



ARMY MEDICINE
Serving To Heal...Honored To Serve

Career Program 53 - Medical

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

Dental Occupations

August 2014

ACTEDS PLAN

Career Program 53 – Medical

Dental Group

0680 - Dental Officer

0681 - Dental Assistant

0682 - Dental Hygienist

0683 - Dental Laboratory Aid and Technician

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).

Table of Contents

SECTION I: INTRODUCTION 5

 CAREER PROGRAM MANAGEMENT STRUCTURE..... 6

 MOBILITY WITHIN CP53 7

SECTION II: OBJECTIVES 8

SECTION III: CAREER PROGRESSION..... 8

SECTION IV: CAREER PROGRAM FUNCTIONAL COMPETENCIES 11

ANNEX A– SERIES 0680, DENTAL OFFICER 13

 Mission Critical Occupation. 16

 Career Ladder..... 16

 Draft Functional Competencies. 17

 Master Training Plan 18

ANNEX B– SERIES 0681, DENTAL ASSISTANT 22

 Mission Critical Occupation. 23

 Career Ladder..... 23

 Draft Functional Competencies. 23

 Master Training Plan 25

ANNEX C– SERIES 0682, DENTAL HYGIENIST 30

 Mission Critical Occupation. 31

 Career Ladder..... 31

 Draft Functional Competencies. 32

 Master Training Plan 33

ANNEX D– SERIES 0683, DENTAL LABORATORY AID AND TECHNICIAN..... 37

 Mission Critical Occupation. 38

 Career Ladder..... 38

 Draft Functional Competencies. 39

 Master Training Plan 40

ANNEX E – MASTER TRAINING PLAN FOR INTERNS 45

ANNEX F- CP53 POLICY ON TRAINING 45

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

Appendix 1 - Academic Degree Training (ADT) Checklist	57
Appendix 2 - Course Checklist.....	58
ANNEX G – GLOSSARY	59
ANNEX H - ACRONYMS.....	65

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 Dental Occupation Group of Career Program (CP) 53 – Medical. It provides general information and guidance for managing the Dental 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 Medical Proponency Office at usarmy.ibsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.

CAREER PROGRAM OVERVIEW. Dental professionals and specialists provide critical dental care to the Army as part of an integrated healthcare system, both for the operational and generating forces. The four functional specialties that constitute the Dental Occupation Group of CP53 are:

- 0680 - Dental Officer
- 0681 - Dental Assistant
- 0682 - Dental Hygienist
- 0683 - Dental Laboratory Aid and Technician

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

- 0681 - Dental Assistant
- 0682 - Dental Hygienist

METHODOLOGY. This Plan was based on existing ACTEDS Plans for the 0683-Dental Laboratory Aid and Technician. Specific information was developed and added for the remaining occupational series. We conducted in-depth research using position descriptions, information from professional associations, and data from the Bureau of Labor Statistics' Occupational Outlook Handbook. The resulting document was reviewed by subject-matter-experts and coordinated with the applicable occupational Consultant, as identified by The Surgeon General.

August 2014

SHARED PROPONENCY. Occupations in all the series identified in this ACTEDS Plan are not shared by any other Career Programs. The intent of the ACTEDS Plan is to provide career management information for as many sub-specialties as practical.

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

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.

POPULATION. Dental occupations comprise over 1,900 (source: Defense Civilian Personnel Data System (DCPDS), 5 June 2014) United States (US) and foreign national employees, as shown in the table below. Specific demographics for each Dental occupational series are provided in the corresponding Annex.

Series	US Employees	FN Employees	Total
0680 - Dental Officer	211	1	212
0681- Dental Assistant	1392	48	1440
0682 - Dental Hygienist	139	11	150
0683 - Dental Laboratory Aid and Technician	110	13	123

AFFIRMATIVE ACTION STATEMENT. Selection of employees for training programs in this plan will be made without regard to political preference, race, color, religion, national origin, gender, marital status, disability, age, or sexual orientation.

CAREER PROGRAM MANAGEMENT STRUCTURE

Functional Chief (FC). The Army Surgeon General is the FC for all CP53 occupational series and is responsible for identifying strategic workforce issues that are key to Civilian life-cycle management; ensuring the occupational readiness of the CP53 workforce in support of Army missions; and maintaining communications with commanders within the functional area of responsibility to gather mission priorities and develop annual strategic plans that are responsive to the changing needs of the Army. To execute enterprise level responsibilities, the FC appoints a senior official in the occupational field to be the Functional Chief Representative for the CP.

Functional Chief Representative (FCR). The FCR for CP53 is the Deputy to the Commanding General of the US Army Medical Department Center and School (AMEDDC&S) and is also designated the Army Medical Department's Civilian Corps Chief. The FCR serves as the principal advisor to the FC for matters pertaining to career management of all employees in CP53. The FCR sets priorities and implements key programs and services to build a competency-based workforce for the future. The FCR appoints a senior Civilian advisor to be the Assistant FCR to represent occupational series within the CP.

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

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.

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 Dental employees are shown in the annexes of this ACTEDS plan.

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

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.](http://www.civiliantraining.army.mil/)

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

Career Maps. Each occupational series in 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, which include many Dental practitioners, to possess and maintain a current, active, valid, and unrestricted license, certificate, and/or registration from a US jurisdiction before practicing independently within the defined scope of practice for their specialty. Chapter 4 of Army Regulation 40-68, *Clinical Quality Management*, has more information about the Army's policy and requirements for the licensure, certification, and registration of healthcare professionals. The career maps 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

August 2014

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

The detailed functional competencies for each are contained within the annex for each occupational specialty. Functional competencies have been developed and approved in accordance with DA standards for CP53 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 0680, Dental Officer

Annex B – Series 0681, Dental Assistant

Annex C – Series 0682, Dental Hygienist

Annex D – Series 0683, Dental Laboratory Aid and Technician

Annex E – Master Training Plan for Interns

Annex F – CP53 Policy on Training

Annex G – Glossary

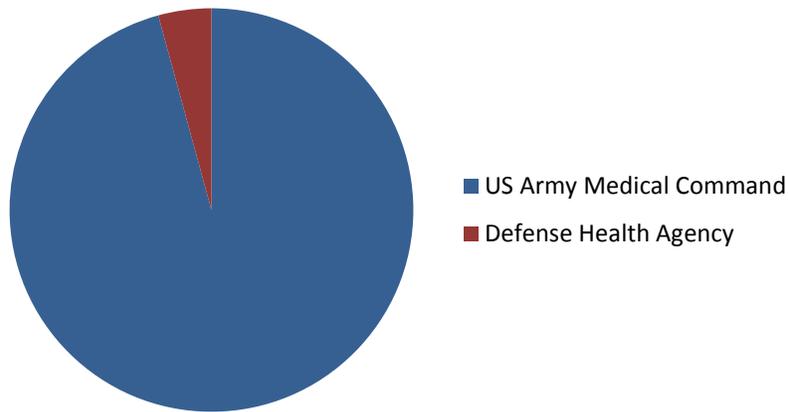
Annex H -- Acronyms

ANNEX A – SERIES 0680, DENTAL OFFICER

Overview. The Army has 212 employees in the 0680-Dental Officer series (source: DCPDS, 5 June 2014). These employees are exclusively assigned to CP 53.

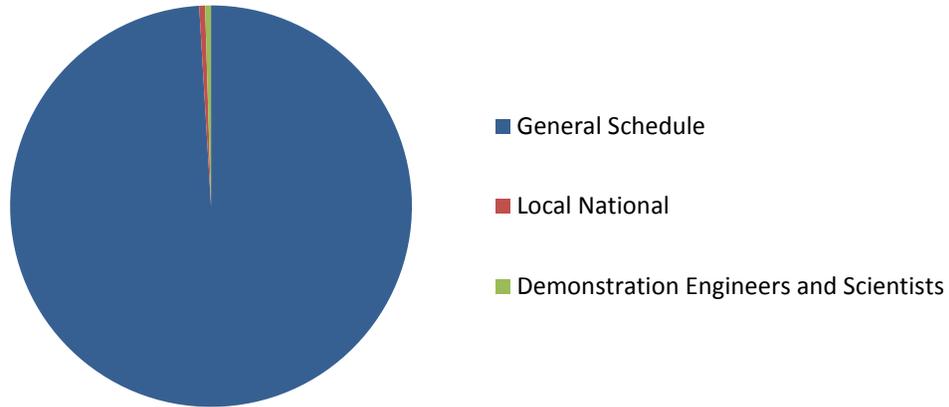
Dental Officers are assigned to the US Army Medical Command and the Defense Health Agency (DHA). The majority of employees are found in the US Army Medical Command as shown on the graphic below.

0680 Dental Officer Distribution by Command



Dental Officers are predominantly assigned to the General Schedule (GS) pay system under the GP pay plan (GS physicians and dentists paid market pay under 38 USC 7431(c)). They can be found in the Local National and Demonstration Engineers and Scientists pay plans as depicted in the graphic below:

0680 Dental Officer Distribution by Pay Plan



Occupational Series Information. The 0680-Dental Officer Occupational series covers positions involving advising on, administering, supervising, or performing professional and scientific work in the field of dentistry. Dentistry is concerned with the prevention, diagnosis, and treatment of diseases, injuries, and deformities of the teeth, the jaws, organs of the mouth, and other structures and connective tissues associated with the oral cavity and the masticatory system. The work of this series requires the degree of Doctor of Dental Surgery or Doctor of Dental Medicine. The positions Dental Officers can work in generally entails the following functions:

- **Dental Officer; Dentist; Dentist (General); Dentist (General Practice Dentistry):** Works in the field of general dentistry including prevention, diagnosis, and treatment and/or referral of patients with disease, injuries, and deformities of the teeth, the jaws, and other structures and tissues associated with the oral cavity and masticatory system. Diagnoses and treats dental problems, understanding treatment options and patient behavioral and management techniques.
- **Dentist (Comprehensive):** Works in the field of comprehensive dentistry including prevention, diagnosis, and treatment and/or referral of patients with disease, injuries, and deformities of the teeth, the jaws, and other structures and tissues associated with the oral cavity and masticatory system. Provides comprehensive dental treatment for problems of greater-than-usual difficulty, understanding advanced treatment options, as well as providing specialty treatment within respective specialties.
- **Dentist (Endodontia):** Serves as a dental specialist responsible for addressing the endodontic needs of eligible beneficiaries of dental care. Provides treatment for complex cases, understanding advanced treatment options in endodontics as well as other specialties.
- **Dentist (Oral Pathology):** Serves as oral pathologist responsible for the identification, and management of diseases affecting the head, neck, face, jaws. Researches and

diagnoses diseases using clinical, radiographic, microscopic, biochemical, or other examinations. Investigates the causes, processes, and effects of oral and maxillofacial diseases. Researches diseases using clinical, radiographic, microscopic, biochemical, or other examinations. Provides biopsy and radiograph consultation services for dental professionals. Performs histopathologic diagnosis, composes surgical pathology reports, and prepares tissues/slides for analysis.

- **Dentist (Oral Surgery):** Serves as oral surgeon responsible for the diagnosis and surgical treatment of diseases, injuries, and defects involving both the functional and esthetic aspects of the head, mouth, teeth, gums, jaws, and neck. Cares for patients who experience conditions including problem wisdom teeth, facial pain, and misaligned jaws. Treats accident victims suffering facial injuries, offers reconstructive and dental implant surgery. Cares for patients with tumors and cysts of the jaws and functional and esthetic conditions of the maxillofacial areas. Provides treatment for problems of greater-than-usual difficulty, understanding advanced treatment options.
- **Dentist (Orthodontia):** Serves as an orthodontic specialist responsible for the diagnosis, prevention, and treatment of dental and facial irregularities. Provides treatment for problems of greater-than-usual difficulty, understanding advanced treatment options.
- **Dentist (Pediatrics):** Serves as a pediatric dental specialist responsible for primary and comprehensive preventive and therapeutic oral health care for infants and children through adolescence, including those with special healthcare needs. Provides treatment for problems of greater-than-usual difficulty, understanding advanced treatment options.
- **Dentist (Periodontia):** Performs professional work in the field of dentistry with an emphasis on periodontics. Duties include but are not limited to: treatment planning, diagnosis, and treatment of periodontal disease and peri-implantitis by both nonsurgical and surgical means, treatment procedures for restorative purposes (crown lengthening), guided tissue and guided bone regeneration treatments, mucogingival procedures, and all surgical aspects of endosseous dental implants: diagnosis, treatment planning, placement, and site preparation.
- **Dentist (Prosthodontia):** Serves as a prosthodontic specialist responsible for the diagnosis, treatment planning, rehabilitation, and maintenance of oral function, comfort, appearance, and health of patients with clinical conditions associated with missing or deficient teeth and/or maxillofacial tissues using biocompatible substitutes.
- **Dentist (Public Health):** Serves as a public health dentist responsible for promoting oral health and assessing the dental needs of a population. Develops and implements guidance and policy to address oral health issues. Assists with the prevention and control of dental diseases. Establishes and/or manages oral health programs. Educates the public on oral health issues. Applies dental research to address oral care problems. Establishes prevention protocols to help control the spread of dental disease.

August 2014

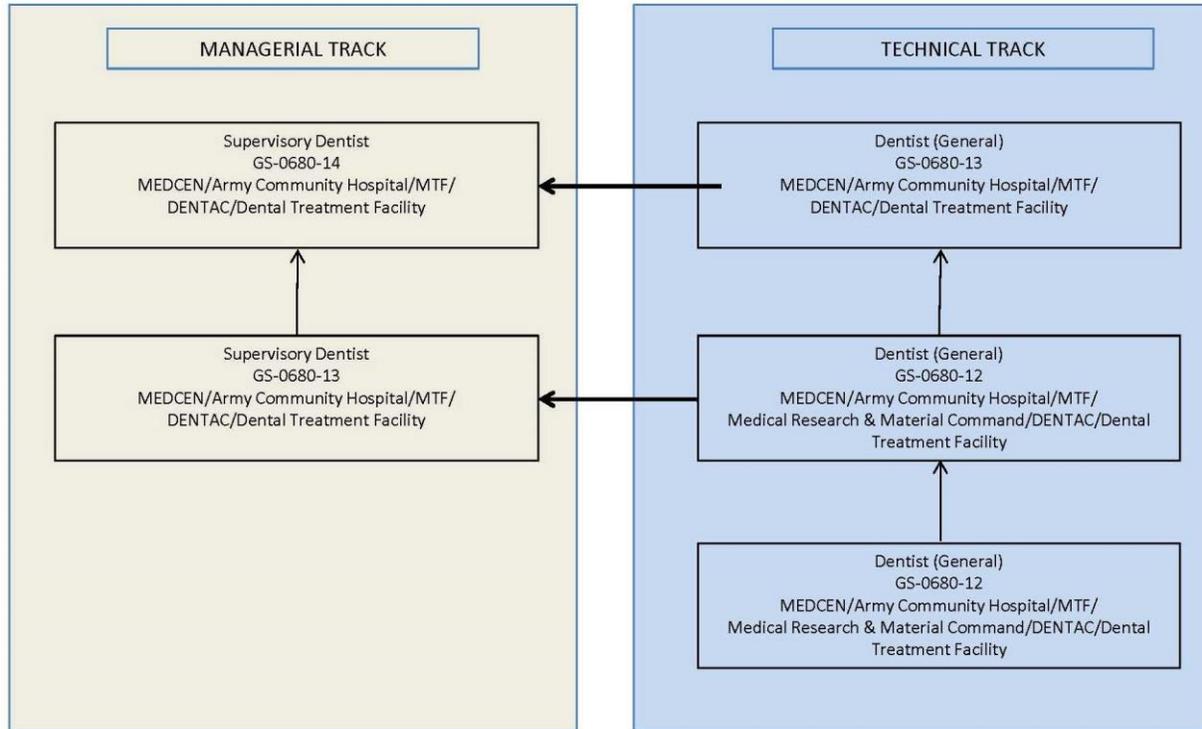
- **Research Dental Officer:** Research involves designing and performing specialized, directive studies in order to further basic knowledge and professional operations. Some research studies lead to new theoretical bases for professional work. Other research involves developing new clinical approaches and tools. Such activities may be performed in conjunction with or separated from direct clinical services.
- **Supervisory Dentist:** Exercises supervisory responsibility for subordinate dentists and ancillary personnel. Provides comprehensive dentistry including prevention, diagnosis, and treatment and/or referral of patients with disease, injuries, and deformities of the teeth, the jaws, and other structures and tissues associated with the oral cavity and masticatory system. Provides treatment for problems of greater-than-usual difficulty, understanding advanced treatment options, as well as providing specialty treatment within respective specialties. Mentors, trains, and serves as a consultant to less experienced dentists and ancillaries. May teach postgraduate residents.

Mission Critical Occupation. The 0680 Dental Officer series is not 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 Civilian-0680 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Dental Officer series should be guided by the qualification standards established by OPM (**Qualifications Standards for Series 0680, Dental Officer**), 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.

August 2014

Career Ladder
Dental Officer



Draft Functional Competencies. The following draft functional competencies apply to Dental Officers 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).

- **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.
- **Medicine.** Includes:
 - Knowledge of standard medical terminology for the human body diseases, illnesses, and treatment procedures.
 - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive healthcare measures.

- **Dentistry.** Includes:
 - Knowledge of dentistry sufficient to perform work in specialized areas.
 - Knowledge of principles, practices, and theories of dentistry sufficient to treat and diagnose very difficult cases.
 - Knowledge and skill sufficient to diagnose and treat very difficult cases that include patient-behavior and patient-management problems.
 - Knowledge and skill in diagnosis and treatment planning of an advanced professional nature sufficient to regularly diagnose and treat dental diseases and dental health problems of routine as well as greater-than-usual difficulty.
 - Knowledge of management policies and practices in order to oversee ancillary personnel, to ensure unit compliance with management policies and practices, and to provide guidance in the professional development and training of the staff, including general dentistry expanded functions training for chairside dental assistants.
 - Knowledge of how to maintain dental records and other clinical documentation in accordance with management policy and procedures, Joint Commission, and other higher authority directives.
 - Knowledge of management policies and procedures including, but not limited to patient safety/quality assurance/risk management functions.
- **Counseling.** Includes:
 - Ability to provide comprehensive, informed, professional counsel to the patient.
 - Ability to minimize the patient's fears and anxiety of the treatment process and to explain preventive measures.
- **Instructing.** 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.
 - Knowledge of supervisory and programmed instruction principles to be applied in the training and clinical supervision of less experienced dentists, ancillaries, allied health professionals, and postgraduate residents.

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

August 2014

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: CP 53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP 53 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 0680. 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.

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

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, CP 53 Policy on Training.

Master Training Plan – Series 0680 Dental Officer

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-11	GS-12	GS-13	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	U1
Orientation to Employing Office AMEDDC&S/Supervisor OJT/DL		U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL		U2	U2	U2	U2
University Sponsored Training Local Installation DL/FT	CP53	U3	U3	U3	U3
Basic Life Support American Heart Association/Local Installation FT	CP53/X	U1	U1	U1	U1
Advanced Cardiac Life Support (ACLS) Local Installation FT	CP53	U3	U3	U3	U3
Professional Associations Local/National FT/DL		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
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil/) DL	X	U3	U3	U3	U3
Instructor Training (5K-F3/520-F3) ATRRS FT	X	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*

August 2014

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 0680 depending upon the duties of the position and the services provided by the employee.

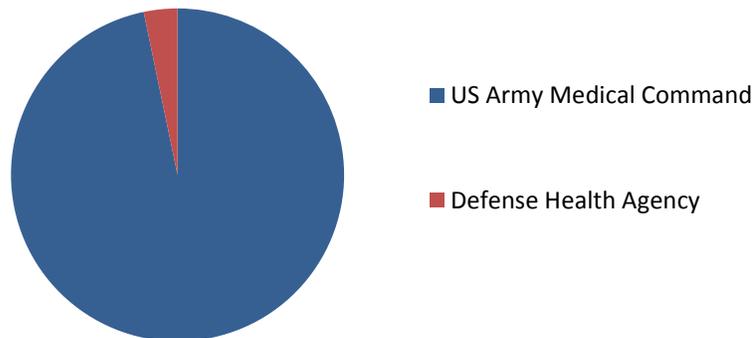
- License to practice dentistry
- Certification in a dental specialty
- Basic Life Support
- Advanced Cardiac Life Support (ACLS)

ANNEX B— SERIES 0681, DENTAL ASSISTANT

Overview. The Army has 1440 employees in the 0681-Dental Assistant series (source: DCPDS, 5 June 2014). These employees are exclusively assigned to CP 53.

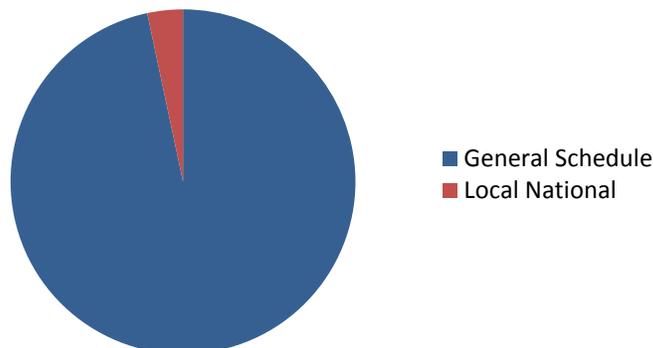
Dental Assistant employees are assigned to the Defense Health Agency (DHA), the US Army Medical Command, and the US Special Operations Command. The majority of employees are found in the US Army Medical Command as shown on the graphic below.

0681 Dental Assistant Distribution by Command



Dental Assistants are predominantly assigned to the General Schedule (GS) pay system. They also may be compensated through Local National pay plans as depicted in the graphic below:

0681 Dental Assistant Distribution by Pay Plan



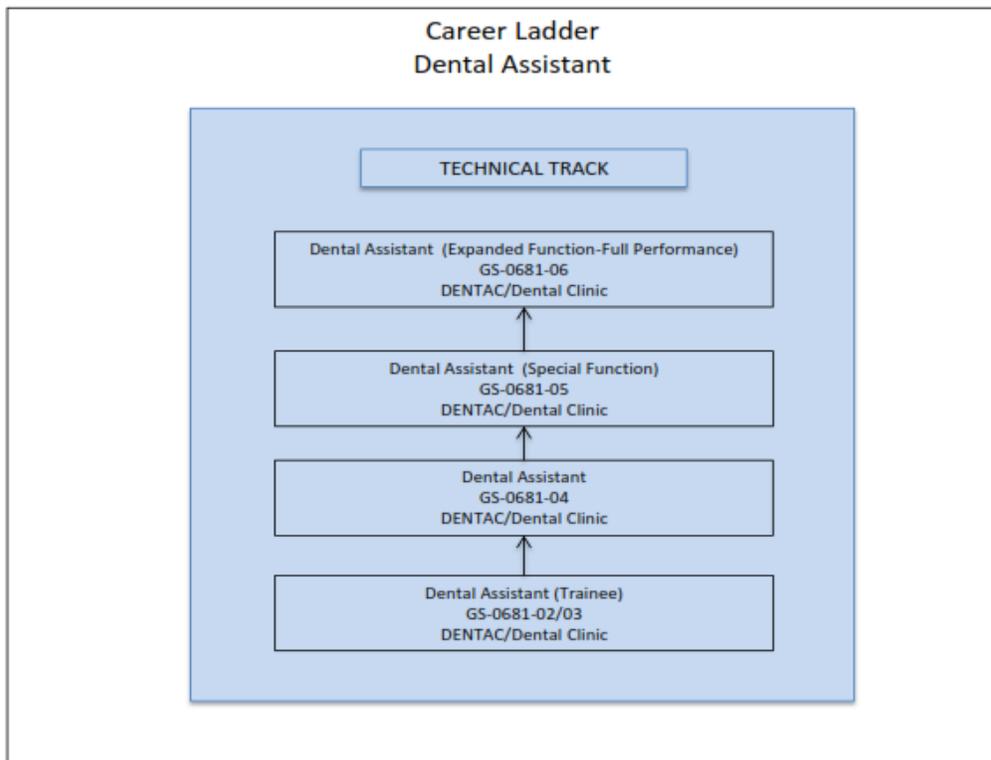
Occupational Series Information. Employees in the 0681-Dental Assistant Occupational series perform duties such as: receive and prepare patients for dental treatment; prepare materials

August 2014

and equipment for use by the dentist; assist a dentist at chairside or bedside in the treatment of patients; perform reversible intra-oral procedures under the supervision of the dentist; perform dental radiography work; keep records of appointments, examinations, treatments, and supplies. This work requires a practical knowledge of standardized procedures and methods used in dentistry, and skill in the techniques and procedures of dental assistance.

Mission Critical Occupation. The 0681 Dental Assistant series is designated as an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0681 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Dental Assistant series should be guided by the qualification standards established by OPM (**Qualifications Standards for Series 0681, Dental Assistant**), 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 Dental Assistants in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have

or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Life Support.** Ability to provide appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.
- **Treatment Room Setup.** Includes:
 - Ability to set up treatment room and check, sterilize, and maintain instruments utilizing current infection control procedures and OSHA guidelines.
 - Ability to take stock level inventories, order supplies and equipment, and restock shelves.
 - Ability to prepare correct instrument setup and anticipate the correct instruments or material needed by the provider to ensure efficient workflow in accordance with proper procedures.
- **Patient Administration.** Includes:
 - Receives and schedules patients for treatment. Obtains and records related medical history of patient, and routes patient for medical tests and services when required. Charts examination and treatment information as relayed by dentist to patient records. Records information relayed by dentist on prescriptions and other forms for signature of dentist. Sterilizes instruments, materials, equipment, and prepares surgical trays. Maintains a variety of recurring reports related to dental activities.
 - Ability to apply ethical, legal, and regulatory concepts to the provision and/or support of oral health care services in order to ensure patient confidentiality.
 - Ability to provide individual and group oral health care instructions to patients and the nursing staff in order to motivate patients towards the practice of effective oral hygiene techniques.
 - Ability to maintain medical and dental records in order to obtain and record patient's past medical and dental history, assemble patient charts, and record results of periodontal examinations.
- **Instrument/Equipment Operation and Maintenance.** Maintains dental equipment in a clean and operative condition; properly stores and maintains adequate levels of supplies. Prepares and arranges all instruments and materials needed for each treatment; prepares patient and operator. Takes and records blood pressure and pulse of oral surgery patients before and after treatment. Assists dentist at chair side. Passes instruments and materials to and retrieves them from the dentist; keeps area of operation clear using high speed evacuator, suction tip, and irrigation; and retracts tissue, tongue and cheek. Maintains aseptic condition; stabilizes tissue for dentist; and cuts sutures. Keeps alert to condition of patient during treatment for signs of fainting, shock, or other distress.
- **Chairside Assistance.** Includes:

- Ability to chart dental carious lesions and existing restorations in the patient's records.
- Ability to maintain the field free of saliva in accordance with proper isolation techniques.
- Knowledge of dental materials in order to ensure proper technique.
- Ability to provide a smooth treatment procedure through the proper use of dental instruments.
- Ability to minimize bacteria aerosol and maximize restoration quality and patient safety in accordance with rubber dam placement techniques.
- Ability to polish and apply dental fluoride in order to remove stain and to strengthen teeth against dental cavities.
- Ability to assist in fourhanded dentistry in order to minimize the patient's time in the dental chair.
- **Radiography Skills.** Ability to expose, develop, and process radiographs including bite wing, periapical, and panoramic x-rays.
- **Patient Care.** Includes:
 - Ability to use special techniques such as tissue retraction, changing and removing surgical dressings, and cutting and removing sutures.
 - Ability to take preliminary impressions in accordance with intra-oral procedures and dental anatomy requirements.
 - Ability to pour and trim models, construct custom trays, and fabricate soft mouth guards in accordance with standard laboratory procedures.
 - Ability to provide instructions to patients on common medications used in dentistry.
 - Ability to refer the patient to the doctor for evaluation of common diseases of the oral cavity.
 - Ability to select and adapt stainless steel crowns and fabricate and cement temporary crowns and bridges.
- **Education.** Includes:
 - Ability to train newly assigned dental aids and assistants in order to promote the technical growth and development of personnel.
 - Ability to maintain a current knowledge regarding new dental laboratory principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.

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

August 2014

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: CP 53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP 53 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 0681. It addresses the occupational and professional development training required by grade level. Specific information on these

August 2014

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, CP 53 Policy on Training.

Master Training Plan – Series 0681 Dental Assistant

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-02/03	GS-04	GS-05	GS-06
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/CC/OL	X			U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank Healthcare (www.swankhealth.com) Formal Training (FT)/Distance Learning (DL)	CP53/X	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL		U2	U2	U2	U2
Health Care Ethics I (MD0066) AMEDDC&S (www.cs.amedd.army.mil/AHS) DL	X	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1
Infection Control OSHA FT	CP53	U3	U3	U3	U3
Communicating for Results Graduate School USA FT	CP53	U3	U3	U3	U3
Listening and Memory Development Graduate School USA FT	CP53		U3	U3	U3
DT The Dental Record Course: Documenting and Maintaining Records of Patient Interactions American Dental Association FT	CP53	U3	U3	U3	U3
DT Providing Exceptional Customer Service American Dental Association DL	CP53	U3	U3	U3	U3
The Role of the Dental Assistant American Dental Association FT	CP53	U3	U3	U3	U3
DT Preset Trays: Tools for Every Dental Assistant American Dental Association DL	CP53	U3	U3	U3	U3
DT Effective Communication for a Dental Assistant American Dental Association DL	CP53	U3	U3	U3	U3

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS- 02/03	GS-04	GS-05	GS-06
DT Appointment Control American Dental Association DL	CP53	U3	U3	U3	U3
DT The Dental Treatment Room American Dental Association DL	CP53	U3	U3	U3	U3
DT Patient Information for Preventive Care American Dental Association DL	CP53	U3	U3	U3	U3
DT Keeping the Office Running Smoothly: Day-to-Day Tasks American Dental Association FT/DL	CP53	U3	U3	U3	U3
DT Explaining Dental Condition and Procedures to Patients American Dental Association DL	CP53	U3	U3	U3	U3
Common Medications Used in Dentistry American Dental Association FT	CP53	U3		U3	U3
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1
Dental Instrument Setup (081-MD0503) ATRRS DL	X	U2	U2	U2	U2
Instructor Training Course (5K-F3/520-F3) ATRRS FT	X		U3	U3	U3
Infection Control and Drugs in Dental (081-MD0509) ATRRS DL	CP53/X	U3	U3	U3	U3
General Duties of a Dental Specialist (081-MD0510) ATRRS DL	CP53/X	U3	U3	U3	U3
Dental Radiography (081-MD0512) ATRRS DL	CP53/X		U3	U3	U3
Intro to Dental Prosthodontic Lab (081-MD0504) ATRRS DL	CP53/X	U3	U3	U3	U3
Dental Materials (081-MD0502) ATRRS DL	CP53/X			U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	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

August 2014

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 0681 depending upon the duties of the position and the services provided by the employee.

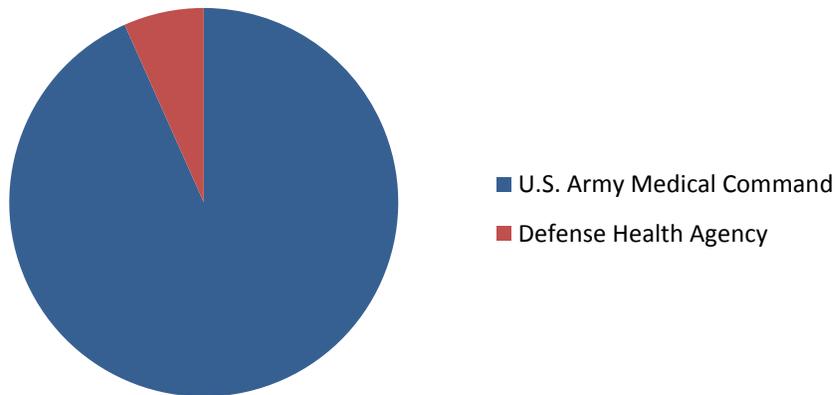
- Dental Radiation Health and Safety Certification
- Basic Life Support

ANNEX C – SERIES 0682, DENTAL HYGIENIST

Overview. The Army has 150 employees in the 0682-Dental Hygienist series (source: DCPDS, 5 June 2014). These employees are exclusively assigned to CP 53.

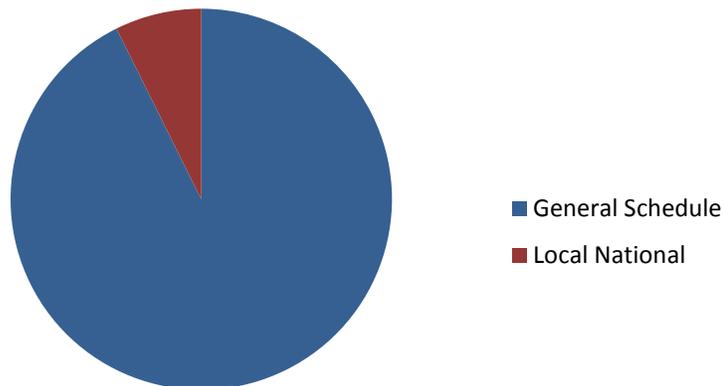
Dental Hygienists are assigned to the Defense Health Agency (DHA) and the US Army Medical Command. The majority of employees are found in the US Army Medical Command as shown on the graphic below.

0682 Dental Hygienist Distribution Command



Dental Hygienists are predominantly assigned to the General Schedule (GS) pay system. They also are compensated through Local National pay plans as depicted in the graphic below.

0682 Dental Hygienist Distribution by Pay Plan



Occupational Series Information. Employees in the 0682-Dental Hygienist occupational series usually work alone in a treatment room designed to provide preventive, therapeutic, and

education services. Although they work under the general supervision of the dentist, hygienists frequently do not have their work assigned on a case-by-case basis except when carrying out therapeutic procedures under the direction of the dentist. They receive and screen patients, using their own judgment in deciding the suitability of performing prophylaxis and what precautionary measures are necessary. The results are generally reviewed when the dentist treats the patient. Dental Hygienists work generally consists of the following functions:

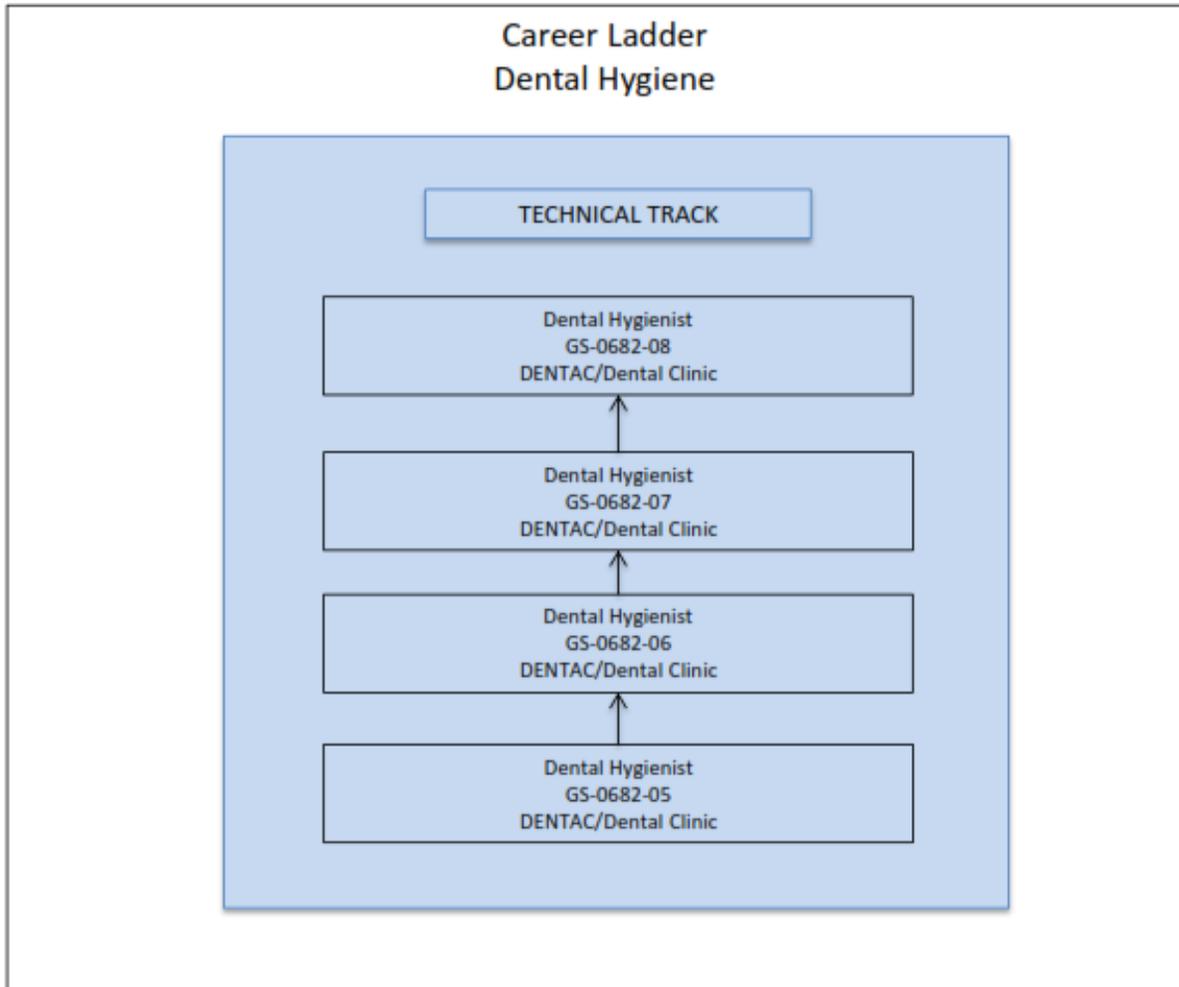
- Performs complete oral prophylaxis including the following: seats and drapes patients; applies disclosing solution to the teeth; performs supra gingival and subgingival scaling using cavitron and scaler to remove calculus deposits, accretions, and stains; polishes teeth using bristle brushes, rubber cups, polishing strips, and prophylactic paste; and applies topical fluorides and other anticarcinogenic agents. Cleans and polishes removable dental appliances worn by patients.
- Examines patient's oral cavity including the mouth, throat, and pharynx, and records conditions of the teeth and surrounding tissues. Refers patients to the dentist who have abnormalities such as cavities, defective fillings, suspicious growths, or periodontal disease. Applies desensitizing agents and other topical agents to treat abnormalities such as gingivitis and Vincent's infection.
- Instructs patients, individually and in groups, in proper oral hygiene care using materials such as teeth models, displays, slides, toothbrushes, dental floss, disclosing tablets, mirrors, and phase microscopes. Demonstrates proper techniques of brushing, flossing, and use of necessary perio aids and explains the common causes of tooth decay and its relationship to general diet. Instructs patients on the care of removable dental appliances. Instructs nurses and nursing assistants in oral health care techniques for bedridden, handicapped, disabled, and chronically ill patients.
- Takes, develops, and mounts oral X-rays including bite wing, panoramic and periapical. Interprets X-rays to determine areas of calculus deposits and periodontal involvement, the relationship of the teeth, etc. Selects and arranges X-rays as teaching devices for viewing by patients.
- Records the number of patients treated and type of treatment administered. Checks and maintains instruments to ensure working condition. Cleans, sharpens, and sterilizes instruments.

Mission Critical Occupation. The 0682 Dental Hygienist series is designated as an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0682 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Dental Hygienist series should be guided by the qualification standards established by OPM (**Qualifications Standards for Series 0682, Dental Hygienist**), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS

August 2014

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 Dental Hygienists 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).

- **Clinical Dental Hygienist.** Includes:
 - Ability to perform specialized prophylactic and preventive dental hygiene procedures including planing and curettage.
 - Knowledge of medical diseases such as cancer, diabetes, and heart disease as they relate to the care and treatment of the teeth.

- Ability to perform bedside prophylaxis and provide therapeutic dental hygiene procedures and home care instruction to patients.
- Ability to identify abnormal conditions such as gingivitis, periodontitis, and deep periodontal pockets, and provide the necessary prophylactic and therapeutic dental hygiene treatment
- Ability to expose, develop, and process radiographs including bite wing, periapical, and panoramic x-rays and adjust voltage, amperage, and timing of x-ray equipment, in order to ensure coverage of area to be x-rayed.
- Ability to provide individual and group oral health care instructions to patients and the nursing staff in order to motivate patients towards the practice of effective oral hygiene techniques.
- Ability to perform postoperative care (removes sutures, changes dressings, and apply topical anesthetics).
- **Patient Administration.** Includes:
 - Ability to maintain medical and dental records in order to obtain and record patient's past medical and dental history, assemble patient charts, and record results of periodontal examinations.
 - Ability to apply ethical, legal, and regulatory concepts to the provision and/or support of oral healthcare services in order to ensure patient confidentiality.
 - Ability to plan, organize, and administer community oral health programs.
- **Radiography Skills.** Ability to expose, develop, and process radiographs including bite wing, periapical, and panoramic x-rays.
- **Self-Assessment.** Ability to conduct routine self-assessment in order to maintain competency and quality assurance.
- **Education.** Includes:
 - Ability to train newly assigned dental hygienists in order to promote the technical growth and development of personnel.
 - Ability to maintain a current knowledge regarding new dental laboratory principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Ability to develop dental instructional and training programs.
- **Life Support.** Ability to provide appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.
- **Treatment Room Setup.** Ability to set up treatment room and check, sterilize, and maintain instruments utilizing current infection control procedures and OSHA guidelines.

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

August 2014

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: CP 53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP 53 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.

August 2014

The following chart is the Master Training Plan for Series 0682. 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, CP 53 Policy on Training.

Master Training Plan – Series 0682 Dental Hygienist

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-05	GS-06	GS-07	GS-08
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)Supervisor OJT/ Distance Learning (DL)	X			U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank Healthcare (www.swankhealth.com) Formal Training (FT)	X	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S DL	X	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL		U2	U2	U2	U2
Infection Control OSHA DL	CP53	U3	U3	U3	U3
Communicating for Results Graduate School USA FT	CP53	U3	U3	U3	U3
Listening and Memory Development Graduate School USA FT	CP53	U3	U3	U3	U3
DT The Dental Record Course: Documenting and Maintaining Records of Patient Interactions American Dental Association FT	CP53	U3	U3	U3	U3
DT Providing Exceptional Customer Service American Dental Association DL	CP53		U3	U3	U3
DT The Dental Treatment Room American Dental Association DL	CP53		U3	U3	U3
DT Patient Education for Preventive Care American Dental Association DL	CP53		U3	U3	U3

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-05	GS-06	GS-07	GS-08
DT Explaining Dental Condition and Procedures to Patients American Dental Association DL	CP53		U3	U3	U3
DT Dental Office Emergencies American Dental Association DL	CP53		U3	U3	U3
DT Common Medication Used in Dentistry American Dental Association DL	CP53			U3	U3
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X			U1	U1
Dental Instrument Setup (081-MD0503) ATRRS DL	X	U2	U2	U2	U2
Infection Control and Drugs in Dental (081-MD0509) ATRSS DL	CP53		U3	U3	U3
Dental Radiography (081-MD0512) ATRRS DL	CP53		U3	U3	U3
Instructor Training Course (5K-F3/520-F3) ATRRS DL/FT	CP53/X			U3	U3
General Duties of a Dental Specialist (081-MD0510) ATRRS DL	CP53			U3	U3
Dental Materials (081-MD0502) ATRRS DL/FT	X				U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	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 0682 depending upon the duties of the position and the services provided by the employee.

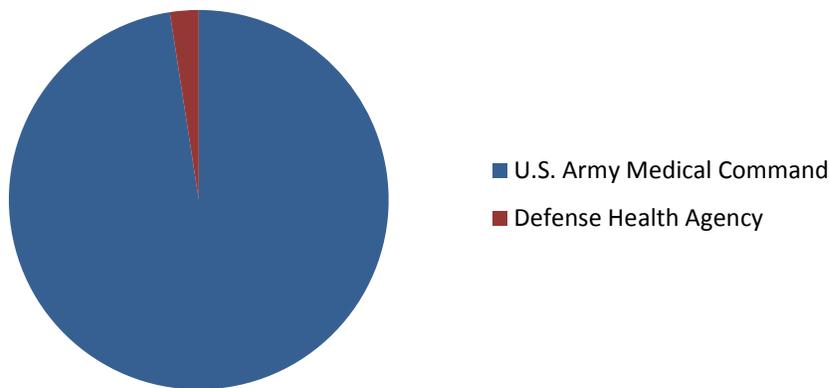
- Dental Radiation Health and Safety Certification
- Dental Hygienist Licensure (issued per state)
- Basic Life Support

ANNEX D – SERIES 0683, DENTAL LABORATORY AID AND TECHNICIAN

Overview. The Army has 123 employees in the 0683-Dental Laboratory Aid and Technician series (source: DCPDS, 5 June 2014). These employees are exclusively assigned to CP 53.

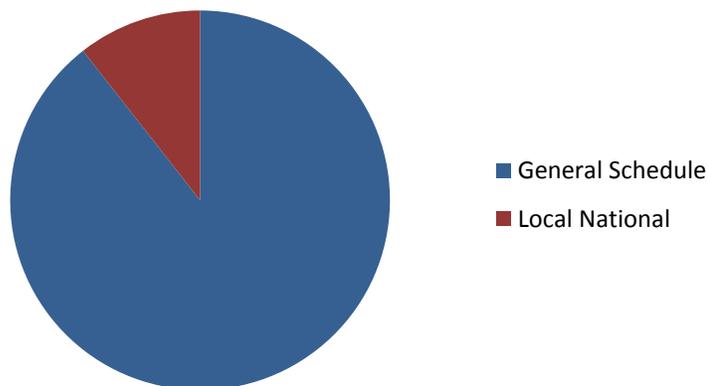
Dental Laboratory Aids and Technicians are assigned to the Defense Health Agency (DHA) and the US Army Medical Command. The majority of employees are found in the US Army Medical Command as shown on the graphic below.

0683 Dental Laboratory Aid and Technician



Dental Laboratory Aid and Technician employees are predominantly assigned to the General Schedule (GS) pay system. They may also be assigned to Local National pay plans as depicted in the graphic below:

0683 Dental Laboratory Aid and Technician



August 2014

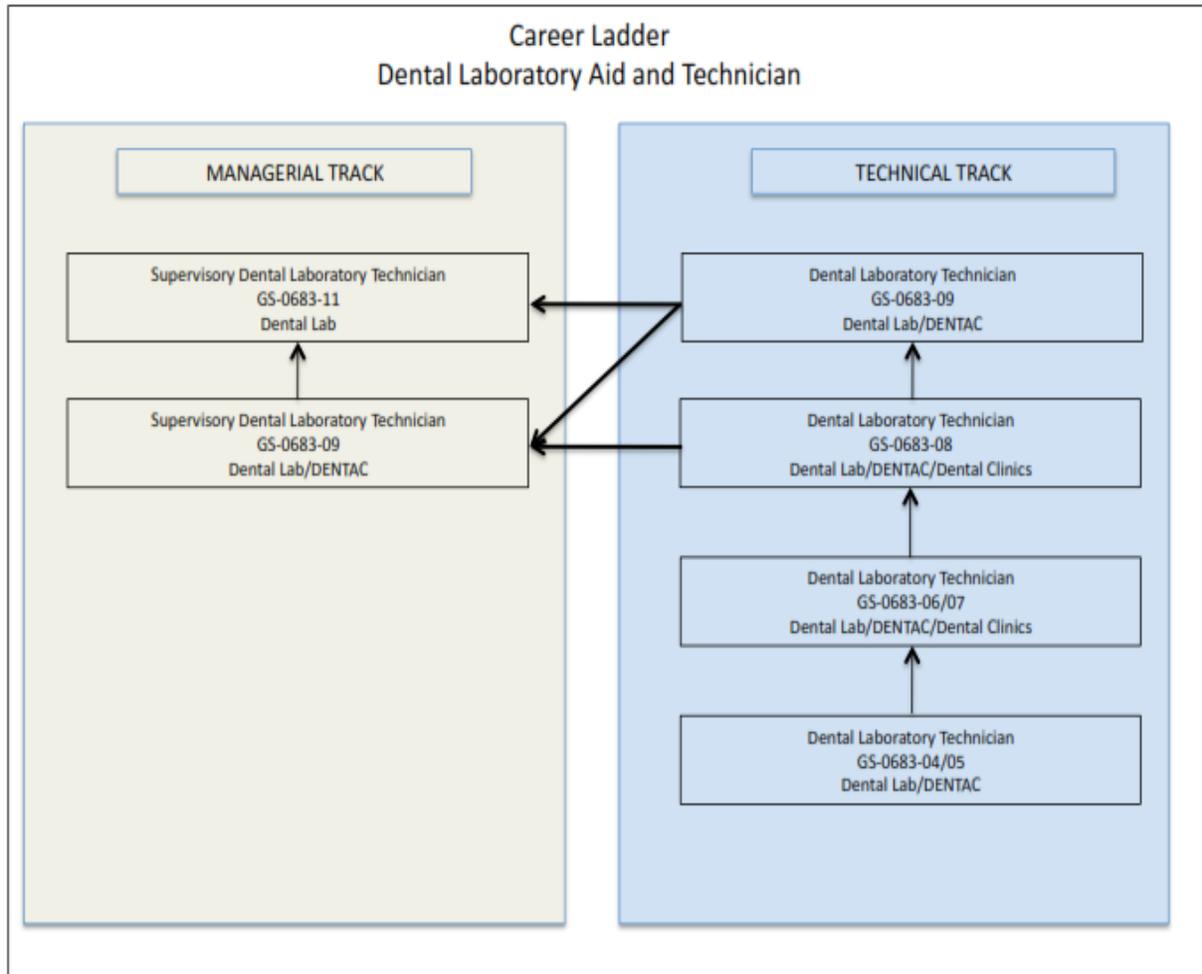
Occupational Series Information. Employees in the 0683-Dental Laboratory Aid and Technician Occupational series cover positions that involve technical work in the fabrication and repair of dental prosthetic appliances on prescription of a dentist. This work requires a technical knowledge of dental anatomy and skill in the use of dental laboratory materials and equipment. The results are generally reviewed when the dentist treats the patient. The positions within this series generally contain the following functions:

- **Dental Laboratory Technician:** Performs a full range of dental laboratory functions. These duties include pouring, pinning, and trimming all types of dental models; mounting casts on simple and semi-adjustable articulators; duplication of working and master casts. Creates accurate die molds and duplicates pinned dies using epoxy resin materials.
- **Senior Dental Laboratory Technician:** Performs technical work in the fabrication and repair of dental prosthetic devices. These positions require a technical knowledge of dental anatomy and skill in the use of dental laboratory materials and equipment. Provides technical assistance and guidance to employees performing less complex work operations. Explains work requirements, methods and procedures, and gives special instructions on difficult or different operations; and answers technical questions about the work. Reviews work in progress or upon completion to assess the quality of work produced by each employee and recommends formal or on-the-job intensive training as necessary.
- **Supervisory Dental Laboratory Technician:** Provides assistance and advice to the commander on lab functions and personnel matters. Performs all administrative management functions pertaining to Civilian personnel for the activity. Trains and provides continued guidance to subordinates. Plans and organizes workforce schedules and deadlines.

Mission Critical Occupation. The 0683 Dental Laboratory Technician series is not designated as an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0683 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Dental Laboratory Aid and Technician series should be guided by the qualification standards established by OPM (**Qualifications Standards for Series 0683, Dental Laboratory Aid and 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.

August 2014



Draft Functional Competencies. The following draft functional competencies apply to Dental Laboratory Aid and 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).

- **Dental Clinical Technical Support.** Includes:
 - Ability to initiate and perform cardiopulmonary resuscitation of adults and children and assist in other emergencies.
 - Knowledge of infection control guidelines and regulations, aseptic techniques for prevention of infections, and use of steam autoclave to sterilize supplies, instruments, etc., in order to prevent infection.
 - Knowledge of normal and abnormal oral anatomy and dentition in order to identify the undercuts and teeth to be used for retention and set up and contour artificial

- teeth of full and partial dentures when such work is complicated by acute abnormalities.
- Knowledge of all dental materials and their manipulation in order to survey, interpret designs, and fabricate fixed, semi-fixed, or removable partial dentures for cases that involve such abnormalities as acute malocclusion or other dental conditions.
 - Skill in utilizing dental laboratory equipment such as dental lathes, hand instruments, hand pieces, engines, furnaces, casting machines, oxygen/gas torches, blast cleaners, presses, flasks, and other related equipment in order to fabricate acrylic splint, porcelain crowns, and contour artificial teeth.
 - Ability to interpret and follow the dentist's prescription sufficient to independently resolve the majority of problems arising from work.
 - Ability to maintain appropriate log books and records in order to ensure that cases are not lost or mistreated.
 - Ability to ensure equipment maintenance is scheduled on a routine basis to ensure equipment is available for use.
 - Ability to maintain inventory of needed supplies and order replacements, as necessary, in order to preclude shortages.
 - Knowledge of hazard communication (HAZCOM) and safety requirements in order to immediately report unsafe conditions or acts.
 - Ability to manage utilization of precious metals used in the fabrication of cast dental prosthesis in order to maintain strict accounting procedures.
 - **Dental Technology Training and Education.** Includes:
 - Ability to train newly assigned dental laboratory personnel and prosthodontic residents in order to promote the technical growth and development of personnel.
 - Ability to maintain a current knowledge regarding new dental laboratory principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.

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

August 2014

- **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: CP 53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with guidance listed at Annex F, CP 53 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 0683. 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, CP 53 Policy on Training.

August 2014

Master Training Plan – Series 0683 Dental Laboratory Aid and Technician

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-04/05	GS-06/07	GS-08	GS-09	GS-11
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X			U1	U1	U1
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank Healthcare www.swankhealth.com Formal Training (FT)/DL	CP53/X	U1	U1	U1	U1	U1
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL		U2	U2	U2	U2	U2
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
Listening and Memory Development Graduate School USA FT	CP53	U3	U3	U3	U3	U3
Infection Control OSHA DL	CP53	U3	U3	U3	U3	U3
Bloodborne Pathogen Training OSHA DL	CP53	U3	U3	U3	U3	U3
Distance Learning Courses Local College/University DL	CP53	U3	U3	U3	U3	U3
Dental Morphology Local College/University FT	CP53	U3	U3	U3	U3	U3
Non-Metallic Dental Materials Local College/University FT	CP53	U3	U3	U3	U3	U3
Complete Dentures Local College/University FT	CP53	U3	U3	U3	U3	U3
Dental Laboratory I Local College/University FT	CP53	U3	U3	U3	U3	U3
Dental Laboratory II Local College/University FT	CP53	U3	U3	U3	U3	U3
Dental Laboratory III Local College/University FT	CP53		U3	U3	U3	U3
Partial Denture Construction Local College/University FT	CP53	U3	U3	U3	U3	U3
Orthodontics and Maxillofacial Construction Local College/University FT	CP53	U3	U3	U3	U3	U3

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-04/05	GS-06/07	GS-08	GS-09	GS-11
Dental Metallurgy I Local College/University FT	CP53	U3	U3	U3	U3	U3
Fixed Bridgework Local College/University FT	CP53	U3	U3	U3	U3	U3
Intermediate Orthodontic Fixed Appliance Fabrication Local College/University FT	CP53	U3	U3	U3	U3	U3
Advanced Orthodontic Fixed Appliance Fabrication Local College/University FT	CP53	U3	U3	U3	U3	U3
Productivity Training Corporation: Skill Learning System Introduction Local College/University FT	CP53	U3	U3	U3	U3	U3
Productivity Training Corporation: Skill Learning System Skill Development Local College/University FT	CP53	U3	U3	U3	U3	U3
Dental Ceramics Local College/University FT	CP53		U3	U3	U3	U3
Advanced Dental Laboratory Technology Local College/University FT	CP53		U3	U3	U3	U3
Laboratory Management Local College/University FT	CP53		U3	U3	U3	U3
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X		U1	U1	U1	U1
Instructor Training Course (5K-F3/520-F3) ATRRS DL	CP53/X			U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	
Supervisor Development Course DL	X	U1*	U1*	U1*	U1*	
Certifications Professional Organization FT	CP53	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 0683 depending upon the duties of the position and the services provided by the employee.

August 2014

- Certified Dental Technician
- Registered Graduate (RG)
- Basic Life Support

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.

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

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 Host and parent organization	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

CP53 ACTEDS Plan for Dental Occupation Group

August 2014

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.Arims.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. 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
7. Army Civilian Mandatory Training	DL/Res	Army Civilian Training & Leader Development	Varies	Mandatory training consists of senior leader selected general training requirements considered essential to individual or unit readiness for all Soldiers and Army Civilians	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager
8. HQ MEDCOM Signature Courses	Res	TBD	Varies	MEDCOM staff functions and activities		TBD	Assigned Supervisor or Training Manager

August 2014

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 Department of the Army 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	OIT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD Assigned Supervisor or Training Manager
2. RMC/RDC/RVC/MISC/MEDCEN/MEDDAC/OTSG	OIT	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

August 2014

PART E: FUNCTIONAL COMPETENCY TRAINING							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Basic Life Support	DL	Local Installation	TBD	Basic life support skills	TBD	Local Installation	Assigned Supervisor or Training Manager
2. Basic Computer Courses	FT/DL	TBD	TBD	Basic computing skills	TBD	TBD	Assigned Supervisor or Training Manager
3. Health Care Ethics	DL	AMEDDC&S	TBD	Ethics related to healthcare professional	TBD	TBD	Assigned Supervisor or Training Manager
PART F: ON-THE JOB TRAINING							
1. HQ MEDCOM/ Region	OIT	TBD	TBD	Broaden perspective at the headquarters level	TBD	TBD	Assigned Supervisor or Training Manager
2. RMC/RDC/RVC/MSC/MEDCEN/MEDDAC/OTSS	OIT	TBD	TBD	Broaden perspective at the various organizational levels	TBD	TBD	Assigned Supervisor or Training Manager
3. MTF Orientation	OIT	TBD	TBD	Broaden perspective at the local MTF level	TBD	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 RMCs for review, consolidation, and prioritization. Requirements will be submitted to MEDCOM G-3 for forwarding to the CP53 Proponent Office and subsequent submission to HQDA G-3/5/7 TRV.

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

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

Requirements for Approval of Funding. All training requested must be identified in employee's Individual Development Plan (IDP). IDP must be completed in 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>.
- SF182 must be completed in GoArmyEd.
- Ensure training requested is listed on IDP and approved by supervisor.
- Applicant must have at least three (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 point of contact listed at the end of this section.

Short-Term Training (STT)

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

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

Forms Required. Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification* – this form is optional, not required; and *Agreement to Continue in Service* (for

August 2014

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 employees' experience, knowledge, and perspective in management and operational techniques. This training is primarily university training that will not result in a degree.

Forms Required. Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification* – this form is optional, not required; and *Agreement to Continue in Service* (for nongovernment training in excess of 80 hours or any government/nongovernment training in excess of 120 days). These forms are available at http://cpol.army.mil/library/train/catalog/form_ndx.html.

August 2014

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.

August 2014

- 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.

August 2014

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.

Points of Contact. Career Program Representatives are available at, usarmy.ibsa.medcom-ameddcs.other.CP53Medical@mail.mil , DSN 471-9293/9294/9291, 210-221-9293/9294/9291, or fax number 210-221-9927.

Civilian Education System (CES)

CES is composed of seven leader development courses: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), Action Officer Development Course (AODC), Supervisor Development Course (SDC), and 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/channelss/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 website at <http://www.amsc.belvoir.army.mil/academic/ces/>. Refer to this website for information about course dates, locations, and prerequisites.

More Information.

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

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.

August 2014

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. The 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, position knowledge, skills, and abilities. (Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

August 2014

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>)

Competency: An (observable) measurable pattern of knowledge, skills, abilities, and other characteristics that individuals need in order to successfully perform their work. (DoDI 1400.25, Volume 250)

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.

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 in an established career program. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to the target level. The intern may be centrally or locally funded. (AR 690-950)

Key Assignments/Positions: Positions that represent windows of opportunities to complete diverse assignments across multiple echelons. The sequence of positions is not as important as mastering critical skills and gaining experience before the next stage of career development. (DRAFT DoDI 1400.25-V410)

Leader Development: The deliberate, continuous, sequential and progressive process, grounded in Army values that grows Soldiers and Civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, abilities and experiences gained through the development of institutional, operational and self-development. (Army Leader Development Program, DA PAM 350-58)

August 2014

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 Assignments: 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

August 2014

in better training, improved service, or savings to the Government; (e) establish interagency training facilities in areas of substantive competence as arranged by the Office of Personnel Management; and, (f) use non-Government training resources as appropriate. (Sec. 302 amended by EO 12107, Sec. 302, Dec. 28, 1978, 44 FR 1055, 3 CFR, 1978 Comp., p. 264) (<http://www.opm.gov/hrd/lead/policy/eo11348.asp>)

ANNEX H - ACRONYMS

AASA	Administrative Assistant to the Secretary of the Army
AC	Advanced Course
ACLS	Advanced Cardiac Life Support
ACOM	Army Command
ACT	Army Career Tracker
ACTEDS	Army Civilian Training, Education, and Development System
ADT	Academic Degree Training
AG1	Assistant G-1
AMEDD	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
BOA	Board of Advisors
BSW	Bachelor of Social Work
CBV	Capability-Based Volunteers
CES	Civilian Education System
CESL	Continuing Education for Senior Leaders
CEW	Civilian Expeditionary Workforce
CFCM/CFCMR	Component Functional Career Manager and Representative
CHRTAS	Civilian Human Resource Training Application System
CMS	Competency-based Management System
CP	Career Program

August 2014

CPD	Competitive Professional Development
CPPO	Career Program Proponent Office
CSLMO	Civilian Senior Leader Management Office
CWT	Civilian Workforce Transformation
DA	Department of the Army
DCPDS	Defense Civilian Personnel Data System
DELDP	DoD Executive Leadership Program
DHA	Defense Health Agency
DL	Distance Learning
DoD	Department of Defense
DoDI	Department of Defense Instruction
DRU	Direct Reporting Unit
DSLDP	Defense Senior Leader Development Program
E-E	Emergency-Essential
FC	Foundation Course
FC	Functional Chief
FCR	Functional Chief Representative
FORSCOM	Forces Command
FT	formal training
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examination
GS	General Schedule (pay plan)
HAZCOM	hazard communication
HIPAA	Health Insurance Portability and Accountability Act
HQDA	Headquarters, Department of the Army
IC	Intermediate Course

August 2014

IDP	Individual Development Plan
JTF CapMed	Joint Task Force National Capital Region Medical Command
LCSW	Licensed Clinical Social Worker
MBA	Master of Business Administration
MCO	Mission Critical Occupation
MDC	Manager Development Course
MHA	Master of Health Administration
MS	Microsoft
NCE	Non-Combat Essential
NTE	not to exceed
OJT	on-the-job training
OPM	Office of Personnel Management
PCS	Permanent Change of Station
RG	Registered Graduate
SDC	Supervisor Development Course
SSC	Senior Service College
SES	Senior Executive Service
SETM	Senior Enterprise Talent Management
SF	Standard Form
STT	Short-Term Training
TRADOC	US Army Training and Doctrine Command
TWI	Training-With-Industry
US	United States