

**MASTER TRAINING PLAN
1410 Series**

**Librarian Career Track
GS-7—GS-9 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Cataloging and Classification, or equivalent	Accredited library school	FC, DL	2	1 semester/ varies	K36–K43
Archives Management, or equivalent	National Archives; accredited library school	OJT, FC, DL	3	Varies	K24, K50
Army Civilian Career Management	CPAC/OASA(M&RA)	OJT, DL	2	Varies	K81
Army Library Institute	Varies	FC	2	1 week	Varies according to annual program
Briefing Techniques, or equivalent	USDA, OPM, local	FC	2	3 days	K8, A5
Basic Employee Relations	OPM	FC	2	4 days	K81–84, A1–A3
Classified Documents Procedures	Army Correspondence/ DTIC	FC, DL, OJT	3	Varies	K34, K44, K68, K78
Developmental Assignment by Library Type	DA, MACOM	OJT	2	2 to 4 weeks/varies	K1, K2, K4, K26, K79
Defense Small Purchase Course	ALMC	FC, DL	2	1 week	K13–K16
Development of Bibliographies to Meet User Needs	Job site	OJT	3	Varies	K70
DOD STINFO Managers Course	DTIC	FC	2	1 week	K34, K68
Electronic Records Issues, or equivalent	NARA, accredited library school	FC	3	Varies	K25–30, K35, K46–K47
Effective Writing, or equivalent	USDA, OPM, local vendors	FC, DL	2	4 days/varies	K19, K77, A6
Government Information Sources	Accredited library school	FC, OJT, RR	3	Varies	K52, K53, K55, K60, K63, K65, K66, K68

TYPE: FC FORMAL CLASSROOM OJT ON-THE-JOB TRAINING RR REQUIRED READING
DL DISTANCE LEARNING

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Health Sciences Literature/, or equivalent	Accredited library school	FC, DL	3	1 semester/ quarter	K59, K61
Implementation of Freedom of Information and Privacy Acts	USDA, local vendor	FC, DL	3	2 days	K85
Indexing and Abstracting, or equivalent	Accredited library school, or equivalent	FC, DL	2	1 semester/ quarter	K19, K20
Information Access Laws	USDA, local	FC	3	2 days	K5, K85
Information Sources and Services: Humanities, or equivalent	Accredited library school	FC, DL	3	1 semester/ quarter	K52, K53, K56, K62, K63
Information Sources and Services: Science and Technology	Accredited library school	FC, DL	3	1 semester/ quarter	K61, K63
Introduction to Reference Work/Services	Accredited library school	FC, OJT	1	1 semester/ quarter	K50, K54, K70
Information Systems Security	NSA, local vendor	FC	1	3 days/varies	K25, K34, K71, K75, K78, K85
Internet Navigation Training	Fed. Lib. Network, Professional Assocs.	FC	2	Varies	K21, K33, K64, K73
Introduction to Defense Financial Management	ALMC	FC, DL	3	40 hours	K14, K16, K86
Introduction to Records and Information Management and Administrators Correspondence	ARMA	FC, DL	3	Varies	K27, K30, K49
TYPE:	FC FORMAL CLASSROOM	OJT ON-THE-JOB TRAINING	DL	DISTANCE LEARNING	

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Legal Literature, or equivalent	Accredited library school	FC	3	1 semester/quarter	K53, K58, K66
Managing Electronic Records	GW, local college	FC	3	2 days	K21–K24
Medical Subject Headings (MeSH) and NLM Classification	MLA, NLM	FC, DL, OJT	2	Varies	K52, K53, K59, K61, K63, K67
Motivating Yourself and Others, or equivalent	Local vendors	FC	2	Varies	K51, K74, K81, A3–A8
Online Computer Library Center (OCLC) Lab, or equivalent	Fed. Lib. Network, OCLC, or equivalent	FC	2	Varies	K29, K46, K67, K69, K76
Major Command/Installation Newcomer’s Briefing(s)	MACOM	FC, RR	2	Varies	K06
Review of Mission, Army Regulations, Directives, etc.	In-house documents	RR, OJT	2	Varies	K07
Copyright Training	Fed. Lib. Network	FC, SS	2	Varies	K15
Federal Library Resources Tours/Orientations	Fed. Lib. Network	FC	2	Varies	K33, K55, K60, K63, K75, K76
Introduction to Reference Sources, or equivalent	Accredited library school	FC	2	1 semester/ varies	K50
Records Management	GW or equivalent	FC	2	2 days/varies	K17, K26, K27, K49, K78, K85
Small Purchases/Schedule	GSA	FC	2	1 week	K15, K16
Strategic Use of Information Technology	GW or equivalent	FC	2	2 days/varies	K21, K25, K26, K80
Survey of the Development of Children’s Literature, or equivalent	Accredited library school	FC, SD	2	1 semester/quarter	K57
Techniques for Systemic Analysis and Improvement	OPM/local	FC, DL	2	Varies	K87

TYPE: **FC FORMAL CLASSROOM** **SS SELF-STUDY** **OJT ON-THE-JOB TRAINING**
 RR REQUIRED READING **DL DISTANCE LEARNING** **SD SELF DEVELOPMENT**

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COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Technical Services in Libraries, or equivalent	Accredited library school	FC	2	1 semester/quarter	K13, K17, K36-K49
Statistics for Management Improvement	USDA	FC	2	3 days	K87, A4
Electronic Document Imaging and Optical Disks	GW or equivalent	FC	2	2 days/varies	K22, K25, K27, K30
Scientific and Technical Information (STINFO)	DTIC	FC	2	1 week	K55, K62
Strategic Thinking for Strategic Planning	SU or accredited library school	FC	2	5 days/varies	K4, K8, K25, K79, K80, K87
Safeguarding and Accounting for Classified Materials	Army correspondence or equivalent	FC, DL	3	Varies	K18, K34, K68, K71, K78
Database Management for Automated Library Systems	SU or accredited library school	FC	2	7 days/varies	K22, K23, K29
Health Information Resources Management	SU or accredited library school	FC	2	7 days/varies	K55, K59, K61, K66, K72–K74
Web-based U.S. Government Information	SU or accredited library school	FC	2	2 days/varies	K55, K63, K66
Managing Nonbook Materials or equivalent	Accredited library school	FC, DL	3	1 semester/varies	K40, K56
Advanced Database Management Systems	SU or accredited library school	FC	2	7 days/varies	K22, K23, K29
Planning and Designing Internet Resources	SU, Fed. Lib. Network, or equivalent	FC	2	7 days/varies	K7, K21, K26, K30, K80
Managerial and Entrepreneurial Skills for Information Professionals	SU or equivalent	FC	2	5 days/varies	K4, K23, K25–K26, K35

TYPE: FC FORMAL CLASSROOM

DL DISTANCE LEARNING

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**Librarian Career Track
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COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Management	Local vendor	FC, DL	3	1 week	K81
Acquiring Information Technology Products and Services	Syracuse University or equivalent	FC, DL	2	1 semester/ quarter	K15, K30, K40
Applied Database Programming	SIGCEN or equivalent	FC	3	1 week	K22, K26–K27, K29
Army Budgeting I and II	Army correspondence or equivalent	FC, OJT	2	Varies	K86
Automated Systems Security	Varies	FC	2	Varies	K34, K78
Automated Property Accounting or Refresher	OPM	FC, DL	2	1 week	K18
Basic Instructional Techniques	USDA or equivalent	FC	2	Varies	K7
Business Process Reengineering	USDA or equivalent	FC	3	3 days	K79, K87
Building and Managing Teams	USDA, OPM, or local	FC	2	Varies	K79, K81–K83
Centralized Acquisitions	CFSC Library Program Office	DA	3	2 to 4 weeks	K10–K14, K17

TYPE: **FC FORMAL CLASSROOM** **SS SELF-STUDY**
 DA DEVELOPMENTAL ASSIGNMENT **DL DISTANCE LEARNING**

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**Librarian Career Track
GS-09—GS-15 levels (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Database Searching, or equivalent	Local vendors, Federal Lib. Network	FC	2	1 week	K33, K46, K64, K69, K73
Collection Development in Libraries	Accredited library school	FC	3	1 semester/quarter	K17
Computer Security for Managers	USDA, or equivalent	FC	2	1 day	K34, K78
Contracting for Services	GSA	FC	2	5 days	K9, K11, K77
Contracting Officer's Representative	ALMC	FC	2	10 days	K10–K11
Cost Analysis, or equivalent	GSA	FC	2	Varies	K9, K35
Current Technology in Automated Libraries, or equivalent	Federal Lib. Network, vendors, professional groups	FC	2	3 days/varies	K21–K23, K28, K30
Developing a Website	Learning Tree or equivalent	FC	2	4 days	K21, K26, K80
Development of Human Resources in Libraries	Accredited library schol	FC, DL	2	1 semester/quarter	K81, K82, K83, A1, A2, A3
Developing Performance Based Standards/Statistics	GSA, OMB, or local vendor	FC, DL	2	4 days/varies	K1, K2, K3, K87
Database Management for Automated Libraries	SU or equivalent	FC	2	5 days/varies	K22, K26–K27
Data Communications and the LAN	SU, GW, equivalent	FC	3	2 weeks/varies	K6, K22, K25–K26, K28, K30–K32
Design and Production of Audiovisual Materials	Accredited library school	FC, DL	2	1 semester/quarter	K7, K30, K80
Document Imaging	Local vendor	OJT, FC	3	3 weeks/varies	K27–K30
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**Librarian Career Track
GS-09—GS-15 levels (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Dynamics of the Virtual Library, or equivalent	Case Western, Accredited library school	FC	3	1 month	K1, K4, K6, K21–K23, K25–K26
Electronic Records	USDA, or equivalent	FC	2	2 days/varies	K21, K23, K27, K46–K47, K73
Electronic Formats in a Rare Book Environment	Accredited library school	FC	3	1 week	K30, K47, K49
End Users Requirements Analysis	USDA	FC	2	3 days	K17, K33, K51, K72
Evaluating Internet-based Resources	SU, or equivalent	FC, DL	2	2 days/varies	K17, K21, K33, K72–K74
Evaluating a Contractor's Performance	GSA, or equivalent	FC	3	1 week/varies	K10–K11
Facilities Management	GSA	FC	2	3 days	K6, K31, K79
Federal Acquisition Process	GSA	FC, DL	2	2 days	K13–K16
IM Overview	To be determined	FC	3	10 days	K26, K85
DOIM Course	SIGCEN	FC	3	3 weeks	K26, K27, K31, K32, K34, K35
Developing Work Statements for Negotiated Procurement	GSA	FC	3	1 week	K10, K11
Development and Operation of Libraries and Information Services, or equivalent	Accredited library school	FC	2	1 semester/quarter	K24
Information Resources Development	Univ. of Arizona, or equivalent	FC, DL	3	1 semester/quarter	K40, K50
IM Update	To be determined	FC	3	3 days	K26, K85
Implementing A76 or equivalent	USDA, local vendor	FC	2	Varies	K9–K11, K35

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**Librarian Career Track
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COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Image Processing and Document Storage: Technology and Applications	USDA	FC	3	Varies	K27, K30
Information Resources Evaluation	Univ of AZ, or equivalent	FC, DL	3	1 semester/quarter	K17, K25–K26, K33, K74
Information Resource Management	USDA	FC	2	3.5 days	K25–K26, K35, K85
Information Resource Management	SU, accredited library school	FC	3	1 semester/quarter	K25–K26, K35, K85
Internet and System Security	Learning Tree, or equivalent	FC	3	3 days/varies	K34, K78
Institute on Federal Library Resources	CU, Fed. Lib. Network	FC	3	2 weeks	K33, K55, K60, K63, K75–K76
Introduction to Computer Security	NSA	FC	3	1 day	K34
Library and Information Networks, or equivalent	Accredited library school Fed. Lib. Network	FC, DA	2	Varies	K76
Leadership Skills for Information Management	SU, or equivalent	FC, DL	3	Varies	K25, K84–K85
Library Networking	Pentagon Library, MACOMs, or equivalent	DA	3	2 weeks/varies	K76
Local Area Network Workshop, or equivalent	Local vendor	FC	3	1 week/varies	K6, K22, K25–K26, K38, K30
Long-term training with Federal Library and Information Center (FEDLINK)	FEDLINK	DA	3	120 days	K11, K14, K16, K29, K35, K46, K67, K76–K77, K80, K86
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**Librarian Career Track
GS-09—GS-15 levels (continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Long-term training with Online Computer Library Center (OCLC)	OCLC, regional networks	DA	3	120 days	K21, K22, K25, K29, K46, K67, K71, K73–K74, K76, K80, K87
Management of Libraries, or equivalent	Accredited library school and Professional Associations	FC, DL	2	1 semester/quarter	K1–K2, K6
Management Assessment Benchmarks	USDA, local vendors	FC, DL	3	Varies	K87
Multimedia in Libraries	Univ. of Pittsburgh, or accredited library school	FC	2	6 days/varies	K30
Maximizing the Human Resources, or equivalent	USDA, local vendor	FC, DL	2	3 days/varies	K81–K84
National Compusec Course	NSA	FC	3	1 week	K34
Planning of Library Facilities	Accredited library school	FC	3	1 semester/quarter	K6, K24–K25
Planning, Programming, Budgeting, and Execution System	USAFS	DL, FC	3	4 days	K14, K16, K86
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COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Property Management for Custodians	USDA	FC	2	Varies	K15, K18
Records Management	George Washington University, USDA, or GSA	FC	2	1 week/varies	K14, K16, K86
Records Management from the Manager's Perspective	GSA, USDA	FC	3	2 days	K14, K16, K17, K26–K27, K49, K78, K85, K86
Strategic Information Planning	To be determined	FC	3	3 days	K4, K25, K79, K85
Systems Analysis and Evaluation	Accredited library school	FC, DL	3	1 semester/quarter	K21
Telecommunications: An Introductory Overview for Managers	GSA	FC	2	2 days/varies	K6, K24–K25, K29, K31–K32
UNIX for Librarians	Univ. of Pittsburgh	FC	3	4 days	K22

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**Librarian Career Track
GS-12—GS-15 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Administering Money and Material Resources	OPM or equivalent	FC, OJT DA	2	3 days/varies	K9, K13–K16, K26, K35, K76, K86
ADP Contracting	GSA	FC	2	1 week	K9–K11, K16, K23, K31, K85
Commercial Activities Management Studies or Refresher	ALMC	FC, RR, OJT	2	1 week	K9–K11
Information Management for Information Managers, or equivalent	To be determined	FC	3	1 week/varies	K26, K85
Information Managers' Seminar, or equivalent	To be determined	FC	3	1 week/varies	K26, K85
Telecom Workshop	GSA	FC	2	1 week	K6, K24–K25, K29, K31–K32

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 RR REQUIRED READING **DA DEVELOPMENTAL ASSIGNMENT**