



ARMY MEDICINE
Serving To Heal...Honored To Serve

Career Program 53 - Medical

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

**Public Health and Veterinary
Occupations**

August 2014

ACTEDS PLAN

Career Program 53 – Medical

Public Health and Veterinary Group

0401 - General Natural Resource Management/Biological Science

0404 - Biological Technician

0410 - Zoology

0413 - Physiology

0414 - Entomology

0440 - Genetics

0487 - Animal Science

0688 - Sanitarian

0690 - Industrial Hygienist

0696 - Consumer Safety

0698 - Environmental Health Technician

0701 - Veterinarian

0704 - Animal Health Technician

1306 - Health Physicist

1725 - Public Health Educator

1863 - Food Inspector

5031 - Insects Production Worker

5048 - Animal Caretaker

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

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SECTION I: INTRODUCTION

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

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

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

CAREER PROGRAM OVERVIEW. Public Health and Veterinary professionals and specialists provide the Army, the Department of Defense (DoD), and the nation with critical scientific and safety expertise. In the Army, these occupations allow for scientific work and operational safety that benefits both the Operational and Generating Forces. The 18 functional specialties that constitute the Public Health and Veterinary Occupation Group of CP53 are:

- 0401 - General Natural Resource Management/Biological Science
- 0404 - Biological Technician
- 0410 - Zoology
- 0413 - Physiology
- 0414 - Entomology
- 0440 - Genetics
- 0487 - Animal Science
- 0688 - Sanitarian
- 0690 - Industrial Hygienist
- 0696 - Consumer Safety
- 0698 - Environmental Health Technician
- 0701 - Veterinarian
- 0704 - Animal Health Technician
- 1306 - Health Physicist
- 1725 - Public Health Educator
- 1863 - Food Inspector

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- 5031 - Insects Production Worker
- 5048 - Animal Caretaker

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. There are no Mission Critical Occupations identified by Army in the Public Health and Veterinary Occupational Group.

METHODOLOGY. This Plan was based on existing ACTEDS Plans for the 0690-Industrial Hygienist occupational series. For other series we conducted in-depth research using position descriptions, information from professional associations, and data from the Bureau of Labor Statistics' Occupational Outlook Handbook. The resulting document was reviewed by subject-matter-experts and coordinated with the applicable occupational Consultant, as identified by The Surgeon General.

FUNCTIONAL SPECIALTIES

SHARED PROPONENCY. Occupations in several of the series identified in this ACTEDS Plan are shared by multiple Career Programs. For instance, the 0690 – Industrial Hygienist series, is shared between CP53 and CP12 Installation Management. The intent of the ACTEDS Plan is to provide career management information for those employees serving in positions supporting medical activities and managed by CP53.

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

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

The Public Health and Veterinary ACTEDS Plan encompasses the following occupational series and functions:

- **0401 - General Natural Resource Management/Biological Science.** Positions in this series involve professional work in biology, agriculture, or related natural resource management. Included in this series are positions that involve: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing series. Employees in this series are managed by CPs 16, 18, 35, and 53.

- **0404 - Biological Technician.** Biological science technicians provide practical technical support to production, research, operations, or program administration efforts in laboratories, field, or other settings including greenhouses, barns, caves, or wildlife refuges.
- **0410 – Zoology.** This series covers positions that involve work in the field of zoology, including classification, structure, ecology, parasitological phenomena, evolution and the life history of animals. This work requires professional education and training in the animal and related natural sciences, and knowledge of the principles, methods, techniques, and procedures applied in the investigation, and solution of zoological problems. Employees in this series are managed by CPs 16 and 53.
- **0413 – Physiology.** This series covers all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the field of human and animal physiology, including studies of the functions, environmental response, and biological activities and processes of the basic living organism and its component parts. Employees in this series are managed by CPs 16 and 53.
- **0414 – Entomology.** Employees in this series advise on, administer, supervise, or perform professional and scientific work in the field of entomology that requires a fundamental knowledge of the principles of the biological and physical sciences that underlie the field and a specific knowledge of the application of these principles to the solution of entomological problems. Employees in this series are managed by CPs 16, 18, and 53.
- **0440 – Genetics.** Employees in this series advise on, administer, supervise, or perform professional research in the principles and mechanisms of transmission of characters by inheritance, including in some instances the application of these principles in planning breeding programs.
- **0487 - Animal Science.** Positions in this series involve research or other professional and scientific work in the field of animal science including nutritional, biophysical, biochemical, and physiological relationships. This work requires full professional education and training in the biological and agricultural sciences and a fundamental knowledge of the principles, methods, techniques, and relationships in the field of animal science and the application of this knowledge in the investigation, analysis, and solution of animal science problems.
- **0688 – Sanitarian.** Employees in this series plan, develop, administer, evaluate, and promote programs concerned with the elimination and prevention of environmental health hazards. They also develop and revise rules and regulations. They require a broad knowledge of any one or a combination of the health, agricultural, physical, or biological sciences sufficient to understand the basic concepts, principles, methods, and techniques of environmental health; and a practical knowledge of health laws, rules, and regulations.

- **0690 - Industrial Hygienist.** These employees advise on, administer, supervise, manage, or perform professional and scientific work in industrial hygiene, including the identification and evaluation of conditions affecting the health and efficiency of employees, or the citizens of the adjacent community, the formulation and recommendation of measures to eliminate or control occupational health hazards, and the promotion of occupational health programs for instructing and motivating managers and employees in the prevention as well as correction of potential health hazards. Employees in this series are managed by CPs 12 and 53.
- **0696 – Consumer Safety.** This series covers professional positions concerned with enforcing the laws and regulations protecting consumers from foods, drugs, cosmetics, fabrics, toys, and household products and equipment that are impure, unwholesome, ineffective, improperly or deceptively labeled or packaged, or in some other way dangerous or defective. These positions require knowledge of various scientific fields such as chemistry, biology, pharmacology, and food technology. Consumer safety officers identify substances and sources of adulteration and contamination, and evaluate manufacturing practices, production processes, quality control systems, laboratory analyses, and clinical investigation programs. Employees in this series are managed by CPs 12 and 53.
- **0698 - Environmental Health Technician.** These employees investigate, evaluate, and provide information on sanitation practices, techniques, and methods for the purpose of identifying, preventing, and eliminating environmental health hazards. Positions in this occupation require a practical knowledge of basic environmental health concepts, principles, methods, and techniques, including survey and inspection techniques, and control and eradication methods.
- **0701 – Veterinarian.** This professional series involves veterinary work to investigate, inspect, and deal with animal diseases, animal pollution, contamination of food of animal origin, health and safety of imported animals and animal products, safety and efficacy of many animals, as well as human, drugs and biological products, and cooperative enforcement activities involving both the public and private sectors. The series requires the degree of Doctor of Veterinary Medicine or an equivalent degree; a knowledge of current, advanced, or specialized veterinary medical arts and science principles and practices of the profession; and the ability to apply that knowledge in programs established to protect and improve the health, products, and environment of or for the Nation's livestock, poultry, or other species for the benefit of human, as well as animal well-being.
- **0704 - Animal Health Technician.** Employees in this series perform technical work concerned with animal health in support of veterinarians or veterinary medical programs. The duties performed include inspection, quarantine, identification, and collection of specimens, vaccination, appraisal and disposal of diseased animals, and disinfection for the control and eradication of infectious and communicable animal

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diseases. Performance of the work requires a practical knowledge of normal and certain abnormal animal health conditions, agency policy and guidelines applicable to the work, and related animal health laws and regulations.

- **1306 - Health Physicist.** Employees in this series apply professional knowledge and competence in health physics, which is concerned with the protection of persons and their environment from unwarranted exposure to ionizing radiation. Employees in this series are managed by CPs 12, 16, and 53.
- **1725 - Public Health Educator.** This series covers positions involved in administering, supervising, or performing research or other professional work in public health education. Positions are concerned with providing leadership, advice, staff assistance, and consultation on health education programs. Public health educators consult with State and local health departments, and with national and local voluntary agencies; organize community groups to study health problems and methods of disease prevention; and assist in coordinating mass health programs and in evaluating and improving health education programs. Employees in this series are managed by CPs 31 and 53.
- **1863 - Food Inspector.** Employees in this series inspect the slaughter, processing, packaging, shipping, and storing of meat and meat products, poultry and poultry products, fish and fish products, meat products derived from equines, and food establishments engaged in these activities in order to determine compliance with law and regulations that establish standards for the protection of the consumer by assuring them that products distributed to them are wholesome, not adulterated, and properly marked, labeled, and packaged. Performance of the work in this series requires the knowledge of normal conditions in live and slaughtered meat, poultry, and fish; of standards of wholesomeness and sanitation of meat, poultry, and fish products; and of the processing and sanitation practices of the food production industry or industries inspected.
- **5031 - Insects Production Worker.** Positions in this series are nonsupervisory jobs involved in reproducing, collecting, and caring for insect collections. The work requires practical knowledge of the characteristics of insects and their needs, and skill in observing and handling them.
- **5048 - Animal Caretaker.** This series covers nonsupervisory work which involves providing care for mammals, reptiles, birds, and fish. This work requires knowledge of the animals' characteristics, needs, and behavior, and skill in observing, handling, and controlling them.

POPULATION. Public Health and Veterinary occupations comprise over 4,400 United States (US) and local national employees as shown in the table below (source: Defense Civilian Personnel Data System (DCPDS), 5 June 2014). Specific demographics for each Public Health and Veterinary occupational series are provided in the corresponding Annex. Several series are

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undergoing CP review of individual positions to determine the appropriate CP assignment. These series are shown as TBD in the following table.

Series	US Employees	LN Employees	Total
0401 - General Natural Resource Management/Biological Science	3,122	0	3,122
0404 - Biological Technician	209	1	210
0410 - Zoology	1	0	1
0413 - Physiology	60	0	60
0414 - Entomology	26	2	28
0440 - Genetics			TBD
0487 - Animal Science			TBD
0688 - Sanitarian	4	0	4
0690 - Industrial Hygienist	264	12	276
0696 - Consumer Safety	1	0	1
0698 - Environmental Health Technician	40	9	49
0701 - Veterinarian	181	5	186
0704 - Animal Health Technician	319	3	322
1306 - Health Physicist	91	0	91
1725 - Public Health Educator	4	0	4
1863 - Food Inspector	0	0	0
5031 - Insects Production Worker	0	0	0
5048 - Animal Caretaker	74	0	74

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

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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 Proponency 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 all CP53 occupational series are:

- Provide employees and their supervisors with a single-source reference to assist in determining appropriate training and development both to enhance on-the-job performance and to prepare the employee for progressively more responsible positions.
- Assist resource management and Civilian personnel representatives in allocating and prioritizing resources for Civilian training and development by providing references to core competency-based training alignment.
- Provide employees with information on the DA Civilian Leader Development core courses.
- Publicize CP philosophy and guidance on career progression, education, mobility, and other career development issues.
- Revise/update, as appropriate, information on course schedules and content.
- Expand the content of Career Maps to include more information on developmental assignments, mandatory and recommended courses and sources of training.

Long-Term Objectives. The long-term objectives for all CP53 occupational series are:

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

SECTION III: CAREER PROGRESSION

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

Interns enter the program at the GS-5 and GS-7 levels as permanent full-time employees. They receive career/career-conditional appointments in the competitive service. DA interns reside on Headquarters, Department of the Army (HQDA) student detachment spaces for the first 24 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.

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Career Ladders. Career ladders graphically depict recommended progression paths to key managerial or key technical positions. Career ladders for CP53 Public Health and Veterinary 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/>

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 Public Health and Veterinary 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

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- 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 MCOs. Draft functional competencies are included in the annexes to this plan for informational purposes only and should not be used for hiring, promotion, or selection actions. As they continue to be more fully developed by CP53 and approved by the DA Assistant G-1 for Civilian Personnel, technical MCO functional competencies will become available for employee and supervisor assessments of core and individual professional development.

Annex A – Series 0401, General Natural Resource Management/Biological Science

Annex B – Series 0404, Biological Technician

Annex C – Series 0410, Zoology

Annex D – Series 0413, Physiology

Annex E – Series 0414, Entomology

Annex F – Series 0440, Genetics

Annex G – Series 0487, Animal Science

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Annex I – Series 0690, Industrial Hygienist

Annex J – Series 0696, Consumer Safety

Annex K – Series 0698, Environmental Health Technician

Annex L – Series 0701, Veterinarian

Annex M – Series 0704, Animal Health Technician

Annex N – Series 1306, Health Physicist

Annex O – Series 1725, Public Health Educator

Annex P – Series 1863, Food Inspector

Annex Q – Series 5031, Insects Production Worker

Annex R – Series 5048, Animal Caretaker

Annex S – Master Training Plan for Interns

Annex T – CP53 Policy on Training

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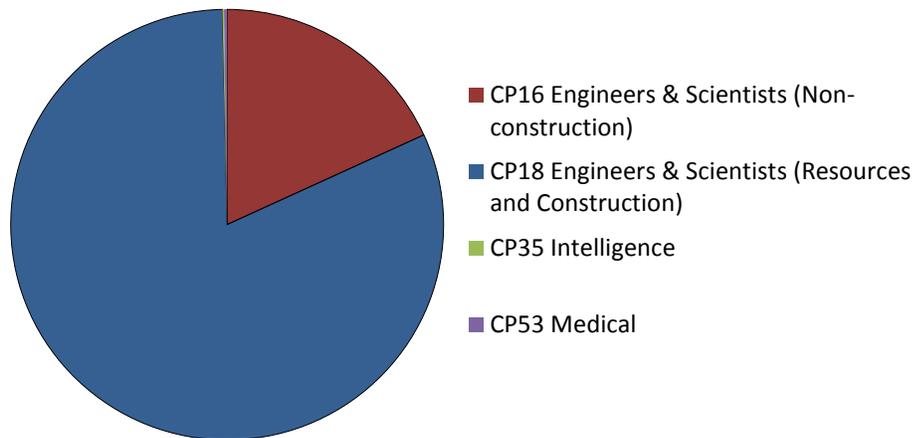
Annex U – Glossary
Annex V – Acronyms

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Annex A – Series 0401, General Natural Resource Management/Biological Science

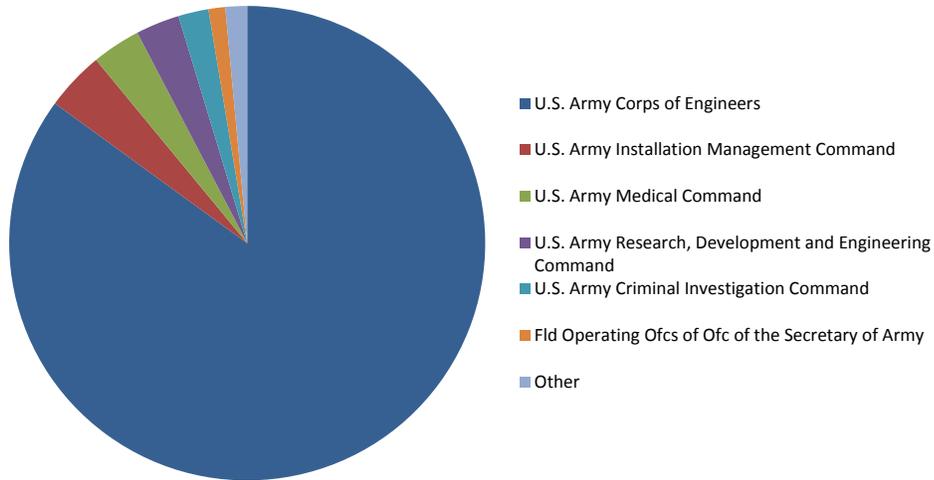
Overview. The Army has over 3,100 employees (source: DCPDS, 5 June 2014) in the 0401-General Natural Resources Management and Biological Sciences occupational series. These employees are predominantly assigned to CPs 16 and 18 as shown below. Career Program 53 accounts for 57, or less than 2 percent of the positions in this series.

Series 0401 Distribution by CP



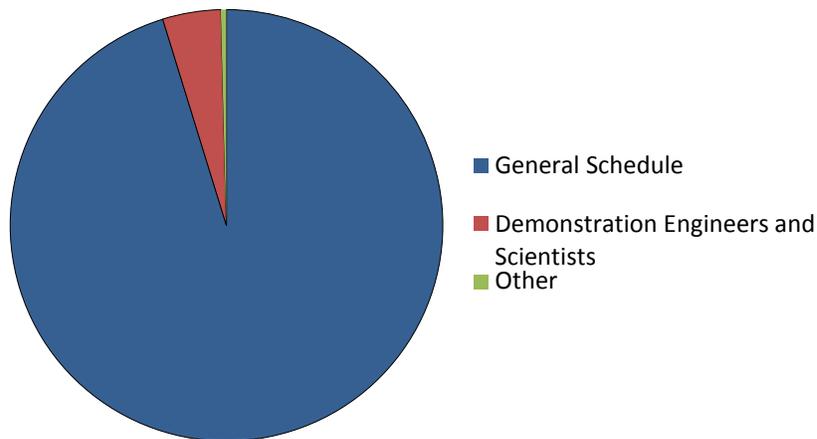
General Natural Resources Management and Biological Sciences employees are assigned to a variety of Army commands as shown in the graphic below. Employees are most commonly assigned to the US Army Corps of Engineers with opportunities within the US Army Installation Management Command; US Army Medical Command; US Army Research, Development and Engineering Command; and others. Within CP53, employees in series 0401 are employed by the Defense Health Agency and the US Army Medical Command.

Series 0401 Distribution by Command



General Natural Resources Management and Biological Sciences employees are most commonly assigned to the General Schedule (GS), Demonstration Engineers and Scientists (DB), and a variety of other pay plans as shown in the chart below. Series 0401 employees within CP53 are compensated through the General Schedule (GS) pay plan.

Series 0401 Distribution by Pay Plan



Occupational Series Information. Employees in the 0401-General Natural Resources Management and Biological Sciences occupational series perform professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Thus included in this series are positions that involve: (1) a combination of several

professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing series. The summaries below represent the breath of duties within series O401, with those aligned to CP53 noted.

- **Biologist.** Serves as a scientist or engineer responsible for carrying out advanced research and development activities involving complex equipment, emerging technologies, or scientific phenomena. The work involves research, development, or systems analysis of new equipment, material, or concepts that significantly add to the understanding and usefulness of previously unexplained or untested phenomena or contribute to the solution of significant Army problems. Is considered to be a productive professional, providing technical advice and guidance to managers, supervisors, peers, and sponsors on various aspects of the work. There is one position in this specialty aligned with CP53.
- **Molecular Biologist.** Work involves serving as a principal investigator planning, conducting, and evaluating research on molecular mechanisms of action of antiviral agents. Resident expert in antiviral research, utilizing modern methods of biotechnology and genetic engineering. Actively directs a virus research program that is capable of evaluating basic virus research data available, obtaining additional critical information.
- **Research Biologist.** Serves as Research Biologist, responsible for planning and carrying out research in the use of molecular biologic methods and tissue microarray techniques for elucidation of disease processes and development of new diagnostic techniques. Incumbent participates in the formulation of hypotheses to be tested with particular specimen sets, and determines the suitability of specimens. Some of these positions are aligned to CP53.
- **Research Biologist (Aquatic).** Duties are to support research and development efforts in an aquatic biomonitoring program, to include operating automated aquatic biomonitoring systems and water quality monitors, conducting toxicity assays using automated diluters, caring for aquatic organisms, writing standing operating procedures (SOPs) and research protocols, performing field work in support of automated biomonitor deployments, and presenting results of laboratory and field tests.
- **Biologist (Electron Microscopy Technologist).** Work involves performing the full range of highly specialized and complex state-of-the-art tests and procedures required in an electron microscopy laboratory. Includes purification of immune sera and preparation of buffers and reagents. Ability to perform complex series of procedural steps to prepare animal tissues (of multiple species), cell cultures, and suspensions, etc., for electron microscopic examination.
- **Biologist (Select Agent).** Employees in these positions develop policies and procedures for and direct operations of a centralized storage facility designed to ensure the security and integrity of agents and toxins and the products of in vitro and in vivo experiments

containing such agents and toxins, and to ensure that such materials are readily available to support future research initiatives. They coordinate with principal investigators and their staff to ensure that samples submitted for deposit in the central storage facility are linked to relevant data pertaining to strain identification or chemical composition, and to research, clinical, and/or source data of historical significance, and that such data are appropriately organized and catalogued in an electronic database to provide a reference source for future research initiatives. They may direct studies to further characterize and/or validate the identity of agents and toxins in the storage facility.

- **Nutritional Biologist.** Work involves designing and implementing an experimental biomedical research program employing molecular biology, and biochemistry to determine the nutritional needs of the modern warfighter, by defining organ system, tissue, cellular and molecular physiological responses to exercise, nutritional manipulation, and environmental extremes. Work requires use of biochemical and nutritional knowledge to plan and conduct animal or in vitro experiments to elucidate candidate metabolic mechanisms suitable for exploitation by nutritional interventions to sustain and enhance optimal biological function, health, and performance.
- **Research Biologist (Brain Trauma).** Work involves planning, designing, and performing a neuroscience research program to study the molecular, cellular, and functional dynamics of central nervous system injury as it relates to brain trauma and neuroprotection for the Soldier. Military threats that affect the central nervous system include: penetrating wounds, trauma, ischemia/hemorrhage, infectious disease, and biological and chemical threats.
- **Research Biologist (Molecular).** Work involves planning and performing a research program to identify the effects of military threats on gene expression using non-mammalian and in vitro models. Threats include primarily toxic industrial chemicals or materials (TICs/TIMs), and military relevant chemicals (MRCs). Elucidating the genes involved in the toxic mechanisms that underlie the progressive pathophysiology of injury/exposure in order to rationally design new bioassay and biomonitoring methods.
- **Biological Scientist.** Employees may require an intimate knowledge of, the structure and composition of the foreign research and development community, the US national intelligence organizations and their work/information assets; as well as US research and development activities who perform work related to USAMRICD. They must possess and utilize this specialized background information as well as knowledge of key personnel in related activities so that meaningful and productive points of contact can be established and maintained.
- **Biologist (Environmental).** As a member of the Department of Defense Armed Forces Pest Management Board staff, employees formulate policy guidelines involving the conservation and management of biological resources and the maintenance, improvement, management, and utilization of land and natural resources for all Services

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throughout DoD. Positions require professional experience in one or more of the following areas: general biology, ecology, entomology, agronomy, natural resource management, soil sciences, forestry or integrated pest management.

- **Professor of Anatomy & Physiology.** Presents instruction in human anatomy, physiology, and neuroscience at the undergraduate and graduate levels. Assists Senior Professor of Anatomy in planning and organizing courses for all areas of instruction; develops course material for assigned courses. Conducts course-related research.
- **Research Biomedical Scientist.** Employees are responsible for leading research teams and independently performing research investigating cellular mechanisms and molecular mediators in environmental agent exposure and/or reconstructive surgery. The positions involve projects and studies requiring the application of professional knowledge, skills, and abilities in the biological sciences with an emphasis on physiology, pharmacology, and microbiology. The complex and multi-disciplinary nature of the problems encountered and the limited technical guidelines and precedents require a professional with extensive cell and molecular biology experience in broad range of research areas such as wound healing, reconstructive surgery, and chemical and biological toxic agent exposure.
- **Research Molecular Biologist.** Work involves planning and performing a research program to identify the effects of military threats on gene expression using non-mammalian and in vitro models. Threats include primarily toxic industrial chemicals or materials (TICs/TIMs), and military relevant chemicals (MRCs). Elucidating the genes involved in the toxic mechanisms that underlie the progressive pathophysiology of injury/exposure in order to rationally design new bioassay and biomonitoring methods.
- **Supervisory Biological Surety Scientist.** Work involves establishing, implementing, managing, and maintaining the command-wide Biological and Chemical Defense Surety Program, the Safety and Occupational Health Program, and the Environmental Protections Program for the US Army Medical Research and Materiel Command (USAMRMC). Develops and oversees the Command-wide Biological Surety Program, oversees the existing Command-wide Chemical Surety Program, oversees the existing Command-wide Safety and Occupational Health Program, and oversees the existing Command-wide Environmental Protection Program.
- **Supervisory Research Aerobiological Scientist.** Work involves research on theoretical models of respiratory infectivity research on theoretical models of respiratory infectivity properties of microorganisms and their products, aerosol deposition within the respiratory system, effects of respiratory infections on pulmonary physiology, and interrelation of physics and pathogenesis of disease induced by aerosol exposure to infectious agents. Principal objectives of investigations are to develop knowledge of basic properties and physical interactions that occur between aerosol particles and the pulmonary system, and subsequent biological and physiological reactions (with collaboration and assistance from specialists in microbiology, physiology, immunology,

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and pathology) between inhaled microorganisms and the host. Serves as an expert consultant in the field of aerobiology.

- **Supervisory Research Biologist (Brain Trauma).** Designs and manages research experiments. Submits research associated products for US Patent. Is the subject-matter-expert and team player in support of the research conducted within the work element. Submits articles for publication in peer reviewed journals and/or presents research at national conferences. Prepares research proposal package(s) that support the research needs of the Army and the Department of Defense (DoD) and submits them for extramural funding. Work involves planning, designing, and performing a neuroscience research program to develop improved therapeutics for neuroprotection of Soldiers. The position involves developing and utilizing whole animal models of injury and threat exposure to test potential neuroprotectants.
- **Professor of Anatomy.** The incumbent proceeds with a high degree of professional independence in performance of duties. Duties require significant coordination with various branch chiefs within the Department of Medical Science as well as several branch chiefs in other teaching departments.
- **Research Anatomist.** As team leader of the electronic microscopy group, performs two separate functions. First, directs a group which provides support to other research scientists by providing electron micrographs that depict ultra-structural morphology. Personally interprets ultra-structural morphology and its significance to the research project of others. Second, serves as a principal investigator conducting research projects identifying the area to be explored, and writing a protocol outlining how the research will be carried out. Is assisted in research projects by other members of the electron microscopy team, directing and guiding their work.
- **Research Ultrastructural Anatomist (Anatomic Pathologist).** Serves as an ultrastructural pathologist, neuroanatomist, and molecular neuroscientist under the general supervision of the branch/division chief who assigns overall area of responsibility and sets broad program objectives in order to understand the pathological consequences and mechanism(s) of actions, and develops medical countermeasures to chemical warfare agents (CWAs). Based on a deep understanding of current state-of-the-art methodology and related work being performed elsewhere, incumbent independently develops broad research plans and within this framework, identifies specific research projects to be accomplished. After protocols are approved, independently plans, directs and carries out research work being responsible for the technical soundness and validity of the methodology, approach, and results.
- **Supervisory Biologist.** Serves as the supervisor of a scientific team in the Research and Technology (R&T) Directorate, with responsibility for conducting and managing a broad range of research and development activities for chemical and biological defense (CBD). Directs microbiological and virological tasks requiring biological containment under Bio Safety Level 2 or 3. Assists other Federal agencies regarding research and development

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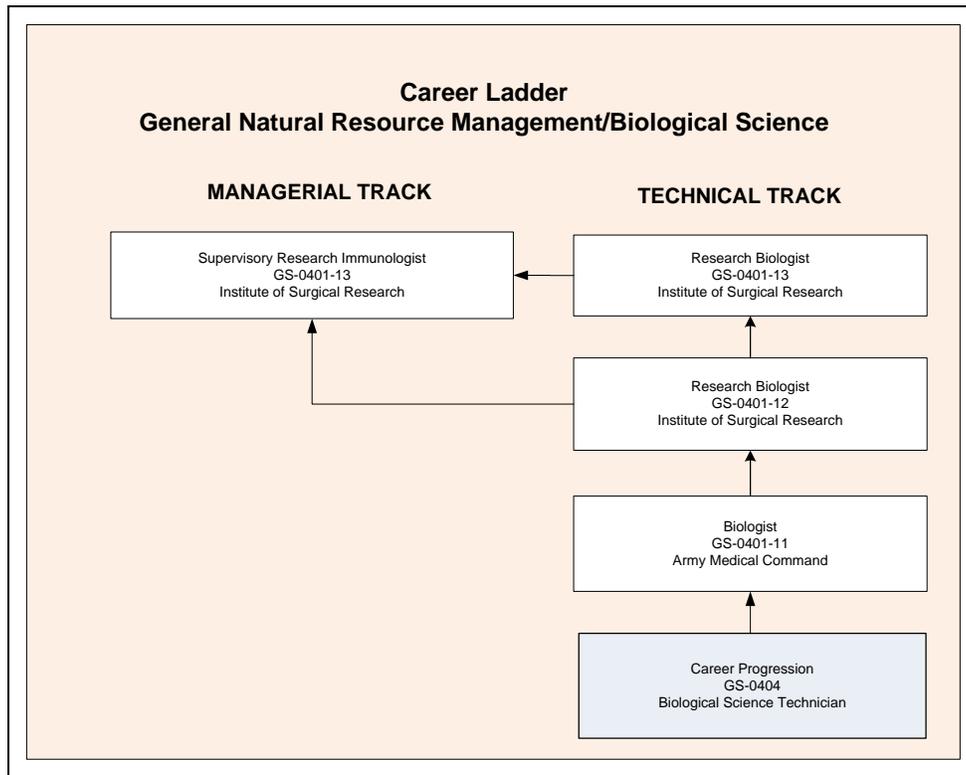
of countermeasures to biological agents in the postal mail, foods, water, soil, buildings, air and air systems. Work requires the application of a broad professional knowledge of the scientific theories and principles that underlie biology, biochemistry, microbiology, chemistry and physics as they apply to microbiology, and a highly specialized and intensive knowledge of the general subject matter of CBD.

- **Supervisory Research Immunologist.** Responsible for reviewing all research plans and processes and interpreting results. Supervises and integrates visiting scientists (MD, Ph.D., graduate students, and technologists) into Department of Clinical Investigation (DCI) immunology and molecular biology laboratories. This includes monitoring of research ensuring regulations and DCI policies are followed. Instructs medical personnel involved in laboratory-oriented research from all medical departments at Walter Reed Army Medical Center (WRAMC) and outside research facilities relative to specific experimentation procedures and in the use of programmable electronic equipment in the laboratory.

Mission Critical Occupation. The 0401- General Natural Resources Management and Biological Sciences occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0401 series within CP53 aligned positions. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the General Natural Resources Management and Biological Sciences series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0401-General Natural Resources Management and Biological Sciences](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Education and Training.** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Medicine and Dentistry.** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive healthcare measures.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Science.** Using scientific rules and methods to solve problems.
- **Technology Use.** Including:
 - Ability to use analytical or scientific software appropriate to the occupation.
 - Ability to use database user interface and query software used in the occupation.
- **Tool Use.** Ability to use occupational tools.

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

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal

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training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

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

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

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

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

The following chart is the Master Training Plan for Series 0401 for CP53 managed positions. 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 Public Health and Veterinary Occupations

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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 T, CP53 Policy on Training.

Master Training Plan – 0401- General Natural Resources Management and Biological Sciences

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-11	GS-12	GS-13
Basic Life Support Local Installation Formal Training (FT)	X	U1**	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/Distance Learning (DL)	X	U2	U2	U2
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U3	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3	U3
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/DL	X	U1	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	CP53	U2	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2
Animal Care ALC (081-6-8-C40(68T30)) AMEDD Distributed Learning DL	X	U2	U2	U2
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/DL	CP53	U3	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3	U3

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-11	GS-12	GS-13
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U1	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	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 0401 depending upon the duties of the position and the services provided by the employee.

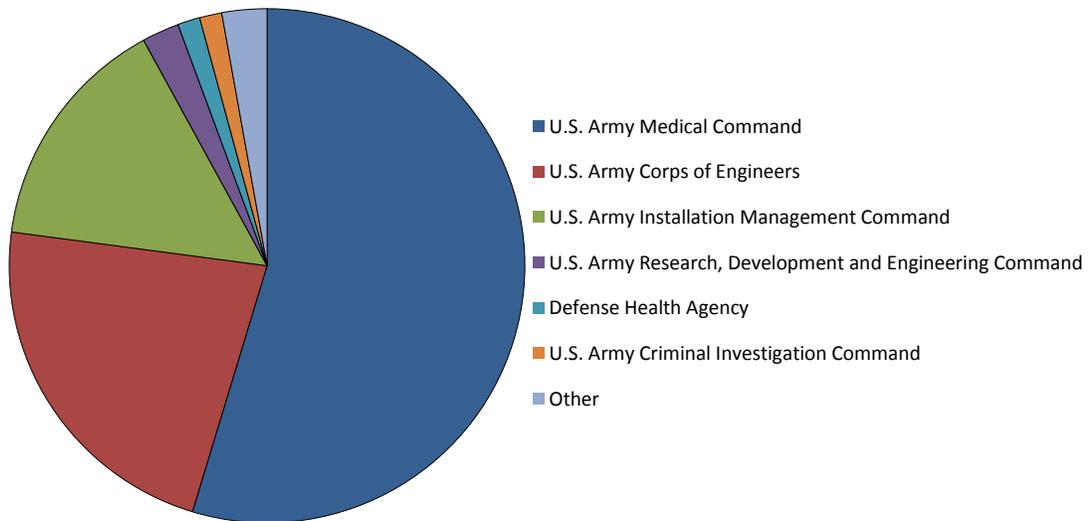
- **Basic Life Support (BLS).** The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.
- **The Biological Personnel Reliability Program (BPRP).** A suitability and reliability program operated by the agency and requires the employee to submit to and satisfactorily complete suitability and reliability screening and analysis. The employee must maintain the standards prescribed for the Army Biological Surety Program.
- **Select Agent Program Workshop.** As a condition of employment, employees in this position must also be approved by the Department of Health and Human Services and the Department of Justice for access to laboratories containing biological select agents and toxins pursuant to the terms of 42 CFR Part 73.

Annex B – Series 0404, Biological Technician

Overview. The Army has over 200 employees (source: DCPDS, 5 June 2014) in the 0404 - Biological Science Technician occupational series. These employees are assigned to CP53 – Medical.

Biological Science Technician employees are assigned to a variety of Army commands as shown on the graphic below. Employees are most commonly assigned to the US Army Medical Command; US Army Corps of Engineers; and US Army Installation Management Command.

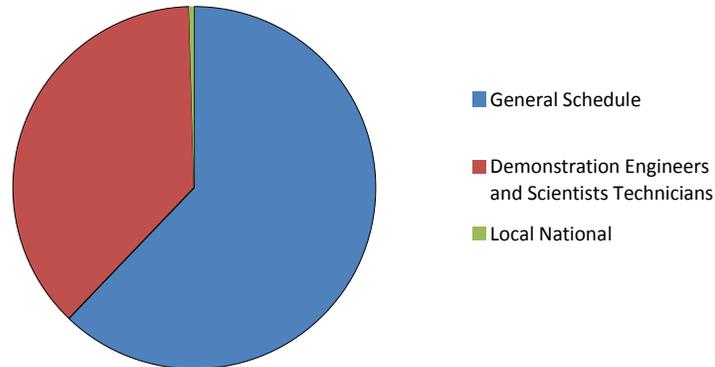
Series 0404 Distribution by Command



Biological Science Technician employees are most commonly assigned to the General Schedule (GS), and Demonstration Engineers and Scientist Technicians pay plans, as shown in the chart below.

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Series 0404 Distribution by Pay Plan



Occupational Series Information. Employees in the 0404 - Biological Science Technician occupational series covers all positions that primarily require a practical knowledge of the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series of the Biological Sciences Group, 0400. Biological science technicians provide practical technical support to production, research, operations, or program administration efforts in laboratories, field, or other settings including greenhouses, barns, caves, or wildlife refuges. The work generally falls in the following functions:

- **Biological Science Aid.** Assists higher grade environmental specialists and professional biologists in the conduct of surveys, investigations, and inspections. Collects samples during investigations and surveys and helps map, identify, verify, and count plant or animal species. Performs standard laboratory procedures and maintains, calibrates, and operates field and laboratory instruments and equipment. Contributes to the overall operation and upkeep of the laboratory, helping to maintain a safe, clean, and organized working environment. Maintains accurate and comprehensive records of experimental proceedings and results. Assists in the collection, review, and organization of data for inclusion in, and preparation of, environmental documents and biological reports.
- **Biological Science Technician.** Performs or assists with field investigations and environmental impact evaluations on civil actions such as water resource planning, engineering, construction, operations, or real estate development. Collects data for studies, conducting routine statistical analyses that include a preliminary evaluation of the data and preparation of summary tables and identifying unusual trends or circumstances. Obtains specified biological data using standard methods and field guides to monitor biological and physio-chemical characteristics of the environment. Conducts natural science population density studies, habitat values, and develops species lists. Extracts and compiles specified data from records and other sources such

as published papers, endangered species lists, and draft reports, and coordinates with known experts. Prepares environmental protection specifications to assure that Federal actions are in compliance with statutes and regulations, and reviews environmental appendices and statements so that the objectives of the National Environmental Policy Act and other pertinent environmental laws may be achieved.

- **Biological Science Laboratory Technician.** Performs technical assistance within a laboratory environment on long-range research projects aimed at the development of basic information or the development of countermeasures to ameliorate or prevent the toxic and pathogenic effects of warfare agents. Responsible for conducting laboratory experiments which are designed to validate theories developed by others. Participates in the research studies concerned with complex and broad research aimed at the solution of biological, toxicological, or entomological problems. Prepares lab for experiments and necropsies, orders supplies and equipment, and secures appropriate test agents (e.g., animals, arthropods, etc.). Develops data required by the study plan, such as conducting literature searches for methods and procedures specified by the principal investigator. Assists in planning and developing assay to evaluate experimental methods and techniques. Sets up, operates, and calibrates laboratory instruments and equipment.
- **Lead Biological Science Laboratory Technician.** Serves as the Lead Senior Biological Science Laboratory Technician and Facility Manager for the Laboratory Animal Support Service, Department of Clinical Investigation (DCI) vivarium. Provides overall support and guidance to subordinate technicians, investigators and their technicians, instructors, and students as to animal procedures, laws, regulations, and departmental policy governing research animal use. Directly impacts DCI's ability to support animal research, which affects the research and teaching mission of the medical center staff and the accreditation of the Graduate Medical Education.
- **Senior Biological Science Laboratory Technician.** Independently performs laboratory tests and procedures in support of basic and applied research studies involving hematologic and biochemical analytical assays. Plans, implements, monitors, and evaluates complex programs requiring application of advanced management and organizational principles, and a wide range of qualitative and quantitative techniques. Maintains quality control of all animal procedures and care within the laboratory, documents results and maintains records of experimental procedures, including laboratory notebooks and computer databases, and ensures adequate quantities of supplies and proper maintenance of equipment. Performs surgical procedures on large and small animals.
- **Supervisory Biological Science Laboratory Technician.** Serves as first-line supervisor within the veterinary medicine function within the Engineering and Science Technicians occupational family. Work involves participation in scientific research in association with laboratory animal care and the development and implementation of handling

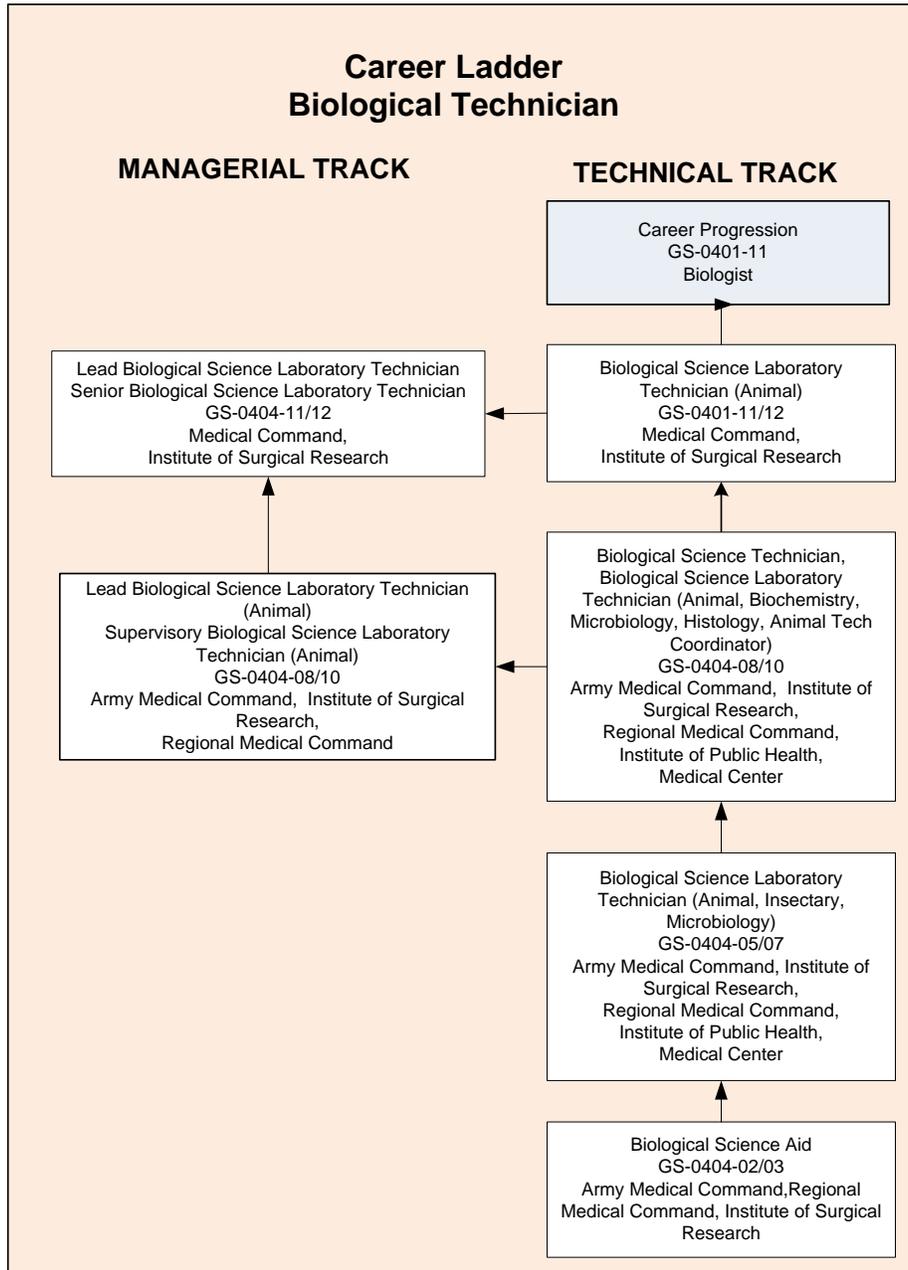
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procedures and methods. Develops study plans; organizes the practical aspects of experiments; develops data through field, lab, and/or workbench processes; refines, verifies, justifies, and organizes data; analyzes and evaluates results; prepares reports which summarize the progress and result of projects and/or prepares sections of publications. Develops plans for animal handling and surgical techniques of animal experiments, the scheduling and maintenance of necessary equipment, and allocation of manpower and resources to the experiments. May review and interpret animal welfare laws for application to animal husbandry, production and research methods within the facility. Evaluates husbandry practices and modifies or establishes new procedures required to maintain high standards of animal care for constantly fluctuating populations.

Mission Critical Occupation. Series 0404 - Biological Science Technician occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the 0404 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Biological Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0404-Biological Science Technician](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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Draft Functional Competencies. The following draft functional competencies apply to 0404 - Biological Science 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).

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Complex Problem Solving.** Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Geography.** Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Information Processing and Recording.** Ability to compile, code, categorize, audit, and verify data; and transcribe, store, and/or maintain the information in written or electronic form.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Originality.** The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

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- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Science.** Using scientific rules and methods to solve problems.
- **Scientific Terminology.** Knowledge of a wide variety of frequently changing, highly specialized scientific terminology for preparing reports and sharing research on insect classification and disease control.
- **Technology Use.** Analytical or scientific software — BD Biosciences CellQuest, Gene Codes Sequencer, PolyBayes software, Systat Software Table Curve.
- **Tool Use.** Ability to use occupational tools; such as Deoxyribonucleic sequence analyzers, Acid DNA sequencers, and inherent sequencing analysis systems.
- **Written Expression.** The ability to communicate information and ideas in writing so others will understand.

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

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

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

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

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

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the 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 0404. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0404 - Biological Science Technician

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS 2/3	GS 5/7	GS-8/10	GS-11/12
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Animal Care Clinical Proficiency (321-F16) AMEDDC&S Formal Training (FT)	CP53	U2	U2	U2	U2
Principles of Military Preventive Medicine (6A-F5) AMEDDC&S FT	CP53	U3	U3	U3	U3
Diseases of Military Importance (MD0152) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2	U2
Environmental Diseases/Injuries II (MD0589) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2	U2

CP53 ACTEDS Plan for Public Health and Veterinary Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS 2/3	GS 5/7	GS-8/10	GS-11/12
Animal Care ALC (081-6-8-C40) (68T30) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2	U2
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE HPC) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2	U2
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3	U3	U3
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	X	U2	U2	U2	U2
Basic Life Support Local Installation FT	CP53X	U1**	U1**	U1**	U1**
Undergraduate Degree Local FT	CP53	U3	U3	U3	U3
Various Swank HealthCare On-Line Courses Local (www.swankhealth.com) DL	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	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 0404 depending upon the duties of the position and the services provided by the employee.

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- AMT Certifications. Certification programs offered by American Medical Technologists that enhance professional growth in various categories, to include Medical Technologists, Medical Laboratory Technicians, and Medical Lab Assistants.
- AALAS Certification and Registry Board. Three levels of certification programs offered by the American Association for Laboratory Animal Science for technician competence of laboratory animal care.
- AAB Board of Registry. Certification program offered by the American Association of Bioanalysts designed especially for professional medical technologists, laboratory technicians, physician office laboratory technicians and phlebotomy technicians.
- ASCP Board of Certification. The gold standard certification program for Medical Laboratory Technicians. Offered by the American Society of Clinical Pathology and provides United States and international certification.
- NEHA Certification. A credential examination program offered by the National Environmental Health Association to award Environmental Health Technician certification.
- Registered Environmental Laboratory Technologist. A special registration/certification program offered by the National Registration of Environmental Professionals for persons engaged in the laboratory management and/or analysis of environmental samples.
- AAB Certifications. Multiple certification processes for advancement in clinical laboratory professions which identify individuals who meet the American Board of Bioanalysis requirements for lab directors, consultants, and supervisors.

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Annex C – Series 0410, Zoology

Overview. The Army has 1 employee (source: DCPDS, 5 June 2014) in the 0410 - Zoology occupational series. This employee is currently assigned to CP16, Engineers & Scientists (Nonconstruction). All Zoology employees are assigned to the US Army Medical Command, and are assigned to the Demonstration Engineers and Scientists (DB) pay plan.

Occupational Series Information. Employees in the 0410-Zoology occupational series perform work in the field of zoology, including classification, structure, ecology, parasitological phenomena, evolution and the life history of animals. This work requires professional education and training in the animal and related natural sciences, and knowledge of the principles, methods, techniques, and procedures applied in the investigation, and solution of zoological problems. The work for a position in Zoology falls in the following functions:

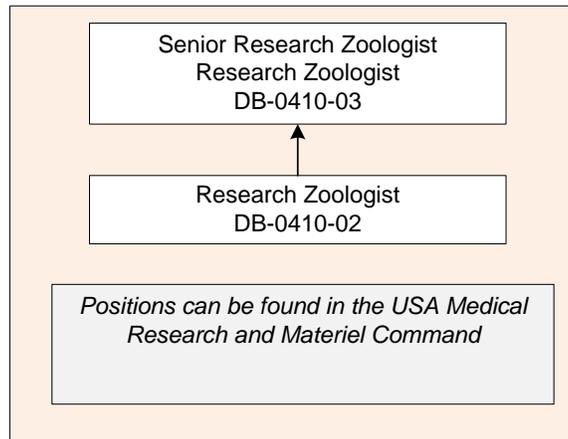
- **Research Zoologist.** Performs research, development, test and evaluation (RDT&E), program management, advisory or coordination services in program development and execution. Conducts systematic, critical, intensive investigation directed toward the development of new or fuller scientific knowledge of the subject studied; it may be with or without reference to a specific application. Work involves implementation of a research and diagnostic program to identify, test, and evaluate new antiparasitics. Exploits cutting-edge technology and classical parasitological and biochemical methods to design and test innovative methods for controlling parasites in the host and vector. Responsible for in-vivo, in-vitro and clinical trials drug testing and development using laboratory animals. Performs diagnosis from biopsies and maintains records. Trains other members of laboratory staff in field and proctors students for MS and PhD education.

Mission Critical Occupation. The 0410-Zoology occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0410 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Zoology series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0410- Zoology](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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Career Ladder Zoology



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

- **Active learning.** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Complex Problem Solving.** Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Coordination.** Ability to adjust personal actions in relation to others' actions.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.

- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Information Processing and Recording.** Ability to compile, code, categorize, audit, and verify data; and transcribe, store, and/or maintain the information in written or electronic form.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Oral Expression.** The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Science.** Using scientific rules and methods to solve problems.
- **Technology Use.** Ability to use analytical or scientific software and database user interface and query software appropriate to the occupation; such as Computer modeling, HATPRO, SAS, and Statistical software.
- **Tool Use.** Ability to use occupational tools, such as Entomological catching equipment (Aerial nets; Odonata nets; Sweeping nets).
- **Written Expression.** The ability to communicate information and ideas in writing so others will understand.

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

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

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is

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essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

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

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

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

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

The following chart is the Master Training Plan for Series 0410. 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 T, CP53 Policy on Training.

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Master Training Plan – Series 0410 – Zoology

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		DB-02	DB-03
Basic Life Support American Heart Association Formal Training (FT)	CP53	U1**	U1**
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	CP53	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2
Animal Care ALC (081-6-8-C40(68T30) AMEDD Distributed Learning DL	CP53/X	U2	U2
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	CP53/X	U2	U2
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/CC/OL	CP53	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		DB-02	DB-03
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*

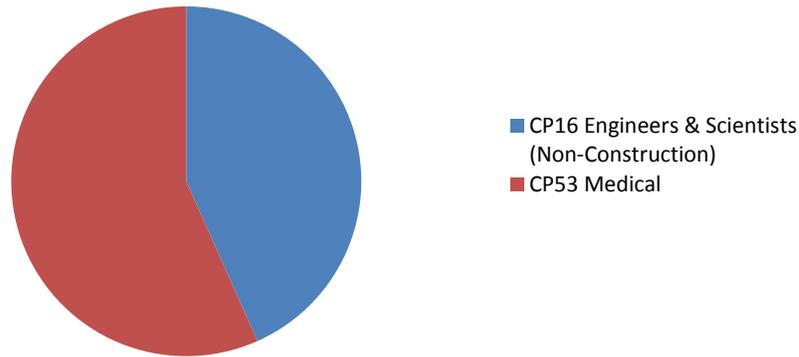
Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee’s commitment to life-long learning and the highest standards of the profession. The following is an example of the certification/licensure requirements for Series 0410 depending upon the duties of the position and the services provided by the employee.

- ABS Certification of Applied Animal Behaviorists. Animal behaviorists can be educated in a variety of disciplines, including psychology biology, zoology, or animal science. Certification is beneficial to anyone who consults with the public or with other professionals about the applications of animal behavior knowledge or about specific behavioral problems of animals.

Annex D – Series 0413, Physiology

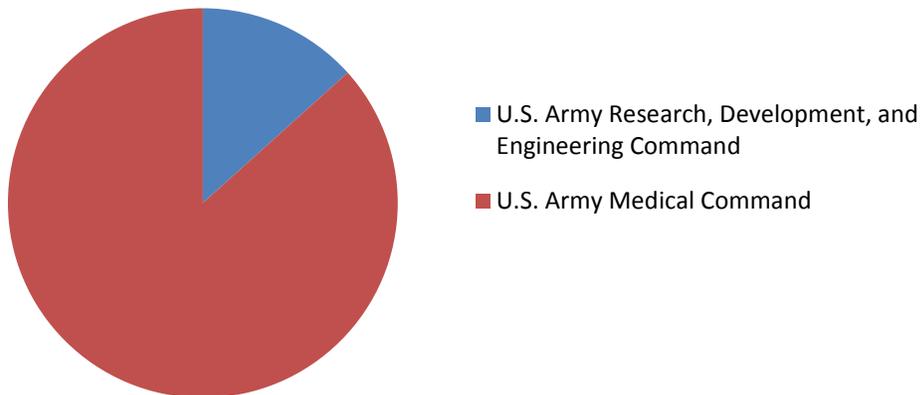
Overview. The Army has 60 employees (source: DCPDS, 5 June 2014) in the 0413 Physiology occupational series. These employees are predominantly currently assigned to CP16, Engineers & Scientists (Nonconstruction) as shown below. The alignment of the positions in this series within CPs 16 and 53 is being reviewed and may change as decisions are made.

Series 0413 Distribution by CP



Physiology employees are assigned to a variety of Army commands as shown on the graphic below. Employees are most commonly assigned to the US Army Medical Command (MEDCOM) and the US Army Research, Development and Engineering Command (USARDEC).

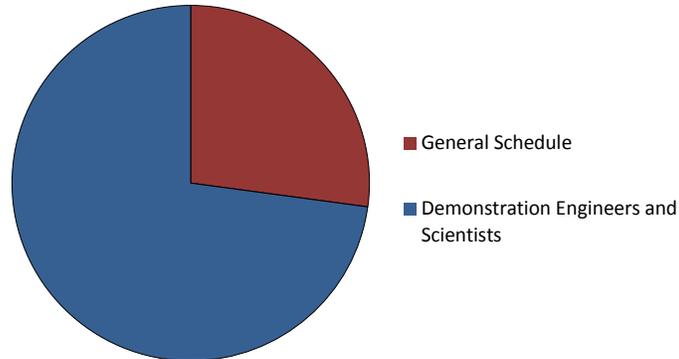
Series 0413 Distribution by Command



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

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Series 0413 Distribution by Pay Plan



Occupational Series Information. Employees in the 0413-Physiology occupational series perform duties that advise on, administer, supervise, or perform research or other professional and scientific work in the field of human and/or animal physiology, including studies of the functions, environmental response, and biological activities and processes of the basic living organism and its component parts. The work generally falls in the following functions:

- **Physiologist (Metabolic Regulation).** Work involves designing and implementing a basic and applied research program to investigate the physiological mechanisms regulating metabolism during rest, exercise, exposure to environmental stress, and/or dietary manipulation, especially restriction of energy intake. Work requires skill in establishing new or using existing human, animal or in vitro experimental models, and physiological laboratory technologies appropriate to study metabolic responses in humans and/or animals to include measurement of metabolic energy expenditure, nervous and endocrine responses, tissue sampling, and quantitative assay of metabolite concentrations.
- **Biomedical Research Scientist.** Positions require specialized knowledge within the broad areas of physiological, pharmacological, cellular and molecular expertise. Responsible for developing the hypothesis, defining significance of findings, integrating all of the data into a complete physiological description of the condition, and adequacy of design and methods to assure publishable findings. Reviews protocols for institutional approval through service on institutional committees such as the Scientific Review Committee, the Human Use Committee, and/or the Institutional Animal Care and Use Committee.
- **Physiologist.** Performs investigation and analysis work (formulating hypotheses, performing theoretical analyses, experimenting to validate hypotheses, etc.) responsible for a problem of considerable scope in a specialty area. A high degree of originality, judgment, and ingenuity is required. Must make significant modifications of existing

theories, designs, concepts, and methodologies. Performs regularly and recurring research work and is responsible for assignments of considerable scope where the objectives are to seek solutions to important problems presenting unprecedented and/or novel aspects.

- **Nutritional Physiologist.** Designs and implements experimental human physiology research programs to determine nutritional needs of modern Warfighters by investigating biochemical, cellular, and molecular metabolic responses to exercise, nutritional manipulation, and environmental extremes. Requires use of biochemical and nutritional knowledge to plan and conduct human and laboratory animal experiments to elucidate candidate metabolic mechanisms suitable for exploitation by nutritional interventions to sustain and enhance optimal Warfighter biological function, health and performance. Requires experience writing research proposals and grant applications, publishing research findings in peer-reviewed scientific publications, and presenting research findings at international scientific conference, academic seminars and symposia.
- **Physiologist (Autonomic).** Work involves research into autonomic cardiovascular responses to simulated hemorrhage using lower body negative pressure as a model to progressively decrease central blood volume. The position requires serving as a member of an integrated team of human physiologists, and also serving as a principal investigator who will plan, conduct, evaluate, and publish in the area of autonomic compensation to simulated hemorrhage. Specifically, work includes performing sympathetic microneurography, evaluating sympathetic responses, and including sympathetic nerve activity as a variable in a multivariate model to predict individuals susceptible to hemorrhagic shock.
- **Research Cardiovascular Physiologist.** Performs independent, creative research formulating projects designed to attack critical problems in understanding basic human cardiovascular physiology and the effects of various disease processes on the cardiovascular system. Provides high level theoretical support in formulation of research projects by clinicians in cardiology. Areas of focus include: evaluation of the effects of atherosclerosis and hypertension, valvular lesions, and primary myocardial disorders on arterial dynamics and ventricular performance. Designs protocols and assists other cardiovascular professional personnel in the design and drafting of protocols. Collects pertinent data necessary to answer hypotheses. Conducts research and statistical analysis in an environment involving patients.
- **Physiologist (Combat Casualty Care).** Work involves research, design, and conduct of scientific studies in the of combat casualty care to develop medical solutions and products for injured soldiers from self-aid to definitive care across the full spectrum of military operations. Research will involve the improvement in the ability of the soldier to perform self-aid, buddy-aid and combat lifesaver advanced first aid. Research will address stabilization of the future force's severely injured casualties with respect to

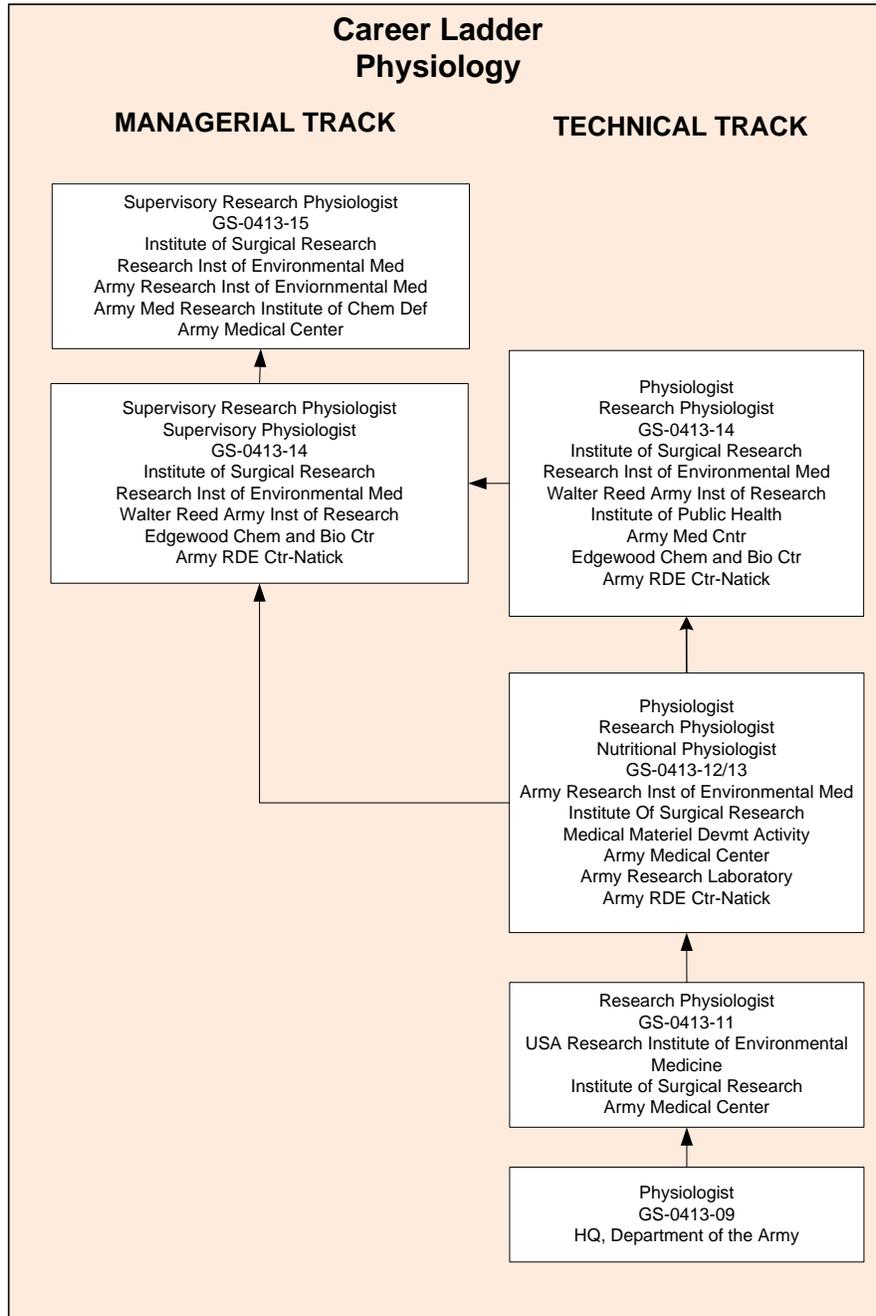
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research. Coordinate and manage the development of complex research into the study of combat casualty care to improve survival outcomes of the future force.

Mission Critical Occupation. The 0413 - Physiology occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0413 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0413- Physiology](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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Draft Functional Competencies. The following draft functional competencies apply to Physiology employees in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their

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

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Life Support.** Ability to provide appropriate life support measures for medical emergencies that may be encountered.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Research Skills.** Knowledge of clinical trial methods, IRB protocols and requirements, processing for approval, regulatory guidelines and continuing review. Knowledge of medical sciences and research concepts and terminology. Knowledge of medical terminology and abbreviations sufficient to interpret, analyze and write about issues concerning research protocols and related documents. Ability to apply analytical, evaluative and investigative techniques to conduct complex research functions.
- **Science.** Using scientific rules and methods to solve problems.
- **Tool Use.** Ability to use occupational tools, such as air samplers or collectors.

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

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training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

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

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

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

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

The following chart is the Master Training Plan for Series 0413. 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.

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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 T, CP53 Policy on Training.

Master Training Plan – Series 0413 - Physiology

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09 DB 2	GS-11 DB 3	GS-12/13 DB 4	GS-14 DB 4	GS-15 DB 5
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	CP53/X	U1	U1	U1	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S Formal Training (FT)	CP53	U2	U2	U2		
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2	U2	U2
Basic Life Support American Heart Association FT	CP53	U1**	U1**	U1**	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U2	U2	U2		
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2		
Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training Local Installation/ Swank (www.swankhealth.com) FT	CP53	U2	U2	U2		
Infection Control: Tuberculosis (TB)/Human Immunodeficiency Virus (HIV) Training Local Installation/Swank/Professional Organization FT	CP53	U2	U2	U2		
Pain Management Local Installation/Swank FT	CP53	U2	U2	U2		
Various Swank On-Line Courses Local Installation/Swank DL	CP53	U3	U3	U3	U3	
Clinical Research Monitoring Society of Clinical Research Associates FT	CP53	U2	U2	U2	U2	
Clinical Science Society of Clinical Research Associates FT	CP53	U2	U2	U2	U2	
Clinical Trial Management Systems Society of Clinical Research Associates FT	CP53	U2	U2	U2	U2	
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2	U2	U2

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09 DB 2	GS-11 DB 3	GS-12/13 DB 4	GS-14 DB 4	GS-15 DB 5
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2	U2	U2
Action Officer Development Course (AODC) AMSC DL	X	U1*	U1*	U2*		
Supervisor Development Course (SDC) AMSC DL	X	U1*	U1*	U1*	U1*	
CES Basic Course (BC) AMSC DL/FT	X	U1*				
CES Intermediate Course (IC) AMSC DL/FT	X		U1*	U1*	U1*	
Manager Development Course (MDC) AMSC DL	X	U2*	U2*	U2*	U2*	
DoD Executive Leadership Development Program (DELDP) DoD FT	X				C	C
CES Advanced Course (AC) AMSC DL/FT	X			U1*	U1*	
Continuing Education for Senior Leaders (CESL) AMSC DL/FT	X				U1	U1
Senior Service College (SSC) Army War College FT/DL	X				C	C
Defense Senior Leader Development Program (DSLDP) DoD FT	X				C	C
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 0413 depending upon the duties of the position and the services provided by the employee.

- ABS Certification of Applied Animal Behaviorists. The Animal Behavior Society (ABS) is the leading professional organization in North America for the study of animal behavior. Animal behaviorists can be educated in a variety of disciplines, including psychology biology, zoology or animal science. Certification is beneficial to anyone who consults

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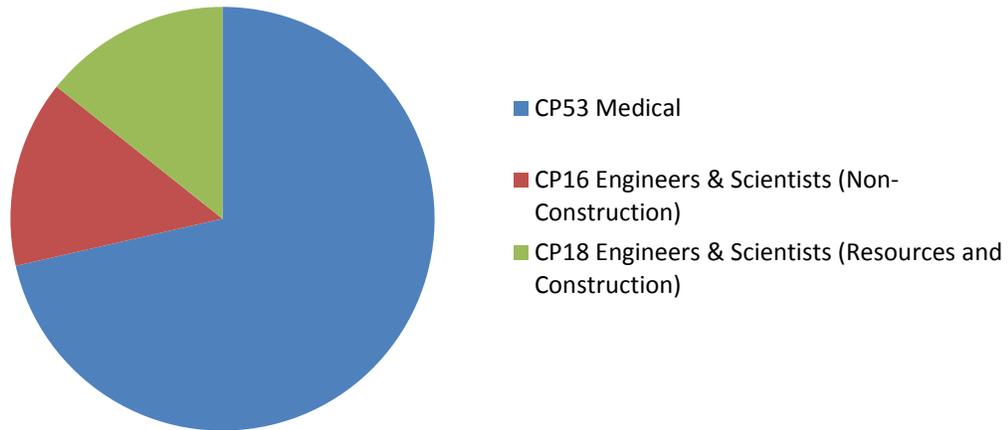
with the public or with other professionals about the applications of animal behavior knowledge or about specific behavioral problems of animals.

- AALAS Laboratory Animal Technician Certification. The American Association for Laboratory Animal Science certification is the highest recognition of professional achievement and competence for technicians in the laboratory animal science profession. There are three levels of certifications: Assistant Laboratory Animal Technician (ALAT), Laboratory Animal Technician (LAT), and Laboratory Animal Technologist (LATG). Achieving the ALAT, LAT, or LATG designation proves that you have demonstrated the skills and abilities necessary to improve the humane care and treatment of laboratory animals. Earning AALAS certification affirms your knowledge in a wide variety of subjects, including animal husbandry, facility management and administration, and animal health and welfare.

Annex E - Series 0414, Entomology

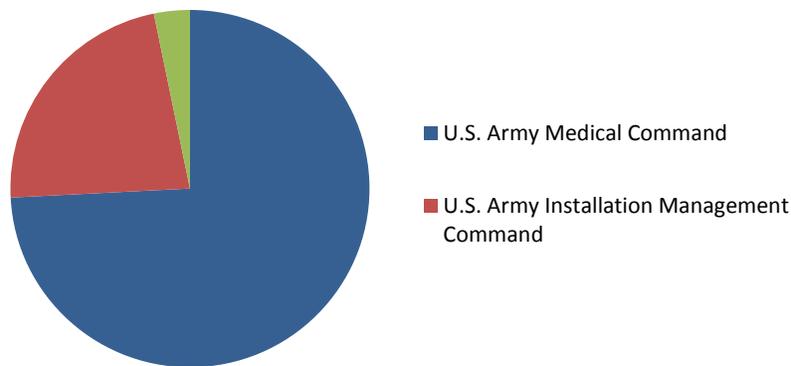
Overview. The Army has 28 employees (source: DCPDS, 5 June 2014) in the 0414 Entomology occupational series. These employees are predominately assigned to CP 53 with some in CPs 16 and 18 as shown below. Career Program Managers are continuing to review the alignment of positions across CPs.

Series 0414 Distribution by CP



Entomology employees are assigned to a variety of Army commands as shown in the graphic below. Employees are most commonly assigned to the US Army Medical Command, US Army Installation Management Command, and US Army Corps of Engineers.

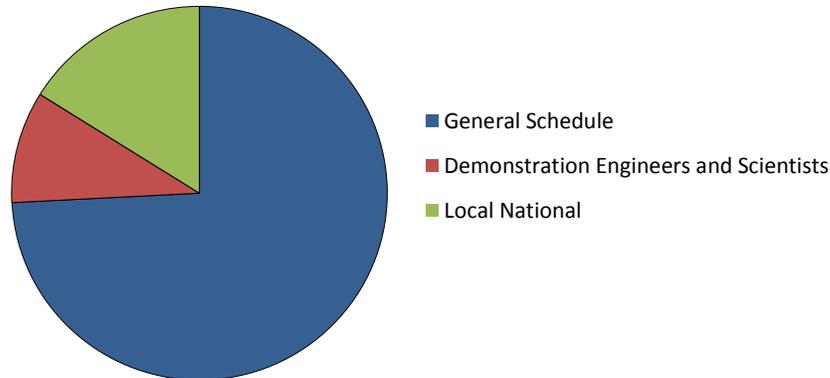
Series 0414 Distribution by Command



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Entomology employees are most commonly assigned to the General Schedule (GS), Demonstration Engineers and Scientists and Local National pay plans, as shown in the chart below.

Series 0414 Distribution by Pay Plan



Occupational Series Information. Employees in the 0414-Entomology occupational series perform duties that advise on, administer, supervise, or perform professional, research and scientific work in the field of entomology (insects) that requires a fundamental knowledge of the principles of the biological and physical sciences that underlie the field and a specific knowledge of the application of these principles to the solution of entomological problems. The science of entomology is divided into two broad, but mutually exclusive, categories: Research Entomology involves expanding the body of knowledge about insect taxonomy, morphology, cytology, embryology, physiology, and genetics; Applied Entomology involves the life history and habits of insects, methods for propagating beneficial insects, studying insects that transmit diseases or cause discomfort, and preventing, detecting, and suppressing outbreaks of noxious insects. The work generally falls in the following functions:

- **Entomologist.** Applies a variety of professional and scientific methodologies to develop and administer pest management programs. Plans and conducts studies of unique pest management problems characterized by significant gaps in the scientific data required for evaluating the biological or ecological variables and for the selection, modification, or development of optimum detection, prevention, evaluation or suppression measures. Conducts field and laboratory investigations and analyzes results. Employs substantive scientific insight, initiative and ingenuity in solution of current operational problems and sound practical judgment in analyzing cost or other considerations against the potential benefits to be gained in the application of new control methods or techniques. Conducts evaluations of medically and economically important arthropods to include species identification, distribution, and relative abundance. Designs and implements sampling

plans to determine the extent of environmental contamination with pesticides following recommended use or specific incidents. Prepares pesticide monitoring plans to delineate areas of suspected contamination associated with incidents and to construct a pesticide profile of an installation. Reviews pesticide usage reports and seizes data to determine usage patterns and trends to provide guidance for integrated pest management systems. Participates as a qualified scientist in the interpretation of pesticide monitoring results and the preparation of scientific reports for publication.

- **Research Entomologist.** Performs a variety of professional and complex scientific research work to solve entomological problems. Responsible for planning, organizing, and developing methods and techniques of surveying, collection, testing and analyzing the infesting insects and rodents. Plans, coordinates and conducts intensive research to include insect detection, pesticide resistance tests, analysis, evaluation and documentation of the results of the command entomological problems in insecticide toxicology, biology, and taxonomy. Designs, coordinates and directs the rodent ectoparasite research program, and conducts the ectoparasite study which is designed to identify the mites and insects found on field rodents in selected areas. Studies the resistance of domestic rodents to currently used rodenticides and the epidemiological implications of rodent ectoparasites. Maintains continuous coordination with local professional entomologists to discuss mutual problems in this area and conducts combined study, as required. Conducts study concerning a wide variety of medical and industrial entomological problems and the types of known diseases associated. Identifies and tests stored product pests, and reports on the measures for control and suppression. Provides professional guidance to personnel assigned to entomology sections as to measures for prevention of outbreaks or control and suppression of noxious insects and rodents based on the results of studies conducted.
- **Supervisor Entomologist.** Plans, directs and executes the Entomological Sciences program. Assigns work to subordinates based on priorities and capabilities. Directs and advises on the accomplishment of objectives, completeness and conformance to policy. Coordinates personnel, facilities, equipment, funds, and developmental training needs. Evaluates performance of subordinates; gives guidance and instructions; interviews candidates for positions; makes recommendations for appointments, promotions, or reassignments; hears and resolves complaints; effects minor disciplinary measures. Exercises overall supervision over management of the organizational position structure. Serves as technical authority, providing technical oversight to employees and consultative services to US Army and Department of Defense (DoD) organizations regarding pesticide management. Compiles, maintains and disseminates current information regarding military standard and nonstandard pesticides and vector borne diseases. Supervises the compilation of technical guides and newsletter items of interest to DoD entomologists and pest management personnel. Oversees the compilation and maintenance of pesticide labels and technical input to Military and Federal

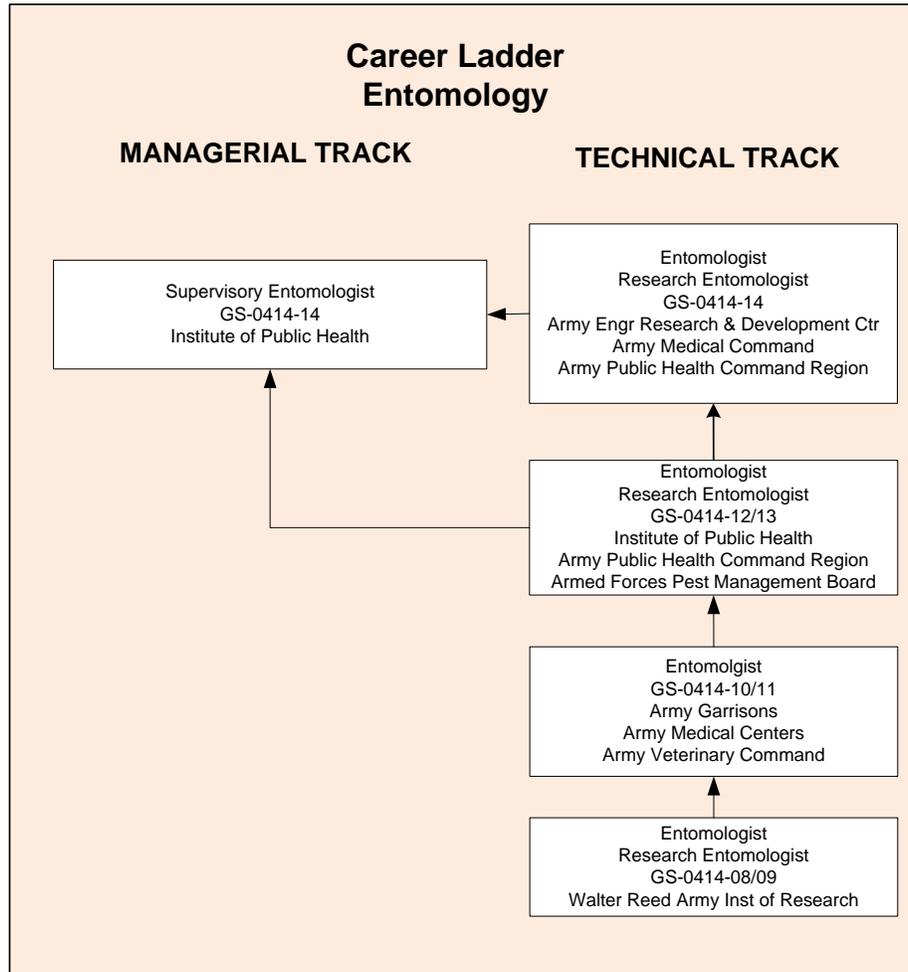
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Specifications and all pertinent Army regulations regarding pesticides to insure that information contained therein is current and conforms with existing Federal regulations. Serves as a US Army Center for Health Promotion and Preventive Medicine representative to professional societies concerned with pesticides.

Mission Critical Occupation. The 0414-Entomology occupational series has not been 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-0414 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0414- Entomology](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This

includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

- **Complex Problem Solving.** Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Coordination.** Ability to adjust personal actions in relation to others' actions.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Geography.** Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Information Processing and Recording.** Ability to compile, code, categorize, audit, and verify data; and transcribe, store, and/or maintain the information in written or electronic form.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Originality.** The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Science.** Using scientific rules and methods to solve problems.
- **Scientific Terminology.**
- **Technology Use.** Ability to use analytical or scientific software appropriate to the occupation; such as computer modeling and statistical software. .

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- **Spreadsheet software.** Ability to acquire and analyze data using Microsoft Excel.
- **Word processing software.** Ability to create and format written document using Microsoft Word.
- **Tool Use.** Ability to use occupational tools; such as catching equipment (Aerial nets, Sweep nets, Aquatic nets, Light traps, Black light traps, Pitfall traps).
- **Written Expression.** The ability to communicate information and ideas in writing so others will understand.

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

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

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

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

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

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the

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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 0414. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0414 Entomology

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-08/09	GS-10/11	GS-12/13	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
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2	U2
Diseases of Military Importance (MD-0152) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2	
Principles of Military Preventive Medicine (6A-F5) AMEDD Distributed Learning DL	CP53/X	U2	U2		

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-08/09	GS-10/11	GS-12/13	GS-14
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning DL	X	U2*	U2*	U2*	
Basic Life Support American Heart Association Formal Training (FT)	CP53	U1**	U1**	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/OL	X	U3	U3	U3	
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2	U2
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2	U2
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2	U2
Medical Entomology Training Course (6H-A0427) AMEDDC&S/Naval Air Station, Jacksonville, FL FT	CP53	U2*	U2*		
Preparing Publications, Research Methodology, and Data Analysis. University/College PD	CP53	U3	U3		
Publishing Research University/College PD	CP53	U3	U3		
Entomological Society of America (ESA) programs and courses On-line DL	CP53	U3	U3	U3	U3
Various Swank HealthCare On-Line Courses On-line (www.swankhealth.com) FT	CP53	U2	U2	U2	U2
Bachelor of Science Degree University/College FT	CP53	U2***			
Master of Science University/College FT	CP53		U3***	U3***	
Doctor of Science University/College FT	CP53			U3***	U3***
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*

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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 0414 depending upon the duties of the position and the services provided by the employee.

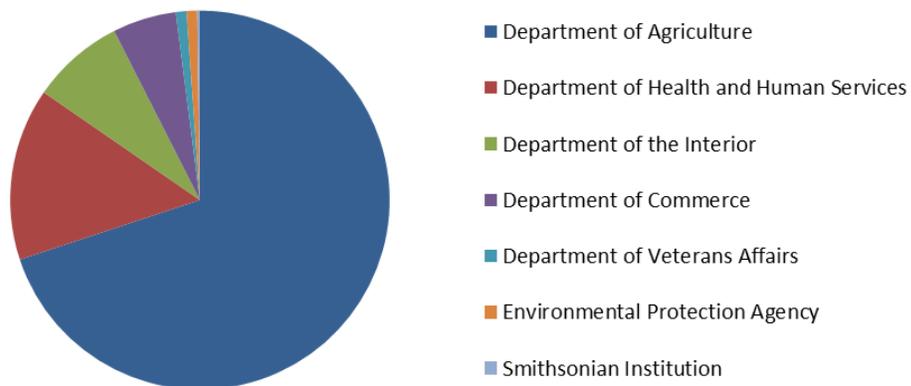
- Associate Certified Entomologist. Certification program offered by the Entomological Society of America (ESA) designed especially for professionals, whose training in entomology has been achieved through continued education, self-study, and on-the-job experience.
- Board Certified Entomologist. Certification program offered by the Entomological Society of America (ESA) designed for professionals with a degree in entomology or a closely-related field; geared toward the pest management industry.

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Annex F – Series 0440, Genetics

Overview. The Army has no employees (source: DCPDS, 3 January 2013) in occupational series 0440 – Genetics. Future employees will be assigned to CP53 Medical. Across the US Government there are approximately 442 people working in this series, with most being employed by the Department of Agriculture. Their distribution is shown in the graphic below (Source: FEDSCOPE, December 2012).

Series 0440 Distribution by Agency



When employed, Geneticists will be assigned to the US Army Medical Command, and when employed may be compensated through the General Schedule (GS), Demonstration Engineers and Scientists (DB), or other pay plan.

Occupational Series Information. Employees in the 0440 - Genetics occupational series advise on, administer, supervise, or perform professional research in the principles and mechanisms of transmission of characters by inheritance, including in some instances the application of these principles in planning breeding programs.

There are no current positions descriptions or requirements for Geneticists within the Army (Source: FASCLASS, 5 June 2014).

Mission Critical Occupation. The 0440-Genetics occupational series has not been designated an MCO.

Career Ladder. There is no career ladder for progression from entry level to an advanced level in the GS-0440 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Genetics series should be guided by the job family standards established by OPM ([Qualifications Standards for Job Series 0400](#)), and by relevant Army and MEDCOM policies or regulations for their specialty.

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

- **Biology.** Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Tool Use.** Ability to use bench top and table top centrifuges.
- **Technology Use.** Ability to use analytical or scientific software.
- **Sociology and Anthropology.** Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- **Clerical Knowledge.** Ability to manage administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Information Ordering.** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Active Listening.** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Social Perceptiveness.** Being aware of others' reactions and understanding why they react as they do.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Oral Expression.** The ability to communicate information and ideas in speaking so others will understand.
- **Written Expression.** The ability to communicate information and ideas in writing so others will understand.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving.** Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Speech Clarity & Recognition.** The ability to speak clearly so others can understand you, and to identify and understand the speech of another person.

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

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

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

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

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

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

The following chart is the Master Training Plan for Series 0440. It addresses the occupational and professional development training required by a single grade level to represent a generic requirement. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0440 – Genetics

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience
		GS-09
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1
Organization of the US Government Supervisor OJT	X	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distributed Learning (DL)	CP53/X	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience
		GS-09
Instructor Training Course (5K-F3/520-F3) AMEDDC&S Formal Training (FT)	CP53	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2
Animal Care ALC (081-6-8-C40) (68T30) AMEDD Distributed Learning DL	CP53/X	U2
Basic Life Support Local Installation FT	CP53	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U2
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U3
Professional Associations Local Installation Work groups, briefings, seminars, conferences, training sessions	CP53	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/DL	CP53	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1
Supervisor Development Course AMSC DL	X	U1*
Certifications Professional Organization FT	CP53	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure

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demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following is an example of a possible certification/licensure requirement for Series 0440 depending upon the duties of the position and the services provided by the employee.

- ABGC Certified Genetic Counselor. Certification program offered by American Board of Genetic Counseling indicating that individual practitioners have met the standards necessary to provide competent genetic counseling services. Whether in a hospital clinic, government agency, biotechnology company, or other professional setting, a CGC® has attained a recognized professional benchmark of expertise and quality.

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Annex G – Series 0487, Animal Science

Overview. The Army has 3 positions (source: DCPDS, 5 June 2014), but no employees in occupational series 0487 – Animal Science. When employed, these employees will be assigned to CP53 Medical.

Animal Scientists will be assigned to the US Army Medical Command.

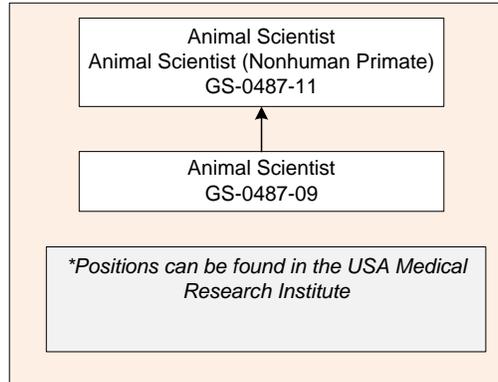
Animal Scientists will be compensated through the General Schedule (GS) pay plan.

Occupational Series Information. Employees in the 0487- Animal Science occupational series perform research or other professional and scientific work in the field of animal science including nutritional, biophysical, biochemical, and physiological relationships. This work requires full professional education and training in the biological and agricultural sciences and a fundamental knowledge of the principles, methods, techniques, and relationships in the field of animal science and the application of this knowledge in the investigation, analysis, and solution of animal science problems. This series covers positions that manage, supervise, lead, or perform professional, research, or scientific work in the field of animal science. Work involves investigating, analyzing, and studying animal nutritional, biophysical, biochemical, and physiological relationships

Mission Critical Occupation. The 0487-Animal Science occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0487 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Animal Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0487-Animal Science](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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**Career Ladder
Animal Science**

Draft Functional Competencies. The following draft functional competencies apply to Animal Scientist 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).

- **Animal Health Conditions.** Knowledge and ability to identify normal and certain abnormal animal health conditions of each species; functional understanding of basic physiologic anatomy of the animals.
- **Biology.** Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Administration and Management.** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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

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

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

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

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

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

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

The following chart is the Master Training Plan for Series 0487. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0487 - Animal Science

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-09	GS-11
Basic Life Support Local Installation Formal Training (FT)	CP53	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/Distance Learning (DL)	X	U2	U2
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U3	U3
Professional Associations Local Installation Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/DL	CP53/ X	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	CP53	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2
Animal Care ALC (081-6-8-C40(68T30)) AMEDD Distributed Learning DL	CP53/X	U2	U2

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-09	GS-11
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/DL	CP53	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	X	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53	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 0487 depending upon the duties of the position and the services provided by the employee.

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Annex H - Series 0688, Sanitarian

Overview. The Army currently has 4 employees (source: DCPDS, 5 June 2014) in the 0688-Sanitarian occupational series. These employees are assigned to CP53 Medical.

All Sanitarian employees are assigned to the US Army Medical Command.

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

Occupational Series Information. Employees in the 0688-Sanitarian occupational series perform planning, developing, administering, evaluating, and promoting programs concerned with the elimination and prevention of environmental health hazards. Also included are positions which involve developing and revising health laws, rules, health, agricultural, physical, or biological sciences sufficient to understand the basic concepts, principles, methods, and techniques of environmental health; and a practical knowledge of health laws, rules, and regulations. The work generally falls in the following functions:

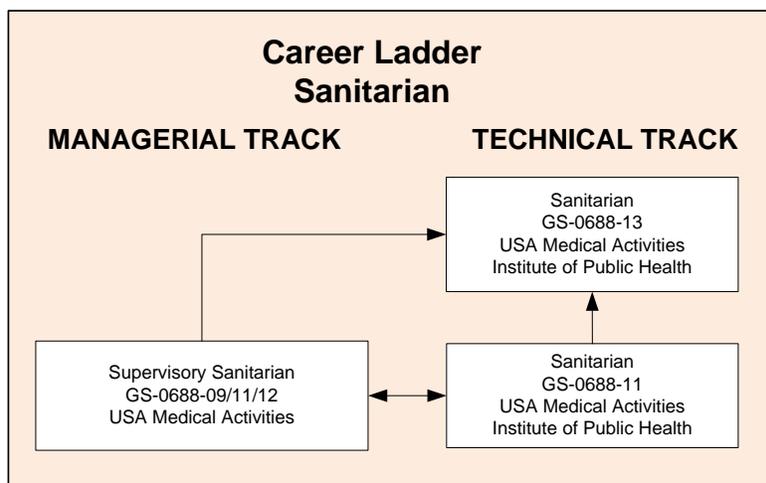
- **Sanitarian.** Works on situations dealing with sanitation and environmental hygiene. Reviews plans, designs and contracts for environmental health considerations of food service facilities, childcare facilities, swimming pools, recreational facilities, and child development services, providing consultations as needed. Performs, tests, and reviews environmental health programs, food service sanitation program, childcare programs, and sanitation and housing programs. Determines strategies, solicitations for funding, program or technology development and testing, and fielding. Reviews new military field equipment for major health hazard assessments. Conducts on-site evaluation of new systems, reviewing test plans and procurement schedules. Evaluates tests in progress and performs health hazard assessments. Reviews test design packets, mission needs statements, and assorted project documents to support material development and testing. Reviews regulations, policies, technical guides and bulletins, training manuals, information papers, and health risk assessments which affect policies or procedures. Reviews documents affecting procurement of food service equipment, rations and other military material. Assists with professional training programs and military briefings.

Mission Critical Occupation. The 0688-Sanitarian occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0688 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0688-Sanitarian](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes

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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 Sanitarian 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).

- **Analytical Chemistry.** Describe principles and application of laboratory analytical procedures and methods of detection for sample analyses such as gas chromatography, infrared, visible and ultraviolet spectrophotometry, high performance liquid chromatography, mass spectroscopy, atomic absorption spectrophotometry and wet chemical analyses.
- **Basic Science.** Know and apply scientific concepts from the fields of general chemistry, organic chemistry, biochemistry, microbiology, entomology, food chemistry, biology, anatomy, physiology, physics, mathematics, and statistics. Describe physical properties of substances such as reactivity, combustibility and flammability. Perform calculations related to concentration of chemicals and preparation of pesticides, chemical treatment of drinking and swimming waters, concentrations, units of measures and conversions, and pressure and temperature adjustments and conversions.
- **Biohazards.** Identify biological agents such as viruses, bacteria, fungi, molds, allergens, toxins, recombinant products, bloodborne pathogens, and infectious diseases that are potentially harmful to humans and other biological organisms. Understands mechanical and chemical process required to control these hazards in a broad population.
- **Biostatistics and Epidemiology.** Demonstrate knowledge of infectious diseases in a broad population and physiological conditions and factors that influence their frequency

and distribution. Interpret and evaluate prospective and retrospective studies, morbidity and mortality and animal experimental studies using data and data distribution knowledge of statistical and nonstatistical data.

- **Community Exposure.** Describe general and technical topics related to spread and control of communicable diseases in a military and general population. Be familiar with peripheral disciplines such as emergency planning and response to natural and manmade disasters, including bio terrorist attacks against food and water supplies and intentional spread of biological warfare agents.
- **Disease Outbreak Investigation.** Working knowledge of principles of disease investigation including foodborne illness, waterborne illness and other infectious diseases. Ability to design outbreak investigation questionnaires and to develop basic statistical modeling. Ability to select appropriate laboratory testing to support disease investigations.
- **Engineering Controls/Ventilation.** Recommend and apply local exhaust ventilation, general dilution ventilation, exhaust and special filtration for control of microbes, general familiarity with fire protection, including control of grease and other flammable substances. Basic familiarity with NFPA Life Safety Code as related to housing, schools, day care and foodservice. Application of these principles requires knowledge of the mechanics of airflow, ventilation measurements, basic plumbing and cross connection technology, design, or systems in food establishments, water distribution systems, swimming pools and a variety of housing.
- **Ergonomics.** Identify, evaluate and recommend controls to mitigate ergonomically stressful jobs using principles from anthropometry, human factors engineering, biomechanics, work physiology, human anatomy, occupational medicine and facilities engineering for the purpose of preventing injuries and illnesses.
- **General Environmental Health.** Professional knowledge of basic sciences, concepts, principles, and practices to plan, coordinate, staff and carry out assignments within the field of environmental health at installation and to support military in deployed or field training operations.
- **Hazard Management.** Describe methods to acquire, allocate, and control resources to anticipate, recognize, evaluate, and control environmental hazards in an effective and efficient manner. Apply principles of auditing, investigation methods, data management and integration, establishment of policies, planning, delegation of authority, accountability, business acumen, risk communication, organizational structure and culture, and decision making. Use basic principles of risk management to evaluate hazards, schedule resources and prioritize use of time, labor and funding. Follow a Code of Ethics.
- **Health Risk Analysis and Hazard Communication.** Demonstrate knowledge of the principles of health risk analysis: establish an exposure assessment strategy; collect basic characterization information (workplace, workforce and agents); assess exposures

to the workforce; prioritize health risks; implement monitoring and control strategies for unacceptable exposures; schedule and perform periodic reassessments as necessary; document and communicate health risk exposures.

- **Ionizing Radiation.** Apply knowledge of the physical characteristics and health and biological effects associated with exposure to alpha, beta, gamma, neutron and x-radiation to recommend controls based on measurement and evaluation of exposure.
- **Noise and Hearing Loss Prevention.** Demonstrate knowledge of and apply principles of the physics of noise and vibration to conduct appropriate measurements to evaluate worker exposure, to identify situations with the potential to cause noise-induced hearing loss or vibration-related injury, and to recommend methods to eliminate or control excessive exposure. Demonstrate knowledge of the anatomy and physiology of the ear with respect to the development of impaired hearing.
- **Non-Engineering Controls.** Recommend and evaluate use of personal protective equipment to control exposures using the principles governing selection, use, care, and limitations of the equipment. Apply knowledge of respirator fit testing, breathing air specifications, material permeability, eye protection, training and the use of worker rotation as an administrative control.
- **Non-ionizing Radiation.** Apply knowledge of the physical characteristics, potential hazards, and health effects of exposure to electromagnetic fields, static electric and magnetic fields, lasers, radio frequencies, microwaves, ultraviolet, visible, infrared radiation and illumination to identify potential health hazards and refer to appropriate agencies of correction. Knowledgeable of proper use of microwave energy in production operations. Able to evaluate proper use of equipment and recommend appropriate controls to minimize exposure.
- **Population Health.** Demonstrates ability to identify stresses which effect the health of the entire exposed population, military, dependents and contract and Civilian employees including water borne illness, sports and recreational activities, housing, elementary, secondary schools, child and youth services, barber and beauty shops, laundry and dry cleaning, entomology, solid and liquid waste and other environmental health issues.
- **Thermal Stressors.** Describe heat-strain pathophysiology and hypo- and hyperthermic enviromarkers and biomarkers, recommend comprehensive heat strain prevention programs, and recognize special human risk factors for heat-related disorders and deaths. Demonstrate knowledge of medical/first aid care in case of emergency. Apply basic heat and cold injury prevention measurements and training to establish installation program. Conducts heat, cold and high altitude injury prevention training.
- **Toxicology.** Demonstrate knowledge of the principles of toxicology including symptomatology, pharmacokinetics, mode of action, additive, synergistic and antagonistic effects, routes of entry, absorption, metabolism, excretion, target organs, toxicity testing protocols, aerosol deposition, clearance in the respiratory tract,

carcinogenic, mutagenic, teratogenic and reproductive hazards. Apply the toxicological principles to evaluating and predicting health effects from exposures to single contaminants, mixtures of contaminants, and natural and synthetic agents.

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

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

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

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

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

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are

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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 0688. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0688 Sanitarian

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11	GS-13
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1
Basic Industrial Hygiene Techniques (6H-F11/322-F11) AMEDDC&S Formal Training (FT)	CP53	U2	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2
Occupational Health and Industrial Hygiene (081-MD0165) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2
Basic Life Support American Heart Association FT	CP53	U1**	U1**	U1**
Automated External Defibrillator (AED) Training American Heart Association/local vendor/installation FT	CP53	U2	U2	U2
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U3	U3	U3
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-09	GS-11	GS-13
Guide to Industrial Hygiene - OSHA 521 (CSAF122) DCMA SCHOOLS FT	CP53	U3	U3	U3
AIHA Training Opportunities American Industrial Hygiene Association PD	CP53	U3	U3	U3
CDC Environmental Health Courses Center for Disease Control and Prevention FT/DL	CP53	U3*	U3*	U3*
Hearing Conservation Technician Training MTF/CHPPM/Community College/University/vendor FT	CP53	U1*	U1*	U1*
Institute for Public Health Degree and Certificate Programs Georgia State University FT	CP53	U3	U3	U3
Bachelor's degree University/College FT	CP53	U3***	U3***	
Various Swank Health Care On-Line Courses On-Line (www.swankhealth.com) PD/DL	CP53	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 0688 depending upon the duties of the position and the services provided by the employee.

- **Basic Life Support (BLS).** The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.

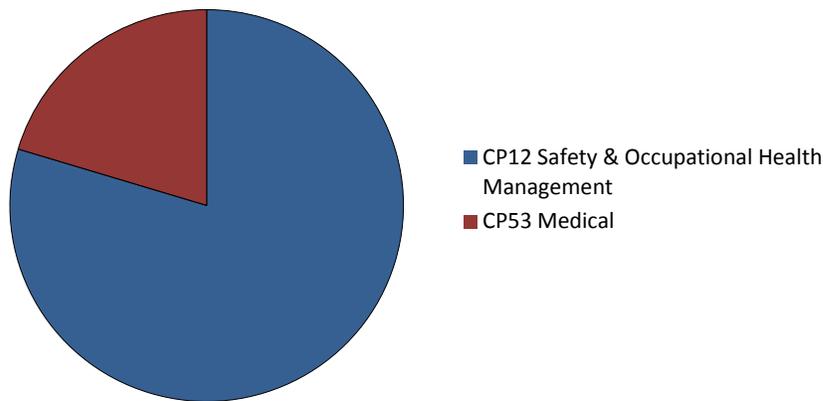
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- Registered Sanitarian or Registered Environmental Health Specialist. These credentialing can be obtained at either the national level through the National Environmental Health Association or thru state certification.

Annex I - Series 0690, Industrial Hygienist

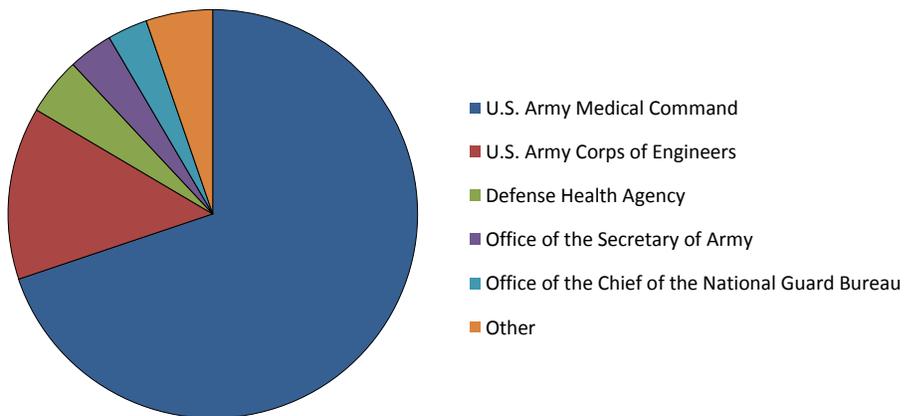
Overview. The Army has 276 employees (source: DCPDS, 5 June 2014) in the 0690-Industrial Hygienist occupational series. These employees are predominantly assigned to CP12 Safety and Occupational Health Management as shown below. The Career Program Managers continue to review the alignment of duties and positions within the career programs. It is anticipated that the CP alignment of some positions will change as the review continues.

Series 0690 Distribution by CP



Industrial Hygienists are assigned to a variety of Army commands as shown on the graphic below. Employees are most commonly assigned to the US Army Medical Command and the US Army Corps of Engineers.

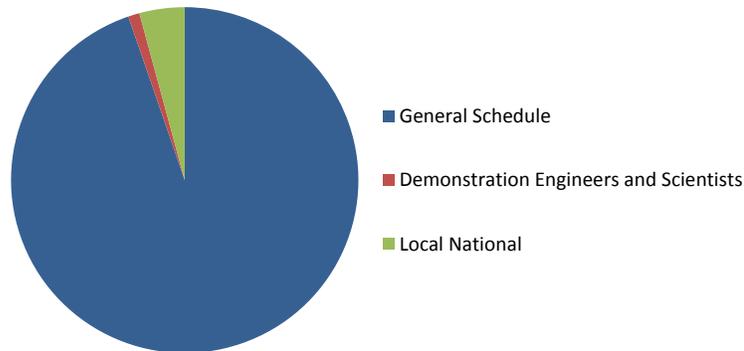
Series 0690 Distribution by Command



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Industrial Hygienists are most commonly assigned to the General Schedule (GS) pay plan, as shown in the chart below. All CP53 employees in this series are compensated through the GS pay plan.

Series 0690 Distribution by Pay Plan



Occupational Series Information. Employees in the 0690-Industrial Hygienist occupational series perform duties of which are to advise on, administer, supervise, manage, or perform professional and scientific work in industrial hygiene, including the identification and evaluation of conditions affecting the health and efficiency of employees, or the citizens of the adjacent community, the formulation and recommendation of measures to eliminate or control occupational health hazards, and the promotion of occupational health programs for instructing and motivating managers and employees in the prevention as well as correction of potential health hazards. The work generally falls in the following functions:

- **Industrial Hygienist.** Conducts comprehensive industrial hygiene and environmental health surveys at a wide variety of Army installations and activities within the US and OCONUS. Evaluations include chemical health hazards and physical hazards associated with Army environments. Surveys are conducted to ascertain local program/activity compliance with appropriate Federal occupational health and safety standards and criteria documents, standards published by professional and trade organizations, Agency manuals and policies. Prepares detailed technical reports of findings with recommended corrective actions, including engineering controls as appropriate. Serves as an advisor and consultant on industrial hygiene matters to a wide variety of personnel.
- **Supervisory Industrial Hygienist.** Serves as Supervisor, Industrial Hygiene Section, supervises from 6 to 15 professionals (industrial hygienists, technicians, and administrative personnel) whose mission is to: provide industrial hygiene services to include planning, programming and budgeting for control of occupational health hazards and managing daily operations. Require the professional knowledge of

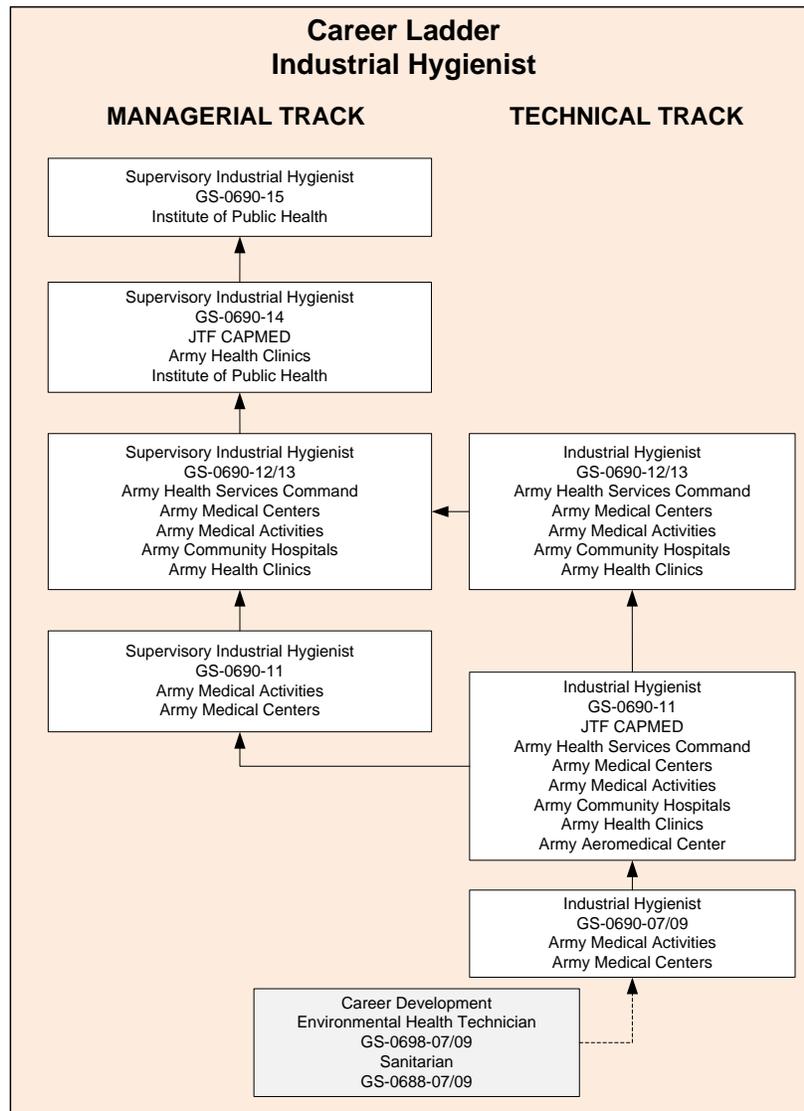
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industrial hygiene concepts, principles and practices which enable the employees to oversee health hazard evaluations of a wide variety of industrial worksites which are characterized by complex work processes, and chemical compounds including those for which standards do not exist. Interprets and implements new or revised policy directives or program materials from higher authority or regulatory agencies, formulating plans for local application.

Mission Critical Occupation. The 0690-Industrial Hygienist occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0690 series within CP53. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0690-Industrial Hygiene](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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Draft Functional Competencies. The following draft functional competencies apply to Industrial Hygiene 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).

- **Air Sampling and Instrumentation.** Determine appropriate sampling strategy. Select and describe the advantages and disadvantages of using the various types of air sampling instruments and the collection of full-shift, task-based and grab samples. Demonstrate knowledge of instrument calibration and quality assurance practices.

- **Analytical Chemistry.** Describe principles and application of laboratory analytical procedures and methods of detection for sample analyses such as gas chromatography, infrared, visible and ultraviolet spectrophotometry, high performance liquid chromatography, mass spectroscopy, atomic absorption spectrophotometry and wet chemical analyses.
- **Basic Science.** Know and apply scientific concepts from the fields of general chemistry, organic chemistry, biochemistry, analytical chemistry, biology, anatomy, physiology, physics, mathematics, and statistics. Describe physical properties of substances such as reactivity, combustibility and flammability. Perform calculations related to gas laws, airborne concentrations, units of measures and conversions, and pressure and temperature adjustments.
- **Biohazards.** Identify biological agents such as viruses, bacteria, fungi, molds, allergens, toxins, recombinant products, bloodborne pathogens, and infectious diseases that are potentially harmful to humans and other biological organisms.
- **Biostatistics and Epidemiology.** Demonstrate knowledge of the principles and techniques used in epidemiology to study the distribution of occupationally induced diseases and physiological conditions and factors in workplaces that influence their frequency. Interpret and evaluate prospective and retrospective studies, morbidity and mortality and animal experimental studies using data and data distribution knowledge of statistical and nonstatistical data.
- **Community Exposure.** Describe general and technical topics related to ambient air quality, air cleaning technology, emission source sampling, atmospheric dispersion of pollutants, ambient air monitoring, health and environmental effects of air pollution. Be familiar with peripheral disciplines such as emergency planning and response, water pollution, hazardous waste and environmental fate and transport.
- **Engineering Controls/Ventilation.** Recommend and apply local exhaust ventilation, dilution ventilation, isolation, and process change engineering principles to control chemical, biological, and physical exposures. Application of these principles requires knowledge of the mechanics of airflow, ventilation measurements, design, in-plant air circulation and recirculation, air-cleaning technology and related calculations.
- **Ergonomics.** Identify, evaluate and recommend controls to mitigate ergonomically stressful jobs using principles from anthropometry, human factors engineering, biomechanics, work physiology, human anatomy, occupational medicine and facilities engineering for the purpose of preventing injuries and illnesses.
- **General Industrial Hygiene.** Professional knowledge of industrial hygiene (IH) and concepts, principles, and practices to plan, coordinate, staff and carry out assignments within the field of industrial hygiene at research laboratories, and other facilities.
- **Health Risk Analysis and Hazard Communication.** Demonstrate knowledge of the principles of health risk analysis: establish an exposure assessment strategy; collect basic characterization information (workplace, workforce and agents); assess exposures

to the workforce; prioritize health risks; implement monitoring and control strategies for unacceptable exposures; schedule and perform periodic reassessments as necessary; document and communicate health risk exposures.

- **Ionizing Radiation.** Apply knowledge of the physical characteristics and health and biological effects associated with exposure to alpha, beta, gamma, neutron and x-radiation to recommend controls based on measurement and evaluation of exposure.
- **Management.** Describe methods to acquire, allocate, and control resources to accomplish anticipation, recognition, evaluation and control of workplace hazards in an effective and efficient manner. Apply principles of auditing, investigation methods, data management and integration, establishment of policies, planning, delegation of authority, accountability, business acumen, risk communication, organizational structure and culture, and decision making. Follow a Code of Ethics.
- **Noise and Hearing Loss Prevention.** Demonstrate knowledge of and apply principles of the physics of noise and vibration to conduct appropriate measurements to evaluate worker exposure, to identify situations with the potential to cause noise-induced hearing loss or vibration-related injury, and to recommend methods to eliminate or control excessive exposure. Demonstrate knowledge of the anatomy and physiology of the ear with respect to the development of impaired hearing. Evaluate audiograms and audiometric testing programs.
- **Non-Engineering Controls.** Recommend and evaluate use of personal protective equipment to control exposures using the principles governing selection, use, care, and limitations of the equipment. Apply knowledge of respirator fit testing, breathing air specifications, material permeability, eye protection, training and the use of worker rotation as an administrative control.
- **Non-ionizing Radiation.** Apply knowledge of the physical characteristics, potential hazards, and health effects of exposure to electromagnetic fields, static electric and magnetic fields, lasers, radio frequencies, microwaves, ultraviolet, visible, infrared radiation and illumination to recommend controls based on measurement and evaluation of exposure.
- **Thermal Stressors.** Describe heat-strain pathophysiology and hypo- and hyperthermic enviromarkers and biomarkers, recommend comprehensive heat strain prevention programs, and recognize special human risk factors for heat-related disorders and deaths. Demonstrate knowledge of medical/first aid care in case of emergency.
- **Toxicology.** Demonstrate knowledge of the principles of toxicology including symptomatology, pharmacokinetics, mode of action, additive, synergistic and antagonistic effects, routes of entry, absorption, metabolism, excretion, target organs, toxicity testing protocols, aerosol deposition, clearance in the respiratory tract, carcinogenic, mutagenic, teratogenic and reproductive hazards. Apply the toxicological principles to evaluating and predicting health effects from exposures to single contaminants, mixtures of contaminants, and natural and synthetic agents.

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- **Work Environments and Industrial Processes.** Anticipate, recognize, evaluate and control exposures associated with specific industries and/or processes. Apply knowledge to topics such as confined space entry, spray-painting, welding, abrasive-blasting, vapor-degreasing, foundry operations, hazardous waste site remediation, and indoor environmental conditions.

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

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

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

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

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

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy

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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 0690. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0690 - Industrial Hygiene

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-07/09	GS-11	GS-12/13	GS-14	GS-15
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1		
Basic Industrial Hygiene Techniques (6H-F11/322-F11) AMEDDC&S Formal Training (FT)	CP53	U2	U2	U2	U3	U3
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2		
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2		
Occupational Health and Industrial Hygiene (081-MD0165) AMEDD Distributed Learning DL	CP53/X	U2	U2	U2	U3	U3
Basic Life Support American Heart Association FT	X	U1**	U1**	U1**	U1**	U1**
Automated External Defibrillator (AED) Training American Heart Association/local vendor/installation FT	CP53	U2	U2	U2		
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U3	U3	U3		
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2		

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-07/09	GS-11	GS-12/13	GS-14	GS-15
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2		
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2		
Guide to Industrial Hygiene - OSHA 521 (CSAF122) DCMA SCHOOLS FT	CP53	U3	U3	U3	U3	U3
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) DL	X	U2	U2	U2	U2	U2
AIHA Training Opportunities American Industrial Hygiene Association PD		U3	U3	U3	U3	U3
CDC Environmental Health Courses Center for Disease Control and Prevention FT/DL	CP53	U3*	U3*	U3*	U3	U3
Fundamentals of Industrial Hygiene National Safety Council FT	CP53	U3	U3	U3	U3	U3
Hearing Conservation Technician Training MTF/CHPPM/Community College/University/vendor FT	CP53	U1*	U1*	U1*		
Institute for Public Health Degree and Certificate Programs Georgia State University FT	CP53	U3	U3	U3		
Bachelor's degree University/College FT	CP53	U3***	U3***			
Various Swank Health Care On-Line Courses On-Line (www.swankhealth.com) PD/DL	CP53	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 0690 depending upon the duties of the position and the services provided by the employee.

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- Basic Life Support (BLS). The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.
- Certified Industrial Hygienist (CIH). An individual who has met the minimum requirements for education and experience, and through examination, has demonstrated a minimum level of knowledge in the following rubric (subject matter) areas: Air Sampling & Instrumentation; Analytical Chemistry; Basic Science; Biohazards; Biostatistics & Epidemiology, Community Exposure; Engineering Controls/Ventilation; Ergonomics; Health Risk Analysis & Hazard Communication; IH Program Management; Noise; Non-Engineering Controls; Radiation – Ionizing and Non-ionizing; Thermal Stressors; Toxicology; Work Environments & Industrial Processes.

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Annex J – Series 0696, Consumer Safety

Overview. The Army has 1 employee (source: DCPDS, 5 June 2014) in the 0696 – Consumer Safety occupational series assigned to the Defense Commissary Agency. Employee is assigned to the General Schedule (GS) pay plan.

Occupational Series Information. Employees in the 0696-Consumer Safety occupational series perform duties concerned with enforcing the laws and regulations protecting consumers from foods that are impure, unwholesome, ineffective, improperly or deceptively labeled or packaged, or in some other way dangerous or defective. These positions require knowledge of various scientific fields such as chemistry, biology, pharmacology, and food technology. Consumer safety officers identify substances and sources of adulteration and contamination, and evaluate manufacturing practices, production processes, quality control systems, laboratory analyses, and clinical investigation programs.

- **Consumer Safety Officer.** Serves as a consumer safety specialist and food inspector for the, Defense Commissary Agency. Performing a variety of technical, administrative and professional duties that focus on the identification and elimination of public health hazards related to food safety. Emphasis is placed on the inspection of all products that arrive at the Central Meat Processing Plant (CMPP) for identity, wholesomeness, and condition. Assures that beef and pork is from approved processing plants and ensures compliance with contractual requirements.

Mission Critical Occupation. The 0696-Consumer Safety occupational series has not been designated an MCO.

Career Ladder. There is no career ladder supporting the single position in the GS-0696 series. Individuals employed in the Consumer Safety series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0696- Consumer Safety](#)), 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 Zoology 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).

- **Active learning.** Understanding the implications of new information for both current and future problem-solving and decision-making.

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- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Complex Problem Solving.** Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Information Ordering.** Uses developing information management technology in order to accomplish duties.
- **Information Processing and Recording.** Ability to compile, code, categorize, audit, and verify data; and transcribe, store, and/or maintain the information in written or electronic form.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Oral Expression.** The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Public Safety and Security.** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Science.** Using scientific rules and methods to solve problems.
- **Written Expression.** The ability to communicate information and ideas in writing so others will understand.

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

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

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

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

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

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

The following chart is the draft Master Training Plan for Series 0696. 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 T, CP53 Policy on Training.

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Master Training Plan – Series 0696 – Consumer Safety

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		DB-02	DB-03
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	CP53/X	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S Formal Training (FT)	CP53	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2
Animal Care ALC (081-6-8-C40(68T30) AMEDD Distributed Learning DL	CP53/X	U2	U2
Basic Life Support Local Installation FT	X	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U2	U2
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	X	U1	U1
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/DL	CP53	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		DB-02	DB-03
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53	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 is an example of the certification/licensure requirements for Series 0696 depending upon the duties of the position and the services provided by the employee.

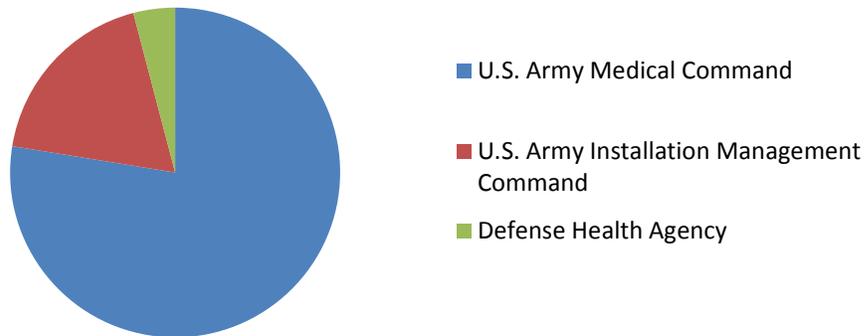
- ABS Certification of Applied Animal Behaviorists. Animal behaviorists can be educated in a variety of disciplines, including psychology biology, zoology or animal science. Certification is beneficial to anyone who consults with the public or with other professionals about the applications of animal behavior knowledge or about specific behavioral problems of animals.
- Certified Professional - Food Safety. The National Environmental Health Association offers the certification geared toward people whose primary job is in the field of food safety and inspection. The certification requires expertise in the FDA's hazard analysis and critical points system, food microbiology, food inspection regulation, along with problem solving skills.

Annex K - Series 0698, Environmental Health Technician

Overview. The Army has 49 employees (source: DCPDS, 5 June 2014) in the 0698-Environmental Health Technician occupational series. All employees are assigned to CP53 Medical.

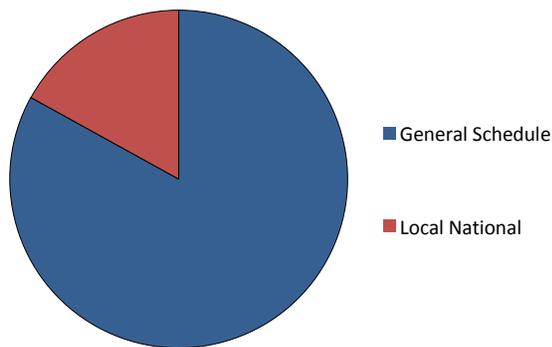
Environmental Health Technician employees are assigned to a variety of Army commands as shown on the graphic below. Employees are most commonly assigned to the US Army Medical Command and the US Army Installation Management Command.

Series 0698 Distribution by Command



Industrial Hygiene employees are most commonly assigned to the General Schedule (GS) pay plan, as shown in the chart below.

Series 0698 Environmental Health Technician Distribution by Pay Plan



Occupational Series Information. Employees in the 0698-Environmental Health Technician occupational series perform duties that involve investigating, evaluating, and providing information on sanitation practices, techniques, and methods for the purpose of identifying, preventing, and eliminating environmental health hazards. Positions in this occupation require

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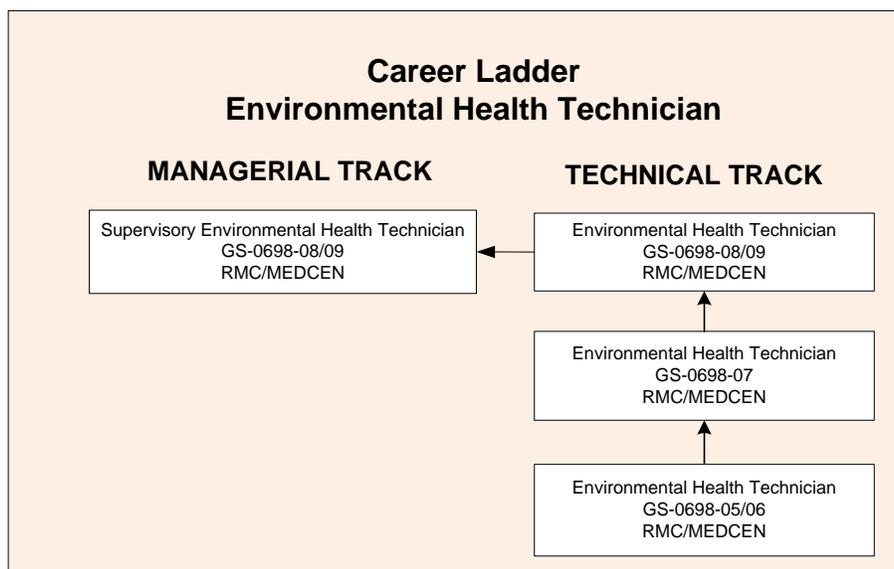
a practical knowledge of basic environmental health concepts, principles, methods, and techniques, including survey and inspection techniques and control and eradication methods.. The work generally contains the following elements:

- **Environmental Health Technician.** Employees will conduct environmental health surveys, inspect waste disposal methods on the installation, conduct entomology surveys and complaint investigations, conduct routine mosquito surveillance; trap insects, sort, identify, and forward for further evaluation, and recommend appropriate control measures. They also conduct routine bacteriological sampling, monitoring and testing for the installation water quality surveillance program.
- **Supervisory Environmental Health Technician.** Supervisory employees will supervise, plan, and schedule Environmental Health Inspections at the installation level, and manage the associated personnel and budget for an environmental health office. May also be responsible for activities associated with the Army Acute Respiratory Disease Surveillance Program and may conduct other epidemiological surveillance for installation.

Mission Critical Occupation. The 0698 - Environmental Health Technician occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0698 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Environmental Health Technician series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0698-Environmental Health Technician](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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Draft Functional Competencies. The following draft functional competencies apply to Industrial Hygiene 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).

- **Air Sampling and Instrumentation.** Determine appropriate sampling strategy. Select and describe the advantages and disadvantages of using the various types of air sampling instruments and the collection of full-shift, task-based and grab samples. Demonstrate knowledge of instrument calibration and quality assurance practices.
- **Analytical Chemistry.** Describe principles and application of laboratory analytical procedures and methods of detection for sample analyses such as gas chromatography, infrared, visible and ultraviolet spectrophotometry, high performance liquid chromatography, mass spectroscopy, atomic absorption spectrophotometry and wet chemical analyses.
- **Basic Science.** Know and apply scientific concepts from the fields of general chemistry, organic chemistry, biochemistry, analytical chemistry, biology, anatomy, physiology, physics, mathematics, and statistics. Describe physical properties of substances such as reactivity, combustibility and flammability. Perform calculations related to gas laws, airborne concentrations, units of measures and conversions, and pressure and temperature adjustments.

- **Biohazards.** Identify biological agents such as viruses, bacteria, fungi, molds, allergens, toxins, recombinant products, bloodborne pathogens, and infectious diseases that are potentially harmful to humans and other biological organisms.
- **Biostatistics and Epidemiology.** Demonstrate knowledge of the principles and techniques used in epidemiology to study the distribution of occupationally induced diseases and physiological conditions and factors in workplaces that influence their frequency. Interpret and evaluate prospective and retrospective studies, morbidity and mortality and animal experimental studies using data and data distribution knowledge of statistical and nonstatistical data.
- **Community Exposure.** Describe general and technical topics related to ambient air quality, air cleaning technology, emission source sampling, atmospheric dispersion of pollutants, ambient air monitoring, health and environmental effects of air pollution. Be familiar with peripheral disciplines such as emergency planning and response, water pollution, hazardous waste and environmental fate and transport.
- **Engineering Controls/Ventilation.** Recommend and apply local exhaust ventilation, dilution ventilation, isolation, and process change engineering principles to control chemical, biological, and physical exposures. Application of these principles requires knowledge of the mechanics of airflow, ventilation measurements, design, in-plant air circulation and recirculation, air-cleaning technology and related calculations.
- **Ergonomics.** Identify, evaluate and recommend controls to mitigate ergonomically stressful jobs using principles from anthropometry, human factors engineering, biomechanics, work physiology, human anatomy, occupational medicine and facilities engineering for the purpose of preventing injuries and illnesses.
- **General Industrial Hygiene.** Professional knowledge of industrial hygiene (IH) and concepts, principles, and practices to plan, coordinate, staff and carry out assignments within the field of industrial hygiene at research laboratories, and other facilities.
- **Health Risk Analysis and Hazard Communication.** Demonstrate knowledge of the principles of health risk analysis: establish an exposure assessment strategy; collect basic characterization information (workplace, workforce and agents); assess exposures to the workforce; prioritize health risks; implement monitoring and control strategies for unacceptable exposures; schedule and perform periodic reassessments as necessary; document and communicate health risk exposures.
- **Ionizing Radiation.** Apply knowledge of the physical characteristics and health and biological effects associated with exposure to alpha, beta, gamma, neutron and x-radiation to recommend controls based on measurement and evaluation of exposure.
- **Management.** Describe methods to acquire, allocate, and control resources to accomplish anticipation, recognition, evaluation and control of workplace hazards in an effective and efficient manner. Apply principles of auditing, investigation methods, data management and integration, establishment of policies, planning, delegation of

authority, accountability, business acumen, risk communication, organizational structure and culture, and decision making. Follow a Code of Ethics.

- **Noise and Hearing Loss Prevention.** Demonstrate knowledge of and apply principles of the physics of noise and vibration to conduct appropriate measurements to evaluate worker exposure, to identify situations with the potential to cause noise-induced hearing loss or vibration-related injury, and to recommend methods to eliminate or control excessive exposure. Demonstrate knowledge of the anatomy and physiology of the ear with respect to the development of impaired hearing. Evaluate audiograms and audiometric testing programs.
- **Non-Engineering Controls.** Recommend and evaluate use of personal protective equipment to control exposures using the principles governing selection, use, care, and limitations of the equipment. Apply knowledge of respirator fit testing, breathing air specifications, material permeability, eye protection, training and the use of worker rotation as an administrative control.
- **Non-ionizing Radiation.** Apply knowledge of the physical characteristics, potential hazards, and health effects of exposure to electromagnetic fields, static electric and magnetic fields, lasers, radio frequencies, microwaves, ultraviolet, visible, infrared radiation and illumination to recommend controls based on measurement and evaluation of exposure.
- **Thermal Stressors.** Describe heat-strain pathophysiology and hypo- and hyperthermic enviromarkers and biomarkers, recommend comprehensive heat strain prevention programs, and recognize special human risk factors for heat-related disorders and deaths. Demonstrate knowledge of medical/first aid care in case of emergency.
- **Toxicology.** Demonstrate knowledge of the principles of toxicology including symptomatology, pharmacokinetics, mode of action, additive, synergistic and antagonistic effects, routes of entry, absorption, metabolism, excretion, target organs, toxicity testing protocols, aerosol deposition, clearance in the respiratory tract, carcinogenic, mutagenic, teratogenic and reproductive hazards. Apply the toxicological principles to evaluating and predicting health effects from exposures to single contaminants, mixtures of contaminants, and natural and synthetic agents.
- **Work Environments and Industrial Processes.** Anticipate, recognize, evaluate and control exposures associated with specific industries and/or processes. Apply knowledge to topics such as confined space entry, spray-painting, welding, abrasive-blasting, vapor-degreasing, foundry operations, hazardous waste site remediation, and indoor environmental conditions.

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

Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

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

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

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

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Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the 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 0698. It addresses the occupational and professional development training required by grade level. Specific information on these

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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 T, CP53 Policy on Training.

Master Training Plan – Series 0698 - Environmental Health Technician

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-06/07	GS-08/09
AIHA Training Opportunities American Industrial Hygiene Association Formal Training (FT)	CP53	U3	U3
Automated External Defibrillator (AED) Training NSC/ARC/AHA/vendor FT	CP53	U1	U1
Bachelor's degree University/College FT	CP53	U3	U3
Computer Literacy Training/Computer Courses Local Installation FT/ Distance Learning (DL)	CP53/X	U2	U2
Basic Industrial Hygiene Techniques (6H-F11/322-F11) ATRRS (www.ATRRS.army.mil/)/AMEDDC&S FT	CP53	U2	U2
Health Care Ethics I (MD0066) ATRRS DL	X	U2	U2
Health Care Ethics II (MD0067) ATRRS DL	X	U3	U3
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning	X	U2	U2
Organization and Functions of the Army Medical Department (MD0004) AMEDD Distributed Learning DL	CP53/X	U2	U2
Basic Life Support (BLS) Course. American Heart Association FT	CP53	U1**	U1**
Briefing Techniques Graduate School USA FT	CP53	U3	U3
Fundamentals of Industrial Hygiene National Safety Council FT	CP53	U3	U3
Guide to Industrial Hygiene - OSHA Course #521 (CSAF122) Occupational Health & Safety Administration FT	CP53	U3	U3
Hearing Conservation Technician Training MTF/CHPPM/Community College/University/vendor FT	CP53	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-06/07	GS-08/09
Institute for Public Health Advanced Degrees Georgia State University FT	CP53	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3
Occupational Health and Safety (HR0252) Army E-Learning Courseware DL	X		
Trainer Course in OSHA Standards for General Industry (OSHA # 501) Occupational Health & Safety Administration FT	CP53	U3	U3
Red Cross First Aid Trainer Certification American Red Cross FT	CP53	U1	U1
Various Swank HealthCare On-Line Courses Swank HealthCare (www.swankhealth.com) FT	CP53	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53	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 0698 depending upon the duties of the position and the services provided by the employee.

- **Basic Life Support (BLS).** The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.
- **Certified Industrial Hygienist (CIH).** An individual who has met the minimum requirements for education and experience, and through examination, has demonstrated a minimum level of knowledge in the following rubric (subject matter) areas: Air Sampling & Instrumentation; Analytical Chemistry; Basic Science; Biohazards;

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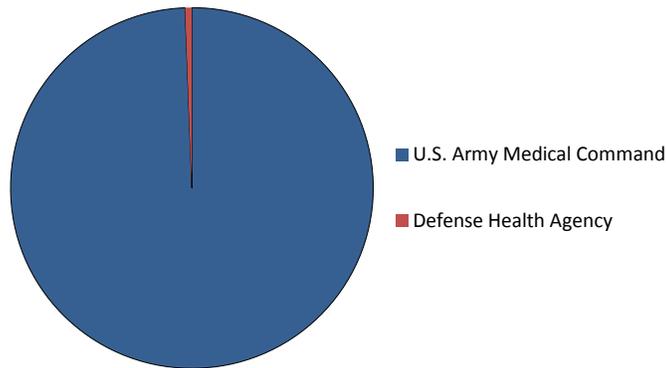
Biostatistics & Epidemiology, Community Exposure; Engineering Controls/Ventilation; Ergonomics; Health Risk Analysis & Hazard Communication; IH Program Management; Noise; Non-Engineering Controls; Radiation – Ionizing and Non-ionizing; Thermal Stressors; Toxicology; Work Environments & Industrial Processes.

Annex L - Series 0701, Veterinarian

Overview. The Army has 186 employees (source: DCPDS, 5 June 2014) in 0701-Veterinary Medical Science occupational series. These employees are assigned to CP53 Medical.

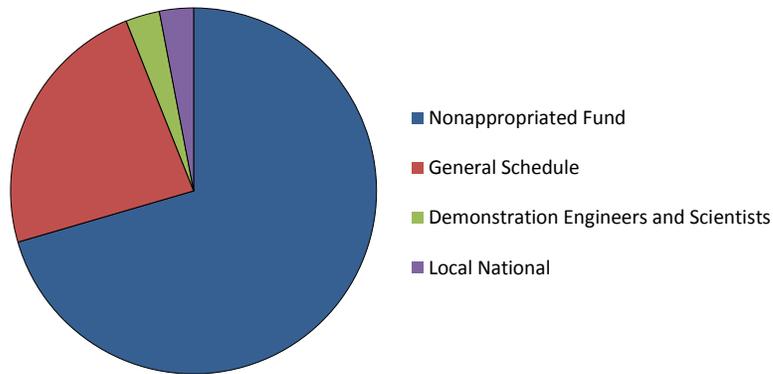
Veterinary Medical Science employees are primarily assigned to the US Army Medical Command, as depicted below.

Series 0701 Distribution by Command



Veterinary Medical Science employees are most commonly assigned to Nonappropriated Funds (NAF) and the General Schedule (GS) pay plan, as shown in the chart below.

Series 0701 Distribution by Pay Plan



Occupational Series Information. Employees in the 0701-Veterinary Medical Science occupational series perform professional veterinary work to investigate, inspect, and deal with animal diseases, animal pollution, contamination of food of animal origin, health and safety of imported animals and animal products, safety and efficacy of many animals, as well as human, drugs and biological products, and cooperative enforcement activities involving both the public

and private sectors. Such positions require the degree of Doctor of Veterinary Medicine or an equivalent degree; a knowledge of current, advanced, or specialized veterinary medical arts and science principles and practices of the profession; and the ability to apply that knowledge in programs established to protect and improve the health, products, and environment of or for the Nation's livestock, poultry, or other species for the benefit of human, as well as animal, well-being. The work generally falls in the following functions:

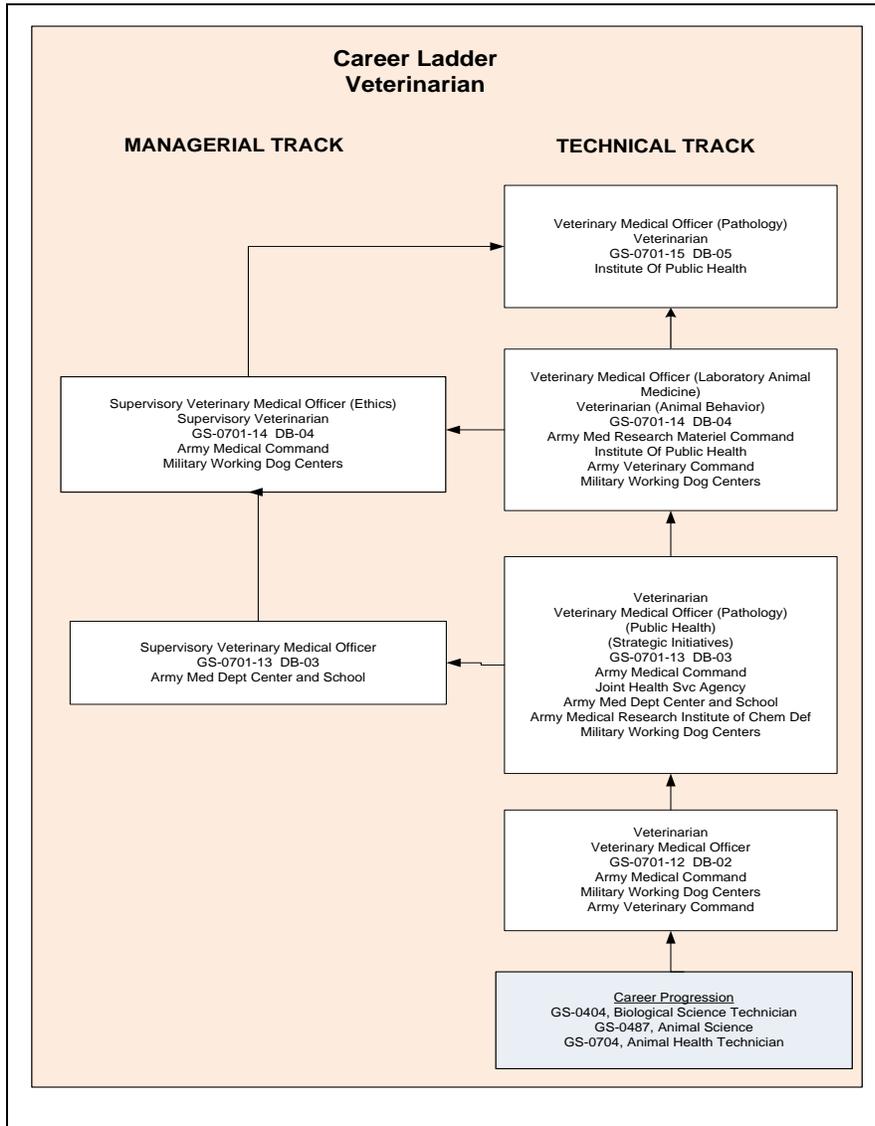
- **Veterinarian or Veterinary Medical Officer.** Performs as an accredited and licensed veterinarian, including the prevention of human illness from food or animal sources, the wholesomeness and quality of subsistence, and the health and welfare of animals. Serves as a veterinarian in various locations directing and supervising military food safety and quality assurance programs to include personnel, facilities, and equipment, routine care, surgery, examinations, and laboratory evaluations for privately owned animals; treats government-owned animals; and provides client education concerning pet animals. Diagnoses conditions and diseases of public health and zoonotic concern. Organizes and conducts sanitary audits and inspections, recognizes sanitary deficiencies, and determines sanitary compliance with regulatory requirements of commercial and government facilities that produce, process, prepare, manufacture, store, or otherwise handle subsistence. Provides technical expertise and advice concerning food safety and quality assurance issues to military acquisition, supply, and retail activities.
- **Veterinary Pathologist.** Work involves providing veterinary anatomic pathology support to animal-use research includes: conducting comprehensive postmortem examinations of various species of small and large research animals, and all other related procedures and operations, under the stringent conditions of biocontainment (Biosafety Levels (BSL) -2, -3 and -4); proficiency in all aspects of bright field and electron microscopic examination; proficiency at interpreting morphologic changes in animal tissues and producing accurate yet concise pathology reports for both single-case and study requirements, often on a stringent time line; a working knowledge of molecular and nucleic acid-based diagnostic assays, such as immunohistochemistry, in situ hybridization, or polymerase chain reaction, and proficiency at examining and interpreting findings.
- **Supervisory Veterinary Medical Officer.** Supervises military and Civilian personnel and uses veterinary medical knowledge to conduct distance learning development and supervises technical writing for other branches program of instruction. Responsible for teaching specific veterinary subjects and arranging speakers for veterinary functions. Oversees animal hands-on laboratories that must have a veterinarian in attendance in accordance with approved protocols. Oversees budget and supply functions.

Mission Critical Occupation. The 0701-Veterinary Medical Science occupational series has not been designated a Mission Critical Occupation.

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Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0704 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0701-Veterinary Medical Science](#)), and by relevant Army and MEDCOM policies or regulations for their specialty. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

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

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.

- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways. Knowledge of techniques in order to calculate drug doses and to administer medications and/or tranquilizers and anesthetic drugs via various routes including intravenous, intramuscular, and subcutaneous.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Education and Training.** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules; e.g., patterns of numbers, letters, words, pictures, mathematical operations.
- **Instructing.** Teaching others how to do something.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Medicine and Dentistry.** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measure.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Science.** Using scientific rules and methods to solve problems.

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- **Technology Use.** Ability to use analytical or scientific software, database user interface and query software, and MS Office suite as appropriate to the occupation.
- **Tool Use.** Ability to use tools and equipment within the veterinary environment.
- **Veterinary Medicine.** Knowledge to conduct physical examination of animals and perform routine surgical and post-mortem procedures. Ability to manage, organize, conduct, and direct food safety and quality assurance programs, sanitary inspections, food inspectors, clinical data and histories, medications, treatments, surgery, accounting records for controlled pharmaceuticals, routine husbandry practices and the use of various drugs, biologics, and pesticides and their effects upon animals used in medical training 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:

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

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

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

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the 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 0701. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0701-Veterinary Medical Science

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-12 DB 02	GS-13 DB 03	GS-14 DB 04	GS-15 DB 05
Orientation to the Employing Office Supervisor OJT	X	U!	U!	U!	U1
Organization and Functions of AMEDD (MD0004) AMEDDC& (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S FT	CP53		U1*	U1*	U1*
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2	
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2	

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-12 DB 02	GS-13 DB 03	GS-14 DB 04	GS-15 DB 05
Basic Life Support American Heart Association FT	X	U1**	U1**	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U3	U3	U3	
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2	
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2	U2
Briefing Techniques (COMM7002D) Graduate School USA PD	CP53	U3*	U3*	U3*	U3*
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2	
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA PD	CP53			U2*	U2*
Leading Teams and Groups (TDEV8500A) Graduate School USA FT	CP53		U2*	U2*	
University Sponsored Training University/College FT	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	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 0701 depending upon the duties of the position and the services provided by the employee.

- **Specialty Certification.** Veterinary specialty positions require a certificate from a US-accredited program; e.g., pathology, surgery, radiology, and toxicology. The veterinary profession has recognized specialty organizations that certify veterinarians that have demonstrated the knowledge and skills of the specialty. The organizations also seek to

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certify those who are committed to life-long learning and a lifetime of ethical practices, who value the doctor/patient relationship and who are committed to the advancement of the veterinary specialty.

- Licensure. AR 40-68, Clinical Quality Management, requires health care professionals employed by the Army to be licensed by a State, the District of Columbia, Puerto Rico, or other US territory or possession. Through the licensure process, a State ensures that those applying for licensure as a veterinarian have acceptable education, training, and personal character to safely practice veterinary medicine. In carrying out its regulatory functions, a State sets and defines standards to draw the line between safe and dangerous medical practices.

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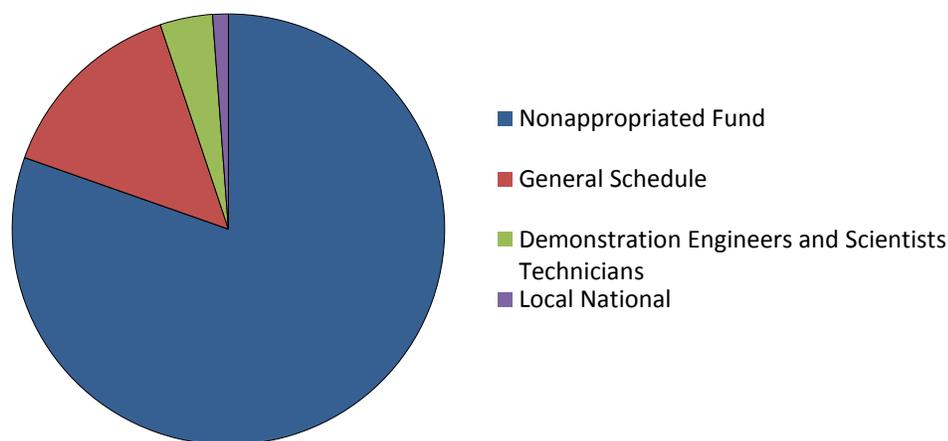
Annex M - Series 0704, Animal Health Technician

Overview. The Army has 322 employees (source: DCPDS, 5 June 2014) in 0704-Animal Health Technician occupational series. These employees are assigned to CP53 Medical.

Animal Health Technician employees are currently assigned to the US Army Medical Command.

Animal Health Technician employees are most commonly assigned to Nonappropriated Funds (NAF) and the General Schedule (GS) pay plan, as shown in the chart below.

Series 0704 Distribution by Pay Plan



Occupational Series Information. Employees in the 0704-Animal Health Technician occupational series perform professional veterinary work to investigate, inspect, and deal with animal diseases, animal pollution, contamination of food of animal origin, health and safety of imported animals and animal products, safety and efficacy of many animals, as well as human, drugs and biological products, and cooperative enforcement activities involving both the public and private sectors. Such positions require the degree of Doctor of Veterinary Medicine or an equivalent degree; a knowledge of current, advanced, or specialized veterinary medical arts and science principles and practices of the profession; and the ability to apply that knowledge in programs established to protect and improve the health, products, and environment of or for the Nation's livestock, poultry, or other species for the benefit of human, as well as animal, well-being. The work generally entails the following functions:

- **Animal Health Technician.** Employees examine, evaluate and vaccinate patients. This includes determining vital signs (heart rate, respiratory rate, temperature, hydration status, attitude, etc) of animals presented for routine sick call or medical evaluation clinics. Conducts preliminary observation and cursory physical examination. Distinguishes normal from abnormal anatomical and physiological findings such as

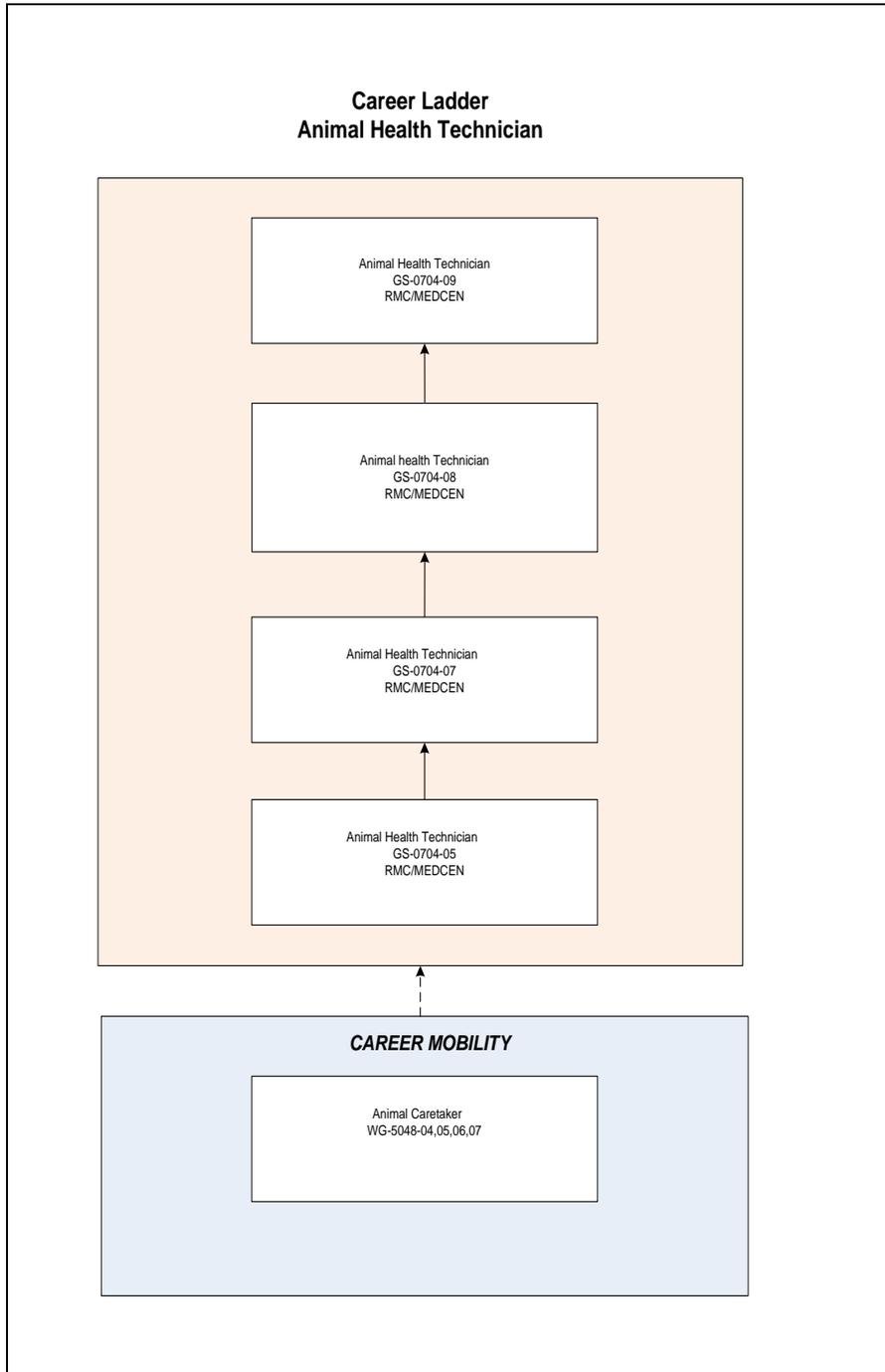
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pathological heart and respiratory sounds, abnormal abdominal palpation findings, ataxic gait, and abnormal behavior.

- **Animal Health Technician (Reproduction).** Directly in charge of planning, preparation and the management of the medical care for the canines in the TSA CBDC. Duties include examination, evaluation, and vaccination of patients. This includes determining vital signs (heart rate, respiratory rate, temperature, hydration status, attitude, etc) of dogs presented for routine sick call or medical evaluation. Conducts preliminary observation and physical examination. Distinguishes normal from abnormal anatomical and physiological findings such as pathological heart and respiratory sounds, abnormal abdominal palpation findings, ataxic gait, and abnormal behavior.
- **Animal Health Technician (Surgical).** Primary diagnostic imaging technician solely responsible for ensuring that proper procedures are followed in the performance of diagnostic imaging examinations such as standard radiographs, computed radiographs, myelograms/epidurograms, ultrasound, computed tomography, magnetic resonance imaging and other special procedures, etc.

Mission Critical Occupation. The 0704-Animal Health Technician occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0704 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Animal Health Technician series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 0704-Animal Health 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.



Draft Functional Competencies. The following draft functional competencies apply to Industrial Hygiene 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).

- **Animal Health Conditions.** Knowledge and ability to identify normal and certain abnormal animal health conditions of each species; functional understanding of basic physiologic anatomy of the animals to allow for palpation, injections, and surgical assistance to the veterinarian.
- **Medication.** Knowledge of techniques in order to calculate drug doses and to administer medications and/or tranquilizers and anesthetic drugs via various routes including intravenous, intramuscular, and subcutaneous.
- **Military Working Dogs Knowledge.** Knowledge of canine anatomy and physiology in order to assist veterinarians during surgery in order to obtain and interpret physiologic data (heart sounds, lung sounds, electrical activity of the heart, blood pressure, carbon dioxide content of expired gas, etc) which are necessary to administer medications and monitor/adjust anesthetic depth. Knowledge and ability to administer anesthetics in order to safely induce and maintain anesthesia and provide for post-surgical recovery. Knowledge of gas anesthetic apparatus and patient ventilators.
- **Surgery.** Ability to properly maintain surgical packs; clean, wrap and sterilize same; can properly operate and maintain autoclave which requires knowledge of time and temperature for routine and flash sterilization techniques.
- **Terminology.** Knowledge of terminology and recordkeeping procedures to maintain records related to "patients," supplies, and other activities.

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

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

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

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

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

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

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

The following chart is the Master Training Plan for Series 0704. 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 T, CP53 Policy on Training.

Master Training Plan – Series 0704 - Animal Health Technician

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-07/08 NAF 2	GS-09
General Orientation/Orientation to the Employing Office Supervisor	X	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-07/08 NAF 2	GS-09
OJT			
Organization of the US Government Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	CP53/X	U1	U1
Basic Medical Terminology (MD0010) AMEDDC&S DL	X	U1	U1
Instructor Training Course (5K-F3/520-F3) AMEDDC&S Formal Training (FT)	CP53	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2
Animal Care ALC (081-6-8-C40(68T30) AMEDD Distributed Learning DL	CP53/X	U2	U2
Health Insurance Portability and Accountability Act (HIPAA) of 2001 Training Local Installation/Swank (www.swankhealth.com) FT/DL	CP53	U3	U3
Basic Life Support Local Installation FT	X	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U2	U2
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U3	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3
Bachelor Degree Program Local Installation Off duty FT	CP53	U3	U3
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA FT/DL	CP53	U3	U3
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3
Briefing Techniques (COMM7002D) Graduate School USA FT	CP53	U3	U3
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-07/08 NAF 2	GS-09
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*
Certifications Professional Organization FT	CP53	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 0704 depending upon the duties of the position and the services provided by the employee.

- Basic Life Support (BLS) - The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.
- Assistant Laboratory Animal Technician (ALAT).
- Certified Veterinary Technician.

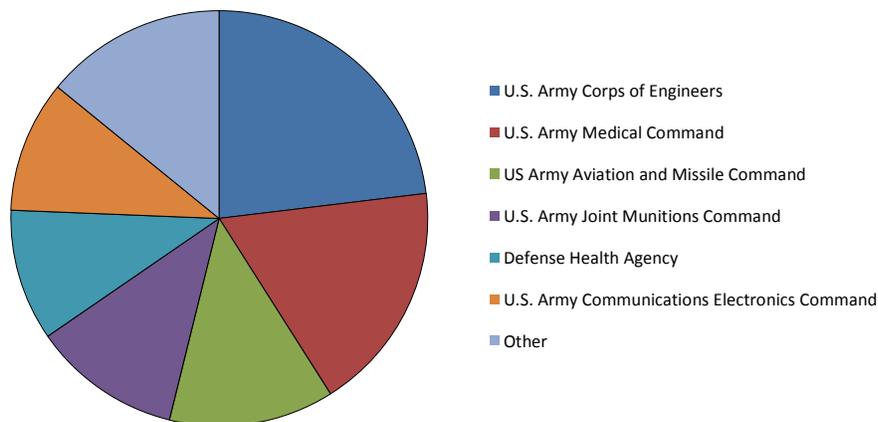
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Annex N - Series 1306, Health Physicist

Overview. The Army has approximately 90 employees (source: DCPDS, 5 June 2014) in the 1306 Health Physicist occupational series. These employees are currently assigned to CP 12. The Career Program Managers continue to review the alignment of duties and positions within the career programs. It is anticipated that the CP alignment of some positions will change as the review continues.

Health Physicist employees are assigned to a variety of Army commands as shown in the graphic below. Employees are most commonly assigned to the US Army Corps of Engineers, US Army Medical Command, US Army Aviation and Missiles Command, Defense Health Agency, and the US Army Communications Electronics Command.

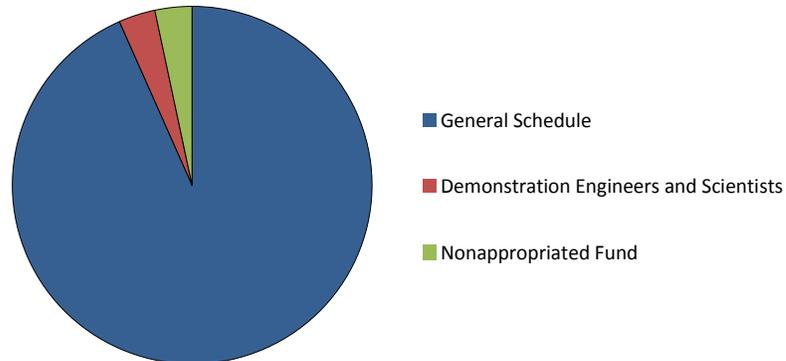
Series 1306 Distribution by Command



Health Physicist employees are most commonly assigned to the General Schedule (GS) pay plan, as shown in the graphic below.

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Series 1306 Distribution by Pay Plan



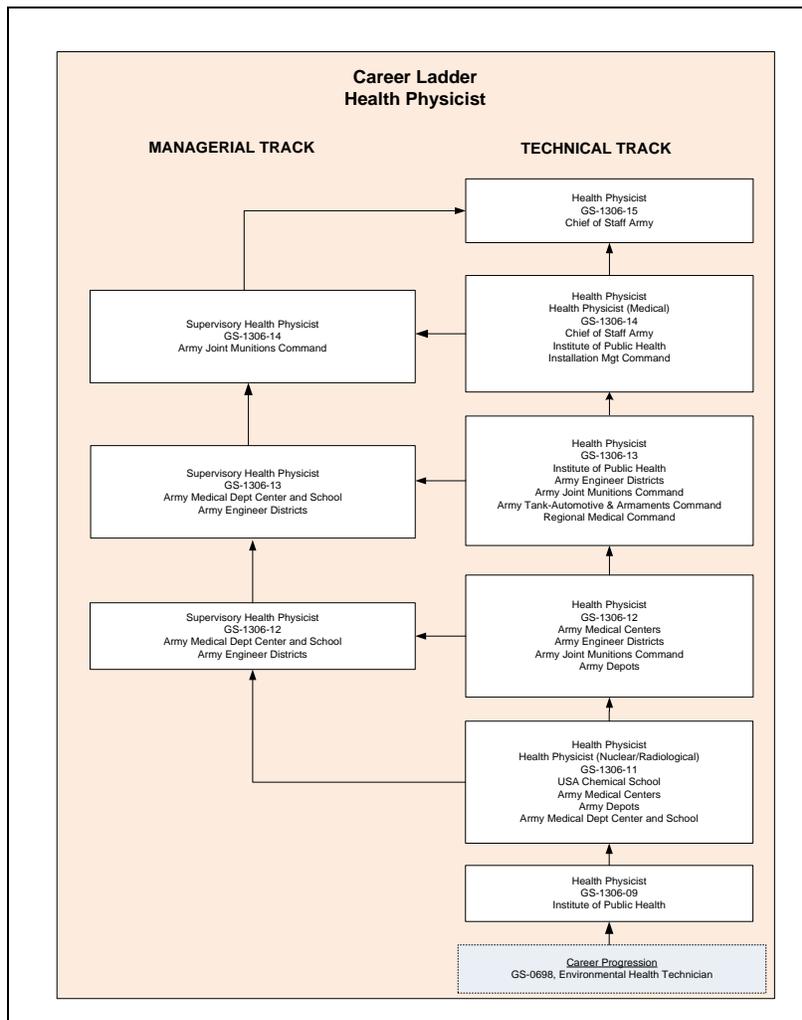
Occupational Series Information. Employees in the 1306-Health Physicist occupational series includes positions that require primarily application of professional knowledge and competence in health physics, which is concerned with the protection of persons and their environment from unwarranted exposure to ionizing radiation. The work generally falls in the following functions:

- **Health Physicist.** Provides identification of hazards of ionizing radiation to personnel, property and the environment. Ensures the implementation of a policy of radiation exposure consistent with regulations. Provides review, technical advice and assistance to command activities, program managers, users and contractors on personnel safety matters relating to the use of ionizing and nonionizing radiation sources. Reviews, analyzes, interprets and disseminates policy and directives relating to the use of ionizing and nonionizing radiation sources in commodities to ensure conformance with regulatory requirements. Plans, directs, and conducts technical radiation safety training for personnel involved in the use of ionizing radiation sources. Provides radiological safety procedural requirements for incorporation in technical publications pertaining to the use, maintenance, calibration, storage and disposal of radioactive items.
- **Health Physicist (Nuclear/Radiological).** Serves as the principal subject-matter-expert for nuclear and radiological weapon defense. Keeps abreast of the latest nuclear and radiological warfare and defense research and events worldwide. Participates in the development of AMEDD doctrine pertaining to CBRNE threat management. Implements DoD directives and doctrine pertaining to CBRNE defense by designing, writing and continuously updating guidance and lesson plans pertaining to Medical NBC operations. Supports DoD directives and doctrine pertaining to Occupational and Environmental Health (OEH) by continuously updating guidance and lesson plans pertaining to Force Health Protection in the presence of radiological hazards.

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Mission Critical Occupation. The 1306-Health Physicist occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-1306 series. The career ladder spans the three career programs that have Health Physicist employees. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 1306- Health Physicist](#)), 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 Health Physicist employees in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT).

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Category Flexibility.** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Chemistry.** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Deductive Reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.
- **Education and Training.** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Flexibility of Closure.** The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Inductive Reasoning.** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering.** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules; e.g., patterns of numbers, letters, words, pictures, mathematical operations.
- **Ionizing Radiation.** Apply knowledge of the physical characteristics and health and biological effects associated with exposure to alpha, beta, gamma, neutron and x-radiation to recommend controls based on measurement and evaluation of exposure.
- **Non-Engineering Controls.** Recommend and evaluate use of personal protective equipment to control exposures using the principles governing selection, use, care, and

limitations of the equipment. Apply knowledge of respirator fit testing, breathing air specifications, material permeability, eye protection, training and the use of worker rotation as an administrative control.

- **Non-ionizing Radiation.** Apply knowledge of the physical characteristics, potential hazards, and health effects of exposure to electromagnetic fields, static electric and magnetic fields, lasers, radio frequencies, microwaves, ultraviolet, visible, infrared radiation and illumination to identify potential health hazards and refer to appropriate agencies of correction. Knowledgeable of proper use of microwave energy in production operations. Able to evaluate proper use of equipment and recommend appropriate controls to minimize exposure.
- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Medicine and Dentistry.** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Problem Sensitivity.** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Science.** Using scientific rules and methods to solve problems.
- **Technology Use.** Ability to use analytical or scientific software, database user interface and query software, and MS Office suite as appropriate to the occupation.
- **Tool Use.** Ability to use tools and equipment within the work environment; such as Air samplers or collectors — Bioaerosol impactors; Dichotomous particulate matter samplers; Liquid impingers; Multistage agar impactors.

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

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

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

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

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

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

The following chart is the Master Training Plan for Series 1306. 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 T, CP53 Policy on Training.

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Master Training Plan – Series 1306 Health Physicist

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09	GS-11/12	GS-13	GS-14	GS-15
Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/Distance Learning (DL)	X	U1	U1	U1	U1	U1
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning DL	X	U2	U2	U2	U2	
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2	U2	
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2	U2	
Basic Life Support American Heart Association Formal Training (FT)	CP53	U1**	U1**	U1**	U1**	
Automated External Defibrillator (AED) Course NSC/ARC/AHA FT	CP53	U2**	U2**	U2**	U2**	U2**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U3	U3	U3		
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2	U2	
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2	U2	
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2		
Briefing Techniques (COMM7002D) Graduate School USA PD	CP53	U3*	U3*	U3*	U3*	
Introduction to Federal Budgeting (BUDG7001N) Graduate School USA PD	CP53			U2*	U2*	
Leading Teams and Groups (TDEV8500A) Graduate School USA FT	CP53		U2*	U2*		
Various Swank HealthCare On-Line Courses Swank On-line (www.swankhealth.com) DL/PD	CP53	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-09	GS-11/12	GS-13	GS-14	GS-15
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee’s commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 1306 depending upon the duties of the position and the services provided by the employee.

- Basic Life Support (BLS) - The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.
- The Biological Personnel Reliability Program (BPRP) is a suitability and reliability program operated by the agency and requires the employee to submit to and satisfactorily complete suitability and reliability screening and analysis. The employee must maintain the standards prescribed for the Army Biological Surety Program.
- As a condition of employment, employees in this position must also be approved by the Department of Health and Human Services and the Department of Justice for access to laboratories containing biological select agents and toxins pursuant to the terms of 42 CFR Part 73.

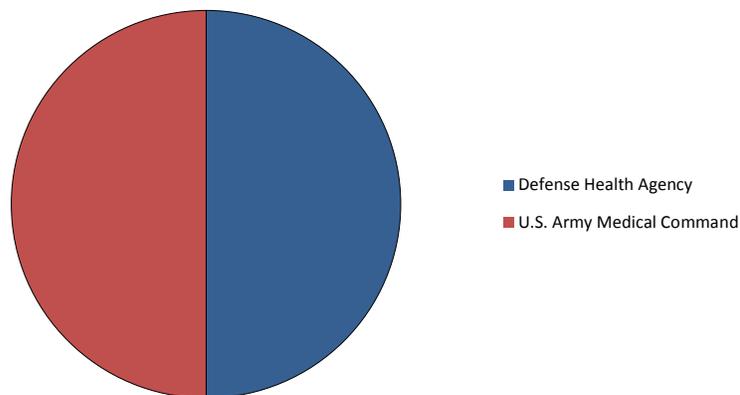
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Annex O - Series 1725, Public Health Educator

Overview. The Army has approximately 4 employees (source: DCPDS, 5 June 2014) in the 1725-Public Health Educator occupational series. These employees are all assigned to CP 53.

Public Health Educator employees are assigned to Army commands as shown on the graphic below. Employees are currently assigned to the Defense Health Agency and US Army Medical Command.

Series 1725 Distribution by Command



All Public Health Educator employees are assigned to the General Schedule (GS) pay plan.

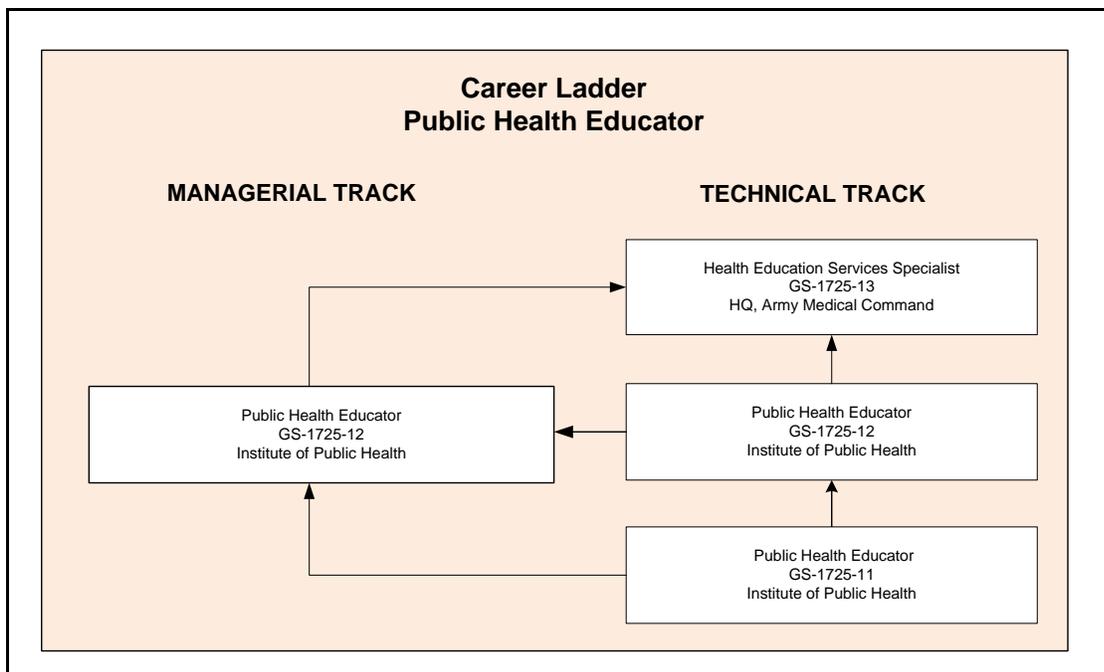
Occupational Series Information. Employees in the 1725-Public Health Educator occupational series perform duties involved in administering, supervising, or performing research or other professional work in public health education. Positions are concerned with providing leadership, advice, staff assistance, and consultation on health education programs. The work generally falls in the following functions:

- **Public Health Education.** The work includes analysis of behavioral and other situational factors affecting good health practices of individuals, groups, and communities; the planning of health education programs designed to meet the needs of particular individuals, groups, or communities; the selection of specialized educational methods, the preparation of educational materials, and the carrying out of such education activities that will best serve to stimulate the interest of individuals and groups in scientific discoveries affecting health in the application of health principles to daily living. Public health educators consult with State and local health departments, and with national and local voluntary agencies; organize community groups to study health problems and methods of disease prevention; and assist in coordinating mass health programs and in evaluating and improving health education programs.

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Mission Critical Occupation. The 1725-Public Health Educator occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression in the GS-1725 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Social Science series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 1725-Public Health Educator](#)), 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 Public Health Educator 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).

- **Analytical Skills.** Ability to analyze and summarize public health and force health protection material, such as policies, memorandums, legislation, regulations, guides and technical literature.
- **Instructing.** Teaching others how to do something.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

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- **Program Management.** Ability to develop, execute and maintain a comprehensive public health program as required by assigned duties.
- **Public Health Education.** Area I: Assess Needs, Assets and Capacity for Health Education; Area II: Plan Health Education; Area III: Implement Health Education; Area IV: Conduct Evaluation and Research Related to Health Education; Area V: Administer and Manage Health Education; Area VI: Serve as a Health Education Resource Person; Area VII: Communicate and Advocate for Health and Health Education. Included in these sub-competencies are: ability to assist in development of strategic level plans for force health protection, medical surveillance, epidemiology, consequence management, and medical intelligence gathering; ability to provide expertise on Public Health activities and related issues pertinent to job assignment; ability to provide advice and assistance to community leaders in improving necessary preventive procedures and methods in long range terms, offering opinions, suggestions or recommendations in order to help formulate an effective preventive medicine program.

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

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

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

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

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

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

The following chart is the Master Training Plan for Series 1725. 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 T, CP53 Policy on Training.

Master Training Plan – Series 1725 Public Health Educator

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11	GS-12	GS-13
Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)Supervisor OJT/Distance Learning (DL)	CP53/X	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-11	GS-12	GS-13
Instructor Training Course (5K-F3/520-F3) AMEDDC&S Formal Training (FT)	CP53	U2	U2	
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning DL	X	U2	U2	U2
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning DL	X	U2	U2	U2
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2	U2
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning DL	X	U2	U2	U2
Basic Life Support American Heart Association FT	CP53/X	U1**	U1**	U1**
Automated External Defibrillator (AED) Course NSC/ARC/AHA FT	CP53	U2**	U2**	U2**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/DL	X	U3	U3	U3
Public Speaking, Briefings, and Presentations Local Installation FT	CP53	U2	U2	U2
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U2	U2	U2
Briefing Techniques (COMM7002D) Graduate School USA PD	CP53	U3*	U3*	U3*
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U2	U2	U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	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 1725 depending upon the duties of the position and the services provided by the employee.

- Basic Life Support (BLS) - The level of medical care which is used for patients with life-threatening illnesses or injuries until the patient can be given full medical care at a hospital. It can be provided by trained medical personnel, including emergency medical technicians, paramedics, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. Required by all nurses. Provided locally or through commercial vendors.
- AR 40-68, 4.5 Professional responsibility regarding licensure: "It is the professional and individual responsibility of military and Civilian health care professionals, and other health care personnel as may be required, to obtain and maintain the license, certification, and/or registration required to practice in a particular health care discipline. Deployment or other extended training does not exempt the military member from this requirement. This responsibility includes payment of requisite fees and knowledge of and compliance with all requirements for continuing education and other mandates of the licensing, certification, and/or registration authority.

Annex P - Series 1863, Food Inspector

Overview. The Army has 5 employees (source: DCPDS, 5 June 2014) in the 1863 - Food Inspector occupational series. These employees are assigned to CP53 Medical.

The Food Inspector employees are assigned to the US Army Medical Command.

Food Inspector employees are assigned to Local National pay plans.

Occupational Series Information. Employees in the 1863-Food Inspector occupational series ensure the quality and wholesomeness of animal products and facilities preparing animal products. The work generally falls in the following functions:

- **Food Inspector.** Employees perform duties that involve the inspection of slaughter, processing, packaging, shipping, and storing of meat and meat products, poultry and poultry products, fish and fish products, meat products derived from equines, and food establishments engaged in these activities in order to determine compliance with law and regulations that establish standards for the protection of the consumer by assuring them that products distributed to them are wholesome, not adulterated, and properly marked, labeled and packaged. Performance of the work in this series requires the knowledge of normal conditions in live and slaughtered meat, poultry, and fish; of standards of wholesomeness and sanitation of meat, poultry and fish products; and of the processing and sanitation practices of the food production industry or industries inspected.

Mission Critical Occupation. The 1863-Food Inspector101-Social Science occupational series has not been designated a Mission Critical Occupation.

Career Ladder. There is no career ladder for this series. All of the current positions have the same responsibilities and are compensated at the same grade. Individuals employed as a food inspector should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 1863- Food Inspector](#)), and by relevant Army and MEDCOM policies or regulations for their specialty.

Draft Functional Competencies. The following draft functional competencies apply Food Inspector 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).

- **Food Inspection Knowledge.** Basic knowledge of food animals, of normal and abnormal appearances, of general sanitation and sanitary practices in the food industry and of what constitutes a potential sanitary hazard. Possesses knowledge of normal

conditions/standards for the proper handling, storage and distribution of food and food products inspected to ensure wholesomeness and sanitation. Knowledge of Federal laws and regulations pertaining to fitness of red meat animals, poultry, fish, seafood, fruits and vegetables for human consumption; or knowledge of Federal laws and regulations applicable to the processing of red meat, poultry, fish, seafood, or egg products. Knowledge of the standard processing and sanitation practices of food production facilities and storage facilities and can identify potential sanitary hazards in accordance with applicable laws, regulations and standards.

- **Inspection Procedures.** Ability to inspect that: (1) equipment and any utensils used are properly cleaned and sanitary before and during processing operations; (2) that edible products are handled and stored in a sanitary manner; (3) that condemned material and waste are handled and disposed of in a proper manner to assure that contamination of edible products does not occur; (3) that employees are dressed in compliance with the regulations and that personal hygiene requirements are met; (4) that packaging supplies are properly cared for and used to assure that their condition is suitable for the purposes intended; (5) that only approved cleaning agents and compounds are used; (6) that outside facility premises are kept in satisfactory condition; (7) that all rubbish and waste are not allowed to accumulate and become an unsanitary nuisance; and (8) foods are from approved sources.
- **Record Keeping.** Ability to develop and maintain detailed/accurate records of inspections and findings. Examples: records daily temperature charts and routine sanitary inspection findings, noting any critical sanitary deficiencies or health hazards exist to ensure food storage quality.

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

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

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is

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essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

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

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

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

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

The following chart is the Master Training Plan for Series 1863. 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 T, CP53 Policy on Training.

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Master Training Plan – Series 1863 Food Inspector

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		Local	National
Orientation to the Employing Office Supervisor OJT	X		U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS/)/Supervisor OJT/Distance Learning (DL)	CP53/X		U1
Veterinary Food Inspection Specialist (321-68R10) AMEDDC&S Formal Training (FT)/PD	CP53		U2*
Military Food Safety, Security and Defense Course (6G-300/A0313) AMEDDC&S FT	CP53		U2*
Food Deterioration (081-MD0723) AMEDD Distributed Learning DL/FT	CP53/X		U2*
Food Service Sanitation and Inspection I (081-MD0181) AMEDD Distributed Learning DL/FT	CP53/X		U2*
Introduction to Veterinary Food Inspection Career Field (081-MD0702) AMEDD Distributed Learning DL/FT	CP53		U2*
Basic Life Support American Heart Association FT	X		U1**
Automated External Defibrillator (AED) Course NSC/ARC/AHA FT	CP53		U2**
Business Writing: How To Write Clearly Army E-Learning Courseware DL/PD	CP53/X		U2*
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X		U1
Supervisor Development Course AMSC DL	X		U1*
Certifications Professional Organization FT	CP53		U3*

Certification/Licensure. Certification and/or licensure may be a requirement for employment in some positions. Regardless of position requirements, pursuing certification or licensure demonstrates the employee's commitment to life-long learning and the highest standards of the profession. The following are examples of the certification/licensure requirements for Series 1863 depending upon the duties of the position and the services provided by the employee.

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- Associate Certified Entomologist. Certification program offered by the Entomological Society of America (ESA) designed especially for professionals, whose training in Food Inspection has been achieved through continued education, self study, and on-the-job experience.
- Board Certified Entomologist. Certification program offered by the Entomological Society of America (ESA) designed for professionals with a degree in Food Inspector or a closely-related field; geared toward the pest management industry.

Annex Q - Series 5031, Insects Production Worker

Overview. The Army currently has 0 employees (source: DCPDS, 5 June 2014) in the 5031 Insects Production Working occupational series. Employees in this series are commonly assigned to CP53 Medical.

Occupational Series Information. Employees in the 5031 - Insects Production Worker occupational series perform nonsupervisory jobs involved in reproducing, collecting, and caring for insect collections. The work requires practical knowledge of the characteristics of insects and their needs, and skill in observing and handling them.

Mission Critical Occupation. The 5031- Insects Production Working occupational series has not been designated a Mission Critical Occupation.

Career Ladder. There is 1 position in the Army Civilian workforce for the series 5031 Insects Production Worker. Therefore there is no career ladder associated with this one position. Individuals employed in the this series should be guided by the qualification standards established by OPM ([Grading Standards for Series 5031- Insects Production Working](#)), and by relevant Army and MEDCOM policies or regulations for their specialty.

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

- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.
- **Computers and Electronics.** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Coordination.** Ability to adjust personal actions in relation to others' actions.
- **Data Collection and Analysis.** Ability to observe, receive, and otherwise obtain information from all relevant sources and identify the underlying principles, reasons, or facts by breaking down the information into separate parts.
- **Entomology.** Knowledge of insect biology, physiological requirements, identification, rearing techniques, preservation and archiving techniques, working with live insects in the laboratory.
- **Geography.** Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

- **Information Ordering.** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Information Processing and Recording.** Ability to compile, code, categorize, audit, and verify data; and transcribe, store, and/or maintain the information in written or electronic form.
- **Mathematics.** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Science.** Using scientific rules and methods to solve problems.
- **Scientific Terminology.** Knowledge of a wide variety of frequently changing, highly specialized scientific terminology for preparing reports and sharing research on insect classification and disease control.
- **Supply/clerical:** Management of duty-related supplies to include inventorying, ordering, receiving and proper storage. Prepares and/or revises Standard Operating Procedures (SOP), training materials, etc. on both the wage grade and general schedule duties. Basic understanding of a personal computer and software programs to produce SOPs and training materiel and to order and maintain supply inventory.
- **Technology Use.** Ability to operate, set-up and clean machines and controls association with the job (i.e., sterilize incubators, storage chambers, cages, and other laboratory equipment).
- **Tool Use.** Ability to utilize job-related equipment such as cages, vats, lures, traps, dials, trays and thermometers.

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

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

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

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

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

NOTE: A single asterisk (*) for a priority mean “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 5031. 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 T, CP53 Policy on Training.

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Master Training Plan – Series 5031 Insects Production Working

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience
		GS-07/08 NAF 2
Basic Life Support Local Installation Formal Training (FT)	X	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/Distance Learning (DL)	X	U2
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3
Bachelor Degree Program Local Installation Off duty FT	CP53	U3
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1
Organization of the US Government Supervisor OJT	X	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/DL	CP53/X	U1
Basic Medical Terminology (MD0010) AMEDDC&S DL	CP53/X	U1
Diseases of Military Importance (MD0152) AMEDD Distributed Learning DL	X	U2
Introduction to Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices, Explosive Devices (CBRNE) (081-CBRNE-W) AMEDD Distributed Learning DL	X	U2
Insects Rearing Education and Research North Carolina State University DL	CP53	U2
Writing For The Technical Professional (IB_WSTP_A02_IT_ENUS) Army E-Learning Courseware DL	CP53/X	U1
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1
Supervisor Development Course AMSC DL	X	U1*
Certifications	CP53	U3*

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience
		GS-07/08 NAF 2
Professional Organization FT		

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 5031 depending upon the duties of the position and the services provided by the employee.

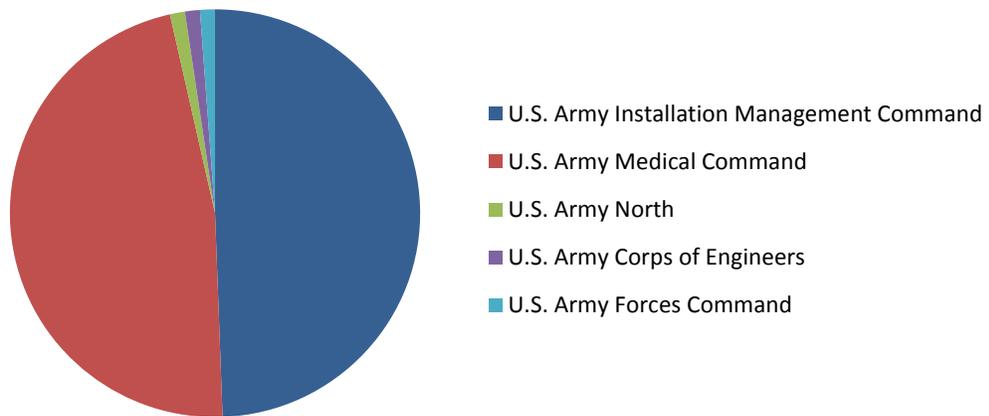
- Associate Certified Entomologist (ACE). Certification program offered by the Entomological Society of America (ESA) designed especially for professionals, whose training in entomology has been achieved through continued education, self study, and on-the-job experience.

Annex R - Series 5048, Animal Caretaker

Overview. The Army has 74 employees (source: DCPDS, 5 June 2014) in the 5048 Animal Caretaker occupational series. These employees are assigned to CP53 Medical.

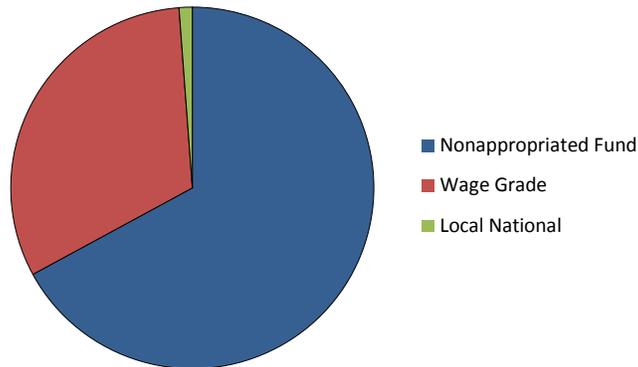
Animal Caretaker employees are assigned to a variety of Army commands as shown on the graphic below. Employees are most commonly assigned to the US Army Installations Management Command and the US Army Medical Command.

Series 5048 Distribution by Command



Animal Caretaker employees are most commonly assigned to the Nonappropriated Fund (NAF) and Wage Grade (WG) pay plans, as shown in the chart below.

Series 5048 Distribution by Pay Plan



Occupational Series Information. Employees in the 5048-Animal Caretaker occupational series perform work which involves providing care for mammals, reptiles, birds, amphibians, and fish.

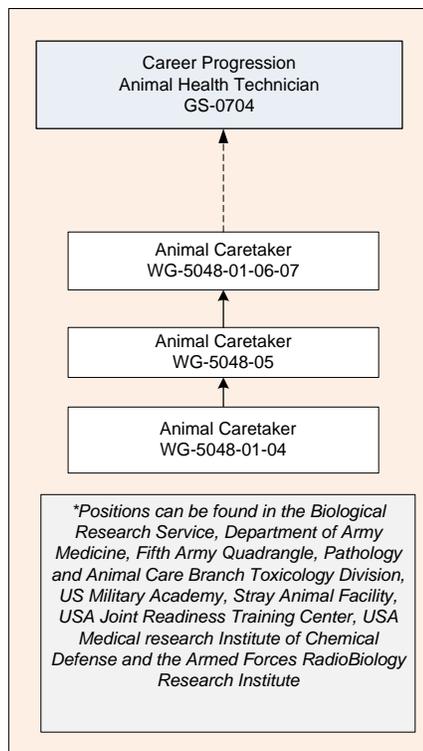
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This work requires knowledge of the animals' characteristics, needs and behavior, and skill in observing, handling and controlling them. The work generally consists of nonsupervisory work which involves providing care for mammals, reptiles, birds, and fish. This work requires knowledge of the animals' characteristics, needs, and behavior, and skill in observing, handling, and controlling them. A regular part of caring for animals involves cleaning animal areas.

Mission Critical Occupation. The 5048-Animal Caretaker occupational series has not been designated an MCO.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-5048 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Animal Caretaker series should be guided by the qualification standards established by OPM ([Grading Standards for Series 5048- Animal Caretaking](#)), 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.

Career Ladder Animal Caretaker



Draft Functional Competencies. The following draft functional competencies apply Animal Caretaker 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).

- **Animal Appearance and Behavior.** Possesses knowledge of normal appearance and activities of animals to recognize obvious changes such as excessive loss of fur or feathers, pregnancy, fighting, or refusal to feed. Knowledge of the normal feed and liquid needs of animals and provide standard types and amounts such as equal portions or a continuous supply of pellets and water.
- **Facility/Equipment Maintenance.** Maintain animal facility grounds, and coordinate repair and maintenance of facilities and duty-related equipment. Safe operation and utilization of equipment and materials such as animal caging and restraint systems, cage washer, power and steam cleaners, small farm tractor and accessories, common landscape grooming equipment (e.g. lawn mower, weed eater, edger, leaf blower, etc.), cleaning and sanitizing compounds, petroleum fuels, etc. Identify, request, and track facility and equipment maintenance and repairs with appropriate medical center, Fort Lewis, or Civilian contracted service activities.
- **Supply/clerical.** Management of duty-related supplies to include inventorying, ordering, receiving and proper storage. Prepares and/or revises Standard Operating Procedures (SOP), training materials, etc. on both the wage grade and general schedule duties. Basic understanding of a personal computer and software programs to produce SOPs and training materiel and to order and maintain supply inventory.

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

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

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is

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essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

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

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

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

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

The following chart is the Master Training Plan for Series 5048. 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 T, CP53 Policy on Training.

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Master Training Plan – Series 5048 Animal Caretaking

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-07/08 NAF 2	GS-09
Basic Life Support Local Installation Formal Training (FT)	X	U1**	U1**
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation FT/Distance Learning (DL)	X	U2	U2
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions	CP53	U3	U3
University Sponsored Training Local Installation Off duty FT/DL	CP53	U3	U3
Bachelor Degree Program Local Installation Off duty FT	CP53	U3	U3
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1
Organization of the US Government Supervisor OJT	X	U1	U1
Organization and Functions of AMEDD (MD0004) AMEDDC&S (www.cs.amedd.army.mil/AHS)/Supervisor OJT/DL	CP53/X	U1	U1
Basic Medical Terminology (MD0010) AMEDDC&S DL	CP53/X	U1	U1
Health Care Ethics I (MD0066) AMEDD Distributed Learning DL	X	U2	U2
Health Care Ethics II (MD0067) AMEDD Distributed Learning DL	X	U2	U2
Animal Care ALC (081-6-8-C40(68T30) AMEDD Distributed Learning DL	CP53/X	U2	U2
Effective Army Writing (553 T01) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1
Listening and Memory Development (COMM7007D) Graduate School USA FT	CP53	U3	U3
Leading Teams and Groups (TDEV8500A) Graduate School USA DL	CP53	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*

CP53 ACTEDS Plan for Public Health and Veterinary Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience	
		GS-07/08 NAF 2	GS-09
Certifications Professional Organization FT	CP53	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.

Annex S – Master Training Plan for Interns

The Master Intern Training Plan ([MITP](#)) describes the standard requirements for training and developing Department of Army (DA) Interns in CP53 (Medical). Included in this plan is general guidance for a 24-month training program, which includes orientation, general skills training, leadership development, rotational assignments and functional competency training. This program is the baseline for intern training, however, each work center can tailor this program to meet mission requirements by adding to the MITP.

PHASE 1: ORIENTATION

The first training phase introduces the Intern to federal employment, the Army's mission and structure, and safety and security. It provides an introduction to foundation skills, such as Project Management and Interpersonal Skills/Team Building, as well as Army Leadership Development.

PHASE 2: FOUNDATION SKILLS

During the second phase, the recommended foundation skills could include education and training courses related to the employee's occupational series, and any specialized training identified by the Intern's Supervisor. The Intern may also begin a 60- to 90-day (maximum 120-day) rotational assignment during this phase.

PHASE 3: ADVANCED SKILLS

The third phase focuses on building breadth and depth in the Intern's work experience through the introduction of higher level work assignments and a greater focus on leadership development. Rotational assignments must be completed in this phase. Rotations can be both internal and external to the organization. It is recommended that rotations be across levels of the Army Medical Department. This will expose the Intern to other areas of the organization and provide a better understanding of the Intern's organization, Command and the Army enterprise.

PHASE 4: PREPARATION FOR PLACEMENT

The fourth phase prepares the Intern for final placement. The Intern's Supervisor evaluates the remaining training needs of the individual based on his/her background, prior education and training, and performance.

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PART A: ORIENTATION							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Employee Orientation	OJT	Assigned work center	40 hrs	Upon completion the Intern/Recent Graduate will be able to:	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Federal employment, civil service, employee benefits, standards of conduct, security requirements, etc.				Demonstrate an understanding of the provisions, benefits, and responsibilities of Federal employment and the provisions and structure of the Army Career Management System			
Benefits Orientation for New Employees				Identify the key components of the Federal benefits package. Learn appropriate resources to assist in developing and maintaining a financial plan			
Army Career Management Programs				Describe the organization of the Government, Department of Defense, Department of the Army, Army Commands, and the unit of assignment			
2. Organization of DoD and DA	OJT	Assigned work center	40 hrs	Describe the mission, organization, and functions of the DoD organization	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Overall Organization of DoD and DA	OJT	Assigned work center	Varied	Describe the basic functions of the organization, the functions it encompasses, and the list of services each provides	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Organization and mission of assigned MEDCOM/RMC/MTF	OJT	Assigned work center	Varied	Demonstrate knowledge of the Army's vision, objectives and goals to accomplish its mission in defense	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
3. Orientation of the CP53 Proponent Office	OJT	Assigned work center	40 hrs	Identify the responsibilities of the Proponent Office	1st Year 1st Quarter		CP53 Program Office

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PART B: GENERAL SKILLS TRAINING							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Empowering Yourself for Success		EEO	5 hrs	Improvement of Communications Skills	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
2. Business Writing: How to Write Clearly and Concisely	DL	SkillPort	1.0 hrs	Write attention-getting, logical memos, reports & other documents	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
3. Basic Presentation Skills	DL	SkillPort	24 hrs	Skills in presenting information to commanders, staffs, or other audiences using one of the four briefing types (information, decision, mission, or staff)	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
4. Army Records Information Management System (ARIMS)	DL	www.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. Freedom of Information and Privacy Act	DL	SkillPort	6 hrs	Explain and understand the responsibilities of the privacy and freedom of information acts	Complete prior to internship graduation	Via Internet	Assigned Supervisor or Training Manager
7. The Health Insurance Portability and Accountability Act (HIPAA) Training	DL	MHSLEARN	Varies	The HIPAA Security Rule is designed to provide protection for all individually identifiable health information that is maintained, transmitted or received in electronic form—not just the information in standard transactions	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager
8. SharePoint Training	DL	Knowledge Management	Varies	Learn assorted SharePoint skills to work on projects, conduct meetings, share information etc.	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager
9. Army Civilian Mandatory Training	DL/Res	Army Civilian Training & Leader Development	Varies	Mandatory training consists of senior leader selected general training requirements considered essential to individual or unit readiness for all Soldiers and Army Civilians	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager
10. HQ MEDCOM Signature Courses	Res	TBD	Varies	MEDCOM staff functions and activities		TBD	Assigned Supervisor or Training Manager

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PART C: LEADER DEVELOPMENT TRAINING						
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location
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	OJT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD Assigned Supervisor or Training Manager
2. RMC/RDC/RVC/MSC/ MEDCEN/MEDDIAC/OTSG	OJT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD Assigned Supervisor or Training Manager

Annex T - CP53 Policy on Training

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

CP53 funded training is open to all CP53 employees, regardless of grade, assigned to permanent positions, unless otherwise stated. In addition, employees must have 3 years of Civilian Service. All opportunities are competitive and selections will be determined by the CP53 FCR.

NOTE: Updated CP53 funding information is available at the CP53 landing page on Army Career Tracker <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

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

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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.

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 training in excess of 80 hours). These forms are available at http://cpol.army.mil/library/train/catalog/form_ndx.html.

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

Forms Required. Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race*

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Identification – this form is optional, not required; and *Agreement to Continue in Service* (for nongovernment training in excess of 80 hours or any government/nongovernment training in excess of 120 days). These forms are available at http://cpol.army.mil/library/train/catalog/form_ndx.html.

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University Training

Academic Degree Training (ADT). NOTE: CP53 is not currently funding ADT. Employees may request Command funding for their ADT. Academic Degree Training is training or education with the stated objective of obtaining an academic degree from a college, university, or other accredited institution.

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

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.

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

- Funding will be provided for tuition and books for both full-time and part-time study.
- Funding is not authorized for per diem or travel.
- Supervisory approval is required prior to any program start.
- Applicants must have met admissions criteria as determined by the university.
- Funding will be programmed within a 2-year period from start to completion.

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

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

Baccalaureate degree from an accredited college or university.

- Composite Verbal and Quantitative Graduate Record Examination (GRE) score of 1050 or a score of 525 on the Graduate Management Admission Test (GMAT) within the past 5 years.
- Cumulative 2.9 undergraduate grade point average (GPA) on a 4.0 scale or a GPA of 3.0 on a 4.0 scale, based on the last 60 hours of undergraduate work.
- Candidates must have less than 15 years of Federal service.
- Applicants must have met admissions criteria as determined by the university.
- Employees will be required to sign a mobility agreement and incur a 3-year obligation for continued Federal service.
- The annual deadline for applications is 31 October. Selection board will select students in November-December time frame. Program begins in June of each year.
- Candidates must submit last three performance appraisals, a 500-word essay on the topic "Why I Want to be a Healthcare Administrator," and an endorsement from the employee's current Commander. Supervisory approval is required prior to any program start.

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- 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 pause until further notice.) This 38-month graduate level program was developed to ensure a steady inventory of trained Civilian GS-0185 Social Workers. The target group is MEDCOM Civilian employees working in GS-5 through 9 grade level positions. This is a MEDCOM-funded program and permanent change of station (PCS) is authorized. Minimum prerequisites/requirements include:

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

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

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

Point of Contact. Career Program Representatives are available at usarmy.jbsa.medcom-ameddcs.mbx.cp53-medical@mail.mil, 210-221-9294 (DSN 471); fax number 210-221-9927.

Civilian Education System (CES)

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

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

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

More Information.

- ADT Checklist. Employees requesting HQDA ACTEDS funds to obtain an academic degree (training or education with the stated objective of getting an academic degree) must provide the information found in the "ADT Checklist" at Appendix 1.

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- 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.

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Appendix 2 - Course Checklist

(Print this checklist for your use in completing your application package. Do not send this form with your package.) This Training Checklist will help ensure you obtain funding and reimbursement as quickly as possible.

- Go into Army Career Tracker <https://actnow.army.mil> and ensure the course is listed on your Individual Development Plan (IDP) and that your first-line supervisor is listed and correct.
- Register as a student in GoArmyEd <https://www.goarmyed.com> and complete your profile.
- Create a training application. The system will route through your supervisor and the CP53 Office to DA G-3/5/7 TRV for approval.
- Once the training application is approved, complete the process by creating your SF182 in GoArmyEd.
- If travel is required, once your GoArmyEd SF182 has been approved, create Defense Travel System (DTS) orders using CP53-Medical FY14 Training and Travel Guidance. *(Please read this part carefully because if you don't create the order correctly, the Line of Accounting (LOA) will not be added and you will have to cancel your training.)*
- DA G-3/5/7 TRV needs your SSN in order to add the LOA to your DTS order. Send your SSN in an *encrypted* email to the CP53 organizational mailbox usarmy.ibsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.
- Once the LOA is added to your DTS order, you can complete your travel reservations in DTS. Scan and attach your approved SF182 to your DTS order under "Substantiating Records." Ensure you follow local and command guidance in DTS if you need to add further documentation.
- Attend training.
- Once training is completed and you return to home station, file your voucher within 5 business days and send a copy of your completed voucher to the CP53 organizational email usarmy.ibsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.

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

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

Annex U – 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: 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)

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Career Program Proponent 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, abilities, skills, and other characteristics that individuals need in order to successfully perform their work. (DoDI 1400.250)

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

Competency Gap: The difference between the projected or actual availability of mission-critical competencies and the projected or actual demand for such competencies. Identification of current or future gaps typically addresses the size, composition, and competency proficiency levels of the workforce.
(<http://www.opm.gov/policy-data-oversight/human-capital-management/reference-materials/#url=Glossary>)

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

Component Functional Career Manager (CFCM) and Component Functional Community Manager Representative (CFCMR): Senior functional leader, responsible for supporting the execution of DoDI 1400.25, Volume 250 in his or her respective DoD Component career field by working with the Office of the Secretary of Defense (OSD) and command leadership, manpower representatives, senior function leaders at the OSD level, and HR consultants. (DoDI 1400.25-V250, November 18, 2008)

Continued Service Agreement: A contract between the employee and Army/DoD Component, signed prior to the commencement of training, education, and professional development activities, requiring the employee to either continue Federal service as determined by the DoD Component or repay training expenses incurred. (DRAFT DoDI 1400.25-V410). In accordance with Title 5 U.S.C, Section 4108, 5 C.F.R, Section 410.309(c), and AR 690-400, Chapter 410, before assignment to training, Civilian employees, regardless of grade and category (e.g., APF, NAF, Wage Grade, LN), selected for nongovernment training in excess of 80 hours, or long-term training or developmental programs in excess of 120 calendar days (Government or Nongovernment) must sign an agreement to continue to serve in the Department of Defense (DoD) for a period equal to at least three times the length of the training course or program.

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The obligation period may be longer based on associated training costs. See page 4-5 of the Standard Form 182, Authorization Agreement and Certification of Training. (DCS, G-3/5/7/TRV)

Core Competencies: Technical areas of knowledge, skills, and abilities, as well as other characteristics (nontechnical competencies such as interpersonal skills) that cross all specialties that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions. (AG-1(CP))

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

Functional Competencies: Technical specialty areas of knowledge, skills, abilities, and other characteristics (nontechnical, e.g., interpersonal skills) that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions. (AG-1(CP))

Individual Development Plan (IDP): A documented plan developed with supervisor and employee collaboration that identifies individual development needs and outlines specific short- and long-term goals and associated training or development needs. The intent of an IDP is to promote career development and continued personal growth. (Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

Intern: An employee who has met all entrance requirements for an entry-level position 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)

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Leadership Competency Model: A model that describes the sets of skills and abilities required for individuals to guide the workforce. In the Federal sector, OPM's 1998 Leadership Competency Model (comprised of 27 competencies grouped by five broad dimensions) is the accepted model. It reflects the qualifications necessary to succeed in the Government-wide Senior Executive Service and is also used by agencies in selecting managers and supervisors. (ADCS G-3/5/7)

Mission Critical Occupation (MCO): Occupational series designated by DoD and DA as essential to current and future military and organizational mission accomplishment. Civilian Career Program Management Guidance, 21 April 2011 ASA M&RA)

Requirements-based Training: Training and development defined within one of these competency-based categories - (1) Performance Enhancement - To close competency gaps to improve job performance, (2) Meet New Position Requirements - Driven by new or changes in mission that require the development of new competencies required by the job, (3) Career Progression - Match Army's requirements with employee career goals, to develop competencies to facilitate career progression, and/or, (4) Mandatory/Foundational - Meet professional/technical requirements/credentialing of positions and/or Army's standards/guidance. (AG-1(CP))

Rotational Assignment: An opportunity to perform varied practical and career-enhancing experiences within or outside of an employee's current functional area. (AG-1(CP))

Senior Enterprise Talent Management (SETM): The program prepares participants for positions of greater responsibility through advanced senior-level educational and developmental experiences. Included in the SETM program are opportunities in the Enterprise Placement Program, Developmental Experiences, Senior Service College, and the Defense Senior Leader Development Program.

http://myarmybenefits.us.army.mil/Home/News_Front/Senior_Enterprise_Talent_Management_program_opens_for_Army_civilians.html

Training Law/Policy (Sec. 302): Describes the head of each agency shall, (a) foster employee self-development by creating a work environment in which self-development is encouraged, by assuring that opportunities for training and self-study materials are reasonably available where the employee is stationed, and by recognizing self-initiated improvement in performance; (b) provide training for employees without regard to race, creed, color, national origin, sex, or other factors unrelated to the need for training; (c) establish and make full use of agency facilities for training employees; (d) extend agency training programs to employees of other agencies (including agencies and portions of agencies excepted by section 4102(a) of Title 5, United States Code) and assign his employees to interagency training whenever this will result

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

Annex V - Acronyms

AAB	American Association of Bioanalysts
AALAS	American Association for Laboratory Animal Science
AASA	Administrative Assistant to the Secretary of the Army
ABGC	American Board of Genetic Counseling
ABS	Animal Behavior Society
AC	Advanced Course
ACE	Associate Certified Entomologist
ACOM	Army Command
ACTEDS	Army Civilian Training, Education, and Development System
ADT	Academic Degree Training
AED	Automated External Defibrillator
ALAT	Assistant Laboratory Animal Technician
AMEDD	Army Medical Department
AMEDDC&S	US Army Medical Department Center and School
AMSC	Army Management Staff College
AMT	American Medical Technologist
AODC	Action Officer Development Course
ASA (M&RA)	Assistant Secretary of the Army (Manpower & Reserve Affairs)
ASCC	Army Service Component Command
ASCP	American Society of Clinical Pathology

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BC	Basic Course
BLS	Basic Life Support
BOA	Board of Advisors
BPRP	Biological Personnel Reliability Program
BSL	Biosafety Level
BSW	Bachelor of Social Work
CBD	chemical and biological defense
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CES	Civilian Education System
CESL	Continuing Education for Senior Leaders
CEW	Civilian Expeditionary Workforce
CFCM	Component Functional Career Manager
CFCMR	Component Functional Career Manager and Representative
CHRTAS	Civilian Human Resources Training Application System
CIH	Certified Industrial Hygienist
CMPP	Central Meat Processing Plant
CMS	Competency-based Management System
CP	Career Program
CPD	Competitive Professional Development
CPPO	Career Program Proponent Office
CSLMO	Civilian Senior Leader Management Office
CWA	chemical warfare agent

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CWT	Civilian Workforce Transformation
DA	Department of the Army
DB	Demonstration Engineers and Scientists (pay plan)
DCI	Department of Clinical Investigation
DPCDS	Defense Civilian Personnel Data System
DELDP	DoD Executive Leadership Development 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
ESA	Entomological Society of America
FC	Functional Chief/Foundation Course
FCR	Functional Chief Representative
FORSCOM	Forces Command
FT	Formal Training
LAT	Laboratory Animal Technician
LATG	Laboratory Animal Technologist
LCSW	Licensed Clinical Social Worker
MBA	Master of Business Administration

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MCO	Mission Critical Occupation
MDC	Manager Development Course
MEDCOM	US Army Medical Command
MHA	Master of Health Administration
MRC	military relevant chemical
NAF	Nonappropriated Fund
NCE	Noncombat Essential
NEHA	National Environmental Health Association
OEH	Occupational and Environmental Health
OJT	on-the-job training
OPM	Office of Personnel Management
OSHA	Occupational Health & Safety Administration
PCS	permanent change of station
R&T	Research and Technology
RDT&E	research, development, test and evaluation
SDC	Supervisor Development Course
SES	Senior Executive Service
SETM	Senior Enterprise Talent Management
SF	Standard Form
SME	subject-matter-expert
SOP	standing operating procedure
SSC	Senior Service College

STT	Short-Term Training
TB	tuberculosis
TIC	toxic industrial chemical
TIM	toxic industrial material
TWI	Training-With-Industry
US	United States
USAMRMC	US Army Medical Research and Materiel Command
USARDEC	US Army Research, Development and Engineering Command
WG	Wage Grade
WRAMC	Walter Reed Army Medical Center