

**MASTER INTERN TRAINING PLAN
343 SERIES**

**Records Management Track
Phase II**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<i><u>FORMAL TRAINING:</u></i>						
Basic Communications Skills	USDA/Local	FC	2	5 days	NA	A5
Basic Concepts of Data Processing	USDA or local	FC	2	5 days	NA	K15
Computer Literacy Course	Local	FC	2	NA	NA	K15
Critical Thinking: A Writing Skills Workshop	USDA	FC	2	18 hours	NA	A6
Effective Writing Skills	Local	FC	2	1 day	NA	A6
Files Improvement	NARA	FC	3	2 days	NA	K4, K5, K20, K21, K23, K24, K38
Files Improvement and Records Disposition	Records centers	FC	2	2 days	NA	K4, K5, K22
FOIA & Privacy Act Correspondence Course	DA Pam 351-20 or equiv.	SS	2	variable	NA	K12, K27, K28, K29, K30
Image Processing & Document Storage: Technology and Applications	USDA or local	FC	2	1 day	NA	K4, K5, K24

TYPE: FC FORMAL CLASSROOM SS SELF-STUDY
LOCAL ARMY SOURCES/SCHOOLS, LEARNING CENTERS, INFO CENTERS, VENDORS/CONTRACTORS, AND COLLEGES

**MASTER INTERN TRAINING PLAN
343 SERIES**

**Records Management Track
Phase II (Continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<i>FORMAL TRAINING</i>						
Implementation of Freedom of Information and Privacy Acts	USDA or local equiv.	FC	1	2 days	NA	K12, K27, K28, K29, K33
Information Access Laws	USDA or local equiv.	FC	1	2 days	NA	K27, K28, K30
Introduction to Records and Information Management Correspondence Course	ARMA Int.	SS	3	variable	NA	K1, K3, K4, K5, K9, K13, K16, K20, K21, K23, K24, K27, K28, K29, K30, K33, K38
Mail Program Management	GSA	FC	2	3 days	NA	K10, K32
Effective Mail Operations	GSA	FC	2	3 days	NA	K10, K32
Management Analysis and Review	USDA	FC	2	5 days	NA	K7, A4
Management Records and Information Programs	GSA	FC	2	5 days	NA	K3
Managing Microform Records	NARA/local	FC	2	1 day	NA	K4, K21
Micrographics Fundamentals	GSA	FC	3	3 days	NA	K4, K5
Micrographics Management Techniques	USDA	FC	3	1 day	NA	K4
Planning and Conducting Mgt. Audits and Studies	Local	FC	2	1 week	NA	K7, A4
Records Management Course	Local/FCI/ NARA	FC	2	2 to 5 days	NA	K1, K3, K4, K5, K6, K7, K10, K11, K12, K13, K14, K15, K16, K17, K18, K20, K21, K22, K23, K24, K25, K26, K27, K28, K29, K30, K32, K33, K35, K36, K37, K38

TYPE: FC FORMAL CLASSROOM

SS SELF STUDY

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**Records Management Track
Phase II (Continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<i>SPECIALIZED SUBJECT MATTER TRAINING</i>						
The Activity will provide the intern with extensive training, focusing on the functional specialty of the target position.	Local activity	OJT	NA	NA	All man-hours not spent in formal training	Variable

TYPE: FC FORMAL CLASSROOM OJT ON-THE-JOB TRAINING

**MASTER INTERN TRAINING PLAN
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**Records Management Track
Phase III**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<i><u>FORMAL TRAINING:</u></i>						
Automated Records Management	NARA	FC	3	1 day	NA	K1, K5, K4, K15
Automation Security	Vendor	FC	2	2 weeks	NA	K26
Data Administration: Design and Use Seminar	USDA or local equivalent	FC	2	5 days	NA	K5, K7, K8, A4
Data Collection and Analysis	USDA	FC	2	5 days	NA	A4, K5, K6, K7
Data Communications I	Local	FC	2	5 days	NA	K2
Briefing Techniques	USDA	FC	2	3 days	NA	A5
Information Resources Management	USDA	FC	2	3.5 days	NA	K3, K12, K19, K33, K36
Management Functions and Technique	USDA	FC	2	5 days	NA	A2
Managing Electronics Records	NARA/local	FC	2	2 days	NA	K3, K4, K5, K20
<i><u>SPECIALIZED TRAINING:</u></i>						
The activity will develop task-oriented practical assignments that will provide the intern with advanced skills for the specialized functional area of the target position.	Local command	OJT	NA	NA	All man-hours not spent in formal training	Variable

TYPE: FC FORMAL CLASSROOM OJT ON-THE-JOB TRAINING
LOCAL ARMY SOURCES/SCHOOLS, LEARNING CENTERS, INFO CENTERS, VENDORS/CONTRACTORS, AND COLLEGES