

Career Program 61 Historian/Archivist/Museum Professional
Series 1016 Museum Specialist

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: 1016 Museum Specialist						
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
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
Key Assignments	Location: Installation Positions: Museum Specialist Museum Technician Intern	Location: Installation Positions: Museum Specialist Museum Technician Intern	Location: Installation ACOM ASCC DRU Positions: Museum Specialist Museum Technician	Location: Installation ACOM ASCC DRU Positions: Museum Specialist Museum Conservator Museum Registrar	Location: Installation ACOM ASCC DRU DA Positions: Superv Museum Specialist Museum Conservator	Location: Installation ACOM ASCC DRU DA Positions: Superv Museum Specialist Museum Programs Specialist
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	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	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	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

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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
Professional Development	Continuing Education: Professional organizations Professional workshops Outside Reading Outside Presentation Intern Program	Deployments Developmental Assignment Continuing Education: Professional organizations Professional workshops Outside Reading Outside Presentation Intern Program	Deployments Developmental Assignment Army Congressional Fellowship Continuing Education: Professional organizations Professional workshops Outside Reading Outside Presentation Outside Publication	Deployments Developmental Assignment Army Congressional Fellowship Continuing Education: Professional organizations Professional workshops Outside Reading Outside Presentation Outside Publication Mentorship	Deployments Developmental Assignment Army Congressional Fellowship Continuing Education: Professional organizations Professional workshops Outside Reading Outside Presentation Outside Publication Mentorship	Deployments Army Congressional Fellowship Harvard School Senior Executive Fellowship Continuing Education: Professional organizations Professional workshops Outside Reading Outside Presentation Outside Publication Mentorship
Occupational Training	Army Courses Recommended by Supervisor/Command Basic Training in Museum Methods Army Museum System Training Course	Army Courses Recommended by Supervisor/Command Basic Training in Museum Methods Army Museum System Training Course	Army Courses Recommended by Supervisor/Command Intermediate Training in Museum Methods Army Museum System Training Course	Army Courses Recommended by Supervisor/Command Advanced Training in Museum Methods Army Museum System Training Course	Army Courses Recommended by Supervisor/Command Advanced Training in Museum Methods Army Museum System Training Course	Army Courses Recommended by Supervisor/Command Advanced Training in Museum Methods Army Museum System Training Course

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Academic Training	Bachelor's degree	Bachelor's degree Advanced degree coursework	Master's degree Advanced degree coursework	Masters's degree Advanced degree coursework	Master's degree Advanced degree coursework	Doctoral degree
Certifications	Required Army Museum Courses	Required Army Museum Courses	Required Army Museum Courses	Required Army Museum Courses	Required Army Museum Courses	Required Army Museum Courses
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	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> AR 690-950 Civilian Personnel Career Management Army Civilian Corps Handbook Civilian Personnel Online DA Administrative Publications </td> <td style="width: 50%; vertical-align: top;"> AR 870-20 Army Museums, Historical Artifacts, and Art AR 870-5: Military History: Responsibilities, Policies, and Procedures FM 1-20 Military History Operations </td> </tr> </table>	AR 690-950 Civilian Personnel Career Management Army Civilian Corps Handbook Civilian Personnel Online DA Administrative Publications	AR 870-20 Army Museums, Historical Artifacts, and Art AR 870-5: Military History: Responsibilities, Policies, and Procedures FM 1-20 Military History Operations
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Career Links	Army Civilian Service Civilian Human Resources Agency Total Army Performance Evaluation System Army Benefits Center-Civilian		
Professional Organizations/Journals	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> State and Regional Museum Associations American Association of Museums American Association for State and Local History National Archives and Records Administration American Institute for Conservation </td> <td style="width: 50%; vertical-align: top;"> Company of Military Historians National Council on Public History </td> </tr> </table>	State and Regional Museum Associations American Association of Museums American Association for State and Local History National Archives and Records Administration American Institute for Conservation	Company of Military Historians National Council on Public History
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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 1016 Career Map
Definitions

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	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			Training that supports an employee's ability to develop required soft skills to satisfactorily perform their assigned duties.		
	Knowledge, skills and abilities that enable the leader to be innovative, adaptive and able to lead successfully in uncertain and complex operating environments.			Functional Training		
	Functional Competencies			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.		
	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 1016 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. 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
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Functional Competencies

Collections Preservation	Accessioning and Cataloging	Special Projects	Knowledge of Material Culture	Ability to Provide Technical Assistance to Curators, Managers, and Scientists	Proper Use of Tools and Equipment
Definition:	Definition:	Definition:	Definition:	Definition:	Definition:
Ability to reduce, retard, or prevent unnecessary or further deterioration or damage to artifacts or works of art.	Official acceptance, classification and documentation of newly acquired artifacts into the Army Historical Collection Accountability System (AHCAS).	Improvement or expansion of museum programs, conditions, or functions.	Ability to describe objects physically and in their cultural context.	Provides support for other museum staff with regards to areas of specialization.	Safely use proper tools for any given job
Description:	Description:	Description:	Description:	Description:	Description:
In the case of the technician and specialist, includes understanding basic preservation techniques to assist conservators and curators; maintains collection in stable conditions through preventative maintenance, condition surveys, environmental controls, and pest management; and monitors climate controls established by AR 870-20. In the case of the conservator, analyzes and mitigates risk of loss to the Army Historical Collection by performing repairs, cleaning, reassembling, creating copies, or stabilizing fragile, damaged, or deteriorating artifacts; analyzes proper climate controls for objects made of various materials.	In the case of the technician and specialist, performs data entry, creates condition reports, maintains documentation and records, and creates source of acquisition files and historical property jackets. Assists curator with performance of inventories, incoming and outgoing loans, and the acquisition process. Assists conservator with inputting condition reports into AHCAS. Insures compliance with AR 870-20 during accessioning and cataloging process. In the case of the conservator, provides guidance and expertise to curator during acquisition process while determining museum quality of donations.	Technicians assist specialists, curators, or conservators during special projects. Specialists possess specialized knowledge of a specific function of a museum, such as collections management, education, or registration; they also develop and implement or expand and improve programs related to these functions in support of museum mission. Conservators develop, implement, expand, and improve special projects related to conservation efforts. This includes the ability to prepare contracts for third parties for consideration.	Correctly applies nomenclature or uses resources to describe object. General knowledge of Army history. Processes information established by curators and conservators during accessioning and cataloging process or creating condition reports.	Technicians provide technical assistance in areas such as reporting issues concerning artifacts in the collection. Specialists support exhibit development and provide insight into education programs, registration, or collection management. Conservators advise the director and curators regarding artifact conservation and preservation; they also use their skills to stabilize or enhance artifacts for display or storage and provide technical assistance during packing and shipment of artifacts. They research and write technical papers and reports for reference or publication.	Uses tools for restorations, basic preservation procedures, and collections management procedures; in the case of the conservator, operates scientific equipment and performs chemical tests using specialized equipment

Career Program 61
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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:	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 a 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, the structure, budget, and manpower needs of the program will not be sustained. Advocating for the program will have a long-term benefit to the Army and the Army Historical Program.	For CP 61 professionals, expertise in American military history, world military history, and U.S. history especially valuable