

**MASTER TRAINING PLAN,
FEEDER GROUP TO
301-I SERIES**

Courses identified below are recommended as prerequisite courses for individuals aspiring to information management specialist positions

SUGGESTED GRADE LEVELS:

Intern through GS-11 (Feeder group to 301-I)

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Basic Information Systems Acquisition (IRM 101)	DAU	DL	3 ¹	Varies	K3, K4, K20
Basic Software Acquisition Management (SAM 101)	DAU	DL	3 ²	Varies	K4, K13, K22
Concepts of Office Technology	USDA	FC	3	3 days	K5, K13, K14, K19
Data Communications Technology	USDA	DL	3	3 days	K14, K259
Effective Communications With Customers	USDA	FC	3	2 days	K21
Electronic Records	USDA	FC	3	2 days	K3, K7, K17, K28
Freedom of Information Act and Privacy Act	USDA	DL	3	2 days	K3, K7, K17, K28
Foundations of IRM in the Federal Government	USDA	FC	3	1 day	K1, K2
Fundamentals of Systems Acquisition Management (ACQ 101)	DAU	FC	3 ³	9 days	K4, K22
Intermediate Information Systems Acquisition (IRM 201)	DAU	FC	3 ⁴	14 days	K3, K4, K22

¹ Priority 1 for Acquisition Workforce in Communications-Computer Systems Career Field at Level I; Space-available for Non-Acquisition.

² Priority 2 (highly recommended) for Acquisition Workforce in Communications-Computer Systems Career Field at Level I; Space-available for Non-Acquisition.

³ Priority 1 for Acquisition Workforce at Level I; Space-available for Non-Acquisition.

⁴ Priority 1 for Acquisition Workforce in Communications-Computer Systems Career Field at Level II; Space-available for Non-Acquisition.

TYPE: FC Formal Classroom DL Distance Learning

**MASTER TRAINING PLAN,
FEEDER GROUP TO
301-I SERIES**

Courses identified below are recommended as prerequisite courses for individuals aspiring to information management specialist positions

**Intern through GS-11 (Feeder group to 301-I)
(continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Intermediate Software Acquisition Management (SAM 201)	DAU	FC	3 ⁵	14 days	K4, K22
Intermediate Systems Acquisition (ACQ 201)	DAU	FC	3 ⁶	20 days	K4, K22, K26
The Internet Made Simple	USDA	DL	3	3 days	K30
Introduction to Datacomm. and Networks	Vendor	FC or DL	3	Varies	K14, K25
Introduction to Information Systems Technology	USDA	DL	3	3 days	K13, K25, K27
Introduction to Information Technology	USDA	FC	3	3 days	K13, K25
Introduction to Information Technology Correspondence Course	USDA	SS	3	11 lessons	K3, K13, K14,
Object-Oriented Databases	Vendor	FC	3	4 days	K24, K30
Relational Databases	Vendor	FC	3	4 days	K24
Service Excellence	USDA	FC	3	2 days	K27
Windows 95 or Windows NT	Local, Government or Vendor	FC/CBT	2	Varies	K13, K19
TYPE: FC Formal Classroom DL Distance Learning	SS Self-study	CBT Computer-based Training			

⁵Priority 2 (highly recommended) for Acquisition Workforce in Communications-Computer Systems Career Field at Level II.

⁶Priority 1 for Acquisition Workforce at Level II.

**MASTER TRAINING PLAN,
301-I SERIES**

**Information Management Specialist
GS-12—GS-15 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Business Process Reengineering	Vendor	FC	3	4 days	K18, K29
Business Process Reengineering	USDA	FC	3	3 days	K1, K29
Computer Simulations in Process Improvement	IRMC	FC	3	3 days	K13, K29
Contracting Basics for COTRs (Contracting Officer's Technical Representatives)	USDA	FC	3	3 days	K4
Contracting By Sealed Bidding	USDA	FC	3	5 days	K4,
Contracting For Services	USDA	FC	3	2 days	K4, K22
Coping with Organizational Transitions	IRMC	FC	3	3 days	K29
Computer Security for Managers	USDA	FC	3	1 day	K1, K26
Contracting Officer's Representative	ALMC	FC SAT On-site LC	3	5 days 7 days 5 days 40 hours	K4
CP-34 Competitive Developmental Assignment	Varies	On-site	3	3-6 months	Various
TYPE: FC Formal Classroom SAT Satellite SS Self-study LC Learning Center					

**MASTER TRAINING PLAN,
301-I SERIES**

**Information Management Specialist
GS-12—GS-15 levels, (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Data Communications and LAN	US Army Computer Science School	FC	3	10 days	K5, K6, K14, K25
Data Communications and Network Workshops	Vendor	FC	3	4 days	K5, K6, K14, K23
Database Management Courses	Vendor	FC	3	4 days	K13, K24
Defense Business Operating Funds	USDA	FC	3	3 days	K16
DOIM Course	SIGCEN	FC	2	3 weeks	K1, K2, K5-K10, K15, K16, K20, K21
Electronic Imaging and Document Management	USDA	FC	3	1 day	K7, K17, K28, K30
Emerging Information Technologies	IRMC	FC	3	3 days	K5, K6, K8, K13, K14, K30
Federal Budgeting for Non-Budgeting Personnel	USDA	FC	3	3 days	K11, K16
Implementation of Freedom of Information and Privacy Acts	USDA	FC	3	2 days	K1, K7, K26
The Information Highway	IRMC	FC	3	3 days	K6, K14 K26, K30
Managing Information Architectures and Infrastructures	IRMC	FC	3	3 days	K13, K18
Information Management Planning TYPE: FC Formal Classroom	IRMC	FC	3	3 days	K1, K12, K29

**MASTER TRAINING PLAN,
301–I SERIES**

**Information Management Specialist
GS-12—GS-15 levels, (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Information Visualization	IRMC	FC	3	5 days	K8, K13
Integrating Converging Technology into IRM Planning	USDA	FC	3	3 days	K12, K18, K30
Internet/Intranet for Business Applications	Vendor	FC	3	3 days	K19, K30
Interoperability for the C4I Infosphere	IRMC	FC	3	1 day	K18, K20
Introduction to Financial Management	USDA	FC	3	3 days	K11
IRM for the Agency IRM Staff	USDA	FC	3	2 days	K1, K2
IT Planning for Program Managers and Staff	USDA	FC	3	3 days	K12, K18
LAN: An Introduction to Novell	GSA	FC	3	3 days	K14, K19, K23, K25
Local Area Networks	Vendor	FC	3	4 days	K14, K19, K23, K25
Managing Information Security in a Networked Environment	IRMC	FC	3	5 days	K1, K13, K14, K26
Managing Information Technology Investments	IRMC	FC	3	3 days	K1, K11, K12, K29
Measuring Results of Organizational Performance	IRMC	FC	3	3 days	K1, K2, K29
On-line Information—Getting Wired on the InfoBahn TYPE: FC Formal Classroom	USDA	FC	3	2 days	K19, K30

**MASTER TRAINING PLAN,
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**Information Management Specialist
GS-12—GS-15 levels, (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Public Marketing and Disseminating Information	USDA	FC	3	1 day	K10
Public Policy and Information Age Issues	IRMC	FC	3	3 days	K1, K23
Systems Dynamics: Dealing with Complexity	IRMC	FC	3	3 days	K18, K23, K29
Telecommunications/WAN	Vendor	FC	3	4 days	K6, K19, K23, K25
Tools and Techniques for Process Improvement	USDA	FC	3	2 days	K29
Types of Contracts	USDA	FC	3	3 days	K4
GS-13—GS-15 levels					
Writing Better Statements of Work	USDA	FC	3	3 days	K4, K22
Acquisition Management for Executives and Managers	USDA	FC	3	3 days	K4, K22
Activity Based Costing Principles	USDA	FC	3	3 days	K29
TYPE: FC Formal Classroom					

**MASTER TRAINING PLAN,
301-I SERIES**

**Information Management Specialist
GS-13—GS-15 levels, (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Information Systems Acquisition	USDA	FC	3	3 days	K3, K4, K22
Advanced Information Systems Acquisition (IRM 303)	DAU	FC	3 ⁷	20 days	K3, K4, K22
Advanced Program Managers Course (PMT 302)	DAU	FC	3 ⁸	67 days	K4, K22
Advanced Software Acquisition Management (SAM 301)	DAU	FC	3 ⁹	14 days	K4, K13, K22
Architecting Information Systems	AFCEA	FC	3	3 days	K18, K20
Army Installation Management Course ¹⁰	ALMC	FC	3	3 weeks	K20
Artificial Intelligence	US Army Computer Science School	FC	3	10 days	K24, K30
Benchmarking for Business Process Reengineering	Local	FC	3	Approx. 3 days	K29, K30
Business Process Reengineering Fundamentals	Local	FC	3	Approx. 3 days	K29
Client/Server Computing	Learning Tree	DL	3	3 days	K13, K19, K27, K30
Command, Control, and Communications	AFCEA	FC	3	5 days	K20

TYPE: FC Formal Classroom DL Distance Learning

⁷ Priority 1 for Acquisition Workforce in Communications-Computer Systems Career Field at Level I II; Space-available for Non-Acquisition.

⁸ Priority 1 for Acquisition Workforce in Program Management Category positions. Recommended as Priority 2 for other Acquisition Workforce positions. Space-available for Non-Acquisition.

⁹ Priority 2 (highly recommended) for Acquisition Workforce in Communications-Computer Systems Career Field at Level III; Space-available for Non-Acquisition.

¹⁰ Recommended for newly selected DOIMs.

**MASTER TRAINING PLAN,
301–I SERIES**

**Information Management Specialist
GS-13—GS-15 levels, (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Computer Security for Managers	USDA	FC	3	1 day	K1, K26,
Contracting By Negotiation	USDA	FC	3	5 days	K4, K22
Digital Data Communications and Emerging Technologies	AFCEA	FC	3	3 days	K25, K30
Graduate Certificate Program— IRM Professional in the Public Sector (GSA's 1000 By the Year 2000 the Year program) ¹¹	Designated universities	FC DL	3	6 graduate courses	Various—dependent upon study area
Integration Definition for Function Modeling	Local	FC	3	Approx. 3.5 days	K18, K29
Integrating Converging Technologies into the Planning Process	USDA	FC	3	3 days	K1, K4, K11, K12, K18, K29
IRM Planning Seminar	USDA	FC	3	3 days	K12
Leadership for the 21st Century	IRMC	FC	3	4 days	K1, K20
Managing Telecommuting	USDA	FC	3	3 days	K6, K14
Negotiation Strategies and Techniques	USDA	FC	3	3 days	K4
New World of the CIO	IRMC	FC	3	5 days	K1, K11, K12, K18, K29
Performance Measurement: Goals, Objectives, and Programs	USDA	FC	3	2 days	K1, K29
TYPE: FC Formal Classroom	DL Distance Learning				

¹¹ Refer to para 5b(4) of this appendix for information regarding this competitive program. The List of Participating Universities is located in Appendix O, p. O–2.

**MASTER TRAINING PLAN,
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**Information Management Specialist
GS-13—GS-15 levels, (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Planning for Business Process Reengineering	Local	FC	3	Approx. 3 days	K12, K18, K29
Pragmatic Business Process Reengineering	USDA	FC	3	3 days	K12, K18, K29
Proposal Writing and Review	USDA	FC	3	3 days	K4
Reengineering Organizational Processes	IRMC	FC	3	5 days	K1, K18, K20, K29
Reengineering in the Public Sector	USDA	FC	3	2 days	K19, K29
Source Selection	USDA	FC	3	3 days	K4, K22
Strategic IRM Planning	USDA	FC	3	3 days	K12, K18, K20
Competitive Professional Development:					
Technical seminars/symposiums, conferences, and other short, technical courses	Industry/ Government/ Academia	FC	3	Various— dependent on training	Various—dependent on training
"Shadow" Directors of Information Management (DOIM)—Competitive Developmental Assignment	MACOM/ Installations	OJT	3	3-6 months	Various
"Shadow" Deputy Chief of Staff for Info Mgmt (DCSIM)—Competitive Developmental Assignment	Each MACOM	OJT	3	3-6 months	Various
Training With Industry (TWI)	DA/Industry	OJT	3	6 months— 1 year	Various
Employee-identified program—includes study within commuting area (WICA) or HQDA long-term training outside area	University	FC	3	6 months— 1 year	Various—dependent upon study area
TYPE: FC Formal Classroom OJT On-the-job training					

**MASTER TRAINING PLAN,
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**Information Management Specialist
GS-14—GS-15 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Activity Based Costing Introduction	Local	FC	3	1 day (Approx.)	K29
Activity Based Costing Principles	Local	FC	3	1 day (Approx.)	K29
Advanced Management Program ¹²	IRMC	FC	3	14 weeks	K1–K5, K18, K20–K24
IRM: Executive Orientation	USDA	FC	3	1 day	K1
Negotiating Information Services in a Fee-for-Service Environment	Local	FC	3	1 day (Approx.)	K16, K18
TYPE: FC Formal Classroom					

¹² GS-13 may attend with waiver approval .