

**MASTER TRAINING PLAN
343 SERIES**

**Records Management Track
GS-5 and above**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Business Statistics	Local college	FC	3	variable	K7, A4
Concepts of Office Technology	USDA	FC	3	5 days	K15, A4
Constructive Conflict Resolution	Local	FC	3	3 days	A3
Creativity and Innovation	Local	FC	3	2 days	A7
Data Communications for Information Management	Local/Vendor	FC	3	2.5 days	K2
Database, Word Processing, Spreadsheets, etc.	Local	Video FC	Optional	variable	K15
Effective English Workshop	Local	FC	Optional	2 days	A6
Electronic Records	USDA/NARA	FC	3	2 days	K20, K33
English Composition	Local	FC	3	variable	A6
Evaluating Records Management	NARA	FC	3	1 day	K1, K13, K22, K38
Federal Archives Administration	NARA	FC	3	4.5 days	K1, K14, K22
Forms Analysis and Design	GSA	FC	3	5 days	K6
Forms Improvement	GSA	FC	3	3 days	K6
How to Work With People	Local	FC	Optional	1 day	A3
Information Resources Management:	USDA	FC	Optional	3 days	K15, A2

TYPE: FC FORMAL CLASSROOM

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**Records Management Track
GS-5 and above (Continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Interpersonal Communications	Local	FC	Optional	3 days	A3, A5
Introduction to ADP	Local/Vendor	FC/SS	3	3 days/ variable	K15
Introduction to Information Technology	USDA	SS	3	3 days	K3
Introduction to Microcomputers	Local	FC	3	3 days	K15
Introduction to Office Automation	UAH/Local vendor	FC	3	3 days	K15
Mail Operations	GSA	FC	3	2 days	K10, K32
Management Statistics	Local	SS	Optional	5 days	K7, A4
Military Correspondence and Mail	Local	FC	3	variable	K37
Office Management	Local	FC	Optional	5 days	A2
Professional Writing	Local	FC	Optional	3 days	A6
Public Speaking	Local	FC	Optional	variable	A5
Records Disposition	NARA	FC	3	3 days	K1, K22
Records Disposition and Files Improvement Workshops	FCI/Local c	FC	Optional	1 day	K1
Records Managers Workshop	FCI/Local	FC	Optional	5 days	K1, K4, K5, K10, K11, K12, K13, K16, K18, K19, K20, K21, K22, K24, K25, K27, K28, K29, K32, K37, K38

TYPE: FC FORMAL CLASSROOM

SS SELF STUDY

**MASTER TRAINING PLAN
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**Records Management Track
GS-5 And Above (Continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Records Management: Establishing and Maintaining an Effective Program	ARMA/ contractor	FC	3	1 day	K3, K4, K5, K20, K23, K24, K38
Records Management Technology Update: Current Tools and Techniques	ARMA/ contractor	FC	3	1 day	K4, K5, K24
Report Writing	USDA/local	FC	Optional	18 hours	A6
Reports Management	Local	FC	Optional	2 days	K7, K8, A4
Retiring Federal Records to the Washington National Records Center	WNRC	FC	Optional	4 hours	K22
Security Training	Local	FC	3	4 hours	K26
Software Tutorials	Local	variable	3	variable	K15
Systems Analysis and Design	Local/college	FC	Optional	variable	K8, A4
Technical Writing	Local/ college	FC	Optional	variable	A6
Technology Workshop for Management Analysts	USDA	FC	Optional	3 days	K4, K5, K15
Technology Issues in Management Analysis	USDA	FC	Optional	3 days	K4, K5, K8, K16
The Modern Army Recordkeeping System	Local/FCI/ DA Pam 351-20	FC or SS	3	variable	K25

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SS SELF STUDY

**MASTER TRAINING PLAN
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**Records Management Track
GS-5 and above* (Continued)**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
The Modern Army Record Keeping System	FCI/Local	Video/FC	Optional	NA	K25
Using Microcomputer Software for Information Management	Local/Vendor	FC	Optional	1 day	K15

GS-7 and -9 levels

Advanced Briefing Techniques	USDA/Local	FC	3	3 days	A5
Advanced Cost and Price Analysis	USDA	FC	3	5 days	K9
Design of Office Information Systems	Local	FC	3	5 days	K7, A4

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* The training for GS-5 and above is recommended and may be used in addition to the training prescribed in the MITP. This training may be suitable for use as equivalencies.

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**Records Management Track
GS-7 and above**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Budget Formulation	Local	FC	3	5 days	K47
Budget Execution	Local	FC	3	5 days	K47
Contracting for CORs	GSA	FC	3	5 days	K17, K46
Contracting Officer's Representative Course	ALMC	FC, SS	3	1 week	K17, K46
Delegation Skills	Local	FC	Optional	1 day	A1
Design of Office Information Systems	Local	FC	3	5 days	K7, A4
Developing Work Statements for Negotiated	GSA/USDA	FC	3	5 days	K46
EEO - Its Place in Federal Government	USDA/NISC Catalog or equiv.	SS, FC	3	variable	K40, K41
Evaluating a Contractor's Performance	GSA	FC	3	5 days	K46
Financial Planning and Control Techniques	Local	FC	Optional	1 week	K9, K47
Introduction to Financial Management	Local	FC	3	5 days	K47
Management Analysis for Today's Environment	USDA	FC	Optional	3 days	K7, A4

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SS SELF STUDY

**MASTER TRAINING PLAN
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**Records Management Track
GS-7 and above***

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Quantitative Techniques for Local Management Decisions	Local	FC	Optional	Variable	K7, A4
Resource Management Budget	USAFS	FC	Optional	2 weeks	K47
Resource Management Introductory	USAFS	FC	Optional	1 week	K47
Telecommunications: An Introductory Overview for Managers	USDA/local	FC	3	2 days	K2

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GS-9 and above

Administrative Systems Analysis and Design	Local	FC	3	1 week	K7, K8, A4
Defense Contracting for Information Resources	ALMC	FC	3	2 weeks	K17, K46
Management of Defense Acquisition Contracts	ALMC	FC/SS	Optional	4 weeks	K17, K46
Management of Installation Level Contracts Course	ALMC	FC	3	9 days	K17, K46
Planning, Programming, Budgeting, and Execution System	USAFS	FC/SS	3	4 days	K9, K47
Techniques for Systematic Analysis and Improvement	USDA	FC	3	3 days	K7, A4, A7
The Federal Budget Process	USAFS	FC	3	2 days	K47

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SS SELF STUDY

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**Records Management Track
GS-11 and above**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Information Systems Planning	Local	FC	3	2.5 days	K7, K8, K34, A4
Introduction to Life-Cycle Costing	AFIT	FC	3	2 weeks	K9
Project Management: An Introduction	USDA	FC	3	1.5 days	A2
Project Management: Planning, Scheduling, and Control Techniques	USDA	FC	3	5 days	A2
Statistics for Management	USDA	FC	3	5 days	K6, K7, A4
Statistics for Management Improvement	USDA	FC	3	3 days	K6, K7, A4

GS-12 and above

Advanced Project Management for Technical Personnel	USDA	FC	3	2 days	A2
Economic Analysis for Managers	Local	FC	3	1 week	K9
Information Resources Management: Analysis and Implementation	USDA	FC	3	1 day	K33

GS-13, 14, 15, and above

Decisive Management	IRMC and local	FC	3	3 days	A1, A2, A7, A8
DOIM Course	Signal School	FC	Competitive	3 weeks	K36, K41, K2, K3, K12
Information Management Seminar/Chief Information Officer Course	IRMC	FC	3	3 days	K33, K36

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