CIVILIAN PERSONNEL CAREER MANAGEMENT

June 2002

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (ACTEDS) PLAN

OCCUPATIONAL SERIES GS-673

CAREER FIELD 53

HOSPITAL HOUSEKEEPING MANAGEMENT

ACTEDS PLAN

CORNERSTONE OF CONCERNED HEALTH CARE

F O R E W O R D

This Army Civilian Training, Education, and Development System (ACTEDS) plan for the Hospital Housekeeping Officer provides careerists and management with a guide to assist in career enhancement and progression. Training and development planning is essential in developing and enhancing an individual's knowledge, skills, and abilities. This plan, if followed, will provide all Hospital Housekeeping personnel the avenue to become more proficient in their field.

Hospital Housekeeping personnel and their supervisors and managers are encouraged to review this ACTEDS plan and tailor it to their needs. Although individuals ultimately control their own careers, all levels of command share in the responsibility of implementing guidance contained in this plan. This will help to ensure a continuing source of highly qualified Hospital Housekeeping personnel for the Department of the Army.

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ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN
HOSPITAL HOUSEKEEPING MANAGEMENT - OCCUPATIONAL SERIES 0673

(Career Field 53)

Summary. This document describes the ACTEDS plan for the Hospital Housekeeping Management occupational series. It includes a listing of the objectives, structure, key positions, career paths, training, education, and developmental opportunities that enhance the careerist's capability to perform and advance within the Hospital Housekeeping community of the Army Medical Department (AMEDD).

Interim changes. Interim changes will be distributed as required to update information contained in this document.

Suggested improvements. The proponent agency for this document is the U.S. Army Medical Department Center and School (AMEDDC&S). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, AMEDDC&S, AMEDD Personnel Proponent Directorate, ATTN: MCCS-DC, 1400 East Grayson Street, STE 213, Fort Sam Houston, TX 78234-5052.

Distribution. Primary access to this plan is via the Internet at: http://appd.amedd.army.mil/acteds.htm or http://www.cpol.army.mil/library/train/acteds/CF_53/.

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ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

HOSPITAL HOUSEKEEPING MANAGEMENT - OCCUPATIONAL SERIES 0673

(Career Field 53)

1. INTRODUCTION. This ACTEDS plan for the Hospital Housekeeping Management series is a Department of the Army (DA) program that provides a progressive and sequential framework for developing the technical, managerial, and professional skills required of the U.S. Army's civilian workforce in the Hospital Housekeeping Management community. It mirrors what the Army does to guide military personnel throughout their careers. This ACTEDS plan for the Hospital Housekeeping Management series provides careerists and management with a guide to assist in career enhancement and progression. It includes a listing of the objectives, structure, key positions, competencies, career paths, recruitment strategies and sources, and the training, education, and developmental opportunities that enhance the careerist's capability to perform and advance within the Hospital Housekeeping community. Training and development planning is essential in developing and enhancing the employee's knowledge, skills, and abilities (KSAs), and this plan, if followed, will provide the Hospital Housekeeper the avenue to become more proficient in the Hospital Housekeeping Management field, benefiting the Army, the local military organization, and the employee.

2. OBJECTIVES.

a. Provide continuous broad-based (technical and managerial) training and development throughout an individual's employment.

b. Provide and document an individual's training and practical experience to ensure competence in the various aspects of Hospital Housekeeping Management.

c. Aid in the recruitment and retention of quality personnel by outlining the numerous training and career advancement opportunities offered by DA.

3. STRUCTURE. Development, coordination, and implementation of this ACTEDS plan are the shared responsibility of the proponent, the proponent agency, the Functional Chief (FC), and the Functional Chief Representative (FCR). The proponent for this series, and all occupational series in this career field (Career

Field 53), is The Surgeon General (TSG) of the U.S. Army. The proponent agency is the AMEDDC&S, AMEDD Personnel Proponent Directorate (APPD). The FC is the Chief, Medical Service Corps. The FC will designate a senior official holding a top-level position in Hospital Housekeeping Management to be the DA FCR for Army Hospital Housekeeping Managers. In turn, the DA FCR will designate individuals in key positions within the Hospital Housekeeping Management community to serve as subject-matter-experts (SMEs). This plan applies to all civilian employees of DA working in the field of Hospital Housekeeping Management, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

4. KEY POSITIONS.

Key positions are top positions in Hospital Housekeeping Management, which establish and/or interpret policy, plans, and strategy. Key positions are shown at Appendix A.

5. RESPONSIBILITIES.

a. Management. The DA FCR will have operational responsibility for the administration of the Hospital Housekeeping Management occupational series. Responsibilities include:

(1) Assisting the personnel proponent office in the preparation of career management regulations by providing advice on career patterns; identifying KSAs required for specific job categories; identifying training and development needs; and recommending functional courses and equivalencies for the enhancement of the Hospital Housekeeping employee.

(2) Selecting SMEs to participate in job analysis, establishing evaluation criteria, and rating applicants for referral.

(3) Monitoring affirmative action goals and equal employment opportunity (EEO) progress.

(4) Assisting TSG in estimating Hospital Housekeeping trainee needs and ensuring that the Master Training Plan (MTP) is adequate.

(5) Assisting TSG in establishing standards for selection of training sites.

b. Installation. The Regional Hospital Housekeeping Manager's implementation responsibilities to the DA FCR include:

(1) Providing input on planned career input requirements,

(2) Overseeing budget needs,

(3) Providing recommendations on distribution of funds, and management of spaces.

c. Supervisor. The supervisor will:

(1) Prepare and approve competency-based training plans.

(2) Identify and coordinate developmental assignments utilizing career paths.

(3) Prepare goal-setting development plans in concert with the employee.

(4) Release employees for identified ACTEDS Plan training and development opportunities (mission permitting).

(5) Ensure employees possess or are provided opportunities to obtain required competencies.

(6) Perform ongoing evaluation of employee career progression.

d. Employee. Each employee is responsible for assisting management in establishing their personal career plan and must demonstrate the interest, enthusiasm, and initiative required to achieve the stated objectives. Each employee who wishes to take full advantage of the program is expected to accept cross-training assignments for developmental purposes.

6. COMPETENCIES.

a. Competencies shown at Appendix B are the applicable KSAs for the various levels of Hospital Housekeeping employees in the performance of their assigned duties. Supervisors have the responsibility for the total career management of their employees; therefore, they must ensure that employees under their supervision possess, or are provided opportunities to obtain the required KSAs through formal and on-the-job training (OJT) during the year.

b. Equivalency credit may be granted for formal courses or OJT received from sources other than those listed in this plan. Applications for equivalency credit (Appendix G) should be submitted to the DA FCR for evaluation and notification.

7. RECRUITMENT STRATEGIES AND SOURCES.

a. Recruitment Strategies.

(1) The planned recruitment of highly qualified or high potential personnel is essential to the development and maintenance of an effective Hospital Housekeeping Management program.

(2) Recruitment should be related to replacement needs projected on the basis of expected losses and planned expansions.

(3) Although primary hiring emphasis is generally placed on recruitment at the Entry Level, recruitment of quality individuals from various sources and placement in the appropriate Specialist and Senior Levels may also be accomplished.

(4) Recruitment and selection practices are designed to obtain the best-qualified candidate for available positions.

(5) Recruitment brochures, literature, advertising, or other appropriate authorized publicity measures should be employed to support recruitment actions.

b. Recruitment Sources.

(1) College and university recruitment programs should be used as a means for identifying and attracting promising students as well as recruitment at professional conferences and job fairs.

(2) Individuals may also be brought into the Housekeeping Management occupational series by means of an installation Local Merit Promotion Plan/Program (an upward mobility program at most installations). This plan/program targets high-potential individuals with a background in Housekeeping Management who are currently DA employees in other occupational series, and have shown an interest in pursuing advancement in the Hospital Housekeeping Management occupational series.

(3) Procedures of the Merit Promotion Program and appropriate labor agreements will apply in considering candidates who are current DA employees.

(4) Status candidates eligible for transfer, reassignment, or reinstatement to positions no higher than ones previously held.

(5) Competitive referrals.

(6) Non-status candidates from an Office of Personnel Management (OPM) certificate of eligibles or a certificate established by a delegated examining unit.

(7) Special placement assistance programs such as the Department of Defense (DOD) priority placement program.

8. MOBILITY REQUIREMENT.

Mobility is defined as geographic, organizational, and functional - either in Continental United States (CONUS) or outside Continental United States (OCONUS). While many employees can achieve their career objectives in one geographical area, mobility is often a factor in achieving goals. Relocation may increase chances of acquiring broad-based management experience necessary for executive level vacancies. There may be a direct relationship between an employee's availability for varied geographic locations and his or her prospects for enhanced development and career advancement.

9. CAREER PATH. The career path for the Hospital Housekeeping Management occupational series begins at the GS-5/7 level and progresses to the GS-13 level. The career Path Chart is at Appendix C.

10. MASTER TRAINING PLAN.

a. Employees enter the Hospital Housekeeping Management occupational series at various levels with varying degrees of experience, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and OJT the individual brings to the job in comparison to that required for advancement as outlined in this ACTEDS plan. Broad-band training are those courses and OJT which cover a spectrum of grade levels. This training may be completed at any level within the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

(1) The Hospital Housekeeping Management ACTEDS plan has divided training and development into two categories: Universal Training and Competitive Professional Development.

(a) Universal Training. Universal training requirements provide standardized KSAs 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:

- Universal Mandatory, Priority I (U1) - Training that is typically a condition of employment, must be successfully completed within a specified time period, and meet 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; (d) training is mandated by ASA(M&RA) as an ACTEDS leader development core course; or (e) is essential, functional intern training.

- Universal Mandatory, 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; or (b) training improves the quality of mission accomplishment.

- Universal Recommended, Priority III (U3) - This training should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances KSAs needed on the job; or (b) leads to improvement of mission accomplishment.

(b) Competitive Professional Development. This category includes developmental opportunities for which individuals are competitively selected. It covers competitive programs such as Senior Service Colleges, Fellowship Programs, the Army Management Staff College (AMSC), and multidisciplinary area-wide competitive programs such as university programs, developmental assignments, and training-with-industry. This training is funded by either the major Army command (MACOM) or installation. The annual Army Civilian Training, Education, and Development System (ACTEDS) Catalog, published by the Office of the Deputy Chief of Staff, G-1, contains specific information about current competitive development opportunities, along with all necessary procedural and application requirements.

(2) The ideal training program provides the opportunity for every employee to advance to the highest level of his/her capability. The most effective training and development activity

for any Army civilian career employee will result from an appraisal/counseling interview which: (a) identifies training requirements; (b) systematically schedules the training needed to meet the requirements; and (c) takes greatest advantage of work situations and operating problems for OJT development purposes.

(3) A major element in the MTP is a goal-setting development plan, commonly referred to as an Individual Development Plan (IDP). An IDP, although no longer regulatory, serves as an ideal means to document and record the goal-setting development plan mutually agreed upon at the rater/supervisor counseling session. (The recommended IDP format is at Appendix H). It clearly identifies the training and OJT needed to improve the technical knowledge and skill of the employee and is updated annually.

(4) Development and rating methods of civilian employees are outlined and reported through the Total Army Performance Evaluation System (TAPES). The rater/supervisor, with the ratee’s input, during counseling sessions, will assist the ratee in identifying the required training and/or professional development objective. Once identified, the training or developmental activities are recorded on the employee's Senior System Civilian Evaluation Report Support Form (DA Form 7222-1,).

(5) When an employee has completed a required phase of training, it must be documented by the supervisor. The completed training will be noted in the IDP and TAPES, and then filed in the employee's official personnel folder. Employees who demonstrate the ability to effectively handle increasingly complex assignments become more competitive for developmental assignments and advancement.

(6) Self-Development. In addition to the mandated training outlined in the MTP, employees at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations. These opportunities will increase their knowledge, improve competence in their area of interest, and offset any limitations identified in the career planning process. This is a voluntary effort initiated and conducted by the employee. Active interest in self-development generally indicates that an employee has a strong desire to achieve or exceed planned career goals. Information to help employees identify and plan relevant self-development activities can be found in the MTP. Employees will be encouraged to take advantage of: (a) available Army and other professionally relevant correspondence courses; (b) opportunities for study at nearby

colleges or universities; (c) planning, reading, and discussion of emerging developments in the various aspects of hospital housekeeping; and (d) seminars, workshops, and meetings sponsored by professional organizations.

(7) Competitive Opportunities. Long-term training, above the bachelor level, is intended to expand and develop GS-11 through GS-15 careerists with educational opportunities above the bachelor level, and work experiences outside of their assigned organizations. These competitive opportunities are centrally funded in some cases and application is made and approved through the DA FCR. They include formal courses and developmental assignments such as: (a) Army War College (AWC), (b) Sustaining Base Leadership and Management (SBLM) Program, (c) Master's degree and doctoral course work, and (d) DA/OTSG rotations.

b. Training Levels.

(1) Entry Level Training: At the GS-05/07 level, the new employee generally requires OJT experience and technical training. Emphasis will be placed on training in:

(a) Basic Housekeeping Fundamentals

(b) Contracts

(c) Infection Control Fundamentals

(d) Basic Waste Management

(e) Basic Automation

(f) Orientation – Hospital Organization

(2) Intermediate Level Training: At the GS-09/11/12 level, the primary training focus is to increase the technical knowledge and skill of the employee. Secondarily, emphasis will be placed on developing managerial, supervisory, and administrative abilities.

The Hospital Housekeeper’s self-development activities at this level are accelerated and focused to ensure that they continue to add to their variety of experiences. Employees will continue to receive progressive responsibilities for assignments and, as they progress, may be afforded the opportunity to exercise some supervisory authority. Graduate study, speaking and writing activities, and active participation in professional group

activities are encouraged. Employees are encouraged to take any or all of a variety of certification examinations. Certifications are offered by the American Hospital Association Certification Center (AHA-CC)/American Society for Healthcare Environmental Services (ASHES) (http://www.ashes.org/); International Executive Housekeepers Association (IEHA) (http://www.ieha.org/); and the National Association of Institutional Linen Management (NAILM) (www.nailm.com).

At the GS-9/11/12 level, the focus is placed on increasing the employee's competence in human relations and management concepts as well as specialized areas related to Hospital Housekeeping. Since most senior level positions require broad managerial knowledge and skill, the training activity will place special emphasis on management and human relations. Attendance at seminars, conferences, and advanced courses in professional development are some of the training requirements in this area. Graduate study, speaking and writing activities, temporary duty assignments, rotation of assignments, and participation in professional group activities will be encouraged.

(3) Advanced Level Training: All GS-13s are recognized as SMEs. They make decisions and recommendations that significantly affect the content, interpretation, and development of Army policies and programs concerning critical matters and major issues within the Hospital Housekeeping Management occupational series. They are assigned experiences/studies where limited guidance exists as to the method of evaluation for the potential experiences identified or, where possible, new experiences need to be identified for a new operation or new product. Training for these employees will be on topics that are emerging issues in the specialized aspects of Hospital Housekeeping Management as well as seminars and conferences where these topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by: (1) application of new developments and theories to critical and novel problems, and (2) extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

c. Application for Training. Application procedures for some civilian training courses are described in detail, for each available course, in the ACTEDS Training Catalog published annually by the Office of the Deputy Chief of Staff, G-1.

d. Affirmative Action/Equal Employment Opportunity. Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

APPENDIX A

KEY POSITIONS TITLES AND LOCATION LIST
GS-673 HOSPITAL HOUSEKEEPING MANAGEMENT

TITLE	LOCATION
Hospital Housekeeping Program Specialist	MEDCOM
Hospital Housekeeping Program Specialist	Regional Medical Command

APPENDIX B

COMPETENCIES FOR HOSPITAL HOUSEKEEPING MANAGEMENT

Management/Leadership

1. Knowledge of personnel management policies and procedures in order to assign and review work; plan work to be accomplished by subordinates; hear and resolve minor complaints; set project completion dates; recommend promotions, awards, and disciplinary actions; schedule and approve leave; and approve job descriptions, etc.

2. Knowledge of government, agency, and hospital rules and regulations in order to develop operating procedures for implementing programs relevant to the hospital housekeeping program e.g., budget, personnel, transportation, and labor relations.

3. Ability to plan, organize, conduct, and manage an effective hospital housekeeping program in order to provide a safe environment for patients, staff, and visitors.

Housekeeping

4. Knowledge of local, state, Army, and Federal regulations in order to maintain a safe and pleasing environment for patients, staff, and visitors.

5. Knowledge of Occupational Safety and Health Administration (OSHA)/Environmental Protection Agency (EPA) guidelines for using cleaning chemicals within a medical setting in order to maintain a clean and safe environment.

6. Knowledge of various training methods in order to ensure housekeeping staff are properly trained in Infection Control, Bloodborne Pathogens, Fire & Safety, etc., as they apply to hospital housekeeping techniques.

7. Knowledge of the levels of hospital cleanliness in order to maintain a safe environment as mandated by Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.

8. Knowledge of hospital housekeeping methods and techniques in order to ensure proper use of, and recommend changes to, current cleaning agents, techniques, and equipment.

9. Knowledge of furniture and various floor, wall, and ceiling covering materials and their properties in order to acquire and use appropriate cleaning agents, techniques, and equipment.

10. Ability to oversee and manage the interior/exterior hospital decoration service in order to produce a pleasing environment conducive to patient care with a dignified setting for visitors and staff.

Supply

11. Knowledge and ability to forecast present and future supply, equipment, and linen requirements in order to ensure proper and continuous cleanliness and patient care.

Budget

12. Knowledge and ability to forecast, plan, prepare, provide, and defend input into the hospital environmental services budget in order to ensure funding requirements are met.

Contracting

13. Knowledge and ability to administer contracts and to develop and review performance work statements in order to ensure optimal service and cost efficiency.

14. Ability to serve as Contracting Officer Representative (COR) for all service contracts in the hospital housekeeping program to include: housekeeping, laundry, regulated medical waste, transportation, and interior/exterior plant rental, in order to ensure their effective and efficient administration.

15. Knowledge and ability to implement a contract administration plan in order to ensure adequate assessment of contractor performance.

16. Knowledge of how to prepare Requests for Proposal (RFPs) and Invitation for Bids (IFBs) in order to understand the solicitation process for services contracts.

17. Knowledge and ability to write/draft/review Statements of Work (SOW) in order to prepare/implement and ensure contractor performance by establishing measurable performance objectives using a Performance Based Services Contract.

18. Knowledge and ability to recognize and adhere to the standards of conduct in the acquisition process in order to minimize risks, accomplish socio-economic goals, maximize competition, and maintain integrity.

Quality Assurance/Risk Assessment

19. Ability to establish quality assurance indicators for Medical Treatment Facility program elements in order to ensure the highest regulatory standards are maintained.

20. Knowledge and ability to conduct an on-going assessment of contractor performance of providing hospital housekeeping services in order to ensure contract adherence.

Communication

21. Ability to communicate effectively with a wide variety of people in order to justify program plans and goals to top hospital managers and to motivate hospital housekeeping employees.

22. Ability to develop information papers, specify goals, outline policies and standing operating procedures, and establish priorities and schedules for action in order to express technical concepts in a clear, comprehensive, effective manner.

23. Skill in presenting briefings to management, unions, workers, and outside agencies in order to effectively convey information.

Textiles

24. Knowledge of laundry cleaning methods and techniques in order to ensure proper use of current laundry products, techniques, and equipment.

25. Knowledge of the hospital linen management program in order to ensure availability of supply, proper items for customer usage within the facility, and proper infection control guidelines are used in processing.

26. Knowledge of current cost, thread counts, colorfastness, etc., in order to provide the most cost effective/longest life textiles.

27. Knowledge of inventory procedures in order to ensure accurate accountability for textiles.

Infection Control

28. Knowledge of Hazardous and Regulated Medical Waste programs in order to provide guidance and information to the various organizations throughout the Medical Treatment Facility (MTF) and ensure the compliance of the housekeeping, waste management, and linen management staffs with the hospital infection control policy.

29. Ability to establish and develop an effective training program for infection control in order to educate the housekeeping staff on the use of infection control procedures and techniques to ensure compliance with JCAHO requirements.

30. Knowledge of infection control practices in order to understand and manage environmental sanitation and choose and use proper cleaning agents and equipment.

Personnel/Staffing

31. Knowledge of the Army, AMEDD, and civilian personnel systems in order to effectively initiate, follow-up, and execute actions relevant to housekeeping activities and employees.

32. Ability to analyze and initiate staffing recommendations and request changes to ensure staffing levels are maintained.

Training

33. Knowledge and ability to locate, schedule, and document all training activities in order to educate assigned housekeepers and demonstrate compliance with JCAHO standards and hospital training requirements.

34. Ability to recognize, train, and facilitate the use of internal resources of the housekeeping training program in order to properly staff the housekeeping training effort.

Waste Management

35. Knowledge of hazardous material and waste regulations and the ability to identify and classify hazardous materials and wastes; health effects and personal safety; packaging, labeling, handling, storage, and transportation procedures; contingency planning; and release response in order to oversee waste management responsibilities and protect the Government from liability.

36. Knowledge and ability to understand, practice, and increase awareness of basic concepts of ecology, environmental relationships, and pollution prevention; the Army Environmental Compliance Program; environmental laws, regulations, and policies, Army installation environmental considerations; required reports and administrative procedures in order to perform executive oversight of assigned responsibilities at both regional and major command management levels.

37. Knowledge of proper techniques for collecting all waste streams to ensure safety of staff and contractor personnel.

38. Knowledge of proper invoicing and documentation on Regulated Medical Waste (RMW) in order to ensure generation to disposal responsibility.

Evaluation

39. Ability to evaluate housekeeping management function's level of readiness in order to handle mobilization and emergencies.

Research

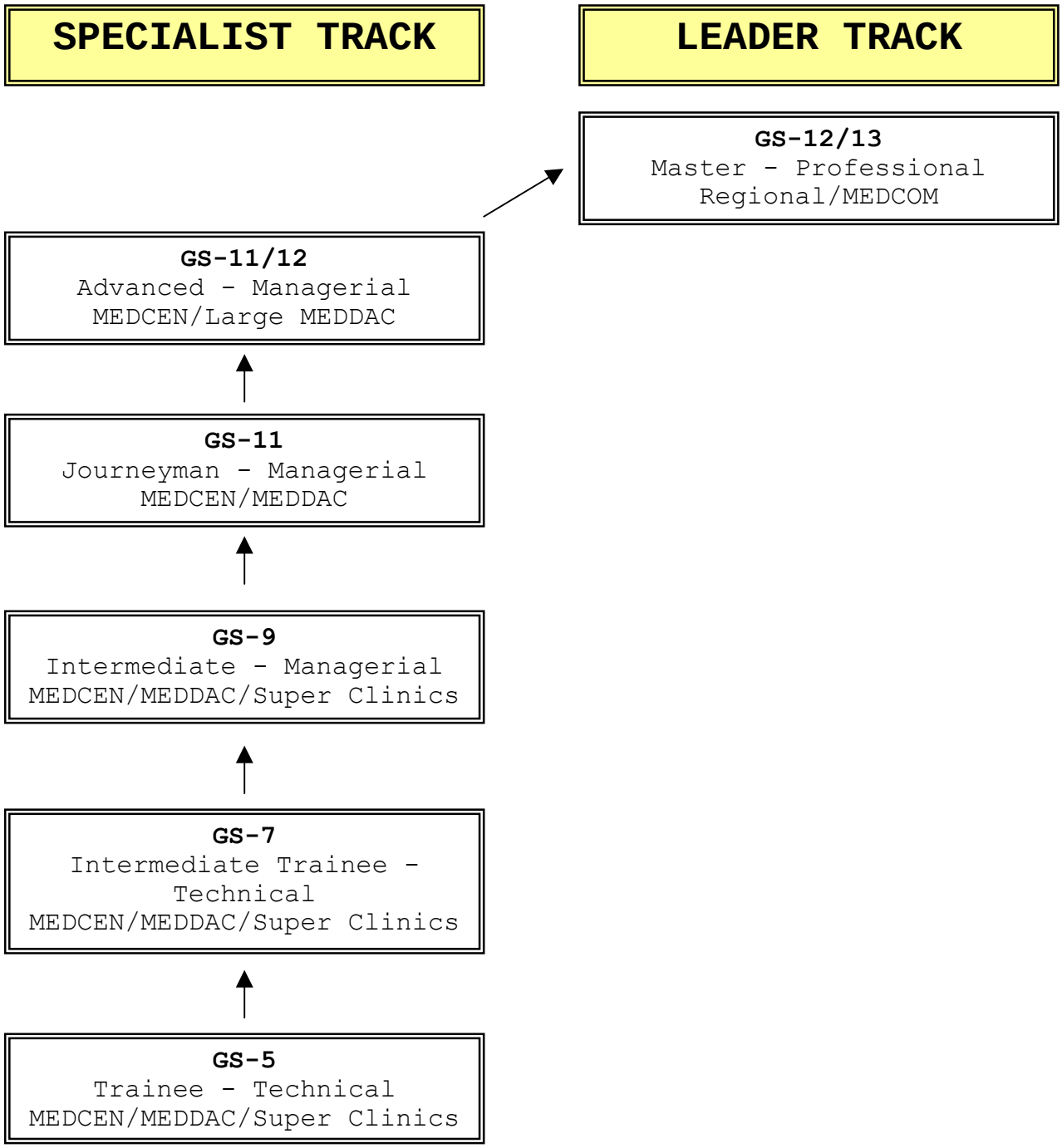
40. Ability to research information sources (i.e., Material Safety Data Sheets, Health Hazard Information Module (HHIM), regulations, standards, other agencies, and experts) for health effects data applicable to work operations in order to identify potentially dangerous cleaning agents or practices.

Informatics

41. Knowledge of computer technology and office automation in order to keep efficient records and information.

42. Knowledge of office automation applications (i.e., spreadsheets, graphics, database management and communication practices) in order to provide guidance in improving efficiency.

APPENDIX C
CAREER PATH CHART



APPENDIX D
MASTER TRAINING PLAN MATRIX

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY		INTERMEDIATE			ADVANCED	SOURCE	COMPETENCIES	COURSE NUMBER
			GS-5	GS-07	GS-09	GS-11	GS-12	GS-13		(APPENDIX B)	(APPENDIX E)
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

LEGEND: FC = FORMAL COURSE
CC/OL = CORRESPONDENCE COURSE/ON-LINE
OJT = ON-THE-JOB TRAINING
U1 = UNIVERSAL PRIORITY I
U2 = UNIVERSAL PRIORITY II
U3 = UNIVERSAL PRIORITY III
C = COMPETITIVE
SUP = SUPERVISOR ONLY
DVP = DEVELOPMENT ASSIGNMENT
* = ACCORDING TO INDIVIDUAL JOB REQUIREMENT
** = RECURRING REQUIREMENT
*** = BY EXCEPTION

APPENDIX D
MASTER TRAINING PLAN MATRIX

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY		INTERMEDIATE			ADVANCED	SOURCE	COMPETENCIES	COURSE NUMBER
			GS-5	GS-07	GS-09	GS-11	GS-12	GS-13		(APPENDIX B)	(APPENDIX E)
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

LEGEND: FC = FORMAL COURSE
CC/OL = CORRESPONDENCE COURSE/ON-LINE
OJT = ON-THE-JOB TRAINING
U1 = UNIVERSAL PRIORITY I
U2 = UNIVERSAL PRIORITY II
U3 = UNIVERSAL PRIORITY III
C = COMPETITIVE
SUP = SUPERVISOR ONLY
DVP = DEVELOPMENT ASSIGNMENT
* = ACCORDING TO INDIVIDUAL JOB REQUIREMENT
** = RECURRING REQUIREMENT
*** = BY EXCEPTION

APPENDIX D
MASTER TRAINING PLAN MATRIX

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY		INTERMEDIATE			ADVANCED	SOURCE	COMPETENCIES	COURSE NUMBER)
			GS-5	GS-07	GS-09	GS-11	GS-12	GS-13		(APPENDIX B)	(APPENDIX D
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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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 D)
			GS-5	GS-07	GS-09	GS-11	GS-12	GS-13			
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

LEGEND: FC = FORMAL COURSE
CC/OL = CORRESPONDENCE COURSE/ON-LINE
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APPENDIX E

COURSE DESCRIPTIONS FOR HOSPITAL HOUSEKEEPING MANAGEMENT

1. **Basic Infection Control Procedures/An Introduction to the Fundamentals.** This course provides an introduction to the fundamental skills necessary for the practice of infection control and epidemiology. Additional information is available at: http://www.apic.org (Source: APIC) (32 hours)

2. **Basic Environmental Staff Course.** This is an entry-level course for environmental professionals. Additional information is available at: http://www.almc.army.mil (Source: ALMC) (64 Hours)

3. **Basic Waste Management for Healthcare Personnel.** Provides healthcare facility personnel with fundamental information to manage and/or supervise hazardous and medical waste in a health-care facility. Additional information is available at: http://chppm-www.apgea.army.mil/trng/describe.crs/d3722.htm (Source: CHPPM) (28 Hours)

4. **Transport of Biomedical Materials.** Details the provisions governing biomedical material transport. Additional information is available at: http://chppm-www.apgea.army.mil/trng/describe.crs/d3724.htm (Source: CHPPM) (36 Hours)

5. **Advanced Waste Management Workshop for Healthcare Facility Personnel.** Designed for personnel who completed the basic course and need to be updated on the latest regulatory changes. Additional information is available at: http://chppm-www.apgea.army.mil/trng/describe.crs/d3723.htm (Source: CHPPM) (28 Hours)

6. **Transport of Biomedical Materials Refresher.** This course provides biennial refresher training to personnel who previously took the Transport of Biomedical Materials Course. Per DOD 4500.9-R Part II (Chapter 204 paragraph E.2), refresher training is required every 2 years for certifying officials and handlers. Additional information is available at: http://chppm-www.apgea.army.mil/trng/describe.crs/d3725.htm (Source: CHPPM) (20 Hours)

7. **Infection Control for Hospital Housekeeping.** Course is conducted by the local hospital Infection Control Officer. Provides basic information on infection control procedures to hospital housekeeping employees as well as contract personnel. (Source: Installation Infection Control Officer) (Varies)

8. Defense Hazardous Material/Waste Handling Course. The course includes identification and classification of hazardous materials and wastes; health effects and personal safety; packaging, labeling, handling, storage, and transportation procedures; contingency planning and release response; and hazardous materials and waste laws, regulations, and policies. Additional information is available at: http://www.almc.army.mil/catalog/coursedescriptions.html? (Source: ALMC/DOT/COE) (40/80 hours)

9. Defense Hazardous Waste Course - Refresher. The curriculum includes a general overview of hazardous material and waste regulations as they relate to handler's jobs, identification, and labeling requirements, health hazards, storage compatibility, spill response, and hazardous waste classification. Per DOD 4500.9-R Part II (Chapter 204 paragraph E.2), refresher training is required every 2 years for certifying officials and handlers. Additional information is available at: http://www.almc.army.mil/catalog/coursedescriptions.html? (Source: ALMC/DOT/COE) (8/40 Hours)

10. Executive Environmental Overview Course. Course is intended for non-environmental managers who are in positions to recommend courses of action or make decisions on military matters impacting on the environment. Additional information is available at: http://www.almc.army.mil/catalog/coursedescriptions.html? (Source: ALMC) (24 Hours)

11. Contracting Officer Representative Course. Presents an overview of the legal requirements and fundamentals of contracting that lead to the award of a contract. Designed to improve job performance of personnel outside the contracting career field who will be involved with contracts as a contracting officer's representative or quality assurance evaluator. Additional information is available at: http://www.almc.army.mil/AMD/ALMC-CL/index.asp (Source: ALMC/ Station/Installation) (40 Hours)

12. Army Performance Improvement Criteria Course. Focuses on the Army's strategic framework for leading change. The APIC goal is to improve the overall effectiveness and efficiency of Army organizations in delivering continuous value to customers, resulting in mission success. Additional information is available at: http://www.almc.army.mil/catalog/coursedescriptions.html (Source: ALMC) (24 Hours)

13. Performance Based Service Contracting. This course provides information on what to include in requirements documents; conditions that must be met to contract for services; types of contracts that may be used; how to select provisions and clauses

for service contracts; and how to develop a contract administration plan and instruct government personnel on their roles. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (16 Hours)

14. Writing Performance Oriented Statements of Work. This course provides a step-by-step approach to writing a statement of work. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (24 Hours)

15. Basic Contract Administration. Course covers how to develop a contract administration plan. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

16. Contract Basics for Administrative Personnel. This course provides important contracting and procurement terms and acronyms; information on preparation of requests for proposals and invitations for bids; and techniques of sealed bidding and negotiation. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (24 Hours)

17. Contracting Basics for Contracting Officer Technical Representatives (COTRs). Presents the key elements and features of a contract, various types of government contracts, and administering key terms and conditions of a contract. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (24 Hours)

18. Introduction to Government Contracting. Provides information on the goals of the acquisition process in terms of quality, timeliness and cost as well as key functions in each of the three phases: pre-solicitation, solicitation and award and post-award administration. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

19. Procurement Planning. Course provides information on finding omissions and deficiencies in a purchase request; identifying the type of funding available for the requirement; and identifying and collecting market data. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

20. Contracting by Negotiation. Course will improve employee's ability to plan, award, and administer a negotiated acquisition. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

21. Contract Law. This course provides basic contract formation principles and the unique aspects of government contracting, including federal appropriations laws and the limited authority of government agents. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

22. Best Practices in Performance-Based Service Contracting. Course covers key elements of a performance-based service contract. Additional information is available at: www.esi-intl.com (Source: Professional Organization) (16 Hours)

23. Various Textile Care, Linen Management, or Housekeeping Courses. NAILM offers three programs of study: Certified Laundry/Linen Management (CLLM) Course, Environmental Service Course (ESC), and American Laundry and Linen College (ALLC). These programs of study address the basics of textile care and housekeeping, environmental service principles, practices and techniques, and management issues. In addition, training program development, production, and accounting are addressed. Additional information is located at: http://www.nailm.com (Source: Local/Professional Organization) (Time Varies)

24. Interior Design Course. This course addresses the Army Interior Design Program and related design issues to explain the practical applications of the program. Practical applications relate to developing a scope of work for obtaining professional interior design services, design/review criteria, building related interior design specifications and materials, and furniture related procurement data. Additional information is available at: http://www.hnd.usace.army.mil/to/download/purple%20book%202002.pdf (Source: Corps of Engineers/University-Based) (36 Hours/Varies)

25. Human Resource Management for Supervisors/Managers. Provides information on responsibilities and rights as a supervisor; recognition of personal liability components; selection, promotion and detailing of subordinates in accordance with merit system principles; organization and management of positions; and development of employees. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

26. Position Classification for Supervisors/Administrators. This course will enable supervisors to plan work assignments more effectively; use classification principles when creating new positions and organizing their unit; and understand how the classification system influences their everyday decisions and processes. Additional information is available at: http://www.grad.usda.gov (Source: USDA)(Time Varies)

27. Staffing and Placement for Supervisors. This course will enable supervisors to effectively communicate with HR staff about resource needs; identify the rules used to hire employees in the federal government; recognize special situations and their respective governing principles; ask intelligent questions about recruitment options; and select top candidates with informed decisions. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (40 Hours)

28. Basic Management-Employee Relations. An introductory course that provides participants with grounding in the functions, responsibilities, procedures, and skills needed to effectively function in the MER area. The course combines basic concepts and principles with the opportunity to practice MER skills through guided case discussions, workshops, and group activities. Additional information is available at: http://www.cpocma.army.mil/catalog (Source: CPOCMA/Local CPAC) (36 Hours/Varies)

29. Leading Teams and Groups. This course provides the knowledge and skills needed to be an outstanding team/group leader. Additional information is available at: http://www.grad.usda.gov (Source: USDA/Local) (24 Hours/Varies)

30. Instructor Training. Course helps determine key learning outcomes and how they are best taught; provides a variety of instructional methods (presentation, demonstration, discussion, etc.); and proven training techniques for large and small groups. Additional information is available at: http://www.grad.usda.gov (Source: USDA/Local)(32 Hours/Varies)

31. Computer Courses (MS Word, Excel, PowerPoint, etc.). Courses in a variety of software applications to enable employee to efficiently manipulate data. (Source: Local/Installation) (Varies)

32. Public Speaking, Briefings, and Presentations. Provides instruction in communication principles as well as the basic principles of business presentations. (Source: Local)(40 hours)

33. Activity-Based Costing. The course ties the cost of resources to the activities that consume them to discover what those activities really cost. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (16 Hours)

34. Introduction to Federal Budgeting. This course introduces you to the principles and concepts you will need to carry out your current budget responsibilities. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (24 Hours)

35. Budget Formulation. This course can help you build an accurate and defensible budget your organization depends on for continued operation. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (32 Hours)

36. Federal Budget Process. This course provides in-depth information on the Federal budget process. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (16 Hours)

37. Budget Execution. This course provides information on implementing, following or analyzing a federal budget. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (32 Hours)

38. Budget Justification and Presentation. This course helps in developing techniques for presenting a budget or responding to issue-related questions. Additional information is available at: http://www.grad.usda.gov Source: USDA) (24 Hours)

39. Government Wide Commercial Purchase Card. This course teaches you how to use the Government purchase card correctly. Additional information is available at: http://www.grad.usda.gov (Source: USDA) (6 Hours)

40. Certification. Documented validation of the professional achievement of identified standards of practice by an individual in the hospital housekeeping series. Completion of National Certification Exam offered by any (or more than one) of the following organizations: American Hospital Association Certification Center (AHA-CC)/American Society for Healthcare Environmental Services (ASHES); International Executive Housekeepers Association (IEHA); and the National Association of Institutional Linen Management (NAILM) (Source: Varies) (Time Varies)

41. Bachelor Degree Program. Completion of a Bachelor Degree program with specialization in any field. Funding is authorized if the training is "part of a planned, systematic and coordinated program of professional development" such as a competitive leader/management development program. Such courses include post-secondary education courses delivered through classroom, electronic or other means, provided that it is administered or conducted by an accredited institution. Employees must sign a service agreement promising to work for DoD for three times the length of training. (Source: University-Based) (Time Varies)

42. Graduate Degree Program. Programs are available in a variety of areas to include: Environmental Services, Master of Science (MS) in Logistics Management, MS in Healthcare Administration; MS in Public Health, Master of Business Administration with major in

Health Services Management, etc. Allows the student to enrich their understanding of topics essential for mastery by tomorrow's hospital housekeeping leaders. Funding is authorized if the training is "part of a planned, systematic and coordinated program of professional development" such as a competitive leader/ management development program. Such courses include post-secondary education courses delivered through classroom, electronic or other means, provided that it is administered or conducted by an accredited institution. Employees must sign a service agreement promising to work for DoD for three times the length of training. (Source: University-Based) (Time Varies)

43. Action Officer Development Course (AODC). Mandatory for all individuals promoted/appointed to journey-level positions. Other employees interested in developing their action officer skills may also enroll. The course prepares employees for the requirements of staff work with training similar to that of the Combined Arms and Services Staff School (CAS3). There is no cost for this course. Additional information is available at: http://cpol.army.mil/train/catalog/ch01aodc.html (Source: AIPD) (Time Varies)

44. Supervisor Development Course. This correspondence course presents first time supervisory personnel with the basic knowledge of civilian personnel administration procedures and techniques. Supervisors must complete this correspondence course before enrolling in the Leadership Education and Development course (see #45 below). This is a no-cost course. Additional information is available at: http://cpol.army.mil/train/catalog/ch01sdc.html. (Source: AIPD) (40 Hours)

45. Leadership Education and Development. The target audience is new military and civilian supervisors of civilian employees. Develops and hones leadership skills of supervisors. Focuses on situational leadership, motivation, communication, performance counseling, conflict management, team building, problem solving, values and ethics, and systems theory. Supervisors must complete the Supervisor Development Course before enrolling in this course (see #44 above). This course is locally funded. Additional information is available at: http://cpol.army.mil/train/catalog/ch01lead.html. (Source: Local CPAC)(40 Hours)

46. Manager Development Course. This course is mandatory for all new managers. Other employees interested in developing their managerial skills may also enroll. This correspondence course covers topics such as organizational culture, time management, setting objectives and plans, problem solving and decision-making, planning, programming and budgeting, manpower management, communications, information technology applications, the Army

environmental program, EEO, professional ethics, internal management control, and Army Family Team building. This is a no-cost course. Additional information is available at: http://cpol.army.mil/train/catalog/ch01mdc.html (Source: AIPD)(20 Hours)

47. Sustaining Base Leadership Management (SBLM). Target audience is civilians in grades GS-12 through GS/GM-14. A GS-11 or GM-15 may apply by exception in the Resident Program. The course focuses on strategy, doctrine, functional relationships, and systems relevant to the Total Army with emphasis on the sustainment base. This course is centrally funded. Additional information is provided at: http://cpol.army.mil/train/catalog/ch01sblm.html (Source: AMSC) (12 Weeks)

48. Organizational Leadership for Executives (OLE). Target range is GS-12 to GS/GM-15 civilians. Trains career program DA civilian Managers in leadership doctrine of the Army. The Command & General Staff College has approval authority to grant graduate credit to students who successfully complete OLE. This course is centrally funded. Additional information is available at: http://cpol.army.mil/train/catalog/ch01ole.html (Source: CAL) (80 Hours)

49. Personnel Management For Executives I. Presents a broad perspective of personnel management in relation to the total management function, the relationship of operating and staff officials in the discharge of personnel management responsibilities, and the current and projected developments in personnel administration. The target audience for this course is GS-13/14 (GS-12 or 15 on exception basis). This course is centrally funded. Additional information is available at http://www.amsc.belvoir.army.mil/amsc_pme.htm (Source: AMSC) (72 Hours)

50. Personnel Management for Executives II. Designed to stimulate managers and executives to manage human resources more efficiently and to develop a sharper sense of direction and improved human resources management skills. This course is centrally funded. Additional information is available at http://www.amsc.belvoir.army.mil/amsc_pme.htm (Source: AMSC) (40 Hours)

51. The Army War College (AWC). DA civilian employees at GS-14/15, and high potential GS-13's are eligible to attend. Studies the role of land power, as part of a joint or combined force, in support of the U.S. national military strategy. Resident students may qualify to earn an initial master degree from participating

institutions. This course is centrally funded. Additional information is available at: http://carlisle-www.army.mil. (Source: AWC) (10 Months-resident/2 years-Distance education)

52. Department of Defense (DOD) Executive Leadership Development Program. This course is designed for civilians in grades GS-12/13. Introduces the process by which DOD decisions are made through understanding of DOD missions, organization, and influences on these systems. This program is not centrally funded by ACTEDS resources. Additional information is available at: http://cpol.army.mil/train/catalog/ch04deldp.html (Source: DOD)(10 Months)

53. Army Congressional Fellowship Program (ACFP). This program is targeted to DA civilians at the GS-13 to 15 levels or above. Provides assignments for personnel whose current or prospective positions may require working knowledge of the operations of the Congress. Expenses for non-Career Program selectees will be born by their nominating command/organization. Expenses for Career Program applicants may be centrally funded by the respective FCR, subject to availability of funds. Additional information is available at: http://cpol.army.mil/train/catalog/acfp.html (Source: Washington, DC) (15 Months-Intermittent)

54. Secretary of the Army Research and Study Fellowships (SARSF). This opportunity is available to civilian employees at the GS-12 level or above. Fellowships are granted with the intent to: support study and research on selected projects relevant to Army's mission; develop and increase the use of the best talents among Army career civilians; and support basic creativity of selected individuals. Additional information is at: http://cpol.army.mil/train/catalog/sarsf.html (Source: SARSF) (6-12 Months)

55. Defense Leadership and Management Program (DLAMP). This program is intended for high potential, DA civilian employees permanently occupying a GS/GM-13/14/15. The purpose of DLAMP is to establish a DOD-wide program for developing future civilian leaders with a DOD-wide capability to: Enable them to assume broader responsibility in an increasingly complex environment; expand their knowledge of the Department's national security mission; and strengthen communication and trust among senior military and civilian leaders. This course is centrally funded by DLAMP. Additional information is available at: http://cpol.army.mil/train/catalog/ch04dlamp.html (Source: DLAMP) (Intermittent, approximately 6 to 10 years)

56. Logistics Executive Development Course (LEDC). This course is available to civilians GS-11 and above. This course develops leaders/managers for potential executive level positions and prepares them to enhance the Army's logistic capability in war. Authorized travel and per diem costs for selected DA civilians will be at the discretion of the career programs' FCR(s). Additional information is available at: http://cpol.army.mil/train/catalog/ledc.html (Source: ALMC) (16 weeks and 2 days)

APPENDIX F

GLOSSARY

ACRONYM	DEFINITION
ACFP	-Army Congressional Fellowship Program
ACTEDS	-Army Civilian Training, Education, and Development System
AHA-CC	-American Hospital Association Certification Center
AIPD	-Army Institute for Professional Development
ALMC	-Army Logistics Management College
AMEDD	-Army Medical Department
AMEDDC&S	-U.S. Army Medical Department Center and School
AMSC	-Army Management Staff College
AODC	-Action Officer Development Course
APIC	-Association for Professionals in Infection Control and Epidemiology
APPD	-AMEDD Personnel Proponent Directorate
ASA(M&RA)	-Assistant Secretary of the Army (Manpower and Reserve Affairs)
ASHES	-American Society for Healthcare Environmental Services
AWC	-Army War College
CAL	-Center for Army Leadership
CHPPM	-Center for Health Promotion and Preventive Medicine
COE	-Corps of Engineers
CONUS	-Continental United States
COR	-Contracting Officer Representative
COTR	-Contracting Officer Technical Representative
CPAC	-Civilian Personnel Advisory Center
DA	-Department of the Army
DLAMP	-Defense Leadership and Management Program
DOD	-Department of Defense
DOT	-Department of Transportation
EPA	-Environmental Protection Agency
FC	-Functional Chief
FCR	-Functional Chief Representative
HHIM	-Health Hazard Information Module
IDP	-Individual Development Plan
IEHA	-International Executive Housekeepers Association
IFBs	-Invitation for Bids
JCAHO	-Joint Commission on Accreditation of Healthcare Organizations
KSAs	-Knowledge, Skills, and Abilities
LEDC	-Logistics Executive Development Course
MACOM	-Major Army Command

ACRONYM	DEFINITION
MSDS	-Materiel Safety Data Sheets
MTF	-Medical Treatment Facility
MTP	-Master Training Plan
NAILM	-National Association of Institutional Linen Management
OCONUS	-Outside Continental United States
OJT	-On-the-Job Training
OLE	-Organizational Leadership for Executives
OSHA	-Occupational Safety and Health Administration
OPM	-Office of Personnel Management
PME	-Personnel Management for Executives
RFPs	-Requests for Proposal
RMW	-Regulated Medical Waste
SARSF	-Secretary of the Army Research and Study Fellowships
SBLM	-Sustaining Base Leadership Management
SMEs	-Subject-Matter-Experts
SOW	-Statement of Work
TAPES	-Total Army Performance Evaluation System
TSG	-The Surgeon General of the U.S. Army
USDA	-U.S. Department of Agriculture Graduate School

APPENDIX G

REQUEST FOR EQUIVALENCY CREDIT FOR MANDATORY FUNCTIONAL TRAINING

Instructions for Completing and Handling Request:

- Employee completes Section I, provides input for Section II, and forwards request to supervisor.
- Supervisor reviews Section II and completes Section III. If concurring, forwards request to approving authority. If nonconcurring, returns request to employee.
- Approving authority completes Section IV and returns request to supervisor.

Section I – Employee's Request for Equivalency Credit		
Name (Last - First - MI)		Career Field/Program Number
Title/Series/Grade	Course Title & Code	Course Provider
Employee's Signature	Date Signed	Telephone Number and E-mail
Section II – Training Information		
☐ Work Experience: (Attach detailed explanation of work assignments. Identify competencies and explain how they were acquired.) ☐ Formal Education or Training, including Correspondence Study: (Attach transcript(s) and descriptions of course work, to include course title, course level, and grade. Identify competencies and explain how they were acquired.) ☐ Self-development Activities (Attach detailed explanation. Identify competencies and explain how they were acquired.)		
Section III – Supervisor's Recommendation		
☐ Concur	☐ Non-concur	
Supervisor's Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Supervisor's Signature		Date Signed
Section IV – Approving Authority's Decision		
Approving Authority's Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Approving Authority's Signature		Date Signed

APPENDIX H
INDIVIDUAL DEVELOPMENT PLAN

PRIVACY ACT STATEMENT

Section 4103 of Title 5 to U.S. Code authorizes collection of this information. This information will be used by staff management personnel and the Personnel Office servicing your locality, to plan and/or schedule training and development activities. Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary.

NAME:	**SSN:**	**PERIOD COVERED:**	**CAREER FIELD:**
POSITION TITLE/GRADE:		**ORGANIZATION:**	

1. DEVELOPMENTAL OBJECTIVES (Skills/Performance Enhancement, Career Development, Etc.)

a. Short-Term Objectives	**b. Long-term Objectives (3-5 Years)**
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

2. MANDATORY TRAINING FOR LICENSURE

Course Title/Number	Objective Supported	Course Provider	Date Required	Hours	Tuition	Est Travel/ Per Diem
1.						
2.						
3.						
4.						
5.						
6.						

3. UNIVERSAL MANDATORY TRAINING (Priority I)

Course Title/Number	Priority	Course Provider	Date Required	Hours	Tuition	Est Travel/ Per Diem
1.						
2.						
3.						
4.						
5.						
6.						

4. UNIVERSAL TRAINING (Priority II AND III)

Course Title/Number	Objective Supported	Priority	Course Provider	Date Required	Hours	Tuition	Est Travel/ Per Diem
1.							
2.							
3.							
4.							
5.							

5. COMPETITIVE TRAINING

Type of Assignment	Location	Proposed Dates	Est Travel/Per Diem
1.			
2.			
3.			
4.			
6.			

6. TRAINING OR SELF DEVELOPMENT COMPLETED DURING LAST FY

Training Course or Developmental Activity	Location	Completion Date	Hours
1.			
2.			
3.			
4.			
5.			
6.			

I certify that I will support the training and/or development outlined in this IDP and will recommend approval of training costs in each FY budget. I have discussed this with the employee for whom this IDP has been prepared and concur with training documented.

Program Manager/Supervisor **Date** **Functional Chief Representative** **Date**

I have discussed my career goals and the training or development needed to achieve these goals. I have included only goals that I can realistically expect to achieve during the time period specified.

Employee **Date**