

**MASTER INTERN TRAINING PLAN
1410 Series**

**Librarian Career Track
Phase I**

SUBJECT MATTER	TRAINING SOURCE	TYPE RR, D, DEM, SA	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>GENERAL ORIENTATION</u>	Local		NA	15%	
Organization of the Army and the Department of Defense.					Knowledge of the Army organization, types of commands, and their mission.
Organization and functions of the Major Army Command.					Knowledge of the role and mission of the MACOM.
Organization and mission of the installation and work site.					Knowledge of the role and mission of the employing activity.
Use of military terms, acronyms, and abbreviations—The Army functional files.					Knowledge of military terms, abbreviations, forms, and files.
Army correspondence procedures.					Knowledge of the different types of Army correspondence.
Army and DOD official publications, specifications and standards—Introduction to Army automated office systems.					Knowledge of and ability to make full use of Army and DOD official publications, such as regulations, specifications, and standards, as reference tools and information sources.
Military courtesies and customs.					Knowledge of military rank, customs, courtesies, and the chain of command.
TYPE:	DEM DEMONSTRATION		SA SUPERVISED ACTIVITY		
	D DISCUSSION		RR REQUIRED READING		

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**Librarian
Phase I (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE RR, D DEM, SA	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>LIBRARY ORIENTATION</u>	Local	DEM, SA	NA	85%*	
(a) Space planning and modernization in Army libraries.					
(b) Accreditation standards for academic libraries.					
(c) Professional association guidelines and how they support Army guidelines and regulations/policies.					
(d) Role of cooperative organizations, networks, and consortia in military libraries.					
National library information programs and services. (For example, National Library of Medicine, Library of Congress, etc.)					Knowledge of the mission of central information agencies such as Defense Technical Information Center, National Technical Information Services, Government Printing Office, and AG publication centers and libraries.
Introduction to Army library services.					Knowledge of the general mission and services of national libraries.
Army library functions by types of libraries.					Knowledge of the types and missions of the various libraries within the Army (academic, technical, medical, law, post, and special libraries.)
Organization and mission of the work site library— Policy and procedures of the work site library					Identify library support requirements and resources for a work site library.
TYPE: DEM DEMONSTRATION					
 D DISCUSSION					
		SA SUPERVISED ACTIVITY			
		RR REQUIRED READING			

* This will be prorated to accommodate attendance at formal courses.

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**Librarian
Phase I (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>FORMAL TRAINING</u>					
Information Management Core Training for Interns	To be determined	FC	3 weeks		IM overview
Intern Leadership Development	CAL	FC	1 week		K5
Refer to the MTP for course selections for appropriate grade level.	Varies	FC, SS	Varies		The ACPM will ensure that the training courses are adequate and timely. If it is determined that an intern's qualifying experience meets the objectives of a formal course or developmental activity required by this plan, that course of activity will not be included in the intern's IDP. The IDP will be adjusted to allow the intern to participate in courses or developmental activities in which he or she requires additional knowledge, skills, or abilities.
TYPE:	SS SELF STUDY	FC FORMAL CLASSROOM			

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**Librarian
Phase II**

SUBJECT MATTER	TRAINING SOURCE	TYPE	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING</u>	Local	SA, RR DEM, D	NA	20%	
Selection, acquisition, and accountability—Selection of materials supporting the mission of the organization to include books, periodicals, multi-media materials, and electronic databases.					Knowledge of and ability to make appropriate use of selection tools, regulations, and procurement methods.
Use of selection tools suited to types of libraries.					
Familiarity with appropriate procurement regulations and methods to include sole source, bids and contracts, imprest fund, deposit accounts and coupons, blanket purchase agreements, leasing and rental, gifts and exchanges, and bulk funding.					Knowledge of library materials and accepted purchasing methods (Federal Supply Schedule, bids and contracts, deposit and charge accounts, coupons, rental collections, exchanges, and gifts).
Requisitioning and receiving process.					Knowledge of the recommended procurement of library materials to the best economic advantage of the government.
TYPE:	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			
	D DISCUSSION	RR REQUIRED READING			

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**Librarian
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	METHOD SA, RR, DEM, D	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING, continued</u>	Local		NA	20%	
Familiarity with Army library accountability procedures.					Ability to maintain a library book account.
Familiarity with local policies on weeding and retention.					Ability to dispose of obsolete or damaged library materials under regulations and local procedures.
Automated Acquisitions System					Ability to develop proficiency in the use of automated acquisition procedures.
Role of other activities at site where coordination is required, (for example., Army Continuing Education Systems, Army Community Services and Safety Office).					Ability to interface as required.
Cataloging and classification—Classification and descriptive subject cataloging to include books, microforms, serials, audiovisual materials, pamphlets, documents, and technical reports	Local	RR, D SA, DEM	NA	20%	Ability to apply Anglo-American cataloging rules and standard classification tables and guides.
TYPE:	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			
	D DISCUSSION	RR	REQUIRED READING		

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**Librarian
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE SA, RR, DEM, D	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING, continued</u>	Local, On-line Computer Library Center (OCLC), Federal Library and Information Network (FEDLINK) or other library network		NA	20%	
Operation of automated cataloging systems.	Local (or DTIC)				Ability to retrieve citations from standard automated cataloging subsystems such as Online Computer Library (OCLC) or Shared Bibliographic Input Network (SBIN).
Cataloging tools and reference such as the Anglo-American Cataloging Rules and the National Union Catalog.					Ability to apply standard rules in cataloging documents and technical reports.
Cataloging policies and procedures and workload recordkeeping.					
References—Familiarity with military and other special reference tools (subject-matter sources and materials) in all formats.	Local	RR, SA DEM, D	NA	20%	Ability to make full use of military reference tools and specialty materials (for example, engineering, medical, and education).
TYPE:	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			
	D DISCUSSION	RR REQUIRED READING			

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**Librarian
PHASE II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE RR, SA DEM, D	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING, continued</u>	Local		NA	20%	
Introduction to and hands-on operation of electronic catalog, reference, bibliographic and full text systems and services.					Ability to operate major automated bibliographic retrieval systems.
Introduction to practical telecommunications.					Ability to operate several types of telecommunications equipment.
Experience in providing reference services to patrons, including: the reference interview, selection of appropriate strategy or tools, execution of search for and/or retrieval of information, and discussion with patrons.					Knowledge of the relationship of reference recordkeeping to library management and Ability to interpret patron's information needs lucidly and concisely; develop search strategy, select system, or methodology; perform search; and interpret results to patron.
TYPE:	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			
	D DISCUSSION	RR REQUIRED READING			

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**Librarian
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE RR, D, SA, Dem	COURSE LENGTH NA	% OF TIME 10%	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING, continued</u>	Local				
Information security procedures.					Ability to handle classified material under appropriate regulations and local procedures.
Circulation policies and workload recordkeeping.					Knowledge of the role of record keeping in library management.
Interlibrary loan. Orientation to interlibrary loan (ILL) methodologies, including Standard American Library Association interlibrary loan procedures and forms; OCLC ILL Subsystems; Command ILL procedures (for example, computer-generated union lists)					Ability to: Identify and apply standard manual
Operation of automated and manual interlibrary loan systems					Knowledge of the role of record keeping in library services.
Interlibrary loan practices and the Copyright Act of 1978					
Use of electronic mail, TWX, etc., in ILL operations					
ILL services and workload recordkeeping					
Commercial document delivery services					
TYPE:	DEM DEMONSTRATION		SA SUPERVISED ACTIVITY		
	D DISCUSSION		RR REQUIRED READING		

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**Librarian
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE RR, D SA, DEM	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING, continued</u>	Local	SA, DEM	NA	20%	
Administrative, personnel, and budget. Functions of the CPO to include regionalization efforts. Functions of the Resource Management Office. Functions of employee unions and union contracts. Functions of the Army Affirmative Action Program. Leave and salary. Civilian performance appraisal and performance standards. Disciplinary and adverse actions (standards of conduct). Principles of supervision. Relationships with military supervisors and subordinates. Employee training and development.					Knowledge of the mission and functions of the CPO, Resource Management Office, employee unions, the Affirmative Action (AA)/Equal Employment Opportunity (EEO) programs, and other significant activities. Knowledge of the fundamental principles of federal employee management, leave, awards, standards of conduct, adverse and disciplinary actions, training and development, performance appraisals, performance standards, requests for personnel actions, and job descriptions.
TYPE:	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			
	D DISCUSSION	RR REQUIRED READING			

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**Librarian
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
<u>ON-THE-JOB TRAINING, continued</u>	Local	RR, D, SA, DEM	NA	20%	
Sources of funding, financial recordkeeping, and budgeting.					Ability to identify sources of funds and help library managers develop budget and monitor funds.
Property accountability.					Ability to apply property accountability regulations and local procedures.
Manpower considerations and manpower surveys.					Knowledge of sources of authority and manpower allocations.
Career Program and the Librarian track.					Knowledge of the intern's chosen career field.
Inspection and surveys.					Knowledge of the regulations governing inspections and surveys.
Library Network Services.					Knowledge of available office automated systems and ability to identify library operations that are especially applicable to automation.
Orientation on RESUMIX or other Army/DOD recruiting systems.					
Use of electronic communications and computerized office procedures and systems.					
TYPE:	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			
	D DISCUSSION	RR REQUIRED READING			

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Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE RR, D, SA, DEM	COURSE LENGTH	% OF TIME	KSAs ACQUIRED		
<u>ON-THE-JOB TRAINING, continued</u>							
Workflow management and scheduling.	Local		NA	20%	Knowledge of basic principles of supervision and workflow management.		
Staffing alternatives (student aides, volunteers, and temporaries).					Ability to utilize appropriate installation support activities (for example, print shop, Training and Audiovisual Support Center, and graphic aids).		
Installation support activities.					Ability to interpret the library program to the military community by preparing a briefing, news release, library bulletin, or information brochure.		
Public relations.					Ability to assess and justify basic library equipment and physical plant requirements such as floor space, study area, etc.		
Library equipment and physical plant requirements.					Knowledge of OMB Circular A-76, AR 5-20, DODI 4100.15, and DODI 4100.33/33-H.		
Commercial activities.							
<u>FORMAL TRAINING</u>							
Action Officer Development Course (Priority 1)	AIPD	Self-study	Various	NA	Knowledge of Army structure and organization.		
Refer to the MTP for course selections for the appropriate grade level during this phase.	Various	Various	Various	NA	Specific titles are not provided in this MITP in order to allow the supervisor/ACPM to select courses tailored to the individual. Training sources will be selected in a manner in which they are most effective and timely.		
TYPE: DEM	DEMONSTRATION	SA	SUPERVISED ACTIVITY	D	DISCUSSION	RR	REQUIRED READING

NOTE: On-the-job training time during Phase II will be prorated to accommodate time spent in formal training. If it is determined that an intern's qualifying experience meets the objectives of a formal course or developmental activity required by this plan, that course or activity will not be included in the intern's IDP. The IDP will be adjusted to allow the intern to participate in courses or developmental activities in which he/she requires additional KSAs. Time spent completing these courses will be deducted from Phase II total training time.