

**CROSS-REFERENCE OF
RECORDS MANAGEMENT COMPETENCIES TO TRAINING**

KNOWLEDGES:

K1. Procedures used to access the disposition requirements of records and the channels used:

Automating Records Management	NARA	1 day
Disposition of Electronic Records	NARA	2 days
Electronic Records Issues	NARA	1 day
Evaluating Records Management	NARA	1 day
Federal Archives Administration	NARA	4.5 day
Introduction to Records and Information Management	ARMA International	
Records Disposition	NARA	3 days
Records Disposition and Files Improvement Workshops	FCI/Contractor	1 day
Records Management Course	USDA/NARA/FCI/ local	5 days
Records Managers' Workshop	FCI/Local	5 days

K2. Communications networking:

Data Communications I	BCR	5 days
Data Communications for IM	Local/Vendor	2.5 days
DOIM Course	Signal School	3 weeks
IM Core Training for Interns	To be determined	14 weeks
Telecommunications: An Introductory Overview for Managers	USDA/local	2 days

K3. Information life-cycle management functions:

DOIM Operations Officer Course	Signal School	3 weeks
IM Core Training for Interns	To be determined	14 weeks
Information Resource Management	USDA/NARA	3.5 days
Introduction to Information Technology	USDA	3 days
Introduction to Records and Information Management	ARMA International (Correspondence)	
Managing Electronic Records	NARA/local	2 days
Managing Records and Information Programs	GSA	5 days

Records Management Course	USDA/NARA/FCI/ local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day

K4. Image systems (micrographics):

Automating Records Management	NARA	1 day
Files Improvement	NARA	2 days
Files Improvement and Records Disposition	Records Centers	2 days
Image Processing and Document Storage: Technology and Applications	USDA	1 day
Introduction to Records and Information Management	ARMA International (Correspondence)	
Managing Electronic Records	NARA/local	2 days
Managing Microform Records	NARA/local	1 day
Micrographics Fundamentals	GSA	3 days
Micrographics Management Techniques	USDA	1 day
Records Management Course	USDA/NARA/FCI /local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day
Records Management Technology Update: Current Tools and Techniques	ARMA/contractors	1 day
Records Managers' Workshop	FCI/local	5 days
Technology Workshop for Management Analysts	USDA	3 days

K5. Image systems (optical disc):

Automating Records Management	NARA	1 day
Data Administration: Design and Use Seminar	USDA	5 days
Data Collection and Analysis	OPM	5 days
Files Improvement	NARA	2 days
Files Improvement and Records Disposition	Records Centers	2 days
Image Processing and Document Storage: Technology and Applications	USDA	1 day
Introduction to Records and Information Management	ARMA International (Correspondence)	
Managing Electronic Records	NARA/local	2 days
Micrographics Fundamentals	GSA	3 days
Records Management Course	USDA/NARA/FCI/ local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day
Records Management Technology Update: Current tools and Techniques	ARMA	1 day
Records Managers' Workshop	FCI	5 days

Technology Workshop for Management Analysts	USDA,	3 days
Technology Issues in Management Analysis	USDA	3 days

K6. Data and information collection techniques and design:

Data Collection and Analysis	OPM	5 days
Forms Analysis and Design	GSA	5 days
Forms Improvement	GSA	3 days
Records Management Course	USDA/NARA/FCI/ local	5 days
Statistics for Management	OPM	5 days
Statistics for Management Improvement	USDA	3 days

K7. Knowledge of data and information analysis:

Administrative Systems Analysis and Design	USDA	1 week
Business Statistics	Local college	
Data Administration: Design and Use Seminar	USDA	5 days
Data Collection and Analysis	OPM	5 days
Design of Office Information Systems	OPM	5 days
IM Core Training for Interns	To be determined	14 weeks
Information Systems Planning	Local	2.5 days
Management Analysis and Review	OPM	5 days
Management Analysis for Today's Environment	USDA	3 days
Management Statistics	Local	
Planning and Conducting Management Audits and Studies	Local	1 week
Quantitative Techniques for Management Decisions	Local college	
Records Management Course	USDA/NARA/FCI /local	5 days
Reports Management	GSA	2 days
Statistics for Management	OPM	5 days
Statistics for Management Improvement	USDA	3 days
Techniques for Systematic Analysis and Improvement	OPM	3 days

K8. System requirements analysis:

Administrative Systems Analysis and Design	USDA	1 week
Data Administration: Design and Use Seminar	USDA or local	5 days
Information Systems Planning	Local	2.5 days
Reports Management	Local	2 days

Systems Analysis and Design	Local college	
Technology Issues in Management Analysis	USDA	3 days

K9. Cost benefit analysis:

Advanced Cost and Price Analysis	GSA	5 days
Economic Analysis for Managers	Local	1 week
Financial Planning and Control Techniques	Local	1 week
Introduction to Life Cycle Costing	AFIT	2 weeks
Introduction to Records and Information Management	ARMA International	4 days
Budgeting and Execution System Planning and Programming	USAFS (Correspondence)	
Mail Management	GSA	3 days
Mail Operations	GSA	2 days
Records Management Course	USDA/NARA/FCI / local	5 days
Records Managers' Workshop	FCI/Local	5 days

K10. Manual and/or automated mail management systems:

Mail Management	GSA	3 days
Mail Operations	GSA	2 days
Records Management Course	USDA/NARA/FCI / local	5 days
Records Manager's Workshop	FCI/Local	5 days

K11. Mail management policies:

Records Management Course	USDA/NARA/FCI / local	5 days
Records Manager's Workshop	FCI/Local	5 days

K12. Information Resources Management policies:

Business Process Reengineering	USDA/Local	3 days
DOIM Course	Signal School	3 weeks
Freedom of Information Act, Privacy Act, and DA Pam 351-20	Correspondence	
Implementation of FOIA	USDA/Local	2 days
IM Core Training for Interns	To be determined	14 weeks
Information Resources Management	USDA/NARA	3.5 days

Records Management Course	USDA/NARA/FCI / local	5 days
Records Managers Workshop	FCI/Local	5 days

K13. Code of Federal Regulations as related to records management function(s):

Evaluating Records Management	NARA	1 day
Introduction to Records and Information Management	ARMA International	
Correspondence Course		
Records Management Course	USDA/NARA/FCI/ local	5 days
Records Managers' Workshop	FCI/Local	5 days

K14. National Archives and Records Administration (NARA) policies/regulations:

Federal Archives Administration	NARA	4.5 days
Records Management Course	USDA/NARA/FCI/ local	5 days

K15. Automation fundamentals:

Automating Records Management	NARA	1 day
Basic Concepts of Data Processing	USDA	5 days
Computer Literacy Course	Local	1 week
Concepts of Office Technology	USDA	5 days
Data Base, Word Processing, Spreadsheet courses	Local information centers/contractors/ local colleges	
IM Core Training for Interns	To be determined	14 weeks
Introduction to ADP	Local/vendor	3 days
Introduction to Office Automation	Local/vendor	3 days
Introduction to Microcomputers	OPM	3 days
Records Management Course	USDA/NARA/FCI/ local	5 days
Software Tutorials	Local information centers/contractor/ colleges	
Technology Workshop for Management Analysts	USDA	3 days
Using Microcomputer Software for Information Management	USDA	1 day

K16. Life-cycle management of information systems:

Introduction to Records and Information Management	ARMA International(Correspondence)	
Records Management Course	USDA/NARA/FCI/local	5 days
Records Managers' Workshop	FCI/Local	5 days
Technology Workshop for Management Analysts	USDA	3 days

K17. Contracting requirements for records management:

Contracting for CORs	GSA	5 days
Contracting Officer's Representative Course	ALMC (Resident or Correspondence)	9 days or satellite
Defense Contracting for Information Resources	ALMC	2 weeks
Defense Systems Management College	DSMC, Fort Belvoir	14 weeks
Management of Defense Acquisition Contracts Course	ALMC	4 weeks or correspondence
Management of Installation Level Contracts Course	ALMC	9 days
Records Management Course	USDA/NARA/FCI/local	5 days

K18. Printing and publishing guidelines for manual or automated systems:

Records Management Course	USDA/NARA/FCI/local	5 days
Records Managers' Workshop	FCI/Local	5 days

K19. DOD regulatory guidelines on information management control:

Information Resource Management	USDA	3.5 days
IM Core Training for Interns	To be determined	14 weeks
Records Managers' Workshop	FCI/Local	5 days

K20. Principals of organizing and indexing data and information for input, storage, retrieval, and disposition:

Electronic Records	USDA	2 days
Files Improvement	NARA	2 days
Introduction to Records and Information Management	ARMA International (Correspondence)	
Managing Electronic Records	NARA/local	2 days

Records Management Course	USDA/NARA/FCI/ local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day
Records Managers' Workshop	FCI/Local	5 days

K21. Media storage and environmental standards for manual and automated systems:

Files Improvement	NARA	2 days
Introduction to Records and Information Management	ARMA International (Correspondence)	
Managing Microform Records	NARA/local	1 day
Records Managers' Workshop	FCI/Local	5 days
Records Management Course	USDA/NARA/FCI / local	5 days

K22. Information transfer process:

Evaluating Records Management	NARA	1 day
Federal Archives Administration	NARA	4.5 days
Files Improvement and Records Disposition	WNRC	2 days
Records Disposition	NARA	3 days
Records Managers' Workshop	FCI/Local	5 days
Records Management Course	USDA/NARA/FCI / local	5 days
Retiring Federal Records to the Washington National Center	WNRC	4 hours

K23. Filing methods for manual and automated systems (alphabetical, numerical, binary, duodecimal):

Files Improvement	NARA	2 days
Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Management Course	USDA/NARA/FCI / local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day

K24. Filing equipment for manual and automated systems:

Files Improvement	NARA	2 days
Image Processing and Document Storage: Technology and Applications	USDA	1 day
Applications		1 day
Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Management Course	USDA/NARA/FCI / local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day
Records Management Technology Update: Current tools and Techniques	ARMA	1 day
Records Managers' Workshop	FCI/Local	5 days

K25. Modern Army Records Keeping System (MARKS):

Records Managers' Workshop	FCI/Local	5 days
Records Management Course	USDA/NARA/FCI / local	5 days
The Modern Army Recordkeeping System	FCI (video)	
The Modern Army Recordkeeping System	DA Pam 351-20 (Correspondence)	

K26. Information security regulations and processes:

Automation Security	ALMC	2 weeks
Records Management Course	USDA/NARA/FCI / local	5 days
Security Training	Local Security Office	4 hours

K27. Privacy Act (US CODE 552a):

FOIA and Privacy Act	DA Pam 351-20 (Correspondence course AG-0409) or equivalent	variable
Implementation of Freedom of Information and Privacy Acts	USDA	2 days
Information Access Laws	USDA	2 days

Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Management Course	USDA/NARA/FCI/local	5 days
Records Managers' Workshop	FCI/Local	5 days

K28. Freedom of Information Act (US Code 552):

FOIA and Privacy Act	DA Pam 351-20 (Correspondence Course AG-0409) or equivalent	variable
Implementation of Freedom of Information and Privacy Acts	USDA	2 days
Information Access Laws	USDA	2 days
Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Managers' Workshop	FCI/Local	5 days
Records Management Course	USDA/NARA/FCI/local	5 days

K29. Systems of Records under the Privacy Act:

FOIA and Privacy Act	DA Pam 351-20 (Correspondence Course AG-0409) or equivalent	variable
Implementation of Freedom of Information and Privacy Acts	USDA	
Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Management Course	USDA/NARA/FCI/local	5 days
Records Managers' Workshop	FCI/Local	5 days

K30. Statutes and executive orders governing the protection, access and release of specific types of records (for example, nuclear restricted data, NSA P.L. 86-36):

FOIA and Privacy Act	DA Pam 351-20 (Correspondence Course AG-0409) or equivalent	variable
Introduction to Records and Information Management	ARMA International (Correspondence)	
Information Access Laws	USDA	2 days
Records Management Course	USDA/NARA/FCI/ local	5 days

K31. DOD and Government organization missions and functions:

Army Management Staff College	AMSC	12 weeks
Intern Leadership Development Course	CAL	4.5 days
Leadership Education and Development	CAL	5 days
Organizational Leadership for Executives	CAL	1 week

K32. Official mail processing:

Mail Management	GSA	3 days
Mail Operations	GSA	2 days
Records Management Course	USDA/NARA/FCI/ local	5 days
Records Managers' Workshop	FCI/Local	5 days

K33. Paperwork Reduction Act of 1980 (P.L. 96-511) and reauthorizations, (for example, Act of 1986 (P.L. 99-500)):

Electronic Records	USDA	2 days
Implementation of Freedom of Information and Privacy Acts	USDA	2 days
Information Management Seminar/CIO Course	IRMC	3 days
Information Resource Management	USDA	3.5 days
Information Resources Management: Analysis and Implementation	USDA	1 day
Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Management Course	USDA/NARA/FCI/ local	5 days

K34 User requirement assessment methods:

Information Systems Planning	Local	2.5 days
------------------------------	-------	----------

K35. Standardization of information and data elements:

Records Management Course	USDA/NARA/FCI/ local	5 days
---------------------------	-------------------------	--------

K36. Information Management (IM):

DOIM Course	Signal Center	3 weeks
IM Core Training for Interns	To be determined	14 weeks
Information Resources Management	USDA	3.5 days
Information Management Seminar/CIO Course	IRMC	3 days
Records Management Course	USDA/NARA/FCI/ local	5 days

K37. Correspondence and distribution management:

Military Correspondence and Mail	Local	
Records Management Course	USDA/NARA/FCI/ local	5 days
Records Managers' Workshop	FCI/Local	5 days

K38. Vital records program:

Evaluating Records Management	NARA	1 day
Files Improvement	NARA	2 days
Introduction to Records and Information Management	ARMA International (Correspondence)	
Records Management Course	USDA/NARA/FCI/ local	5 days
Records Management: Establishing and Maintaining an Effective Program	ARMA	1 day
Records Managers' Workshop	FCI/Local	5 days

Note: Some of the following training selections listed for K39–K44 and A1–A8 have also been identified in Appendix K, which addresses managerial and supervisory development. The KSA numbers in Appendix K will vary from these listed here, but the titles of the training will be the same.

K39. Position Management:

Army Management Staff College	AMSC	12 weeks
Personnel Management for Supervisors	OPM	3 days
Supervisory Training Course	Local CPO	1 week

K40. Management-employee relations:

Army Management Staff College	AMSC	12 weeks
EEO—Its Place in Federal Government	NISC Catalog (Correspondence)	
Personnel Management for Supervisors	OPM	3 days
Supervisory Training Course	Local CPO	1 week

K41. Supervisory responsibilities:

Army Management Staff College	AMSC	12 weeks
DOIM Course	Signal Center	3 weeks
EEO—Its Place in Federal Government (Correspondence course or Local)	NISC Catalog	
Supervisory Training Course	Local	1 week
The Role of Supervisors and Managers in EEO	OPM	2 days

K42. External recruitment and internal placement procedures:

Army Management Staff College	AMSC	12 weeks
Performance Appraisal Methods for Managers and Supervisors	Local	3 days
Personnel Management for Supervisors and Managers: A Workshop	OPM	3 days
Supervisory Training Course	Local	1 week

K43. Federal performance appraisal system:

Army Management Staff College	AMSC	12 weeks
Performance Management: Coaching and Appraisal	OPM	3 days
Personnel Management for Supervisors and Managers: a Workshop	OPM	3 days
Supervisory Training Course	Local	1 week

K44. Training and development of employees and career counseling:

Army Management Staff College	AMSC	12 weeks
Personnel Management for Supervisors and Managers: a Workshop	OPM	3 days
Supervisory Training Course	Local	1 week

K45. Manpower resource management:

Army Management Staff College	AMSC	12 weeks
Position and Pay Management	USASSI (AG-0068) (Correspondence)	
Supervisory Training Course	Local	1 week

K46. Federal contracting system:

Army Management Staff College	AMSC	12 weeks
Contracting for CORs	GSA	5 days
Contracting Officer's Representative Course (Correspondence or resident)	ALMC	2 weeks or 9 days/satellite
Defense Contracting for Information Resources	ALMC	2 weeks
Developing Work Statements for Negotiated Procurement	GSA	5 days
Evaluating a Contractor's Performance	GSA	5 days
Management of Defense Acquisition Contracts Course	ALMC	4 weeks/ or correspondence
Management of Installation Level Contracts Course	ALMC	9 days

K47. Army Budget Process:

Army Management Staff College	AMSC	12 weeks
Budget Execution	OPM	5 days
Budget Formulation	OPM	5 days
Financial Planning and Control Techniques	Local	1 week
Introduction to Financial Management	OPM	5 days
Planning, Programming, Budgeting and Execution System (PPBES)	USAFS	4 days
Resource Management Budget	USAFS	2 weeks
Resource Management Introductory	USAFS	1 week
The Federal Budget Process	OPM	2 days

ABILITIES:**A1. Ability to direct work activities:**

Army Management Staff College	AMSC	12 weeks
Decisive Management	ARMA	3 days
Delegation Skills	USDA	1-day workshop
The Management Seminar	OPM	1 week

A2. Ability to plan and organize:

Advanced Project Management for Tech. Personnel	USDA	2 days
Army Management Staff College	AMSC	12 weeks
Decisive Management	ARMA	3 days
Management Functions and Techniques	OPM	5 days
Office Management	OPM	5 days
Project Management: An Introduction	USDA	1.5 days
Project Management: Planning, Scheduling, and Control Techniques	OPM	5 days

A3. Human relations ability:

Army Management Staff College	AMSC	12 weeks
Constructive Conflict Resolution	OPM	3 days
How to Work with People	Local	1 day
Intern Leadership Development	CAL	4.5 days
Interpersonal Communications	OPM	3 days
Leadership Education and Development	CAL	5 days
Organizational Leadership for Executives	CAL	1 week
The Human Side of Management	Local	3 days

A4. Ability to analyze:

Administrative Systems Analysis and Design	USDA/ Local	1 week
Army Management Staff College		12 weeks
Business Statistics	College	
Concepts of Office Technology	USDA	5 days
Data Administration: Design and Use Seminar	USDA	5 days
Data Collection and Analysis	USDA	5 days
Design of Office Information Systems	USDA	5 days

IM Intern Core Training for Interns	To be determined	14 weeks
Information Systems Planning	Local	2.5 days
Management Analysis and Review	OPM	5 days
Management Analysis for Today's Environment	USDA	3 days
Management Statistics	Local	5 days
Quantitative Techniques for Management Decisions	Local college	
Reports Management	GSA	2 days
Statistics for Management	OPM	5 days
Statistics for Management Improvement	USDA	3 days
Systems Analysis and Design	Local college	
Techniques for Systematic Analysis and Improvement	OPM	3 days

A5. Ability to communicate orally:

Advanced Briefing Techniques	USDA	3 days
Army Management Staff College		12 weeks
Basic Communications Skills	OPM	5 days
Briefing Techniques for Managers and Supervisors	USDA	3 days
Effective Briefing Techniques	OPM	5 days
Interpersonal Communications	local college	
Public Speaking	local college	

A6. Ability to write:

Army Management Staff College	AMSC	12 weeks
Critical Thinking: A Writing Skills Workshop	USDA	18 hours
Effective English Workshop	OPM	
Effective Writing Skills	OPM or local college	1 day
English Composition	Local college	
Professional Writing	GSA	3 days
Report Writing	USDA	18 hours
Technical Writing	Local college	

A7. Ability to innovate:

Army Management Staff College	AMSC	12 weeks
Creativity and Innovation	USDA	2 days
Decisive Management	ARMA	3 days
Techniques for Systematic Analysis and Improvement	OPM	

A8. Ability to initiate action:

Army Management Staff College	AMSC	12 weeks
Decisive Management	ARMA	3 days
Intern Leadership Development	CAL	4.5 days
Leadership Education and Development	CAL	5 days