



**ARMY MEDICINE**  
Serving To Heal...Honored To Serve

**Career Program 53 - Medical**

**Army Civilian Training,  
Education, and Development  
System (ACTEDS) Plan**

**Behavioral Health Occupations**

March 1, 2013

**ACTEDS PLAN**

**Career Program 53 – Medical**

**Behavioral Health Group**

- 0101 – Social Science**
- 0102 – Social Science Aid and Technician**
- 0180 – Psychology**
- 0181 – Psychology Aid and Technician**
- 0184 – Sociology**
- 0185 – Social Work**
- 0186 – Social Services Aid and Assistant**

**PURPOSE:** Army Civilian Training, Education, and Development System (ACTEDS) Plans provide information pertaining to career management training, education, and development for life-cycle workforce management, specific to each Career Program (CP).

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## SECTION I: INTRODUCTION

**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. It is a living document that outlines sequential and progressive training for functional specialties and in leadership, supervision, and managerial development.

This plan specifically addresses the Behavioral Health occupations of Career Program (CP) 53 – Medical. It provides general information and guidance for managing the Behavioral Health employees of the Medical CP that includes career progression ladders, core functional competencies, Master Training Plans, mobility, and continued service requirements.

This is the initial edition of this ACTEDS Plan. Suggestions and questions may be directed to the CP53 Proponent Office at [usarmy.jbsa.medcom-ameddcs.other.CP53Medical@mail.mil](mailto:usarmy.jbsa.medcom-ameddcs.other.CP53Medical@mail.mil).

**CAREER PROGRAM OVERVIEW.** Behavioral Health professionals and specialists confront the Army's most challenging behavior and social disorders such as suicide, substance abuse, sexual harassment and assault, and the problems experienced by Warriors in Transition (WT). They also counsel and help Soldiers and their Families when they experience problems in financial planning, Family stress, relocation, and the transition to civilian life. The seven functional specialties that constitute the Behavioral Health group of CP53 are:

- 0101—Social Science
- 0102 – Social Science Aid and Technician
- 0180 – Psychology
- 0181 – Psychology Aid and Technician
- 0184 – Sociology
- 0185 – Social Work
- 0186 – Social Services Aid and Assistant

**MISSION CRITICAL OCCUPATIONS.** The Department of the Army has determined that in order to maintain the superiority of the Operating Force, there are some occupational series that require increased priority in recruiting, training, and management. Within CP53, a number of occupational series have been classified as mission critical. In the Behavioral Health Occupational Group, the Army designated the following series as Mission Critical Occupations:

- 0101 – Social Science
- 0180 – Psychology
- 0185 – Social Work

The Department of Defense (DoD) is also conducting competency assessments of civilians throughout the Army, Air Force, and Navy. In addition to the 0180 and 0185 occupational series, DoD has designated the following series as Mission Critical Occupations:

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- 0181 – Psychology Aid and Technician
- 0186 – Social Services Aid and Assistant

**METHODOLOGY.** This Plan was based on existing ACTEDS Plans for the 0180-Psychology and 0185 Social Work occupational series. Specific information was added for the 0101-Social Science, 0102- Social Science Aid and Technician, 0181-Psychology Aid and Technician, 0184-Sociology, and 0186-Social Services Aid and Technician occupational series. We conducted in-depth research using position descriptions, information from professional associations, and data from the Bureau of Labor Statistics' Occupational Outlook Handbook. The resulting document was reviewed by subject-matter-experts and coordinated with the applicable occupational Consultant, as identified by The Surgeon General.

### **FUNCTIONAL SPECIALTIES**

**SHARED PROPONENCY.** Occupations in all the series identified in this ACTEDS Plan are shared by multiple Career Programs. For instance, in the 101-Social Science series, position description titles range from Alcohol and Drug Abuse Program Specialists to Army Community Services Manager to Suicide Prevention Program Specialist. The intent of the ACTEDS Plan is to provide career management information for as many sub-specialties as practical.

NOTE: Questions pertaining to Career Program assignment may be directed to employee's supervisor or the applicable CP Proponent Office (<http://cpol.army.mil/library/train/actedts>).

NOTE: Employees assigned to Joint Task Force National Capital Region Medical Command (JTF CapMed) are currently not assigned to an Army Career Program. For the purposes of this plan, they are aligned under CP53 to provide career guidance for medical related occupational series.

The Behavioral Health ACTEDS Plan encompasses the following occupational series:

- **0101 – Social Science.** This series covers positions the duties of which are to advise on, administer, supervise or perform research or other professional and scientific work in one or any combination of the social sciences when such work is not classifiable in other series of this occupational group. Employees in this series may be assigned to CP 16, 18, 29, 35, or 53.
- **0102 – Social Science Aid and Technician.** This series covers positions involving nonprofessional work of a technical, specialized, or support nature in one or more of the social science or other occupational fields covered by this group when there is no more appropriate series. The positions require a practical understanding of the objectives, policies, procedures, or regulatory requirements pertaining to the work and the ability to apply skills or knowledge of the occupation involved. The work does not require full professional competence (or equivalent professional-level preparation) in the theories, principles, and concepts of the field. In the Army, Series 0102 positions have a wide

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range of duties that are vital to the success of many Army social programs. Employees in this series may be assigned to CP 18 or 53.

- **0180 – Psychology.** This series includes positions involving professional work relating to the behavior, capacities, traits, interests, and activities of human and animal organisms. This work may involve any one or a combination of the following functions: (1) experimenting with or systematically observing organisms to develop scientific principles or laws concerning the relationship of behavior to factors of environment, experience or physiology, or to develop practical applications of findings, (2) applying professional knowledge of psychological principles, theories, methods or data to practical situations and problems, clinical treatment, and (3) providing consultative services or training in psychological principles, theories, methods, and techniques to advance knowledge of them and their appropriate use. Employees in this series may be assigned to CP 16 or 53.
- **0181 – Psychology Aid and Technician.** This series covers classes of positions that involve the performance of nonprofessional technical work in connection with a program of research or direct services in psychology. Positions in this series involve a practical understanding of some of the principles, methods and techniques of psychology, but do not require formal education in psychology. While positions in the lower grades of the Psychology Series, 0180, may involve performance of tasks similar to work performed by incumbents in this series, work classifiable to the 0180 series is distinguished by the fact that it is performed as part of a program of training and development leading to acquisition of broader knowledge, skills, and insights into the overall principles and theory of psychology, whereas work in the Psychology Aid and Technician Series is performed for its immediate productive value, is typically very limited in breadth, and does not provide substantial development of broader psychological skills, knowledge, and insights. Employees in this series are assigned only to CP53.
- **0184 – Sociology.** This series covers positions that involve professional work requiring knowledge of sociology and sociological methods specifically related to the establishment, validation, interpretation, and application of knowledge about social processes. Sociologists study specialized areas such as: changes in the character, size, distribution, and composition of the population; social mechanisms for enforcing compliance with widely accepted norms and for controlling deviance; social phenomena having to do with human health and disease; the structure and operation of organizations; and the complex interrelationship of the individual and society. Sociologists are concerned primarily with the study of patterns of group and organizational behavior, social interaction, and social situations in which interaction occurs. The emphasis is on the patterns of behavior that are characteristic of social groups, organizations, institutions, and nations. Some sociologists perform sociological research, others apply sociological principles and findings, and some perform a combination of both kinds of work. Employees in this series may be assigned to CP 18 or 53.

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- **0185 – Social Work.** This series covers positions that require application of a professional knowledge of the principles and practices of social work in the performance of such assignments as providing direct services to individuals and Families including work with individuals in groups. Also included are positions concerned with teaching social work, doing research on social work problems, training of social work students, and providing consultation and advice to members of related professions and community organizations on social work questions. Employees in this series are assigned only to CP53.
- **0186 – Social Services Aid and Assistant.** This series covers nonprofessional positions in support of counseling, guidance, and related social services work in social, employment assistance, or similar programs. Duties may range from work that involves group leadership and giving practical guidance on day-to-day activities to residents in a Government facility to work that involves giving unemployed adults information and assistance on community job training or employment opportunities. The work requires skill to communicate effectively and to work constructively with members of the particular group involved. The work also requires a practical knowledge of program requirements and procedures, and a practical understanding of some of the more routine methods and techniques of counseling. Positions in this series have in common the primary requirement of skill to communicate and deal effectively with individual members of the particular population group served. Employees in this series are assigned only to CP53.

**POPULATION.** Behavioral Health occupations comprise over 3,600 (source: Defense Civilian Personnel Data System (DCPDS), 3 January 2013) United States (US) and foreign national employees, as shown in the table below. Specific demographics for each Behavioral Health occupational series are provided in the corresponding Annex.

Series	US Employees	FN Employees	Total
0101- Social Science	1,413	8	1,421
0102 – Social Science Aid and Technician	5	0	5
0180 – Psychology	1,093	0	1,093
0181 – Psychology Aid and Technician	175	1	176
0184 - Sociology	6	0	6
0185 – Social Work	1,472	6	1,478
0186 – Social Services Aid and Assistant	416	5	421

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**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, gender, marital status, disability, age, or sexual orientation.

## **CAREER PROGRAM MANAGEMENT STRUCTURE**

**Functional Chief (FC).** The Army Surgeon General is the senior career program official for CP53 and its Behavioral Health civilian workforce. As the senior CP official, FC responsibilities include identifying strategic workforce issues that need to be addressed in the life-cycle management of civilians in their occupational fields. The FC has enterprise-level responsibility for ensuring the occupational readiness in support of Army missions. As part of the enterprise-level responsibilities, the FC establishes and maintains communications with commanders within the functional area of responsibility or the designated representatives across the Army to gather mission priorities and develop annual strategic plans that are responsive to the changing needs of the Army. To execute enterprise level responsibilities, the FC of each civilian CP appoints a senior official (normally a civilian), in the occupational field to be the Functional Chief Representative.

**Functional Chief Representative (FCR).** The FCR for CP53 is the Deputy to the Commanding General of the US Army Medical Department Center and School (AMEDDC&S). The FCR serves as the principal advisor to the FC for matters pertaining to career management of all employees in CP53.

**Board of Advisors (BOA).** The BOA provides senior leadership input and oversight of civilian workforce planning and management initiatives for CP53.

- The BOA will advise and assist the FC/FCR in:
  - Reviewing proposals to change the CP, CP policy, or the ACTEDS Plan.
  - Ensuring that ACTEDS training requirements are prioritized in accordance with CP workforce training needs.
  - Recommending modifications to Career Maps, ACTEDS Training Plans, career ladders, and/or other elements of the CP ACTEDS Plan.
- Membership: The board will consist of 12 civilians from across the Command; 8 members from CP53 and four members from other career programs.
  - CP53 Administrative
  - CP53 Behavioral Health
  - CP53 Clinical Professional
  - CP53 Clinical Technical
  - CP53 Dental
  - CP53 Clinical/Nonclinical Support
  - CP53 Nursing
  - CP53 Public Health
  - CP51 Administrative

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- CP13 Supply Management
- CP11 Comptroller
- CP32 Training
- Board members also will serve as Human Capital Advisors in support of the Army G-1 and DOD Competency Management initiative. Duties include:
  - Assessing past, current, future mission requirements
  - Setting the strategic direction: goals, objectives, metrics
  - Evaluating trends and competencies, past, present, future
  - Identifying successes and failures, resourcing, manpower for POM
  - Recommending prioritized activities/actions/strategies
  - Reevaluating outcomes
  - Resetting strategic direction: goals, objectives, metrics

**Career Program Proponent Office.** The CP53 Proponent Office advises/assists the FC/FCR in:

- Forecasting and planning for staffing needs.
- Reviewing proposals to change the CP, CP policy, or the ACTEDS plan.
- Ensuring relevancy of job-related criteria used in evaluating individuals for referral.
- Ensuring that ACTEDS requirements for the CP are fully and economically managed.
- Recommending changes or modifications to the ACTEDS master training plan, career ladders, and/or other elements of the CP ACTEDS plan.
- Furnishing information to the FCR to support the programming and budgeting of ACTEDS resources.

### **MOBILITY WITHIN CP53**

**Functional Mobility.** The Army Medical Department (AMEDD) recommends that employees within the Behavioral Health group seek functional mobility where possible. Although CP53 employees may be able to achieve their career goals within a single specialized area, multi-dimensional and multi-disciplined experience is an essential factor in an individual's professional development. CP53 emphasizes multi-disciplinary experience particularly for those personnel aspiring to advance to supervisory, managerial, and executive-level positions.

**Geographic Mobility.** Geographic mobility is often required to obtain the diverse experience recommended for GS-15 or Senior Executive Service (SES) level positions. Supervisors should encourage employees 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 the needs of the Army.

**Continued Service Agreement.** Training/Developmental assignments exceeding 120 days require completion of a "Continued Service Agreement." The obligated service period in the Department of the Army may not be less than three times the period of the training.

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## SECTION II: OBJECTIVES

**Short-Term Objectives** .The short-term objectives for CP53 management of the Behavioral Health group and its occupational series are:

- Provide employees 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 employee for progressively more responsible positions.
- 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.
- Provide employees with information on the Department of the Army (DA) Civilian Leader Development core courses.
- Publicize CP philosophy and guidance on career progression, education, mobility, and other career development issues.
- Revise/update, as appropriate, information on course schedules and content.
- Expand the content of Career Maps to include more information on developmental assignments, mandatory and recommended courses and sources of training.

**Long-Term Objectives** . The long-term objectives for the Behavioral Health group and its occupational series are:

- Develop strategies to implement succession planning.
- Employ strategic human capital workforce planning assessments to identify competency gaps, define “gap” closure strategies, and assess future workforce requirements.
- Develop and document strategic plans that define CP mission, vision, goals and articulate strategies to achieve them in a changing environment.

## SECTION III: CAREER PROGRESSION

**Army Intern Program within the CP53 Behavioral Health Group.** The Career Intern Program is competitive, and designed to prepare employees in various occupations for subsequent advancement in professional, administrative, and technological career fields. Intern graduates form the feeder group for future leaders in Army's professional occupations.

Interns enter the program at the GS-5 and GS-7 levels as permanent full-time employees. They receive career/career-conditional appointments in the competitive service. DA interns reside on Headquarters, Department of the Army (HQDA) student detachment spaces for the first 24 months; local interns reside on mission rolls. Upon graduation from the program, interns are placed on mission rolls in GS-9 or GS-11 positions, according to the career program intern target grade and availability of placement positions.

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CP53 is currently developing the policies and procedures to provide successful intern opportunities. This document will be updated as those policies are published.

**Generic Career Progression.** Generally, CP53 employees progress from entry/developmental to the intermediate level, and in some occupations, to an advanced level. CP53 is developing an intern program complete with training opportunities. As the positions and training are defined, they will be published in future revisions to this plan. The general pattern of progression recognizes the dual technical and supervisory career tracks in most CP53 occupational series. Although not strictly aligned to grade structure across CP53 occupational series, career progression generally occurs vertically as follows:

- **Entry/Developmental.** These positions seek to acclimate AMEDD civilians to the requirements of the military medical system and its unique performance expectations. Because some civilians may enter an Army civilian career path at relatively lower or higher grades, depending on specialty and qualifications, the entry and developmental level denotes a learning and technical development step in a career.
- **Intermediate.** At this level, AMEDD civilians are capable of operating with little or no direct supervision, and may be responsible for providing health-related services as part of a smaller integrated team. Employees may be required to serve as a team leader, as well as continue to accrue technical experience and skills.
- **Advanced.** Positions at this level of career development require full performance levels, increased technical capabilities, and in many cases specialization in one's skills. This level also includes managerial positions which require experience and leadership training.
- **Supervisory.** These positions require medical technical and leadership, management and supervisory excellence, and dedication to the mission, values, and operational needs of the Army. Positions include managers and supervisors, and technical expertise at the national level.

**Career Ladders.** Career Ladders graphically depict recommended progression paths to key managerial or key technical positions. Career ladders for CP53 Behavioral Health employees are shown in the annexes of this ACTEDS plan.

**Leader Development.** The Army's Civilian Education System (CES) is the underpinning of the Army's leader development programs. CES progressively and sequentially provides enhanced training and educational opportunities for Army civilians throughout their careers. Through the CES, Army civilians become, over time, multi-skilled, agile leaders of the 21st century, who personify the Warrior Ethos in all aspects, from warfighting support, to statesmanship, to enterprise management. The CES concept is shown in the following graphic.

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Pay Band Equivalent		Pay Band Equivalent		Pay Band Equivalent	
GS-5/7/9	GS-11	GS-12	GS-13	GS-14	GS-15
NAF 1/2/3	NAF 4		NAF 5		
				Defense Senior Leader Development Program (DSLDP)	
				Senior Service College	
				Continuing Education for Senior Leaders (CESL)	
			Advanced Course (AC) – DL & Resident		
		DOD Executive Leadership Prgm (DELDP)			
		Manager Development Course (MDC) – DL			
		Intermediate Course (IC) – DL & Resident			
DOD Civilian Emerging Leader Program					
Basic Course (BC) – DL & Resident					
Supervisor Development Course (SDC) – DL					
Action Officer Development Course (AODC) – DL					
Foundation Course (FC) – DL <i>For ALL new Army civilians</i>					
Communities of Practice Available at Each Level					

The Army CES has eight levels of development: Foundation Course, Basic Course, Intermediate Course, Advanced Course, Continuing Education for Senior Leaders, Action Officer Development Course, Supervisor Development Course, and Manager Development Course. The methods of delivery for these courses are Distance Learning (DL), resident instruction, or blended learning which is a mixture of both DL and resident instruction. Course descriptions, prerequisites, enrollment eligibility, and other useful information can be found at the Army Management Staff College's (AMSC's) CES web site: <http://www.amsc.army.mil/>

Most permanent Army civilians and local national employees are centrally funded; i.e., the Army pays the tuition, travel, and per diem centrally. Funds do not come from the budget of the organization to which the civilian is assigned.

**Career Maps.** Each occupational series in the Behavioral Health group has a career map. Career maps show the grade progression for the series. For each grade level, the map outlines the typical position titles, competencies, training requirements, and the academic and certifications required of the occupation. Career maps can be found at <https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm)

**Certifications/Licensures.** Federal statute, Office of Personnel Management (OPM), State laws, DoD Health Affairs, and the Army establish standards for the educational preparation,

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professional standing, and technical ability for healthcare providers/professionals to perform their duties. Thus, it is Army policy that its healthcare professionals, which include many Behavioral Health practitioners, to possess and maintain a current, active, valid, and unrestricted license, certificate, and/or registration from a US jurisdiction before practicing independently within the defined scope of practice for their specialty. Chapter 4 of Army Regulation 40-68, *Clinical Quality Management*, has more information about the Army's policy and requirements for the licensure, certification, and registration of healthcare professionals. The career maps for the Behavioral Health occupations have specific information about the required license, certificate, and registrations of the individual occupational series.

In some cases, appropriated funds may be used to pay for some professional licensure expenses. Also, Army civilians may be given brief excused absences from duty and official time off for required licensing and certification purposes.

#### **SECTION IV: CAREER PROGRAM FUNCTIONAL COMPETENCIES**

The draft core functional competencies for CP53 are shown below. They may be used for developmental purposes, but not for hiring, promotion, or any type of selection actions. They will be updated as the CP completes the competency identification, validation, and assessment efforts now underway.

- Accountability
- Business Acumen
- Coalition Building/Networking/Partnering
- Communication
- Customer Service
- Diversity/Cultural Awareness
- Entrepreneurship
- Ethics/Values/Integrity/Honesty
- Flexibility
- Interpersonal Skills
- Life-Long Learning
- Public Service Motivation
- Resilience
- Technical Credibility

The detailed functional competencies for each are contained within the annex for each occupational specialty. Functional competencies have been developed and approved in accordance with DA standards for CP53 Mission Critical Occupations (MCO). Draft functional competencies are included in the annexes to this plan for informational purposes only and should not be used for hiring, promotion, or selection actions. As they continue to be more fully

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developed by CP53 and approved by the Department of the Army Assistant G-1 for Civilian Personnel, technical MCO functional competencies will become available for employee and supervisor assessments of core and individual professional development.

**Annex A – Series 0101, Social Science**

**Annex B – Series 0102, Social Science Aid and Technician**

**Annex C – Series 0180, Psychology**

**Annex D – Series 0181, Psychology Aid and Technician**

**Annex E - Series 0184, Sociology**

**Annex F – Series 0185, Social Work**

**Annex G – Series 0186, Social Services Aid and Assistant**

**Annex H – CP53 Policy on Training**

**Annex I – CP53 Policy on application submission processes**

**Annex J – Glossary**

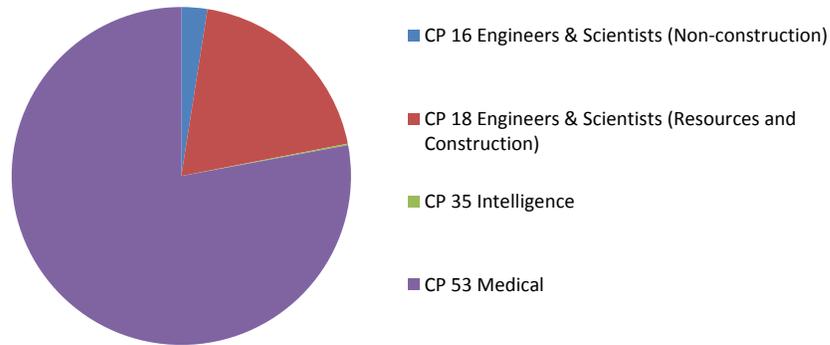
**Annex K –Acronyms**

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**ANNEX A – SERIES 0101- SOCIAL SCIENCE**

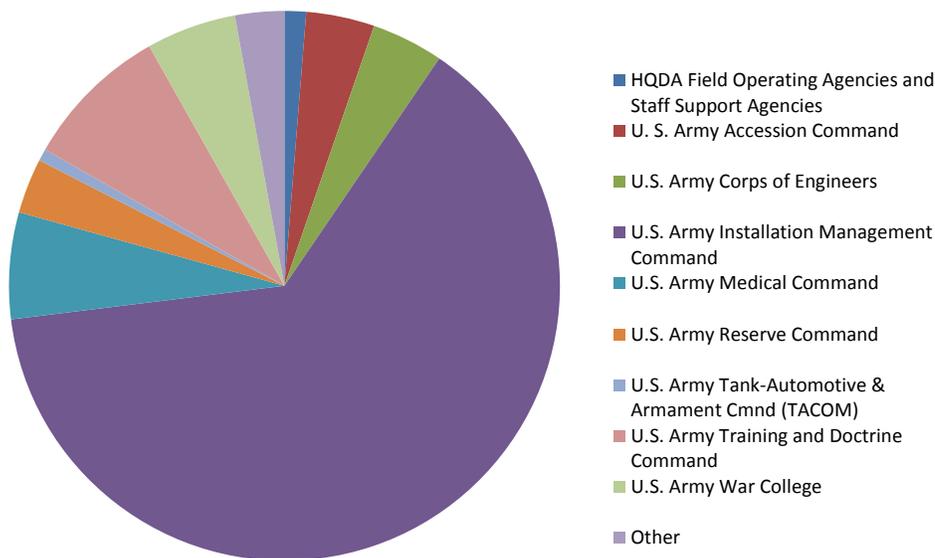
**Overview.** The Army has over 1,400 (source: DCPDS, 3 January 2013) employees in the 0101- Social Science occupational series. These employees are predominantly assigned to CP 16, 18, 35, and 53 as shown below.

**Series 0101 Distribution by CP**



Social Science employees are assigned to a variety of Army commands as shown on the graphic below. Employees are most commonly assigned to the US Army Installation Management Command (IMCOM); US Army Training and Doctrine Command (TRADOC); US Army Medical Command (MEDCOM); US Army Corps of Engineers (COE); and the US Army Accessions Command (USAAC).

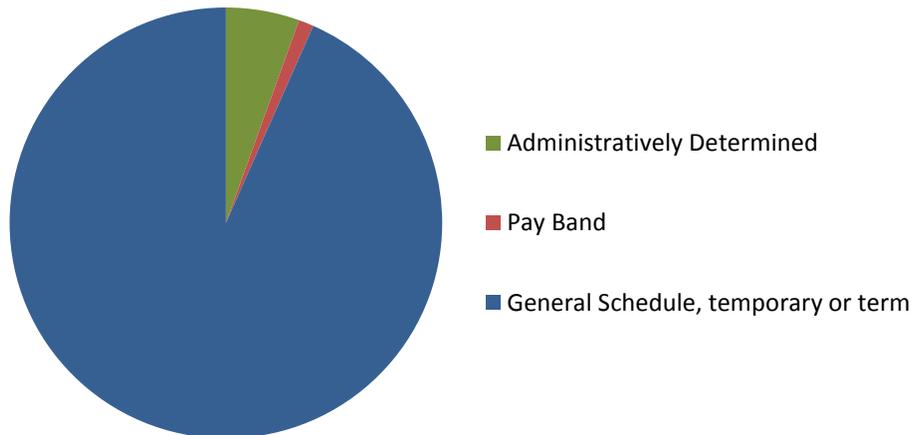
**Series 0101 Distribution by Command**



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Social science employees are most commonly assigned to the General Schedule (GS), a variety of Pay Bands, and administratively determined pay plans, as shown in the chart below.

### Series 0101 Distribution by Pay Plan



**Occupational Series Information.** Employees in the 0101-Social Science occupational series perform research or other professional and scientific work in one or any combination of the social sciences when the work is not classifiable in another series. The Army currently classifies some employees that advise or administer behavioral health services to Soldiers and their Family members in this series. The work generally falls in the following functions:

- **Soldier/family management.** This work supports the Wounded Warrior Program's Soldier/Family Management Monitoring Team by providing skilled social work services to monitor and track military, retired military, and Family services in support of their rehabilitation and transition to civilian life.
- **Marriage and family therapy.** Therapists counsel individuals, couples, and Families with problems, unrelated to Family violence, involving interpersonal relationships, disruption of Family life, and interruptions in the social environment.
- **Outreach.** Outreach coordinators develop and implement methods to inform military members and Families of available social, recreational, informational, and related support services. They target groups most in need, and least likely to be aware of or seek out, of such services.
- **Child life.** Provides child life programming to pediatric patients, including educational, recreational, and therapeutic activities. Specialists have a key role in observing and advocating for children and Families.
- **Drug and alcohol abuse intervention instruction.** The instructors initiate, plan, develop, revise, and present classes to military and civilian employees to teach substance abuse prevention, treatment, rehabilitation, counseling, and drug program management theory.

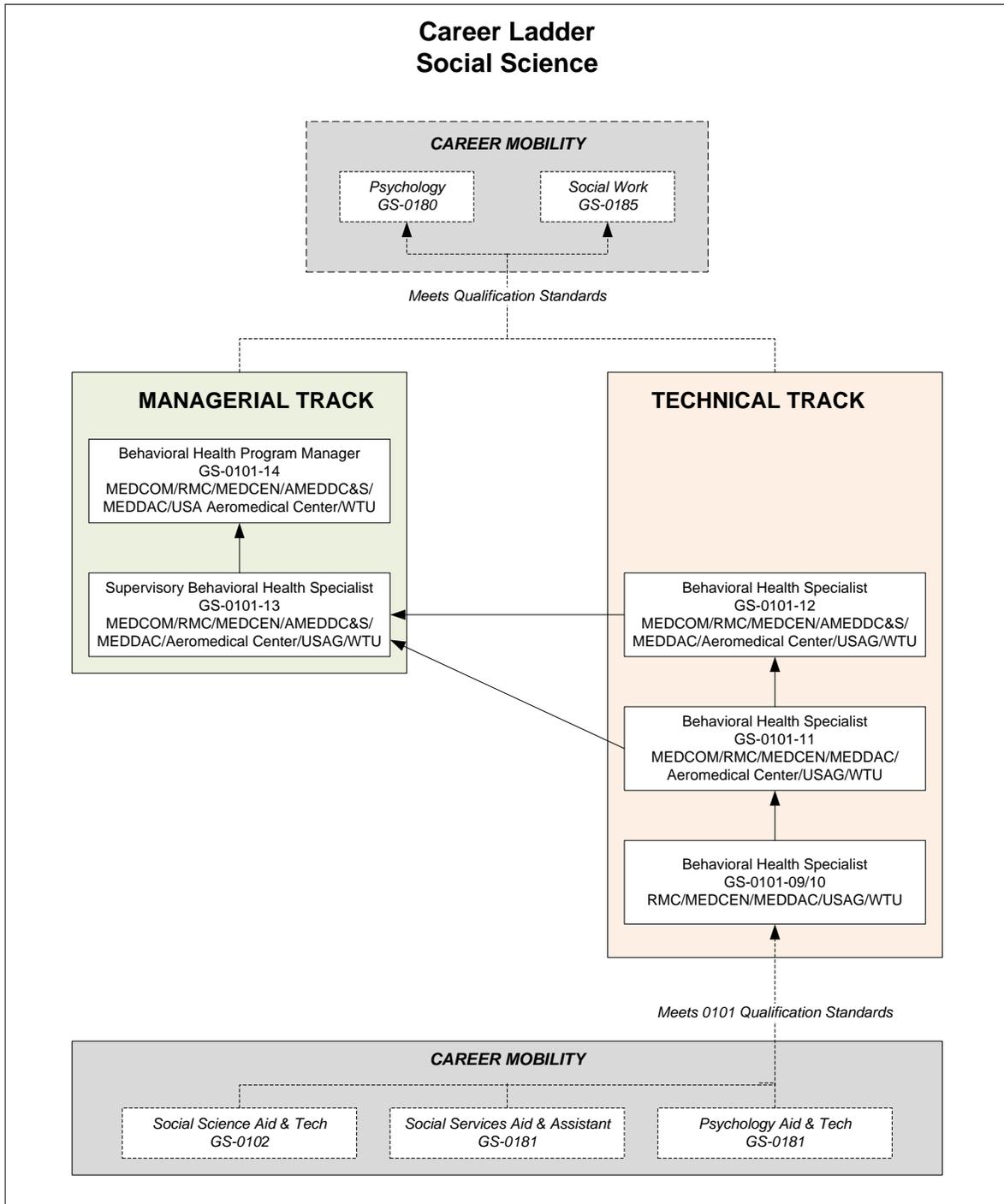
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**Mission Critical Occupation.** The 101-Social Science occupational series has been designated a Mission Critical Occupation.

**Career Ladder.** The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0101 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM

**(Qualifications Standards for Series 0101, Social Science)**, and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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**Draft Functional Competencies.** The following draft functional competencies apply to Social Science employees in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Child Life.** Includes:
  - Knowledge of established Child Life theory, practice and procedures necessary to provide therapeutic activities, and counseling to patients and families.
  - Knowledge of normal child development and the psychosocial effects of illness and hospitalization upon the development of children as well as their families.
  - Basic understanding of medical terminology, basic learning theory, lesson planning and curriculum development, knowledge of group management skills, and safety regulations regarding working with groups of children with complex illnesses and technical machinery.
  - Knowledge of parenting skills, behavior management techniques, and strategies to manage emotional trauma.
  - Ability to provide specialized services to critically and terminally ill patients and maintain programming for less critically ill children.
  - Knowledge and ability to communicate, formally and informally, the normal and adverse reactions to hospitalization and intervention/prevention strategies against regression and adverse reactions.
  - Ability to match coping skills to developmental and emotional status of patient and particular stressor.
  - Knowledge/ability to evaluate program and services and make quick adaptations.
  - Ability to prioritize, assess and evaluate patient needs, and direct work of students and volunteers to structured duties and assignments matching abilities to tasks.
  - Ability to provide Child Life programming with experience in a military setting. Skill in the design, coordination, and execution of child care environments in a developmental center.

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- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Education and Training.** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Instructing.** Includes:
  - Teaching others how to do something.
  - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Marriage and Family Therapy (MFT).** Including:
  - Knowledge of admission to treatment. All interactions between clients and therapist up to the point when a therapeutic contract is established.
  - Ability to conduct clinical assessment and diagnosis. Activities focused on the identification of the issues to be addressed in therapy.
  - Skill in treatment planning and case management. All activities focused on directing the course of therapy and extra-therapeutic activities.
  - Knowledge of therapeutic interventions. All activities designed to ameliorate the clinical issues identified.
  - Knowledge of research and program evaluation. All aspects of therapy that involve the systematic analysis of therapy and how it is conducted effectively.
- **Knowledge of MFT ethics.** Includes:
  - Skill in dealing with people. Casework must include sensitivity to the psychosocial needs of the patient, Family members, and others helping to meet the needs of the patient.
  - Knowledge of services provided by other agencies (i.e., American Red Cross, extended care facilities, government, government assistance agencies and legal

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- assistance, etc.) in order to refer Families for assistance. A working knowledge of local, state, federal, and civilian resource service is essential in ensuring continuity of care to patients.
- Knowledge to conduct bio-psychosocial assessments on patients.
  - Ability to assess the needs of patients in order to determine if and how the treatment plan should be altered and determine the effectiveness of treatment.
  - Knowledge and skill in identifying and resolving psychological problems faced by individuals, Families or the specific military community.
  - Knowledge of effective crisis intervention techniques used with acute care patients.
  - Knowledge and ability to implement education programs to meet the educational and psychosocial needs of patients, Families, and staffs.
  - Knowledge and skill in organizing and managing a number of complex tasks simultaneously and consistently achieving desired results.
  - Knowledge and skill in communication orally and in writing with medical, administrative, and lay personnel on clinical and technical matters.
  - Knowledge of the basic theories and practice of individual, Family, group work, and domestic violence treatment modalities.
  - Ability to provide psychosocial evaluation in crisis situations and devise and implement treatment/intervention plans to include skills gained through clinical experience in working with mental disturbance.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
  - **Medicine and Dentistry.** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive healthcare measures.
  - **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
  - **Science.** Using scientific rules and methods to solve problems.
  - **Social Science.** Including:
    - Knowledge of human/social services principles and practices, social services management, community planning, group dynamics, Family dynamics, and human behavior.
    - Knowledge of behavioral health programs, common clinical and counseling techniques, and the legal framework for applying them.
    - Mastery of concepts and principles sufficient to develop broad guidelines or regulations.
    - Knowledge of analysis and evaluation of behavioral health programs and contracts.
    - Knowledge of behavior/social research methodologies and data analysis.
    - Knowledge of patient privacy issues and compliance to regulations in accordance with Health Insurance Portability and Accountability Act (HIPAA).

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- **Soldier/Family Management.** To include:
  - Knowledge of the mission, assigned programs, and activities of the WT program, military systems, and benefits. Ability to coordinate assigned social services programs.
  - Knowledge of DoD and DA structure, mission, programs, and organizational relationships to recommend solutions and/or program improvements.
  - Knowledge and competence in social science principles, theory and techniques applicable to the administration and management of various Soldier and Family programs.
  - Knowledge of a variety of analytic and evaluative techniques to apply a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness.
  - Knowledge of the laws, policies, regulations, precedent-setting situations and overall Army goals and objectives, to provide authoritative interpretation and guidance.
- **Technology Use.** Including:
  - Ability to use analytical or scientific software appropriate to the occupation.
  - Ability to use database user interface and query software used in the occupation.
- **Spreadsheet software.** Ability to acquire and analyze data using Microsoft Excel.
- **Word processing software.** Ability to create and format written document using Microsoft Word.
- **Tool Use.** Ability to use occupational tools.

**Master Training Plan.** Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory 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: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of

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the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I

Note: A single asterisk (\*) for a priority means “according to individual job requirement.” A double asterisk (\*\*) indicates a “recurring training requirement.” A triple asterisk (\*\*\*) means “by exception.”

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0101. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at:

<https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

### Master Training Plan – Series 0101 Social Science

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09/10	GS-11	GS-12	GS-13	GS-14
Basic Life Support Local Installation FT	CP53/X	U1**	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1			
Organization of the US Government Supervisor OJT	X	U1	U1			

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09/10	GS-11	GS-12	GS-13	GS-14
Organization and Functions of AMEDD (MD0004) AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1			
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/OL	CP53/X	U1	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL		U1	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1
AMEDD Behavioral Science – Social Work (6H-A0435) AMEDDC&S FT	CP53/X	U1	U1	U1	U1	U1
Family Advocacy Staff Training (FAST) (5H-F20/302-F20) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
FAST (Advanced) – Multi-Victim Cases of Child Sexual Abuse (5H-F24/302-F23) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
FAST (Advanced) – FASTA Prevention (5H-F28/302-F27) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Family Advocacy Program (FAP) Team Building (5H-F22/302-F22) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Army Substance Abuse Program (ASAP) Family Counseling (5H-F7/302-F7) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Army Substance Abuse Program (ASAP) Advanced Counseling (5H-F10/302-F10) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Warrior Transition Unit (WTU) Cadre Orientation (6I-F8/300-F36) AMEDDC&S DL	X	U2	U2	U2	U2	U2
Warrior Transition Unit (WTU) Triad for Primary Care Managers (6A-F8) AMEDDC&S DL	CP53/X	U2	U2	U2	U2	U2
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL		U3	U3	U3	U3	U3
Instructor Training (5K-F3/520-F3) AMEDDC&S FT	CP53/X			U3		
Briefing Techniques (COMM7002D) Graduate School USA FT/CC		U3	U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09/10	GS-11	GS-12	GS-13	GS-14
Effective Army Writing (553 T01) ATRRS DL	X	U1	U1	U1	U1	U1
Contracting Officer Representative Course (ALMC-CL) Army Logistics University (ALU) FT	CP53/X			U1*	U1*	U1*
Leading Teams and Groups (TDEV8500A) Graduate School USA DL		U3	U3	U3	U3	U3
Team Development Seminar: Team Building (Weeks 1 and 2) OPM FT	CP53	U3	U3	U3	U3	U3
Collaborative Leadership Seminar OPM FT	CP53	U3	U3	U3	U3	U3
Executive Leadership Program Graduate School USA FT	CP53		U3	U3	U3	U3
Management Development Seminar I: Leading from the Middle OPM FT	CP53			U3	U3	U3
Management Development Seminar II: Leading Organizations OPM FT	CP53			U3	U3	U3
Secretary of the Army Research and Study Fellowships SARSF FT				C	C	C
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT						C
PTSD 101 Basic MHS Learn DL	X	U2	U2	U2	U2	U2
PTSD 101 Intermediate MHS Learn DL	X	U2	U2	U2	U2	U2
PTSD 101 Advanced AMEDDC&S	CP53/X	U2	U2	U2	U2	U2
6H-F42 Post Traumatic Stress Disorder (EMDR) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
6H-F43 Post Traumatic Stress Disorder (CPT) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
6H-F44 Post Traumatic Stress Disorder (Prolonged Exposure) AMEDDC&S FT	CP53/X	U2	U2	U2	U2	U2
Certification Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*

**Certification/Licensure.** Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of

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the profession. The following are examples of the certification/licensure requirements for Series 0101 depending upon the duties of the position and the services provided by the employee.

- **Marriage and Family Therapy (MFT) License.** All States regulate marriage and Family therapists at the independent level of practice, and 20 states also regulate entry level therapists. However, requirements vary by State. MFTs who obtain the MFT license have met high educational and clinical experience criteria.
- **Certified Child Life Specialist (CCLS).** This credential is the exclusive certification issued by the Child Life Council. The CCLS credentialing program is a rigorous, examination-based professional certification credential. The requirements for certification are based on academic and clinical experiences and successful completion of the Child Life Professional Certification Examination.
- **Substance Abuse Certification and Licensure.** Certification and licensure for substance abuse counselors varies by State. It is required in some States and voluntary in others. Typical eligibility requirements include meeting minimum education and professional experience standards and passing an examination.
- **Human Services - Board Certified Practitioner (HS-BCP).** The Center for Credentialing and Education (CCE) created this certification with the assistance of the National Organization for Human Services (NOHS) in consultation with the Council for Standards in Human Service Education (CSHSE). The credentialing process was designed for human services practitioners seeking to advance their careers by acquiring independent verification of their practical knowledge and educational background. WTU Certification. AMEDD awards this certification to personnel that have successfully completed the WTU Cadre Orientation (6I-F8/300-F36) DL course and the resident WTU Triad for Primary Care Managers (6A-F18) course.

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## **ANNEX B – SERIES 0102 SOCIAL SCIENCE AID AND TECHNICIAN**

**Overview.** The Army has five (source: DCPDS, 3 January 2013) employees in the 0102 Social Science and Technician occupational series. Four employees are affiliated with CP53, and one is affiliated with CP 18, Engineers and Scientists (Resources and Construction).

The employees are assigned to the following commands and serve in US Army Garrison (USAG) and operational unit level assignments.

- Two in the TRICARE Management Activity
- Two in the US Army Corps of Engineers
- One in the US Army Joint Munitions Command

All 0102 series employees are compensated through the GS pay plan.

**Occupational Series Information.** Employees in Series 0102, Social Science Aid and Technician, perform nonprofessional work of a technical, specialized, or support nature in one or more of the social science or other occupational fields covered when there is no more appropriate series. The work can generally fall into the following categories:

- **Family services assistance.** Family services assistants plan, provide guidance, and review programs that promote the social and mental well-being of Soldiers and their Families. They review programs and recommend changes, to ensure Family programs are operated efficiently and provide the best possible services.
- **Biochemical test coordination/instruction.** These technicians coordinate with unit commanders, Unit Prevention Leaders, and civilian supervisors to collect and process urine specimens for in-house testing or shipment to testing labs. They recommend changes in program procedures and directives for improving the program. Some technicians instruct courses/classes on biochemical testing.
- **Information referral, follow up, and coordination.** Coordinators plan, develop, and administer information, referral, and follow-up programs that link clients with available and appropriate resources. They conduct intake evaluations with Soldiers and Families in need of social service assistance that is not readily identifiable with other established specialized functional areas. They determine the nature of the problem and provide client referral and advocacy services. The aid follows up with agencies to ensure clients receive services or to negotiate and resolve system problems experienced by clients.

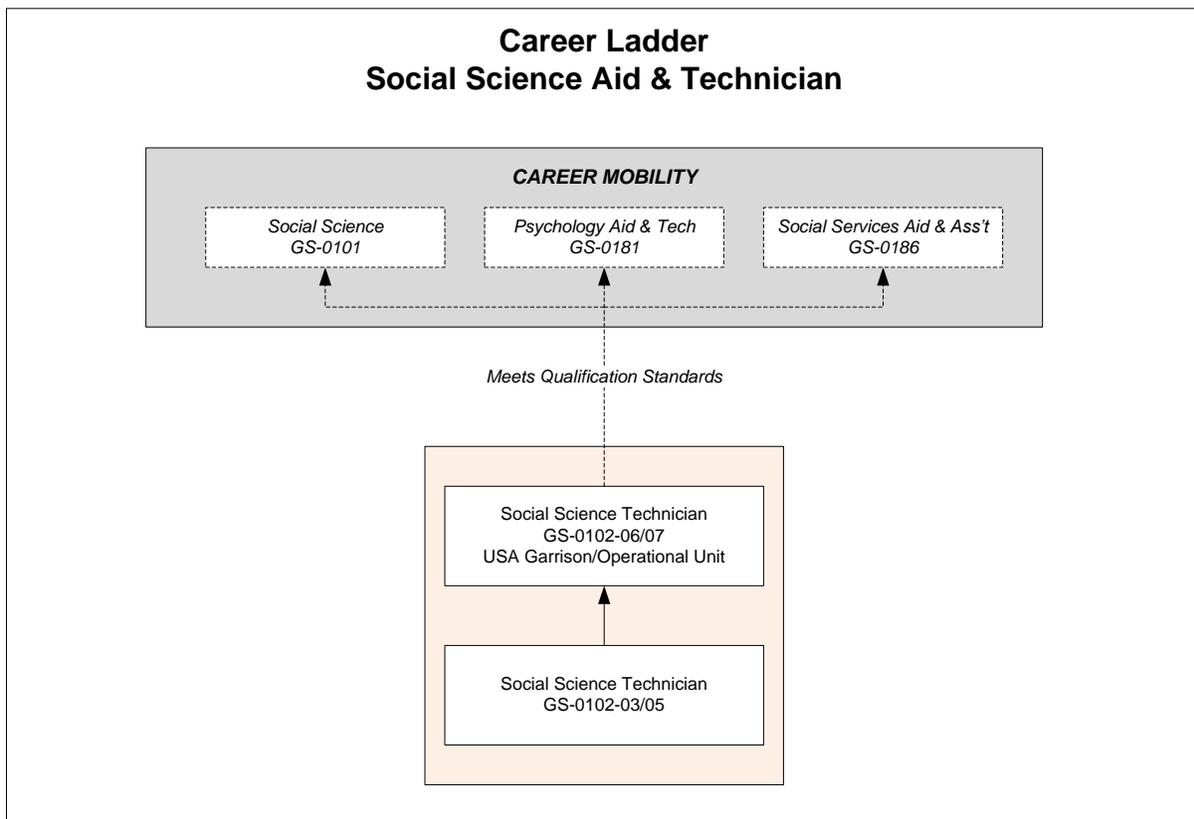
In the Army, series 0102 positions have a wide range of duties that are integral to many vital Army social programs such as the Army Family Advocacy Program (AFAP); Army Family Team Building (AFTB); Army Substance Abuse Program (ASAP); Army Community Service (ACS); Soldier and Family Assistance Center (SFAC); Army Emergency Relief (AER); Financial Readiness Program; Relocation Readiness/Information & Referral; mobilization and deployment; Employment Readiness Program; and in support of the Army. Some positions may be office

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automation (OA) designated requiring the skill of a qualified typist and knowledge of OA software and hardware.

**Mission Critical Occupation.** The 0102-Social Science Aid and Technician occupational series is not designated a Mission Critical Occupation.

**Career Ladder.** The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0102 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science Aid and Technician Series should be guided by OPM’s qualification standards (**Qualifications Standards for Series 0102, Social Science Aid & Technician**). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.



**Draft Functional Competencies.** The following draft functional competencies apply to Social Science Aids and Technicians in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

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- **Orientation.** This includes:
  - Utilizes knowledge of DOD and Army systems (e.g., acronyms, traditions, and military rank structure) in order to effectively function within the organization.
  - Initiates and performs cardiopulmonary resuscitation of adults and children and assists in other emergency situations, when necessary, in order to maintain circulation to vital organs until help arrives.
  - Practical knowledge of the military system and military lifestyles.
- **Communications.** Includes:
  - Uses interviewing strategies to diffuse resistance, engage and empower the patient, and gather assessment data in order to begin to establish a healthy relationship.
  - Practical knowledge of interviewing and counseling principles, methods, and techniques.
  - Communicates with individuals and Families using a nondirective approach when identifying and addressing their concerns in order to communicate acceptance, interest, and encouragement and assists them in exploring their problems.
  - Seeks and maintains cooperative community relationships in agencies providing services to active duty and retired military and their Family members in order to ensure continuity of care to patients.
  - Skill in fact finding and analysis of emotionally charged situations where the parties involved are frequently unwilling to cooperate, hostile and are fearful.
  - Skill in fact finding and analysis to identify relevant information, relate the information to assigned problems, and provide proper forms of guidance and counseling.
  - Skill in writing routine letters, memorandums and simple narrative reports, and skill in oral expression to explain procedural matters to persons from outside the employing office.
  - Knowledge of English grammar, usage, and style; knowledge of the specialized vocabulary of the social work programs, and skill in writing to prepare reports, letters, and memorandums on these subjects.
- **Information Management.** Including:
  - Uses developing information management technology in order to accomplish duties.
  - Knowledge of office automation software, word processing procedures, and advanced computer skills in order to generate reports and maintain a data management system on the computer.
- **Professional Ethics.** Includes:
  - Sets clear, appropriate, and culturally sensitive boundaries in order to maintain professionalism with patients.

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- Articulates a personal code of ethics. Identifies and effectively addresses ethical conflicts between, or among, personal, professional, and organizational ethics. Fosters an organizational climate that supports the organizational code of ethics.
- Health Insurance Portability and Accountability Act (HIPAA) of 2001. Ensures compliance with HIPAA regulations.
- Cultural Diversity. Utilizes knowledge of social work practice in a culturally appropriate manner in order to involve the patient or client in the full range of clinical services.
- **Training and Education.** Including:
  - Develops and presents formal and informal classes and briefings in order to provide orientation and training for patients, medical staff, commanders, supervisors, and the community.
  - Demonstrates a commitment to continued professional development in order to maintain credentials.
- **Research.** Includes:
  - Keeps abreast of current research in the field and its applicability in order to expand clinical knowledge, enhance role performance, and increase knowledge of professional issues.
  - Identifies and evaluates alternatives in order to choose and implement the best alternative.
  - Synthesizes new approaches using existing information and data in order to integrate into an effective treatment plan.
- **Assess/Evaluate Emotional Problems.** This includes:
  - Makes referrals of patients; adheres to treatment plans developed by professional healthcare providers; evaluates treatment and patients; consults with other team members; etc.
  - Possesses a practical understanding of more routine methods and techniques of counseling.
  - Possesses a knowledge of interviewing techniques.
  - Understands basic personality structures.
  - Ability to recognize psychopathology.
  - Plans and formulates treatment goals.
  - Uses social casework and group work techniques.
  - Training/Education Instruction.
    - Conducts classes and provides instruction.
    - Ability to prepare and write plans of instruction, develop lesson plans, and training aids.
    - Ability to direct, modify, and manage aspects of the training program to ensure the effectiveness of the social services assistant in the conduct of their duties.

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- **Family Advocacy Program.** Including:
  - Coordinates program services with Medical Treatment Facility, Social Work Services, Provost Marshal, Staff Judge Advocate, US Army Criminal Investigation Command, Chaplains, state/local service agencies, and local jurisdiction law enforcement officials.
  - Keeps abreast of military organizations, missions, lifestyles, and situations which can contribute to Family stress, problems, and crisis situations. Develops prevention and education programs which include resources for information and referral data.
  - Utilizes knowledge of the dynamics of child abuse and neglect and the empirical basis for recommended interventions and applies to the unique presentations of each case. Familiar with risk assessment and takes protective action when required.
  - Knowledge of the dynamics of Domestic Violence and the complex types of individuals who use violence in their relationships. Utilizes empirically based treatment interventions to ensure safety and control violence. Utilizes motivational enhancement methods.
- **Army Substance Abuse Program (ASAP).** Including:
  - Knowledge of military regulations related to substance abuse.
  - Ability to implement program in accordance with local policy and established ASAP regulations.
  - Knowledge of individual/couple, Family, and organizational systemic collaborative intervention in a difficult, highly defended patient population that is at high risk for complex biopsychosocial deterioration.

**Master Training Plan.** Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

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- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I.

Note: A single asterisk (\*) for a priority means “according to individual job requirement.” A double asterisk (\*\*) indicates a “recurring training requirement.” A triple asterisk (\*\*\*) means “by exception.”

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The following chart is the Master Training Plan for Series 0102. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

**MASTER TRAINING PLAN – Series 0102 SOCIAL SCIENCE AID & TECHNICIAN**

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-03/05	GS-06/07
Basic Life Support Local Installation FT	X	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-03/05	GS-06/07
Organization and Functions of AMEDD (MD0004) AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1
Basic Medical Terminology (MD0010) AMEDDC&S DL	X	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/OL	CP53/X	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL		U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1
AMEDD Behavioral Science – Social Work (6H-A0435) AMEDDC&S FT	CP53/X	U1	U1
Family Advocacy Staff Training (FAST) (5H-F20/302-F20) AMEDDC&S FT	CP53/X	U2	U2
FAST (Advanced) – Multi-Victim Cases of Child Sexual Abuse (5H-F24/302-F23) AMEDDC&S FT	CP53/X	U2	U2
FAST (Advanced) – FASTA Prevention (5H-F28/302-F27) AMEDDC&S FT	CP53/X	U2	U2
Family Advocacy Program (FAP) Team Building (5H-F22/302-F22) AMEDDC&S FT	CP53/X	U2	U2
Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S FT	CP53/X	U2	U2
Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X	U2	U2
Army Substance Abuse Program (ASAP) Family Counseling (5H-F7/302-F7) AMEDDC&S FT	CP53/X	U2	U2
Army Substance Abuse Program (ASAP) Advanced Counseling (5H-F10/302-F10) AMEDDC&S FT	CP53/X	U2	U2
Community and Family Support – Management Course (CFS-MC) ATRRS FT	CP53/X	U3	U3
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL		U3	U3
Instructor Training (5K-F3/520-F3) AMEDDC&S FT	CP53/X	U2	U2
Briefing Techniques (COMM7002D) Graduate School USA FT/CC		U3	U3
Public Speaking, Briefings, and Presentations Local Installation FT		U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-03/05	GS-06/07
Effective Army Writing (553 T01) ATRRS DL	X	U1	U1
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53	U3	U3
Professional certification for biochemical testing Local FT/OL/DL		U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
University Sponsored Training Local Installation Off duty FT/DL		U3	U3
Bachelor Degree Program Local Installation Off duty FT		U3	U3
PTSD 101 Basic MHS Learn DL	CP53/X	U2	U2
PTSD 101 Intermediate MHS Learn DL	CP53/X	U2	U2
PTSD 101 Advanced AMEDDC&S FT	CP53/X	U2	U2
6H-F42 Post Traumatic Stress Disorder (EMDR) AMEDDC&S FT	CP53/X	U2	U2
6H-F43 Post Traumatic Stress Disorder (CPT) AMEDDC&S FT	CP53/X	U2	U2
6H-F44 Post Traumatic Stress Disorder (Prolonged Exposure) AMEDDC&S FT	CP53/X	U2	U2
Certification Professional Organization FT	CP53	U3*	U3*

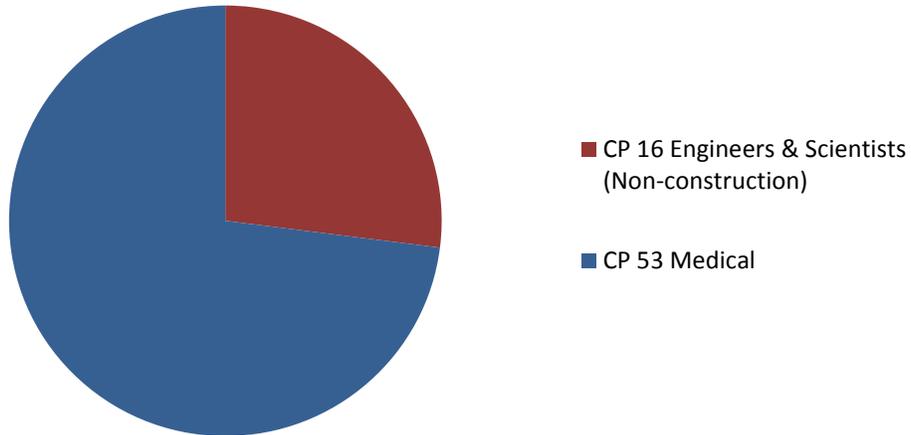
**Certification/Licensure.** Certification may be a qualification for employment in some positions. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to life-long learning and the highest standards of the profession. The Human Services – Board Certified Practitioner (HS-BCP) is one certification. Certified Substance Abuse Counselor Assistant, offered in many States, is another certification.

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## ANNEX C – SERIES 0180 PSYCHOLOGY CAREER PROGRAM

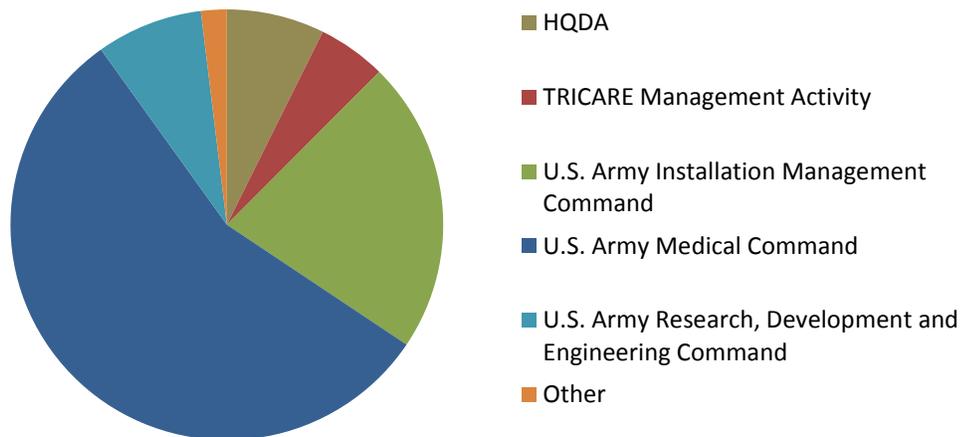
**Overview.** The Army has over 1,000 (source: DCPDS, 3 January 2013) employees in the 0180 Psychology occupational series. They are assigned to two Career Programs as shown below.

### Series 0180 Distribution by CP



The chart below shows the distribution of career series 0180 employees across Army Commands. They are located throughout the world and within MEDCOM, they are primarily assigned in medical centers (MEDCENS), regional medical commands (RMCs), and medical department activities (MEDDACs).

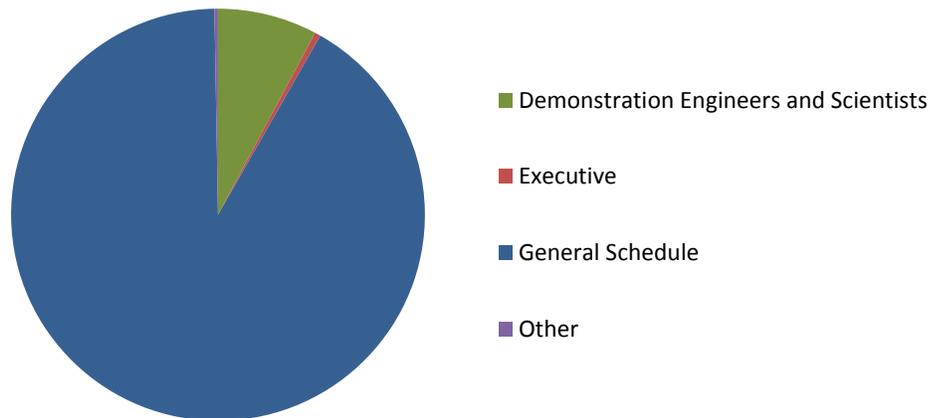
### Series 0180 Distribution by Command



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Psychologists in occupational series 0180 are most commonly compensated through the General Schedule (GS), Demonstration Scientists, and several executive plans.

### Series 0180 Distribution by Pay Plan



**Occupational Series Information.** In the Army, civilian psychologists perform wide-ranging that include general, clinical, counseling, research, and engineering psychology. The Army broadly uses the term “psychologist” to include all personnel from GS-09 through GS-15 regardless of educational qualifications. This is contrary to the definition of the American Psychological Association and most States that narrow the definition of “psychologist” to include only those individuals with a doctoral degree in psychology.

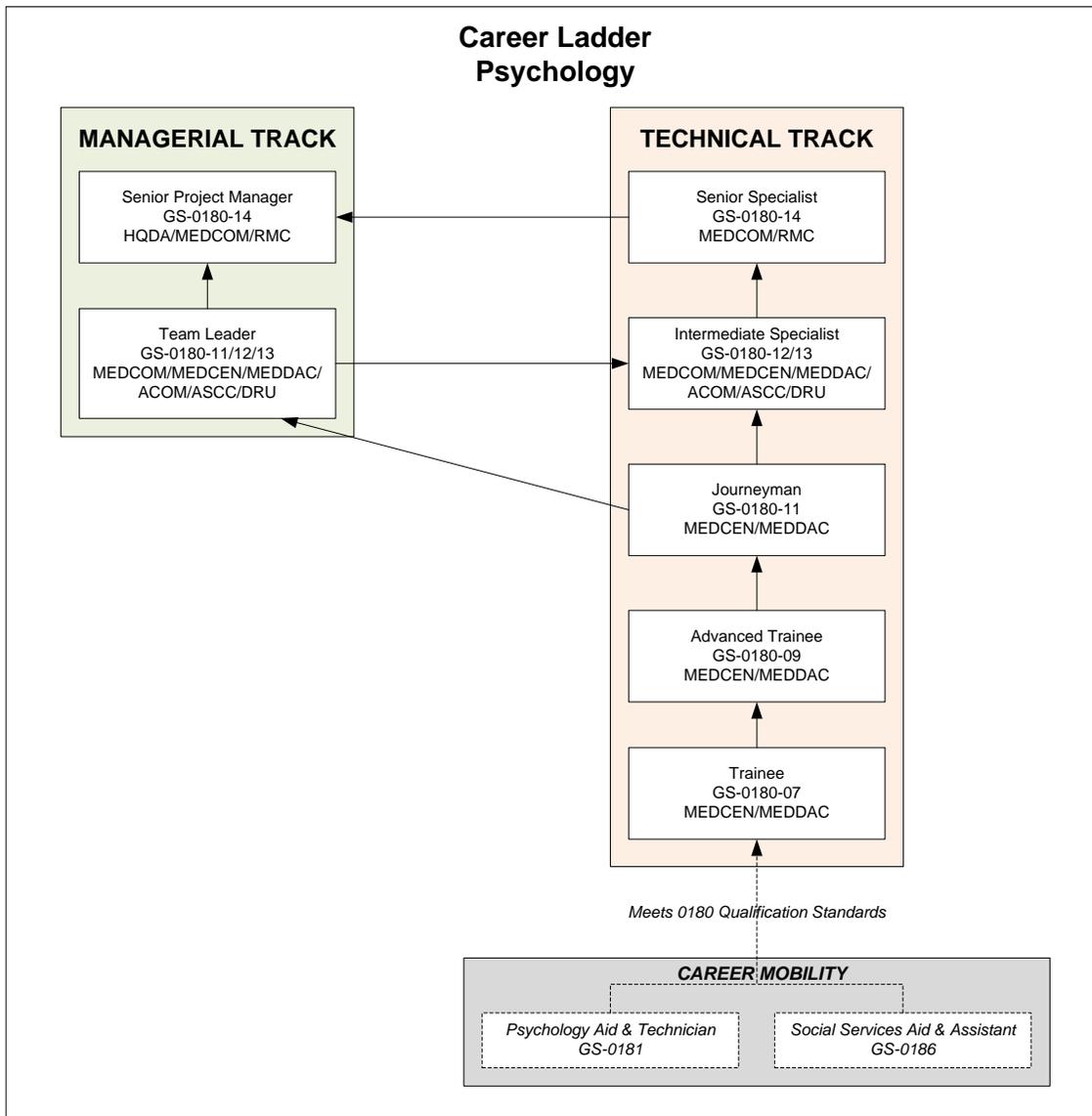
Psychologists study mental processes and human behavior by observing, interpreting, and recording how people relate to one another and the environment. They do this by looking for patterns that help them understand behavior. Through such research and studies, Army psychologists have learned much to increase understanding between individuals, groups, organizations, institutions, nations, and cultures.

The career field of psychology has become increasingly specialized. For doctoral level psychologists in the civilian community, there is a growing emphasis on completing postdoctoral fellowship training and board certification in a specific area of expertise in psychology. Some of these specialty areas, such as clinical health psychology, neuropsychology, and child and adolescent psychology, mirror postdoctoral fellowship training within the military. In order to maintain the highest level of professional development and to provide the needed range of services for Soldiers and their Families, Civilian Army Psychologists need to meet these standards. At the same time, Civilian Army Psychologists need to demonstrate the broad clinical skills required to provide basic services for the Active duty Soldier. Civilian Army Psychologists also must be familiar with military relevant aspects for practicing psychology in the 21<sup>st</sup> century. This includes issues such as the psychological aspects of terrorism, behavioral aspects of biological and chemical warfare, and post-combat reintegration.

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**Mission Critical Occupation.** The 0180-Psychology occupational series has been designated a Mission Critical Occupation.

**Career Ladder.** The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0180 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Psychology Series should be guided by the qualification standards established by OPM (Qualifications Standards for Series 0180, Psychology). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



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**Draft Functional Competencies.** The following competencies apply to Psychologists in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Research.** This competency includes:
  - Ability to prepare original research program plans and identify resource requirements. Interact with commanders to identify needs and develop customer-oriented project plans.
  - Apply research techniques appropriate to the problem areas including laboratory or field experimentation, interviews, surveys, field observation, or other approaches.
  - Research – Presentation
  - Ability to present research findings at military briefings, conferences, workshops, and meetings, providing authoritative scientific and technical advice, consultation, and information concerning relevant research and program evaluation methods.
  - Develop and present training for healthcare professionals and military community agency leaders in data reporting and application of data analysis for planning improvements in this broadly assigned area.
- **Research – Analysis.** Ability to use a variety of advanced mathematical and descriptive and inferential statistical techniques such as regression analysis, correlation, analysis of variance, factor analysis, multivariate analysis, and discriminate analysis to analyze study data.
- **Research – Behavioral Health.** Ability to conduct behavioral science research in multiple areas such as mental health screening and treatment of redeployed Soldiers, virtual reality technologies to behavioral health, suicide and related behavior studies and applied interventions.
- **Fundamental Human Factors Research.** Includes:
  - Knowledge of human engineering research methods (e.g., literature search, experiment, operational analysis, observation, survey, protection of research subjects) and activities (e.g., experimental design, planning data collection, data analysis, statistics, and documentation).
  - Knowledge of the effects of environmental, individual, cognitive, and organizational factors on the behavior and performance of humans, as well as the associated underlying physiological, psychological, and social/organizational drivers that influence human behavior.
  - Ability to apply theories, experimentation, analysis, and modeling to increase fundamental knowledge about human cognition and performance.
  - Ability to develop human factors principles and guidelines which could be used toward designing technology for human performance in complex aerospace operational environments to reduce errors and increase productivity.

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- **Biomedical Research**
  - Involves the capability to research, investigate, and characterize the effects of space flight and exposure to microgravity, radiation, and other stresses on physiological functions (e.g., musculoskeletal, cardiovascular, etc.).
  - In-depth understanding of the human body, its physical and chemical make-up and the associated technology and methods to examine the effects of various environments and stresses.
  - Ability to understand the underlying physiological, behavioral, and psychological mechanisms and performance aspects responsible for biomedical and behavioral changes in humans and animals during spaceflight and apply this information to conduct operational and clinical research to develop, validate, and implement countermeasures that will ensure the health, safety, and performance of flight crews involved during launches, landings, and while in space.
- **Industrial Organization.** Ability to apply research that improves the well-being and performance of people and the organizations that employ them. Involves everything from workforce planning, employee selection and leader development, to studying job attitudes and job motivation, implementing work teams, and facilitating organizational change.
- **Engineering.** Ability to analyze and evaluate cost and effectiveness of Army training systems using professional knowledge in human capabilities and limitations in operation and control of man/machine systems. The primary requirement is competence in the rigorous methods of scientific inquiry and analysis.
- **Human Factors Engineering.** Including:
  - Knowledge and capabilities to apply human factors engineering principles, standards, design guides, regulations, and advisory material to the design, test, evaluation, operation, and maintenance of systems and processes.
  - Knowledge of the physical and psychological processes, capabilities, skill levels, and limitations of humans, such as the science and practical application of experimental psychology, cognitive psychology, human reliability, anthropometrics, biomechanics, and psychophysiology.
  - Knowledge of hardware and software human-interface design principles, modalities (e.g., physical, visual, auditory, verbal), methods (e.g., field studies, analysis, modeling, prototyping, laboratory experiments, simulations, mockups, database reviews) and tools.
  - Ability to define and analyze human engineering requirements, formulate human performance criteria, develop guidelines, develop system concepts, designs, and prototypes; evaluate human-centered technologies, and develop training curricula for application to processes and systems.

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- **Advanced Experimentation and Testing Technologies.** Including:
  - Knowledge of advanced experimentation and testing philosophies and approaches that provide results to inform research activities in specialized areas such as structures, materials, airborne systems, aerodynamics, and propulsion.
  - Ability to develop and use specialized facilities and equipment such as wind tunnels and laboratories.
  - Includes knowledge of how to plan, conduct, and interpret experimental test results to understand the interaction of test elements on the design of current and future aerospace vehicles.
  - Involves ability to develop, manage, and enhance test processes to optimize productivity, cycle time, data quality, cost, and customer satisfaction.
- **Intelligent/Adaptive Systems.** To include:
  - Knowledge of research and development techniques involving autonomous reasoning, human-centered computing and intelligent systems for data understanding towards mission requirements.
  - Possess knowledge of the practices associated with creating advanced intelligent, self-monitoring and adaptive computer science systems for use in development of aerospace vehicles (including unmanned systems), enhancement of aerospace flight safety and efficiency, and understanding of scientific data.
  - Includes knowledge of techniques of artificial intelligence, virtual reality, automated software engineering, and collaborative and assistant systems, as well as understanding of vehicle health management.
- **Computer Systems and Engineering.** Including:
  - Knowledge of the design and development of computers and robots.
  - Involves design of hardware, software, networks and processes to solve technical problems such as analyzing flight systems and aerospace data.
  - Utilize advanced technologies such as virtual reality, artificial intelligence, and automation.
  - Includes knowledge of computer programming, electronics, mathematical models, and neural and other networking systems.
- **Crew Systems and Aviation Operations.** Knowledge, capabilities, and practices associated with research and technology in analytical and experimental methods for pilot/automation integration, crew station design, and aerospace vehicle operations concepts.
- **Avionics.** This includes:
  - Knowledge of research and engineering of real-time digital electronic avionics systems that use data acquired from sensors and instruments and processes it to determine status of systems for aircraft and spacecraft for such purposes as flight control, flight path management, and vehicle health monitoring.

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- Includes knowledge of design and development of computational hardware and software networks and interfaces, electrical integration, power distribution, and electrical systems engineering.
- **Occupational and Environmental Health & Safety.** To include:
  - Knowledge, capabilities, and practice associated with Army, Federal, and State OSHA health and safety regulations, policies, and procedures used to develop and implement mishap and environmental health prevention practices and measures in all Army work places.
  - These knowledge areas include safety of personnel and equipment during launch vehicle processing, normal and industrial and laboratory operations, special high hazard tests and operations, aviation and space operations, use and handling of materials and chemicals, and design, construction, and use of facilities.
  - Capabilities include ability to develop and analyze policy, manage and assess the effectiveness of health and safety programs and practices, which are designed to prevent injury to personnel and loss of Army property in the industrial work environment, and promote the health and well being of employees.
- **Clinical – Quality Management/Quality Assurance (QM/QA).** Ability to establish and implement clinical standards and procedures, perform special actions and a variety of administrative duties, and perform a wide variety of QM/QA duties to meet Joint Commission requirements.
- **Clinical – Professional Development.** Ability to develop, implement, and evaluate professional development activities.
- **Clinical – Substance Abuse.** Including:
  - Ability to provide psychological counseling/treatment/consultation services for the most complex and difficult of Army Substance Abuse Program (ASAP) cases; i.e., clientele of senior rank, impaired healthcare providers, domestic violence victims and perpetrators, adult survivors of sexual abuse, and patients with significant personality disorders or other serious psychopathology.
  - Consult with other specialty providers (i.e., psychiatry, psychology, general medicine, and Family Advocacy) as appropriate to assure quality of care.
- **Clinical – Assessment.** Ability to perform psychological assessment through employing diagnostic interviewing, psychometric assessment measures, and behavioral assessment and observation methods in order to accurately evaluate patients.
- **Clinical – Communication.** Ability to develop clear case conceptualizations for patients using coherent, empirically supported theoretical formulations in order to communicate to patients in an easily identifiable manner.
- **Clinical – Intervention Methods.** Ability to employ a broad array of therapeutic intervention methods with an emphasis on empirically validated treatment approaches in order to achieve increased health and decreased symptoms of patients.
- **Clinical – Patient Rapport.** Ability to establish rapport with a patient in order to effectively manage the therapeutic relationship with sensitivity and objectivity.

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- **Clinical – Treatment Goals.** Ability to develop and monitor measurable treatment goals throughout therapy, in collaboration with the patient, and appropriately assess treatment outcome.
- **Clinical – Consultation.** Ability to provide consultation services to a broad range of personnel to include health professionals, community organizations, and military units in order to tailor counseling to individual needs. Consultations include emergent consultations, comprehensive mental health evaluations, consultation for medical patients, evaluations for personnel actions and human factors, and consultation for organizational behavior.
- **Clinical – Evaluation.** Ability to evaluate treatment skills and program development in order to assess effectiveness of professional services.
- **Neuropsychology.** This competency includes:
  - Ability to conduct screening and assessment of service members to determine fitness to return to duty, retention on active duty, and competency. Specific attention is directed to Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD) screening, assessment, and treatment.
  - Use screening and assessments as authoritative guides in TBI diagnosis and treatment planning, medical evaluation boards, and determinations of patient's behavioral and cognitive status for retention on active duty.

**Master Training Plan.** Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** – Mandatory 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: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

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- **Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I.

Note: A single asterisk (\*) for a priority means “according to individual job requirement.” A double asterisk (\*\*) indicates a “recurring training requirement.” A triple asterisk (\*\*\*) means “by exception.”

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the ACOM, /ASCC, DRU or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0180. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

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**MASTER TRAINING PLAN – SERIES 0180 PSYCHOLOGY**

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-07/09	GS-11/12	GS-13/14
Basic Life Support Local Installation FT	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	
Organization of the US Government Supervisor OJT	X	U1	U1	
Organization and Functions of AMEDD AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1	
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/OL	CP53	U1	U1	U1
AMEDD Behavioral Science – CL Psychology (6H-A0433) AMEDDC&S FT	CP53/X	U1	U1	
Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S FT	CP53/X	U2	U2	U2
Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X	U2	U2	U2
Army Substance Abuse Program (ASAP) Management (5H-F6) AMEDDC&S FT	CP53/X	U2	U2	U2
Army Substance Abuse Program (ASAP) Family Counseling (5H-F7/302-F7) AMEDDC&S FT	CP53/X	U2	U2	U2
Army Substance Abuse Program (ASAP) Advanced Counseling (5H-F10/302-F10) AMEDDC&S FT	CP53/X	U2	U2	
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL		U3	U3	U3
Effective Briefing/Instructor Training (CDEV9001D) Graduate School USA FT		U3	U3	U3
Instructor Training (5K-F3/520-F3) AMEDDC&S FT	CP53/X		U3	
Executive Leadership Program Graduate School USA FT			U3	U3
Team Development Seminar: Team Building (Weeks 1 and 2) OPM FT	CP53		U3	U3
Management Development Seminar I: Leading from the Middle OPM FT	CP53			U3
Management Development Seminar II: Leading Organizations OPM FT	CP53			U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-07/09	GS-11/12	GS-13/14
Capitol Hill Workshop Vendor FT	CP53			U3
White House Workshop Vendor FT	CP53			U3
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT				U3
National Security Management Course (NSMC) NSMC FT	CP53/X			U3
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT	CP53			C
Secretary of the Army Research and Study Fellowships SARSF FT			C	C
Publishable Research Project Installation OJT				U3
PTSD 101 Basic MHS Learn DL	CP53/X	U2	U2	U2
PTSD 101 Intermediate MHS Learn DL	CP53	U2	U2	U2
PTSD 101 Advanced AMEDDC&S FT	CP53/X	U2	U2	U2
6H-F42 Post Traumatic Stress Disorder (EMDR) AMEDDC&S FT	CP53/X	U2	U2	U2
6H-F43 Post Traumatic Stress Disorder (CPT) AMEDDC&S FT	CP53/X	U2	U2	U2
6H-F44 Post Traumatic Stress Disorder (Prolonged Exposure) AMEDDC&S FT	CP53/X	U2	U2	U2
Certification Professional Organization FT	CP53	U3*	U3*	U3*

**Certification/Licensure.** Clinical psychologists must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients per AR 40-68 and DA Pamphlet (PAM) 611-21.

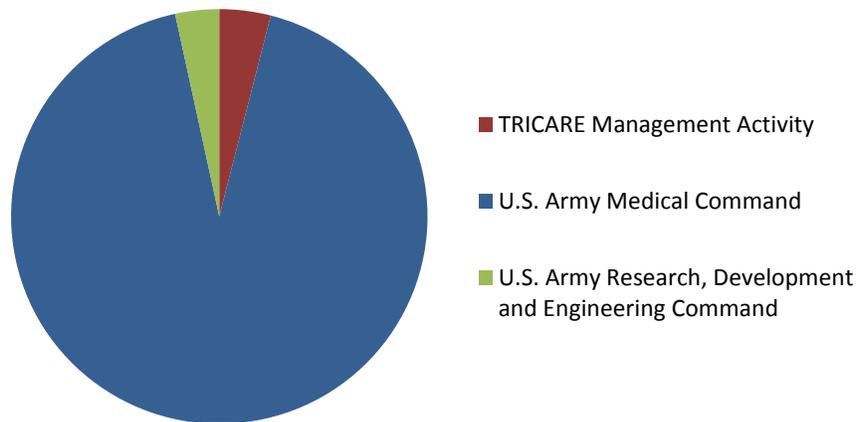
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## ANNEX D – SERIES 0181 PSYCHOLOGY AID AND TECHNICIAN

**Overview.** The Army has 176 (source: DCPDS, 3 January 2013) employees in the 0181-Psychology Aid and Technician occupational series. These employees are assigned to CP53 (Medical).

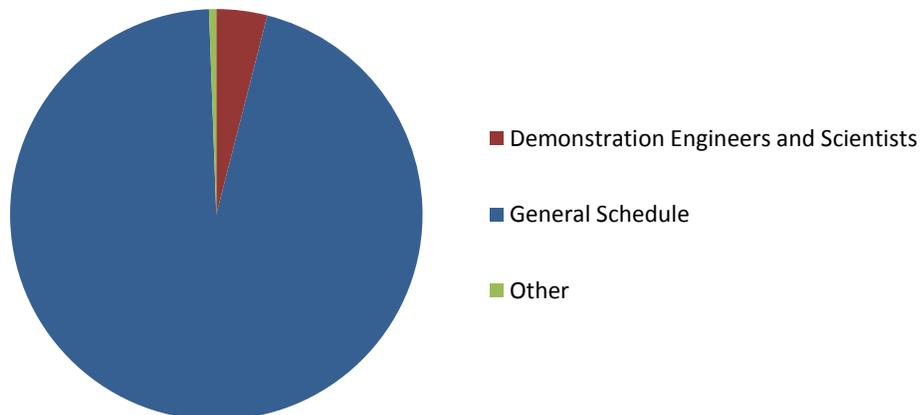
Psychology aids and technicians are assigned to several Army commands as shown in the graphic below. They are most commonly assigned to MEDCOM and are employed primarily by the MEDCENS, MEDDACs, and the Army Medical Research & Materiel Command.

### Series 0181 Distribution by Command



Psychology aids and technicians are predominantly compensated under the General Schedule civilian pay plan, as shown below.

### Series 0181 Distribution by Pay Plan



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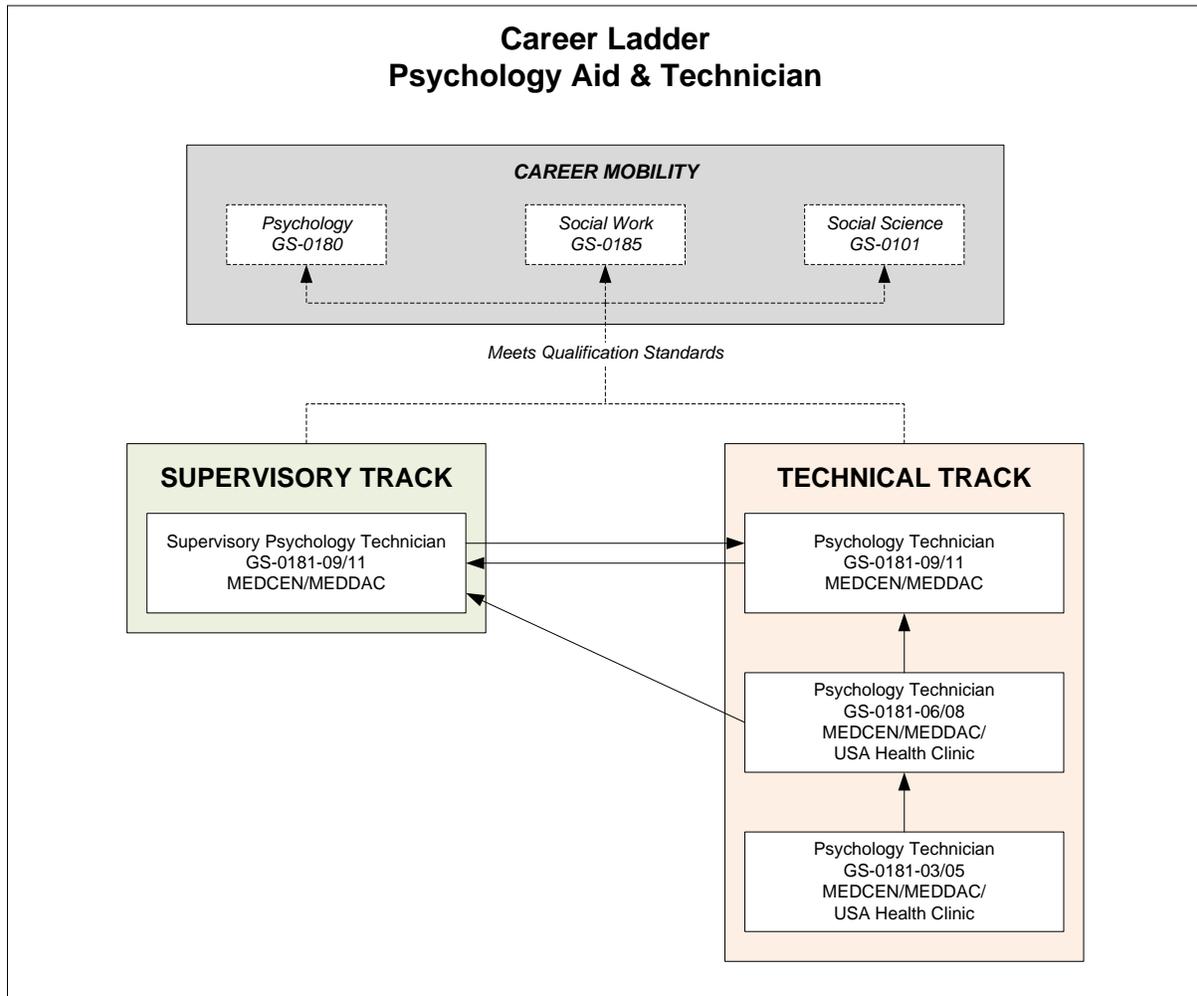
**Occupational Series Information.** Series 0181, Psychology Aid and Technician, covers classes of positions that involve the performance of nonprofessional technical work in connection with a program of research or direct services in psychology. Positions in this series involve a practical understanding of some of the principles, methods, and techniques of psychology but do not require formal education in psychology.

In the lower grades, duties are primarily administrative such as locating, collecting, preparing, reviewing, and verifying routine documents, published reports, library holdings, and field data. As the Psychology Aids/Technicians advance in grade, duties may involve in addition to administration interviewing patients for relevant information, organizing facts, and assessing patients' mental status to distinguish type of case and to discriminate between routine, complex, and/or emergency case. They analyze and consolidate information for disposition of each case. Some technicians may administer, score, and compile the results of batteries of psychological tests. In the higher grades, skill in identifying signs of emotional and behavioral problems is essential. The Psychology Aid/Technician must have a knowledge of analysis and fact finding techniques to obtain information in situations where clients are emotionally charged, frequently fearful, and unwilling to cooperate. Many positions require a practical knowledge of regulations, laws, procedures, principles and precedents pertaining to mental health for the different Uniformed Services.

**Mission Critical Occupation.** The 0181-Psychology Aid and Technician occupational series has been designated a DoD Mission Critical Occupation.

**Career Ladder.** The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0181 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Psychology Aid and Technician Series should be guided by the qualification standards established by OPM (Qualifications Standards for Series 0181, Psychology Aid and Technician). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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**Draft Functional Competencies.** The following draft functional competencies apply to Psychology Aids and Technicians in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Orientation.** This competency includes:
  - Utilizes knowledge of DOD and Army systems (e.g., acronyms, traditions, and military rank structure) in order to effectively function within the organization.
  - Initiates and performs cardiopulmonary resuscitation of adults and children and assists in other emergency situations, when necessary, in order to maintain circulation to vital organs until help arrives.
  - Practical knowledge of the military system and military lifestyles.

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- Ability to establish and maintain effective relationships with commanders, unit representatives, medical personnel, and other representatives.
- Practical knowledge of regulations, laws, procedures, principles, and precedents pertaining to mental health for the different branches of service.
- Knowledge of the principles, methods and techniques of psychology, particularly one or more of the following areas: cognition, sensation and perception, biopsychology, human engineering, behavioral health risk, suicide assessment and evaluation (prevention and intervention).
- Familiarity with various psychological tests and/or behavioral health scales for administration to subjects.
- **Communications.** Includes:
  - Practical knowledge of interviewing and counseling principles, methods, and techniques.
  - Skill in written communication to prepare narrative reports to summarize findings and present factual data on patient cases.
  - Ability to document effectively in medical records and use appropriate medical terminology.
  - Skill in writing routine letters, memorandums, and simple narrative reports.
  - Skill in oral expression to explain procedural matters to persons from outside the employing office.
  - Knowledge of English grammar, usage, and style; knowledge of the specialized vocabulary of psychology and Army programs.
- **Information Management.** Including:
  - Uses developing information management technology in order to accomplish duties.
  - Knowledge of office automation software, word processing procedures, and advanced computer skills in order to generate reports and maintain a data management system on the computer.
- **Professional Ethics.** Defined by:
  - Articulates a personal code of ethics.
  - Sets clear, appropriate, and culturally sensitive boundaries in order to maintain professionalism with patients.
  - Identifies and effectively addresses ethical conflicts between, or among, personal, professional, and organizational ethics.
  - Fosters an organizational climate that supports the organizational code of ethics.
  - Health Insurance Portability and Accountability Act (HIPAA). Ensures compliance with HIPAA regulations.
  - Cultural Diversity. Ability to apply knowledge in a culturally appropriate manner in order to involve the patient or client in the full range of clinical services.
- **Assess/Evaluate Emotional Problems.** Including:
  - General knowledge of personality development theories to evaluate the clients.
  - Ability to identify signs of emotional and behavioral problems.

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- Knowledge of analysis and fact finding techniques to obtain information in situations where clients are emotionally charged, frequently fearful, and unwilling to cooperate.
- Practical knowledge of various mental disorders as reflected in the Diagnostic and Statistical Manual of Mental Disorders to make a general assessment of patients presenting problems for triage purposes and disposition.
- Knowledge of various psychological tests to administer test to patients.
- Knowledge of evaluation techniques to identify relevant information, summarize the information and make determinations of types of cases and to distinguish between routine, complex, and/or emergency cases.
- Knowledge of procedures to assist the professional staff in conducting screening assessments.
- Skill in interviewing patients in order to obtain detailed historical information and in providing supportive counseling.
- **Training/Education Instruction.** This includes:
  - Ability to brief/instruct Soldiers in the behavioral risk and also instruct new personnel on the use of equipment and the procedural methods.
  - Ability to provide training in the administration and scoring of neuropsychological test instruments and interview techniques to military and civilian trainees for training purposes.
  - Army Substance Abuse Program (ASAP)
  - Knowledge of military regulations related to substance abuse.
  - Ability to implement program in accordance with local policy and established ASAP regulations.
- **Psychometry.** This includes:
  - Knowledge of basic principles, concepts, and methodology of the standardized administration, scoring, and interpretation of objective neuropsychological and psychological test batteries and skill in applying this knowledge in carrying out assignments.
  - Practical knowledge of psychodiagnostic services and experience with testing instruments to include psychoeducational, cognitive, and personality test instruments.
  - Experience in interpreting the validity and significance of psychodiagnostic data collected.
  - Basic working knowledge of the principles and concepts of clinical psychology particularly psychometric testing principles.
  - Ability to understand psychiatric diagnoses and the typical clinical presentations of patients with moderate to severe disorders.
  - Ability to understand neurological conditions, particularly TBI, and their associated cognitive and behavioral symptoms.

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- Ability to prepare written reports that integrate the patient's psychosocial history and test data.
- Ability to communicate effectively, both verbally and in writing, relevant patient behavior obtained by informed observation and interaction with patients.
- **Laboratory Operations.** Including:
  - Assist researchers in setting up test sessions.
  - Possess a practical knowledge of research processes, equipment operation, and regulatory requirements.
  - Ability to support the execution of research protocols and subsequent analysis of data; e.g., inventory and stock supplies; calibrate and maintain equipment; study preparation, train contractors in study-related standing operating procedures (SOPs); manage schedules; score study data; collect data IAW established protocols; establish and maintain data files.
  - Possess a practical understanding of the principles, methods, and techniques of psychological research to perform assignments, conduct research, and assist research psychologists in project accomplishment.
  - Ability to coordinate schedules and interact with human research subjects.
  - Ability to screen subjects for suitability for projects involving human performance.
  - Ability to conduct professional literature searches on the general aspect of the research objective, and report pertinent information to primary investigator.
  - Ability to choose related, relevant work methods and procedures and recognize specific differences in psychology research and support assignments.
  - Ability to transfer raw data to an appropriate database and perform statistical analyses as directed.
  - Ability to conduct electroneurophysiological testing.
  - Ability to prepare illustrations and results of experimental data to the specification of the primary investigator to include posters, graphic illustrations for reports, flyers for visitors, and recruiting bulletins.

**Master Training Plan.** Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

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- **Priority I (U1)** – Mandatory 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: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I.

Note: A single asterisk (\*) for a priority means “according to individual job requirement.” A double asterisk (\*\*) indicates a “recurring training requirement.” A triple asterisk (\*\*\*) means “by exception.”

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the ACOM, ASCC, DRU, or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0181. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

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**MASTER TRAINING PLAN – SERIES 0181 PSYCHOLOGY AID AND TECHNICIAN**

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-03/05	GS-06/08	GS-09/11
Basic Life Support Local Installation FT	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/OL	CP53/X	U1	U1	U1
Basic Medical Terminology (MD0010) AMEDDC&S DL	X	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1
AMEDD Behavioral Science – CL Psychology (6H-A0433) AMEDDC&S FT	CP53/X	U1	U1	U1
Family Advocacy Staff Training (FAST) (5H-F20/302-F20) AMEDDC&S FT	CP53/X	U2	U2	U2
Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S FT	CP53/X	U2	U2	U2
Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X		U2	U2
Army Substance Abuse Program (ASAP) Family Counseling (5H-F7/302-F7) AMEDDC&S FT	CP53/X		U2	U2
Army Substance Abuse Program (ASAP) Advanced Counseling (5H-F10/302-F10) AMEDDC&S FT	CP53/X		U2	U2
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL		U1	U1	U1
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL			U3	U3
Effective Briefing/Instructor Training (CDEV9001D) Graduate School USA FT			U3	U3
Public Speaking, Briefings, and Presentations Local Installation FT			U3	U3
Effective Army Writing (553 T01) ATRRS DL	X	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-03/05	GS-06/08	GS-09/11
Team Development Seminar: Team Building (Weeks 1 and 2) OPM FT	CP53			U3
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53		U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53		U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53		U3	U3
Bachelor Degree Program Local Installation Off duty FT			U3	U3
PTSD 101 Basic MHS Learn DL	CP53/X	U2	U2	U2
PTSD 101 Intermediate MHS Learn DL	CP53/X	U2	U2	U2
PTSD 101 Advanced AMEDDC&S	CP53/X	U2	U2	U2
6H-F42 Post Traumatic Stress Disorder (EMDR) AMEDDC&S	CP53/X	U2	U2	U2
6H-F43 Post Traumatic Stress Disorder (CPT) AMEDDC&S	CP53/X	U2	U2	U2
6H-F44 Post Traumatic Stress Disorder (Prolonged Exposure) AMEDDC&S	CP53/X	U2	U2	U2
Certification Professional Organization FT	CP53	U3*	U3*	U3*

**Certification/Licensure** .Certification may be a qualification for employment in some positions. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to life-long learning and the highest standards of the profession. The Certified Specialist in Psychometry (CSP) is one national-level certification exam offered by the National Association of Psychometrists (NAP). The American Association of Psychiatric Technicians (AAPT) offers another certification.

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## **ANNEX E – SERIES 0184 SOCIOLOGY**

**Overview.** The Army employs 6 people in the 0184-Sociology occupational series (source: DCPDS, 3 January 2013). These employees are currently assigned to CP18 (engineers and Scientists), although this alignment may be further developed to reflect the specific requirements of other CPs representing other Army commands and duties.

There are 3 Sociologists assigned to the Army Corps of Engineers (USACE), and 3 assigned to the Army Intelligence and Security Command (INSCOM). There are no Sociologists assigned within MEDCOM.

Sociologists are compensated through the General Service (GS), and Demonstration Engineers and Scientists (DB) pay plans.

**Occupational Series Information.** This series includes positions that involve professional work requiring knowledge of sociology and sociological methods specifically related to the establishment, validation, interpretation, and application of knowledge about social processes. Sociologists study specialized areas such as: changes in the character, size, distribution, and composition of the population; social mechanisms for enforcing compliance with widely accepted norms and for controlling deviance; social phenomena having to do with human health and disease; the structure and operation of organizations; and the complex interrelationship of the individual and society. Sociologists are concerned primarily with the study of patterns of group and organizational behavior, social interaction, and social situations in which interaction occurs. The emphasis is on the patterns of behavior that are characteristic of social groups, organizations, institutions, and nations. Some sociologists perform sociological research, others apply sociological principles and findings, and some perform a combination of both kinds of work.

With an emphasis on research, the incumbent performs a variety of assignments on a social psychology research project or program. The incumbent works as a member of a team and may be required to work independently to initiate and carry to completion a variety of assignments using social psychology and statistical methodologies to profile and evaluate foreign populations and their support for State and Non-State actors. Subject area pertains to the relationship between military forces and local civil authorities and the population, as well as the motivating factors that lead individuals to participate in mass movements that use violent means. Exercises complete responsibility for the origination, planning, coordination, and conduct of a broad program of behavioral studies. Independently formulates, plans, and develops hypotheses, concepts, approaches, and methods for attacking major problems in this broadly assigned area.

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**Mission Critical Occupation.** The 0184-Sociology occupational series has not been designated a Mission Critical Occupation.

**Career Ladder.** The small population of Sociologists in the Army and their limited assignment opportunities do not provide for a career ladder in the GS-0184 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. The GS-11 and above grades are professional positions requiring specialized graduate study and consistently exercising discretion and judgment. Individuals employed in the Sociology series should be guided by the qualification standards established by OPM (Qualification Standards for Series 0184, Sociology).

**Draft Functional Competencies.** The following draft functional competencies apply to Sociologists in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Experimental Development.** Includes:
  - Ability to apply scientific knowledge toward the creation of new or substantially improved equipment, materials, instrumentation, devices, systems, mathematical models, processes, techniques, and procedures which will perform a useful function or be suitable for a particular duty.
  - Ability to establish requirements for technical objectives and characteristics.
  - Ability to devise and evaluate concepts for design approaches: criteria, parameters, characteristics and interrelationships.
  - Ability to experiment, investigate, and test to produce new data, mathematical models, or methods to test concepts, formulate design criteria, and measure and predict natural and social phenomena and performance.
  - Ability to design and develop prototypes, breadboards, and engineering models including the direction of their fabrication as required.
  - Ability to develop standards and test plans to assure reliability.
  - Ability to coordinate and/or manage specific development being executed in-house or under contract.
- **Human Factors (General).** Ability to perform interviews, task analyses, workload analyses, operational sequence analyses, biomechanics, anthropometrics, computer simulations, mathematical modeling, operations research, production of tests or other personnel measurement or information gathering devices such as rating scales, questionnaires, etc., and experimental, statistical, mathematical and other research techniques applicable to the study of human behavior, capacities, traits, interests, and activities.

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**Master Training Plan.** Employees enter this occupational series at the GS-9/DB 2 level and require additional graduate degrees to become qualified for advancement. Sociologists should concentrate on leader development in addition to the formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** – Mandatory 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: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I.

Note: A single asterisk (\*) for a priority means “according to individual job requirement.” A double asterisk (\*\*) indicates a “recurring training requirement.” A triple asterisk (\*\*\*) means “by exception.”

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at AMSC, that are centrally funded by the Deputy Chief of Staff, G-3/5/7 and managed by the G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by the ACOM, ASCC, DRU, or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

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The following chart is the Master Training Plan for Series 0184. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at:

<https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

**MASTER TRAINING PLAN – SERIES 0184 SOCIOLOGIST**

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11/12	GS-13/14
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	
Organization of the US Government Supervisor OJT	X	U1	U1	
Organization and Functions of AMEDD (MD0004) AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1	
AMEDD Behavioral Science – CL Psychology (6H-A0433) AMEDDC&S FT	CP53/X	U1	U1	
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL	CP53	U3	U3	U3
Effective Briefing/Instructor Training (CDEV9001D) Graduate School USA FT	CP53	U3	U3	U3
Executive Leadership Program Graduate School USA FT	CP53		U3	U3
Team Development Seminar: Team Building (Weeks 1 and 2) OPM FT	CP53		U3	U3
Management Development Seminar I: Leading from the Middle OPM FT	CP53			U3
Management Development Seminar II: Leading Organizations OPM FT	CP53			U3
Capitol Hill Workshop Vendor FT	CP53			U3
White House Workshop Vendor FT	CP53			U3
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT				U3
National Security Management Course (NSMC) NSMC FT	CP53/X			U3
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT				C
Secretary of the Army Research and Study Fellowships SARSF FT			C	C

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11/12	GS-13/14
Certification Professional Organization FT	CP53	U3*	U1*	U1*

**Certification/Licensure.** Sociologists require successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study or specific course requirements to enter the field. Additionally, GS-11 positions require a Master's or equivalent graduate degree in Sociology, and GS-12 positions require a Ph.D. or equivalent doctoral degree.

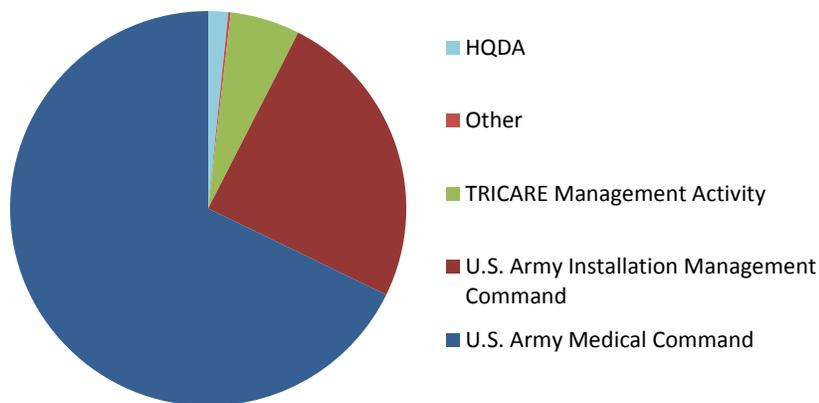
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## ANNEX F – SERIES 0185 SOCIAL WORK

**Overview.** The Army employs over 1,400 (source: DCPDS, 3 January 2013) people in the 0185-Social Work occupational series. These employees are currently assigned to CP53, although this alignment may be further developed to reflect the specific requirements of other CPs representing other Army commands and duties.

Employees in the Social Work occupational series are assigned to a variety of Army commands as shown below. These employees are most commonly employed MEDCOM and IMCOM.

### Series 0185 Distribution by Command



Social Work employees are almost exclusively compensated through the General Schedule civilian pay plan.

**Occupational Series Information.** There are over 1,400 Social Workers assigned within MEDCOM. They are located throughout the world, at the MEDCENS, RMCs, MEDDACs, US Army Health Clinics, supporting various USAG programs, and as instructors at the AMEDDC&S. Clinical Social Workers are usually employed in clinical settings requiring a current clinical license. The medical treatment facility credentials committee reviews their training and grant clinical privileges based on demonstrated clinical competence.

Social Workers provide direct behavioral health clinical services to Soldiers presenting with a wide range of complaints secondary to deployment and combat. They also provide services to Families affected by domestic violence, illnesses, and the military deployment cycle. Medical social workers help patients and their Families cope with the many problems that accompany illness or inhibit recovery and rehabilitation, such as economic need, disability, and lack of resources after discharge to home. They collect and analyze patient information to help other health professionals understand the social, emotional, and environmental factors underlying a patient's condition, or affecting their optimal recovery. In hospitals, medical social workers often coordinate services for home care and equipment following discharge, or for referral to

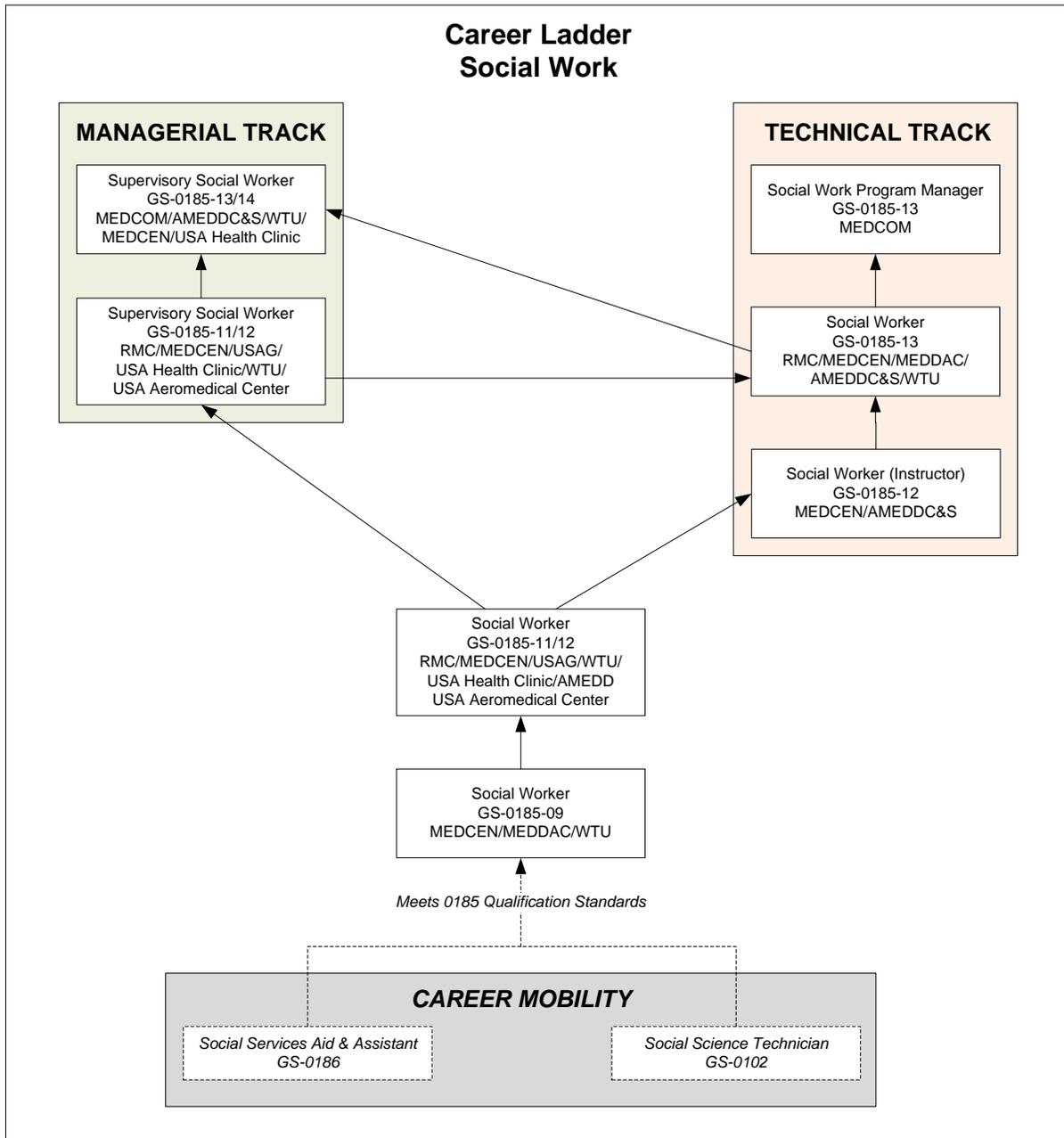
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rehabilitation and long-term care facilities. Additionally, clinical Social Workers with certification in substance abuse counseling work in the Army's Substance Abuse Program.

**Mission Critical Occupation.** The 0185-Social Work occupational series has been designated a Mission Critical Occupation.

**Career Ladder.** The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0185 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Work Series should be guided by the qualification standards established by OPM (Qualification Standards for Series 0185, Social Work). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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**Draft Functional Competencies.** The following draft functional competencies apply to Social Workers in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

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- **Orientation.** This includes:
  - Utilizes knowledge of DOD and Army systems (e.g., acronyms, traditions, and military rank structure) in order to effectively function within the organization.
  - Initiates and performs cardiopulmonary resuscitation of adults and children and assists in other emergency situations, when necessary, in order to maintain circulation to vital organs until help arrives.
- **Communications.** This competency includes:
  - Uses interviewing strategies to diffuse resistance, engages and empowers the patient, and gathers assessment data in order to begin to establish a healthy relationship.
  - Communicates with individuals and Families using a nondirective approach when identifying and addressing their concerns in order to communicate acceptance, interest, and encouragement and assists them in exploring their problems.
  - Seeks and maintains cooperative community relationships in agencies providing services to active duty and retired military and their Family members in order to ensure continuity of care to patients.
  - Information Management. Uses developing information management technology in order to accomplish duties.
- **Professional Ethics.** To include:
  - Sets clear, appropriate, and culturally sensitive boundaries in order to maintain professionalism with patients.
  - Articulates a personal code of ethics. Identifies and effectively addresses ethical conflicts between, or among, personal, professional, and organizational ethics. Fosters an organizational climate that supports the organizational code of ethics.
  - Health Insurance Portability and Accountability Act (HIPAA) of 2001. Ensures compliance with HIPAA regulations.
- **Cultural Diversity.** Utilizes knowledge of social work practice in a culturally appropriate manner in order to involve the patient or client in the full range of clinical services.
- **Research.** Including:
  - Keeps abreast of current research in the field and its applicability in order to expand clinical knowledge, enhance role performance, and increase knowledge of professional issues.
  - Identifies and evaluates alternatives in order to choose and implement the best alternative.
  - Synthesizes new approaches using existing information and data in order to integrate into an effective treatment plan.
- **Clinical Treatment.** Accepts and makes referrals of patients; develops treatment plans; evaluates treatment and patients; consults with other team members, etc.
- **Training/Education Instruction.** Ability to direct, modify, and manage the clinical aspects of the training program to ensure the effectiveness of the social work professional in the conduct of their duties.

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- **Medical Social Work.** To include:
  - Ability to assist patients and their Families in understanding, accepting, and adjusting to acute and/or chronic illness. Utilizes knowledge of specific ethical issues in health care (e.g., transplantation, Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), nutrition hydration, family planning, high risk newborn, genetics and reproduction, right to die, and assisted suicide, and refusal of treatment) to provide psychosocial support.
  - Ability to protect patient rights and confidentiality by utilizing knowledge of ethical decision-making processes, structures, and social constructs underlying ethical theory.
  - Ability to provide psychosocial support to patients and their Families by utilizing a knowledge of psychosocial problems associated with chronic childhood illnesses (pediatrics), cancer treatment, cardiac problems (to include rehabilitation), chronic obstructive pulmonary disease (COPD), sudden trauma (burns, closed heat injury, amputation, loss of sight, etc.), and their impact on the patient's and Family's social, intellectual, and physical homeostasis.
- **Family Advocacy Social Work.** This includes:
  - Coordinates program services with Medical Treatment Facility, Social Work Services, Provost Marshal, Staff Judge Advocate, US Army Criminal Investigation Command (CID), Chaplains, state/local service agencies, and local jurisdiction law enforcement officials.
  - Keeps abreast of military organizations, missions, lifestyles, and situations which can contribute to family stress, problems, and crisis situations. Develops prevention and education programs which include resources for information and referral data.
  - Utilizes knowledge of the dynamics of child abuse and neglect and the empirical basis for recommended interventions and applies to the unique presentations of each case. Familiar with risk assessment and takes protective action when required.
  - Knowledge of the dynamics of Domestic Violence and the complex types of individuals who use violence in their relationships. Utilizes empirically based treatment interventions to ensure safety and control violence. Utilizes motivational enhancement methods.
- **Substance Abuse Social Work.** This includes:
  - Knowledge of military regulations related to substance abuse.
  - Ability to incorporate military substance abuse regulations in a treatment plan.
  - Manages inpatient substance abuse program.
  - Coordinates the inpatient substance abuse program.
  - Evaluates the inpatient substance abuse program.
  - Ability to implement program in accordance with local policy and established Army Substance Abuse Program (ASAP) regulations.
  - Ability to clinically supervise social work and medical students on complex cases often involving life-threatening illness, major medical problems, and co-existing

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psychiatric disorders in addition to advanced stages of dependency, poly substance abuse, inter-generational co-dependencies and co-addicted families.

- Knowledge of individual/couple, Family, and organizational systemic collaborative intervention in a difficult, highly defended patient population that is at high risk for complex biopsychosocial deterioration.

**Master Training Plan.** Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** – Mandatory 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: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I.

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funded by the ACOM, ASCC, DRU, or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0185. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

**MASTER TRAINING PLAN – SERIES 0185 SOCIAL WORK**

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11/12	GS-13/14
Basic Life Support Local Installation FT	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	
Organization of the US Government Supervisor OJT	X	U1	U1	
Organization and Functions of AMEDD (MD0004) AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1	
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/OL	CP53/X	U1	U1	U1
AMEDD Behavioral Science – CL Psychology (6H-A0433) AMEDDC&S FT	CP53/X	U1	U1	
Family Advocacy Staff Training (FAST) (5H-F20/302-F20) AMEDDC&S FT	CP53/X	U2	U2	U2
FAST (Advanced) – Multi-Victim Cases of Child Sexual Abuse (5H-F24/302-F23) AMEDDC&S FT	CP53/X	U2	U2	U2
FAST (Advanced) – FASTA Prevention (5H-F28/302-F27) AMEDDC&S FT	CP53/X	U2	U2	U2
Family Advocacy Program (FAP) Team Building (5H-F22/302-F22) AMEDDC&S FT	CP53/X	U2	U2	U2
Family Advocacy Program Clinical Supervisor (5H-F23) AMEDDC&S FT	CP53/X	SUP	SUP	
Army Substance Abuse Program Advanced Counseling (5H-F10/302-F10) AMEDDC&S FT	CP53/X	U2	U2	U2
Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S FT	CP53/X	U2	U2	U2

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11/12	GS-13/14
Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X	U2	U2	U2
Army Substance Abuse Program (ASAP) Management (5H-F6) AMEDDC&S FT	CP53/X	U2	U2	U2
Army Substance Abuse Program (ASAP) Family Counseling (5H-F7/302-F7) AMEDDC&S FT	CP53/X	U2	U2	U2
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL	CP53	U3	U3	U3
Effective Briefing/Instructor Training (CDEV9001D) Graduate School USA FT	CP53	U3	U3	U3
Instructor Training (5K-F3/520-F3) AMEDDC&S FT	X		U3	
Executive Leadership Program Graduate School USA FT	CP53		U3	U3
Team Development Seminar: Team Building (Weeks 1 and 2) OPM FT	CP53		U3	U3
Management Development Seminar I: Leading from the Middle OPM FT	CP53			U3
Management Development Seminar II: Leading Organizations OPM FT	CP53			U3
Capitol Hill Workshop Vendor FT	CP53			U3
White House Workshop Vendor FT	CP53			U3
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT				U3
National Security Management Course (NSMC) NSMC FT	X			U3
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT				C
Secretary of the Army Research and Study Fellowships SARSF FT			C	C
Army Master of Social Work Program Fayetteville State University FT	X		C	C
PTSD 101 Basic MHS Learn DL	CP53	U2	U2	U2
PTSD 101 Intermediate MHS Learn DL	CP53	U2	U2	U2

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11/12	GS-13/14
PTSD 101 Advanced AMEDDC&S FT	CP53	U2	U2	U2
6H-F42 Post Traumatic Stress Disorder (EMDR) AMEDDC&S FT	CP53	U2	U2	U2
6H-F43 Post Traumatic Stress Disorder (CPT) AMEDDC&S FT	CP53	U2	U2	U2
6H-F44 Post Traumatic Stress Disorder (Prolonged Exposure) AMEDDC&S FT	CP53	U2	U2	U2
Certification Professional Organization FT	CP53	U3*	U3*	U3*

**Certification/Licensure.** Social workers employed by MEDCOM must have a Masters Degree in Social Work from an accredited program as well as a current unrestricted state Social Work license for clinical practice.

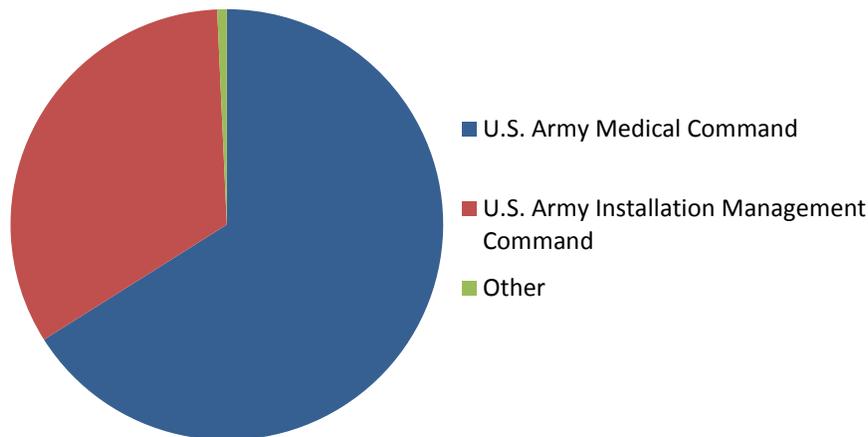
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## ANNEX G – SERIES 0186 SOCIAL SERVICES AID AND ASSISTANT

**Overview.** The Army currently employs over 420 people (source: DCPDS, 3 January 2013) in occupational series 0186-Social Services Aid and Assistant. These employees are currently affiliated with CP53, but future realignments may shift the majority of the 0186 workforce into CP 51, Morale Welfare, and Recreation.

Social services aids and assistants are employed in a variety of Army commands, as shown in the chart below. These employees are most commonly assigned to MEDCOM and IMCOM. They are employed primarily by the MEDCENS, MEDDACs, health clinics, and in US Army Garrison functions.

### Series 0186 Distribution by Command



Series 0186 employees are compensated under the General Schedule pay plan for civilian employees, with the exception of several local national employees..

**Occupational Series Information.** This series covers nonprofessional positions that provide counseling, guidance, and related social services work. The work requires skill to communicate effectively and to work constructively with Soldiers and their dependents. The work also requires a practical knowledge of program requirements and procedures, and a practical understanding of some of the more routine methods and techniques of counseling.

In the lower grades, duties involve routine office administration tasks. As employees advance in grade level, they provide a wide range of clinical and nonclinical services that require knowledge of vital Army social programs to include: Army Community Service (ACS); Army Family Advocacy Program (AFAP); Army Family Team Building (AFTB); Army Substance Abuse Program (ASAP); Exceptional Family Member Program (EFMP); Soldier and Family Assistance Center (SFAC); Army Emergency Relief (AER) program; WT program; financial readiness;

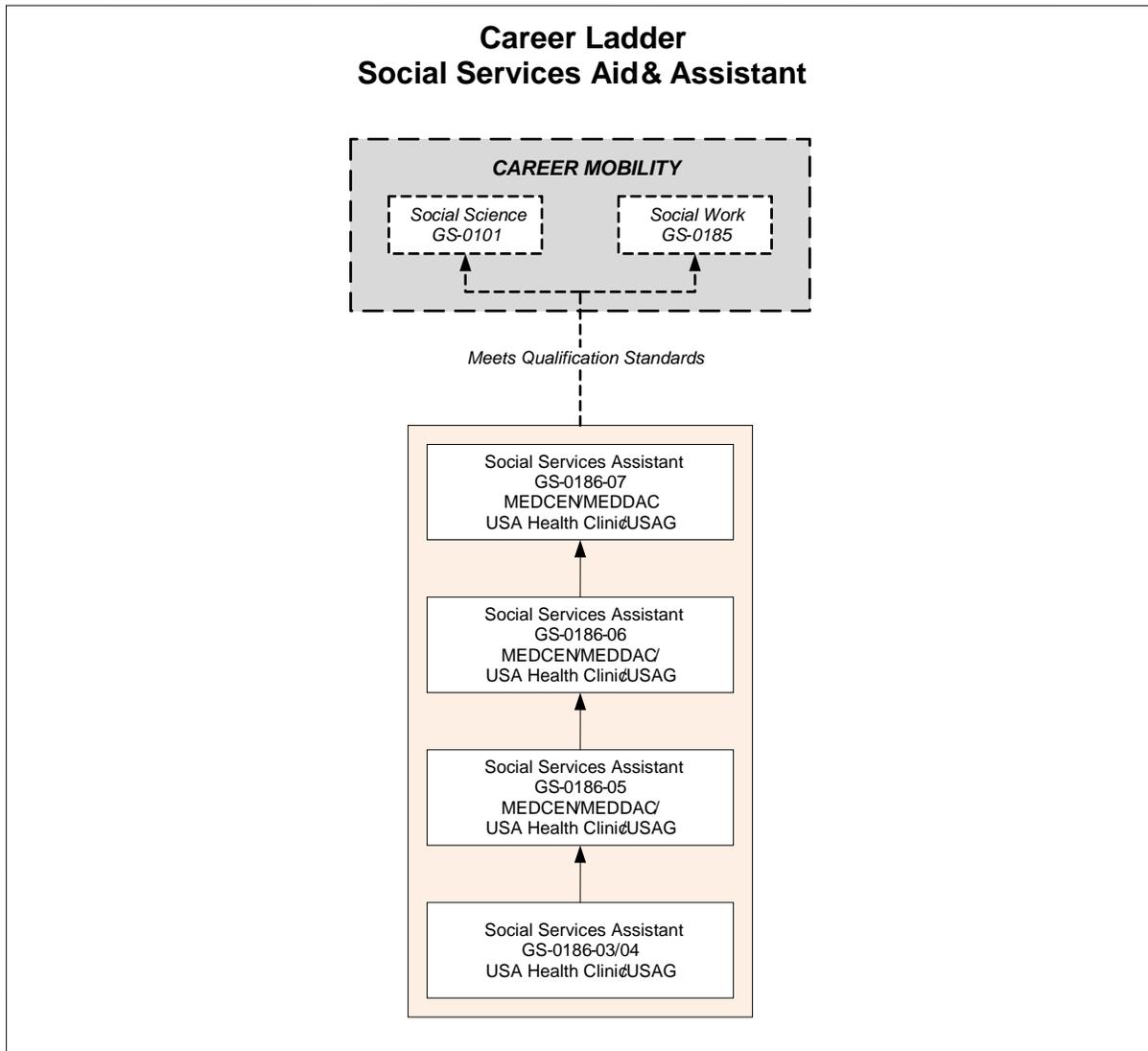
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Relocation/Information & Referral program; mobilization and deployment readiness; employment readiness; survivor outreach services; and suicide intervention and prevention programs. In the higher grades, duties may involve practical counseling skills and knowledge that represent major quasi-professional responsibilities requiring independent exercise of authoritative judgment in serious and complicated cases on a continuing basis. Experienced Social Services Aids and Assistants assess client progress and recommend changes in treatment plans when progress is not satisfactory.

**Mission Critical Occupation.** The 0186 Social Services Aid and Assistant has been designated a DOD Army Mission Critical Occupation.

**Career Ladder.** The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0186 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Services Aid and Assistant Series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0186, Social Services Aid and Assistant](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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**Draft Functional Competencies.** The following draft functional competencies apply to Social Services Aids and Assistants in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Orientation.** This competency includes:
  - Utilizes knowledge of DOD and Army systems (e.g., acronyms, traditions, and military rank structure) in order to effectively function within the organization.
  - Initiates and performs cardiopulmonary resuscitation of adults and children and assists in other emergency situations, when necessary, in order to maintain circulation to vital organs until help arrives.

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- Practical knowledge of the military system and military lifestyles.
- **Communications.** This includes:
  - Uses interviewing strategies to diffuse resistance, engage and empower the patient, and gather assessment data in order to begin to establish a healthy relationship.
  - Practical knowledge of interviewing and counseling principles, methods, and techniques.
  - Communicates with individuals and Families using a nondirective approach when identifying and addressing their concerns in order to communicate acceptance, interest, and encouragement and assist them in exploring their problems.
  - Seeks and maintains cooperative community relationships in agencies providing services to active duty and retired military and their Family members in order to ensure continuity of care to patients.
  - Skill in fact finding and analysis of emotionally charged situations where the parties involved are frequently unwilling to cooperate, hostile, and are fearful.
  - Skill in fact finding and analysis to identify relevant information, relate the information to assigned problems, and provide proper forms of guidance and counseling.
  - Skill in writing routine letters, memorandums and simple narrative reports, and skill in oral expression to explain procedural matters to persons from outside the employing office.
  - Knowledge of English grammar, usage, and style; knowledge of the specialized vocabulary of the social work programs, and skill in writing to prepare reports, letters, and memorandums on these subjects.
- **Information Management.** Including:
  - Uses developing information management technology in order to accomplish duties.
  - Knowledge of office automation software, word processing procedures, and advanced computer skills in order to generate reports and maintain a data management system on the computer.
- **Professional Ethics.** To include:
  - Sets clear, appropriate, and culturally sensitive boundaries in order to maintain professionalism with patients.
  - Articulates a personal code of ethics. Identifies and effectively addresses ethical conflicts between, or among, personal, professional, and organizational ethics. Fosters an organizational climate that supports the organizational code of ethics.
  - Health Insurance Portability and Accountability Act (HIPAA) of 2001. Ensures compliance with HIPAA regulations.
  - Cultural Diversity. Utilizes knowledge of social work practice in a culturally appropriate manner in order to involve the patient or client in the full range of clinical services.
- **Training and Education.** Including:

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- Develops and presents formal and informal classes and briefings in order to provide orientation and training for patients, medical staff, commanders, supervisors, and the community.
- Demonstrates a commitment to continued professional development in order to maintain credentials.
- **Research.** This includes:
  - Keeps abreast of current research in the field and its applicability in order to expand clinical knowledge, enhance role performance, and increase knowledge of professional issues.
  - Identifies and evaluates alternatives in order to choose and implement the best alternative.
  - Synthesizes new approaches using existing information and data in order to integrate into an effective treatment plan.
- **Assess/Evaluate Emotional Problems.** This competency includes:
  - Makes referrals of patients; adheres to treatment plans developed by professional healthcare providers; evaluates treatment and patients; consults with other team members; etc.
  - Possesses a practical understanding of more routine methods and techniques of counseling.
  - Possesses a knowledge of interviewing techniques.
  - Understands basic personality structures.
  - Ability to recognize psychopathology.
  - Plans and formulates treatment goals.
  - Uses social casework and group work techniques.
  - Training/Education Instruction.
  - Conducts classes and provides instruction.
  - Ability to prepare and write plans of instruction, develop lesson plans, and training aids.
  - Ability to direct, modify, and manage aspects of the training program to ensure the effectiveness of the social services assistant in the conduct of their duties.
- **Family Advocacy Program.** Including:
  - Coordinates program services with Medical Treatment Facility, Social Work Services, Provost Marshal, Staff Judge Advocate, US Army Criminal Investigation Command (CID), Chaplains, state/local service agencies, and local jurisdiction law enforcement officials.
  - Keeps abreast of military organizations, missions, lifestyles, and situations which can contribute to family stress, problems, and crisis situations. Develops prevention and education programs which include resources for information and referral data.
  - Utilizes knowledge of the dynamics of child abuse and neglect and the empirical basis for recommended interventions and applies to the unique presentations of each case. Familiar with risk assessment and takes protective action when required.

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- Knowledge of the dynamics of Domestic Violence and the complex types of individuals who use violence in their relationships. Utilizes empirically based treatment interventions to ensure safety and control violence. Utilizes motivational enhancement methods.
- **Army Substance Abuse Program (ASAP).** To include:
  - Knowledge of military regulations related to substance abuse.
  - Ability to implement program in accordance with local policy and established ASAP regulations.
  - Knowledge of individual/couple, family, and organizational systemic collaborative intervention in a difficult, highly defended patient population that is at high risk for complex biopsychosocial deterioration.

**Master Training Plan.** Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** – Mandatory 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: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DOD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

Note: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Appendix I.

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Note: A single asterisk (\*) for a priority means “according to individual job requirement.” A double asterisk (\*\*) indicates a “recurring training requirement.” A triple asterisk (\*\*\*) means “by exception.”

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by the ACOM, ASCC, DRU or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0186. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/>, or [http://www.asamra.army.mil/cwt/careermaps\\_cp53.cfm](http://www.asamra.army.mil/cwt/careermaps_cp53.cfm).

**MASTER TRAINING PLAN – SERIES 0186 SOCIAL SERVICES AID & ASSISTANT**

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04	GS-05	GS-06	GS-07
Basic Life Support Local Installation FT	X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S/Supervisor OJT/CC/OL	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/OL	X	U1	U1	U1	U1
Basic Medical Terminology (MD0010) AMEDDC&S DL	X	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL		U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1

CP53 ACTEDS Plan for Behavioral Health Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04	GS-05	GS-06	GS-07
AMEDD Behavioral Science – Social Work (6H-A0435) AMEDDC&S FT	X		U1	U1	U1
Family Advocacy Staff Training (FAST) (5H-F20/302-F20) AMEDDC&S FT	X		U2	U2	U2
FAST (Advanced) – Multi-Victim Cases of Child Sexual Abuse (5H-F24/302-F23) AMEDDC&S FT	X		U2	U2	U2
FAST (Advanced) – Spouse Abuse Treatment (5H-F25/302-F24) AMEDDC&S FT	X		U2	U2	U2
FAST (Advanced) – FASTA Prevention (5H-F28/302-F27) AMEDDC&S FT	CP53/X		U2	U2	U2
Family Advocacy Program (FAP) Team Building (5H-F22/302-F22) AMEDDC&S FT	CP53/X		U2	U2	U2
Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S FT	CP53/X		U2	U2	U2
Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X		U2	U2	U2
Army Substance Abuse Program (ASAP) Family Counseling (5H-F7/302-F7) AMEDDC&S FT	CP53/X				U2
Army Substance Abuse Program (ASAP) Advanced Counseling (5H-F10/302-F10) AMEDDC&S FT	CP53/X				U2
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL	CP53				U3
Effective Briefing/Instructor Training (CDEV9001D) Graduate School USA FT	CP53		U3	U3	U3
Instructor Training (5K-F3/520-F3) AMEDDC&S FT	CP53		U3	U3	U3
Public Speaking, Briefings, and Presentations Local Installation FT			U3	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3	U3	U3
Effective Army Writing (553 T01) ATRRS DL	X	U1	U1	U1	U1
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53		U3	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53		U3	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53		U3	U3	U3

CP53 ACTEDS Plan for Behavioral Health Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04	GS-05	GS-06	GS-07
Bachelor Degree Program Local Installation Off duty FT			U3	U3	U3
PTSD 101 Basic MHS Learn DL	CP53/X	U2	U2	U2	
PTSD 101 Intermediate MHS Learn DL	CP53/X	U2	U2	U2	
PTSD 101 Advanced AMEDDC&S FT	CP53/X	U2	U2	U2	
6H-F42 Post Traumatic Stress Disorder (EMDR) AMEDDC&S FT	CP53/X	U2	U2	U2	
6H-F43 Post Traumatic Stress Disorder (CPT) AMEDDC&S FT	CP53/X	U2	U2	U2	
6H-F44 Post Traumatic Stress Disorder (Prolonged Exposure) AMEDDC&S FT	CP53/X	U2	U2	U2	
Certification Professional Organization FT	CP53	U3*	U3*	U3*	U3*

**Certification/Licensure .** Certification may be a qualification for employment in some positions. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to life-long learning and the highest standards of the profession. The Human Services – Board Certified Practitioner (HS-BCP) is one certification. Certified Substance Abuse Counselor Assistant, offered in many States, is another certification.

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## **ANNEX H – MASTER TRAINING PLAN FOR INTERNS - TBD**

This annex is currently under development. It will address the CP53 training and utilization plan for Behavioral Health employees in the intern program.

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## **ANNEX I- CP53 POLICY ON TRAINING**

**General.** Training opportunities are designed to provide a progressive competency growth in developing CP53 personnel, both professionally and technically. Programs identified in this document align with the DOD and Army Human Capital Strategic Plans and are substantiated in our ACTEDS Plans (as available).

CP53 funded training is open to all CP53 employees, regardless of grade, assigned to permanent positions, unless otherwise stated. All opportunities are competitive and selections will be determined by the CP53 FCR.

**Identification of Requirements.** Requirements for all ACTEDS resources will be submitted annually to the CP53 Proponent Office, when requested, by suspense action. Requirements will be routed through the chain of command to the RMCs for review, consolidation, and prioritization. Requirements will be submitted to MEDCOM G-3 for forwarding to the CP53 Proponent Office and subsequent submission to HQDA G-3.

**Funding Competitive Selection Considerations.** Selection of employees for training will be made without regard to political preference, race, color, religion, national origin, sex, marital status, disability, age, or sexual orientation. Applicants will be rated against the following factors:

- Prior participation and/or advanced degrees
- Program cost/length
- Proximity of training to home workstation
- ACOM, ASCC, DRU, or installation endorsement
- Supervisor's Assessment of Need for Training
- Post Training Utilization Plan
- Functional (CP Manager) assessment of need
- Performance appraisals and awards
- Employee's motivation for attendance
- Relevance of training program to mission of Army MEDCOM

All training requested must be identified in employee's Individual Development Plan (IDP) and a completed/signed copy must accompany application for any training requested. In addition, justification for training must indicate how the training supports the Command's Balanced Score Card Objectives.

All applicants must provide proof of completion of the appropriate CES courses for their positions. Certificates from non-CES leadership development programs will not be acceptable unless accompanied by certification of equivalency from CES.

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Commands will not be reimbursed for salaries and personal benefits for training participants or costs incurred through temporary backfill of the vacated position.

ACTEDS funding is provided IAW ACTEDS Funding Strategy and funds are always subject to availability set forth by Headquarters (HQDA) G-3/5/7.

For application or program information, contact the CP53 Proponent Office listed at the end of this section.

### **Short-Term Training (STT)**

**Training of 120 calendar days or less.** Programs include training and courses conducted at Army, other DOD activities, and Federal agencies, symposiums, workshops, and seminars providing professional training for medical personnel, leadership and management development programs, and other training opportunities and courses identified. Attendance at seminars and workshops must have a demonstrated training purpose and must be documented in the employee's IDP.

The applicant must be accepted for the training, or be otherwise eligible to attend the course, prior to submission of the application. The applicant must include the description of the training, the training outline, and what benefits (competencies) will be received from the training.

**Forms Required.** Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification*; and *Agreement to Continue in Service* (for training in excess of 80 hours). These forms are available at [http://cpol.army.mil/library/train/catalog/form\\_ndx.html](http://cpol.army.mil/library/train/catalog/form_ndx.html)

**Less than full-time training.** Less than full-time training may be supported when the training is particularly meritorious and timely with significant benefit to the individual and the organization. This opportunity for training is intended to broaden employees' experience, knowledge, and perspective in management and operational techniques. This training is primarily university training that will not result in a degree.

**Forms Required.** Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification*; and *Agreement to Continue in Service* (for training in excess of 80 hours). These forms are available at [http://cpol.army.mil/library/train/catalog/form\\_ndx.html](http://cpol.army.mil/library/train/catalog/form_ndx.html).

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## University Training

**Academic Degree Training (ADT).** Academic Degree Training is training or education with the stated objective of obtaining an academic degree from a college, university, or other accredited institution.

ADT for undergraduate and graduate degrees may be funded by HQDA or by individual Commands. All requests require Assistant Secretary of the Army [Manpower & Reserve Affairs] (ASA M&RA) approval, regardless of the funding source. Listed below are the criteria to participate in ADT. Specific application instructions are available in the ACTEDS Catalog located at [http://cpol.army.mil/library/train/catalog/pkt\\_adt.html](http://cpol.army.mil/library/train/catalog/pkt_adt.html).

- The ADT program is open to all civilian employees (not in probation status) assigned to a CP53 permanent position, unless otherwise stated.
- Must be part of a planned, systematic, and coordinated program of professional development endorsed by Army that supports organizational objectives.
- Academic degree to be pursued must be related to the performance of the employee's official duties.
- All requests require supervisory approval and must be routed through Command channels.
- Employees must sign an Agreement to Continue in Service for three times the length of the training--to begin upon successful completion of the program.
- Course of study must be from an accredited institution.
- Participants must satisfactorily complete all courses of study. Undergraduate students must maintain a "C" average or better; graduate students must maintain a "B" average or better for all courses completed. Failure to do so may result in repayment to the government of all costs associated with the training/course/program; i.e., tuition, books, equipment, tools, fees, etc.
- Submission of application packages for university training does not guarantee approval for the program. The availability of ADT funds will determine how many application packages are accepted and approved.
- Funding for specific courses is on a case-by-case basis. ACTEDS funds cover tuition and books both for full-time and part-time study. Funding is not authorized for per diem or travel.
- Applicants must plan for at least a three-semester lead-time due to the lengthy approval process of the application package and the training requests.
- Funding, under an approved "Degree Program" cannot exceed 3 years.

**Graduate level.** This opportunity has been extended to those wishing to continue with graduate studies.

- Funding will be provided for tuition and books for both full-time and part-time study.
- Funding is not authorized for per diem or travel.

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- Supervisory approval is required prior to any program start.
- Applicants must have met admissions criteria as determined by the university.
- Funding will be programmed within a 2-year period from start to completion.

**Baylor University Master of Health Administration and Master of Business Administration Program.**

The Baylor Program was created to ensure a steady pipeline of civilians who are properly training and have the appropriate skill sets to become Healthcare Administrators. This rigorous graduate level program is centrally funded by US Army MEDCOM and is open to current MEDCOM employees. This program targets employees at the intermediate or journeyman GS-11 or 12 levels. Waivers will be granted to highly qualified candidates. The 2-year program consists of a 12-month didactic phase at Fort Sam Houston, Texas. Army-Baylor students complete 60 hours of graduate coursework toward a Master of Health Administration (MHA) degree awarded by the Baylor University Graduate School, or alternatively, 71 hours to be applied to a joint MHA/Master of Business Administration (MBA) degree from the Baylor University Graduate School and Baylor University School of Business. The resident phase is 1 year (subject to modification based on mission or student requirements). Minimum prerequisites/requirements include:

Baccalaureate degree from an accredited college or university.

- Composite Verbal and Quantitative Graduate Record Examination (GRE) score of 1050 or a score of 525 on the Graduate Management Admission Test (GMAT) within the past 5 years.
- Cumulative 2.9 undergraduate grade point average (GPA) on a 4.0 scale or a GPA of 3.0 on a 4.0 scale, based on the last 60 hours of undergraduate work.
- Candidates must have less than 15 years of Federal service.
- Applicants must have met admissions criteria as determined by the university.
- Employees will be required to sign a mobility agreement and incur a 3-year obligation for continued Federal service.
- The annual deadline for applications is 31 October. Selection board will select students in November-December time frame. Program begins in June of each year.
- Candidates must submit last three performance appraisals, a 500-word essay on the topic "Why I Want to be a Healthcare Administrator," and an endorsement from the employee's current Commander. Supervisory approval is required prior to any program start.
- Funding will be programmed within a 2-year period from start to completion. Funding will be provided for tuition and books. Permanent change of station moves will be allowed. Funding is not authorized for per diem or travel.

**Fayetteville State University Master of Social Work Program.** This 38-month graduate level program was developed to ensure a steady inventory of trained civilian GS-0185 Social Workers. The target group is MEDCOM civilian employees working in GS-5 through 9 grade

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level positions. This is a MEDCOM-funded program and permanent change of station (PCS) is authorized. Minimum prerequisites/requirements include:

- Baccalaureate degree in a liberal arts field from an accredited college or university with an overall undergraduate GPA of 3.0 on a 4.0 scale. Candidates must submit a copy of all undergraduate transcripts that were used toward degree completion.
- Composite verbal and quantitative Graduate Record Examination (GRE) score that is in the 53 percentile of the maximum score, and the examination must be within 5 years of program start date. GRE will not be waived.
- Candidates must submit a three- to five-page personal statement, resume, recent SF-50 reflecting current permanent position within MEDCOM, and three signed letters of recommendation from professionals who can attest to the applicant's capabilities for performing in a graduate level program and becoming a social worker. One of the references must be from the applicant's supervisor.
- Board recommended selectees and their supervisors will be interviewed by the program director, or designee, as part of the selection process.
- Civilian employees will incur a 3-year, 2-month service obligation for continued Federal service.
- Employees with a Bachelor of Social Work (BSW) degree (acquired within the last 5 years) will be considered advanced students, and their Phase 1 training will be reduced to 9 months.
- Salary will be funded at employees' applicable grade.
- Phase 1 is a 14-month didactic phase that culminates with students taking their licensing examination to practice as Master Social Work practitioners and the receipt of the Master's degree. In Phase 2, employees are placed in a permanent GS-0185-9 position for 24 months of structured supervision within MEDCOM, where needed. Employees will receive prescribed professional development training locally, and centrally funded training offered by MEDCOM. Employees have the potential to be promoted to GS-0185-11 after they have met their independent licensure supervision requirements and have passed the Licensed Clinical Social Worker (LCSW) exam.

**Completion of Training.** CP53 individuals awarded ACTEDS funds must provide completed copies of the SF 182, grade reports, or other evidence of successful completion of training for each funded course. Individuals will be responsible for maintaining records of all funds received for ACTEDS training.

**Other Requirements.** Students must ensure training is approved/signed by an HQDA G-3 Budget Analyst prior to attending training. Failure to follow identified procedures may result in the employee incurring liability for all training costs. Employees must ensure there is sufficient lead time for the processing of training documents prior to the proposed training start date.

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**Point of Contact.** The Career Program Representative is Mr. Pete A. Altman, [usarmy.ibsa.medcom-ameddcs.other.CP53Medical@mail.mil](mailto:usarmy.ibsa.medcom-ameddcs.other.CP53Medical@mail.mil) (210) 221-2486 or 221-9962 (DSN 471); fax number: (210) 221-9927.

### **Civilian Education System (CES)**

CES is composed of seven leader development courses: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), Action Officer Development Course (AODC), Supervisor Development Course (SDC), and the Manager Development Course (MDC). Qualified Army civilians may also be eligible to attend Senior Service College (SSC). Detailed descriptions of these courses can be found in Chapter 1 of the ACTEDS Training Catalog.

CES applications are processed through the Civilian Human Resources Training Application System (CHRTAS). CHRTAS is an automated management system that allows you to develop and record completed training and apply for Civilian Human Resources and CES courses. Your CES leader development experience starts at <https://www.atrrs.army.mil/channels/chrtas>. Begin by preparing/updating your profile, which contains critical information needed to process your application. Once this is complete, you can search for courses and apply for training. Applications will be electronically routed through your supervisor for concurrence, then to the appropriate Quota Manager for approval.

Additional information on CES and available courses may be found on the AMSC web site at <http://www.amsc.belvoir.army.mil/academic/ces/>. Refer to this web site for information about course dates, locations, and prerequisites.

### **More Information.**

- ADT Checklist. Employees requesting HQDA ACTEDS funds to obtain an academic degree (training or education with the stated objective of getting an academic degree) must provide the information found in the "ADT Checklist" at Appendix 1.
- Course Checklist. Employees requesting ACTEDS funds for short-term training opportunities (120 days or less) and nonacademic degree programs must provide the information found in the "Course Checklist" at Appendix 2.

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## **Appendix 1 - Academic Degree Training (ADT) Checklist**

Note: Use this checklist as a guide for completing and assembling the nomination package. The applicant is responsible for obtaining and assembling all documents. Make a checkmark by each item that is attached and assemble documents in the order listed. Incomplete packages will be returned to the career program office for action.

Employees who work for an Army Staff Principal, HQDA, the Army Staff, or a Program Executive Office must obtain endorsement from the Administrative Assistant to the Secretary of the Army (AASA).

All Academic Degree Training request applications, regardless of funding source, must provide the following information:

- Academic Degree Training Application Form - For HQDA Centrally Funded
- Academic Degree Training Application Form - For Command Funded
- Academic Degree Training Applicant Statement (500 words or less) - Online
- Letter of Acceptance from Accredited institution
- Continued Service Agreement - Online
- Resume (includes list of government-sponsored training and individual courses funded by ACTEDS)
- Academic Degree Plan Form - Online
- Validation of Requirement/Utilization Plan from the Employee's Supervisor (NTE 500 words) - Online
- Ethnicity and Race Identification Form (SF 181) NOTE: Completion/submission of the SF-181 is strictly voluntary. It will be used for statistical purposes only, not for purposes of determining eligibility for participation in any training opportunity.
- Career Program Functional Review Form - Online
- Request for Central Resource Support Form - Online
- Other Career Program unique documents

### **If Command funded, in addition to the above, include:**

- Endorsement from the Commander or designated representative of the appropriate Army Command (FORSCOM, TRADOC, AMC), Service Component Command, or Direct Reporting Unit.
- Other Command unique documents.

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## **Appendix 2 - Course Checklist**

(Print this checklist for your use in completing your application package. Do not send this form with your package)

All of the forms and documents listed below must be completed and forwarded as your application package. The on-line forms (provided below) must be used. Assemble the forms in the order listed. Incomplete application packages will be returned.

- Application for ACTEDS Training Opportunities - Online
- Endorsements through the applicant's chain of command (Supervisor through ACOM, ASCC, DRU, or installation - Must be attached)
- Nominee's Statement of Interest – On-line
- Utilization Plan – On-line
- Functional Review Form - On-line
- Agreement to Continue in Service
- Resume – On-line
- Last 3 Performance Ratings (including annotated Support Forms) – (must be attached). If these appraisals are not available, you must include an explanation about the missing appraisals, verified by your supervisor or CPAC, and your "next" most recent appraisals.
- Request for Central Resource Support Form – On-line.

### **For University programs (part-time or full-time).**

- Letter of acceptance from the university – (must be attached).
- Academic Plan - Online.

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## **ANNEX J – GLOSSARY**

**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. (Source: G-3/5/7)

**Accreditation:** The management process employed to determine if an individual meets the necessary standards established for a particular occupation and level. (Source: G-3/5/7)

**Army Career Tracker (ACT):** ACT is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple education and training resources, monitor their career development and receive personalized advice from their leadership.

**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.

**Career Map :** Provides careerists general professional guidance on career progression.

**Career Program (CP):** Occupational series aligned into consolidated groupings, based on common technical functions, associated command missions, and position knowledge, skills and abilities. (Source: Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

**Career Program Proponent 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. (Sources: AR 600-3, 28 November 1997 and SAMR-CQ Memo, SUBJECT: Civilian Career Program Management Guidance, 21 April 2011)

**Certification:** Designation awarded by a professional society or by law to validate one's skill qualification in accordance with established standards of proficiency. (Source: G-3/5/7)

**Civilian Education System (CES):** A leader development program for Army civilians that is designed to assist Army career civilians become agile leaders. CES training includes both distance learning and in-resident classroom instruction. 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>. (Source: G/3/5/7)

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**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. (Source: AG-1(CP))

**Civilian Workforce Transformation (CWT):** A strategy and package of initiatives designed to enable a flexible and adaptable Army civilian workforce fully capable of supporting the Army and the Nation. *Flexible* refers to the capability to respond to institutional change across the Army and *adaptive* means delivering the right person to the right place at the right time. CWT addresses the civilian cohort from an enterprise perspective with view to realizing a capable Army civilian who is well grounded as a leader and is technically proficient with the requisite training to meet Army missions.

**Competency:** An (observable) measurable pattern of knowledge, abilities, skills, and other characteristics that individuals need in order to successfully perform their work. (DoDI 1400.250)

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

**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>. (Source: AG-1(CP))

**Competitive Professional Development (CPD):** Competitive, functionally tailored, significant developmental opportunities that occur in academic (university) programs, Training-With-Industry (TWI), Short-Term Training, and/or planned developmental assignments that have been documented in the respective ACTEDS plans. (Source: Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

**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. (Source: DoDI 1400.25-V250, November 18, 2008)

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**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. (Source: AR 690-950)

**Core Competency:** Technical areas of knowledge, skills, abilities, and other characteristics (nontechnical, 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.

**Formal Training (FT):** Classroom training with an instructor that usually includes visuals (e.g., viewgraphs), training manuals, student workbooks, and quizzes. (G-3/5/7)

**Functional Competencies:** Technical specialty areas of knowledge, skills, abilities, and other characteristics (nontechnical, 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.

**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. (AG-1(CP))

**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. (Source: Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

**Key Assignment:** Positions that represent windows of opportunities for professionals to complete diverse assignments across multiple echelons. The sequence of positions is not as important as mastering critical skills and gaining experience before the next stage of career development.

**Leader Development** – Experience, training and education that focus on methods to support decision-making, quick thinking, sound judgment, and ways to accelerate the development of Army leaders by improving interpersonal and team-building skills. The goal is to leverage cognitive and instructional technologies in ways that improve critical thinking skills needed by current and future leaders. Leader development also focuses on enhancing leadership styles and skills in order to improve leader performance.

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**Leadership Competency** – Knowledge, skills and abilities that enable the leader to be innovative, adaptive and able to lead successfully in uncertain and complex operating environments.

**Mission Critical Occupation (MCO):** Occupational series designated by Department of Defense (DoD) and Department of the Army (DA) as essential to current and future military and organizational mission accomplishment.

**Rotational Assignment:** A work assignment in an office or organization outside an intern's duty office. Interns should spend the equivalent of one work year performing rotational assignments. Ideally these assignments would occur during the last year of internship.

**Senior Enterprise Talent Management (SETM):** A Civilian Workforce Transformation (CWT) initiative administered by the Civilian Senior Leader Management Office (CSLMO) Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA). The program prepares participants for positions of greater responsibility through advanced senior-level educational and developmental experiences. SETM opportunities include the Enterprise Placement Program, Developmental Experiences, Senior Service College, and the Defense Senior Leader Development Program.

**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; (e) 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) (Source: <http://www.opm.gov/hrd/lead/policy/eo11348.asp>).

**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 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. (Sources: AG-1CP and G-3/5/7)

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March 1, 2013**ANNEX K - ACRONYMS**

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
AAPT	- American Association of Psychiatric Technicians
AASA	- Administrative Assistant to the Secretary of the Army
ACOM	- Army Command
ACS	- Army Community Service
ACTEDS	- Army Civilian Training, Education, and Development System
ADT	- Academic Degree Training
AER	- Army Emergency Relief
AFAP	- Army Family Advocacy Program
AFTB	- Army Family Team Building
AG1	- Assistant G-1
ALU	- US Army Logistics University
AMC	- US Army Materiel Command
AMEDD	- US Army Medical Department
AMEDDC&S	- US Army Medical Department Center and School
AODC	- Action Officer Development Course
ASA(M&RA)	- Assistant Secretary to the Army for Manpower and Reserve Affairs
ASAP	- Army Substance Abuse Program
ASCC	- Army Service Component Command
ATRRS	- Army Training Requirements and Resources System
BC	- Basic Course
BOA	- Board of Advisors
BSW	- Bachelor of Social Work
CCE	- Center for Credentialing and Education
CCLS	- Certified Child Life Specialist
CES	- Civilian Education System

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<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
CHRTAS	- Civilian Human Resource Training Application System
COE	- Corps of Engineers
CP	- Career Program
CPAC	- Civilian Personnel Advisory Center
CSHSE	- Council for Standards in Human Service Education
CSP	- Certified Specialist in Psychometry
DA	- Department of the Army
DA Pam	- Department of the Army Pamphlet
DCPDS	- Defense Civilian Personnel Data System
DL	- Distance Learning
DOD	- Department of Defense
DRU	- Direct Reporting Unit
EFMP	- Exceptional Family Member Program
FAP	- Family Advocacy Program
FAST	- Family Advocacy Staff Training
FASTA	- Family Advocacy Staff Training Advanced
FC	- Foundation Course
FC	- Functional Chief
FCR	- Functional Chief Representative
FORSCOM	- Forces Command
GMAT	- Graduate Management Admission Test
GPA	- Grade Point Average
GRE	- Graduate Record Examination
GS	- General Schedule
HIPAA	- Health Insurance Portability and Accountability Act
HQDA	- Headquarters, Department of the Army
HS-BCP	- Human Services – Board Certified Practitioner

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<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
IAW	- In accordance with
IC	- Intermediate Course
IDP	-Individual Development Plan
IMCOM	- Installation Management Command
JFK	- John Fitzgerald Kennedy
JTF CapMed	- Joint Task Force National Capital Region Medical Command
LCSW	- Licensed Clinical Social Worker
MBA	- Master of Business Administration
MCO	- Mission Critical Occupation
MDC	- Manager Development Course
MEDCEN	- Medical Center
MEDCOM	- US Army Medical Command
MEDDAC	- Medical Department Activity
MFT	- Marriage and Family Therapy
MHA	- Master of Health Administration
MHS	- Military Health System
MS	- Microsoft
MTP	- Master Training Plan
NAP	- National Association of Psychometrists
NOHS	- National Organization for Human Services
OA	- Office Automation
OJT	- On-the-Job Training
OL	- Online
OPM	- Office of Personnel Management
PCS	- Permanent Change of Station
PTSD	- Post Traumatic Stress Disorder
QA	- Quality Assurance

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<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
QM	- Quality Management
RMC	- Regional Medical Command
SARSF	- Secretary of the Army Research and Study Fellowship
SDC	- Supervisor Development Course
SSC	- Senior Service College
SES	- Senior Executive Service
SETM	- Senior Enterprise Talent Management
SHCP	- Strategic Human Capital Planning
SF	- Standard Form
SFAC	- Soldier and Family Assistance Center
SME	- Subject-Matter-Expert
SOP	- Standing Operating Procedure
TACOM	- US Army Tank and Automotive Command
TRADOC	- US Army Training and Doctrine Command
US	- United States
USAAC	- US Army Accessions Command
USAG	- US Army Garrison
WT	- Warrior in Transition
WTU	- Warrior Transition Unit