

**MASTER INTERN TRAINING PLAN
1001 Series**

**VI/AV Specialist
GS-5_GS-7 levels, Phase I**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>SPECIAL SUBJECT-MATTER ORIENTATION</u></i>					
Basic photographic processes	Local/DINFOS	OJT	2	1 month	K1, K2, K7, K17, K25, K26, K30, K31, K40-K56, K89, KP1, KP2, KP3, KP4, KP5, KP6
Basic television production techniques	Local/DINFOS	OJT	2	1 month	K1, K2, K7, K25, K26, K27, K30, K31, K57-K84
Basic graphic arts principles and techniques	Local/DINFOS	OJT	2	1 month	K1, K2, K7, K9-K25, K27, K29-K39, K58, K85-K89
Basic contract production	Local/DINFOS	OJT	2	1 week	K1, K2, K7, K25, K84
Basic production replication and distribution procedures, and working knowledge of DAVIS information system.	Local/DINFOS	OJT	2	2 weeks	K1, K2, K7, K8, K25, K29, K30, K84, K94
Program management	Local/USDA	OJT	2	1 month	K2, K7, K8, K25, K29, K30, K31, K91, K92, K94, K95
<i><u>FORMAL TRAINING</u></i>					
Records Management Course	USDA	FC	2	5 days	K2, K29, K31, K67, K92, K94, K95-K99
Intern Leadership Development	CAL	FC	1	1 week	K3, K4, K5
Basic Communication Skills	OPM/USDA	FC	2	5 days	K3, K5, K25, K62, K77, K78, A5
Effective Writing Skills	OPM/USDA	FC	2	2 days	K1, K4, K79, K84, K92, A6
Information Management Core Training for Interns	USDA	FC	2	3 weeks	K3-K5
TYPE:	OJT	ON-THE-JOB TRAINING	FC	FORMAL CLASSROOM	

**MASTER INTERN TRAINING PLAN
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**VI/AV Specialist
GS-5_GS-7 levels, Phase II**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>PHASE II WILL CONSIST OF OJT, COMBINED WITH THE FOLLOWING FORMAL TRAINING:</u></i>					
Data Communications I	OPM/USDA	FC	3	5 days	K2, K28, K29, K30, K71, K90
Effective Briefing Techniques	OPM/USDA	FC	2	5 days	K3, K4, K5, K79, A5
Information Resources Management	USDA	FC	2	5 days	K2, K28, K29, K31, K90, K101
Database, Word Processing	OPM/USDA	FC	2	5 days	K29, K30, K31
How to Work With People	Local vendor	FC	3	1 day	K3, K4, K5, K25, K62, K77, K78, A3
Time Management	USDA	FC	3	3 days	K1, K3, K4, K5, K25
Interpersonal Communications	Local vendor	FC	3	3 days	K3, K4, K5, K25, K62, K77, K78, A3
Introduction to ADP	USDA	FC	3	3 days	K2, K11-K14, K28-K31, K58
Introduction to Information Technology	USDA	FC	2	3 days	K2, K11-K14, K28-K31, K58, K71, K74, K90, K101
Introduction to Microcomputers	USDA	FC	2	3 days	K11-K14, K28-K31, K58
Report Writing	USDA	FC	2	3 days	K1, K4, K84, K92
Delegation Skills	USDA	FC	3	1 day	K3, K4, K5, K62, A2
EEO—Its Place in the Federal Government	Local vendor	FC	3	1 day	K3, K4, K5
TYPE:	FC FORMAL CLASSROOM				

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SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
<i><u>PHASE II WILL CONSIST OF OJT, COMBINED WITH THE FOLLOWING FORMAL TRAINING:</u></i>					
Basic COR Course	USDA/ALMC	FC	3	1 week	K1, K2, K7, K25, K84
Action Officer Development Course	AIPD	CC	1	Variable	K3-K5
TYPE:	FC FORMAL CLASSROOM	CC CORRESPONDENCE COURSE			

**MASTER INTERN TRAINING PLAN
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**VI /AV Specialist
GS-5_ GS-7 levels, Phase III**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Specialized Subject-Matter Training. The activity will provide training to further broaden the intern's knowledge in their specific specialty necessary for progression to the journeyman level.	Local activity	OJT	NA	NA	Knowledge of and abilities to perform the full range of KSAs of target position.
Time spent in Phase III OJT will be prorated to accommodate selections from the Master Training Plan (MTP), for the appropriate grade level.	Various	FC	Various	Various	
TYPE: FC FORMAL CLASSROOM		OJT ON-THE-JOB TRAINING			

**MASTER TRAINING PLAN
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**AV/VI Specialist
GS-5 level**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Basic photographic processes	Local activity or vendor	OJT	2	1 month	K1, K2, K7, K17, K25, K26, K30, K31, K40-K56, K89, KP1, KP2, KP3, KP4, KP5, KP6
Basic television production techniques	Local activity or vendor	OJT	2	1 month	K1, K2, K7, K25, K26, K27, K30, K31, K57-K84
Basic graphic arts principles and techniques	Local activity or vendor	OJT	2	1 month	K1, K2, K7, K9-K25, K27, K29-K39, K58, K85-K89
Basic contract production	Local activity or vendor	OJT	2	1 week	K1, K2, K7, K25, K84
Basic production replication and distribution procedures, and working knowledge of DAVIS information system.	Local activity or vendor	OJT	2	2 weeks	K1, K2, K7, K8, K25, K29, K30, K84, K94

TYPE: OJT ON-THE-JOB TRAINING

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**AV/VI Specialist
GS-5–7 levels**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Basic Communication Skills	USDA/Local	FC	2	5 days	K3, K5, K25, K62, K77, K78
Data Communications I	USDA/Local	FC	3	5 days	K2, K28, K29, K30, K71, K90
Database, Word Processing	USDA/Local	FC	2	5 days	K29, K30, K31
Effective Briefing Techniques	USDA/Local	FC	2	5 days	K3, K4, K5, K79
Effective Writing Skills	USDA/Local	FC	2	2 days	K1, K4, K79, K84, K92
Information Resources Management	USDA/Local	FC	2	5 days	K2, K28, K29, K31, K90, K101
Force Integration	Fort Belvoir	FC	2	5 days	K3-K5
Records Management Course	USDA/Local	FC	3	5 days	K2, K29, K31, K67, K92, K94, K95-K99

GS-5—GS-9 level:

Office Management	OPM	FC	3	5 days	K7, K25, K67, K94, K101
Public Speaking	Local vendor	FC	3	Varied	K25, K62, K77, K78, K79

TYPE: FC FORMAL CLASSROOM CC CORRESPONDENCE COURSE

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**AV/VI Specialist
GS-05 level and above**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Constructive Conflict Resolution	USDA	FC	3	3 days	K3, K4, K5, K25, K62, A3, A4
Customer Service Workshop	Local vendor	FC	3	2 days	K7, K25, K93
Database, Word Processing	USDA	FC	2	5 days	K29, K30, K31
Delegation Skills	USDA	FC	3	1 day	K3, K4, K5, K62
EEO—Its Place in the Federal Government	Local vendor	FC	3	1 day	K3, K4, K5, A3
How to Work With People	Local vendor	FC	3	1 day	K3-K5, K25, K62, K77, K78, A3
Interpersonal Communications	Local vendor	FC	3	3 days	K3-K5, K25, K62, K77, K78
Introduction to ADP	USDA	FC	3	3 days	K2, K11-K14, K28-K31, K58
Introduction to Information Technology	USDA	FC	2	3 days	K2, K11-K14, K28-K31, K58, K71, K74, K90, K93, K95-97, K100, K101
Introduction to Microcomputers	USDA	FC	2	3 days	K11-K14, K28-K31
Report Writing	USDA	FC	2	3 days	K1, K4, K5, K62, A6
Time Management	USDA	FC	3	3 days	K1, K3, K4, K5, K25

TYPE: FC FORMAL CLASSROOM

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**AV/VI Specialist
GS-7 level and above**

COURSE TITLE	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Resource Management Introduction	Local vendor	FC	3	2 days	K7, K6
Telecommunications	USDA	FC	3	2 days	K27, K71, K74, K90, K93
Program Management	Local activity or vendor	OJT	2	1 month	K2, K7, K8, K25, K29, K30, K31, K91, K92, K94, K95

GS-09 level:

Advanced Briefing Techniques	USDA	FC	2	5 days	K3, K4, K5, A5
Building Effective Teams	USDA	FC	3	3 days	K3, K4, K5, K93
The Federal Budget Process	USDA	FC	3	2 days	K6, K7, K91, K100

GS-13 level and above:

DOIM Course	Signal School	FC	Competitive	3 weeks	K2, K8, K25, K28, K29
VI Manager Course	DINFOS	FC	2	1 week	K2, K8, K25, K28, K29

TYPE: FC FORMAL CLASSROOM OJT ON-THE-JOB TRAINING