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***About this Student Guide***

The purpose of the Student Guide is to establish a framework for operations in the conduct of attending the CP-12 Safety and Occupational Health Intern training at the U.S. Army Combat Readiness/Safety Center (USACRC). The Student Guide will provide you with an overview of the Safety and Occupational Health Management Career Program and some background information on the United States Army Combat Readiness/Safety Center (USACRC). The Student Guide will be provided in advance to each student with an address or email on file (provided by the command). All others will receive a packet upon arrival.

All students must read this Student Guide carefully and refer to it whenever questions arise as it outlines the pertinent policies and procedures during training. The scope of these policies and procedures will address those actions required by the G-7 staff, faculty, and students. The CP-12 staff will review the key elements of the Student Guide with the students during the first day of the course. All students must complete the Receipt of Student Guide confirming they have read and understand the course policies. A copy of the form must be presented to the staff during in-processing.

The composition of any given class includes students from different services and locations world-wide. The information provided is intended to assist all students in the preparation, participation and completion of the courses in the most efficient and productive way possible.

This is a living document and policies and practices may change from time to time. If and when provisions change, current students will receive replacements for outdated pages. The USACRC may change, delete, suspend, or discontinue any part or parts of the policies in this guide at any time without prior notice. Any such action shall apply to current as well as future students. No one other than the Director of the G-7 Directorate may alter or modify any of the policies in this handbook unless otherwise dictated by the USACRC Commander.

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### *United States Army Combat Readiness/Safety Center*

***History and Overview***

The Army Combat Readiness/Safety Center traces its origin to the Army Accident Review Board, a section of the Army Aviation Training Department of the Artillery School at Fort Sill, Oklahoma. The Review Board consisted of two officers and one enlisted. As Army aviation expanded, so did the work of the Review Board, which was moved to Fort Rucker, Alabama, with the U.S. Army Aviation School in 1954.

The Review Board was renamed the U.S. Army Board for Aviation Accident Research (USABAAR) in 1957. USABAAR's mission included not only the review of aircraft accident reports but also crash-site investigations and research into aviation safety matters involving aircraft design, operations, and training as well as supervision, maintenance, inspection, and human factors.

In 1972, USABAAR became the U.S. Army Agency for Aviation Safety under the supervision of the Director of Army Aviation, Office of the Assistant Chief of Staff for Force Development. Responsibilities of USAAAVS were expanded to include accident prevention education, safety assistance visits Army-wide, establishment of Army aviation safety policy, collection of all Army aviation accident data, promotion of system safety, and support of selected aspects of the Army’s ground safety program. USAAAVS was under the supervision of the Inspector General from 1974 to 1978. In 1978, it became a field operating agency of the Deputy Chief of Staff for Personnel, and its mission was further expanded. USAAAVS assumed responsibility for both aviation and ground safety and was renamed the U.S. Army Safety Center.

The Commander of the Army Safety Center became the Deputy Director of Army Safety in October 1983. The Safety Center was given Army staff responsibility for implementation of the Army Safety Program and served as the primary advisor on accident prevention to the Department of the Army. In July 1987, the Safety Center became a field operating agency of the Chief of Staff of the Army. The Commander of the Safety Center was designated as the Director of Army Safety. The Director of Army Safety was made a general officer position, reporting through the Director of the Army Staff to the Chief of Staff, Army.

Following world events, DOD leadership recognized the enormous impact that accidental loss had, and continues to have, on the readiness and capability of the Army. As a result, on Jan. 31, 2005, the U.S. Army Safety Center was re-designated as the U.S. Army Combat Readiness Center with an expanded mission to become the center of gravity for all loss-related areas. As the Army’s knowledge center for loss data collection, analysis and information dissemination, the USACRC assists the Army with the preservation of combat power through the application of Composite Risk Management in order to preserve the human capital of the Army.

***Safety and Occupational Health Program***

***CP-12 Overview***

***Overview***

Army Regulation (AR) 690-950, Career Management, governs the development, operation, and administration of Department of the Army (DA) civilian career programs.  There are 25 Army career programs, which represent approximately 90,000 DA civilians from the “white collar” professional and managerial career fields.  The various career programs are, in functions and responsibilities, the rough equivalent of the Army’s officer branches.

The Army Civilian Training, Education and Development System (ACTEDS) is a Department of the Army (DA) program. Its main purpose is to provide DA Civilian personnel with a roadmap for career development throughout their total career. ACTEDS is a systematic, competency-based approach to identify the right kinds of training at the right points in Army civilian careers. This ACTEDS Plan identifies a logical, visible framework for developing competencies required of personnel in the Safety and Occupational Health (SOH) Career Program (CP-12). It blends formal training, on-the-job training (OJT), developmental assignments, and self-development activities.

CP-12 is composed of 7 job series.  The job series include GS-0018, Safety and Occupational Health Management, GS-0019 Safety and Occupational Health Technician, GS-0803 Safety Engineer, GS-1306 Health Physics, GS-0690 Industrial Hygienists GS-0640 Industrial Hygiene Technician, and GS-1815 Air Safety Specialist.

The senior career program official is the Functional Chief (FC).  The CP-12 FC is Mr. Addison Davis, Deputy Assistant Secretary of the Army (IL&E-ESOH).  The FC selects a senior military/civilian executive to serve as his principle advisor and that individual is designated the career program Functional Chief Representative (FCR). BG William T. Wolf is currently the program FCR and has delegated responsibility for the day-to-day management, execution, and administration of CP-12 to the Career Program Manager (CPM).  The CPM is Dr. Brenda Miller, Senior Safety Advisor, USACRC, Fort Rucker, Alabama. Each career series is represented by a Functional Representative. Sandra Parker-Monk is the Functional Representative for GS-0690/0640 Industrial Hygienists, USACHPPM, Aberdeen Proving Ground, Maryland. Mr. Greg Komp is the Functional Representative for GS-1306 Health Physics, Army Safety Office, Fredericksburg, Virginia. Mr. James Patton is the Functional Representative for GS-803 Safety Engineers, Army Safety Office, Fredericksburg, Virginia. Dr. Brenda Miller is the Functional Representative for GS-0018/0019 Safety and Occupational Health Management, USACRC, Fort Rucker, Alabama.

The Army does not have a military occupational series for safety. So it is critical to have an effective safety career program to ensure that the Army and all other military services maintain readiness and compliance with safety and occupational health statutes.

Effective civilian Safety and Occupational Health Management professionals are critical to ensuring the Army's readiness through protection of Army personnel, facilities, and materiel, and compliance with safety and occupational health statutes. The CP-12 was established to meet that requirement.

***Vision***

To meet the DOD’s force protection requirements, enhance mission accomplishment, and comply with statutory requirements, by acquiring, training, developing, referring, and sustaining highly qualified Safety and Occupational Health Professionals.

***CP-12 Goals***

The goal of the Army Safety and Occupational Health Career Program (CP-12) is to develop a professional group of Department of the Army civilians whose focus is to assist commanders and directors to protect the force through risk management to enhance mission accomplishment. To do this, there must be a group of professionals who at the appropriate locations, assist commanders and staffs in protecting assets and supporting Army force protection requirements.

***History of CP-12 Intern Program***

The CP-12 Intern Training Program is a 2 year education program that includes formal classroom instruction and on-the-job training (OJT) in the functional elements of the Safety and Occupational Health Program. Historically, the CP-12 intern program was acknowledged as one of the best in the Army, with many of its graduates progressing to key leadership roles in the Army, Department of Defense (DOD), and other Federal Agencies. Six of the seven most senior civilian executives in Army Safety are intern program graduates.

Based on an assessment conducted by senior career program officials, CP-12 completed a significant revitalization of the CP-12 intern program during FY 92. Key changes instituted since then include central recruitment, selection, and placement of all interns; institutionalization of a special 3-year chemical demilitarization safety specialist program; a total restructure of the formal education curriculum and OJT requirements; development of a health physics intern training program; and movement of the intern training school from the Field Safety Activity, Charlestown, Indiana to the USACRC, Fort Rucker, Alabama.

The three-year chemical demilitarization safety management intern program was developed in 1992, in cooperation with functional experts in the U.S. Army Chemical Agent Munitions Destruction Agency and U.S. Army Material Command (AMC). The program was needed because there is a shortage of qualified safety professionals to support the rapidly expanding chemical weapon demilitarization mission. Interns receive both classroom and OJT instruction in all aspects of the chemical munitions program, including assignments in a chemical depot and an operating demilitarization plant.

The two-year health physics intern training program was developed in 1994, in cooperation with functional experts in AMC and U.S. Army Medical Command. The program was needed because of serious shortages of Army health physicists created by changes in war-fighting doctrine and the resulting removal of numerous military health physicists from the Army force structure. Interns who have degrees in the natural sciences receive both classroom and OJT instruction in all aspects of the Army Health Physics Program, including assignments in hospitals, calibration centers, and commodity commands.

In April 1994, CP-12 initiated an Army-wide classification study of the full performance grade level (FPGL) for safety management interns, in cooperation with the U.S. Army Total Army Personnel Command (PERSCOM). At the time, the FPGL for GS-018 was GS-09, which was not in sync with the GS-11 (or equivalent level) recognized in most other federal and private sector organizations. In June 1994, based on the results of the study, PERSCOM released guidance that established the safety management FPGL at GS-11. The FPGL for all CP-12 career fields is now GS-11.

In April 2007, the CP-12 Life Cycle Model was developed along with the creation of a Web site – often referred to as a “One Stop Shop” for CP-12 careerists. Additional changes include the development of an accreditation plan for all careerists, a continuous learning policy and certification opportunities.

***Professional Development***

AR 690-950, Career Management, requires each of the Army career programs to develop Army Civilian Training, Education and Development System (ACTEDS) plans.  The purpose of the ACTEDS plan is to provide the concept and procedure for the systemic training and professional development of Army civilian professionals, from intern to senior managerial and executive levels.

The CP-12 ACTEDS plan is currently called CP-12 ACTEDS Training Program.  The CP-12 ACTEDS Training Program plan outlines sequential and progressive training in the various CP-12 career fields and in leadership, supervision, and managerial development, from entry level to senior manager.  It also provides general information and guidance on management of CP-12, career progression, key positions, and mobility requirements.  The plan identifies training programs critical to the successful performance of the CP-12’s force protection mission and to comply with the imperative of maintaining a quality workforce, as prescribed by the Chief of Staff, Army.  The CP-12 ACTEDS Training Program can be reviewed at <https://crc.army.mil/cp12online/>.

***Safety and Occupational Health***

***Joint CP-12 Training Program***

***PROGRAM DESCRIPTION***

***Overview***

The Safety and Occupational Health Intern Program provides a comprehensive two-three year educational and training program that will prepare career interns for challenging assignments all over the world. The Joint Services Safety and Occupational Health Training Program is fifteen weeks of formal instruction taught at the USACRC. After the initial formal training the internship will consist of a combination of on-the-job training and specific training unique to your installation/ facility over the remainder of the two-year training period. Specific information in regards to the on-the-job and task specific training is provided in your Individual Development Plan with your supervisor and approval from the CP-12 Career Program Manager.

***Purpose of Training***

The purpose of the formal training is to provide Safety Interns with the core competencies, which are essential in building the foundational knowledge and skills for successful performance in their developmental assignments and training during the remainder of their internship, and throughout their career.

***Learning Objectives***

The learning objectives support the Army Chief of Staff’s Imperatives:

A Quality Force • Dynamic, Realistic Doctrine • The Proper Force Mix • The Toughest, Most Realistic Training • Continuing Modernization • Competent, Confident Leaders

The major learning objectives for students upon completion of training are:

1. Possess working knowledge of the safety management program functional elements and the ability to implement processes involved in the management of a Safety and Occupational Health Program.

2. Develop competencies and characteristics needed to build a Joint culture that drives for results, serves customers, and builds successful teams within and outside the organization; resulting in competent and assertive Safety and Occupational Health Specialist that will be an asset for the commander.

3. Acquire critical thinking skills in order to conduct risk management by implementing effective control strategies in such areas as: accident prevention, safety program management, fire safety protection, system safety and analysis, radiological health, hazardous environment operations, industrial hygiene, ergonomics, occupational health, motor vehicle and transportation safety, construction safety and electrical safety.

4. Demonstrate an understanding of the organizations of the Department of Defense. Discuss the organization and mission of the major command and activity of assignment; how divisions, corps, depots, etc., are organized; and operational and staff processes.

5. Describe the Safety and Occupational Health Professional’s role in supporting the Commander and the Joint Force Mission.

These objectives cannot be achieved without active student participation in and contribution to the academic environment and scholarly activities.

***Methodology:*** The curriculum consists of courses presented in a balanced mix of seminars, lectures, practical exercises, and field trips. It is structured with a focus on active learning: student reading, writing, and oral presentations; classroom analysis; lectures by faculty members and guest speakers; and relevant practical exercises. The USACRC employs a variety of teaching and learning techniques which includes the following:

* ***Guest Speakers:*** Distinguished leaders and key managers with varying safety backgrounds are invited to present lectures to the class and faculty. Every effort is made to ensure ample opportunity for speakers to answer questions from their audience.
* ***Guest Lecturers:*** A guest lecturer will present a topic, which employs instructor-controlled group participation. Instructors who are experts in the field of study will present the lectures.
* ***Study Groups:*** Using study groups provide the opportunity to emphasize the substance of a lecture and/or assigned reading. Group discussions are designed to elicit and exchange substantive information for purposes of reaching new solutions to problems or identifying factors that impact on policy decisions. Study groups may include student presentations of assigned academic requirements such as oral reports on assigned topics, analyses of books or readings, or the presentation of short papers. The USACRC staff will select study group leaders.
* ***Case Studies:***This technique uses a critical and analytical examination of an episode—real or hypothetical—to illustrate issues associated with selected subjects. The most common form of case presentation is a brief, written narrative. Students are provided study guides for use in organizing their review of the case.
* ***Practical Exercises (PE):*** The PE consists of an individual or group requirement to provide practical application of learning objectives. The faculty members responsible for the activity usually function as an observer or advisor. In group exercises, students serve in different roles, to include organizer and director for activities of the group.
* ***Site Surveys:*** As part of the course curriculum, various site surveys are scheduled. One such field trip might include an evaluation of a facility for safety deficiencies. Findings will be critiqued and discussed with the class. More information will be provided during the course. Students need to remember that on most site surveys, they will be consuming their meal during the trip and must bring adequate funds.

**COURSE DESCRIPTIONS**

**Fundamentals of Communication**

This course is designed to equip safety professionals with skills, knowledge, and techniques that will enable them to effectively communicate orally and in writing. The students will research and prepare professional safety related documents and briefings. Students will brief their respective research projects to a mock Council of Colonels (executives).

**Critical Thinking and Analysis**

This course is designed to examine special problems in safety and occupational health Analysis tools and critical thinking will be utilized. Problem solving strategies will be explored and students will be provided an opportunity to apply such strategies during the course.

**Quantitative Methods in Safety Management**

This course will provide safety and occupational health practitioners with information, skills, and

tools that can be used to develop and implement a safety metrics program. Techniques are

presented to assist the safety professional in implementing a safety metric program, establishing

performance measures, analyzing data, and determining the need for corrective actions.

**Research Methods and Special Problems**

The purpose of the course is to examine and utilize research methods to develop and defend a

staff study. Each student will work independently to review relevant research literature in order

to develop a viable research question/problem statement suitable for investigation. Each student

will formulate a specific research plan including selection of appropriate data collection and

analysis methods and scheduling the sequence of steps that will be required to answer the

question/present appropriate courses of actions for the problem. There is a formal lecture

component dealing with research issues and the research process.

**Psychology of Safety in Accident Prevention and HFACS**

This course provides an overview of accident prevention causation theories and case history approaches to accident analysis and prevention. Students will explore to the complexities of human factors research in both ground and aviation safety. Drawing extensively on such diverse areas as human physiology, basic motivation, learning, emotion and behavior theories, safety and occupational health principles, and training, the course surveys the study of human behavior as it relates to an individual’s adaptation to his or her environment. The course examines stresses on the human system, both physiological and psychological, that contribute to the severity of accidents.

**Safety and Occupational Health Program Management**

This course examines the modern work setting from a Department of Defense Safety and Health point of view. Examination of the fundamentals of industrial and military safety leads the student to an understanding of the fundaments of a safety and health program and how safety and health management evolved into an advanced discipline. The roles of, and interactions between, government, corporation, safety management, and the worker, in the dynamic, mission driven environments are central themes.

**Legal Aspects of Safety and Occupational Health**

This course is specifically designed to explicate the legal aspects of health and safety

that are required in occupational health and safety and industrial hygiene programs.

Mandatory legal components of safety and health, environmental and ethical issues will

be explored. In addition, students will analyze case laws and their effects on current and

pending legislation, regulations, and issues in the field of occupational health and

safety.

**Applied Fire Safety/Protection and Analysis**

This course examines the issues of safety of facilities from a life and fire safety and fire code compliance standpoint. The course will study the interrelation of construction, built-in fire protection, occupancy and building maintenance. The student will explore the issues of adopted codes versus referenced standards and face problems in code compliance with more than one applicable code

**Blueprint Reading and Interpretation**

This course enables students to understand the various types of blueprints, shop

prints and schematics used in an industrial environment. Learning to read blueprints, trainees

discover how to comprehend, and interpret the different types of standard symbols and

abbreviations found on electrical construction drawings, schematics, and wiring diagrams.

**System Safety and Analysis**

This course emphasizes the application of engineering and management principles, criteria, and

techniques to optimize safety within the constraints of operational effectiveness, time, and cost

throughout all phases of the life cycle of a system or facility. Accident prevention, beginning

with systems engineering together with sound management, are combined in this course to

enable the student to fully comprehend their vital roles in preventing accidents. The total system

life-cycle program, from system design concepts, technology development, system development

and demonstration, production and deployment, and operation support, through testing,

maintenance / systems management and operational employment are fully examined and

evaluated.

**Radiological Health and Safety**

This course enable students to understand the role of Health Physics, or Radiological Health, in environmental health engineering that deals with the protection of the individual population groups against the harmful effects of ionizing and non-ionizing radiation. Emphasis given to biological effects, radiation measurement, dose computational techniques and exposure control. Analysis of private and public regulations and their application in the workforce. Provide a comprehensive analysis of the safety aspects in the design of processes, equipment and facilities utilizing radiation sources.

**Occupational Health**

This course provides the student with the knowledge to identify workplace hazards through an

introduction to selected topics in occupational health such as noise hazards, vision hazards, and

healthcare hazards

**Risk Analysis and Management**

This course examines the role of risk management in safety programs and safety strategic plans.

It considers the application of risk management to joint tactical planning, operations, and off

duty activities in order to prevent loss from all sources. This course also examines the

application of risk management in support of sustaining base operations, systems safety, and job

hazard analysis.

**Safety Training and Educational Strategies**

This course is designed to provide safety professionals with fundamental education and training necessary to plan, design, develop, and implement safety training programs that help improve productivity and decrease worksite incidents. The students will examine cornerstone works on the theory and practice of adult learning and how it applies to training safety related subjects. As a collaborative effort, students will design learning programs incorporating techniques for effective training.

**Stratregic Safety and Controls in Unique Enviroment I (Explosive Safety)**

This course provides the safety professional the knowledge and tools to effectively manage an explosive safety program. The course covers explosive safety program elements including regulatory requirements, responsibilities, training, surveys and inspections, accident reporting, site plans, licensing waivers, exemptions, lessons learned, and explosives safety tools and resources. Workshops will be used for students to employ risk assessment in evaluating and processing an explosive safety waiver, and for students to identify explosives safety site plan and licensing requirements for explosives facilities on their installation / activity.

**Stratregic Safety and Controls in Unique Enviroment II (Range Safety)**

This course provides the student with an overview of range safety to enable the safety professional to plan, organize, direct, coordinate, and control range safety at a unit, installation, or higher headquarters, as well as to efficiently and effectively execute the responsibilities and achieve the goals of the range safety program.

**Stratregic Safety and Controls in Unique Enviroment III (Tactical Safety)**

Safety is a part of all combat operations and operations other than war. This course is an introductory course for interns focusing on the basics of tactical safety.

**Motor Vehicle and Transportation Safety**

This course examines an advanced approach to developing the knowledge base and technical resources

needed to build and maintain an effective organizational Traffic Safety Program. The program entails

motor vehicle accident prevention methods for both on-duty military fleet operations and off-

duty privately owned vehicle operations. This course instills and presents the collective and

specialized knowledge of original research through field work and professional experience, and

lessons learned and best practices from military and commercial sources to formulate and refine

methods that effectively reduce vehicle accidents and resulting personal injuries.

**Accident Investigation and Analysis**

This course includes an analysis of various aspects of accident investigation such as recent

theories associated with accident causes, investigative techniques, data acquisition, structure of

investigative reports, management responsibilities, and remedial actions. Particular emphasis is

placed on determining the sequence of events to develop management actions which will prevent

recurrence of accidents.

**Construction Safety**

This course provides critical analysis of various theories on accident causation, contract provisions that

address safety, the role of project coordination in safety, and the role played by designers in construction

safety. Specific learning will focus on the timing of the occurrence of most construction injuries, the total

costs of injuries, aspects of OSHA involvement, and summary information on OSHA investigations.

**Electrical Safety**

This course focuses on electricity and its associated phenomena of resistance, current,

capacitance, and inductance. Topics include operating procedures related to various types of electrical

apparatus used in industry and the various hazards which can occur in relation to an electrical installation.

**Application of Regulatory Initiatives**

This course provides an advanced application of scientific and engineering principles to the analysis of

processes, equipment, products, facilities and environments in order to optimize safety and health

effectiveness for private and federal safety programs. Topics include: legislative overview, problem

identification, control concepts, and extensive use of Occupational Safety and Health Standards for

General Industry (29 CFR Part 1910).

**Accident Reporting and Data Analysis**

Record keeping and reporting requirements are designed to help employers recognize

workplace hazards and correct hazardous conditions by keeping track of work-related

injuries and illnesses and their causes. In addition, understanding accident recording

databases enables the students to use database research in determining accident

reporting data analysis and trends.

**Hazardous Materials Control and Response Methods**

This course is an advanced approach to a complex operation that lends itself to original

research in the development of all phases of safe spill response, from planning to final recovery, and

restoration of a spill site. This course critically analyzes, in detail, the requirements for medical

monitoring, methods of mitigation, how to select respiratory protective equipment, chemical protective

clothing, air monitoring instruments, and important new command categories.

**Hazardous Environment Operations**

This course is designed to increase the student’s knowledge of hazards associated with permit-required confined space entry. This course features hands-on training with explosion meters, oxygen meters and other testing equipment.

**Industrial Hygiene**

This course examines an advanced approach to developing new methods to solve Industrial Hygiene

problems and challenges. This course explores the fundamental units of mass, length, and time, and

moves on to develop an understanding of the fundamental physical chemistry of gases and vapors. The

student will learn how to use dimensional analysis in solving problems; develop exposure assessment

data; and validate exposure assessments.

**Principles of Ergonomics**

This course addresses management commitment, worker participation, and training along with the

procedures for identifying, evaluating, and controlling risk factors for work-related musculoskeletal

disorders (WSDSs) in a variety of workplaces. This course provides professional application of ways to

identify, evaluate and problem-solve ergonomic problems in the workplace. Its proactive approaches to

workplace ergonomics programs emphasize prevention of WMDS’s through recognizing, anticipating, and

reducing risk factors in the planning stages of new work processes.

**Applied Occupational Health & Safety Technology**

This course will provide students with an intensive review of the materials, skills and knowledge considered essential for an Occupational Health and Safety Technologist (OHST).

***Agreements to Continue in Service***

***Title 5, U.S. Code (USC), Section 4108*** requires each employee to sign an agreement with the Government before assignment to training that exceeds his/her agency’s prescribed minimum period. The employee will agree to (1) continue in the service of his agency at least three times the length of the training period, commencing upon completion of the training, and (2) pay back expenses if he/she voluntarily separates from his agency prior to completion of the service obligation period.

Department of the Army policy requires civilian employees selected for non-Government training in excess of 80 hours, and Government or non-Government long-term training and education programs in excess of 120 calendar days, to complete a continued service agreement before assignment to the training. The period of service will equal at least three times the length of the training, to begin upon the employee’s return to duty following training completion. Approving officials will retain a copy of each signed agreement and monitor execution of the obligation periods.

***Failure to Fulfill Agreements***

Commanders at all levels are charged to protect the Government’s interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation period Title 5, Code of Federal Regulations (CFR), Section 410.309(c). The commander, or a designated official, will review the status and circumstances of each unexpired agreement to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. In addition to the destination of the employee (see below), the determination should consider intangible criteria such as equity, good conscience, and the public interest.

1. **Employee Transfers within Army or DoD.** The remainder of the service obligation transfers to the gaining DA activity or DoD Component. The gaining commander will monitor the agreement.
2. **Employee Leaves DoD.** The employee's MACOM commander or designee will decide whether to waive or require reimbursement of the additional training expenses when the employee transfers to another Federal agency, resigns, retires or is terminated from Federal service.
3. **Recovery of Funds.** When a commander requires reimbursement from an employee for failure to complete a continued service agreement, the repayment amount will be based on the **additional expenses or direct costs of the training** (e.g., registration fees, tuition and matriculation fees, library and laboratory fees, purchase or rental of books, materials, supplies, travel, per diem, and miscellaneous other related training program costs). Repayment calculations will not include salary costs, and will normally prorate the percentage of the remaining service obligation period.

References listed below for applicable policy currently in effect.

#### *References*

Code of Federal Regulations: Title 5, Ch 410.309(c)

U.S. Code: Title 5, Section 4108

Messages and Memorandums, Training & Leader Development:

Army Memo, Sep 22, 1994, subject: New Legislation on Employee Training

Army Memo, Oct 15, 1993, subject: Exceptions Permitted to Army Regulations Regarding Non-Government Training

Army Memo, Jul 26, 1993, subject: Policy Changes on Non-Government Training

Army Civ Personnel Mgmt HRD BPMS/SOPS: H06, H07

***Academic Requirements***

**STUDENT RESPONSIBILITIES**

***General Responsibilities***

Each CP-12 Joint Safety student is responsible for managing their time and meeting all assignment deadlines. Students are responsible for any course material missed and must coordinate the make up requirements with the course instructor or staff.

Students will maintain all of their completed course assignments in the appropriate digital folders on the server in the classroom as wells as turn in hard copies to CP-12 staff and/or instructor. The digital folders will be assigned to each intern at the beginning of the course.

***Online Training Prerequisite Courses***

Students are required to complete online courses, prerequisite courses, as part of the curriculum for the CP-12 program. It is highly recommended that all online courses be completed prior to arrival as they may take several days to complete. Students will be **required to furnish a copy of their certificate of completion for each completed online course.** (See page 31 for help with questions pertaining to CP-12 distance learning) Please refer to Appendix A for a list of Online Training Prerequisites.

***Army Knowledge Online (AKO) Account***

Each student is required to maintain an AKO account. An AKO user identification and password is required to access some of the online training prerequisite courses and will also be used during resident training. Active duty Army, Army Reserve, Army Retired, DA Civilians are authorized a full account. Air Force, Navy, and Marine Corps personnel will require sponsorship through as a guest account. For guest accounts follow the procedures listed below:

1. Go to [www.us.army.mil](http://www.us.army.mil)

2. Select "Register for AKO"

3. Select "Joint Account"

4. For Army Sponsor AKO email enter: [Mickey.m.browley@us.army.mil](mailto:Mickey.m.browley@us.army.mil)

There are a couple of good tutorials on the AKO homepage about creating a new account and registering your CAC, click on "AKO Help Desk" at the top of the page.

***Assignments / Pre-Assignments***

Most academic assignments required both in and out of class preparation. Guidelines governing in and out of class learning requirements (homework) are designed to ensure an integrated and balanced combination of work, which optimizes student time and learning. Although not all assignments are graded, such as reading assignments, it is required that students complete all assignments to prepare them for exams. Late work will not be accepted unless prior arrangements are made with individual instructors.

***Examinations***

Each course within the curriculum will have an exam or evaluation at the end of the course or posted at a later date. **All exams will be closed book** and the majority will be administrated online through the Army Learning Management System (ALMS).

***Attendance/Absence/Lateness***

The typical training day starts promptly at 0730 hours and ends at 1615 hours, Monday through Friday. On occasion, some classes may start earlier, end later, or be conducted on a Saturday. Each student is responsible for being in their chair at the specified time.

It is critical that students attend all scheduled instruction, unless properly excused. The following guidance is provided for excused student absences:

1. As a general rule, emergency circumstances will be the only exception for absences from scheduled academic instruction.

2. In the event of an emergency or illness, the student must *immediately* contact the Course Manager or the CP-12 Branch Chief and communicate the circumstances surrounding the emergency.

3. All other absences will be considered on a case by case basis. **Absences shall be requested in memorandum format two weeks prior to the scheduled absence.**  The student must provide sufficient background information and justification for the absence so an informed decision can be made by the command. The CP-12 Branch Chief will review all requests. Case by case situations may be reviewed by the CP-12 Branch Chief or the Director of Training.

4. Unexcused absences will not be tolerated and the student may be placed on absence without leave (AWOL) status.

5. The student is responsible for any instruction missed as a result of an absence, regardless of the circumstances and any make up for the material missed will be coordinated with the instructor. The make up assignment varies based on the course contact hours and the actual material missed. Although every effort will be made to allow the student to complete the training within the current course there may be circumstances where the make up training is not available and the student will have to return in a future class to complete the curriculum.

6. In the event that a student is absent due to illness they must provide a doctor’s note. Please refer to the listing of medical facilities in this handbook under “Administrative Information”.

***Participation***

Academic performance is directly related to attitude, enthusiasm, and cooperation of students in all educational and instructional activities. Student participation demonstrates leadership and managerial potential. This course emphasizes class participation through in-class discussion, case studies, exercises, and presentations. Therefore, students are expected to actively participate in the class discussions. Classroom participation is required throughout the term. Students are encouraged to take notes during lectures for use in subsequent course work. Unless otherwise specified, notes may be taken during guest speaker presentations.

***Other Requirements***

Each student is required to conduct Privately Owned Vehicle (POV) Risk Assessments using the Travel Risk Planning System (TRiPS) for all travel beyond 50 miles. Students will use the CP-12 Course Manager as their supervisor. The TRiPS is an online mission planning tool with an assessment that is designed to reinforce common sense driving. This requirement will reinforce common sense driving skills and allow the student to be more familiar with the online tool. The TRiPS POV Risk Assessment is a tool to help you assess the hazards you may encounter on a planned trip while driving a privately owned vehicle.

Each student is required to write two articles for a Safety and Occupational Health publication, magazine or journal of their choice. The articles must be submitted to the CP-12 staff for credit.

Each student must possess adequate computer skills prior to attending the course. Local education centers offer basic computer competency exams for skill assessment. At a minimum, each student must be competent at Microsoft Word, Powerpoint, and Excel. Basic and advanced, online, self paced courses are available at <http://usarmy.skillport.com>.

All students must bring an electronic copy of their organization’s safety Standing Operating Procedures (SOP), Operating Instruction (OI), or equivelent. The SOP will be evaluated during the Safety Management System training using a gap analysis tool.

**STAFF STUDY AND DECISION BRIEF**

A staff study is a mandatory requirement of the CP-12 Safety and Occupational Health Intern Training. Each student will work independently to review a relevant topic and develop a viable problem statement suitable for investigation. Each student will formulate a specific research plan; including selection of appropriate data collection, analysis method, and coordinating with involved individuals or organizations to acquire research information.

**Each student must discuss an appropriate topic for a staff study with their supervisor prior to attending the course. The topic you choose should be one that is relevant to your duty station or safety office and must be approved by your supervisor. Areas of considerations are: current safety issues, trends, problem areas, or areas that could be improved. It is advised to select a topic that has a narrow scope and can be researched and solved during the course.**

Students will then prepare a decision brief based upon their staff study. Students will present their decision briefing to a board of senior ranking members within the safety community and military command, referred to as the “Council of Colonels”. Students are required to receive a passing grade for the staff study paper prior to presenting to the “Council of Colonels”.

This requirement will require significant off-duty time and effort to complete; therefore students must start, and if possible, complete research prior to arrival. Coordination with individuals and organizations is time consuming and strains class participation and assignments. There will be more detailed instruction presented early in the classroom training. **Please complete Appendix B located at the end of this guide for detailed information and submission requirements.**

**STUDENT EVALUATION**

Student academic evaluation is a valuable educational tool for both the student and USACRC. Student performance will be evaluated by the USACRC staff based on the stated learning objectives for each course. Academic evaluation provides students with a measure of their accomplishments and progress.

***Academic Evaluation Reports***

After completion of the student program, an academic evaluation report (AER), DA Form 1059 will be forwarded to each student’s supervisor through his or her MACOM Safety Director. Students should be prepared to identify their supervisor’s name, title, and address.

***Course Critiques***

The mission of the Training Directorate, G-7, is to *design, deliver, monitor, evaluate, document, administer, manage, improve, and sustain safety, occupational health and composite risk management training.* To accomplish this mission, the G-7 is committed to continuous improvement and assures quality learning, teaching, training, and service delivery throughout a regular review and improvement process. The USACRC G-7 staff continuously improves all processes through the knowledge provided by the thorough completion of course critiques. Students will have the opportunity to critique each individual course and to complete a full end-of-course critique at the end of the 15 weeks. Positive improvement and changes have resulted from previous course critiques provided by the students. Your honesty and ideas for improvements is vital to the continuous improvement of the CP-12 Joint Safety and Occupational Health Training Program.

**GRADUATION REQUIREMENTS**

Graduation from the Safety and Occupational Health Intern Training Program is contingent upon the completion of all course requirements and demonstration of personal and professional traits that exhibit skills necessary to perform at a journeyman level. These traits include both technical competence and personal and professional integrity.

A student must achieve a score of 75% or more to receive SATISFACTORY in each course. All course evaluations must be successfully completed. Failure to achieve at least a 75% on an evaluation will result in academic probation. A second unsuccessful attempt to complete the same evaluation will result in Academic Review Board procedures, which can lead to a recommendation for dismissal from the program.

If a student fails more than three course evaluations an Academic Review Board will be convened to determine the cause. If the student is from a service other than the Army the appropriate service command will be contacted and consulted. Academic Review Board recommendations will be reviewed by the Director of Training. Any recommendations for dismissal will be forwarded to the command for a final decision.

**AWARDS**

Awards are presented for performance and merit. Where no one merits the award, no award will be given. Awards recognize the student’s performance with regard to the curriculum requirements and overall objectives of the CP-12 Joint Safety Management Training Program. Awards are based on the following criteria:

1. Demonstrated leadership and exercise of leadership competencies.
2. Demonstrated academic achievement.

***Leadership Award***

* The leadership award is awarded to the student who demonstrated leadership and exercises of leadership competencies. The award recognizes the individual who best exemplifies outstanding leadership in the pursuit of performance excellence and who has done the most to further performance improvements within their graduating class while at the USACRC. The leadership award is determined by the USACRC training staff.

***Distinguished Honor Graduate***

* The Distinguished Honor Graduate (DHG) award is presented to the student who demonstrated exceptional academic achievement and who attained the highest cumulative grade point average (GPA) among that student’s graduating class at the time of graduation.
* The distinguished honor graduate candidate must complete all CP-12 training requirements and achieved above 75% on all first time evaluations. One unsuccessful attempt in any course removes the student from eligibility of the distinguished honor graduate award, regardless of overall GPA.
* Candidates must have exhibited professional behavior throughout the program and not have been presented before an Academic Review Board.

***Honor Graduate***

* Graduation honors are awarded to students who demonstrated academic achievement and who attained the second and third highest cumulative GPA at the time of graduation.
* The honor graduate candidates must complete all CP-12 training requirements and receive a satisfactory rating on all first time evaluations.
* Candidates must have exhibited professional behavior throughout the program and not have been presented before an Academic Review Board.

**ADVANCED PROFESSIONAL CERTIFICATION**

Students may have the opportunity to earn an Advanced Professional Certification in recognition of successfully completing all training required by an OSHA Training Institute. These courses are provided within the CP-12 curriculum and include the following: Occupational Health Standards for General Industry (OSHA 511), Construction Safety (OSHA 510), Ergonomics (OSHA 2250), Electrical Safety (OSHA 3095), Industrial Hygiene (OSHA 521), Hazardous Materials (OSHA 2015), Hazardous Environment Operations (OSHA 2264), and OSHA Recordkeeping (OSHA 7845).

**OCCUPATIONAL HEALTH AND SAFETY TECHNOLOGIST CERTIFICATION (OHST)**

The Council on Certification of Health, Environmental, and Safety Technologist (CCHEST) awards the Occupational Health and Safety Technologist® (OHST) certification to individuals who demonstrate competency and who work within health and safety devoted to the prevention of occupational illnesses and injuries. This designation is an industry recognized level of knowledge, skill, and experience that will set you apart from your peers.

To qualify for the OHST, applicants must:

1. Be of good moral character and have high ethical standards.
2. Have five years of occupational health and safety experience. The CP-12 curriculum has been reviewed by the CCHEST and CP-12 graduates will receive 18 months of experience credit toward the five year experience requirement.
3. Pass the OHST exam. The exam is a rigorous four hour national exam developed and executed by the CCHEST, an independent third party certification body.

Applicants who pass the OHST exam and do not have the required five years of experience will receive a credit of 18 months of experience for successfully passing the CP-12 course and will receive an Associate OHST certification. Once the five years of experience is completed, the applicant will receive full OHST certification.

*Note:* The results of the OHST exam are *not* calculated in the final grade within the CP-12 Joint Occupational Health and Safety Training Program.

***Academic & Professional Conduct***

**ACADEMIC CONDUCT**

***Honor Code***

Honesty and integrity are of paramount importance to members of the total Army. The Army Civilian Corps Creed is included in this guide and each student is expected to conduct themselves in accordance with its principles. The essence of the system is that a student’s word, as a member of the Safety Program, can be accepted without question and that any violation of a student’s word is an offense against the entire student body. The Commander expects each student and each member of the USACRC faculty and staff to enforce the honor code and practice academic ethics. Honor violations and/or the breach of professional ethics and integrity will not be tolerated and may be grounds for disciplinary action.

***Honor Code Violations***

Any behavior that indicates a lack of academic honesty and integrity is considered to be a violation. Honor violations include plagiarism, the presentation of another’s writing or ideas as one’s own and cheating or copyright violation.

It is recommended that prior to reporting any suspected violation formally, that the alleged offender be confronted. This process may preclude unnecessary emotion, frustration, and embarrassment by reporting someone due to a misunderstanding or misconception. At the formal level, such a violation should be brought up through the faculty/senior leader in the chain of command.

**The Army Civilian Corps Creed**

I am an Army Civilian - a member of the Army Team.   
I am dedicated to our Army, our Soldiers and Civilians.   
I will always support the mission.  
I provide stability and continuity during war and peace.   
I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.   
I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.   
I am an Army Civilian.

**Department of the Navy Core Values Charter**

As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today.

Every member of the Naval Service – active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission, deter conflict around the globe, and if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.

“HONOR”

* I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:
* Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
* Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
* Be honest and truthful in my dealings within and outside the Department of the Navy.
* Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
* Encourage new ideas and deliver bad news forthrightly.
* Fulfill my legal and ethical responsibilities in my public and personal life.

“COURAGE”

* Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:
* Have the courage to meet the demands of my profession.
* Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
* Overcome all challenges while adhering to the highest standards of personal conduct and decency.
* Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

“COMMITMENT”

* The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:
* Foster respect up and down the chain of command.
* Care for the personal and spiritual well-being of my people.
* Show respect toward all people without regard to race, religion or gender.
* Always strive for positive change and personal improvement.
* Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

SPECIAL NOTE: A civilian creed or charter for Air Force civilians was not available at the time of publication printing.

**ACADEMIC REVIEW BOARD (ARB)**

***Purpose of the Academic Review Board***

The Academic Review Board (ARB) has jurisdiction over any infringements of academic and/or professional codes. Incidents involving violation of academic regulations, honor code or professional conduct are regarded as “confidential” and will be communicated to the student(s) involved within a timely manner, not to exceed one week of the discovery of the suspected infraction.

Academic Review Boards may be triggered by any one of the following:

* Academic failure, failure to meet academic requirements
* Personal conduct
* Violation of honor code
* Any unforeseen act/behavior that may warrant review

***ARB Process***

1. Instructors, staff, or fellow students become aware of alleged violations informally meet with the Chief, CP-12 Branch to discuss the allegations.
2. An ARB is requested by the CP-12 Branch Chief, to the G7 Training Director.
3. The ARB consists of three board members and may include the G7 Training Director and selected Army Command representatives, senior safety professionals, and representative of the students command group.
4. The ARB is assembled with student and faculty involved in the issue.
5. The ARB investigates, deliberates, and submits their recommendation to the service component for decision. The approving authorities for all Academic Review Board recommendations are the G7 Training Director and Functional Chief Representative.
6. The student is counseled as to the outcome and actions required.
7. Student counseling is documented and may be noted on their Academic Evaluation Report.

**PROFESSIONAL CONDUCT**

CP-12 students are expected to follow high standards of professional conduct. Department of Defense personnel policies are in effect and any violations will result in performance counseling, which can lead to a recommendation for dismissal from the program. The following are examples of violations of professional conduct: alcohol consumption, sexual harassment, excessive tardiness, unexcused absences, and belligerence.

**GRIEVANCE POLICY**

One of the primary goals is to successfully meet our responsibilities to you, our student, both as an individual and as an essential member of the safety community. This is accomplished by managing in such a way that you will always be treated fairly with respect and dignity. Every person deserves to be treated in this manner during any situation. Through an environment of open communication, we can work together to solve any problems that may arise. Remember – it is always best to resolve problems right away. Most difficulties can be resolved through open, direct discussion among the parties involved. Students are therefore encouraged to communicate their concerns directly with CP-12 staff.

Whenever you have a problem or complaint, we expect you to speak up and communicate. Students are required to utilize the appropriate chain of command, starting with the class leadership. You can take the following steps to resolve any academic or professional issues:

1. Discuss the issue with the class leadership (class president or group leader) if appropriate.
2. Discuss the issue with the instructor if the issue pertains directly to the current course.
3. If the class leadership or instructor cannot help you resolve the matter, contact the CP-12 Course Manager, CP-12 Branch Chief, or the G7 Director. Your problem or complaint will receive prompt consideration.

A prompt attempt will be made to settle a problem or complaint by an informal meeting between the grievant and appropriate CP-12 staff. If the informal meeting does not result in a resolution, a formal grievance shall be taken up through the chain of command and leadership of the USACRC as stated above. A formal grievance must be in memorandum format describing the details and background of the complaint and a description of the CP-12 staff attempt to resolve the issue. Regardless of the stage (informal or formal) at which the grievance is initiated, the problem or compliant must be made within ten (10) working days from the time of knowledge of the incident causing the grievance.

**OPEN DOOR POLICY**

The CP-12 Branch Chief, G7 Training Director, and Executive Director, Current Operations maintain an open door policy. The chain of command should be utilized first to solve problems; however, if resolution cannot be attained through normal supervisory channels, the director and the chiefs are available to discuss the problem with the individual. The G-7 staff is always available to all students attending the CP-12 Joint Service Safety and Occupational Health Program. No one has the authority to stop a student from seeing the director.

This policy **is not** intended to circumvent the Chain-of-Command, but is designed to encourage direct communication where a unique problem might discourage personnel from using the Chain of Command. However, the Chain-of-Command will continue to **be the primary means** of communication and it is understood that the CP-12 staff will be responsive to the needs of all students. If anyone has a problem that cannot be resolved within the classroom chain of command, they should contact the director and request an appointment.

***Classroom Management***

***U.S. Army Combat Readiness/Safety Center Classroom***

Classes will be held in Murphy Hall, building No. 5206, Classroom 6. The faculty is located across the street from the USACRC, bldg No. 4905, second floor, rooms 208 and 211, at the corner of Minute Man Street and Andrews Avenue.

The CP-12 classroom is a fully equipped classroom with computers for each student, a printer, copier, and facsimile machine.

***Course Schedule***

A master schedule of the term will be provided during in-processing. The schedule identifies class times, guest speaker presentations, and special events. **This schedule is to be used only as a guide and is subject to change**. If there are any last minute changes to the schedule, students will either receive a new schedule or be notified by a faculty member.

Classes start promptly at 0730 hours each day depending on the schedule, and end approximately at 1615 hours. Class times are subject to changes to accommodate special events and/or field trips. Breaks are scheduled throughout the day at the instructor’s discretion.

Weekends and Federal holidays are scheduled time off for students. Contract training requirements may require classes to be held on several weekends. Students will receive compensatory time for official classroom hours on weekends when they return to their organizations. We recommend that you reserve the majority of the weekends for study time.

***Dress and Appearance Policy***

1. Military personnel – The ‘utility’ uniform is authorized to wear during class.
2. Civilian personnel - business casual.
   1. Men: Slacks (**no jeans**) and sport shirt (tie is not required).
   2. Women: Skirt/slacks (**no jeans**) and blouse.
3. General –
4. Any type of headgear worn by civilian personnel (in the classroom) during duty is inappropriate. Only on-duty military personnel will wear headgear IAW AR 670-1.
5. The upper part of the body must be covered at all times, no revealing necklines and no bare midriffs.
6. The general standard to apply is: is it neat, in good taste, conservative, and not offensive to others.
7. Business attire is required periodically throughout the course. Men will wear business suits and women in equivalent business attire.

***Safety***

Safety is everybody’s business. Safety is to be given primary importance in every aspect of planning and performing all training activities. Please report all injuries (no matter how slight) to the instructor and CP-12 staff.

***Security***

Maintaining the security of the classroom is every student’s responsibility. All doors leading to the class room must remain unlocked while students are present. The classroom must remain locked at all times when students and/or staff are not present. The door to the classroom is managed by CP-12 staff and the students.

***Classroom Maintenance***

Students share responsibility for the general cleanliness of the classrooms. Trash must be removed from the desk areas daily and cleaned on a weekly basis. Books, notes, and personal study materials may be left in assigned classrooms during the class day; however, students are responsible for books, materials, and equipment issued or signed out to them. Classroom furniture should not be rearranged or removed except at the direction of the instructor. Drinks are only allowed inside the classroom if they have a lid.

***Smoking***

Federal policy prohibits smoking inside a federal building or within 50 feet of the entrance to a building. Designated smoking areas are located in front of the classroom. All tobacco products are banned from the classroom, to include, chewing tobacco.

***Use of Government Property***

Each student work station is equipped with a government computer with internet access. This will assist the student in meeting all course requirements, such as access email, conduct literature research, complete TRiPS POV Risk Assessment, and complete writing assignments.

Government computers are for authorized use only and the use of DOD electronic resources involving illegal, inappropriate, or offensive material, or any material that brings discredit to DOD is strictly prohibited. This includes, but is not limited to creating, downloading, storing, copying, or transmitting of sexually oriented material, jokes that demean or ridicule others, extremist or terrorist material, and gambling activity. Other unauthorized activities include: connecting to unauthorized sites such as pornography, streaming video, streaming audio, unofficial advertising, soliciting or selling (EBay), my space, you tube and chat rooms; and the unethical use of spam, profanity, sexual content or gaming; and peer-to-peer. DoD electronic systems are principally an official resources and all activity is subject to government monitoring. Students should have expectation of privacy when using government computers.

Students are not authorized to download computer programs, change the configuration of the workstation, or use screen savers/screen wallpaper without the specific direction from the USACRC Network Communication & Customer Support Services (IT support).

Each student is responsible to protect their password, use a password protected screensaver, and log off the workstations when departing the area.

***Class Officers***

The USACRC will select officers for a variety of duties. Those selected as officers will carry out the following duties in their entirety during the training. They are as follows:

Class Leader. The class leader is the principle spokesperson for the class. The class leader attends scheduled meetings with the USACRC staff, faculty members, and other class officers and ensures that all administrative issues are addressed and managed. The class president is responsible for providing a safety briefing the day prior to the weekend. This may be delegated throughout the student body.

Group Leaders. The group leaders are the second in command and they serve as the principal spokesperson for their student group regarding administration issues. Duties include scheduling meetings between students and USACRC staff, maintaining time and attendance records, reporting student concerns to the class leader, and functioning as the principal point of contact in the absence of the president.

Fitness Leader. The fitness leader is the class point of contact for health and fitness issues. Although physical fitness training is not mandated it is highly encouraged as a part of a healthy life style and can be attributed to highly productive and effective people. The fitness leader will provide information, and track and record students that participate in physical training.

Activities/Social Coordinator. The activities coordinator assists in planning and organizing all social and informal activities (e.g., local sporting events, theater performance, dinner parties, etc.). He/she also selects the event and area; schedules, sets up functions, and officiates events; coordinates refreshments and medical support (if needed); and requisitions necessary supplies and equipment.

Supply Coordinator. The supply coordinator ensures that sufficient supplies are available within the classroom for student and instructor use (e.g., computer paper, notebooks, magic markers, high-lighters, etc). In addition, the supply coordinator posts a class roster and picks up student mail in the USACRC administration office once or twice daily and distributes it to the class. No one else is authorized to pick up mail.

Photographer/Class Historian. The class photographer and historian executes or makes arrangements for taking of photographs at social, formal, and informal seminar activities. The historian duties include documenting significant events during the course and compiling a PowerPoint presentation or some other media for the class to remember their experience by.

Coffee & Snack Fund Officer. The coffee fund officer collects all money for the purchase of coffee, condiments, and snacks for the class. The coffee fund supervisor is responsible for purchasing all coffee/snack supplies and ensuring that the supplies are stocked and available.

***Administrative Information***

***Temporary Duty (TDY) Policy & Procedures***

All students will follow their Permanent Duty Location’s TDY policies and procedures and IAW Joint Travel Regulations.

U.S. Army Interns

On the report date given by CPOC, upon acceptance of intern position, the selected personnel will report to their Permanent Duty Location (PDL) for in processing and orientation. (Exception: If hiring action is delayed individual may have to report directly to intern course.)

Students not stationed at Fort Rucker, AL will be on limited TDY status throughout the training period. Student’s TDY entitlements are limited to the cost of travel from their PDL to Fort Rucker and return. The PDL and FCR are responsible for ensuring that the intern’s travel, per diem, etc., is IAW with the Joint Travel Regulation. Note that the use of central intern training funds for rental cars is not authorized.

Other Service Interns

All other service interns should coordinate with their respective service point of contact (POC).

***Pass/ Leave Procedures***

Passes outside the Fort Rucker area will only be approved for travel during days of no scheduled training. Emergency Leave and regular leave requested during scheduled training will be approved on a case-by-case basis. See attendance policy for additional information. All regular leave and emergency leave is required to be reported on appropriate leave form signed by your supervisor at your home station.

All travel outside the Ft. Rucker area (in excess of 50 miles) must be reviewed by the CP-12 Course Manager and students must complete and submit the following forms by close of business at least three (3) days prior to travel:

1. Memorandum providing information on the details of the planned trip (who-what-when-where-why-how).
2. Complete TRiPS on the USACRC web site with a copy of the assessment and printed directions.

All leave requests that include any missed scheduled instruction must be submitted at least two (2) weeks prior to the requested leave date.

***Emergencies***

If an emergency situation arises after duty hours or on a weekend, ***immediately*** contact your Group Leader. If you are unable to contact your Group Leader, Contact the Class President. If unable, contact the CP-12 Course Manager, and if unable contact the CP-12 Intern Program Chief. Each class officer will immediate forward the information to the next officer in the chain of command, ie, Group Leader contacts the Class President, who contact the Course Manger, who will notify the CP-12 Intern Program Chief.

***Sick Leave***

Your health and well-being are important to us. If you are unable to report for class due to sickness or injury, call the class president as soon as possible. If the class leader is not available, call the CP-12 Course Manger. If the Course Manger is unavailable, call the CP-12 Branch Chief. Any sick leave in excess of three (3) days will require a note from a medical health care provider. Any time off due to illness is required to be reported on appropriate leave form signed by your supervisor at your home station.

***Compensation Time***

On occasion, a Saturday afternoon class is required and students will accumulate compensatory time for there time spent in class. At the end of the 15 week course, CP-12 staff will provide a memorandum to each student’s supervisor requesting that the compensatory time be awarded to the individual. However, evening study time is not compensable. This policy follows 5 CFR 551.423, Subpart D, “Hours of Work”.

***Parking***

Parking is available in the parking lots in front and back of the Combat Readiness Center, within a short distance of the classroom. Parking is permitted on the one-way street in front of Building 5206 and in nearby parking lots. The parking lot directly adjacent to Building 5206 is restricted to faculty and VIPs only. Parking is limited and it is recommended that students carpool.

***In-Processing***

In-processing and orientation will occur on day 1 of training. The following items must be furnished to the Career Manager on arrival at Fort Rucker:

(1) Two copies of TDY orders (DD Form 1610)

(2) Completed registration package to include biography

(3) Proof of identification card

(4) Emergency Contact Form

***Privately Owned Vehicles (POV)or Private Motor Vehicles (PMV)***

Individuals traveling with their POV/PMV (to include motorcycles) are required to register their POVs/PMVs with the vehicle registration office. They are required to provide their full name, date of birth, address, telephone number, work location (building number), work telephone number, valid state driver’s license, current state registration, military identification card or DOD civilian identification care, and proof of insurance, to include the insurance company and policy number. Individuals obtaining a decal for a motorcycle will provide a copy of the motorcycle safety course training certificate to the Vehicle Registration Office. The vehicle registration office is located on the first floor in Bldg 5700, Soldier Service Center.

Motorcycle riders are required to following the policy and procedures as specified in DoDI 6055.4 Prior to operating a motorcycle on Fort Rucker, all personnel are required to: have a valid state driver’s license with unrestricted motorcycle endorsement; have attended a Motorcycle Safety Foundation (MSF) approved course and have the course completion card in your possession; wear the required personal protective equipment: DOT approved helmet, full-fingered gloves, long trousers, long-sleeved shirt/jacket, leather boots or over-the ankle leather hard-soled shoes, impact-shatter-resistant eye protection, reflective clothing, at a minimum, operators and riders will wears a brightly colored reflective belt worn diagonally across the upper body and over the shoulder. A full size reflective vest is recommended for increased visibility.

Various traffic laws on Fort Rucker include:

* The wear of seatbelts is mandatory for all vehicle occupants.
* Speed limits on Fort Rucker are strictly enforced. Drivers must slow down to a maximum speed of 10 mph when passing Soldiers in formation (2 or more Soldiers).
* Vehicle operators on a DOD installation will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices is prohibited.
* No person shall play an audio device in a vehicle or a portable audio device being carried in a vehicle so that the sound of said equipment can be heard at a distance of 25 feet.
* When any vehicle approaches any crosswalk on Fort Rucker which is occupied by a pedestrian, the vehicle shall reduce its speed or come to a complete stop as is required to order to allow the pedestrian to safely cross the roadway.
* The driver of a vehicle involved in any accident resulting in the injury or death of any person or damage to any property shall immediately notify the Military Police at (334) 255-2222 by the quickest means of communication.
* Headlights will be turned on when the vehicle’s windshield wipers are in use.

***Lodging***

Lodging arrangements may be made with the Bachelor Officers Quarters (BOQ) with the Fort Rucker Lodging office. Please contact the lodging office no later than two weeks prior to the start of class to confirm your reservations with a credit card and personal information. You are responsible for making final arrangements with the lodging office. The Fort Rucker Lodging Office is located at building No. 308 (334) 598-5216.

***Dining Facilities***

Military dining facilities are not available at the Combat Readiness Center. There are several facilities available on Fort Rucker for lunch and there are numerous restaurants in the Daleville, Enterprise, and Ozark areas. Military personnel that require a statement of non-availability for meals can attain one on the CRC website under “Training”.

***Telephones***

DSN lines are available for use to call the student’s PDL. Any long distance calls, other than official, are at the student’s expense and will not be reimbursable by the Government. Students will share a class PIN number to access DSN and commercial numbers. The PIN number will be assigned on the first day of class.

***Pets***

Pets are prohibited in the BOQ, USACRC, and all classroom facilities.

***Postal/Parcel Services***

The nearest post office is located on 5th Avenue on Fort Rucker. Mail service is not available at the BOQ. Incoming mail and packages should be addressed as follows:

Commander, U.S. Army Combat Readiness/Safety Center

CSSC-ZS/Intern Class/Student Name

Building 4905 5th Avenue

Fort Rucker, AL 36362-5363

***Medical Facilities***

* Lyster Army Health Clinic is located on Fort Rucker and retired military personnel may use the clinic, however, the clinic does not offer urgent or emergency care. Telephone number is 334-255-7000.
* The closest emergency medical facilities are:
  + Dale Medical Center in Ozark, AL (334) 774-2601
  + Medical Center in Enterprise, AL (334) 347-0584
  + Flowers Hospital in Dothan, AL (334) 793-5000
* Urgent Care Clinics:
  + First Med – Dothan, AL (334) 793-9595
  + Prime First – Daleville, AL (334) 503-9900

***Religious Activities***

A listing of local religious services may be accessed through Fort Rucker telephone directory upon arrival.

**PACKING LIST**

***Administrative***

* *Orders* (and any amendments) 3 copies (Please fax 1 copy prior to arrival to 334-255-0179)
* *Military ID/CAC Card*
* *Driver’s License*
* Assure current registration and insurance for your vehicle if you plan to bring your POV
* Government Credit Card---coordinated with home organization prior to arrival for training

***Academic Material***

* Staff Study topic and material (approved by your Command).
* Organizational Standing Operating Procedures and Installation Regulations, etc. that are related to class topics.
* Certificate of completion for each completed online course.

***Clothing / Attire***

* *Business Casual Attire*
* *Business Formal Attire*---for V.I.P. visits, presentations and graduation
* Jeans with polo shirt or pullover with collar
* PT clothes/Running shoes
* Rain Gear: umbrella, rain jacket
* Jacket or sweater for breezy weather
* Steel toed shoes

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

***Students are required to bring safety shoes*** and appropriate clothing for field surveys. Students will have several opportunities to apply their training during on site inspections at manufacturing facilities.

Hard hats and safety glasses will be provided by the CP-12. However, CP-12 is not responsible for providing the students with safety shoes.

***Optional***

* Laptop. Students will be designated a personal desktop computer in the classroom and will have access to the classroom after hours and on the weekends. However, you may find it much more convenient to work in your room as you will be doing a lot of outside class work. Again, if you have one or if your office can provide you with a laptop to use, we recommend that you bring it with you.
* **USB Flash Drive or portable hard drive**---**\*\*\*\*\*\*\**Will not be allowed in the classroom***\*\*\*\*\*\*\* We will issue rewritable DVDs to store electronic information for homework assignments and staff-study work.

***Telephone Numbers***

**POINTS OF CONTACT**

**CP-12 TRAINING SUPPORT**

Dr. Don Wright, Director, G-7 Training Directorate, CP-12 Career Program Manager, USACRC, DSN 558-0235 or (334) 255-0235,

* [Don.wright@us.army.mil](mailto:Don.wright@us.army.mil )

Dr. Michael L. Wesolek, Chief, CP-12 Training Division, DSN 558-3833 or (334) 255-3833 [Michael.L.Wesolek@us.army.mil](mailto:Michael.L.Wesolek@us.army.mil)

Mr. Bruce Williams, Branch Chief, CP-12 Intern Training Program, DSN: 558-0256, or (334) 255-0256 [bruce.williams15@us.army.mil](mailto:bruce.williams15@us.army.mil)

Mr. Anthony Felton, CP-12 Course Manager, DSN 558-0256 or (334) 255-0239 [Anthony.Felton@conus.army.mil](mailto:Anthony.Felton@conus.army.mil)

Mr. Mickey Browley, CP-12 Course Manager, DSN 558-0257 or (334) 255-0257 [Mickey.m.browley@conus.army.mil](mailto:Mickey.m.browley@conus.army.mil)

Mr. James Hudson, CP-12 Instructor/Industrial Hygienist, Intern Training Program, DSN: 558-0236 or (334) 255-0336

[James.hudson5@us.army.mil](mailto:James.hudson5@us.army.mil)

Mr. Matt Pellegrino, CP-12 Instructor, DSN: 558-0237 or (334) 255-0237

[Matthew.pellegrino@us.army.mil](mailto:Matthew.pellegrino@us.army.mil)

Mr. Ken Mathis, CP-12 Instructor, DSN: 558-9348 or (334) 255-9348

[Ken.mathisjr@us.army.mil](mailto:Ken.mathisjr@us.army.mil)

Mr. James Hofer, CP-12 Instructor (DL Course Help), DSN: 558-0201 or (334) 255-0201

[James.hofer@conus.army.mil](mailto:James.hofer@conus.army.mil)

Ms. Terri Dinwiddie, CP-12 Instructor (DL Course Help), DSN: 558-0260 or (334) 255-0260

[Terri.dinwiddie1@us.army.mil](mailto:Terri.dinwiddie1@us.army.mil)

**CP-12 (FCR) MANAGEMENT BRANCH**

DSN: 558-2676 Commercial: (334) 255-2676

**CP-12 INTERN SUPPORT**:

Functional Chief Represenative (FCR), Dr. Brenda Miller, DSN : 558-2959, or (334) 255-2959

[Brenda.g.miller@us.army.mil](mailto:Brenda.g.miller@us.army.mil)

Resource Allocation Selection System (RASS), Ms. Ria Martinez, DSN: 558-2231 or (334) 255-2231

[orillia.martinez@conus.army.mil](mailto:orillia.martinez@conus.army.mil)

Intern Timecards, Ms. Jenell Fuller, DSN: 558-2676, or (334) 255-2676

[jenell.fuller@conus.army.mil](mailto:jenell.fuller@conus.army.mil)

CPAC Intern Representative, Ms. Jo Sorrells, DSN: 558-0514, or (334) 255-0514

[mellijo.sorrells@us.army.mil](mailto:mellijo.sorrells@us.army.mil)

**CP-12 CAREERIST SUPPORT**:

CP-12 eNewsletter and CP-12 Web Site, Ms. Lynn Obrien, DSN : 558-0259 or (334) 255-0259

[lynn.obrien@conus.army.mil](mailto:lynn.obrien@conus.army.mil)

Accreditations/ Certifications Ms. Tamara Nazario, DSN: 558-0258 or (334) 255-0258

[tamara.nazario@conus.army.mil](mailto:tamara.nazario@conus.army.mil)

Careerist Individual Development Plan (IDP), Ms. Ria Martinez, DSN: 558-2231 or (334) 255-2231

[orillia.martinez@conus.army.mil](mailto:orillia.martinez@conus.army.mil)

Training Registrar, Ms. Jenell Fuller, DSN: 558-2676, or (334) 255-2676

[jenell.fuller@conus.army.mil](mailto:jenell.fuller@conus.army.mil)

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**FREQUENTLY USED TELEPHONE NUMBERS**

|  |  |  |
| --- | --- | --- |
| ***Location*** | ***Commercial*** | ***DSN*** |
| USARCRC Classroom | 334-255-1631 | 558-1631 |
| Classroom Fax | 334-255-0357 | 558-0357 |
| G-7 Admin Support | 334-255-0251 | 558-0251 |
| G-7 Fax | 334-255-0179 | 558-0179 |
| Fort Rucker Lodging | 334-598-5216 |  |
|  |  |  |
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***Appendices***

**A. Online Training Pre-Requisites**

**B. CP-12 Program Staff Study Requirements**

**C. Student Personal & Emergency Information Data Sheet**

Please complete prior to arrival and be prepared to turn-in on day 1 of the course.

**D.** **Receipt of Student Guide**

Please review the Student Guide and be prepared to ask questions during the first day.

**E. Area Maps of Fort Rucker**

**F. Joint Services Safety & Occupational Resources**

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**Joint Safety and Occupational Health Training Program**

**Online Training Requirements**

Students are required to complete all online courses listed below prior to attending the resident phase. Exceptions of this policy must be requested by the student’s supervisor prior to the start of class. Students are required to provide a copy of the course certificates during in-processing.

***CP-12 Prerequisite Distance Learning Courses***

1. Commanders Safety Course

2. Additional Duty Safety Course

3. Composite Risk Management Basic

4. Theories of Accident Prevention

5. Military Briefings

6. The Supervisors Safety Course

7. Emergency Planning

8. Accident Avoidance

9. System Safety in Systems Engineering

10. Basic Math Tutorial

11. Contracting For the Rest of Us

##### 12. Fundamentals of System Acquisition Management See Following

13. AMMO 45: Introduction to Ammunition

14. AMMO 63 U.S. Army Explosives Safety

15. Effective Communication

16. Emergency Planning

17. Radiological Emergency Management

18. Effective Army Writing

19. Action Officer Development Course (AODC

20. Toxicology Tutorial I – Basic

***DIRECTIONS TO ACCESS THE DL COURSES:***

**Required and Specialty Training Courses on the Army Learning Management System (ALMS)** [**https://www.lms.army.mil**](https://www.lms.army.mil/)

Commanders Safety Course

Military Briefings

Additional Duty Safety Course

Composite Risk Management Basic

Theories of Accident Prevention

The Supervisor’s Safety Course

Go to USACR/Safet Center Home Page. Scroll down to Training. Click on Distance Learning/Online Training [**https://www.lms.army.mil**](https://www.lms.army.mil/) and follow these instructions:

Launch ALMS

1. Login with your AKO credentials  
2. In the Catalog search field, click the browse by category. Select Army Safety Center or Combat Readiness/Safety Center  
3. Register for the course and you are on your way.

For the Following Courses:

Emergency Planning - Go to the Combat Readiness/Safety Center – <https:///safety.army.mil>

Scroll down to Training in the left hand menu – Select Distant Learining/Online Training – Scroll down to Specialized Safety Training – Click Launch – Select New Users, click here to enroll – Enter the title information in the spaces provided – use your AKO email address – Click next, verify your information, and select the course.

Accident Avoidance - Launch ALMS – In Catalog Search type in avoidance and hit go. Enroll in Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Drivers

**Defense Acquisition University –** [**http://www.dau.mil**](http://www.dau.mil) - Enter the website;

Select “Continuous Learning” in the “Global Top 5” box and scroll the pull down menu to “Browse Continuous Learning Modules”. Select the appropriate tab of the first three letters of the course # and then select the course from the list provided.

CLE009 - System Safety in Systems Engineering

CLC024 - Basic Math Tutorial

CLC011 - Contracting For The Rest Of Us

##### ACQ101 - Fundamentals of System Acquisition Management See Following

**For ACQ-101**

<http://www.dau.mil> - Enter the website; select “I Need Training” click on "Course Schedules" box in popup menu. Scroll down Click on ACQ-101 at the top of the course list, then click on apply for course. Click on Apply For Course. Select the appropriate DoD Organization. On ATRRS Internet Training Application System Click On Apply for Training. On the drop down menu, select Non-Acquisition Civilian and Military Workforce. Select Sign in Option. Click on button for Web courses. On the drop down, Select ACQ-101. Click on search and then fill out the application completely. There isn't anything user friendly about this system. It will ask you for your supervisor info and email. This is to get credit for the course. Additionally, they will contact your supervisor to ensure you are authorized to take the course.

* **Defense Ammunition Center –** [**http://ammo.okstate.edu**](http://ammo.okstate.edu) **-** On the main menu: Click on "Register For Online Courses”. Click on desired course ie: Ammo 45. On ATRRS Page: Register for desired course.
* AMMO 45: Introduction to Ammunition

AMMO 63: U.S. Army Explosives Safety (4 Sub courses)  
Ammo-77-CPE (Characteristics of Propellant and Explosives)   
 Ammo-81-HC (Hazard Classification)   
 Ammo-81-IQD (Introduction to Quantity Distance)   
 Ammo-81-OPS (Operational Safety)

* **Federal Emergency Management Agency – Emergency Management Institute -** [**http://training.fema.gov/IS/crslist.asp**](http://training.fema.gov/IS/crslist.asp) **-** Select course from list provided.

IS-00242 - Effective Communication

IS-00235 – Emergency Planning

IS-3 Radiological Emergency Management

* **Army Training Support Center -** [**https://atiam.train.army.mil**](https://atiam.train.army.mil) **-** Login; select

“My Courses”; select the pull down menu labeled “Type”; select Distributed DL/Keyword; type in a key word from the course title; select “Search”; select the course number and enroll.

IS1460 Effective Army Writing – (Directions): One on the site got to “My Courses”. On the pull down menu under “Type” select “Distributed DL/Keyword. Under “Keyword” type “writing”.

131-P00 - Action Officer Development Course (AODC) (Directions): Same as 18 above except under “Keyword” type “Action”.

* **National Institutes of Health -** [**http://sis.nlm.nih.gov/enviro/toxtutor.html**](http://sis.nlm.nih.gov/enviro/toxtutor.html) **-** Go directly to the site and select the Toxicology Tutor I.

Toxicology Tutorial I – Basic

*Note:* ***The toxicology tutorial does not have an end of course examination or a certificate. The general knowledge gained by completing the course will prepare students for resident training in the area of industrial hygiene which is a corner stone of the certification examination that is executed near the end of the CP-12 course. Completion of the toxicology tutorial will be through the honor system.***

All students must be competent with Microsoft Office products prior to attending the course. Local education centers offer basic computer competency exams for skill assessment. At a minimum each student must be competent at Microsoft Word, PowerPoint, and Excel. Basic and advanced, online, self paced courses are also available at <http://usarmy.skillport.com> or a service specific site. Microsoft also offers free online training at the following website:

* **Microsoft Office Training -** [**http://office.microsoft.com/en-us/training/FX100565001033.aspx**](http://office.microsoft.com/en-us/training/FX100565001033.aspx) - Enter website, scroll down to 2007 courses

1. Microsoft Word
2. Microsoft PowerPoint
3. Microsoft Excel

CP-12 Program Staff Study Requirements

All CP-12 Program students are required to conduct a staff study while attending the CP-12 Joint Service Safety and Occupational Health Course. CP-12 students will discuss potential problems within their organization or at their installation with their immediate supervisor. Both parties will agree upon the problem that will be studied during the course. The problem must be relevant, current, and of an appropriate scope to be completed during the CP-12 course. The intent is to address a real world issue and take the research back to the organization for action.

The staff study is the formal documentation of the decision making process. It requires the student to thoroughly research the problem, develop potential courses of action and make recommendations for a final decision by the commander or superior. The staff study is arranged in seven elements which include an introduction, statement of the problem, appropriate assumptions, facts bearing on the issue, discussion of the alternatives to include advantages and disadvantages, a conclusion and the recommendations. The staff study will also include a decision matrix.

The students are provided training with regards to writing, briefing, research methods, quantitative analysis, and critical thinking during the first two weeks of the course to assist them in honing their skills towards completing the staff study. The students will be graded on the final staff study document. **It is graded for grammar, spelling, and content.** The student will create a decision brief based on the staff study and present the briefing to a board of safety professionals and military personnel referred to as the “Council of Colonels”. This brief will occur near the end of the course. The “Council of Colonels” will grade the presentation and determine if the solution is feasible, suitable, and acceptable.

Students are required to discuss and gain initial approval for the staff study problem from their supervisor and the CP-12 staff. The initial elements must include the title of the staff study, the problem statement, and a brief narrative description. The staff study approval form is found on the next page of this guide. Please complete the form with signatures and forward to Mr. Anthony Felton no later than 3 weeks prior to the course start date via email to: [Anthony.Felton@conus.army.mil](mailto:Anthony.Felton@conus.army.mil) . Please contact Mr. Felton with any questions at 334-255-0239 or DSN 558-0239.

Staff Study

1. Staff Study Title:

|  |
| --- |
|  |

II. Problem Statement:

|  |
| --- |
|  |

III. Brief Narrative of the Problem:

|  |
| --- |
|  |

These signatures verify that the CP-12 student and the supervisor have agreed upon the staff study topic (problem) described above.

|  |  |  |
| --- | --- | --- |
|  |  | //Supervisor Signature// |
| Name |  | Name |
| Position |  | Position |
| Organization |  | Organization |

***CP-12 Student***

***Personal & Emergency Information***

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | SSN |
| Date of Birth | Grade / Step / Series | Date of Hire |
| Prior Service (Y/N) | Branch | Number of Years Served |

**Work Address**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name | Office Symbol | | Section Assigned |
| Office Address, Street, City, State, Zip | | Commercial Telephone  ( ) DSN: | |
| Supervisors Name | | Supervisors Telephone No.  ( ) DSN: | |
| Supervisors email address: | | | |

**Home Address**

|  |  |
| --- | --- |
| Address, Street, City, State, Zip | Telephone Number  ( ) |

**Local Address While in Resident Training**

|  |  |
| --- | --- |
| Address, Street, City, State, Zip | Local Telephone Number  ( ) |

**Persons to Notify in an Emergency**

|  |  |  |
| --- | --- | --- |
| Name | Address, Street, City, State, Zip | Local Telephone Number  ( ) |
| Name | Address, Street, City, State, Zip | Local Telephone Number  ( ) |
| Health Insurance Company | Member ID Number | Physicians Name, Office, Phone # |

**Special Needs**

|  |
| --- |
| Disability Accommodation, Special Dietary Needs, Medications, Allergic Reactions etc. |

PRIVACY ACT STATEMENT: **Authority** – Executive Order 9397 and Government Employees Training Act of 1958 (U.S. Code, title 5, Sections 4101 to 4118). **Purpose and Uses** – The information on this form will be used in case of a medical emergency. **Disclosure** of this information is voluntary. However, failure to provide this information may result in a delay of emergency medical treatment, or the inability to contact family members (if necessary) to secure additional data, or to notify family members in the event of illness or accident.

**Background Information**

1. **Do you have safety experience?** Yes/No (*If yes, please explain)*

If so, how long? Years: \_\_\_\_\_ Months: \_\_\_\_

1. **Have you ever been a member of an accident investigation team?** Yes/No
2. **Can you proficiently use the following Microsoft Computer programs?**

***Excel***: Yes/No ***Word****:* Yes/No ***Access***: Yes/No

***Power Point***: Yes/No ***Outlook***: Yes/No

1. **Do you have a Bachelor’s Degree?** Yes/No *If yes*, Major/Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **Do you have semester credit hours toward a Bachelor’s Degree? How many hours?** \_\_\_\_\_\_\_\_\_

6. **Do you have a Master’s Degree**? Yes/No *If yes*, Major/Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. **Do you have semester credit hours toward a Master’s Degree? How many hours?** \_\_\_\_\_\_\_\_\_\_

8. Do you hold any professional safety certifications/credentials **? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please prepare a one page autobiography (with photograph) that summarizes your life experiences and training to date. To meet the one page limit, you will have to be selective in the information that you include. Please email your autobiography to the CP-12 Course Manager.

**Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Receipt of Student Guide***

The CP-12 Joint Safety & Occupational Health Training Program - Student Guide is designed to provide an established framework for operations in the conduct of attending the course. It outlines the pertinent policies and procedures and it is imperative that you have read and understand all aspects of the Student Guide. Each student is required to review the Student Guide with their supervisor and acknowledge that they have read and understand the duties and responsibilities by initially each statement below and signing this form.

I understand that:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_ | I am expected to follow high standards of professional conduct at all times. Any honor violations and/or the breach of professional ethics and integrity will not be tolerated and may be grounds for disciplinary action. |
| \_\_\_\_\_\_\_ | I am responsible for complying with the dress code and that I will be asked to leave if my attire is distracting by outlandish or overly revealing attire. |
| \_\_\_\_\_\_\_ | Class starts promptly at 0730 (Monday through Friday) and tardiness is not acceptable. |
| \_\_\_\_\_\_\_ | Emergency circumstances are the only authorized absence from scheduled academic instruction and that all other absences must be requested at least 2 weeks prior and are approved on a case-by-case basis. |
| \_\_\_\_\_\_\_ | I must complete all online pre-requisites prior attending the resident phase and that late work is not accepted unless prior arrangements are made with the individual instructor. |
| \_\_\_\_\_\_\_ | I am required to complete TRiPS POV Risk Assessments. |
| \_\_\_\_\_\_\_ | I am required to obtain and maintain an AKO Account. |
| \_\_\_\_\_\_\_ | I am required to utilize the appropriate chain of command for academic, administrative, and/or grievance issues. |
| \_\_\_\_\_\_\_ | I am responsible for making my own lodging accommodations. |
| \_\_\_\_\_\_\_ | I must achieve an overall average of 75% to receive a passing score in each course and that failure to achieve at least a 75% may result in an Academic Review Board and possible dismissal from the course. |
| \_\_\_\_\_\_\_ | I am required to submit this completed and signed form, the signed staff study approval form, and my autobiography to the CP-12 Course Manager NLT 2 weeks prior to the start of the course. |

I have read the Student Guide and I understand the policies stated within and will abide by the policies stated in the Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Supervisors Signature

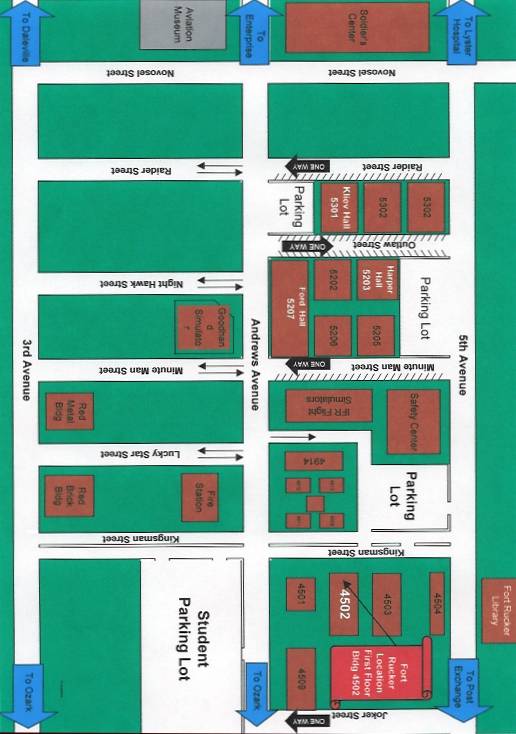
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name Supervisors Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Date Signed Date Signed







* All students will park in the parking lot

on the other side of Andrews Ave., across

from the class rooms. And walk across

the street to the class room.

* If you have special needs, please inform the Instructors.

Joint Services Safety & Occupational Resources

U.S. Air Force Safety Center

<http://afsafety.af.mil>

U.S. Navy Safety Center

[www.safetycenter.navy.mil](http://www.safetycenter.navy.mil)

U.S. Marine Corps Safety Division

<http://hquinet001.hqmc.usmc.mil>

U.S. Army Combat Readiness/Safety Center

<https://crc.army.mil>

U.S. Army Center for Health Promotion and Preventive Medicine

<http://chppm-www.apgea.mil>

Surrounding Area Information:

Fort Rucker, Alabama

[www.rucker.army.mil](http://www.rucker.army.mil)

Enterprise, Alabama

[www.cityofenterprise.net](http://www.cityofenterprise.net)

Dothan, Alabama

[www.dothan.com](http://www.dothan.com)

Ozark, Alabama

[www.ozarkalabama.com](http://www.ozarkalabama.com)

Daleville, Alabama

[www.dalevilleal.com](http://www.dalevilleal.com)

**LOCAL LODGING**

**Daleville Inn**

108 N Daleville Ave

Daleville, AL 36362

(334) 503-9335

6.5 miles to Ft. Rucker

**Econo Lodge**   
444 North Daleville Ave, Daleville, AL 36322   
(334) 598-4731

5.14 miles to Ft. Rucker

**Quality Inn & Suites**

858 S. US Hwy 231, Ozark, AL 36360

(334) 774-7300

5.65 miles to Ft. Rucker

**Days Inn**   
714 Boll Weevil Circle, Enterprise, AL 36330   
(334) 393-3297   
11.72 miles to Ft. Rucker

**Comfort Inn**   
615 Boll Weevil Circle, Enterprise, AL 36330   
(334) 393-2304

11.81 miles to Ft. Rucker

**Ramada Inn**   
630 Glover Avenue, Enterprise, AL 36330   
(334) 347-6262

12.5 miles to Ft. Rucker

**Holiday Inn Express Hotel & Suites**

9 N Pointe Blvd, Enterprise, AL 36330

(334) 347-2211

13 miles to Ft. Rucker

**Hampton Inn**

8 W Point Ct, Enterprise, AL 36330

(334) 347-5763

13 miles to Ft. Rucker