

Career Program 61 Historian/Archivist/Museum Professional
Series 0170 Historian

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: 0170 Historian							
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	Guide to Federal Classification and Job Grading Systems	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	General Schedule GS 12 Supervisory/ Nonsupervisory	General Schedule GS 13 Supervisory/ Nonsupervisory	General Schedule GS 14 Supervisory/ Nonsupervisory	General Schedule GS 15 Supervisory/ Nonsupervisory
Key Assignments	Location: Installation Department of Army Positions: Historian Intern Historian	Location: Installation ACOM ASCC DRU DA Positions: Historian Intern Historian	Location: Installation ACOM ASCC DRU DA Positions: Command Historian Staff Historian Military History Instructor	Location: Installation ACOM ASCC DRU DA Positions: Command Historian Deputy Command Historian Staff Historian Military History Instructor	Location: Installation ACOM ASCC DRU DA Positions: Command Historian Deputy Command Historian Supervisor Historian Branch Chief Senior Historian	Location: Installation ACOM ASCC DRU DA Positions: Command Historian Deputy Command Historian Branch Chief Senior Historian	Location: ACOM DRU DA Positions: Command Historian ACOM Historian Division Chief
Leadership Competencies	Interpersonal Skills Oral Communications Integrity/Honesty Written Communications Continual Learning Public Service 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 Human Resources Mgmt Influencing and Negotiating 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 Human Resources Mgmt Influencing and Negotiating 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 Human Resources Mgmt Influencing and Negotiating 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 Human Resources Mgmt Influencing and Negotiating 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 Human Resources Mgmt Influencing and Negotiating Problem Solving Strategic Thinking Technology Management Vision

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Functional Competencies	Historical Project Planning	Historical Project Planning					
	Historical Factfinding	Historical Factfinding					
	Historical Research	Historical Research					
	Historical Analysis	Historical Analysis					
	Historical Synthesis	Historical Synthesis					
	Historical Presentation	Historical Presentation					
			Management of Historical Programs	Management of Historical Programs			
Core Competencies	Knowledge of career program functions	Knowledge of career program functions					
		Administration of career program functions	Administration of career program functions				
	Knowledge of professional methods and techniques	Knowledge of professional methods and techniques					
	Program Advocacy	Program Advocacy					
	Knowledge of history	Knowledge of history					
Leader Development	Foundation Course	Foundation Course					
	Basic Course	Basic Course					
	Action Officer Development Course	Action Officer Development Course					
	Supervisor Development Course	Supervisor Development Course					
				Intermediate Course	Intermediate Course	Intermediate Course	Intermediate Course
				Advanced Course	Advanced Course	Advanced Course	Advanced Course
			Manager Development Course				
			Federal Executive Institute Courses				
Civilian Human Resources Training Application System						Senior Enterprise Talent Management TDY	Senior Enterprise Talent Management TDY
						Senior Service College Continuing Education for Senior Leaders	Senior Service College Continuing Education for Senior Leaders

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Leader Development	Defense Civilian Emerging Leader Program	Defense Civilian Emerging Leader Program	Defense Civilian Emerging Leader Program	Defense Civilian Emerging Leader Program Defense Executive Leadership Development Program	Defense Executive Leadership Development Program	Defense Executive Leadership Development Program Defense Senior Leader Development Program	Defense Senior Leader Development Program
Professional Development	Intern Program Continuing Education: Society for Military History Other Professional Conferences Outside Reading Outside Publication Outside Presentations	Intern Program Deployments Developmental Continuing Education: Society for Military History Other Professional Conferences Outside Reading Outside Publication Outside Presentations	Deployments Developmental Army Congressional Fellowship Continuing Education: Society for Military History Other Professional Conferences Outside Reading Outside Publication Outside Presentations Mentorship	Deployments Developmental Assignment Army Congressional Fellowship Continuing Education: Society for Military History Other Professional Conferences Outside Reading Outside Publication Outside Presentations Mentorship	Deployments Developmental Assignment Army Congressional Fellowship Continuing Education: Society for Military History Other Professional Conferences Outside Reading Outside Publication Outside Presentations Mentorship	Deployments Army Congressional Fellowship Harvard School Senior Executive Fellowship Continuing Education: Society for Military History Other Professional Conferences Outside Reading Outside Publication Outside Presentations Mentorship	Harvard School Senior Executive Fellowship Society for Military History Other Professional Conferences Outside Reading Outside Publications Outside Presentations Syracuse University National Security Studies George Washington University National Security Studies Senior Manager Course in National Security
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	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	

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Academic Training	Bachelor's Degree	Bachelor's Degree	Masters Degree	Doctoral Degree	Doctoral Degree	Doctoral Degree	Doctoral Degree
	Advanced Degree Course Work	Advanced Degree Course Work	Advanced Degree Course Work	Post Graduate Course Work	Post Graduate Course Work	Post Graduate Course Work	Post Graduate Course Work
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						

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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 TRADOC Regulation 350-13 Instruction in Military History TRADOC Regulation 690-4 Recruitment and Selection of Historians and Museum Curators TRADOC Regulation 870-1 TRADOC Military History Program	AR 870-5 Military History: Responsibilities, Policies, and Procedures FM 1-20 Military History Operations
Career Links	Army Civilian Service Civilian Human Resources Agency Total Army Performance Evaluation System Army Benefits Center-Civilian	
Professional Organizations/Journals	Society for Military History International Commission of Military History American Association for State and Local History Society for History in the Federal Government American Historical Association Organization of American Historians	Company of Military Historians Society of Historians of American Foreign Relations National Council on Public History Oral History Association Society for the History of Technology West Point Summer Seminar in Military History

Miscellaneous Links



[Army Management Staff College](#)



[U.S. OFFICE OF PERSONNEL MANAGEMENT](#)
Ensuring the Federal Government has an effective civilian workforce



Career Program 61
Series 0170 Career Map
Definitions

Key Assignments	Competencies	Leader Development	Professional Development	Occupational Development	Academic Training	Certifications
Positions that represent windows of opportunities for 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.	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.	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.
	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.						

Career Program 61
Series 0170 Career Map
Leadership Competencies

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 ethical standards.	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.

Career Program 61
Series 0170 Career Map
Functional Competencies

Historical Project Planning	Historical Factfinding	Historical Research	Historical Analysis	Historical Synthesis	Historical Presentation
Definition:	Definition:	Definition:	Definition:	Definition:	Definition:
Plans historical project or a number of projects in a series or program.	Uses primary and secondary sources to locate and accurately access historical facts.	Consults primary and secondary sources to assemble and evaluate evidence on a historical issue or topic.	Breaks down a complex, historical phenomena for closer examination and evaluation.	Combines relevant information to create a complete and coherent picture of a historical issue or topic.	Produces a clear, organized product for an audience, whether in written form, for an oral presentation, using a variety of electronic media, or for a series of classes, discussions, or briefings
Description:	Description:	Description:	Description:	Description:	Description:
This function involves evaluating the scope, breadth, depth, and audience of a project or projects; outlining the project; determining available resources; and estimating time and cost factors.	Whether answering an inquiry, reviewing a manuscript for accuracy, establishing historical facts as part of a research project, or conducting some other form of factfinding, this function involves locating and evaluating the accuracy of a range of source types.	Through exhaustive searches of government archives, manuscript repositories, oral history collections, and other sources of information, this function involves assembling and evaluating evidence on historical issues or subjects in terms of reliability, relevance, and significance.	To evaluate a complex historical subject, it is necessary to objectively break it down to its component parts to discover their nature, inner workings, and the relationships between them.	Through evaluating evidence, noting causal relationships, and applying reason, this function involves the assembly of historical data from multiple historical narratives and differing interpretations to form a full, coherent picture of a complex whole.	The historical process aims at a product for an audience, whether a written narrative or analysis, a lecture or discussion, a webpage or social media, or a course or seminar involving a combination of the above. Organization and clarity of expression are essential as is the careful selection of the right media for the right audience to maximize its impact.

Management of Historical Programs
Definition: Supervises all aspects of a multi-layer historical program for a unit, headquarters, or command
Description: As a historian moves higher in the Army Historical Program, from small command history office up to managing wide-ranging historical programs for a major command or headquarters, building, organizing, managing, and sustaining a historical program is an essential higher level skill. The ability to hire subordinate historians, provide the full range of human resources and supervision of historical employees throughout a program, and ensure budgetary sufficiency are essential skills and abilities needed to ensure the long-term health of any historical program at any level.

Career Program 61
Series 0170 Career Map
Core Competencies

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: Knowledge of the career program, its various specialties and functions, and its provisions for career development	Definition: Ability to administer programs that fall under the career program	Definition: Ability to supervise individuals within the career program.	Definition: Knowledge and ability to apply the methods and techniques of the professions involved in the career program.	Definition: The ability to articulate the value and relevance of the career program and job series to ensure program viability and sustainment	Definition: Knowledge of past human experience.
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	Description: Administrative skills necessary to enable historical, archival, and museum programs to run at peak efficiency	Description: 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.	Description: 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.	Description: 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.	Description: For CP 61 professionals, expertise in American military history, world military history, and U.S. history especially valuable.