



ARMY MEDICINE

Serving To Heal...Honored To Serve

Career Program 53 - Medical

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

**Clinical Professional and
Clinical Technician Occupations**

September 2014

ACTEDS PLAN

Career Program 53 Medical

Clinical Professional/Technical

0403 - Microbiology	0645 - Medical Technician
0405 - Pharmacology	0646 - Pathology Technician
0415 - Toxicology	0647 - Diagnostic Radiologic Technologist
0601 - General Health Science	0648 - Therapeutic Radiologic Technologist
0602 - Medical Officer	0649 - Medical Instrument Technician
0603 - Physician's Assistant	0650 - Medical Technical Assistant
0630 - Dietician and Nutritionist	0651 - Respiratory Therapist
0631 - Occupational Therapist	0660 - Pharmacist
0633 - Physical Therapist	0661 - Pharmacy Technician
0635 - Kinesiotherapist	0662 - Optometrist
0636 - Rehabilitation Therapy Assistant	0665 - Speech Pathologist/Audiologist
0638 - Recreation/Creative Arts Therapist	0667 - Orthotist and Prosthetist
0640 - Health Aid and Technician	0668 - Podiatrist
0642 - Nuclear Medicine Technician	0685 - Public Health Program Specialist
0644 - Medical Technologist	3511 - Laboratory Worker

PURPOSE: Army Civilian Training, Education, and Development System (ACTEDS) Plans provide information pertaining to career management training, education, and development for lifecycle workforce management, specific to each Career Program (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 Clinical Professional/Technical Group of Career Program (CP) 53 – Medical. It provides general information and guidance for managing Civilian professionals 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.ibsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.

CAREER PROGRAM OVERVIEW. Civilians in the Clinical Professional/Technical Group are health care professionals, technologists, and technicians (other ACTEDS Plans (Nursing, Public Health, and Dental)) have been developed for Clinical Professional/Technician that group similar occupational series that interact directly, or indirectly, with patients in a clinical setting. They make up over 25 percent of CP53 and provide the continuity and stability to the health care system that permits their military counterparts to focus on the medical needs of Soldiers that are directly supporting military missions.

MISSION CRITICAL OCCUPATIONS (MCO). The Department of the Army (DA) 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 Clinical Professional/ Technical group, the Army designated the following series as Mission Critical Occupations (MCO):

- Series 0601, General Health Science – all specialty areas
- Series 0602, Medical Officer
- Series 0603, Physician Assistant
- Series 0633, Physical Therapist
- Series 0640, Health Aid and Technician – all specialty areas
- Series 0642, Nuclear Medicine Technician

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- Series 0647, Diagnostic Radiologic Technologist.
- Series 0660, Pharmacist.

The Department of Defense (DoD) also is conducting competency assessments of Civilians throughout the Army, Air Force, and Navy. In addition to the 0601, 0602, 0603, 0633, 0640, 0642, 0647, and 0660 occupational series, DoD has designated the following series as Mission Critical Occupations:

- Series 0630, Dietician and Nutritionist
- Series 0631, Occupational Therapist
- Series 0636, Rehabilitation Therapy Assistant
- Series 0644, Medical Technologist
- Series 0645, Medical Technician
- Series 0646, Pathology Technician
- Series 0649, Medical Instrument Technician
- Series 0651, Respiratory Therapist
- Series 0661, Pharmacy Technician
- Series 0662, Optometrist
- Series 0665, Speech Pathologist/Audiologist

METHODOLOGY. This Plan is based on 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 some of the series identified in this ACTEDS Plan are shared by multiple Career Programs. For instance, in the 0601 General Health Science occupational series, position titles range from Associate Professor to Cytologist and Health Scientist. 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/acteds>).

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NOTE: Employees assigned to Joint Task Force National Capital Region Medical (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 Clinical Professional/Technical ACTEDS Plan encompasses the following occupational specialties:

0403 – Microbiology. Microbiology deals with the study of the characteristics and life processes of microorganisms, the interrelationships among microorganisms, their relationships to other living forms, and their reactions to the environment in which they are found. Employees in this series are assigned to CPs 16, 35, or 53.

0405 – Pharmacology. This field studies the action of drugs or similar agents on living systems and their constituent parts, ranging from the intermolecular reactions of chemical compounds in a cell with drugs, to the evaluation of the effectiveness of a drug or agent in the treatment of human disease. Employees in this series are assigned to CPs 16 or 53.

0415 – Toxicology. Toxicology involves the study of the interaction of chemical and physical agents and biological systems, the exploration of the nature and mechanisms of adverse reactions. Employees in this series are assigned to CP 16 or 53.

0601 – General Health Science. Work in this occupational series involves research or other professional and scientific work that is specifically health-oriented in character when the work is not more appropriately classifiable in any of the existing series in this or any other Group. Epidemiologists and Chiropractors are examples of professional clinicians in this occupational series. Employees in this series are assigned to CP53.

0602 – Medical Officer. As Doctors of Medicine or Doctors of Osteopathy, Medical Officers are responsible for advising on, administering, supervising, or performing health care. Employees in this series are assigned to CP53.

0603 – Physician Assistant. These professionals assist physicians by providing diagnostic and therapeutic medical care and services under the guidance of physicians. Employees in this series are assigned to CP53.

0630 – Dietitian and Nutritionist. These professionals provide nutritional services by creating meal programs for clients, educating patients on proper meal preparation, and overseeing meals for optimum health and nutrition. Employees in this series are assigned to CP53.

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0631 – Occupational Therapist. Occupational Therapists help people of all ages to acquire or regain the skills to live independent productive lives. Employees in this series are assigned to CP 53.

0633 – Physical Therapist. Physical Therapists provide services that help restore function, improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injury or disease. Employees in this series are assigned to CP53.

0635 – Kinesiotherapy. Kinesiotherapists plan and carry out treatment in which they use or adapt various types of physical exercise, physical activities, and equipment. Employees in this series are assigned to CP53.

0636 – Rehabilitation Therapy Assistant. Work in this occupational series involves treating, instructing or working with patients in carrying out therapeutic activities prescribed for their physical or mental rehabilitation. Employees in this series are assigned to CP53.

0638 – Recreation/Creative Arts Therapist. Recreational and Creative Arts Therapists use activities such as art, music, dance, or exercise as tools to help patients who are physically, socially, mentally, and/or emotionally handicapped to reach their fullest potential. Employees in this series are assigned to CP53.

0640 – Health Aid and Technician. This series covers positions involving nonprofessional work of technical, specialized, or support nature in the field of health or medicine when the work is of such generalized, specialized or miscellaneous nature that there is no other more appropriate series. Dietetic; Industrial Hygiene (IH); and Ear, Nose and Throat (ENT) Technicians are examples of the nonprofessional technicians in this occupational series. Employees in this series are assigned to CP53.

0642 – Nuclear Medicine Technician. This series covers positions that involve using radionuclides (exclusive of sealed radiation sources) for diagnostic, therapeutic, and investigative purposes. Employees in this series are assigned to CP53.

0644 – Medical Technologist. Civilians in this occupation perform, advise on, or supervise clinical laboratory testing that require professional knowledge and competence in the field of medical technology. Employees in this series are assigned to CP53.

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0645 – Medical Technician. Medical Technicians perform tests and examinations in one or more areas of work such as chemistry, blood banking, hematology, or microbiology. Employees in this series are assigned to CP53.

0646 – Pathology Technician. Pathology Technicians prepare and examine slides of postmortem human tissues and surgical specimen slides under microscope for diagnostic, research, or teaching purposes. Employees in this series are assigned to CP53.

0647 – Diagnostic Radiologic Technologist. Civilians in this occupation perform diagnostic imaging examinations and capture resulting images on film, computer files, or videotape. Employees in this series are assigned to CP53.

0648 – Therapeutic Radiologic Technologist. Therapeutic Radiologic Technologists work with oncologists and other medical staff to provide radiation therapy for the purpose of treating malignant diseases. Employees in this series are assigned to CP53.

0649 – Medical Instrument Technician. These technicians perform diagnostic examinations or medical treatment procedures as part of the diagnostic or treatment plan for patients. Employees in this series are assigned to CP53.

0650 – Medical Technical Assistant. Working under the supervision of Medical/Dental Officers, Medical Technical Assistants perform a variety of general medical duties with medical facilities. They interview patients, conduct preliminary screening examinations and update records. Employees in this series are assigned to CP53.

0651 – Respiratory Therapist. Respiratory Therapists perform diagnostic and therapeutic procedures, under the direction of physicians, in support of patients who have deficiencies and abnormalities in respiratory function. Employees in this series are assigned to CP53.

0660 – Pharmacist. Pharmacists distribute prescription drugs and advise patients, physicians and other health practitioners on the selections, dosages, interactions, and side effects of medications. Employees in this series are assigned to CP53.

0661 – Pharmacy Technician. Working under the supervision of a registered Pharmacist, Pharmacy Technicians provide technical support work to the pharmacy. Employees in this series are assigned to CP53.

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0662 – Optometrist. Optometrists examine and analyze the eye for diseases and defects and prescribe correctional lenses or exercises. Employees in this series are assigned to CP53.

0665 – Speech Pathology and Audiology. These professionals study and/or treat human communications disorders as reflected in impaired hearing, voice, language, or speech. Employees in this series are assigned to CP53.

0667 – Orthotist and Prosthetist. Orthotists and Prosthetists perform professional work that involves designing, fabricating, or fitting orthotic or prosthetic devices to preserve or restore function to patients with disabling conditions of the limbs and spine or with partial or total absence of limbs. Employees in this series are assigned to CP53.

0668 – Podiatrist. Podiatrists care for and treat feet to include work in the prevention, diagnosis, and treatment of foot diseases and disorders by physical, medical, and/or surgical methods. Employees in this series are assigned to CP53.

0685 – Public Health Program Specialist. These employees direct, supervise, or perform work that involves providing advice and assistance to State and local governments and to various public, nonprofit, and private entities on program and administrative matters relating to the development, implementation, operation, administration, evaluation, and funding by public health activities. Employees in this series are assigned to CP53.

3511 – Laboratory Worker. Laboratory Workers clean, prepare for sterilization, sterilize, and assemble laboratory and hospital glassware, instruments, and related items. Employees in this series are assigned to CP53.

POPULATION. Civilian clinical health care professionals and technicians comprise about 9,700 United States and foreign national employees, as shown in the table below (source: Defense Civilian Personnel Data System (DCPDS), 5 June 2014). Specific demographics for the individual occupational series are provided in the corresponding annex.

Series	US Employees	LN Employees	Total
0403 - Microbiology	207	4	169
0405 - Pharmacology	10	0	10
0415 - Toxicology	25	0	25

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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0601 - General Health Science	389	1	390
0602 - Medical Officer	1659	21	1680
0603 - Physician's Assistant	616	0	616
0630 - Dietician and Nutritionist	116	0	116
0631 - Occupational Therapist	126	0	126
0633 - Physical Therapist	193	6	199
0635 - Kinesiotherapist	4	0	4
0636 - Rehabilitation Therapy Assistant	285	5	290
0638 - Recreation/Creative Arts Therapist	18	0	18
0640 - Health Aid and Technician	1941	93	2034
0642 - Nuclear Medicine Technician	60	0	60
0644 - Medical Technologist	692	24	716
0645 - Medical Technician	966	3	969
0646 - Pathology Technician	113	0	113
0647 - Diagnostic Radiologic Technologist	582	11	593
0648 - Therapeutic Radiologic Technologist	13	0	13
0649 - Medical Instrument Technician	431	3	434
0650 - Medical Technical Assistant	0	0	0
0651 - Respiratory Therapist	202	0	202
0660 - Pharmacist	783	7	790
0661 - Pharmacy Technician	832	3	835
0662 - Optometrist	74	0	74
0665 - Speech Pathologist/Audiologist	139	0	139

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0667 - Orthotist and Prosthetist	30	0	30
0668 - Podiatrist	18	0	18
0685 - Public Health Program Specialist	3	0	3
3511 - Laboratory Worker	6	0	6

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 FC for all CP53 occupational series and is responsible for identifying strategic workforce issues that are key to Civilian life-cycle management; ensuring the occupational readiness of the CP53 workforce in support of Army missions; and maintaining communications with commanders within the functional area of responsibility 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 appoints a senior official in the occupational field to be the Functional Chief Representative for the CP.

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) and is also designated the Army Medical Department’s Civilian Corps Chief. The FCR serves as the principal advisor to the FC for matters pertaining to career management of all employees in CP53. The FCR sets priorities and implements key programs and services to build a competency-based workforce for the future. The FCR appoints a senior Civilian advisor to be the Assistant FCR to represent occupational series within the CP.

Assistant Functional Chief Representative (AFCR). The AFCR assists the CP53 Proponency Office by representing their designated occupational series. Responsibilities include identifying training requirements; recommending functional courses and equivalencies; identifying competencies, and assisting in gap closure solutions; providing guidance on workforce assessment trends; projecting centrally funded intern requirements, and selecting subject-matter-experts to provide input into Competency Panels, Career Maps, ACTEDS Plans, etc.

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Career Program Planning Board (CPPB). The CPPB provides senior leadership input and oversight of Civilian workforce planning and management initiatives for CP53. The CPPB will advise and assist the FC/FCR by: 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; serving as Human Capital Advisors in support of the Army G-1 and DoD Competency Management initiative.

Command Career Program Manager (CCPM). The CCPMs are designated senior level individuals located at Headquarters of the Commands, Army Service Component Commands (ASCC), and Direct Reporting Units (DRU). CCPMs represent all CP53 occupational series within their Command.

Career Program Proponent Office (CPPO). The CPPO provides direct support to the FCR by providing advice and assistance in all matters related to Career Program management.

MOBILITY WITHIN CP53

Functional Mobility. The Army Medical Department (AMEDD) recommends that employees 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 all CP53 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 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 all CP53 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 CP53. 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

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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.

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, 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. Each specialty has a career ladder. The career ladders are included 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

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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 Army Civilian education path is shown in the following graphic from G-3/5/7.

Civilian Education System (CES)

Pay Band Equivalent		Pay Band Equivalent		Pay Band Equivalent	
GS-1-9		GS-10-12	GS-13	GS-14	GS-15
NAF 1/2/3	NAF 4			NAF 5	
<ul style="list-style-type: none"> - Civilian Education System (CES) is the underpinning of all leader development programs - Substantial policy changes effective FY12 - Increase Mobile Education Teams - Aligned with DOD Competencies - Must meet intent of National Defense Authorization Act - Must report to Congress 				Defense Senior Leader Development Program (DSLDP)	
				Senior Service College	
				Continuing Education for Senior Leaders (CESL)	
				Advanced Course (AC) – DL & Resident	
				DOD Executive Leadership Dev Program (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 For ALL new Army civilians			
Communities of Practice Available at Each Level					

The Army CES has eight levels of development: the 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/>

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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 CP53 occupational series 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

Certifications/Licensures. Federal statute, Office of Personnel Management (OPM), State laws, Department of Defense (DoD) Health Affairs, and the Army establish standards for the educational preparation, professional standing, and technical ability for health care providers/professionals to perform their duties. Thus, it is Army policy that its health care professionals, which includes the Clinical Professional/Technical occupational specialties, 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 health care professionals.

The career maps have specific information about the required licenses, certifications, and registrations of each occupational series.

In some cases, appropriated funds may be used to pay for some professional licensure expenses (i.e., training). 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 competency identification, validation, and assessment efforts now underway.

- Accountability

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

The detailed functional competencies are contained within the annex for each occupational specialty. Functional competencies have been developed and approved in accordance with DA standards for CP53 MCOs. 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 developed by CP53 and approved by the DA Assistant G-1 for Civilian Personnel, technical MCO functional competencies will become available for employee and supervisor assessments of core and individual professional development.

Annexes

Annex A – Series 0403, Microbiology

Annex B – Series 0405, Pharmacology

Annex C – Series 0415, Toxicology

Annex D – Series 0601, General Health Science (Associate Professor)

Annex E – Series 0601, General Health Science (Clinical Research)

Annex F – Series 0601, General Health Science (Chiropractor)

Annex G – Series 0601, General Health Science (Cytologist)

Annex H – Series 0601, General Health Science (Epidemiologist)

Annex I – Series 0601, General Health Science (Exercise Physiologist)

Annex J – Series 0601, General Health Science (Health Promotion)

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Annex K – Series 0601, General Health Science (Health Scientist)
Annex L – Series 0601, General Health Science (Medical Evaluation)
Annex M – Series 0602, Medical Officer
Annex N – Series 0603, Physician Assistant
Annex O – Series 0630, Dietitian and Nutritionist
Annex P – Series 0631, Occupational Therapist
Annex Q – Series 0633, Physical Therapist
Annex R – Series 0635, Kinesiotherapist
Annex S – Series 0636, Rehabilitation Therapy Assistant
Annex T – Series 0638, Recreation/Creative Arts Therapist
Annex U – Series 0640, Health Aid and Technician (Dietetic Technician)
Annex V – Series 0640, Health Aid and Technician (ENT Technician)
Annex W – Series 0640, Health Aid and Technician (Industrial Hygiene Technician)
Annex X – Series 0640, Health Aid and Technician (Laboratory Technician)
Annex Y – Series 0640, Health Aid and Technician (Medical Data Technician)
Annex Z – Series 0640, Health Aid and Technician (Optometry/Ophthalmology Technician)
Annex AA – Series 0640, Health Aid and Technician (Paramedic/EMT)
Annex BB – Series 0642, Nuclear Medicine Technician
Annex CC – Series 0644, Medical Technologist
Annex DD – Series 0645, Medical Technician
Annex EE – Series 0646, Pathology Technician
Annex FF – Series 0647, Diagnostic Radiologic Technologist
Annex GG – Series 0648, Therapeutic Radiologic Technologist
Annex HH – Series 0649, Medical Instrument Technician
Annex II – Series 0650, Medical Technical Assistant
Annex JJ – Series 0651, Respiratory Therapist
Annex KK – Series 0660, Pharmacist
Annex LL – Series 0661, Pharmacy Technician
Annex MM – Series 0662, Optometrist
Annex NN – Series 0663, Speech Pathology and Audiology
Annex OO – Series 0667, Orthotist and Prosthetist
Annex PP – Series 0668, Podiatrist
Annex QQ – Series 0685, Public Health Program Specialist
Annex RR – Series 3511, Laboratory Worker
Annex SS – Master Intern Training Plan

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Annex TT – CP53 Policy on Training

Annex UU – Glossary

Annex VV – Acronyms

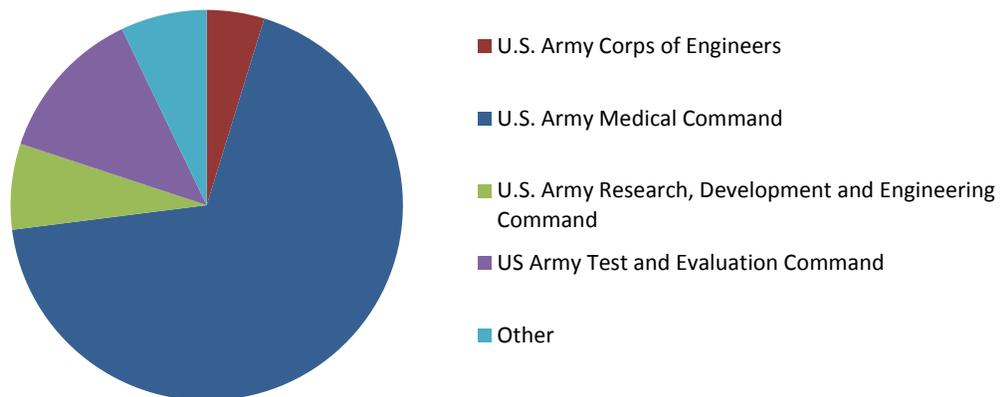
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Annex A – Series 0403 Microbiology

Overview. The Army has 169 employees (source: DCPDS, 5 June 2014) in the 0403 Microbiology occupational series. These employees are predominantly assigned to CP16 (99 percent). The remainder are assigned to CPs 35 and 53.

Microbiology employees are assigned to several Army commands as shown on the graphic below. Clinical Professional/Technical employees are most commonly assigned to the US Army Medical Command and the US Army Test and Evaluation Command.

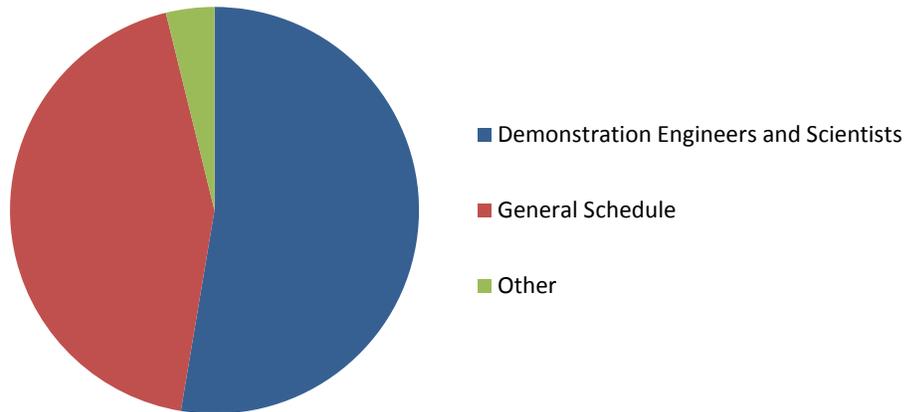
Series 0403 Distribution by Command



Microbiology employees are most commonly assigned to the Demonstration Engineers and Scientists (DB), General Schedule (GS and GG), and Nonappropriated Fund pay plans, as shown in the chart below.

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Series 0403 Distribution by Pay Plan



Occupational Series Information. Microbiology is a specialty area in the field of medicine that focuses on the study of all living organisms that are too small to be visible with the naked eye and can only be seen using a microscope. Microbiologists study the characteristics and life processes of these microscopic organisms to determine their interrelationships with other living forms, and their reactions to the environment.

Microbiologists are involved in research and development work, regulatory and control work, and public health and medical laboratory testing. Due to the variety of microorganisms, they tend to specialize in specific fields within microbiology. Microbiologists learn about the ecology and survival of microorganisms, while identifying their affect on humans and how they can be utilized. Their work may involve producing antibiotics, sera, vaccines, and other biological products and testing food and dairy products.

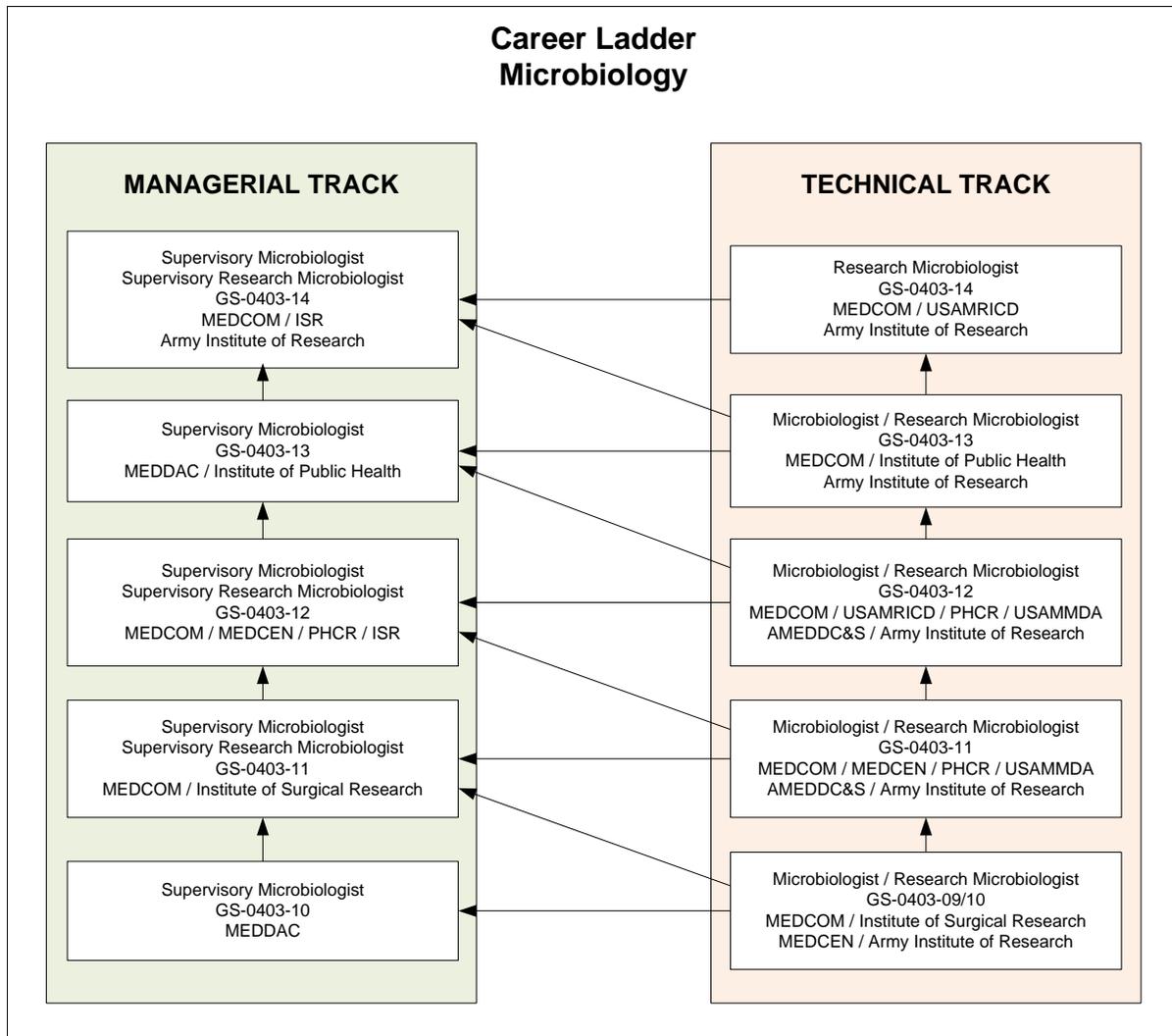
Microbiologists work primarily in a laboratory, analyzing the structure and processes of microorganisms, cellular tissue, proteins, and biological medicines. Some time is also spent outside of the laboratory, collecting cultures and air, soil, and water samples. Microbiologists design research measures and conduct experiments to learn more about the microscopic world. They combine their knowledge of chemistry, physics, biology, and medicine to conduct exacting laboratory research. They observe and analyze samples using highly specialized equipment, such as electron microscopes, spectrometers, cell sorters, and electronic sterilizers. Many microbiologists work to develop new vaccines, biological drugs, biofuels, and agricultural products.

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Mission Critical Occupation. The 0403 – Microbiology 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-0403 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Microbiology specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0403, Microbiology](#)). 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.



Draft Functional Competencies

The following competencies apply to Microbiologists 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 training (FT) and on-the-job training (OJT). These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Tool Use.** Working knowledge of various microbiological equipment, instruments, and processes required to perform specified job-related tasks. This varies according to position.
- **Technology Use.** Including:
 - Ability to use analytical or scientific software: various software packages to assist with design and/or analysis of experiments, e.g., nucleic acid calculations, oligonucleotide primers/probe design, protein analysis, statistical analysis, etc. Some software may be proprietary with specific instrumentation.
 - Ability to use database software: Collecting and organizing information for (1) inventory; (2) test results; (3) project recordkeeping, etc. Able to organize and view in multiple formats.
 - Ability to use medical software: A basic laboratory information management system (LIS) for (1) ordering and reporting lab results; (2) developing ad hoc database queries of information; (3) maintaining electronic medical records; (4) statistical analysis of trending patterns on lab equipment
 - Ability to use spreadsheet software: Organization of data into grids by rows and columns to display information in numerical or written format, able to perform calculations and updates
 - Ability to use word processing software: Ability to compose, edit, format, and print documents
- **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.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Science.** Using scientific rules and methods to solve problems.

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- **Information Ordering.** Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Inductive Reasoning.** Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Category Flexibility.** Ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning.** Ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity.** 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.
- **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.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **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 health-care measures.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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/Army Service Component Commands/Direct Reporting Units (ACOMs/ASCCs/DRUs) 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 0403-Microbiology. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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 Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**
Biological Warfare Preparedness for Healthcare (CBRNE-BWP) AMEDDC&S (www.cs.amedd.army.mil/AHS) Distance Learning (DL)	X	U1	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U3	U3	U3		
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U3	U3	U3		
Diseases of Military Importance (MD0152) AMEDDC&S DL	X		U2	U2	U2	U2
Principles of Epidemiology/Microbiology (MD0151) AMEDDC&S DL	X	U1				
Introduction to CBRNE (CBRNE-W) AMEDDC&S DL	X	U1	U1	U1		
Organization and Functions of the Army Medical Department (MD0004) AMEDDC&S DL	X	U1	U2	U2		
Swank HealthCare On-Line Courses SWANK (www.swankhealth.com) FT/DL	CP53/X	U3	U3	U3		
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	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
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. There is a selective placement factor among Microbiologists in intermediate and advanced positions that may require they possess and maintain a current, active, valid, and unrestricted license from a professional agency or association within US jurisdiction. Employment in such Civilian Army Microbiology positions could require specific certifications; e.g., Certification by the American Society for Microbiology, American Board of Bioanalysis, American Biological Safety Association, and/or the Environmental Protection Agency. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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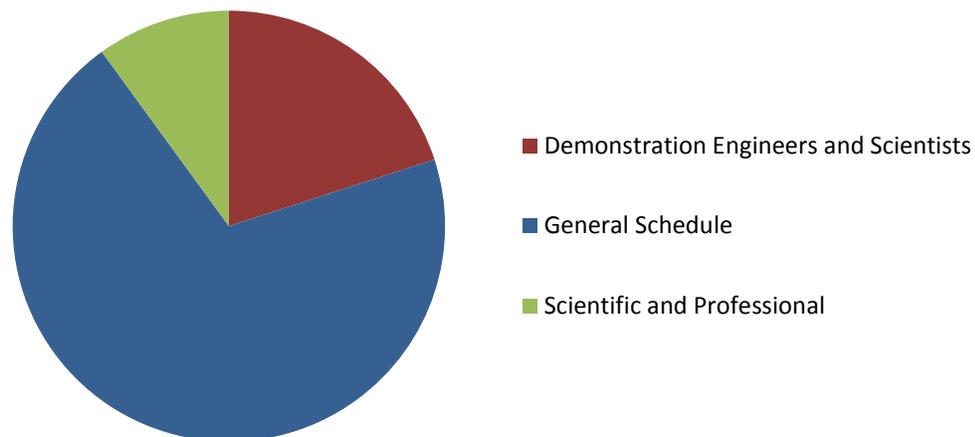
Annex B – Series 0405 Pharmacology

Overview. The Army has 10 employees (source: DCPDS, 5 June 2014) in the 0405-Pharmacology occupational series. Although all 10 employees are assigned to CP16, position descriptions are being reviewed for reassignment to CP53.

All Pharmacology employees are assigned to the US Army Medical Command. MEDCOM currently employs approximately 15 Pharmacologists. These individuals work primarily in Army Medical Centers and Research Facilities.

Pharmacology employees are most commonly assigned to the Demonstration Engineers and Scientists (DB), General Schedule (GS), and Scientific and Professional (ST) pay plans, as shown in the chart below.

Series 0405 Distribution by Pay Plan



Occupational Series Information. Pharmacologists perform professional work of which is primarily to administer, advise on, supervise, or perform research, analytical, advisory, or other professional and scientific work in the discipline of pharmacology. Such work requires the application of a knowledge of the history, sources, physical and chemical properties, biochemical, toxic, and physiological effects, mechanisms of action, absorption, distribution, metabolism, biotransformation and excretion, and therapeutic and other uses of drugs. Pharmacology involves the many aspects of the action of drugs or similar agents on living systems and their constituent parts, ranging from the intermolecular reactions of chemical

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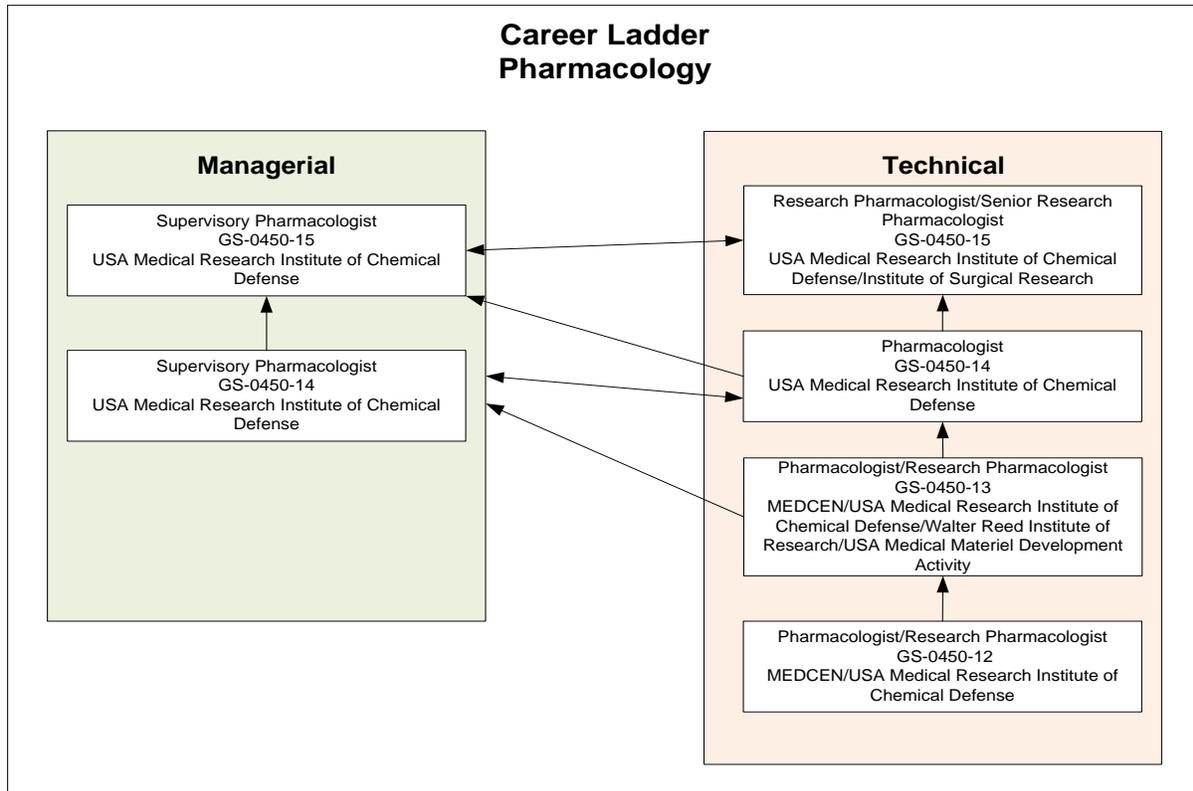
compounds in a cell with drugs, to the evaluation of the effectiveness of a drug or agent in the treatment of human disease. Pharmacologists require intensive preparation and training in organic chemistry, biochemistry, physiology, and pharmacology.

Mission Critical Occupation. The 0405-Pharmacology 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-0405 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Pharmacology series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0405, Pharmacology](#)). 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 Pharmacologists 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 training (FT) and on-the-job training (OJT). These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Testing.** Ability to request and interpret various results of common laboratory, radiologic, cardiographic and diagnostic tests and procedures (computerized tomography (CTs), magnetic resonance imaging (MRIs), sleep studies, etc.).

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- **Chemistry.** Knowledge of the chemical structures of drugs and their mechanisms of action, pharmacokinetics, stability, and metabolic fate to include: 1) structure activity relationships; 2) sites of action; and 3) drug receptors.
- **Pharmacodynamics.** Ability to understand the effect of drugs on the body, and the various effects of various factors such as age, weight, diet, race, genetic factors, disease states, trauma, concurrent drugs, etc.
- **Pharmacokinetics.** Ability to understand the effect of the body on drugs and the interrelationships of absorption, distribution, binding, biotransformation, and excretion of drugs and their concentration at their locus of action.
- **Toxicology.** Ability to understand the adverse effects of chemical agents.
- **Clinical Pharmacology and Therapeutics.** Including:
 - Knowledge of the therapeutic uses of drugs for the treatment of disease in clinical pharmacology, internal medicine, and therapeutics.
 - Understanding of specific clinical disorders or disease entities for which a given drug prescribed must be weighed against the potential benefits of the drug versus the potential risks and adverse effects.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0405-Pharmacology. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-12	GS-13	GS-14	GS-15
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/ Distance Learning (DL)	CP53/X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/ Supervisor OJT/DL	X	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1
Infection Control Local Installation FT	X	U1	U1	U1	U1
Clinical Pharmacology Research University Based FT	CP53	U1	U1	U1	U1
Pharmacology Research Associate Program PRAT FT	CP53	U1	U1	U1	U1
Executive Leadership Program Graduate School USA FT	CP53		U2/U1		
Budget Justification and Certification Graduate School USA FT	CP53	U1	U1		
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT	X				U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-12	GS-13	GS-14	GS-15
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT	X		C	C	
Secretary of the Army Research and Study Fellowships SARSF FT		C	C	C	C
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

(C indicates Competitive Training)

Certification/Licensure. Specialty boards certify advanced qualifications of individual Pharmacologists who have demonstrated special expertise. Certification is considered to be an earned credential for pharmacologists who have achieved certain levels of skill and ability based upon completion of specific advanced training. Pharmacologists who are certified are recognized for their achievement and enhanced capabilities. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

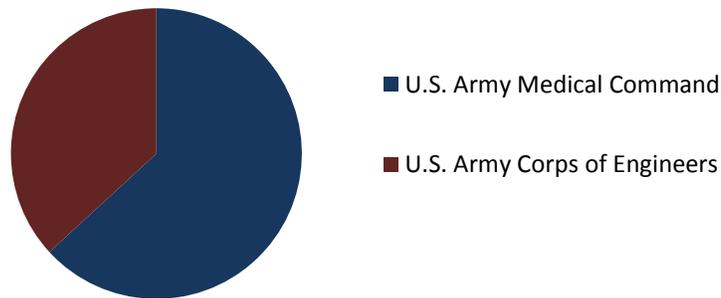
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Annex C – Series 0415 Toxicology

Overview. The Army has 19 employees (source: DCPDS, 5 June 2014) in the 0415-Toxicology occupational series. Although these employees are assigned to CP16, position descriptions are being reviewed for possible reassignment to CP53.

Toxicology employees are assigned to a few Army commands as shown on the graphic below. Most are assigned to the US Army Medical Command; US Army Corps of Engineers; and the US Army Research, Development and Engineering Command. These employees are most commonly assigned to public health and research institutes.

Series 0415 Distribution by Command



Toxicology employees are assigned to the General Schedule (GS) pay plan.

Occupational Series Information. Toxicology is a specialty area in the field of medicine concerned with the study of the adverse effects of chemicals on living organisms. Toxicologists plan and carry out laboratory and field studies to identify, monitor and evaluate the impact of toxic materials and radiation on human and animal health, the environment, and the impact of future technology.

Through the performance of carefully designed studies and experiments, toxicologists research and assess the symptoms, mechanisms, treatments and detection of poisoning, especially the poisoning of people. Their experimentation helps identify the specific amount of a chemical that may cause harm and potential risks of being near or using products that contain certain chemicals. Toxicology research projects may range from assessing the effects of toxic

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pollutants on the environment to evaluating how the human immune system responds to chemical compounds within pharmaceutical drugs.

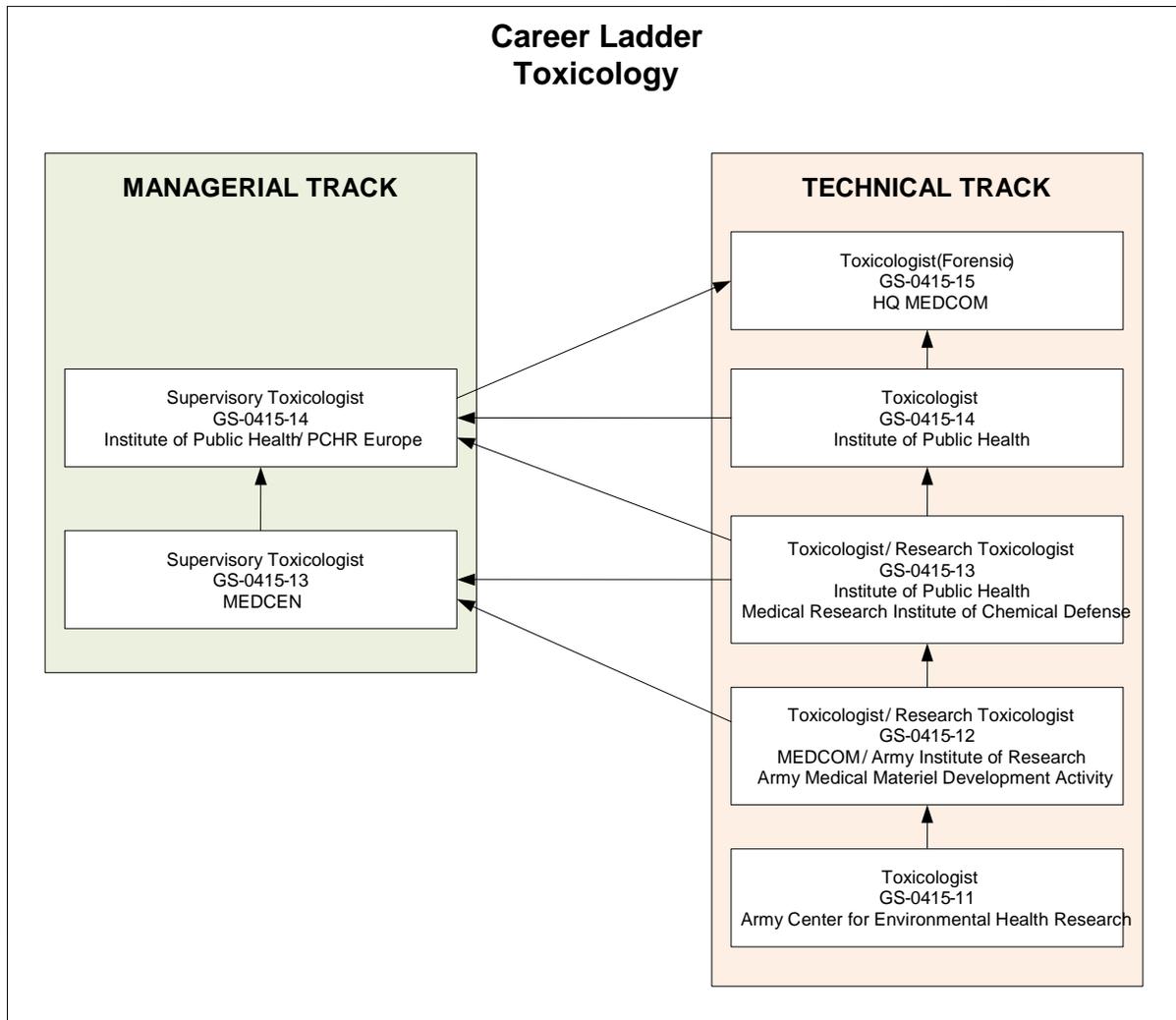
While the basic duties of Toxicologists are to determine the effects of chemicals on organisms and their surroundings, specific job duties may vary based on their military employment. For example, forensic Toxicologists may look for toxic substances in a crime scene, whereas aquatic toxicologists may analyze the toxicity level of wastewater.

Mission Critical Occupation. The 0415–Toxicology 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-0415 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Toxicology specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0415, Toxicology](#)). 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 Toxicologists 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 training (FT) and on-the-job training (OJT). These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP 53 subject-matter experts, but not by Army G-1.

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 health-care measures.

- **Tool Use.** To include the ability to use:
 - Sample collectors — Bioaerosol impactors; Dichotomous particulate matter samplers; Liquid impingers; Multistage agar impactors
 - Infrared spectrometers — Fourier transform infrared (FTIR) spectrometers; Infrared IR spectrometers; Mid-infrared spectrometers
 - Laboratory staining dishes or jars — Coplin jars; Staining dishes
 - Microbiology analyzers — Automated microbial identification systems; Flow cytometers; Fluorescence activated cell sorters
 - Steam autoclaves or sterilizers — Autoclaves; Electronic sterilizers; Steroclaves
- **Technology Use.** Ability to use various software applications to include:
 - Analytical or scientific software including BD Biosciences CellQuest; Protein Explorer; TreeView; and Verity Software House ModFit LT
 - Database user interface and query software including database management software such as WHONET
 - Medical software such as Computer Service and Support CLS-2000 Laboratory System and Orchard Software Orchard Harvest LIS
 - Commercial spreadsheet software and word processing software
- **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.
- **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.

- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Science.** Ability to apply scientific rules and methods to solve problems.
- **Critical Thinking.** Ability to apply logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies.** Ability to apply, select, and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Inductive Reasoning.** Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Category Flexibility.** Ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning.** Ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity.** 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.
- **Flexibility of Closure.** Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Judgment and Decision Making.** Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- **Toxicology.** Ability to:
 - Apply methods of biochemistry, molecular biology, and physiology to elucidate mechanisms of action of environmental chemicals in biologic systems.
 - Analyze toxicologic interactions at the tissue, cellular, and molecular levels on the basis of specific exposures and specific organ system effects.
 - Quantify toxicologic interactions through toxicokinetic analysis.
 - Identify the role of genetics in altering susceptibility to the health effects of toxin exposure.

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- Articulate how biological, chemical, and physical agents affect human health.
- Describe the direct and indirect human, ecological, and safety effects of major environmental and occupational agents.
- Incorporate biologic markers into toxicologic evaluations of human populations.
- Recognize, evaluate, and control specific sources of toxic exposures, including air pollution, water pollution, and hazardous waste.

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 FT 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.

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NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0415-Toxicology. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-11	GS-12	GS-13	GS-14	GS-15
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**
Biological Warfare Preparedness for Healthcare (CBRNE-BWP) AMEDDC&S (www.cs.amedd.army.mil/AHS) Distance Learning (DL)	X	U1	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U3	U3	U3	U3	U3
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U3	U3	U3	U3	U3
Diseases of Military Importance (MD0152) AMEDDC&S DL	X				U2	U2
Introduction to CBRNE (CBRNE-W) AMEDDC&S DL	X	U1	U1	U1	U1	U1
Organization and Functions of the Army Medical Department (MD0004) AMEDDC&S DL	X	U2	U2	U2	U3	U3
Expert Witness Training Professional Organization/Private Industry FT	CP53	U2*	U2*	U2*	U2*	
Society of Forensic Toxicologist (SOFT) Courses FT	CP53	U3	U3	U3	U3	
Swank HealthCare On-Line Courses SWANK (www.swankhealth.com) FT/DL	CP53/X	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*	U3*

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Certification/Licensure. There is a selective placement factor among Toxicologists in intermediate and advanced positions that may require they possess and maintain a current, active, valid, and unrestricted license from a professional agency or association within US jurisdiction. Employment in such Civilian Army toxicology positions could require specific certifications; e.g., Certification by American Board of Toxicology, American Board of Forensic Toxicology, National Registry of Certified Chemists, and/or American Board of Clinical Chemistry. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex D – Series 0601 General Health Science (Associate Professor)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has seven employees in the 0601 General Health Science (Associate Professor) specialty. These employees are all assigned to CP53. They are all assigned to the US Army Medical Command, and are all compensated under the General Schedule pay plan. Associate Professors can be primarily found in the AMEDD Center and School.

Occupational Series Information. Associate Professors plan, refine, and assist in the instruction of graduate level classes covering fundamentals of clinical medicine, surgery, human anatomy, physiology, pharmacology, laboratory testing, diagnostic testing, or other medical sub-specialty. Associate professors review class content and teaching aids on a regular basis to ensure accuracy and adherence to current practice guidelines and recommendations. In addition, they leverage emerging technologies and evidence-based medical literature in the presentation of classes to facilitate student understanding and mastery of class content. Associate Professors also may be required to monitor student led research projects by supervising students with regard to each project’s scientific merit, methodology, data collection and evaluation procedures, and manuscript/poster preparation. In their field of specialty, Associate Professors are often regarded as subject-matter experts and may be called upon to assist program directors and other leadership to make critical decisions impacting medical training courses.

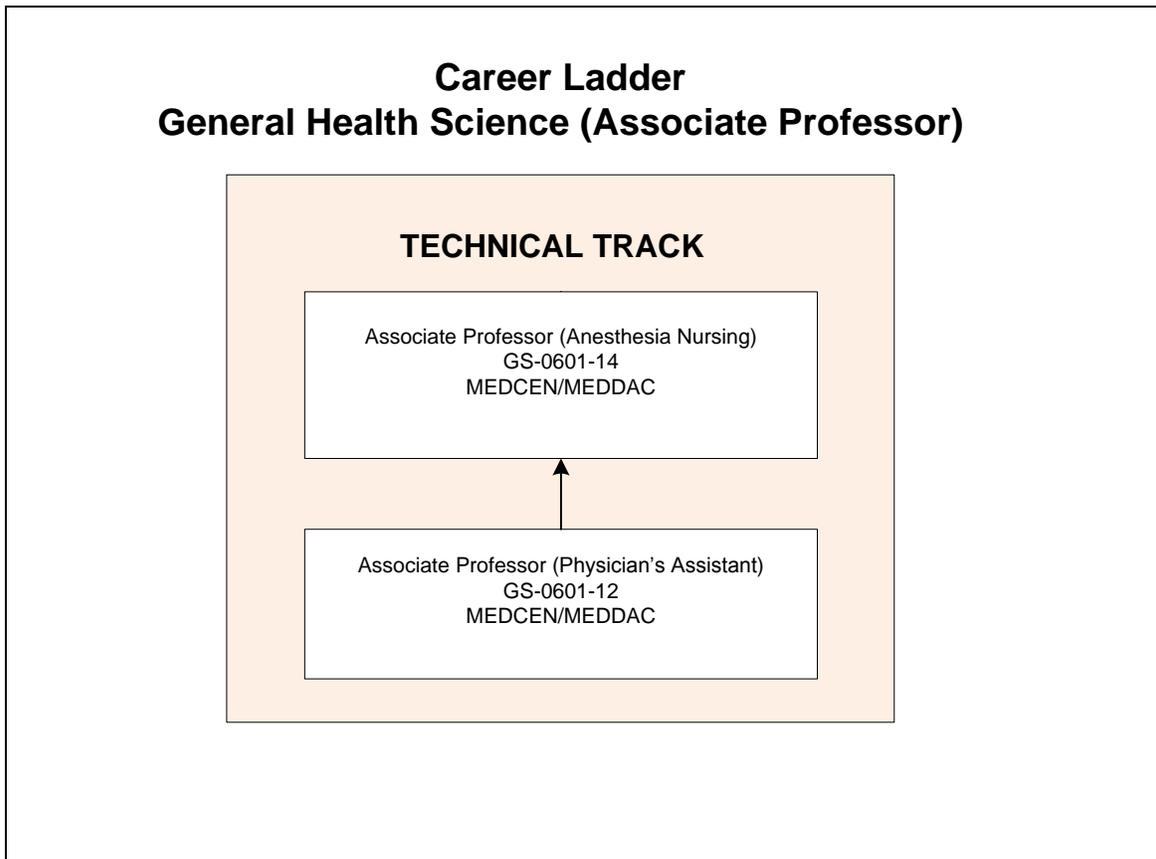
Mission Critical Occupation. The 0601–General Health Science (Associate Professor) series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0601 General Health Science (Associate Professor) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)). The

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career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Associate Professors 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP 53 subject-matter experts, but not by Army G-1.

- **Clinical Skills.** Including:
 - Ability to perform minor surgical and resuscitation procedures using extensive professional knowledge and expertise in clinical pharmacology and human anatomy and physiology.

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- Ability to test for acute and chronic medical, surgical, and emergent conditions using knowledge and skill in laboratory and radiological diagnostics.
- Ability to conduct graduate level research and applying experimental theories and new developments to patient care problems not susceptible to treatment by accepted methods.
- Physician Assistant Certification. Knowledge and skill as a National Commission on Certification of Physician Assistant (NCCPA) certified physician assistant in the delivery of medical and surgical care utilized in the recommendation, administration, and management of medical and surgical patients.
- **Simulation Technology.** Including:
 - Ability to use complex simulation technology (Laerdal Corporation's SimMan patient simulator and arterial/venous access mannequins).
 - Ability to use extensive comprehensive knowledge and skill in using human simulation technology.
- **Professional Credentials.** Maintain professional credentials and provide direct patient care to ensure currency in the medical standards.

Master Training Plan

Employees enter the General Health Sciences 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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0601-General Health Science (Associate Professor) Specialty. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience	
		GS-12	GS-14
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1
Graduate School USA: Introduction to Program Evaluation (PGMT7003D) FT	CP53	U3	U3
Graduate School USA: Earned Value Management (PROJ8500A) DL	CP53	U3	U3
Graduate School USA: Advanced Project Management Certification DL	CP53	U3	U3
AACP Continuing Medical Education Professional Organization DL	CP53	U3	U3
Anesthesia Continuing Education Professional Organization DL	CP53	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience	
		GS-12	GS-14
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*

Certification/Licensure. Depending on area of specialty, Associate Professors may be required to obtain and maintain Physician’s Assistant certification or Nurse Anesthetist certification. Other certifications also may be required depending on actual scope of responsibility. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

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Annex E – Series 0601 General Health Science (Clinical Research)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 2 employees in the 0601 General Health Science (Clinical Research) specialty. These employees are all assigned to CP53. They are compensated under the General Schedule (GS) and Demonstration Engineers and Scientists (DB) pay plans. They are employed by the U.S. Army Medical Command.

Occupational Series Information. Clinical Research Coordinators participate in the clinical research and evaluation of new therapies as part of a highly specialized team. They collaborate with physicians and other research staffs to develop, review, manage, and evaluate research projects and related protocol. Their efforts help to ensure each step is properly documented and final authorization is obtained from local commands and necessary agencies, to include the Food and Drug Administration (FDA) depending upon funding requirements and/or investigational drug/device applications. Clinical Research Coordinators also may provide patient education with regard to clinical trial protocols, therapeutic modalities, and potential side effects for patient treated research studies.

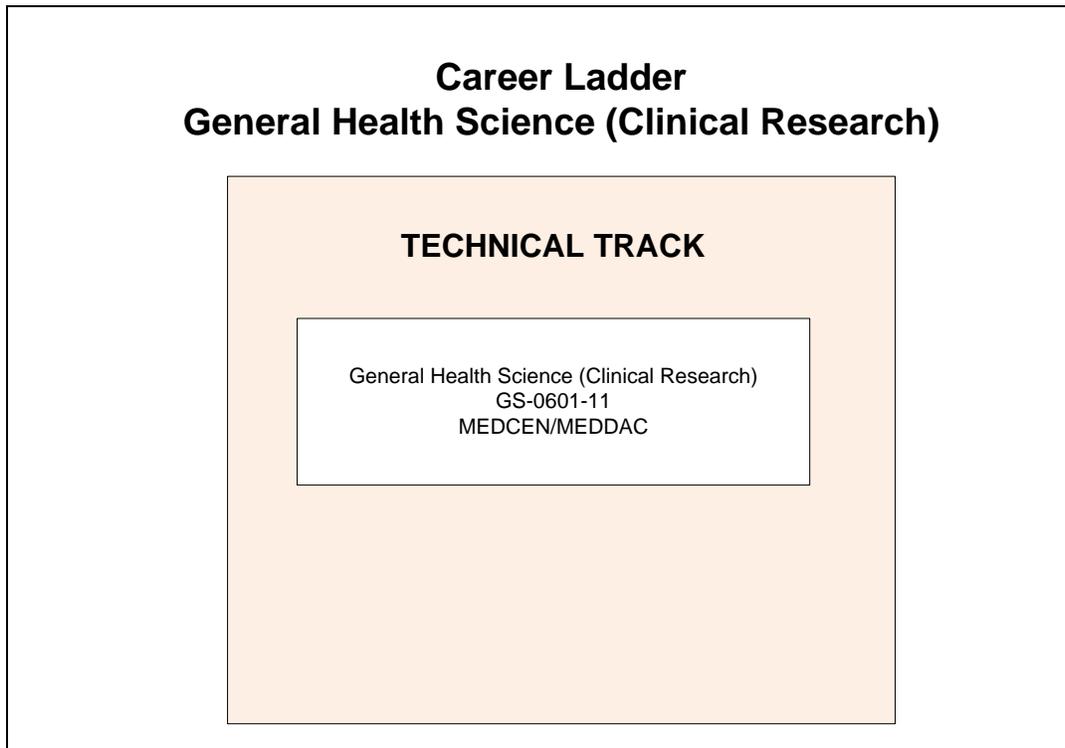
Clinical Research Coordinators can be found in MEDCENs and MEDDACs, Institute of Surgical Research, and USA Armament Research and Development Center.

Mission Critical Occupation. The 0601-General Health Science (Clinical Research) 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-0601 General Health Science (Clinical Research) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)). 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 Clinical Research Coordinators 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Oncology.** Including:
 - Knowledge in the field of oncology with a minimum of 2 years experience in clinical research. Ability to interpret research protocols and present findings at conferences and meetings.
 - Knowledge of various Hematology/Oncology disease sites; cancer staging systems; histologic and differentiation classification of cancer; significant symptoms of cancer; understanding of types of therapies used in treatment of Hematologic/Oncologic disorders.

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- **Research Skills.** Including:
 - Ability to apply analytical, evaluative and investigative techniques to conduct complex research functions.
 - Knowledge of medical terminology and abbreviations sufficient to interpret, analyze, and write about issues concerning research protocols and related documents.
 - Knowledge of clinical trial methods, IRB protocols and requirements, processing for approval, regulatory guidelines and continuing review. Knowledge of medical sciences and research concepts and terminology.
- **General Health.** Knowledge in General Health Sciences which include such fields of posttraumatic stress disorder (PTSD), depression, traumatic brain injury, suicide and other mental health disorders with a minimum of 2 years experience in clinical research. Ability to interpret research protocols and present findings at conferences and meetings.
- **Mental Health.** Knowledge of various psychological and mental health disease sites; significant symptoms of PTSD, depression, traumatic brain injury, and suicide; understanding of types of therapies used in treatment of psychological and mental health disorders.

Master Training Plan

Employees enter the General Health Sciences 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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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. NOTE: As previously mentioned, Clinical Research Coordinators are graded only as GS-11s.

The following chart is the Master Training Plan for Series 0601-Clinical Research Coordinator. It addresses the occupational and professional development training required for Army Civilian Clinical Research Coordinators. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11		
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**		
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1		
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1		
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1		
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1		
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1		
Clinical Research Coordinator Continuing Education Courses Professional Organizations (Society of Clinical Research Associates and Association of Clinical Research Professional) DL	CP53	U3		
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. Clinical Research Coordinators may be required to obtain Clinical Research Coordinator (CRC) certification. Certification can be obtained through the Association of Clinical Research Professional (ACRP) or Society of Clinical Research Associates (SoCRA).

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Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

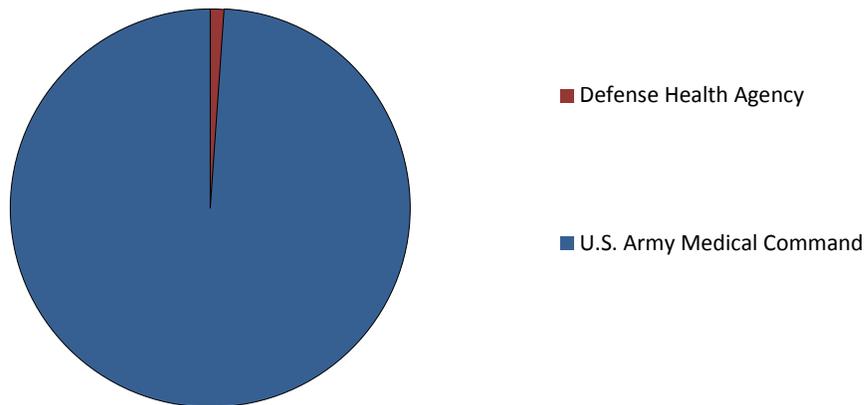
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Annex F – Series 0601 General Health Science (Chiropractor)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2015). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 41 employees in the 0601 General Health Science (Chiropractor) specialty. These employees are all assigned to CP53. They are all compensated under the General Schedule (GS) pay plan. They are employed by the commands shown in the graphic below. Chiropractors can be primarily found in MEDCENs and MEDDACs.

0601 Chiropractor Distribution by Command



Occupational Series Information. Chiropractors diagnose and provide treatment of spine-related conditions which impact the musculoskeletal system. Many chiropractic treatments and therapies deal specifically with the spine or the manipulation of the spine to relieve pain or improve existing conditions. Chiropractors also may prescribe and help patients to use orthotic devices, materials and appliances which aid in chiropractic therapy. When needed, chiropractors consult and refer patients to appropriate specialty care providers to include, orthopedic surgeons, physical therapists, primary care providers and any other healthcare providers involved in the care of the patient.

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Mission Critical Occupation. The 0601-General Health Science (Chiropractor) 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-0601 General Health Science (Chiropractor) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)). 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.

Draft Functional Competencies

The following competencies apply to Chiropractors 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- Chiropractic Skills. Knowledge in the following areas:
 - Medical sciences underlying the field of chiropractic, including anatomy, physiology, microbiology, pathology, physiology, etc., in order to perform axial (spinal) manipulation and nonaxial (extremity) manipulation in which there is no fracture, joint dislocation or ligamentous disruption and which are related to potential spinal pathology.
 - Neuro-musculoskeletal system and biomechanics in order to perform axial (spinal) manipulation.
 - Spinal column and extremity biomechanics in order to perform manipulations for the following, but not limited to conditions: e.g., facet syndromes, radiculopathy, disc disorders and connective tissue diseases.
 - Various diseases and conditions and how they affect the spine, upper and lower extremities.
 - Providing information for medical-legal issues of the chiropractic specialty.

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- Knowledge of diagnosis, management, and treatment of neuro-musculoskeletal diseases and injuries in order to diagnose, manage, and treat disorders of the spine, extremities as it relates to spinal pathology and their related neurological and musculoskeletal systems.

- **Pharmacology.** Knowledge of pharmacology in order to review medical history and drug therapies used in conjunction with chiropractic care and treatment.
- **Self-Assessment.** Ability to conduct routine self-assessment in order to maintain competency and quality assurance.

Master Training Plan

Employees enter the General Health Sciences 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 FT 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.

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NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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. NOTE: As previously mentioned, chiropractors are graded only as GS-12s.

The following chart is the Master Training Plan for Series 0601-Chiropractors. It addresses the occupational and professional development training required for all Army Civilian chiropractors. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-12		
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**		
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1		

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Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1		
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1		
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1		
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1		
Chiropractic Continuing Education Courses Professional Organizations DL	CP53	U3		
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1		
Supervisor Development Course AMSC DL	X	U1*		
Certifications Professional Organization FT	CP53/X	U3*		

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Certification/Licensure. Chiropractors can practice only in States where they are licensed. Some States have agreements permitting chiropractors licensed in one State to obtain a license in another without further examination, provided that their educational, examination, and practice credentials meet State specifications. Individual employees should meet and maintain all State licensing requirements to be considered for employment. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

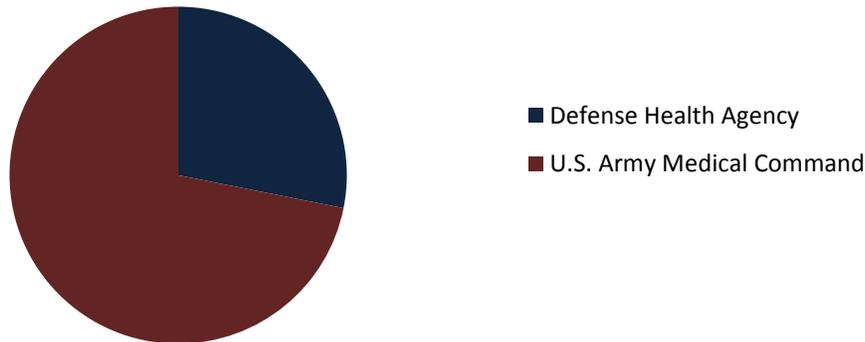
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Annex G – Series 0601 General Health Science (Cytologist/Cytotechnologist)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 32 employees in the 0601 Cytologist/Cytotechnologist specialty. These employees are all assigned to CP53. They are all compensated under the General Schedule (GS) pay plan. They are employed by the commands shown in the graphic below. Cytologists work in laboratories within MEDCENs, and MEDDACs.

0601 Cytologist Distribution by Command



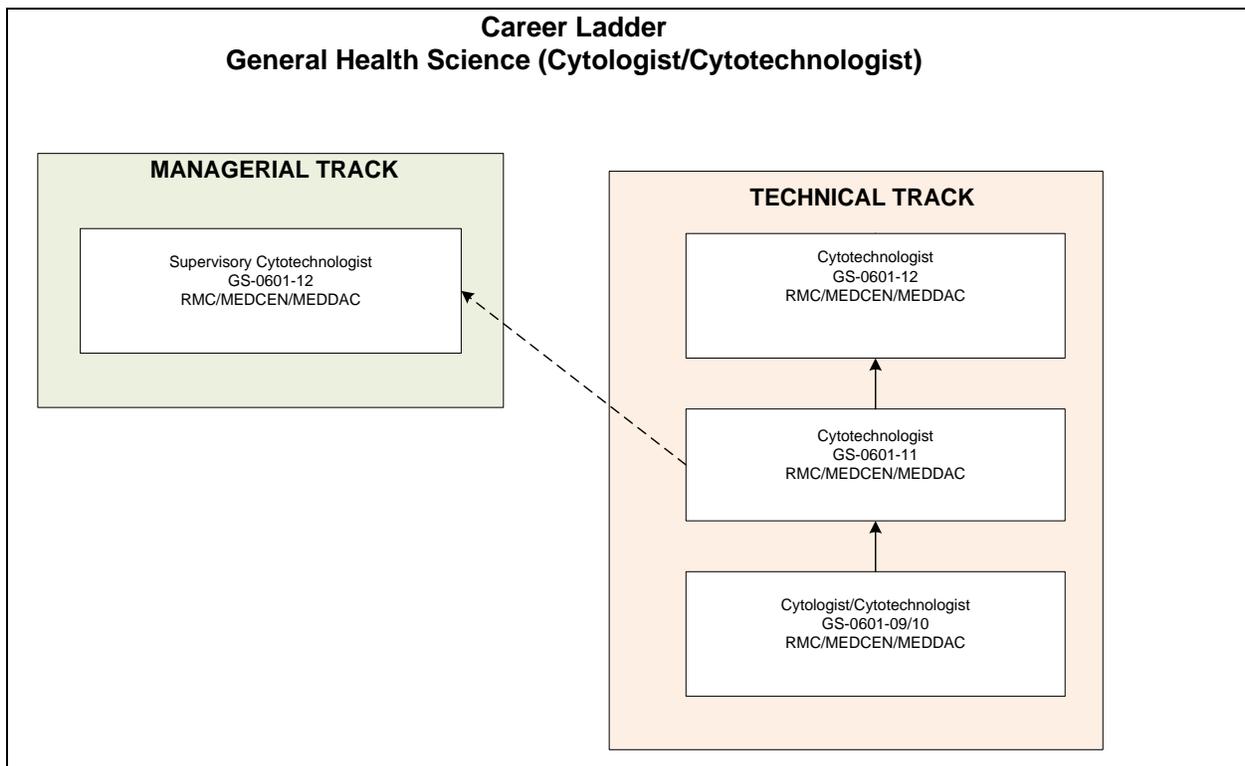
Occupational Series Information. Cytologists and Cytotechnologists are medical professionals who obtain and study patient cells for evidence of disease, such as cancer. They are trained to collect cell samples that have been shed normally, scraped from the body or aspirated with a fine needle. Cytologists and Cytotechnologists work closely with pathologists and other medical staff to ensure accurate diagnosis and treatment of patient illness.

Mission Critical Occupation. The 0601-General Health Science (Cytologist/Cytotechnologist) series has been designated a Mission Critical Occupation.

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Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0601 General Health Science series for Cytologists/ Cytotechnologists. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)). 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.



Draft Functional Competencies

The following competencies apply to Cytologists/Cytotechnologists 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 FT and OJT. These draft

competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Cytology.** Knowledge in the areas of:
 - Cytologist principles, concepts and methodology sufficient to perform a full range of procedures including no routine complex samples in a reference setting. Ability to recognize and interpret microscopic cellular findings.
 - Anatomy, histology, pathology, physiology and cytology of various body sites required to prepare and interpret fine needle aspirates.
 - Bacteriology, mycology, virology, parasitology and hematology as it relates to interpretation of cytologic changes.
 - The use and maintenance of instruments such as the microscope, automated stainers, homogenizers, cytospin and conventional centrifuges.
 - Technical, physiological and mechanical indicators of malfunction (e.g., instrument functions, faulty stains) sufficient to locate and correct errors. Knowledge of physiological correlation sufficient to check the validity of findings.
 - Accrediting/regulatory agency requirements sufficient to ensure that work is consistent with professional standards to include prescribed laboratory safety standards.
 - Ability to independently interpret fine needle aspiration specimens in a variety of hospital settings. Develop methods to improve procurement based upon experience without written guidelines.
 - Ability to synthesize diagnostic information from sample, location of lesion, clinical information on signs and symptoms, and likelihood of diagnosis to resolve differential diagnosis on complex tumors.
 - Knowledge of medical and pathologic processes to triage specimen to appropriate ancillary diagnostic tests such as flow cytometry, electron microscopy, immunohistochemistry based upon minimal information and without written guidance. Incorporate new molecular technologies such as DNA testing for viruses, cytogenetic

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analysis of tumors, molecular markers of disease into the triage and evaluation of the specimen.

- **Administrative Skills.** Knowledge in the areas of current CAP, CLIA, HCFA, CLIP, the Joint Commission, and OSHA regulations to ensure compliance with national and local professional standards.
- **Self-Assessment.** Ability to conduct routine self-assessment in order to maintain competency and quality assurance.
- **Adaptive Skills.** Ability to modify or adapt current methods of operation or procedure and use ingenuity to resolve technical and diagnostic problems; e.g. daily evaluation of technical quality of cytology staining requires individual to make frequent modifications to standard procedures via recommendations to prolong stain times, change vendor, modify processing steps, or other solutions. Ability to conduct complex analysis of processes involving numerous interacting variables.

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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0601-Cytologist/Cytotechnologist. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09/10	GS-11	GS-12
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/ Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1	U1	U1
Cytology Continuing Education Professional Organization DL	CP53	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. Cytologists and Cytotechnologists may be required to obtain certification from the American Society for Clinical Pathology (ASCP). The ASCP Board of Certification offers technician, technologist, specialist, diplomat and international professional certifications for laboratory professionals and pathology assistants to help ensure professionals possess the necessary skills to perform assigned duties. Regardless of position requirements,

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pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex H – Series 0601 General Health Science (Epidemiologist)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 25 employees in the 0601 Epidemiologist specialty. These employees are all assigned to CP53. They are compensated under the General Schedule (GS) and Demonstration Engineers and Scientists (DB) pay plan. They are all employed by the U.S. Army Medical Command. Epidemiologists previously work in MEDCENs, MEDDACs, and the US Army Public Health Command (USAPHC).

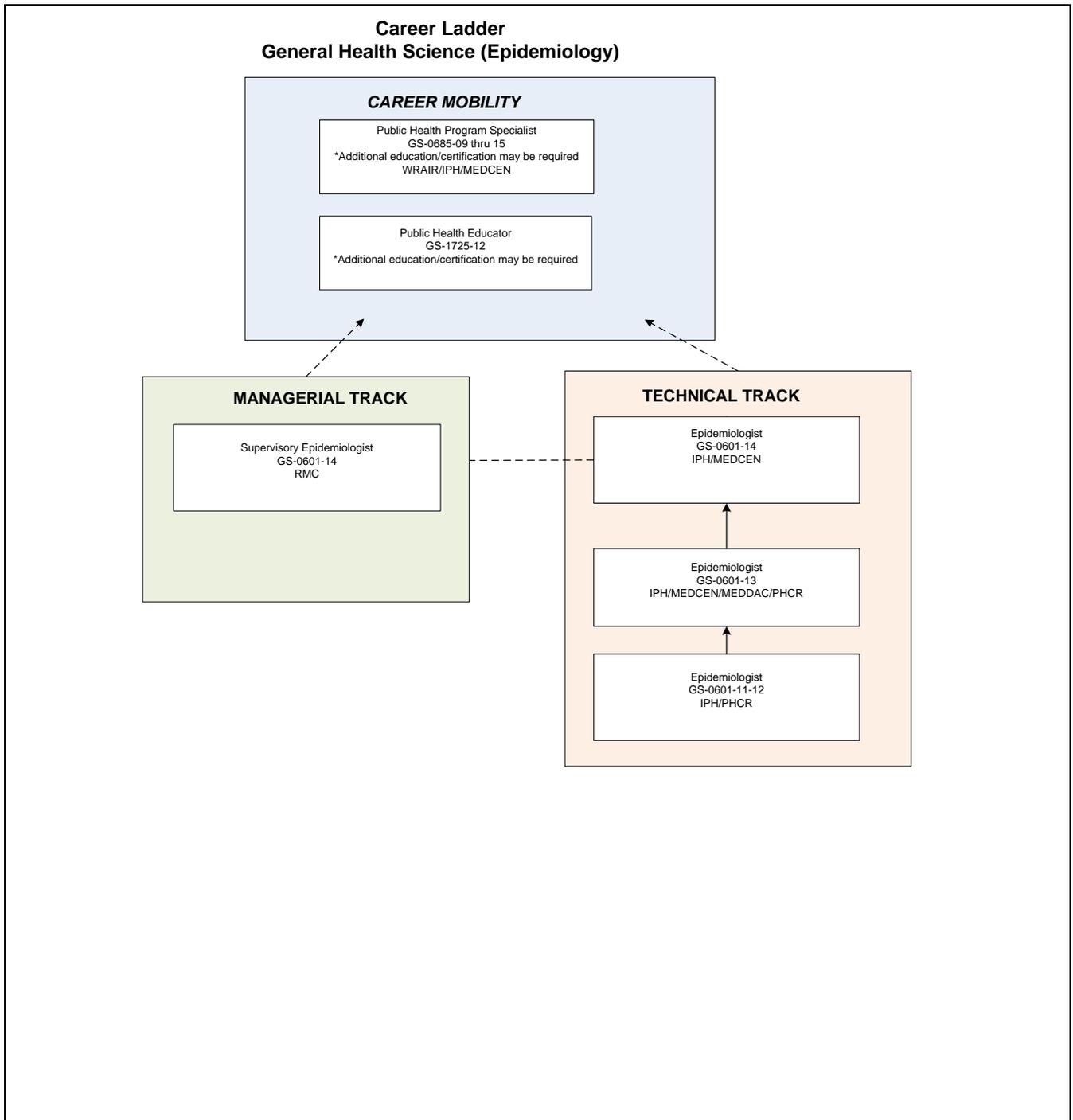
Occupational Series. Epidemiologists serve as Army technical experts in the area of epidemiology and public health (or other areas of specialty such as environmental medicine). They provide advice, guidance, and direction on problems that significantly affect the context, interpretation, and development of agency policies or programs concerning epidemiologic matters throughout DA and DOD. Epidemiologists also may be required to plan and execute epidemiological projects and surveillance aimed at identifying trends of diseases and injury among military-associated populations. Their efforts help maximize effectiveness of public health and force protection initiatives while increasing overall knowledge of specific health concerns impacting various Army communities.

Mission Critical Occupation. The 0601-General Health Science (Epidemiologist) 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-0601 General Health Science series for individuals specializing in epidemiology. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)). 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 Epidemiologists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Epidemiology.** To include:
 - Knowledge in the areas of professional concepts, principles, and practices of epidemiology, behavioral health surveillance and public health practice.
 - Knowledge in order to serve as an Army expert in epidemiology and to provide advice, guidance, and directions on a broad spectrum of behavioral health problems involving population assessment, risk taking behaviors, and health-related outcome analysis.
 - Ability to apply complex epidemiologic methods for assessing the risk of behavioral health illnesses among military beneficiaries due to potential risk factors.
 - Ability to interact with public health community as a behavior health epidemiologist. Skills in survey development, study design, and quantitative and qualitative data analysis.
- **Monitoring Surveillance Systems.** Knowledge in the areas of monitoring surveillance systems such as ESSENCE (Electronic Surveillance System of the Early Notification of Community-based Epidemics); NEDSS (National Electronic Disease Surveillance System); DMED (Defense Medical Surveillance System); as well as access to data accounts M2 (Military Health System [MHS] Mart), JPTA (Joint Patient Tracking Application) as well as other health data systems. Includes injury and other surveillance systems.
- **Adaptive Skills.** Including:
 - Ability to solve novel and obscure problems; to extend and modify existing techniques using knowledge of new developments and skill in developing new approaches to be used throughout DA and DoD in resolving epidemiologic problems.

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--Ability to conduct comprehensive investigations to identify and characterize risk factors, develop strategies to reduce psychological and social threat incidence, evaluate and recommend methods of control as well as preventive measures.

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 FT 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 IAW guidance listed at Annex TT.

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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Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0601-Epidemiologist. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11/12	GS-13	GS-14
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11/12	GS-13	GS-14
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1	U1	U1
Epidemiology Courses Professional Organizations DL	CP53	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. There are no certification or licensure requirements specified. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

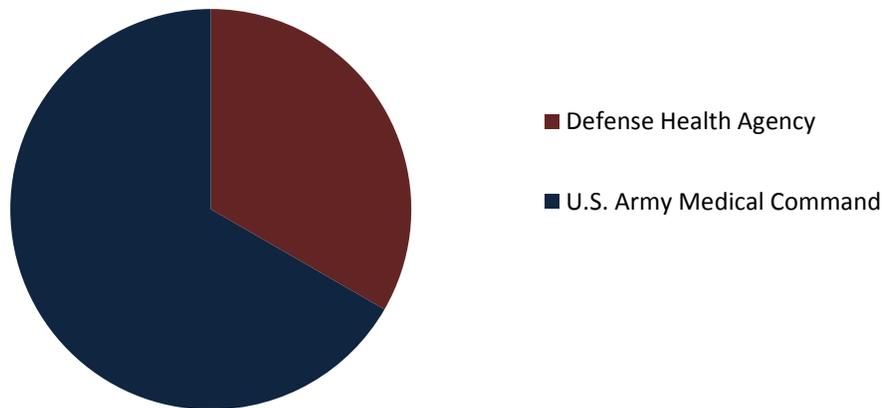
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Annex I – Series 0601 General Health Science (Exercise Physiologist)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate.

The Army has approximately 3 employees in the 0601 Exercise Physiologist specialty. These employees are all assigned to CP53. They are all compensated under the General Schedule (GS) pay plan. Exercise Physiologists work in RMCs, MEDCENs, and MEDDACs. They are employed by the commands shown in the graphic below.

Exercise Physiologist Distribution by Command



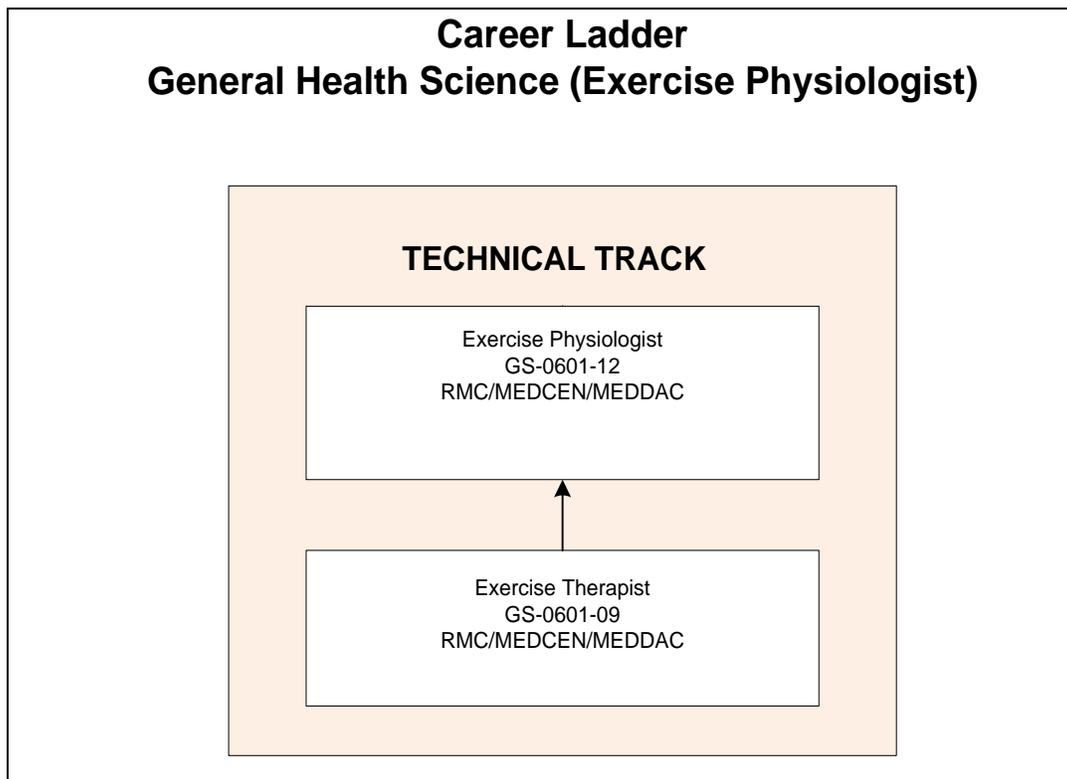
Occupational Series Information. Exercise Physiologists provide multi-disciplinary patient care to improve overall health through the development of personalized physical activity/exercise regimens. Examples of potential patients include overweight/obese individuals, patients at risk for cardiovascular and other health problems, or those in need of general guidance to maintain their health. They collaborate with physicians, nurses, dieticians, physical therapists and other multi-disciplinary team members to affect a holistic, comprehensive exercise program which addresses a patient's unique situation, physical ability and medical needs. In addition, Exercise Physiologists often establish rapport with patients and provide ongoing instruction to ensure prescribed exercise regimens work within patient limitations to produce optimum results.

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Mission Critical Occupation. The 0601-General Health Science (Exercise Physiologist) 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-0601 General Health Science (Exercise Physiologists) Specialty. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)). 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 Exercise Physiologists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Exercise Physiology.** Knowledge in the areas of:
 - Principles, concepts, and methodology of exercise physiology in order to assess individuals and determine the method that will be the most effective to enhance physical fitness, promote health, and ensure safety during participation in exercise.
 - Varied exercise equipment and their use as they apply to the testing and training of adults.
- **Medical Knowledge.** Knowledge in the areas of:
 - Cardiovascular disease, pulmonary disease, coronary artery disease risk factor management; knowledge of exercise physiology and principles of exercise prescription in order to provide comprehensive physiological and psychosocial assessment of patient/Family needs and develop an individualized plan of care.
 - Advanced rehabilitation concepts, theories, principles, procedures, and protocols to provide comprehensive physiological and psychosocial assessment of patient/Family needs and develop an individualized plan of care.
 - Cardiopulmonary pharmacology including the classification of the drugs, drug interaction, patient responses, common doses, hazards, contraindication, and route of administration.
 - Electrocardiography, exercise stress testing, pulmonary function tests, metabolic cart, exercise prescriptions, and rehabilitative exercise for a variety of patient populations.
 - Emergency procedures for actual or potential life-threatening situations in order to initiate prompt and appropriate action IAW accepted ACLS protocol.

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- **Compliance.** Ability to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Human Subjects Collaborative Institutional Review Board (IRB) Training Initiative (CITI).
- **Instructor Skills.** Including:
 - Ability to prepare instructional handouts and reference training material for use in conjunction with health and fitness instruction, using knowledge of varied exercise topics.
 - Knowledge of the principles of adult education in order to assess individual/group learning needs; create an environment conducive to learning; and plan, implement, evaluate, and document educational interventions for patients and Families as well as staff development programs.

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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0601-Exercise Physiologists. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-09	GS-12
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-09	GS-12
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1	U1
Exercise Physiology Continuing Education Professional Organization DL	CP53	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*

Certification/Licensure. Exercise Physiologists must maintain current Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) certification. In addition, Exercise Physiologists may benefit from obtaining certification through the American College of Sports Medicine (ACSM). There are a variety of certification programs available depending on personal career goals and assigned duties. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex J – Series 0601 General Health Science (Health Promotion)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 5 employees in the 0601-Health Promotion specialty. These employees are all assigned to CP53. They are compensated under the General Schedule (GS) pay plan. Health Promotion Coordinators work within RMCs, MEDCENs, MEDDACs, and the USAPHC. They are employed by the U.S. Army Medical Command.

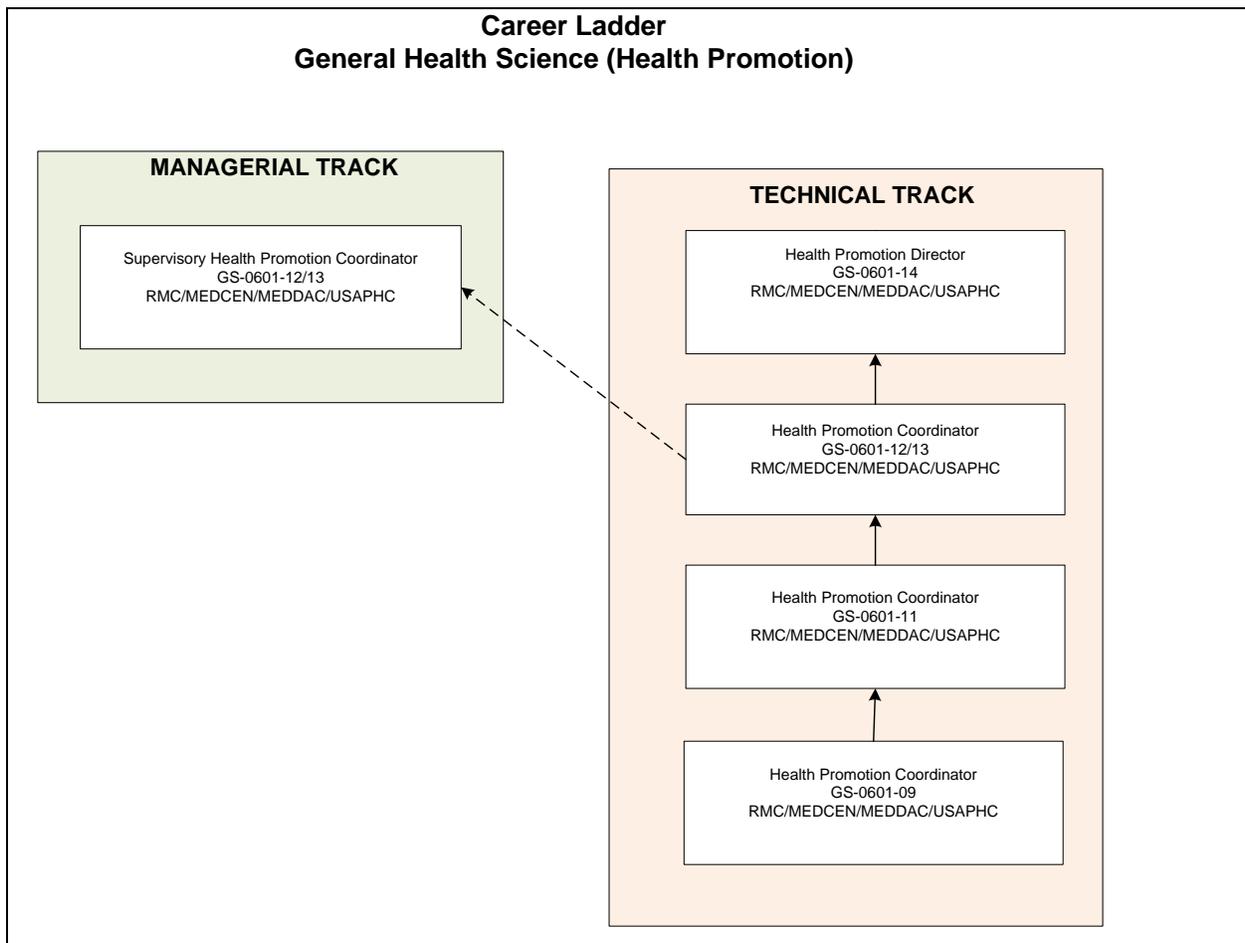
Occupational Series Information. Health Promotion Coordinators design, plan, organize, and implement health promotion programs for all Soldiers, Civilian employees, Family members, and retirees to improve and/or enhance the health and readiness of the Total Army activities within area of responsibility. Examples of such programs consist of (but are not limited to) the following: tobacco cessation, substance abuse prevention, stress management, nutrition, hypertension screening, weight control, and suicide prevention. Health Promotion Coordinators are responsible for overall program management and provide continual assessment of program participation and effectiveness. In addition, individuals with this specialty provide a variety of training programs and conduct consultations for a wide range of customers.

Mission Critical Occupation. The 0601-General Health Science (Health Promotion) 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-0601 General Health Science series for Health Promotion Coordinators. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Science series should be guided by the qualification standards established by OPM ([\(Qualification Standards for Series 0601, General Health Science\)](#)). 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 Health Promotion Coordinators 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- Health Promotion. Knowledge of:
 - A variety of professional health education principles, concepts, and techniques to plan, design, and conduct health promotion programs gained through a combination of

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formal education, specialized training, and work experience in the area of health promotion and preventive medicine.

--The Army mission, organization, and programs CONUS and OCONUS.

--Policies and regulations, medical institutions, and health promotion/preventive medicine principles to provide continual assessment, planning, and implementation of United States Army Health Promotion/Wellness Program.

- **Program Management.** To include:

- Ability to design, implement, and manage health-related programs, including budgeting, fiscal monitoring, and general administration.

- Ability to gather and analyze technical data and implement program tracking and evaluation using knowledge of automated data processing and its applications, computers, and supporting software in order to plan.

- Ability to design and conduct Health Promotion Programs using knowledge of military regulations, medical institutions, and health promotion/preventive medicine principles.

- Knowledge of organization, management, and administration; specialized experience in planning and implementing programs directly related to health programs; experience working with a military population to make recommendations concerning the technical design of program components, and to assure an integrated line and staff approach with continued upgrading of health promotion programs and activities.

- **Instructor Skills.** Ability to plan, teach, conduct, and evaluate health promotion courses for health promotion professionals.

- **Self-Assessment.** Ability to conduct routine self-assessment in order to maintain competency and quality assurance.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains

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specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0601-Health Promotion. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careemaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-09	GS-11	GS-12/13	GS-14
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	CP53X	U1	U1	U1	U1
Graduate School USA: Project Management (PGMT7005A) DL	CP53	U3	U3	U3	U3
Graduate School USA: Introduction to Program Evaluation (PGMT7003D) FT	CP53	U3	U3	U3	U3
Graduate School USA: Basic Project Management (PROJ7001N) DL	CP53	U3			

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-09	GS-11	GS-12/13	GS-14
Graduate School USA: Earned Value Management (PROJ8500A) DL	CP53		U3	U3	U3
Graduate School USA: Advanced Project Management Certificate Program DL	CP53			U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Health Promotion Coordinators may benefit from obtaining Health Promotion Coordinator or American College of Sports Medicine (ACSM) certification depending on duties assigned. Health Promotion Coordinator certification may be obtained via a number of professional organizations. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

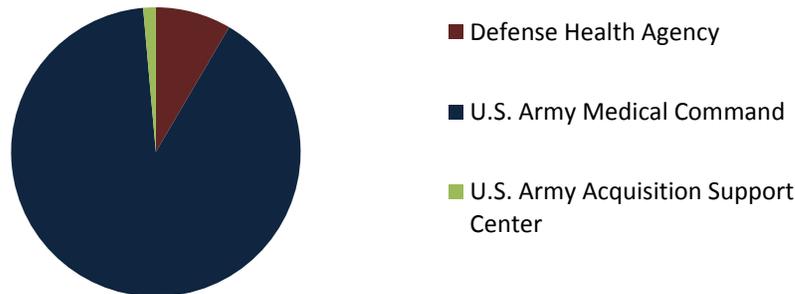
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Annex K – Series 0601 General Health Science (Health Scientist)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 71 employees in the 0601 Health Scientist specialty. These employees are all assigned to CP53. They are compensated under the General Schedule (GS), Demonstration Engineers and Scientists (DB), and Consultant (EF) pay plans. Health Scientists work in laboratories within RMCs, MEDCENs, MEDDACs and the USAPHC. They are employed by the commands shown in the graphic below.

0601 Health Scientist Distribution by Command



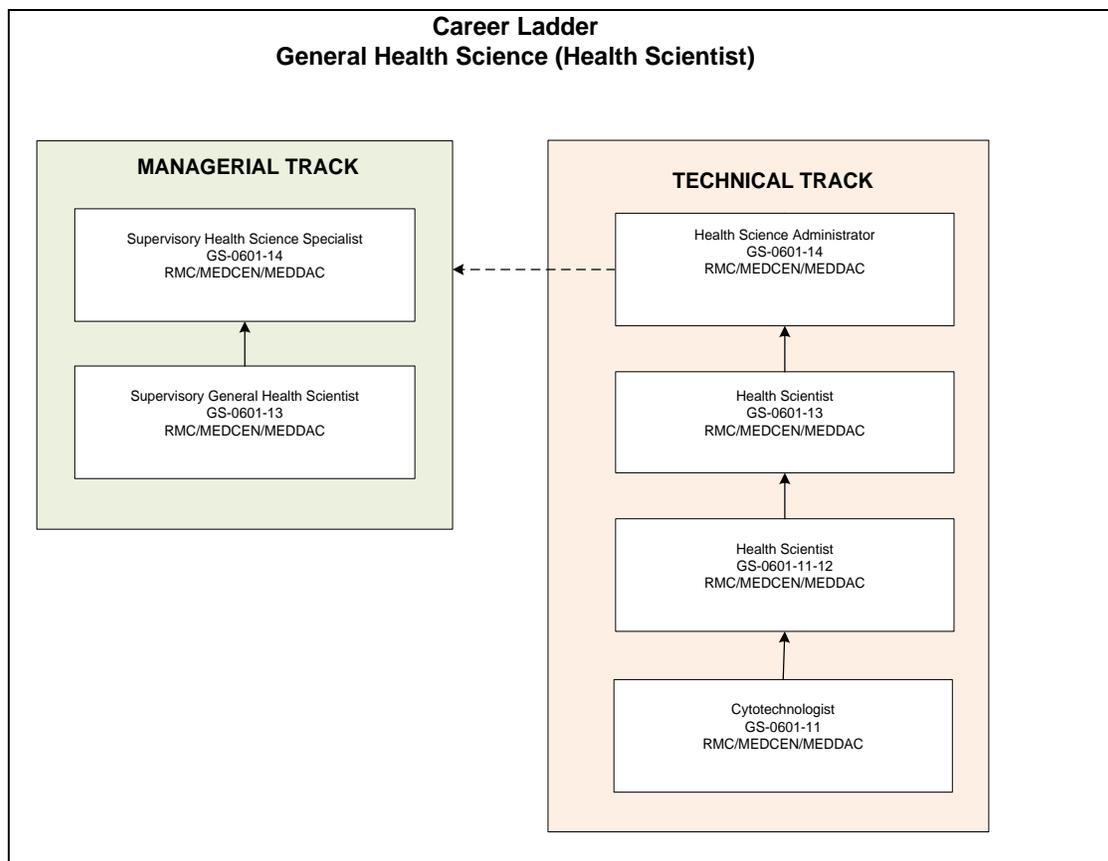
Occupational Series Information. Health Scientists are generally responsible for initiating/conducting scientific studies and investigations to improve the health and performance of Soldiers and their Families. They perform extensive background research using existing scientific and technical literature, data collection, and statistical analysis and, whenever possible, suggest new approaches to specific problems based on study findings. Health Scientists also may specialize in a particular field of study depending on job description and area of assignment.

Mission Critical Occupation. The 0601-General Health Science (Health Scientist) series has been designated a Mission Critical Occupation.

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Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0601 General Health Science Series for Health Scientists and related titles. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Health Sciences series should be guided by the qualification standards established by OPM ([\(Qualification Standards for Series 0601, General Health Science\)](#)). 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.



Draft Functional Competencies

The following competencies apply to Health Scientists 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 FT and OJT. These draft competencies

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were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in medical practice.
- **Health Scientist.** Knowledge of analytical and evaluative methods, plus a thorough understanding of regulations that underpin the functioning of the Institute's Institutional Animal Care and Use Committees (IACUC), Institutional Review Boards (IRB), and Research Committees (RC) to ensure these elements of the Institute are in compliance with rules and regulations issued by the Institute, the Department of Defense, and other Federal Agencies.
- **Management Skills.** Knowledge of the entire clinical research program to guide the design and format of research studies, approve budget and signatory requirements for processing through the committees and higher authority.
- **Medical Knowledge.** Knowledge of medical issues diagnoses and treatment of human diseases and pathogenesis of medical illnesses to advise research investigators and guide them in the design and implementation of research studies that are morally, ethically, legally, and scientifically sound.
- **Oncology.** Knowledge in the field of oncology and in clinical research. Ability to interpret research protocols and present findings at conferences and meetings.
- **Research Skills.** Ability to apply analytical, evaluative, and investigative techniques to conduct complex research functions
- **General Health.** Knowledge in General Health Sciences which include such fields of posttraumatic stress disorder (PTSD), depression, traumatic brain injury, suicide, and other mental health disorders in a clinical research setting. Ability to interpret research protocols and present findings at conferences and meetings.
- **Mental Health.** Knowledge of various psychological and mental health disease sites; significant symptoms of PTSD, depression, traumatic brain injury, and suicide; understanding of types of therapies used in treatment of psychological and mental health disorders.
- **Self-Assessment.** Ability to conduct routine self-assessment in order to maintain competency and quality assurance.
- **Education.** Ability to train newly assigned personnel in order to promote the technical growth and development of personnel.

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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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship

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Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0601-General Health Scientist. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-11	GS-12	GS-13	GS-14
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-11	GS-12	GS-13	GS-14
Continuing Education Courses Professional Organizations (Society of Clinical Research Associates & Association of Clinical Research Professional) DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Health Scientists may be required to obtain specialized certification depending on title and assigned duties or other professional organizations. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

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Annex L – Series 0601 General Health Science (Medical Evaluation)

Overview. Occupational Series 0601 covers a diverse set of clinical specialties and represents 368 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0601 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 9 employees in the 0601 Medical Evaluation specialty. These employees are all assigned to CP53. They are compensated under the General Schedule (GS) pay plan. Medical Evaluation Analyst positions can be found in MEDCENs, MEDDACs, and USARNORTH. They are all employed by U.S. Army North.

Occupational Series Information. Medical Evaluation Analysts work as part of a team to provide training support and evaluation to Chemical, Biological, Radiological, and Nuclear Response Enterprise (CBRNE) chemical, biological, radiological, nuclear and high yield explosives units. Individuals in this field possess technical knowledge of the chemical aspects of toxic/hazardous materials and advise the Team/Division Chief on pertinent chemical and technical aspects of toxic/hazardous materials both on individuals and in the environment. Medical Evaluation Analysts also provide subject-matter expertise on highly technical medically related hazard material (HAZMAT) procedures and devices, as well as triage and medical management training. Their efforts help ensure CBRNE Response Enterprise elements and medical personnel are properly trained to respond to CBRNE emergencies in order to protect Army personnel, their Families and the local community.

Mission Critical Occupation. The 0601-General Health Science (Medical Evaluation) series has been designated a Mission Critical Occupation.

Career Ladder

Army Civilian Medical Evaluation Analysts in the GS-0601 General Health Science series are exclusively graded GS-12. Actual scope of responsibility for individual positions may vary by location or assignment. Additional information can be found within the qualification standards established by OPM ([Qualification Standards for Series 0601, General Health Science](#)).

Functional Competencies

The following competencies apply to Medical Evaluation Analysts 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).

- **Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in the medical practice.
- **Standards Interpretation/Application.** To include:
 - Ability to interpret standards and guidelines published in the Federal and State Hazardous and toxic materials standards, EPA manuals, DA manuals and directives, CFR 1910.120, and other regulatory guidelines as required by law.
 - Knowledge of the rules, regulations, and procedures of recruitment and placement of Civilian personnel; e.g., Federal Personnel Manual, OPM Qualification Standards, and skill in applying these standards to specific cases.
 - Knowledge of job analysis and evaluation techniques for applying qualification standards when determining minimum eligibility of candidates.
- **Recruitment.** Including:
 - Knowledge of current developments in staffing practices and advanced marketing techniques and recruitment strategies in profit and nonprofit hospitals, as well as other federal agencies to propose and facilitate rapid response to changes in the medical specialty recruitment market or internal organizational situation.
 - Ability to sell and persuade; to relate well to journeyman and entry level applicants.
 - Knowledge of a variety of medical specialties and the preparation required for advanced and specialized levels to assess and qualify candidates for employment.
- **Exercise Execution.** Including:
 - Knowledge of safety rules and practices to ensure the safety of the team members, identifying any inappropriate medical protocol or gross breach of standard care prior to, during, or after an exercise.
 - Able to create and implement medical scenarios and injects to ongoing WMD/CBRNE exercises.

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--Able to evaluate the assigned medical team's knowledge, technical and professional ability to support and maintain the basic health care of assigned unit members.

--Knowledge of a variety of medical specialties and the preparation required for advanced and specialized levels to assess and qualify candidates for employment.

Master Training Plan

Employees enter the General Health Sciences 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 FT 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 IAW guidance listed at Annex TT.

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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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0601-Medical Evaluation Analysts. It addresses the occupational and professional development training required for all Army, Civilian Medical Evaluation Analysts. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience
		GS-12
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1
Infection Control Local Installation/Swank/Professional Organization (www.swankhealth.com) FT/DL	X	U2
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/DL	CP53/X	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U1
Healthcare Ethics II (MD0067) ATRRS DL	CP53/X	U1
Introduction to CBRNE (081-CBRNE-W) ATRRS DL	CP53/X	U1
Military Response to Domestic CBRNE Attacks (J3OP-US011) ATRRS DL	CP53/X	U1
CBRNE Enhanced Response Force Package Module 1 (J3OP-US635) ATRRS DL	CP53/X	U1
FEMA Exercise Development (NNC-IC-3079-L) ATRRS DL	CP53/X	U1
CBRNE Operators/Responder Course (767 F25) ATRRS DL	CP53/X	U1
HAZMAT Continuing Education Professional Organization DL	CP53	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1
Supervisor Development Course AMSC DL	X	U1*

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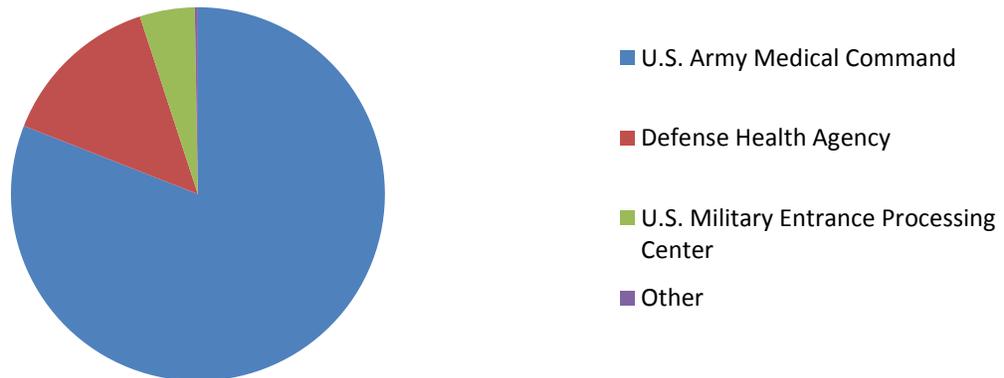
Course Source Type of Training	Centrally Funded/No Cost	Intended Audience
		GS-12
Certifications Professional Organization FT	CP53/X	U3*

Certification/Licensure. All employees by this title are required to obtain/maintain CPR Certification. Certification may be obtained through a variety of sources. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

Annex M – Series 0602 Medical Officer

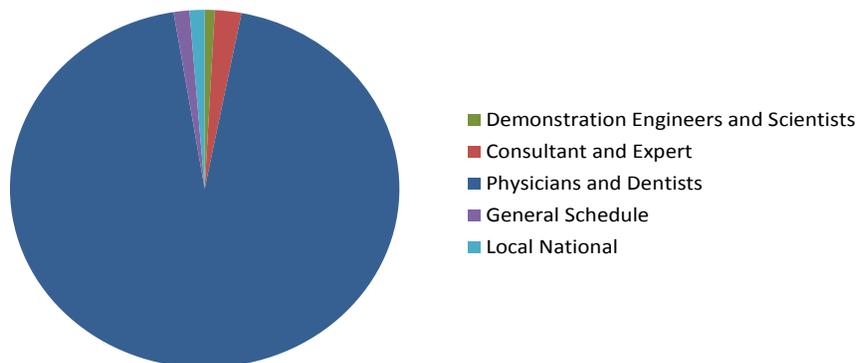
Overview. The Army has over 1,500 employees (source: DCPDS, 5 June 2014) in the 0602-Medical Officer occupational series. This employee population is entirely aligned to CP53. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan. There are over 1,500 medical officers employed in the US Army. They are located throughout the world and work primarily in the MEDCENs and MEDDACs. Medical Officers are assigned to a variety of Army commands as shown on the graphic below.

Series 0602 Distribution by Command



Medical Officers are most commonly assigned to the General Schedule and the Physicians and Dentists sub-plans (GS, GP, and GR), and Consultants and Experts pay plans, as shown in the chart below.

Series 0602 Distribution by Pay Plan



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Occupational Series Information. Medical Officers focus on professional and scientific work in one or more fields of medicine. As Doctors of Medicine or Doctors of Osteopathy, they are responsible for advising on, administering, supervising, or performing health care.

Duties of medical officers, sometimes referred to as physicians, typically involve direction or performance as a primary responsibility of one of six functional specializations: (1) clinical, (2) preventive medicine, including aviation medicine, occupational medicine and public health, (3) research, (4) teaching or training, (5) disability evaluation, and (6) administration.

Medical officers that practice clinical medicine perform diagnostic, preventive, or therapeutic services to patients in hospitals, clinics, public health programs, diagnostic centers, and other healthcare facilities.

Physicians involved in research may conduct experimental work to identify causes, methods, or prevention and control, and methods of treatment of disease. They also may study physical limitations and conditions other than disease, or perform research on specific health problems.

Some medical officers perform a variety of work regarding the development of medical policy and regulations with respect to foods, and therapeutic efficacy and safety of drugs, devices, and cosmetics. Such physicians may conduct clinical studies and research, evaluate new drug applications, and prepare/present the medical aspects of court cases.

Medical officers within the administration function typically possess a broad knowledge of various medical fields and administrative skills and abilities rather than mastery in any one medical specialization. They often manage Federal-aid medical programs or other medical and health programs.

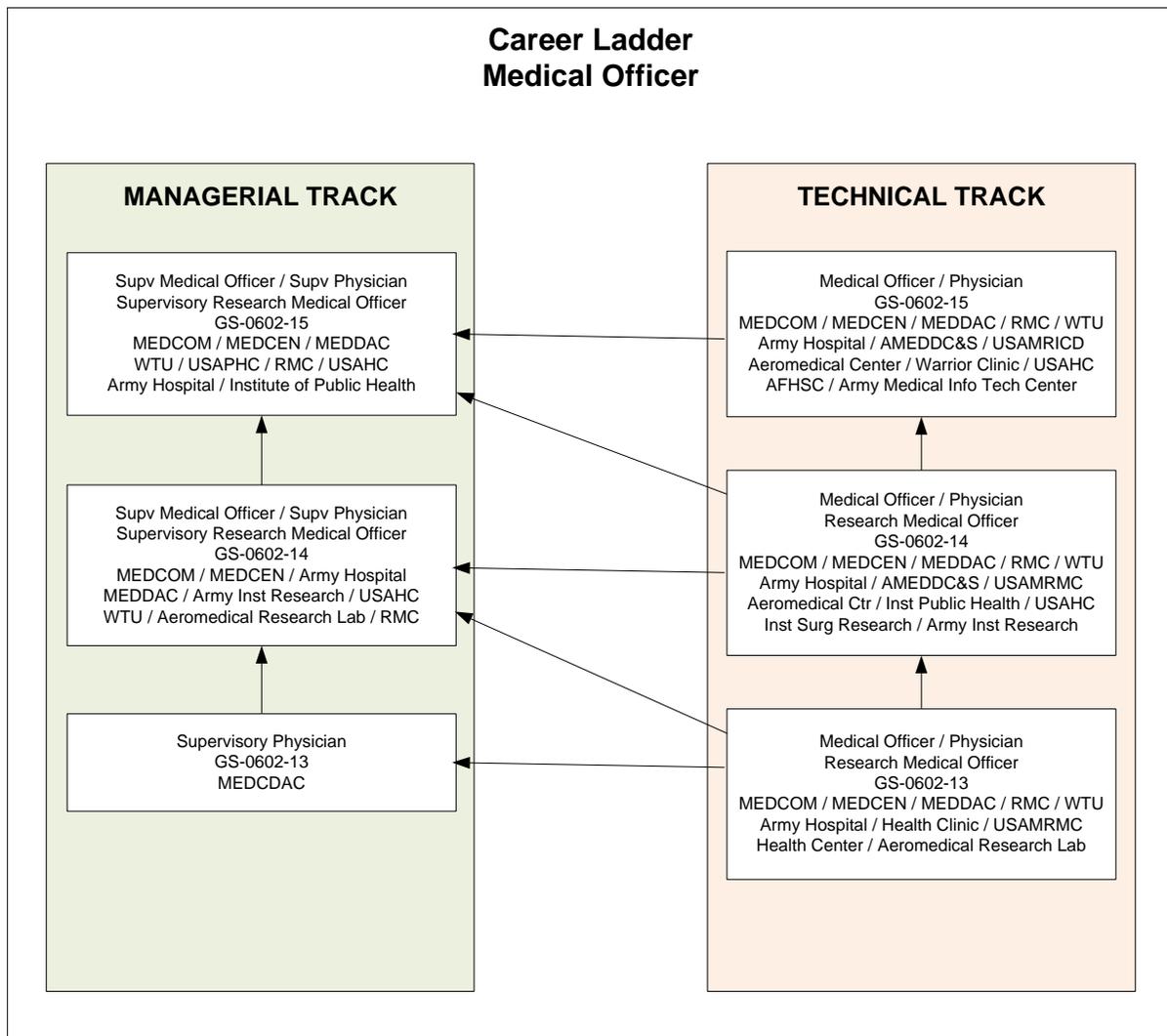
Other medical officers may direct and evaluate medical training, provide service to patients in an occupational health program, perform medicolegal autopsies, or evaluate disabilities and ratings of claims for compensation or pension.

Mission Critical Occupation. The 0602-Medical Officer 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-0602 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the 0602-Medical Officer

series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0602, Medical Officer](#)). 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.



Draft Functional Competencies

The following competencies apply to Medical Officers in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that

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employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through FT and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive health-care measures.
- **Therapy and Counseling.** Knowledge of diagnosis and treatment of physical and mental ailments, and career guidance.
- **Psychology.** Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
- **Sociology and Anthropology.** Knowledge of group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins.
- **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.
- **Philosophy and Theology.** Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Engineering and Technology.** Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.
- **Critical Leadership.** Ability to serve as Medical Officer in the specialty-related clinic; examine, diagnose and treat the full range of specialty-related patients. Ability to provide professional guidance to assigned medical personnel on duty.
- **Clinic/Ward Management.** Ability to provide professional medical services to authorized beneficiaries of an outpatient clinic or inpatient ward. Patient care duties cover the full range of cases coming within the scope of the specialty.
- **Patient Analysis.** Ability to evaluate laboratory, radiographic and clinical findings and provide appropriate treatment and follow-up care for patients. Ability to attend the more difficult cases requiring highly complex diagnosis and/or treatment and care.

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- **Collaboration Analysis.** Ability to collaborate with specialists in other areas on interrelated problems.
- **Maintain Professional Knowledge.** Ability to maintain credentials in compliance with medical treatment facility standards and requirements. Ability to perform procedures for which credentialing has been delineated.
- **Regulatory Compliance.** Ability to comply with medical treatment facility medical staff by-laws regarding provider evaluation through quality assurance, quality improvement, peer review, and similar professional medical activities in conjunction with accreditation and other standards required of medical facilities.
- **Clinical Administration.** Ability to perform administrative duties inherent to clinical activities. Lead and/or attend continuing medical education classes.
- **Mentorship.** Ability to participate in the medical education training program within the department. Ability to guide, instruct, and train residents, interns, medical students, and other professional personnel as required in specialty-related patient care. Ability to provide guidance, through lectures, to department personnel on aspects of specialty-related care when requested.
- **Research.** Ability to serve as investigator or collaborator in special research projects.
- **Consultation.** Ability to serve as an expert and consultant in applicable specialty.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0602-Medical Officer. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-13	GS-14	GS-15
Automated External Defibrillator (AED) AHA/ARC/Vendor Formal Training (FT)	CP53	U2	U2	U2
Red Cross First Aid Trainer Certification ARC FT	CP53	U3	U3	U3
Swank Health Care On-Line Courses SWANK (www.swankhealth.com) Distance Learning (DL)	CP53/X	U3	U3	U3
AMEDD CBRNE Preparedness Overview (081SDL12- HSHH-0001) AMEDDC&S (www.cs.amedd.army.mil/AHS) DL	X	U1	U1	U1
Introduction to CBRNE (CBRNE-W) AMEDDC&S DL	X	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U3	U3	U3
Health Care Ethics I (MD0067) AMEDDC&S DL	X	U3	U3	U3
Organization & Functions of the Army Medical Department (MD0004) AMEDDC&S DL	X	U1	U1	U1
Medical Profiles (081SDL10-00CDL-0003) AMEDDC&S AMEDDC&S DL	X	U2	U2	U2
Sexual Assault Prevention and Response for Healthcare Providers (6H-F39/300-F33) AMEDDC&S DL/CC	CP53/X	U2	U2	U2
Medical Evaluation Board Physician (6I-F5) AMEDDC&S DL/CC	CP53/X	U3	U3	U3
Hospital Administrators Homeland Security (081-CBRNE HOSP ADM) AMEDDC&S DL/CC	CP53/X	U1*	U1*	U1*
Tort Law/Federal Tort Claims Act/Geneva Conventions (081-MD0033) AMEDDC&S DL/CC	CP53/X	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-13	GS-14	GS-15
Quality Care: Patient Relations (081-MD0520) AMEDDC&S DL/CC	CP53/X	U1	U1	U1
Respect-Military (081SDL-PB-0001) AMEDDC&S DL/CC	CP53/X	U2	U2	U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

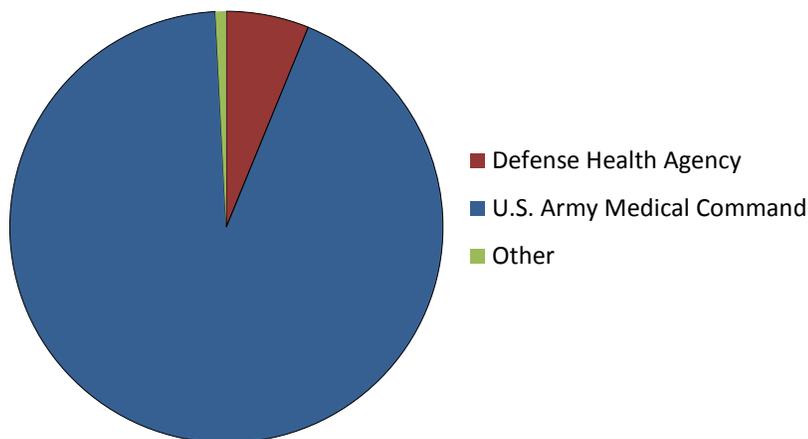
Certification/Licensure. Medical Officers that practice medicine and surgery must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing health care services to patients. However, some administrative and research physicians are exempt. Employment in many Army Medical Officer positions could require specific certifications from approved American specialty boards; e.g., Certification by Council on Medical Education, Hospitals of the American Medical Association, Bureau of Professional Education, and/or Advisory Board for Osteopathic Specialists of the American Osteopathic. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex N – Series 0603 Physician Assistant

Overview. The Army has over 500 employees (source: DCPDS, 5 June 2014) in the 0603-Physician Assistant occupational series. This employee population is entirely aligned to CP53. There are approximately 466 physician assistants assigned within MEDCOM. They are located throughout the world, at Medical Centers (MEDCENS), Regional Medical Commands (RMCs), Medical Activities (MEDDACs) and, US Army Health Clinics, supporting US Army Garrison programs. Although the general title, “Physician’s Assistant” may be used, many PAs also are assigned to specialized areas. To obtain these specialized positions, candidates may need to show one year or more of experience in the field and demonstrate they possess the necessary skills to perform duties required of that sub-specialty. Additional certification pertaining to these sub-specialties may be required. Physician Assistants are assigned to several Army commands as shown on the graphic below.

Series 0603 Distribution by Command



Physician Assistants are compensated under the General Schedule (0603 GS employees) and Demonstration Engineers and Scientists (4 DB employees) pay plan.

Occupational Series Information. Physician Assistants (PAs) perform a variety of duties to assist in the overall provision of generalized and specialized patient care. PAs perform physical examinations, diagnose and treat illnesses, order and interpret lab tests, perform procedures, assist in surgery, prescribe medications, provide patient education and counseling, as well as make rounds in hospital settings. Physician assistants often work closely with licensed physicians and medical staff within

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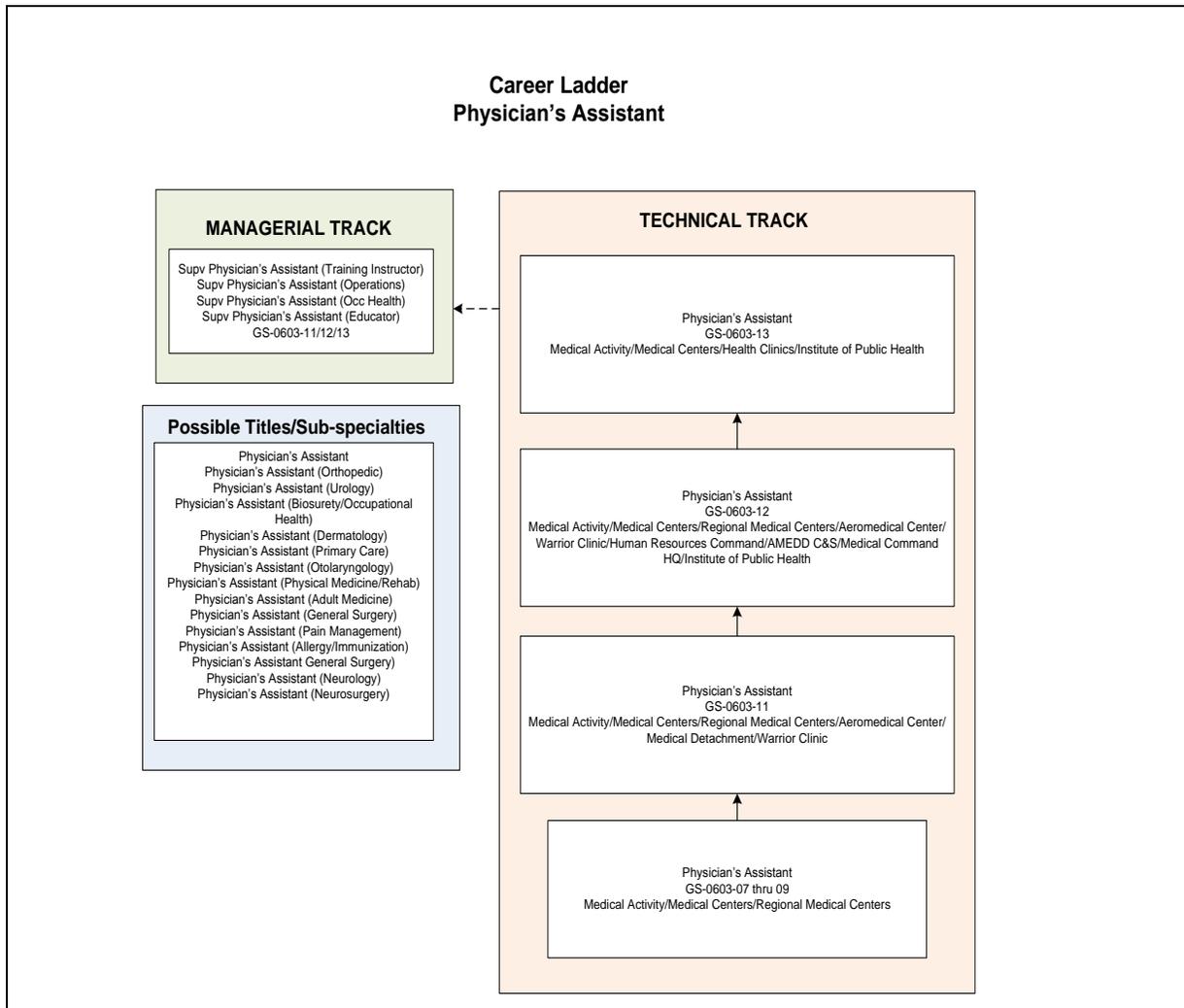
assigned specialty, but are expected to use autonomous decision-making when providing patient care. To prepare for their duties, PAs complete rigorous training and educational courses similar to physicians. In fact, the PA educational program is modeled on medical school curriculum using a combination of classroom and clinical instruction.

Mission Critical Occupation. The 0603-Physician Assistant 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-0603 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Physician Assistant series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0603, Physician Assistant](#)). 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 Physician's 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP 53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measure for medical emergencies that may be encountered in generalized practice or within assigned sub-specialty.

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- **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.
- **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 proper disposal procedures.
- **Therapy and Counseling.** Knowledge of diagnosis and treatment of physical and mental ailments, as well as generalized career guidance.
- **Psychology.** Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.

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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0603-Physician’s Assistant. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-09	GS-11	GS-12	GS-13
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
Infection Control Local Installation/Swank (www.swankhealth.com) FT/Distance Learning (DL)	X	U1**	U1**	U1**	U1**
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank FT/DL	CP53/X	U1	U1	U1	U1
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/DL	X	U1	U1	U1	U1
Healthcare Ethics I (081-MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (081-MD0067) ATRRS DL	X	U1	U1	U1	U1
Emergency Med Physician Assist Basic Skills (6H-A0627) ATRRS DL	X	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. PAs employed by MEDCOM must successfully graduate from a Physician Assistant educational program accredited by the Accreditation Review Committee on Education for the Physician Assistant (ARC-PA). Additionally, PAs must successfully complete the National Commission on Certification of Physician Assistant (NCCPA) examination and

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maintain status as a certified physician assistant, to include all requirements for continuing medical education and recertification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

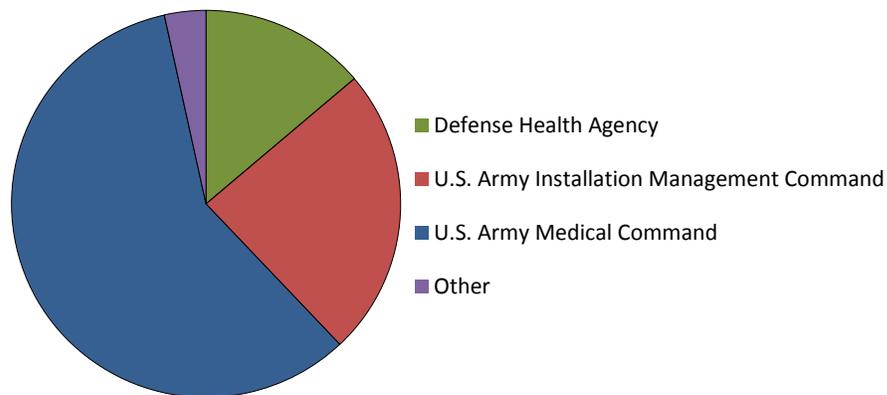
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Annex O – Series 0630 Dietitian and Nutritionist

Overview. The Army has 107 employees (source: DCPDS, 5 June 2014) in the 0630 Dietitian and Nutritionist occupational series. These employees are assigned to CP53.

Dietitians and Nutritionists 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, US Army Medical Command, and the Defense Health Agency (DHA). They are located throughout the world and work primarily in the MEDCENs, MEDDACs, Army Health Clinics, and the US Army Medical Research and Materiel Command (USAMRMC).

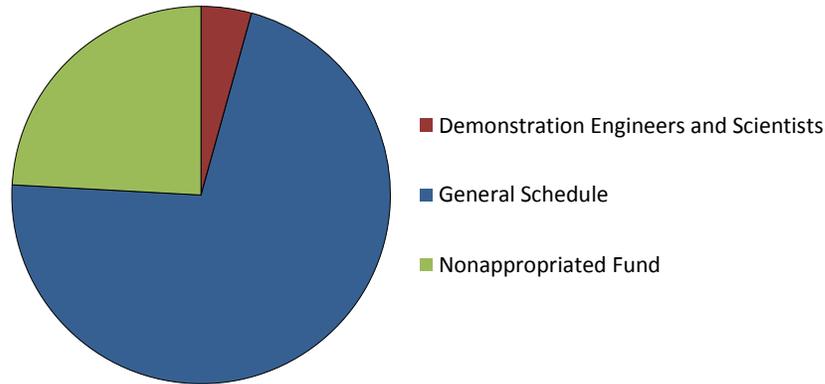
Series 0630 Distribution by Command



Dietitians and Nutritionists are most commonly assigned to the General Schedule (GS), Demonstration Engineers and Scientists (DB), and Nonappropriated Fund pay plans, as shown in the chart below.

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Series 0630 Distribution by Pay Plan



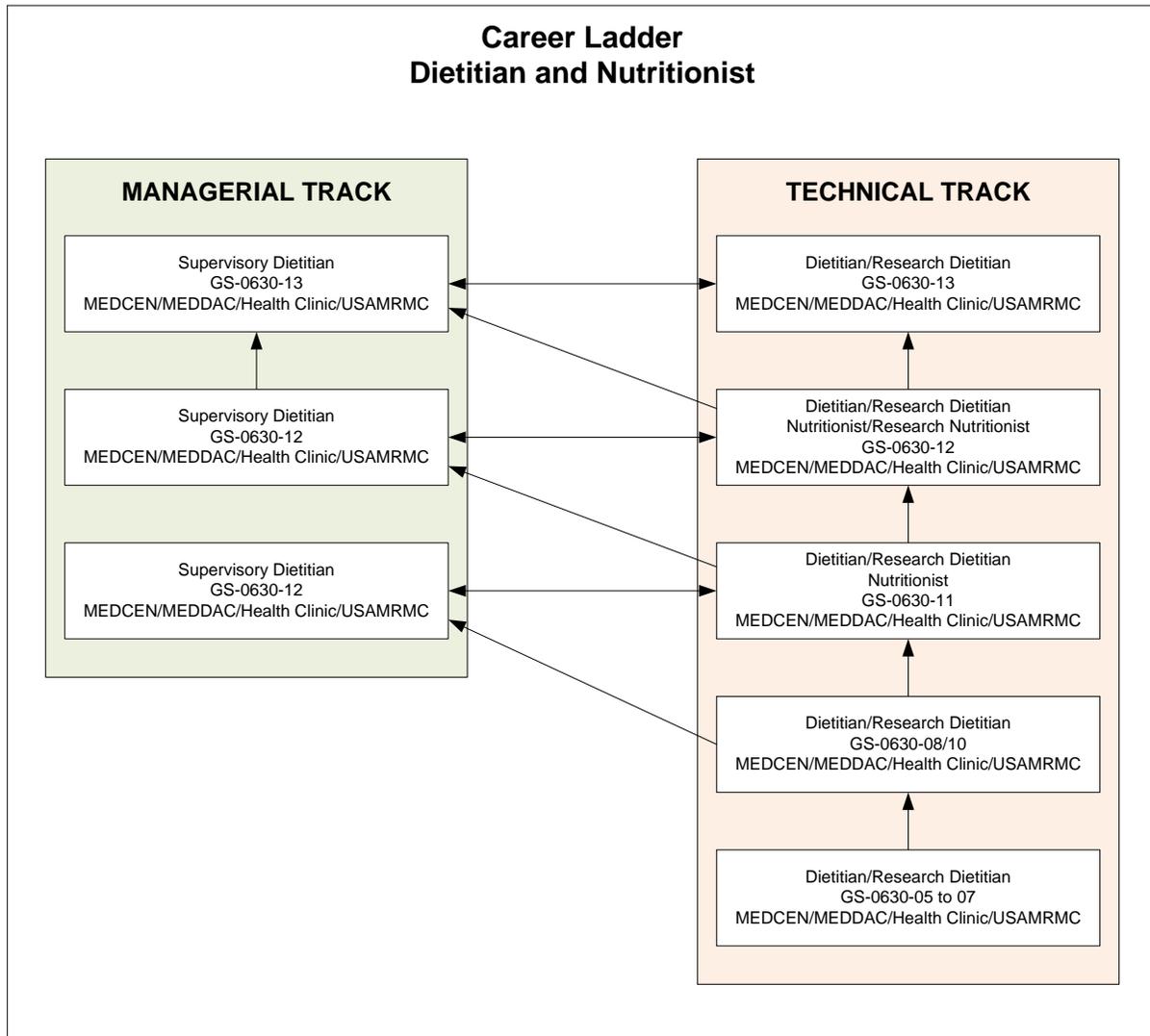
Occupational Series Information. Dietitians are experts in food and nutrition. They provide nutrition education and dietary advice for disease prevention and management, promote proper nutritional habits, provide nutrition counseling (medical nutrition therapy) for chronic and complex medical conditions, and participate in nutrition research. In the US, Registered Dietitians (RD) are registered with the Commission of Dietetic Registration. They must meet strict educational and professional prerequisites and pass a national exam before they are registered dietitians. The Army requires its Dietitians to be licensed by a US jurisdiction.

Nutritionists are health specialists who are knowledgeable in food and nutritional science, menu planning, and disease prevention through proper nutrition. Unlike Dietitians, Nutritionists are not regulated.

Mission Critical Occupation. The 0630-Dietician and Nutritionist 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-0630 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Dietitian and Nutritionist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0630, Dietitian and Nutritionist](#)). 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.



Draft Functional Competencies

The following competencies apply to Dietitians and Nutritionists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

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- **Biology.** Knowledge of the science of life and living organisms, including their structure, function, growth, origin, evolution, and distribution.
- **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.
- **Computers and Electronics.** Knowledge of electronic medical records systems, and computer hardware and software applications.
- **Critical Thinking.** Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Deductive Reasoning.** Ability to apply general rules to specific problems to produce answers that make sense.
- **Dietetics/Nutrition.** Including:
 - Ability to synthesize nutritional assessment components to evaluate nutritional status and utilize principles of medical nutrition therapy using established practice standards and guidelines to deliver nutritional care.
 - Ability to provide nutrition counseling to patients, family members, and/or caregivers considering psycho-social issues and age appropriate guidelines, and to communicate effectively with other healthcare professionals.
 - Knowledge of basic food production and service which incorporates principles of sanitation, safety, and menu planning within a variety of environments to include healthcare.
 - Knowledge of basic investigative processes and techniques in order to participate in the design of studies, collect data, interpret findings, and translate results into written and oral communication.
 - Knowledge of the latest principles, practices, and procedures of dietetics required to provide nutrition care.
 - Knowledge of common diseases, prognosis, medication, current treatment methods, and terminology of the medical field to relate this information to the patient's diet.

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- Knowledge sufficient to obtain relevant information from patients or Family members, assessing their nutritional status and formulating nutritional care plans.
- Instruct the patient and Family about the diet, and skill in influencing patient to follow the diet particularly in gaining a commitment for compliance.
- Use skill to convey ideas and information to individuals or groups with differing backgrounds.
- Knowledge of the concepts of training to instruct individuals and groups concerning various aspects of dietetics.
- Knowledge of the concepts of teaching to provide in-service training on nutritional support and other aspects of nutritional care to a multi-disciplined medical staff and provide instructions on specialized dietary care to patients and/or their Families.
- Knowledge of nutritional assessment techniques, including anthropometric measurements and biochemical findings for effective nutritional management.
- Use occupational tools such as calorimeters, glucose monitors or meters, impedance meters, and skinfold calipers.
- Use skill in the use of automated information systems using computer hardware and software.
- Knowledge of administrative practices required to plan menus for the hospital and conduct studies.
- Apply knowledge and skill in applying the Nutrition Care Process and/or designated Academy of Nutrition and Dietetics protocol formats for recording information in patient's medical record.
- Knowledge of established nutrition care principles and techniques of the quality improvement program to ensure all aspects of nutrition care meets or exceeds the Joint Commission standards.
- **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.

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- **Flexibility.** Ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Flexibility of Closure.** Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Inductive Reasoning.** Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules; e.g., patterns of numbers, letters, words, pictures, mathematical operations.
- **Instructing.** Including:
 - Teach others how to do something.
 - Apply 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.** Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies.** Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **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 health-care measures.
- **Problem Sensitivity.** 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.** Ability to use scientific rules and methods to solve problems.
- **Technology Use.** Including:
 - Use analytical, medical, or scientific software appropriate to the occupation.
 - Use database user interface and query software used in the occupation.

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--Use commercial software to include spreadsheet software and word processing software.

- **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 FT 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 IAW guidance listed at Annex TT.

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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Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0630-Dietitians and Nutritionists. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-05 to 07	GS-08 to 10	GS-11	GS-12	GS-13
Basic Life Support Local Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT		U1	U1	U1		
Organization of the US Government Supervisor OJT	X	U1	U1	U1		
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1	U1
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53		U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-05 to 07	GS-08 to 10	GS- 11	GS- 12	GS- 13
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT	CP53			U3	U3	U3
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53			U3	U3	U3
Executive Leadership Program Graduate School USA FT	CP53			U3	U3	U3
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/CC/Distance Learning (DL)	CP53/X	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
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	CP53/X			U3	U3	U3
Mary Lipscomb Hamrick Research Course (6H-A0614) AMEDDC&S FT	X	U2	U2	U1	U1	U1
Basic Computer Courses Local FT/CC/DL	CP53/X	U2	U2	U2	U2	U2
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X	U2	U2	U2	U2	U2
Team Development Seminar OPM FT	CP53			U3	U3	U3
Collaborative Leadership Seminar OPM FT	CP53			U3	U3	U3
Mngt Development Seminar I: Leading from the Middle OPM FT	CP53			U3	U3	U3
Mngt Development Seminar II: Leading Organizations OPM FT	CP53			U3	U3	U3

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-05 to 07	GS-08 to 10	GS-11	GS-12	GS-13
Certificate of Training in Adult Weight Management Commission on Dietetic Registration FT/DL	CP53	U2	U2	U2	U2	U2
Certificate of Training in Childhood and Adolescent Weight Management Commission on Dietetic Registration FT/DL	CP53	U2	U2	U2	U2	U2
Professional Associations Self-Initiated Local						
Secretary of the Army Research and Study Fellowships SARSF FT	X			U3	U3	U3
Food Service Management Course Army Logistics University (ALU) FT	U2	U2	U2	U2	U2	U2
Board Certification (documented practice experience), i.e., Certified Nutrition Support Clinician, Board Certification as a Specialist in Pediatric Nutrition (CSP); Certified Diabetes Educator, Certified Dietary Manager, etc.						
Continuing Professional Education (CPE)	U1	U1	U1	U1	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. In accordance with (IAW) Army Regulation 40-68, *Clinical Quality Management*, Dietitians must possess and maintain current registration by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) in addition to a current, active, valid, and unrestricted State license. Additionally, Dietitians must maintain the requirements for continuing professional education (CPE) as required by the Commission on Dietetic Registration and state licensure. For nutritionists,

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certification may be a qualification for employment in some positions. Regardless of position requirements, pursuing certification and CPE demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

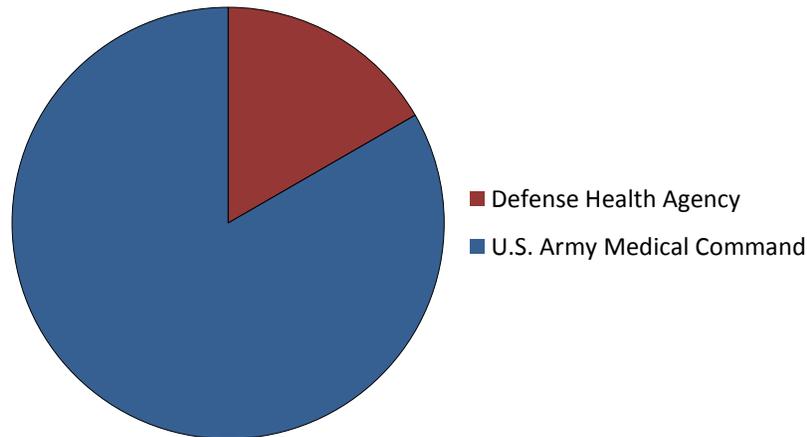
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Annex P – Series 0631 Occupational Therapist

Overview. The Army has over 118 employees (source: DCPDS, 5 June 2014) in 0631-Occupational Therapist occupational series. These employees are assigned to CP53.

Occupational Therapists are assigned to a variety of Army commands as shown on the graphic below. Occupational Therapists are assigned to the US Army Medical Command or the Defense Health Agency (DHA). There are 103 Civilian Occupational Therapists in the Army. Occupational Therapists work within RMCs, MEDCENs, and MEDDACs.

Series 0631 Distribution by Command



Occupational Therapists are compensated under the General Schedule (117 GS employees), and Demonstration Engineers and Scientists (1 DB employee) pay plans.

Occupational Series Information. Occupational Therapists help people of all ages to acquire or regain the skills to live independent productive lives. Occupational therapy is based on the theory that the ability to do functional activities expected at a particular stage of development or in a particular life role is significant to a person's state of health and sense of well-being, e.g., ability to take care of personal needs, to manage money, to use transportation and communication equipment, and to develop good work habits. As such, Occupational Therapists develop comprehensive rehabilitation objectives/goals for patients with deficits in functional performance and occupational roles. Occupational Therapists work with patients and their

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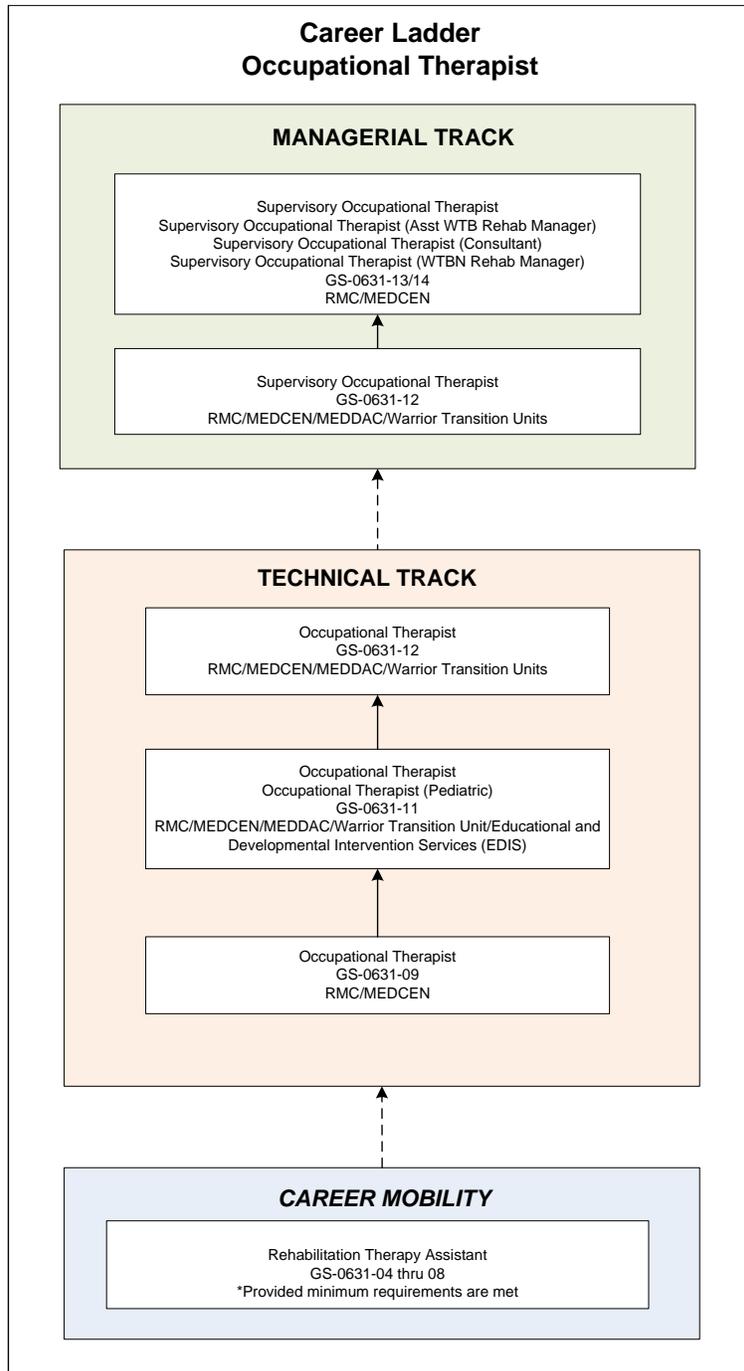
Families to establish treatment protocols. The therapist will monitor the patient's progress and modify treatment program and/or refer the patient to other specialists as needed.

Mission Critical Occupation. The 0631-Occupational Therapist 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-0631 Occupational Therapist series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Occupational Therapy series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0631, Occupational Therapy](#)). 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 Occupational Therapists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP 53 subject-matter experts, but not by Army G-1.

- **Occupational Therapy (General).** Including:
 - Ability to apply occupational therapy methods, concepts, procedures, and practices to develop short- and long-term intervention plans according to the patient's condition.
 - Knowledge of normal and abnormal motor, sensory, cognitive, psychological, and social skills and abilities; common disabilities or incapacities associated with emotional/behavioral, neurological, orthopedic, and general medical conditions that interfere with the ability to function.
 - Ability to synthesize, and interpret findings of evaluations, observations and interviews and devise a plan of treatment designed to meet specific treatment goals.
 - Ability to evaluate patient's progress or regression and modify the intervention plans accordingly.
 - Ability to analyze current research information for inclusion into intervention plans as appropriate.
 - Ability to synthesize, analyze, and conceptualize the meaning of various tests and measures.
 - Knowledge of standardized measurement instruments, as well as nonstandardized and observational measurements.
 - Ability to provide professional information and orientations to other disciplines and staff by means of informal group discussions or formal lectures.
 - Knowledge of OT principles, practices, and methodologies requiring extended education and significant experience to plan and carry out short- and long-term

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treatment plans with a multiplicity of difficult and complex problems to include physical, psychosocial, and cognitive disabilities.

--Ability to perform advanced techniques requiring in such areas as neuromuscular/developmental intervention.

--Ability to plan and carryout complex long and short treatment programs utilizing a wide variety of unique therapeutic activities designed to foster independence and resumption of an occupational role.

- **Occupational Therapy (Warrior in Transition).** Including:

--Use a wide variety of unique therapeutic activities and techniques designed to foster functional independence, resumption of occupational roles, and transition within or outside current military roles.

--Knowledge of and ability to implement peak performance training as part of the rehabilitation process.

--Knowledge of work therapy/community reintegration practices and principles to prepare WTs for return to duty or transition to Civilian life.

--Knowledge of activity analysis and job analysis processes to include understanding and knowledge of military Common Task Training (CTT).

--Knowledge of the military medical system, the Medical Evaluation Board (MEB) process, the Physical Evaluation Board (PEB) process, the Veterans Administration (VA), medical retention standards (AR 40-501) and other regulations applicable to WTs.

--Knowledge of military culture, military organization, and rank structures as well as MOS job requirements and tasks.

--Knowledge of and ability to perform formal and informal evaluations in the area of physical, psychological, cognitive, perceptual motor, activities of daily living (ADLs), developmental processes, work performance, and role performance.

--Knowledge of common combat-related injuries, DoD suicide prevention, and DoD Sexual Assault Prevention and Response programs.

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- **Occupational Therapy (Pediatric).** Including:
 - Knowledge of OT methods, practices, concepts, and principles requiring neurodevelopment education or experience in order to treat individual problems of infants to adolescent's population.
 - Knowledge of pediatric OT concepts, principles, and methodologies necessary to perform evaluations, provide treatment and modify intervention plans according to changing conditions in persons with, or at risk for physical disabilities, neuromuscular and psychosocial dysfunctions.
 - Knowledge of anatomy and physiology to perform pediatric OT evaluations and ability to know precautions during therapy.
 - Knowledge of common pediatric disabilities and a wide variety of activities and modalities to utilize as therapeutic treatment media in assisting a patient to regain or improve fine motor and self-care development.
 - Knowledge of effective interview techniques, skilled OT observations, and chart reviews to discern types of problems and degree of deficit in learning and cognitive ability, social skills, self-help skills and behavioral skills.
 - Pediatric occupational therapy methods, concepts, procedures, and practices to develop short- and long-term intervention plans according to the child's condition.
 - Findings of evaluations, observations and interviews and devise a plan of treatment designed to meet specific treatment goal.
 - Evaluation of patient's progress or regression and modify the intervention plans accordingly.
 - Knowledge of Individuals with Disabilities Education Act (IDEA) and school systems in developing a treatment plan that will enable children to achieve maximum benefit from their education.
 - Knowledge of a wide variety of disabilities such as cerebral palsy, congenital birth defects, visual/auditory impairments, mental retardation, orthopedic handicaps, learning disabilities, and other incapacities associated with emotional, neurological, orthopedic, and general medical conditions that interfere with the ability to function.

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- **Reintegration Practices and Principles.** Knowledge of sensory integration techniques and neurodevelopment approaches, cognitive learning skills, and compensatory techniques.
- **Evaluation Skills.** Knowledge of effective interview techniques, skilled observations, and chart reviews to discern types of problems and degree of deficit in learning and cognitive ability, social skills, self-help skills, and emotional/behavioral skills.
- **Pediatric Knowledge.** Including:
 - Professional knowledge of child development principles, concepts, and theory to implement policies and advise on provision of services, development of age appropriate curriculum, and meaningful activities and strategies that enhance child development.
 - Specific knowledge of Family-centered approach to care, its concepts and methods of service delivery, as it applies to early childhood development and intervention, the educational implications, and statutory/legal aspects of Educational and Developmental Intervention Services (EDIS) in order to develop, implement, and manage the program.
- **Community Organization.** Including:
 - Knowledge of community organization principles and ability to translate this into innovative programming; knowledge in various (individual, Family and group work) treatment modalities with the ability to teach and consult; knowledge of evidence-based treatment techniques, must continue to update clinical knowledge and skills, ability to participate in developing, coordinating, and directing specialized programs; ability to develop and maintain effective working relationships with military and Civilian personnel; ability to prepare and present oral and written reports; ability to provide training and practice in a wide range of situations; and ability to operate on a clinic-wide basis.
 - Knowledge of and ability to implement education programs which meet the educational and psychosocial needs of Soldiers, Families and staff.
- **Research Techniques.** Knowledge of research techniques and/or interest in, ability to learn research techniques in order to collaborate with approved military and/or higher education institutions to conduct approved, appropriate research projects in order to advance the knowledge about needs of wounded, ill, and injured Service Members and their Families.

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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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship

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Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0631-Occupational Therapists. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil>, or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-09	GS-11	GS-12	GS-13/14
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
Infection Control Local/Swank (www.swankhealth.com) FT/Distance Learning (DL)	CP53/X	U1**	U1**	U1**	U1**
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local/Swank FT/DL	CP53/X	U1	U1	U1	U1
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/DL	X	U1	U1	U1	U1
Healthcare Ethics I (081-MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (081-MD0067) ATRRS DL	X	U1	U1	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Occupational Therapists are regulated in all 50 States; however, requirements vary by State. Through the licensure process, a State ensures that those applying for licensure as an Occupational Therapist have acceptable education, training, and personal character to provide therapy. To obtain a license, applicants must graduate from an accredited educational program and pass a national certification examination. Those who pass the exam

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are awarded the title Occupational Therapist Registered (OTR). Specific eligibility requirements for licensure vary by State; contact individual State's licensing board for details. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

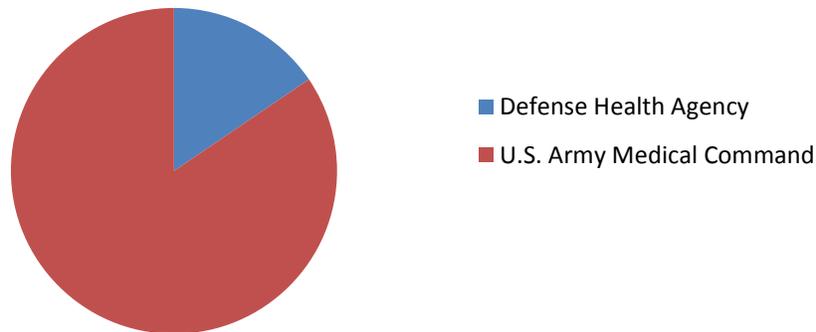
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Annex Q – Series 0633 Physical Therapist

Overview. The Army has 187 employees (source: DCPDS, 5 June 2014) in the 0633-Physical Therapist occupational series. These employees are assigned to CP53.

Physical Therapists are assigned to a variety of Army commands as shown on the graphic below. Physical Therapists are most commonly assigned to the US Army Medical Command. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan. MEDCOM currently employs over 150 physical therapists assigned all over the world. These individuals work in Army Medical Centers, Medical Activities, Regional Medical Commands, Health Clinics, Warrior Transition Units, the National Intrepid Center of Excellence, the DoD-VA Extremity Trauma-and Amputation Center of Excellence (EACE), the AMEDD Center and School, the Center for the Intrepid, and the EDIS. Depending on area of assignment and sub-specialty, physical therapists may be required to obtain specialized training and certification.

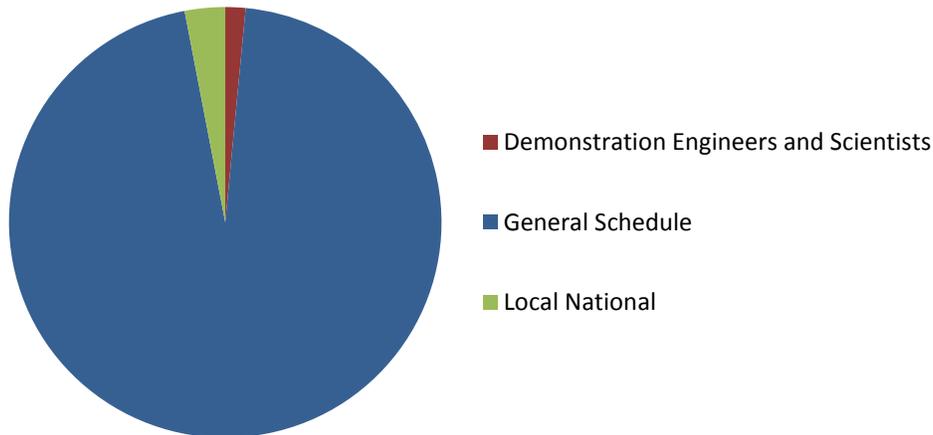
Series 0633 Distribution by Command



Physical Therapists are compensated under the General Schedule (GS), Demonstration Engineers and Scientists (DB), and Local National pay plans, as shown in the chart below.

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Series 0633 Distribution by Pay Plan



Occupational Series Information. In general, physical therapists provide services that help restore function, improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injury or disease.

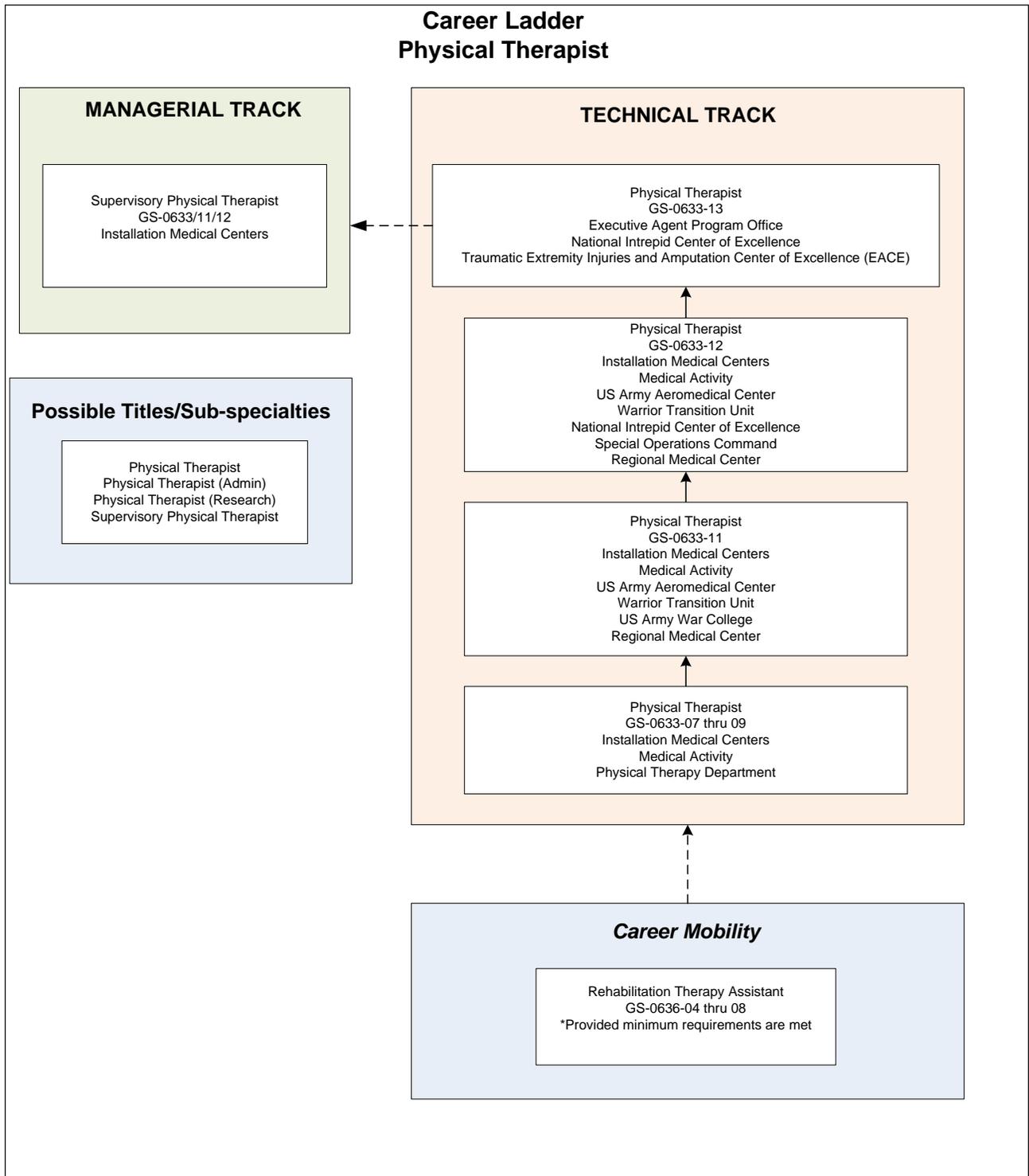
To become a physical therapist, an individual must at least obtain a 4-year degree that specializes in the evaluation and treatment of various ailments that limit physical functioning. A physical therapist may evaluate components of movement to include but is not limited to: strength, range of motion, flexibility, balance, posture, body mechanics, coordination, endurance, general mobility (walking, stair climbing, getting in and out of bed or chairs). Using information from this evaluation, a physical therapist develops and assists in the implementation of various treatment plans aimed at increasing overall mobility and quality of life.

Mission Critical Occupation. The 0633-Physical Therapist 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-0633 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Physical Therapist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0633, Physical Therapist](#)). 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 Physical Therapists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measure for medical emergencies that may be encountered in the Physical Therapy practice.
- **Patient Care 1.** Includes the ability to:
 - Provide physical therapy service in the areas of physical disabilities, neuromuscular and psychosocial dysfunctions in patients ranging from newborn to the very elderly.
 - Develop strategies for preventative healthcare including health promotion, injury prevention, fitness and wellness across the lifespan.
 - Provide injury prevention advice to include injury surveillance, screening, and promotion of wellness programs.
 - Identify injury trends and provides potential mitigation strategies.
 - Customize physical fitness programs to ensure human performance optimization.
 - Serve as a subject-matter-expert in a multidisciplinary Human Performance Optimization team to ensure that physical therapy requirements are integrated into planning IAW professional standards.
 - Order and review completed x-rays and develop initial impression of x-rays. Consult with orthopedic surgeon or radiologist as indicated.
- **Patient Care 2.** Includes the ability to:
 - Provide specialty services to include conducting and interpreting electromyograms, nerve conduction, and/or computerized biomechanical motion analysis studies.
 - Apply the principles, theories, and practices of physical therapy, kinesiology, and biomechanics to execute methodologically sound studies, collect clinical data, write

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protocols, conduct appropriate data analysis, and assist with preparation of manuscripts to present study findings.

--Participate with medical team in prescribing and training patients in the use of assistive devices to include: orthotics, prosthetics, wheelchairs, and adaptive equipment.

--Order MRIs, bone scans, and basic laboratory studies. Refer patients to specialty clinic or back to primary care provider when indicated.

--Prescribe analgesics and nonsteroidal anti-inflammatory compounds that have been approved by the therapeutics agent's board, the credentials committee, and the Commander.

--Authenticate profiles not to exceed 30 days and assign quarters for up to 72 hours.

--Exercise independent professional judgment in planning a treatment program based upon general information in consult and taking into consideration patient's physical and mental conditions, addressing patient's needs.

--Observe and evaluate patients function by utilizing isokinetic equipment for testing and interpreting strength, power, and endurance of muscles to assist in the diagnosis and treatment of musculoskeletal disorders.

--Implement treatment, individually or in groups, and periodically reevaluates patient's level of functioning to determine if treatment goals are being achieved. Recommend changes in treatment method or termination of the treatment programs when appropriate.

--Assist physician in organizing complex treatment plans for complicated cases and modify standard procedures to meet special problems.

--Determine necessity of home programs, instruct patients and their Families on home programs to complement treatment, and confirm that the patient verbalizes understanding of such programs.

--Document all care provided, maintain health records and patient files, and report on patient progress through progress notes and/or oral reports in patient team meetings or rounds.

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--Develop individualized treatment plans for disabilities such as cerebral palsy, spina bifida, juvenile rheumatoid arthritis, complications due to prematurity, spinal cord injuries, traumatic brain injuries, cerebral vascular accidents, neurologic disorders, genetic disorders and syndromes, developmental coordination disorders, vestibular disorders, upper or lower motor neuron dysfunction, central nervous system dysfunction, orthopedic, and general medicine conditions that interfere with the ability to function or progress through developmental milestones.

--Assist patients in achieving maximum independence by utilizing neurodevelopmental approaches for training and rehabilitation such as NDT (neurodevelopmental treatment) and proprioceptive neuromuscular facilitation; balance and falls risk assessment and compensatory techniques; school and home modifications as well as self-care techniques.

- **Clinical Physician Extender.** Ability to perform the primary evaluation and diagnosis, and plans treatment for patients seeking care of neuromusculoskeletal disorders, such as nontraumatic spasms, pain, and minor sprains, acute traumatic injuries, severe strains and sprains, contusions and fractures under the direction of an orthopedic physician.
- **Supervisory.** Ability to direct the work of Physical Therapy Assistants, clerks, and volunteers, providing subordinate personnel with guidance and training related to the provision of patient services.

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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0633-Physical Therapist. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-07/09 YH1	GS-11 YH2	GS-12 YH2	GS-13 YH2	ED-00
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/DL	X	U1	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank www.swankhealth.com FT/DL	CP53/X	U1	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1	U1
Mary Lipscomb Hamrick Research (6H-A0614) ATRRS FT	CP53/X	U2	U2	U2	U2	U2
Advanced Clinical and Ops Practice (6H-A606) ATRRS FT	CP53/X	U2	U2	U2	U2	U2
American Physical Therapy Association (APTA) Courses APTA DL	CP53	U3	U3	U3	U3	U3
Rehabedge Courses Rehabedge DL	CP53	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-07/09 YH1	GS-11 YH2	GS-12 YH2	GS-13 YH2	ED-00
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*	

Certification/Licensure. Physical Therapists employed by MEDCOM must complete a degree supplemented by physical therapy curriculum approved by a recognized professional accrediting organization and pass a state-administered national examination. Physical Therapists must maintain a current and unrestricted license to practice and may be required to obtain specialized experience and certification appropriate to position desired. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

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Annex R – Series 0635 Kinesiotherapist

Overview. The Army has two (source: DCPDS, 5 June 2014) Civilians employed as Kinesiotherapists in occupational series 0635. These employees are all assigned to CP53.

Kinesiotherapists are employed by the US Army Medical Command and the US Army Installation Management Command.

Kinesiotherapists are compensated through the General Schedule (GS) and Nonappropriated Fund (NAF) pay plans. MEDCOM currently employs Kinesiotherapists at Medical Centers and Medical Clinics.

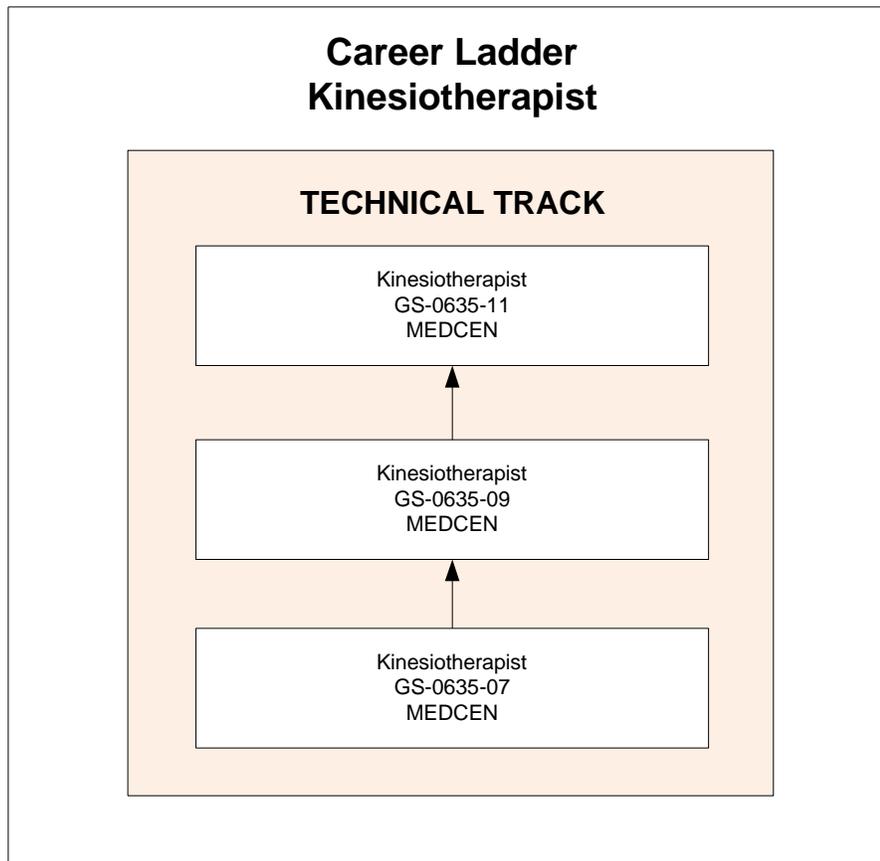
Occupational Series Information. Kinesiotherapist work requires the application of knowledge of the concepts, principles, and practices of physical education and rehabilitation therapy, using physical exercise to maintain the health or to achieve physical or mental rehabilitation of patients. They plan and carry out treatment in which they use or adapt various types of physical exercise, physical activities, and equipment. They evaluate patients for muscle strength, endurance, coordination, and balance; provide individual or group instruction for physical reconditioning or for re-socialization of patients; and devise adaptations of equipment to meet the specific needs of patients.

Mission Critical Occupation. The 0635-Kinesiotherapist 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-0635 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Kinesiotherapist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0635, Kinesiotherapy](#)). 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 Kinesiotherapists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Patient History.** Ability to solicit a detailed and accurate patient history. Interprets information in health records for application to current conditions.

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- **Patient Administration.** Ability to perform appropriate physical examinations, identify medical problems and determine appropriate action, record findings, and initiate and prescribe treatment.
- **Patient Care.** Ability to assist in and provide continuing acute and chronic health care to all eligible beneficiaries. This includes examining, diagnosing, and treating walk-in and/or clinic appointment patients with common illnesses and injuries. Also included are initiating IVs, applying splints, performing injections, and performing wound care.
- **Infection Control.** Knowledge of the principles and techniques of safety and infection control to include aseptic techniques.
- **Anatomy and Physiology.** Knowledge of basic human anatomy, physiology, and pathophysiology of disease or conditions and indicated therapeutic interventions to support direct patient care and communication with patient, nurses, and medical staff.
- **Medical Records System.** Knowledge of automated medical records systems, requirements of the Privacy and Freedom of Information Acts, and agency policies to properly discharge responsibilities concerning release of medical information.
- **Medical Terminology.** Knowledge of medical terminology to collect and provide information in support of patient care and treatment.
- **Testing.** Knowledge of medical equipment, materials, and supplies to conduct standard tests. Perform operator maintenance on equipment.
- **Patient Care-Safety Workshop Technology.** Including the ability to:
 - Use knowledge of cardiopulmonary resuscitation on infants, children, and adults and other emergency measures, Basic Life-Support Certification.
 - Maintain Cardiopulmonary Resuscitation (CPR) certification. Recognize conditions which warrant immediate medical care, screen patients, and make and document observations using knowledge of established protocols and medical signs and symptoms.
 - Perform patient examination, prompt and efficient patient care, and appropriate patient handling using knowledge of the major body systems, i.e., skeletal, muscular, respiratory, circulatory, digestive, and genitourinary.
 - Perform patient examinations, provide patient care, and ensure appropriate patient handling using knowledge of diagnostic signs; e.g., pulse, respiration, blood pressure, temperature, skin color, pupils of the eyes, state of consciousness, ability to move on

command, reaction to pain, etc. Use knowledge of environmental safety, security and privacy of the patient and privileged information to ensure patient's safety and rights.

--Perform patient examinations, provide patient care, and ensure appropriate patient handling using knowledge of diagnostic signs; e.g., pulse, respiration, blood pressure, temperature, skin color, pupils of the eyes, state of consciousness, ability to move on command, reaction to pain, etc.

--Use knowledge of environmental safety, security and privacy of the patient and privileged information to ensure patient's safety and rights.

- **Policies and Procedures.** Knowledge of hospital, department, and several other nursing services; policies, procedures sufficient to deliver care, and other operational functions as appropriate. Operate automated data processing equipment and knowledge of coding to input, store, retrieve, revise, and print out data.
- **Active Lifestyle.** Ability to apply cognitive, exercise, psychomotor, motivation, information processing, and group dynamics that influence adherence to a physically active lifestyle across the lifespan.
- **Human Movement (Critical Thinking).** Including:
 - Ability to apply critical analytical skills to human movement problems and the resolution of conflicting information.
 - Ability to apply multi-dimensional interrelationships among the sub-disciplines as they relate to the different theoretical bases for and application of movement activities for the changing needs of society.
- **Biomechanics/Measurement and Evaluation.** Including:
 - Ability to apply design and implement instructional and clinical strategies for meeting developmentally appropriate physical activities.
 - Ability to apply anatomical and mechanical terms with respect to outcomes, essential mechanical features, and idiosyncratic elements of individual style.
- **Motor Development/Adapted Physical Education.** Ability to apply the variations in human growth and development over the lifespan in designing least restrictive, developmentally appropriate programs to meet a variety of individual needs.

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- **Biomechanics.** Apply scientific principles that enhance efficiency of human movement in the context of motor skills.
- **Motor Skills.** Ability to demonstrate competence in motor skills and physical fitness appropriate to curricular concentration and physical limitations.
- **Psycho-Social Context of Movement.** Ability to describe the relationship of movement to social interaction, group member identity, values, and social, political, and economic institutions.
- **Exercise Physiology.** Understanding the effects of acute and chronic exercise patterns on the physiological systems of the body, including factors that influence exercise response.

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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0635-Kinesiotherapist. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-7	GS-9	GS-11
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-7	GS-9	GS-11
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/) Supervisor OJT/ Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation FT/DL	CP53/X	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1
Infection Control Local Installation/Swank (www.swankhealth.com) FT	X	U1	U1	U1
Basic Life Support Local Installation FT		U1	U1	U1
Certified Personal Trainer Professional Based Organization DL		U2	U2	U2
Certified Clinical Exercise Specialist Professional Based Organization DL		U2	U2	U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

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Certification/Licensure. Advanced licensure and certification in the profession of Kinesiology have been established to certify advanced qualifications of individual kinesiotherapists. Certification is considered to be an earned credential for those kinesiotherapists who have achieved certain levels of skill and ability based upon completion of specific advanced training. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

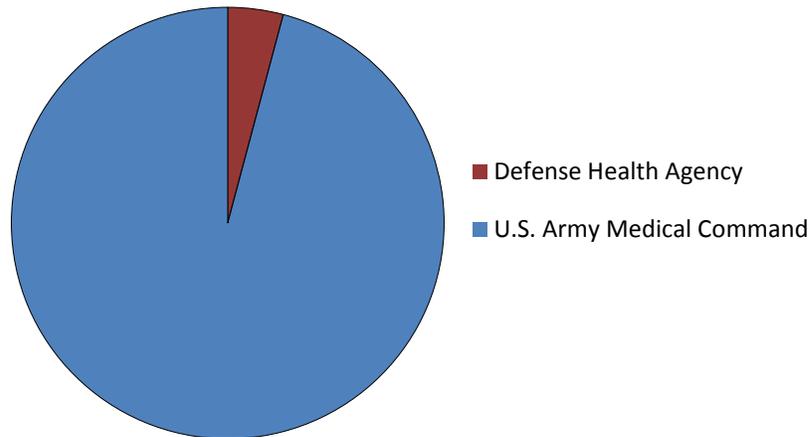
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Annex S – Series 0636 Rehabilitation Therapy Assistant

Overview. The Army has 270 employees (source: DCPDS, 5 June 2014) in the 0636 Rehabilitation Therapy Assistant occupational series. These employees are assigned to CP53.

Rehabilitation Therapy Assistants are assigned to two Army commands as shown on the graphic below. They are employed by either US Army Medical Command or the Defense Health Agency (DHA). There are over 260 Civilian Rehabilitation Therapy Assistants in MEDCOM. They work within the RMCs, MEDCENs, and MEDDACs.

Series 0636 Distribution by Command



Rehabilitation Therapy Assistants are assigned to the General Schedule (GS) and Local National (LN) pay plans.

Occupational Series Information. Rehabilitation Therapy Assistants work as part of a comprehensive health care team to provide direct therapeutic care to a diverse patient population with a variety of diagnoses to include but not limited to: orthopedic, podiatric, neuromuscular disorders; burns; and ambulatory and nonambulatory patients. Technicians interpret and implement treatment plans as provided by Physical Therapists, Occupational Therapists, and supervisors to promote patient rehabilitation and restore function, improve mobility, relieve pain, and prevent and/or limit permanent physical disabilities. Rehabilitation Therapy Assistants help therapists to monitor patient response to treatment and assist with efforts to optimize progress. Within MEDCOM, the majority (170 positions) of positions

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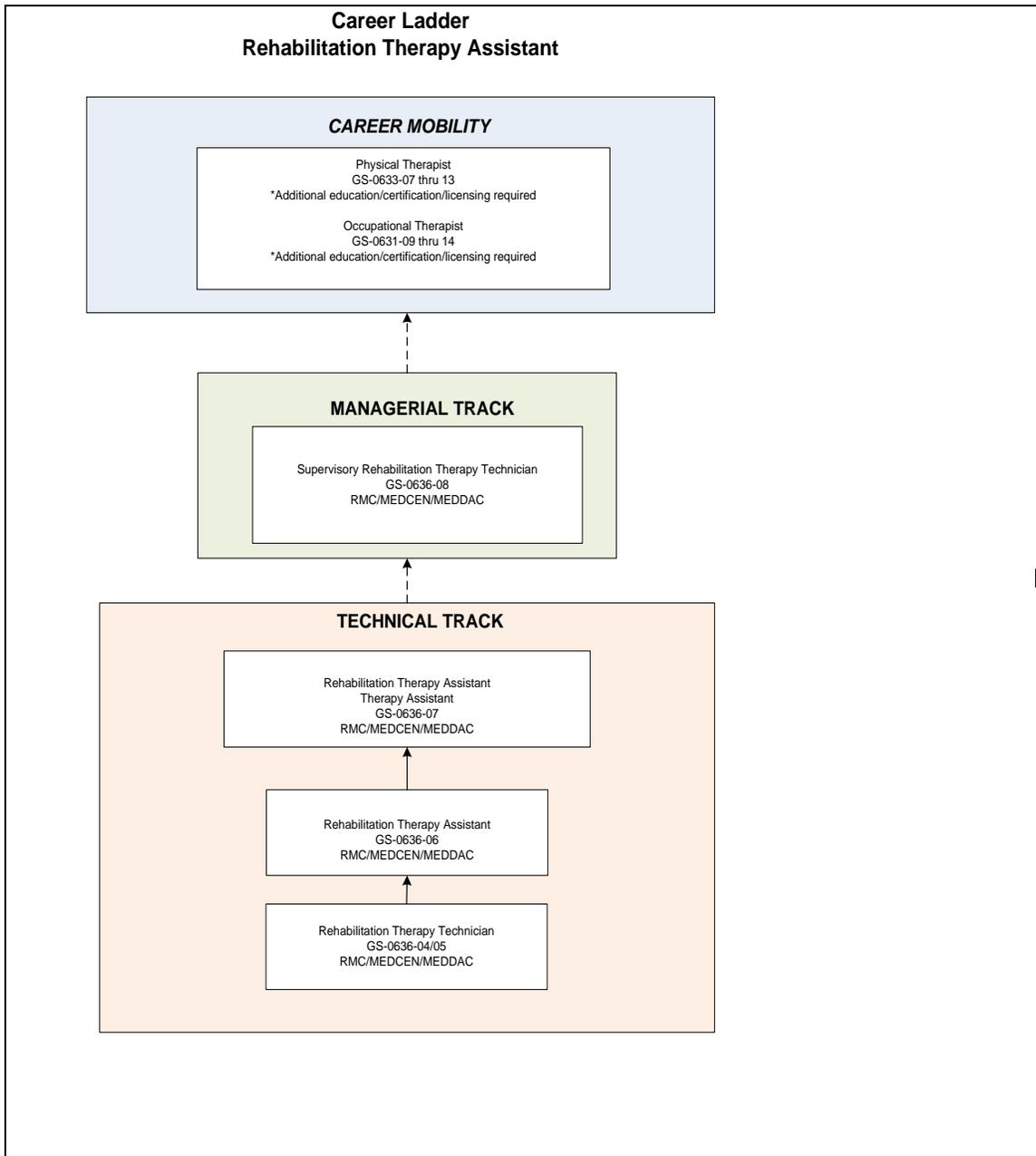
classified in the 0636-Rehabilitation Therapy Assistant occupational series are titled Physical Therapy Assistants. Other titles include Occupational Therapy Assistant, Therapy Assistant, and Kinesiotherapy Assistant.

Mission Critical Occupation. The 0636-Rehabilitation Therapy Assistant 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-0636 Rehabilitation Therapy Assistant series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Rehabilitation Therapy Assistant series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0636, Rehabilitation Therapy Assistant](#)). 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 Rehabilitation Therapy 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 FT and OJT. These draft

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competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Basic Medical Knowledge.** Knowledge of basic biological/medical science and psychology to include (but not limited to)
 - common medical terminology, basic anatomy, physiology kinesiology, pathology of disease, normal and abnormal psychology, and basic teaching and learning principles.
- **Occupational Therapy.** Knowledge of and experience in applying occupational therapy theories, principles and methodologies to the care of patients to include knowledge of Work Therapy/Work Reintegration practices and principles within occupational therapy.
- **Data Collection.** Knowledge of Occupational Therapy or Rehabilitation Therapy data collection methods such as chart reviews, interviews, observations, and standardized assessments or measurement techniques for evaluating human performance.
- **Treatment Modification.** Knowledge of Occupational Therapy or Rehabilitation Therapy treatment planning and implementation techniques to include progress assessment and making recommendations for changes in treatment programs.
- **Goal Setting.** To include:
 - Knowledge of and experience with goal setting and goal attainment processes; ability to encourage patients in accomplishing treatment objectives and adjusting set goals to reflect changing needs.
 - Knowledge of physical, psychosocial, developmental and emotional/behavioral disorders that affect a patient's ability to execute treatment activities/objectives and adjusts treatment plan as necessary based on patient response.
- **Military Medical System.** Knowledge of the military medical system, the Medical Evaluation Board process (MEB), the Physical Evaluation Board process (PEB), the Veteran's Administration (VA), and other services available to Soldiers.
- **Patient Education.** Understanding physical disabilities and preventive therapy for the purpose of patient education; instruct patients and Families in performance of home physical therapy programs and equipment.
- **Equipment.** Knowledge of equipment, materials, and supplies used in a large variety of treatment procedures that support specialized physical therapy and rehabilitation treatments.
- **Case Studies.** Ability to prepare case studies and summarize results.

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- **Physical Therapy.** Knowledge of the application of a body of standardized physical therapy modalities including therapeutic exercise, to patients with varying degrees of physical disability; skill in the treatment of a variety of musculoskeletal, neurological other bodily disorders/injuries.
- **Clinic Coordination.** Ability to serve as Center Coordinator for Clinical education of all enlisted and Civilian Physical Therapy students.

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 FT 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 IAW guidance listed at Annex TT.

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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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0636-Rehabilitation Therapy Assistants. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-04/05	GS-06	GS-07	GS-08
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1* *	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-04/05	GS-06	GS-07	GS-08
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (081-MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (081-MD0067) ATRRS DL	X	U1	U1	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Certification/licensure requirements for Rehabilitation Therapy Assistants depend on the title and specific duties of the position. Two common titles within the series are Physical Therapy Assistant and Occupational Therapy Assistant. Most states require Physical Therapy Assistants to be licensed, registered, or certified.

For Occupational Therapy Assistants, most states require them to be licensed. Licensure usually requires completing an accredited occupational therapy assistant education program and passing an exam. Some states have additional requirements, such as continuing education. However, certification programs are voluntary and allow assistants to use the Certified Occupational Therapy Assistant (COTA) title. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex T – Series 0638 Recreation/Creative Arts Therapist

Overview. The Army has 16 employees (source: DCPDS, 5 June 2014) in the 0638 Recreation/Creative Arts Therapist occupational series. These employees are assigned to CP53.

Recreation/Creative Arts Therapists are employed by either US Army Medical Command or the Defense Health Agency (DHA). There are less than a dozen Recreation/Creative Arts Therapists employed in the US Army. They can primarily be found in various MEDCENs throughout the United States.

All Recreation/Creative Arts Therapists are compensated under the General Schedule (GS) pay plan.

Occupational Series Information. Recreation/Creative Arts Therapy is a specialty area in the field of medicine that focuses on unique healing techniques and maintenance processes to improve patients' overall quality of life. Recreation/Creative Arts therapists use activities such as art, music, dance, or exercise as tools to help patients who are physically, socially, mentally, and/or emotionally handicapped to reach their fullest potential.

Recreation/Creative Arts Therapists coordinate with physicians and other health care professionals to help evaluate patients and determine their needs, the extent of their disability, and their potential for rehabilitation. They develop a therapy plan of specific activities custom designed for each patient. The plan may encompass many approaches, from short- or long-term rehabilitation programs to in-patient psychiatric treatment. Regardless, the approaches are directed toward achieving such therapeutic objectives as diminishing emotional stress of patients, providing a sense of achievement, channeling energies and interests into acceptable forms of behavior, aiding physical and mental rehabilitation, and promoting successful community re-entry.

Recreational therapy attempts to physically and socially rehabilitate patients who have chronic physical, psychological, and social handicaps. It involves recreation services that give the patient an opportunity to participate in recreational, leisure, and group activities specifically designed to aid in recovery from or adjustment to illness, disability, or a specific social problem.

Creative art therapy may involve practicing artists and musicians who combine these talents with professional training in psychology. These therapists devise programs that use their specific artistic talents and health skills to help prevent or alleviate physical, mental, and social

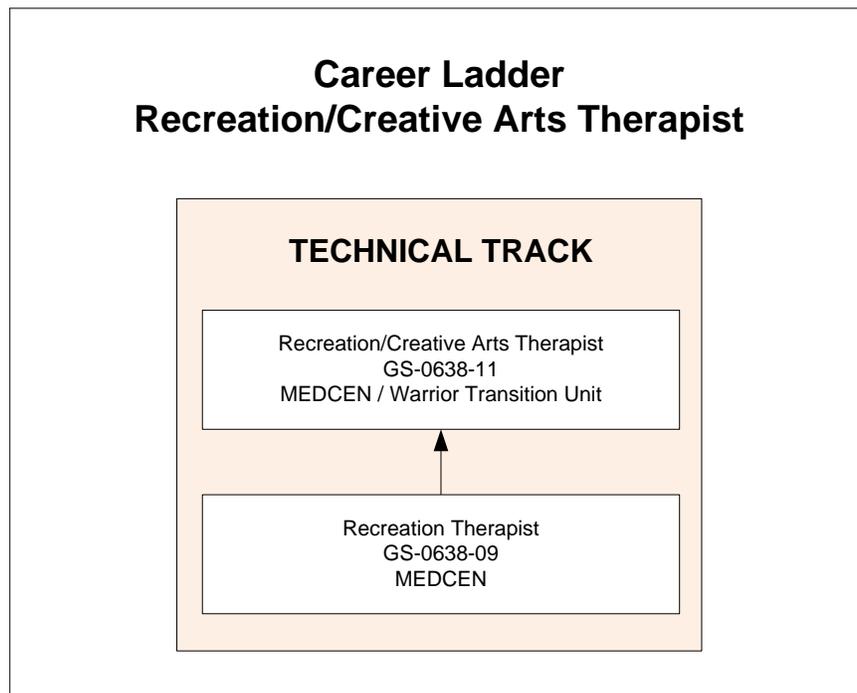
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problems. They work to improve self-confidence and self-control and to relieve depression and anger. Patients are encouraged to deal with these problems by expressing themselves through music and art. Prevention of mental illness is also an important part of creative arts therapy.

Mission Critical Occupation. The 0638-Recreation/Creative Arts 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-0638 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Recreation/Creative Arts Therapy series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0638, Recreational/Creative Arts Therapists](#)). 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.



Draft Functional Competencies

The following competencies apply to Recreation/Creative Arts Therapists in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors

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must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Recreation Therapy.** Including:

- Knowledge of psychological and the philosophical basis of therapeutic recreation in order to help develop a continuum of services to promote recovery and rehabilitation of patients with physical, cognitive, and behavioral disabilities.

- Knowledge of and ability in planning and leading a variety of recreational activities including, but not limited to: organized games and activities; sports and athletics; special events; outdoor activities; community reintegration outings; vocational activities; and volunteer programs.

- Plan and lead a variety of recreational activities including, but not limited to: high level organized games and activities (volleyball, goal ball, dodge ball, wheelchair sports, table tennis, etc.); sports and athletics; special events; outdoor activities; and volunteer programs.

- Knowledge of and skill in leisure education and counseling processes in order to aid patients in functioning independently during leisure.

- Knowledge of and skill in applying the therapeutic recreation process with outpatients in order to achieve individual treatment goals.

- Knowledge of various styles and types of recreational equipment and ability to organize material in order to obtain, maintain, and control needed supplies and equipment.

- Knowledge of the principles, concepts, methodology, and practices of recreation therapy, e.g., client assessment, documentation, goal planning, activity and analysis, program implementation, and client evaluation, in order to select and adapt appropriate activities to meet individual therapeutic needs and interests of persons with functional limb loss and other musculoskeletal trauma.

--Knowledge of various styles and types of recreational equipment and ability to organize material in order to obtain, maintain, and control needed supplies and equipment.

--Apply therapeutic recreation process with outpatients in order to achieve individual treatment goals.

- **Creative Arts Therapy.** Including:

--Knowledge of psychodynamics, psychopathology, and different theoretical points of view in creative arts therapy fields in order to develop new programs, to continually reassess the effectiveness of existing programs, to administer continuous quality assurance programs, and to select and apply the appropriate form of creative arts therapy (individual, group, or Family) as the needs of the individual and the institute indicate. Such knowledge is only available with a Master's Degree in Art Therapy or its equivalent and 3 years experience.

--Knowledge of the use of art as a diagnostic tool with individual patients and their Families, in order to conduct individual and Family art assessments.

--Knowledge of the theory and skill in the practices of individual, group, and Family art therapy with patients and their Families in order to see individuals, Families, and groups of patients in on-going art therapy.

--Knowledge of the integration of art therapy into a total clinical treatment plan in order to develop art therapy treatment goals for each patient referred, and to write weekly art therapy progress notes.

--Knowledge of a variety of treatment settings in which creative arts therapists work. This involves medical wards, psychiatric and medical outpatient settings, substance abuse programs, and child and adolescent services in order to supervise staff in these diverse settings.

- **Recreational Therapy-Traumatic Brain Injury.** Including:

--Knowledge of the principles, concepts, methodology, and practices of recreation therapy; e.g., client assessment, documentation, goal planning, activity and analysis, program implementation, and client evaluation, in order to select and adapt appropriate

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activities to meet individual therapeutic needs and interests of persons with Traumatic Brain Injury (TBI).

--Knowledge of organizational and supervisory techniques in order to coordinate therapeutic recreation services at TBI.

- **Recreational Therapy Leadership.** Including:

--Knowledge of organizational and supervisory techniques in order to coordinate therapeutic recreation services.

--Knowledge of administrative and management techniques to obtain and use resources (people, money, and equipment) needed to conduct recreation therapy programs in a hospital setting.

--Knowledge of instructional techniques and skill in providing administrative and clinical direction to staff and graduate students who are involved in difficult and complex work assignments.

--Knowledge of the goals and methods of art therapy and public speaking techniques in order to make oral case presentations to other professionals.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 638-Recreation/Creative Arts Therapist. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience	
		GS-09	GS-11
General Orientation/Orientation to Employing Office Local Leadership OJT	X	U1	U1
Organization and Functions of the Army Medical Department (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS) DL	X	U1	U2
Basic Medical Terminology (MD0010) AMEDDC&S DL	X	U1	U2
Basic Human Anatomy (MD0006) AMEDDC&S DL	X	U1	U2
Abnormal Psychology University Based FT	CP53	U2	U2
Psychiatric Terminology-Mental Health Terminology University Based FT	CP53	U2	U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*

Certification/Licensure. There is a selective placement factor among Recreation/Creative Arts Therapists in advanced positions that may require they possess and maintain a license from a professional agency or association within US jurisdiction. Employment in such Civilian Army Recreation/Creative Arts Therapy positions could require specific certifications; e.g., National Council for Therapeutic Recreation Certification and/or Art Therapy Certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

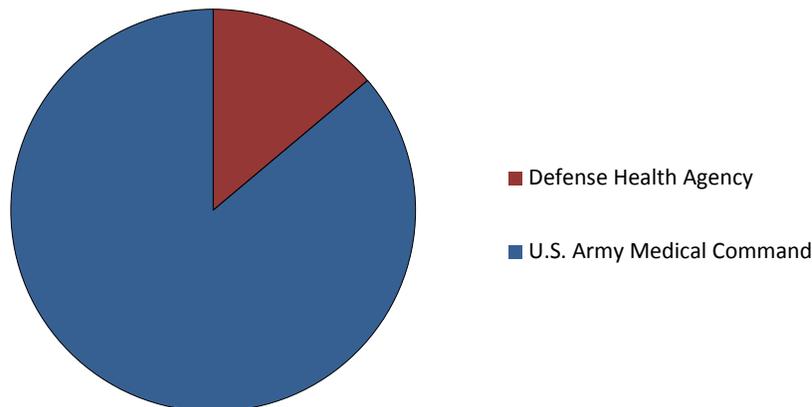
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Annex U – Series 0640 Health Aid and Technician (Dietetic Technician)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 80 employees in the 0640 Dietetic Technician specialty. These employees are all assigned to CP53. They are all compensated under the General Schedule (GS) pay plan. Dietetic Technicians work within RMCs, MEDCENs, and MEDDACs. They are employed by the commands shown in the graphic below.

0640 Dietetic Technician Distribution by Command



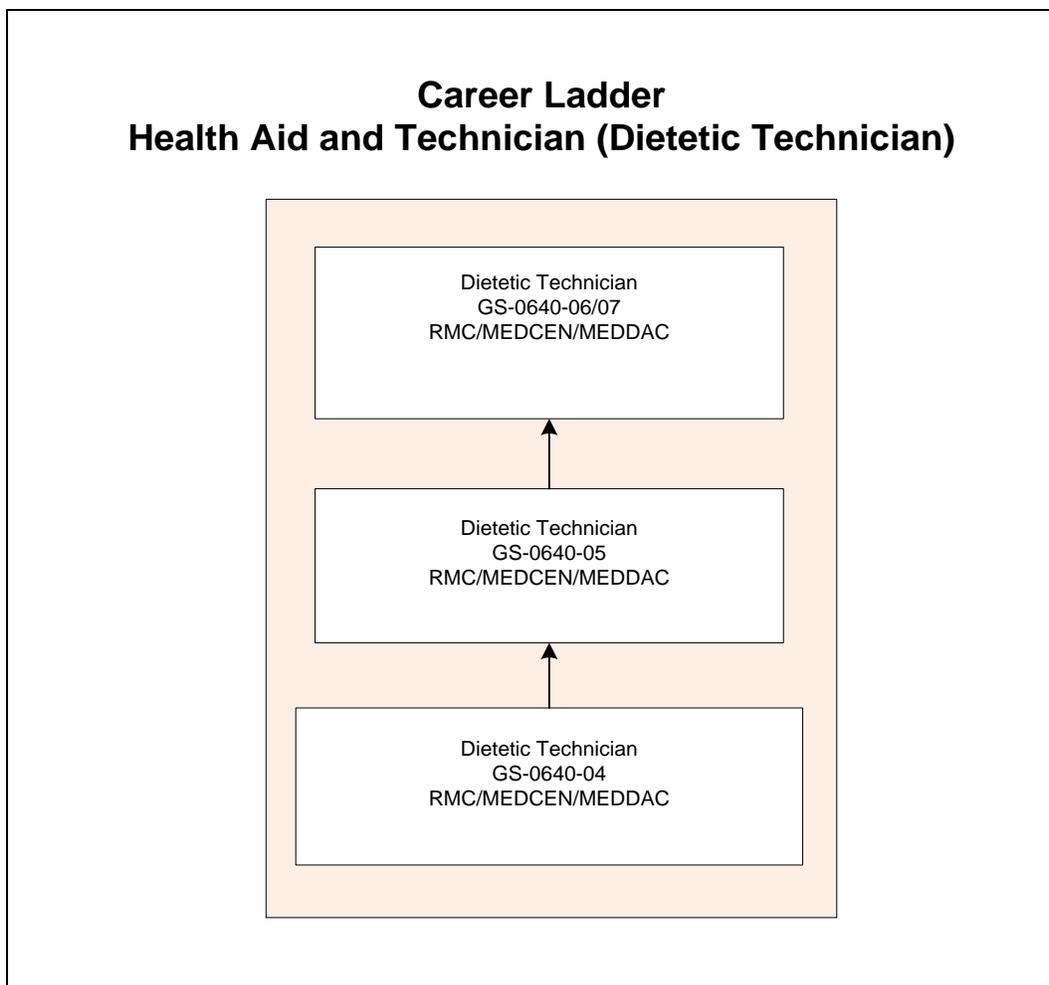
Occupational Field Information. Dietetic Technicians perform a variety of duties to assist Dietitians and provision of medical nutrition therapies. Duties include but are not limited to: nutritional screening, menu planning, training patients on appropriate nutritional choices and creating/maintaining accurate patient records. Dietetic Technicians provide care for both short- and long-term patients ranging from pediatric to geriatric. Dietetic Technicians directly interact with these patients to make appropriate menu substitutions or modifications to address the wide range of individual, nutritional requirements, tolerances and preferences. In addition, Dietetic Technicians use their knowledge of caloric and nutritional content of foods to advise hospital staff and the patient's Family regarding special diet concerns IAW physician instructions.

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Mission Critical Occupation. The 0640-Health Aid and Technician (Dietetic Technician) 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-0640 Health Aid and Technician (Dietetic Technician) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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 Dietetic 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 FT and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Safety and Infection Control.** Knowledge of principles and techniques of safety and infection control to include aseptic techniques.
- **Medical Terminology.** Ability to collect and provide information in support of patient care and treatment using knowledge of medical terminology.
- **Patient Care 1.** Including:
 - Ability to interpret and implement an established patient care plan to provide appropriate verbal and written information for that plan and provide patient/Family teaching. Ability to apply the principles of motivational interviewing/listening in order to develop mutually agreed upon goals to facilitate change.
 - Ability to provide personal patient care, observing patient physical and emotional reactions, and assisting with procedures as required or as directed by the patient's condition.
 - Ability to perform nutrition risk screening, interpret diet orders, and provide patient nutrition education using knowledge of medical terminology , current medical nutrition therapy guidelines and nutritional implications of various medical conditions.
 - Ability to identify appropriate foods/beverages based on diet order (what is allowed/not allowed/appropriate substitutions). Ability to identify and/or prepare appropriate formulas (infant/pediatric/adult).
- **Patient Care 2.** Including:
 - Ability to interview patient to gather appropriate information to assess nutrition risk, educational needs, and individual food preferences. Ability to select the correct menu format and determine possible substitutions using knowledge of nutrition and medical nutrition therapy.

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--Skill in technical phases of medical nutrition therapy.

- **Chemistry.** Knowledge of chemistry to understand food-drug interactions, effects, and methods of administration.
- **Pharmacology.** Knowledge of pharmacology to understand food-drug interactions, effects, and methods of administration.
- **Staff Support.** Ability to support direct patient care and communication with patient, nurses, and medical staff using knowledge of basic human anatomy, physiology, and pathophysiology of disease or conditions and indicated therapeutic interventions.
- **Patient Safety and Rights.** Including:

--Ability to ensure patient's safety and rights using knowledge of environmental safety, security, and privacy of the patient and privileged information. Ability to identify appropriate foods/beverages based on diet order (what is allowed/not allowed/appropriate substitutions).

--Ability to release medical information using automated medical records systems, IAW the requirements of the Privacy and Freedom of Information Acts, and agency policies.

- **Maintenance.** Ability to perform operator maintenance on equipment and conduct standard tests using knowledge and skill of medical equipment, materials and supplies.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0640-Dietetic Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-04	GS-05	GS-06/07
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1
Healthcare Ethics I (081-MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1
Healthcare Ethics II (081-MD0067) ATRRS DL	X	U1	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. Certain positions may prefer employees to obtain and maintain Dietetic Technician certification, but it is not required. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

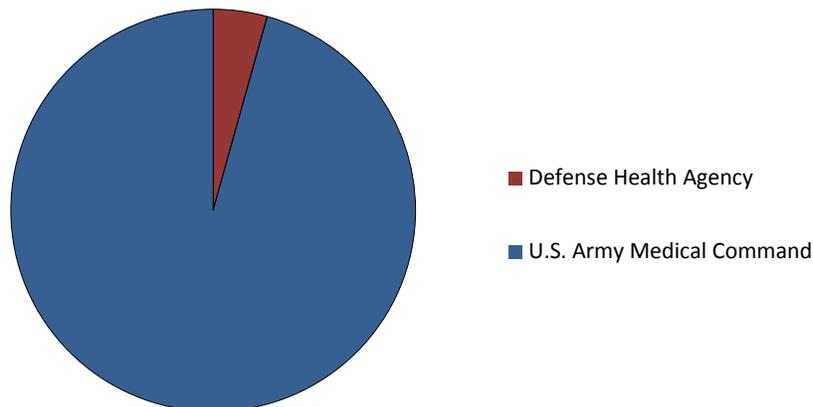
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Annex V – Series 0640 Health Aid and Technician (ENT Technician)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 110 employees in the 0640 Ear, Nose, and Throat (ENT) Technician specialty. These employees are all assigned to CP53. They are all compensated under the General Schedule (GS) pay plan. They are employed by the commands shown in the graphic below. ENT Technicians work within RMCs and MEDCENS.

0640 ENT Technician Distribution by Command



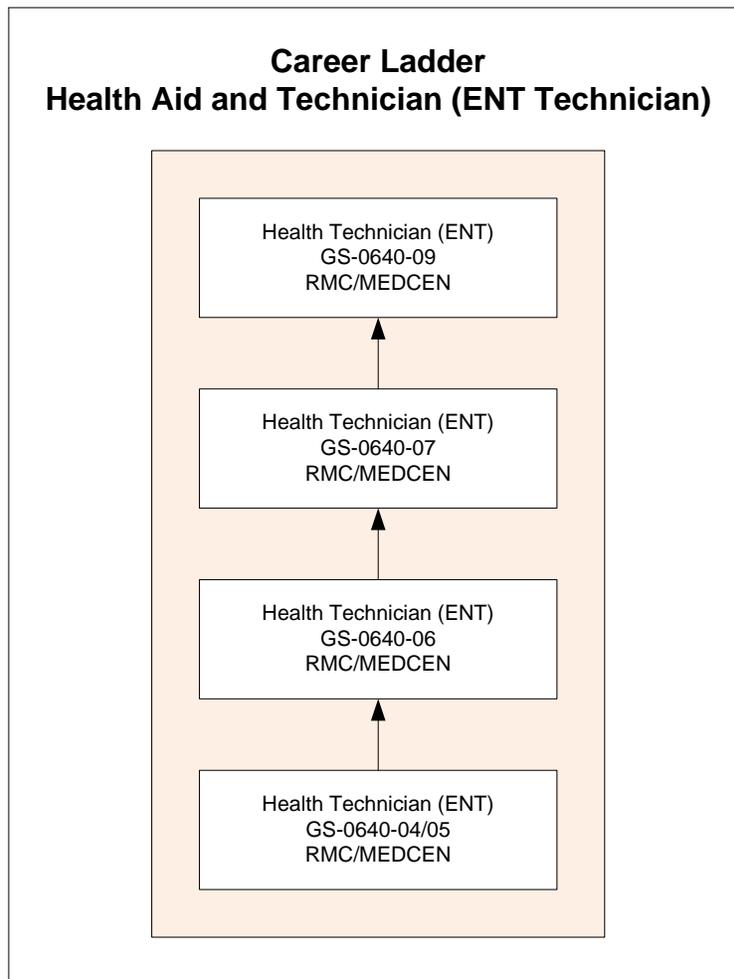
Occupational Series Information. Ear, Nose and Throat (ENT) technicians perform and direct support activities for outpatient and inpatient care situations within their assigned specialty unit. Actual duties will depend on area of assignment, but a few of the tasks performed by ENT Technicians are as follows: performs diagnostic hearing tests on patients, conducts hearing preservation training, calibrate all necessary ENT equipment such as computerized audiometers, assists physicians in the operating room, preliminary patient screening tests, obtain culture specimens from throat, nose, ears, etc.

Mission Critical Occupation. The 0640-Health Aid and Technician (ENT Technician) series has been designated a Mission Critical Occupation.

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Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0640 Health Aid and Technician (ENT Technician) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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 ENT 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 FT and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Infection.** Including:

- Knowledge of the principles and techniques of safety and infection control to include aseptic techniques.

- Knowledge of infection control measures and procedures and skill sufficient to ensure proper application of infection control principles to assure safety to patients and providers; basic knowledge of OSHA requirements pertaining to clinic operations and infection control.

Medical Equipment Testing Procedures. Including:

- Knowledge of medical equipment, materials, and supplies to conduct standard tests.
- Knowledge of various types of equipment, i.e., diagnostic audiometer, immitance bridge, real ear hearing aid response system, micro-computerized auditory evaluation instrumentation to perform patient care procedures (with Command approval and proper training).
- **Medical Records Systems.** Knowledge of automated medical records systems, requirements of the Privacy and Freedom of Information Acts, and agency policies to properly discharge responsibilities concerning release of medical information.
- **Patient Care Planning.** Ability to interpret and implement an established patient care plan. Skill sufficient to provide appropriate verbal and written information for that plan and provide patient/Family teaching.
- **Pharmacology.** Including:
 - Knowledge of pharmacology and chemistry to understand drug action, effects, and method of administration.

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--Ability to administer prescribed medications IAW medical directives and observe for desired action, dosage, and adversities of the medications using knowledge of pharmacology.

- **Patient Care Safety.** Knowledge of environmental safety, security, and privacy of the patient and privileged information to ensure patient's safety and rights.

- **Anatomy/Physiology.** Including:

--Knowledge of basic human anatomy, physiology, and pathophysiology of disease or conditions and indicated therapeutic interventions to support direct patient care and communication with patient, nurses, and medical staff.

--Knowledge of the anatomy of ear, nose, and throat; technical methods and practices used in the medical and surgical treatment of disorders, injuries, and diseases of the ear, nose, and throat to interview patients obtaining nature of symptoms and complaints; and taking and recording patient's temperature on clinic record and perform various procedures (with Command approval and proper training) in relation to ear, nose, and throat treatment.

- **ENT-Allergy-Audiology 1-Surgical Procedures.** Including:

--Knowledge of pre-operative preparations for the operating room and special ENT surgical or diagnostic procedures.

--Knowledge of surgical procedures, terminology to pass instruments to a surgeon, to retract or irrigate tissues, to hold instruments, to suction blood or mucous, and to prepare sutures during the operative procedure, change sterile dressings, sterilize surgical instruments, and maintain sterile conditions in the operating room or clinic atmosphere (with Command approval and proper training).

- **ENT-Allergy-Audiology 2-Patient Information.** Ability to collect and provide information in support of patient care and treatment using knowledge of the standard medical terminology common to diseases and disorders of the ear, nose, and throat.
- **ENT-Allergy-Audiology 3-Computer Support Systems.** Knowledge of clinical and appointment functions of computer support systems to obtain lab and x-ray data, register patients for clinic visits, make patient appointments, and recording telephone

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messages; knowledge of computerized x-ray system with ability to retrieve x-rays from computer files for physician use.

- **ENT-Allergy-Audiology 4-Emergency Care.** Ability to identify impending and actual anaphylactic reactions and the steps to take in emergency situations and ability to implement emergency care.
- **ENT-Allergy-Audiology 5-Clinical Allergy Testing.** Ability to perform clinical allergy testing including the application of allergy immediate and delayed skin testing, and the interpretation of the skin test results.
- **ENT-Allergy-Audiology 6-Patient Care.** Including:
 - Ability to perform patient care using knowledge of anatomy and physiology of the respiratory system, asthma, allergy and immunology, as well as, other physiologic systems, which have impact on the patient.
 - Ability to perform complicated pulmonary function examinations such as ventilation studies (i.e., methacholine challenge, bronchial provocation testing, and peak flow studies).
- **Hearing Technician – Hearing Exams.** Ability to provide appropriate hearing exams such as 2215, 2216, or Non-Hearing Conservation, to include data entry and administrative functions in Defense Occupational and Environmental Health Readiness System (DOEHRS)-HC, referring results, and providing verbal explanations to the patient.
- **ENT Equipment Maintenance.** Ability to perform operator maintenance on equipment.
- **Hearing Technician-Treatment and Fitness Criteria.** Knowledge of SOPs, Army Regulations, DA Pamphlets pertaining to treatment and fitness criteria.
- **Otoscope Procedures.** Ability to perform otoscopic examination before fitting and testing. Takes appropriate steps for otoscopic contraindicated results.
- **Hearing Device Methods.** Ability to perform methods and practices used in the proper dispensing, fitting, and care of hearing protection devices.
- **Hearing Technician – Software.** Skill in DOEHRS-HC, CHCS, AHLTA, MEDPROS, and Microsoft Office.

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 FT and/or OJT the employee brings to the job in comparison to that required

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs or the installation.

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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 0640-ENT Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS- 04/05	GS-06	GS-07	GS- 09
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1* *
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1
Otolaryngology Technologist (J8ALN4N131D00AA) ATRRS FT	CP53X	U2	U2	U2	U2
American Academy of Allergy Asthma and Immunology Continuing Education DL	CP53		U3	U3	U3
ENT Technician Continuing Education DL	CP53/X	U3	U3	U3	U3
American Speech-Language-Hearing Association Continuing Education DL	CP53	U3	U3	U3	U3
American Academy of Otolaryngology-Head and Neck Surgery DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS- 04/05	GS-06	GS-07	GS- 09
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Individuals may be encouraged to obtain the following certifications based on assigned duties: Council for Accreditation in Occupational Hearing Conservation’s (CAOHC), American Board of Allergy and Immunology (ABAI) and American Speech Language Hearing Association (ASHA). Employees should confer with supervisors to ensure all certifications and educational opportunities are aligned with career goals. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

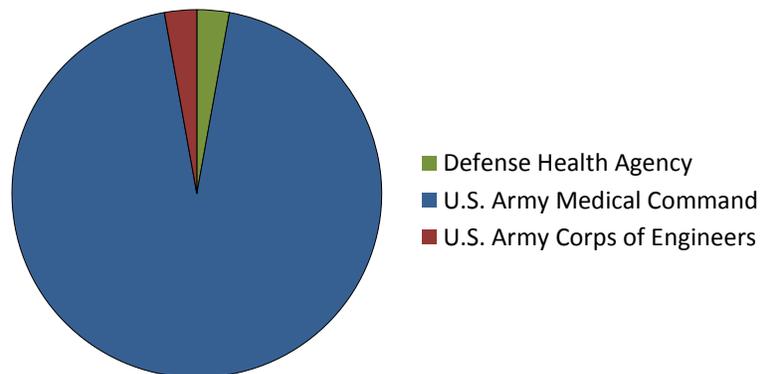
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Annex W – Series 0640 Health Aid and Technician (IH Technician)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 128 employees in the 0640-Industrial Health (IH) Technician specialty. These employees are all assigned to CP53 and CP16. Ninety-eight percent are compensated under the General Schedule (GS) pay plan and two percent are compensated using a Local National pay plan. Industrial Hygiene Technicians work within RMCs, MEDCENS, MEDDACs, USAPHC, and the US Army Corps of Engineer District Offices. They are employed by the commands shown in the graphic below.

0640 Industrial Hygiene Technician Distribution by Command



Occupational Series Information. Industrial Hygiene (IH) Technicians perform various duties to assess work practices and environmental conditions for hazards relating to the health and safety of workers. Specific examples of such duties include, but are not limited to the following: conduct baseline Health Screening Program for new hires; sample chemical, physical, and biological stressors; conduct sanitation inspections; evaluate formal and informal employee education; recommend corrective actions; etc.

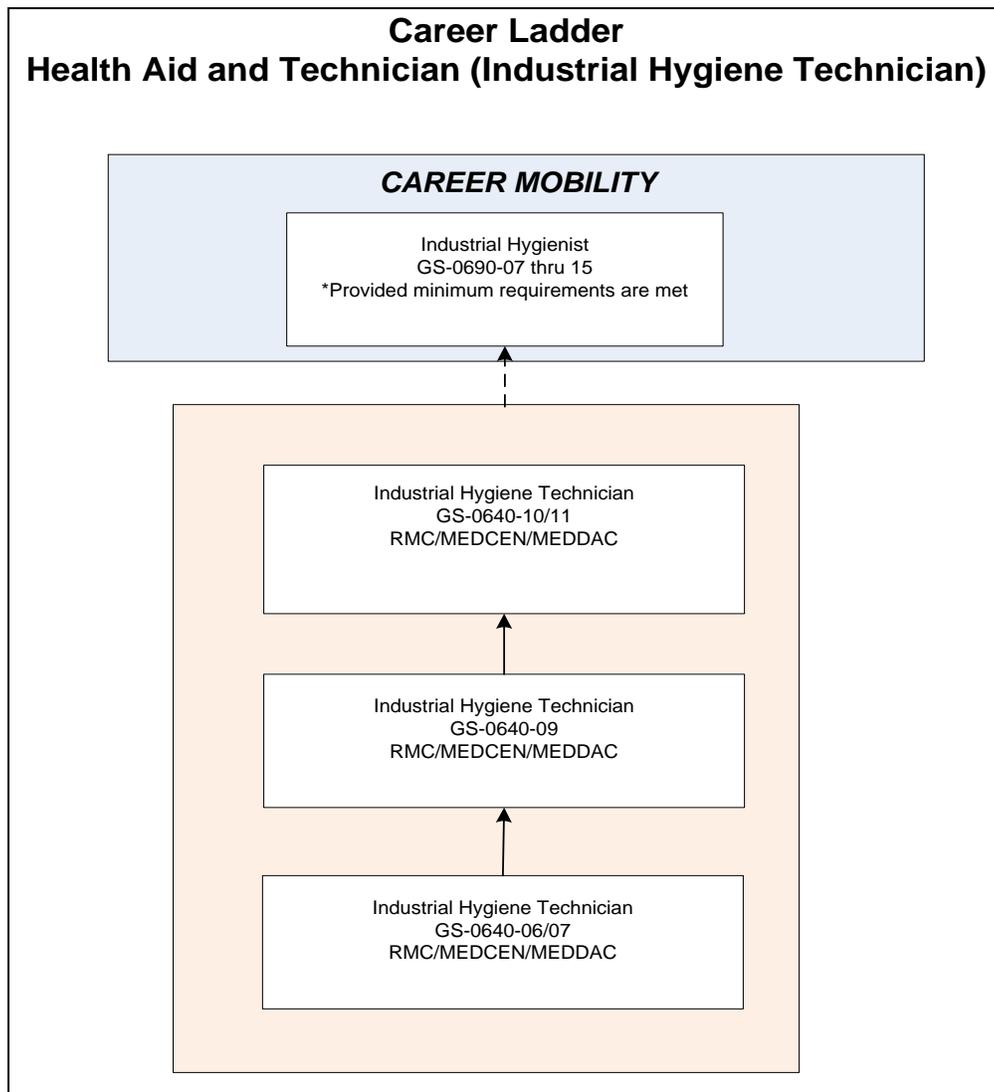
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Mission Critical Occupation. The 0640- Health Aid and Technician (Industrial Health (IH)) Technician series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0640 Health Aid and Technician (Industrial Hygiene Technician) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician Series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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 Industrial Hygiene 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 FT and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Industrial Hygiene 1 – Laboratory.** Knowledge of laboratory operations, associated control procedures, and chemical hygiene management.

- **Industrial Hygiene 2 – Industrial Operations.** Knowledge of industrial operations (i.e., welding, spray painting, and vapor degreasing) including contaminants generated, hazards, and emergency procedures.
- **Industrial Hygiene 3 – Monitoring and Sample Analysis.** Knowledge of techniques and procedures for IH monitoring and sample analysis.
- **Industrial Hygiene 4 – Indoor Air Quality.** Knowledge of indoor air quality standards, practices, and criteria (i.e., American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), National Institute for Occupational Safety and Health (NIOSH), and Environmental Protection Agency (EPA) publications).
- **Industrial Hygiene 5 – General Occupational Health.** Knowledge of general occupational health standards, practices, and inspection procedures (i.e., Occupational Safety and Health Administration (OSHA) General Industry Standards, 29 CFR 1910, Federal Safety Standards, 29 CFR 1960, AR 40-5, and AR 385-10).
- **Industrial Hygiene 6 – Human Factors.** Knowledge of ergonomics and human factors design policies, practices, and guidelines.
- **Industrial Hygiene 7 – Observations and Interviews.** Skill in observing work-site procedures, physical layouts, and in interviewing employees to gather information on operations, material used, and equipment that may result in illness, impairment, injury, or impact on the health of workers and members of the community.
- **Industrial Hygiene 8 – Calibration.** Skill in calibrating sampling/measuring instruments to National Institute for Standards Testing traceable standards and recording as required.
- **Industrial Hygiene 9 – Health Hazards.** Ability to determine actual or potential health hazards present in the workplace which require further evaluation using preliminary data.
- **Industrial Hygiene 10 – Research.** Ability to research information sources (i.e., Material Safety Data Sheets, Defense Occupational and Environmental Readiness System (DOEHRS), regulations, standards, other agencies, and experts) for health effects data applicable to work operations.
- **Industrial Hygiene 11 – Airborne or Surface Measurement.** Ability to measure airborne or surface concentrations of known or suspected chemical and/or biological contaminants in the workplace or surrounding area.
- **Industrial Hygiene 12 – Physical Agents.** Ability to measure physical agents found in the workplace.

- **Industrial Hygiene 13 – Engineering Controls.** Ability to evaluate engineering controls found in the workplace to determine their effectiveness.
- **Industrial Hygiene 14 – Hazard Reduction.** Ability to evaluate present controls (i.e., personal protective equipment (PPE), engineering controls, and work practices) and recommend improvements or new controls to eliminate or reduce hazards.
- **Industrial Hygiene 15 – Exposure Data.** Ability to evaluate exposure data to determine the extent or presence of actual or potential health hazards by comparing with appropriate standards (i.e., risk assessments).
- **Industrial Hygiene 16 – Hazard Abatement Monitoring.** Ability to monitor on hazard abatement strategies.
- **Industrial Hygiene 17 – Data Review and Management.** Ability to collect, review, and maintain data from surveillance and evaluation activities.
- **Industrial Hygiene 18 – Asbestos Program.** Knowledge of asbestos program management, use, operation procedures, mitigation, and medical effects, as outlined in 29 CFR, 40 CFR, AR 200-1, etc.
- **Industrial Hygiene 19 – Office Automation.** Knowledge of office automation applications (i.e., spreadsheets, graphics, database management, communication practices, the Defense Occupational and Environmental Health Readiness System-DOEHRS), and the Hazardous Material Information System).
- **Industrial Hygiene 20 – Clothing and PPE.** Knowledge of regulations, standards, and practices concerning evaluation and selection of clothing and Personal Protective Equipment (PPE) (i.e., respirators, and eye and hearing protection).
- **Industrial Hygiene 21 – Purchasing.** Skill in purchasing or approving the purchase of nonstocked protective clothing and equipment.
- **Industrial Hygiene 22 – DOEHRS.** Ability to establish and maintain the Defense Occupational and Environmental Health Readiness System (DOEHRS).
- **Industrial Hygiene 23 – Industrial Ventilation.** Knowledge of industrial ventilation design, evaluation standards, and guidance as provided by the ASHRAE, Industrial Ventilation Manual, and related publications.
- **Industrial Hygiene 24 – Training.** Ability to develop educational material and training techniques to promote awareness of health hazards and corresponding preventive procedures (i.e., hazard communications and hazardous toxic waste).

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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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship

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Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0640-Industrial Hygiene Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-06/07	GS-09	GS-10/11
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53X	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS- 06/07	GS-09	GS- 10/11
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1
Basic Industrial Hygiene (6H-F11/322-F-11) ATRRS FT	CP53/X	U2	U2	U2
Occupational Health and Industrial Hygiene (MD0165) ATRRS FT	CP53/X	U2	U2	U2
Intermediate Industrial Hygiene Topics Course (6H-F10) ATRRS FT	CP53/X	U3	U3	U3
Defense Occupational and Environmental Health Readiness System- Industrial Hygiene (DOEHRs-IH) FT	CP53	U3	U3	U3
Industrial Hygiene Continuing Education Professional Organization DL	CP53	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. Individuals may be encouraged to become a Certified Industrial Hygienist (CIH) through the American Board of Industrial Hygiene or other professional organizations depending on personal career goals. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

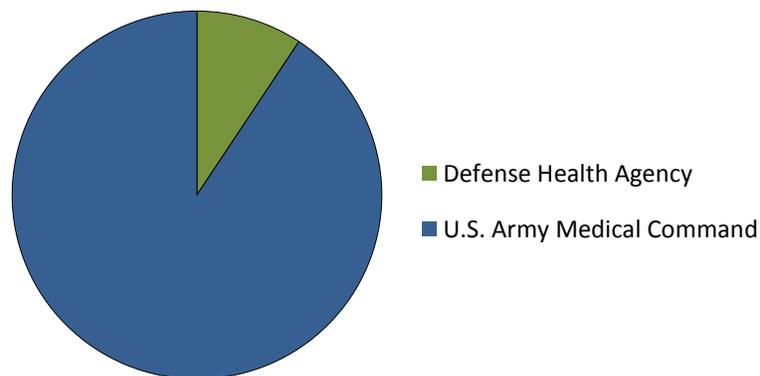
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Annex X – Series 0640 Health Aid and Technician (Laboratory Technician)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 200 employees in the 0640 Laboratory Technician specialty. These employees are all assigned to CP53. Ninety-eight percent are compensated under the General Schedule (GS) pay plan and two percent are compensated using a Local National pay plan. Laboratory Technicians work within RMCs, MEDCENS, and MEDDACs. They are employed by the commands shown in the graphic below.

0640 Laboratory Technician Distribution by Command



Career Field Information. Laboratory Technicians are responsible for specimen processing and phlebotomy work. Laboratory Technicians receive samples and specimens of tissue, blood, urine, stool, sputum, and other body fluids. They conduct checks to ensure all specimens are properly collected and labeled with required information. If inaccuracies are identified, Laboratory Technicians will contact the appropriate clinic, ward, or regional medical facility and help resolve the issue. In addition, individuals also perform a variety of clerical duties related to

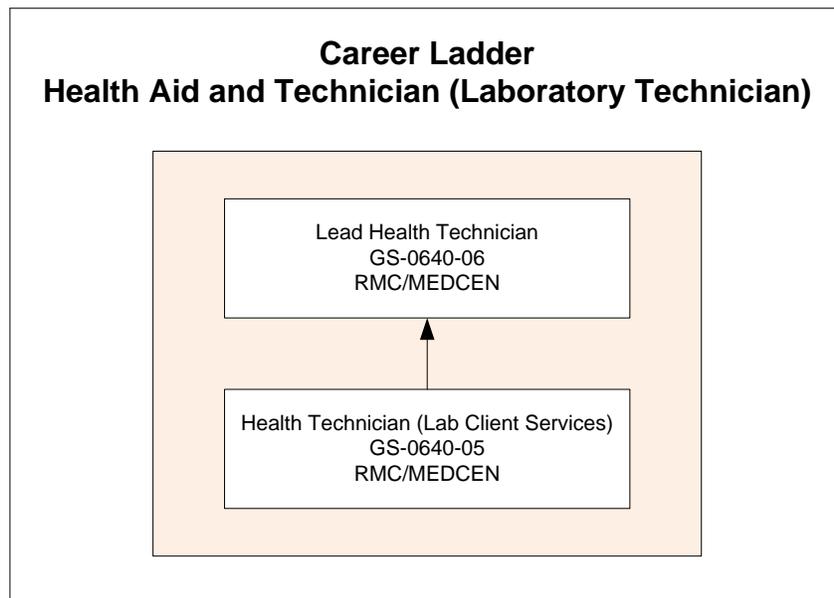
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the handling of laboratory specimens such as checking for pending test results, data entry, and troubleshooting of equipment.

Mission Critical Occupation. The 0640 - Health Aid and Technician (Laboratory Technician) 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-0640 Health Aid and Technician (Laboratory Technician) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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.



Draft Functional Competencies

The following competencies apply to Laboratory 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 FT and OJT. These competencies were

developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Laboratory Locality.** Knowledge of assigned laboratory, the relationships of the department with the local and contract laboratories, and with medical staffs.
- **Computers 1.** Ability to use computer programs in order to accomplish data entry, retrieval, and management.
- **Data Input.** Ability to input information with codes, and use medical terms or abbreviations in proper context.
- **Laboratory Procedures.** Including:
 - Ability to determine contents and conditions of testing materials and to observe lab safety precautions.
 - Ability to perform basic lab procedures to divide and transfer specimens.
- **Guideline Interpretation.** Ability to use guidelines to determine categories for tests and processing.
- **Patient Data Interpretation.** Knowledge of required patient data and of test result information in order to detect errors or missing data. Ability to report test result figures.
- **Materiel Management.** Knowledge of proper processes for test material storage and transfer, and rules and regulations for mailing or using express agencies.
- **Testing Procedures.** Knowledge of categories of the various tests to offer suggestions or alternatives to obscure tests not available from local or contract labs.
- **Specialized Medical Terminology.** Knowledge of specialized terminology to type in final form summary medical reports and/or consultations from voice recordings.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0640-Laboratory Technician. It addresses the occupational and professional development training required by grade level. This

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information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-05	GS-06
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1
Phlebotomy Continuing Education Professional Organization DL	CP53	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*

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Certification/Licensure. Although many states do not require an individual to obtain phlebotomy certification, it is highly recommended. Phlebotomy certification can be acquired through a few resources, namely, the National Phlebotomy Association and the American Society of Phlebotomy Technicians. Phlebotomy certification helps employers ensure an individual has received all necessary training to prepare them for duties in the field of phlebotomy and that an applicant has met all requirements set by respected certifying bodies of the field. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

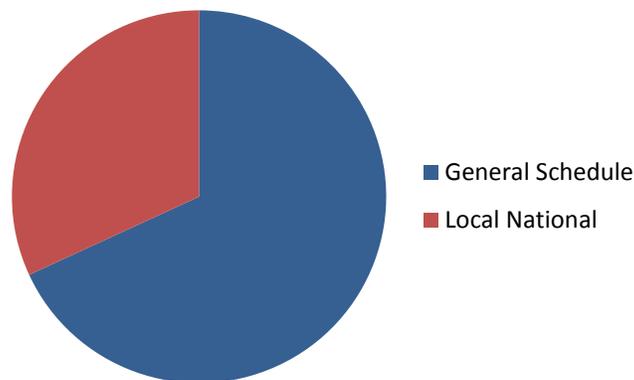
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Annex Y – Series 0640 Health Aid and Technician (Medical Data Technician)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 100 employees in the 0640-Medical Data Technician specialty. These employees are all assigned to CP53. Sixty-eight percent are compensated under the General Schedule (GS) pay plan and thirty-two percent are compensated using a Local National pay plan as shown in the chart below.

0640 Medical Data Technician Distribution by Pay Plan



Medical Data Technicians work within RMCs, MEDCENs, and MEDDACs. They are employed by the U.S. Army Medical Command.

Occupational Series Information. Medical Data Technicians transcribe medical data to provide documentation for inclusion in medical records. Individuals transcribe voice recording of highly specialized medical dictation covering various specialties. They apply their extensive knowledge of medical terminology and documentation requirements to complete accurate and medically acceptable patient records.

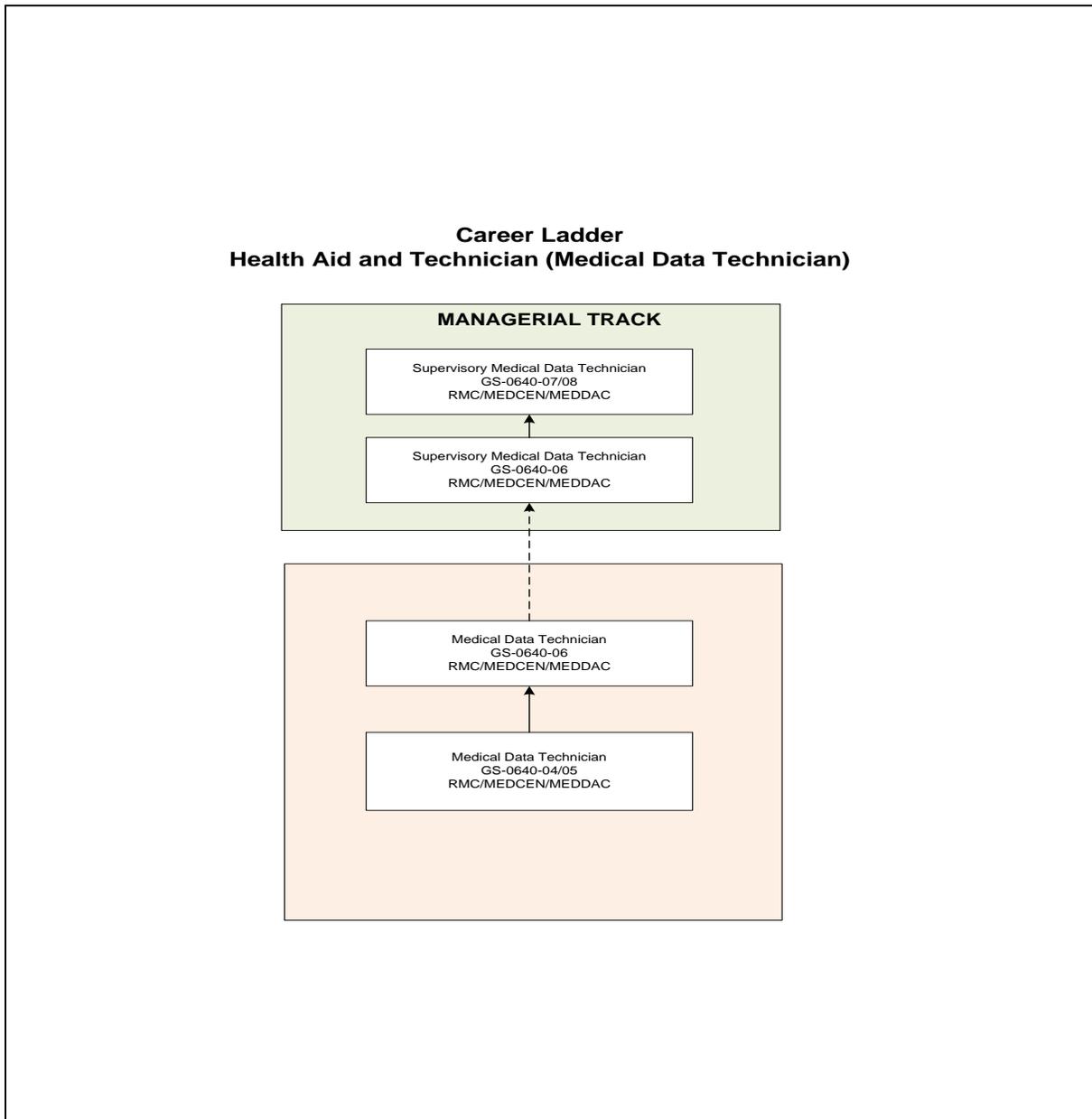
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Mission Critical Occupation. The 0640-Health Aid and Technician (Medical Data Technician) series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0640-Health Aid and Technician (Medical Data Technician) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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 Medical Data 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 FT and OJT. These competencies were

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developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Medical Data Terminology.** Including:
 - Ability to identify proper medical terms from similar sounding words and to associate certain symptoms, laboratory test results, procedures, and treatments with certain diagnoses and the results that follow.
 - Ability to use commonly accepted medical abbreviations and those authorized by military regulations to include their meaning.
- **Medical Data Interpretation.** Knowledge of medical terminology, anatomy, pharmacology, surgical and medical procedures to identify and eliminate medical discrepancies. Use knowledge of medical and surgical specialties and human physiological systems to recognize terminology for most surgical procedures, diseases or disorders, and equipment including instruments, reparative materials, and prosthetic devices, names of pharmaceuticals, both generic and those named for their discoverers (eponyms).
- **Medical Data Information Editing.** Ability to edit medical information to eliminate verbal and medical inconsistencies.
- **Medical Data Guidelines.** Ability to use specialized references, such as medical nomenclatures, medical dictionaries and texts, and medical journals to accurately spell and use specialized medical terminology.
- **Medical Data Equipment.** Ability to operate specialized dictating transcription equipment.
- **Medical Records Systems.** Knowledge of automated medical records systems, requirements of the Privacy and Freedom of Information Acts, and agency policies to properly discharge responsibilities concerning release of medical information.
- **Life Support.** Ability to provide life-support measures for medical emergencies that may be encountered in a hospital setting.

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 FT and/or OJT the employee brings to the job in comparison to that required

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs or the installation.

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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 0640, Medical Data Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-05	GS-06	GS-07/08
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1
Medical Technology/Transcription Continuing Education Professional Organization DL	CP53	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. There are no certification or licensure requirements specified. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

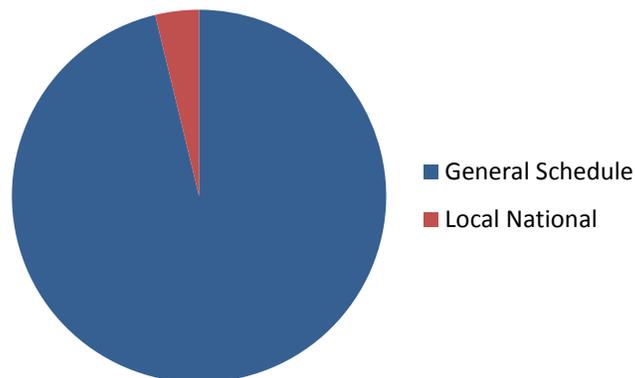
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Annex Z – Series 0640 Health Aid and Technician (Optometry/Ophthalmology Technician)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 234 employees in the 0640 Optometry/Ophthalmology Technician specialty. These employees are all assigned to CP53. Ninety-six percent are compensated under the General Schedule (GS) pay plan and four percent are compensated using a Local National pay plan as shown in the chart below. Optometry/Ophthalmology Technicians work within RMCs and MEDCENS within the Optometry or Ophthalmology clinics.

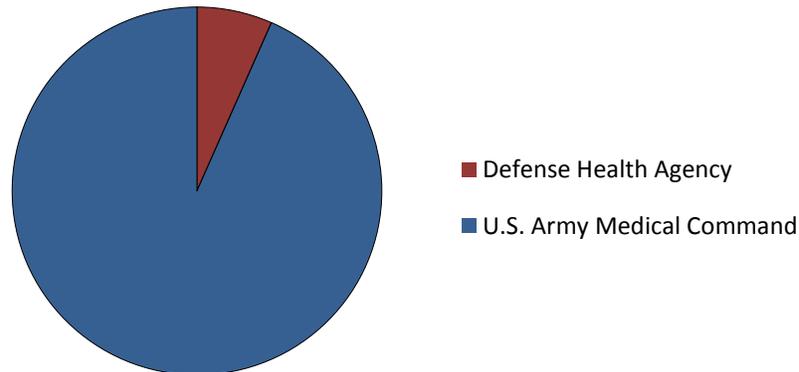
0640 Optometry/Ophthalmology Technician Distribution by Pay Plan



They are employed by the commands shown in the graphic below.

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0640 Optometry/Ophthalmology Technician Distribution by Command



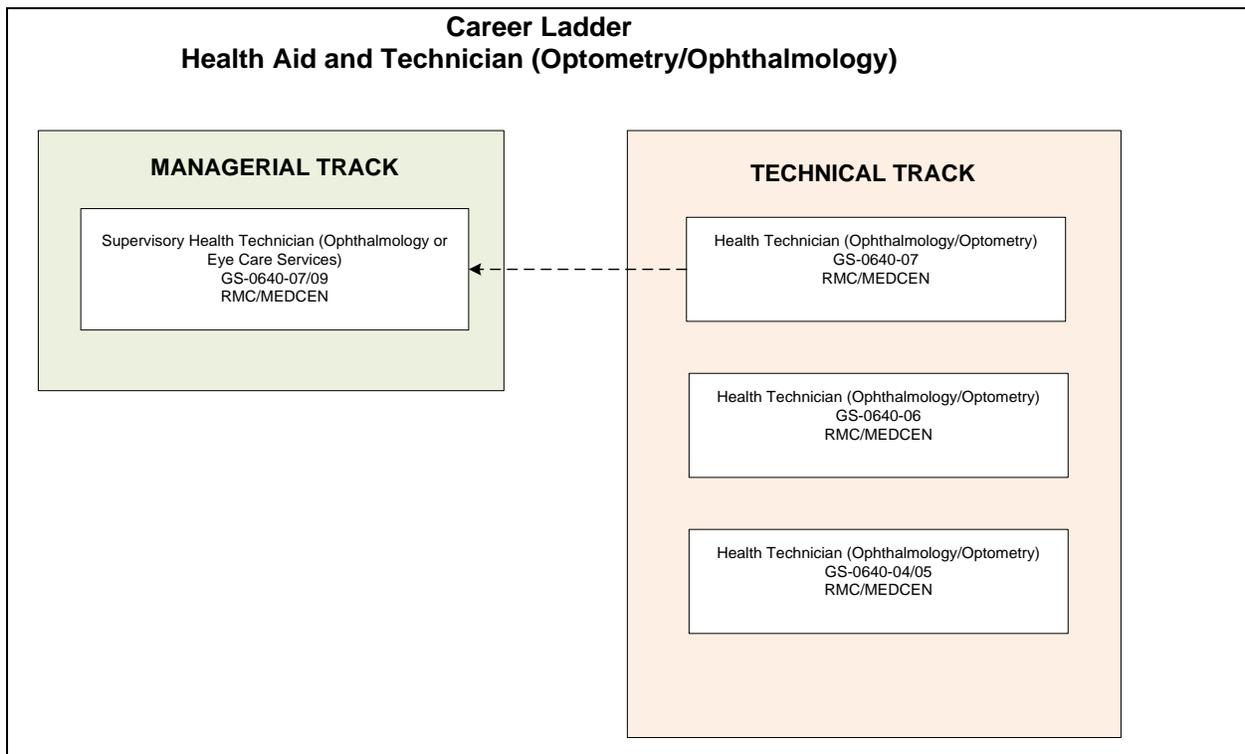
Occupational Series Information. Optometry/Ophthalmology technicians provide technical support for optometrists and ophthalmologists during treatment of patients. Duties may include, but are not limited to administering appropriate medications, changing dressings, inserting and removing contact lenses, and the selection and fitting of prescription eyewear. Technicians also may be required to obtain and record patient's ophthalmic complaints and symptoms on the clinic record where it is readily available to the care provider.

Mission Critical Occupation. The 0640-Health Aid and Technician (Optometry/Ophthalmology) 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-0640 Health Aid and Technician Optometry/Ophthalmology Technician series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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 Optometry and Ophthalmology 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 FT and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter experts and Army G-1.

- **Common Disorders.** Knowledge of common ophthalmic urgent/emergent disorders sufficient to perform triage of patients reporting to clinic.
- **Deviations.** Ability to recognize and assess deviations from normal conditions, make immediate modifications, and notify ophthalmologist in charge.
- **Surgical Materials and Positioning.** Ability to set up surgical materials and position and drape patients for surgery using knowledge of surgical equipment instruments and supplies.

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- **Surgical Procedures.** Ability to set up surgical materials and position and drape patients for surgery using knowledge of surgical equipment instruments and supplies.
- **Dressings, Sutures, and Instruments.** Ability to change sterile dressings, remove sutures, sterilize surgical instruments, and maintain sterile conditions in the operating room or clinic atmosphere.
- **Ophthalmic Terminology.** Knowledge of the standard medical terminology common to diseases and disorders of the eye sufficient to collect and provide information in support of patient care and treatment.
- **Patient Information.** Ability to collect and provide information in support of patient care and treatment using knowledge of the standard medical terminology common to diseases and disorders of the eye.
- **Lens Care and Fitting.** Knowledge of contact lens care and fitting to assist the optometrist/ophthalmologist with contact lens fittings
- **Medications.** Knowledge of pharmacology to administer prescribed medications IAW medical directives and make observations for the desired action, dosage, and adversities of the medications.
- **Visual Tests.** Ability to research information sources (i.e., Material Safety Data Sheets, Defense Occupational and Environmental Health Readiness System (DOEHRS), regulations, standards, other agencies, and experts) for health effects data applicable to work operations.
- **Advanced Tests.** Ability to perform various advanced testing technologies that include lens manipulation and physical examination of the eye; including Refraction, Applanation, Pachymetry, A and B scans, and others.
- **Anatomy and Surgery.** Knowledge of the anatomy of the eye and the methods and practices used in the medical and surgical treatment, to include specialized diagnostic and therapeutic procedures, of disorders, injuries, and diseases of the eyes.

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 FT 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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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0640, Optometry/Ophthalmology Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04/05	GS-06	GS-07	GS-08/09
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (0MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1
Eye, Ear, Nose Injuries (MD0547) ATRRS DL	CP53/X	U2	U2	U2	U2
Eye Specialty (300-P3) ATRRS FT	CP53/X	U2	U2	U2	U2
Optometry and Ophthalmology Technician Continuing Education DL	CP53/X	U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04/05	GS-06	GS-07	GS-08/09
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Individuals may be encouraged to obtain Ophthalmic Assistant certification (COA) or Ophthalmic Technician (COT) certification through the Joint Commission on Allied Health Personnel in Ophthalmology. Employees should confer with supervisors to ensure all certifications and educational opportunities are aligned with career goals. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

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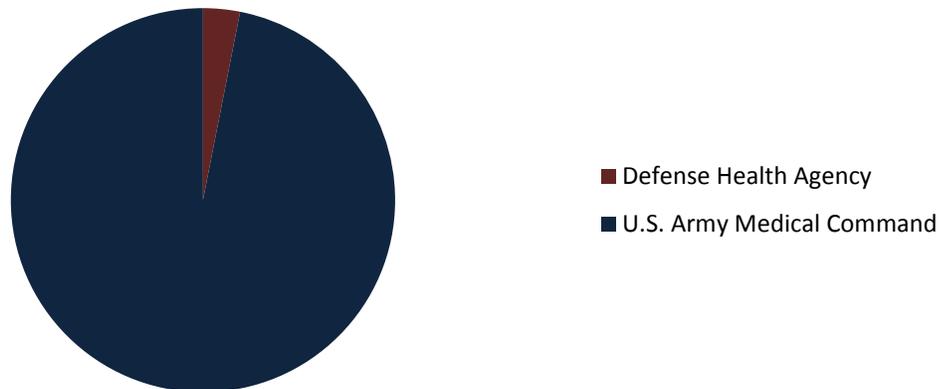
Annex AA – Series 0640 Health Aid and Technician (Paramedic/EMT)

Overview. Occupational Series 0640 covers a diverse set of clinical aids and technician specialties and represents over 1,800 professionals (source: DCPDS, 5 June 2014). Due to the number of specialties and the sometimes overlapping requirements of the positions, the numbers cited for each of the 0640 specialties are approximate. Although there are numerous position description titles, only a few subspecialties are identified in this ACTEDS Plan.

The Army has approximately 387 employees in the 0640 Paramedic/Emergency Medical Technician (EMT) specialty. These employees are all assigned to CP53. These employees are primarily compensated using the General Schedule (GS) or Local National (LN) pay plan. EMTs work within RMCs and MEDCENS.

They are employed by the commands shown in the graphic below.

0640 Paramedic/Emergency Medical Technician Distribution by Command



Occupational Series Information. Paramedics/Emergency Medical Technicians respond to on-site accidents and other emergencies involving injury or illness. Upon arrival at the scene, EMTs make independent preliminary assessments of the patient's condition and select from a variety of prescribed protocols the one that he/she considers appropriate under the given circumstances. EMTs provide necessary care according to selected protocol and prepare patient for transport to medical facility. If necessary, EMTs will prioritize treatments for patients with multiple problems or for incidents with multiple casualties.

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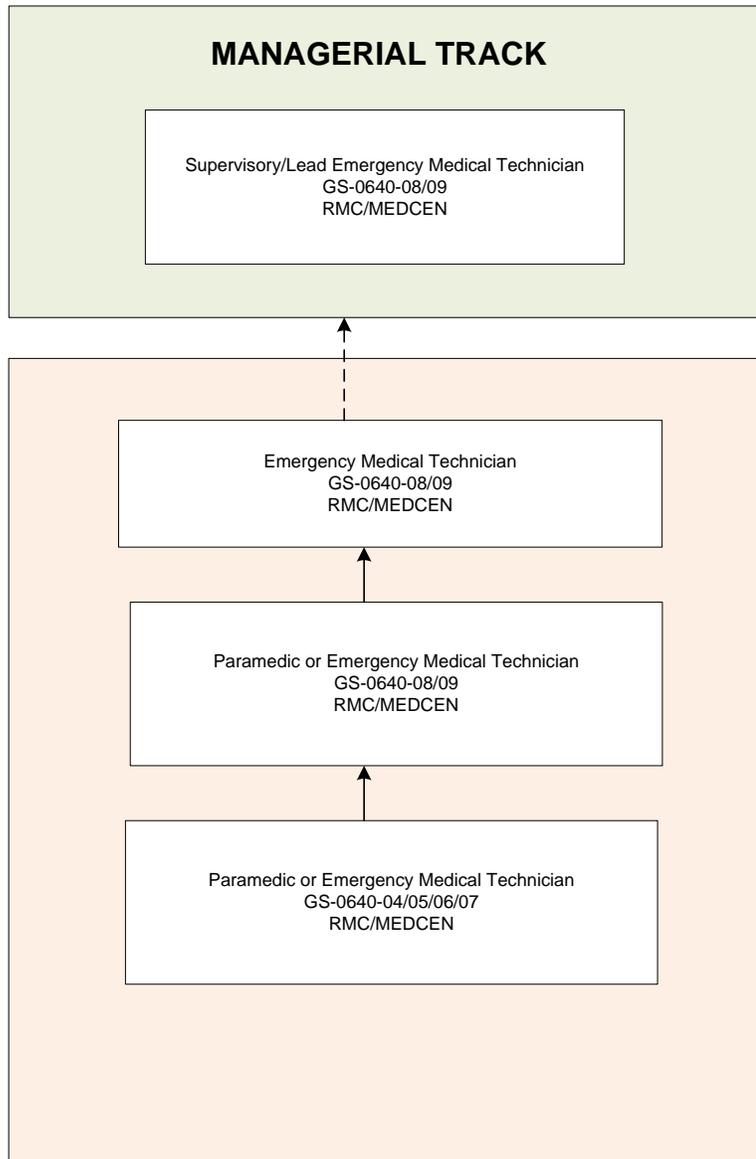
Mission Critical Occupation. The 0640-Health Aid and Technician (Paramedic/Emergency Medical Technician) series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0640 Health Aid and Technician Paramedic/EMT series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Health Aid and Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0640, Health Aid and Technician](#)). 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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Career Ladder Health Aid and Technician (Emergency Medical Technician)



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Draft Functional Competencies

The following competencies apply to Paramedics/Emergency Medical 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Infection Control.** Knowledge of the principles and techniques of safety and infection control to include aseptic techniques.
- **Medical Terminology.** Knowledge of medical terminology to collect and provide information in support of patient care and treatment.
- **Testing.** Knowledge of medical equipment, materials, and supplies to conduct standard tests. Performs operator maintenance on equipment.
- **Medical Records System.** Knowledge of automated medical records systems, requirements of the Privacy and Freedom of Information Acts, and agency policies to properly discharge responsibilities concerning release of medical information.
- **Pharmacology.** Knowledge of pharmacology and chemistry to understand drug action, effects, and method of administration.
- **Anatomy/Physiology.** Knowledge of basic human anatomy, physiology, and pathophysiology of disease or conditions and indicated therapeutic interventions to support direct patient care and communication with patient, nurses, and medical staff.
- **Patient Care-Safety.** Including:
 - Knowledge of cardiopulmonary resuscitation on infants, children, and adults and other emergency measures, Basic Life-Support Certification. Maintains Cardiopulmonary Resuscitation (CPR) certification.
 - Recognize conditions which warrant immediate medical care, screen patients, and make and document observations using knowledge of established protocols and medical signs and symptoms.
 - Perform patient examination, prompt and efficient patient care, and appropriate patient handling using knowledge of the major body systems; i.e., skeletal, muscular, respiratory, circulatory, digestive, and genitourinary.

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--Perform patient examinations, provide patient care, and ensure appropriate patient handling using knowledge of diagnostic signs; e.g., pulse, respiration, blood pressure, temperature, skin color, pupils of the eyes, state of consciousness, ability to move on command, reaction to pain, etc.

--Skill in emergency medicine techniques to determine based on the diagnosis of the patient, the approach that will most effectively sustain the patient's life.

--Knowledge of environmental safety, security, and privacy of the patient and privileged information to ensure patient's safety and rights.

--Perform various common procedures, to reassure patients, and to pass medical instruments to professional personnel during operations and examinations through knowledge of standardized rules and procedures requiring considerable training and experience.

- **Administration.** Ability to receive and refer patients, maintain logs and records, and provide general clerical support such as answering telephones, taking and referring calls, or relaying information using knowledge of standard operating procedures.
- **Policies and Procedures.** Including:
 - Knowledge of hospital, department, and several other nursing services; policies, procedures sufficient to deliver care, and other operational functions as appropriate.
 - Knowledge of regulations and policies related to patient identification requirements to establish patient eligibility, enroll patients in Defense Health Agency and DEERS systems, annotate/note deficiencies; and restrictions relative to the release of medical information.
- **Equipment.** Including the ability to:
 - Recognize and properly use equipment, supplies, and materials in a large variety of diagnostic and treatment procedures to carry out assigned instructions.
 - Operate automated data processing equipment and knowledge of coding to input, store, retrieve, revise, and print out data.

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- **Certification.** Ability to attain and maintain a National Registered Basic EMT certification and Basic Life-Support certification.
- **Communication.** Including:
 - Knowledge of topographic anatomy; e.g., right/left, surface, proximal/distal, superior, inferior, to accurately transmit location information about the body.
 - Obtain and relay information to and from dispatchers and health care providers using knowledge and skill in emergency communication techniques, and the operation of communications equipment.

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 FT 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.

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NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0640, Emergency Management Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-06	GS-07	GS-08/09
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-06	GS-07	GS-08/09
Organization and Functions of AMEDD AMEDDC&S/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1
EMS/EMT Continuing Education Professional Organizations DL	CP53/X	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. Paramedic or EMT certification is required for most positions. In addition, depending on duties, employees may have to obtain and maintain other specialized certifications such as Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), or EMT Defibrillator (EMT-D). Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

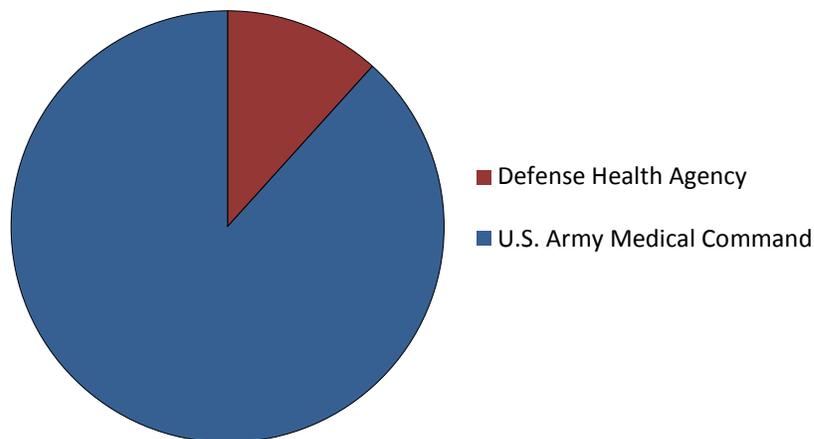
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Annex BB – Series 0642 Nuclear Medicine Technician

Overview. The Army has approximately 57 employees in the 0642 Nuclear Medicine Technician occupational series. These employees are assigned to CP53.

Nuclear Medicine Technicians are assigned to a variety of Army commands as shown on the graphic below. They are most commonly assigned to the US Army Medical Command and the Defense Health Agency (DHA). MEDCOM currently employs 50 nuclear medicine technicians assigned all over the United States. These individuals work in the Department of Radiology of the MEDCENS.

Series 0642 Distribution by Command



All Nuclear Medicine Technicians are compensated through the General Schedule (GS), pay plan.

Occupational Series Information. Nuclear Medicine Technicians perform a wide variety of functional diagnostic and therapeutic procedures of organs and/or systems involving static and dynamic imaging, the injection of radionuclides and radiopharmaceuticals, and the use of specialized equipment and computer systems to perform PET-CT and SPECT-CT examinations. Under general supervision by a physician, Nuclear Medicine Technicians use radioactive materials and imaging devices to help identify maladies of internal organs, nervous or circulatory system. These individuals provide direct patient care and must have adept

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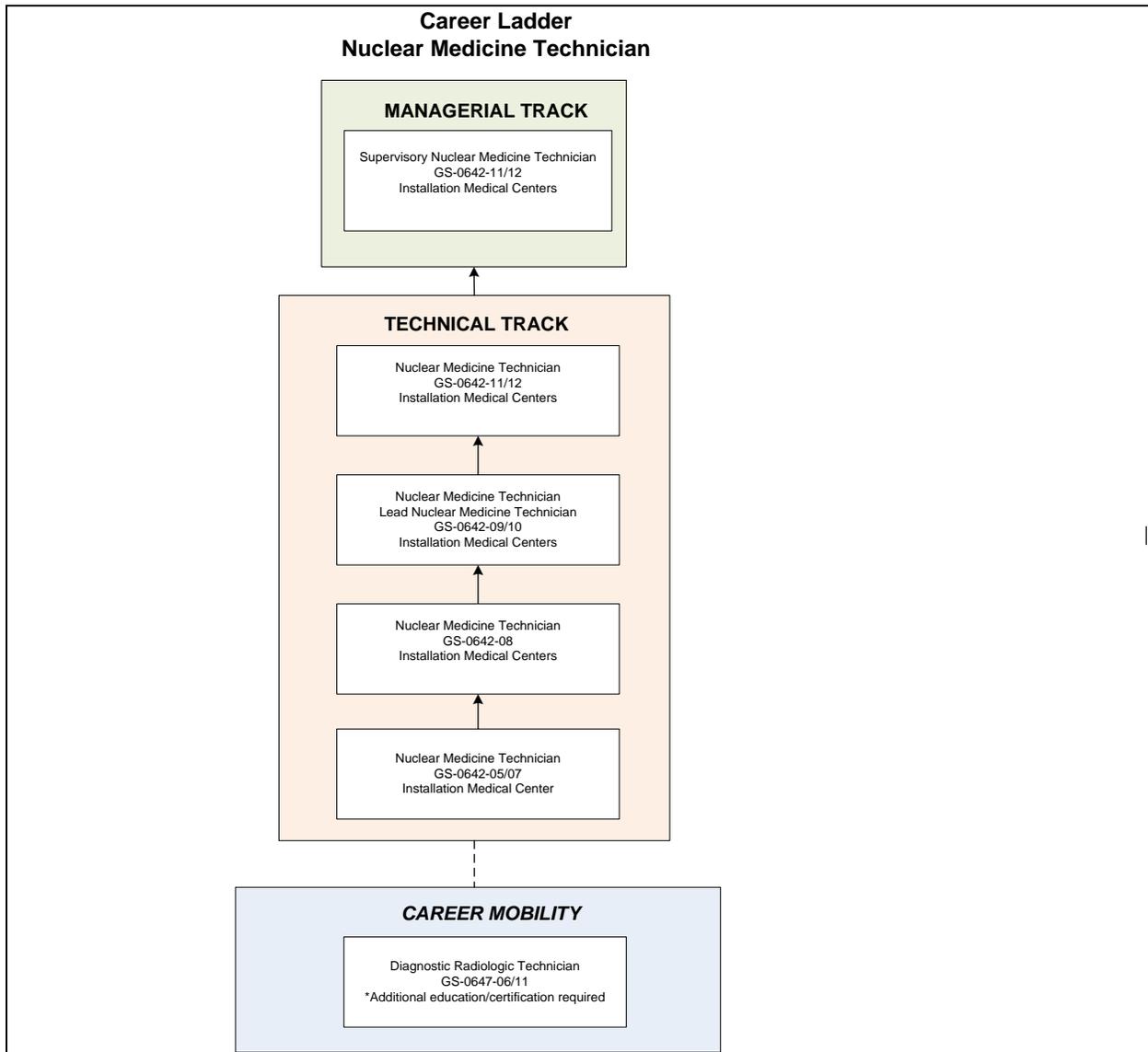
customer service skills to include, effective communication since they often must explain procedures and comfort anxious patients.

Mission Critical Occupation. The 0642-Nuclear Medicine Technician 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-0642 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nuclear Medicine series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0642, Nuclear Medicine Technician](#)). 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 Nuclear Medicine 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 FT and OJT. These draft competencies were developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measure for medical emergencies that may be encountered in the Nuclear Medicine practice.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **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.
- **Computers and Electronics.** Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.
 - Ability to trouble shoot gamma camera and auxiliary equipment problems.
 - Ability to analyze computer generated data for technical quality and artifacts and initiate corrective measure.
 - Knowledge of operational procedures for single head, dual head, PET-CT, SPECT-CT camera systems, uptake probe determinations, dose calibrators, survey meter multi-channel analyzers and collimators.
 - Knowledge of radionuclide and radiopharmaceuticals; preparation of radiopharmaceuticals in a nuclear pharmacy setting using technetium generator produced nuclides; handling of cyclotron-produced nuclide.
 - Knowledge of basic principles of nuclear physics and mathematics applicable to nuclear medicine including the basic decay formula.
 - Knowledge of radiobiology, accumulated dosage and genetic changes, effects of radiation on living organisms; ability to document radiation exposure in the work environment.
 - Knowledge of radioactive package types, package surveys, radioactive materials record management; ability to identify and analyze damaged radioactive material packaging and take appropriate actions.
 - Ability to perform radioactive surveys and knowledge sufficient to perform radioactive spill cleanup.

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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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship

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Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0642, Nuclear Medicine Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

Developmental training in PET-CT and SPECT-CT should become a top priority for the nuclear medicine technologist. Looking forward, PET-MR may become a priority.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-07/09	GS-11	GS-12	GS-13
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1
CME Courses Philips Learning Center , Nuclear Education Online DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Certification and licensure requirements may vary by State and position description. In general, all applicants should be certified in general radiologic technology IAW Public Law 97-35 and standards listed in 42 CFR Part 75. To become a Nuclear Medicine Technician it is highly recommended an individual successfully complete a full 4-year course of study leading to a bachelor's degree that included major study or at least 24 semester hours in scientific subjects such as radiation biology, anatomy, physiology, nuclear medicine

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physics, radiation physics, nuclear instrumentation, medical technology, nuclear medicine, radionuclide chemistry, radio-pharmacology, or statistics. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

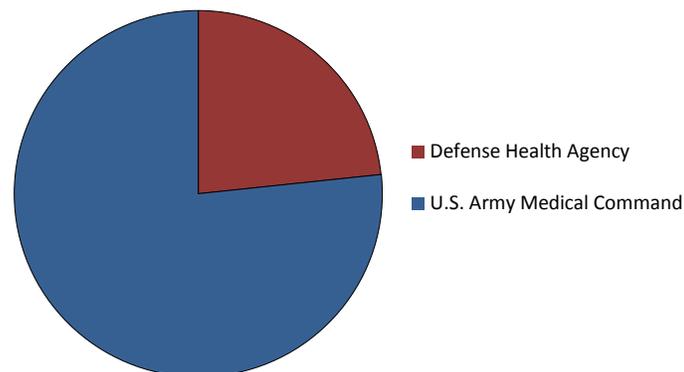
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Annex CC – Series 0644 Medical Technologist

Overview. The Army has approximately 655 employees in the 0644 Medical Technologist occupational series. These employees are assigned to CP53.

Medical Technologists are assigned to a variety of Army commands as shown on the graphic below. Social science employees are most commonly assigned to the US Army Medical Command and the Defense Health Agency (DHA). There are about 500 Civilian Medical Technologists in MEDCOM. They are located throughout the world and work primarily in the MEDCENs, MEDDACs, large Army Health Clinics, the Medical Home Clinic Laboratory, Forensic Toxicology Drug Testing Laboratories (FTDTL), Armed Services Blood Bank Centers (ASBBC), Armed Services Blood Donor Centers (ASBDC), US Army Medical Research and Materiel Command (MRMC), and instruct classes at AMEDDC&S.

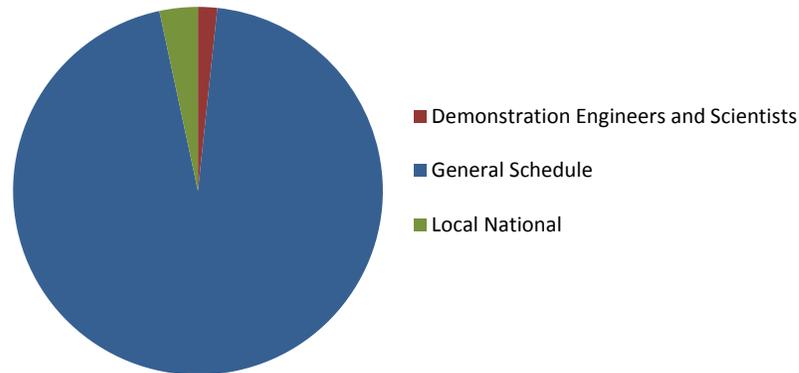
Series 0644 Distribution by Command



Medical Technologists are most commonly compensated using the General Schedule (GS), and Local National pay plans, as shown in the chart below.

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Series 0644 Distribution by Pay Plan

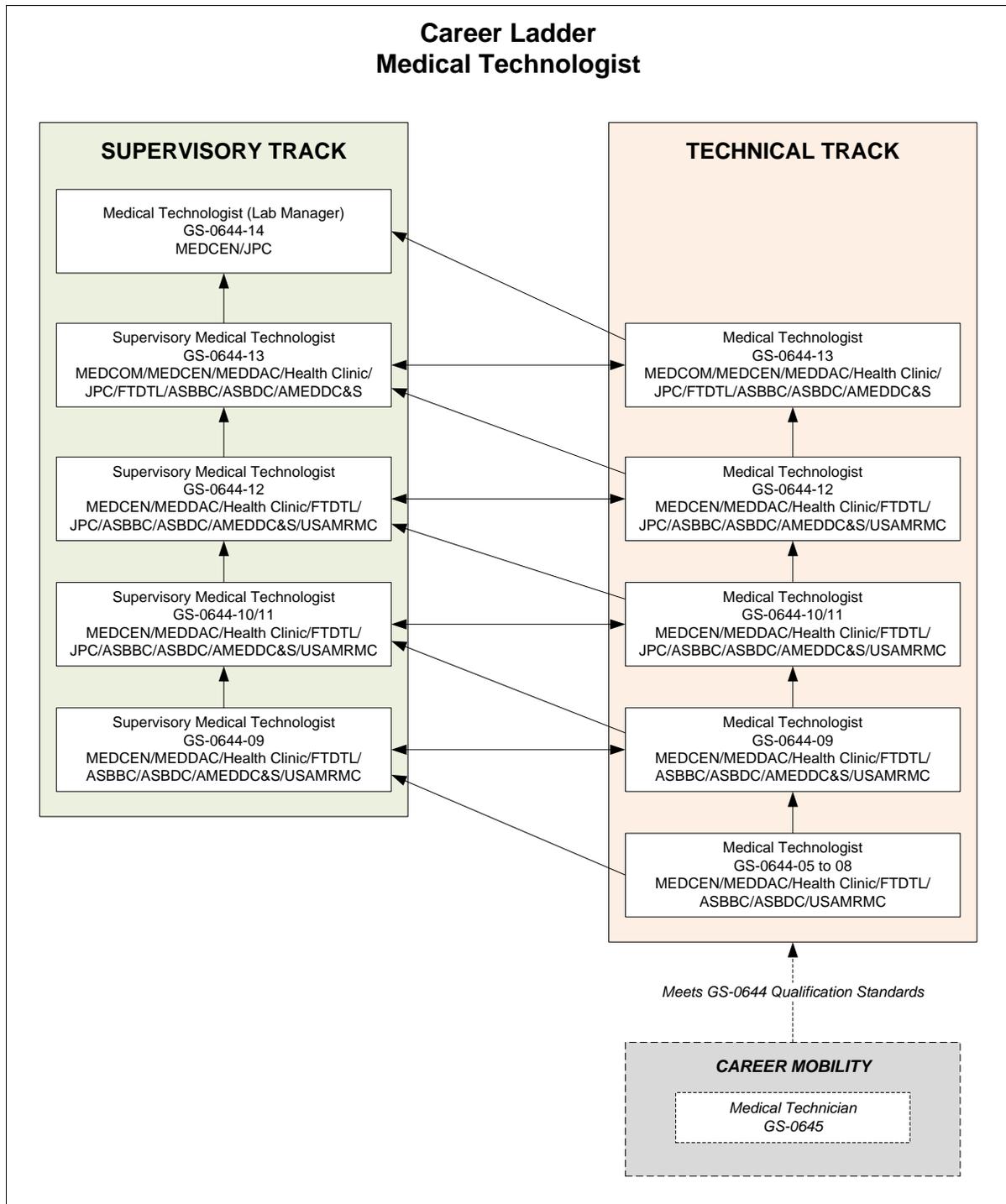


Occupational Series Information. Medical Technologists collect samples and perform tests to analyze body fluids, tissue, and other substances that physicians or other health care personnel order. Medical Technologists perform complex tests and procedures, prepare specimens, operate automated analyzers, or perform manual tests that are based on detailed instructions. The findings of their tests and examinations may be used by physicians in diagnosis, treatment, and prevention of disease. It is common for technologists in the larger laboratories to specialize in a field of medical technology. For example, Medical Technologists (Blood Bank) collect blood, classify it by type, and prepare it and its components for transfusions. Medical Technologists typically supervise or train Medical Technicians.

Mission Critical Occupation. The 0644-Medical Technologist 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-0644 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Medical Technologist Series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0644, Medical Technologist](#)). 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 Medical Technologists 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 FT and OJT. These draft competencies were developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Academic Instruction.** Including:
 - Knowledge of educational theory and techniques to develop or update curriculum, develop course guidelines, materials, and educational tools such as computer-assisted instruction, interpretive report forms, self-teaching aids, and newsletters.
 - Ability to evaluate instructional personnel and advise on student progress.
 - Ability to conduct and document periodic self-assessments of the program to assure compliance with applicable laws, regulations, and accreditation.
- **Blood Banking.** Including:
 - Knowledge of difficult and complex blood bank/transfusion service/immunohematology procedures as defined by the Clinical Laboratory Improvement Act (CLIA) 1988.
 - Knowledge of blood banking/transfusion service equipment and instrumentation, the maintenance procedures involved, and the theory underlying the measurement methodologies utilized.
 - Knowledge to sufficiently collect, process, and prepare homologous and autologous blood units and components.
 - Advanced knowledge of hematology, immunohematology, blood and blood components.
 - Technical guidance and direction for the donor area staff; to evaluate new procedures, equipment and reagents; to review and revise the donor areas standing operating procedures (SOPs); to establish a quality assurance program.

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--Knowledge and skills sufficient to use and maintain complicated instruments; e.g., automatic blood cell counters, automatic clinical analyzers, enzyme immunoassay analyzers, PCR instruments, nucleic acid amplification test instruments.

--Knowledge of apheresis procedures and equipment.

--Knowledge of the underlying principles of antigen/antibody interactions and specific knowledge of the more common antigen complexes found on red cells.

--Knowledge of the Defense Blood Standard System.

--Knowledge of accreditation standards as set forth by the College of American Pathologists, the American Association of Blood Banks, the Food and Drug Administration, and the Joint Commission on the Accreditation of Healthcare Organizations.

--Logic and judgment in decisions pertaining to blood bank procedures.

- **Chemistry.** Including:

--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.

--Knowledge of chemistry and laboratory procedure to complete a variety of tasks critical to validity of results.

--Knowledge of procedures to operate, calibrate, maintain, and troubleshoot laboratory instruments and equipment appropriate to the requirements of various assays.

--Knowledge of the principles, concepts, and methodologies of medical laboratory medicine, including quality assurance and clinical correlation (and the theories and techniques unique to chemistry) sufficient to carry out a variety of diagnostic tests and results.

--Knowledge of related disciplines of laboratory medicine and clinical medicine to evaluate test results in relation to other patient and drug parameters and other laboratory data.

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--Knowledge of medico-legal requirements and Federal and State laws and regulations sufficient to assure conformity with requirements.

- **Ethics.** Including:

--Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.

--Knowledge of Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act data protection standards.

- **Medical Technology.** Including:

--Knowledge of medical technology (principles, concepts, methodology, quality assurance, clinical correlation) sufficient to perform a broad range of toxicology and clinical testing to include routine, nonroutine, and specialized diagnostic tests and to verify results.

--Knowledge of the theories and techniques unique to microbiology, chemistry, hematology, urinalysis, serology, blood banking, special chemistry, and phlebotomy.

--Knowledge of test systems sufficient to make minor modifications to logic schema to determine corrective actions for problems.

--Knowledge and skill sufficient for use in calibrating, operating, and maintaining instruments and equipment appropriate to the requirements of various assays.

--Knowledge of related disciplines to evaluate test results in relation to various patient and drug parameters and other laboratory data.

--Knowledge of recognized reference standards, medico-legal responsibilities, accrediting agency requirements, and Federal and State laws and regulations sufficient to ensure that section plans and procedures are consistent with requirements.

--Knowledge of instructional techniques to be able to plan, present, and evaluate a course.

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--Knowledge of laboratory mathematics and statistics sufficient to establish quality controls, troubleshoot procedures and equipment, calculate and correlate test results, and set up and implement new procedures.

--Knowledge and understanding of recognized reference standards, medico-legal requirements, regulatory and accrediting agency requirements, and pertinent statutes to, ensure that laboratory plans and procedures are consistent with requirements.

--Knowledge of biomedical laboratory equipment such as chemistry analyzers, coagulation analyzers, hematology analyzers, laboratory diluters, and photometers.

--Calculations required for dilutions and reagent mixtures.

--Medical application software such as Laboratory Information System (LIS) software, electronic medical records, test result delivery, and test routing software.

--Knowledge of accrediting and regulatory agency requirements sufficient to ensure quality control, quality assurance/improvement, inspection and accreditation are in compliance.

--Knowledge of the health and safety guidelines as specified by the College of American Pathologists and the Occupational Health and Safety Administration.

- **Medicine.** Including:

- Knowledge of standard medical terminology for human body, diseases, illnesses, treatment procedures, and physical/emotional reactions, and the appropriate ICD9 codes for medical issues, sufficient to address applicant questions, to screen applicant records for disqualifying conditions, to administer nonphysical tests, and to update applicant medical records, both paper and electronic.

- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities.

- **Phlebotomy.** Including:

- Ability to perform phlebotomy based on knowledge of standardized approved procedures and techniques on ambulatory patients on wards, with approved deviations from standard techniques to draw difficult patients.

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--Ability to tactfully draw information from applicants during prescreening interviews.

--Ability to interpret and articulate testing requirements to customers and staff members.

--Ability to calm applicants showing adverse reactions to blood draw, ear lavage, or environmental stress.

--Knowledge of the type tube and amount of specimen required IAW test requested.

--Ability to use various types of phlebotomy equipment (syringes, butterflies, vacutainer system).

- **Quality Assurance.** Including:

--Knowledge of quality assurance systems, preventive maintenance and performance evaluation of equipment, and proficiency testing in order to resolve problems, assure compliance with regulatory agency requirements, and to assess the reliability of laboratory data.

--Knowledge of quality improvement tools (e.g., brainstorming; flowcharting of processes; cause and effect diagrams; and statistical tools such as run charts, Pareto charts, histograms, control charts, and process capability) used for process analysis.

--Knowledge of mathematics and statistics as related to quality control in a clinical laboratory.

--Knowledge of accrediting and regulatory agency requirements sufficient to ensure quality assurance and improvement plans are actively monitored in day-to-day functions and are in compliance with such requirements.

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 FT 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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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 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 Medical Technologists. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-05 to 08	GS-09	GS-10 to 11	GS-12	GS-13	GS-14
Basic Life Support Local Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**	U1**
Basic First Aid Local/Vendor FT	CP53	U1*	U1*	U1*	U1*	U1*	U1*
Basic Computer Courses Local FT/CC/Distance Learning (DL)	CP53	U2	U2	U2	U2	U2	U2
General Orientation/Orientation to the Employing Office Supervisor OJT		U1	U1	U1			
Health Insurance Portability and Accountability Act (HIPAA) Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1	U1	U1
Patient Rights Swank/CEU DL	CP53	U1	U1	U1	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/ Supervisor OJT/CC/Distance Learning (DL)	CP53/X	U1	U1	U1			
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-05 to 08	GS-09	GS-10 to 11	GS-12	GS-13	GS-14
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	X			U1*	U1*	U1*	
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3	U3			
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3	U3			
Technical Writing (WRIT8100D) Graduate School USA FT	CP53	U2	U2	U2			
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53			U3	U3	U3	U3
Executive Leadership Program Graduate School USA FT	CP53			U3	U3	U3	
Introduction to Federal Budgeting Graduate School USA FT	CP53				U3	U3	U3
Collaborative Leadership Seminar OPM FT	CP53		U3	U3	U3	U3	U3
Team Development Seminar OPM FT	CP53			U3	U3	U3	U3
Management Development Seminar I: Leading from the Middle OPM FT	CP53			U3	U3	U3	U3
Management Development Seminar II: Leading Organizations OPM FT	CP53				U3	U3	U3
Continuing Education Units Professional Associations FT/DL	CP53	U3	U3	U3	U3	U3	U3
University Long-Term Training Local Installation FT/DL	CP53	U3	U3	U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-05 to 08	GS- 09	GS-10 to 11	GS- 12	GS- 13	GS- 14
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*	U3*	U3*

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

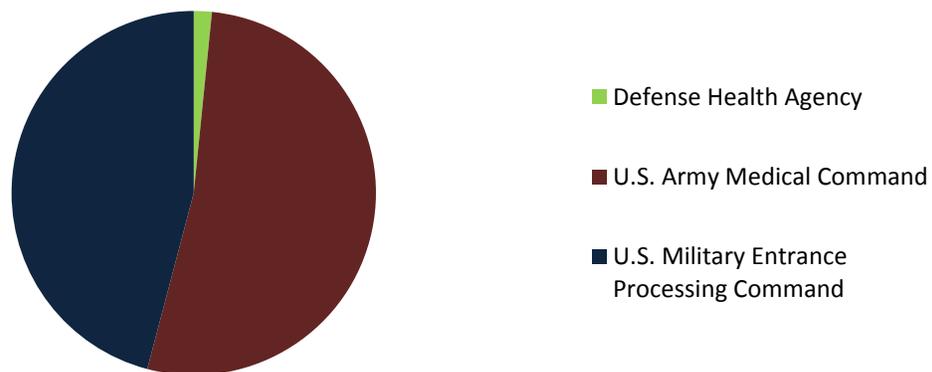
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Annex DD – Series 0645 Medical Technician

Overview. The Army has approximately 876 employees in the 0645 Medical Technician occupational series. These employees are assigned to CP53.

Medical Technicians are assigned to a variety of Army commands as shown on the graphic below. Social science employees are most commonly assigned to the US Army Medical Command and the US Military Entrance Processing Command (USMEPCOM).

Series 0645 Distribution by Command



Medical Technicians are most commonly compensated using the General Schedule (GS) and Local National (LN) pay plans.

Occupational Series Information. Medical Technicians perform tests and examinations in one or more areas of work such as chemistry, blood banking, hematology, or microbiology. Medical Technicians perform less complex tests and procedures than 0644-Medical Technologists. The findings of their tests and examinations may be used by physicians in diagnosis, treatment, and prevention of disease. Medical Technicians usually work under the supervision of Medical Technologists or laboratory managers.

There are about 460 Civilian Medical Technicians in MEDCOM. They are located throughout the world and work primarily in the MEDCENs, MEDDACs, large Army Health Clinics, the Medical Home Clinic Laboratory, Forensic Toxicology Drug Testing Laboratories (FTDTL), Armed Services Blood Bank Centers (ASBBC), and the US Military Entrance Processing Stations (MEPS).

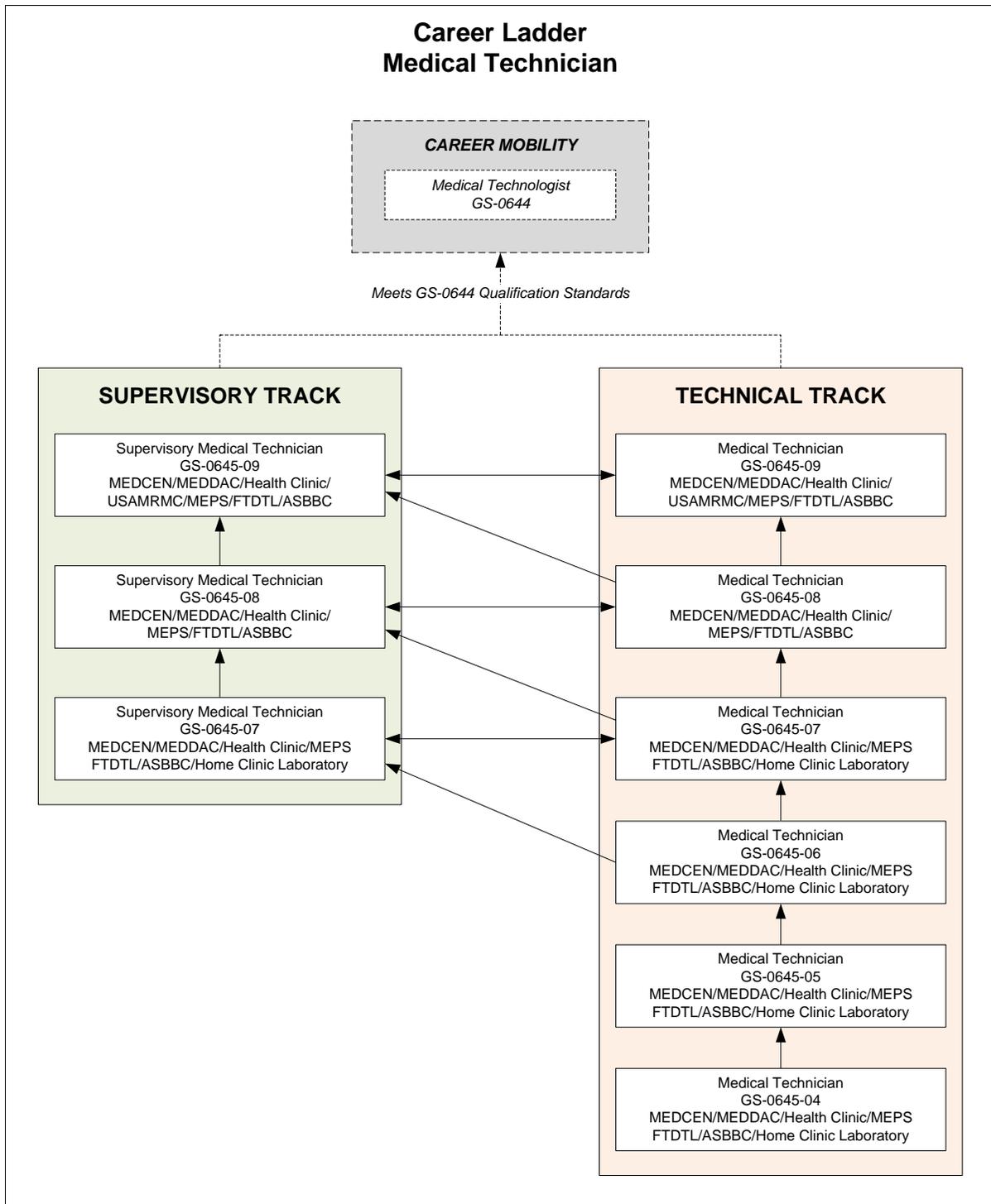
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Mission Critical Occupation. The 0645-Medical Technician series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0645 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Medical Technician Series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0645, Medical Technician](#)). 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 Medical 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have not been vetted by CP53 subject-matter experts or by Army G-1.

- **Blood Banking.** Including:

- Knowledge of blood banking/transfusion service equipment and instrumentation, the maintenance procedures involved, and the theory underlying the measurement methodologies utilized.

- Knowledge of manual methodology for analysis.

- Knowledge of the underlying principles of antigen/antibody interactions and specific knowledge of the more common antigen complexes found on red cells.

- Knowledge of accreditation standards as set forth by the College of American Pathologists, the American Association of Blood Banks, the Food and Drug Administration, and the Joint Commission on the Accreditation of Healthcare Organizations.

- Logic and judgment in decisions pertaining to blood bank procedures.

- **Chemistry.** Including:

- Knowledge of chemistry and laboratory procedure to complete a variety of tasks critical to validity of results.

- Knowledge of procedures to operate, calibrate, maintain, and troubleshoot laboratory instruments and equipment appropriate to the requirements of various assays.

- Knowledge of the principles, concepts, and methodologies of medical laboratory medicine, including quality assurance and clinical correlation (and the theories and techniques unique to chemistry) sufficient to carry out a variety of diagnostic tests and results.

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--Knowledge of related disciplines of laboratory medicine and clinical medicine to evaluate test results in relation to other patient and drug parameters and other laboratory data.

--Knowledge of medico-legal requirements and Federal and State laws and regulations sufficient to assure conformity with requirements.

- **Ethics.** Including:

--Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.

--Knowledge of Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act data protection standards.

- **Medical/Clinical Laboratory.** Including:

--Practical knowledge of the techniques of medical laboratory practice in one or more of the areas of clinical laboratory work (e.g., blood banking, chemistry, hematology, microbiology) and of the chemistry, biology, and anatomy involved.

--Knowledge of quality assurance procedures and preventive maintenance requirements IAW regulatory and accreditation standards.

--Knowledge of biomedical laboratory equipment such as anaerobic jars or accessories, phlebotomy trays or accessories, chemistry analyzers, coagulation analyzers, and hematology analyzers.

--Ability to perform calculations required for dilutions and reagent mixtures.

--Ability to use medical application software such as Laboratory Information System (LIS) software, electronic medical records, test result delivery, and test routing software.

--Knowledge of mathematics and statistics as related to quality controls, inspection and accreditation, calculate/correlate test results, troubleshoot procedures and equipment, calibrate equipment, quality assurance/improvement, and total quality improvement.

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--Knowledge of accrediting and regulatory agency requirements sufficient to ensure quality control, quality assurance/improvement, inspection and accreditation are in compliance.

--Knowledge of the health and safety guidelines as specified by the College of American Pathologists and the Occupational Health and Safety Administration.

- **Medicine.** Knowledge of standard medical terminology for human body, diseases, illnesses, treatment procedures, and physical/emotional reactions sufficient to address applicant questions, to screen applicant records for disqualifying conditions, to administer nonphysical tests, and to update applicant medical records, both paper and electronic.

- **Military Entrance Processing.** Including:

--Practical knowledge and understanding of service enlistment regulations set forth by DoD Instruction 6130.4, Medical Standards for Appointment, Enlistment or Induction in the Armed Forces, and USMEPCOM medical regulations to include guidance from the DoD and each Service.

--Knowledge of weight and body fat standards set forth by the individual Services as well as the proper procedures used to ascertain these values.

--Knowledge of approved standardized phlebotomy procedures and techniques. Ability to perform phlebotomy ambulatory patients, with approved deviations from standard techniques to draw difficult patients.

--Standing operating procedures regarding tube types and specimen amounts. Ability to use various types of phlebotomy equipment; e.g., syringes, butterflies, vacutainer system, safety needles and butterfly needle devices, and capillary puncture techniques.

--Knowledge of the type tube and amount of specimen required IAW test requested; knowledge as to which laboratory performs which tests in order to properly prepare and route the collected specimen.

--Knowledge of, and skill in applying, an extensive body of rules, procedures, and operations, required to perform and evaluate the full scope of nonphysician medical tests such as ear lavage, optical test, audiometric tests, EKG, and physical observation,

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collection and processing of urine specimen, to include chain of custody and control processing.

--Basic knowledge of and ability to use basic office automation equipment; i.e., personal computers, and the USMEPCOM-unique applicant computer system. Knowledge of database systems sufficient to enter and extract information necessary to process applicants for military service.

--Knowledge of basic first aid procedures and techniques.

- **Phlebotomy.** Including:

--Ability to perform phlebotomy based on knowledge of standardized approved procedures and techniques on ambulatory patients on wards, with approved deviations from standard techniques to draw difficult patients.

--Ability to tactfully draw information from applicants during prescreening interviews.

--Ability to interpret and articulate testing requirements to customers and staff members.

--Ability to calm applicants showing adverse reactions to blood draw, ear lavage, or environmental stress.

--Knowledge of the type tube and amount of specimen required IAW test requested.

--Ability to use various types of phlebotomy equipment (syringes, butterflies, vacutainer system).

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 Medical Technicians. It addresses the occupational and professional development training required by grade level. This information

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also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS- 04	GS- 05	GS- 06	GS- 07	GS- 08	GS- 09
Basic Life Support Local Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**	U1**
Basic First Aid Local/Vendor FT	CP53	U1*	U1*	U1*	U1*	U1*	U1*
General Orientation/Orientation to the Employing Office Supervisor OJT		U1	U1	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Local Installation/Swank (www.swankhealth.com) FT/Distance Learning (DL)	CP53/X	U1	U1	U1	U1	U1	U1
Patient Rights Source: Swank/CEU DL	CP53/X	U1	U1	U1	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/ Supervisor OJT/CC/DL	X	U1	U1	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3	U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS- 04	GS- 05	GS- 06	GS- 07	GS- 08	GS- 09
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3	U3	U3	U3	U3
Basic Computer Courses Local FT/CC/DL	CP53	U2	U2	U2	U2	U2	U2
Technical Writing (WRIT8100D) Graduate School USA FT	CP53	U2	U2	U2	U2	U2	U2
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53			U3	U3	U3	U3
Professional Associations Local/self-initiated Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3	U3	U3	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3	U3	U3	U3	U3
Bachelor Degree Program Local/self-initiated Off duty FT/DL		U3					
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1		
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*		
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*		

Certification/Licensure. Certification may be a qualification for employment in some positions. The Medical Laboratory Technician and Phlebotomy are two examples of certifications that apply to Civilian Medical Technicians. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

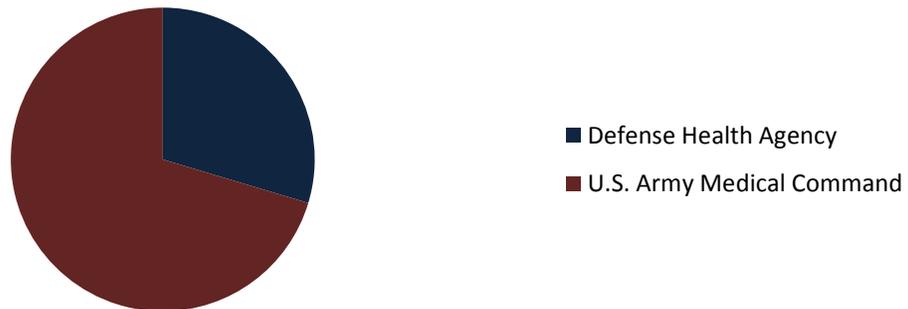
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Annex EE – Series 0646 Pathology Technician

Overview. There are approximately 108 Army employees in the 0646 Pathology Technician occupational series. These employees are assigned to CP53.

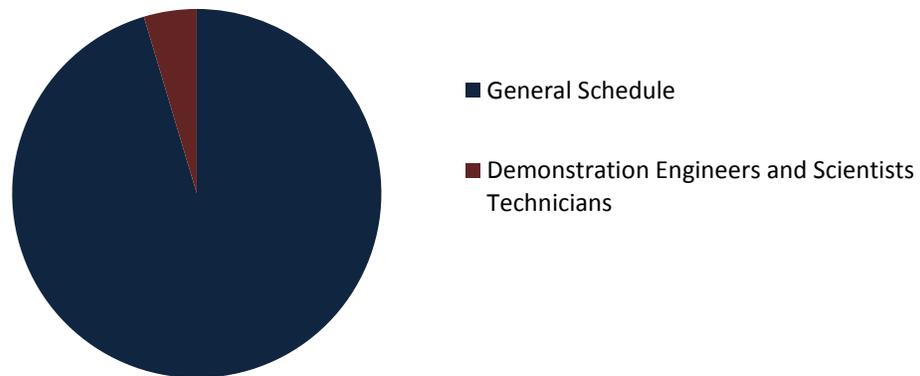
Pathology Technicians are assigned to the US Army Medical Command and the Defense Health Agency (DHA), as shown below. There are approximately 76 Pathology Technicians employed in MEDCOM. They are located throughout the United States, but can primarily be found in the MEDCENs and MEDDACs.

Series 0646 Distribution by Command



Pathology Technicians are compensated using the General Schedule (GS) and Demonstration Engineers and Scientists Technicians (DE) pay plans in the ratios shown below.

Series 0646 Distribution by Pay Plan



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Occupational Series Information. Pathology Technicians are specialists in the medical field that prepare and examine slides of postmortem human tissues and surgical specimen slides under microscope for diagnostic, research, or teaching purposes. They process tissues by a variety of methods, utilize and maintain delicate instruments, and often operate computerized laboratory equipment.

Pathology Technicians assist pathologists or other physicians (or other professional personnel) who make the final diagnostic examinations of specimens of human tissues and/or cell preparations. They are adept with techniques of anatomical laboratory practice in one or both of the areas of laboratory work (i.e., histopathology and cytology) and of the chemistry, biology, and anatomy involved.

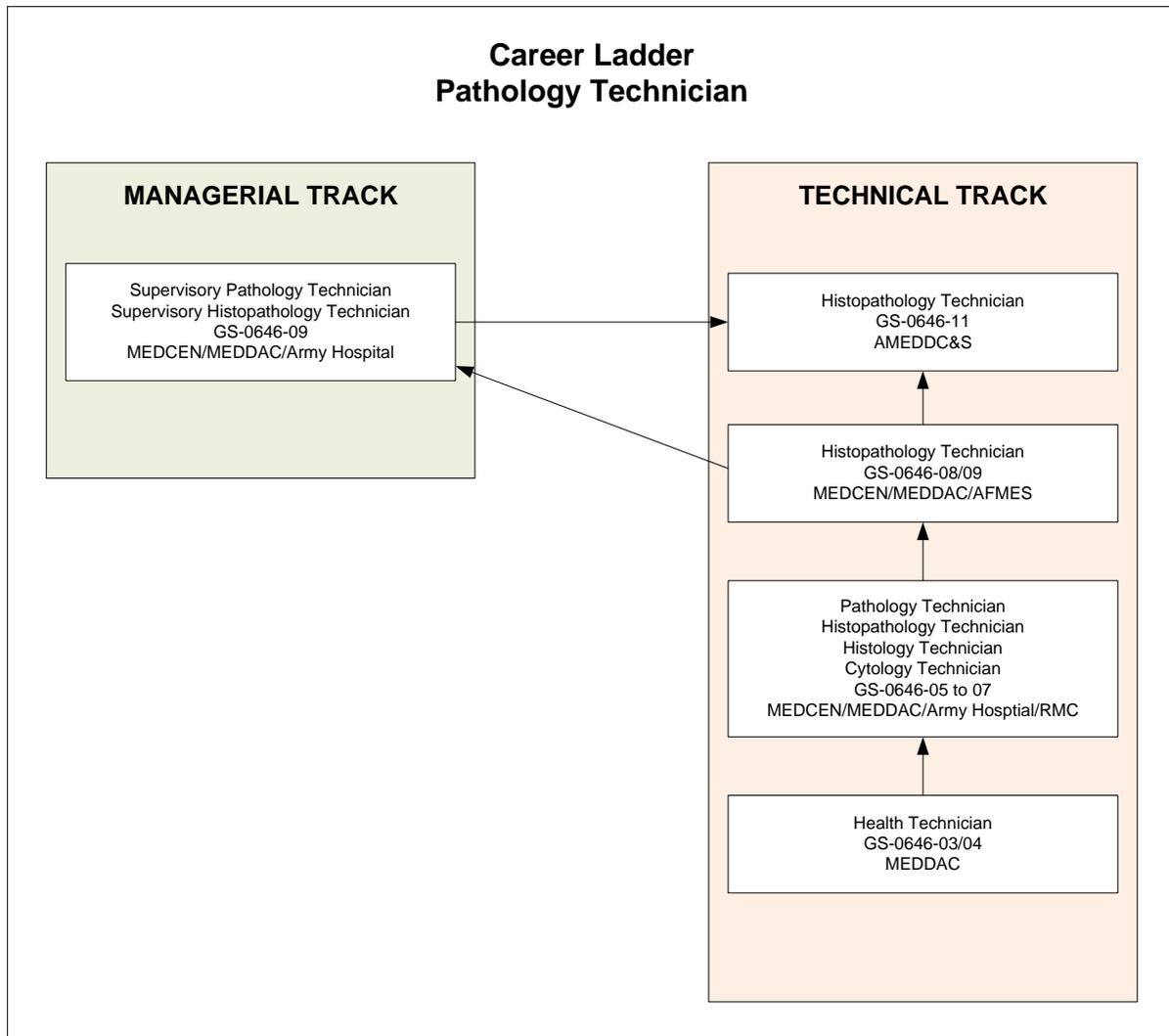
A technician's duties in histopathology involve preparing thin sections of tissue specimens including fixing, clearing, infiltrating, embedding, sectioning, staining, and amounting. Whereas, the duties in cytology involve preparing, staining, and examining microscopical specimens of body fluids, secretions, and exudations from any part of the body to determine whether cellular structure is normal, atypical, or abnormal.

Mission Critical Occupation. The 0646-Pathology Technician 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-0646 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Pathology Technician specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0646, Pathology Technician](#)). 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 Pathology 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have not been vetted by CP53 subject-matter experts or by Army G-1.

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- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Information Processing and Recording.** Ability to compile, code, categorize, audit, and verify data; and transcribe, store, and/or maintain the information in written or electronic form.
- **Tool Use.** Ability to use a variety of tools to include:
 - Dropping pipettes – Automated pipettes; Disposable plastic pipettes; Gravimetric pipettes
 - Immunology analyzers — Automated, Chemiluminescent and Fluorescence polarization immunoassay analyzers
 - Microtomes — Freezing, Rotary, Sliding and Ultra microtomes
 - Tissue buckets and containers — Process smears
 - Electron microscopy laboratory equipment
- **Technology Use.** Knowledge of:
 - Medical software such as electronic records, laboratory information system, and test result delivery software
 - Information retrieval or search software such as digital images databases
 - Commercial software to include Microsoft Excel, IBM Lotus 1-2-3, word processing software such as Microsoft Word, Corel, WordPerfect
- **Scientific Terminology.** Knowledge of a wide variety of frequently changing, highly specialized scientific terminology for preparing reports and sharing research on insect classification and disease control.
- **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.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.

- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Computers and Electronics.** Skill needed to be able to access CHCS and CoPath.
- **Science.** Knowledge of scientific rules and methods to solve problems.
- **Information Ordering.** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Coordination.** Ability to adjust personal actions in relation to others' actions.
- **Critical Thinking.** Knowledge logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Originality.** Ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Inductive Reasoning.** Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Category Flexibility.** Ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning.** Ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity.** 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.
- **Flexibility of Closure.** Ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Written Expression.** Ability to communicate information and ideas in writing so others will understand.
- **Judgment and Decision Making.** Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving.** Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains

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specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0646, Pathology Technician. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS- 03/04	GS- 05 to 07	GS- 08/0 9	GS- 11
Histopathology Apprentice (JAABD4T032 00AB) AMEDDC&S (www.cs.amedd.army.mil/AHS) Formal Training (FT)	X	U1	U1		
Medical Laboratory Specialist (68K10) AMEDDC&S FT	X	U1	U2	U2	U3
Health Care Ethics I (MD0066) AMEDDC&S Distance Learning (DL)	X	U3	U3	U3	U3
Health Care Ethics I (MD0067) AMEDDC&S DL	X	U3	U3	U3	U3
Diseases of Military Importance (MD0152) AMEDDC&S DL	X	U2	U2	U2	U2
Advanced Sterilization System (J8AZR4A271 00BA) AMEDDC&S FT	CP53/X	U2	U2	U1	U1
Principles of Military Preventive Medicine (6A-F5) AMEDDC&S FT	CP53/X	U3	U3	U3	U3
Introduction to CBRNE (CBRNE-W) AMEDDC&S DL	X	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS- 03/04	GS- 05 to 07	GS- 08/0 9	GS- 11
Organization and Functions of the Army Medical Department (MD0004) AMEDDC&S DL	X	U1	U2	U2	U3
Swank HealthCare On-Line Courses SWANK (www.swankhealth.com) CC/DL	CP53/X	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. There is a selective placement factor among Pathology Technicians in intermediate and advanced positions that may require they possess and maintain a current, active, valid, and unrestricted license from a professional agency or association within US jurisdiction. Employment in such Civilian Army Pathology Technician positions could require specific certifications; e.g., Certification by American Medical Technologists, American Society of Clinical Pathology certification, and/or Histotechnician/Histotechnologist Certification maintenance. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

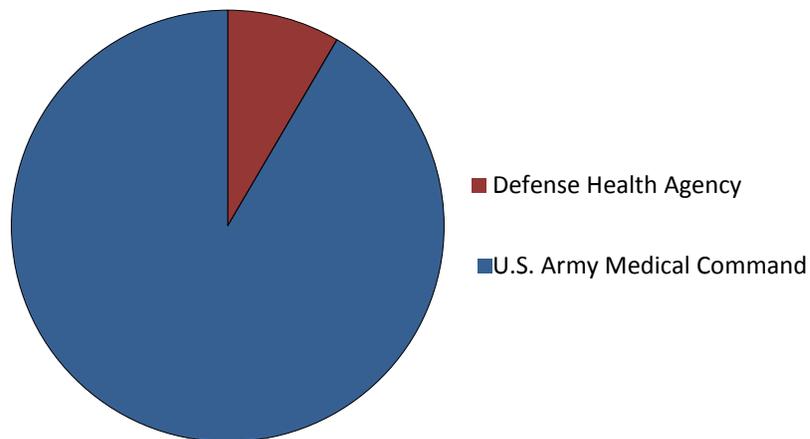
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Annex FF – Series 0647 Diagnostic Radiologic Technologist

Overview. There are approximately 558 (source: DCPDS, 5 June 2014) Army employees in the 0647-Diagnostic Radiologic Technologist occupational series. These employees are assigned to CP53.

Diagnostic Radiologic Technologists are assigned to the US Army Medical Command and the Defense Health Agency (DHA), as shown below. MEDCOM currently employs 508 diagnostic radiologic technicians assigned all over the United States. They work in the Department of Radiology of the MEDCENS.

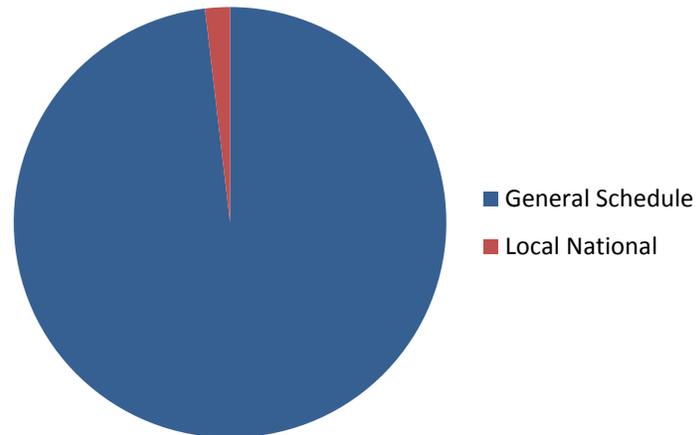
Series 0647 Distribution by Command



Diagnostic Radiologic Technologists are compensated using the General Schedule (GS), and Local National (LN) pay plans in the ratios shown below.

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Series 0647 Distribution by Pay Plan



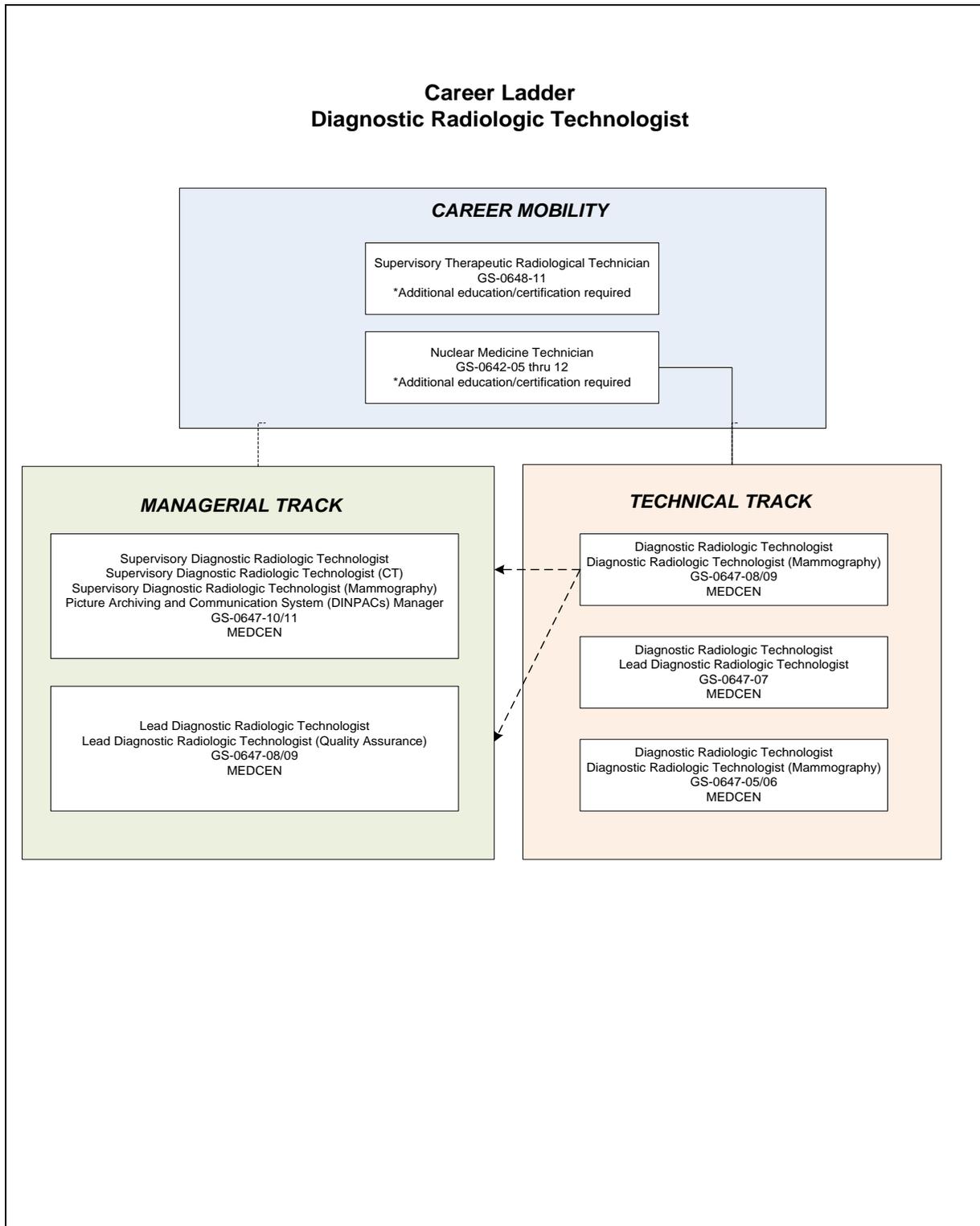
Occupational Series Information. Diagnostic Radiologic Technologists perform diagnostic imaging examinations and capture resulting images on film, computer files, or videotape. These efforts assist physicians and radiographers with proper identification and treatment of patient illness or injury. In general, diagnostic radiologic technicians are responsible for accurately positioning patients, delivering the lowest radiation dose possible during each examination, and ensuring that a quality diagnostic image is produced. They may specialize in a particular piece of equipment or specific imaging area.

Mission Critical Occupation. The 0647- Diagnostic Radiologic Technologist 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-0647 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Diagnostic Radiologic Technologist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0647, Diagnostic Radiologic Technologist](#)). 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 Diagnostic Radiologic Technologists 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 FT and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter experts, but not by Army G-1.

- **Mammography Skills.** Ability to perform diagnostic mammograms, needle localization and breast biopsies, multi-axial tomography, bronchograms, and G.I. series, using knowledge of radiation protection standards; radiographic principles; anatomy and physiology; radiographic exposure techniques and aspects of basic physics. Spots compression views, magnification views, cleavage views, auxiliary tail views.
- **Patient Care.** Including the ability to:
 - Establish and maintain a safe work environment using knowledge of radiation dosimetry including radiation protection standards, devices and techniques, units of radiation exposure and dose, licensing, NRC regulations, radiation safety clothing, methods of absorbed dose calculations and radioactive spill procedures.
 - Operate x-ray equipment, recognize results of equipment malfunction, make minor changes from standing procedures to compensate for equipment aging, and determine when maintenance or repair is needed through knowledge of basic physics, to include concepts of energy, electric power and types of electric power, types of electrical circuits, the construction, function, and operating limitations of various types of x-rays tubes, and the properties of x-rays.
 - Interpret the examination request in order to select the best procedure to emphasize any aspects of particular interest to the physicians and to identify the organs appearing on the film and the various stages of the examination to evaluate the acceptability of the radiograph for diagnostic use.
 - Suggest the best patient position and adjustment of factors to demonstrate the desired area of interest; possesses thorough knowledge of anatomy and physiology such as location, appearance and function of various major systems, especially the muscular, circulatory, skeletal, lymphatic, respiratory, digestive and urinary systems.

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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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship

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Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0647. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-05/06	GS-07	GS-08/09	GS-10/11
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1* *	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (081-MD0066) ATRRS DL	X	U1	U1	U1	U1
Healthcare Ethics II (081-MD0067) ATRRS DL	X	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-05/06	GS-07	GS-08/09	GS-10/11
Applied Radiological Response Tech (ARRT) (J30)-US251) ATTRS DL	CP53/X	U2	U2	U2	U2
Fluoroscopy and Special Radiographic Tech (081-MD0959) ATTRS DL	CP53/X	U2	U2	U2	U2
Continuing Education for Radiologic Technicians CERT DL	CP53	U3	U3	U3	U3
Education for Radiologic Technologists Philips Learning Center DL	CP53	U3	U3	U3	U3
American Society of Radiologic Technicians DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Certification and Licensure requirements may vary by state and position description. In general, all applicants should be certified in general radiologic technology IAW with Public Law 97-35 and standards listed in 42 CFR Part 75.

The American Registry of Radiologic Technologists (ARRT) offers voluntary certification for radiologic technologists. In addition, a number of States use ARRT-administered exams for State licensing purposes. To be eligible for certification, technologists must graduate from an ARRT-approved accredited program and pass an examination. Many employers prefer to hire certified radiologic technologists. In order to maintain an ARRT certification, 24 hours of continuing education must be completed every two years. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex GG – Series 0648 Therapeutic Radiologic Technologist

Overview. There are approximately 14 (source: DCPDS, 5 June 2014) Army employees in the 0648 Therapeutic Radiologic Technologist occupational series. These employees are assigned to CP53.

Therapeutic Radiologic Technologists are assigned to the US Army Medical Command (12 employees) and the Defense Health Agency (2 employees). There are over 10 Civilian Therapeutic Radiologic Technologists in MEDCOM. They work within RMCs, MEDCENs, and MEDDACs.

Therapeutic Radiologic Technologists are compensated using the General Schedule (GS) pay plan.

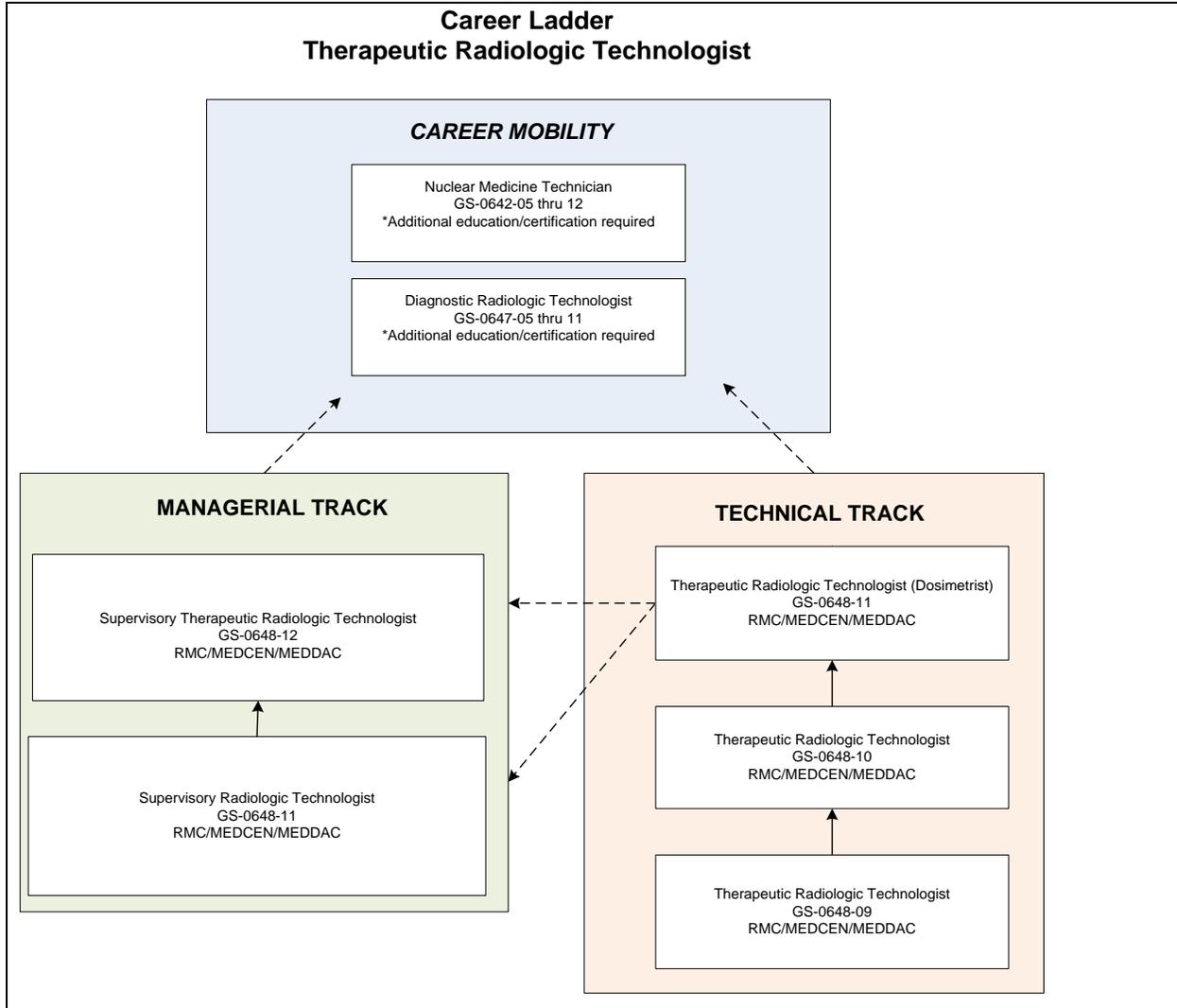
Occupational Series Information. Therapeutic Radiologic Technologists work with oncologists and other medical staff to provide radiation therapy for the purpose of treating malignant diseases. They receive patients, explain treatment process, and orient patients during the procedures. Therapeutic Radiologic Technologists monitor patients throughout the treatment to alleviate fear, insecurity or apprehension; in addition, technicians look for signs of complication during each procedure and confer with oncologists to address irregularities or discrepancies. They suggest and implement possible alternative techniques as needed and work towards optimizing overall treatment effectiveness.

Mission Critical Occupation. The 0648-Therapeutic Radiologic Technologist 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-0648 Therapeutic Radiologic Technologist Series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Therapeutic Radiologic Technologist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0648, Therapeutic Radiologic Technologist](#)). 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 Therapeutic Radiologic Technologists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Medical Knowledge.** Including:
 - Knowledge of medical terminology related to anatomy and physiology to include location, appearance, and function of all major and minor systems within the body and the effect of radiation on these systems.
 - Professional knowledge of dosimetric principles, physical, functioning and operating limitations of linear accelerators, fluoroscopic simulators and CT simulators and use them proficiently.
 - Knowledge of the effect of radiation on living organisms such as genetic and somatic damages, and accumulated doses in order to assure adequate safeguards are maintained and to recognized physical symptoms in patients.
 - Knowledge of critical organ tolerance. Ability to recognize the abnormalities and/or changes in the patient's system and organs caused by medical/surgical treatments and/or malignant disease processes.
- **Principles and Procedures.** Including:
 - Professional knowledge of dosimetric principles, physical, functioning and operating limitations of linear accelerators, fluoroscopic simulators and CT simulators and use them proficiently.
 - Professional knowledge of and ability to perform difficult and complex therapeutic procedures requiring critical abstract thinking and ability to modify standard procedures to adapt to patients whose physical conditions may be aggravated by normal treatment parameters.
- **Lab Results.** Knowledge of normal/abnormal clinical laboratory results and interpretation of same in conjunction with radiation therapy treatments. Ability to educate and instruct others in laboratory and therapeutic procedures.
- **Regulations.** Knowledge of regulations pertaining to the operation of Radiation Oncology Radiation Oncology Service, Joint Commission on Hospital Accreditation, Food and Drug Administration, Department of Defense, American Registry of Radiologic Technologists, and Nuclear Regulatory Commission.
- **Computer Systems.** Including:

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--Knowledge of the objectives, overall design and operating principals of related agency computer systems so as to recognize probable interactions with the assigned program's functions. Detailed and specific knowledge of the work processes, rules governing, file design, computer and related clerical procedures of the programs assigned.

--Knowledge of systems, analysis, and design techniques and alternative design approaches relevant to the application area in order to carry out studies to advise on the merits of proposed design changes. Skill in adapting proven approaches in the formulation of programming specifications where new systems of programs or major reconstruction of existing programs are required. Understand the capabilities and limitations of the activity's computer equipment configuration, system software, utility programs, programming aids available in order to carry out application programming projects and coordinate efforts with others affected in the organization.

--Knowledge of the agency's data processing standards as they relate to limitations on design approaches, coordination requirements, programming, techniques and documentation. Knowledge of computer systems sufficient to acquire, modify acquisition as programmed and process a wide variety of nuclear medicine studies. Skill in calibrating, operating, and maintaining equipment appropriate to the performance of various studies.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0648. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-09	GS-10	GS-11	GS-12
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1
Applied Radiological Response Tech (DNWS-RO27) ATRRS DL	CP53/X	U2	U2	U2	U2
Continuing Education for Radiologic Technologists (CERT) Professional Organization DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

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Certification/Licensure. There is none specified. Certification and Licensure requirements may vary by State and position description. In general, all applicants should be certified in general radiologic technology in accordance with Public Law 97-35 and standards listed in 42 CFR Part 75. Applicants are encouraged to be certified in computed tomography by the American Registry of Radiologic Technology (ARRT) (CT). Applicants are encouraged to be certified medical dosimetrist by Medical Dosimetrist Certification Board. (CMD) www.mdcb.org (see website for CE hours). Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

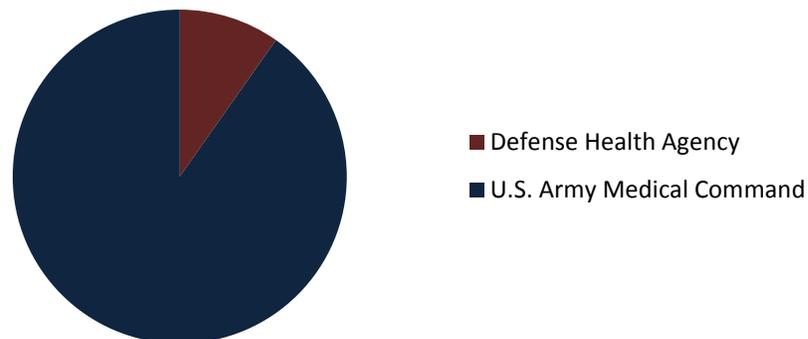
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Annex HH – Series 0649 Medical Instrument Technician

Overview. There are approximately 420 (source: DCPDS, 5 June 2014) Army employees in the 0649 Medical Instrument Technician occupational series. These employees are assigned to CP53.

Medical Instrument Technicians are assigned to the US Army Medical Command and the Defense Health Agency (DHA). MEDCOM currently employs over 370 Medical Instrument Technicians assigned all over the world. These individuals work in installation medical centers/clinics within areas such as the Department of Radiology, Sleep Study Clinics, Department of Surgery, Hemodialysis Units, Neurology Service and Department of Pediatrics or at the Army School for Aviation Medicine.

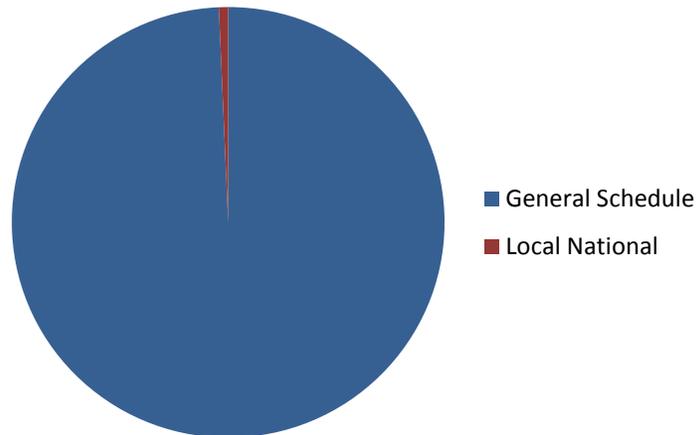
Series 0649 Distribution by Command



Medical Instrument Technicians are compensated using the General Schedule (GS) and Local National pay plans in the ratio shown below.

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Series 0649 Distribution by Pay Plan



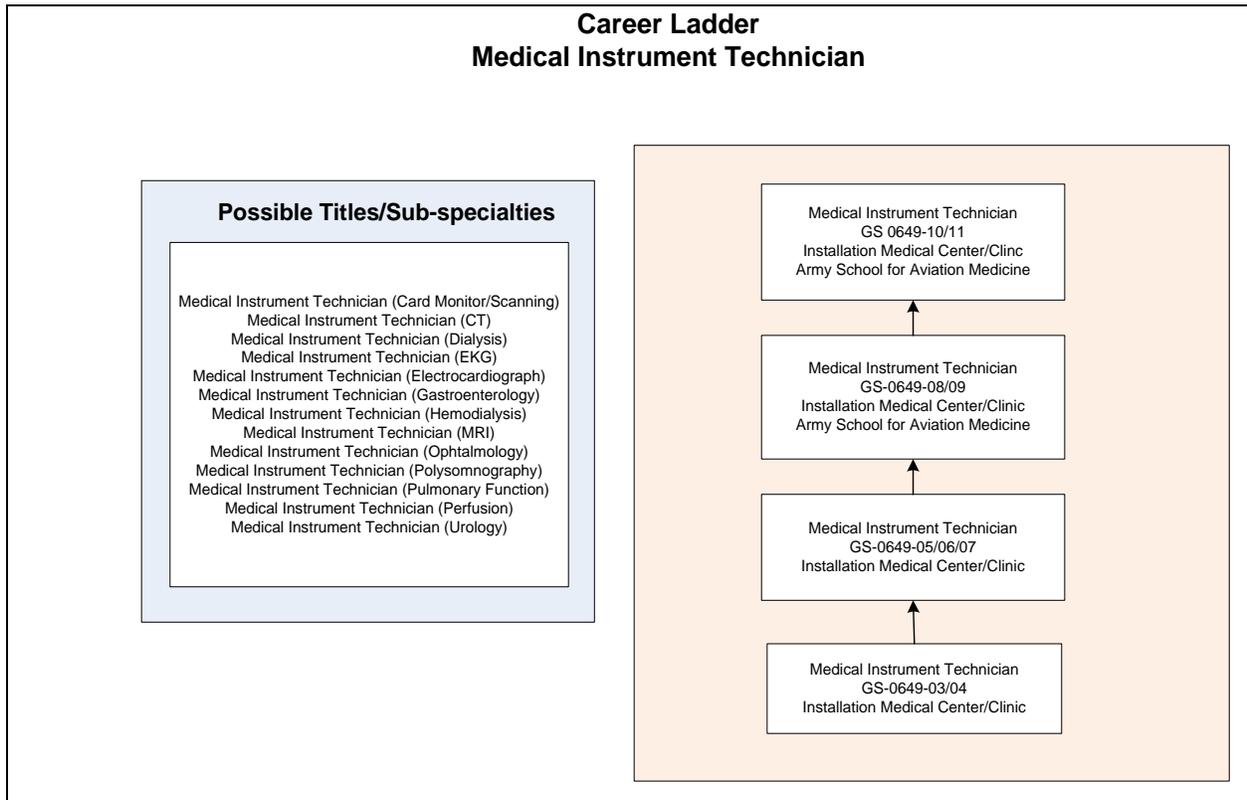
Occupational Series Information. Medical Instrument Technicians perform diagnostic examinations or medical treatment procedures as part of the diagnostic or treatment plan for patients. The work involves operating, monitoring, or maintaining diagnostic and therapeutic medical instruments and equipment associated with cardiac catheterization, pulmonary examinations and evaluations, heart bypass surgery, electrocardiography, electroencephalography, hemodialysis, and ultrasonography. Generally, all work is completed under supervision by a physician, but the technician also has direct contact with patients and Family members. Excellent communication skills are required in order to instruct patients on positioning, to explain procedures, and ensure patient comfort during testing.

Mission Critical Occupation. The 0649-Medical Instrument Technician 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-0649 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Medical Instrument Technician series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0649, Medical Instrument Technician](#)). 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 Medical Instrument 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in medical practice.
- **Equipment.** Including:

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--Ability to use sophisticated medical equipment (examples: MRI, CT scanner, EKG/EEG machines, telemetry device) to accomplish assigned duties.

--Ability to test/monitor equipment for malfunction; if malfunction is observed, ability to perform basic troubleshooting or calibration to restore equipment to working order; if problem persists, employee must properly document incident and submit work order to resolve issue as soon as possible.

--Ability to take stock level inventories, order supplies and equipment, and restock shelves.

- **Chemotherapy Medication Preparation.** Including:

- Ability to obtain/read medical records to review patient's past medical history and assemble patient charts/record results of treatments and examinations.

- Ability to apply ethical, legal, and regulatory concepts to the provision and/or support of oral health care services in order to ensure patient confidentiality.

- Ability to confer with Radiologist or Physician to establish nonstandard and standard protocols for procedures.

- Ability to determine technical factors such as patient orientation, thickness of scans, blood flow saturation direction, TE, TR, NEX, location of specific anatomy within patient body.

- **Patient Care.** Including:

- Ability to prepare correct treatment room setup and anticipate the correct instruments or material needed by the provider/physician to ensure efficient workflow IAW proper procedures. Disinfect all instruments after use.

- Ability to position and drape patient according to clinical guidelines. Monitor patient's vital signs before, during, and after procedure(s).

- Ability to recognize potential problems with the patient during the procedure or variations from normal. Alert physician and take immediate corrective actions such as initiate and increase IV fluids, increase oxygen flow, or initiate CPR.

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- **Test Skills/Execution.** Ability to conduct a myriad of tests related to sub-specialty; ability to execute physician requested evaluations based on accepted guidelines and parameters.
- **Diagnostic Skills.** Ability to assist supervisor or physician in reading or interpreting results of any examinations performed when requested; ability to suggest other examinations/tests based on experience and/or observations of patient results.
- **Equipment.** Including:
 - Ability to use sophisticated medical equipment (examples: MRI, CT scanner, EKG/EEG machines, telemetry device, etc.) to accomplish assigned duties.
 - Ability to test/monitor equipment for malfunction; if malfunction is observed, ability to perform basic troubleshooting or calibration to restore equipment to working order; if problem persists, employee must properly document incident and submit work order to resolve issue as soon as possible.
 - Ability to take stock level inventories, order supplies and equipment, and restock shelves.

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 FT 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.

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0649. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-03/04	GS-05 to 07	GS-08/09	GS-10/11
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Local Installation/Swank (www.swankhealth.com) FT/DL	CP53X	U1	U1	U1	U1
Healthcare Ethics I (MD0067) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0959) ATRRS DL	X	U1	U1	U1	U1
*Continuing Education Courses Various Sources DL/FT	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Medical Instrument Technicians may be required to obtain specialized certification depending on area of employment. Examples of possible certification requirements are as follows: MRI Technician Certification, Ultrasound Technician Certification, EKG Technician Certification, etc. Employees should confer with supervisors or Civilian personnel management to ensure all certification requirements are met and any courses

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pursued will support employee's career objectives. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex II – Series 0650 Medical Technical Assistant

Overview. There are currently no (source: DCPDS, 5 June 2014) Army employees in the 0650 Medical Technical Assistant occupational series. These employees, when employed, are assigned to CP53.

Medical Technical Assistants are assigned to the US Army Medical Command and the Defense Health Agency in the future. Medical Technical Assistant positions in MEDCOM can be found in MEDDACs.

Occupational Series Information. Medical Technical Assistants work under the supervision of medical/dentals officers and perform a wide variety of general medical duties with medical facilities. They interview patients, conduct preliminary screening examinations, and update records. In addition, Medical Technical Assistants may be required to respond to on-site medical emergencies and render appropriate care per established protocol depending on area of assignment.

Career Ladder

Army Civilian Medical Technical Assistants in the 0650 series are Local Nationals. Actual scope of responsibility for individual positions may vary by location or assignment.

Mission Critical Occupation. The 0650-Medical Technical Assistant series is not designated a Mission Critical Occupation.

Draft Functional Competencies

The following competencies apply to Medical Technical 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Medical Technician Assistance.** Including:
 - General knowledge of the physiology and anatomy of the human body.
 - Knowledge of standard bedside and surgical nursing techniques, as well as knowledge pertaining to subspecialty for which the employee is hired; i.e., Radiology.

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Master Training Plan

All Army Civilian Medical Technical Assistants are Local Nationals. Thus, FT opportunities may be limited. Employees should confer with supervisor to develop individual training plan to support assigned duties and career growth. The following chart is the Master Training Plan for Series 0650. It addresses the occupational and professional development training required for all Army Civilian Medical Technical Assistants. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience
		GS-12
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1
Basic Human Anatomy (MD0006) ATRRS DL	CP53/X	U2
Dental Anatomy and Physiology (MD0501) ATRRS DL	CP53/X	U2
AMEDD Radiology Current Concepts in Imaging (6A-A0101) ATRRS FT	CP53/X	U3

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience
		GS-12
Pharmacology 1 (MD0804) ATRRS DL	CP53/X	U1
Pharmacology II (MD0805) ATRRS DL	CP53/X	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1
Supervisor Development Course AMSC DL	X	U1*
Certifications Professional Organization FT	CP53/X	U3*

Certification/Licensure. No certification/licensing requirement is specified. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

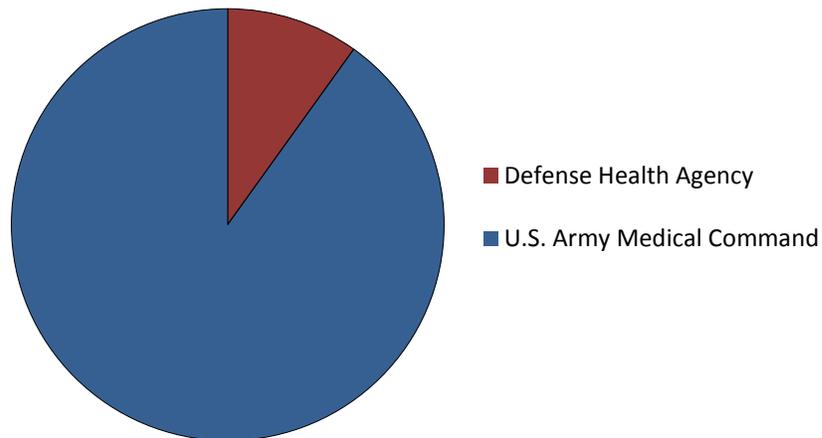
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Annex JJ – Series 0651 Respiratory Therapist

Overview. There are approximately 189 (source: DCPDS, 5 June 2014) Army employees in the 0651 Respiratory Therapist occupational series. These employees are assigned to CP53.

Respiratory Therapists are assigned to the US Army Medical Command and the Defense Health Agency (DHA), as shown below. There are over 160 Civilian Respiratory Therapists in MEDCOM. They work at the RMCs, MEDCENs, and MEDDACs.

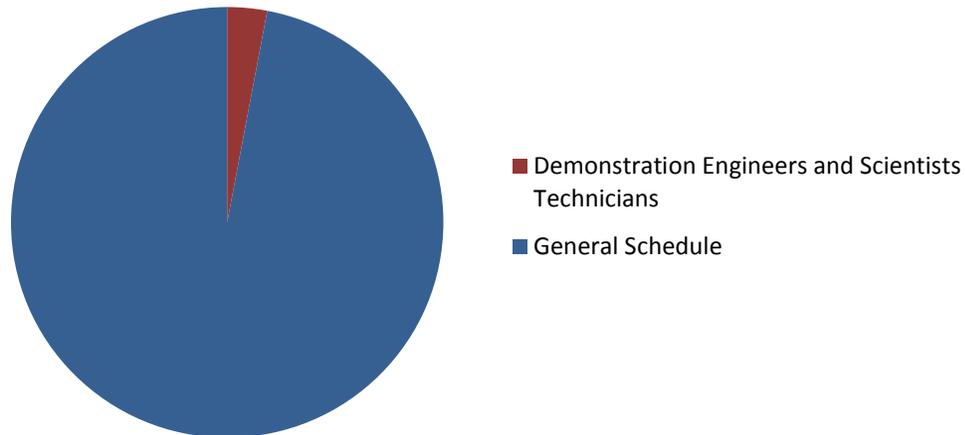
Series 0651 Distribution by Command



Respiratory Therapists are compensated using the General Schedule (GS) and Demonstration Engineers and Scientists Technician pay plans in the ratios shown below.

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Series 0651 Distribution by Pay Plan



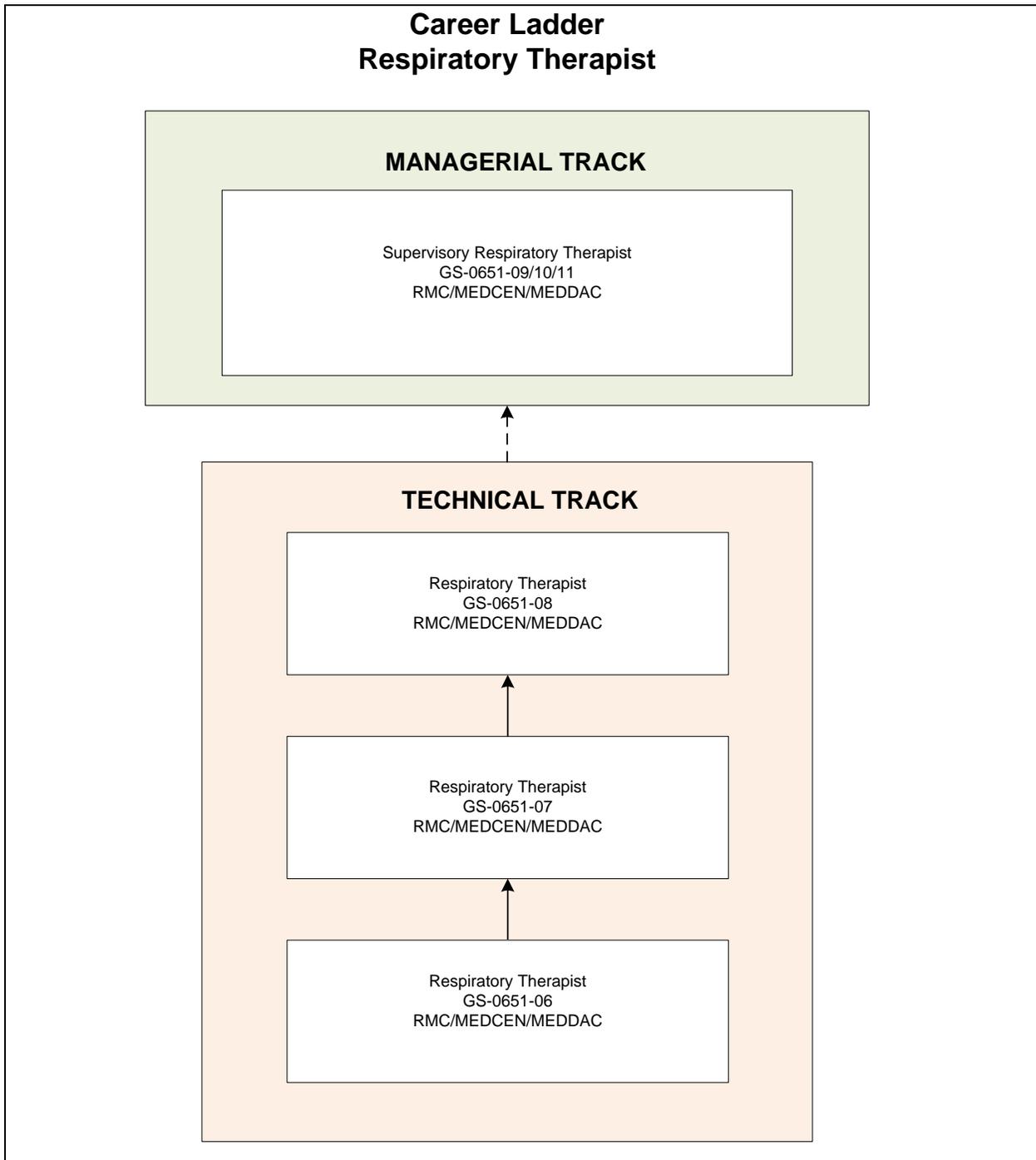
Occupational Series Information. Respiratory Therapists perform diagnostic and therapeutic procedures, under the direction of physicians, in support of patients who have deficiencies and abnormalities in respiratory function. Therapeutic procedures typically include administering oxygen, prescribed respiratory drugs, and other medical gases. Respiratory Therapists are also trained to utilize specialized equipment to provide bronchial hygiene therapy and ventilator care to intensive care patients. They provide training to patients and other hospital staff in the use of respiratory equipment and techniques as necessary.

Mission Critical Occupation. The 0651-Respiratory Therapist 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-0651 Respiratory Therapy series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Respiratory Therapy series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0651, Respiratory Therapist](#)). 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 Respiratory Therapists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP 53 subject-matter experts, but not by Army G-1.

- **Equipment.** Ability to operate and monitor a variety of complex respiratory equipment such as ventilators, CPAP machines, Oscillators, etc. Ability to calibrate complex respiratory equipment such as volume ventilators, co-oximeters and mass spectrometers--identifies and corrects mechanical malfunction of equipment used in the respiratory therapy service.
- **Pharmacology.** Knowledge of respiratory pharmacology including an understanding of the various classes of respiratory drugs and their uses, ability to prepare dosages and concentrations and select proper methods of administration, and skill in identifying complications and interactions of drugs, in order to determine the effectiveness of the therapy being delivered to patients and to make recommendations to physicians regarding changes or alternatives to treatment.
- **Anatomy and Physiology.** Knowledge of anatomy and physiology including an in depth understanding of the structure and function of the lungs and bronchi as related to gas exchange and ventilation, in order to administer special ventilator techniques such as positive end expiratory pressure and intermittent mandatory ventilation; interpret the results of blood gas studies and make adjustments in ventilator settings; insert and remove endotracheal tubes; and assess patients' respiratory status and evaluate the effectiveness of therapy.
- **Data Interpretation.** Ability to interpret the results of blood gas studies and other related procedural tests; evaluate effectiveness of current physician orders and make recommended changes to respiratory treatment as required.
- **Polysomnographic Tests.** Ability to perform diagnostic polysomnographic procedures through the use of specialized equipment designed to records physiologic phenomena during the various stages of sleep. Ability to monitor patient, diagnostic equipment, recording and video equipment throughout the night; record significant observations such as sleep stage, heart rate, respiration rate, oxygen saturation level, pH level, myoclonic activity, seizure activity, etc.

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- **Patient Care.** Ability to provide airway care to include tracheal suctioning, tracheostomy care, endotracheal tube taping, and cuff pressure monitoring. Ability to evaluate X-rays for heart size, pleural effusion, hyperinflations, fractures, mediastinal shifts, air bronchograms, and other conditions which may impact respiration. Ability to draw arterial blood samples for blood gas analysis using needles and syringes.

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 FT 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 IAW guidance listed at Annex TT.

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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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0651, Respiratory Therapists. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-06	GS-07	GS-08	GS-09 to 11
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-06	GS-07	GS-08	GS-09 to 11
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1
Respiratory Diseases and Disorders (MD0568) ATRRS DL	CP53/X	U2	U2	U2	U2
Respiratory Specialist (300-68V20) ATRRS FT	CP53/X	U2	U2	U2	U2
Management of Patients with Respiratory Dysfunction (MD0542) ATRRS DL	CP53/X	U2	U2	U2	U2
Pediatric Advanced Life Support (PALS) American Heart Association DL	CP53	U3	U3	U3	U3
AARC Continuing Respiratory Care Education Professional Organization DL	CP53	U3	U3	U3	U3
Neonatal Life Support Provider Professional Organization DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

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Certification/Licensure. Respiratory Therapist certification may be required for certain positions within these series. Employees should consult specific position description for detailed requirements. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

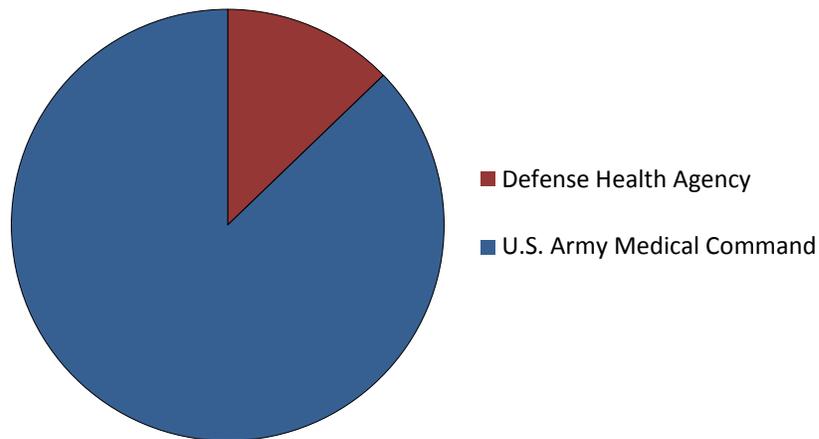
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Annex KK – Series 0660 Pharmacist

Overview. There are approximately 710 (source: DCPDS, 5 June 2014) Army employees in the 0660 Pharmacist occupational series. These employees are assigned to CP53.

Pharmacists are assigned to the US Army Medical Command and the Defense Health Agency (DHA), as shown below. MEDCOM currently employs over 600 pharmacists assigned all over the world. These individuals work in pharmacies within Army Medical Centers/Clinics, Ambulatory Care, or in satellite pharmacies throughout an installation.

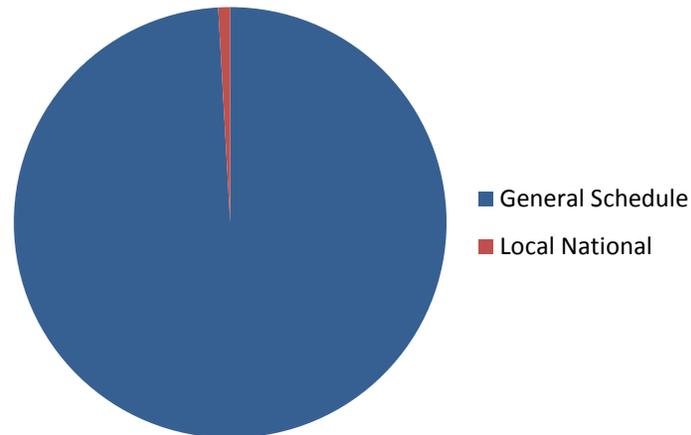
Series 0660 Distribution by Command



Pharmacists are compensated using the General Schedule (GS), and Local National pay plans in the ratios shown below.

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Series 0660 Distribution by Pay Plan



Occupational Series Information. Pharmacists are healthcare professionals who link medication management with the health sciences and are charged with ensuring the safe and effective use of prescription medications. Pharmacists distribute prescription drugs and advise patients, physicians, and other health practitioners on the selections, dosages, interactions, and side effects of medications. They also may be required to compound ingredients to form new medications and monitor the health and progress of patients during treatment. In addition to these duties, pharmacists often advise patients on general health topics, such as diet, exercise, stress management and provide information on products such as durable medical equipment or home healthcare supplies.

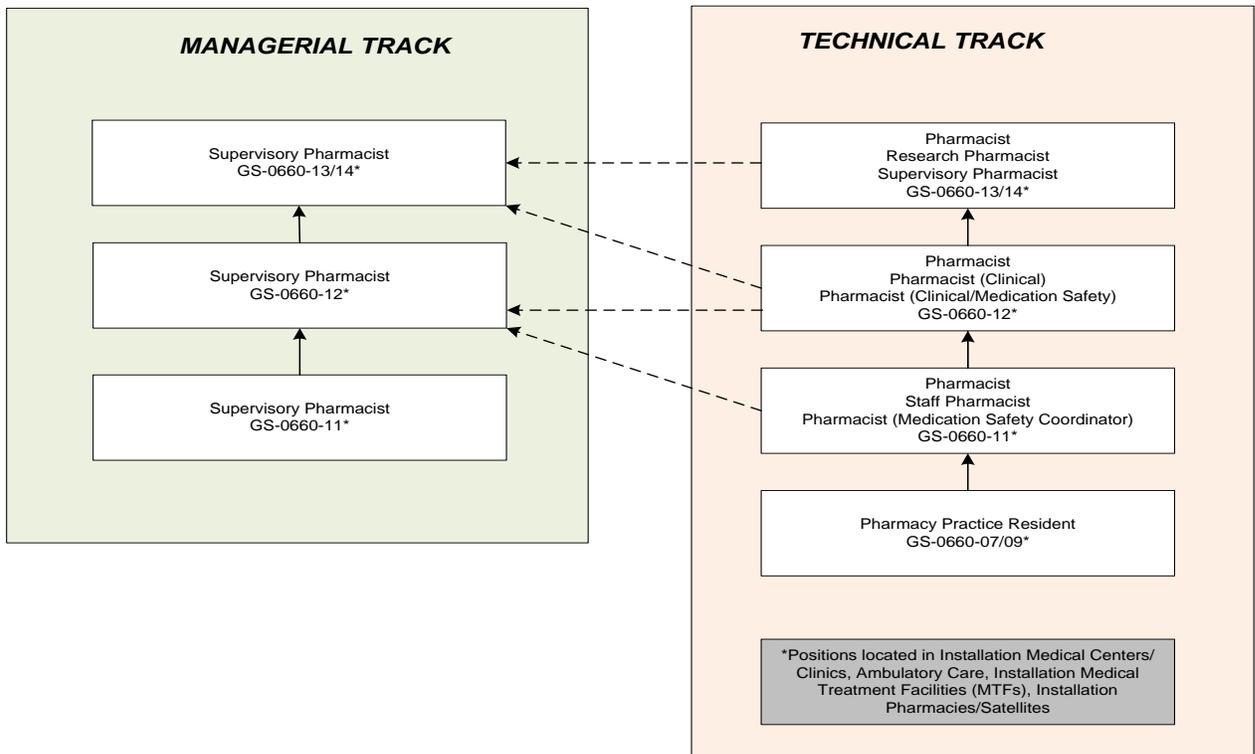
Mission Critical Occupation. The 0660-Pharmacist series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0660 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Pharmacist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0660, Pharmacist](#)). 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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Career Ladder Pharmacist



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Draft Functional Competencies

The following competencies apply to Pharmacists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts and by Army G-1.

- **Basic Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in the pharmaceutical practice.
- **Pharmacy 1.** Includes the ability to:
 - Manage and perform inpatient pharmacy services and prepare a complete range of sterile products, parenteral and enteral nutrition and intravenous additives for the medical facility.
 - Manage and perform outpatient pharmacy functions for the full range of pharmaceuticals provided in the military treatment facility (MTF) to include controlled, investigational, highly potent, and other drugs requiring special handling.
 - Manage and perform inventory management functions in all areas of pharmacy involvement to deter drug diversion and ensure accountability of pharmaceuticals throughout the MTF.
 - Manage and perform pharmacy automation functions to ensure accurate filling, dispensing, and distribution of pharmaceuticals.
 - Dispense radiopharmaceuticals.
 - Conduct medical therapy management (MTM) in the form of comprehensive medication review to patients.
 - Evaluate, modify, and submit pharmaco-economic input to continuous quality improvement processes and develop drug use indicators.

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--Knowledge of drug sources, composition, action, application, therapy, interactions, and toxicology; includes the application of pharmacokinetic and pharmacodynamic principles in the patient care setting or pharmacy in order to counsel patients on medication use.

--Knowledge of the principles, methods, and tools used for risk assessment and mitigation, including assessment of failures and their consequences in order to mitigate risk associated in medication management.

- **Pharmacy 2.** Includes the ability to:

--Serve as pharmacist in charge of a separate pharmacy in a large facility, a stand-alone pharmacy in a clinic remote from the main facility, or the total pharmacy during nights.

--Develop, with the attending physician, pharmacotherapeutic regimens for especially difficult or complex cases.

--Serve as the MTF's expert on pharmaceuticals, pharmacokinetics, drug use evaluation, and pharmacotherapeutics.

--Represent pharmacy function on various committees, boards and at meetings.

--Conduct studies involving pharmaceuticals and pharmacy related issues.

- **Chemotherapy Medication Preparation.** Ability to prepare chemotherapy medications, particularly in support of oncology.
- **Conduct Training.** Ability to conduct training of professional, nonprofessional, and prescribing staff on developments in drug therapy rational therapeutics; i.e., advises on effectiveness and efficiency of various regimens and alternatives, and cost-effective prescribing.

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 FT 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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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0660. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-07 to 09	GS-11	GS-12	GS- 13/14
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1	U1
Nuclear Pharmacy Orientation (6H-F19) ATRRS FT	CP53/X	U2	U2	U2	U2
Topics in Pharmacy Administration (MD0812) ATRRS DL	CP53/X	U2	U2	U2	U2
American Pharmacists Association Continuing Education DL/FT	CP53	U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-07 to 09	GS-11	GS-12	GS- 13/14
ACPE approved pharmacy Continuing Education DL/FT	CP53	U3	U3	U3	U3
Board Certification for Pharmacy Specialties BPS FT	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Pharmacists must first be a graduate of an Accredited Council for Pharmacy Education (ACPE) accredited college or school of Pharmacy with a baccalaureate degree in pharmacy and/or a Doctor of Pharmacy (Pharm.D.) degree.

In addition, the American Pharmacists Association (APhA) certificate training programs in pharmacy are postgraduate continuing education programs designed to expand the roles of pharmacists beyond the dispensing of medications. These nationally recognized programs enhance the pharmacist's knowledge, skills, and attitudes to meet the needs of patients with various conditions. Pharmacists also may obtain specialized certificates to focus their practice on a specific field of knowledge such as geriatric or oncology-related pharmaceuticals.

As a condition of employment, a pharmacist must also obtain and maintain a full and unrestricted license as required by the state. Individual requirements vary and must be researched based on location of employment. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

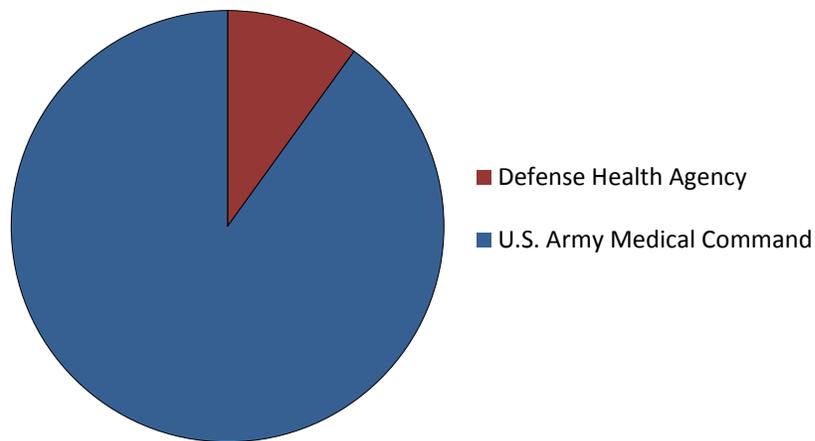
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Annex LL – Series 0661 Pharmacy Technician

Overview. There are approximately 776 (source: DCPDS, 5 June 2014) Army employees in the 0661 Pharmacy Technician occupational series. These employees are assigned to CP53.

Pharmacy Technicians are assigned to the US Army Medical Command and the Defense Health Agency (DHA), as shown below. There are over 700 Civilian pharmacy technicians in the Army and they are located throughout the world primarily in the Medical Centers and Medical Activities.

Series 0661 Distribution by Command



Pharmacy Technicians are compensated using the General Schedule (832 employees), and Local National (3 employees) pay plans.

Occupational Series Information. In the Army, the Pharmacy Technician occupational series includes positions which involve technical support work in a pharmacy under the supervision of a registered pharmacist.

Pharmacy Technicians repackage bulk pharmaceuticals; assemble and package drugs and supplies for distribution to wards, outpatient clinics, and affiliated services; perform bulk compounding; receive, store, and order pharmaceutical supplies; prepare, store, and issue

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sterile solutions; assist in the preparation of intravenous additive solutions; and set up prescriptions for a final check by a pharmacist.

Mission Critical Occupation. The 0661-Pharmacy Technician series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from the GS-03 entry level to a GS-09 advanced level in the GS-0661 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Pharmacy Technician series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0661, Pharmacy Technician](#)). 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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Career Ladder Pharmacy Technician

CAREER MOBILITY

Pharmacist, GS-0660
Pharmacology, GS-0405
*Provided minimum requirements are met

MANAGERIAL TRACK

Supervisory Pharmacy Technician
GS-0661-08/09*

Supervisory Pharmacy Technician
GS-0661-07*

TECHNICAL TRACK

Pharmacy Technician+ *Parentheticals* (Office Administrator, Clinical Coordinator, Supply Vault)
Lead Pharmacy Technician
GS-0661-06/07*

Pharmacy Technician
GS-0661-03/05*

*Positions located in Installation Medical Centers/
Clinics, Ambulatory Care, Installation Medical
Treatment Facilities (MTFs), Installation
Pharmacies/Satellites

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Draft Functional Competencies

The following competencies apply to Pharmacy 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Pharmacy.** Including:

- Knowledge of pharmaceutical techniques and procedures in order to assist pharmacist in labeling and filling prescriptions.

- Pharmaceutical terminology (including abbreviations, symbols, and medical terms) correctly in order to communicate with other professionals involved in patient care.

- Knowledge of and ability to perform basic mathematical functions and dosage calculations utilizing metric, apothecary, household, and avoirdupois systems.

- Knowledge of pharmaceutical standards, ethics, laws, and regulations in order to practice within guidelines.

- Knowledge of and ability to perform the procedures and techniques necessary to fill a drug order (including recordkeeping functions and drug distribution systems) in the hospital patient care setting.

- Knowledge of human anatomy, physiology, and pharmacology.

- Knowledge of the characteristics of drugs, toxicity, possible adverse reactions, and drug-drug interactions in order to advise patients and professional medical personnel.

- Standard preparation techniques, and label sterile solutions using aseptic techniques.

- Knowledge of and ability to demonstrate correct procedures and operations related to aseptic compounding and parenteral admixture operations.

- Knowledge of and ability to perform audit controlled substances (narcotics).

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--Knowledge of and ability to determine correct legal classification of drugs based on the federal Controlled Substance Act and applicable regulations and laws.

--Knowledge of and ability to prepare chemotherapeutic agents.

--Knowledge of prepackaging bulk medications.

--Knowledge of compounding total parenteral nutrition solutions; oral solutions, ointments, and creams.

--Skill in preparation of IV mixtures and compound large-volumes of intravenous mixtures.

--Skill in assisting in work in a variety of settings to include outpatient dispensing and inpatient dispensing.

--Knowledge of the use and side effects of prescription medications, nonprescription medications, and alternative therapies (e.g., herbal products, dietary supplements, homeopathy, lifestyle modification) used to treat common disease states.

--Knowledge of calculations of drug dosages and apply the rules of administration of medicinal substances to specific dosage forms.

--Knowledge of and ability to classify drug modalities according to their physical and chemical properties (including side effects, drug interactions, and incompatibilities), and the disease states they treat.

- **Computers.** Including:

--Ability to use computer programs in order to accomplish data entry, retrieval, and management.

--Knowledge of office automation applications (i.e., spreadsheets, graphics, database management, electronic communications and systems such as the Composite Health Care System) in order to expedite work processes.

- **Supply.** Including:

--Knowledge of Defense Medical Logistics Standard Support (DMLSS) as it relates to their facility, in order to maximize correct purchases and proper inventory control.

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- Knowledge of pharmaceuticals, their generic and trade names, demand patterns, storage requirements, etc., in order to manage pharmacy inventory.
- Knowledge of supply policies and procedures in order to determine supply sources, item-specific storage requirements, etc., and evaluate FDA and Drug Enforcement Administration (DEA) regulations.
- Ability to apply theoretical supply and pharmaceutical concepts in order to solve problems.
- Ability to identify correct procedures related to manufacturing, packaging, storing, and labeling of drugs and correct purchasing and inventory control.
- Knowledge of automated inventory control systems.
- Knowledge of blanket purchase agreements, federal supply schedules, and government contracts in order to expedite purchases.
- Ability to take stock level inventories, order supplies and equipment, and restock shelves.
- Knowledge of supply operations in order to resolve conflicts in policy and program objectives.
- Ability to participate in the pharmacy department's process for preventing medication dosage errors.

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 FT 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.
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The following chart is the Master Training Plan for Series 0661. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-03/05	GS-06/07	GS-08/09
Basic Life Support Local Installation Formal Training (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, Course MD0004 AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT	X	U3	U3	
Effective Army Writing Course IS1460 DL	CP53/X		U3	U3
Listening and Memory Development CODE: COMM7007D Graduate School USA FT	CP53	U3	U3	U3
Basic Medical Terminology Course MD0010 DL	CP53/X	U1	U1	
Essentials of Anatomy Course MD0007 DL	CP53/X	U1	U1	
Prescription Interpretation Course: 081-MD0801 DL	CP53/X	U1	U1	
Pharmaceutical Calculations Course: 081-MD0802 DL	CP53/X	U1	U1	

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-03/05	GS-06/07	GS-08/09
Pharmacology I Course: 081-MD0804 DL	CP53/X	U1	U1	
Introduction to Compounding and Manufacturing Course: 081-MD0809 DL	CP53/X	U1	U1	
Outpatient Dispensing Course: 081-MD0810 DL	CP53/X	U1	U1	
Topics in Pharmacy Administration Course: 081-MD0812 DL	CP53/X	U1	U1	
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. Active, valid, unrestricted license/certification as a Pharmacy Technician in a US jurisdiction may be required. National Pharmacy Technician Certification is preferred. There are currently two nationally recognized Pharmacy Technician certifications. The Pharmacy Technician Certification Board (PTCB) and the National Commission for Certifying Agencies (NCAA).

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Annex MM – Series 0662 Optometrist

Overview. There are approximately 61 (source: DCPDS, 5 June 2014) Army employees in the 0662 Optometrist occupational series. These employees are assigned to CP53.

Optometrists are assigned to the US Army Medical Command (68 employees) and the Defense Health Agency (3 employees).

Optometrists are compensated using the General Schedule and Demonstration Engineers and Scientists pay plans.

Occupational Series Information. Optometrists examine and analyze the eye for diseases and defects and prescribe correctional lenses or exercises. Special instruments and techniques are utilized to find and determine defects in vision. If deficiencies are found, eye glasses, contact lenses, other types of optical aids, and corrective eye exercises are prescribed to preserve or restore maximum efficiency of vision. When evidence of pathology is present, patients are referred for medical or other treatment.

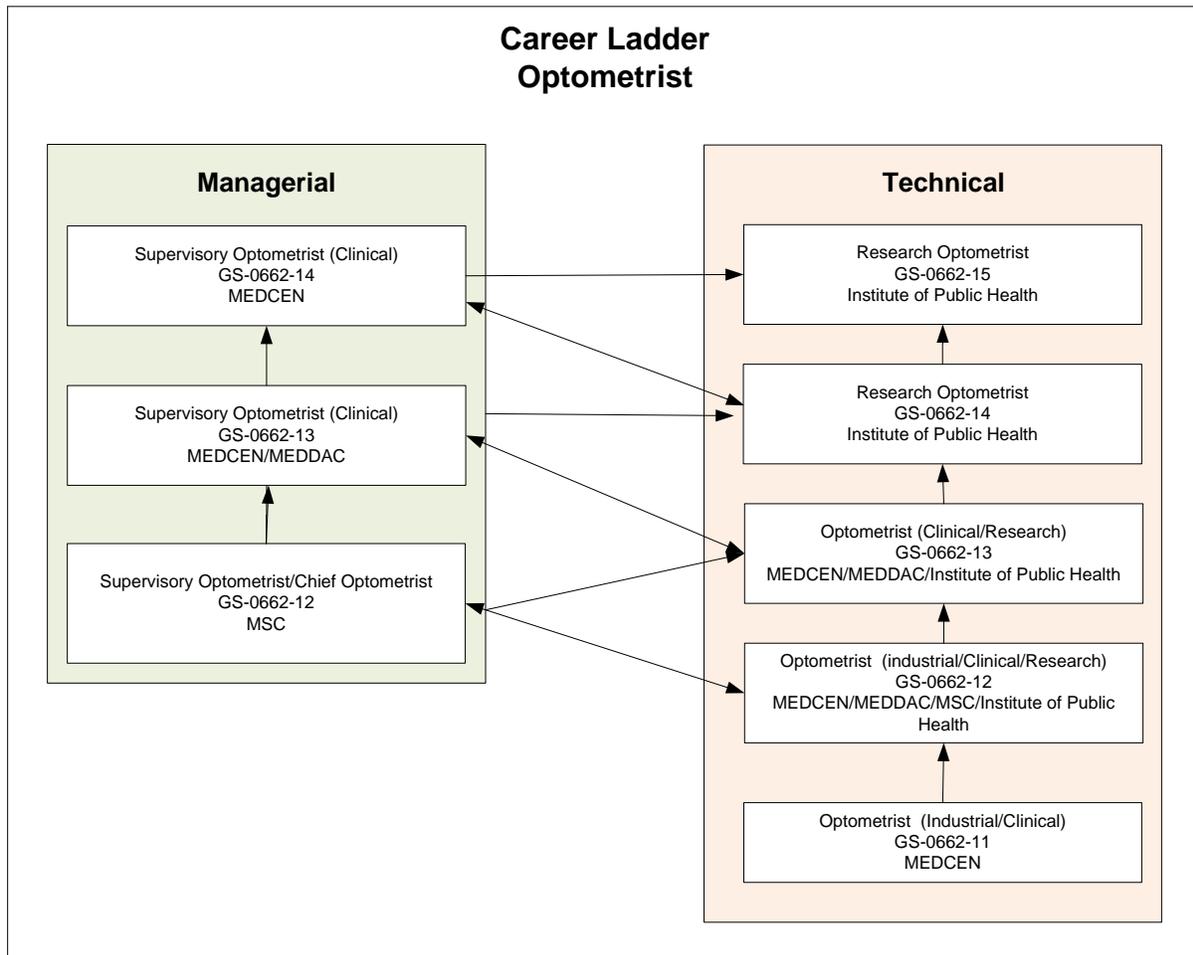
MEDCOM currently employs approximately 70 optometrists assigned all over the world. They work in the MEDCENS, MEDDACs, clinics, and the Army Institute of Public Health.

Mission Critical Occupation. The 0662-Optometrist 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-0662 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Optometrist Series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0662, Optometrist](#)). 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 Optometrists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in the pharmaceutical practice

- **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.
- **Patient History.** Ability to solicit a detailed and accurate patient history. Interpret information in health records for application to current conditions.
- **Patient Administration.** Ability to perform appropriate physical examinations, identify medical problems, and determine appropriate action, record findings, and initiate and prescribe treatment.
- **Testing.** Ability to request and interpret various results of common laboratory, radiologic, cardiographic, and diagnostic tests and procedures (CTs, MRIs, sleep studies, etc.).
- **Patient Care.** Ability to assist in and provide continuing acute and chronic health care to all eligible beneficiaries. This includes examining, diagnosing, and treating walk-in and/or clinic appointment patients with common illnesses and injuries. Also included are initiating IVs, applying splints, performing injections, and performing wound care.
- **Procedures.** Ability to perform special procedures (i.e., excision of cysts, administer local anesthesia/medications; provide post-procedure and follow-up care instructions.
- **Prescriptions.** Ability to write appropriate prescriptions and administer medications.
- **Visual Function and Ametropia.** Including:
 - Ability to measure visual function of patients with appropriate tests and techniques.
 - Ability to assess visual function in patients with visual impairment.
 - Ability to use subjective and objective techniques to identify and quantify ametropia.
 - Ability to use appropriate ocular drugs diagnostically and to aid refraction.
- **Optical Appliances.** Including:
 - Ability to advise on, order, and to dispense the most suitable form of optical correction taking into account durability, comfort, cosmetic appearance, age, and lifestyle.
 - Ability to adjust a spectacle frame or mount to optimize physical and optical performance.

--Ability to measure and verify optical appliances, taking into account relevant standards.

- **Ocular Examinations.** Including:

--Ability to examine for abnormalities of the external eye, cornea, anterior chamber, iris and assess pupil reflexes, crystalline lens, vitreous and fungi, and adnexa using appropriate instruments and techniques.

--Ability to use contact and noncontact tonometers to measure intraocular pressure and analyze and interpret results.

--Ability to select appropriate, and use safely, the range of ophthalmic drugs and diagnostic stains available.

- **Ocular Disease.** Including:

--Ability to take a structured ophthalmic history taking into account awareness of risk factors of ocular and systemic disease.

--Ability to assess visual function and the appearance of the eye and adnexa.

--Ability to interpret signs and symptoms of ocular abnormality.

--Ability to make an appropriate management plan, including the ability to make appropriate urgent referrals.

- **Contact Lenses.** Including:

--Ability to take an appropriate history and symptoms including previous contact lens wear and assess anterior eye health.

--Ability to quantify corneal shape and size, and pupil; select optimum lens; and assess and optimize lens fit.

--Ability to teach a patient to safely insert, remove, and care for lenses.

--Ability to monitor and manage the anterior eye health of contact lens wearers.

- **Binocular Vision.** Including:

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--Ability to take an appropriate binocular vision.

--Ability to assess eye alignment and movements, sensory fusion and stereopsis, oculomotor function, and accommodations.

- **Visual Impairment.** Including:

--Ability to take an appropriate history of a visually impaired patient.

--Ability to accurately quantify visual impairment and relate it to the underlying pathology and functional consequences.

--Ability to advise on the use of optical and nonoptical aids.

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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0662. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-11	GS-12/13	GS-14	GS-15
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
Infection Control Local Installation FT	X	U1	U1	U1	U1
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I AMEDDC&S DL	X	U1	U1	U1	U1
Healthcare Ethics II AMEDDC&S DL	X	U1	U1	U1	U1
Federal Service Optometry Training Seminar AMEDDC&S FT	CP53/X	U1	U1	U1	U1
Ocular Eye Trauma ATRRS (www.ATRRS.army.mil) FT	CP53/X	U1	U1	U1	U1
Executive Leadership Program Graduate School USA FT	CP53		U2/U1		
Budget Justification and Certification Graduate School USA FT	CP53	U1	U1		
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT	X				U3
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT	X		C	C	

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-11	GS-12/13	GS-14	GS-15
Secretary of the Army Research and Study Fellowships SARSF FT	X	C	C	C	C
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

(C indicates Competitive Training)

Certification/Licensure. Optometrists must have earned a Doctor of Optometry Medicine (O.D.) from a school of optometry accredited by the Council on Optometric Education. As a condition of employment, an optometrist must also obtain and maintain a full and unrestricted license as required by the state. Individual requirements vary and must be researched based on location of employment.

Specialty boards in the profession of optometric medicine have been established to certify advanced qualifications of individual optometrists who have demonstrated special expertise in the recognized areas of Treatment and Management of Ocular Disease (TMOD) and Advanced Competency in Medical Optometry (ACMO). Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

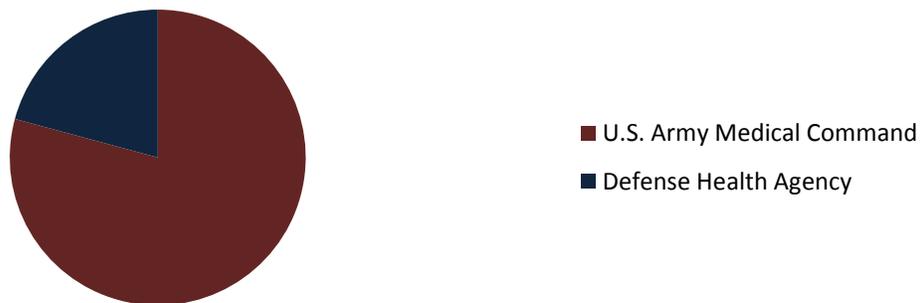
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Annex NN – Series 0665 Speech Pathology and Audiology

Overview. There are approximately 125 (source: DCPDS, 5 June 2014) Army employees in the 0665-Speech Pathology and Audiology occupational series. These employees are assigned to CP53.

Speech Pathologists and Audiologists are assigned to the US Army Medical Command; the Defense Health (DHA); and the US Army Research, Development, and Engineering Command in the ratios shown below. There are about 100 Speech Pathologists and Audiologists in MEDCOM. They are located throughout the world and work primarily in the MEDCENS, MEDDACs, large Army Health Clinics, and the US Army Medical Research and Materiel Command (USAMRMC).

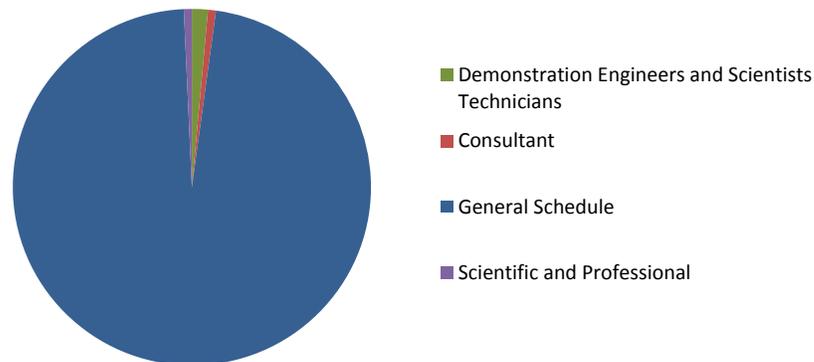
Series 0665 Distribution by Command



Speech Pathologists and Audiologists are compensated using the General Schedule (GS), Demonstration Engineers and Scientists (DB), Consultant (EF), and Scientific and Professional (ST) pay plans as shown below.

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Series 0665 Distribution by Pay Plan



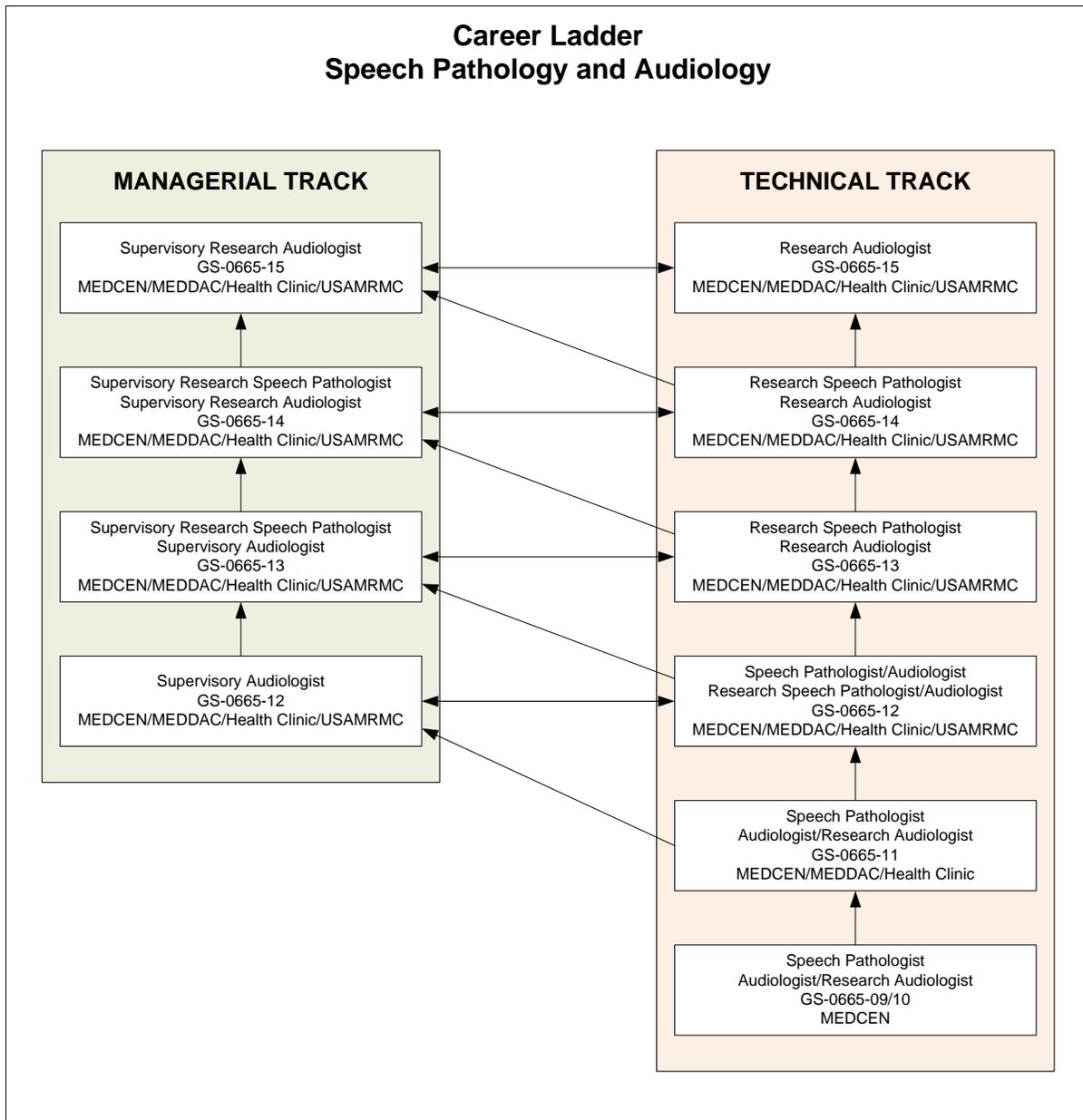
Occupational Series Information. Speech Pathologists diagnose and treat a variety of speech, language, voice, fluency, cognitive, and swallowing disorders in patients. They select alternative communication systems and teach their use. Some speech-language pathologists perform research related to speech and language problems.

Audiologists diagnose and treat patients with hearing and vestibular related disorders. They perform hearing tests, fit hearing aids and assistive devices, provide auditory training, develop improved communication strategies, evaluate protective devices, and develop and manage hearing conservation programs. Many audiologists perform research related to hearing problems.

Mission Critical Occupation. The 0665-Speech Pathology and Audiology 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-0665 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Speech Pathology and Audiology Series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0665, Speech Pathology and Audiology](#)). 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.



Draft Functional Competencies

The following competencies apply to Speech Pathologists and Audiologists 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 FT and OJT. These draft

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competencies were not developed as part of the MCO competency effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Audiology.** Including:

- Knowledge of contemporary clinical audiology to independently select, administer, and interpret a full range of consultative and diagnostic procedures for patients of all ages.

- Ability to diagnose degree of communication disorder created by hearing loss and other potentially complicating factors.

- Knowledge of electrophysiological measures of hearing and balance in order to evaluate a variety of communications impairments and perform intra-operative auditory nerve monitoring.

- Ability to select, order, fit and evaluate hearing aid, cochlear implant and implantable hearing device appropriateness of the fitting based on objective and measurable criteria.

- Knowledge of theoretical aspects of psychoacoustics in order to implement comprehensive audiologic test batteries.

- Knowledge and skill to select and interpret, diagnostic tests in order to plan and develop a treatment plan for patients with severe (total loss) hearing impairment that is complicated by physical and emotional handicaps.

- Knowledge of the effects of noise exposure on hearing ability and contemporary issues with and types of prevention of hearing loss in order to support the hearing conservation program and manage its referrals.

- Knowledge of the vestibular system and the pathologies associated with balance in order to evaluate and treat.

- Ability to identify a significant threshold shift (STS) in hearing and the processes for reestablishing hearing baselines in order to maintain hearing readiness.

- Knowledge of military profiles and the regulations for which they are contained in order to provide input on service member readiness.

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--Knowledge of psychological problems associated with hearing deficit and the counseling techniques in order to habilitate such problems.

--Knowledge of national-preferred and evidence-based clinic practice guidelines and algorithms.

--Knowledge of diagnostic treatment protocols: nontechnologic communication strategies, personal amplification, cochlear implants and other assistive listening devices. Ability to evaluate, verify and validate outcome measures for selected treatment plan.

- **Counseling.** Including:

--Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

--Ability to provide comprehensive, informed, professional counsel to the patient and the patient's Family.

--Ability to minimize the patient's fears and anxiety of the testing or treatment process, the disability in general, and to explain what corrective measures may be implemented.

- **Ethics.** Including:

--Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.

--Knowledge of Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act data protection standards.

- **Instructing.** Including:

--Knowledge of educational theory and techniques to develop or update curriculum, develop course guidelines, materials, and educational tools such as computer-assisted instruction, interpretive report forms, self-teaching aids, and newsletters.

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--Knowledge of supervisory and programmed instruction principles to be applied in the training and clinical supervision of graduate students, resident physicians and other professionals.

- **Medicine.** Knowledge of standard medical terminology for human body, diseases, illnesses, treatment procedures.

- **Speech-Language Pathology.** Including:

--Knowledge of human communication disorders, their causes, and methods of therapeutic treatment.

--Knowledge of normal and abnormal speech and language processes from neurological, physiological and behavioral perspectives.

--Knowledge of the etiology and manifestations of the full range of organic and functional speech, language, communication, cognitive communication and swallowing disorders.

--Knowledge of the nature and causes of cognitive and communication disorders and swallowing problems in order to comprehensively evaluate the cause of pathology and recommend preventive and remedial measures.

--Knowledge of the full range of available diagnostic tests for patients with severe communication disorders and swallowing problems, and skills in interpreting such tests in order to properly select and interpret appropriate tests based on the needs of the patient.

--Knowledge of the instrumentation and the skills required for performance of tests used to assess the aerodynamic and acoustic features of speech and structure and functioning of the oropharynx and larynx, including computer analyses of speech, biofeedback, spectrographic analyses (visipitch or videostroboscopy), and video fluoroscopic studies in order to perform such tests to assess and treat patients.

--Knowledge of therapeutic interventions and treatment options for patients with communication disorders and swallowing problems in order to plan and implement an effective course of therapy.

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--Knowledge of contemporary rehabilitation theories and clinical methodologies in order to plan and execute a therapeutic program appropriate to the patient's symptoms and ability to respond.

--Knowledge of psychological problems associated with communication and swallowing disorders in order to identify, seek consultation as appropriate, and habilitate such problems.

--Knowledge of the full range of professionals involved in the evaluation and care of patients with communication and swallowing disorders in order to coordinate and carry out rehabilitation therapy for difficult and complex cases with the entire health care team.

--Knowledge of the principles and practices of counseling patients with speech-language disorders and their Family members in order to establish a sound therapeutic relationship with the patient; identify emotional needs; apply behavior modification; and provide supportive counseling.

--Skill in data collection and analysis in order to determine program effectiveness.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 Speech Pathologists and Audiologists. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careemaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience					
		GS- 09	GS- 11	GS- 12	GS- 13	GS- 14	GS- 15
Basic Life Support Local Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**	U1**	U1**
Basic Computer Courses Local FT/CC/Distance Learning (DL)	CP53	U2	U2	U2	U2	U2	U2
General Orientation/Orientation to the Employing Office Supervisor OJT		U1	U1				
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Local Installation/Swank (www.swankhealth.com) FT/DL	X	U1	U1	U1	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/ Supervisor OJT/CC/DL	X	U1	U1				
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	CP53X				U3	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53			U3	U3	U3	U3
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT	CP53			U3	U3	U3	U3
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53			U3	U3	U3	U3
Executive Leadership Program Graduate School USA FT	CP53					U3	U3

CP53 ACTEDS Plan for Clinical Professional/Technical Occupations

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience					
		GS- 09	GS- 11	GS- 12	GS- 13	GS- 14	GS- 15
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	CP53X	U2	U2	U2	U2	U2	U2
Team Development Seminar OPM FT	CP53			U3	U3	U3	U3
Collaborative Leadership Seminar OPM FT	CP53			U3	U3	U3	U3
Management Development Seminar I: Leading from the Middle OPM FT	CP53			U3	U3	U3	U3
Management Development Seminar II: Leading Organizations OPM FT	CP53			U3	U3	U3	U3
Professional Associations Local/self-initiated Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3	U3	U3	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3	U3	U3	U3	U3
Secretary of the Army Research and Study Fellowships SARSF FT	X			U3	U3	U3	U3
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT	X					U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*	U3*	U3*

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Certification/Licensure. IAW Army Regulation 40-68, *Clinical Quality Management*, Speech Pathologists and Audiologists must possess a current, active, valid, and unrestricted license from a US jurisdiction before practicing within the defined scope of practice for their specialty. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

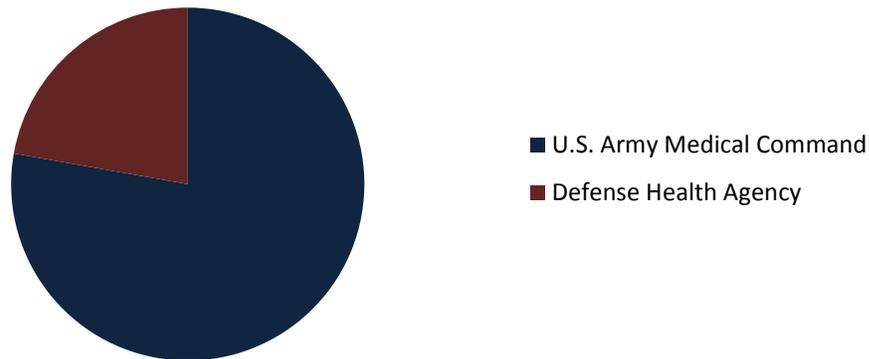
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Annex 00 – Series 0667 Orthotist and Prosthetist

Overview. There are approximately 27 (source: DCPDS, 5 June 2014) Army employees in the 0667 Orthotist and Prosthetist occupational series. These employees are assigned to CP53.

Orthotists and Prosthetists are assigned to the US Army Medical Command and the Defense Health Agency (DHA) in the ratio shown below. MEDCOM currently employs approximately 27 Orthotists and Prosthetists assigned all over the world. They work in the MEDDACs and Clinics throughout an installation.

Series 0667 Distribution by Command



Orthotists and Prosthetists are compensated using the General Schedule (GS) pay plan.

Occupational Series Information. Orthotists and Prosthetists perform professional work that involves designing, fabricating, or fitting orthotic or prosthetic devices to preserve or restore function to patients with disabling conditions of the limbs and spine or with partial or total absence of limbs. They require knowledge of anatomy, physiology, body mechanics, the application and function of orthoses (braces and orthopedic shoes) and prostheses (artificial limbs), and of the materials available for the fabrication of such devices. Orthotists and Prosthetists are skilled in the use of specialized tools and specialized equipment, the ability to deal effectively with patients and their problems, and to work with other members of the medical team.

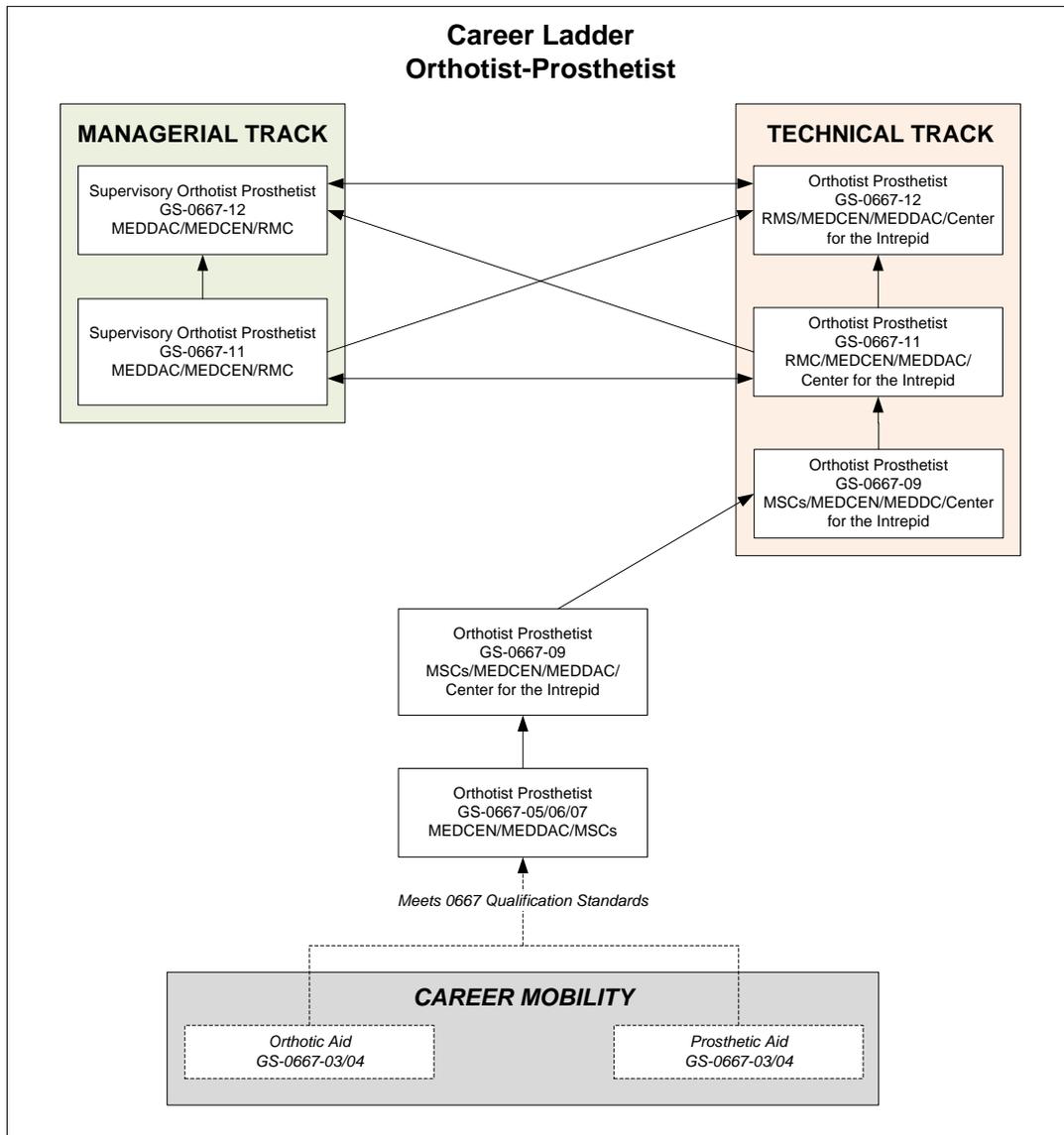
Mission Critical Occupation. The 0667-Orthotist and Prosthetist series is not designated a Mission Critical Occupation.

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Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0667 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Orthotist/Prosthetist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0667, Orthotist-Prosthetist](#)). 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 Orthotists/Prosthetists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

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- **Patient History.** Ability to solicit a detailed and accurate patient history. Interprets information in health records for application to current conditions.
- **Patient Administration.** Ability to perform appropriate physical examinations, identify medical problems, and determine appropriate action, record findings, and initiate and prescribe treatment.
- **Patient Care.** Ability to participate in and provide orthotic/prosthetic care to all eligible beneficiaries with acute or chronic diagnosis.
- **Prosthetic-Orthotic Science.** Including:
 - Ability to use the range of choices of treatment/rehab planning, device design, component selection, and broader prescription methodology.
 - Ability to use the client-centered approach, understanding the client's role, and the role of other health care professionals in making these choices.
- **Anatomy and Physiology.** Including:
 - Knowledge of the function of individual joints and muscles and be proficient in explaining their interaction.
 - Knowledge of clinical conditions and appropriate measuring instruments as well as by applying his/her knowledge of range of motion in order to be able to identify a viable prosthetic/orthotic treatment.
 - Ability to recognize that biomechanical as well as pathological factors must be viewed concurrently with anatomical factors.
- **Pathology.** Ability to assist in post-surgical care.
- **Mechanics/Biomechanics.** Including:
 - Knowledge of biomechanical terminology to describe position and motion of the human body.
 - Ability to utilize temporospatial, kinematic and kinetic information to distinguish between normal and abnormal function of the upper limbs, lower limbs, and spine.
 - Ability to analyze the forces at a skeletal joint for various static and dynamic activities and to analyze forces and moments applied to the body by prosthetic.

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- **Material Technology.** Including:
 - Ability to use properties of various types of materials: metals, polymers, and composites.
 - Knowledge of the relationships that exist between the structural elements of these materials and their characteristics.
 - Ability to use mechanical and failure behavior of materials, along with techniques used to improve the mechanical and failure properties in terms of alteration of structural elements.
 - Ability to properly select different materials for specific prosthetic and orthotic applications.
- **Workshop Technology.** Including:
 - Ability to practice effectively and safely within a workshop environment.
 - Ability to comply with the occupational health and safety policy and procedures in the workplace.
 - Ability to use hand tools and machine tools commonly used in the fabrication of orthopedic devices.
 - Knowledge of the principles of computer-aided design and computer-aided manufacture.
- **Electrotechnology.** Knowledge of basic principles of electricity with particular reference to applications in prosthetics, orthotics, and workshop practice to include: DC circuits; inductance and capacitance; AC circuits; power supplies; amplifiers; feedback; interference rejection techniques; myoelectrodes.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains

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specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0667. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-05	GS-06/07	GS-09	GS-11/12
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Local Installation/Swank (www.swankhealth.com) FT/DL	CP53X	U1	U1	U1	U1
ATRRS Healthcare Ethics I AMEDDC&S (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
ATRRS Healthcare Ethics II AMEDDC&S DL	X	U1	U1	U1	U1
Infection Control Local Installation FT	X	U1	U1	U1	U1
Concepts in Applied Biomechanics Professional Based Organization FT	CP53	U1	U1	U1	U1

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Course Source Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-05	GS-06/07	GS-09	GS-11/12
Gait Biomechanics and Orthotic Application Professional Based Organization FT	CP53	U1	U1	U1	U1
Advanced Fit Professional Based Organization FT	CP53	U1	U1	U1	U1
Executive Leadership Program Graduate School USA FT	CP53				U2
Budget Justification and Certification Graduate School USA FT	CP53				U1
Human Anatomy and Physiology I College/University FT	CP53	U1	U1	U1	U1
Human Anatomy and Physiology Laboratory I College/University FT	CP53	U1	U1	U1	U1
Human Anatomy and Physiology II College/University FT	CP53	U1	U1	U1	U1
Human Anatomy and Physiology Laboratory II College/University FT	CP53	U1	U1	U1	U1
Human Anatomy and Physiology for Orthotics and Prosthetics College/University FT	CP53	U1	U1	U1	U1
Introduction to Orthotics, Prosthetics, and Rehabilitation College/University FT	CP53	U1	U1	U1	U1
Lower Extremity Orthotics I College/University FT	CP53	U1	U1	U1	U1
Lower Extremity Orthotics II College/University FT	CP53	U1	U1	U1	U1
Spinal Orthotics College/University FT	CP53	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-05	GS-06/07	GS-09	GS-11/12
Upper Extremity Orthotics College/University FT	CP53	U1	U1	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*	U3*

Certification/Licensure. Orthotists/Prosthetists must have successfully completed an Orthotist/Prosthetist apprenticeship in a facility approved by the American Board for Certification in Orthotics and Prosthetics. Advanced licensure and certification in the profession of orthotics and prosthetics have been established to certify advanced qualifications of individual Orthotist/Prosthetist. Certification is considered to be an earned credential for those orthotists and prosthetists who have achieved certain levels of skill and ability based upon completion of specific advanced training. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex PP – Series 0668 Podiatrist

Overview. There are approximately 18 (source: DCPDS, 5 June 2014) Army employees in the 0668 Podiatrist occupational series. These employees are assigned to CP53.

Podiatrists are assigned to the US Army Medical Command (17 employees), and the Defense Health Agency (1 employee). They work in the MEDCENS, MEDDACs, and clinics.

Podiatrists are compensated using the General Schedule (GS) pay plan.

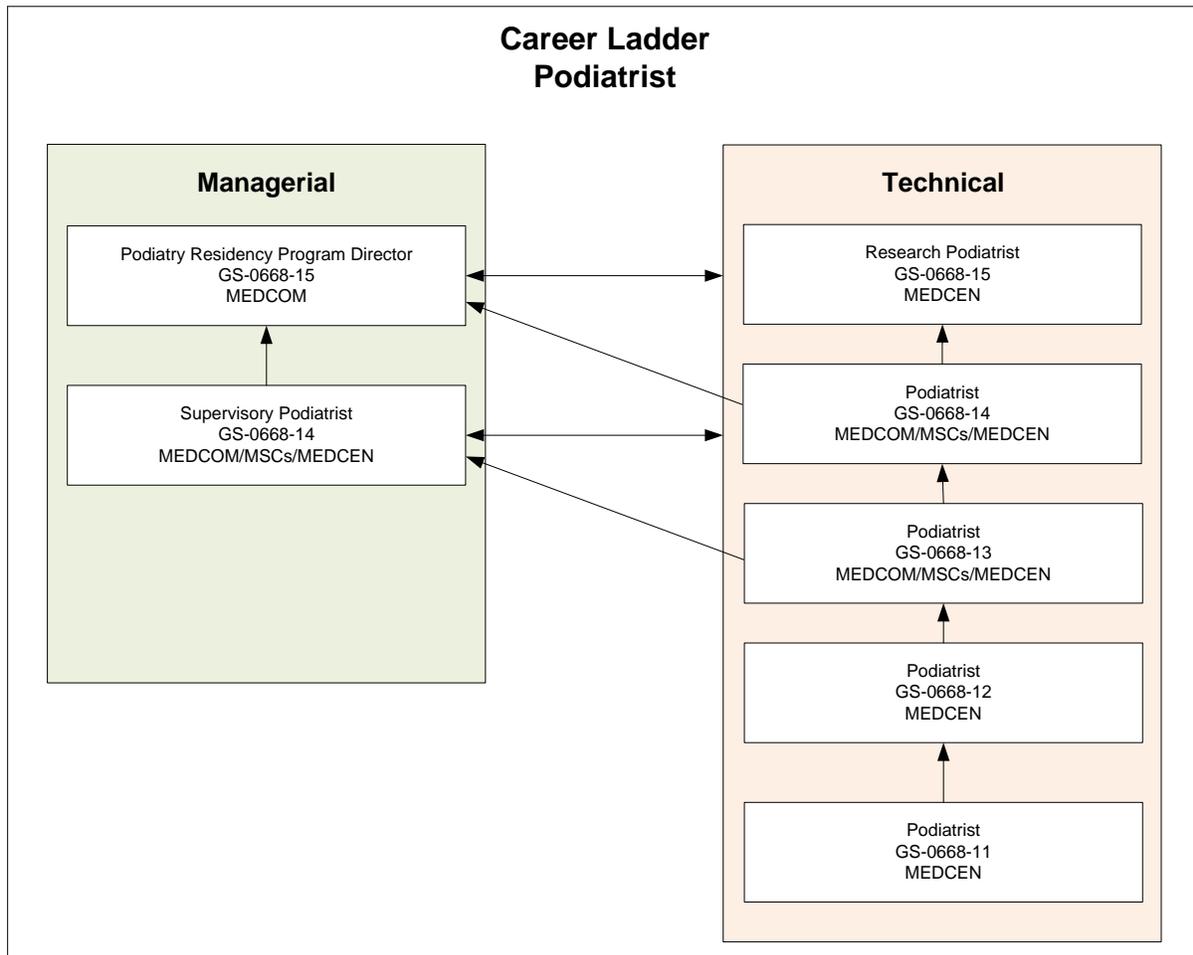
Occupational Series Information. Podiatrists perform professional work involved in the care and treatment of the foot and ankle, including work in the prevention, diagnosis, and treatment of foot diseases and disorders by physical, medical, and/or surgical methods; the writing of prescriptions for topical medications, corrective exercises, corrective footwear and other purposes; and/or investigative research for analytical evaluations and experimental purposes when such work requires the application of professional podiatry knowledge and skills. They perform various diagnostic and treatment procedures including surgery in the treatment of injuries, wounds, lacerations, and dislocations of the foot and ankle. Podiatrists prepare complete medical records including significant history and physical findings, preoperative diagnoses, and planned procedures ensuring proper diagnosis and coding is documented in each patient encounter. They conduct a detailed podiatric examination of patients in all age ranges. Independently determine the type of surgery and how the surgery will be performed. Some podiatrists may perform medical/surgical procedures, using expert knowledge of medical sciences underlying the field of podiatry, including anatomy, physiology, and microbiology.

Mission Critical Occupation. The 0668-Podiatrist series is not 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-0668 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Podiatrist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0668, Podiatrist](#)). 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 Podiatrists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in the pharmaceutical practice.

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- **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.
- **Chemistry II.** 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.
- **Internal Medicine.** Including:
 - Ability to diagnose and develop a management plan for a patient with lower extremity edema or deep venous thrombosis.
 - Knowledge of systemic diseases and their lower extremity manifestations.
 - Ability to medically manage a diabetic patient.
- **Patient History.** Ability to solicit a detailed and accurate patient history. Interpret information in health records for application to current conditions.
- **Patient Administration.** Ability to perform appropriate physical examinations, identify medical problems, determine appropriate action, record findings, initiate and prescribe treatment.
- **Testing.** Ability to request and interpret various results of common laboratory, radiologic, cardiographic and diagnostic tests and procedures (CTs, MRIs, sleep studies, etc.).
- **Patient Care.** Ability to assist in and provide continuing acute and chronic health care to all eligible beneficiaries. This includes examining, diagnosing, and treating walk-in and/or clinic appointment patients with common illnesses and injuries. Also included are initiating IVs, applying splints, performing injections, and performing wound care.
- **Procedures.** Ability to perform special procedures (i.e., excision of cysts, administer local anesthesia/medications; provide post-procedure and follow-up care instructions.
- **Prescriptions.** Ability to write appropriate prescriptions and administer medications.
- **Podiatric Medicine.** Including:
 - Ability to perform and record a podiatric physical exam.
 - Ability to perform local anesthetic block of the foot or ankle.

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--Ability to perform corticosteroid injection or joint aspiration on the foot or ankle.

--Ability to perform debridement of pathological nails and of hyperkeratotic lesions.

- **Podiatric Radiology.** Ability to order appropriate series of radiographs to visualize foot and ankle pathology.

- **Podiatric Surgery.** Including:

--Ability to apply basic surgical procedures to include: 1) surgical aseptic techniques; 2) redress a surgical wound; 3) remove sutures; 4) perform wound debridement or incisional/drainage procedures.

--Ability to perform a partial or total nail avulsion with or without matricectomy.

- **Podiatric Orthopaedics/Biomechanics.** Ability to apply foot/ankle strapping; justify the design, fabricate and apply correct padding; perform a nonweight/weight bearing biomechanical exam; assess gait patterns for pathology; provide orthotic management; and adjust and/or modify orthotic devices.

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 FT 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.

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0668. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-11	GS-12/13	GS-14	GS-15
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
Healthcare Ethics I AMEDDC&S DL	X	U1	U1	U1	U1
Healthcare Ethics II AMEDDC&S DL	X	U1	U1	U1	U1
Pain Management Local Installation/Swank FT/DL	CP53	U1	U1	U1	U1
Executive Leadership Program Graduate School USA FT	CP53	U1	U1	U1	U1
Budget Justification and Certification Graduate School USA FT	CP53	U1	U1	U1	U1
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT	X				U3
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT	X		C	C	
Secretary of the Army Research and Study Fellowships SARSF FT	X	C	C	C	C
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-11	GS-12/13	GS-14	GS-15
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Org FT	CP53/X	U3*	U3*	U3*	U3*

(C indicates Competitive Training)

Certification/Licensure. Podiatrists must have earned a Doctor of Podiatric Medicine (DPM) from a school of podiatric medicine accredited by the Council on Podiatric Medical Evaluation. Specialty boards in the profession of podiatric medicine have been established to certify advanced qualifications of individual podiatrists who have demonstrated special expertise in the recognized areas of podiatric orthopedics, podiatric surgery, and primary podiatric medicine. Podiatric physicians who are certified are recognized for their achievement and enhanced capabilities. As a condition of employment, a Podiatrist must also obtain and maintain a full and unrestricted license as required by the state. Individual requirements vary and must be researched based on location of employment. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex QQ – Series 0685 Public Health Program Specialist

Overview. There are 2 (source: DCPDS, 5 June 2014) Army employees in the 0685 Public Health Program Specialist occupational series. These employees are assigned to CP53.

Public Health Program Specialists are assigned to the US Army Medical Command and to Joint Activities. Public Health Program Specialists work in MEDCENs and MEDDACs.

Public Health Program Specialists are compensated using the General Schedule (GS) pay plan.

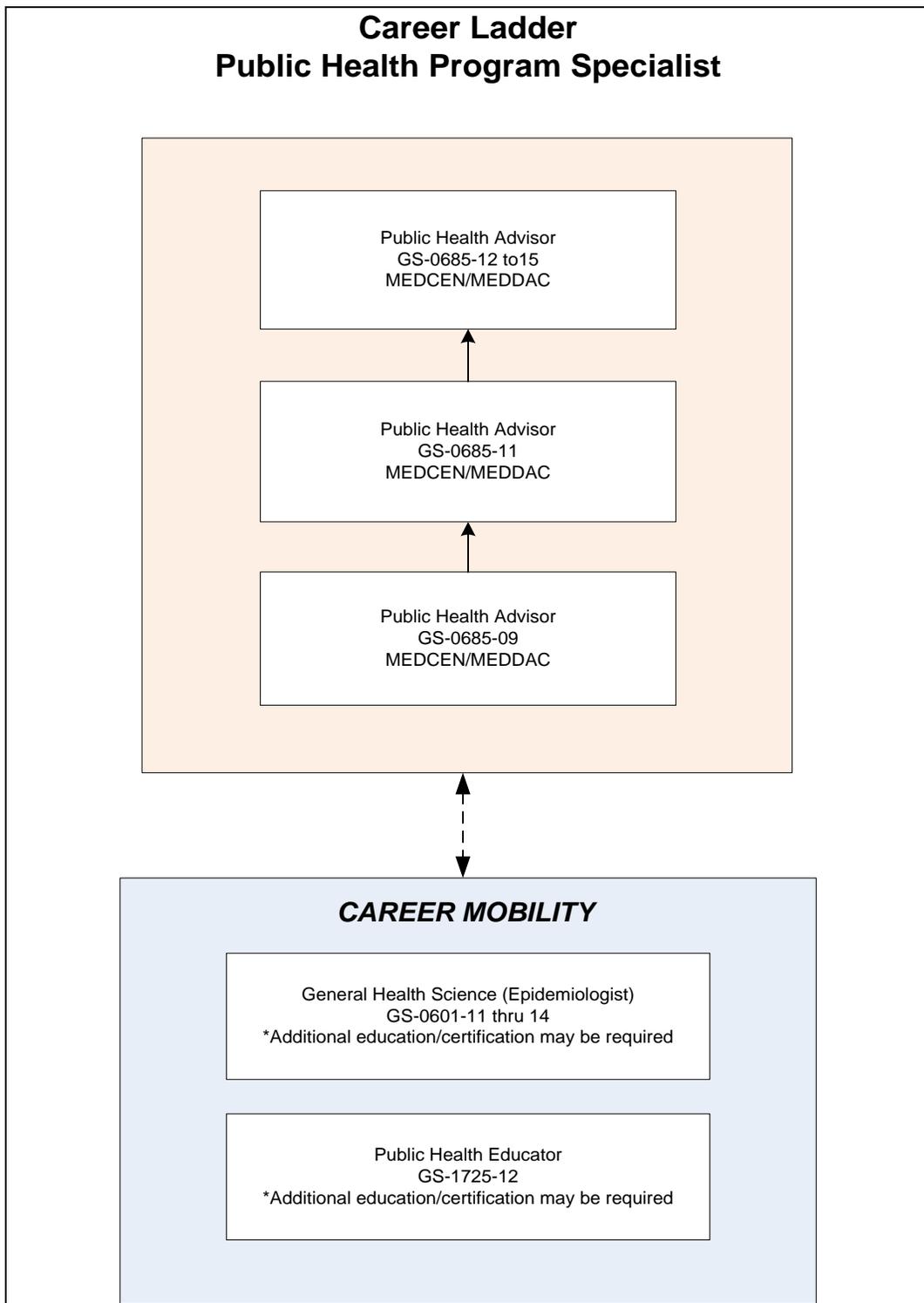
Occupational Series Information. Public Health Program Specialists have varying titles, but generally help provide consultative services in areas such as communicable disease control, infection control, consequence management, preventive medicine and epidemiology. They often work with other federal agencies to plan, administer, and evaluate comprehensive disease control and health protection programs for US Army activities within their area of responsibility. Public Health Specialists help ensure programs adequately protect Army populations and are IAW established policies and guidelines.

Mission Critical Occupation. The 0685-Public Health Program Specialist 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-0685 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Public Health Program Specialist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0685, Public Health Program Specialist](#)). 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 Public Health Program Specialists 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Life Support.** Ability to provide appropriate life-support measures for medical emergencies that may be encountered in the pharmaceutical practice
- **Analytical Skills.** Including:
 - Ability to analyze and summarize public health and force health protection material, such as policies, memorandums, legislation, regulations, guides and technical literature.
 - Ability to perform analytical studies and advisory functions in connection with the infectious disease control program for communities.
 - Ability to investigate aspects of the control of infectious diseases, methods, organizations and personal contacts to gather facts regarding what, when, how, and where preventive medicine measures, medical treatment and other controls are being implemented.
 - Ability to analyze existing or proposed systems, strategies, services, or other health-related matter, identify needs for improvement and the methods and resources to accomplish such improvement.
- **Public Health.** Including:
 - Ability to assist in development of strategic level plans and policies for force health protection, medical surveillance, epidemiology, consequence management and medical intelligence gathering.
 - Ability to provide expertise on Public Health activities and related issues pertinent to job assignment.
 - Ability to provide advice and assistance to community leaders in improving necessary preventive procedures and methods in long range terms, offering opinions, suggestions

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or recommendations in order to help formulate an effective preventive medicine program.

- **Risk Communication.** Ability to use exchange of information among interested parties about the: nature of risk, magnitude of risk, significance of risk, and control of risk.
- **Program Management.** Including:

--Ability to develop, execute, and maintain a comprehensive public health program as required by assigned duties.

--Ability to prepare directives and establish guidelines for the operation of the program IAW policies and standards of the Federal government, US Army, and other regulatory agencies. Task and monitor activities of other personnel assigned to the program.

--Ability to organize meetings, functions, and/or conferences and facilitate as necessary. Draw conclusions, make recommendations, take actions, and accomplish work that significantly affects program application and success often where limited information is available, accepted practices have not been developed, and when a clear precedence has not been set.

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 FT 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

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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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 0685. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-09	GS-11	GS-12 to 15
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1
Healthcare Ethics I (MD0066) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1
Healthcare Ethics II (MD0067) ATRRS DL	X	U1	U1	U1
Public Health Courses Professional Organizations DL	CP53	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	U3*	U3*	U3*

Certification/Licensure. No certification or licensure requirements are specified. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex RR – Series 3511 Laboratory Worker

Overview. There are 3 (source: DCPDS, 5 June 2014) Army employees in the 3511 Laboratory Worker occupational series. These employees are assigned to CP53. They are assigned to the US Army Medical Command. There are approximately 3 Laboratory Workers in MEDCOM. They work primarily at MEDCENs, Forensic Toxicology Drug Testing Laboratories (FTDTL), and the Institute of Public Health.

Laboratory Workers are compensated using the Wage Grade (WG) pay plan.

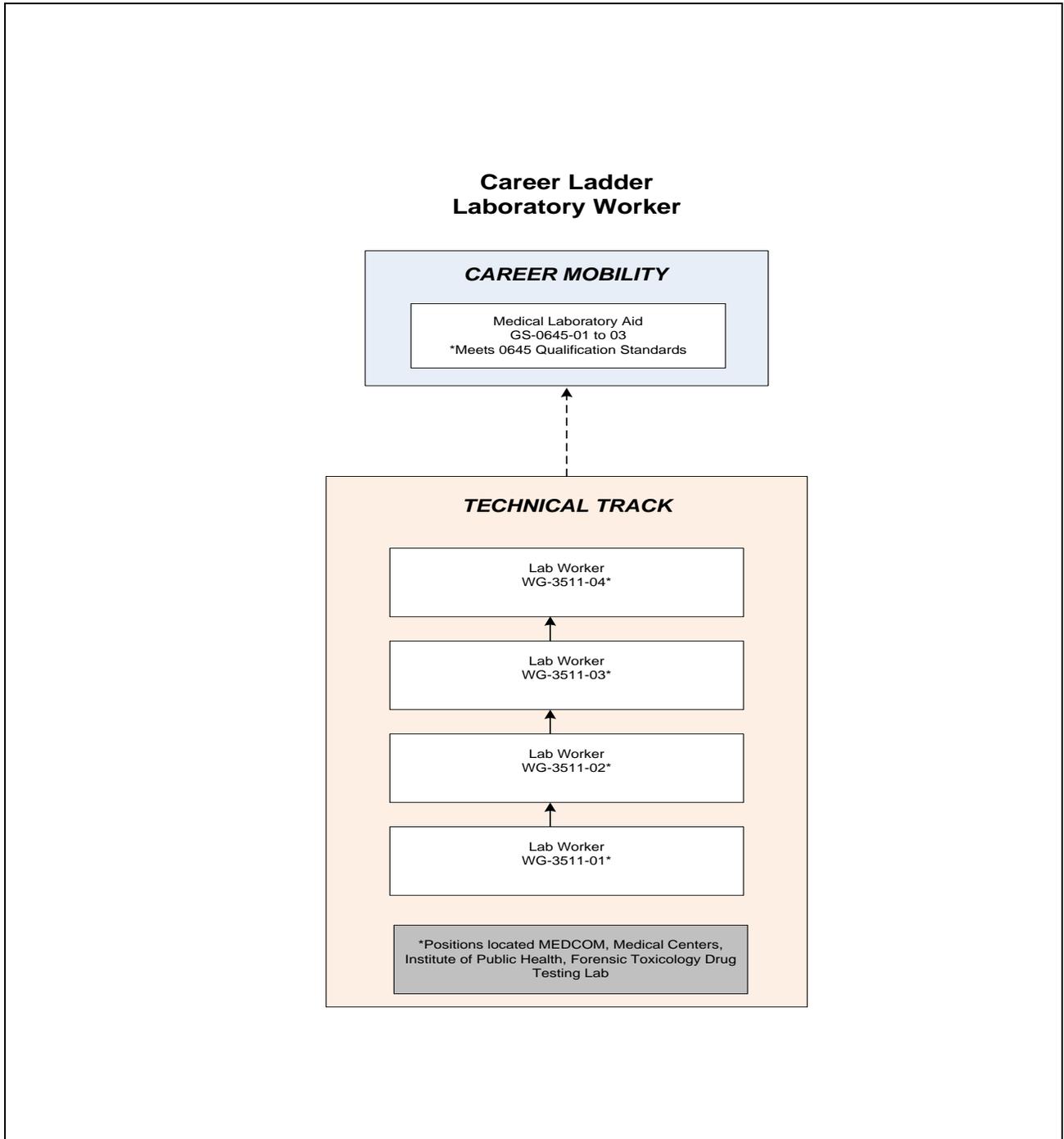
Occupational Series Information. Laboratory Workers clean, prepare for sterilization, sterilize, and assemble laboratory and hospital glassware, instruments, and related items. This work includes such tasks as sorting and loading items into washing machine baskets; operating washing machines, sterilizers, water stills, and centrifuges; preparing flasks, beakers, vials, test tubes, and dishes by capping, corking, plugging, and wrapping; assembling special purpose apparatus by arranging and connecting various types and sizes of glassware, instruments, tubings, adapters, connectors, etc., into a composite unit.

Mission Critical Occupation. The 3511-Laboratory Worker 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 WG-3511 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Laboratory Worker series should be guided by the [Federal Wage System Job Grading Standards for Series 3511](#) established by OPM. 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 Laboratory 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 FT and OJT. These draft competencies were not developed as part of the MCO competency development effort. They have been vetted by CP53 subject-matter experts, but not by Army G-1.

- **Laboratory Techniques, Equipment, and Terminology.** Including:
 - Knowledge of appropriate cleaning and sterilizing materials and techniques.
 - Ability to maintain a clean and safe laboratory environment. Intermediate Level-Working knowledge of appropriate cleaning and sterilizing techniques.
 - Knowledge of appropriate laboratory techniques, equipment, and terminology.
 - Knowledge of and skill in the use of laboratory equipment.
 - Knowledge of appropriate laboratory techniques, equipment, and terminology.
 - Knowledge of appropriate procedures and ability to prepare various laboratory media.
 - Ability to maintain and calibrate laboratory equipment.
 - Ability to mentor other staff.
- **Supply/Clerical.** Including:
 - Manage supplies to include inventorying, ordering, receiving and proper storage.
 - Knowledge of procedures to operate, calibrate, maintain, and troubleshoot laboratory instruments and equipment appropriate to the requirements of various assays.
 - Prepare and/or revise Standard Operating Procedures (SOP), training materials, etc. on both the wage grade and general schedule duties.
 - Operate a computer and applicable software.
- **Ethics.** Including:

--Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.

--Knowledge of Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act data protection standards.

- **Medical/Clinical Laboratory.** Including:

--Knowledge of quality assurance procedures and preventive maintenance requirements IAW regulatory and accreditation standards.

--Knowledge of biomedical laboratory equipment such as anaerobic jars or accessories, phlebotomy trays or accessories, chemistry analyzers, coagulation analyzers, and hematology analyzers.

--Knowledge of accrediting and regulatory agency requirements sufficient to ensure quality control, quality assurance/improvement, inspection and accreditation are in compliance.

--Knowledge of the health and safety guidelines as specified by the College of American Pathologists and the Occupational Health and Safety Administration.

- **Safety and Health Compliance.** Including:

--Ability to recognize the safety issues involved with contaminated or hazardous materials.

--Ability to handle and dispose of those materials safely and appropriately, with no risk of exposure to self or others.

--Ability to demonstrate correct use of barrier garments and safety devices.

- **Quality Management.** Including:

--Ability to follow SOP and policies within the laboratory.

--Ability to complete required documentation for areas of responsibility.

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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 FT 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 IAW guidance listed at Annex TT.

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 Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship

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Program), and the CES courses conducted at the Army Management Staff College, 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 ACOMs/ASCCs/DRUs 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 Laboratory Workers. It addresses the occupational and professional development training required by grade level. This information also is available in the corresponding career map located at <https://actnow.army.mil> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by DA or DoD or provided at no cost. Career Program 53 funds may be available for some courses, subject to requirements identified in Annex TT, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		WG-01	WG-02	WG-03	WG-04
Basic Life Support Local Installation Formal Training (FT)	CP53/X	U1**	U1**	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1
Organization and Functions of AMEDD AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53/X	U1	U1	U1	U1
ATRRS Healthcare Ethics I AMEDDC&S (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
ATRRS Healthcare Ethics II AMEDDC&S DL	X	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		WG-01	WG-02	WG-03	WG-04
Basic Computer Courses Local FT/CC/DL	CP53	U2	U2	U2	U2
Defense Hazardous Material/Waste Handling Course ATRRS FT	CP53/X	U2	U2	U2	U2
Defense Hazardous Waste Refresher Course ATRRS FT	CP53/X	U2	U2	U2	U2
Biological Personnel Reliability Program Local FT	CP53/X	U1	U1	U1	U1
Continuing Education Professional Based Organizations DL/CC/DL/FT	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53/X	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 lifelong learning and the highest standards of the profession.

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Annex SS – Master Training Plan for Interns

The Master Intern Training Plan ([MITP](#)) describes the standard requirements for training and developing Department of Army (DA) Interns in CP53 (Medical). Included in this plan is general guidance for a 24-month training program, which includes orientation, general skills training, leadership development, rotational assignments and functional competency training. This program is the baseline for intern training, however, each work center can tailor this program to meet mission requirements by adding to the MITP.

PHASE 1: ORIENTATION

The first training phase introduces the Intern to federal employment, the Army's mission and structure, and safety and security. It provides an introduction to foundation skills, such as Project Management and Interpersonal Skills/Team Building, as well as Army Leadership Development.

PHASE 2: FOUNDATION SKILLS

During the second phase, the recommended foundation skills could include education and training courses related to the employee's occupational series, and any specialized training identified by the Intern's Supervisor. The Intern may also begin a 60- to 90-day (maximum 120-day) rotational assignment during this phase.

PHASE 3: ADVANCED SKILLS

The third phase focuses on building breadth and depth in the Intern's work experience through the introduction of higher level work assignments and a greater focus on leadership development. Rotational assignments must be completed in this phase. Rotations can be both internal and external to the organization. It is recommended that rotations be across levels of the Army Medical Department. This will expose the Intern to other areas of the organization and provide a better understanding of the Intern's organization, Command and the Army enterprise.

PHASE 4: PREPARATION FOR PLACEMENT

The fourth phase prepares the Intern for final placement. The Intern's Supervisor evaluates the remaining training needs of the individual based on his/her background, prior education and training, and performance.

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PART A: ORIENTATION							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Employee Orientation	OJT	Assigned work center	40 hrs	Upon completion the Intern/Recent Graduate will be able to:	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Federal employment, civil service, employee benefits, standards of conduct, security requirements, etc.				Demonstrate an understanding of the provisions, benefits, and responsibilities of Federal employment and the provisions and structure of the Army Career Management System			
Benefits Orientation for New Employees				Identify the key components of the Federal benefits package. Learn appropriate resources to assist in developing and maintaining a financial plan			
Army Career Management Programs				Describe the organization of the Government, Department of Defense, Department of the Army, Army Commands, and the unit of assignment			
2. Organization of DoD and DA	OJT	Assigned work center	40 hrs	Describe the mission, organization, and functions of the DoD organization	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Overall Organization of DoD and DA	OJT	Assigned work center	Varied	Describe the basic functions of the organization, the functions it encompasses, and the list of services each provides	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Organization and mission of assigned MEDCOM/RMC/MTF	OJT	Assigned work center	Varied	Demonstrate knowledge of the Army's vision, objectives and goals to accomplish its mission in defense	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
3. Orientation of the CP53 Proponent Office	OJT	Assigned work center	40 hrs	Identify the responsibilities of the Proponent Office	1st Year 1st Quarter		CP53 Program Office

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PART B: GENERAL SKILLS TRAINING									
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor		
1. Empowering Yourself for Success		EEO	5 hrs	Improvement of Communications Skills	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager		
2. Business Writing: How to Write Clearly and Concisely	DL	SkillPort	1.0 hrs	Write attention-getting, logical memos, reports & other documents	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager		
3. Basic Presentation Skills	DL	SkillPort	24 hrs	Skills in presenting information to commanders, staffs, or other audiences using one of the four briefing types (information, decision, mission, or staff)	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager		
4. Army Records Information Management System (ARIMS)	DL	www.Arms.army.mil	Varies	Helps to ensure that long-term and permanent Army records are kept in compliance with the law, are securely stored, and are retrievable only by authorized personnel. Organize and present a concise briefing	1st Year 2nd Quarter	TBD	Assigned Supervisor or Training Manager		
5. Military Correspondence	DL	Soldier Support Institute	Varies	Fundamentals of military correspondence	Complete prior to internship graduation	Via Internet	Assigned Supervisor or Training Manager		
6. Freedom of Information and Privacy Act	DL	SkillPort	6 hrs	Explain and understand the responsibilities of the privacy and freedom of information acts	Complete prior to internship graduation	Via Internet	Assigned Supervisor or Training Manager		
7. The Health Insurance Portability and Accountability Act (HIPAA) Training	DL	MHSLEARN	Varies	The HIPAA Security Rule is designed to provide protection for all individually identifiable health information that is maintained, transmitted or received in electronic form—not just the information in standard transactions	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager		
8. SharePoint Training	DL	Knowledge Management	Varies	Learn assorted SharePoint skills to work on projects, conduct meetings, share information etc	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager		
9. Army Civilian Mandatory Training	DL/Res	Army Civilian Training & Leader Development	Varies	Mandatory training consists of senior leader selected general training requirements considered essential to individual or unit readiness for all Soldiers and Army Civilians	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager		
10. HQ MEDCOM Signature Courses	Res	TBD	Varies	MEDCOM staff functions and activities		TBD	Assigned Supervisor or Training Manager		

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PART C: LEADER DEVELOPMENT TRAINING							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Civilian Education System (CES) Foundation Course	DL	Army Management Staff College	57 hrs	Get an understanding of the Army in daily behaviors, operate as an effective Army team member and manage Department of the Army administrative and career progression elements Know the operational concept and structure of the Army	1st Year 2nd Quarter	Via Internet	Assigned Supervisor or Training Manager
2. Action Officer Development Course	DL	Army Management Staff College	39 hrs	To prepare participants for roles, duties, and responsibilities as action officer. Learn requirements for staff work	Complete prior to internship graduation	Via Internet	Assigned Supervisor or Training Manager
3. Supervisor Development Course (SDC)	DL	Army Management Staff College	Self-paced not to exceed 6 months	The SDC is available to all Army employees as a self-development tool. Topics include: Workforce Planning, On boarding, Performance Management, Training and Development, Leading Change, etc.	Professional Development	Via Internet	Assigned Supervisor or Training Manager
4. Basic Course (BC)	DL & Resident	Army Management Staff College	Self-paced not to exceed 6 months and 2 week residence	The BC is available to all Army employees as a self-development tool. Topics include: Workforce Planning, On boarding, Performance Management, Training and Development, Leading Change, etc. Resident for GS-1 to GS-10	Professional Development	Via Internet and AMSC	Assigned Supervisor or Training Manager
PART D: POTENTIAL ROTATIONAL ASSIGNMENTS							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. HQ MEDCOM Staff Sections	OJT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager
2. RMC/RDC/RVC/MSC/MEDCEN/MEDDAC/OTSG	OJT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager

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PART E: FUNCTIONAL COMPETENCY TRAINING							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Basic Life Support	DL	Local Installation	TBD	Basic life support skills	TBD	Local Installation	Assigned Supervisor or Training Manager
2. Basic Computer Courses	FT/DL	TBD	TBD	Basic computing skills	TBD	TBD	Assigned Supervisor or Training Manager
3. Health Care Ethics	DL	AMEDDC&S	TBD	Ethics related to healthcare professional	TBD	TBD	Assigned Supervisor or Training Manager
PART F: ON-THE JOB TRAINING							
1. HQ MEDCOM/Region	OJT	TBD	TBD	Broaden perspective at the headquarters level	TBD	TBD	Assigned Supervisor or Training Manager
2. RMC/RDC/RVC/MSC/MEDCEN/MEDDAC/OTSG	OJT	TBD	TBD	Broaden perspective at the various organizational levels	TBD	TBD	Assigned Supervisor or Training Manager
3. MTF Orientation	OJT	TBD	TBD	Broaden perspective at the local MTF level	TBD	TBD	Assigned Supervisor or Training Manager

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Annex TT – 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. In addition, employees must have 3 years of Civilian Service. All opportunities are competitive and selections will be determined by the CP53 FCR.

NOTE: Updated CP53 funding information is available at the CP53 landing page on Army Career Tracker (ACT) <https://actnow.army.mil>.

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-3/5/7 TRV.

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 the Army Medical Department

Requirements for Approval of Funding. All training requested must be identified in employee's Individual Development Plan (IDP). IDP must be completed in the ACT at <https://actnow.army.mil>. In addition, justification for training must indicate how the training

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supports the Command's Balanced Score Card Objectives. Applicant will use GoArmyEd at <https://www.goarmyed.com> to apply for training.

In general, applicants should be sure to have the following requirements for CP53 funding approval:

- 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.
- IDP must be completed in ACT at <https://actnow.army.mil>.
- Applicant must be registered as a student in GoArmyEd at <https://www.goarmyed.com>.
- SF 182 must be completed in GoArmyEd.
- Ensure training requested is listed on IDP and approved by supervisor.
- Applicant must be a permanent employee.

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 in accordance with ACTEDS Funding Strategy and funds are always subject to availability set forth by Headquarters (HQDA) G-3/5/7 TRV.

For application or program information, contact the CP53 Medical Proponency Office point of contact 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.

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* – this form is optional, not required; and *Agreement to Continue in Service* (for

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nongovernment training in excess of 80 hours). These forms are available at 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* – this form is optional, not required; and *Agreement to Continue in Service* (for nongovernment training in excess of 80 hours or any government/nongovernment training in excess of 120 days). These forms are available at 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 and 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.

- 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.

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- 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.
- 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 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.

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Fayetteville State University Master of Social Work Program. (This program has been placed on strategic pause until further notice.) 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 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.

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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.

Point of Contact. The Career Program Representatives are available at usarmy.ibsa.medcom-ameddcs.other.CP53Medical@mail.mil , DSN 471-9293/9294/9291, 210-221-9293/9294/9291, or 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 (www.cpol.army.mil/library/train/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: CP53 is not currently funding ADT. Employees may request Command funding for their ADT.

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.) This Training Checklist will help ensure you obtain funding and reimbursement as quickly as possible.

- Go into Army Career Tracker <https://actnow.army.mil> and ensure the course is listed on your Individual Development Plan (IDP) and that your first-line supervisor is listed and correct.
- Register as a student in GoArmyEd <https://www.goarmyed.com> and complete your profile.
- Create a training application. The system will route through your supervisor and the CP53 Office to DA G-3/5/7 TRV for approval.
- Once the training application is approved, complete the process by creating your SF182 in GoArmyEd.
- If travel is required, once your GoArmyEd SF182 has been approved, create Defense Travel System (DTS) orders using CP53-Medical FY14 Training and Travel Guidance. *(Please read this part carefully because if you don't create the order correctly, the Line of Accounting (LOA) will not be added and you will have to cancel your training.)*
- DA G-3/5/7 TRV needs your SSN in order to add the LOA to your DTS order. Send your SSN in an *encrypted* email to the CP53 organizational mailbox usarmy.jbsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.
- Once the LOA is added to your DTS order, you can complete your travel reservations in DTS. Scan and attach your approved SF182 to your DTS order under "Substantiating Records." Ensure you follow local and command guidance in DTS if you need to add further documentation.
- Attend training.
- Once training is completed and you return to home station, file your voucher within 5 business days and send a copy of your completed voucher to the CP53 organizational email usarmy.jbsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.

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

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

Annex UU – GLOSSARY

Academic Degree Training: Training or education with the stated objective of obtaining a degree from a college or university that is accredited by a regional, national, or international accrediting body recognized by the U.S. Department of Education, and listed in its Database of Accredited Post-Secondary Institutions and Programs. The academic degree must be related to the performance of the employee's official duties; part of a planned, systematic and coordinated program of professional development; endorsed by the Army; and support organizational goals with results that are measurable in terms of individual and organizational performance. (AR 350-1). The Assistant Secretary of the Army (M&RA) has sole authority for approving ADT, regardless of the funding source. (Memorandum, HQDA G-3/5/7, 17 Sep 09, Subject: Academic Degree Training (ADT))

Accreditation: A disciplined approach to ensuring standardization across the Army in assuring that training institutions meet accepted standards, and are in accordance with higher headquarters guidance. It is the result of an evaluative process that certifies an institution meets the required percentage of TRADOC Accreditation standards with a focus on quality current and relevant training and education that meets the needs of the Army. (AR 350-1). It is also the voluntary process of evaluating institutions or programs to guarantee acceptable levels of quality, including recognition by the U.S. Secretary of Education. (DRAFT DoDI 1400.25-V410)

Army Career Tracker (ACT): The Army's leader development tool that integrates training, education and experiential learning into one personalized and easy-to-use interface. ACT provides users with a more efficient and effective way to monitor their career development while allowing leaders to track and advise subordinates on personalized leadership development. (ADCS G-3/5/7, Training and Leader Development)

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 (Career Path): Information that provides employees general professional guidance on career progression. (AG-1(CP))

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

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Career Program Proponency Office (CPPO): Staff office to support and assist the FCR with career management responsibilities. Personnel proponents also are responsible for developing, monitoring, and assessing equal opportunity and affirmative actions of their respective career fields. (SAMR-CQ Memo, SUBJECT: Civilian Career Program Management Guidance, 21 April 2011)

Certification: A formal written confirmation by a proponent organization or certifying agency that an individual or team can perform assigned critical tasks to a prescribed standard. The team or individual must demonstrate its ability to perform the critical tasks to the prescribed standard before certification is issued. It is also the recognition or credential given to individuals who have met predetermined qualifications set by an agency of government, industry, or a profession. (DRAFT DoDI 1400.25-V410 and AR 350-1)

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)

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, Noncombat Essential (NCE), Capability-Based Volunteers (CBVs), and former Army employee volunteers. (Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

Civilian Workforce Transformation (CWT): Established by the ASA (M&RA), CWT is chartered to look at existing Civilian workforce programs and offer recommendations and modifications to realize the Army's vision of a Civilian workforce management program able to attract and retain top talent and prepare the Civilian workforce to succeed in leadership positions throughout the Army. All of CWT's efforts are focused on ensuring the Civilian cohort is a trained and ready professional workforce with increased capabilities to execute the Army's current and future missions. (<http://www.asamra.army.mil/cwt/about.cfm>)

Competency: An (observable) measurable pattern of knowledge, skills, abilities, and other characteristics that individuals need in order to successfully perform their work. (DoDI 1400.25, Volume 250)

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Competency Gap: The difference between the projected or actual availability of mission-critical competencies and the projected or actual demand for such competencies. Identification of current or future gaps typically addresses the size, composition, and competency proficiency levels of the workforce.

<http://www.opm.gov/policy-data-oversight/human-capital-management/reference-materials/#url=Glossary>

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

Component Functional Community Manager (CFCM) and Component Functional Community Manager Representative (CFCMR): Senior functional leader, responsible for supporting the execution of DoDI 1400.25, Volume 250 in his or her respective DoD Component career field by working with the Office of the Secretary of Defense (OSD) and command leadership, manpower representatives, senior function leaders at the OSD level, and HR consultants. (DoDI 1400.25-V250, November 18, 2008)

Continued Service Agreement: A contract between the employee and Army/DoD Component, signed prior to the commencement of training, education, and professional development activities, requiring the employee to either continue Federal service as determined by the DoD Component or repay training expenses incurred. (DRAFT DoDI 1400.25-V410). In accordance with Title 5 U.S.C, Section 4108, 5 C.F.R, Section 410.309(c), and AR 690-400, Chapter 410, before assignment to training, Civilian employees, regardless of grade and category (e.g., APF, NAF, Wage Grade, LN), selected for nongovernment training in excess of 80 hours, or long-term training or developmental programs in excess of 120 calendar days (Government or Nongovernment) must sign an agreement to continue to serve in the Department of Defense (DoD) for a period equal to at least three times the length of the training course or program. The obligation period may be longer based on associated training costs. See page 4-5 of the Standard Form 182, Authorization Agreement and Certification of Training. (DCS, G-3/5/7/TRV)

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Core Competencies: Technical areas of knowledge, skills, and abilities, as well as other characteristics (nontechnical competencies such as interpersonal skills) that cross *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. (AG-1(CP))

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. (AG-1(CP))

Intern: An employee who has met all entrance requirements for an entry-level position in an established 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 the target level. The intern may be centrally or locally funded. (AR 690-950)

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

Key Assignments/Positions: Positions that represent windows of opportunities 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. (DRAFT DoDI 1400.25-V410)

Leader Development: The deliberate, continuous, sequential and progressive process, grounded in Army values that grows Soldiers and Civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, abilities and experiences gained through the development of institutional, operational and self-development. (Army Leader Development Program, DA PAM 350-58)

Leadership Competency Model: A model that describes the sets of skills and abilities required for individuals to guide the workforce. In the Federal sector, OPM's 1998 Leadership

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Competency Model (comprised of 27 competencies grouped by five broad dimensions) is the accepted model. It reflects the qualifications necessary to succeed in the Government-wide Senior Executive Service and is also used by agencies in selecting managers and supervisors. (ADCS G-3/5/7)

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. Civilian Career Program Management Guidance, 21 Apr 2011 ASA M&RA)

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. (AG-1(CP))

Rotational Assignment: An opportunity to perform varied practical and career enhancing experiences within or outside of an employee's current functional area. (AG-1(CP))

Senior Enterprise Talent Management (SETM): The program prepares participants for positions of greater responsibility through advanced senior-level educational and developmental experiences. Included in the SETM program are opportunities in the Enterprise Placement Program, Developmental Experiences, Senior Service College, and the Defense Senior Leader Development Program.

http://myarmybenefits.us.army.mil/Home/News_Front/Senior_Enterprise_Talent_Management_program_opens_for_Army_civilians.html

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

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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)
<http://www.opm.gov/hrd/lead/policy/eo11348.asp>

ANNEX VV - ACRONYMS

AASA	Administrative Assistant to the Secretary of the Army
ABAI	American Board of Allergy and Immunology
AC	Advanced Course
ACFP	Army Congressional Fellowship Program
ACLS	Advanced Cardiac Life Support
ACMO	Advanced Competency in Medical Optometry
ACOM	Army Command
ACPE	Accredited Council for Pharmacy Education
ACRP	Association of Clinical Research Professional
ACSM	American College of Sports Medicine
ACTEDS	Army Civilian Training, Education, and Development System
ADL	activities of daily living
ADT	Academic Degree Training
AED	Automated External Defibrillator
AEP	Affirmative Employment Program
AHLTA	Armed Forces Health Longitudinal Technology Application
AMEDDC&S	US Army Medical Department Center and School
AODC	Action Officer Development Course
APhA	American Pharmacists Association
APTA	American Physical Therapy Association

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ARC-PA	Accreditation Review Committee on Education for the Physician Assistant
ARRT	Applied Radiological Response Tech
ASA M&RA	Assistant Secretary of the Army (Manpower & Reserve Affairs)
ASBBC	Armed Services Blood Bank Centers
ASBDC	Armed Services Blood Donor Centers
ASCC	Army Service Component Command
ASCP	American Society for Clinical Pathology
ASHA	American Speech-Language-Hearing Association
ASHRAE	American Society of Heating, Refrigeration, and Air Conditioning Engineers
ATRRS	Army Training Requirements and Resources System
BC	Basic Course
BCLS	Basic Cardiac Life Support
BOA	Board of Advisors
CAOHC	Council for Accreditation in Occupational Hearing Conservation
CBM	Competency-based Management
CBRNE	chemical, biological, radiological, nuclear and high yield explosives
CBT	Computer-Based Training
CBV	Capability-Based Volunteer
CD	Career Development
CEW	Civilian Expeditionary Workforce
CERT	Continuing Education for Radiologic Technicians

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CES	Civilian Education System
CFCM/CFCMR	Component Functional Career Manager and Representative
CFR	Code of Federal Regulations
CHCS	Composite Health Care Services
CHRA	Civilian Human Resources Agency
CHRTAS	Civilian Human Resources Training Application System
CIH	Certified Industrial Hygienist
CITI	Collaborative Institutional Review Board (IRB) Training Initiative
CL	Continuous Learning
CLIA	Clinical Laboratory Improvement Act
CMS	Competency-based Management System
COA	Certified Ophthalmic Assistant
COT	Certified Ophthalmic Technician
COTA	Certified Occupational Therapy Assistant
CP	Career Program
CPAC	Civilian Personnel Advisory Center
CPD	Competitive Professional Development
CPE	Continuing Professional Education
CPM	Career Program Manager
CPPC	Career Program Policy Committee
CPPO	Career Program Proponency Office
CPR	Cardiopulmonary Resuscitation

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CRC	Clinical Research Coordinator
CRCST	Certified Registered Central Service Technician
CSLMO	Civilian Senior Leader Management Office
CT	computerized tomography
CTT	Common Task Training
DA	Department of the Army
DB	Demonstration Engineers and Scientists (Pay Plan)
DCIPS	Defense Civilian Intelligence Personnel System
DEA	Drug Enforcement Administration
DL	distance Learning
DMED	Defense Medical Surveillance System
DoD	Department of Defense
DoDI	Department of Defense Instruction
DOEHRS	Defense Occupational and Environmental Health Readiness System
DPM	Doctor of Podiatric Medicine
DRU	Direct Reporting Unit
EDIS	Educational and Developmental Intervention Services
E-E	Emergency-Essential
EEG	electroencephalograph
EEO	Equal Employment Opportunity
EF	Consultant (Pay Plan)
EKG	electrocardiogram

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EMT	Emergency Medical Technician
ENT	Ear, Nose, and Throat
EPA	Environmental Protection Agency
ESP	Executive and Senior Professional
ESSENCE	Electronic Surveillance System of the Early Notification of Community-based Epidemics
FC	Functional Chief/Foundation Course
FC, POC	Functional Chief, Point of Contact
FCR	Functional Chief Representative
FDA	Food and Drug Administration
FORSCOM	US Army Forces Command
FT	formal training
FTDTL	Forensic Toxicology Drug Testing Laboratories
FTIR	Fourier Transform Infrared
GI	gastrointestinal
GMAT	Graduate Management Admission Test
GPA	grade point average
GRE	Graduate Record Examination
GS	General Schedule
HAZMAT	hazard material
HC	Human Capital
HIPAA	Health Insurance Portability and Accountability Act

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IACUC	Institutional Animal Care and Use Committee
IAW	in accordance with
IC	Intermediate Course/Intelligence Community
IDEA	Individuals with Disabilities Education Act
IDP	Individual Development Plan
IH	Industrial Hygiene
IRB	Institutional Review Board
ISR	Institute of Surgical Research
IV	intravenous
JA	Job Analysis (JA)
JPTA	Joint Patient Tracking Application
JTF CapMed	Joint Task Force National Capital Region Medical
LIS	Laboratory Information System
LN	Local National
LTT	Long-Term Training
MCO	Mission Critical Occupation
MDC	Manager Development Course
MEB	Medical Evaluation Board
MEDCEN	Medical Center
MEDCOM	US Army Medical Command
MEDDAC	Medical Activity
MEDPROS	Medical Protection System

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MEPS	Military Entrance Processing Station
MHA	Master of Health Administration
MHS	Military Health System
MITP	Master Intern Training Plan
MRI	magnetic resonance imaging
MRMC	Medical Research and Materiel Command
MTF	Military Treatment Facility
MTM	medical therapy management
MTP	Master Training Plan
NAF	Nonappropriated Fund
NCCA	National Commission for Certifying Agencies
NCCPA	National Commission on Certification of Physician Assistant
NCE	Non-Combat Essential
NDT	neurodevelopmental treatment
NEDSS	National Electronic Disease Surveillance System
NIOSH	National Institute for Occupational Safety and Health
O.D.	Doctor of Optometry Medicine
OJT	on-the-job training
OPM	Office of Personnel Management
OSA	Office of the Secretary of the Army
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration

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OTR	Occupational Therapist Registered
PA	Physician Assistant
PALS	Pediatric Advanced Life Support
PCR	polymerase chain reaction
PEB	Physical Evaluation Board
PED	Proponency and Evaluation Division
Pharm. D.	Doctor of Pharmacy
PMF	Presidential Management Fellow
PPE	personal protective equipment
PRAT	Pharmacology Research Associate Program
PTCB	Pharmacy Technician Certification Board
PTSD	posttraumatic stress disorder
RC	Research Committee
RD	Registered Dietitian
RMC	Regional Medical Command
RN	Registered Nurse
SA	Secretary of the Army
SCEP	Student Career Experience Program
SDC	Supervisory Development Course
SETM	Senior Enterprise Talent Management
SF	Standard Form
SHCP	Strategic Human Capital Planning

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SME	subject-matter expert
SoCRA	Society of Clinical Research Associates
SOFT	Society of Forensic Toxicologist Courses
SOP	Standing Operating Procedure
SSC	Senior Service College
ST	Scientific and Professional (Pay Plan)
STEP	Student Temporary Employment Program
STT	Short-Term Training
TBI	Traumatic Brain Injury
TMOD	Treatment and Management of Ocular Disease
TWI	Training-With-Industry
UGESP	Uniform Guidelines for Employee Selection Procedures
USAMMDA	US Army Medical Materiel Development Activity
USAMRICD	US Army Medical Research Institute of Chemical Defense
USAMRMC	US Army Medical Research and Materiel Command
USAPHC	US Army Public Health Command
USC	US Code
USMEPCOM	US Military Entrance Processing Command
VA	Veterans Administration
WG	Wage Grade
WIT	Warrior in Transition