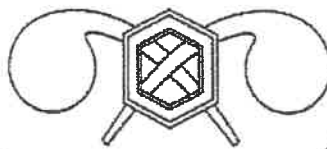


# United States Army CBRN School



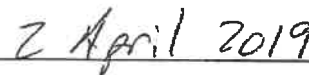
## Course Management Plan for the CBRN Responders Operations Course 4K-F30/494-F34



Approved:



Assistant Commandant USACBRNS



Date

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## Introduction

### 1. Purpose:

a. This Course Management Plan (CMP) is approved by the Assistant Commandant, United States Army Chemical, Biological, Radiological, and Nuclear (CBRN) School and is designed for use by the Total Army School System (TASS) when providing training and evaluating programs for the CBRN Responder Operations Course.

b. This CMP provides the course manager, instructors, students and cadre the information required to conduct the training prescribed by the enclosed training materials. It also provides information students need to meet their responsibilities for learning and successful graduation from the course. The CMP and all its components will be available for review during CBRN Operations instruction.

c. This course provides Operations level responder training for the purpose of implementing or supporting actions to protect nearby persons, the environment, or property from the effects of Hazardous Materials/Weapons of Mass Destruction (WMD) incidents.

2. Scope: Training will focus on providing the skills and knowledge required to prepare for and respond to a Hazardous Materials/Weapons of Mass Destruction (WMD) incident. The course includes training on the National Fire Protection Association (NFPA) competencies for Operations level responders, Personal Protective Equipment (PPE), and Self-Contained Breathing Apparatus (SCBA). Successful course completion will provide certification to the International Fire Service Accreditation Congress (IFSAC) Hazardous Materials Operations level.

### 3. Course Prerequisites:

a. Enlisted (E-1 through E-8), Officer (O-1 through O-5), and Warrant Officer (WO-1 through CW-2) Active, Reserve or Army National Guard Soldiers with a MOSC of 12M, 74D, 74A, 740A or 89D; Enlisted and Officer Air Force and Air National Guard Airmen, Enlisted (E-1 through E-7) with a 3E9 AFSC; Enlisted and Warrant Officer Active and Reserve Marines with a MOSC of 5711, 5769 and 5702; Navy, Coast Guard, and DOD civilian equivalent personnel whose rating, job or mission is directly related to Chemical, Biological, Radiological, and Nuclear force protection WMD/hazard, detection, identification and elimination operations. All students attending the CBRN Responder Operations Course must be IFSAC or equivalent Awareness level certified.

b. All Students attending the CBRN Responder Operations Course must meet the physical requirements of the course. Students cannot possess a temporary or permanent profile which prohibits them from conducting any training or precludes them from wearing Self-Contained Breathing Apparatus (SCBA) for 60 minutes or bearing 35 lbs. Day one, all students will be required to be cleared through a medical screening provided by nurses from General Leonard Wood Army Community Hospital (GLWACH) in accordance with NFPA 471 chapter 10.

**Introduction  
cont'**

4. Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USACBRNS, Foreign Disclosure Representative and MSCoE Foreign Disclosure Officer. This training product can be used to instruct international military students from all approved countries without restrictions.
5. American Council on Education: No American Council on Education (ACE) review for this course, does not meet the minimum 45 academic hours required.
6. The U.S. Army CBRN School commits to continually working to improve training quality. Please submit any comments and suggestions to the U.S. Army CBRN School:

Assistant Commandant  
U.S. Army CBRN School  
401 MSCoE Loop, Suite 1021  
Attn: ATSN-CM  
Ft. Leonard Wood, MO 65473-8926

**Course Structure**

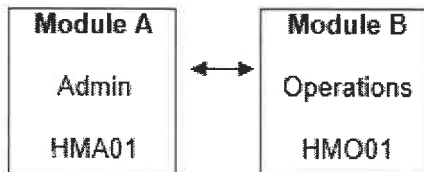
1. The CBRN Responder Operations Course is a four day course designed to provide hazardous material training to the operations level. This course includes training on and familiarization with: Analyzing a hazardous materials/WMD incident to determine the potential outcomes, plan an initial response within the capabilities of available personnel using the response objectives, response options, emergency decontamination procedures, approving proper PPE, and developing a plan of action. Also includes implementing a planned response to ensure a favorable outcome.

2. The following is a graphic depiction that illustrates the above process. The primary technique of delivery is small group instruction. The type of delivery block represents the predominate methods used in each of the modules. The lesson numbers reflect the lessons and tests taught per module. This course structure shows a course divided into two modules with estimated hours in accordance with the POI.

	Module A Administrative	Module B HAZMAT Operations
Time	3.4	29.6
Type of Delivery	CO DM PE	CO DM PE
Lessons	031HMA01	031HMO01
Training Site AC:	Resident Instruction	Resident Instruction

**Course Map**

The CBRN Responder Operations course has an Administrative and Operation module both are interchangeable.



**Training Sequence**

The CBRN Responder Operations course has only one acceptable training sequence.

Schedule	
1	A

**Course  
Manager  
Qualifications**

Course Manager must have the following qualifications:

1. GS-11 or higher Training Specialist or Instructional Systems Specialist.
2. Experience that demonstrated a practical knowledge of the methods and techniques of instruction. Examples of qualifying specialized experience include:
  - a. Teaching or instructing in an adult education program, military installation, or industrial establishment in the appropriate field(s).
  - b. Supervising or administering a training program.
  - c. Developing or review of training/course materials, aids, devices, etc., and evaluation of training results.
  - d. Work in the occupation or subject matter field or the position to be filled and required training or instructing others on a regular basis.
3. Must have attended a military Instructor training course.

**Course  
Manager  
Guidance**

The Course Manager is responsible for ensuring the course is presented as designed. Specifically, the Course Manager must:

1. Ensure instructor support materials to include, classrooms, training areas and equipment needed for training are available and properly maintained.
2. Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to the trainers and the, Director, Department of Instruction (DOI) and the Directorate of Training and Leader Development [DOT&LD], USACBRNS.
3. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws (e.g. OSHA, NIOSH), and course requirements.
4. Ensure facilities; material; equipment, and systems required for presenting the instructions is properly maintained.
5. Ensure that next Fiscal Year's course dates are scheduled and input into Army Training Requirements Resource System (ATRRS). Frequently monitor's course inputs to relay class size projections to instructors and staff.
6. Ensure critical tasks are being trained and tested.
7. Track lesson plan reviews conducted by the department.

**Course  
Manager  
Guidance  
cont'**

8. Ensure students meet prerequisites prior to attending the course. If a student(s) does not meet prerequisites, notify them and their perspective quota source manager via e-mail that they will not be allowed to attend the class for failure to meet prerequisites.

9. Provide Instructor supervisor with updated ATRRS class roster prior to class starting.

10. Provide the students with the updated welcome packets prior to arrival for the course.

**Instructor  
Qualifications**

1. All instructors must be Active Duty, Reserve Component, government employee or approved contract civilians.

2. Must meet Instructor certification requirements and policies in accordance with AR 614-200, and Instructor Certification Policy. They are as follows:

a. Demonstrate competency and proficiency in the technical and tactical skills required by the POI. The DOI is responsible for verification of instructor proficiency as evident by signature on the proponent certification memorandum.

b. Fulfill all proponent requirements as outlined in the Proponent Instructor Certification Policy. Army and Air Force Instructors must be in the grade of E6 or as otherwise stated in the USACBRNS Proponent Instructor Certification Policy.

c. Must meet the height and weight standards in accordance with AR 600-9 (military only). Pass the Army Physical Fitness Test (APFT) (military only) or service equivalent.

3. Instructor must complete TRADOC approved Instructor Trainer Course or ArmyU-approved equivalent course.

4. Must be DOD or PRO board HAZMAT Technician certified.

**Instructor  
Competencies**

Instructors are expected to develop and maintain the International Board of Standards for Training, Performance and instruction (ibstpi®)<sup>1</sup> which are the following.

1. Professional foundations.

a. Communicate effectively.

b. Update and improve one's professional knowledge and skills.

c. Comply with established and ethical and legal standards.

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<sup>1</sup> Copyright 8 September 2016 to 8 September 2021 [Instructional designer C 2012/Instructor C 2003] by the International Board of Standards for Training, Performance and Instruction. All rights reserved. Used with permission.

**Instructor  
Competencies  
cont'**

- d. Establish and maintain professional credibility.
- 2. Planning and preparation.
  - a. Plan instructional methods and materials.
  - b. Prepare for instruction.
- 3. Instructional methods and strategies.
  - a. Stimulate and sustain learner motivation and engagement.
  - b. Demonstrate effective presentation skills.
  - c. Demonstrate effective facilitation skills.
  - d. Demonstrate effective question skills.
  - e. Provide clarification and feedback.
  - f. Promote retention of knowledge and skills.
  - g. Promote transfer of knowledge and skills.
  - h. Use media and technology to enhance learning and performance.
  - i. Facilitate lifelong learning.
- 4. Assessment and evaluation.
  - a. Assess learning and performance.
  - b. Evaluate instructional effectiveness.
  - c. Counsel students.
- 5. Management.
  - a. Manage an environment that fosters learning and performance.
  - b. Integrate risk management.
  - c. Manage the instructional process through the appropriate use of technology.

**Instructor  
Guidance**

- 1. Instructors are in direct contact with the students and represent the CBRN leadership in the presentation of the instruction.



While serving as an instructor, they also serve as the role model for the students. They must be technically competent and always demonstrate professional behavior.

2. Each instructor must:

a. Thoroughly study and be well versed in the material prior to presenting the lessons.

b. Manage the training and maintain an environment conducive to student learning.

c. Supervise and guide the learning process.

d. Provide immediate feedback on student performance.

e. Be alert to students having difficulty and intercede as appropriate.

f. Ensure the Individual Student Assessment Plan (ISAP) and the Student Guide will be available to students prior to the start of training, and throughout the course. Post a copy of both documents in an area accessible to all students, and notify them of its location for their review.

g. Ensure student compliance with safety and environmental protection rules, risk assessments, regulations, laws, personal conduct and course requirements.

h. Explain the graduation criteria and requirements to the students prior to start of training.

i. Counsel Students.

j. Track student progress using DTMS.

k. Provide appropriate retraining.

l. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the Chief, HDR.

m. Inform students how they will be evaluated for blocks of instruction by informing students of Action, Condition, Standard, and Lesson Administrative Data.

n. Provide timely input to the G33 Registrar's office academic records branch regarding the status of non-grads and for the issuance of certificates of training. This includes an initial class roster, and a graduation roster to include non-grads with justification.

o. Administer tests accurately in accordance with the Test Administration Guide (TAG).

**Instructor  
Guidance  
cont'**

- p. Coordinate the use of materials and equipment, and ensure that equipment is properly used and maintained.
- q. Provide the IFSAC compliance section with a signed copy of the report card (appendix 1 to Annex A) upon course completion.

**Student  
Guidance**

1. Learning Responsibilities: It is the student's responsibility to learn, and understand the lesson objectives of this course.
2. Student responsibilities include:
  - a. Preparing for classes by studying assigned materials.
  - b. Completing homework assignments, practical exercises, and participation in training activities.
  - c. Meet or exceed all graduation requirements as outlined in the ISAP.
  - d. Maintaining proper military bearing in dress and behavior.
  - e. Maintaining total honesty and uphold the highest standards of integrity.
  - f. Providing constructive criticism concerning the efficiency and effectiveness of the training and training materials.
  - g. Students need to be medically and physically qualified in order to ensure successfully passing the course.
  - h. See Student Guide contained in Annex C for further information.

**Test  
Administrator  
Guidance**

All written certification test will be administered by the IFSAC compliance section and all skills performance evaluations will be conducted by instructors within the course. All testing will be in accordance with the IFSAC/Pro-Board Certification Testing Standard Operating Procedures (SOP).

**Assessment  
Admin  
Guidance**

Assessment Administrative Procedures for Certification/Written Test

1. ***The passing score for evaluations shall not be less than 76% to achieve certification.*** See Course Management Plan for course graduation requirements. Skills tests are examined through a process of practical evaluations, which are graded on a GO/NO-GO basis.
2. The training and certification program is a two-part process that requires both computer-based and skills test.
3. Students must successfully pass the required Computer based/paper test(s) before a skills test can be administered.

**Assessment  
Admin  
Guidance cont'**

4. Exception to Policy: In the interest of time management, teaching efficiency, and the fact that Some Haz Mat Level Skill Tests are administered in a classroom. (Awareness-ERG; Operations/Tech Containers and Haz Mat Information) these Skills Tests can be administered prior to completing the required computer-based test(s).

5. General Test Bank Information: There are several accredited certification Levels. Each level has an "A" and "B" test. These tests are parallel forms of the same test and questions are generated from a pool in randomized order.

6. Test Administration: All performance based tests must be proctored by a designated Test Proctor certified above the level being tested. With the exception of a dictionary, **absolutely no** study materials (pens, pencils, paper, cell phones etc.) are allowed in the test room/area during testing. Dictionaries are for spelling only.

***Note: International students with English as a Second Language may use devices to interpret to English only after approved by a Compliance Officer. The student may not use a laptop or Smart Phone for this purpose.***

7. Only one test per student (the level being tested) is allowed to be unlocked / available at a time.

8. All tests must be administered in a proctored environment and all computers used for testing must be monitored while testing is in progress.

**Duties prior  
to the Test  
Period**

Duties prior to the test period.

1. The day prior to each test ensure all students are able to log into computers and access Black Board using CAC.

2. Tests/Test material. The Test Administrator is responsible for the Security of TESTS/TEST MATERIAL.

3. Test Facilities. Ensure sufficient space is available for the students, so they can work and perform comfortably. The testing room must be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise. Turn on all computers prior to bringing students in the testing facility.

4. For computer and paper based test the Compliance Officer will assemble all Proctors and ensure they know their duties and the testing procedures.

a. For all test the lead instructor will assemble all Proctors and ensure they know their duties and the testing procedures.

b. Proctors cannot be the same individuals who instructed the material being tested.

5. On an upper corner of the chalkboard, place: Test Start: Test Finish:

## Duties During Test Period

### Duties during the test period:

1. Ensure unauthorized personnel are NOT permitted to enter the testing area. Only students testing, the authorized proctor(s), and Compliance Officer will be in the test lab once testing has commenced. ***At no time during the indicated test session will instructors be in the test room unless they are official proctors or supervisors.***
2. Brief Students. The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section II of this TAG).
3. If (in the opinion of the designated authority) any aspect of the security or administration is uncertain or unmanageable, proctors must immediately contact the Compliance Officer for additional guidance before administration.
4. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards. This is also verified using the AKO/CAC log in process during computer testing.
5. Testing Times: Record the starting and stopping times where all students can see them. Each test is allotted a set time for completion. International students can be given 30 additional minutes to complete the tests IAW this testing policy. When half of the test period has elapsed, the Proctor will say "YOU HAVE 30 MINUTES TO FINISH YOUR TEST." The Proctor must give a similar warning verbally when there are 15, 5, and 1 minutes remaining in the test period.
6. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor. More than 24 students will require additional Proctors (1:24). Maintain no talking and movement discipline. **No more than the required number of Proctors will be in the testing room at any time.**
7. Students are allowed to leave the test room one at a time to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above.
8. The Proctor may answer questions of a general nature concerning test procedures. Questions about specific test questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION." Do not at any time have conversations or debates about questions with students. **Proctors will only give technical information related to testing software. Do not re-read questions or assist students in any way that will lead them to an answer. Proctors are responsible for all of their own actions in the test room.**
9. When the test time has elapsed, the Proctor will inform the students that the test time has elapsed and they must immediately submit for a score.

**Duties After Test Period****Duties After the Test Period:**

1. **Collect Materials:** when finished with the test, the student will log out of Black Board and then log off the computer and remove their CAC (Common Access Card).
2. **Test Review:** Immediately after submitting for a score Proctors should highly recommend and make mandatory that students review their questions in order to know what questions were missed and learn from their mistakes. This is the student's opportunity to identify areas they were weak in.
3. **Remedial training/Retesting:** the Senior Instructor will schedule mandatory remedial training for students who failed any initial test or skills test. The Senior Instructor/SGL will identify the student failed and retrain the student.
4. **RECLAMA:** If a reclama of a question is required, consult page 36 of this course management plan for reclama procedures.

**Student Instructions****Student Instructions**

1. The proctor will read student instructions. It provides information regarding the before, during and after actions of your exam.
2. The purpose of this instruction is for students to be aware of the rules and regulations when taking examinations on Blackboard. It is imperative that students read and understand these instructions.

**To be read verbatim by the Proctor**

1. Please do not log onto the test until I have read the following instructions.
2. At this time all personnel not taking a test or proctoring the test must leave the testing room. This includes instructors not required for proctoring IAW Lesson Plan instructor/Student ratio.
3. Once you have accessed the Blackboard site all other applications *must* be closed. Do not access any other websites or links.
4. The following items are not authorized in the testing room; Cell phones, I-Watches or other similar electronic devices, writing utensils, any paper, or reference materials.
  - a. At no time will a student print, copy, transmit, or save any portion of this test. Violation of any items mentioned in this paragraph may be considered as cheating.
  - b. At this time if you have any of these items you may take them from the test room and put them away. If you are found with these items during testing it may result in the termination of your test and a failing grade.

Student  
Instructions  
cont'

5. If you have any questions during the test, raise your hand and a proctor will come to you. Proctors will only be able to answer general administrative questions about the test. You may leave the test room during the test only if approved by the Proctor.

6. You must challenge questions **DURING** the timed testing session. All challenges are reviewed by the Compliance Officer after testing is completed. Students will not debate questions with the proctors or Compliance Officer during or after testing. All discussion will be with the primary instructor after the test.

7. You have **60** minutes to finish the test (international students 90 minutes). You will be informed when half of the testing period has elapsed and given a similar warning 15, 5, and 1 minute before the end of the testing period.

8. When you have completed the test, you may quietly leave the room. **Do NOT re-enter the testing room after the test.** Do not discuss this test with other students. It is your duty to report any observation of a student providing test information to another student of your class or another class.

9. You must make a score of 76 percent to pass this test. If you should fail this test; you will receive re-training. You will be allowed one retest with an alternate version of this test. ***If this is your re-test, you must pass this test in order to advance to the next certification level of testing.***

10. You will get your official test results immediately after you finish the exam and select "save and submit" for scoring. At this time you should review your test to identify areas you missed questions in.

11. You must not ask for or accept assistance from another student. If you are observed using, offering or attempting to acquire unauthorized material or assistance, your test will be terminated, and you will be subject to administrative and/or disciplinary action. **ALL WORK ON THE TEST MUST BE YOUR OWN.**

12. Failure to comply with any exam instructions may result in disciplinary action. If cheating involved dismissal from the course may occur.

13. Are there any questions about the test instructions? Please pay attention to the Compliance Officer as they will now assist you in logging into the test.

Assessment  
Admin  
Procedures  
Performance

Assessment Administrative Guide Performance Test

1. Certification program performance evaluations have been developed for each of the certification levels. Each objective is evaluated through the accomplishment of task completion. Performance evaluations are part of the testing process and are administered to follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the Skills Tests are based on references such as NFPA 472, NFPA 1006 standards and TRADOC Regulation 350-70.

**Assessment  
Admin  
Procedures  
Performance  
cont'**

2. Skills Tests are part of every IFSAC/Pro-Board course. Skills Tests have been developed for each objective that is best evaluated by the demonstration of a skill. These Skills Tests are based on NFPA Standards.

3. Performance tests are designed to measure a student's competence completing specific tasks measured against predetermined standards. Each student, while operating in a team format, is individually evaluated based on the materials and guidance provided.

4. Performance testing must be accomplished IAW TRADOC Regulation 350-70-5.

**Duties Prior  
Test Period**

Duties prior to the test period.

1. Tests/Test Material. Pick-up and inspect the test materials for the test to be given. The Test Administrator is responsible for the SECURITY OF TESTS/TEST MATERIAL while it is signed out from the instructor supervisor. The Proctor will use only proponent test materials in preparation for or during the administration of tests.

2. Test Facilities. The performance evaluations should be conducted exclusively in the hands-on test mode. The Proctor is responsible for making every effort to obtain the equipment and support personnel required for the performance evaluation. The Proctor will also ensure that a secure staging area for students is used to ensure unevaluated students cannot observe candidates being tested; evaluated and unevaluated students will not communicate with each other during the evaluation process.

3. The Proctor is encouraged to integrate safety, risk management, and force protection wherever/whenever possible. However, depending on the method of evaluation (e.g., round-robin test stations, Situational-Training Exercises (STX), Proctors have the determination on applicability and feasibility. Heat and adverse weather conditions will be considered during all testing. Proctors must follow all safety rules and regulations as required.

Proctor (evaluator) Instructions are as follow:

a. Use a student tracking system to record pass/fail individual students for each station. Follow procedures in the Instructor Test Booklet (ITB). Students must be provided a grade sheet for each station listing each required step to successfully pass. **Students must be identified by name tape.** Grade sheets must list all steps and will be checked off as the student completes it.

b. On the performance sheet (report card), ensure the students' name, (LAST, FIRST, MI) rank, course, and class are in their corresponding space for each student you are responsible for evaluating. Fill in your name under the "instructor" block of the performance sheet.

c. Mark only one correct response (GO/NO GO) on the student performance sheet for each student based on the outcome of the evaluation sheets contained in the instructor test booklet.

d. Read verbatim to the students SECTION II: DIRECTIONS TO THE STUDENTS.

**Duties  
During Test  
Period**

Duties during the test period.

1. Ensure unauthorized personnel are NOT permitted to enter the testing area. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards.

2. Issue Test: After the students have arrived issue instructor test booklets to the evaluators NOT the students, and any special test materials (equipment, etc.) to each student before testing. Ensure that students have all the necessary/authorized test material (for example: student handouts, publications, personal notes, calculators, etc). Ensure that they have removed all unauthorized material from the staging area and have turned off their cell phones. The Proctor will state the following to the student:

*"You will be scored with a GO/NO GO for each performance step. You will be scored GO if all steps are passed and NO GO if any steps are failed. If you score a "NO GO" on a task you will be told what was done wrong and may be given the chance to do the task correctly. However, your official NO GO score for the task will not be changed."*

3. Brief Students. The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS.

a. Ensure students are briefed on each station and what is required to achieve a pass. Students must also be briefed on what will justify a fail and passing grade.

b. Ensure each station is properly equipped with required tools etc for student to complete tasks.

c. Do not leave students unattended while in SCBA or in PPE. Safety is top priority of all students and instructors must monitor students at all times while in PPE.

d. Separate students from test area by grouping in waiting areas. Students that have Completed testing will not be staged with those waiting testing.

e. Maintain constant control of students. No horseplay on training grounds.

f. Students should not be grouped so that any are standing around during an evaluation. All should participate in the testing. If a task requires only two students then four students should not be testing.

4. If (in the opinion of the designated authority) any aspect of the security or administration is uncertain or unmanageable, Proctors must immediately contact the IFSAC Compliance Officer for additional guidance before administration.



**Duties During  
the Test Period  
cont'**

5. At this time the Proctor will start the test evaluations.
6. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor in the staging areas at all times. Proctors may take students to each station as a group or each station may have a Proctor waiting for students. Follow the course POI lesson plans for student to instructor ratios. Maintain no talking and movement discipline.
7. Students are not allowed to leave the staging area until their evaluations are completed, at that time they may leave the staging area to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the staging area for any reason other than those mentioned above.
8. The Proctor may answer questions of a general nature concerning test procedures. Questions about specific test questions/performance steps should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION/PERFORMANCE STEP."
9. When the test time has elapsed, the Proctor will state: Time has elapsed please stop all evaluations.
10. At this time the Proctor will direct the evaluators to escort the students to staging area #2 and escort the next group of students to the staging area for evaluation.

**Duties After  
Test Period**

**Duties After the Test Period:**

1. Inventory Test Materials: The Proctor will inventory for completeness and accountability all test folders containing performance sheets. Conduct 100% accountability before returning the booklets for security purposes.
2. Lost or Compromised Test: Report any lost, compromised, or possible compromised tests to the compliance officer who will then contact the appropriate commander. The commander or designated representative will conduct a thorough investigation and initiate proper actions to prevent a reoccurrence of lost or compromised tests.
3. Conduct an AAR (Annex B)
4. Retraining/Retesting: The instructor supervisor will schedule re-training for students who failed any initial skills test. The instructor will identify the performance steps that the student failed and retrain the student. The student will be retested only once.
5. During the test students must perform the tasks individually unless a task requires additional personnel to complete. Each student will be graded individually however; two- four students may be necessary to eliminate possible injury.

**Student  
Instructions**

**READ VERBATIUM TO THE STUDENTS**

1. You may leave the staging/classroom area to go to the latrine. You must receive permission from the Proctor by raising your hand. You will NOT take anything with you. You may not leave the evaluation once in progress.
2. You must not ask for or accept assistance from another student. You must not give or offer to give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your evaluation will be terminated, and you will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).
3. If you have any questions during the test, raise your hand and a Proctor will come to you. They will only be able to answer general administrative questions about the test.
4. Do Not discuss this test with other students of other classes. It is your duty to report any observation of a student providing test information to another student of your class or another class.
5. When you have completed the test you will be escorted to a staging area. You may NOT reenter the testing area until all evaluations have been completed or as directed by an instructor/Proctor. You must score a GO in all areas to pass this test. If you should fail this test, you will receive remedial training on those performance steps you performed incorrectly. You will be allowed one retest.
6. You will get your official test results upon completion of your evaluation.
7. Are there any questions about the test instructions? Begin testing.

**Reclama  
Procedures**

1. Students who want to challenge an examination question must challenge the question during the test session. At no time will test questions be discussed or debated during testing. The following procedures must be followed once reclamas have been submitted:
  - a. The Compliance Officer will download question challenges and identify valid responses.
  - b. Conduct a review of all challenged test questions and notify the Chief Compliance Officer of items requiring solutions/decisions. At no time will the Compliance Officer discuss questions with the students. If further information from the instructors is needed to assess challenged questions, the primary instructor for iteration will be contacted for input. The Compliance Officer will contact the primary instructor within 24 hours and inform them of the decision on the challenged question. Only challenged questions will be considered for credit. At no time will an instructor challenge a question for a student. Only the Compliance Officer can award credit for a question based on refernces and research of course criteria.

c. An instructor within the CBRN Responder Operations course is responsible for notifying the student of the final decision. The students will not approach a Compliance Officer about a challenge.

d. In the event a paper based test is given each student will be provided the opportunity to challenge test questions during the test review. This will be done on the provided question challenge sheet. At no time during the review will the question be debated by any student. The student writes the challenge and then it is evaluated by the Compliance Officer who will determine if the challenge is valid.

**Required References**

<u>Number</u>	<u>Title</u>	<u>Date</u>
CFR 29 (PART 1910.120)	Hazardous Waste Operations and Emergency Response.	27 Aug 07
CFR 49	Title 49-Transportation Title	11 Oct 11
ERG 2016	Guidebook for First Responders During the Initial Phase of a Dangerous Goods/Hazardous Materials Transportation	18 Apr 16
IFSTA HB 2017	ED Hazardous Materials for First Responders Handbook, 2017 Edition	1 Jan 17
NFPA 472 2018 ED	National Fire Protection Association, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents	21 Aug 17
NFPA 472 HB 2018	ED Hazardous Materials/Weapons of Mass Destruction Handbook	01 Jan 18

**Lesson Titles**

<b>Title</b>	<b>PFN</b>
Operations Admin	031HMA01
Hazmat Operations	031HMO01

**Training Schedule**

<b>In Processing / Operations</b>						
<b>Date</b>	<b>Time</b>	<b>Class</b>	<b>PFN</b>	<b>Reference</b>	<b>Location</b>	<b>Uniform</b>
<b>T-1</b>	0700-0900	In processing / Medical Screen	031HMA01	SOP	Terry Facility	ACU
	0900-1100	HAZMAT Operations	031HMO01	ERG	Terry Facility	ACU
	1100-1200	Lunch			DFAC	ACU
	1200-1700	HAZMAT Operations	031HMO01	ERG	Terry Facility	ACU
<b>Operations</b>						
<b>Date</b>	<b>Time</b>	<b>Class</b>	<b>PFN</b>	<b>Reference</b>	<b>Location</b>	<b>Uniform</b>
<b>T-2</b>	0700-1100	HAZMAT Operations	031HMO01	ERG	Terry Facility	ACU
	1100-1200	Lunch			DFAC	
	1200-1700	HAZMAT Operations	031HMO01	ERG	Terry Facility	ACU
<b>Operations</b>						
<b>Date</b>	<b>Time</b>	<b>Class</b>	<b>PFN</b>	<b>Reference</b>	<b>Location</b>	<b>Uniform</b>
<b>T-3</b>	0700-0830	Equipment Issue		SOP	Terry Facility	ACU
	0830-1130	Practical Exercise Don / Doff	031HMO01	Handouts	Terry Facility	ACU
		Work SCBA				
	1130-1230	Lunch			Terry Facility	ACU
	1230-1700	HAZMAT Operations	031HMO01	Handouts	Terry Facility	ACU
<b>Certification / Skills Test</b>						
<b>Date</b>	<b>Time</b>	<b>Class</b>	<b>PFN</b>	<b>Reference</b>	<b>Location</b>	<b>Uniform</b>
<b>T-4</b>	0700-0815	Operations Certification Test	031HMO01	SOP	Terry Facility	PT
	0815-0830	AAR Cert Test	031HMO01	SOP	Terry Facility	PT
	0830-1400	Performance Evaluation	031HMO01	SOP	Terry Facility	SCBA
		Don/Doff/ Work SCBA				
	1400-1415	AAR Performance Eval	031HMO01	SOP	Terry Facility	PT
	1415-1700	Clean-Up out process	031HMA01	SOP	Terry Facility	PT

## ANNEX A

### Individual Student Assessment Plan (ISAP)

- Introduction**
1. Purpose: To provide the course manager, instructors, and students with the requirements for course graduation. It specifically identifies course completion requirements to include minimum passing score (or GO/NOGO) for each written or performance exam, final grade requirement, minimum course attendance, and specific assessments that must be completed to graduate. Counseling and retesting policy are delineated. This individual student assessment plan (ISAP) also describes the academic probation and removal process.
  2. Scope: This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director of Instruction (DOI).
- ISAP Orientation**
- Each instructor will become familiar with the ISAP, and the Chief, HAZMAT/Dismounted Reconnaissance Department (HDR) will ensure the Department is provided a copy of the plan. The ISAP and the Student Guide will be available to students prior to the start of training, and throughout the course. Post a copy of each document in an area accessible to all students, and notify them of its location for their review.
- Academic Administration**
1. Student Notification. Students will receive a briefing concerning academic administration during the initial in-processing of the course.
  2. Passing Score Criteria
    - a. Performance Evaluations: Minimum score for the performance evaluation/Exam: "GO". Any student receiving a "NO GO" will be placed on Academic Probation.
    - b. Written/Certification Test: Minimum score for the planning and capabilities: 76%. Any score below 76%, results in the student receiving failing score and placed on Academic Probation.
  3. Exam Failures and Retest:
    - a. Exam Failures.
      - (1) The student will receive formal counseling from the instructor.
      - (2) The student will be placed on academic probation.
      - (3) The student must satisfactorily complete a retest within one academic day after the initial test failure.
    - b. Failure of a retest:

**Academic  
Administration  
cont'**

(1) The student will receive formal (written) counseling from the Instructor.

(2) The student will receive formal notification of the initiation of a Student Status Review (SSR) from the Instructor Supervisor. A copy goes through the HDR Department Chief.

c. Academic Computation. Students passing the retest will be awarded the lowest possible passing score of 76% on written test.

d. Counseling: Counseling for "NO GOs" and exam failures will be specific to include the amount of retraining which instructor will conduct, the method of retraining, and the time and place the retest will be administered. Retraining is mandatory for all test failures.

e. Written/Certification: Retest will be conducted within one academic day of retraining of the initial test failure.

Note: Students MUST be retested with an alternate version of the failed exam, prior to taking the next scheduled exam.

f. Performance Evaluations: Retest for performance evaluation failures will be conducted within one academic day of retraining of the initial test failure.

g. Students may attempt each test twice (written or performance) within the course attendance.

**Graduation  
Requirements**

Graduation Requirements for U.S. Military and civilian students.

1. Students must successfully complete all requirements listed within this ISAP.

2. Students must meet the following standards:

a. Score at least 76% (on initial test or retests) on written test and receive a "Go" on all performance-evaluations.

b. Must not be pending any disciplinary/SSR action.

**Academic  
Grading and  
Test Plan**

1. There will be no weighing of tests in this course; each test is critical to ensure the student can perform to standard.

2. Use the test; retest policy for both written and performance-based tests.

3. If the student fails a test, he/she will be placed on academic probation. If the student fails the retest, a student status review will be initiated.

4. The following are the tests/Performance Evaluations used to evaluate the student's performance:

**Academic  
Grading and  
Test Plan  
cont'**

- a. Performance Evaluation 1, Hazard Response Information Operations: (Go/No Go)
  - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
- b. Performance Evaluation 2, Estimating Potential Harm: (Go/No Go)
  - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
- c. Performance Evaluation 3, Determine PPE: (Go/No Go)
  - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
- d. Performance Evaluation 4, Don Doff and Work in PPE: (Go/No Go)
  - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
- e. Performance Evaluation 5, Emergency Decon: (Go/No Go)
  - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
- f. Operations Certification Test: Minimum score of 76%
  - Students will be given a 50 question, Multiple Choice Test. This test is a closed book exam.

**Student  
Tracking**

1. The instructor will be responsible for tracking and inputting hours missed by the student. The instructor will inform the HDR Chief at the time the student reaches four hours of missed training.
2. Once a student has missed four hours an SSR must be initiated.
3. One week prior to the class start date the Senior Instructor will receive a class roster from the Course Manager, in order to begin the student tracking process.

**Student  
Feedback**

1. Each graduate of this course will have the opportunity to complete an "End-of Course Questionnaire" prior to graduation. Graduates will be solicited for feedback so they may help improve the presentation of the learning material.
2. Feedback is critical for this course. Each graduate will participate in the End of Course questionnaire by logging on to <https://mscoe-survey.tradoc.army.mil/EFM/se/7DF7483E62AD8904>. If students are unable to complete online a paper copy will be filled out and turned into CBRNS Quality Assurance Office (Annex D).

**Student  
Status  
Reviews**

1. Student Status Review (SSR), is the procedure the USACBRNS uses to determine the retention or elimination of students having academic, disciplinary, or any other problem that may affect their continued attendance in the CBRN Responder Operations Course.

2. The Instructor Supervisor of the CBRN Responder Operations Course will request a review of a student's status for any of the reasons listed below and will submit recommendation in writing to the DOI. The student is allowed to provide input for consideration during the review.

3. The SSR process follows the guidelines within 3-15, b. (1)-(6). The SSR will be used to determine if the student will be retained, recycled, or removed from the course. The Instructor will initiate an SSR if a student meets one of the below conditions.

a. Fails a retest of any exam.

b. Has absences that exceed four hours, authorized or unauthorized.

c. Is suspected of committing acts of misconduct punishable under the UCMJ or civil statutes (example: DUI, drug use). No formal adjudication of guilt by a military or civilian court or by a commander under the provisions of UCMJ, Article 15, is necessary to support removal from the course under the provisions of this policy.

d. Violates SHARP and/or EO regulations. Violating these regulations may result in automatic removal from the course.

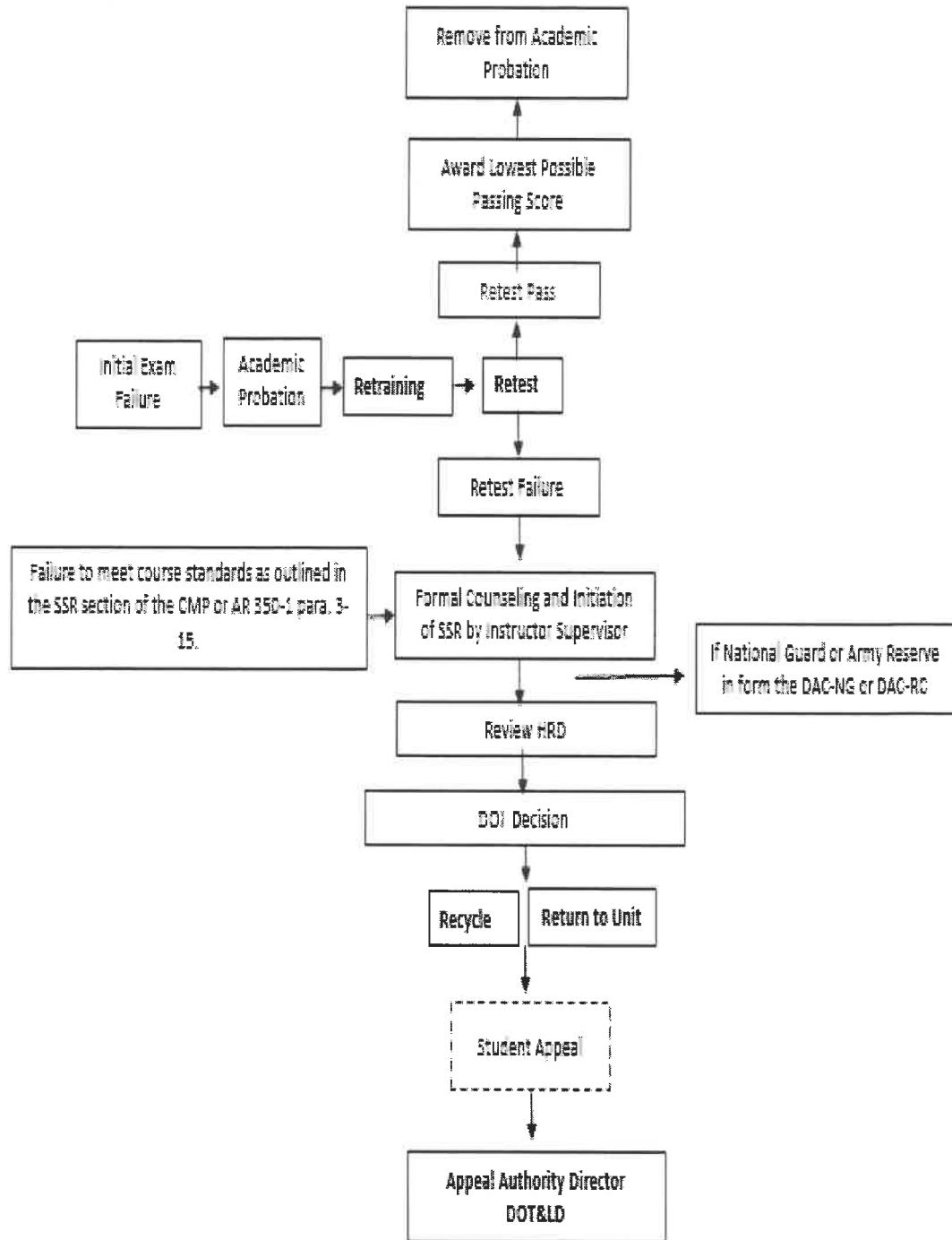
e. Failed to adhere to policy letter requirements.

f. Actions or incidents the instructor deems necessary for a SSR.

4. The Instructor Supervisor will prepare the SSR package IAW this CMP and forward through the HDR to DOI, for disposition. Once a student is notified of the initiation of an SSR, the student has one day to provide a statement that will be included in the SSR packet (this statement is not required and can be waived upon student request).



# Student Status Review Procedures



# APPENDIX 1 to Annex A Report Card

<b>Class#</b> _____ <b>Instructor</b> _____ <i>By signing/certify that student has received the training indicated on this report.</i> <b>Signature:</b> _____				<b>18T-Respon</b> <b>18T-Op's</b> <b>2ND-Respon</b> <b>2ND-Op's</b> <b>18T-Entra</b> <b>18T-Op's</b> <b>2ND-Entra</b> <b>2ND-Op's</b> <b>18T-PPE</b> <b>18T-Op's</b> <b>2ND-PPE</b> <b>2ND-Op's</b> <b>18T-SCBA</b> <b>18T-Op's</b> <b>2ND-SCBA</b> <b>2ND-Op's</b> <b>18T-Emerg</b> <b>18T-Op's</b> <b>2ND-Emerg</b> <b>2ND-Op's</b> <b>18T-Op's</b> <b>18T-Op's</b> <b>2ND-Op's</b> <b>2ND-Op's</b>	<b>In the student: By signing you certify you have received the training indicated on this report.</b>								
Skills Test Number					1	2	3	4	5	Cmt/Tral		Student's Signature	
Last Name	First	Initial	SS#	18T-Respon	2ND-Respon	18T-Entra	2ND-Entra	18T-PPE	2ND-PPE	18T-SCBA	2ND-SCBA		18T-Emerg
Smith	John	T JR	111-11-1111	G	G	G	G	G	G	NG	G		

## APPENDIX 2 to Annex A Reclama/Student Inquiry Form

### STUDENT INQUIRY FORM

FILL IN YOUR NAME AND COMPLETE MAILING ADDRESS BELOW			
LAST, FIRST, MI	RANK	SEE PRIVACY ACT STATEMENT ON BOTTOM OF PAGE SOCIAL SECURITY NUMBER	
INDIVIDUAL STUDENT EFFORT (ISE) COURSE TITLE		ISE NUMBER	
ADDRESS		ZIP CODE	DSN
		PHONE NUMBER (COMM)	
<p><b>Please check your inquiry area(s) below.</b></p> <p><b>LESSON OR EXAM IN ERROR WITH –</b></p> <p> <input type="checkbox"/> Field Manual Procedures    <input type="checkbox"/> Diagrams    <input type="checkbox"/> </p> <p> <input type="checkbox"/> Technical Manual    <input type="checkbox"/> Equipment Specifications                 </p> <p><b>CONFUSING CONTENT</b></p> <p> <input type="checkbox"/> Examples    <input type="checkbox"/> Organization    <input type="checkbox"/> Wording    <input type="checkbox"/> Structure                 </p> <p> <input type="checkbox"/> Illustration    <input type="checkbox"/> Chart    <input type="checkbox"/> Figure    <input type="checkbox"/> Table                 </p> <p> <input type="checkbox"/> Other _____                      (Please explain)                 </p>			
<p><b>COMMENTS:</b></p> <p>Be specific and cite paragraphs, pages and/or figure numbers. Please feel free to add comments on a separate sheet of paper if necessary.</p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>			
<p><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 50 USC 302(B) and (C)</p> <p><b>PURPOSE:</b> To provide Individual Student Effort students a means to submit inquiries and comments.</p> <p><b>RDJ TIME LIMS:</b> To locate and make necessary changes to Student ISE 0704.</p> <p><b>DISCLOSURE - VOLUNTARY:</b> Failure to submit SSN will prevent course developers at USAC MDS from accessing student records and responding to inquiries requiring such follow-up.</p>			

**APPENDIX 3 to Annex A**  
**Student Status Review Examples**

U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14030 MSCOE LOOP, SUITE 3021  
FORT LEONARD WOOD, MO 65473

ATSN-T

Date

MEMORANDUM FOR SPC Doe, John USA, Responder Operations Course Class 001-16

SUBJECT: Notification of Recommendation for Students Status Review

1. A recommendation for the review of your student status has been initiated.
2. A copy of this packet, which will be forwarded to the Director, Department of Instruction (DOI).
3. The DOI is authorized, based upon a review of the package submitted, to conduct any such inquiry as he/she desires in order to determine your status as a student. His/her determination may include ordering your elimination from the course and you designated as a non-graduate.
4. You may appeal the DOI's decision to the Director of Training IAW applicable, regulations. You have one duty day to notify the DOI that you wish to appeal. You have one duty day to complete your appeal.

AO of MEMO  
Instructor

Encl

PRINT NAME: STUDENTS NAME

SIGNATURE: STUDENTS SIGNATURE

DATE: DATE OF COUNSELING / NOTIFICATION

## Change in Student Status Example

U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14030 MSCOE LOOP, SUITE 3021  
FORT LEONARD WOOD, MO 65473

ATSN-T

DATE

MEMORANDUM FOR Director Department of Instruction

Director, Department of Instruction, Fort Leonard Wood, MO 65473

SUBJECT: Change in Student Status of PFC John Doe, SSN, USAR, Responder  
Operations Course 01-18

1. Recommendation: Drop from current class (Class #, Course)
2. Background: On (Date), student failed the Planning and Capabilities Test, receiving a score of 66%. A 76% is required to pass the exam. On (Date) student retested and failed the retest, receiving a score of 68%. Student was given the opportunity for necessary retraining as required.
3. IAW the Responder Operations Course Management Plan, failing two exams is cause for dismissal from the course.
4. The student was informed that failing the exams would result in being dropped from the course.
5. The point of contact is the undersigned at xxx-xxxx

2 Encls  
Memo  
OPREP

AO of MEMO  
HDR

## Student Status Review Decision Memo Example

U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14030 MSCOE LOOP, SUITE 3021  
FORT LEONARD WOOD, MO 65473

ATSN-T

DATE

MEMORANDUM FOR Responder Operations Course, Supervisory Training Instructor

SUBJECT: Student Status Review Decision

1. In accordance with TR 350-18, I have reviewed the entire student status packet on PFC John Doe, 111-11-1111, USAR, Responder Operations Course 01-18. Based upon my evaluation of the student's performance he/she is:

\_\_\_\_\_ Retained in current class

\_\_\_\_\_ Dismissed from current class

\_\_\_\_\_ Return to home unit to be placed into the next available class.

2. Provide student copy of the entire packet.

3. Point of contact is Chief, HDR at (573) 596-4948.

AO of MEMO  
DOI

**APPENDIX 4 to Annex A**  
**U.S. Army CBRN School Honor Code**

<b>Purpose</b>	This Appendix defines and identifies the intent and principles of the U.S. Army CBRN School Honor Code.
<b>General</b>	<p>1. The CBRNS operates on an honor code principle. Integrity is an essential attribute of any military professional; therefore, any student found guilty of a breach of integrity is subject to immediate relief from the Responder Operations Course, as well as possible disciplinary action. The honor code accepted at the CBRN School, while broad in application, is precise in its meaning: "Every student's work is his or her own work."</p> <p>2. The honor system does not preclude students from working together on exercises when directed to do so by an instructor or is applicable by type activity, nor does it preclude mutual discussion of individual solutions to upgrade homework requirements prior to turn in of the solutions. However, all graded written requirements must be an individual effort unless otherwise directed.</p>
<b>Explanation of Terms</b>	<p>1. Plagiarism.</p> <p style="padding-left: 40px;">a. The Random House College Dictionary (First Edition) defines plagiarism as, "The appropriation of the language, ideas, and thoughts of another author and representation of them as one's original work." This would include the extraction of portions of reference material and submitting it as one's own work on book reports, essay papers, etc., and not crediting the original author or publisher.</p> <p style="padding-left: 40px;">b. The most blatant form of plagiarism is to repeat as your own, someone else's sentences, more or less verbatim. Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgment, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own. (MLA Handbook, Sec 1.6 New York: Modern Language Association, 1984.)</p> <p>2. False statements. An individual's word is his/her bond, whether under oath or in casual conversation, and whether or not the statement is meant to deceive. Any statement made is expected to reflect the whole truth without distortion or withholding of any facts.</p> <p>3. Wrongful appropriation. The taking, obtaining or withholding of the property of another with intent to deprive is wrongful appropriation.</p>

**Explanation  
of Terms  
cont'**

4. Compromise of test material. Test material issued during scheduled tests, retests or test review sessions must not leave the test/critique area or the presence of the test administrator. Test questions and answers are not to be discussed outside of the controlled environment.

5. Cheating. Looking at another student's work during an examination and/or providing answers to someone else. When a student is suspected of cheating, the instructor or individual making the observation must collect available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the Department Chief. The Chief will review all available evidence. If, after reviewing all material, the Department Chief believes cheating has occurred, a student status review will be initiated.

**Violations**

1. Violations of the USACBRNS honor code include, but are by no means limited to, those mentioned in paragraphs 1. through 5. above. Common sense and good judgment provide the basic guidelines to what is acceptable and what is not acceptable conduct. Any related conduct that is unbecoming to a gentleman/lady and Soldier that may bring discredit to the USACBRNS and the U.S. Army may be considered an honor violation.

a. When a person is suspected of violating the honor code, the individual making the observation will collect all available evidence on the case, including names of witnesses, if appropriate, and immediately report the incident to his/her first-line faculty supervisor / instructor.

b. Failure to report an honor violation after having observed or after having been informed of such violation constitutes an honor violation itself. TOLERANCE: Any officer having knowledge of wrongdoing by fellow officers of the class is obligated to report violations. Failure to do so constitutes TOLERANCE and violates the honor code.



**ANNEX B**  
**AAR Performance Checklist**

<b>AAR Performance Checklist</b>	
	Put a check in all boxes that were completed for the AAR.
<b>Before the AAR</b>	The instructor/facilitator completed these actions before conducting the AAR: <input type="checkbox"/> Instructor/facilitator prepared an AAR outline. <input type="checkbox"/> The room (or training area) was appropriate.
<b>During the AAR</b>	The instructor/facilitator did the following AAR steps: <input type="checkbox"/> Began the AAR: stated the purpose of the AAR, restated the training objective, listed the training events to be discussed, and explained any ground rules. <input type="checkbox"/> Had students discuss their strengths and wrote the strengths on the flip chart. <input type="checkbox"/> Had students discuss their weaknesses and possible causes, and wrote them on the flip chart. <input type="checkbox"/> When all strengths and weaknesses were discussed, added his own observations, insights, and lessons <input type="checkbox"/> Had students discuss what to do differently and wrote the ideas on the flip chart. <input type="checkbox"/> When all had finished, added his own suggestions. <input type="checkbox"/> Specifically told students what to do next: more practice, more training, etc. <input type="checkbox"/> Summarized the AAR.
<b>Overall</b>	Overall observations, insights, and lessons of the AAR: <input type="checkbox"/> Students talked 75% of the time. The instructor/facilitator did <u>not</u> lecture the students. <input type="checkbox"/> Ninety percent of the students participated in the AAR. <input type="checkbox"/> Instructor/facilitator asked questions to clarify and to get students to consider the consequences of what they said or did, etc. <input type="checkbox"/> Instructor/facilitator made the students' actions visual: drew diagrams, had students reenact what they did, etc. <input type="checkbox"/> Instructor/facilitator kept discussion focused on things relating to the training objective. <input type="checkbox"/> The "what to do differently" ideas were consistent with Army standards.

## **ANNEX C**

### **Student Guide**

**Student Guide** The Student Guide is contained in the following pages. This Student Guide is provided in a way that it should be copied directly from this Course Management Plan and given directly to the student.

Listed below are some administrative things you will need to know while attending the Responder Operations Course. Any questions pertaining to this Student Guide can be address to the HDR Course Manager, (573) 596-2505.

Welcome to the Lieutenant Terry Facility HAZMAT training office. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties needed as a member of a specialized CBRN team or unit. You will be provided instruction on hazards associated with chemical, biological, radiological and nuclear materials to the operations level. You will certify in the Department of Defense Fire & Emergency Services Certification Program, with the following certifications: Responder Hazardous Material Operations, and Personal Protective Equipment certification.

**Course Prerequisites**

1. Enlisted (E-1 through E-8), Officer (O-1 through O-5), and Warrant Officer (WO-1 through CW-2) Active, Reserve or Army National Guard Soldiers with a MOSC of 12M, 74D, 74A, 740A or 89D; Enlisted and Officer Air Force and Air National Guard Airmen, Enlisted (E-1 through E-7) with a 3E9 AFSC; Enlisted and Warrant Officer Active and Reserve Marines with a MOSC of 5711, 5769 and 5702; Navy, Coast Guard, and DOD civilian equivalent personnel whose rating, job or mission is directly related to Chemical, Biological, Radiological, and Nuclear force protection WMD/hazard, detection, identification and elimination operations. All students attending the CBRN Responder Operations Course must be IFSAC or equivalent Awareness level certified.

2. Successful completion of this course requires students to be medically cleared for wear of Air-Purifying Respirators and Positive-Pressure Self-Contained Breathing Apparatus. During initial in-processing, students will complete a medical screening questionnaire. The questionnaire will be reviewed by the General Leonard Wood Army Community Hospital occupational health staff and if the student is cleared they will be given a medical clearance for the duration of the course. Students with a permanent military profile must bring a copy of the profile with them. Students who are on a temporary profile that prohibits them from conducting any part of training will not be admitted into the course. A medical baseline of each student's vital signs will also be obtained for medical surveillance use during field exercises. Students who cannot be medically cleared will be returned to home station. Students will NOT be treated for routine medical care.

**Course  
Prerequisites  
cont'd**

3. Several written and performance-oriented examinations are administered during the course. There will be additional non-duty study requirements. Please come prepared to learn. A score of 76% is required to successfully pass written exams. Students failing any written exam or performance-oriented testing will be retrained and allowed one retest. Portions of the course require computer based testing. In order to accomplish this, all students must have and be able to recall their Army Knowledge On-line (AKO) or Defense Knowledge On-line (DKO) login and password. Units need to ensure all students can utilize their Common Access Card (CAC), as time will not be allowed to have their passwords reset upon arrival. Any student unable to recall their passwords may potentially jeopardize their ability to successfully complete the course.

**In-Processing**

1. Bring the following items with you for in processing.
  - a. 3 copies of 1610 and orders if on Temporary Duty (TDY) en-route
  - b. IFSAC or ProBoard HAZMAT Awareness certificate
  - c. Permanent or temporary profile
  - d. Optical Inserts
2. Marine students that wish to visit the Marine Corps Detachment while attending the training the address is 14597 East 8<sup>th</sup> Street, Fort Leonard Wood Mo 65473.

**Lodging &  
Meals:**

1. Army students of all components attending this course are covered under Fort Leonard Wood's Institutional Training Directed Lodging and Meal Policy (ITDLMP), formerly known as MTSS. Please refer to ALARACT 281/2011 (Training Directed Lodging and Meal Policy) found in the link below.  
<http://www.wood.army.mil/3chembde/irtd%20web%20page/index.htm>
2. Prior to arrival contact Intercontinental Housing Group (IHG) Office to reserve on post lodging if available. The phone number is (573) 596-0999 or toll free (800) 677-8356. IHG Office is located in Candlewood Suites, Building 2020, 4990 Nebraska Avenue. Upon arrival to FT Leonard Wood, all students will report to Candlewood Suites in order to check into billeting. Do not obtain off post lodging. If post lodging is unavailable, the G3 Registrar will block rooms at government contracted hotels for the duration of your class. All off-post student room requirements will be handled by the G3 Registrar Office.
3. Soldiers of all ranks attending training in a TDY/Active Duty for Training (ADT) status will be directed to subsist at a FLW dining facility on a 4 day meal card. Student orders will be used at the dining facility until the meal card is issued.

**Mailing  
address**

Rank and name  
ATTN: (Responder Operations Course) #XXX-XX  
Lt Terry Facility Bldg 2130  
15103 Elementis Ave  
Fort Leonard Wood, MO 65473

**Equipment &  
Uniform  
Required**

1. Military Personnel
  - a. 2 sets of service specific uniforms (to include T-shirt and socks)
  - b. 1 pair of regulation boots
  - c. 2 sets of complete Physical Training (PT) uniforms (seasonal)
  - d. 1 pair of approved athletic shoes
  - e. Reflective vest/belt
  - f. Appropriate civilian attire
2. Civilian Personnel
  - a. Business casual or relaxed work clothes (Jeans / knit shirts)
  - b. 1 pair of work boots
  - c. 2 sets of physical training clothes (Shorts, T-Shirts), no form fitting attire.
  - d. 1 pair of athletic shoes
  - e. No open toed shoes

NOTE: Daily PT uniforms should reflect current temperatures in Missouri. Classrooms can feel cold after exercises. PT jacket and pants are recommended. Barefoot running shoes will not be authorized.

**Pregnancy**

Students will not attend the Responder Operations Course if they are pregnant. AR 40-501 identifies several activities in which pregnant Soldiers may not participate. Many of these activities are done while attending the course and would disqualify any pregnant Soldier.

**Required Items**

1. Government credit card, if financial emergency arises, the student must contact their unit.
2. Students who require optical inserts must bring them to the course. Male students with shaving profiles will have their beard trimmed ¼ inch to ensure a proper seal of their mask. Female students will not wear hair bonnets, pins, buns and hair braids that will prevent the proper seal of their mask.

<b>Leave &amp; Pass</b>	Students desiring to take leave after the completion of the Responder Operations Course who are TDY and return must have an approved leave form (DA FORM 31) from their home unit. Students may go on emergency leave, if verified by the American Red Cross. However a SSR will be initiated for missed training time.
<b>Privately Owned Vehicles (POV)</b>	If possible, bring your POV. All POV's are subject to safety inspections. Students must maintain the minimum insurance requirements for the State of Missouri.
<b>Military Vehicles</b>	There may be an instance when students will attend the course as a group from a unit and use of a government vehicle is authorized. The student in charge of the vehicle will make sure that it is only used for official business pertaining to the students who are TDY.
<b>Open Door Policy</b>	As in any military unit, the BN/BDE Sergeant Major and Commander's door is always open to students with problems or concerns. Students will schedule an appointment through the Senior Instructor.
<b>Academic Evaluation Report (AER)</b>	Students will be provided a course certificate upon successful course completion. No AER will be issued for this course.
<b>Student Elimination</b>	The instructor will brief you on reason for elimination. Some reasons for elimination are: substance use/abuse, examination failures, any unexcused absences from any training event, lack of motivation, attitude, UCMJ actions, absent from or late to any formations, training events and SHARP or EEO complaints on or off duty.
<b>Appeals</b>	All students will be given the opportunity to appeal their disenrollment IAW applicable regulations. Students will continue in the course during the appeal process, unless they are disruptive to the training discipline.
<b>Absences</b>	All students must obtain permission from the cadre before you can be absent from training. Any student that is absent without permission is subject to punishment under the UCMJ and may be considered for disenrollment from the course. All students will notify the instructor prior to departing the class area for any authorized absence during duty hours. Instructors are responsible for training and testing of students with authorized absences. Students absent longer than four academic hours may be considered for disenrollment. Failure to be at your appointed place of duty may be cause for dismissal from the course.
<b>Standard of Conduct</b>	At the CBRN School we demand students display proper military bearing and a positive attitude at all times. Unprofessional conduct will not be tolerated.

<b>Transportation</b>	The use of rental cars and POV's to and from class is recommended. Limited shuttle services are available for travel on post. Commercial taxi are available on/off post.
<b>Crime Prevention</b>	Everyone has the responsibility to prevent or deter crime. If you become a victim of crime notify your instructor immediately. Keep your items secure at all times and do not keep more than \$40.00 in your area. Personal property will not be left unattended. POV's will be locked at all times. Maintain physical control of your personal property.
<b>Off-Limits Areas</b>	Cadre will inform you of any off limit areas by posting them on the classroom bulletin board. In addition, all training brigade billets that house Initial Entry Soldiers are off limits. This is IAW Fort Leonard Wood Regulation 350-6.
<b>Alcohol Policy</b>	The legal drinking age is 21 years old both on and off post. If you are underage you will not drink. No consumption of alcohol will be permitted 24 hours before a student will wear any form of Personal Protective Equipment (PPE).
<b>Use of Tobacco</b>	Smoking and dipping is allowed in designated areas only. No smoking is allowed in your room. Violators will pay for smoke cleaning of the room. Students will not smoke or dip in classroom/ formation areas. Smoking is prohibited in the vicinity of Initial Entry Training (IET) and Advance Individual Training (AIT) Soldiers.
<b>Privately Owned Weapons</b>	No student is authorized to have a weapon while attending the course.
<b>Drinking and Driving</b>	<b>DRIVING UNDER THE INFLUENCE:</b> Do not drink and drive. If you are apprehended for drunk driving by civilian authorities you will be subject to Missouri law. It is a violation of Missouri law to operate a vehicle while carrying an open alcoholic beverage container. The federal magistrate will administer violations on post.
<b>Foreign Disclosure</b>	The materials contained in this course have been reviewed by the training developers in coordination with the USACBRNS, Foreign Disclosure Representative and MSCoE Foreign Disclosure Officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Annex D**  
**End-of-Course Questionnaire**

**Demographics**

1. Class number

2. Training location

3. Gender

4. Component

Active Duty	National Guard	Army Reserve	International Student	NA
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**Overall Training Experience**

5. Course/lesson objectives were presented at the beginning of training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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6. Course content was logically organized.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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7. The level of instruction was appropriate.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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8. Safety was stressed and practiced throughout the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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9. Environmental consideration was stressed and practiced throughout the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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10. The course was learner-centric or student focused.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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11. My skills/knowledge increased as a result of this course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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12. I will be able to apply skills learned in this course in future operations or job

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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13. The course provided me ample opportunity to demonstrate initiative.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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14. I was given opportunity to demonstrate my leadership abilities.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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**Instructors/Facilitators:**

15. Instructors/facilitators demonstrated a thorough grasp of the subject.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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16. Instructors/facilitators were prepared for training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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17. Instructors/facilitators served as mentor.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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18. Where appropriate for training, the instructors/facilitators incorporated teamwork and collaboration.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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19. Where appropriate for training, instructors/facilitators incorporated learning activities that developed critical thinking and problem solving skills.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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20. The instructors/facilitators related training to the job/operational environment.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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21. The instructor's/facilitator's professionalism set the proper example for bearing, behavior, and appearance.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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**Course Presentation:**

22. Training was realistic and effective.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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23. The lesson objectives were clearly stated.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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24. Course materials and references used for training were current.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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25. The course delivery method was appropriate for training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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26. The appropriate amount of time was allocated for training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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27. Gaming and simulation incorporated into the course enhanced training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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28. Online digital course materials were relevant, useful, and accessible as needed.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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**Assessments (Exams, Tests, Performance Evaluations):**

29. The Individual Student Assessment Plan (ISAP) was provided or posted for student access.

[Yes/No]

30. Assessment procedures were clearly explained prior to all assessments.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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31. The process for challenging an assessment (reclama procedure) was clearly explained.

[Yes/No]

32. Assessments served as a good measurement of the training received.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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33. Post assessment (exam, test, performance evaluation) reviews or After Action Reviews (AARs) were conducted after each assessment.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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**Training Facilities, Equipment and Materials:**

34. Training facilities, ranges, and training areas were conducive to learning.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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35. Classroom or training area was appropriate for training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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36. Enough equipment, training aids, and or training materials were on-hand to conduct training.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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37. Equipment and training aids functioned properly.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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38. There was enough ammunition to complete the task/exercise.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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**Training Support:**

39. The barracks/on post lodging lighting, HVAC, climate, internet access, and furnishings were adequate.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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40. The dining facilities (DFAC) food, cleanliness, and service were adequate.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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41. The library resources and operating hours met student needs.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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42. The welcome letter and packing list was informative and provided detailed requirements of documents, clothing, and equipment required to attend the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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43. Internet access was available and high enough quality to conduct course activities during non-class hours.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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44. Group meeting facilities with Internet access were available for small group work outside of class time.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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45. The course included instruction on the use of research, information resources, and other Knowledge Management tools and opportunities to use these resources in the conduct of the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
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46. What was the most valuable part of the training and why?

47. What was the least valuable part of training and why?

48. Is there a subject/class that you would add to the course curriculum?

49. Please provide other comments or suggestions to help improve future training classes.