### Civilian Career Map

This career map provides a standardized framework and career enhancing information to individuals and managers for the professional development of the Army Civilian Corps. The map serves as the professional blueprint for your successful civil service career while providing information and guidance for advancement.

<table>
<thead>
<tr>
<th>Career Program:</th>
<th>Historian/Archivist/Museum Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Program Number:</td>
<td>61</td>
</tr>
<tr>
<td>Career Series:</td>
<td>1420 Archivist</td>
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#### Qualifying for a Career

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<tr>
<th>Series Description</th>
<th>General Schedule</th>
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#### Leadership Competencies

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<th>Interpersonal Skills</th>
<th>Oral Communications</th>
<th>Integrity/Honesty</th>
<th>Written Communications</th>
<th>Critical Thinking</th>
<th>External Awareness</th>
<th>Financial Management</th>
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<td>Problem Solving</td>
<td>Strategic Thinking</td>
<td>Technology Management</td>
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| Certifications    |                  |                  |                  |                  |
|                   |                  |                  |                  |                  |

| Mandatory Training |                   |                   |                   |                   |
|                   | New Historians/Archivists/Museum Professionals Orientation Course | Civilian Education System Foundation Course | Annual Security Awareness | Antiterrorism Training |
|                   | Army Substance Abuse Program | Ethics | Information Assurance Training | No FEAR Act |
|                   | Prevention of Sexual Harassment | Threat Awareness and Reporting Program (TARP) | Mandatory Training For Army Civilians |
## SELF DEVELOPMENT

<table>
<thead>
<tr>
<th>Learning Resources</th>
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<tbody>
<tr>
<td>ACTEDS Training Catalog</td>
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<tr>
<td>Army e-Learning</td>
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<td>Army Training Information Architecture</td>
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<th>Career Guides/Regulations</th>
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<tr>
<td>AR 690-950 Civilian Personnel Career Management</td>
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<td>Army Civilian Corps Handbook</td>
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<td>Civilian Personnel Online</td>
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<td>DA Administrative Publications</td>
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<td>AR 870-5: Military History: Responsibilities, Policies, and Practices</td>
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<td>FM 1-20 Military History Operations</td>
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<td>Civilian Human Resources Agency</td>
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<td>Army Benefits Center-Civilian</td>
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<th>Professional Organizations/Journals</th>
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<tr>
<td>Society for Military History</td>
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<td>Society of American Archivists</td>
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<td>Company of Military Historians</td>
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<td>American Association for State and Local History</td>
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<td>National Council on Public History</td>
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<td>Society for History in the Federal Government</td>
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<td>American Historical Association</td>
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<tr>
<td>Organization of American Historians</td>
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<tr>
<td>International Commission on Military History</td>
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<td>Oral History Association</td>
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</table>
Army Management Staff College

U.S. Office of Personnel Management
Ensuring the Federal Government has an effective civilian workforce.

Army.mil
The official homepage of the United States Army

Library of Congress

MilWiki

AKO Army Online

The United States Department of Defense CIVILIAN exileNARY WORKFORCE We Go Together

Career Program 61 Historian/Archivist/Museum Professional
Series 1420 Archivist
Positions that represent windows of opportunities for career personnel to complete diverse assignments across multiple echelons. The sequence of positions is not as important as mastering critical skills and gaining experience before the next stage of career development.

**Leadership Competencies**

- Knowledge, skills and abilities that enable the leader to be innovative, adaptive and able to lead successfully in uncertain and complex operating environments.

**Functional Competencies**

- Specific knowledge and skills necessary to perform one's tasks at a high level of accomplishment, in addition to understanding of any legal requirements related to one's field of expertise, and the institutional savvy necessary to attain objectives.

**Core Competencies**

- General knowledge, skills and capabilities, central to the success of the career program and required to perform one's task at a certain level.

### Definitions

**Certifications**

Identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and organizations. Competencies can be objectively measured, enhanced, and improved through coaching and learning opportunities. Competencies are broken into three categories:

**Core Training**

- Training that supports an employee’s ability to develop required soft skills to satisfactorily perform their assigned duties.

**Functional Training**

- Training that combines general education classes, career-related coursework and developmental assignments/on-the-job training that relate specifically to employees’ jobs and occupational discipline.

**Occupational Development**

- Training that combines general education classes, career-related coursework and developmental assignments/on-the-job learning. Through this combination employees can apply classroom instruction and professional behaviors to real-life situations.

**Academic Training**

- Academic studies endorsed by the Army that provide the ability for an employee to pursue an academic degree (college, university) related to one’s current career field through a competitive process.

<table>
<thead>
<tr>
<th>Key Assignments</th>
<th>Competencies</th>
<th>Leader Development</th>
<th>Professional Development</th>
<th>Occupational Development</th>
<th>Academic Training</th>
<th>Certifications</th>
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<tr>
<td>Positions that represent windows of opportunities for career personnel to complete diverse assignments across multiple echelons. The sequence of positions is not as important as mastering critical skills and gaining experience before the next stage of career development.</td>
<td>Identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and organizations. Competencies can be objectively measured, enhanced, and improved through coaching and learning opportunities. Competencies are broken into three categories:</td>
<td>Training and education that focus on methods to support decision-making, quick thinking, and sound judgment, and ways to accelerate the development of Army leaders by improving interpersonal and team-building skills. The goal is to leverage cognitive and instructional technologies in ways that improve critical thinking skills needed by current and future leaders. Also focuses on enhancing leadership styles and skills in order to improve leader qualities as well as the Core Leadership Competencies and Essential Supervisory Skills.</td>
<td>Activities and programs designed to increase knowledge and skill, through certified and consistent education in a profession. Competitive Professional Development (CPD) programs boost the individual’s career through developmental assignments, experiential learning, continuing education, workshops and seminars, and working with experienced professionals. Competitive Professional Development programs strengthen and augment the employee’s skills while building their expertise.</td>
<td>Training that combines general education classes, career-related coursework and developmental assignments/on-the-job learning. Through this combination employees can apply classroom instruction and professional behaviors to real-life situations.</td>
<td>Academic studies endorsed by the Army that provide the ability for an employee to pursue an academic degree (college, university) related to one’s current career field through a competitive process.</td>
<td>Certifications and/or licenses required from a professional society or by law to validate an individual’s ability and knowledge to perform one’s official duties.</td>
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</table>
Interpersonal Skills

Oral Communications

Integrity/Honesty

Written Communications

Written

Continual Learning

Public Service Motivation

Critical Thinking

Accountability

External Awareness

Financial Management

HR Management

Influencing and Negotiating

Problem Solving

Strategic Thinking

Technology Management

Vision

Treats others with
courtesy, sensitivity
and respect.

Listens effectively
and clarifies
information as
needed.

Facilitates an open exchange
of ideas and fosters
an open communication.

Presents briefings to
command and staff.

Speaks at conferences,
interagency meetings and
Soldier training
sessions. Presents
clear oral information
to customers in
multiple contexts,
including active
listening.

Takes time to
analyzing and
critical thinking.

Models high
standards of ethics.

Understands and
dercritically evaluates
the needs and feelings
of different people in
different situations.

Provides staff with
purpose, direction,
and motivation.

Improves and
and raisson. Gains
and coalitions. Gains
and evaluates
plans. Focuses on
results, measuring
attainment of
objectives. Acts
responsibility
independently without
supervision. Accepts
responsibility for
actions and mistakes
as part of the
learning process. Completes
tasks and projects on
independently.

Understands
and applies
information
in multiple sources.

Uses effective
controls to ensure
the stability and
the organization. Holds
self and others
accountable for rules
and responsibilities.
Ensures that projects
are completed on
independent of
priorities.

Identifies the
trends and
patterns to make
appropriate decisions
through collection
and analysis of
information.

Identifies and
priorities and
sets
objectives.

Identifies the
future staffing
needs based on
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<tr>
<th>General Archival Knowledge</th>
<th>Managing Archival Programs</th>
<th>Ethical and Legal Responsibilities</th>
<th>New Technologies</th>
<th>Documentary Publication, Historical Editing, and the Exhibit of Archival Materials</th>
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<tr>
<td><strong>Definition:</strong> The theory and history of archives and the archival profession; social and cultural history; the life cycle of records and papers; relationships to allied professions; familiarity with professional standards and best practices; and use of appropriate research methodologies and technological solutions.</td>
<td><strong>Definition:</strong> The principles and practices that archivists use to facilitate all aspects of archival work through careful planning and administration of the repository and its institutional resources.</td>
<td><strong>Definition:</strong> The laws, regulations, institutional policies, and ethical standards which are applicable to the archival community.</td>
<td><strong>Definition:</strong> All programs should address the latest developments and technologies, as appropriate, and incorporate best practices in the knowledge areas.</td>
<td><strong>Definition:</strong> Archival holdings may be published comprehensively or selectively in a variety of media or may be exhibited in the interest of greater popular understanding of historical events or persons.</td>
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**Description:** Archival theory, methodology, and practice appropriate for records and papers on all media: paper, digital, audio, and visual and how they have been influenced and affected by computer technologies.  
How the core archival functions (selection, appraisal, and acquisition; arrangement and description; reference services and access; preservation and protection; and outreach, advocacy and promotion) relate to each other and influence the administration of records and papers.  
The standards and accepted professional best practices that apply to archival work, including their rationale and implications. The physical and technological characteristics of records and papers and how these characteristics influence their appraisal, acquisition, preservation, and use.  
How the administration of archives is related to, different from, and draws upon the theory, methodology, and practice of such allied professions and disciplines as history, library and information science, records management, museology, historic preservation, historical editing, and oral history.  
The similarities and differences between the nature and administration of organizational records and personal papers.  

Participates in the development of a strategic vision for an archival program, establishes priorities, continually assesses progress toward that vision, and makes adjustments as environments and resources change.  
Assesses staffing needs, recruits appropriate personnel, and trains staff; supports professional development; and ensures that the staff works together to fulfill the archives’ mission.  
Plans, gains approval of, and administers a budget; assesses financial performance; and monitors progress and identifies facility space and resource management techniques and equipment needs and prepares and implements plans to meet those needs.  
Understands institutional structures, cultures, and values and the role of archival programs within these institutions and structures.  
Possesses knowledge about sources of professional and technical advice and assistance, internal and external funding agencies, and other forms of potential program assistance.  
Understands and utilizes archival and information professional codes and standards, such as the Code of Ethics of the Society of American Archivists (SAA) and the SAA/ALA joint statement on Standards for Access to Research Materials in Archival and Manuscript Repositories.  
Understands the laws, regulations, and ethical considerations governing reference services and access to records and papers, including copyright, freedom of information, privacy, confidentiality, security, and equality of access as well as the laws, regulations, and ethical considerations governing loans, deposits, exchanges, and gifts to institutions, as well as regulations defining public records and personal papers and governing their retention, accessibility, integrity, and disposition.  
Understands the nature of records in electronic form, including the functions of various storage media, the nature of system dependence, and the effect of time on the integrity of records. Defines and communicates requirements, roles, and responsibilities related to digital archives to a variety of partners and audiences; formulates strategies and tactics for appraising, describing, managing, organizing, and preserving digital archives; integrates technologies, tools, software, and media within existing functions for appraising, capturing, preserving, and providing access to digital collections.  
Plans for the integration of new tools or successive generations of emerging technologies, software, and media.  
Curates, stores, and retrieves original master and access copies of digital archives.  
Archivists engaged in publications work exercise a thorough knowledge of values, uses, volume and physical condition of records in selecting those suitable for publication and in determining the form and scope (i.e., printed volume vs. microfilm; comprehensive vs. selective; full texts vs. abstract) of the publication.  
Archivists involved in the publication of archival materials in printed and web based volumes are required to possess a thorough knowledge of traditional and modern documentation as source material of history; the canons of textual criticism; scholarly annotation; the value and use of non-textual (pictorial, cartographic, etc.) documentary material for explanatory or illustrative purposes; and copy editing, proofreading and indexing.  
Archivists engaged in exhibit work consider the timeliness of proposed exhibit themes, their potential educational and popular appeal, and the cost of preparing exhibits. This involves surveys of the holdings of archival and manuscript repositories and of museums for materials for exhibit and extensive scholarly researching using both primary and secondary sources to determine the origin and authenticity of documents selected for exhibit.  

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<table>
<thead>
<tr>
<th>Functional Competencies</th>
<th>Definition:</th>
<th>Description:</th>
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<tbody>
<tr>
<td><strong>Outreach, Advocacy, and Promotion</strong></td>
<td>The theories, practices, and technologies that archivists use to create and market programs that promote increased use, resources, visibility, and support for their institutions and collections among a broad range of audiences, both onsite and virtually.</td>
<td>Understands and supports the methods of outreach and advocacy to promote increased use, resources, visibility, and support for their institutions and collections.</td>
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<td>The intellectual and physical organization or verification of archival records and papers in all media and formats, and the development of descriptive tools and systems that provide both control and access to collections.</td>
<td>Identifies and implements a descriptive plan to identify and explain the intellectual and physical organization or verification of archival records and papers, including the development of descriptive tools and systems.</td>
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<td></td>
<td>The development and implementation of policies, procedures, and practices designed to serve the information needs of the various user groups, both onsite and virtually.</td>
<td>Designs and implements policies, procedures, and practices for serving the information needs of the various user groups.</td>
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<tr>
<td><strong>Selection, Appraisal, and Acquisition</strong></td>
<td>The theory, policies, and procedures that archivists use to identify, evaluate, acquire, and authenticate records and papers of enduring value in all media and formats.</td>
<td>Understands and promotes the methods of selection and appraisal to identify, evaluate, acquire, and authenticate records and papers of enduring value.</td>
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<td>Applies selection and appraisal methodologies, including documentation strategy and functional analysis, on all media, paper, digital, audio and video.</td>
<td>Applies selection and appraisal methodologies to all media, paper, digital, audio and video.</td>
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<td>Defines collecting or accessioning areas and develops an acquisition policy.</td>
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<td>Understands the impact of technology on traditional methods of inventoring, scheduling, appraisal, and disposition.</td>
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<td><strong>Arrangement and Description</strong></td>
<td>The intellectual and physical organization or verification of archival records and papers in all media and formats, and the development of descriptive tools and systems that provide both control and access to collections.</td>
<td>Identifies and implements a descriptive plan to identify and explain the intellectual and physical organization or verification of archival records and papers, including the development of descriptive tools and systems.</td>
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<td>Understands the arrangement and accessibility of the information in the records, the legal requirements or administrative purposes to be served by their retention, the volume of records involved, the availability of similar information from other sources, and the cost of accessing, arranging, preserving and providing reference service from such records.</td>
<td>Understands the arrangement and accessibility of the information in the records, the legal requirements or administrative purposes to be served by their retention, the volume of records involved, the availability of similar information from other sources, and the cost of accessing, arranging, preserving and providing reference service from such records.</td>
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<td>Implements disposition recommendations or decisions through legal instruments of transfer such as schedules, deed of gift, purchase contracts, and deposit agreements.</td>
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<td><strong>Reference Services and Access</strong></td>
<td>The development and implementation of policies, procedures, and practices designed to serve the information needs of the various user groups, both onsite and virtually.</td>
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<td>Designs and implements an arrangement plan to either perfect the existing arrangement or establish a new one.</td>
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<td>Designs and implements a descriptive plan to identify and explain the structure, content and context of records and papers to promote their accessibility and utilize descriptive standards for records and papers stored in any form or medium.</td>
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<td>Analyzes the existing arrangement and description of records and papers and makes decisions about any further arrangement and description that may be necessary.</td>
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<td>Develops reference strategies based on varying holdings, formats, media, and user needs as well as the subject areas of an institution’s holdings, and how they relate to holdings in other repositories.</td>
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<td>Understands the levels, types, and components of finding aids within an overall description program.</td>
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<td><strong>Preservation and Protection</strong></td>
<td>The theories, policies, and procedures that archivists use to identify, evaluate, acquire, and authenticate records and papers of enduring value in all media and formats.</td>
<td>Understands and promotes the methods of preservation and protection to identify, evaluate, acquire, and authenticate records and papers of enduring value.</td>
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<th><strong>Knowledge of Career Program Functions</strong></th>
<th><strong>Administration of Career Program Functions</strong></th>
<th><strong>Supervision of Career Program Functions</strong></th>
<th><strong>Knowledge of Professional Methods and Techniques</strong></th>
<th><strong>Program Advocacy</strong></th>
<th><strong>Knowledge of History</strong></th>
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<tr>
<td><strong>Definition:</strong> Knowledge of the career program, its various specialties and functions, and its provisions for career development</td>
<td><strong>Definition:</strong> Ability to administer programs that fall under the career program</td>
<td><strong>Definition:</strong> Ability to supervise individuals within the career program</td>
<td><strong>Definition:</strong> Knowledge and ability to apply the methods and techniques of the professions involved in the career program</td>
<td><strong>Definition:</strong> The ability to articulate the value and relevance of the career program and job series to ensure program viability and sustenance</td>
<td><strong>Definition:</strong> Knowledge of past human experience</td>
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<tr>
<td><strong>Description:</strong> Knowledge, skills, and abilities to create a productive CP 61 professional of maximum benefit to the Army with the appropriate level of professional education and plans for continued professional development</td>
<td><strong>Description:</strong> Administrative skills necessary to enable historical, archival, and museum programs to run at peak efficiency</td>
<td><strong>Description:</strong> Leadership and management skills necessary to help CP 61 professionals achieve their full potential while continuing to pursue the improvement of professional and leadership skills</td>
<td><strong>Description:</strong> For historians, knowledge and ability to apply historical methods of research, analysis, and synthesis; for museum professionals, knowledge and ability to apply museum principles of care and display of material culture; for archivists, knowledge and ability to preserve, analyze content, categorize, and make available historical records and documents</td>
<td><strong>Description:</strong> As CP 61 professionals, it is critical to promote continuously the relevance and value of the History, museum, and archival programs of the command to higher level supervisors and fellow staff officers. Without constant attention to ensuring the visibility and value to the command or headquarters of the program, the structure, budget, and manpower needs of the program will not be sustained. Advocacy for the program will have a long-term benefit to the Army and to the Army Historical Program.</td>
<td><strong>Description:</strong> For CP 61 professionals, expertise in American military history, world military history, and U.S. history especially valuable</td>
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