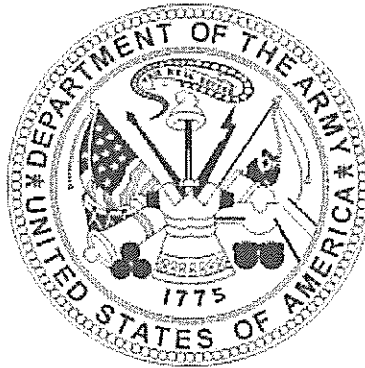
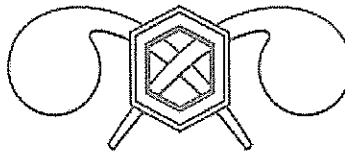


# United States Army CBRN School



## Course Management Plan for the CBRN Technical Escort Course 4K-SIL3/494-ASIL3



Approved: \_\_\_\_\_

Assistant Commandant USACBRNS

31 MAR 2019

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 Technical Escort 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.

c. This course provides enhanced tactical training in CBRNE assessment, disablement, elimination, escort, and site remediation restoration in support of mission requirements in the continental United States and outside the continental United States, to include training exercises, local mission responses, and overseas contingency requirements.

2. Scope: Training will focus on providing the skills and knowledges required for a student to perform as a member of a CBRNE Response Team (CRT) responsible for conducting CBRN site assessment, render-safe, detection, sampling, verification, site exploitation, packaging, escort (surety and non-surety), limited disablement, limited elimination, technical decontamination, confined space awareness, and limited consequence management at the end of this course in support of combatant commanders and lead federal agencies.

## 3. Course Prerequisites:

a. Army Enlisted, Officer and Warrant Officer Active, Reserve and National Guard with a MOSC of 74D or 89D, 74A AOC, 740A AOC; Enlisted Active and Reserve Marines with a MOSC of 5711, 5702 and 2336; Coast Guard and DOD civilians whose mission is directly related to CBRN Site assessment, detection, sampling, and site exploitation of hazards associated with Chemical Biological Radiological (CBR) materials. DOD civilians who meet the above prerequisites will require course manager authorization prior to course attendance. Enlisted grades (E1 - E5) must be Hazardous Material Operations certified and (E6 and above) must be Hazardous Material Technician certified. Certifications must be through either the Department of Defense (DoD) Fire and Emergency Certification Program or Pro Board Accreditation System.

b. All students attending the Technical Escort Course must meet the physical requirements of the course. They must not possess a temporary profile that limits standing, lifting or requires movement with crutches. Students must be physically able to wear Self-Contained Breathing Apparatus or SCBA (35 LBS) and or be able to lift up to 55 pounds while in SCBA for up to 10-15 minutes at a time. 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: FD2 - This training product has been reviewed by the training developers in coordination with the USACBRNS, Foreign Disclosure (FD) Representative and MSCoE foreign disclosure officer. This training product can be used to instruct international military students when the country meets specific criteria. Specify requirement(s) that each country must meet (select all that are appropriate): 1) Must purchase equipment through FMS Joint Chemical Agent Detector, JCAD M4A1; 2) Must be a member of a specific group or coalition United Arab Emirates (UAE); 3) Must have an accepted clearance (must be authorized under an identified general security agreement with the US); 4) May not attend FD3 modules Module A (6.7hrs), Module C (39.9hrs), Module D (14.3hrs), Module E (18.1hrs), Module F (17.6hrs), Module G (41.1hrs).; 5) Other JPEO-CBD approved usage of restricted equipment during training only for UAE. No publications released.

5. American Council on Education: American Council on Education (ACE) Military Programs Evaluation recommended the Technical Escort Course earn the following; In the lower-division baccalaureate/associate degree category, 3 semester hours in hazardous materials operations and 1 in emergency casualty management.

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**

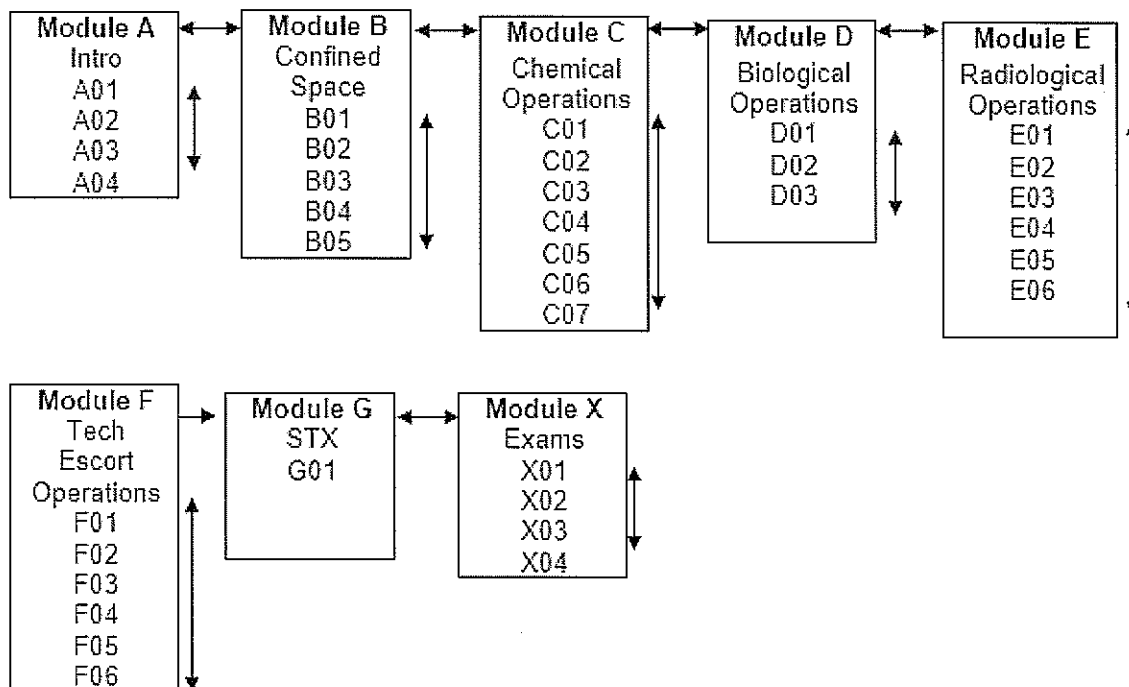
1. The Technical Escort Course is a 4 week 3 day course designed to provide baseline training to enlisted, warrant and commissioned officers assigned to Technical Escort units. This course provides training in the areas of field sampling, detection, identification, decontamination, mitigation, characterization and Site Exploitation (SSE) of hazards associated with CBRN materials. This course provides awareness level training for Confined Space and Confined Space Rescue Operations.

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 eight modules with estimated hours in accordance with the POI.

	Module A Introduction	Module B Confined Space Operations	Module C Chemical Operations	Module D Biological Operations	Module E Radiological Operations
Time	21.5	39.2	41.2	14.3	18.1
Type of Delivery	CO DM PE	CO DM PE	CO DM PE	CO DM PE	CO DM PE
Lessons	031TEA01 031TEA02 031TEA03 031TEA04	031TEB01 031TEB02 031TEB03 031TEB04 031TEB05	031TEC01 031TEC02 031TEC03 031TEC04 031TEC05 031TEC06 031TEC07	031TED01 031TED02 031TED03	031TEE01 031TEE02 031TEE03 031TEE04 031TEE05 031TEE06
Training Site AC	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction
	Module F Tech Escort Operations	Module G STX	Module X Exams		
Time	17.6	41.1	5.6		
Type of Delivery	CO DM PE		CO TEST REVIEW		
Lessons	031TEF01 031TEF02 031TEF03 031TEF04 031TEF05 031TEF06	031TEG01	031TEX01 031TEX02 031TEX03 031TEX04		
	Resident Instruction	Resident Instruction	Resident Instruction		

## Course Map

The Technical Escort course is structured with an Introduction, Confined Space, Chemical, Biological, Radiological and Technical Escort Operations modules. All these modules are interchangeable only the STX module must be trained at the end of the course.



## Training Sequence

The table below shows all allowable training sequences. The course may be organized in separate ways to suit local needs. The below sequences were developed to provide information in a logical order allowing the students to receive the needed knowledge or skill prior to moving on to the next required task. Lessons within modules may be rearranged to allow for required resources, however the course map may not be violated. The options provided are to assist in making adjustments and allowing the flexibility necessary for scheduling facilities and equipment.

Schedule								
1	A	B	C	D	E	F	G	X
2	A	C	B	D	E	F	G	X
3	A	C	E	B	D	F	G	X
4	A	D	C	E	F	B	G	X
5	A	D	E	F	B	C	G	X
6	A	C	D	E	F	B	G	X
7	A	B	D	C	F	E	G	X

**Course  
Manager  
Qualifications**

Course Manager must have the following qualifications:

1. GS-11 or higher Training Specialists 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.

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

**Course  
Manager  
Guidance**

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 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 be a graduate of the Technical Escort Course.

3. 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.

b. Fulfill all proponent requirements as outlined in the Proponent Instructor Certification Policy. Army 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.

4. Instructor must complete TRADOC approved Instructor Trainer Course or service equivalent.

5. 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.

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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'**

- c. Comply with established and ethical and legal standards.
  - 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 and knowledge and skills.
  - g. Promote transfer of knowledge and skills.
- 4. Assessment and evaluation.
  - a. Assess learning and performance.
  - b. Evaluate instructional effectiveness.
- 5. Management.
  - a. Manage an environment that fosters learning and performance.
  - b. 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.

**Instructor  
Guidance  
cont'**

- 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 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 DOI.
- 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).
- p. Coordinate the use of materials and equipment, and ensure that equipment is properly used and maintained.

**Student  
Guidance**

1. Learning Responsibilities: It is the student's responsibility to learn, and understand the lesson objectives of this course.

**Student  
Guidance  
cont'**

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. Be in compliance with AR 600-9, or service equivalent.
  - i. See Student Guide contained in Annex C for further information.

**Test  
Administrator  
Guidance**

1. The following requirements are necessary to secure and safeguard Technical Escort Course examinations. Currently, all written tests are conducted through the Blackboard system. In the event Blackboard becomes disabled, the following testing procedures will be followed:
  - a. Appoint an instructor (SSG or above) as the Test Administrator (TA) IAW AR 611-5, and an Alternate Test Administrator (ATA) of equal or higher rank. The TA's responsibility is to maintain control overall examination material. Provide the names of the TA and alternate to Test Control Office (TCO).
  - b. Upon receipt of test materials, the TA conducts a 100% quality control check of all examination materials to ensure there are no missing test.
  - c. Each TA is only issued the number of examination materials and answer sheets required to test the students. Inventory the examination materials and answer sheets with the Test Control Officer (TCO) prior to accepting them. The TA is required to sign for exam item sheets, answer sheets and changes to test materials.
  - d. The TA accepts responsibility for the examination material while it is in his/her possession. When returning examination materials to the test control officer, the TA and TCO will again inventory the examination materials to ensure proper accountability.

**Test  
Administrator  
Guidance  
cont'**

e. When not in use, store all examination materials where only authorized personnel have access to them.

f. The TA must maintain a copy of the written examination and Test Administration Guide (TAG) at all times during test administration.

2. Under no circumstances should the instructors know, in advance, which version of the examination will be used. If instructors are to be designated as test proctors, do not issue examination materials to the instructors until just before the examination. The TCO and TA will again inventory the examination materials to ensure proper accountability upon returning the material immediately after testing is completed. Answer keys will not be stored in the same drawer as the examinations.

**Assessment  
Admin  
Guidance**

Assessment Administrative Procedures for Written/Performance Test

1. HAZMAT/Dismounted Reconnaissance Department (HDR).

a. Conduct all examinations and retests/make-ups for which responsible.

b. Conduct an AAR directly after administration of a performance exam to let students know how they performed, and what was performed within standard.

c. Conduct a test review and exam critique of the examination. Ensure that all questions are reviewed to eliminate any uncertainty on the student's behalf.

(1) During review, instruct the students to clear their desktops and not to write or copy any information.

(2) The instructor should not refer to the answer by its identifying letter (ie, a, b, c), but should state the answer in normal language.

d. Safeguard the integrity of all written examinations, to include the following:

(1) Use alternate versions of each examination.

(2) During the exam critique, instruct the students to clear their desktops and not to write or copy any information.

2. Honor Code. Students will abide by the USACBRNS Honor Code (Appendix 3).

**Duties Prior  
to the Test  
Period**

Duties prior to the test period.

1. Tests/Test Material. The Proctor is responsible for the SECURITY OF TESTS/TEST MATERIAL.

**Duties Prior  
to the Test  
Period cont'**

2. Test Facilities. Ensure sufficient space is available for the students, so they can work and perform comfortably with their tests and other testing materials. The testing room must be well lit, properly heated/cooled, adequately ventilated, and free of excessive noise.
3. Assemble all Proctors and ensure they know their duties and the testing procedures.

**Duties During  
the Test  
Period**

Duties during the test period:

1. Ensure unauthorized personnel are NOT permitted to enter the testing area. Only students testing, authorized Proctor(s) should be in the test room once testing has commenced.
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.
3. 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 card.
4. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor. Maintain no talking and movement discipline. No more than the required number of Proctors will be in the testing room at any time.
5. Students are allowed to leave the test room to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. If an emergency arises and you must leave the exam room, your exam will be terminated and you will be permitted to take the exam at a later date.
6. If a student has a question during the exam, the student will raise their hand and the Proctor will go to the student. The Proctor will only be able to answer general administrative questions about the exam.
7. A time on the test screen informs the student of the time remaining to finish the exam. Once the student clicks the "submit button" at the end of the exam, they will receive the official score. If the student did not complete the exam within the allotted time and click the submit button at the end of the exam, they will receive the official score from the test control office.
8. When the student has completed the exam, they will turn in all the test materials including scratch paper to the Proctor and quietly gather up personal effects and leave the room. They will not be permitted to reenter the test room at any time during the exam period.

**Duties after  
the Test  
Period**

**Duties After the Test Period:**

1. An exam critique will be conducted by the student following the completion of the exam individually at the work station.
2. After submitting the exam, students will have the option to review the exam within the Blackboard platform. During the exam critique students will NOT have any personal material (i.e. paper, books, pencil/pen, etc.) on your desk. Internet access is a violation and all electronic devices (e.g. cell phones, smart phones, blackberries, tablets, and any other PDAs, etc.) will be turned off and put away.
3. A Student reclama may be submitted after the exam grades have been returned for those questions the student feels were wrong.
4. Retraining/Retesting: The Instructor Supervisor will schedule mandatory retraining for students who failed any written or performance test. The instructor supervisor will ensure the student is retrained.
5. 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

Examination (Testing) Materials - Sensitive in Nature

After reading these instructions, please click on the "MARK REVIEWED" block located at the bottom of this page.

The use of hard copy manuals, student notes, student handouts and workbooks, e-books and calculators are determined by the individual exam. DO NOT discuss exam questions with any of the students or students of other classes. It is your duty to report any observation of a student providing exam information to another student of your class or another class.

BEFORE THE EXAMINATION

Internet access is a violation. All electronic devices (e.g. cell phones, smart phones, blackberries, tablets, and any other PDAs, etc.) will be turned off and put away. Using Internet access and/or any type of electronic devices for any reason, at any time during the exam, after the exam and, during the exam critique is a violation and is subject to dismissal from the course.

Student  
Instructions  
cont'

In order to prevent complications while taking an exam in Blackboard, you should know your AKO username and password. This action will assist you IF during the exam, you happen to be timed out of Blackboard (Blackboard is thru AKO and AKO times out within 5 minutes for non-activity). Your CAC is only good for the initial Blackboard login.

Note: The Question Completion Status (right side above first question) allows you to track what question you are on, quickly move to another question within the test or see what question/s you have not answered.

ALL THE WORK ON THE EXAM MUST BE YOUR OWN. You will NOT make a record of your exam in any format. You must not ask for or accept assistance from another student. You will not offer or give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your exam will be terminated. You will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 250-1, and the Course Management Plan (CMP).

If you must leave the testing area for any reason (i.e. to use the latrine), raise your hand and wait until you receive permission from a test Proctor. If an emergency arises and you must leave the Exam Room, your exam will be terminated and you will be permitted to take the Exam at a later date.

DURING THE EXAM

If you have any questions during the exam, raise your hand and the Proctor will come to you. The Proctor will only be able to answer general administrative questions about the exam. Remain seated throughout the exam. DO NOT remove your CAC or minimize the Blackboard window into the task bar. Removing your CAC, will result in your exam closing prematurely. It is strongly recommended that you know your AKO username and password. You must score a 80% or above to pass this exam. If you should fail, you will receive remedial training on those Terminal Learning Objectives/ Enabling Learning Objectives corresponding to the questions that you answered incorrectly.

If you should fail, you will be allowed one retest with an alternate version of the exam. You must also score a 80% or above to pass the retest.

As you work through the exam, select your answer and click on the SAVE button before moving on to the next question. When you change your answer, you must click on the SAVE Button again. Choose the BEST answer. When more than one response appears correct, CHOOSE THE RESPONSE THAT BEST ANSWERS THE QUESTION!!

A timer on the test screen informs you of the time remaining to finish the exam. If you complete the exam prior to the allotted time you may recheck your answers. Once YOU CLICK ON THE SUBMIT BUTTON at the end of the exam, your official score will appear. If however, you did not complete your exam within the allotted time, and you did not click on the submit button at the end of the

**Student  
Instructions  
cont'**

exam, you will receive your official score result from the Test Control Office.

When you have completed your exam, turn in all the test materials including scratch paper to the Test Administrator/Proctor, then quietly gather up your personal effects and leave the room. You may NOT reenter the Test Room at any time during the exam period.

**AFTER THE EXAM**

An exam critique will be conducted by the student following the completion of the exam individually at the work station. After submitting the exam, students will have the option to review the exam within the Blackboard platform. During the exam critique you may NOT have any personal material (i.e. paper, books, pencil/pen, etc.) on your desk. Internet access is a violation and all electronic devices (e.g. cell phones, smart phones, blackberries, tablets, and any other PDAs, etc.) will be turned off and put away. Using Internet access and/or any type of electronic devices for any reason, at any time during the exam, after the exam and, during the exam critique is a violation and is subject to dismissal from the course. Once again, you will NOT make a record of your exam answers in any format.

Student Reclama. A Student Reclama may be submitted after the exam grades have been returned for those questions that you feel are wrong. If you have any questions about the Student Reclama process, see your Cadre.

**Test Admin  
Procedures  
Performance**

**Test Administrative Guide Performance Test**

1. Performance evaluations are part of the testing process and are administered to follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the performance tests are based on References such as TRADOC Regulation 350-70.
2. Performance tests are part of each course. Performance tests have been developed for each objective that is best evaluated by the demonstration of a skill.
3. Performance tests are designed to measure a student's competence completing specific tasks measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided.
4. Performance testing must be accomplished IAW TRADOC Regulation 350-70-5.
5. The Proctor is responsible for the test administration (prior to, during, and after the test).

**Duties prior  
to 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 Proctor 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.
4. Proctor (evaluator) Instructions:
  - a. Use an *individual* student tracking system to record pass/fail at each station. Follow procedures in the Instructor Test Booklet (ITB). Students must have a grade sheet for each station listing each required step to successfully pass. Students must be identified by name tape on Haz-Mat suits. Grade sheets must have each step listed and should be checked off as the student completes them.
  - b. On the performance sheet, 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 and completed areas.

- e. Maintain constant control of students. No horseplay etc 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. At this time the Proctor will start the test evaluations.

5. 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

**Duties During  
Test Period  
cont'**

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.

6. 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.

7. 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."

8. When the test time has elapsed, the Proctor will state: Time has elapsed please stop all evaluations.

**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 Instructor Supervisor who will then contact the Chief, HDR. The Chief will initiate a thorough investigation and take proper actions to prevent a reoccurrence of lost or compromised tests.

3. Retraining/Retesting: The instructor supervisor will schedule remedial training for students who failed any initial performance test. The instructor will identify the performance steps that the student failed and retrain the student. The student will be retested only once.

4. 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

**Student  
Instructions  
cont'**

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.

**Required  
References**

<u>Number</u>	<u>Title</u>	<u>Date</u>
ATP 3-11.23	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR WEAPONS OF MASS DESTRUCTION ELIMINATION OPERATIONS	01 Nov 2013
ATP 3-11.24 (FOUO)	TECHNICAL CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND EXPLOSIVES FORCE EMPLOYMENT	06 May 2014
ATP 3-11.32	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR PASSIVE DEFENSE	13 May 2016
ATP 3-11.36	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR ASPECTS OF COMMAND AND CONTROL	01 Nov 2013
ATP 3-11.37	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR RECONNAISSANCE AND SURVEILLANCE	25 Mar 2013
ATP 3-11.41	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR CONSEQUENCE MANAGEMENT OPERATIONS	30 Jul 2015
ATP 3-34.20	COUNTERING EXPLOSIVE HAZARDS	21 Jan 2016
ATP 3-90.15	SITE EXPLOITATION	28 Jul 2015

**Required  
References  
cont'**

<u>Number</u>	<u>Title</u>	<u>Date</u>
ATP 4-02.7	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR HEALTH SERVICE SUPPORT IN A CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR ENVIRONMENT	15 Mar 2016
ATP 4-02.84	MULTISERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR TREATMENT OF BIOLOGICAL WARFARE AGENT CASUALTIES	25 Mar 2013
ATP 4-32	EXPLOSIVE ORDNANCE DISPOSAL (EOD) OPERATIONS	30 Sep 2013
ATP 4-32.16	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR EXPLOSIVE ORDNANCE DESPOSAL	06 May 2015
ATP 4-35.1	TECHNIQUES FOR MUNITIONS HANDLERS	31 May 2013
ATP 45	WARNING AND REPORTING AND HAZARD PREDICTION OF CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR INCIDENTS (OPERATORS MANUAL)	01 Jan 2014
ATP 4-32.2	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR EXPLOSIVE ORDNANCE	15 Jul 2015
CFR 29 (PART 1910.120)	HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE	27 Aug 2007
FM 3-11	MULTISERVICE DOCTRINE FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR OPERATIONS	01 Jul 2011
FM 3-11.9	POTENTIAL MILITARY CHEMICAL/BIOLOGICAL AGENTS AND COMPOUNDS	10 Jan 2005
NFPA 472/473	HAZARDOUS MATERIALS/WEAPONS OF MASS DESTRUCTION RESPONSE HANDBOOK, 2013 EDITION	01 Jan 2013
NFPA 1006	STANDARD FOR RESCUE TECHNICIAN PROFESSIONAL QUALIFICATIONS	01 Jan 2013
NFPA 1983	STANDARD ON LIFE SAFETY ROPE AND EQUIPMENT FOR EMERGENCY SERVICES (2006 EDITION)	18 Feb 2006
NFPA 1983	STANDARD ON LIFE SAFETY ROPE AND EQUIPMENT FOR EMERGENCY SERVICES (2006 EDITION)	18 Feb 2006
NIOSH 2010-168	NIOSH POCKET GUIDE TO CHEMICAL HAZARDS	01 Sep 2010
JP 3-11	OPERATIONS IN CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR ENVIRONMENTS	04 Oct 2013
PAM 50-7	PERSONNEL RISK AND CASUALTY CRITERIA FOR NUCLEAR WEAPONS EFFECTS	01 Oct 2013

**Required  
References  
cont'**

<u>Number</u>	<u>Title</u>	<u>Date</u>
PAM 385-24	THE ARMY RADIATION SAFETY PROGRAM	30 Nov 2015
PAM 700-48	HANDLING PROCEDURES FOR EQUIPMENT CONTAMINATED WITH DEPLETED URANIUM OR RADIOACTIVE COMMODITIES	27 Sep 2002
ERG 2016	GUIDBOOK FOR FIRST RESPONDERS DURING THE INITIAL PHASE OF A DANGEROUS GOODS/HAZARDOUS MATERIALS TRANSPORTATION	18 Apr 2016
STP 3-CIED-SM- TG	SOLDIER'S MANUAL AND TRAINER'S GUIDE FOR COUNTER IMPROVISED EXPLOSIVE DEVICE	09 Dec 2011
29 CFR (1910.146)	PERMIT REQUIRED CONFINED SPACES	01 DEC 1998

**Lesson Titles**

<u>Title</u>	<u>PFN</u>
Administrative Requirements	031TEA01
CBRNE Response Team Introduction	031TEA02
PPE Refresher/Confidence Test	031TEA03
Operate the MultiRAE Pro	031TEA04
Rescue Knots	031TEB01
Rope and Related Rescue Equipment	031TEB02
Anchoring and Rigging	031TEB03
Victim Management	031TEB04
Confined Space Operations	031TEB05
Basic Chemistry	031TEC01
Chemical Laboratory Processes	031TEC02
CBRN Sampling	031TEC03
Operate the JCAD	031TEC04
Operate the TruDefender	031TEC05
Operate Colorimetric Tube Kits	031TEC06
Operate the First Defender (RMX)	031TEC07
Biological Processes	031TED01
Biological Weaponization and Dissemination	031TED02
Biological Principles of Detection	031TED03
Nuclear Disablement Team Operations	031TEE01
Collect Refractory or Volatile Samples	031TEE02
Respond to a Nuclear Facility Incident	031TEE03
Nuclear Weapons Effects	031TEE04
Operate Radiological Detection Equipment	031TEE05
Radiological Operations	031TEE06

Lesson Titles  
cont'

Title	PFN
Non-Traditional Agents Threat Brief	031TEF01
CBRNE Response Team Operations	031TEF02
CBRN Site Exploitation and Characterization	031TEF03
Chemical Munitions (FOUO)	031TEF04
Leak, Seal and Package Procedures	031TEF05
Decontamination and Transload Ops	031TEF06
Situational Training Exercise	031TEG01
Confined Space Operations Exam	031TEX01
Chemical/Biological Operations Exam	031TEX02
Radiological Operations Exam	031TEX03
Technical Escort Operations Exam	031TEX04

Training  
Schedule

In Processing / Rescue Knots						
Date	Time	Class	PFN	Reference	Location	Uniform
T-1	0700-1130	In processing / Medical Screen	031TEA01	SOP	Terry Facility	IPFU
	1130-1200	CBRN Response Teams	031TEA02	Handouts	Terry Facility	OCP
	1200-1300	LUNCH			DFAC	
	1300-1330	Administrative Requirements	031TEA01	SOP	Terry Facility	OCP
	1330-1500	Rescue Knots	031TEB01	Handouts	Terry Facility	OCP
	1500-1700	Rescue Knots (PE)	031TEB01	Handouts	Terry Facility	OCP
Confidence Test / Anchoring and Rigging						
Date	Time	Class	PFN	Reference	Location	Uniform
T-2	0700-0800	Operate the Multi-RAE	031TEA04	Handouts	Terry Facility	OCP
	0800-1200	PPE Refresher/Confidence Test	031TEA03	SOP	Training Area	SCBA
	1200-1300	LUNCH			DFAC	
	1300-1600	Anchoring and Rigging	031TEB03	Handouts	Terry Facility	OCP
	1600-1700	Victim Management	031TEB04	Handouts	Terry Facility	OCP
Victim Management / Rope Rescue						
Date	Time	Class	PFN	Reference	Location	Uniform
T-3	0800-0900	Victim Management	031TEB04	SOP	Terry Facility	OCP
	0900-1030	Rope and Related Rescue Equipment	031TEB02	Handouts	Terry Facility	OCP
	1030-1100	Anchoring and Rigging	031TEB03	Handouts	Terry Facility	OCP
	1100-1130	Victim Management	031TEB04	Handouts	Terry Facility	OCP
	1130-1300	Lunch			DFAC	
	1300-1600	Victim Management	031TEB04	Handouts	Terry Facility	OCP
Confined Space						
Date	Time	Class	PFN	Reference	Location	Uniform
T-4	0800-1100	Confined Space Operations	031TEB05	Handouts	Terry Facility	OCP
	1100-1230	Lunch			DFAC	
	1230-1700	Confident Space Operations	031TEB05	Handouts	Terry Facility	OCP
Confined Space Operation Test						
Date	Time	Class	PFN	Reference	Location	Uniform
T-5	0700-0730	Confined Space Operations Exam	031TEX01	SOP	Terry Facility	OCP
	0730-1130	Confined Space Performance Evaluation	031TEB05	SOP	Training Area	OCP
	1130-1200	Lunch				
	1200-1700	Confined Space Performance Evaluation	031TEB05	SOP	Training Area	OCP
Confined Space STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-6	0600-1200	Confident Space Operations STX	031TEB05	SOP	Training Area	OCP
	1200-1300	Lunch				
	1300-1400	Confined Space AAR	031TEB05	SOP	Terry Facility	OCP
	1400-1700	Confined Space Retest	031TEB05	SOP	Terry Facility	OCP

Training  
Schedule  
cont'

Lab Process / Detection Equipment						
Date	Time	Class	PFN	Reference	Location	Uniform
T-7	0800-0900	Basic Chemistry	031TEC01	Handouts	Terry Facility	OCP
	0900-1200	Chem Lab Process	031TEC02	Handouts	Terry Facility	OCP
	1200-1300	Lunch			DFAC	
	1300-1700	Chemical Detection Equipment	031TEC04-07	SOP	Terry Facility	OCP
Chemistry / Sampling						
Date	Time	Class	PFN	Reference	Location	Uniform
T-8	0800-0900	Basic Chemistry	031TEC01	Handouts	Terry Facility	OCP
	0900-1000	Chemical Laboratory Processes	031TEC02	Handouts	Terry Facility	OCP
	1000-1200	Homemade Explosives	031TEC02	Handouts	Terry Facility	OCP
	1200-1300	LUNCH			DFAC	
	1300-1700	Sampling	031TEC03	Handouts	Terry Facility	OCP
Chemistry / Sampling Performance Evaluations						
Date	Time	Class	PFN	Reference	Location	Uniform
T-9	0800-0900	Basic Chemistry	031TEC01-2	Handouts	Terry Facility	OCP
	0800-1200	Chemical Laboratory Processes Evaluation	031TEC02	Handouts	Terry Facility	OCP
	1200-1300	Lunch			DFAC	
	1300-1700	CBRN Sampling Evaluation	031TEC03	Handouts	Terry Facility	OCP
Chemical Operations Test / Biological Operations						
Date	Time	Class	PFN	Reference	Location	Uniform
T-10	0700-0730	Chemical Laboratory Processes Evaluation Retest	031TEC02	SOP	Terry Facility	OCP
	0730-0800	CBRN Sampling Retest	031TEC03	SOP	Terry Facility	OCP
	0800-830	Chemical Operations Written Test	031TEX02	SOP	Terry Facility	OCP
	0830-1200	Biological Operations	031TED01	Handouts	Terry Facility	OCP
	1200-1300	Lunch			DFAC	
	1300-1700	Biological Operations	TED01	Handouts	Terry Facility	OCP
Retest / Bio Weapons and Dissemination						
Date	Time	Class	PFN	Reference	Location	Uniform
T-11	0700-0800	Chemical Operations Retest	031TEX02	SOP	Terry Facility	OCP
	0800-1130	Bio Weapon and Dissemination	031TED02	Handouts	Terry Facility	OCP
	1130-1300	LUNCH			DFAC	
	1300-1700	Bio Processes Performance Eval	031TED01	SOP	Terry Facility	OCP
Retest (PE) Biological Process						
Date	Time	Class	PFN	Reference	Location	Uniform
T-12	0700-0800	Biological Process (PE) RETEST	031TEX02	SOP	Terry Facility	OCP
	0800-0830	Biological Operations (BB EVAL)	031TEX02	SOP	Terry Facility	OCP
	0830-0900	Biological Operations AAR	031TEX02	SOP	Terry Facility	OCP
	0900-1000	Nuclear Weapons	031TEE01	Handouts	Terry Facility	OCP
	1000-1100	Nuclear Weapons Effect	031TEE04	Handouts	Terry Facility	OCP
	1100-1200	Respond to a Nuclear Facility Incident	031TEE03	Handouts	Terry Facility	OCP
	1200-1300	Lunch			DFAC	
	1300-1400	Operate Radiological Detection Equipment	031TED05	Handouts	Terry Facility	OCP
	1400-1700	Radiological Equipment	031TEE05	Handouts	Terry Facility	OCP
Chemical/Biological Operations Exam						
Date	Time	Class	PFN	Reference	Location	Uniform
T-13	0700-0800	Biological Operations ReTest	031TEX02	SOP	Terry Facility	OCP
	0800-0900	Collect Refractory or Volatile Samples	031TEE02	SOP	Terry Facility	OCP
	0900-1030	Radiological Monitoring and Survey Ops	031TEE06	SOP	Terry Facility	OCP
	1030-1200	Radiological Operations	031TEE06	SOP	Terry Facility	OCP
	1200-1300	LUNCH			DFAC	
	1300-1700	Operate Radiological Detection Equipment	031TEE05	SOP	Terry Facility	OCP

Training  
Schedule  
cont'

In Processing / Rescue Knots						
Date	Time	Class	PFN	Reference	Location	Uniform
T-14	0600-0700	Chemical/Biological Operations Exam	031TEX02	SOP	Terry Facility	OCP
	0700-0800	Radiological Operations	031TEE06	Handouts	Terry Facility	OCP
	0800-1100	Radiological Operations	031TEE06			
	1100-1200	LUNCH				
	1200-1700	Radiological Operations	031TEE06	Handouts	Terry Facility	OCP
	1700-UTC	Radiological Operations	ADMIN	Handouts	Terry Facility	OCP
Decon and Transload/Leak, Seal, Package						
Date	Time	Class	PFN	Reference	Location	Uniform
T-15	0700-0800	Radiological Operations	031TEX03	SOP	Terry Facility	OCP
	0800-1000	Chemical Munitions PE	031TEF04	Handouts	Terry Facility	OCP
	1000-1100	Leak, Seal and Package Procedures	031TEF05	Handouts	Terry Facility	OCP
	1100-1200	Munition Assessment	031TEF04	Handouts	Terry Facility	OCP
	1200-1300	LUNCH			DFAC	OCP
	1300-1500	Decontamination and Transload Ops	031TEF06	Handouts	Terry Facility	OCP
	1500-1600	Leak, Seal and Package Procedures	031TEF05	Handouts	Terry Facility	OCP
	1600-1700	Decontamination and Transload Ops	031TEF06	Handouts	Terry Facility	OCP
Tech Escort Ops Test/STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-16	0600-0630	Chem Munitions ReTest	031TEF04	SOP	Terry Facility	OCP
	0630-0700	Tech Escort Operations Exam	031TEX04	SOP	Terry Facility	OCP
	0700-1630	STX	031TEG01	Handouts	Terry Facility	SCBA
STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-17	0600-0630	Technical Escort Operations ReTest	031TEX04	SOP	Terry Facility	OCP
	0630-1645	STX	031TEG01	SOP	Terry Facility	SCBA
STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-18	0630-1645	STX	031TEG01	SOP	Terry Facility	SCBA
STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-19	0630-1645	STX	031TEG01	SOP	Terry Facility	SCBA
STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-20	0630-1645	STX	031TEG01	SOP	Terry Facility	SCBA
STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-21	0630-1645	STX	031TEG01	SOP	Terry Facility	SCBA
STX						
Date	Time	Class	PFN	Reference	Location	Uniform
T-22	0630-1645	STX	031TEG01	SOP	Terry Facility	SCBA
Outprocessing/Graduation						
Date	Time	Class	PFN	Reference	Location	Uniform
T-23	0800-1000	Administrative out-Processing	031TEA01	SOP	Terry Facility	OCP
	1000-1100	Graduation Rehearsal	031TEA01	SOP	Terry Facility	OCP
	1100-1200	Graduation Ceremony	031TEA01	SOP	Terry Facility	OCP

## ANNEX A

### Individual Student Assessment Plan (ISAP)

Introduction	<p>1. Purpose: To provide the course manager, instructors, and students with the requirements for course completion. This individual student assessment plan (ISAP) also describes the academic probation and removal process.</p> <p>2. Scope: This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director of Instruction (DOI).</p>
ISAP Orientation	<p>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 both documents in an area accessible to all students, and notify them of its location for their review.</p>
Academic Administration	<p>1. Student Notification. Students will receive a briefing concerning academic administration during initial in-processing of the course.</p> <p>2. Passing Score Criteria</p> <p>a. <u>Administrative Procedures Block</u>: Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained and retested.</p> <p>b. <u>Confined Space Operations Block</u>: Minimum score for the written test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures.</p> <p>c. <u>Chemical Operations Block</u>: Minimum score for the written test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures.</p> <p>d. <u>Biological Operations Block</u>: Minimum score for the written test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures.</p>

Academic  
Administration  
cont'

e. Radiological Operations Block: Minimum score for the written test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures.

f. Technical Escort Operations: Block: Minimum score for the written test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 3 for re-evaluation procedures.

3. Exam Failures and Retest:

a. Performance Evaluation and/or Written Test Failures.

(1) The student will receive formal counseling from the instructor with notification of the failed block of instruction and removal from academic honors.

(2) The student will be placed on academic probation.

(3) The student must satisfactorily complete a re-evaluation within one academic working day of the initial written test or performance evaluation.

b. Failure of a retest:

(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.

c. Academic Computation. Students passing the retest will be awarded the lowest possible passing score of 80% 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/Blackboard: Retest failures will be conducted within one academic day of retraining of the initial test failure.

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

Academic Administration cont'	g. Students may attempt each test twice (written or performance) within the course attendance.
Graduation Requirements	<p>Graduation Requirements for U.S. Military and civilian students.</p> <ol style="list-style-type: none"> <li>1. Students must successfully complete all requirements listed in the Course Requirements and this ISAP.</li> <li>2. Students must meet the following standards: <ol style="list-style-type: none"> <li>a. Score at least 80% (on initial test or retests) on written test and receive a "Go" on all performance-evaluations.</li> <li>b. Must not be pending any disciplinary/SSR action.</li> <li>c. Must be in compliance with AR 600-9 or service equivalent.</li> </ol> </li> </ol>
Distinguished Honor Graduate Criteria	<p>Distinguished Honor Graduate (DHG) requirements.</p> <ol style="list-style-type: none"> <li>1. Meet all requirements for graduation as outlined above.</li> <li>2. Score a first-time "GO" on all performance evaluations</li> <li>3. Have the highest grade point average (GPA) on all first-time written tests and performance evaluations.</li> <li>4. Must demonstrate motivation, discipline, a positive attitude, exceptional communication skills, and team contributions, under the Total Soldiers concept.</li> <li>5. Be selected by the instructors and approved by the Instructor Supervisor.</li> <li>6. Must have never received any derogatory correspondence (i.e. negative counseling, written reprimand, etc.).</li> <li>7. If the Soldier with the highest overall performance does not meet selection criteria, the next highest performing Soldier who meets the selection criteria will be recommended as the DHG.</li> </ol>
Honor Graduate Criteria	<p>Honor Graduate (HG) requirements.</p> <ol style="list-style-type: none"> <li>1. Meet all requirements for graduation as outlined above.</li> <li>2. Score a first-time "GO" on all performance evaluations</li> <li>3. Have the 2<sup>nd</sup> highest GPA on all first-time written tests and performance evaluations.</li> </ol>

**Honor  
Graduate  
Criteria  
cont'**

4. Must demonstrate motivation, discipline, a positive attitude, exceptional communication skills, and team contributions, under the Total Soldiers concept.
5. Be selected by the instructors and approved by the Instructor Supervisor.
6. Must have never received any derogatory correspondence (i.e. negative counseling, written reprimand, etc.).
7. If the Soldier with the highest overall performance does not meet selection criteria, the next highest performing Soldier who meets the selection criteria will be recommended as the HG.

**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 used to evaluate the student's performance:
  - a. Module A, Administrative (031TEA01-04): Performance Evaluation, Personal Protective Equipment (PPE) Confidence Evaluation: (Go/No Go)
    - Students will be given scenario-based tasks in a training environment. Closed note performance evaluation.
  - b. Module B, Confined Space (031TEB01-05):
    - (1) Performance Evaluation, Confined Operations: (Go/No Go)
      - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
    - (2) Confined Space Operations Written Test: Minimum score of 80%
      - Students will be given a 25 question, Multiple Choice Test. This test is a closed book exam
  - c. Module C, Chemical Operations (031TEC01-07)
    - (1) Performance Evaluation, Basic Chemistry (Go/No Go)
      - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
    - (2) Performance Evaluation, Chemical Laboratory Glassware/Processes and Colorimetric tubes (Go/No Go)
      - Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.
    - (3) Performance Evaluation, Chemical Detection Equipment (Go/No Go)

**Academic  
Grading and  
Test Plan  
cont'**

- Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.

(4) Performance Evaluation, Chemical Sampling (Go/No Go)

- Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.

(5) Chemical Operations Written Test: Minimum score of 80%

- Students will be given a 25 question, Multiple Choice Test. This test is a closed book exam.

d. Module D, Biological Operations (031TED01-03)

(1) Performance Evaluation, Biological Processes (Go/No Go)

- Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.

(2) Biological Operations Written Test: Minimum score of 80%

- Students will be given a 25 question, Multiple Choice Test. This test is a closed book exam.

e. Module E, Radiological Operations (031TEE01-06)

(1) Performance Evaluation, Radiological Detection (Go/No Go)

- Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.

(2) Radiological Operations Written Test: Minimum score of 80%

- Students will be given a 25 question, Multiple Choice Test. This test is a closed book exam.

e. Module F, Technical Escort Operations (031TEF01-06)

(1) Performance Evaluation, Chemical Munitions (Go/No Go)

- Students will be given scenario-based tasks in a training environment. This is a closed note performance evaluation.

(2) Technical Escort Operations Written Test: Minimum score of 80%

- Students will be given a 25 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 at the time the student reaches 8 hours of missed training.

2. Once a student has missed 8 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  
Tracking  
cont'**

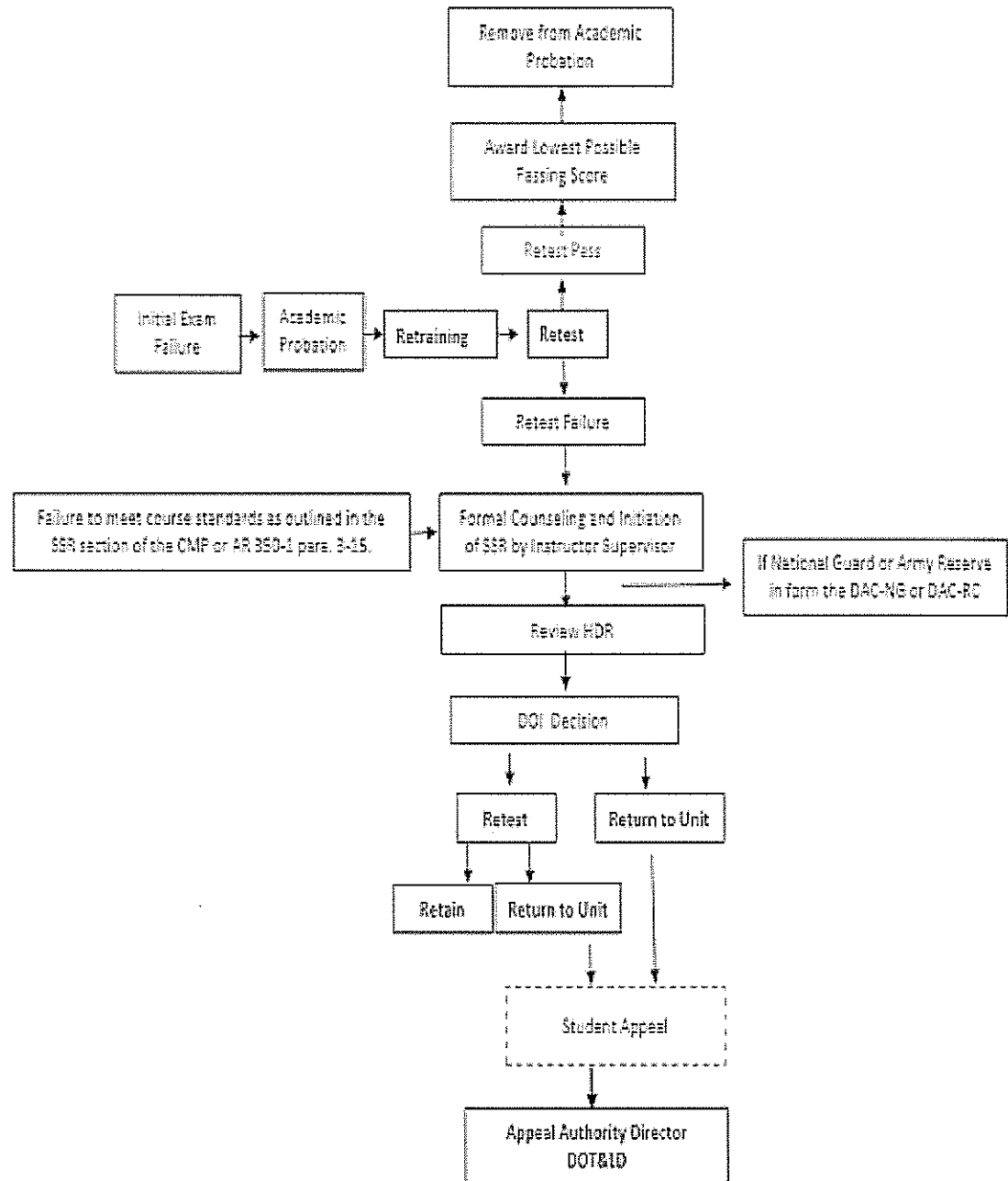
1. Each graduate of this course will have the opportunity to complete an "End-of Course Questionnaire" prior to graduation. Graduates will be solicited for feedback so they may help improve the presentation of the learning material.
2. Feedback is critical for this course. Each graduate will participate in the End of Course questionnaire by logging on to <https://www.wood.army.mil/EFM/se.ashx?s=5BAD7686622B53FC>. 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 Technical Escort Course.
2. The Instructor Supervisor of the Technical Escort 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 AR 350-1, 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 8 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 AR 350-1, paragraph 3-15 to the DOI through the Chief, HDR. The appeal authority is the USACBRNS Director, DOT&LD. Once a student is notified of the initiation of an SSR, the student has within two working days to provide a statement that will be included in the SSR packet. (This statement is not required and can be waived upon student request).

Upon rendering of a decision, the student will have two (2) duty days to notify the DOI of an appeal. The student will have seven (7) duty days to complete the appeal. Student will continue to train during the appeal process.

## Student Status Review Procedures



**1. General Guidelines for Service School Academic Evaluation Report (AER).  
DA Form 1059 Rating**

a. Part I is for administrative data and for identifying the rated Soldier, the type of course attended, the period of the report, the reason for submitting the report, and explanation of non-rated periods. The rating official or rating official's designated representative completes part I.

b. Performance summary (Item 11) on DA Form 1059; This item must be completed for all officer and enlisted courses except for students released from a course for no fault of their own, approved retirement, or resignation. Performance summary is intended to measure each student's level of performance against the course standards. The rating official will identify each student's level of performance by placing an "X" beside the most appropriate entry as described below:

(1) "Exceeded course standards" is for students whose overall course achievement is significantly above the standards of the course. The category is restricted to students who are considered deserving by the commandant, but will not exceed 20% of class enrollment.

(2) "Achieved course standards" is for students who achieved the overall acceptable course standards.

(3) "Marginally achieved course standards" is for students who met the minimum acceptable course standards with difficulty, as identified in the course grading plan.

(4) "Failed to achieve course standards" students who fail to meet graduation requirements, refer to AR 623-3, Chapter 3-35 for referred reports. Use block 14 for supporting comments.

**c. Demonstrated Abilities (block 12).**

(1) This block must be completed for all officer and enlisted courses. Indicate the level of performance by placing an "X" beside the appropriate entry as described below:

(a) A "Superior" rating indicates performance that is significantly above the standard.

(b) A "Satisfactory" all students who meet graduation requirements will receive this rating.

(c) An "Unsatisfactory" rating is self-explanatory.

(d) A "Not evaluated" rating is self-explanatory.

(2) Comments, where required on c, above, must be in detail to justify the level of proficiency indicated. Use block 14 for supporting comments. If "Unsatisfactory" is checked, see AR 623–3, paragraph 3–35.

d. Academic Potential (block 13).

(1) Indicate the student's potential for selection to the next higher level of schooling/training. If "No" is checked see AR 623–3, paragraph 3–35.

(2) The evaluation should assess the student's:

(a) Ability to apply the knowledge derived from the school.

(b) Potential compared to students with similar experiences and motivation.

(c) Ability to contribute to group discussions.

e. Rating Official's Comments (block 14).

(1) Comments are required concerning the capabilities or limitations of the student to include achievements and awards. Explain entries requiring further description and enter additional comments.

(2) In particular, comments should be made if the student:

(a) Displayed exceptional potential, or demonstrated any exceptional capabilities, aptitudes, or limitations, which should be considered in future selection/assignments.

(b) Lacked ability or motivation.

(c) Demonstrated moral or character deficiencies.

(d) Failed to respond to recommendations for improving academic or personal affairs.

(e) Was released from student status through no fault of his/her own (e.g., medical, compassionate) and is recommended for reinstatement in the course.

(f) Was released from student status based on an approved retirement or resignation.

(g) Was required to appear before an academic board.

(3) If appropriate, comments should also be made if the student has demonstrated the potential to be a service school instructor.

f. Referred Reports.

(1) See AR 623–3, paragraph 3–35 for policy to determine whether an AER report is referred or requires an addendum.

(2) After signing a referred report or completing an addendum, the reviewing official will forward the report/addendum to the student, via a memorandum, for acknowledgement and comment. The reviewer will ensure that the provisions of AERs have been followed IAW AR 623–3, Chapter 3, Section V. The student will acknowledge receipt of the referred report or addendum and will mark the “Yes,” comments attached or “No” box in block 9. The student may enclose a comment or statement if they feel that the rating or remarks are incorrect. The student’s statement must be factual. The referral memorandum and acknowledgement are forwarded with the report to HQDA.

(a) Comments or statements by the student do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623–3, chapter 6.

(b) If the student has departed the school under circumstances that preclude immediate referral of a report, a copy will be sent by certified return mail directly to the student marked “Personal in Nature;” or send a copy to the student’s commander for acknowledgment and comment. If the student fails to acknowledge receipt of the report in the time period specified (a reasonable suspense period), the certified mail number will constitute acknowledgment.

2. Additional Guidelines. Block 11 – Performance Summary will be completed using the following additional guidelines:

a. “Exceeded Course Standards” – Limited rating awarded to no more than 20% of the total class. To receive this rating, students must:

(1) Receive a passing score on all initial written examinations with an overall average of 90% or higher.

(2) Receive an initial “GO” on all performance evaluations.

(3) Student cannot have received any derogatory counseling.

(4) Demonstrate the “Total Soldier Concept” and display superior performance throughout the course (In a case where 20% results in a whole number with a decimal [2.5] the number of students that exceed course standard is equal to the whole number. For example, if 20% of a class is 2.5, then only 2 students can be in the top 20%).

b. “Achieved Course Standards” – To achieve this rating student must:

(1) Receive a passing score on all examinations

(2) Receive at least a "Satisfactory" rating in each of the evaluations listed in block 12 of the DA Form 1059

(3) Receive no more than one disciplinary counseling statement.

c. "Marginally Achieved Course Standards" – A rating that denotes achieving only minimum acceptable course standards. A student will marginally achieve course standards if any of the following apply:

(1) Receives no more than one disciplinary counseling statement.

(2) Receives an "Unsatisfactory" rating in any area listed in block 12 of the DA Form 1059.

(3) Receives four or more second time "GO's" or second time minimum score (80%) grades on any written test or performance evaluation.

d. "Failed to Achieve Course Standards" – A rating given if any of the following apply to the student:

(1) Fails a written test for the second time, or a second time "NO-GO" on any performance evaluation (fails a retest).

(2) Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in this ISAP.

3. Block 12 – Demonstrated abilities will be completed using the following guidelines.

a. Written Communication

(1) The cadre evaluates the student's written communication abilities during formal written evaluations.

(2) "Superior" – A rating that is given based on the following:

(a) Receive a passing score on all initial written examinations, with an overall average of 90% or higher.

(b) Receive an initial "GO" on all performance evaluations.

(c) Student cannot have received any derogatory counseling.

(3) "Satisfactory" – A rating that is given based on the following:

(a) Receive a passing score on all initial written examinations, with an overall average of 80% or higher.

(b) Receive a first or second time "GO" on all performance evaluations.

(c) Student cannot have receive more than one derogatory counseling.

(4) "Satisfactory" – A rating that is given based on the following: Fails a written test for the second time, or a second time "NO-GO" on any performance evaluation (fails a retest).

b. Oral Communication

Not Evaluated

c. Leadership skills.

(1) The cadre evaluates the student's leadership abilities during formal leadership evaluations during Situational Training Exercises. In addition, the cadre evaluates the student's ability to influence others within the class.

(2) "Superior" – A rating that is given based on the following:

(a) Must receive a "GO" while serving in a leadership position.

(b) Must demonstrate understanding of Be, Know, Do, IAW FM 6-22, *Military Leadership*.

(c) Must receive an overall "Superior" from the cadre on the performance evaluation sheet.

(d) Cannot receive any derogatory performance counseling for misconduct, derelict duty performance, or lack of motivation/apathy.

(e) Must demonstrate the "Total Soldier" concept.

(3) "Satisfactory" – A rating that is given based on the following:

(a) Must receive a "GO" while serving in a leadership position.

(b) Must demonstrate understanding of Be, Know, Do, IAW FM 6-22, *Military Leadership*.

(c) Must demonstrate the "Total Soldier" concept.

(4) "Unsatisfactory"- A rating that is given based on the following:

(a) Received an "Unsatisfactory" while serving in a leadership position.

(b) Did not display the "Total Soldier" concept.

(c) Received more than one derogatory performance counseling for misconduct or derelict of duty performance.

(d) Received a derogatory counseling regarding apathy, poor attitude, or failure to fully participate in training events will result in an automatic "Unsatisfactory" rating.

d. Contribution to group work:

(1) The Cadre evaluates the student's contribution to group work during the course.

(2) "Superior" – A rating that is given based on the following:

(a) Must consistently enhance training by sharing experiences.

(b) Cannot receive any derogatory performance counseling class/group participation.

(c) Contributes above and beyond the level of fellow classmates.

(3) "Satisfactory" = A rating that given based on the following:

(a) Must participate in classroom discussion.

(b) Must receive no more than one derogatory performance counseling for poor class participation (i.e. disruptive behavior or lack of participation).

(4) "Unsatisfactory" – Given if students receive two or more derogatory performance counseling's for poor class participation (i.e. disruptive behavior, lack of participation, or failure to complete reading/homework assignments).

e. Research Ability:

(1) The Cadre evaluates the student's ability to effectively research material for student-led instruction and both written and performance evaluations.

(2) "Superior" – A rating that is given if a student obtains a final grade point average (GPA) of 90.00 or higher and passes all written and oral presentations.

(3) "Satisfactory" – A rating that is given if a student obtains a final GPA from 80.00 to 89.99 percent.

(4) "Unsatisfactory" – Given if students receive two or more derogatory performance counseling's for poor class participation (i.e. disruptive behavior, lack of participation, or failure to complete reading/homework assignments).

4. Student Release – Students released from the Technical Escort Course at any time during the course will receive a rating on DA Form 1059 as follows:

a. Block 11 (Performance Summary).

(1) No requirement exists for marking blocks for students administratively disenrolled from the course.

(2) Students dismissed from the course for disciplinary or academic reasons will receive "Failed to Achieve Course Standards."

b. Block 12 (Demonstrated Abilities): Evaluation is possible dependent upon the time frame the student is released.

c. Block 13 (Academic Potential): Addresses if the student has demonstrated the academic potential for selection to higher-level schooling/training. This block strictly addresses the student's academic potential for other schooling/training. A rating of "NO" constitutes a referred report and comments must be specific and fully explained in block 14. Use "N/A" only if the evaluation is not possible, which is dependent upon the time frame if the student is released.

d. Block 14 (Comments) – requires:

(1) A statement explaining the reason for student's release.

(2) A statement that item 12 does not apply to the report (except in cases of academic failure, where comments must support the unsatisfactory ratings given in item 14).

# **APPENDIX 1 to Annex A** **Reclama/Student Inquiry Form**

## **STUDENT INQUIRY FORM**

FILL IN YOUR NAME AND COMPLETE MAILING ADDRESS BELOW			
LAST, FIRST, MI		RANK	PRIVACY ACT STATEMENT AT BOTTOM OF PAGE SOCIAL SECURITY NUMBER
INDIVIDUAL STUDENT EFFORT (ISE) COURSE TITLE		ISE NUMBER	
ADDRESS		ZIP CODE	PHONE NUMBER COMM
<p><b>Please check your inquiry area(s) below.</b></p> <p>LESSON OR EXAM IN ERROR WITH...</p> <p> <input type="checkbox"/> Field Manual Procedures    <input type="checkbox"/> Doctrine  <input type="checkbox"/> Technical Manual    <input type="checkbox"/> Equipment Specifications         </p> <p align="center"> <b>CONFUSING CONTENT</b>  <input type="checkbox"/> Example    <input type="checkbox"/> Organization    <input type="checkbox"/> Wording    <input type="checkbox"/> Diagram  <input type="checkbox"/> Illustration    <input type="checkbox"/> Chart    <input type="checkbox"/> Figure    <input type="checkbox"/> Table  <input type="checkbox"/> Other _____  <small>(Please explain)</small> </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>			
<p><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 16 USC 3012 (D) And (G)</p> <p><b>PURPOSE:</b> To provide Individual Student Effort students a means to submit inquiries and comments</p> <p><b>ROUTINE:</b> USLS To locate and make necessary changes to Student records.</p> <p><b>DISCLOSURE:</b> VOLUNTARY - Failing to submit SSN will prevent course developers at USACMIS from accessing student records and responding to inquiries requiring such follow-up.</p>			

**APPENDIX 2 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, Technical Escort 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, Technical Escort  
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 80% 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 Technical Escort 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  
HRD

## 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 Technical Escort 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, Technical Escort 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 3 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 Technical Escort 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>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>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>	<p>The instructor/facilitator completed these actions before conducting the AAR: <input type="checkbox"/> Instructor/facilitator prepared an AAR outline.</p> <p><input type="checkbox"/> The room (or training area) was appropriate.</p>
<b>During the AAR</b>	<p>The instructor/facilitator did the following AAR steps:</p> <p><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.</p> <p><input type="checkbox"/> Had students discuss their strengths and wrote the strengths on the flip chart.</p> <p><input type="checkbox"/> Had students discuss their weaknesses and possible causes, and wrote them on the flip chart.</p> <p><input type="checkbox"/> When all strengths and weaknesses were discussed, added his own observations, insights, and lessons</p> <p><input type="checkbox"/> Had students discuss what to do differently and wrote the ideas on the flip chart.</p> <p><input type="checkbox"/> When all had finished, added his own suggestions.</p> <p><input type="checkbox"/> Specifically told students what to do next: more practice, more training, etc. <input type="checkbox"/> Summarized the AAR.</p>
<b>Overall</b>	<p>Overall observations, insights, and lessons of the AAR:</p> <p><input type="checkbox"/> Students talked 75% of the time. The instructor/facilitator did <u>not</u> lecture the students.</p> <p><input type="checkbox"/> Ninety percent of the students participated in the AAR.</p> <p><input type="checkbox"/> Instructor/facilitator asked questions to clarify and to get students to consider the consequences of what they said or did, etc.</p> <p><input type="checkbox"/> Instructor/facilitator made the students' actions visual: drew diagrams, had students reenact what they did, etc.</p> <p><input type="checkbox"/> Instructor/facilitator kept discussion focused on things relating to the training objective.</p> <p><input type="checkbox"/> The "what to do differently" ideas were consistent with Army standards.</p>

## 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 Technical Escort Course. Any questions pertaining to this Student Guide can be address to the HDR Course Manager, (573) 563-2505.

Welcome to the Technical Escort/Dismounted Reconnaissance Department, located at the Lieutenant Terry CBRN Response Training Facility, Fort Leonard Wood, Missouri. 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 Chemical, Biological, Radiological, Nuclear (CBRN) team or unit. You will be provided instruction and will be expected to perform Technical Escort duties involving Field Sampling Operations, Detection, Identification, Limited Decontamination, Mitigation/Remediation, Characterization and Site Exploitation (SE) of Hazards Associated with Chemical, Biological and Radiological Materials. The course provides Confined Space Rescue Awareness Level training in accordance with 29 CFR 1910.146. The course concludes with Situational Training Exercises (STX) that include five rigorous scenario-driven exercises in which Students must demonstrate proficiency in all critical tasks learned throughout the course. Technical Escort is designed to provide instruction to Active Army, Reserve, National Guard, United States Marine Corp (USMC), United States Navy (USN), United States Air Force (USAF), United States Coast Guard (USCG), Department of the Army (DA) and Contract Civilians whose duties require close contact with surety or hazardous materials. All Students, regardless of grade, are carried in a Student Status and should arrive physically fit and prepared to train.

**Course Prerequisites** 1. Army Enlisted, Officer and Warrant Officer Active, Reserve and National Guard with a MOSC of 74D or 89D, 74A AOC, 740A AOC; Enlisted Active and Reserve Marines with a MOSC of 5711, 5702 and 2336; Coast Guard and DOD civilians whose mission is directly related to CBRN Site assessment, detection, sampling, and site exploitation of hazards associated with CBR materials. DOD civilians who meet the above prerequisites will require course manager authorization prior to course attendance. Enlisted grades (E1 - E5) must be Hazardous Material Operations certified and (E6 and above) must be Hazardous Material Technician certified. Certifications must be through either the Department of Defense (DoD) Fire and Emergency Certification Program or Pro Board Accreditation System.

**Course  
Prerequisites  
cont'd**

2. All students attending the Technical Escort Course must meet the physical requirements of the course. Military students must be in compliance with AR 600-9 or service requirement. They must not possess a temporary profile that limits standing, lifting or requires movement with crutches. Students must be physically able to wear Self-Contained Breathing Apparatus or SCBA (35 LBS) and or be able to lift up to 55 pounds while in SCBA for up to 10-15 minutes at a time. 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.

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 80% 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 will potentially jeopardize their ability to successfully complete the course.

**In-Processing**

1. Bring the following items with you for in processing.
  - a. 2 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. PCS orders (if TDY en-route)
  - e. Leave Form (if TDY en-route)
  - f. Lodging information

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>

**Lodging &  
Meals cont'**

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. Government meals for ITDLMP Students of all ranks in the Technical Escort courses will be provided five days per week (except holidays) at post dining facilities. Weekends and holidays will be per diem. Orders will be used at the dining facility until the meal card is issued on the first day of in-processing

**Mailing  
address**

Rank and name  
ATTN: (Technical Escort 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
  - g. Appropriate civilian attire
  - h. Patrol Cap
  - i. Optical Inserts
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

<b>Pregnancy</b>	Students will not attend the Technical Escort 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.
<b>Required Items</b>	<p>1. Government credit card, if financial emergency arises, the student must contact their unit.</p> <p>2. Students that 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.</p>
<b>Leaves &amp; Passes</b>	Students desiring to take leave after the completion of the Technical Escort 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. Passes are available for weekends and holidays. Remember leaves and passes are privileges, not a right.
<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. An academic report will be issued for the Technical Escort Course.
<b>Student Elimination</b>	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 the conduct of training and testing for students with authorized absences. Students absent longer than eight academic hours may be considered for disenrollment. Failure to be at your appointed place of duty may be cause for dismissal.
<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 also 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 or Advanced Individual Training (IET/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.

**Foreign  
Disclosure**

The materials contained in this course have been reviewed by the training/educational developers in coordination with the USACBRNS, Foreign Disclosure (FD) Representative and MSCoE FD authority. This training event/course is NOT releasable to students from foreign countries.

**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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51. What was the most valuable part of the training and why?

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

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

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