



ARMY MEDICINE
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Career Program 53 - Medical

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

Clinical Support Occupations

August 2014

ACTEDS PLAN

Career Program 53 – Medical

Clinical Support Group

0856 - Electronics Technician

0858 - Biomedical Engineer

4010 - Prescription Eyeglass Maker

4805 - Medical Equipment Repairer

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

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SECTION I: INTRODUCTION

GENERAL. The purpose of the Army Civilian Training, Education, and Development System (ACTEDS) is to provide for the systematic training and development of Army career Civilians. It is a living document that outlines sequential and progressive training for functional specialties and in leadership, supervision, and managerial development.

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

This is the initial edition of this ACTEDS Plan. Suggestions and questions may be directed to the CP53 Proponent Office at usarmy.ibsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.

CAREER PROGRAM OVERVIEW. Clinical Support specialists provide essential services for Army healthcare providers and ensure the tools and equipment required for the Army's healthcare system to operate effectively and efficiently. The four functional specialties that constitute the Clinical Support Occupation Group of CP53 are:

- 0856 - Electronics Technician
- 0858 - Biomedical Engineer
- 4010 - Prescription Eyeglass Maker
- 4805 - Medical Equipment Repairer

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. The Army has not designated any of the series in the Clinical Support Occupation Group as MCOs.

METHODOLOGY. This Plan was based on research into each of the series, comparisons with similar private sector jobs, and review of representative association information. We conducted in-depth research using position descriptions, information from professional associations, and data from the Bureau of Labor Statistics' Occupational Outlook Handbook. The resulting document was reviewed by subject-matter-experts and coordinated with the applicable occupational Consultant, as identified by The Surgeon General.

FUNCTIONAL SPECIALTIES

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SHARED PROPONENCY. Occupations in all the series identified in this ACTEDS Plan are shared by multiple Career Programs. For instance, in the 0856 – Electronics Technician series, positions are aligned to CPs 16, 17, 27, and 53. The intent of this ACTEDS Plan is to provide career management information for employees in the occupational series covered and who are working in positions supporting the Army’s medical system.

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

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

The Clinical Support ACTEDS Plan encompasses the following occupational series:

- **0856 - Electronics Technician.** This series covers positions that require: (1) the knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics; (2) the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation, and maintenance of electronic equipment; and (3) a knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of electronic equipment and systems. Such knowledge is related to but less than a full professional knowledge of electronics engineering.
- **0858 - Biomedical Engineer.** This series covers positions of managing, supervising, leading, and/or performing professional engineering and scientific work exploring and using biotechnology to:
 - enrich practices, techniques, and knowledge in the medical, physiological, and biological sciences;
 - enhance and ensure the health, safety, and welfare of living (i.e., human and animal) systems; and
 - create and improve designs, instrumentation, materials, diagnostic and therapeutic devices, artificial organs, medical systems, and other devices (e.g., systems, equipment, application programs, and components) needed in the study and practice of medicine with living systems.
- **4010 - Prescription Eyeglass Maker.** This occupation includes jobs that involve grinding and polishing eyeglass lenses to prescription specifications and/or cutting, edging, and mounting lenses in frames.
- **4805 - Medical Equipment Repairer.** This standard is used to grade nonsupervisory work involved in the installation, maintenance, overhaul, repair, and testing of various

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medical and dental equipment used in patient diagnosis and treatment and in research laboratories. This work requires a knowledge and application of mechanical, electrical, and electronic principles and circuitry, the ability to determine malfunctions, and the skill to repair and maintain a variety of medical, laboratory, and dental equipment.

POPULATION. Clinical Support occupations comprise over 1,197 United States (US) and foreign national employees, as shown in the table below (Source: Defense Civilian Personnel Data System (DCPDS), 5 June 2014). Specific demographics for each Clinical Support occupational series are provided in the corresponding Annex.

Series	CP53 US Employees	CP53 FN Employees	CP53 Total
0856 - Electronics Technician	1117	0	1117
0858 - Biomedical Engineer	45	0	45
4010 - Prescription Eyeglass Maker	24	8	32
4805 - Medical Equipment Repairer	3	0	3

AFFIRMATIVE ACTION STATEMENT. Selection of employees for training programs in this plan will be made without regard to political preference, race, color, religion, national origin, 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

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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.

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 DA may not be less than three times the period of the training.

SECTION II: OBJECTIVES

Short-Term Objectives. The short-term objectives for management of 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 management of 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.

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

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. Career ladders for CP53 Clinical Support employees are shown in the annexes of this ACTEDS plan.

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

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: 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/> or www.civiliantraining.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 occupational series in CP53 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 healthcare providers/professionals to perform their duties. Thus, it is Army policy that its healthcare professionals possess and maintain a current, active, valid, and unrestricted license, certificate, and/or registration from a US jurisdiction before practicing independently within the defined scope of practice for their specialty. Chapter 4 of Army Regulation 40-68, *Clinical Quality Management*, has more information about the Army's policy and requirements for the licensure, certification, and registration of healthcare professionals. The career maps and annexes to this plan have specific information about the required licenses, certifications, and registrations of each individual 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 the competency identification, validation, and assessment efforts now underway.

- Accountability
- Business Acumen
- Coalition Building/Networking/Partnering
- Communication
- Customer Service
- Diversity/Cultural Awareness
- Entrepreneurship

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- Ethics/Values/Integrity/Honesty
- Flexibility
- Interpersonal Skills
- Life-Long Learning
- Public Service Motivation
- Resilience
- Technical Credibility

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

Annex A – Series 0856, Electronics Technician

Annex B – Series 0858, Biomedical Engineer

Annex C – Series 4010, Prescription Eyeglass Maker

Annex D – Series 4805, Medical Equipment Repairer

Annex E – Master Training Plan for Interns

Annex F – CP53 Policy on Training

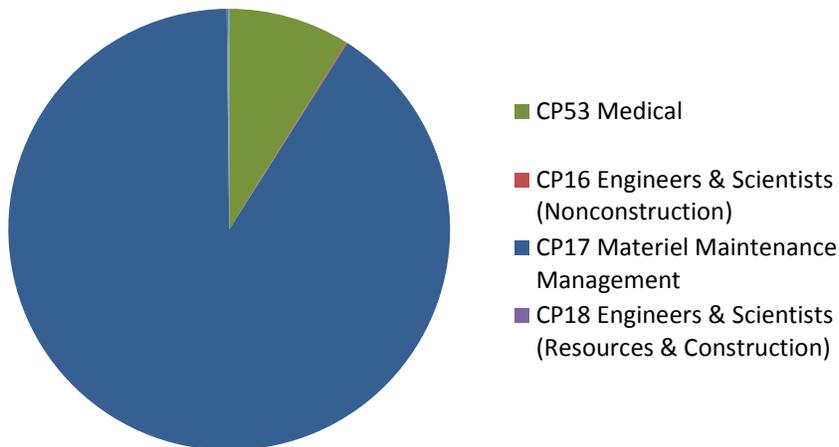
Annex G – Glossary

Annex H – Acronyms

ANNEX A – SERIES 0856, ELECTRONICS TECHNICIAN

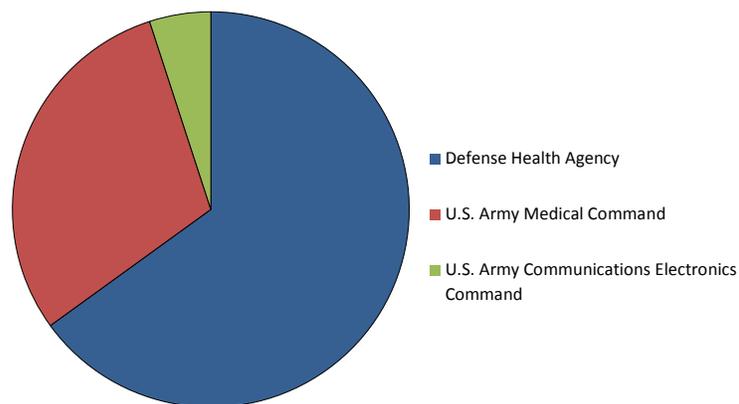
Overview. The Army employs 1,117 people in the 0856-Electronic Technician series (source: DCPDS, 5 June 2014). These employees are assigned to CPs 53, 16, 17, 18, and 27. They are predominantly assigned to CP17 as shown on the graphic below.

0856 Electronic Technician Distribution by CP



Electronic Technician employees within CP53 are assigned to three primary commands, as shown in the graphic below.

0856 Electronics Technician Distribution by Command



Electronic Technician employees are compensated through the General Schedule (GS) pay plan.

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Occupational Series Information. Employees in the 0856-Electronic Technician occupational series require the following: (1) knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics; (2) the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation, and maintenance of electronic equipment; and (3) a knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of electronic equipment and systems. Such knowledge is related to but less than a full professional knowledge of electronics engineering. The work generally falls in the following functions:

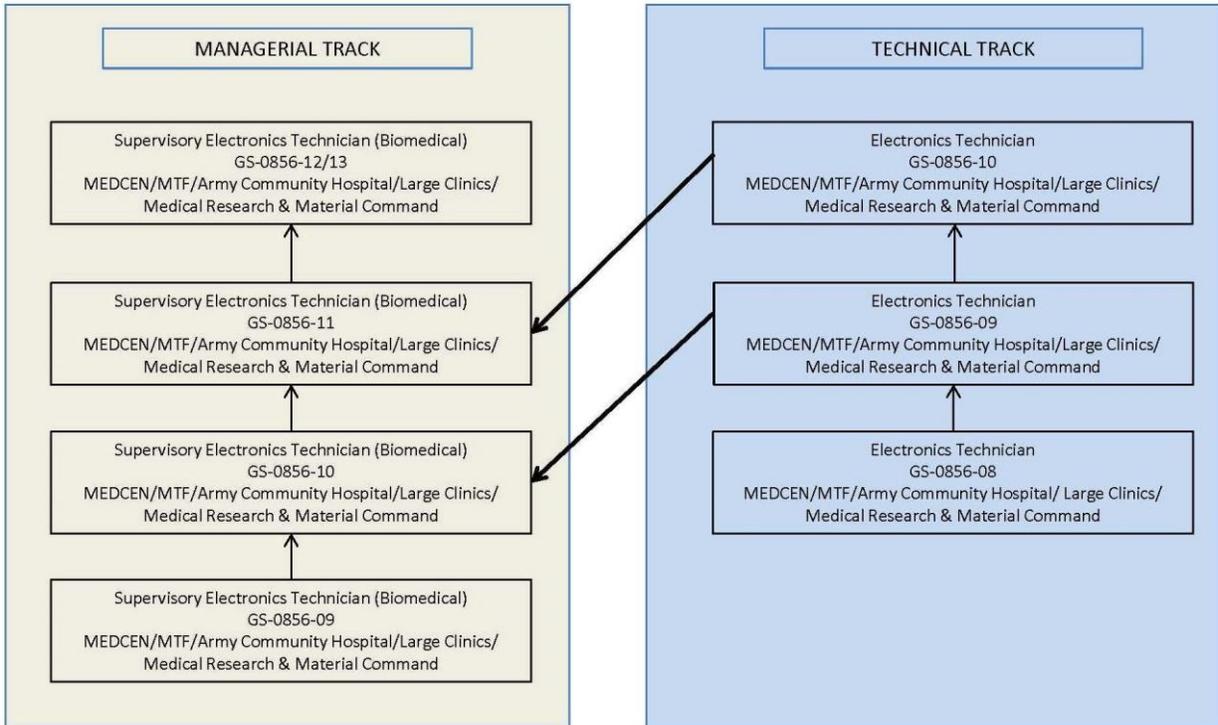
- **Electronics Technician:** A Biomedical Electronics Technician tests or calibrates components or equipment, following manufacturers' manuals and troubleshooting techniques; inspects and tests malfunctioning medical or related equipment, following manufacturers' specifications, and using test and analysis instruments; disassembles malfunctioning equipment and removes, repairs, or replaces defective parts; and performs preventive maintenance or service such as cleaning, lubricating, or adjusting equipment.
- **Electronics Tech (Biomedical) Research:** Work involves the repair, calibration, overhaul, preventive maintenance, and refurbishment of biomedical and/or medical research equipment in an Army medical research and development activity that has a mission of expanding scientific knowledge or developing new or improved methods and techniques.
- **Supervisory Electronics Technician (Biomedical):** Directly supervises a staff of Civilian, military, and contractor maintenance/supply technicians. Distributes and balances workload and tasks among employees IAW established work flow, skill level, and/or occupational specialization.

Mission Critical Occupation. Occupational Series 0856 Electronics Technician has not been identified as an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0856 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Electronics Technician series should be guided by the qualification standards established by OPM (**Qualifications Standards for Series 0856, Electronics Technician**), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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Career Ladder Electronics Technician



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

- **Medical Equipment Maintenance.** Includes:
 - Knowledge of basic electricity and electronic theory.
 - Knowledge of mathematics, algebra, and elementary physics.
 - Knowledge of the practical application of engineering science and technology.
 - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
 - Knowledge of biomedical equipment and Test, Measurement, and Diagnostic Equipment (TMDE) as it applies to medical equipment.
 - Ability to troubleshoot malfunctions, fix equipment, and perform preventive maintenance.

- Ability to install, maintain, operate, and test equipment; employ unique and specially designed precision instruments.
- Ability to interpret equipment schematic drawings to identify and correct deficiencies.
- Ability to resolve operational problems not fully covered in the technical manuals or standard operating procedures.
- Ability to perform work on critical units or multiple subunits of a system or device associated with medical electronic equipment.
- Ability to recommend improved procedures based on preliminary data interpretation or analysis.
- Ability to prepare and present inspection and test reports with a high degree of precision.
- Ability to maintain one-of-a-kind equipment, custom equipment, developmental equipment, or equipment that may not have adequate documentation.
- Ability to complete moderately difficult and complex survey work.
- Ability to research and gather technical information and data on medical equipment.
- Knowledge of quality assurance procedures and preventive maintenance requirements as specified by the College of American Pathologists.
- 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.
- **Academic Instruction.** Includes:
 - 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.
- **Medicine.** Knowledge of standard medical terminology for human body, diseases, illnesses, treatment procedures.
- **Ethics.** Includes:
 - 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.

Master Training Plan. Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to

the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

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

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

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP53 Policy on Training

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 AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

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The following chart is the Master Training Plan for Series 0856. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at:

<https://actnow.army.mil/> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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

Master Training Plan – Series 0856 Electronics Technician

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-08	GS-09	GS-10	GS-11	GS-12/13
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)Supervisor Distance Learning (DL)/Formal Training (FT)	X	U1	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1
Basic Life Support Local Installation FT	CP53	U1	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL		U1	U1	U1	U1	U1
Orientation to Employing Office for Supervisors Local Installation OJT	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
University Sponsored Training Varies FT/DL	CP53	U3	U3	U3	U3	U3
Professional Associations Varies FT/DL		U3	U3	U3	U3	U3
Listening and Memory Development Graduate School USA FT	CP53	U3	U3	U3	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53		U3	U3	U3	U3
Introduction to Federal Budgeting Graduate School USA DL	CP53		U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-08	GS-09	GS-10	GS-11	GS-12/13
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1	U1
Electrical Safety (MD0356) ATRRS DL	CP53/X	U2	U2	U2	U2	U2
Intro on Medical Logistics Management (MD0029) ATRRS DL/FT	CP53/X	U3	U3	U3	U3	U3
Contracting Officer Representative (ALMC-CL) ATRRS FT/DL	CP53		U3	U3	U3	U3
Requirements/Authorization Documents (MD0322) ATRRS FT/DL	CP53/X	U3	U3	U3	U3	U3
Supply Publication (MD0321) ATRRS FT/DL	CP53/X	U3	U3	U3	U3	U3
Inventory Management I (MD0328) ATRRS FT/DL	CP53/X	U3	U3	U3	U3	U3
Inventory Management II (MD0329) ATRRS FT/DL	X		U3	U3	U3	U3
Instructors Training Course (5K-F3/520-F3) ATRRS FT/DL	X		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	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 0856 depending upon the duties of the position and the services provided by the employee.

- Certified Biomedical Equipment Technician (CBET)
- Certified Radiology Equipment Specialist (CRES)
- Certified Laboratory Equipment Specialist (CLES)

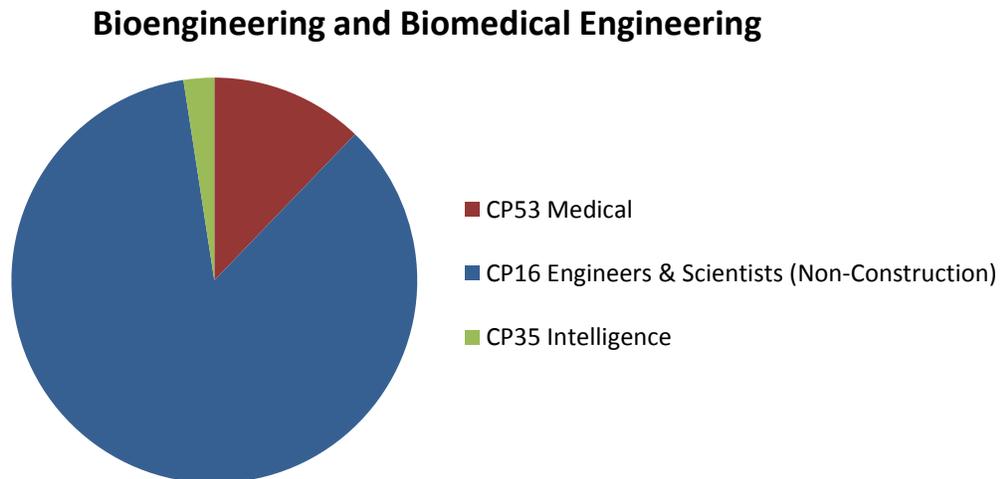
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- VA-certified Biomedical Equipment Technician (BMET)
- Comp-TIA Network+ Certification
- Comp-TIA Security+ Certification
- Comp-TIA A+ Certification

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ANNEX B – SERIES 0858, BIOMEDICAL ENGINEER

Overview. The Army has 45 employees in the 0858-Bioengineering and Biomedical Engineering series (source: DCPDS, 5 June 2014). These employees are assigned to CPs 53, 16, and 35. They are predominantly assigned to CP16 as shown on the graphic below. Five employees are aligned with CP53.



The Bioengineering and Biomedical Engineering employees within CP53 are assigned to the Defense Health Agency (4) and the US Army Medical Command (1).

Bioengineering and Biomedical Engineering employees are compensated through the General Services (GS) pay plan (4 employees) and the Demonstration Engineers and Scientists (DB) pay plan (1 employee).

Occupational Series Information. Employees in the 0858-Bioengineering and Biomedical Engineering occupational series cover positions in managing, supervising, leading, and/or performing professional engineering and scientific work exploring and using biotechnology to:

- enrich practices, techniques, and knowledge in the medical, physiological, and biological sciences;
- enhance and ensure the health, safety, and welfare of living (i.e., human and animal) systems;
- create and improve designs, instrumentation, materials, diagnostic and therapeutic devices, artificial organs, medical systems, and other devices (e.g., systems, equipment, application programs, and components) needed in the study and practice of medicine with living systems.

Positions representative of the work done in this series are:

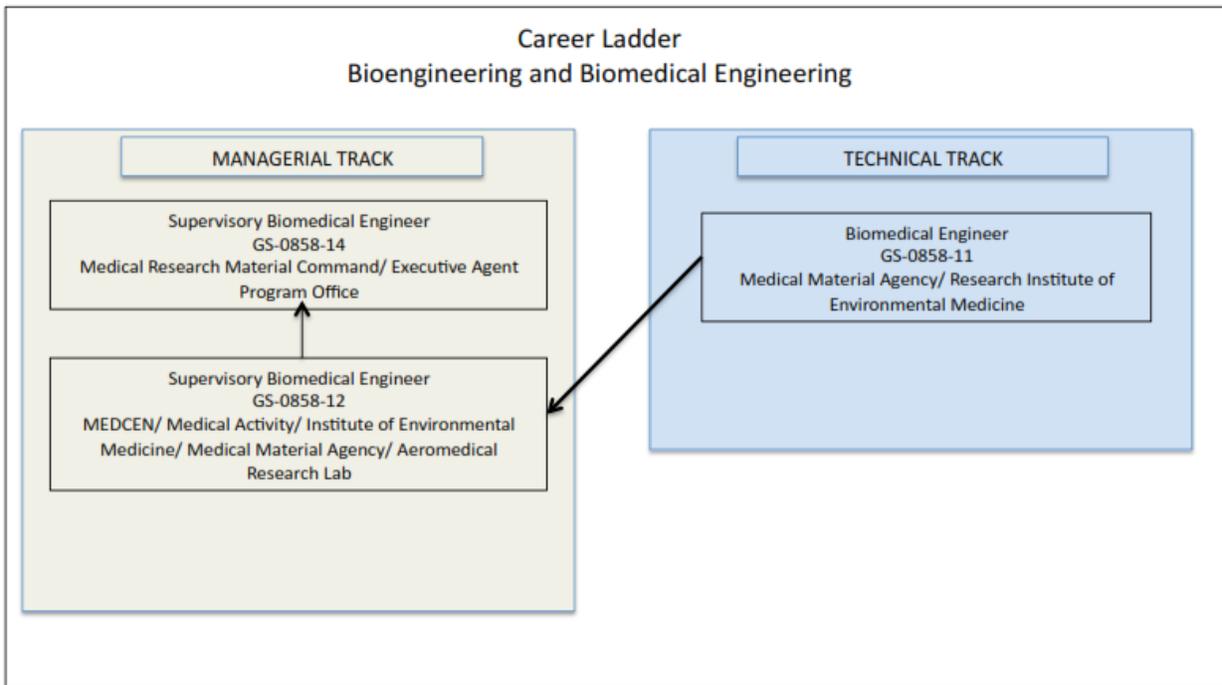
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- **Biomedical Engineer:** Designs and develops novel biomedical instrumentation systems to support research protocols in environmental and performance physiology. Devises unique models that predict human response to physical activity and environmental extremes, and develops networked ambulatory monitoring systems.
- **Research Biomedical Engineer:** Conducts systematic, critical, intensive research directed toward the development of new or fuller scientific knowledge of human physiological responses to environmental extremes.
- **Supervisory Biomedical Engineer:** Performs first-line supervisory responsibilities over employees and technicians in biomedical engineering functions.
- **Biomedical Engineer (Senior Research):** Serves as Research Biomedical Engineer in the Department of Research within the Extremity and Amputee Center of Excellence (EACE), applying intensive and diversified knowledge of engineering practices and principals, design and fabrication ability and skills, and medical and biological knowledge and principles to complex multi-disciplinary research projects.

Mission Critical Occupation. The 0858 Biomedical Engineer occupational series has not been designated as 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-0858 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Bioengineering and Biomedical Engineering series should be guided by the qualification standards established by OPM (Qualifications Standards for Series 0858, Bioengineering and Biomedical Engineering), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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

- **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.** Include:
 - Electrometers — Biomedical device electrical safety testers; electrosurgery testing devices; Pressure and temperature measurement devices; ventilator performance analyzers
 - Medical magnetic resonance imaging (MRI) scanners — 3T scanners; biomagnetic imaging scanners; MRI systems; ultra high-speed MRI scanner machines
 - pH electrodes — Electrode bevelers; electrode pullers; electroplating apparatus; microelectrodes

- Physiological recorders — Activity monitoring devices; polygraph recorders; torsionmeters; two-point discriminators
- Pressure indicators — Environmental conditions measurement devices; force platforms; pitch gauges; posturographic measurement systems
- **Technology Use.** Includes:
 - Analytical or scientific software — SNOINO Ttree; Stratasys FDM MedModeler; MathWorks MATLAB; Wolfram Rearch Mathematica
 - Computer-aided design (CAD) software — Mathsoft Mathcad; SolidWorks CAD software; ViewLogic software; Zuken software
 - Development environment software — Advanced computer simulation language (ACSL); hardware description language (HDL); National Instruments LabVIEW
 - Medical software — Electromyograph analysis software; Gait analysis software; Medical information software; Virtual instrument software
 - Requirements analysis and system architecture software — IBM Rational RequisitePro; Requirements management software; Unified modeling language (UML)
- **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.
- **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.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Engineering and Technology.** Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **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.
- **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).
- **Physics.** Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub- atomic structures and processes.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- **Design.** Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Operations Analysis.** Analyzing needs and product requirements to create a design.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Systems Analysis.** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Mathematical Reasoning.** The ability to choose the right mathematical methods or formulas to solve a problem.
- **Judgment and Decision Making.** Considering 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 formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

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

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

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

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP53 Policy on Training.

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 AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0858. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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

Master Training Plan – Series 0858 Bioengineering and Biomedical Engineering

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11	GS-12	GS-14
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11	GS-12	GS-14
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation Formal Training (FT)/DL	X	U1	U1	U1
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3	U3
Listening and Memory Development Graduate School USA FT/DL	CP53	U3	U3	U3
Preparing Publications University/Local	CP53	U3	U3	U3
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1
Basic Metallurgy/Corrosion (METL1-3) ATRRS FT	CP53	U3	U3	U3
CBRNE Prep Course ATRRS FT	CP53	U3	U3	U3
Biomedical Equipment Maintenance Tech (J3ABR4A231-00AA) USAF FT	CP53	U3	U3	U3
Biomedical Equipment Maintenance Management (300-F17) USAF FT	CP53	U3	U3	U3
SWANK Healthcare Courses SWANK (www.swankhealth.com) 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	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 0858 depending upon the duties of the position and the services provided by the employee.

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- Certified Biomedical Equipment Technician
- Certified Radiology Equipment Specialist
- Certified Laboratory Equipment Specialist
- Certified Assistive Technology Professional
- Certified Rehabilitation Engineering Technician

ANNEX C – SERIES 4010, PRESCRIPTION EYEGLASS MAKER

Overview. The Army employs 31 people in the 4010-Prescription Eyeglass Maker series (source: DCPDS, 5 June 2014). These employees are exclusively assigned to CP53.

Prescription Eyeglass Maker employees are assigned exclusively to the US Army Medical Command.

Prescription Eyeglass Makers are Federal Wage System (FWS) employees. There are 23 within the Wage Grade (WG) and Wage Grade Supervisor (WS) pay plans, and 8 are compensated through Local National pay plans.

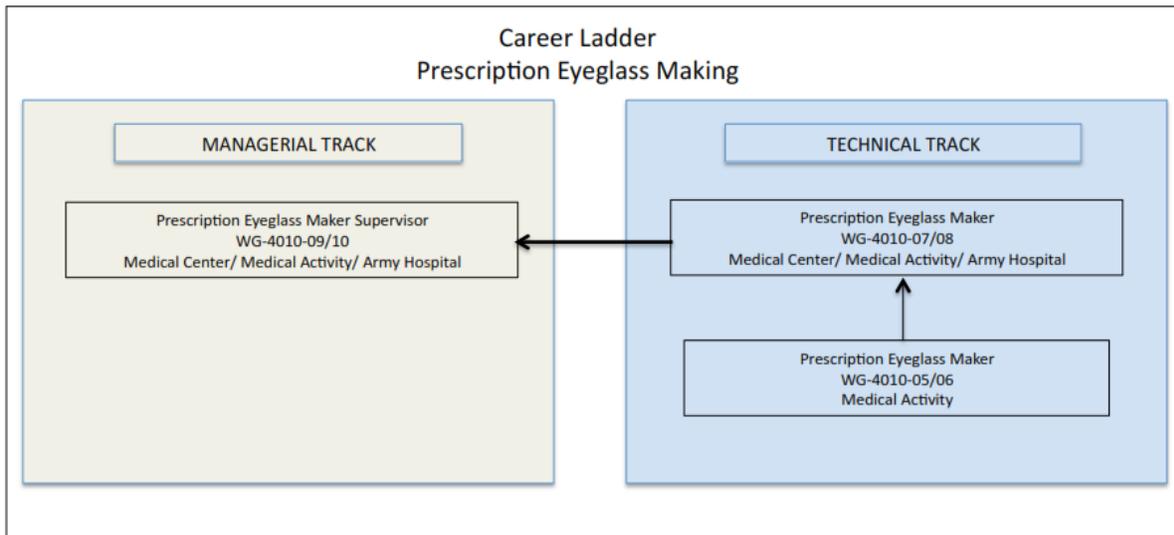
Occupational Series Information. Employees in the 4010-Prescription Eyeglass Maker occupational series cover work that involves grinding and polishing eyeglass lenses to prescription specifications and/or cutting, edging, and mounting lenses in frames. The work generally falls within the following positions:

- **Prescription Eyeglass Maker Helper:** Performs a variety of basic duties involved in the fabrication of prescription eye glasses and other eyewear such as sunglasses, gas masks, inserts, etc. Has basic understanding of ANSI standards. Expedites all jobs requiring special handling.
- **Prescription Eyeglass Maker:** Performs a variety of duties involved in the fabrication of prescription eye glasses and other eyewear such as sunglasses, gas masks, inserts, etc. Manages inventory, orders and stores lens and frame stock. Receives prescriptions and inputs data into SRTS (Spectacle Request Transmittal System). Performs technical data editing calculations and interprets data for completeness, correctness, and determines whether requests are within the fabrication parameters of the facility--otherwise forwards request to appropriate supporting facility. Tracks orders and provides telephone/e-mail support to practitioners, clinicians, and Medical Department. Ensures accurate documentation, DD Form 771 (Eyewear Prescription), and collects/records fabrication data.
- **Prescription Eyeglass Maker Supervisor:** Exercises supervisory responsibility for control over work operations and subordinate workers involved in fabrication of prescription eye glasses and other eyewear. Checks lenses for generating, tool selection, and fining and polishing errors. Makes frequent checks of equipment to detect maintenance problems and submits work orders when required.

Mission Critical Occupation. The 4010 Prescription Eyeglass Maker series has not been designated as an MCO.

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Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the WG-4010 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Prescription Eyeglass Maker series should be guided by any applicable qualification standards established by OPM, and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.



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

- **Monitoring.** Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Quality Control Analysis.** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Operation and Control.** Controlling operations of equipment or systems.
- **Control Precision.** The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Arm-Hand Steadiness.** Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

- **Rate Control.** Ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
- **Finger Dexterity.** Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Manual Dexterity.** Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Selective Attention.** Ability to concentrate on a task over a period of time without being distracted.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Supply/Clerical.** Management of duty-related supplies to include inventorying, ordering, receiving, and properly storing. Prepares and/or revises standing operating procedures (SOP), training materials, etc., on both wage grade and general schedule duties. Basic understanding of a personal computer and software programs to produce SOPs and training material and to order and maintain supply inventory.
- **Complex Problem Solving.** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.

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

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

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

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP53 Policy on Training.

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 AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 4010. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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

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Master Training Plan – Series 4010 Prescription Eyeglass Maker

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		WG- 05/06	WG- 07/08	WG- 09/10
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation Formal Training (FT)/DL	X	U2	U2	U2
Listening and Memory Development Graduate School USA DL/FT	CP53	U3	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3	U3
American Academy of Ophthalmology Courses American Academy of Ophthalmology FT/DL	CP53	U3	U3	U3
Ophthalmic Apprentice (L8ABJ4V031-01AA) ATRRS (www.ATRRS.army.mil/) FT	CP53	U3	U3	U3
Optical Laboratory Specialist (311-68H10) ATRRS FT	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	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 4010 depending upon the duties of the position and the services provided by the employee.

- Certified Ophthalmic Assistant (COA)

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- Certified Ophthalmic Technician (COT)
- Certified Ophthalmic Medical Technologist (COMT)
- National Opticianry Competency Examination (NOCE)
- Contact Lens Registry Examination (CLRE)
- American Board of Opticianry Advanced Certification (ABO-AC)
- National Contact Lens Examiners Advanced Certification (NCLE-AC)
- American Board of Opticianry Master (ABOM)

ANNEX D – SERIES 4805, MEDICAL EQUIPMENT REPAIRER

Overview. The Army has 3 employees in the 4805 - Medical Equipment Repairer series (source: DCPDS, 5 June 2014). These employees are exclusively assigned to CP53.

Medical Equipment Repairer employees are assigned to the US Army Medical Command.

Medical Equipment Repairers are Federal Wage System (FWS) employees. They can be found in the Wage Grade and Foreign National pay plans.

Occupational Series Information. Employees in the 4805-Medical Equipment Repairer occupational series are involved in the installation, maintenance, overhaul, repair, and testing of various medical and dental equipment used in patient diagnosis and treatment and in research laboratories. This work requires a knowledge and application of mechanical, electrical, and electronic principles and circuitry, the ability to determine malfunctions, and the skill to repair and maintain a variety of medical, laboratory, and dental equipment.

Mission Critical Occupation. The 4805 Medical Equipment Repairer series has not been designated as a Mission Critical Occupation.

Career Ladder. The standard for 4805, Medical Equipment Repairer occupational series contains a single grade level. If work differs substantially from the level of skill, knowledge, and other work requirements described in this standard, it may warrant grading above or below this grade level. The grade level described includes consideration of hazards, physical hardships, and working conditions that are a regular and recurring part of the Medical Equipment Repairer occupation.

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

- **Research/Evaluation.** Ability to research information sources (i.e., Material Safety Data Sheets, Health Hazard Information Module (HHIM), regulations, standards, other agencies, and experts) for health effects data applicable to work operations in order to identify potentially dangerous cleaning agents or practices.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Engineering and Technology.** Knowledge of the practical application of engineering science and technology. Includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

- **Mechanical.** Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Equipment Maintenance.** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Repairing.** Repairing machine or systems using the needed tools.
- **Troubleshooting.** Determining causes of operating errors and deciding what to do about it.
- **Operation Monitoring.** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Quality Control Analysis.** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Equipment Selection.** Determining the kind of tools and equipment needed to do a job.

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

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

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

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NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP53 Policy on Training.

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 AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 4805. It addresses the occupational and professional development training required by grade level. Specific information on these courses is listed in the corresponding Career Map for this series located at: <https://actnow.army.mil/> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

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

Master Training Plan – Series 4805 Medical Equipment Repairer

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience
		WG-11
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL	X	U2
Health Care Ethics I (MD0066) AMEDDC&S (www.cs.amedd.army.mil/AHS) DL	X	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1
Listening and Memory Development Graduate School USA	CP53	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience
		WG-11
FT/DL		
Budget Formulation Graduate School USA FT/DL	CP53	U3
Budget Execution Graduate School USA FT/DL	CP53	U3
Budget Justification and Presentation Graduate School USA FT/DL	CP53	U3
Instructor Training Course (5K-F3/520-F3) ATRRS (www.ATRRS.army.mil) FT	X	U2
Contracting Officer Representative (ALMC-CL) ATRRS FT	CP53	U2
Advanced Medical Laboratory Systems Maintenance ATRRS FT/DL	CP53/X	U3
Advanced Medical Systems Maintenance Course ATRRS FT/DL	CP53/X	U3
Telemedicine Equipment Maintenance ATRRS FT/DL	CP53/X	U3
Biomedical Equipment Maintenance Management ATRRS FT/DL	CP53/X	U3
Biomedical Equipment Specialist ATRRS FT/DL	CP53/X	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1
Supervisor Development Course AMSC DL	X	U1*
Certifications Professional Organization FT	CP53	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee’s commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 4805 depending upon the duties of the position and the services provided by the employee.

- Basic Life Support (BLS)

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- Certified Biomedical Equipment Technician (CBET)
- Certified Radiology Equipment Specialist (CRES)
- Certified Laboratory Equipment Specialist (CLES)

ANNEX E – 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.Arjms.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	MHS/LEARN	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	DU/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
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 administrative and career progression elements	1st Year 2nd Quarter	Via Internet Assigned Supervisor or Training Manager
2. Action Officer Development Course	DL	Army Management Staff College	39 hrs	Know the operational concept and structure of the Army 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
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. RMHC/RDC/RVC/MISC/MEDEN/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

ANNEX F- 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 on the CP53 landing page in Army Career Tracker (ACT) at: <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 Regional Medical Commands 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 ACT at: <https://actnow.army.mil>. In addition, justification for training must indicate how the training 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 have at least 3 years Civilian Service.
- 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 IAW 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 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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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. (Individual College/University courses) 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 employee's 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 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). NOTE: CP53 is not currently funding ADT. Employees may request Command funding for their ADT. ADT is training or education with the stated objective of obtaining an academic degree from a college, university, or other accredited institution.

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

- 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 US Army Medical Command and is open to current MEDCOM employees. This program targets employees at the intermediate or journeyman GS-11 or 12 levels. Waivers will be granted to highly qualified candidates. The 2-year program consists of a 12-month didactic phase at Fort Sam Houston, Texas. Army-Baylor students complete 60 hours of graduate coursework toward a Master of Health Administration (MHA) degree awarded by the Baylor University Graduate School, or alternatively, 71 hours to be applied to a joint MHA/Master of Business Administration (MBA) degree from the Baylor University Graduate School and Baylor University School of Business. The resident phase is 1 year (subject to modification based on mission or student requirements). Minimum prerequisites/requirements include:

Baccalaureate degree from an accredited college or university.

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

Fayetteville State University Master of Social Work Program (This program has been placed on strategic hold 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. Career Program Representatives are available at, usarmy.ibsa.medcom-ameddcs.mbx.cp53-medical@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 also may 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 for less) and nonacademic degree programs must provide the information found in the "Course Checklist" at Appendix 2.

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.ibsa.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.ibsa.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 G – GLOSSARY

Academic Degree Training (ADT): 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 Map (Career Path): Information that provides employees general professional guidance on career progression. (AG-1(CP)).

Career Ladder: A graphic depiction of the levels of grade progression within the Career Program. Career Ladders describe the grade levels, by position titles and organizational level, within each function and across functions where applicable. (AG-1(CP))

Career Program (CP): Occupational series aligned into consolidated groupings, based on common technical functions, associated command missions, and 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): The foundation of the Army's leader development program for all Army Civilians, providing progressive and sequential education course opportunities that employees can take throughout their careers. It is centrally funded by HQDA G-37/Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), Nonappropriated fund (NAF), local national (LN), and wage grade (WG) employees. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. Employees should include attendance at the CES course for which they are eligible in their Individual Development Plans (IDP). More information on CES courses, as well as instructions on how to enroll can be found on the Civilian Training and Leader Development website at <http://www.t3ac.army.mil/Pages/Homepage.aspx>.

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

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

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))

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>)

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 Career 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.

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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)

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))

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)

Intern: An employee who has met all entrance requirements for an entry-level position into a career program. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to a target level. The intern may be centrally or locally funded. (AR 690-950)

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

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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 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 DoD and DA as essential to current and future military and organizational mission accomplishment. (Civilian Career Program Management Guidance, 21 April 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 in better training, improved service, or savings to the Government; (e) establish interagency

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training facilities in areas of substantive competence as arranged by the Office of Personnel Management; and, (f) use nongovernment 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 H - ACRONYMS

AASA	Administrative Assistant to the Secretary of the Army
ABO-AC	American Board of Opticianry-Advanced Certification
ABOM	American Board of Opticianry Master
AC	Advanced Course
ACOM	Army Command
ACSL	Advanced computer simulation language
ACT	Army Career Tracker
ACTEDS	Army Civilian Training, Education, and Development System
ADT	Academic Degree Training
AG1	Assistant G-1
AMEDD	US Army Medical Department
AMEDDC&S	US Army Medical Department Center and School
AMSC	Army Management Staff College
AODC	Action Officer Development Course
ASA (M&RA)	Assistant Secretary to the Army for Manpower and Reserve Affairs
ASCC	Army Service Component Command
BC	Basic Course
BLS	Basic Life Support
BMET	Biomedical Equipment Technician
BOA	Board of Advisors
BSW	Bachelor of Social Work
CAD	Computer-Aided Design
CBET	Certified Biomedical Equipment Technician
CBV	Capability-Based Volunteer
CES	Civilian Education System

CEW	Civilian Expeditionary Workforce
CFCM/CFCMR	Component Functional Career Manager and Representative
CHRTAS	Civilian Human Resources Training Application System
CLES	Certified Laboratory Equipment Specialist
CLRE	Contact Lens Registry Examination
CMS	Competency-based Management System
COA	Certified Ophthalmic Assistant
COMT	Certified Ophthalmic Medical Technologist
COT	Certified Ophthalmic Technician
CP	Career Program
CPD	Competitive Professional Development
CPPO	Career Program Proponent Office
CRES	Certified Radiology Equipment Specialist
CSLMO	Civilian Senior Leader Management Office
CWT	Civilian Workforce Transformation
DA	Department of the Army
DB	Demonstration Engineers and Scientists (pay plan)
DCPDS	Defense Civilian Personnel Data System
DHA	Defense Health Agency
DL	Distance Learning
DoD	Department of Defense
DoDI	Department of Defense Instruction
DRU	Direct Reporting Unit
EACE	Extremity and Amputee Center of Excellence
E-E	Emergency-Essential
FC	Foundation Course
FC	Functional Chief

FCR	Functional Chief Representative
FORSCOM	Forces Command
FT	formal training
FWS	Federal Wage System
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examination
GS	General Schedule (pay plan)
HDL	hardware description language
HHIM	Health Hazard Information Module
HIPAA	Health Insurance Portability and Accountability Act
HQDA	Headquarters, Department of the Army
IC	Intermediate Course
IDP	Individual Development Plan
JTF CapMed	Joint Task Force National Capital Region Medical Command
MBA	Master of Business Administration
MCO	Mission Critical Occupation
MDC	Manager Development Course
MEDCOM	US Army Medical Command
MHA	Master of Health Administration
MRI	magnetic resonance imaging
MS	Microsoft
MTP	Master Training Plan
NCE	Noncombat Essential
NCLE-AC	National Contact Lens Examiners Advanced Certification
NOCE	National Opticianry Competency Examination
NTE	not to exceed

OJT	On-the-Job Training
OPM	Office of Personnel Management
PCS	Permanent Change of Station
SDC	Supervisor Development Course
SES	Senior Executive Service
SETM	Senior Enterprise Talent Management
SF	Standard Form
SME	Subject-Matter-Expert
SOP	Standing Operating Procedure
SRTS	Spectacle Request Transmittal System
SSC	Senior Service College
STT	Short-Term Training
TMDE	Test, Measurement, and Diagnostic Equipment
TRADOC	US Army Training and Doctrine Command
TWI	Training-With-Industry
UML	unified modeling language
US	United States
WG	Wage Grade
WS	Wage Grade Supervisor