

APPENDIX D MASTER TRAINING PLAN MATRIX

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY		INTERMEDIATE			ADVANCED	SOURCE	COMPETENCIES (APPENDIX B)	COURSE NUMBER (APPENDIX E)
			GS-5	GS-07	GS-09	GS-11	GS-12	GS-13			
Basic Infection Control Procedures/ An Introduction to the Fundamentals	FC/OJT	32	U1	U1					APIC/ LOCAL	5, 7, 8, 28, 29, 30	1
Basic Environmental Staff Course	FC	64	U2	U2	U2	U2	U2		AL MC	5, 7, 8, 28, 29, 30	2
Basic Waste Management for Healthcare Personnel	FC	28	U1	U1					CHPPM	5, 7, 8, 28, 29, 30, 35, 36, 37, 38	3
Transport of Biomedical Material	FC	36	U1	U1					CHPPM	28, 29, 30, 35, 36, 37, 38	4
Advanced Waste Management Workshop for Healthcare Facility Personnel	FC	28			U2	U2	U2		CHPPM	28, 29, 30, 35, 36, 37, 38	5
Transport of Biomedical Material Refresher	FC	20		U1	U1				CHPPM	28, 29, 30, 35, 36, 37, 38	6
Infection Control for Hospital Housekeeping	FC	Varies			U1	U1	U1		Installation	28, 29, 30, 35, 36, 37, 38	7
Defense Hazardous Material/Waste Handling Course	FC	40/80			U2	U2	U2		ALMC/DOT /COE	5, 7, 8, 28, 29, 30, 35, 36, 37, 38	8
Defense Hazardous Waste Course – Refresher	FC	8/40			U2	U2	U2		ALMC/DOT /COE	28, 29, 30, 35, 36, 37, 38	9
Executive Environmental Overview Course	FC	24						U1	ALMC	3, 28, 29, 30, 35, 36, 37, 38	10
Contracting Officer Representative Course	FC/CC	40	U2	U2					ALMC/ Station/ Installation	13, 14, 15, 16, 17, 18, 19, 20	11
Army Performance Improvement Criteria Course	FC	24		U2	U2	U2			ALMC	13, 14, 15, 16, 17, 18, 19, 20	12
Performance Based Service Contracting	FC	16		U2	U1	U1			USDA	13, 14, 15, 16, 17, 18, 19, 20	13
Writing Performance Oriented Statements of Work	FC	24			U1	U1			USDA	13, 14, 15, 16, 17, 18, 19, 20	14
Basic Contract Administration	FC	40	U2	U2	U2				USDA	13, 14, 15, 16, 17, 18, 19, 20	15

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OJT = ON-THE-JOB TRAINING

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U3 = UNIVERSAL PRIORITY III

C = COMPETITIVE

SUP = SUPERVISOR ONLY

DVP = DEVELOPMENT ASSIGNMENT

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Contract Basics for Administrative Personnel	FC	24		U2	U2				USDA	13, 14, 15, 16, 17, 18, 19, 20	16
Contracting Basics for Contracting Officer Technical Representatives (COTRs)	FC	24			U3	U3			USDA	13, 14, 15, 16, 17, 18, 19, 20	17
Introduction to Government Contracting	FC	40			U2	U2			USDA	13, 14, 15, 16, 17, 18, 19, 20	18
Procurement Planning	FC	40				U2	U2	U2	USDA	13, 14, 15, 16, 17, 18, 19, 20, 25, 26, 27	19
Contracting by Negotiation	FC	40					U3	U3	USDA	13, 14, 15, 16, 17, 18, 19, 20	20
Contract Law	FC	40					U2	U2	USDA	13, 14, 15, 16, 17, 18, 19, 20	21
Best Practices in Performance-Based Service Contracting	FC	16			U1	U1			Professional Organization	13, 14, 15, 16, 17, 18, 19, 20	22
Various Textile, Linen Management, Environmental Services Courses	FC/ CC/OL	Varies		U2	U2	U2			Local/Professional Organization	4, 5, 6, 7, 8, 9, 10, 11, 24, 25, 26	23
Interior Design Course	FC	36/ Varies		U2	U2	U2			COE/University -Based	9, 10	24
Human Resource Management for Supervisors/Managers	FC	40			U2	U2	U2		USDA	1, 2, 31, 32,	25
Position Classification for Supervisors/ Administrators	FC	16			U2	U2	U2		USDA	1, 2, 31, 32	26
Staffing and Placement for Supervisors	CC/OL	40			U2	U2	U2		USDA	1, 2, 31, 32	27
Management-Employee Relations (Basic)	FC	36/Varies			U2				CPOCMA/ Local CPAC	1, 2, 31, 32	28
Leading Teams and Groups	FC	24/ Varies			U2	U2	U2		USDA/ Local	1, 2	29
Instructor Training	FC	32/ Varies	U2	U2					USDA/ Local	6, 29, 33, 34	30

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Computer Courses (MS Word, Excel, PPT)	FC/ CC/OL	Varies	U1	U1	U2	U2	U2		Local/ Installation	41, 42	31
Public Speaking, Briefings, and Presentations	FC/OJT	40		U2	U2	U2	U2		Local	21, 22, 23	32
Activity-Based Costing	FC	16			U2	U2	U2	U2	USDA	2, 12	33
Introduction to Federal Budgeting	FC	24			U2	U2	U2	U2	USDA	2, 12	34
Budget Formulation	FC	32			U2	U2	U2	U2	USDA	2, 12	35
Federal Budget Process	FC	16			U2	U2	U2	U2	USDA	2, 12	36
Budget Execution	FC	32			U2	U2	U2	U2	USDA	2, 12	37
Budget Justification and Presentation	FC	24			U2	U2	U2	U2	USDA	2, 12	38
Government Wide Commercial Purchase Card	FC	6				U2	U2	U2	USDA	2, 12	39
Certification (AHA-C/ASHES/IEHA/ NAILM)	CC/Exam	Varies			U2	U2	U2	U2	Varies	2, 3	40
Bachelor Degree Program	FC	Varies				U3	U3		University	22	41
Graduate Degree Program	FC	Varies						U3	University	22	42
Action Officer Development Course	CC/OL	Varies		U2	U2				AIPD	21, 22, 31	43
Supervisor Development Course	CC/OL	40		U2	U1	U2	U2		AIPD	1, 2, 21, 31, 40	44
Leadership Education, And Development	FC	40		U2	U1				Local CPAC	1, 2, 3	45

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Manager Development Course	CC/OL	20			U1	U1			AIPD	21, 22, 23, 31, 32	46
Sustaining Base Leadership Management Program	FC	12 Weeks				C	C	C	AMSC (Ft Belvoir)	21, 22, 23, 31, 39	47
Organizational Leadership For Executives	FC	80				U3	U2	U2	CAL	1, 2, 3, 21, 22, 31	48
Personnel Management For Executives I (PME I)	FC	72					U2	U2	AMSC	1, 2, 21, 31	49
Personnel Management For Executives II (PME II)	FC	40					U2	U2	AMSC	1, 2, 21, 31	50
The Army War College (AWC)	FC	10 Months						C	AWC	21, 22, 23, 31	51
DOD Executive Leadership Development Program	FC	10 Months					C	C	DOD	21, 22, 23	52
Army Congressional Fellowship Program (ACFP)	OJT	15 Months						C	Washington DC	21, 22, 23	53
Secretary of the Army Research and Study Fellowships (SARSF)	FC	6-12 Months					C	C	SARSF	21, 22, 23, 31	54
Defense Leadership & Management Program (DLAMP)	FC	Intermittent 6-10 Years						C	DLAMP	21, 22, 23, 31	55
Logistics Executive Development Course (LEDC)	FC	16 Weeks				C	C	C	ALMC	21, 22, 23	56

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