

***AMMUNITION MANAGEMENT
CAREER PROGRAM 33***

***A* Army**

***C*ivilian**

***T*raining**

***E*ducation and**

***D*evelopment**

***S*ystem**



September 2013

ACTEDS Plan CP – 33 Ammunition Management

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FOREWORD

PURPOSE: Army Civilian Training, Education and Development System (ACTEDS) Plans provide information pertaining to career management, training, education, and development for lifecycle workforce management specific to each career program.

There are two key elements of career management: 1) Career program structure (occupational series and grades) and 2) the ACTEDS Plan that provides a single-source document in which formal and informal training, education, and developmental opportunities are identified to develop or enhance functional competencies. Competencies are linked to an observable, measurable pattern of knowledge, skills, abilities, behaviors and other characteristics that an individual needs to be able to perform successfully in various ammunition management functional areas.

Ammunition is a complex commodity that is unique from any other. Due to its inherent hazards and critical importance to the National Defense, personnel required to manage the ammunition stockpile must be highly motivated and knowledgeable of ammunition's special properties, characteristics, and requirements. This ACTEDS Plan provides a structured, comprehensive program for enhancing the quality, efficiency, and productivity of ammunition managers to execute the Army's ammunition mission.

This ACTEDS Plan offers a holistic approach to civilian career development, while maintaining the identity of the career program. The contents of this plan provide information on the occupational series within the career program, Master Intern Training Plan (MITP), Master Training Plans (MTP) for general schedule and wage system personnel, and the grade structure/career ladder that represents career progression avenues. The plan will assist careerists in becoming more technically proficient and fully prepared to successfully fulfill their assigned duties and become more competitive for advancement in grade or in positions with broader roles and responsibilities.

Careerists, supervisors, career program managers, and training officers should use this plan as a lifelong learning tool, when developing an Individual Development Plan (IDP), for succession planning through technical and leader competency requirements, and to identify training requirements. Ultimately, careerists are responsible for their own professional development; however, this plan can be a valuable guide for employee growth.

Section I - Introduction

A. GENERAL: The purpose of the Army Civilian Training, Education, and Development System (ACTEDS) is to provide for the systematic training and development of Army career civilians. This ACTEDS Plan for Ammunition Management/CP33 is a living document that outlines sequential and progressive training for functional specialties and in leadership, supervision, and managerial development. It also provides general information and guidance on management of the Ammunition Management Career Program, including, career progression ladder/maps, core functional competencies, Master Training Plans, intern training, mobility, and continued service requirements.

Last Update: 18 September 2013

Any questions or comments regarding information in this ACTEDS Plan should be directed to the Ammunition Management Career Program Office (AMCPO): Email shelley.l.linehan.civ@mail.mil, phone (918) 420-8581 (DSN 956).

B. METHODOLOGY: This document was revised with the assistance of the CP-33 Training Committee and a panel of subject matter experts.

1. Development Strategy:
 - a. CP-33 has an established Training Committee and a Competency Management Working Group that meets periodically during the year as required to revise the ACTEDS plan and complete the competency development process.
 - b. The Training Committee consists of a group of senior careerists from various commands and geographically dispersed across the Army. They represent many of the major functional areas of ammunition management.
 - c. The Competency Management Working Group (CMWG) consists of a group of senior careerists and a panel of subject matter experts (SME).
 - 1) CMWG – A group of senior careerists representing many of the ammunition management major functional areas. They assist with the development of technical competencies for each major functional area in ammunition management and conduct the gap analysis to determine where competency gaps exist and the strategies for mitigating the gaps. The CMWG members are geographically dispersed and meet on a quarterly basis.
 - 2) Subject matter expert (SME) Panel - A group of careerists from various occupational series and grade levels (GS-09 thru GS-15) within CP-33. They assist with the identification of technical competencies for each major functional area in ammunition management.
 - d. In addition to the CMWG and SME panel, all CP-33 careerists are provided the opportunity to identify competencies through the Army Competency Management System (CMS).
2. Reference:
 - a. 2010 National Defense Authorization Act (NDAA), Section 1108
 - b. AR 350-1, Army Training and Leader Development
 - c. Interim Policy Guidance, Army Civilian Training, Update to AR 350-1
 - d. AR 690-950, Career Management
 - e. Functional Chief Representative and Career Program Management Office Competency Reference Guide, Version 1

C. CAREER PROGRAM OVERVIEW:

1. Description:

- a. Career Program 33 (CP-33) is a civilian career program for Department of the Army (DA) civilians who work in a variety of ammunition related positions encompassing a wide scope of logistic functions that are embedded at all levels of the Army structure from the wholesale to the tactical environment. CP- 33 consists of work in thirty (30) occupational series supporting the full life cycle of ammunition.
- b. Army civilians in CP-33 positions manage or assist in the management of ammunition projects that span the entire life cycle of Class V items; such as research and development, transportation, storage, design, production, maintenance, and demilitarization. CP-33 careerists administer, supervise, or perform work involved in the logistics support of Class V items, the development of administrative procedures, and the provision of technical assistance to military members of all services in support of the Army's role as the single manager for conventional ammunition.
- c. The CP-33 career program designation is assigned to positions based on position classification standards for the various occupational series provided in the Office of Personnel Management at <http://www.opm.gov/fedclass>. Position description are coded CP-33 when the majority of duties are representative of those of a specific series and the specific commodity falls within Class V (ammunition).
- d. When questions arise over the appropriate career program designation, the careerist and/or supervisor should contact their servicing CPAC HR advisor for assistance in documenting the career program designator.

2. Functional Specialties:

a. Occupational Series Assigned to CP- 33

0301	0303	0340	0343	0346 *	0399	0801	0802 *	0895	0899
1101	1150	1152	1199	1601	1670 *	1699	2001 *	2003 *	2010 *
2030	2099	2101 *	2130 *	2199	6501	6502	6505	6511	6517

* Mission Critical Occupation (MCO)

b. Occupational Series Descriptions

- 1) **0301: Miscellaneous Administrative and Program Series**. This series covers positions the duties of which are to perform, supervise, or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=0301&payPlan=GS
- 2) **0303: Administrative and Clerical Series**. This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances; the operation of communications equipment, use of codes and ciphers, and procurement of the most efficient communications services; the operation of microform equipment, peripheral equipment, duplicating equipment, mail processing equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature.
- 3) **0340: Program Management Series**. This series includes all classes of positions the duties of which are to manage or direct, or to assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and when the positions do not require competence in a specialized subject-matter or functional area. (Positions in which specialized subject matter or functional competence is a necessary qualification requirement are classifiable to whichever specialized or general series is most appropriate.) Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=0340&payPlan=GS

- 4) **0343: Management and Program Analysis Series.** This series covers positions that primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.
- 5) **0346: Logistics Management Series.** This series is designated as a mission critical occupation (MCO) and covers positions concerned with directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. The work involves: (1) identifying the specific requirements for money, manpower, materiel, facilities, and services needed to support the program; and (2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics work requires: (1) knowledge of agency program planning, funding, and management information systems; (2) broad knowledge of the organization and functions of activities involved in providing logistical support; and (3) ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time. Positions in this series require some degree of specialized knowledge of some or all of the logistics support activities involved. The paramount qualification requirement, however, is the ability to integrate the separate functions in planning or implementing a logistics management program. (Positions in which specialized knowledge of logistics support functions are the paramount requirement are classified to whichever specialized or general series is most appropriate). Career Map:
https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=0346&payPlan=GS
- 6) **0399: Administration and Office Support Student Trainee Series.** The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (0099, 0199, 1599, etc.).
- 7) **0801: General Engineering Series.** This series covers positions managing, supervising, leading, and/or performing professional engineering and scientific work. This series is applicable when the work of the position: requires knowledge and skills in two or more professional engineering series within the Engineering and Architecture Group, 0800, and no one discipline is paramount; or is consistent with engineering work in this occupational group, but is not covered by an established series.
- 8) **0802: Engineering Technical Series.** This series is designated as a mission critical occupation (MCO) and covers technical positions that require primarily application of a practical knowledge of: (1) the methods and techniques of engineering or architecture; and (2) the construction, application, properties, operations, and limitations of engineering systems, processes, structures, machinery, devices, and materials. The positions do not require professional knowledge and abilities for full performance and therefore do not require training equivalent in type and scope to that represented by the completion of a professional curriculum leading to a bachelor's degree in engineering or architecture. Excluded from this series are positions that are specifically covered by a more specialized technical series. Career Map:
https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=0802&payPlan=GS
- 9) **0895: Industrial Engineering Technical Series.** This series covers nonprofessional technical positions engaged in industrial engineering work. Industrial engineering technician positions are concerned primarily with planning, designing, analyzing, improving, and installing integrated work systems comprised of men, materials, and equipment, for use in producing products, rendering services, repairing equipment, or moving and storing supplies and equipment. The work typically

involves studies of engineered time standards, methods engineering, layout design of work centers, control systems, materials handling, or manpower utilization. It requires a knowledge of the principles and techniques of industrial engineering and practical knowledge of pertinent industrial and related work processes, facilities, methods, and equipment. Career Map:
https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=0895&payPlan=GS

- 10) **0899: Engineering and Architecture Student Trainee Series.** The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (0099, 0199, 1599, etc.).
- 11) **1101: General Business and Industry Series.** This series covers all classes of positions the duties of which are to administer, supervise, or perform: (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in this group for which no other series has been provided. Career Map:
https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=1101&payPlan=GS
- 12) **1150: Industrial Specialist Series.** This series includes positions that require primarily a practical knowledge of the nature and operations of an industry or industries, and the materials, facilities and methods employed by the industry or industries in producing commodities. These positions involve the administration, supervision or performance of one or more of the following functions: (1) developing and carrying out plans for the expansion, conversion, integration or utilization of industrial production facilities, either to meet mobilization or strategic requirements or to strengthen the industrial economy; (2) furnishing technical information, assistance, and advice concerning facilities, machinery, methods, materials and standards for industrial production (which may include exploration, extraction, refining, manufacturing and processing operations); (3) developing and/or administering provisions or regulations covering such matters as materials allocation, tariffs, export-import control, etc.; (4) conducting surveys of industrial plants to evaluate capacity and potential for production of specific commodities; (5) planning, evaluating, and maintaining technical surveillance over Government production operations, either in contractor plants or in Government-operated plants; or (6) performing related functions which require essentially similar knowledge as the functions listed above. Career Map:
https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=1150&payPlan=GS
- 13) **1152: Production Control Series.** This series covers positions involved in the supervision or performance of planning, estimating, scheduling, and expediting the use of labor, machines, and materials in specific manufacturing or remanufacturing operations that employ mechanical or automated production systems and methods in the fabrication, rebuilding, overhaul, refurbishing, or repair of any type of Government-owned, controlled, or operated equipment, systems, facilities, and supplies. Career Map:
https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=1152&payPlan=GS
- 14) **1199: Business and Industry Student Trainee Series.** The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (0099, 0199, 1599, etc.).
- 15) **1601: Equipment, Facilities, and Services Series.** This series covers two-grade interval positions that manage, supervise, lead, or perform administrative work that involves: a combination of work characteristic of two or more series in the Equipment, Facilities, and Services Group where no one type of work is series controlling; or other two-grade interval work classified in this group for which no other series has been established. Career Map:

https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=1601&payPlan=GS

- 16) **1670: Equipment Services Series.** This series is designated as a mission critical occupation (MCO) and covers two-grade interval positions that supervise, lead, or perform administrative work that involves collecting, analyzing, interpreting, and developing specialized information about equipment. Work also involves providing advisory services to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment. Work may also involve developing or revising equipment maintenance programs. The work requires applying an intensive and practical knowledge of the characteristics, properties, and uses of equipment. Knowledge is of the type gained from technical training, education, and experience in functions such as repairing, overhauling, maintaining, constructing, or inspecting equipment. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=1670&payPlan=GS
- 17) **1699: Equipment, Facilities, and Services Student Trainee Series.** The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (0099, 0199, 1599, etc.).
- 18) **2001: General Supply Series.** This series is designated as a mission critical occupation (MCO) and includes positions involving (1) a combination of supply work covered by two or more two-grade interval series in the Supply Group when no other series is appropriate for the paramount knowledge and abilities required for the position; or (2) other analytical or administrative supply work not specifically covered by another series. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=2001&payPlan=GS
- 19) **2003: Supply Management Series.** This series is designated as a mission critical occupation (MCO) and includes positions that involve: (1) management, direction, or administration of a supply program that includes a mixture of technical supply functions; or (2) staff managerial, or administrative work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a supply program. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=2003&payPlan=GS
- 20) **2010: Inventory Management Series.** This series is designated as a mission critical occupation (MCO) and includes positions that involve analytical work in managing, regulating, coordinating, or otherwise exercising control over supplies, equipment, or other material. The work includes one or more phases of material management including initial planning, provisioning and requirements determination, acquisition and distribution, accountability, and ultimate issue for consumption, retention, or disposal. The work requires knowledge of acquisition processes, automated records and control systems, material substitution criteria, and storage, issue, and disposal processes. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=2010&payPlan=GS
- 21) **2030: Distribution Facilities Management Series.** This series includes positions that involve analytical or managerial work concerned with receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a storage and distribution system. Positions covered by this series require as their primary qualification, knowledge of the principles, practices, and techniques of managing the physical receipt, custody, care, and distribution of material, including the selection of appropriate storage sites, material handling equipment, and facilities. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=2030&payPlan=GS
- 22) **2099: Supply Student Trainee Series:** The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student

employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (0099, 0199, 1599, etc.).

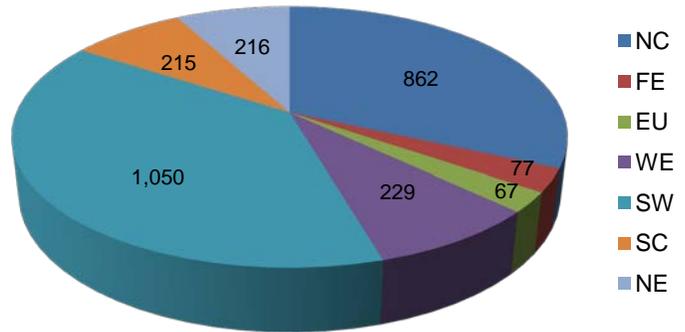
- 23) **2101: Transportation Specialist Series.** This series is designated as a mission critical occupation (MCO) and covers all administrative positions the duties of which are to advise on, supervise, or perform work that involves two or more specialized transportation functions or other transportation work not specifically included in other series of this group. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=2101&payPlan=GS
- 24) **2130: Traffic Management Series.** This series is designated as a mission critical occupation (MCO) and includes positions that involve (1) performing, administering, or supervising technical and analytical work concerned with planning, development, and execution of traffic policies and programs; or (2) directing and managing programs to obtain the economical and efficient transportation of freight, personal property, and/or passengers. Positions in this occupation primarily require a knowledge of Federal traffic management principles and policies; transportation industry operations, practices, and capabilities; special handling or movement requirements associated with freight, passengers, or other transportation operations; and the relationship of traffic management to other agency or organizational programs and functions. Career Map: https://actnow.army.mil/wps/PA_ACT_3/MyPlanner/jsp/html/PrintableCareerMap.jsp?cohortId=3&careerProgram=33&jobSeries=2130&payPlan=GS
- 25) **2199: Transportation Student Trainee Series.** The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (0099, 0199, 1599, etc.).
- 26) **6501: Ammunition, Explosives, and Toxic Materials Work Series.** This series includes occupations involved in the manufacturing, assembling, disassembling, renovating, loading, deactivating, modifying, destroying, testing, handling, placing, and discharging of ammunition, propellants, chemicals and toxic materials, and other conventional and special munitions and explosives.
- 27) **6502: Explosives Operating Series.** This series covers nonsupervisory work involved in the manufacture of powder, propellant grains, solid or liquid explosives, and mixtures for flares or signals, and the manufacture, assembly, disassembly, renovation, modification, and deactivation of ammunition, explosives, or chemical or toxic filled munitions. Included are jobs which involve operation of equipment, jigs, or machines that were designed or modified to perform particular munitions operations. This work requires a knowledge of explosives and explosives safety practices, the ability to operate equipment that is designed or modified for munitions operations, and the skill to safely perform operations with explosives.
- 28) **6505: Munitions Destroying Series.** This series covers nonsupervisory work involved in the destruction of ammunition, explosives, propellants, and toxic munitions. This work requires a knowledge of demolition procedures, the ability to recognize various types of bulk explosives, and the skill to place munitions and initiating charges.
- 29) **6511: Missile/Toxic Materials Handling Series.** This series includes jobs involved in readying and handling, for storage, transfer or shipment, of explosive or toxic munitions such as poison gases, radioactive materials, or solid propellant ballistic missiles that require strictly controlled temperature or humidity, limitation of shock and vibration, or frequent checks to prevent physical or chemical changes that would make them unsafe or prevent proper operations. This work requires knowledge of the explosive or toxic munitions materials and of mechanical details of containers and controls. Readyng and handling include mechanical assembly and disassembly of munitions and containers, such as checking and replacing environmental controls, attaching pads, positioning pads precisely and tightening to close tolerance; frequent checking of condition for replacement or repair of containers or components; and often, careful transporting in order not to exceed critical acceleration, vibration, temperature, or similar characteristic limitations.

30) **6517: Explosives Test Operating Series.** This series covers nonsupervisory work involved in the functional testing of explosives, pyrotechnics, propellant grains, and ammunition to discover characteristics such as dispersion patterns, velocity, and range. This requires knowledge of explosives, explosive devices, and environmental conditioning and functional testing practices.

c. Population: Geographic Dispersion of CP-33 Careerists (as of December 2012)

Geographic Region		CP-33 Careerists	
NC	North Central	862	32%
FE	Far East	77	3%
EU	Europe	67	2%
WE	West	229	8%
SW	Southwest	1050	39%
SC	South Central	215	8%
NE	Northeast	216	8%

Number of Careerists by Region



3. Affirmative Action Statement: Selection of employees for training programs in this plan will be made without regard to political preference, race, color, religion, national origin, sex, marital status, disability, age or sexual orientation.
4. Career Program Management Structure:
 - a. Functional Chief – The Functional Chief (FC) is the senior career program official. The FC for CP-33 is the Commanding General, AMC.
 - b. Functional Chief Representative – The Functional Chief Representative (FCR) is a senior civilian, designated by the FC to serve as his/her principal advisor in matters pertaining to career program management. The FCR for CP-33 is the Deputy to the Commander, JMC.
 - c. Career Program Manager – The Career Program Manager (CPM) is a senior careerist responsible for the functions of the Ammunition Management Career Program Office (AMCPO). The AMCPO, located at the Defense Ammunition Center (DAC), McAlester, OK, is responsible for developing and implementing CP proponenty initiatives and translating FCR/Personnel Proponent guidance and direction into specific program actions.
 - d. Command Career Program Manager (CCPM) and Activity Career Program Manager (ACPM) – Senior careerists located at commands, activities, and centers that support the objectives of the CPM and function as an extension of the AMCPO. These individuals are designated by the Commander and assume the roles and responsibilities of performing the duties associated with a CCPM or ACPM. The CCPM is usually the most senior Ammunition Manager careerist in CP- 33 for the command. CCPMs direct the accomplishment of each CP function at activities throughout their commands and represent the interests of their commands and careerists by providing input and recommendations to the CPM and FC/FCR. The CP management structure is duplicated at the lower organizational levels, with the ACPM providing mentoring and support to local careerists and input to the CCPM. The roles of the CCPM and ACPM are key elements of the FCR's career management processes. Their roles are both pivotal and essential to effective career management.
 - e. Ammunition Management Career Program Planning Board – This board consists of senior Ammunition Managers assembled to assist the FCR in molding the AMCP by identifying needed program changes and serving as CP advocates for careerists within their respective commands. Membership includes representatives from all ACOMs and selected MSOs.

- f. The Planning Board meets annually or as deemed necessary by the FCR. The AMCPO is responsible for scheduling, funding, and administering the Planning Board. Minutes of Board Meetings are published and taskings tracked by the AMCPO. This board will advise and assist FCs in:
 - 1) Forecasting and planning for staffing needs
 - 2) Reviewing proposals to change the CP, CP policy, or the ACTEDS plan.
 - 3) Furnishing information to the FCR to support the programming and budgeting of ACTEDS resources.
 - g. Training Committee: The CP-33 Training Committee ensures the adequacy and currency of the ACTEDS Plan. They are also responsible for determining the equivalency of courses not identified in the MTP. The Committee consists of selected Ammunition Managers from various ACOMs, MSOs, and other ammunition activities. Membership is determined by the AMCPO with the approval of the FCR. The Training Committee meets at the call of the Chairman, AMCP Training Committee. Members are responsible for funding their attendance.
5. Mobility:
- a. Functional Mobility – Although CP- 33 careerists may be able to achieve their career goals within a single specialized area, multi-dimensional and multi-disciplined experience is an essential factor in individual professional development. CP- 33 emphasizes multi-disciplinary experience, particularly for those personnel aspiring to progress to senior level positions.
 - b. Geographic Mobility – Geographic mobility is often required to obtain the diverse experience required for senior level positions. Supervisors should encourage careerists to exercise their mobility opportunities so that competencies can be developed at a variety of organizational levels consistent with the individual's career goals and needs of the Army.
 - c. Training/Developmental Assignments – Training that exceeds 120 days requires completion of a "Continued Service Agreement". The obligated service period in the Department of the Army may not be less than three (3) times the period of the training.

Section II – OBJECTIVES

A. SHORT-TERM OBJECTIVES:

1. Provide careerists and their supervisors with a single-source reference to assist in determining appropriate training and development both to enhance on-the-job performance and to prepare the careerist for progressively more responsible positions.
2. Assist resource management and civilian personnel representatives in allocating and prioritizing resources for civilian training and development by providing references to core competency-based training alignment.
3. Provide careerists with information on the Department of the Army Civilian Leader Development core courses.
4. Publicize career program philosophy and guidance on career progression, education, mobility, and other career development issues.
5. Revise/update, as appropriate, information on course schedules and content.
6. Expand the master training plans to include more information on developmental assignments, mandatory and recommended courses, and sources of training.

B. LONG-TERM OBJECTIVES:

1. Develop strategies to implement succession planning.
2. Develop and document strategic plans that define Career Program mission, vision, goals and articulate strategies to achieve them, in environments of consistent change.

Section III – CAREER LADDER/CAREER MAPS

A. CAREER LADDER:

1. Career ladders graphically display levels of grade progression within the Career Program; the associated Position Titles at each grade, and organizational level designation of each.
2. CP-33 positions consist of entry level positions and evolve into higher level positions that require competencies ranging from analytical evaluations, planning and programming resources, managing programs, and human resources. The career ladder, Figure 1, is not intended to be all inclusive, but rather to provide a quick overview of career progressive avenues.

B. CAREER MAPS:

1. Career maps are a documented source that provides employees comprehensive information on all available opportunities for development within the Army. Maps include specific career paths that define progressive and sequential functional training, professional training and developmental requirements that are needed for career enhancement and promotion. Links to Career Maps are found in Section I, para C.2.b.
2. Relationship of career maps to career ladders – Career ladders document, by grade, the sequential progression of the Occupational Series within the Career Program. Career maps document the associated training and development at each level of progression that provides the requisite competencies required for the position or grade.

C. CAREER PROGRESSION

1. The AMCP covers permanent positions that require knowledge of the characteristics and properties of conventional, missile, and/or chemical ammunition and explosives (Class V). Primary duties and responsibilities involve ammunition logistics functions.
2. The AM Career Progression Pattern consists of four progression levels as shown in figure 1:
 - a. Entry/Intern. The entry/intern level is at grades GS-7 and GS-9. At this level, Ammunition Managers are gaining technical and functional knowledge through extensive formal classroom training and OJT.
 - b. Specialist/Intermediate - Grades GS-9 (non-intern) thru GS-12 represent the full performance level for the AMCP. Ammunition Managers apply technical skills and knowledge to accomplish various AM functions that are the backbone of the DA Ammunition Program.
 - c. Management - Ammunition Managers at the GS-13 and GS-14 level serve in supervisory and non-supervisory operational and staff positions. Ammunition Managers at this level play an important role in sustaining their activities' ammunition mission and meeting the objectives of the CP. They provide supervision and guidance to careerists.
 - d. Senior Management - The senior AM positions function in director positions at grade GS-15. Although technical proficiency is necessary at this level, the main emphasis in training and development is on managerial and executive capabilities. Careerists at this level establish organization and activity AM structures to accomplish broad ammunition programs and provide training grounds supporting development of future AM Personnel. They are also the command representatives to the AMCP Planning Boards and Training Committees.
3. The four major functional areas of supply, maintenance/demilitarization, transportation, and production, are accomplished within the ammunition management arena. Although figure 1 depicts four functional career paths within AM, it is essential that development of senior Ammunition Managers include experience in these functional areas as well as AMAs such as acquisition, R&D, retail, and wholesale ammunition activities. Crossover between functions is critical to prepare careerists to assume senior level positions as indicated by the multi-discipline GS-0346, Logistics Management series common in three of the four paths. This can be accomplished through developmental assignments, formal training, overall awareness of CP opportunities on the part of careerists, and recognition by selecting supervisors with broad based experience who are invaluable in the execution of their ammunition mission.
4. The AMCPO plays an important role in the AMs career development by maintaining a framework to assist the careerist in achieving a multifaceted background. Throughout an AMs career, the AMCPO ensures close contact is maintained through distribution of Information Memorandums, planning Board and Training Committee minutes, electronic mail (E-mail), and on-site visits.

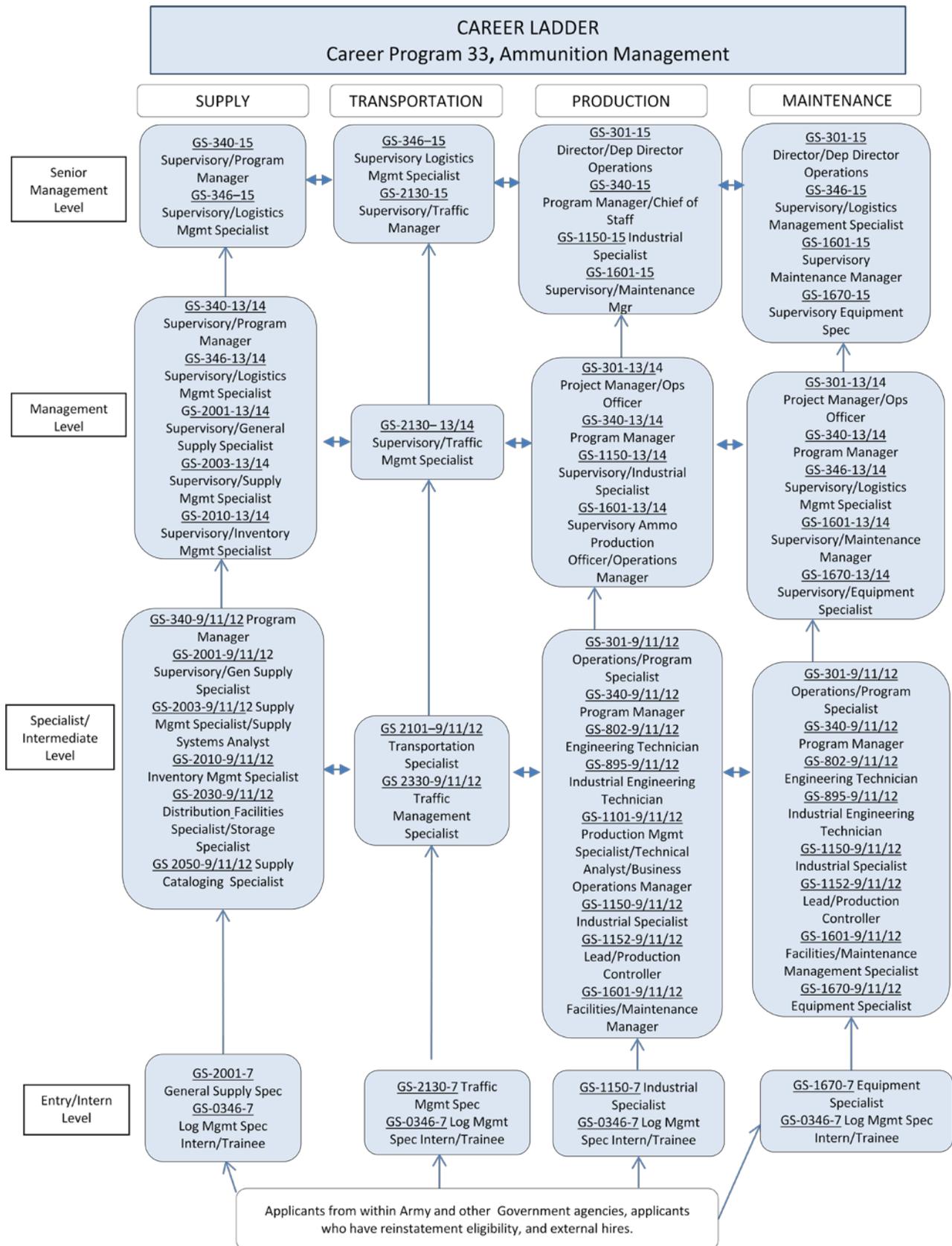


Figure 1. CP- 33 Career Ladder

Section IV – CAREER PROGRAM CORE COMPETENCIES

A. AMMUNITION MANAGEMENT COMPETENCIES:

1. A complete listing of all core functional and non-technical competencies for CP-33 is found in ANNEX A.
2. The Department of the Army uses the Competency Management System (CMS) for employee/supervisory assessments of the core and individual professional development competencies. CMS can be accessed at: <https://cms.cpol.army.mil/ako/cms/>

Section V – MASTER TRAINING PLAN FOR GENERAL SCHEDULE (AND EQUIVALENT) PERSONNEL

A. INTRODUCTION AND PURPOSE:

1. Training is the foundation on which the Ammunition Managers expertise is built. Extensive knowledge of the technical aspects of ammunition and management responsibilities relating to the logistics functions of ammunition is critical to successful AM. The Master Training Plan (MTP) for General Schedule (and equivalent) Personnel is provided at ANNEX B and lists training courses that are prescribed for each grade level. Courses are identified as universal or competitive. ANNEX E provides course descriptions for each course identified on the MTP.
2. Professional development opportunities described in this section represent the types of training that cultivate functional foundations on which ammunition management civilians can build expertise and expand their competencies. The training and courses described are not intended to be all-inclusive, but serve as a guide that can be used by careerists for professional development planning. Careerists are encouraged to participate in other courses and training as needed to meet mission requirements. Another key element of professional development is the competencies gained at the broadest possible range of specialty and command-level experience, and developmental assignments in various ammunition management areas.

B. SCOPE: The Master Training Plan (MTP) is organized by grade level and includes a training/priority code, source of training, and reference to the course description in ANNEX E. For purposes of this plan, professional development opportunities are separated into Universal and Competitive categories:

1. Universal. Training provided to all employees who have similar duties and responsibilities. Examples of this type of training would be Civilian Education System (CES) courses and the mandatory Supervisor Development Course (SDC).
 - a. Priority I. Training that is typically a condition of employment, must be successfully completed within a specified time period, is mandated by a higher authority, or is required for certification, health or safety reasons.
 - b. Priority II. Training must be needed for effective performance and to improve the quality of mission accomplishment.
 - c. Priority III. Employee's knowledge, skills, or abilities will be improved or enhanced. Although Priority III training is not mandatory, it should be considered essential for highly successful performance at each stage of career development.
2. Competitive. Applicants work through their supervisors, ACPMs, and CCPMs to obtain approval to submit appropriate training documents to AMCPO. The AMCPO, upon receipt of the training request, reviews each request/package to ensure forms are complete and that the package is ready for the competitive selection boarding process, when necessary. When applicable, packages are sent through command channels for ranking and rating endorsements. The FCR is the final decision authority for all ACTEDS funded training programs.

3. Length of Training Programs.

- a. Short Term Training (STT). Less than 120 calendar days in length and individuals are competitively selected. STT includes functionally tailored programs to develop and expand core competencies and may include formal classroom training or developmental assignment opportunities.
- b. Long Term Training (LTT). More than 120 calendar days in length and individuals are competitively selected. Examples of LTT include:
 - 1) The Office of the Secretary of Defense (OSD) Fellows Program. This is a year-long program designed to train, mentor, and develop mid-level Department of Defense (DoD) civilian professionals to assume positions of higher levels of leadership and responsibilities.
 - 2) Senior Service College (SSC). This training provides advanced level educational opportunities for civilian senior leaders in order to prepare for positions of greatest responsibility in DoD.

4. Types of Training Programs.

- a. University: Career oriented college courses for careerists who are not pursuing an academic degree. Courses must be job-related.
- b. Academic Degree Training (ADT): The ADT program is defined as training or education with the stated objective of obtaining an academic degree. The academic degree MUST be related to the performance of the careerist's official duties and part of a planned, systemic, and coordinated program of professional development endorsed by the Army. The Assistant Secretary of the Army for Manpower and Reserve Affairs, (ASA (M&RA)) is the final approving authority for all ADT application packages. Careerists must meet all ADT eligibility criteria prior to submitting an ADT package through AMCPO for ASA (M&RA) approval. See AR 350-1 for requirements.
- c. Developmental Assignments: Developmental assignments may be considered STT or LTT, depending on the length of the assignment. Assignments are designed to fill a competency gap between what an employee has already learned and what he/she needs to learn to perform at a higher level. Developmental assignments consist of command and HQDA level assignments for careerists to work on a variety of ammo issues managed at high levels. This includes expanding the breadth of experience and broadening leadership competencies to meet the needs of the Army.
- d. Grassroots Program: Hands-on training at ammunition wholesale or retail locations for careerists who have no experience in these areas. This is a short term developmental opportunity established for careerists working at a headquarters or staff position that have limited experience in the field and have not completed the Defense Ammunition Center (DAC) Intern Program.
- e. Mentoring: The FC, FCR, senior managers, supervisors, and the AMCPO are jointly responsible to ensure that high potential careerists receive the mentoring required to motivate and prepare them for leadership positions through development of advanced competencies. Mentoring is a 12 month program formally facilitated through the Career Enhancement Opportunity (CEO) Program. Careerists may participate as mentors or associates. The AMCPO announces the program annually to all careerists and facilitates the program training and events.

5. Utilizing Training Opportunities:

- a. Training courses vary from functional to multi-functional, inter-agency, joint, and private industry to include formal and informal education. The actual scheduling of these professional development opportunities is contingent upon mission requirements, the needs of the Army, and available funding.
- b. Careerists are encouraged to rotate through different functional job assignments, utilizing local opportunities, whenever possible. The goal of training and education gained through the rotation of assignments is to improve the abilities of the employee and provide a capable, multi-functional workforce within the organization and command.

Section VI – MASTER TRAINING PLAN FOR WAGE SYSTEM PERSONNEL

A. INTRODUCTION:

Training for wage system personnel primarily focuses on meeting mandatory requirements based on DA, command, and organizational regulatory guidance. Training requirements are based on actual job duties, not position title or occupational series.

B. SCOPE:

The Master Training Plan (MTP) for Wage System Personnel is provided in ANNEX C and is intended as a guide. Refer to official publications and policies for current mandatory training requirements. This MTP was reviewed by representatives from the National labor unions.

Section VII – INTERN TRAINING

A. INTERN RECRUITMENT:

1. A vital part of the AMCP is the intern program. Interns are recruited into the AMCP from sources both internal and external to the Federal Government. The recruitment process begins with the Civilian Personnel Operations Center identifying qualified candidates. Resumes of qualified applicants are sent to a panel of senior AM personnel who review the resumes and make final recommendations to the selecting official. Once an applicant is selected and accepts an intern position, he/she completes the requirements as described in the Master Intern Training Plan (MITP) at ANNEX D. Intern training consists of Phase I formal classroom training, and Phase II on-the-job training (OJT).
2. All interns are required to sign a DA Employment Mobility Agreement for ACTEDS Interns, DA Form 5227, as a condition of employment. The mobility agreement allows direct placement of interns to a permanent duty location, developmental assignments at various installations, and/or assignment to wherever management determines to be appropriate prior to or upon completion of the internship.

B. MASTER INTERN TRAINING PLAN (MITP):

1. The MITP in ANNEX D is a comprehensive plan outlining the core subject matter interns must demonstrate knowledge of upon promotion to the target grade and serves as the intern's IDP. A copy of the Phase I training plan is given to each intern at the beginning of their classroom training. Locally developed IDPs for Phase II on-the-job training (OJT) are provided to each intern by their supervisor within 30 days of report to duty. The IDP must include a description of training, type of training, hours, knowledge, skills and abilities acquired, dates of training, training location, and name of person providing training. Phase II training can be locally modified to reflect the activity's capability to meet Phase II training objectives. A copy of all Phase II IDPs must be provided to the Intern Manager, Defense Ammunition Center, ATTN: JMAC-ASC, McAlester, OK 74501-9053.
2. Strict academic standards are maintained during intern training. Interns will be provided with academic counseling and course feedback on a continuing basis. Inability to achieve minimum academic standards can result in removal from the intern program.
3. Interns are assigned to ammunition activities for OJT following successful completion of Phase I training. At the OJT site, interns perform various AM tasks and extensive learning occurs under the guidance of journeyman Ammunition Managers using a formal OJT plan. Interns will be monitored during OJT through visits by the DAC Intern Manager and the AMCPO. Performance appraisals are used to document an intern's progress towards attaining full performance journeyman abilities. Feedback provided by the interns, their supervisors, ACPMs, and other operating personnel will serve as the basis for revising intern courses as well as careerist training, thereby closing the training loop.

C. FUNDING AND ASSIGNMENT:

1. DA Interns are centrally funded by the HQDA G1, ACTEDS, for up to 24 months. Interns enter the program at the GS-7 level. The target grade at the completion of the internship is GS-11. Interns may be recruited through external sources, merit promotion, the Pathways Program, or any method authorized in accordance with appropriate policy and guidance.
2. The intern's Permanent Duty Location (PDL) assignment will be made based on the needs of the Army ammunition management community and are subject to change. Each intern signs a Mobility Agreement

upon entering the position. Upon completion of their internship, interns will be assigned to the gaining activity in an ammunition management related position.

D. RESPONSIBILITIES:

1. The AMCPO will:
 - a. Maintain the MITP.
 - b. Provide for placement of interns during Phase II OJT.
 - c. Distribute pertinent intern information to CCPMs and ACPMs.
2. Performance Appraisals:
 - a. Interns are rated under the Senior System of the Total Army Performance Evaluation System (TAPES).
 - b. The DAC Intern Manager is the rater for all interns. The intern must achieve a minimum rating of successful to continue in the program.
 - c. Formal evaluation of intern performance is accomplished using the TAPES. A satisfactory level of performance includes:
 - 1) Phase I – meets or exceeds academic standards.
 - 2) Phase II – completion of OJT as documented by the intern's supervisor and through on-site monitoring by DAC. Copies of intern performance evaluations will be forwarded to the Intern Manager. Absence of performance evaluations on file at DAC could jeopardize an intern's promotion.

Section VIII – Acquisition Workforce Training

A. INTRODUCTION

The Defense Acquisition Workforce Improvement Act (DAWIA) was passed on 5 Nov 90 as part of the 1991 Defense Authorization Act. This law required each of the military departments and DoD to establish an Acquisition Corps of professionals who are highly qualified, motivated, and trained to perform acquisition duties in today's acquisition environment. The law specified that acquisition related positions in several functional areas be included in the Acquisition Workforce (see DoD Directive 5000.52, *Defense Acquisition Education, Training and Career Development Program*).

B. ARMY ACQUISITION WORKFORCE (AAW)

1. The AAW is comprised of those individuals occupying acquisition positions in any acquisition related career field regardless of career level (pay grade). The Army Acquisition Corps (AAC) is a subset of the AAW and is comprised of those individuals who have met the DAWIA requirements and applied for Corps membership. AAC membership is limited to persons currently serving in GS-13 positions and above with GS-14 and above positions being designated as Critical Acquisition Positions (CAPs).
2. Many AMCP positions are designated as Acquisition Workforce or Acquisition Corps positions. This designation is determined in accordance with the Director for Acquisition Management (DACM), Acquisition Position List process, which enables acquisition organizations to identify acquisition positions. The Acquisition Career Management Office has identified courses to be taken to reach various levels of acquisition certification.
 - a. Careerists who occupy acquisition positions or who are interested in these positions should establish an Acquisition Career Record Brief (ACRB) and an Individual Development Plan (IDP) with the Acquisition Career Management Office at:
<https://rda.altess.army.mil/camp/apps/cappmis/modules/home/index.cfm?fuseaction=home.dashBoard>
 - b. Careerists can become familiar with DAU and mandatory course fulfillment Program and Competency Standards at <http://www.dau.mil/>.

ANNEX A – Core Competencies

TECHNICAL COMPETENCIES: Following are the CP-33, Ammunition Management technical competencies. The technical competencies documented in this Annex are pre-CMS validation.

- 1. Ammunition & Explosives Contractor Oversight:** Knowledge of government-owned, contractor-operated (GOCO)/contractor-owned, contractor-operated (COCO) A&E operations to include monitoring contractor managed accounts. Develop and/or recommend changes to ensure A&E contract specifications are current. Knowledge of government contracting processes, roles, and responsibilities. Ability to evaluate contractor performance on A&E technical matters against the Performance Work Statement (PWS).
- 2. Ammunition & Explosives Demilitarization:** Ability to ensure compliance and assist with procedures and techniques for A&E/hazardous waste munitions (HWM) demilitarization/disposal operations, including statutory/regulatory requirements, operational safety, destruction practices, technology for resource recovery, and certification of disposal operations.
- 3. Ammunition & Explosives Facilities:** Knowledge of A&E facilities management practices and governing safety, security, environmental, and Occupational Safety and Health Administration (OSHA) laws/regulations, policies, and procedures. Knowledge of types of A&E facilities including capabilities and limitations. Ability to plan for maintenance and/or repair of A&E facilities. Ability to prepare and/or review supporting documentation for the operation, maintenance, renovation, or inspection of A&E facilities. Ability to provide technical advice/assistance on operational, safety, and security of A&E facilities, ranges, and training areas.
- 4. Ammunition & Explosives Inventory Control:** Knowledge of A&E inventory management regulations, policies, and procedures. Includes the ability to conduct inventory, perform causative research of A&E, and/or provide advice and technical assistance. Ability to manage unserviceable, deteriorated, and obsolete A&E and components. Requires skill in identifying A&E condition codes. Knowledge of the unique characteristics of the A&E procurement process.
- 5. Ammunition & Explosives Logistics:** Knowledge of logistics functional specifications, regulations, policies, and procedures for A&E. Ability to evaluate and provide assistance for support plans, facility requirements, and/or ammunition logistics programs and processes IAW regulations, policies, and procedures. Skill in analyzing A&E logistics readiness and stockpile reliability. Knowledge of Life Cycle Logistics (LCL).
- 6. Ammunition & Explosives Maintenance:** Knowledge of A&E maintenance policies, procedures, operational practices, and the Ammunition Conditions Report (ACR) process. Ability to manage and/or supervise A&E maintenance. Track and account for A&E supplies, components, and end items. Ability to use technical references and procedures to support A&E maintenance operations.
- 7. Ammunition & Explosives Materiel:** Knowledge of A&E characteristics, compatibility, and handling procedures, including new and non-standard items. Ability to identify the types of A&E based on markings and identification and communicates the nature, characteristics, hazards, and risks. Knowledge of processes/procedures for A&E notices, the A&E Amnesty Program, HWM, Explosive Ordnance Disposal (EOD) roles/responsibilities and an understanding of host nation A&E requirements.
- 8. Ammunition & Explosives Physical Security:** Knowledge of physical security regulations, policies, practices, and procedures for A&E operations. Ability to perform physical security checks and enforce security procedures for A&E at facilities, storage sites, ranges, training areas, and transportation operations. Ability to identify and assess physical security practices for compliance with regulations, policies, and procedures.
- 9. Ammunition & Explosives Production:** Knowledge of A&E production policies, procedures, control techniques, requirements, and roles/responsibilities. Ability to administer and assess A&E production operations. Ability to determine feasibility of A&E production objectives and proposals. Skill in analyzing operational, product, and financial data for effectiveness, efficiency, and safety.

ANNEX A – Core Competencies

10. Ammunition & Explosives Program Management: Knowledge and ability to supervise or manage A&E supply, transportation, demilitarization, production, and/or maintenance operations. Ability to establish methods, procedures, and controls to accomplish the A&E mission. Ability to establish priorities and formulate and execute operating budgets or funding programs relating to wholesale and/or retail operations. Ability to allocate resources, forecast, and/or accomplish workload requirements, property control, logistics support, and planning for A&E in a multi-service environment.

11. Ammunition & Explosives Regulations & Policies: Knowledge and ability in the formulation, interpretation, and application of regulations and policies affecting supply, maintenance, demilitarization, transportation, and/or production of Class V materiel and its associated equipment. Ability to analyze, evaluate, and apply regulatory guidance relating to wholesale, retail, property book, and theater level A&E operations, functions, and policies. Ability to write, edit, validate, verify, or control input to A&E policy and publications (i.e., technical manuals, technical bulletins, supply bulletins, letters of instruction, SOPs, work requirements) and other material used in the dissemination of technical information pertaining to A&E.

12. Ammunition & Explosives Requirements Development: Ability to execute the requirements development process, including understanding of the Joint Capabilities Integration Development System (JCIDS). Ability to use the military authorization document system (FMSWeb) and to interpret and calculate requirements using Department of the Army Pamphlet (DA Pam) 350-38 (Standards in Training Commission [STRAC]). Ability to use the Total Ammunition Management Information System (TAMIS) requirements module, the National Level Ammunition Capability (NLAC) system, and other applicable systems. Knowledge of the RDT&E and system procurement process.

13. Ammunition & Explosives Retail Operations: Knowledge of organizational structures, roles, and responsibilities for A&E retail operations. Ability to assess A&E retail operations for compliance with applicable regulations, policies, and procedures and understand the relationship between A&E retail and other supporting logistics functions. Execute retail functions (e.g., issue, turn-in, shipments, receipt, storage, inventory, accountability) and determine customer support requirements. Ability to apply A&E safety, storage, and security procedures to retail operations. Ability to perform causative research in support of inventory control/management at the retail level. Ability to use standard Army management information systems (STAMIS) and other systems supporting retail operations.

14. Ammunition & Explosives Safety: Knowledge of explosives safety (ES) roles and responsibilities. Ability to apply and ensure compliance ES regulations, standards, and principles to A&E operations. Ability to develop and/or review SOPs for compliance with ES. Provide technical assistance to improve compliance with ES regulations and policies. Ability to interpret site plans, waivers, and storage licenses. Knowledge of procedures for ES site planning and risk assessment/hazard analysis.

15. Ammunition & Explosives Storage: Knowledge of regulations and procedures for safety and security of A&E in storage, including storage principles, explosives safety standards, types of storage facilities, and the ability to interpret planographs and storage drawings. Knowledge of the storage planning process; skill in employing space utilization techniques and determining compatibility of A&E for storage.

16. Ammunition & Explosives Supply: Ability to establish and execute A&E supply policies and procedures and provide program guidance and direction. Knowledge of automated systems supporting A&E supply operations. Ability to use the Federal Catalog System to ensure accuracy of Class V cataloging actions. Knowledge of the relationship between A&E supply with other logistics functions such as inventory, storage, stock control, production, maintenance, and disposal. Ability to support customer A&E requirements and allocations.

17. Ammunition & Explosives Support Systems: Knowledge of the operation and application of automated systems for A&E management. Knowledge of policies, regulations, and procedures governing the use of automated management and support systems. Ability to provide technical instruction on the use and application of A&E systems and interface between functional users and systems personnel.

ANNEX A – Core Competencies

Ability to maintain, capture, and perform analysis of data and records generated through A&E management and support systems. Ability to ensure automated A&E systems are configured and updated to support requirements.

18. Ammunition & Explosives Test & Evaluation: Knowledge of A&E and/or environmental testing policies, regulations, techniques, requirements, and operations. Knowledge of test team roles, responsibilities, and test and inspection requirements. Ability to plan, monitor, assist with, and analyze A&E tests to identify improvement areas and facilitate disposition for A&E. Knowledge of test objectives and technical information for parts standardization, job hazards, and materiel blending requirements.

19. Ammunition & Explosives Tools & Equipment: Knowledge of A&E tools and equipment and the ability to recommend and make decisions on use, maintenance, design, and disposal. Knowledge of the Ammunition Peculiar Equipment (APE) program, including acceptance testing policies and requirements for producing standard/non-standard equipment and components. Knowledge of requirements for calibration and load testing. Ability to prepare long range forecasts and budget estimates for A&E tools/equipment.

20. Ammunition & Explosives Transportation: Knowledge of policies, regulations, and procedures for the transportation of A&E, and related hazardous materials, including hazard characteristics, DOT hazardous materials identification and communication procedures, compatibility, security risk categories, controlled inventory item codes (CIIC), and potential mode limitations due to A&E materiel dimensional and/or weight characteristics. Ability to develop, implement, and/or support A&E transportation policy and programs. Requires knowledge of DoD tracking policies, procedures, and requirements and procurement policies for acquiring commercial transportation services. Ability to develop, interpret, review, and execute A&E loading, blocking, and bracing drawings/diagrams and to manage International Organization for Standardization (ISO) container inventories.

NON-TECHNICAL COMPETENCIES:

1. Conflict Management: Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

2. Financial Management: Understands the principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and or administers the budget for the program area. Uses cost-benefit thinking to set priorities. Monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.

3. Leveraging Diversity and Cultural Awareness: Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

4. Team Building: Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups. Fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding and guiding employees.

5. Accountability: Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, focuses on results and measuring attainment of outcomes.

ANNEX A – Core Competencies

- 6. Business Acumen:** Has an intuitive and applicable understanding of the business and the interrelationships enabling a person to make better business decisions.
- 7. Entrepreneurship:** Identifies opportunities to develop and market new products and services within or outside of the organization. Willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.
- 8. Influencing and Negotiating:** Persuades others and develops networks and coalitions. Gains cooperation from others to obtain information and accomplish goals. Negotiates to find mutually acceptable solutions and builds consensus through give and take.
- 9. Partnering:** Develops networks and builds alliances, engages in cross-functional activities. Collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.
- 10. Political Savvy:** Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality, recognizes the impact of alternative courses of action.
- 11. Problem Solving:** Identifies and analyzes problems; uses sound reasoning to arrive at conclusions. Finds alternative solutions to complex problems. Distinguishes between relevant and irrelevant information to make logical judgments.
- 12. Strategic Thinking:** Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities. Anticipates potential threats or opportunities.
- 13. Vision:** Takes a long-term view and acts as a catalyst for organizational change. Builds a shared vision with others and influences others to translate vision into action.
- 14. Technology Management:** Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develop strategies using new technology to enhance decision making. Understands the impact of technological change on the organization.
- 15. Continual Learning:** Grasps the essence of new information. Masters new technical and business knowledge. Recognizes own strengths and weaknesses and pursues self-development. Seeks feedback from others and opportunities to master new knowledge.
- 16. Creativity and Innovation:** Develops new insights into situations and applies innovative solutions to make organizational improvements. Creates a work environment that encourages creative thinking and innovation. Designs and implements new or cutting-edge programs/processes.
- 17. Customer Service:** Balances interests of a variety of clients and readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients and achieves quality end-products. Is committed to continuous improvement of services.
- 18. 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.
- 19. External Awareness:** Identifies and keeps up-to-date on economic, political, and social trends which affect key agency policies/priorities. Understands where the organization is headed and how to make a contribution.

ANNEX A – Core Competencies

20. Flexibility: Is open to change and new information. Adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

21. Integrity and Honesty: Instills mutual trust and confidence and creates a culture that fosters high standards of ethics. Behaves in a fair and ethical manner toward others and demonstrates a sense of corporate responsibility and commitment to public service.

22. Interpersonal Skills: Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations. Is tactful, compassionate and sensitive, and treats others with respect.

23. Oral Communication: Makes clear and convincing oral presentations to individuals or groups. Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters atmosphere of open communication.

24. Resilience: Deals effectively with pressure and maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

25. Service Motivation: Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions.

26. Written Communication: Expresses facts and ideas in writing in a clear, convincing and organized manner.

ANNEX B – Master Training Plan for General Schedule (and equivalent) Personnel

Courses may be mandatory based on position - known priorities are identified in the table, but may not be all inclusive or accurately reflect every position and grade level.

Training Priorities:

Code: Definition:

- U Universal Training – Applies standardized KSAs across occupational areas to all careerists with similar duties/responsibilities.
- I Priority I - Training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria:
 - Employee must have for acceptable performance.
 - Training is essential for mission accomplishment.
 - Training is mandated by higher authority (law or Department of Defense) or is required for certification, health or safety reasons.
 - Training is mandated by the Assistant Secretary of the Army (Manpower and Reserve Affairs) as an Army Civilian Training, Education and Development System (ACTEDS) leader development core course.
 - [Intern](#) training is essential and functional.
- II Priority II - Training must be needed for effective performance and to improve the quality of mission accomplishment. It is recommended that training mandated or specified in an approved training plan for enhancement of performance resulting in the improvement in the quality of mission accomplishment should be completed within a specified time period.
- III Priority III – Training that should be funded after priorities I and II.
- C Competitive Training – Training opportunities for which careerists are competitively selected.

Refer to Annex E for course descriptions. Use the “Description Number” in the table below to locate the course description in Annex E.

* Course has been reviewed by the American Council on Education (ACE) and is recommended for college credit. See the ACE Credit web page at: <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=300655>

Course/Training Title	Length (hours)	Intern GS-7 / 9	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	Source	Description Number
Acquisition Workforce Training	Varies	U I	U II	U II	U II	U II	U I	U I	DAU	1
Action Officer Logistic Course	40				U III	U III	U III	U III	AFMS	2
Ammunition Demilitarization	104	U I							DAC	3
Ammunition Drawings	24		U III						DAC	4
Ammunition Facilities	DL		U III						DAC	5
Ammunition Physical Security	DL		U III						DAC	6
Ammunition Publications	DL		U II						DAC	7
Ammunition Quality Assurance	DL		U III						DAC	8
Ammunition Storage	24	U I							DAC	9
Application of US Army ESQD Principles	DL		U III	U III	U III				DAC	11
Army e-Learning	Varies		U III	AKO	12					
Army Explosives Safety Quantity Distance & Site Planning	80	U I	U III	U III	U III				DAC	13
Army Explosives Safety Site Planning Course	DL			U III	U III	U III			DAC	14
Artillery Ammunition	DL		U III						DAC	15
Audit Readiness Training: Existence & Completeness (E&C)	3	U II	U II	U II	U II	U II	U II		OASA(FM&C)	16
Basic Freight Traffic Course	71		U III	U III	U III	U III			ALU	17
Bombs	DL		U III						DAC	18
Career Enhancement Opportunity (CEO) Mentor Training	64 (3 phases)		C	C	C	C	C	C	DAC	19

Course/Training Title	Length (hours)	Intern GS-7 / 9	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	Source	Description Number
Cartridge and Propellant Actuated Devices (CAD/PAD)	DL		U III						DAC	20
Characteristics of Propellant & Explosives	DL		U III						DAC	21
Class V issue and Turn-in Procedures	DL		U II	U II	U II				DAC	22
Competitive Professional Development	Varies		C	C	C	C	C	C	DAC	23
Conventional Ammunition	520	U I							DAC	24
Contracting Officer Representative (Refresher – 3 yrs)	40 or DL			U III	U III	U III			DAU	25
Defense Distribution Management	160		U III	U III					ALU	26
Defense Financial Management Training Course	40		U III	U III	U III				DCMA	27
Demolition Materials	DL		U II						DAC	28
Electrical Explosives Safety for Army Facilities	DL		U III	U III	U III				DAC	29
Environmental Considerations for Ammunition Personnel	24	U I							DAC	30
Environmental Considerations for Ammunition Personnel	DL		U II	U II	U II				DAC	30
General Transportation of Hazardous Materials (Refresher – 2 yrs)	DL		U I	U I	U I	U I			DAC	31
Grenades	DL		U III						DAC	32
Grenade Rifle Entry Munition (GREM)	DL		U III						DAC	33
HAZCOM Training	DL		UI	UI	UI	UI	UI		OSHA	34
HAZMAT Familiarization & Safety in Transportation* (Refresher – 2 yrs)	DL		UII	UII	UII				DAC	35

Course/Training Title	Length (hours)	Intern GS-7 / 9	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	Source	Description Number
Identification of Ammunition	DL		U II						DAC	36
Installation Logistics Management	80		U II	U II	U II	U II			ALU	37
Installation Traffic Management	160			U III	U III				TRADOC	38
Installation Traffic Management	DL	U I	U III	U III					DAC	39
Intermodal Dry Cargo Container CSC Reinspection (Refresher-4 yrs)	24	U I	U I	U I	U I				DAC	40
Intermodal Dry Cargo Container CSC Reinspection (DL*) (Refresher-4 yrs)	DL	U I	U I	U I	U I				DAC	40
Introduction to Ammunition *	DL		U I	U I	U I	U I	U I		DAC	41
Introduction to Guided Missile/Large Rockets	80	U I							DAC	42
JMC SMCA Orientation & JOCG Integration	DL	U I	U I	U I					DAC	43
Joint Logistics Course	80				U III	U III	U III		ALU	44
Land Mines	DL		U III						DAC	45
Leader Development	Varies	U I	U I	U I	U I	U I	U I	U I	Various	Annex F
Military Munitions Rule ¹	DL	U I	U I	U I	U I	U I			DAC	46
Military Preservation & Packaging for Storage & Transportation (Phase 1)	DL		U III	U III	U III				DAC	47
Military Preservation & Packaging for Storage & Transportation (Phase 2)	80		U III	U III	U III				DAC	48
MILSTAMP – DTR/MISTAMP	40		U III	U III	U III				TRADOC	49
Munitions History Program	DL	U I	U II	U II	U II				DAC	50
On-The-Job Training (OJT)	1 yr	U I							DAC	51

Course/Training Title	Length (hours)	Intern GS-7 / 9	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	Source	Description Number
Orientation for Career Interns	40	U I							DAC	52
Propellant	DL		U III						DAC	53
Pyrotechnics	DL		U III						DAC	54
Radiation Safety *	DL	U I							DAC	55
Risk Management & Preparation of SOPs for A&E Operations	80	U I							DAC	56
Risk Management & Preparation of SOPs for A&E Operations	DL		U II	U II	U II				DAC	56
Rockets	DL		U III						DAC	57
Small Arms Ammunition	DL		U III						DAC	58
Tactical Explosives Safety	8			U III	U III	U III	U III		DAC	59
Technical Ammunition Course	80		U II						DAC	60
Technical Chemical Surety Material	64		U II	U II	U II				CMA	61
Technical Transportation of Hazardous Materials * (Refresher – 2 yrs)	80	U I	U I	U I	U I	U I			DAC	62
Tools and Equipment	DL		U III	U III					DAC	63
Total Ammunition Management Information System (TAMIS)	DL		U II	U II	U II				DAC	64
Training with Industry	Varies				C	C	C	C	FCR/AMCP	65
Transportation of Radioactive Materials	DL		U II	U II	U II	U II			DAC	66
Transportation Physical Security	DL	U I	U II	U II					DAC	67

Course/Training Title	Length (hours)	Intern GS-7 / 9	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	Source	Description Number
Tutorial for Using DDESB Approved Automated QD Calculator (Army)	DL		U III	U III	U III	U III			DAC	68
US Army Explosives Safety Familiarization *	DL		U I	U I					DAC	69
Workshops/Seminars/Conferences	Varies		C	C	C	C	C	C	FCR/AMCP	70

¹ The first O-6 Commander in the chain of command has the authority to decide who requires initial and annual refresher training at the installation based on their duties.

ANNEX C – Master Training Plan for Wage System Personnel

- A. Mandatory training requirements for all DA civilian personnel working with ammunition and explosives, including CP-33 Wage System Personnel, are listed in the table below.

Mandatory Requirements IAW AR 385-10				
Safety training specific to execution of assigned task/hazard familiarization training:				
<ul style="list-style-type: none"> • Personal protective equipment (PPE) required • General safety requirements particular to the operation • Risk mitigation techniques and controls • Special safety requirements • Lessons learned • Procedures for reporting & responding to accidents • Identification of all known hazards & perceived hazards 				
Requirements of DA PAM 385-64				
Mandatory Requirements IAW DA PAM 385-64				
Course #	Course/Training Title	Source	Length (hours)	Description Number ¹
AMMO-45	Introduction to Ammunition ²	DAC	DL	41
AMMO-68-DL	Military Munitions Rule ³	DAC	DL	46
N/A	HAZCOM Training	OSHA	Varies	34
Training mandated by local, state, and federal requirements				

- B. The following table lists training available that may be mandatory based on actual job duties. Refer to your command regulations for training requirements for specific job duties. In addition, there may also be local requirements that apply that are not listed in the table. Command regulations for the majority of CP-33 wage system personnel include, but are not limited to:

1. AMC-R 350-4, Training and Certification Program for Personnel Working in Ammunition Operations
2. ATEC 385-1, ATEC Safety Program
3. FORSCOM-R 350-10, Training & Certification of Personnel Working in Ammunition Operations
4. IMCOM-R 5-13, Installation Ammunition Support
5. TRADOC-R 385-2, US Army Training & Doctrine Command Safety Program

Course #	Course/Training Title	Source	Length (hours)	Description Number ¹
AMMO-4	Ammunition Demilitarization	DAC	104	3
AMMO-5-DL	Ammunition Facilities	DAC	DL	5
AMMO-75-DL	Ammunition Physical Security	DAC	DL	6
AMMO-12	Ammunition Storage	DAC	32	9
AMMO-13-DL	Ammunition Supply & Inventory	DAC	24	10
AMMO-71-DL	Ammunition Tools and Equipment	DAC	DL	63

Course #	Course/Training Title	Source	Length (hours)	Description Number ¹
AMMO-99-DL	Application of US Army ESQD Principles	DAC	DL	11
AMMO-64-DL	Class V issue and Turn-in Procedures	DAC	DL	22
AMMO-28-DL	Electrical Explosives Safety for Army Facilities	DAC	DL	29
AMMO-31-DL	Environmental Considerations for Ammunition Personnel	DAC	DL	30
AMMO-37-DL	General Transportation of Hazardous Materials	DAC	DL	31
AMMO-67-DL	HAZMAT Familiarization and Safety in Transportation ²	DAC	DL	35
AMMO-43	Intermodal Dry Cargo Container CSC Reinspection	DAC	24	40
AMMO-43-DL	Intermodal Dry Cargo Container CSC Reinspection ²	DAC	DL	40
AMMO-91-DL	JMC SMCA Orientation & JOCG Integration	JMC	DL	43
	Leader Development	Varies	Varies	ANNEX F
PACK-1A-DL	Military Preservation & Packaging for Storage & Transportation (Phase 1)	DAC	DL	47
PACK-1B	Military Preservation & Packaging for Storage & Transportation (Phase 2)	DAC	80	48
AMMO-97-DL	Munitions History Program	DAC	DL	50
	On-The-Job Training (OJT)	Varies	Varies	51
AMMO-54	Risk Management & Preparation of SOPs for A&E Operations	DAC	80	56
AMMO-54-DL	Risk Management & Preparation of SOPs for A&E Operations	DAC	DL	56
AMMO-61	Technical Chemical Surety Material	CMA	64	61
AMMO-62	Technical Transportation of Hazardous Materials ²	DAC	80	62
AMMO-60	Technical Ammunition	DAC	80	60
AMMO-63-DL	US Army Explosives Safety Familiarization ²	DAC	DL	69
AMMO-82	US Army ESQD and Site Planning	DAC	80	13

¹ Refer to Annex E for course descriptions. Use the "Description Number" in the table to locate the course description in Annex E.

² Course has been reviewed by the American Council on Education (ACE) and is recommended for college credit. See the ACE Credit web page at:

<http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=300655>

³ The first O-6 Commander in the chain of command has the authority to decide who requires initial and annual refresher training at the installation based on their duties.

The DAC training and course catalog can be accessed at: <http://ammo.okstate.edu/>

ANNEX D – Master Intern Training Plan

Successful completion of the courses listed below is required for personnel hired into the CP-33 Intern Program at the Defense Ammunition Center (DAC), McAlester, OK.

- Phase I: Instructor-led technical training conducted at DAC. Length – 12 months.
- Phase II: On-the-job training (OJT) performed at permanent duty location (PDL). Length – 12 months.

Refer to ANNEX E for course descriptions. Use the “Description Number” in the table below to locate the course description in ANNEX E.

* Course has been reviewed by the American Council on Education (ACE) and is recommended for college credit. See the ACE Credit web page at:

<http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=300655>

Course/Training Title (Phase I)	Length (hours)	Source	Description Number
Acquisition Workforce Training	Varies	DAU	1
Ammunition Demilitarization	104	DAC	3
Ammunition Quality Assurance	DL	DAC	8
Ammunition Storage	24	DAC	9
Army Explosives Safety Quantity Distance & Site Planning	80	DAC	13
Conventional Ammunition	520	DAC	24
Environmental Considerations for Ammunition Personnel	24	DAC	30
Installation Traffic Management	DL	DAC	39
Intermodal Dry Cargo Container CSC Reinspection	24	DAC	40
Introduction to Guided Missile/Large Rockets	80	DAC	42
JMC SMCA Orientation & JOCG Integration	DL	DAC	43
Leader Development	Varies	Various	Annex F
Military Munitions Rule	DL	DAC	46
Military Preservation & Packaging for Storage & Transportation (Phase 1)	DL	DAC	47
Military Preservation & Packaging for Storage & Transportation (Phase 2)	80	DAC	48
Munitions History Program	DL	DAC	50
Orientation for Career Interns	40	DAC	52
Radiation Safety *	DL	DAC	55

Course/Training Title (Phase I)	Length (hours)	Source	Description Number
Risk Management & Preparation of SOPs for A&E Operations	80	DAC	56
Technical Transportation of Hazardous Materials *	80	DAC	62
Transportation Physical Security	DL	DAC	67

ANNEX E - Master Training Plan Courses and Descriptions

Course Name	Description Number
Acquisition Workforce Training	1
Action Officer Logistics Course	2
Ammunition Demilitarization	3
Ammunition Drawings	4
Ammunition Facilities	5
Ammunition Physical Security	6
Ammunition Publications	7
Ammunition Quality Assurance	8
Ammunition Storage	9
Ammunition Supply & Inventory	10
Application of US Army ESQD Principles	11
Army e-Learning	12
Army Explosives Safety Quantity Distance & Site Planning	13
Army Explosives Safety Site Planning Course	14
Artillery Ammunition	15
Audit Readiness Training: Existence & Completeness (E&C)	16
Basic Freight Traffic Course	17
Bombs	18
Career Enhancement Opportunity (CEO) Mentor Training	19
Cartridge and Propellant Actuated Devices (CAD/PAD)	20
Characteristics of Propellant & Explosives	21
Class V Issue & Turn-In Procedures	22

ANNEX E - Master Training Plan Courses and Descriptions

Competitive Professional Development (CPD)	23
Conventional Ammunition	24
Contracting Officer Representative	25
Defense Distribution Management	26
Defense Financial Management Training Course	27
Demolition Materials	28
Electrical Explosives Safety for Army Facilities	29
Environmental Considerations for Ammunition Personnel	30
General Transportation of Hazardous Materials	31
Grenades	32
Grenade Rifle Entry Munition (GREM)	33
HAZCOM Training	34
HAZMAT Familiarization & Safety in Transportation	35
Identification of Ammunition	36
Installation Logistics Management	37
Installation Traffic Management (TRADOC)	38
Installation Traffic Management (DAC)	39
Intermodal Dry Cargo Container CSC Reinspection	40
Introduction to Ammunition	41
Introduction to Guided Missile/Large Rockets	42
JMC SMCA Orientation & JOCG Integration	43
Joint Logistics Course	44
Land Mines	45

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Military Munitions Rule	46
Military Preservation & Packaging for Storage & Transportation – Phase 1	47
Military Preservation & Packaging for Storage & Transportation –Phase 2	48
MILSTAMP – DTR/MISTAMP	49
Munitions History Program	50
On-The-Job-Training	51
Orientation for Career Interns	52
Propellant	53
Pyrotechnics	54
Radiation Safety	55
Risk Management & Preparation of Standing Operating Procedures (SOPs) for Ammunition & Explosives Operations	56
Rockets	57
Small Arms Ammunition	58
Tactical Explosives Safety	59
Technical Ammunition	60
Technical Chemical Surety Material	61
Technical Transportation of Hazardous Materials	62
Tools & Equipment	63
Total Ammunition Management Information System (TAMIS)	64
Training with Industry	65
Transportation of Radioactive Materials	66
Transportation Physical Security	67
Tutorial for Using DDESB Approved Automated QD Calculator (Army)	68

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US Army Explosives Safety Familiarization	69
Workshops/Seminars/Conferences	70

Master Training Plan Course Descriptions

1. Acquisition Workforce Training. Visit the Defense Acquisition University website for a career fields, certification requirements, and courses: <http://www.dau.mil/>

2. Action Officer Logistic Course. This course is designed to educate and train military and civilian personnel in a logistics action officer training course to meet the needs of senior logisticians. Course provides logisticians a holistic view of how the HQDA G-4 operates; creates an awareness of how the G-4 connects and interfaces throughout the Logistics community and beyond. This course teaches the student about current logistic agencies, processes and systems; and prepares the students to execute and manage logistics staff officer functions at HQDA G-4. The course proponent is the Army Force Management School, Ft. Belvoir, VA, <http://www.afms1.belvoir.army.mil/aolc.php>

3. Ammunition Demilitarization. This course provides training for ammunition personnel in the various methods, procedures, and techniques of performing ammunition demilitarization. Emphasis is placed on procedures required for open burning and detonation. Students are introduced to the emerging technologies for resource recovery and recycling. This course includes a live explosives exercise in which each student will conduct set up and detonation using both electric and non-electric methods on the demolition range. Training is also provided on the changing impact of environmental requirements and decontamination methods.

Course # AMMO-4.

4. Ammunition Drawings. This distance learning course provides information required to interpret engineering drawings related to ammunition items, packaging, and marking. This course provides familiarization for the content, format, and symbols used in engineering drawings as well as instruction on how to use the various sources available to locate and view drawings and drawing numbers.

Course # AMMO-79-DL.

5. Ammunition Facilities. This course is designed to familiarize students with the various types of ammunition facilities, structures and ports. Students will learn why these facilities are used, become familiar with regulations governing the use ammunition facilities and be introduced to the terminology associated with such facilities.

Course # AMMO-5-DL (distance learning).

6. Ammunition Physical Security. This course covers the requirements of the Army's physical security program as it pertains to the storage of ammunition and explosives. Students will utilize AR 190-11, Physical Security of Arms, Ammunition and Explosives, and the FED LOG to determine Controlled Inventory Item Codes (CIIC's) and associated security risk categories, physical security measures used for ammunition sites and special requirements for security risk categories I and II.

Course # AMMO-75-DL (distance learning).

7. Ammunition Publications. This course describes the various publications used by all branches of service within the Department of Defense (DOD). The course provides familiarization in the purpose,

ANNEX E - Master Training Plan Courses and Descriptions

content, and format of DOD, Army, Air Force, and Navy publications. It also provides the numbering systems used to identify the various publications.

Course # AMMO-78-DL (distance learning).

8. Ammunition Quality Assurance. This course provides students with a fundamental understanding of the quality assurance practices associated with conventional munitions. Students will learn how ammunition is evaluated and classified throughout its lifecycle and how this information is recorded and used to effectively manage the ammunition stockpile.

Course # AMMO-10-DL (distance learning).

9. Ammunition Storage. This course provides basic information and training in the use and application of governing regulations and procedures for safety and security of ammunition and explosives in storage. The course provides a working knowledge of wholesale storage operations mainly at the depot level. The training includes storage facilities, physical security, safety, drawings and planographs, as well as administrative documentation applications.

Course # AMMO-12.

10. Ammunition Supply & Inventory. This course provides a working knowledge of ammunition inventory and supply management procedures. The supply section of this course provides a comprehensive overview of the systems associated with the requisition and issue of ammunition, asset, reporting, item management, and other aspects of ammunition supply. Students will learn the relationship ammunition supply has with other logistical functions, such as inventory, storage, production, procedures, maintenance, and disposal. Students develop an understanding of the principles, policies, organizations, and techniques necessary to attain an efficient and reliable accountability and inventory management system at the wholesale level.

Course # AMMO-13.

11. Application of US Army ESQD Principles. This course provides instruction in the application of explosives quantity-distance principles to provide the minimum required levels of protection to facilities, material, and personnel. It includes discussion on the various levels of protection, expected damage effects at each level, interpretation of textual and tabular instructions for determining minimum separation distances or explosives limits. It also includes discussion on the use of protective construction.

Course # AMMO-99-DL (distance learning).

12. Army e-Learning. Free individual training for DA Civilians. Over 4,800 web-based courses in Information Technology, Business Leadership and Personal Development are available online to meet civilian's professional needs. Continuous Learning Points (CLP) can be earned for successful completion of courses and many courses allow students to earn college credit. Army e-Learning homepage is accessed via AKO at: www.us.army.mil (select Self Service and then My Education).

13. Army Explosives Safety Quantity Distance & Site Planning. This course provides in-depth training in ammunition explosives safety quantity distance concepts and practices. It includes instruction in the interpretation and use of explosives safety quantity distance tables, the application and use of explosives safety considerations not given in explosives safety quantity distance tables, determining safety distance measurement points, managing previously determined explosive limits, and an introduction to the documentation requirements of the site approval process.

Course # AMMO-82.

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14. Army Explosives Safety Site Planning Course. This course provides instruction on the types of information and documentation needed to successfully submit preliminary/final explosives safety site plans. This includes the transmittal letter, location and site maps, explosives safety quantity-distance considerations, coordination with all appropriate installation activities, construction requirements, PES/ES QD paired relationships with the facilities being sited, and the approval process.

Course # AMMO-100-DL.

15. Artillery Ammunition. This course defines various terms related to artillery ammunition and identifies which items fall into this family of ammunition. The students will be provided with an understanding of the functioning characteristics of artillery ammunition as well as components and identification and packaging specifications.

Course # AMMO-77-ART-DL (distance learning).

16. Audit Readiness Training: Existence & Completeness (E&C). This training includes Military Equipment / General Equipment, Operating Materials & Supplies, and Real Property modules (OM&S module discusses Class V). Each module identifies control activities, common deficiencies discovered during audit readiness testing, and corrective actions to remediate control failures (length 2-3 hrs). Training is currently offered via DCO. Schedule and registration are available at: <https://www.us.army.mil/suite/page/674323>

17. Basic Freight Traffic Course. This course discusses transportation officer functions; motor, rail, water and air carrier industries; routing; tariffs and tenders; transportation security; hazardous cargo; loss and damage; freight documentation; detention and demurrage; carrier performance program; Global Freight Management System/Electronic Transportation Acquisition; and the role of the Transportation Component Commands.

Course # 8C-F12/553-F1

18. Bombs. This course defines various terms related to bombs and provides a description of the different types of bombs and associated components. Also provided is information on the general packaging, marking, and safety precautions unique to the different types of bombs.

Course # AMMO-77-B-DL (distance learning).

19. CEO Mentor Training. Mentors and associates participate in a 12 month training and mentoring program. The training consists of three phases scheduled throughout the year at various locations. Each phase includes a two or three day training session and attendance is required. Mentor/associate pairs determine when/where/how their mentoring sessions will be conducted.

20. Cartridge & Propellant Actuated Devices (CAD/PAD). This course defines various terms related to Cartridge Actuated Devices (CAD) and Propellant Actuated Devices (PAD). This course introduces the proper use and management of these items with specific regard to shelf and service life limits.

Course # AMMO-77-CP-DL (distance learning).

21. Characteristics of Propellant & Explosives. This course introduces the basic terminology associated with explosives, propellants, and ammunition items. This course also covers the major categories and characteristics of high and low explosives and chemical ammunition fillers.

Course # AMMO-77-CPE-DL (distance learning).

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22. Class V Issue & Turn-In Procedures. This course covers ammunition authorizations, requests, issues, field accountability, sub-unit turn-ins, preparing ammunition for turn-in, reconciliation, and the amnesty program. It also covers ASP issues, turn-ins, residue processing, preparing materials for turn-in to DRMO, and special requirements for residue.

Course # AMMO-64--DL

23. Competitive Professional Development (CPD) Program. A planned, systematic, and coordinated program of professional development that supports the Army's organizational goals and mission. It encompasses functionally tailored developmental opportunities that occur in academic environments, business/industrial settings, or in other strategically planned career enhancing developmental assignments that have been identified in an approved Career Program, Master Training Plan (MTP) or Individual Development Plan (IDP). Training instances may be short- or long-term and funded from various sources. (AR 350-1)

24. Conventional Ammunition. Provides AM interns with the characteristics of ammunition and explosives and the technical information for each of the families of conventional ammunition. The students are provided with an understanding of the functioning characteristics of ammunition, to include explosive trains and components. This course also explains marking and color coding of ammunition, packaging and safety precautions unique to each type or family of ammunition, use of ammunition publications and drawings. The families of ammunition discussed include small arms, artillery, bombs, CAD/PAD, demolition materials, grenades, land mines, pyrotechnics, and rockets.

Course # AMMO-1.

25. Contractor Officer Representative Course. This course is specifically designed for Contracting Officer's Representatives (CORs) who are responsible for assuring that contractors that contractors perform in accordance with the terms and conditions of the contract. COR 222 will provide CORs the breadth of knowledge required to perform their role, including knowledge related to COR roles and responsibilities, as well as fundamentals of contracting regulations, types, phases, and other elements; awareness of ethical and legal factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

Course # COR 222, Course # CLC-222 (distance learning)

26. Defense Distribution Management. The management and operations of the defense distribution center are studied with particular emphasis given to the major functions of receiving, storing, packaging, physical inventory and control, issuing, transportation and resource management. The association among these functions and other logistics functions is studied in order to determine their interrelationships.

Course # 8B-F10

27. Defense Financial Management Course. This course focuses on developing broad Comptroller skills to include critical thinking, analysis, advisory responsibilities, strategic orientation, leadership, and conflict resolution. This is achieved through presentations, interactive seminars, networking, large and small group discussions, and facilitated exercises. Students must actively participate, formulate individual and group goals, and successfully complete homework and test requirements. The course is very challenging and taught at the graduate level. This course is a 4 week intensive financial management course with five focus areas/objectives and 1-4 elective opportunities: Five focus areas include: (1) Leadership; (2) Contingency Operations; (3) Strategic Environment; (4) Financial Management Framework; (5) Decision Support Model. Elective opportunities include: (1) Speak Easy (after the Toastmasters Program); (2) Inside Leadership; (3) Think Tank; (4) True Colors Personality Assessment.

Course # FINC311.

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28. Demolition Materials. This course defines various terms related to demolition materials and identifies which items belong to this family of ammunition. This course introduces the different firing systems used during demolition operations and the components that make up these systems. Specific applications of various devices and charges used during emergency and combat situations will also be discussed.

Course # AMMO-77-DM-DL (distance learning).

29. Electrical Explosives Safety for Army Facilities. This course is designed primarily for GS 07 - 12 and WG 06 - 09 personnel involved in the design, installation, test, inspection (including record keeping and review), and maintenance of electrical equipment, static dissipation systems, lightning protection systems, and bonding in explosives facilities.

Course # AMMO-28-DL (distance learning).

30. Environmental Considerations for Ammunition Personnel. This course is based on environmental laws and regulations that have the most influence over ammunition and explosive operations. The purpose of this course is to familiarize the learner with environmental considerations that must be taken into account during all phases of ammunition and explosive operations.

Course # AMMO-31 or AMMO-31-DL (distance learning).

31. General Transportation of Hazardous Materials. This course provides personnel from all services with updated information and constitutes refresher training for persons who certify hazardous materials for transportation. The course satisfies the mandatory refresher training specified in Chapter 204 of DOD 4500.9-R, Defense Transportation Regulation. Course content includes review of changes to the 49 Code of Federal Regulations, International Maritime Dangerous Goods (IMDG) Code, the International Air Transport Association (IATA) Dangerous Goods Regulation and the Air Force Manual 24-204_IP. Course includes emphasis on shipping papers, marking, labeling, placarding, packaging, compatibility, and emergency response information.

Course # AMMO-37-DL (distance learning).

32. Grenades. This course defines various terms related to grenades and identifies which items belong to this family of ammunition. The student will learn the functioning characteristics and components of grenades.

Course # AMMO-77-G-DL (distance learning).

33. Grenade Rifle Entry Munition (GREM). This course provides students with a basic introduction to The Grenade Rifle Entry Munition (GREM). The GREM is a lightweight, muzzle-launched, rifle grenade that is designed defeat doors at a distance. This capability reduces the risks associated with entering buildings or enclosed areas in hostile environments. Topics covered include the basic components of the system, how the item functions, packaging and storage, and safety precautions.

Course # AMMO-89-DL (distance learning).

34. HAZCOM Training. This training includes methods and observations used to detect the presence of a hazardous chemical in the work area, the physical and health hazards of chemicals in the work area, measures employees can take to protect themselves from the hazards, details of the hazard communication program, and how to access MSDS and use the hazard information contained in MSDS. This training can be conducted in a classroom setting, distance learning, on-the-job, or combination thereof. HAZCOM training is available from a variety of sources. Following is an OSHA link to free online training: <http://www.free-training.com/osha/hazcom/Hazmenu.htm>

ANNEX E - Master Training Plan Courses and Descriptions

35. HAZMAT Familiarization and Safety in Transportation. This course is intended for personnel who meet the definition of a "HAZMAT employee" as defined in the 49 Code of Federal Regulation (CFR), Section 171.8. "HAZMAT employees" require training in the areas specified in Section 172.704 of the 49 CFR. AMMO-67-DL satisfies the General Awareness/Familiarization training and the Safety training portions of this requirement. (NOTE: Certifying officials for shipments of HAZMAT require the 80-hour training course (AMMO-62) as outlined in DOD 4500.9-R, Chapter 204, D.1.b.)

Course # AMMO-67-DL

36. Identification of Ammunition. This course provides a basic introduction to the terms used to identify and manage ammunition stockpiles. Included in this course are sections covering National Stock Numbers (NSNs), lot numbers, and propellant lot numbers.

Course # AMMO-76-DL (distance learning).

37. Installation Logistics Management. The course provides exposure to all logistics functional areas at the installation level. It addresses the service support programs under the auspices of the Installation Management Command performed within the Directorate of Logistics (DOL) focusing on responsibilities, practices, and problems at all levels of the organization to develop and increase competence and effectiveness in installation logistics support. Course objectives are designed to enhance the logistics experiences of individuals whose job responsibilities interface with organizations, activities and functions required to perform logistics either at the installation level or in a major stakeholder organization. The course presents an introduction to installation logistics management from the National Guard and the Army Materiel Command perspectives.

Course # ALMC-IN.

38. Installation Traffic Management. This course provides information about installation passenger traffic to include passenger travel entitlements, commercial air travel, Air Mobility Command(AMC) travel, rental cars and Defense Travel Orientation. Military Standard Transportation and Movement Procedures (MILSTAMP) to include Uniform Material Movement Issue Priority System(UMMIPS), Military Standard Transportation Requisitioning and Issue Procedures (MILSTRIP), transportation account codes, shipment planning, clearance procedures, Transportation Control and Movement Document (TCMD), shipment tracing and intransit data reporting. Installation freight traffic to include Department of Defense (DoD) utilization of commercial transportation, domestic freight services, routing, commercial freight documentation, loss and damage, detention and demurrage, transportation security, DoD standard tender of freight services, hazardous cargo, and the Global Freight Management (GFM)System/Electronic Transportation Acquisition (ETA).

Course # 8C-F4/553-F10.

39. Installation Traffic Management. This course discusses the policies and procedures that apply to transportation services and the relationship of the SDDC with the Installation Traffic Officer in the movement of cargo. Topics include terms and definitions, transportation control numbers, routing procedures, and selecting carriers.

Course # AMMO-95-DL (distance learning).

40. Intermodal Dry Cargo Container (CSC) Reinspection. This course provides information required to reinspect intermodal dry cargo containers IAW the CSC standards. Course content includes overview of various CSC container types, container structural and non-structural components, and a detailed analysis of reinspection criteria required by CSC, U.S. Public Law, and Joint Service Regulations. Reporting requirements and reinspection decal placement are also discussed.

Course # AMMO-43 or Course # AMMO-43-DL (distance learning).

ANNEX E - Master Training Plan Courses and Descriptions

41. Introduction to Ammunition. This course provides basic training in the safety and fundamental technical aspects of ammunition and explosives for personnel directly involved in hands-on exposure to ammunition items and/or operations. Course content will introduce the characteristics of different classes of ammunition and explosives, and safe handling procedures and explosives safety requirements for the receipt, storage, maintenance, demilitarization, and issue of ammunition at U.S. Army installations.

Course # AMMO-45-DL (distance learning).

42. Introduction to Guided Missile/Large Rockets. This course provides students with a basic introduction to terms and principles associated with guided missiles and large rockets (GMLR). This course prepares students to identify major missile components and understand the functioning of the Class V components. It discusses various guidance and control techniques and propulsion systems.

Course # AMMO-38.

43. JMC SMCA Orientation & JOCG Integration. The JMC SMCA Orientation explains the origination, purpose, mission, and key players of the Single Manager for Conventional Ammunition (SMCA). It outlines the SMCA concept and organizations that comprise the SMCA. The JOCG Integration Orientation of the Joint Ordnance Commanders Group (JOCG) explains the establishment of the JOCG including its goals, objectives and the methods used to achieve those goals and objectives. It also outlines the JOCG organizational structure as well as its recent significant accomplishments.

Course # AMMO-91-DL (distance learning).

44. Joint Logistics Course. This course is a Joint Logistics Commander's initiative. The Director for Logistics, J-4, The Joint Staff, is the proponent. The course is 10 academic days long and is unclassified (no security clearance required). The JLC focuses on theater-level joint logistics operations by preparing military and civilians to function in assignments that involve joint logistics planning, interservice and multinational logistics support and joint logistics in a theater of operations. To accomplish this, the JLC integrates component functional skills and knowledge through the study of strategy, doctrine, theory, programs, and processes. The JLC provides the opportunity for students to develop the attributes, perspectives, and insights necessary to manage logistics at the operational level of war. The course includes a number of guest instructors from combatant commands and agencies. All material is non-testable. Students receive a CD-ROM at the end of the course with a copy of all the presentations presented.

Course # 8A-F54/552-F6 (MC).

45. Land Mines. This course defines various terms related to land mines and identifies the types, components, purpose, and safety hazards of mines currently used in the Army.

Course # AMMO-77-LM-DL (distance learning).

46. Military Munitions Rule. This course is based on regulatory implementation of the Military Munitions Rule. It provides consistent procedures for Department of Defense Components to comply with the Military Munitions Rule and manage waste military munitions. The Munitions Rule defines special requirements for the management of waste military munitions that are considered hazardous waste.

Course # AMMO-68-DL (distance learning).

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47. Military Preservation & Packaging for Storage & Transportation (Phase 1). The purpose of this course is to train enlisted personnel and civilian employees of the Army, Navy, Air Force, Marine Corps, Defense Contractor Personnel and the Defense Logistics Agency in basic preservation and packing principles and procedures in preparing new and repairable material for storage or shipment.

Course # PACK-1A-DL (distance learning).

48. Military Preservation & Packaging for Storage & Transportation (Phase 2). This course is designed to provide hands-on, performance-based training for uniformed military, civil service, and DOD contractor personnel in basic and intermediate military preservation, packaging, and unitization procedures.

Course # PACK-1B.

49. MILSTAMP - Defense Transportation Regulation (DTR)/MILSTAMP. General overview of Defense Transportation Regulation (DTR) Part II/MILSTAMP application and its interface with other military standard transportation systems. Subjects include activity address directories, Transportation Account Code(TAC), shipment planning, Transportation Control and Movement Document (TCMD) preparation, clearance procedures, address marking, ocean cargo and air terminal documentation, shipment tracing, and intransit data reporting.

Course # 8C-F9/811-F1.

50. Munitions History Program (MHP). This course provides extensive information to successfully navigate within the MHP website, retrieve Depot Surveillance Records (DSR), and create new inspection records and data record headers. Students will become familiar with main menu modules, submenus, links, and other useful features and resources available in MHP.

Course # AMMO-97-DL (distance learning).

51. On-The-Job Training (OJT). Structured training at an ammunition activity designed to put into practice job skills learned in the classroom. This training will include specialized work experiences and projects that gradually increase in complexity and scope to approach those normally performed by journeyman Ammunition Managers.

52. Orientation for Career Interns. This course acquaints newly hired AM interns with basic information about employment in the Federal Government, selecting benefits, background investigation procedures, registering for online websites that will be needed in training and on-the-job, and specific information about the AMCP.

53. Propellant. This course introduces the student to the basic terminology associated with military propellants. It covers the major categories of propellant and how grain configurations affect burning characteristics. It also describes how the Army and Navy Propellant Stability Programs function to enhance the safe storage and use of propellants.

Course # AMMO-77-P-DL

54. Pyrotechnics. This course defines various terms related to military pyrotechnics and smoke pots. This course will introduce the characteristics of pyrotechnic compositions and different categories of pyrotechnic items.

Course # AMMO-77-PY-DL (distance learning).

ANNEX E - Master Training Plan Courses and Descriptions

55. Radiation Safety. This course provides a comprehensive knowledge of ionizing radiation for individuals selected to serve as Radiation Safety Officers (RSOs) at the unit level. It covers the general characteristics of radioactive materials, how and why these materials are used, the potential hazards associated with various isotopes, and the regulations governing how these materials are to be used, stored, transported and disposed, and the methods used to limit and document exposures.

Course # AMMO-66-DL (distance learning).

56. Risk Management and Preparation of SOPs for Ammunition and Explosive Operations. This course provides training to prepare and review ammunition and explosives SOPs in accordance with Federal, Department of Defense, Department of the Army, and U.S. Army Materiel Command (AMC) regulatory requirements for personnel engaged in ammunition and explosives operations. This course has incorporated a broad overview of hazard analysis and risk management for students assigned to various munitions-related disciplines. Students learn procedures to identify hazards, manage risks, and to prepare and review SOPs.

Course # AMMO-54 or Course # AMMO-54-DL (distance learning).

57. Rockets. This course defines various terms related to rockets and identifies which items belong to this family of ammunition. The students will learn about shoulder-fire and aircraft rockets and their military applications in the Army, Navy, and Air Force.

Course # AMMO-77-RK-DL (distance learning).

58. Small Arms Ammunition. This course defines small arms ammunition as well as associated terminology. This course will introduce the general components and types of small arms ammunition items. Marking, color coding, and packing specifications inherent to small arms ammunition items will also be addressed.

Course # AMMO-77-SAA-DL (distance learning).

59. Tactical Explosives Safety. The purpose of this workshop is to provide a general overview of tactical explosives safety concepts. Topics discussed include quantity distance, explosives loaded combat vehicle parking, forward arming and refueling point, combat aircraft parking area, and certificate of risk acceptance. Material is drawn primarily from explosives safety standards set forth in DoDM 6055.09-M and DA PAM 385-64. Proponent for this workshop is the US Army Technical Center for Explosives Safety, Defense Ammunition Center, McAlester, OK.

60. Technical Ammunition. This course provides detailed training in the technical aspects of managing ammunition and explosives and ammunition-related operations. Course content includes interpretation of references, explosives safety issues, hazard classification system, managing explosives limits, ammunition maintenance, electrical explosives safety, storage operations, physical security, risk management, and transportation issues. This course is intended for personnel who manage, supervise, plan, or are otherwise involved in ammunition operations. This course is intended to meet the requirements for certification of personnel under the provisions specified in AMC-R 350-4 and FORSCOM-R 350-10.

Course # AMMO-60

61. Technical Chemical Surety Material. This course covers descriptions of toxic chemical agents, their effects, symptoms from exposure, and self-aid/buddy aid treatments of effects. Types of munitions, containers, protective clothing, and detection equipment, along with detection capabilities and decontamination procedures, are discussed. The Personnel Reliability Program (PRP) is identified and defined. Chemical Accident/Incident Response and Assistance (CAIRA), to include types of emergencies,

ANNEX E - Master Training Plan Courses and Descriptions

agent hazard prediction capabilities, and effects of weather and terrain, are examined. Current and proposed methods for disposal/demilitarization of surety agents are also discussed.

Course # AMMO-61.

62. Technical Transportation of Hazardous Materials. This course provides personnel from all services detailed technical information pertaining to all phases of transportation for hazardous materials, and satisfies the mandatory training for persons who certify hazardous materials and conduct function-specific training for subordinate personnel as specified in the Defense Transportation Regulation (DOD 4500.9-R). Course content regulations governing the transportation of hazardous materials by all modes (i.e., land, vessel, and commercial/military air). International regulations covered include the International Maritime Dangerous Goods Code and the International Commercial Air Transport Associations Dangerous Goods Regulations. United States regulations covered include the Department of Transportation (DOT) 49 Code of Federal Regulations (CFR) and U.S. military regulations. Course materials include emphasis on shipping papers, marking, labeling, placarding, packaging, compatibility, and emergency response information.

Course # AMMO-62.

63. Tools and Equipment. This course explains the Ammunition Peculiar Equipment (APE) Program and provides information about the different types of APE and their uses. The student will become familiar with hand tools, gauges and precision measuring devices used in ammunition operations such as inspection and maintenance. This course also introduces the calibration requirements for test, measurement and diagnostic equipment (TMDE).

Course # AMMO-71-DL (distance learning).

64. Total Ammunition Management Information System (TAMIS). This course provides interactive step-by-step instructions for using the Total Ammunition Management Information System (TAMIS). It provides an overview of the ammunition management process, unique TAMIS terms, as well as the core functions of TAMIS. These core functions include Requirements, Authorizations, Forecasting, and Expenditures. It also explains the use of DA Form 581 and how to create various reports in TAMIS.

Course # AMMO-83-DL (distance learning).

65. Training with Industry. Allows careerists an opportunity to study managerial approaches used within private industry.

66. Transportation of Radioactive Materials. This course was exclusively designed to provide supplemental instruction in the unique shipping requirements associated with Hazard Class 7 materials. It is not intended to be a stand-alone certification course. This course is designed to supplement the Technical Transportation of Hazardous Materials course (Ammo-62). It covers the technical information for the identification, classification and communication requirements specific to the transportation of Class 7 radioactive materials, focusing on the regulatory requirements of 49 CFR and details the Certifier's responsibilities for shipping radioactive material.

Course # AMMO-83-DL (distance learning).

67. Transportation Physical Security. This course provides an overview of the physical security requirements involved in the transportation of ammunition and explosives. Topics include assessing security risk codes, recognizing force protection conditions, and transportation protective services.

Course # AMMO-92-DL (distance learning).

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68. Tutorial for Using DDESB Approved Automated QD Calculator (Army). This course provides instruction on the use of the DDESB approved Excel spreadsheet based Automated QD Calculator. Given a potential explosion site/exposed site relationship, the calculator can accurately determine either the minimum required separation distance for any net explosives weight for quantity distance purposes (NEWQD), or given a separation distance, the maximum NEWQD limit. It's applicable to HD 1.1 through 1.4. The calculator is intended to provide much more accurate distances or NEWQD than using the QD tables alone.

Course # AMMO-101-DL (distance learning).

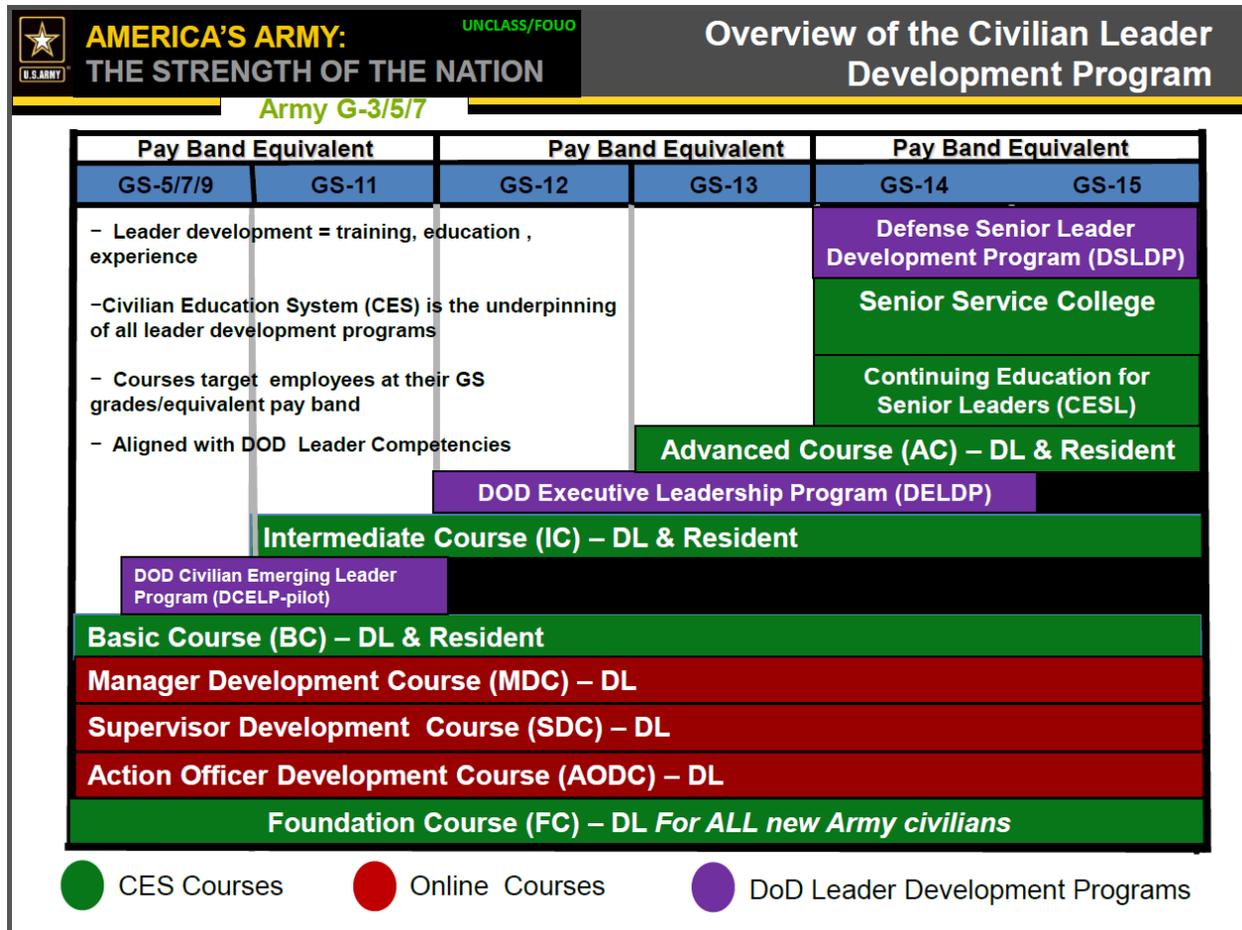
69. U.S. Army Explosives Safety Familiarization. This course covers four major topic areas regarding explosives safety: Characteristics of Propellant and Explosives introduces basic terminology associated with explosives, propellants, and ammunition items; Hazard Classification covers how hazard classes, divisions, and compatibility groups are used to enhance the safety of ammunition items during storage and transportation; Intro to Quantity Distance discusses the basic terms and principles of quantity distance, categories of QD protection, and regulatory guidance; Operational Safety covers general safety practices such as fire prevention measures, maintenance and demilitarization, facilities requirements, storage principles, standing operating procedures, and hazard analysis.

Course # AMMO-63-DL (distance learning).

70. Workshops/Seminars/Conferences. Training that meets the requirements of AR 350-1. Offerings include mid-level and senior seminars; workshops and conferences to enhance communication skills, leadership, managing change, organizational behavior, succession planning, project management, etc.

ANNEX F – Leader Development Civilian Education System (CES) and Other Programs

Civilian Education System (CES): The Civilian Education System (CES) is the foundation of the Army's leader development program for all Army Civilians, providing progressive and sequential education course opportunities that employees can take throughout their career. It is centrally funded by HQDA G-37/Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), non-appropriated fund (NAF), local national (LN) and wage grade (WG) employees. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. Employees should include attendance at the CES course for which they are eligible in their Individual Development Plans (IDP).



Leadership Programs:

Civilian Senior Enterprise Talent Management (SETM) Program: The Senior Enterprise Talent Management program. SETM is a new Civilian leader talent management program for GS-14/15 and equivalent employees. It prepares participants for positions of greatest responsibility in the Department of Army through advanced senior-level educational and experiential learning opportunities. It includes four components: Senior Service College (SSC), the Defense Senior Leader Development Program (DSLDP), the Enterprise Placement Program (EPP), and developmental experiences across the Army (SETM-TDY). For more information, visit the SETM website: <https://www.csldo.army.mil/CTMO/CTMOIndex.aspx> (CAC log-in required).

ANNEX F – Leader Development Civilian Education System (CES) and Other Programs

Defense Senior Leader Development Program (DSLDP): DSLDP is the DoD program to develop senior civilian leaders to excel in joint, interagency, and multi-nation environments. This program supports the government-wide effort to foster interagency cooperation and information sharing by providing opportunities to understand and experience, first-hand, the issues and challenges facing leaders across DoD and the broader national security arena. DSLDP is aligned with the DoD Civilian Leader Development Model. DSLDP is not an SES candidate development Program. More information may be found in the ACTEDS Catalog at <http://cpol.army.mil/library/train/catalog/ch04dsldp.html>

Executive Leader Development Program (ELDP), 10 Months: ELDP is designed specifically for highly motivated DoD employees who demonstrate outstanding leadership potential. Participants must have initiative, professional excellence, community involvement, and a commitment to public service and integrity. Their performance must also reflect an interest in moving into senior management positions. This is not a centrally funded program. More information may be found in the ACTEDS Catalog at <http://cpol.army.mil/library/train/catalog/ch04eldp.html>

Harvard University Program for Senior Executive Fellows, 4 Weeks: Open to GS-14/15s to build executive skills in political and public management, negotiation, human resource management, policy-making, organizational strategy, communication, ethics and leadership. Participants are expected to contribute their professional expertise to complement the program's learning experience, and are selected to reflect a broad cross-section of functional and operational responsibilities. The program is a unique opportunity to gain perspectives on public policy and management, to strengthen managerial skills and to acquire insights into managerial practice, and to interact across agency and executive-legislative branch boundaries. More information may be found in the ACTEDS Catalog at <http://cpol.army.mil/library/train/catalog/ch04husef.html>

Leadership for a Democratic Society (LDS), Federal Executive Institute for Leader Development, Charlottesville Virginia, 4 Weeks: Open to GS-15 and SES leaders to develop career executive corps, linking individual development to improved agency performance. This four-week program covers personal leadership in government, transforming public organizations, policy in a constitutional system, global perspectives and public action. More information may be found in the ACTEDS Catalog at <http://cpol.army.mil/library/train/catalog/ch04lds.html>

Manager Development Course (MDC), Distance Learning: MDC must be completed by all newly appointed managers (regardless of grade) within six months of their appointment to a managerial position. For this course, "manager" means supervisor of supervisors or manager of programs, resources, and/or policy. More information may be found in the ACTEDS Catalog at <http://cpol.army.mil/library/train/catalog/ch01mdc.html>

Office of Personnel Management (OPM), Management Center Courses 3 - 14 Days: These courses are designed to provide a step-by-step process used in real-world situations to plan strategically, develop new products, clarify vision and mission, and reduce costs. Whether participating as an individual or as part of a team, bring a complex problem to the course and the program will assist in clarifying the issue to make sure the right problem is being solved, working on techniques to effectively evaluate ideas, and developing an action plan that includes practical techniques for successfully implementing solutions. Benefits of OPM type courses include attendees from various Federal Agencies, not just DoD. More information may be found at <https://www.leadership.opm.gov>

Office of the Secretary Of Defense (OSD) Supply and Transportation Fellows Program, National Capitol Region (NCR), 1 Year: The Fellows Program is a yearlong, hands-on managerial development program under the direction of the Deputy Under Secretary of Defense. Selectees will be integrated into the OSD Transportation Policy and Supply Chain Integration office staffs working policy formulation and evaluation. Additionally, they will perform rotations in other senior headquarters elements such as the Services' Logistics staffs, the Services' Materiel Commands located in the NCR, the Defense Logistics Agency (DLA), the Military Surface Deployment and Distribution Command (SDDC), or the Military Sealift Command. More information may be found in the ACTEDS Catalog at <http://www.acq.osd.mil/log/tp/tranmgt.htm>

Senior Service Colleges, Various Locations and Lengths: Senior Service Colleges: The Army War College resident (10 months), Army War College - Distance Education (2 years), the Industrial College of the Armed Forces (10 months), and the National War College (10 months). Minimum grade for all courses is GS-14, must be eligible for a Top Secret Clearance, and possess at least a Bachelor's degree. More information may be found in the ACTEDS Catalog at <http://cpol.army.mil/library/train/catalog/ch02gen.html>

ANNEX F – Leader Development Civilian Education System (CES) and Other Programs

Team Building and Team Leadership, 5 Days: Government reform efforts have downsized and flattened organizations to manage work in new ways. This has generated team-oriented workplaces, new perspectives on leadership and a move toward distributed leadership that empowers decision-making at all levels. This seminar will help develop fundamental skills for effective team participation and leadership. You will learn to apply basic tools for fostering commitment, trust, diversity and synergy among teams to accomplish key organizational goals. In particular, the techniques you will learn in this seminar are extremely useful for organizations using work-unit, inter-organizational or project teams. More information may be found at <https://www.leadership.opm.gov/Programs/Management-and-Supervisory-Skills/TBL/Index.aspx>

ANNEX G – ACTEDS Training Catalog

Refer to the ACTEDS Training Catalog for information regarding requirements for attending various training and professional development opportunities: <http://cpol.army.mil/library/train/catalog/>

The catalog contains the following information:

Chapter 1	Army Civilian Education System
Chapter 2	Senior Service College (SSC) Programs
Chapter 3	Functional Chief Representative (FCR) Competitive Professional Development (CPD) and Short Term Training (STT) Programs
	Section I Individual Career Program Opportunities
	Section II Opportunities Open to All Career Programs
Chapter 4	Government/Non-Government Training
	Section I: Government Programs
	Section II: Non-Government Programs
Chapter 5	Career Field Training
Appendix A	Calendar of Professional and Long-Term Training (LTT) Programs
Appendix B	List of Acronyms
Appendix C	Long-Term Training (LTT) Guide
Appendix D	Online Forms

ANNEX H – Helpful Web Sites

- Army Career Tracker: <https://actnow.army.mil/>
- ACTEDS Catalog: <http://cpol.army.mil/library/train/catalog>
- ACTEDS Plan: <http://cpol.army.mil/library/train/acteds>
- Army e_Learning: www.us.army.mil
- Army Force Management School: <http://www.afms1.belvoir.army.mil>
- Army Logistics University (ALU): <http://www.almc.army.mil/>
- Army Management Staff College: <http://www.amsc.belvoir.army.mil/>
- The Army Personnel Development System, AR 600-3: http://www.apd.army.mil/pdf/files/r600_3.pdf
- Army Training Requirements and Resources System (ATRRS) Course Catalog: <https://www.atrrs.army.mil/atrrscc>
- Career Management, AR 690-950: http://www.apd.army.mil/pdf/files/r690_950.pdf
- Center for Creative Leadership: <http://www.ccl.org>
- Civilian Education System: <http://cpol.army.mil/library/train/ces/>
- Civilian Human Resources Training Application System (CHRTAS): <https://www.atrrs.army.mil/channels/chrtas>
- Civilian Personnel Online: <http://cpol.army.mil/>
- CLCMO AKO Website: <https://www.us.army.mil/suite/page/634665>
- CLCMO Homepage/DA Logistics Intern Program (warning - page Loads very slow): <http://www.cascom.army.mil/organizations/clcmo/civilian.logistics.career.management.office.aspx>
- Defense Acquisition University: <http://www.dau.mil>
- Defense Ammunition Center Training: <http://ammo.okstate.edu>
- LOGFORCE AKO site: <https://www.us.army.mil/suite/page/600124>
- Management Concepts: <http://www.managementconcepts.com/>
- Office of the Chief of Transportation: <http://www.transchool.lee.army.mil/OCOT/Pages/Off%20Proponency.html>
- Office of Personnel Management: <https://www.leadership.opm.gov/programs/>
- Safety Training Network: <http://www.safetytrainingnetwork.com>
- Seminars: <http://www.skillpath.com/>
- Seminars: <http://www.careertrack.com/index.asp>
- United States Dept of Agriculture: <http://www.grad.usda.gov/>

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Academic Degree Training: Career-related academic studies based on the stated objective of obtaining an academic degree in accordance with Title 5, US Code, Section 4107, and Department of the Army (DA) guidance.

Accreditation: The management process employed to determine if an individual meets the necessary standards established for a particular occupation and level.

Army Civilian Training Education and Development System (ACTEDS) Plans: Document developed by Career programs that provides information and guidance on training, education, and development opportunities that enhance the career management of employees in each Career Program.

Activity Career Program Managers (ACPM): Provide technical advice and assistance to Commanders and Civilian Personnel Advisory Center (CPAC), human resources representatives; careerists and serves as resource person by assisting supervisors in furnishing CP information to careerists and interns.

Affirmative Employment Program (AEP): A program of self-analysis, problem identification, data collection, policy statements, reporting systems and elimination of discriminatory policies and practices past and present.

Army Civilian Training, Education and Development System (ACTEDS): The Army-wide civilian training and career management requirements-based system that identifies an orderly, systematic approach to technical, professional, and leadership development of knowledge, skills and abilities progression from entry-level to supervisory, managerial, and executive positions. It identifies a blending of progressive and sequential work assignments, formal training, educational courses, and self-development opportunities similar to the military system. ACTEDS is applicable to all Civilian Career Programs. Information on ACTEDS training opportunities is located at <http:cpol.army.mil/library/train/catalog/>.

Army Command (ACOM): An Army force, designated by the Secretary of the Army (SA), performing multiple Army Service Title 10 USC, functions across multiple disciplines. Responsibilities are those established by the SA.

Army Service Component Command (ASCC): An Army force, designated by the SA, comprised primarily of operational organizations serving as the Army component of a combatant command or sub-unified command.

Assistant G-1 for Civilian Personnel (AG-1 (CP)): A Headquarters Army, G-1 Staff Element responsible for setting long-range, strategic direction and policy governing the management and utilization of Department of the Army (DA), civilian employees

Assistant SA for Manpower and Reserve Affairs (ASA(M&RA)): The principle advisor to the SA for manpower, human capital management, training, leader development, readiness and Reserve Affairs. Has overall responsibility for civilian personnel management and for civilian personnel policy and programs.

Career Development (CD): A method of obtaining additional knowledge, skills and abilities within a career program through training, assignment or self-development.

Career Map (CM): Provides careerists general professional guidance on career progression.

Career Ladder: A graphic depiction of the levels of grade progression within the Career Program. The Career Ladders describe the grade levels, by position titles and organizational level, within each function and across functions where applicable.

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Career Program (CP): Occupational series aligned into consolidated groupings, based on common technical functions, associated command missions, and position knowledge, skills and abilities. (Source:

Career Program Manager (CPM): Activity level functional subject-matter-expert (SME) who gives technical advice and assistance to the commander and CPAC; provide advice and guidance to careerists; and serves as resource person by assisting supervisors in furnishing CP information to careerists and interns.

Career Program Policy Committee (CPPC): A continuing, intra-component, Army-level committee that (a), develops recommendations for changes in Army Career Program policies and procedures, (b) prepares recommendations for the AG-1(CP), to determine ACTEDS resource allocations for Interns and Fellows; to the HQDA, G-3 for Competitive Professional Development, (c) makes determination on recommendations from any subcommittee operating within mission of the CPPC, and (d) makes determinations and develops solutions to enterprise-level issues and develops practices appropriate for Army-wide execution.

Career Program Proponency Office (CPPO): Staff office to support and assist the FCR with career management responsibilities. Personnel proponents are also responsible for developing, monitoring and assessing equal opportunity and affirmative actions of their respective career fields.

Certification: Designation awarded by a professional society or by law to validate one's skill qualification in accordance with established standards of proficiency.

Civilian Education System (CES): The Civilian Education System (CES) is the foundation of the Army's leader development program for all Army Civilians, providing progressive and sequential education course opportunities that employees can take throughout their career. It is centrally funded by HQDA G-37/Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), non-appropriated fund (NAF), local national (LN) and wage grade (WG) employees. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. Employees should include attendance at the CES course for which they are eligible in their Individual Development Plans (IDP). CES eligibility criteria, course registration information and waiver procedures are provided at the Civilian Human Resource Training Application System (CHRTAS) at <https://www.attrs.army.mil/channels/chrtas/student/main.aspx>.

Civilian Expeditionary Workforce (CEW): A subset of the DoD civilian workforce that is organized, trained, cleared and ready in a manner that facilitates the use of their capabilities either in a temporary reassignment and/or duty status or to stay in place overseas to support the DoD mission. The CEW is composed of the existing category of Emergency-Essential (E-E) positions and new categories of positions, Non-Combat Essential (NCE), Capability-Based Volunteers (CBVs) and former Army employee volunteers.

Civilian Human Resources Agency (CHRA): Organization within the Army G-1, responsible for providing Department of the Army Civilian Human Resources (operations) support.

Civilian Personnel Advisor Center (CPAC): The Installation CPAC services or is collocated with the proponent office and, (a) provides proponents access to and assistance with interpretation of civilian personnel management regulations, laws and other reference materials.

Civilian Senior Leader Management Office (CSLMO): Responsible office for providing SA and other senior leaders advice on all matters relating to the recruitment, utilization, and lifecycle management of the Executive and Senior Professional (ESP) Civilian workforce.

Code of Federal Regulations (CFR): A codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government.

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Competency: An (observable) measurable pattern of knowledge, abilities, skills, and other characteristics that individuals need in order to successfully perform their work.

Core Competencies: Technical areas of knowledge skill, abilities and other characteristics (non-technical e.g., interpersonal skills) across ***all specialties*** that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions.

Functional Competencies: Technical ***specialty*** areas of knowledge skill, abilities and other characteristics (non-technical e.g., interpersonal skills) that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions.

Competency Gaps: Difference in the rating level of position required competencies and employee proficiencies.

Competency-based Management (CBM): A systematic approach to evaluating and effectively aligning employee competencies with mission and job requirements throughout the human capital life cycle.

Competency-based Management System (CMS): A system that is administratively managed by the AG-1(CP), and is the central repository of position and employee competencies. CMS supports Army career management workforce planning and Defense Enterprise Civilian Competency Management Framework implementation, in accordance with NDAA 2010 requirements. The CMS tool is assessable at: <https://cms.cpol.army.mil>.

Competitive Professional Development (CPD): A planned, systematic, and coordinated program of professional development that supports the Army's organizational goals and mission. It encompasses functionally tailored developmental opportunities that occur in academic environments, business/industrial settings, or in other strategically planned career enhancing developmental assignments that have been identified in an approved Career Program, Master Training Plan (MTP) or Individual Development Plan (IDP). Training instances may be short- or long-term and funded from various sources. (AR 350-1)

Component Functional Career Manager and Representative (CFCM/CFCMR): Component level (Army), senior functional community manager responsible for supporting the execution of the DODI 1400.25-V250, in their respective DoD component career (programs) by working with command leadership, manpower representatives, OFCMs, and HR consultants.

Computer Based Training (CBT): Instructional information displayed on the computer, including visuals and quizzes. Advanced CBT can be non-linear in format and interactive with the student.

Continuing Service Agreement: The Department of the Army obligated period of service that an employee agrees to continue to work after they have completed a centrally-funded assignment that exceeded 120 days.

Defense Civilian Intelligence Personnel System (DCIPS): A Title 10 Excepted Service Intelligence Community (IC) personnel system that is founded in Army policies that support employee performance, career development opportunities, awards and recognition.

Direct Reporting Unit (DRU): An Army organization comprised of one or more units with institutional or operational support functions, designated by the SA, normally to provide broad general support to the Army in a single, unique discipline not otherwise available elsewhere in the Army. DRUs report directly to a HQDA principal and/or ACOM and operate under authorities established by the SA.

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Department of Defense Instruction on Civilian Personnel Management System (DoDI 1400.25): Establishes uniform DoD-wide procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the Department of Defense.

Equal Employment Opportunity Program (EEO): A program designed to provide for appropriate work force representation and fair treatment of minorities, women, and disabled persons and to resolve charges of discrimination.

EEO Management Directive: Identifies Federal responsibilities under Section 717 of Title VII and Section 501 of the Rehabilitation Act.

Formal Training (FT): Classroom training with an instructor that usually includes visuals (e.g., viewgraphs), training manuals, student workbooks, and quizzes.

Functional Chiefs (FC) and Functional Chief Representatives (FCR): An Army leader, normally a member of the Army Staff, ACOM Commander, or a member of the Secretariat to carry out career management responsibilities for their assigned Career Program(s) in accordance with AR 690-950.

Functional Point-of-Contact (FC, POC): The senior functional manager who directs the CPs strategic and operational planning, on behalf of the FC/FCR.

Human Capital (HC): An inventory of skills, experience, knowledge and capabilities that drives productive labor within an organization's workforce.

Intern: An employee who has met all entrance requirements for an entry-level position into a career program. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to a target grade, and which may or may not include mobility.

Individual Development Plan (IDP): A documented plan developed with supervisor and employee collaboration that identifies individual development needs and outlines specific short and long-term goals and associated training or development needs. The intent of an IDP is to promote career development and continued personal growth.

Job Analysis (JA): The process of identifying and defining, at an appropriate level of detail, what the basic duties and responsibilities of a job require in terms of both job tasks and employee competencies needed to perform those duties and responsibilities. The competencies derived from the job analysis must be relevant or demonstrate a linkage to the tasks or duties of the job. There are various well-developed, systematic approaches to job analysis.

Master Intern Training Plan (MITP): A detailed training plan issued by HQDA showing competitive, centrally managed and centrally funded, on-the-job training and formal courses that will prepare career interns for target-level CP positions DA-wide.

Master Training Plan (MTP): A comprehensive plan that delineates a logical career development plan of core training needs and training courses for careerists at all levels from entry into the CP, through the senior executive level.

Office of the Secretary of Defense (OSD): The principal staff element of the [Secretary of Defense](#) in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities.

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Office of the Secretary of the Army (OSA): One of the three military departments (Army, [Navy](#) and [Air Force](#)) reporting to the [Department of Defense](#), and is the principal staff element of the SA in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities.

OPM Pathways/Intern Program: Internship Program provides students in high schools, colleges, trade schools and other qualifying educational institutions with paid opportunities to work in agencies and explore Federal careers while completing their education. Replaced the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP).

OPM Pathways/Presidential Management Fellow Program (PMF): A reinvigorated Program for people who have obtained an advanced degree (e.g., graduate or professional degree) within the preceding two years prior to appointment.

OPM Pathways/Recent Graduates Program: A Program for people who have recently graduated from qualifying educational institutions or programs (2 years from the date the graduate completed an academic course of study).

Position: A specific job consisting of all the current major duties and responsibilities assigned or delegated by management.

Proponency and Evaluation Division (PED): AG-1(CP), Division required to assesses Civilian Personnel Administration performance in accordance with AR 11-2, Army Internal Control Program.

Target Position: The position in which the intern is placed when the training program is completed.

Taxonomy: The classification, categorization, or grouping of similar items or things, in this case competencies.

Training Law/Policy (Sec. 302): Describes the head of each agency shall, (a) foster employee self-development by creating a work environment in which self-development is encouraged, by assuring that opportunities for training and self-study materials are reasonably available where the employee is stationed, and by recognizing self-initiated improvement in performance; (b) provide training for employees without regard to race, creed, color, national origin, sex, or other factors unrelated to the need for training; (c) establish and make full use of agency facilities for training employees; (d) extend agency training programs to employees of other agencies (including agencies and portions of agencies excepted by section 4102(a) of Title 5, United States Code) and assign his employees to interagency training whenever this will result in better training, improved service, or SAVings to the Government; (d) establish interagency training facilities in areas of substantive competence as arranged by the Office of Personnel Management; and, (f) use non-Government training resources as appropriate. (Sec. 302 amended by EO 12107, Sec. 302, Dec. 28, 1978, 44 FR 1055, 3 CFR, 1978 Comp., p. 264)

Long-Term Training (LTT): Training to which an employee is assigned for more than 120 consecutive days, on a full-time basis. The assignment may be at either a government or non-government facility and may include both formal and training programs and strategically planned career assignments. LTT enables employees to stay abreast of changes and innovations in their occupational fields, learn and/or develop/improve competencies needed in current positions and meet emerging Army requirements. Attendance at LTT event must have a demonstrated training purpose and must be documented in each respective Career Program, MTP or IDP.

Training, On-the-Job (OJT): Informal training received by a careerist in the work place, from a more senior peer, mentor or supervisor.

Requirements-based Training: Training and development defined within one of these competency-based categories - (1) Performance Enhancement - To close competency gaps to improve job performance, (2) Meet New Position Requirements - Driven by new or changes in mission that require the development of new competencies required by the job, (3) Career Progression - Match Army's

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requirements with employee career goals, to develop competencies to facilitate career progression, and/or, (4) Mandatory/Foundational - Meet professional/technical requirements/credentialing of positions and/or Army's standards/guidance.

Short-Term Training (STT): Training of 120 calendar days or less. Training instances may include, but are not limited to, professional workshops, seminars and college/university courses. Attendance at workshops and seminars must have a demonstrated training purpose and must be documented in each respective Career Program, MTP or IDP.

Uniform Guidelines for Employee Selection Procedures (UGESP): A uniform set of principles adopted by the Equal Employment Opportunity Commission, Office of Personnel Management, Department of Justice, and Department of Labor to govern use of employee selection procedures in the public and private sectors consistent with applicable legal standards and recognized validation standards.

ANNEX J - Acronyms

ACRONYM	DEFINITION
ACofS	Assistant Chief of Staff
ACOM	Army Command
ACPM	Activity Career Program Manager
ACTEDS	Army Civilian Training, Education and Development System
ADP	automatic data processing
AFSC	Armed Forces Staff College
ALU	Army Logistics University
AM	Ammunition Management
AMA	Ammunition Management Area
AMC	U. S. Army Materiel Command
AMCOM	U.S. Army Aviation and Missile Command
AMCP	Ammunition Management Career Program
AMCPO	Ammunition Management Career Program Office
APE	Ammunition Peculiar Equipment
ARNG	Army National Guard
CCPM	Command Career Program Manager
CES	Civilian Education System
CG	Commanding General
CP	Career Program
CPAC	Civilian Personnel Advisory Center
CPD	Competitive Professional Development
CPM	Career Program Manager
CPOC	Civilian Personnel Operations Center
DA	Department of the Army
DAC	Defense Ammunition Center
DDESB	Department of Defense Explosives Safety Board
DMISA	Depot Maintenance Interservice Support Agreement
DOL	Directorate of Logistics
DOT	Department of Transportation
DOD	Department of Defense
EDCA	Executive Director for Conventional Ammunition

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EDT	Executive Development Training
EEO	Equal Employment Opportunity
EPA	Environmental Protection Agency
EUSA	Eighth U.S. Army (Korea)
FAR	Federal Acquisition Regulation
FC	Functional Chief
FCR	Functional Chief Representative
FORSCOM	U.S. Army Forces Command
FYDP	Five Year Defense Plan
HP	High Potential
HQ	Headquarters
IDP	Individual Development Plan
KSA	Knowledge, Skills, and Abilities
LTT	Long-Term Training
MILSTAMP	Military Standard Transportation and Movement Procedures
MIL STD	Military Standard
MITP	Master Intern Training Plan
MSO	Major Subordinate Organization
MTP	Master Training Plan
NEW	Net Explosive Weight
OJT	On-the-Job Training
OPM	Office of Personnel Management
PDL	Permanent Duty Location
PE	Practical Exercise
PME	Professional Military Education
POC	Point of Contact
R&D	Research and Development
SMCA	Single Manager for Conventional Ammunition
SOP	Standard Operating Procedure
STT	Short-Term Training
TAPES	Total Army Personnel Evaluation System
TRADOC	U.S. Army Training and Doctrine Command

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UN POP	United Nation Performance Oriented Packaging
USAR	U. S. Army Reserve