

**MASTER TRAINING PLAN  
1082 Series**

**Writer-Editor  
GS-05—GS-07 levels**

<b>COURSE TITLE</b>	<b>TRAINING SOURCE</b>	<b>TYPE</b>	<b>PRIORITY</b>	<b>COURSE LENGTH</b>	<b>KSAs ACQUIRED</b>
Basic Journalist	DINFOS or local college	FC	2	11 weeks	K1, K2, K3, K4, K5, K7, K10, K11, K13, A6, A7
Data Communications In Information Management	Local	FC	2	3 days	K6, K8
Editor's Course	DINFOS or local	FC	2	4 weeks	K5, K7
Fundamentals of Manuscript Writing	University of Wisconsin corresp. course or local college	FC	2	Variable	K1, K2, K3, A6 A7
Information Resources Management	Local	FC	2	1 week	K6, K8
Managing Government Writing	OPM	FC	2	3 days	K1, K2, A6
Safeguarding Defense Information	Local	FC	2	Variable	K21
Technical Writing I	OPM or local	FC	2	3 days	K1, K2, K3, A6, A7
Written Communication Techniques	Local college	SS	2	11 weeks	K1, K2, K3, A6, A7
<b>TYPE:</b>	<b>FC FORMAL CLASSROOM</b>	<b>SS SELF-STUDY</b>			

**MASTER TRAINING PLAN  
1082 Series**

**Writer-Editor  
GS-09 level**

<b>COURSE TITLE</b>	<b>TRAINING SOURCE</b>	<b>TYPE</b>	<b>PRIORITY</b>	<b>COURSE LENGTH</b>	<b>KSAs ACQUIRED</b>
Basic Branch Course (As required for Nonjournalist 1082s only)	TRADOC	FC	2	Variable	K9
Basic Journalist (As required for Journalist 1082s only)	DINFOS or local college	FC	2	11 weeks	K1, K2, K3, K4
Data Communications in Information Management	Local	FC	2	3 days	K6, K8, K22
Fundamentals of Writing	OPM or local	FC	2	5 days and 10.5 days	K1, K2, K3
Intermediate Photojournalism (As required for Journalist 1082s only)	DINFOS or local college	FC	2	7 weeks	K1, K4, K5, K7, K10
Information Security Orientation	DODSI	FC	2	3 days	K21
Introduction to ADP	USDA/local	FC	2	1 week	K6, K8, K23
Introduction to Editing	OPM or local	FC	2	3 days	K1, A6
Interviewing Techniques	OPM or local	FC	2	3 days	K12, K13

**TYPE: FC FORMAL CLASSROOM**

**MASTER TRAINING PLAN  
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**Writer-Editor  
GS-09 level (continued)**

<b>COURSE TITLE</b>	<b>TRAINING SOURCE</b>	<b>TYPE</b>	<b>PRIORITY</b>	<b>COURSE LENGTH</b>	<b>KSAs ACQUIRED</b>
Management of Time	OPM or local	FC	2	2 days	A2, A9
Newspaper Editing (As required for Journalist 1082s only)	DINFOS or local	FC	2	3 weeks	K5, K7
Printing Layout and Variable Design (Nonjournalists)	USDA or local	FC	2	Variable	K6, K7, K8, K10
Report Writing Workshop	OPM or local	FC	2	4 days	K2

**TYPE: FC FORMAL CLASSROOM**

**MASTER TRAINING PLAN  
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**Writer-Editor  
GS-11—GS-12 levels**

<b>COURSE TITLE</b>	<b>TRAINING SOURCE</b>	<b>TYPE</b>	<b>PRIORITY</b>	<b>COURSE LENGTH</b>	<b>KSAs ACQUIRED</b>
Budget Formulation (As required by position)	OPM	FC	3	1 week	K20, K16
Contracting Officer Representative (As required by the position)	ALMC	FC	3	1 week or 16 hours by satellite	K14
Effective Briefing Techniques	OPM or local	FC	3	1 week	K13, A5
Managing Government Writing	OPM or local	FC	3	3 days	K1, K2, A6
Proofreading	Local	FC	3	3 days	K1, A6
Publishing Management (As required by the position)	OPM or local	SS	3	Variable	K4, K21, K24
CD ROM Publication	GPO or local	FC	3	2 days	K23
Document Preparation for World Wide Web Publishing	GPO or local	FC	3	4 days	K22, K23
Technical Training Update/Refresher	Local	FC	3	1 month	K1, K2, K4, K5, K7, K9, A6, A7
<b>GS-13—GS-14 levels</b>					
Budget Formulation	OPM	FC	3	1 week	K15, K20
Publishing Management	USDA or local	FC	3	1 day	K4, K21, K24
Statistical Application	Local college	FC	3	1 semester	K15, K20
<b>TYPE:</b>	<b>FC</b>	<b>FORMAL CLASSROOM</b>	<b>SS</b>	<b>SELF STUDY</b>	