

**MASTER INTERN TRAINING PLAN
1083 Series**

**Technical Writer/Editor
Phase I, 1,040 hours**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
GENERAL ORIENTATION						
Employment orientation—Civil service appointment and status, conditions of employment, employee benefits, code of conduct, security requirements, and the Army career management programs.	Local activity	B, D, RR	1	NA	5%	Knowledge of the provisions, benefits and responsibilities of federal employment and the function and provisions of the Army career management programs.
Command and agency orientation—Organization of the federal government, DOD, DA, MACOM, and the training activity to which the intern will be assigned.	Local activity	B, D, RR	2	NA	5%	Knowledge of the organization of the federal government, DOD, DA, and the Intern's MACOM and activity.
SPECIALIZED SUBJECT-MATTER ORIENTATION						
The activity will provide the intern with an introduction to the technical language used in the concepts, operations, maintenance functions, and activities in the area of specialization.	Local activity	D, DEM, RR, SA, WS	2	NA	95%	Knowledge of the technical language used in the concepts, operations, maintenance functions, and activities in the area of specialization.
FORMAL TRAINING						
Information Management Core Training for Interns	To be determined	FC	2	3 weeks		IM overview
Intern leadership development	CAL	FC	1	1 week		A3, A4, A5
TYPE:	B BRIEFING	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY	FC FORMAL CLASSROOM		WS WORKSHOP
	D DISCUSSION	RR REQUIRED READING				

**MASTER INTERN TRAINING PLAN
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**Technical Writer/Editor
Phase II, 1,040 to 2,080 hours**

SUBJECT MATTER	TRAINING SOURCE	TYPE	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING					
Specialized subject-matter training—The activity will provide the intern with extensive training, focusing on the technical language used in the concepts, operations, maintenance functions, and activities used in acquiring the basic knowledge in the area of specialization.	Local activity	D, DEM, SA, WS	NA	60%	Knowledge of the technical language used in the concepts, operations, maintenance functions, and activities in the area of specialization.
Blueprint reading—Introduction to reading blueprints and working drawings.	Local activity	DEM, SA	NA	10%	Ability to comprehend and interpret blueprints and working drawings. Knowledge of common symbols and terminology.
Joint Computer-aided Acquisition and Logistics Support (JCALS)—The activity will provide the intern with the regulatory guidelines, contract requirements, review and verification processes as it pertains to the JCALS suite of publications specifications and standards.	Local activity	B, DEM, WS, D, RR, SS, FC	NA	10%	Knowledge of regulatory guidelines, contract requirements, review and verification processes pertaining to JCALS.
TYPE:	B BRIEFING D DISCUSSION	DEM DEMONSTRATION RR REQUIRED READING	SA SUPERVISED ACTIVITY SS SELF STUDY		WS WORKSHOP FC FORMAL CLASSROOM

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**Technical Writer/Editor
Phase II (Continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING					
Automated publishing equipment and systems—Activity will train to the intern in the operation and use of automated publishing equipment/systems and software used to output various media.	Local activity	DEM, SA, WS, RR, SS, FC	NA	10%	Knowledge of the operation and ability to use of automated publishing equipment/systems and software for output of various media.
Electronic Technical Manuals/ Interactive Electronic Technical Manuals (ETMs/IETMs)—Provide training that will introduce the Intern to the regulatory guidelines, contract requirements, review and verification processes.	Local activity	DEM, SA, WS, RR, SS	NA	10%	Knowledge of the regulatory guidelines, contract requirements, review and verification processes.
FORMAL TRAINING	Varies	Varies	Varies	NA	

Selections from MTP, pages G-18 through G-20, will be included in this segment, as appropriate.

Percentages of time spent in Phase II will be pro-rated to accommodate time spent in formal training.

TYPE:	B BRIEFING	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY	WS WORKSHOP
	D DISCUSSION	RR REQUIRED READING	SS SELF STUDY	FC FORMAL CLASSROOM

**MASTER INTERN TRAINING PLAN
1083 Series**

**Technical Writer/Editor
Phase III, 1,040 to 2,080 hours**

SUBJECT MATTER	TRAINING SOURCE	TYPE	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING.					
Specialized subject-matter training—The activity will provide training to will further broaden the intern’s knowledge in their specific specialty necessary to progression to the journeyman level.	Local activity	D, DEM, SA, WS, RR	NA	40%	Knowledge of and abilities to apply the applicable technical language used in relating the concepts, operations, to maintenance functions to accomplish specific tasks and assignments.
Use of graphics—Orientation on selecting and sequencing of pictorial and illustrative materials for the purposes of demonstration, page design, training, and displays	Local activity	D, DEM	NA	15%	Ability to use graphics to improve the content of written material.
Practical assignments—The activity will develop task-oriented assignments that will provide advanced skills for the intern to progress in their specialty. These assignments will provide exposure and practical experience in the principles, processes, and techniques characteristic of the area of specialization. Emphasis will be on developing writing and editorial skills and acquiring subject-matter expertise leading to the journeyman level.	Local activity	D, DEM	NA	45%	Knowledge of the principles, processes, and techniques relating to the technical specialty. Skills to perform assigned task and meet prescribed learning objectives to perform duties at the journeyman level.
FORMAL TRAINING	Various	Various	NA	NA	

At the discretion of the supervisor, selections from the MTP will be included as a part of this segment. Total hours in this segment will be pro-rated to include time spent in formal training.

TYPE: B BRIEFING DEM DEMONSTRATION SA SUPERVISED ACTIVITY WS WORKSHOP
D DISCUSSION RR REQUIRED READING SS SELF STUDY