

**MASTER INTERN TRAINING PLAN
1082 Series**

**Writer Editor
Phase I, 1040 hours**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
GENERAL ORIENTATION						
1. Employment Orientation. Civil service appointment and status, conditions of employment, employee benefits, code of conduct, security requirements and the Army career management programs.	Local	B, D, RR	2	NA	5%	Knowledge of the provisions, benefits and responsibilities of Federal employment and the function and provisions of the Army career management programs.
2. Command/Agency Orientation. Organization of the Federal Government, DOD, DA, MACOM, and the training activity to which the intern will be assigned.	Local	B, D, RR	2	NA	5%	Knowledge of the organization of the Federal Government, DOD, DA and the Interns' MACOM and activity.
SPECIALIZED SUBJECT-MATTER ORIENTATION						
1. Principles. Activity will train the intern in program policy; research and interviewing techniques; analyzing information; organizing materials for writing; developing topic outlines, preparing draft manuscripts; coordinating and staffing procedures; editorial symbols; and style and formats for presenting information.	Local	B, D, DEM, RR, SA, WS	2	NA	95%*	Knowledge of the basic principles, concepts, terminology, operations and procedures pertinent to the assigned field of specialization.
TYPE:	B BRIEFING	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			WS WORKSHOP
	D DISCUSSION	RR REQUIRED READING				

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**Writer-Editor
Phase I (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
SPECIALIZED SUBJECT-MATTER ORIENTATION (continued)						
2. Practical Assignments. Activity will develop assignments that provide fundamental skills training to include writing and editing. The assignments will provide exposure and practical experience in the principles, processes, and techniques characteristic of the area of specialization. Emphasis will be on developing editorial skills, writing style, and acquiring subject- matter experience leading to journeyman-level proficiency.	Local	B, DEM, RR, SA, WS	2	NA	95%*	Ability to apply principles, work processes, and techniques related to the area of specialization.
<i>* TIME ACCORDED TO SPECIALIZED SUBJECT MATTER WILL BE PRO-RATED TO ACCOMMODATE ATTENDANCE AT THE FOLLOWING COURSES:</i>						
FORMAL TRAINING						
1. Intern Leadership Development (no equivalency may be granted)	CAL	FC	1	1 week		Knowledges and Abilities required for leadership positions.
2. Written Communication Techniques	Local college	SS	2	10 hours		Knowledge of techniques and principles of writing and publishing.
3. Basic Journalist	DINFOS or Local college	FC	2	11 weeks		Knowledge of principles and techniques of journalism.
TYPE:	B	DEM	SA	WS	WORKSHOP	
	RR	REQUIRED READING	SS	SELF STUDY	FC	FORMAL CLASSROOM

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Phase I (Continued)**

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FORMAL TRAINING (continued)						
4. Technical Writing	OPM or local	FC	2	3 days		Knowledge of technical writing.
5. Fundamentals of Manuscript Writing	University of Wisconsin corres class or local college	FC	2	Varies		Knowledge of manuscript writing.
6. Introduction to ADP	Local	FC	2	1 week		Knowledge of ADP equipment and systems.
7. Data Communications in Information Management	Local	FC	2	3 days		Knowledge of electronic media usage.
8. Editor's Course	DINFOS or local college	FC	2	4 weeks		Knowledge of editorial principles and techniques.
9. Information Resources Management	Local	FC	2	1 week		Knowledge of equipment and systems.
10. Information Management Core Training for Interns	Local	FC	2	Varies		IM Overview
TYPE:	FC	FORMAL CLASSROOM				

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**Writer-Editor
Phase II, 1,040—2,080 hours**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING	Local	D, DEM, SA, FC		NA	80%	
1. Army Publications.						Knowledge of the types of publications the agency produces and their production processes. Knowledge of the content, format, criteria, audience and relationship to other inter-agency or intra-agency publications.
2. Analysis. Basic principles of analysis and research.						Emphasis will be placed on research and analysis and how they relate to the development of publications, to include training literature.
3. Electronic Publishing. Computer-based systems and processes.						Knowledge of electronic publishing, to include computerized composition, word processing equipment, and the use of SGML, HTML, and PDF.
4. Design. Introduction to Publications Design.						Knowledge of publications techniques and concepts.
TYPE:	D DISCUSSION	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			FC FORMAL CLASSROOM

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**Writer-Editor
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING (continued)	Local	D, DEM, SA, FC		NA	80%	
Writing and Editing. Familiarization with writing and editing responsibilities and duties.						Ability to perform effectively in a writing or editing capacity on an Army publication production team.
a. Regulation of Printing and Publishing. Overview of pertinent Government printing and publishing regulations, to include Title 44, U.S. Code.						Ability to research and understand policies, regulations and procedures governing the preparation, publication, and distribution of publications.
b. Standards of Writing and Editing. Accuracy, consistency, and style.						Ability to prepare manuscripts of varying content and quality, designing for different types of Army publications.
c. Publication Preparation (Markup and Coding). Preparation of Army publications for dissemination in various media (print and electronic).						Ability to use appropriate manuscript markup symbols. Ability to code manuscripts for production in various media.
d. Proofing. Proofing techniques for spelling, punctuation, capitalization, number, notation, abbreviation style, word division, typesetting, and making corrections.						Knowledge of proofing and copy-marking techniques.
TYPE:	D DISCUSSION	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY	RR REQUIRED READING		
	F FORMAL CLASSROOM					

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**Writer-Editor
Phase II (continued)**

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING (continued)	Local	D, DEM, SA, FC		NA	80%	
e. Indexing. Preparation of index and glossary for publication.						Ability to prepare an index using either manual or automated methods.
f. Libel and copyright laws. Overview of current laws and regulations covering libel and copyrights.						Knowledge of the definition and application of libel and copyright.
FORMAL TRAINING						
1. Safeguarding Defense Information	Local	FC	2	Variable		K21
TYPE: FC FORMAL CLASSROOM						

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**Writer-Editor
Phase III, 1040—4160 hours**

SUBJECT MATTER	TRAINING SOURCE	TYPE D, DEM SA	PRIORITY	COURSE LENGTH	% OF TIME	KSAs ACQUIRED
ON-THE-JOB TRAINING	Local			NA	80%	
1. Magazine production. Preparation of magazines (production, editing, layout, blue-lining, and camera-ready mechanicals).						Ability to possess the basic skills necessary to function as an editor of a Service school magazine.
2. Newspaper production. Preparation of newspapers (production, editing, layout, blue-lining, and camera-ready mechanicals).						Ability to assist in the preparation of a weekly newspaper, if applicable.
3. Writing and Editing for Broadcast. Introduction to the functions of radio, television, and film technical and production operations. Familiarization with production requirements of Army audio-visual programming.						Ability to assist in the production of educational television, Army training material, and proponent training materials, if applicable.
FORMAL TRAINING					20%	
1. Managing Government Writing	OPM	FC	2	3 days		K1, K2, A6
2. Effective Briefing Techniques	OPM	FC	3	1 week		K13, A1, A5
3. Action Officer Development Course	AIPD	SS	1	Variable		Knowledge of Army organization structures and interrelationship with DOD and Federal agencies.
TYPE:	D DISCUSSION SS SELF-STUDY	DEM DEMONSTRATION	SA SUPERVISED ACTIVITY			FC FORMAL CLASSROOM