

**MASTER INTERN TRAINING PLAN
1071 Series**

**Audiovisual Production Specialist
Intern Phase I (Maximum Hours = 1,040)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>GENERAL ORIENTATION</u></i>					
Employee Orientation—Civil service appointment, status, employee benefits, code of conduct, security requirements, and the Army career management program	Local Command	OJT	NA	3 days	K4
Agency Orientation—Organization of the federal government, DOD, DA, MACOM, and the activity to which the intern is assigned.	Supervisor	RR, D	NA	Varies	Knowledge of IM-related organizations and their responsibilities.
Basic Television Production: Introduction to TV cameras Introduction to TV audio TV Lighting techniques Introduction to TV graphics Set Design TV Make-up	Local Command, commercial equivalent, or DINFOS	OJT	NA	Varies	K57, K58, K59, K61, K66, K75
TYPE:	OJT ON-THE-JOB TRAINING	RR	REQUIRED READING	D	DISCUSSION

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<i><u>FORMAL TRAINING</u></i>					
Intern Leadership Development Course	CAL	FC	1	1 week	K4, K5, K6, K7
TV Fundamentals	SONY or local equivalent	FC	2	5 days	K57, K58, K61, K62, K64, K68, K75, K77, K81
TV Production	SONY or local equivalent	FC	2	5 days	K57, K58, K61, K62, K64, K68, K75, K77, K81
Information Resource Management	USDA	FC	3	5 days	K29, K30, K31
Introduction to ADP	USDA	FC	3	5 days	K30, K31
Data Communications in Information Management	USDA	FC	3	3 days	K27, K28, K29
Action Officer Development Course	TRADOC, AIPD	CC	1	Varies	K4–K7
FI Course	Fort Belvoir	FC	2	1 week	K4–K7
Information Management Core Training for Interns	To be determined	FC	2	3 weeks	IM overview
TYPE:	FC FORMAL CLASSROOM	CC CORRESPONDENCE COURSE			

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Audiovisual Production Specialist

Intern Phase II (ranges from 1,040 to 2,080 hours)

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>ON-THE-JOB TRAINING</u></i>					
Reproduction Planning for Production—Review the various elements and procedures involved in the planning for the production of a TV program.	Local Command	OJT	NA	Varies	K8, K20, K25, K60, K67, K79, K80
Postproduction—Completing the Production Process	Local Command	OJT	NA	Varies	K8, K29, K60, K67, K79
Advanced Production Techniques (Creativity)—Review various production techniques and how to apply them in TV production; that is, special video and sound effects, camera angle, lenses, lighting, and animation.	Local Command	OJT	NA	Varies	K9, K20, K57, K58, K61, K62, K68, K69, K70
Operation of TV Cameras and Components—Work projects to provide experience in use of TV cameras, camera movement, angles, composition/framing, and direction.	Local Command	OJT	NA	Varies	K57, K62, K72
Television audio recording—Orientation in all aspects of TV audio recording, editing, reproduction, and associated microphones applications.	Local Command	OJT	NA	Varies	K57, K59, K62, K64

TYPE: OJT ON-THE-JOB TRAINING

**MASTER INTERN TRAINING PLAN
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Audiovisual Production Specialist

Intern Phase II (ranges from 1,040 to 2,080 hours), (Continued)

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>ON-THE-JOB TRAINING</u></i>					
Operation of Video Production Switchers, Video Special Effects—Overview of the operation and capabilities of video switchers with emphasis on special effects and chroma key.	Local Command	OJT	NA	Varies	K61, K68
Facility management, policy and procedures—Orientation in the management policies, procedures and practices required in TV facility operations.	Local Command	OJT	NA	Varies	K1–K8, K25, K29, K30, K31, K60, K67, K80, K84
<i><u>FORMAL TRAINING:</u></i>					
Lighting for TV Studio and Exterior Applications.	SONY or local equivalent	FC	NA	10 days	K57, K62, K72
Effective Writing	USDA	FC	3	2 days	K30, A6
TYPE:	FC FORMAL CLASSROOM	OJT ON-THE-JOB TRAINING			

**MASTER INTERN TRAINING PLAN
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**Audiovisual Production Specialist
Intern Phase III (ranges from 1,040 to 2,080 hours)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>ON-THE-JOB TRAINING</u></i>					
Advanced TV production assignments—Function as assistant director, floor manager, and director for non-complex TV programs.	Local command	OJT	NA	Varies	K57, K62, K64, K67, K68, K77, K79
Electronic TV graphics and animation.	Local command	OJT	NA	Varies	K9, K20, K58, K61, K69, K70, K79
Electronic news gathering (ENG) and mobile operations—Instructions in planning, programming, and recording programs in a field environment using compact ENG equipment and mobile (van) production.	Local command	OJT	NA	Varies	K57, K62, K66, K68, K70, K75, K76
Advanced audio production techniques—Instruction in audio recording and playback mixing techniques to include editing and special effects methods.	Local command	OJT	NA	Varies	K57, K59, K62, K64, K65, K66, K69, K73, K82
Videotape recording and editing—Overview of the methods used in videotape recording and editing functions, emphasizing method of A&B roll, audio/video inserts, and other simple editing special effects techniques.	Local command	OJT	NA	Varies	K57, K62, K64, K66, K75
TV reports and policy—Review in detail, policy, and guidance and required reports used by audiovisual production facilities within DA.	Local command	OJT	NA	Varies	K6, K7, K8, K29, K60, K67
TYPE:	OJT ON-THE-JOB TRAINING				

**MASTER TRAINING PLAN
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**Audiovisual Production Specialist
GS-5_GS-9 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Basic Communications Skills	OPM or local	FC	3	5 days	K1-K8
Basic Video Production	Sony or local	FC	3	Varies	K63, K69, K75
Data Communication in Information Management	USDA	FC	3	3 days	K27, K28, K29
Interviewing Techniques	OPM	FC	3	3 days	K77
Introduction to ADP	USDA	FC	3	1 week	K30, K31
General Orientation	Local Command	OJT	NA	Varies	K1-K8, K57-K84
Videography/Photography Techniques	Sony or local equivalent	FC	3	Varies	K63, K69, K75
Specialized Training	To be determined	OJT	Local	Varies	K1-K8, K57-K84
TYPE:	FC FORMAL CLASSROOM	OJT ON-THE-JOB TRAINING			

**MASTER TRAINING PLAN
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**Audiovisual Production Specialist
GS-11 level**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Television Production	College/ Technical School	FC	3	Varies	K57–K59, K61–K68, K71, K75–K77, K80, K81, K82, K83, K84
Budget Formulation	USDA	FC	3	5 days	K6, K7, K25
Broadcast Manager's Course	DINFOS	FC	3	4 weeks	K57, K59, K60, K66, K74, K75, K78
Contracting Officer's Representative (COR)	ALMC or local equivalent	FC	3	10 days	K1, K7, K84
National Association of Broadcast	DINFOS	FC	3	5 days	K58, K61, K62, K65, K66, K74, K75, K76– K81
Non-Linear Editing	Local vendor	FC	2	5 days	K64, K70

TYPE: FC FORMAL CLASSROOM

**MASTER TRAINING PLAN
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**Audiovisual Production Specialist
GS-12 level**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Television Production	Local College or Technical School	FC	3	Varies	K57, K59, K60, K66, K74, K75, K78
Introduction to Contracting	USDA	FC	3	5 days	K7
Broadcast Manager's Course	DINFOS	FC	3	4 weeks	K57, K59, K60, K66, K74, K75, K78, K81, K82, K83
Writing Better Statements of Work	USDA	FC	3	3 days	K7
VI Manager's Course	DINFOS	FC	3	1 week	K2-K8

TYPE: FC FORMAL CLASSROOM