Career Program 61 Historian/Archivist/Museum Professional
Series 1421 Archivist Technician

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.		
Career Program:	Historian/Archivist/Museum Professional		
Career Program Number:	61		
Career Series:	1421 Archivist Technician		
Qualifying for a Career	Guide to Federal Classification and Job Grading Systems	Guide to Federal Classification and Job Grading Systems	Guide to Federal Classification and Job Grading Systems
Series Description	**General Schedule** GS 07 and Below	**General Schedule** GS 09	**General Schedule** GS 11 Supervisory/ Nonsupervisory
Key Assignments	**Location:** Installation **Positions:** Archivist Technician	**Location:** Installation **Positions:** Archivist Technician	**Location:** Installation ACOM ASCC DRU DA **Positions:** Archivist Technician
Leadership Competencies	Interpersonal Skills Oral Communications Integrity/Honesty Written Communications Continual Learning Public Service Motivation Accountability Critical Thinking External Awareness Financial Management Problem Solving Strategic Thinking Technology Management Vision	Interpersonal Skills Oral Communications Integrity/Honesty Written Communications Continual Learning Public Service Motivation Accountability Critical Thinking External Awareness Financial Management Problem Solving Strategic Thinking Technology Management Vision	Interpersonal Skills Oral Communications Integrity/Honesty Written Communications Continual Learning Public Service Motivation Accountability Critical Thinking External Awareness Financial Management HR Management Influencing and Negotiating Problem Solving Strategic Thinking Technology Management Vision

Career Program 61 Historian/Archivist/Museum Professional
Series 1421 Archivist Technician

	General Schedule GS 07 and Below	General Schedule GS 09	General Schedule GS 11 Supervisory/ Nonsupervisory
Functional Competencies	General Archival Knowledge Ethical and Legal Responsibilities New Technologies Arrangement & Description Preservation and Protection	General Archival Knowledge Managing Archival Programs Ethical and Legal Responsibilities New Technologies Documentary Publication, Historical Editing, and the Exhibit of Archival Materials Outreach, Advocacy, and Promotion Selection, Appraisal, and Acquisition Arrangement and Description Reference Services and Access Preservation and Protection	General Archival Knowledge Managing Archival Programs Ethical and Legal Responsibilities New Technologies Documentary Publication, Historical Editing, and the Exhibit of Archival Materials Outreach, Advocacy, and Promotion Selection, Appraisal, and Acquisition Arrangement and Description Reference Services and Access Preservation and Protection
Core Competencies	Knowledge of career program functions Knowledge of professional methods and techniques Program Advocacy Knowledge of history	Knowledge of career program functions Administration of career program functions Knowledge of professional methods and techniques Program Advocacy Knowledge of history	Knowledge of career program functions Administration of career program functions Supervision of career program functions Knowledge of professional methods and techniques Program Advocacy Knowledge of history
Civilian Human Resources Training Application System	Foundation Course Basic Course Action Officer Developmnt Course Supervisor Development Course	Foundation Course Basic Course Action Officer Development Course Supervisor Development Course	Foundation Course Basic Course Action Officer Development Course Supervisor Development Course

Career Program 61 Historian/Archivist/Museum Professional
Series 1421 Archivist Technician

	General Schedule GS 07 and Below	General Schedule GS 09	General Schedule GS 11 Supervisory/ Nonsupervisory
Leader Development	Defense Civilian Emerging Leader Program	Defense Civilian Emerging Leader Program	Defense Civilian Emerging Leader Program
Professional Development	Intern Program	Intern Program Deployments Developmental Assignment Continuing Education:	Deployments Developmental Assignment Army Congressional Fellowship Continuing Education:
Occupational Training	Army Courses Recommended by Supervisor/Command Army Historians Training Symposium	Army Courses Recommended by Supervisor/Command Army Historians Training Symposium	Army Courses Recommended by Supervisor/Command Army Historians Training Symposium

Career Program 61 Historian/Archivist/Museum Professional
Series 1421 Archivist Technician

	General Schedule GS 07 and Below	General Schedule GS 09	General Schedule GS 11 Supervisory/ Nonsupervisory
Academic Training	Associate Degree	Bachelor's Degree	Bachelor's Degree
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		
Learning Resources	ACTEDS Training Catalog Army e-Learning Army Training Information Architecture Army Distributed Learning System GoArmy Education	
Career Guides/Regulations	AR 690-950 Civilian Personnel Career Management Army Civilian Corps Handbook Civilian Personnel Online DA Administrative Publications	
Career Links	Army Civilian Service Civilian Human Resources Agency Total Army Performance Evaluation System Army Benefits Center-Civilian	AR 870-5: Military History: Responsibilities, Policies, and Procedures FM 1-20: Military History Operations
Professional Organizations/Journals	Society for Military History Society of American Archivists Company of Military Historians American Association for State and Local History Society for History in the Federal Government American Historical Association Organization of American Historians International Commission on Military History National Council on Public History Oral History Association	

Miscellaneous Links	**Army Management Staff College**
	ARMY CIVILIAN SERVICE — Real opportunities. Important work.
	USAJOBS "WORKING FOR AMERICA"
	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 — U.S.ARMY
	LIBRARY OF CONGRESS
	milWiki
	AKO ARMY KNOWLEDGE ONLINE
	THE UNITED STATES DEPARTMENT OF DEFENSE CIVILIAN EXPEDITIONARY WORKFORCE — We Go Together!

Key Assignments	Competencies	Leader Development	Professional Development	Occupational Development	Academic Training	Certifications
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.	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: **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.	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 the Core Leadership Competencies and Essential Supervisory Skills.	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.	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. **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' job series and occupational discipline.	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.	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.

Interpersonal Skills	Oral Communications	Integrity/Honesty	Written Communications	Continual Learning	Public Service Motivation	Accountability	Critical Thinking	External Awareness	Financial Management	HR Management	Influencing and Negotiating	Problem Solving	Strategic Thinking	Technology Management	Vision
Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations. Provides staff with purpose, direction, and motivation.	Makes clear and convincing oral presentations to individuals or groups. Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters atmosphere of open communication. Presents briefings to command and staff. Speaks at conferences, stakeholder meetings and Soldier training sessions. Presents clear oral information to customers in multiple contexts, including active listening.	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.	Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, and tables. Applies what is learned from written material to specific situations. Recognizes and uses correct English grammar, punctuation and spelling. Communicates information (e.g., facts, ideas, and messages) in a succinct, organized manner. Produces written information, which may include technical material, appropriate for the intended audience. Writes memoranda in accordance with AR 25-50. Writes a decision paper in accordance with the Military Decision Making Process (MDMP). Writes in a clear, concise, organized, and convincing manner for the intended audience.	Assesses and recognizes own strengths and weaknesses; pursues self-development.	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.	Uses effective controls to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Ensures that projects of specific responsibility are completed in a timely manner within budget. Monitors and evaluates plans. Focuses on results, measuring attainment of outcomes. Acts responsibly and independently without supervision. Accepts responsibility for actions and mistakes. Practices sound fiscal/resource management. Completes tasks and projects on time, within budget and in accordance with standards.	Works with business information to answer questions, determine strategy, reduce risk, and maximize performance. Assesses validity of information drawn from a variety of sources and synthesizes data. Identifies trends and patterns to make appropriate decisions through collection and analysis of intelligence from a wide variety of sources. Clarifies complex issues and mitigates risk through data analysis. Triangulates and validates information from multiple sources.	Identifies and keeps current on economic, political and social trends that affect key organization policies and priorities. Understands where the organization is headed and how to make contributions. Coordinates interservice agreements, works collaboratively with committees, and promotes shared communications. Maintains situational awareness of economic, political, agency and service trends.	Understands the principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies and/or administers the budget for the program area. Uses cost-benefit thinking to set priorities. Monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting. Develops and implements a budget according to directives. Validates needs for budgetary requirements statistically. Collects and evaluates budgetary data, including return on investment (ROI).	Assesses current and future staffing needs based on organizational goals and budget realities. Uses merit principles, ensuring staff is appropriately selected, developed, used, appraised, and rewarded. Takes corrective action. Reviews and projects staffing needs. Identifies and implements performance expectations. Supervises selection and termination processes. Negotiates, justifies, and coordinates training and staffing initiatives.	Persuades others and develops networks and coalitions. Gains cooperation from others to obtain information and accomplish goals. Negotiates to find mutually acceptable solutions and builds consensus through give and take. Persuades others to accept recommendations or cooperate or change their behavior. Negotiates contracts, memoranda of understanding, and other agreements among multiple agencies, organizations and institutions. Promotes Army opportunities and programs. Builds coalitions with the civilian community at state, regional and local levels.	Identifies and analyzes problems. Uses sound reasoning to arrive at conclusions. Finds alternative solutions to complex problems. Distinguishes between relevant and irrelevant information to make logical judgments. Considers a wide and flexible range of alternatives and solutions to problems and challenges. Proposes multiple courses of action, looking beyond the current horizon and present limitations.	Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning from a long-term perspective. Determines objectives and sets priorities. Anticipates potential threats or opportunities. Identifies trends and patterns for making appropriate decisions through collection and analysis of intelligence from a wide variety of sources.	Uses efficient and cost-effective approaches for integrating technology into the workplace to improve program effectiveness. Develops strategies using new technology to enhance decision making. Understands the impact of technological change on the organization. Understands and utilizes technological developments to enhance program effectiveness. Maintains situational awareness of technology. Directs and collects research to evaluate potential impact of emerging technologies. Develops requests for proposal (RFPs).	Takes a long-term view and acts as a catalyst for organizational change. Builds a shared vision with others and influences others to translate vision into action. Creates key values and shared vision within the organization. Creates a mission statement that reflects long-term goals. Encourages subordinates to participate in the process of enacting vision-driven long-term planning. Develops strategies to build organizational strength. Manages branding.

Knowledge of Career Program Functions	Administration of Career Program Functions	Supervision of Career Program Functions	Knowledge of Professional Methods and Techniques	Program Advocacy	Knowledge of History
Definition:	Definition:	Definition:	Definition:	Definition:	Definition:
Knowledge of the career program, its various specialties and functions, and its provisions for career development	Ability to administer programs that fall under the career program	Ability to supervise individuals within the career program	Knowledge and ability to apply the methods and techniques of the professions involved in the career program	The ability to articulate the value and relevance of the career program and job series to ensure program viability and sustainment	Knowledge of past human experience
Description:	Description:	Description:	Description:	Description:	Description:
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	Administrative skills necessary to enable historical, archival, and museum programs to run at peak efficiency	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	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	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, its structure, budget, and manpower needs will not be sustained. Advocating for the program will have a long-term benefit to the Army and to the Army Historical Program.	For CP 61 professionals, expertise in American military history, world military history, and U.S. history especially valuable

General Archival Knowledge	Managing Archival Programs	Ethical and Legal Responsibilities	New Technologies	Documentary Publication, Historical Editing, and the Exhibit of Archival Materials
Definition:	**Definition:**	**Definition:**	**Definition:**	**Definition:**
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.	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.	The laws, regulations, institutional policies, and ethical standards which are applicable to the archival community.	All programs should address the latest developments and technologies, as appropriate, and incorporate best practices in the knowledge areas.	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.
Description:	**Description:**	**Description:**	**Description:**	**Description:**
Knowledge of: 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. Understands 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 meeting 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; the laws, regulations, and ethical considerations governing loans, deposits, exchanges, gifts to institutions; and 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 research, using both primary and secondary sources to determine the origin and authenticity of documents selected for exhibit.

Outreach, Advocacy, and Promotion	Selection, Appraisal, and Acquisition	Arrangement and Description	Reference Services and Access	Preservation and Protection
Definition:	**Definition:**	**Definition:**	**Definition:**	**Definition:**
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.	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.	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 of and access to collections.	The development and implementation of policies, procedures, and practices designed to serve the information needs of the various user groups, both onsite and virtually.	The integration and implementation of activities to protect cultural property from deterioration and to ensure the physical protection and authentication of records and papers in all media and formats to assure their continued accessibility to researchers.
Description:	**Description:**	**Description:**	**Description:**	**Description:**
Develops an understanding of, and support for, the archival program among resource allocators, key constituents, potential donors, allied professionals, and within related functional areas (IT, library, etc.) of the archives' parent organization. Promotes the use of records and papers by identifying potential users and uses, by analyzing and describing the benefits of use, and through public and educational programs. Participates in programs that draw directly on records and papers to support such activities as exhibitions, conferences, publications, and editorial projects. Understands and promotes the methods of presenting archival records and papers, or information from or about them, in a user-friendly manner that reduces the need for on-site visitation to the repository and excessive handling of the materials.	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 accessioning, arranging, preserving and providing reference service from such records. In determining the acquisition of records and papers, identifies and evaluates record characteristics and appraise records and papers for their long term retention and prepares appraisal reports accordingly. Implements disposition recommendations or decisions through legal instruments of transfer such as schedules, deed of gift, purchase contracts, and deposit agreements. Understands the values of records such as evidential, informational, administrative, legal, fiscal and intrinsic as well as the characteristics of records and papers such as trustworthiness, authenticity, reliability, usability, and comprehensiveness, as well as form, uniqueness, and quantity. Applies selection and appraisal methodologies, including documentation strategy and functional analysis, on all media: paper, digital, audio and video. Defines collecting or accessioning areas and develop an acquisition policy. Understands the impact of technology on traditional methods of inventorying, scheduling, appraisal, and disposition.	Analyzes the existing arrangement and description of records and papers and makes decisions about any further arrangement and description that may be necessary. Designs and implements an arrangement plan to either perfect the existing arrangement or establish a new one. Designs and implements a descriptive plan to identify and explain the structure, context and content of records and papers to promote their accessibility and utilize descriptive standards for records and papers stored in any form or medium. Defines/explains how the descriptive process may begin at or before records creation and continue throughout the life of the records and papers. Understands and utilizes the levels, types, and components of finding aids within an overall description program. Knowledge of: the complementary principles of provenance and original order, the history and variety of recordkeeping systems and practices for all media, the role of access and retrieval in making arrangement and description decisions, the concept of hierarchical levels of arrangement, the distinctions and relationships between physical and intellectual control of records and papers and the impact of technology on policies, practices, and methods for archival arrangement and description. Understands the rules and current best practices for describing archives, personal papers, and manuscript collections that can be applied to all material types.	Develops policies and procedures designed to serve the information needs of various user groups, based on evaluation of institutional mandates and constituencies, the nature of the collections, relevant laws and ethical considerations, and appropriate technologies and accepted best practices for safeguarding records and papers while in use. 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. Understands the laws, regulations, and ethical principles governing copyright, freedom of information, privacy, confidentiality, security, and equality of access strategies	Analyzes the current physical condition of records and papers, and determines and implements appropriate preservation priorities and actions. Makes and implements decisions about reformatting (e.g., digitization or microfilming), handling techniques, data migration, data conversion, appropriate laboratory treatments, phased conservation, and referral to technical experts. Ensures the correct long-term storage of records and papers by such techniques as using proper containers and encasements, using acceptable shelving, and maintaining acceptable environmental controls. Ensures the security of records and papers in all media and formats from damage, destruction, theft, and other forms of loss. Understands the elements of preservation management and preservation planning, including environmental monitoring, disaster planning, in-house conservation/preservation, reformatting, data migration, data conversion, and services available through outside vendors.