems Planning, Research, Development and Engineering, Parts I and II d. Test and Evaluation Basic</p>	<p>--Bachelors Degree-Recommended</p> <p>-- CP-12 Online Prerequisites -- CP-12 Intern Program</p> <p>Technical Development</p> <p>--Specialized Technical Training as Specified on the IDP</p> <p>a. Intermediate Ventilation b. Noise Assessment & Control c. Indoor Air Quality d. Design Review & Blueprint Reading e. Respiratory Protection & Personnel Protection Equipment f. Exposure Assessment Model (Distance Learning-DL) g. Defense Occupational & Environmental Health Readiness System (DOEHRS) Training h. American Industrial Hygiene Conference & Exposition (during 2nd year)</p> <p>Leader Development</p> <p>a. Civilian Education System (CES) Foundation Course (DL) b. Civilian Education System (CES) Basic Course (DL + 2 weeks resident) c. Membership in Professional Association: AIHA, ACGIH</p> <p>Assignment-Installation Industrial Hygiene Office</p> <p>a. Hazard recognition & evaluation in garrison, medical, industrial and administrative workplaces b. Planning & conducting workplace surveys c. Developing plans to assess hazards through sampling & evaluation d. Implementation of controls & protective measures e. Worker training</p> <p>Self Development</p> <p>a. Interpersonal Communication Skills b. Army 101- Fundamentals</p>	<p>--Bachelors Degree-Recommended</p> <p>-- CP-12 Online Prerequisites --CP-12 Intern Program</p> <p>Technical Development</p> <p>--Specialized Technical Training as Specified on the IDP</p> <p>a. Right Seat Ride Program</p> <p>Leader Development</p> <p>a. Civilian Education System (CES) Foundation Course (DL) b. Civilian Education System (CES) Basic Course (DL + 2 weeks resident) c. Participation in Professional Safety and Occupational Health Organization: ASSE, NSC, etc..</p> <p>Self Development</p> <p>a. Interpersonal Communication Skills b. Army 101- Fundamentals of Army Organization c. Public Speaking d. Professional Reading List</p> <p>Required Continuous Learning</p> <p>Four (4) CEUs per year</p>	<p>--Bachelors Degree in a Science or Mathematics-Required</p> <p>-- CP-12 Online Prerequisites -- CP-12 Intern Program</p> <p>Technical Development</p> <p>--Specialized Technical Training as Specified on the IDP</p> <p>a. Applied Health Physics b. Radiation Detection and Instrumentation c. Transportation of Radioactive Materials d. Laser-Microwave Course e. Multi-Agency Site Survey and Investigation Manual Course f. Health Physics Society Conference (during 2nd year)</p> <p>Leader Development</p> <p>a. Civilian Education System (CES) Foundation Course (DL) b. Civilian Education System (CES) Basic Course (DL + 2 weeks resident) c. Membership in Professional Association: HPS, ABHP</p> <p>Assignment- Safety/Technical Office</p> <p>a. Radiation Safety license/DA Radiation Authorization Compliance b. Planning & conducting ionizing and non-ionizing surveys surveys c. Issuing Radiation Permits d. Implementation of controls & protective measures e. Worker training</p> <p>Self Development</p> <p>a. Interpersonal Communication Skills b. Army 101- Fundamentals of Army Organization c. Public Speaking d. Professional Reading List</p>

FIGURE 1. ACCREDITATION MATRIX

SAFETY ENGINEERS	INDUSTRIAL HYGIENISTS	SAFETY MANAGERS/ SPECIALISTS	HEALTH PHYSICISTS
LEVEL I	LEVEL I	LEVEL I	LEVEL I
<p>Course</p> <ul style="list-style-type: none"> e. Intermediate Test and Evaluation f. Advanced Test and Evaluation g. OSHA Laboratory Safety h. OSHA Construction Safety i. Software Safety Engineering j. OSHA 2250 Ergonomics k. Designing Safer Vehicle l. System Safety Management Analysis m. Accident Investigation Board President Course n. Industrial Hygiene o. OSHA 513 Human Factors p. Safety and Health for Engineers q. Risk Management for the Safety Professional <p>Leader Development</p> <ul style="list-style-type: none"> a. Civilian Education System (CES) Foundation Course (DL) b. Civilian Education System (CES) Basic Course (DL + 2 weeks resident) c. Participation in Professional Safety and Occupational Health Organization: ASSE, NSC, etc. <p>Self Development</p> <ul style="list-style-type: none"> a. Interpersonal Communication Skills b. Army 101 – Fundamentals of Army Organization c. Public Speaking d. Professional Reading 	<ul style="list-style-type: none"> of Army Organization c. Public Speaking d. Professional Reading List 		

FIGURE 1. ACCREDITATION MATRIX			
SAFETY ENGINEERS	INDUSTRIAL HYGIENISTS	SAFETY MANAGERS/SPECIALISTS	HEALTH PHYSICISTS
LEVEL II	LEVEL II	LEVEL II	LEVEL II
<p>--Bachelors Degree Required</p> <p>--Masters Degree (Enrolled in Program) Recommended</p> <p>--Professional Certification (Working Toward) – Recommended</p> <p>--CES Training mandatory</p> <p>--Mandatory Training</p> <p>a. Decision Making and Problem Solving</p> <p>b. Safety and Health for Engineers</p> <p>c. Hazard Based Safety Engineering</p> <p>d. Engineering Effective Team Management and Practice</p> <p>e. Engineering Project Management</p> <p>f. Safety Program Management</p> <p>--Recommended Training</p> <p>a. Delivering a High-Performance Safety Management System</p> <p>b. Managing the Business Aspects of Safety</p> <p>c. Safety Communication and Training Techniques</p> <p>d. Effective Training Techniques</p> <p>e. System Safety Management Analysis</p> <p>f. Cost Analysis for Optimal Safety and Health Decisions</p> <p>g. Conducting a Safety Audit</p> <p>Leader Development</p> <p>a. Civilian Education System-Intermediate Course (DL+3 week resident)</p> <p>b. Strategic Planning</p> <p>c. Resource Management</p> <p>d. Decision Making/Problem Solving Advanced Course</p> <p>e. Project Management</p> <p>f. Membership in Professional Association: ASSE, etc.</p>	<p>Technical Development</p> <p>--Advanced Training in Technical Topics as Specified on the IDP</p> <p>a. Noise Abatement & Control</p> <p>b. Asbestos Manager & Planner</p> <p>c. Chemical Surety</p> <p>d. Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE)</p> <p>e. Ventilation System Design & Troubleshooting</p> <p>f. Statistical Sampling & Analysis</p> <p>--Preparation for Certification in Industrial Hygiene (CIH) & Examination</p> <p>--Preparation for Certification in Safety (CSP) & Examination</p> <p>Leader Development</p> <p>a. Civilian Education System-Intermediate Course (DL + 3 week resident)</p> <p>b. Strategic Planning</p> <p>c. Resource Management</p> <p>d. Metrics Development & Analysis</p> <p>e. Project Management</p> <p>f. AIHA/ASSE Future Leaders Institute</p> <p>g. Membership in Professional Association: AIHA, ACGIH</p> <p>h. Committee Chair/Leadership Position in AIHA/ACGIH</p> <p>Assignment</p> <p>a. Senior Industrial Hygienists in Army Installation Program</p> <p>b. Senior Industrial Hygienists/Team Leader at USACHPPM</p> <p>c. Staff Assignment at Headquarters</p> <p>d. Mentor to Junior Staff</p> <p>Self Development</p> <p>a. Professional Reading List</p> <p>b. Risk Communication Skills</p> <p>c. Training Techniques</p> <p>d. Professional Publications</p> <p>e. Presentation at Professional Conferences</p>	<p>--Bachelors Degree – Recommended</p> <p>--Masters Degree (Enrolled in Program) Recommended</p> <p>--Professional Certification (Working Toward) - Recommended</p> <p>Technical Development</p> <p>--Specialized Technical Training as Specified on the IDP</p> <p>--Mid Level SOH Leader’s Course</p> <p>--ASSE: Certificate in Safety Management</p> <p>Safety Management I</p> <p>Safety Management II_</p> <p>Corporate Safety Management</p> <p>Leader Development</p> <p>a. Civilian Education System-Intermediate Course (DL + 3 week resident)</p> <p>b. Strategic Planning</p> <p>c. Resource Management</p> <p>d. Decision Making/Problem Solving Advanced Course</p> <p>e. Project Management</p> <p>f. Membership in Professional Association: ASSE, etc.</p> <p>Required Continuous Learning</p> <p>Four (4) CEUs per year</p> <p>Professional Reading List</p>	<p>Technical Development</p> <p>--Advanced Training in Technical Topics as Specified on the IDP</p> <p>a. Internal Dosimetry</p> <p>b. Risk Communication</p> <p>c. Hazardous Materials packaging and Preparation</p> <p>d. Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE) emergency response</p> <p>e. Environmental Monitoring</p> <p>f. Statistical Sampling & Analysis</p> <p>--Preparation for Certification in Health Physics (CHP) & Examination</p> <p>--Preparation for Certification in Safety (CSP) & Examination</p> <p>Leader Development</p> <p>a. Civilian Education System-Intermediate Course (DL + 3 week resident)</p> <p>b. Strategic Planning</p> <p>c. Resource Management</p> <p>d. Metrics Development & Analysis</p> <p>e. Project Management</p> <p>f. Membership in Professional Association: AAHP, HPS</p> <p>h. Committee Chair/Leadership Position in AAHP, HPS</p> <p>Assignment</p> <p>a. Alternate Radiation Safety Officer Senior Health Physicist at Life Cycle Management Command</p> <p>b. Alternate Radiation Safety Officer/Senior Health Physicist at NRC Licensed Site or Medical Command</p> <p>c. Senior Health Physicist/team leader at CHPPM</p> <p>d. Staff Assignment at Headquarters</p> <p>e. Mentor to Junior Staff</p> <p>Self Development</p> <p>a. Professional Reading List</p> <p>b. Risk Communication Skills</p> <p>c. Training Techniques</p>

FIGURE 1. ACCREDITATION MATRIX			
SAFETY ENGINEERS	INDUSTRIAL HYGIENISTS	SAFETY MANAGERS/ SPECIALISTS	HEALTH PHYSICISTS
LEVEL II	LEVEL II	LEVEL II	LEVEL II
			d. Professional Publications e. Presentation at Professional Conferences

FIGURE 1. ACCREDITATION MATRIX			
SAFETY ENGINEERS	INDUSTRIAL HYGIENISTS	SAFETY MANAGERS/SPECIALISTS	HEALTH PHYSICISTS
LEVEL III	LEVEL III	LEVEL III	LEVEL III
<p>--Bachelors Degree Required</p> <p>--Masters Degree – Recommended</p> <p>--Safety Engineering refresher training as needed</p> <p>Leader Development</p> <p>a. Civilian Education System Advanced Course (DL + 4 weeks resident)</p> <p>b. Senior Service College</p> <p>c. Federal Executive Institute</p> <p>Required Continuous Learning</p> <p>Four (4) CEUs per year</p> <p>Self Development</p> <p>a. Team Building</p> <p>b. Conflict Management</p> <p>c. Professional Reading List</p> <p>d. Professional Publications</p> <p>e. Presentation at Professional Conferences</p>	<p>Technical Development</p> <p>a. Advanced Training in Technical Topics as Specified on the IDP & as Needed to Maintain Professional Certification</p> <p>b. Member of ANSI Standards Development Committee</p> <p>Leader Development</p> <p>a. Civilian Education System-Advanced Course (DL + 4 weeks resident)</p> <p>b. Senior Service College</p> <p>c. Federal Executive Institute</p> <p>d. Committee Chair/Leadership Position in AIHA/ACGIH</p> <p>e. Member/Chair of DoD Committee</p> <p>Assignment-Multidisciplinary</p> <p>a. Regional Manager</p> <p>b. Program Manager</p> <p>c. Director</p> <p>d. Senior Staff</p> <p>Self Development</p> <p>a. Team Building</p> <p>b. Conflict Management</p> <p>c. Professional Reading List</p> <p>d. Professional Publications</p> <p>e. Presentation at Professional Conferences</p>	<p>--Bachelors Degree – Recommended</p> <p>--Masters Degree – Recommended</p> <p>--Professional Certification Recommended</p> <p>--Executive SOH Leader’s Course</p> <p>Recommended: ASSE – The Executive Program in Safety Management</p> <p>Delivering A High Performance Safety Management System</p> <p>Reducing Losses From Occupational Health Risks and Environmental Exposures</p> <p>Managing The Business Aspects of Safety</p> <p>Required</p> <p>Sr. Safety Seminar (required by CSA)</p> <p>Leader Development</p> <p>a. Civilian Education System-Advanced Course (DL + 4 weeks resident)</p> <p>b. Senior Service College</p> <p>c. Federal Executive Institute</p> <p>Required Continuous Learning</p> <p>Four (4) CEUs per year</p> <p>Self Development</p> <p>a. Team Building</p> <p>b. Conflict Management</p> <p>c. Professional Reading List</p> <p>d. Professional Publications</p> <p>e. Presentation at Professional Conferences</p>	<p>Technical Development</p> <p>a. Advanced Training in Technical Topics as Specified on the IDP & as Needed to Maintain Professional Certification</p> <p>b. Member of ANSI Standards Development Committee</p> <p>Leader Development</p> <p>a. Civilian Education System-Advanced Course (DL + 4 weeks resident)</p> <p>b. Senior Service College</p> <p>c. Federal Executive Institute</p> <p>d. Committee Chair/Leadership Position in HPS/AAHP</p> <p>e. Member/Chair of DoD Committee</p> <p>Assignment-Multidisciplinary</p> <p>a. Senior Health Physicist/License Manager</p> <p>b. Program Manager</p> <p>c. Director</p> <p>d. Senior Staff</p> <p>Self Development</p> <p>a. Team Building</p> <p>b. Conflict Management</p> <p>c. Professional Reading List</p> <p>d. Professional Publications</p> <p>e. Presentation at Professional Conferences</p>

Chapter 3. The Pieces of Accreditation

A. Five Key Components. The Accreditation Process establishes requirements for continual career development. Process components include education, training, professional development, performance enhancing job experiences, and certification. CP-12 members are encouraged to pursue accreditation requirements in all of these components.

1. Formal Education aims to provide CP-12 and members' knowledge to competently perform their positions' functional requirements. Member of CP-12 series GS-0690, GS-0803, and GS-1306 have a positive education requirement to even qualify for the career program. Recommended formal education requirements for CP-12 members are shown by level in Figure 1. The rated person and supervisor/rater should use this information in reaching an appropriate accreditation level determination. For civilian members, it is recommended that by:

- 2009, anyone selected for a GS-14 or higher position will have a Bachelor's Degree;
- 2012, anyone selected for a GS-15 or higher position will have a Master's Degree;
- 2017, anyone selected for a GS-11 or higher position will have a Bachelor's Degree.

For FY 2008, 15 years of work experience (10 years must be federal service) can be substituted for a four-year undergraduate degree. Courses completed toward undergraduate or graduate degrees will be applied only toward the formal education requirement. Courses or degree programs taken beyond those needed for "Formal Education"—if related to competencies in the three broad competency groups—may be applied toward "Training" requirements.

2. Training strives to equip CP-12 members with job-related skills to competently perform required duties of their positions. Competency training focuses on the immediate application of safety management functions and practices and strengthens Multi-Disciplined Safety and Occupational Health professionals' various specific expertise areas. Training emphasizes practical applications (e.g., what to do and how to do it) and aims to meet specific organizational goals. Training should be tailored to the level of accreditation being pursued. Many training courses are available through distance learning and computer-based training.

Figure 1 shows training requirements for each accreditation level. The numbers of training events by level are applicable only to that level and cannot be applied again. For example, if one applies the Emergency Response course to Level I Health Physicists' requirement, that course cannot be applied again to meet the Level II Health Physicists' requirement. To maintain their competency, safety management careerists at Level III must continue professional development at the rate of four (40 contact hours) Continuing Education Units (CEU) a year.

3. Professional Development affords CP-12 career members opportunity to gain enriched professional perspective outside their regular assignments by participating in Army-wide competitive development programs many of which are centrally funded. Examples of these are listed below. In addition, developmental assignments provide opportunities to gain on-the-job experience for extended periods away from one's permanent position.

- **Career Program/Functional Area Competitive Development Programs**
 - Developmental Assignments
 - Short-Term Training
 - Training-With-Industry
 - University Training

- **Army-Wide Competitive Development Programs**
 - Sustaining Base Leadership and Management Program (AMSC)—Military/Civilian
 - Congressional Fellowship Programs—Civilian
 - Defense Leadership and Management Program (DLAMP)—Civilian
 - Senior Service Colleges—Military/Civilian
 - White House Fellowship Program—Military/Civilian
 - Command and General Staff—Military/Civilian

- **Executive Leadership Programs**
 - Organizational Leadership for Executives—Military/Civilian
 - ASSE The Executive Program in Safety Management

These professional development programs may be applied against the training requirements for Level I to Level III of the Accreditation Matrix.

4. Performance Enhancing Job Experiences are short-term job assignments that reinforce CP-12 members' training and professional development through specialized and/or managerial experience. A civilian who has held assignments of more than one year in two or more CP-12 job series or assignments can credit all assignments or experiences after the first one as performance enhancing job experiences. Full-time participation on task forces, special projects, study groups, process action teams and details are also defined as performance enhancing job experiences.

Also included are developmental assignments, intern rotational assignments and exchange programs within the Army; exchange programs between the Army and other federal government departments; and exchange programs with the private sector, such as Training with Industry. Job exchanges normally are on a one-for-one basis and are a minimum of 90 days in length. Requirements for a planned job exchange should be outlined in the rated person's performance objectives on the evaluation report support form and 3yIDP.

5. Certification is an external process that formally recognizes and validates competency in one or more specialized areas of expertise. Certification requirements may include formal education, continuing education, specialized experience, character references and examination. There are several different certifications a careerist may pursue, please visit:
<https://crc.army.mil/cp12online/Certifications/CP12Certifications/tabid/280/Default.aspx>.
The Army may fund training, but the individual careerist is responsible for any costs associated with certification exams.

B. The 3-Year Careerist Individual Development Plan (3yIDP) identifies professional development, education, training and work assignments to enhance job performance. The 3yIDP process emphasizes discussion and joint decisions by the ratee, the rater or supervisor and/or career program manager, and may also involve input from a career member's mentor. Every 3yIDP is tailored to individual and organization needs. There is no set pattern—the term “individual” is basic to the concept—especially as it applies to one's willingness and capacity to learn and grow. The life cycle of professional growth and continual learning comprises the three accreditation levels earlier described. Parties to each person's 3yIDP focus on specific developmental experiences that will reach mutual goals of individual career development and organizational enhancement over three-year periods. CP-12 members are responsible for creating career development plans and initiating actions to pursue their career goals. To optimize current and future safety management personnel contributions, supervisors and managers must stay actively involved in developing, reviewing and assessing these individual development plans.

U.S. Army CP-12 Safety and Occupational Health IDP Guidance

1. REFERENCES. See Enclosure 1.
2. PURPOSE. To establish policy for the implementation of the IDP within CP-12.
3. SCOPE . This policy applies to all CP-12 personnel to include interns, careerist, and professional associates at both continental U.S. and overseas continental U.S. locations.
4. DEFINITIONS .
 - a. Army Civilian Training, Education, and Development System (ACTEDS) : A system that ensures planned development of civilian employees through progressive and sequential work assignments, formal training, and self–development. For more information, see the Civilian Personnel Office website:
<http://www-cpol.army.mil/train/acteds>
 - b. Individual Development Plan: This document provides the methods by which employees can plan for training; gain experience to develop their specific skills,

knowledge, and abilities; assess their strengths; set training goals; and chart where they can best contribute and grow as a safety and occupational health careerist.

5. IDP PROCESS.

a. CP-12 ACTEDS place great emphasis on the education, training, and development of safety and occupational health civilians. The IDP process is straightforward and designed to enhance current skills as a prerequisite to the development of future-oriented knowledge and skill areas. The IDP provides career level of an employee's career on training and developmental assignments that are designed to improve job performance and build qualifications for advancement to key positions.

b. Since the process includes both the supervisor's and employee's perspective, there are opportunities for exchange and feedback so that goals are reasonably achievable. Each IDP should be unique and tailored to meet the needs of the employee and to better accomplish the Army's safety and occupational health mission. It may include formal training as well as informal training experiences such as on-the-job training or the SkillSoft Learning program. The IDP may be modified at any time by mutual agreement between the employee and supervisor.

c. The IDP can be found and completed in the CP-12 IDP Database at <https://crc.army.mil/cp12online/ManageYourIDP/tabid/349/Default.aspx>.

6. RESPONSIBILITIES.

a. Supervisors will—

- (1) Review appropriate guidance for employees' career progression (e.g., ACTEDS, career development guides, job descriptions, officer management plan, enlisted management plan) under their supervision.
- (2) Assist in preparing an IDP for all employees under their supervision.
- (3) Review and update the IDP with all employees under their supervision during the annual performance evaluation.
- (4) Approve the IDP for all employees under their supervision.
- (5) Designate adequate time in the annual mission support plan to ensure IDP execution.
- (6) To the greatest extent possible, ensure funding is available to cover the training costs designated on the IDP for civilians and professional associates under their supervision.

b. Employees will—

- (1) Review appropriate guidance for their career progression (e.g., ACTEDS, career development guides, job descriptions).
- (2) Prepare their IDP at the beginning of their annual performance evaluation period in coordination with and approval of their supervisor.

7. GOALS. The goals of the IDP are:

a. To identify individual training and developmental needs in a systematic way to continue to maintain a highly competent and motivated workforce.

b. To ensure specific developmental experiences that will fulfill mutual goals of individual career development and organizational enhancement.

8. POINT OF CONTACT. Questions concerning this process can be directed to the USACRC FCR Management Branch Office, extension (334)255-0243; DSN: 558.

REFERENCES

1. Army Regulation (AR) 690-400, Total Army Performance Evaluation System (Chapter 4302).
2. R 690-900, Career Management.

C. The 2-Year Intern Individual Development Plan (2yIDP) will serve as a valuable tool during a Career Intern's two-year internship to set goals, to plan resources, and to gain and make commitments. The IDP is a device that the Career Intern and his/her supervisor can use to communicate and to clarify expectations for structured on-the-job training, formal training, rotations, other developmental activities, and various responsibilities. IDP planning will allow supervisors to make more accurate budget and staffing plans. Additionally, the process will help Career Interns discern which developmental activities will be the most appropriate for their career development.

Each Career Intern assignment should have clearly defined learning objectives. In some assignments, the assignment "Career Intern coordinator" may be available to assist the Career Intern's supervisor and the Career Intern in developing the learning objectives, determining how they will be met, and determining how the Career Intern will be evaluated. The IDP will serve as the roadmap for attaining learning objectives and competencies. It should be used as a method for setting goals and learning objectives to be attained during the next two (or more) years. To be most effective, IDP's should be developed within the first 3 months of the internship.

3. All IDP's should have the following characteristics:

- IDP's should be designed around specific learning objectives for the two/three-year time-frame. The learning objectives should include general management areas as well as technical skills and experiences which will help the Careerist gain necessary capacities needed to be a successful employee.
- IDP's should clearly indicate how the learning objectives will be accomplished, e.g., through job rotation details, task force assignments, and/or formal training. Time frames for the accomplishment of the learning objectives should also be indicated in the IDP.
- IDP's should be treated as planning documents to be reviewed periodically and revised as appropriate. IDP's should contain a clear statement of when reviews

- A brief description of the target position (short-term and long-term goals) and specific learning objectives to cover areas that will provide the Career Intern with the knowledge, skills, and abilities to qualify for appropriate positions at the successful completion of the two/three-year time-frame.
- Accomplishment of all IDP objectives at the end of the two/three-year internship should demonstrate that the Career Intern is qualified for the target position. The supervisor and the Career Intern should be partners in determining that the objectives set forth in the IDP have been accomplished. Supervisors should record the learning objectives that have been attained.

4. Intern IDPs- The following competencies are listed merely as suggestions that supervisors and Career Interns might consider in developing and determining career objectives:

- Written Communication - Expresses ideas and facts in writing in a succinct and organized manner.
- Oral Communication - Expresses ideas and facts to individuals and/or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of information and ideas.
- Problem Solving - Identifies and analyzes problems; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.
- Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.
- Managing a Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.
- Vision - Takes a long-term view and initiates organizational change for the future; builds the vision with others; spots opportunities to move the organization toward the vision.
- Creative Thinking - Develops new insights into situations and applies innovative solutions to make organizational improvements; designs and implements new or cutting edge programs/processes.
- Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected

obstacles; effectively deals with pressure and ambiguity.

- Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.
- Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
- Self-Direction - Demonstrates belief in own abilities and ideas; self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.
- Influencing/Negotiating - Persuades others; develops networks and coalitions; gains cooperation from others to obtain information and accomplish goals; negotiates to find mutually acceptable solutions; builds consensus through give and take.
- Planning and Evaluating - Determines long-term objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.
- Human Resource Management - Empowers people by sharing power and authority; develops lower levels of leadership by pushing authority downward and outward throughout the organization; shares rewards for achievement with employees; ensures that staff are appropriately utilized, appraised, and developed, and that they are treated in a fair and equitable manner.
- Command Orientation - Anticipates and meets the needs of command; achieves quality end products; is committed to improving services and organizational effectiveness.
- External Awareness - Identifies and keeps up-to-date on key agency policies/priorities and external economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.
- Team Building - Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- Technology Management - Integrates technology into the workplace; develops strategies using new technology to manage and improve program effectiveness;

understands the impact of technological changes on the organization.

- Internal Controls/Integrity - Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Technical Competence - Understands and appropriately applies procedures, requirements, regulations and policies related to special expertise, e.g., engineering, physical science, law, or accounting; maintains credibility with others on technical matters.

INTERN GENERIC INFORMATION FOR IDP

Installation Name

Safety Master Intern Training/Individual Development Plan
for _____
Safety and Occupational Health Specialist
GS-018-07 TO GS-018-11 Intern

NAME OF INTERN: *Full Name*

POSITION: Safety and Occupational Health Specialist

ENTRY POSITION: GS-018-07

TARGET POSITION: GS-018-11

LENGTH OF PLAN: 2 years: Phase I – 22 Jan – 4 May 07
Phase II & III – Begin and end dates

DATE IDP PREPARED: *Date*

DATE IDP UPDATED: *Date*

1. **Introduction:** This master training and development plan will prepare the intern for target level performance at the GS-11 level. There are three levels of training: Phase I, II, and III. Each level is described within the document. Upon completion of specialized training, the Safety Management Career Program Intern will be able to perform journeyman level work assignments (GS-018-11) with guidance normally provided full performance level personnel. Instructions for completion of this Individual Development Plan (IDP) are located in the Safety Management Master Intern Training Plan.

2. **Structure of the Training Plan:** Supports non-competitive promotions to a target level of GS-11. Training schedules vary according to the entry qualifications of the career intern's experience, education, and knowledge.
The target dates for the promotion of Name are:
Date for GS-0018-09
Date for GS-0018-11
3. **Training Phases:** The training plan has three phases:
 - a. Phase I will be formal training in the Safety Management (SM) program functional elements and consists of the CP-12 Safety and Occupational Health Phase I course. The intern will achieve at least a satisfactory grade or a certificate of completion of the formal training identified and conducted during the course. The Activity Career Program Manager (ACPM) decides how much training is required for each SM intern. The flexibility is required because interns possess different levels of general or specialized experience.
 - b. Phase II training, the supervisor or senior journeyman will provide very specific basic assignments and detailed instructions, guidance, and advice on all aspects of the work to be accomplished. Assistance will be given to ensure the intern's progression. The supervisor or senior journeyman will review training assignments closely (those in progress and upon completion) for adequate results and attainment of knowledge, skills, and abilities (KSA).
 - c. Phase II and III will be rotational OJT, specialized training, and advanced college courses pertaining to basic skill development in the SM program functional elements. The length of training will vary from 6 to 18 months.
4. **Target Position:** The target position is the GS-11 level. This position has been established at the GS-11 level based upon local position structures and work assignments. Interns are placed in training programs to meet this requirement. The training schedule is shown in Appendixes 2 and 3 for GS-11 target positions.
5. **Individual Development Plan (IDP):**
 - a. The training needs of the intern should coincide with the phases of the training plan. The supervisor develops an IDP for each intern. This IDP shows the time to be spent at each phase. The IDP is based upon the intern's education and experience and emphasizes those areas in which the intern has the least knowledge.
 - b. The ACPM or a representative maintains the IDP. A copy is given to the intern. Another copy is made a matter of record for review by evaluation teams. One electronic copy is filed with the Career Program Manager at the USACRC.
6. **Program Responsibilities:**

- a. **Purpose:** To provide development of skills needed to perform efficiently at each career level and become increasingly more knowledgeable in the function, mission and organization of the safety management field. This will enable proper usage of material learned, applied effectively and continuously, thereby increasing productivity in technical functions.
- b. **Training Objectives:** Formal training in conjunction with on-the-job training or actual work assignment experience in each segment of the training program assures a complete and thorough working knowledge of all the basic functions thereby meeting the objectives of the overall training program and each segment thereof.
- c. Interns who enter the program at the GS-07 level must complete the one phase of formal resident training. The plan leads to promotion to GS-11 when all requirements are met. The ACPM may extend the training plan up to six months to attain the specialized learning objectives. Training will be administered through local on-the-job training, classroom training, special projects and self-development.
- d. **Work Assignments:** Work assignments for each phase of the overall training program are covered in Appendix 2 and 3.
- e. Provisions for change to lower grade, delaying any promotion or extending any phase of the training will depend on the incumbent's ability to progress, not to exceed six months.
- f. Consideration will be given to changes to lower grade or reassignment to another available position for which qualified when the intern fails to meet applicable work achievement requirements and learning objectives. Such failures could also cause separation from service.
- g. As a condition of graduation from the intern-training program and promotion to the journeyman level, the APCM must certify that the trainee is qualified and technically proficient to perform at the target level.
- h. The key trainer is the Safety Director assisted by safety and occupational health specialists.
- i. **Counseling and Evaluation:** Informal discussion and counseling between the supervisor and intern will be held once each month and at the time the intern completes a major training assignment. An Intern Evaluation and Intern Reaction Report will be prepared every six months (based on the EOD date into the intern program) until they graduate. The intern will be rated under the Senior System of the Total Army Performance Evaluation System (TAPES) program. One year after the EOD, the intern will receive their first annual rating. The intern will then continue on the EOD based rating cycle (usually another 12 months) until the intern

program is completed. The intern, upon completion of the two-year intern program, will then be phased into the DA cyclic rating schedule.

7. Phase I Learning Objectives:

- a. Purpose: To provide objectives for learning, progression, and qualifications that will prepare the intern for Phase II and III will be rotational OJT (and advanced college courses) in the implementation of and basic skill development in the SM program functional elements. The length of training will vary from 6 to 18 months as necessary to meet target level performance through a flexible training schedule.
- b. At the end of Phase I, the intern will be knowledgeable and able to describe the basic duties and responsibilities of a Safety and Occupational Health Specialist:
 - 1. Possess a working knowledge of the safety management program functional elements, and a basic understanding of the processes involved in the management and implementation of the Army Safety Program.
 - 2. Familiarization with the terminologies unique to the Army Safety Program.
 - 3. Aptitude to achieve basic work skills required to successfully perform on-the-job training.
 - 4. Ability to describe the organizations of the Federal Government and the mission of the major commands and the activity of assignments.
 - 5. Ability to describe the principles, policies, concepts, and procedures relative to safety management.
 - 6. Capacity to describe the regulatory guidance prescribed for safety management.
 - 7. Ability to list the safety program management elements of an activity.
 - 8. Identify hazards and associated compliance requirements in field and installation environments.
 - 9. Demonstrate the ability to solve problems, document the process and present the Courses of Action to a formal review board.
- d. During this phase, the intern will receive detailed and specific instructions and guidelines from the Training Director and other safety and occupational health specialists from the U.S. Army Combat Readiness Center.

8. Phase II Learning Objectives:

- a. Purpose: To provide objectives for learning, progression, and qualifications that will prepare the intern for target level performance through a flexible training schedule.
- b. At the end of Phase II, the intern will be able to perform satisfactorily as an entry-level safety and occupational health specialist.
 1. Research safety matters and furnishes technical guidance to supervisors; coordinate elements of the safety program with staff offices and organizations; and contribute to studies, reports, and recommendations to management.
 2. Develop and coordinate requirements for safety training with appropriate organizations and staff offices and prepare, schedule, and present the training.
 3. The intern will be expected to develop a business-like rapport with those individuals at the all levels and installations requesting or offering safety assistance. Along this line, the intern will spend an indicated portion of Phase II with other safety and occupational health specialists to fully inform the intern of what capabilities do or do not exist as well as increasing his/her scope of guidance available to his/her through the Safety Office. All formal training deadlines must be met with a complete usable product as the final result. Develop and coordinate requirements for safety training with appropriate organizations and staff offices and prepare, schedule, and present the training.
 4. Budget for and conduct safety promotion and education projects using films, signs, posters, awards programs, or other media.
 5. Demonstrate knowledge of regulations and requirements through development of new procedures as mission and techniques change; apply the risk management process, and recommend safe work procedures for operations, activities, facilities, equipment, materials, or devices; and research policy requirements to determine consistency with Occupational Safety and Health Administration (OSHA) and other policies and standards.
 6. Assist in investigating accidents; prepare accurate and complete reports required by Army and OSHA standards; and analyze accidents to identify causes and recommend corrective action to prevent recurrence.
 7. Schedule periodic safety inspections of activities and during inspections, identify common hazards to safety and health or unsafe acts; determine and report the corrective actions recommended; follow-up on recommended corrective actions; assist in preparing plans; and explain safety inspection results.
 8. Demonstrate knowledge of the principles and practices of accident prevention and DA safety regulations, mandated regulations administered by other Federal

agencies, and national consensus standards. The intern will understand the standards and will be able to implement them effectively and will coordinate with other activities tasked with safety and health responsibilities.

9. Demonstrate an entry-level knowledge of tactical safety program elements.
 10. Demonstrate an entry-level knowledge of ionizing and non-ionizing radiation programs.
 11. Use evaluation, inspection, investigation, and analysis techniques to identify accident-producing factors as they relate to programs, operations, and activities; collate data, assess risks, and develop guidelines and corrective preventive measures; evaluate activity safety programs; comply with DA and OSHA reporting requirements and procedures; and use accident reporting data in accident prevention and control.
- c. At the end of Phase II, the intern will be able to perform satisfactorily as a journeyman safety and occupational health specialist.

9. Phase III Learning Objectives:

- a. Phase III is a blend of developmental assignments, OJT and formal training. The safety training will be conducted at the intern's permanent duty station or other stations that provide unique Safety and occupational health or tactical application experience. Phase III will consist of increasingly independent work where the intern will be required to operate major segments of the safety program. The objective is to progressively reduce the degree of supervision until the intern is at performance level of the target grade (GS-11). The attendance and completion of all formal training is contingent upon funding and availability.
- b. After completing phase III, intern will be able to:
 1. Interpret and supplement safety policy/standards; apply federally mandated standards and national consensus standards in establishing safety policy and programs.
 2. Use various education and promotion methods; evaluate the need for special emphasis promotional efforts; select and organize effective means of promotion; obtain materials and programs available through Government agencies and commercial organizations; and evaluate materials for use in local programs.
 3. Take part in the development and execution of safety program budgets.

- c. Successful completion is determined by the Training Director, the intern will be promoted to the journeyman level, GS-11.

Typed Name
Safety Intern

Typed Name
Safety Manager

Training Director
CP-12 Career Program Manager

3 Enclosures

1. A-1 Career Intern Ladder
2. A-2 Phase I Training Schedule
3. A-3 Phase II Training Schedule
4. A-4 Phase III Training Schedule
5. A-5 Additional Independent Training
6. A-6 Certification

APPENDIX 1

Intern Career Ladder
(GS-018 Entry)

GS-018-11	Target
GS-018-09	12 Months
GS-018-07	12 Months

Figure A-1

This display does not show when promotions are received. Minimum time in grade depends on the intern's qualifications. Provisions for extending any phase of training, delaying promotions and change to lower grade are subject to change, depending upon incumbent's ability to progress.

APPENDIX 2

Name
Phase I Training Schedule
22 January – 4 May 2007

PHASE I ON-LINE COURSES	DATE COMPLETED
Ammo-45 Introduction to Ammunition	
Ammo-63 (composite course consisting of Ammo 77 CPE, Ammo 81 OPS, Ammo 81 IQD, Ammo81 HC)	
Commander's Safety Course	
Additional Duty Safety Course	
Action Officer Development Course	
Risk Management Course (ORM U)	
Contracting for the Rest of Us	
Supervisor's Safety Course	
Systems Safety in Systems Engineering	
Toxicology Tutorial 1 – Basic Principles	
Military Briefings	
The Supervisor Development Course (#131-F21)	
ACQ 101 – Fundamentals of Systems Acquisition Mgmt	
Introduction to the National Response Plan (NRP) #IS-800a	
Manager Development Course (#131-F31)	
Emergency Planning	

PHASE I: FORMAL TRAINING AT USACRC	DATE COMPLETED
Intern Orientation	22 Jan 07
Career Development	22 Jan 07
Writing Techniques	23 Jan 07
Briefing Techniques	23 Jan 07
Quantitative Methods in Safety Management	24 Jan 07
Problem Solving	25 Jan 07
Research Methods (includes staff study requirement)	26 Jan 07
Theory & Application of Accident Prevention (Theories, Behavioral Based Safety, Managing Human Error)	29-30 Jan 07
Army Safety Program	31 Jan – 2 Feb 07
Legal Aspects of Safety (Includes Environmental)	5-6 Feb 07
Fire Safety / Life Safety Code	7-8 Feb 07
Blueprint Reading	8 Feb 07
Safety Systems	9 & 12 Feb 07
Radiation / Health Physics	13-14 Feb 07

Occupational Health	15-16 Feb 07
CRM Train the Trainer	19-20 & 24 Feb 07
Tactical Safety	22-23 Feb 07
Occupational Safety and Health Standards for the Construction Industry (OSHA 510)	26 Feb – 1 Mar 07
Recognition, Evaluate & Control of Occupational Environment. (Industrial Hygiene) OSHA 521	5-9 Mar 07
Electrical Hazard Control (OSHA 309A)	12-14 Mar 07
Hazardous Materials (OSHA 2015)	14-16 Mar 07
Ergo. Applied to work related Muscular Ergo Skill Assessment Techniques (OSHA 2250)	19-22 Mar 07
OSHA Recordkeeping (OSHA 7845)	22 -23 Mar 07
Permit Required Confined Space (OSHA 2264)	26-30 Mar 07
Occupational Health and Safety Technologist Safety Program and Math Review	2-4 Apr 07
Motor Vehicle and Transportation Safety	5-6 & 9 Apr & 3 May 07
Explosives Safety	10-12 Apr 07
Adult Education	13 Apr 07
Industrial Application of Regulatory Initiatives OSHA 501 (Train-the Trainer)	16-20 Apr 07
Staff Study Decision Brief	23 Apr 07
Accident Investigation Board President's Course (Includes reporting, phases, interviews, security and diagramming, medical aspects, human factors,	24-27 & 30 Apr 07
Intro to Accident Reporting	
Occupational Health and Safety Technologist Exam	1-2 May 07
Graduation	4 May 07
Achieved CSHO Designation	4 May 07

POST-PHASE I TRAINING & DEVELOPMENT/LOCATION	DATE COMPLETED
CES Basic Leadership Course/ Various Installations	
(Job and location Specific)	

APPENDIX 3

Name
 Phase II Training Schedule
Dates

FORMAL / SPECIALIZED TRAINING	PROJECTED DATES / DATE COMPLETED
<i>Examples only - TBD</i>	
<i>Aviation Safety</i>	
<i>Hospital Safety</i>	
<i>Human Resource Management</i>	
<i>Range Safety Level I course – on line</i>	
<i>Range Safety Level II course – resident</i>	
<i>HAZWOPER Course</i>	
<i>OSHA Machine Guarding</i>	
<i>OSHA Fall Protection</i>	
<i>Internal ISO/ Safety Auditor Course</i>	

APPENDIX 4

Name
Phase III Training Schedule
Dates

1. Advanced skill development will be achieved by incorporating rotational assignments. This training will be divided into two segments:

A. Will consist of not more than six OJT assignments as determined by the MACOM CPM. Assignments are generic to all MACOM units. The assignments will address operations which comprise at least 5% of the total mission or be in the category of high risk.	B. Will consist of no more than six OJT assignments determined by the installation/activity CPM which are essential to the mission of the command. The assignments will address operations which comprise at least 5% of the total mission or be in the category of high risk.
(1)	(1)
(2)	(2)
(3)	(3)
(4)	(4)
(5)	(5)
(6)	(6)

2. At the end of the advanced skill development assignments in the on-the-job training (OJT) the intern will be able to:

- a. Demonstrate knowledge of regulations, investigate and analyze causes, relate safety standards and findings to systems safety, develop and implement countermeasures, support command and staff in safety related matters with average supervision and guidance from the CPM.
- b. Demonstrate knowledge and requirements to develop new procedures as mission and techniques change; analyzes hazards, assess risk, and recommend safe working procedures for operations, activities, facilities, equipment, material or devices.

APPENDIX 5

Name
Additional Independent Training
(GS-018 Entry)

1. The intern will also pursue additional independent training that encompasses areas in which the intern has the least knowledge and/or focuses on specific program functional areas of their position (Job and location Specific)
2. Additional independent training is desired but not mandatory for completion of safety training and will be subject to funding and training schedule opportunities.

Additional Independent Training	TIMEFRAME/ DATE COMPLETED
(Job and location Specific)	

APPENDIX 6

Name
Certification
(GS-018 Entry)

I certify that _____ has accomplished the objectives listed in his/her Individual Development Plan and is qualified and technically proficient at the target GS-018-11 level.

Safety Manager

CP-12 Career Program Manager

**SAMPLE COMPLETED INTERN IDP
SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN**

NAME OF INTERN: XXXXXXXXXXXXXXXX

POSITION: Safety and Occupational Health Specialist

ENTRY POSITION: GS-018-07

TARGET POSITION: GS-018-11

LENGTH OF PLAN: 2 years: Phase I - 30 OCT 2006 - 4 MAY 2007
 Phase II - 5 May - 29 OCT 2008

DATE IDP PREPARED: 11 April 13, 2007

1. **Purpose:** To develop skills and knowledge needed to perform successfully at each career level and become increasingly more knowledgeable in the function, mission and organization Army Safety and the overall safety management field.
2. **Intent:** Mr. XX will complete this master training and development plan, to prepare for successful performance at the GS-11 level. There are two general levels of training covered in the plan: Phase I and II. Each level is described in this document. After completing training, Mr. XXX will be able to perform journeyman level work assignments (GS-018-11) with guidance normally provided full performance level personnel.
3. **Training Objectives:** Mr. XXX will combine a program of formal training, on-the-job training, and work assignments to obtain the knowledge and skills needed to accomplish the safety program management mission essential tasks and supporting tasks at Appendix 1 to include the CP-12 Competency Self-Assessment.
4. **Structure of the Training Plan:** This plan supports non-competitive promotions to a target level of GS-11. The training schedule and content may vary as different training opportunities become available, and Mr. XXX progresses in his professional development.
5. **Training Phases:** The training plan has two phases:
 - a. Phase I will be formal training in the Safety Management program functional elements and consists of the Centralized Career Management Intern (CCMI) course. Mr. XXX will achieve at least a satisfactory grade or a certificate of completion of the formal training identified and conducted during the CCMI course. The Career Program Manager (CPM) decides how much training is required, but the program normally includes the courses and activities shown in Appendix 2.
 - b. Phase II will be rotational safety and occupational health training, combined with additional formal and technical training, on-the-job training, and work assignments. Projected training is outlined in Appendix 3.
6. **Target Position:** The target position is the GS-11 level. This position has been established at the GS-11 level based upon local position structures and work

NAME XXX

SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

assignments. Interns are placed in training programs to meet this requirement.

7. **Individual Development Plan (IDP) Management:**

- a. Mr. XXX's training needs coincide with the training plan, based on a needs assessment done during his first weeks on the job. This IDP shows the time to be spent at each phase. The IDP is based upon his education and experience and emphasizes those areas in which he has the greatest need to grow in skills and knowledge using the Competency Self Evaluation Form.
- b. The CPM or representative maintains the IDP. Mr. XXX will receive a copy. Another copy is made a matter of record for review by evaluation teams.

8. **Program Procedures:**

- a. **Progression.** Mr. XXX entered the program at the GS-07 level, and will complete a two phase, two-year training program. The plan leads to promotion to GS-11 when all requirements are met. The CPM may extend the training plan up to six months to attain the specialized learning objectives. Training will be administered through local on-the-job training, classroom training, special projects and self-development. Provisions for change to lower grade, delaying any promotion or extending any phase of the training will depend on the incumbent's ability to progress, not to exceed six months.
- b. **Certifying Completion.** As a condition of graduation from the intern-training program and promotion to the executive level, the Safety Director and PCM must certify that the trainee is qualified and technically proficient to perform at the target level. The Certification Statement is shown at Appendix 4.
- c. **Failure to Complete or Perform.** The CPM will consider changes to lower grade or reassignment to another available position if Mr. XXX fails to meet applicable work requirements and learning objectives. Such failures could also cause possible separation from service.
- d. **Safety Director Role.** The Installation Safety Director is Mr. XXX's primary trainer, assisted by other safety and occupational health professionals. The Safety Director supervises Mr. XXX, and provides career program guidance.
- e. **Counseling and Evaluation:** The Safety Director will hold informal discussion and counseling with Mr. XXX at least once each month and at the time the intern completes a major training assignment. The Safety Director will complete an Intern Evaluation and Intern Reaction Report every six months (based on the EOD date into the intern program) until they graduate. Mr. XXX will be rated under the Senior System of the Total Army Performance Evaluation System (TAPES) program. One year after the EOD, Mr. XXX will receive

NAME XXX XXX
SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

his first annual rating. He will then continue on the EOD based rating cycle (usually another 12 months) until the intern program is completed. Mr. XXX, upon completion of the two-year intern program, will then be phased into the DA cyclic rating schedule.

9. Phase I Learning Objectives:

- a. At the end of Phase I, Mr. XXX will be knowledgeable and able to describe the basic duties and responsibilities of a Safety and Occupational Health Specialist.
- b. Specific knowledge, skills, and abilities will include familiarity with the mission of the Installation Safety Office, Fort XXXX, and its inter-relationship with other organizations, standards of conduct and security, basic knowledge and skills expected of an entry-level safety and occupational health specialist with the ability to work on minor portions of safety projects without supervision or assistance.
- c. During this phase, Mr. XXX will receive detailed and specific instructions and guidelines from the Safety Director and other safety and occupational health specialists at the installation.

10. Phase II Learning Objectives:

- a. At the end of Phase II, Mr. XXX will perform satisfactorily as a journeyman-level safety and occupational health specialist. This means being able to accomplish the mission essential tasks listed in appendix 1, at an acceptable performance level.
- b. Mr. XXX will be expected to develop a business-like rapport with those individuals at the installation requesting or offering safety assistance. He will spend a good portion of Phase II with other safety and occupational health specialists, as well as continue formal and technical training. He must meet all formal training deadlines, with a complete usable product as the final result.
- c. He will be able to apply his acquired knowledge and skills to:
 - (1) SAFETY MANAGEMENT.
 - (a) Assist in preparing safety management programs, plans, countermeasures, and budgets. Help with OSHA compliance plans, abatement plans, and other installation-level hazard control actions.
 - (b) Develop and conduct various training courses in accident prevention, hazard communication, job hazard analysis, and safe work practices and methods.

NAME XXX

SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

- (c) Observe various work operations, develop statistically valid conclusions about risk levels and installation compliance with standards, and determine the need for countermeasures.
- (d) Analyze hazard information to identify trends, anomalies, and variances in safety management indicators.
- (e) Write articles or other promotional and publicity information based on established needs.
- (f) Discuss accident prevention management measures and methods with commanders, leaders, or supervisors.
- (g) Evaluate a variety of activities and operations, contacting appropriate leaders to obtain their cooperation in effecting corrective changes to unsafe conditions or practices.
- (h) Assess safety management provisions of different types of contracts, including construction, supplies and services, education, and others.
- (i) Review safety management procedural and policy documents as requested.
- (j) Help draft local command safety management policies and procedures.
- (k) Become familiar with the operations of the Federal Employees Compensation Act (FECA) program, and help develop and sustain the local Civilian Resource Conservation Program.

(2) OCCUPATIONAL SAFETY AND HEALTH.

- (a) Demonstrate and apply comprehensive knowledge of and be able to use national consensus standards and regulations that govern occupational safety and health for general and military industrial and construction operations.
- (b) Recognize hazards associated with industrial and construction industries, operations and facilities.
- (c) Inspect construction and fabrication of facilities and equipment to ensure projects are built according to appropriate standards.
- (d) Demonstrate a working knowledge of basic construction standards and codes, and standards for the operation of heavy equipment and machinery.

NAME S. XXX

SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

- (e) Inspect industrial and construction activities and operations for compliance with established standards and prepare reports to commanders or supervisors.
- (f) Prepare reports on physical conditions and unsafe acts, and recommend corrective actions.
- (g) Perform follow-up investigations and inspections as needed.
- (h) Investigate and analyze accidents resulting in occupational injuries and illnesses.
- (i) Prepare required accident reports.
- (j) Understand the objectives, organization, principles, and policies of occupational health and industrial hygiene programs.
- (k) Participate in industrial hygiene evaluations of facilities and operations.
- (l) Use various types of methods and instruments to monitor facilities for compliance with occupational health standards.
- (m) Help prepare industrial hygiene reports, recommending corrective actions, and participating in follow up activities.

(3) MILITARY TRAINING AND OPERATIONS SAFETY.

- (a) Demonstrate and apply a broad knowledge of the organization, mission, and operation of tactical units and headquarters staff elements in forming and applying an effective unit safety program (for both Active and Reserve units).
- (b) Apply knowledge of safety factors to transportation, storage, handling, and operation of equipment, vehicles, and weapons in combat arms and supporting units during military training operations.
- (c) Assess risks associated with specific combat training for individuals, units, and combined arms training.
- (d) Identify hazards and recommend specific risk control measures for various tactical situations and exposures.
- (e) Staff countermeasure recommendations and requirements into training plans, operational orders, and SOPs.
- (f) Demonstrate the ability to work successfully with Unit Safety Coordinators, commanders and staffs in all aspects of safety management.

NAME XXX

SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

(4) RANGE SAFETY.

- (a) Apply the requirements of appropriate regulations and manuals to issues of weapons system operation; and ammunition and explosives transportation, handling, storage and use in the field.
- (b) Demonstrate knowledge of surface danger zone creation and interpretation for all systems and activities.
- (c) Assess risks in various proposed range operations and activities.
- (d) Develop and recommend risk controls consistent with field training requirements.
- (e) Recommend modifications in range operations and field training that provide both greater risk control and training realism.
- (f) Evaluate requests and help staff responses to requests for range waivers.

(5) SAFETY ENGINEERING.

- (a) Demonstrate a working knowledge of basic engineering standards and codes, as well as fundamental knowledge of basic and applied sciences.
- (b) Review proposals, design and construction plans and drawings for hazards and standards compliance.
- (c) Assess accident prevention provisions of construction and engineering service contracts.
- (d) Observe construction operations in progress, relating the job in progress to knowledge of plans, contracts, and standards. Assist in handling emergent hazards in jobs in progress.

(6) AMMUNITION/EXPLOSIVES SAFETY.

- (a) Demonstrate knowledge of the basic principles of ammunition/explosives safety and a general knowledge of explosives development and ammunition design.
- (b) Recognize hazards associated with the handling, use, storage, maintenance, and disposal of ammunition and explosives.
- (c) Determine hazard classification, compatibility, and quantity-distance requirements for storage of ammunition and explosives.

NAME XXX

SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

(d) Conduct explosives safety surveys, determining whether ammunition/explosives are being stored IAW applicable standards.

(e) Review ammunition/explosives SOPs to determine if they meet applicable standards.

(f) Investigate ammunition/explosives accidents.

(g) Prepare and submit required explosives accident notifications and reports.

(7) MOTOR VEHICLE ACCIDENT PREVENTION.

(a) Assist in developing and sustaining the installation motor vehicle accident prevention program.

(b) Investigate, analyze and report on certain motor vehicle accidents.

(c) Understand both human and mechanical factors involved in motor vehicle accidents and be able to devise methods and countermeasures to correct identified problems.

(d) Review driver training programs for adequacy and effectiveness, including licensing and testing procedures.

(8) SYSTEM SAFETY.

(a) Explain the relationship between systems safety and other disciplines and the support the safety office can provide to system developers.

(b) Understand and explain the MANPRINT program.

(c) Assist in developing input to system safety program plans (SSPPs) for systems under development, if possible.

(d) Take part in tests and evaluations of systems.

(e) Perform a variety of analyses, such as Fault Tree Analysis (FTA), Hazard analysis, and Failure Mode and Effect analysis.

(f) Explain the legal considerations of system safety.

(g) Demonstrate working knowledge of the procedures for submitting Quality Deficiency Reports/Equipment Improvement Recommendations, and provide assistance in completing at least one of each with a proponent unit.

NAME XXX

SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

(h) Become acquainted with the AMC Logistics Assistance Office and their capabilities. Work directly with them and other affected staff offices in dissemination and control of system hazard information (e.g. safety-of-use messages).

(9) RADIATION SAFETY.

(a) Recognize hazards associated with ionizing and non-ionizing radiation operations.

(b) Learn how to perform radiation surveys and laser safety inspections

(c) Design and draw a laser surface danger zone in IAW requirements of AR 385-63.

(d) Use the appropriate technical data to determine where and how ionizing and non-ionizing radiation-producing devices may be safely employed.

(e) Determine appropriate risk controls for using both ionizing and non-ionizing radiation-producing devices in real world operations.

(10) AVIATION SAFETY.

(a) Demonstrate knowledge of aviation safety standards, policies, and procedures.

(b) Help develop local aviation safety programs.

(c) Evaluate local enforcement of air-safety rules, standards, and procedures.

(d) Review the airfield pre-accident and disaster plans.

(11) COMMUNITY SAFETY.

(a) Demonstrate knowledge and provide assistance to various family support operations, such as Child Development Services Programs, Army Community Services, Youth Services, Quality of Life, and on-post schools.

(b) Become familiar with the operations and hazards of community facilities such as clubs, skating rinks, bowling alleys, golf courses, and similar activities.

(c) Demonstrate knowledge of the general operations and hazards of community recreation programs such as outdoor recreation, sports, fitness centers, theaters, arts and crafts facilities, libraries, flying club, and sport parachute club.

(d) Receive an orientation to the Alcohol and Drug Abuse Prevention and Control Program.

(e) Become familiar with various other community services such as education, recycling, special events and programs.

NAME XXX (Date)
Army Safety Management Intern

SUPERVISOR NAME XXX (Date)
Safety Director, Installation Name

CP-12 Career Program Manager (Date)

Attachments

1. Safety Management Mission Essential Tasks
2. Phase I Training Schedule
3. Phase II Training Schedule
4. Certification of completion Statement

NAME XXX
SAFETY MANAGEMENT INTERN INDIVIDUAL DEVELOPMENT PLAN

Appendix 1
Safety Program Management Mission Essential Tasks

A. Anticipate, identify and evaluate conditions and practices.

1. Develop methods to:
 - a. Anticipate and predict hazards from experience, historical data, and other information sources.
 - b. Identify and recognize hazards in existing or future systems, equipment, products, software, facilities, processes, operations and procedures during their expected life.
 - c. Evaluate and assess the probability and severity of loss and accidents which may result from actual or potential hazards.
2. Apply these methods, conduct hazard analyses and interpret results.
3. Review, with the assistance of specialist where needed, entire systems, processes, and operations for failure modes, causes and effects of the entire system, process or operation and any sub-systems or components due to:
 - a. System, sub-system, or component failures.
 - b. Human error.
 - c. Incomplete or faulty decision-making, judgments, or administrative actions.
 - d. Weaknesses in proposed or existing policies, directives, objectives, or practices.
4. Review, compile, analyze and interpret data from accident and loss event reports and other sources regarding injuries, illnesses, property damage, environmental effects, or public impacts to:
 - a. Identify causes, trends and relationships.
 - b. Ensure completeness, accuracy and validity of required information.
 - c. Evaluate the effectiveness of classification schemes and data collection methods.
 - d. Initiate investigations.
5. Provide advice and counsel about compliance with safety, health and environmental laws, codes, regulations, and standards.
6. Conduct research studies of existing or potential safety and health problems and issues.
7. Determine the need for surveys and appraisals that help identify conditions of practices affecting safety and health, including those which require the services of specialists, such as physicians, health physicists, industrial hygienists, fire protection engineers, design and process engineers, ergonomic professionals, risk managers, environmental professionals, psychologists and others.
8. Assess environments, tasks and other elements to ensure that physiological and psychological capabilities, capacities and limits of humans are not exceeded.

B. Develop hazard control designs, methods, procedures, and programs.

1. Formulate and prescribe engineering or administrative controls, preferably before exposures, accidents, and loss events occur, to:
 - a. Eliminate hazards and causes of exposures, accidents, illnesses and loss events.
 - b. Reduce the probability or severity of injuries, illnesses, losses or environmental damage from potential exposures, accidents, and loss events when hazards cannot be eliminated.
2. Develop methods which integrate the risk management process into the goals, operations and productivity of organizations and their management and into systems, processes, and operations to their components.
3. Develop safety, health and environmental policies, procedures, codes and standards for integration into operational policies of organizations, unit operations, unit operations, purchasing and contracting.
4. Consult with and advise individuals and participate on teams that:
 - a. Plan, design, develop, install, or implement systems or programs involving hazard controls.
 - b. Plan, design, develop, fabricate, test, package, and field products or services, considering safety requirements and application of safety principles which maximize product and system safety.
5. Advise and assist human resources specialists when applying the hazard analysis results or dealing with personnel capabilities and limitations.

C. Implement, administer, and advise others on hazard controls and hazard control programs.

1. Prepare reports which communicate valid and comprehensive recommendations for hazard controls which are based on analysis and interpretation of accidents, exposure, loss event, and other data.
2. Use written and graphic materials, presentations, and other communication media to recommend hazard controls and hazard control policies, procedures, and programs to decision-making personnel.
3. Direct or assist in planning and developing educational and training materials or courses. Conduct or assist with courses related to designs, policies, procedures, and programs involving hazard recognition and control.
4. Advise others about hazards, hazard controls, relative risk, and public safety matters when they are communicating with the media, community and public.
5. Manage and implement hazard controls and hazard control programs which are within the duties of the individual's professional safety position.

D. Measure, audit and evaluate the effectiveness of hazard controls and hazard control programs.

1. Establish and implement techniques which involve risk analysis, cost, cost-benefit analysis, work sampling, loss rate and similar methodologies, for periodic and systematic evaluation of hazard control and hazard control program effectiveness.

2. Develop methods to evaluate the costs and effectiveness of hazard controls and programs to measure the contribution of component of systems, organizations, processes and operations toward the overall effectiveness.

3. Provide results of evaluation assessments, including recommendation adjustments and changes to hazard controls or hazard control programs, to individuals or organizations responsible fro implementing and managing them.

4. Direct, develop, or help to develop management accountability and audit programs which assess safety performance of entire systems, organizations, processes and operations or their components and involve both deterrents and incentives.

NAME XXX
CP-12 COMPETENCY SELF-ASSESSMENT

1. To perform the functions of the Army Safety Professional, each member of CP-12 must have education, training and experience in a common body of knowledge. Assess yourself for fundamental working knowledge of:

	Not Qual	Min Qual	Qual	Highly Qual	Notes
Biology		X			
Business		X			
Chemistry	X				NC STATE A&M CHEM I&II
Communication		X			
Computer science		X			
Engineering mechanics	X				College level after Math skills improve
Industrial processes	X				NC STATE A&M MFG 470
Mathematics	X				College Algebra Chapman University May 2007
Physics	X				NC STATE A&M Physics I&II
Physiology		X			
Psychology.			X		
Statistics		X			

2. Rate yourself against each of the following essential safety professional studies:

	Not Qual	Min Qual	Qual	Highly Qual	Notes
Accident investigation and analysis		X			
Aviation operations and safety	X				Aviation and Accident Prevention TBD
Community management (including all family, retail, public safety, child care)	X				Loss Control Certification GSA Contractor Safety
Construction and Civil Works safety		X			
Education and training methods			X		
Environmental health		X			
Environmental management		X			
Ergonomics		X			
Fire protection		X			
Hazard control design and engineering	X				NC STATE A&M OSH 632 Design of Engineering Hazard Controls
Hazardous materials (All aspects)		X			
Health care safety	X				Certified Healthcare Safety Professional
Human behavior in safety	X				Creating and Sustaining a Sound Safety Culture (ABS)
Human factors engineering	X				NC STATE A&M OSH 513 Human Factors
Industrial hygiene		X			

	Not Qual	Min Qual	Qual	Highly Qual	Notes
Inspection, Assessment, and Quality Control	X				Foundation /Internal Auditor ISO 1800, DNV
Ionizing radiation		X			Various Radiation Classes
Laboratory safety	X				Lab Safety Short Course LSI JUN 2007
Non-ionizing radiation	X				Laser and Radio Frequency Hazards
OSHA construction industry standards interpretation and application (all)		X			
OSHA general industry standards interpretation and application (all)		X			
OSHA maritime industry standards interpretation and application (all)	X				TBD
Product safety	X				NC STATE A&M MFG 191
Quality management systems	X				DNV Quality System Performance
Research Design and Data Analysis (general)		X			
Research Methodology (Safety and Health)		X			
Risk management (Insurance and corporate operations)		X			
Safety and health program management	X				Modern Safety Management DNV
Safety legislation, litigation, and compliance		X			
Safety performance measurement		X			
System and process safety		X			
Toxicology		X			
Transportation Management and Safety (water, air, land, space)		X			

3. Because safety is an element of all Army endeavors, safety professionals perform their functions in every area of Army operations, which often requires additional specialized knowledge, skills and qualifications. Rate yourself against each of these:

	Not Qual	Min Qual	Qual	Highly Qual	Notes
Ammunition and Explosives operations			X		
Army safety and health program/policy		X			
Army staff planning and operations			X		
Battlefield Operating Systems			X		
Biological Defense		X			
Doctrine, training, leader, organization, material, and soldier development.			X		
General and specific Army facilities management (land, water, air, space, traffic)		X			
Range operations		X			

Supply specification, procurement and distribution		X			
Systems acquisition, engineering, and design		x			
Toxic Chemical Agents and Weapons (including Demilitarization)		X			
Water operations (Tactical)	X				TBD

APPENDIX 2
NAME XXX
Pre-Phase I Training Schedule
30 OCT 2006 – 22 JAN 2007

PRE PHASE I TRAINING	
TRAINING/DEVELOPMENT	TIME FRAME/DATE COMPLETED
New Employee Orientation	30 OCT 06
Ammo-45, US Army Explosive Safety / Ft Lewis, WA	16 NOV 06
Ammo-63, US Army Explosive Safety / Ft Lewis, WA	15 NOV 06
Commanders Safety Course	8 NOV 06
Additional Duty Safety Course	16 NOV 06
The Supervisor Development Course	27 DEC 06
Acquisition 101- Fundamentals of systems Acquisition Management	12 DEC 06
Contracting Orientation Course	16 DEC 06
Emergency Planning	18 DEC 06
IS-800 National Response Plan(NRP)	15 DEC 06
Risk Communication	28 DEC 06
Toxicology Tutorial	28 DEC 06
The Supervisor's Safety Course	16 DEC 06
System Safety in Systems Engineering	14 DEC 06
Risk Management	21 NOV 06
The Manager Development Course	27 DEC 06
Action Officer Development Course	27 DEC 06
Military Briefings	15 DEC 06
Individual Development Plan Evaluation	5 JAN 07
Risk Management (ORM U)	27 DEC 06
Decision Making and Problem Solving	25 JAN 07
Accident Investigation Course	27 APR 07

APPENDIX 2
NAME XXX
Phase I Training Schedule
22 Jan 2007 – 4 May 2007

PHASE I DEVELOPMENT PLAN	
PHASE I TRAINING AT USASC	TIME FRAME/DATE COMPLETED
Intern Orientation	22 JAN 07
Career Development	22 JAN 07
Writing Techniques	23 JAN 07
Briefing Techniques	23 JAN 07
Quantitative Methods in Safety Management	24 JAN 07
Problem Solving	25 JAN 07
Research Methods	26 JAN 07
Theory and Application of Accident Prevention/Human Factors	30 JAN 07
Safety Program Management	2 FEB 07
Legal Aspects	6 FEB 07
Fire Safety	8 FEB 07
Blue Prints	8 FEB 07
System Safety	12 FEB 07
Radiation Safety/Health Physics	14 FEB 07
Occupational Health	16 FEB 07
Composite Risk Management	21 FEB 07
Tactical Safety	23 FEB 07
OSHA 510 Hazard Recognition in Built Environments	1 MAR 07
OSHA 7845 Recordkeeping	2 MAR 07
OSHA 264 Confined Space	7 MAR 07
OSHA 2250 Ergo	10 MAR 07
OSHA 2015 HAZMAT	16 MAR 07
OSHA Electrical	23 MAR 07
OSHA 521 IH Industrial Hygiene	30 MAR 07
Industrial Application of Regulatory Initiatives OSHA 501 Train the Trainer	6 APR 07
Adult Education	9 APR 07
Explosives Safety	12 APR 07
Staff Study	13 APR 07
Accident Investigation Board President Course	20 APR 07
Motor Vehicle & Transportation	30 APR 07
OSHT	2 MAY 07

APPENDIX 3
NAME XXX
Phase II Training Schedule
4 May 2007-30 Oct 2008

PHASE II DEVELOPMENT PLAN	
PHASE II TRAINING	TIME FRAME
Human Factors (Course Cost: 1166, Book 100 est)	NC STATE A&M OSH 513 Human Factors FALL 2007
Industrial Processes(Course Cost: 1166, Book 100 est)	NC STATE A&M MFG 470 FALL 2007
Mathematics(Course Cost: 1166, Book 100 est)	College Algebra Chapman University May 2007
Certified Healthcare Safety Professional Fort Sam Houston TDY: \$1266	AMEDD 14-17 May 07
Laser Radiation	11-15 JUN 2007 FLW
TACOMM Radiation Protection Officer	25-29 JUN 2007 FLW
24 Hour Lab Safety Short Course San Marcos TX Course Cost: \$695 TDY:\$1250	20-22 JUN 07 LSI
Modern Safety Management Seattle, WA: Course Cost: \$1195	17-20 JUL 2007 DNV
Creating and Sustaining a Sound Safety Culture Houston, TX Course Cost: \$ 795 TDY:\$1600	23-27 JUL 2007 ABS
Range Safety Fort Rucker TDY: \$1920	13-17 AUG 2007
OHSAS 18000 Foundation of Auditing Atlanta, GA Course Cost \$1045 TDY:\$1848	21-24 AUG 2007 DNV
CHIPPM Radiation Safety Officer	27-31 AUG FLW
Quality System Performance Atlanta, GA Course Cost \$1045 TDY: \$1450	18-20 SEP 2007 DNV
OSHA 511 Industrial Operations Phoenix AZ, Course Cost: \$785 TDY: \$1800	1-4 OCT 2007 CAL OSHA INSTITUE
National Safety Council Training: Introduction to OSHA, Lockout Tagout, PPE, Walking/Working surfaces, Exit/Emergency Routes Atlanta GA Course cost: \$675(@135 ea)	12-16 NOV 2007 NSC

TDY: \$1045	
National Safety Council Training 1. Welding and Cutting, 2. Crane and Hoist Omaha, NE Course cost: \$270 (@ 135) TDY: \$850	11 DEC 07 NSC
Design of Engineering Hazard Controls (Course Cost: 1166, Book 100 est)	NC STATE A&M OSH 632 Winter 2008
Introduction to Manufacturing (Course Cost: 1166, Book 100 est)	NC STATE A&M MFG 191 Winter 2008
GSA CONTRACTOR SAFETY(Course Cost \$695, TBD)	TBD DNV
Leadership Courses (TBD)	Army Management Staff College
Aviation Safety (TBD)	TBD
Various Explosive Safety Courses (TBD)	TBD
Navy Safety Center(Marine Safety: TBD)	TBD
Water Operations	TBD

FY 2007 Estimated Training Cost

	Course Cost	TDY
College Courses and Books:	\$3798.00	0
Civilian and Military Courses:	\$4775.00	\$9356
TOTAL:	\$8573.00	\$9356
GRAND TOTAL:		\$17,929

FY 2008 Estimated Training Cost

	Course Cost	TDY
College Courses and Books:	\$3498	0
Civilian and Military Courses:	\$2425	\$3695
TOTAL:	\$	\$3695
GRAND TOTAL:		\$9618

NOTE: Estimates for FY 2008 are based on available Training Schedules and will be updated as more information becomes available.

**APPENDIX 4
CERTIFICATION**

I certify NAME XXX. has accomplished the objectives listed in his Individual Development Plan and is qualified and technically proficient at the target GS-018-11 level.

SUPERVISOR NAME
Safety Director, Installation Name

Program Manager CP-12

SAMPLE
Individual Development Plan (IDP)
For Health Physicist
GS—1306—07/09 to GS—1306—11 Intern

COMPREHENSIVE LEARNING OBJECTIVE. Upon completion of specialized training, the Health Physicist Intern will be able to perform journeyman level work assignments (GS—1306—11) with guidance normally provided full performance level personnel.

CAREER PATH. When initially assigned to a permanent duty location (PDL), and before attending training, the intern will be classified as a GS-1306 Health Physicist Intern according to the standards in the U.S. Office of Personnel Management Handbook HRCD-4. Upon completion of the internship, the individual will be awarded the Job Series GS-1306 at the target grade.

1. Phase I

a. Phase I Training consists primarily of 15 weeks of CP—12 directed formal classroom instruction (Mandatory, Priority 1). Additional on-the-job training (OJT) may be conducted at the intern's PDL, schedule permitting.

(1) The intern will first report to the PDL. The initial period at the PDL will be used for in processing and familiarizing the individual with the mission and operations of the Army, their Army Command (ACOM) and PDL, and to provide an overview of Army Radiation Safety Program's functions.

(2) The formal instruction will take place at USACRC The intern will attend Phase I Training on TDY status, normally 30 to 90 days after reporting at her PDL. Satisfactory completion of all Phase I formal course requirements is mandatory in order to graduate from Phase I and proceed into the Phase II portion of this program. The intern must achieve an overall average of 70% to receive satisfactory in each course. All course evaluations must be successfully completed. Failure to achieve at least a 70% on an evaluation will result in academic probation. A second unsuccessful attempt to complete the same evaluation will result in Academic Board review procedures, which can lead to a recommendation for dismissal from the program. Not more than three course evaluations may result in academic probation/successful retest during the 15-week training period. A fourth course failure will result in Academic Board review procedures, which can lead to a recommendation for dismissal from the program.

(3) After the formal training, the intern will report back to the PDL for OJT for the remainder of Phase I. Any additional training would be at the discretion of the intern's supervisor and at the expense of the intern's PDL.

b. The following Phase I Training CP-12 Directed Courses are mandatory:

- Army Intern Leadership Development Course
- Introduction to the Army
- Army Communications
- Fundamentals of Army Accident Prevention
- Risk Management
- Computer Applications/Introduction to ARPS

Environmental Safety Management
Educational & Training Methods for safety
Introduction to Civilian Personnel Management Processes.
Career management

c. Phase I Learning Objectives. Upon completion of the Phase I Training Program, the intern will: (1) Have a working knowledge of the health physics/radiation safety program functional elements and an understanding of the processes involved in the management and implementation of the Army Safety Program.

(2) Have a working knowledge of the history, evolution, and current state-of-the-art practice of the health physics/radiation safety discipline to include causation theory, risk management concepts, prevention processes, and related fundamental knowledge.

(3) Be familiar with the terminologies unique to the Army Radiation Safety Program.

(4) Achieve basic work skills required to successfully perform developmental assignments and OJT.

(5) Be able to describe the organization of the federal Government to include the Department of Defense, Department of the Army, the organization and mission of the major command and activity of assignment, how divisions, corps, depots, etc., are organized, and operational and staff processes.

(6) Be able to describe the principles, policies, concepts, and procedures related to health physics/radiation safety.

(7) Be able to describe the regulatory guidance prescribed for Radiation Safety/Protection.

(8) Have a working knowledge of the Army Safety Management Information System (ASMIS).

(9) Be able to list the management elements of the health physics/radiation safety program of an activity.

(10) Have a basic familiarity with the Army's Fire protection and Prevention Program, and the principles of industrial hygiene, occupational health, and environmental safety.

2. Phase II (10 to 18 months)

a. There are approximately 9 weeks of CP-12 directed formal instruction (Mandatory, Priority 1). This instruction will consist of formal and informal courses in different aspects of the Army Radiation Safety Program.

b. The second part of the training consists of OJT. During this time, the supervisor will give very specific, basic assignments and detailed instructions, guidance, and advice on all aspects of work assignment. The objective is to progressively reduce the degree of supervision

required until the intern is at the full performance level of the target grade (GS-11). Satisfactory completion of all Phase II requirements is mandatory prior to promotion to the target grade.

c. The following Phase II Training CP-12 Directed Courses are mandatory:

Applied Health Physics
Radiation Detection and Instrumentation
Transportation of Radioactive Materials
Laser-Microwave Course
Multi-Agency Site Survey and Investigation Manual Course

d. Professional Conferences and Conventions. Up to 40 hours of TDY to attend conferences/conventions, consistent with the individual's training needs, may be approved by the ACPM during this phase.

e. Advanced skill development by rotational assignments and OJT. This training will be divided into two segments:

(1) Segment 1 will consist of 4-6 QJT assignments approved by the MCPM who will ensure assignments are generic to all units. Assignments will address operations which comprise at least 5% of the total mission or are in the high risk category.

(2) Segment 2 will consist of 4-6 OJT assignments essential to the command mission to be determined by the ACPM. Assignments will address operations which comprise at least 5% of the total mission or are in the high risk category.

f. Phase II Learning Objectives. Upon completion of Phase II, the intern will be able to:

(1) Demonstrate knowledge of the principles and practices of, risk management, and DA health physics/radiation safety regulations, mandated regulations administered by other Federal agencies, and national consensus standards. The intern must understand the standards to be able to implement them effectively, and to coordinate with other activities tasked with safety and health responsibilities.

(2) Use evaluation, inspection, investigation, and analysis techniques to identify accident producing factors as they relate to programs, operations, and activities; correlate data, assess risks, and develop guidelines and corrective/preventive measures; evaluate activity and contractor health physics/radiation safety programs; know and comply with DA, NRC and OSHA reporting requirements and procedures; and use accident reporting data in accident prevention and control.

(3) Interpret and supplement health physics/radiation safety policies and standards and apply federally mandated standards and national consensus standards in establishing safety policies and programs.

(4) Use various education and promotion methods; evaluate the need for special emphasis promotional efforts, determine the required scope and target groups for promotional efforts; select and organize effective means of promotion; obtain materials and programs available through Government agencies and commercial organizations; and evaluate materials for use in local programs.

(5) Demonstrate knowledge of the principles and practices of industrial hygiene, occupational health, environmental safety, and health physics. The intern will understand the principles and practices and demonstrate the ability to participate in their implementation and evaluation.

(6) Develop and/or assist in the development of prevention programs, make engineering applications and participate in their implementation and evaluation.

(7) Have a working knowledge of Army command, management, and staff practices and the ability to complete staff actions..

(8) Research health physics/radiation safety matters and furnish technical guidance to supervisors; coordinate elements of the safety program with staff offices and organizations; and contribute to studies, reports, and recommendations to management.

(9) Develop and coordinate requirements for health physics/radiation safety training with appropriate organizations and staff offices, and prepare, schedule, and present the training.

(10) Budget for and conduct health physics promotion and education projects using films, signs, posters, awards programs, or other media.

(11) Demonstrate knowledge of regulations and requirements through development of new procedures as mission and techniques change; analyze hazards, assess risks, and recommend safe work procedures for operations, activities, facilities, equipment, material, or devices; and research policy requirements to determine consistency with NRC, OSHA, and other policies and standards.

(12) Assist in investigating accidents/incidents involving radioactive materials or non-ionizing devices; prepare accurate and complete reports required by Army, NRC, and/or OSHA standards; and analyze accidents to identify causes and recommend corrective action to prevent recurrence.

3. Self-Development. This is an individual voluntary effort initiated and conducted by the intern. The intern will be encouraged to do individual projects that will increase her knowledge and understanding of their occupation, improve competence in areas of interest, and offset any limitations identified in the career planning process. These projects might include attending a college/university during off-duty hours, taking Army correspondence courses, and/or attending events sponsored by professional organizations, etc.

4. General information.

a. During the OJT training phase, the intern will be advised, assisted, and evaluated for progress in each element of this training plan by journeymen and senior level health physics specialists.

b. Distribution of IDP. The completed IDP must be approved by the ACPM. Once the IDE is approved by the ACPM, the supervisor provides a copy to the intern. The supervisor, ACPM, MCPM, and the servicing CEO will each retain a copy of the IDE. If an intern is assigned to another supervisor on a rotation basis, the IDP will be furnished to that supervisor.

5. Intern Agreement.

a. I have reviewed and understand the above training plan and agree to its contents.

b. I agree to and understand this plan may be adjusted in content and specific time references as dictated by resource availability.

c. I further agree and understand that continuation in this career assignment will require a satisfactory completion in all segments of the training plan.

Name and Signature of Intern

Date

Name and Signature of Immediate Supervisor

Date

Name and Signature of Organization CP-12 Program Manager

Date

Chapter 4. How Accreditation Works

A. Getting Started. The supervisor determines the ratee's level of accreditation annually in conjunction with the 3yIDP and the performance appraisal rating cycle. The ratee provides the supervisor documentation of achievements in formal education, training, professional development and performance enhancing job experience (the four components discussed above), and applies them against requirements in the Accreditation Matrix, Figure 1. The next step is to summarize the achievements on an Accreditation Worksheet. Ratees record desired training and professional development events on the 3yIDP that will help get them to the next higher accreditation level. Diplomas and official transcripts will be needed to establish formal education. The CP-12 ACTEDS Plan Annex contains a partial list of representative courses that may be used. This annex may also be used to assist in determining if specific courses meet training and professional development requirements in the Accreditation Matrix.

B. Forms. These three forms document a CP-12 career member's accreditation:

- *Safety and Occupational Health Professional's Accreditation Evaluation Form* – Completed by each civilian career member in the Safety and Occupational Health Management Career Field.
- *Supervisor Accreditation Evaluation Worksheet* – Completed by the supervisor.
- *3-Year Individual Development Plan* – Completed by each civilian career member in consultation with the supervisor on an annual basis.

• **CP-12 Careerists:**

1. Collect all professional documentation.

2. Download from <https://crc.army.mil/cp12online/ACTEDS/Forms/tabid/277/Default.aspx> Accreditation Evaluation Form (AEF), and review information on the accreditation components. Enter on the AEF, field by field, the data gathered in the previous step.

3. Retain a copy of the AEF for record, and forward a copy to your supervisor.

4. Set up an appointment with your supervisor to conduct an initial accreditation level evaluation session using the Supervisor Accreditation Evaluation Worksheet. This normally happens at the start of the performance appraisal rating cycle.

5. Download from <https://crc.army.mil/cp12online/ManageYourIDP/tabid/349/Default.aspx> a copy of your completed 3-Year Individual Development Plan (3yIDP) form.

6. Set up an appointment with your supervisor to conduct an initial review of the draft 3yIDP at the beginning of the TAPES performance rating cycle. Complete "draft" 3yIDP in accordance with supervisor's guidance; sign, and submit.

7. Maintain a copy of the following:

- Current signed/dated supervisor's accreditation worksheet
- Current signed/dated careerist's Accreditation Evaluation Form (AEF)
- Current signed/dated careerist's 3yIDP

- **Supervisors/Raters** review ratees' AEF and supporting documents and enter results on a Supervisor's Accreditation Worksheet. A supervisor unable to make a determination on a

specific accreditation component should get help from the activity or command CP-12 manager. Upon completion of the review, the supervisor and ratee meet to plan a 3yIDP-based course of action to attain the targeted level of accreditation. Supervisors should follow these steps:

1. Collect the AEF and supporting documents from the ratee. Download and review from CP-12 website, <https://crc.army.mil/cp12online/ACTEDS/Forms/tabid/277/Default.aspx>, the Supervisor Accreditation Evaluation Worksheet.
 2. Use the Accreditation Matrix in the CP-12 ACTEDS Plan and information on the ratee's AEF to fill in appropriate component areas on the Supervisor Accreditation Evaluation Worksheet.
 3. Meet with the ratee to discuss accreditation evaluation process results, and explain how each component of the Supervisor Accreditation Evaluation Worksheet was completed.
 4. Review the ratee's draft 3yIDP after the current accreditation level is established. The 3yIDP is the vehicle for tracking advancement toward the next accreditation level. The 3yIDP is a good-faith contract identifying professional development opportunities for the next three annual rating cycles that the rater, ratee and senior leadership have all agreed to support. (Sometimes it will take an individual more than three years to advance to the next accreditation level; however, the 3yIDP is updated annually, usually at formal TAPES or OER evaluation time, and it extends two years beyond the current rating cycle.)
 5. Sign and return the approved 3yIDP to the ratee.
 6. Process is repeated yearly to verify progress toward accreditation goals in the 3yIDP.
 7. Maintain a copy of the following forms for every rated person:
 - Current signed/dated supervisor's accreditation worksheet
 - Current signed/dated careerist's AEF
 - Current signed/dated ratee's 3yIDP
- **Army Commands and Major Command Career Program Managers** and help get training quotas and funding that enable ratees to implement and execute their 3yIDPs. They will help resolve ratee/supervisor accreditation issues and provide clarification and advice on the process. They will interview ratees and supervisors when/if necessary and review:
 - Individual's Accreditation Evaluation Form
 - Supervisors' Accreditation Evaluation Worksheets for individuals in question
 - Individuals' proposed 3yIDPs
 - Information and resolve disputes

C. Accreditation Review. Supervisors should review Accreditation Evaluation Forms with the five accreditation components in mind as a checklist:

1. Formal Education: Pen-and-ink changes by the ratee indicate the present and the desired Accreditation Levels.

2. Training: Refer to the Accreditation Matrix (Figure 1) and the CP-12 ACTEDS to determine which mandatory and recommended courses are required for the requested level documented on the Accreditation Evaluation Form.

- a. For course descriptions and guidance,
<https://crc.army.mil/cp12online/Training/tabid/281/Default.aspx>.

- b. For review of interns' Accreditation Evaluation Forms,
<https://crc.army.mil/cp12online/ACTEDS/Forms/tabid/277>.

3. Professional Development: CP-12 professional development opportunities are listed in CP-12 ACTEDS Plan at:
<https://crc.army.mil/cp12online/NewsEvents/ProfessionalDevelopmentEventsfor2008/tabid/337/Default.aspx>.

4. Performance Enhancing Job Experiences: Duration of these experiences may vary among career members; however, each CP-12 member needs a minimum number of days of direct experience for each level being sought. Each experience must be documented on an Accreditation Evaluation Form and supported by a Standard Form 50, an Officer Record Brief (ORB) entry, or other documentation.

5. Certification. To maintain required competencies for national certification, safety management careerists may have an annual or biennial requirement to acquire Continuing Education Units. This requirement may include formal education, continuing education or specialized experience.

ANNEX A

Determining Continuous Learning

In an environment of increasingly complex safety management work and accelerating change, professional safety managers have recognized the need to make a strong commitment to their Continuous Learning. The Continuous Learning concept is a valuable tool for professionals to maintain skills and gain knowledge of new developments in their field. CP-12 careerists familiar with the Continuous Learning Policy may not be exactly sure how the system works, or may wish advice on tracking Continuing Education Units (CEUs) or may have questions about the kinds of courses or activities that earn individual CEUs. In those respects, this annex may prove helpful.

After obtaining Level III accreditation, safety management careerists are required to continue their professional development by completing four Continuous Education Units (CEUs) each year. The Continuous Learning year cycle normally begins on 1 October and ends on 30 September.

Individuals are responsible for documenting their own CEUs. An easy way to do that is to record continuing education units in a readily accessible log, such as the 3yIDP form. Ratees will be asked during the review of their 3yIDP to provide evidence of CEUs to the supervisor/rater for renewal.

One unit of CEU is awarded for each 50 minutes of contact time in the activities below:

- Attendance at relevant formal training courses.
- Attendance at relevant college courses—unless the course is a part of one's degree-seeking program.
- Attendance at classes and workshops of professional conferences. The sponsors will normally provide certificates of CEUs to attendees.
- Teaching and course preparation for relevant subject matter (initial preparation—can only be counted one time and must have supervisor's approval)
- Preparation and delivery of briefing and work-related documents outside of the scope of your primary/routine business (both for teaching and for preparing to teach or deliver special briefings). Your supervisor must clearly identify these tasks or assignments as separate, unique and outside your normal duties.
- Reading of articles in professional journals. In order to get these CEUs, the professional journal must offer a test and/or CEUs for the articles.
- Preparing and publishing articles in professional journals. Again, it is important that your supervisor identify the time required and that the article be done separately from your normal duties.

Examples of activities that do *not* qualify for CEU units:

- On-the-job training.
- Basic or elementary courses in topics and subjects in which the careerist already has the necessary knowledge and skills and that served as the initial basis for qualification for a Level accreditation.
- Programs restricted to the safety management organization's administrative operations, such as time and attendance report preparation or internal administrative reporting responsibilities. Security management courses and basic training in computer software such as Microsoft Word or Microsoft Excel do not count toward CEUs.
- Business sessions at professional organization conferences, conventions and meetings. (Networking is valuable for professional development but does not yield CEUs)
- Preparation and presentation time for repeat deliveries of presentations within a given one-year period.
- Teaching university or college courses full-time or part time.

ANNEX B

Accreditation Forms

SOH ACCREDITATION EVALUATION FORM (AEF)							05/24/07
PRIVACY ACT STATEMENT							
Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan will use this information and/or schedule training, education, and other accreditation related activities. If your activity uses the information on this form for purposes other than indicated above, they will provide you with additional statements reflecting those purposes.							
CAREERIST'S INFORMATION							
Name <i>First Name / MI / Last Name</i>						ID No.	
Grade	Series	Rank	Date of Last Promotion MM/YY /	Yrs of Service (In Yrs)	Position Title		
Registered In Resumix (Y or N)	Sex (M or F)	Office Phone (COMM)		Office Phone (DSN)	E-mail Address:		
ACOM	Organization		Current Accreditation Level		Objective Accreditation Level		
Organization Address		INTERN INFORMATION Are You An Intern? (Y or N)		Were You An Intern? (Y or N)	If you were an Intern then where (Circle one) and identify? PMI – ACOM – HQDA – LOCAL – OTHER	Completed Internship in: Year	
FORMAL EDUCATION (List formal education beyond high school)							
From	To	COLLEGE/UNIVERSITY	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE	
/	Present						
/	/						
/	/						
/	/						
TRAINING							
There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist develop skills and abilities and gain knowledge in one of three levels.							
(1) MANDATORY TRAINING							
COURSE OR PROGRAM TITLE		Level	INSTITUTION	DURATION	CEU	COMPLETED MM/YY	
						/	
						/	

SOH ACCREDITATION EVALUATION FORM (AEF)

05/24/07

					/
					/
					/
(2) OTHER – ELECTIVE TRAINING					
COURSE OR PROGRAM TITLE	Level	INSTITUTION	DURATION	CEU	COMPLETED MM/YY
					/
					/
					/
					/
					/

Supervisor's Accreditation Evaluation Worksheet

05/24/07

NAME				SUPERVISOR'S NAME						
<i>First Name / MI / Last Name</i>				<i>First Name / MI / Last Name</i>						
ID No.				TITLE						
TITLE										
DATE	/ /			DATE:	/ /					
<i>MM/DD/YY</i>				<i>MM/DD/YY</i>						
Competency Group (CG) includes: 0803 Safety Engineers, 1306 Health Physicists, 0690 Industrial Hygienist, 018/019 Safety Specialists and Managers, and 1815 Air Safety Specialists.										
ACCREDITATION COMPONENT	ACCREDITATION LEVEL 1			ACCREDITATION LEVEL 2			ACCREDITATION LEVEL 3			
	Title or Type	Req- met Y/N	CG	Title or Type	Req- met Y/N	CG	Title or Type	Req- me Y/N	CG	
Formal Education										
Mandatory										
T R A I N I N G										

Other – Electives									
Professional Development Programs									
Performance Enhancing Job Experiences									
Certification									

ANNEX C

Sample Accreditation Forms

SAMPLE						
SOH ACCREDITATION EVALUATION FORM (AEF)						
05/24/07						
PRIVACY ACT STATEMENT						
Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan will use this information and/or schedule training, education, and other accreditation related activities. If your activity uses the information on this form for purposes other than indicated above, they will provide you with additional statements reflecting those purposes.						
CAREERIST'S INFORMATION						
Name	Sammy Safety				ID No. 00001	
	<i>First Name / MI / Last Name</i>					
Grade	Series	Group	Date of Last Promotion MM/YY	Yrs of Service	Position Title	
12	018	Safety Spec.	05/ 05	(In Yrs) 5	MACOM Safety Specialist	
Registered In Resumix	Sex	Office Phone (COMM)		Office Phone (DSN)	E-mail Address:	
Y (Y or N)	M (M or F)	(856) 309-4459		231-4459	Sammy.safety@reed.army.mil	
ACOM	Organization		Current Accreditation Level	Objective Accreditation Level		
FORSCOM	Walter Reed Army Medical		OHST	LEVEL-II		
Organization Address		INTERN INFORMATION Are You An Intern?	Were You An Intern?	If you were an Intern then where (Circle one) and identify? PMI – ACOM – HQDA – LOCAL – OTHER Fort Meade, Maryland	Completed Internship in:	
1120 Health Blvd. Washington, DC		N (Y or N)	Y (Y or N)		05/03 Year	
FORMAL EDUCATION						
(List formal education beyond high school)						
From	To	COLLEGE/UNIVERSIT Y	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE
9/06	Present	Murray State University	Murray, KY			
9/00	5/02	Marshall University	Huntington, WV	Safety Technol.	129	BS
9/98	6/00	Trinidad State Junior College	Trinidad, CO	Occupational Safety	71	AAS
/	/					

SAMPLE
SOH ACCREDITATION EVALUATION FORM (AEF)

05/24/07

TRAINING

There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist develop skills and abilities and gain knowledge in one of three levels.

(1) MANDATORY TRAINING

COURSE OR PROGRAM TITLE	Level	INSTITUTION	DURATION	CEU	COMPLETED MM/YY
Right Seat Ride Program	1	HQ FORSCOM	5 DAYS	4	02/05
CES Foundation Course	1	Army Mgmt. Staff College-Fort Belvoir, VA	2 weeks	8	04/06
					/
					/
					/

(2) OTHER – ELECTIVE TRAINING

COURSE OR PROGRAM TITLE	Level	INSTITUTION	DURATION	CEU	COMPLETED MM/YY
Machinery and Machine Guarding	1	Department of Labor	5 hours	.5	07/06
					/
					/
					/
					/

Supervisor's Accreditation Evaluation Worksheet

05/24/07

Sammy Safety <i>First Name / MI / Last Name</i>		Light Fighter Dan <i>First Name / MI / Last Name</i>	
ID No.	00001	Director, Of Lead the Way	
Safety and Occupational Health Specialist			
DATE	05/24/07 <i>MM/DD/YY</i>	DATE:	06/01/07 <i>MM/DD/YY</i>
Competency Group (CG) includes: 0803 Safety Engineers, 1306 Health Physicists, 0690 Industrial Hygienist, 018/019 Safety Specialists and Managers, and 1815 Air Safety Specialists.			

ACCREDITATION COMPONENT	ACCREDITATION LEVEL 1			ACCREDITATION LEVEL 2			ACCREDITATION LEVEL 3		
	Title or Type	Req- met Y/N	CG	Title or Type	Req- met Y/N	CG	Title or Type	Req- me Y/N	CG
Formal Education	B.S Degree	Y	018						
	AAS Degree	Y							
	Working on MS	N							
T R A I N I	Mandatory								
	Right Seat Ride Program 02/05	Y	018						
	CES Foundation Course 04/06	Y	018						

N G	Other – Electives	Machinery and Machine Guarding 07/06	Y	018					
	Professional Development Programs				Certified Hospital Safety Course 05/07	Y	018		
	Performance Enhancing Job Experiences	NTC Rotation 02/07	Y	018					
	Certification	Certified Healthcare Safety Professional 05/25/07	Y	018					