



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
U.S ARMY RESOURCES AND PROGRAMS AGENCY  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON VA 22202-3926

SAAA-RP

23 July 2007

MEMORANDUM FOR DEPUTY DIRECTOR OF ARMY SAFETY

SUBJECT: Career Program 12 Career Program Planning Board (CP-12 CPPB)

1. Effective 23 July 2007, approval is granted to establish the Career Program 12 Career Program Planning Board (CP-12 CPPB) as an Intra-Army, Departmental committee. Intra-Army committees are chartered for a period of two years; therefore, the CP-12 CPPB Charter will expire on 22 July 2009.
2. Your Charter has been reviewed and accepted with minor changes. The final copy is enclosed for your information and records.
3. If the need for this committee remains valid after the two-year charter period, it should be reviewed, revised and renewed in accordance with AR 15-1, "Committee Management" requirements, or other prevailing guidance. If at any time it is determined that the committee is no longer needed, please notify this office as soon as possible so that appropriate action may be taken.
4. Point of contact for this action is Ms. Marla-Jo Bonuccelli, DA Committee Manager. She may be reached at 703-602-6268 (DSN 332) or e-mail address [marla-jo.bonuccelli@hqda.army.mil](mailto:marla-jo.bonuccelli@hqda.army.mil).

Encl

  
DIANE M. RANDON  
DA Committee Management Officer

**Charter**  
**Department of the Army Career Program 12**  
**Career Program Planning Board**

1. **Name of Committee:** Army Safety and Occupational Health Management (i.e., Career Program 12) Career Program Planning Board (CP-12 CPPB)
2. **Date Established:** 6 July 2007
3. **Date to be Terminated:** The CP-12 CPPB will continue for an indefinite period. However, the Charter will be reviewed biennially in accordance with AR 15-1 or other guidance. This will ensure the Board is still needed, and verify the accuracy of the charter and/or whether changes must be made. The CP12 CPPB may also terminate at any time that it completes its work or is deemed unnecessary.
4. **Category and Type of Committee:** Intra-Army, Departmental
5. **Mission and Purpose:** The CP-12 CPPB will –
  - a. Serve as the executive agent for matters related to the professional development of CP-12 careerists.
  - b. Assist the Functional Chief/Functional Chief Representative (FC/FCR) meet their responsibilities in the management of civilian personnel.
  - c. Advise and assist FC/FCRs in –
    - 1) Forecasting and planning for staffing needs;
    - 2) Reviewing proposals to change the CP-12, CP policy, or Army Civilian Training, Education, and Development System (ACTEDS) plan;
    - 3) Ensuring relevancy of job-related criteria used in evaluating individuals for referral;
    - 4) Ensuring that ACTEDS requirements for CP-12 are fully and economically managed;
    - 5) Recommending changes or modifications to the ACTEDS Master Training Plan, career ladders, and/or other elements of the CP-12 ACTEDS plan;
    - 6) Furnishing information to the FCR to support the programming and budgeting of ACTEDS resources.
6. **Authority:**
  - a. AR 690-950, Career Management, 31 December 2001

- b. AR 600-3, The Army Personnel Proponent System, 28 November 2001.
- c. AR 385-10, The Army Safety Program, 30 June 2007.

## **7. Composition and Operation:**

- a. The FC and FCR serve as Co-Chairs of the CP-12 CPPB.
- b. The CP-12 CPPB membership consists of the FC, FCR (Director of Army Safety (DASAF)), Career Program Manager, all Army Command (ACOM), Army Service Component Command (ASCC) and Direct Reporting Unit (DRU) Safety Directors, National Guard and Reserve Safety Directors, and functional representatives from the GS-018, 803, 690, and 1306 career fields who are appointed by the FCR.
- c. Each voting member is responsible for coordinating CP-12 activities within his/her organization and representing the organization when voting on Career Program 12 recommendations.
- d. The cost of travel and per diem for members to attend CP-12 CPPB meetings will be the responsibility of each member's organization.
- e. A quorum is achieved when more than one-half of voting members are in attendance.
- f. Recommendations, assessments, evaluations, and other non-policy issues requiring a decision by the CP-12 CPPB shall be presented, motions made, and voted upon. In order to call for a vote, a quorum shall be present.
- g. Following full discussion by voting members, motions shall be recorded in writing and read back to the voting members for agreement on the wording. Adoption of a motion requires a majority vote in the affirmative.
- h. For the purpose of this charter, a majority vote is defined as at least two-thirds of the votes actually cast, excluding blanks and abstentions. The vote on a motion shall be recorded in the minutes of the meeting. Members voting in the negative have the right to document and record in the minutes their opposition to the motion.
- i. At the approval of the Co-Chairs (FC/FCR), representatives from other organizations may be invited to attend Council meetings to provide technical assistance, submit issues for consideration by the CP-12 CPPB, or make presentations to the Planning Board.
- j. The FC/FCR may vote to establish standing and ad hoc subgroups to work long-term taskings and specific issues.

**Date Charter Filed:** 23 July 2007