

BASIC MUSEUM TRAINING COURSE

7-11 MAY 2017

Fort Belvoir, VA

DESCRIPTION:

The Basic Museum Training Course provides an introduction to the Museum Directorate of the U.S. Army Center of Military History, which administers the single, unified Army collection of historical art and artifacts, and focuses on all aspects of collections care and accountability. The classroom component consists of four and one-half in-residence day sessions, Monday morning through Friday morning. The curriculum includes lectures, demonstrations, and hands-on experiences.

The course introduces museum professionals to the provisions of AR 870-20 (Army Museums, Historical Artifacts, and Art) and covers the different responsibilities, duties, procedures, and addresses the technical competencies of museum professionals in Job Series 1010 (exhibit specialist), 1015 (curator), and 1016 (museum specialist) concerning collections. However, the course is not limited to personnel in those job series.

Subject to modification, the curriculum will include:

- Organization and structure of the Army Museum Enterprise
- The Museums Directorate, CMH, as Proponent for the Army Museum Enterprise
- Functions of MD Programs Division
- Functions of MD Historic Materiel Division
- Functions of MD Field Museums Division
- Functions of MD Property Branch
- Career Program 61/Professional Development Opportunities
- How to Process an Artifact
- How to Process an Artifact Transaction
- How to Identify Army Material Culture
- Practicum in Artifact Identification and Tagging
- Introduction to Army Historical Collections Accountability System (AHCAS)
- Practicum with the Army Historical Collection Accountability System (AHCAS)
- Practicum in Artifact Handling
- Practicum in Artifact Preservation
- Practicum in Matting, Framing, Hanging
- The Role of CMH in Exhibits
- Doing Exhibits
- Photography
- How to Store Weapons and Ammunition
- Practicum in General Storage Techniques

COURSE DATES: 7-11 May 2018
(Application deadline is 23 February 2018)

COST:

There is no tuition fee. Transportation, meals, lodging, and incidental expenses will be centrally funded through Career Program 61 CPD for all members of Career Program 61—0170 Historians; 1420 and 1421 Archivists; 1010 Exhibit Specialists, 1015 Curators; and 1016 Museum Specialists. Staff of National Guard Museums, other armed forces, and other entities interested in participating, but who are not in the CP-61 program, may apply to attend using their own organization's training funds.

There are advantages to having a rental car at Fort Belvoir, but CP 61 does not fund rental cars. Anyone wishing to have a rental car must arrange for it separately and use one's command's funds. If driving one's private vehicle, daily mileage to and from Ft. Belvoir daily is not reimbursed. We recommend staying at the International Hotel Group (IHG) Army Hotel on post, run by Holiday Inn, from which shuttle transport to and from the MSC is provided daily.

LOCATION: Museum Support Center, 9955 Tracy Loop Road (Building 765), Fort Belvoir, VA 22060, except Thursday sessions, which are at Room 2NE3406, OAA Building 765, Chapek Road, Ft. Belvoir.

WHO MAY APPLY:

Anyone in Career Program 61 may apply but the BMTC is designed primarily for those new to the Army Museum Enterprise or who have not had professional museum training. If you are a supervisor and want to get new employees trained to enhance their professional development, get them to apply. *No one may apply who has not taken the Army Civilian Education System (CES) Foundation Course or is at least enrolled in the grade-appropriate CES residence phase. Military equivalency is honored. BMTC attendance has been exempted from the CP61 funding rule requiring three-years of permanent Army civilian service.*

Commented [CEC1]: Increased requirement.

SELECTION PROCEDURE: Please send the following to be considered for this course to james.c.kelly84.civ@mail.mil no later than **23 February 2018**.

- Applicant should write, and sign, a memorandum expressing interest in the course and explaining how the coursework itemized above will be beneficial (not to exceed one page), FOR Mr. Jon T. Hoffman, CP61 Functional Chief's Representative, U.S. Army Center of Military History. Submit these as enclosures:

- Civilian Career Report (<https://acpol.army.mil> followed by Go to My Biz+; Go to Key Services; Go to Civilian Career Report)
 - ACTNOW Individual Development Plan <https://actnow.army.mil/>
 - Completion Certificate for grade-appropriate CES Course. If applicant has only taken the distributed learning portion, he/she must submit proof of enrollment in the residence phase.
- Send the memorandum and Enclosures THRU your supervisor for initials and have him or her **e-mail it** with his or her concurrence to james.c.kelly84.civ@mail.mil. By forwarding it, your supervisor agrees to allow you time to take the course.

This is a competitive training announcement and not all applicants may be selected. All eligible applicants will be reviewed by a selection panel which will review application packets and rate the applicants based on selected criteria. *There will be no more than twenty-four slots available.*

Once candidates have been selected for the course, a Welcome Letter will follow with instructions on establishing an account in GoArmyEd (necessary for travel reimbursement of CP61 personnel), preparing a travel authorization in DTS, securing a government travel card, and making hotel reservations on post.

EQUAL EMPLOYMENT OPPORTUNITY: All eligible candidates will receive consideration without regard to race, religion, color, national origin, age, sex, disability, political affiliation or any other non-merit factor.

POINT OF CONTACT: For further information contact, James C. Kelly, Ph.D., Chief, Museum Programs Branch/Army Museum Enterprise Training Director, CMH at 703-805-9854 or via email at james.c.kelly84.civ@mail.mil.