

**MASTER TRAINING PLAN
1083 Series**

**Technical Writer/Editor
GS-5 through GS-9 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
AMC Technical Writer's Course	Local	FC	3	1 week	K1, K24, K27, K28, A6, A9
Army Maintenance Management (As required by position)	ALMC	FC	2	2 weeks	K2, K9, K11-K22
Army Provisioning Process (As required by the position)	ALMC	FC	2	2 weeks	K23
Automated Publishing	Local College	FC	2	1 semester	K4, K32, K33, K34
Blueprint Reading	Local activity	OJT	3	On-going	K8
Joint Computer-aided Acquisition and Logistics Support (JCALS)	To be determined	FC	2	1 week	K4, K5, K6, K32
Joint Computer-aided Acquisition and Logistics Support (JCALS)	Local activity	OJT	3	On-going	K5, K6, K33
Effective Briefing Techniques	OPM	FC	3	1 week	A5
Effective Writing	Local	SS	2	3 days	K30, A6
Expert Systems Overview	To be determined	FC	2	2 days	K4
Human Behavior in Organization	To be determined	FC	2	1 week	A3
Information Resource Management	To be determined	FC	2	1 week	The 6 IM disciplines
Integrated Logistics Support (As required by the position)	ALMC	FC	2	2 weeks	K2, K9, K11, K22

TYPE: FC FORMAL CLASSROOM SS SELF STUDY OJT ON-THE-JOB TRAINING

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Interactive Electronic Technical Manuals (IETMs)	Local	OJT	3	On-going	K4, K5, K6, K33
Introduction to ADP	To be determined	FC	2	1 week	K4, K32
Logistics Support Analysis (As required by the position)	ALMC	FC	2	2 weeks	K2, K7, K24
Management Skills Development	To be determined	FC	2	3 days	A1, A2, A3, A5
Practical Assignments in Manuals/Publications Development	Local Activity	OJT	3	On-going	K1, K2, K3, K5, K7, K9, K23, K24, K25, K26, K29, K31, K32, K33
Specialized Subject Orientation	Local Activity	OJT	3	On-going	K11-K22
Standard Generalized Markup Language (SGML)	Vendor	FC	2	3-5 days	K4, K5, K6
Technical Data Package Development/Preparation	Local vendor or Local activity	FC, OJT	2	2 weeks	K8
Technical Writing	Local college	FC	2	1 semester	K2, K3, K27, K38, A9
Total Quality Management Principles	Local	FC	3	1 day	A7
Use of Graphics	Local activity	OJT	3	On-going	K24, K26
TYPE:	FC FORMAL CLASSROOM	OJT ON-THE-JOB TRAINING			

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**Technical Writer/Editor
GS-11 level**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Technical Writing	Local College	FC	2	1 semester	K2, K3, K27, K28, A9
Basic Procurement	Local	FC	2	1 week	K25, K31
Budget Formulation	OPM	FC	2	1 week	K25, K39
Building Effective Teams	To be determined	FC	3	3 days	K42, A1, A2, A3, A4, A5, A7
Configuration Management	ALMC	FC	3	1 week	K7, K8
Contracting Officer's Representative	ALMC	FC	2	2 weeks	K25, K31
Database Management Systems	To be determined	FC	3	2.5 days	K5, K6, K7, K34
Introduction to UNIX and the Shell	To be determined	FC	3	3.5 days	K4, K32, K33
Problem Solving and Decision Making	To be determined	FC	3	1 week	A7
SGML Implementations (Issues and Processes)	Vendor	FC	3	5 days	K4
HTML and Internet Publishing	Vendor	FC	3	2 days	K4, K34
Foundations in IRM	USDA	FC	2	1 day	The 6 IM disciplines

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**Technical Writer/Editor
GS-12 level**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Introduction to Financial Management	GSA/OPM	FC	3	Variable	K25
Logistics Executive Development Program (As required by the position)	ALMC	FC	3	19 weeks	K2, K9, K31
Management of Time	OPM	FC	3	3 days	A2
Materiel Acquisition Management	ALMC	FC	3	8 weeks	K2, K6, K28

Note: It is highly recommended that courses listed for the GS-11 level be completed at the GS-12 level if they have not been completed by the time an individual reaches the GS-12 level.

GS-13 through GS-15 levels

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Basic Statistics	To be determined	FC	3	1 week	A2, A4, A7
Government Contract Administration	GSA	FC	3	1 week	K31, A2

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