



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-2500

1 8 MAR 2013

MCWT-PER

WCTP Policy Memo 13-001

Expires 1 8 MAR 2015

MEMORANDUM FOR Commanders, US Army Regional Medical Commands

SUBJECT: Work Site Selection

1. References:

- a. OTSG/MEDCOM Memo 11-098, Comprehensive Transition Plan Policy, 29 November 2011.
- b. WTC Comprehensive Transition Plan Guidance, 1 December 2011.
- c. AR 385-10, The Army Safety Program, 23 August 2007, RAR 4 October 2011.
- d. Title 29 Code of Federal Regulations Section 1910, Occupational Safety and Health Standards.

2. Purpose: To provide guidance regarding Career and Education Readiness work sites for wounded, ill, and injured Soldiers.

3. Proponent: The proponent for this policy is the G1, Warrior Transition Command.

4. Applicability: This policy applies to all Warrior Transition Units (WTU) and Community Based Warrior Transition (CBWTU).

5. Definition: A Career and Education Readiness work site is where a Soldier participates in a work activity that aligns with the Soldier's Comprehensive Transition Plan (CTP) track and supports the Soldier's long-term career goals.

6. Policy:

- a. Soldiers must be determined to be Career and Education Readiness eligible by mission command and the medical management team prior to participation at a Career and Education Readiness work site.
- b. All Career and Education Readiness work sites will be within federal agencies.
- c. Career and Education Readiness work sites must be within 50 miles of the Soldier's current residence. An exception to policy must be requested for Career and

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education Readiness work sites more than 50 miles from where the Soldier resides (Enclosure 1).

d. Requests for an exception to policy must be initiated and signed by the WTU/CBWTU staff and signed by the WTU/CBWTU Commander; and:

(1) Routed through the RMC WTO to the WTC, G-1.

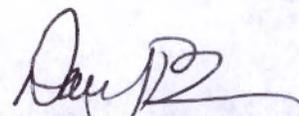
(2) The sole approval authority for an exception to policy is the Commander, Warrior Transition Command.

e. All Career and Education Readiness work sites require a job hazard analysis. Composite Risk Management (CRM) will be used if specific hazards are identified. CRM is the process to mitigate hazards. A job safety analysis must be completed at least once per work site unless there are physical changes to the work site that were not previously identified as potential job hazards. An additional job safety analysis will be required when potential job hazards are newly identified at a previously cleared work site (Enclosure 2).

f. Work sites outside the continental United States are not permitted except for Soldiers at WTU Fort Richardson, WTU Fort Wainwright, CBWTU-Puerto Rico, Pacific Regional Medical Command and Europe Regional Medical Command. Work sites at these locations will comply with paragraphs 6a through 6e of this policy. Overseas travel and travel across an international border are not permitted to accommodate a selected Career and Education Readiness work site.

7. Responsibilities: WTU/CBWTU Commanders are responsible for enforcing the provisions of this policy.

Encl
as



DAVID J. BISHOP
Brigadier General, U.S. Army
Assistant Surgeon General
for Warrior Care and Transition
and Commanding General, WTC

Circle the appropriate copy designator

Copy 1

Copy 2

Copy 3

Copy 4

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 5, Section 3812; Title 10, USC, E.O. 9397. PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III). ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier. DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code) RMC WTO Address line 1 Address line 2 Address line 3	2. TO (Include ZIP Code) Warrior Transition Command Attn: G1 200 Stovall Street, Suite 7-S-57 Alexandria, VA 22332-5000	3. FROM (Include ZIP Code) WTU Commander Address line 1 Address line 2 Address line 3
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Doe, John	5. GRADE OR RANK/PMOS/AOC E3/PFC/11B	6. SOCIAL SECURITY NUMBER 123-45-6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-21)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (ENI only)	<input type="checkbox"/> Special Forces Training Assign	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On/Off Duty (ENI only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Married Army Couples	<input type="checkbox"/> Leave - Excess/Advances/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Members	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (ENI)	<input type="checkbox"/> Candidate School	<input checked="" type="checkbox"/> Other (Specify):
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Work Site Waiver
9. SIGNATURE OF SOLDIER (When Applicable)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1) SM estimated/forecast date of transition from this WTU/CBWTU is _____ 2) SM CTP track is (pick one) Remain in the Army -- or -- Transition from the Army. 3) SM long term career goal is _____ 4) SM was determined to be eligible for CER on _____ 5) Distance from SM residence to proposed work site is _____ miles. 6) Provide justification for this request.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Thomas Jones, CPT, MS, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD)

WTC JOB SAFETY ANALYSIS FORM

<p>Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them <i>before</i> the job is performed, and <i>before</i> they have a chance to become accidents. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.</p> <p>Set priorities for doing JSA's: jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.</p>		<p>Select a job to be analyzed. Before filling out this form, consider the following: The purpose of the job - What has to be done? Who has to do it? The activities involved - How is it done? When is it done? Where is it done? In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. If you are not familiar with a particular job or operation, interview an employee who is. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to videotape the job and analyze it.</p> <p>Here's how to do each of the three parts of a Job Safety Analysis:</p>
<p style="text-align: center;">SEQUENCE OF BASIC JOB STEPS</p> <p>Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.</p> <p>Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.</p> <p>Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.</p> <p>Be sure to list <i>all</i> the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the job it should be listed.</p>	<p style="text-align: center;">POTENTIAL HAZARDS</p> <p>A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards - both those produced by the environment or conditions and those connected with the job procedure.</p> <p>To identify hazards, ask yourself these questions about each step:</p> <p>Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?</p> <p>Can the employee be caught in, by, or between objects?</p> <p>Is there potential for slipping, tripping, or falling?</p> <p>Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?</p> <p>Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?</p> <p>Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards - the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.</p>	<p style="text-align: center;">RECOMMENDED ACTION OR PROCEDURE</p> <p>Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.</p> <p>Begin by trying to: 1) engineer the hazard out; 2) provide guards, safety devices, etc.; 3) provide personal protective equipment; 4) provide job instruction training; 5) maintain good housekeeping; 6) insure good ergonomics (positioning the person in relation to the machine or other elements in such a way as to improve safety).</p> <p>List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as, "lift using your leg muscles." Avoid general statements such as, "be careful."</p> <p>List the required or recommended personal protective equipment necessary to perform each step of the job.</p> <p>Give a recommended action or procedure for each hazard.</p> <p>Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p> <p>Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the job safety analysis as necessary.</p>