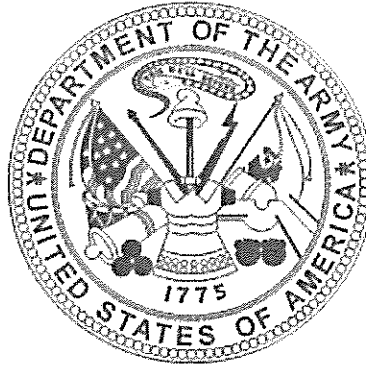


3 September 2015

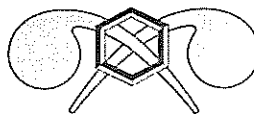
United States Army CBRN School



Course Management Plan for 031-74D10 (R1)

CBRN Specialist

MOS Training (MOS-T) Course



Approved:

A handwritten signature in black ink, likely belonging to the Assistant Commandant, USACBRNS.

Assistant Commandant, USACBRNS

21 SEP 15

Date

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PREFACE

Purpose: This Course Management Plan (CMP) serves as a single source document that will assist with the administration of the 74D10 CBRN Specialist MOS-T. It provides the course manager and training cadre the information needed to conduct the training prescribed by the associated training materials. Information provided also enables students to meet learning requirements and successfully complete the course.

Proponent: The United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) (POC) numbers: DSN 676-7233; COM 573-563-7233.

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Comments and Recommendations: Send comments and recommendations on DA Form 2028, "Recommended Changes to Publications and Blank Forms," directly to:

COMMANDANT
U.S. Army CBRN School
464 MANSCEN Loop, Suite 2617
ATTN: DOT&LD
Ft. Leonard Wood, MO 65473-8926

Foreign Disclosure Restrictions: The course developer, in coordination with the MSCoE foreign disclosure (FD) authority, reviewed the lessons and program of instruction contained in this CMP. This course is releasable to military students from foreign countries on a case-by-case basis. Commandants must check each lesson plan FD statement for foreign disclosure release restrictions. This CMP is releasable.

Course Management Plan Approval: The following individuals have reviewed and approved this Course Management Plan for publication and implementation into the 031-74D10 (R1) CBRN Specialist Course.

RANK	NAME	SIGNATURE	TITLE	DATE
Mr.	Jason Spence		POI Manager	
COL	Casey P. Scott		Director of Training and Leader Development	
COL	Francisco S. Velez		DAC-RC USACBRNS	

INTRODUCTION

1. **Purpose:** This Course Management Plan (CMP) is approved by the Commandant, U.S. Army CBRN School (USACBRNS) and is designed for use by the United States Army Reserve (USAR) Total Army School System (TASS) CBRN Training Brigade. This CMP provides the Course Manager (Course Chief Instructor), instructors and student cadre the information required to conduct the training prescribed by the enclosed training materials. Information provided also enables students to meet learning requirements and successful course completion.

NOTE: The maximum class size of this course is 60. The optimum class size of this course is 30 which coincides with the amount of personnel required to conduct the Phase III STX as designed (2 teams of 15 rotating through 5 missions). The minimum class size of this course is 15. The minimum class size would be set at 30, but this could lead to classes being nonconducted, which would be detrimental to the Army Reserve's MOS 74D manning efforts. If the optimum class size of 30 can't be met then a waiver must be submitted to request "non-conduct" of the Phase III STX. The Phase III STX does not contain any critical tasks that have not been trained/tested and therefore could be granted a waiver to nonconduct. The STX is still a valuable learning activity that gives the big picture and provides Soldiers with an opportunity to perform their CBRN duties under normal operational conditions

2. **Scope:** Provides Skill Level 1 and 2 training on the use, operation and maintenance of CBRN defense equipment such as: Radiological detection and monitoring equipment; chemical and biological detection, monitoring and sampling equipment; CBRN decontamination equipment; and individual protective equipment (IPE). Provides fundamental training on the tactics, techniques and procedures (TTPs) required for performing CBRN sampling, reconnaissance, survey, and decontamination missions. Provides training on hazardous materials response at the Awareness and Operations levels. Provides training on Mass Casualty Decontamination (MCD). Provides training on the duties and responsibilities of a company level CBRN Specialist.

COURSE STRUCTURE

1. The course is taught in both a classroom and field environment, with the majority of the training being hands-on. Hands-on training is used extensively to ensure Soldiers master the requisite skills. The primary technique of delivery is Large Group Instruction. This Method of Instruction (MOI) represents the predominate method used in each of the modules. A list of training materials and equipment for all tasks are annotated in the Program of Instruction (POI).
2. This course is structured in phases, modules, and lessons. The following is a depiction of the course design. The lesson numbers reflect the lessons and tests contained in each module.

	Module B Professional Military Training	Module D Chemical Operations	Module E Biological Operations	Module F Radiological Operations	Module G CBRN Room Operations
TIME	(3.0 hrs)	(14.0 hrs)	(18.5 hrs)	(31.4 hrs)	(38.7 hrs)
Technique of Delivery	Large Group Instruction	Large Group Instruction	Large Group Instruction	Large Group Instruction	Large Group Instruction
Method of Instruction	CO PE	CO DM PE	CO DM PE	CO DM PE	CO DM PE
Lessons	PHASE 2 031UTB01	PHASE 2 031UTD02 031UTD03 031UTD04 031UTD05	PHASE 3 031UTE01 031UTE02 031UTE04 031UTE05 031UTE06 031UTE07 031UTE08	PHASE 2 031UTF01 031UTF02 031UTF03 031UTF04 031UTF05 031UTF06 031UTF07 031UTF09	PHASE 3 031HMA01 031HMO01
Training Site AC:	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction
Training Site RC:	AT/ADT	AT/ADT	AT/ADT/IDT	AT/ATD	AT/ADT/IDT

	Module H CBRN General Operations	Module I Tactical Decontamination Operations	Module J Mass Casualty Decontamination	Module K CDTF	Module L Phase III STX
TIME	(43.7 hrs)	(31.5 hrs)	(29.2 hrs)	(7.0 hrs)	(20.0 hrs)
Technique of Delivery	Large Group Instruction	Large Group Instruction	Large Group Instruction	Large Group Instruction	Large Group Instruction
Method of Instruction	CO DM PE	CO DM PE	CO DM PE	CO DM PE	PE
Lessons	PHASE 2 031UTH01 031UTH02 031UTH03 031UTH04 031UTH05 031UTH06 031UTH07 031UTH08 031UTH09 031UTH10 031UTH11	PHASE 2 031UTI01 031UTI02 031UTI03 031UTI04 031UTI05 031UTI06 031UTI07	PHASE 3 031MCD01 031MCD02 031MCD03 031MCD04	PHASE 3 031UTK01	PHASE 3 031UTL01
Training Site AC:	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction
Training Site RC:	AT/ADT	AT/ADT	AT/ADT/IDT	AT/ADT/IDT	AT/ADT/IDT

	Module R				
TIME	(34.0)				
Technique of Delivery	Computer Based Instruction				
Method of Instructions	DL				
Lessons	PHASE 1 031UTR01 031UTR02 031UTR03 031UTR04 031UTR05 031UTR06 031UTR07 031UTR08 031UTR09 031UTR11 031UTR12 031UTR13				
Training Site AC:	N/A				
Training Site RC:	ADL				

COURSE MAP

Training Sequence. Training sequence is identified in the course maps. To ensure prerequisite training is completed, all training must be taught in the sequence as depicted on the course map or as NOTED.

Course Map (Phase 1) (ADL) 031-74D10 (R1) MOS-T CBRN Specialist

NOTE: Numbers inside [] indicate training sequence

MODULE R (Distance Learning) (DL)	
[1]	031UTR01 Chemical Corps Overview
[2]	031UTR02 Hazard Communication Training
[3]	031UTR03 Fundamentals of Radiation
[4]	031UTR04 Nuclear Weapons Effects
[5]	031UTR05 Respond to Depleted Uranium
[6]	031UTR06 Use Radiological Instruments
[7]	031UTR07 CBRN Warning and Reporting System
[8]	031UTR08 Radiological Operations
[9]	031UTR09 Fundamentals of Chemical Agents
[10]	031UTR11 Chemical Agent Monitor (ICAM)
[11]	031UTR13 M22 ACAA
[12]	031UTR12 CBRN Reconnaissance Operations

Course Map (Phase 2) (AT/ADT) (123.6 hrs)
031-74D10 (R1) MOS-T CBRN Specialist
Dated 9 Jul 2015

All lessons and modules must be taught in the sequence indicated, unless NOTED otherwise.

NOTE 1: Lessons marked with an asterisk (*), can be switched with any other lesson marked with an asterisk (*), as long as the lessons remain in the same module and in phase 2.

NOTE 2: Module D and F can be switched with each other, but both modules must be taught after Module B and H

NOTE 3: Lesson 031UTB01 “CBRN History and Museum Tour.” This lesson is not a graduation requirement, but every effort will be made to present the lesson if time is available. The actual museum tour portion of the lesson plan can be performed at the end of Phase 2.

NOTE 4: Lesson 031UTF08 “Radiological Module STX.” Due to the limited availability of approved training areas to conduct this lesson, it is NOT required training for the Reserve Component taught 74D10 MOS-T Course. This lesson requires the use of low level radiation sources which can only be used in areas that are supported by the USACBRNS Nuclear Regulatory Commission (NRC) license. These areas are only located in the CBRN School’s Edwin R. Bradley (ERB) Radiation Laboratory, and Fort Leonard Wood Training Area (TA) 401.

NOTE 5: Module I must be taught at the end of this Phase.

MODULE B (3.0 hrs) Professional Military Training
031UTB01 (3.0 hrs) (Ver 12.1) CBRN History and Museum Tour
MODULE H (43.7 hrs) CBRN General Operations
031UTH09 (6.7 hrs) (Ver 12A01) Use CBRN Warning and Reporting System (CBRNWRS)
031UTH10 (8.0 hrs) (Ver 12.1) Unit CBRN Defense
*031UTH11 (8.0 hrs) (Ver 12.1) CBRN Reconnaissance
*031UTH08 (2.0 hrs) (Ver 12A01) Advise on Crossing a CBRN Contaminated Area
*031UTH01 (3.0 hrs) (Ver 12A01) CBRN Equipment Accountability
*031UTH02 (2.0 hrs) (Ver 12.1) CBRN Equipment Maintenance
*031UTH03 (2.0 hrs) (Ver 12.1) Chemical Defense Equipment Reporting (CDE)
*031UTH04 (4.0 hrs) (Ver 12A01) Protective Mask Fitting and Semiannual PMCS
*031UTH05 (1.0 hrs) (Ver 12A01) Unit CBRN In-Processing
*031UTH06 (3.0 hrs) (Ver 12A01) Develop Unit CBRN Training Programs
*031UTH07 (2.0 hrs) (Ver 12A01) CBRN Annex to Unit SOP

*031UTH12 (2.0 hrs) (Ver 12A01) CBRN General Operations Test
MODULE F (31.4 hrs) Radiological Operations
031UTF01 (1.5 hrs) (Ver 01.1) Radiation Fundamentals and Nuclear Weapon Effects
031UTF02 (1.0 hrs) (Ver 01.1) Radiological Weapon Terrorism
031UTF03 (16.0 hrs) (Ver 01.1) Radiological Instruments
031UTF04 (1.0 hrs) (Ver 01.1) CBRN 1 and 4 RAD and NUC Reports
031UTF05 (6.4 hrs) (Ver 01.1) Simplified RAD and NUC Hazard Area Predictions
031UTF06 (1.5 hrs) (Ver 01.1) Radiological Monitoring and Survey
031UTF07 (1.5 hrs) (Ver 01.1) Radiological Decontamination
031UTF09 (2.5 hrs) (Ver 01.1) Radiological Test
MODULE D (14 hrs) Chemical Operations
031UTD05 (4.0 hrs) (Ver 12A01) Provide Technical Advice on Chem Agents and Compounds
031UTD03 (4.0 hrs) (Ver 12A01) Chemical Agent Detectors
*031UTD02 (2.0 hrs) (Ver 12A01) Improved Chemical Agent Monitor (ICAM)
*031UTD04 (4.0 hrs) (Ver 12A01) M4 Joint Chemical Agent Monitor (JCAD)
MODULE I (31.5 hrs) Tactical Decontamination Operations
031UTI07 (2.0 hrs) (Ver 01.1) Decontamination Fundamentals
*031UTI01 (2.0 hrs) (Ver 01.1) Decontamination Pumps
*031UTI02 (8.0 hrs) (Ver 12A01) M26 JSTDSS
031UTI03 (2.5 hrs) (Ver 01.1) Immediate Decontamination
031UTI04 (8.0 hrs) (Ver 01.1) Thorough Decontamination
031UTI05 (8.0 hrs) (Ver 01.1) Operational Decontamination
*031UTI06 (1.0 hrs) (Ver 01.1) M12A1 Decontamination Apparatus

Course Map (Phase 3) (AT/ADT/IDT) (113.4 hrs)
031-74D10 (R1) MOS-T CBRN Specialist
Dated 9 Jul 2015

All lessons and modules must be taught in the sequence indicated, unless NOTED otherwise.

NOTE 1: Lessons marked with an asterisk (*), can be switched with any other lesson marked with an asterisk (*), as long as the lessons remain in the same module and in phase 3.

NOTE 2: Modules G and J can be taught before or after Module E or K, but must be taught together and in the sequence shown (G then J).

NOTE 3: Module E and K can be taught before Module G or after Module J.

NOTE 4: Module L must be taught at the end of this Phase.

MODULE G (38.7 hrs) HAZMAT Response Certification
031HMA01 (10.2 Hrs) HAZMAT Awareness (2013)
031HMO01 (28.5 Hrs) HAZMAT Operations (2013)
MODULE J (29.2 hrs) Mass Casualty Decontamination
031MCD01 (5.1 hrs) (Ver 2.1A) Guidelines and Best Practices for MCD
031MCD04 (1.9 hrs) (Ver 2.1A) Patient Decontamination and Transport Techniques
031MCD03 (4.5 hrs) (Ver 2.1A) Operate the Multi-gas Monitor
031MCD02 (17.7 hrs) (Ver 2.1A) Conduct MCD Operations
MODULE E (18.5 hrs) Biological Operations
031UTE01 (2.5 hrs) (Ver 12A01) Basic Biological and Human Anatomical Systems
031UTE02 (2.5 hrs) (Ver 12A01) Biological Warfare Agents
*031UTE03 (1.0 hrs) (Ver 12A01) Biological Agent Dissemination
*031UTE04 (1.0 hrs) (Ver 12A01) Effects of Weather and Terrain on Biological Agents
*031UTE05 (1.0 hrs) (Ver 12A01) Biological Defense Fundamentals
031UTE06 (2.0 hrs) (Ver 12A01) Perform Biological Sampling with the DODBSK
031UTE07 (6.0 hrs) (Ver 12.1) Biological STX Lane
031UTE08 (2.5 hrs) (Ver 12.1) Biological Test

MODULE K (7.0 hrs) Chemical Defense Training Facility (CDTF)	
031UTK01	(7.0 hrs) (Ver 12.1) CDTF
MODULE L (20.0 hrs) Phase III Situational Training Exercises (STXs)	
031UTL01	(20.0 hrs) (Ver 01.1) Phase III STX

TRAINING SCHEDULE

This is a sample training schedule. This sample only depicts PH 2 of the course. The USAR TASS CBRN Training Brigade is not expected to use it as their training schedule. The Training Brigade will create its own.

Phase II (Sample training schedule)

3rd Brigade, 102nd Division, 80th Training Command (TASS) 031-74D10 (R1) CBRN Specialist MOS-T Phase 2 Training Schedule								Date: 7/8/2015
Pg 1/ 5		Class: 004-15		Station: FLW				
From: 4-Aug		To: 18-Aug						
TIME	TSP Hrs	WHO	LESSON	SUBJECT	LOCATION	INSTRUCTOR	REFERENCE	UNIFORM REMARKS
Saturday					4-Aug-15			
0800-1200		SEL		ECS equipment pick-up	ECS	ALL	ECS SOP	ACU/ACH
1200-1300		SEL		Lunch	DFAC BLDG 1011	ALL	TC 3-21.5 / AR 30-1	ACU
1300-1700		ALL	031UTA01	In-Processing	Bldg 1350	S-1	3D BDE SOP	IPFU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Staff	TC 3-21.5 / AR 30-1	ACU
1800-2000		SEL	031UTA01	In-Processing	Bldg 1350	S-1	3D BDE SOP	IPFU
Daily TSP HRS:								

Notes: SEL Denotes personnel still involved in In-processing

Wednesday 5-Aug-15								
0530-0700		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0700-0900		ALL		Command/SHARP Briefs/Initial Counseling	Nord Hall		3D BDE SOP	ACU
0900-1200	3.00	ALL	031UTB01	CBRN History	Nord Hall		FM 3-11	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTH09	CBRNWRS	Nord Hall		FM 3-11.3 / ATP-45(E)	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	
1800-2030	2.50	ALL	031UTH09	CBRNWRS	Nord Hall		FM 3-11.3 / ATP-45(E)	ACU
Daily TSP HRS:	9.50							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Thursday 6-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1200	4.00	ALL	031UTH10	Unit CBRN Defense	Nord Hall		FM 3-11.3	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTH10	Unit CBRN Defense	Nord Hall		FM 3-11.3	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-2000	2.00	ALL	031UTH08	Advise Crossing CBRN Contaminated Area	Nord Hall		FM 3-11.3	ACU
Daily TSP HRS:	10.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Friday 7-Aug-15								
0530-0630		ALL		PRT	BLDG 1353/54		FM 7-22.20	IPFU
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1200	4.00	ALL	031UTH11	CBRN Recon	Nord Hall		FM 3-11.19	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTH11	CBRN Recon	Nord Hall		FM 3-11.19	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-2000	2.00	ALL	031UTH07	CBRN Annex to Unit SOP	Nord Hall			ACU
Daily TSP HRS:	10.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Saturday 8-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1200	4.00	ALL	031UTH04	Pro Mask Fitting & Semiannual PMCS	Nord Hall		FM 3-11.4	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1600	3.00	ALL	031UTH01	CBRN Room Accountability	Nord Hall		FM 3-11.4	ACU
1600-1700	1.00	All	031UTH02	CBRN Equipment Maintenance	Nord Hall			ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-1900	1.00	ALL	031UTH02	CBRN Equipment Maintenance	Nord Hall			ACU
Daily TSP HRS:	9.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Sunday				9-Aug-15				
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-0900	1.00	ALL	031UTH05	Unit CBRN In-Processing	Nord Hall		AR 40-63	ACU
0900-1200	3.00	ALL	031UTH06	Develop Unit CBRN Training Programs	Nord Hall		ADP 7-0	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1500	2.00	ALL	031UTH03	Chemical Defense Equipment Reporting	Nord Hall		ADP 7-0	ACU
1500-1600		ALL		CBRN General Operations Test Review	Nord Hall			ACU
1600-1700		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1700-1900	2.00	ALL	031UTH12	CBRN General Operations Test	Nord Hall		ISAP	ACU
1900-1930		ALL		CBRN General Operations Test AAR	Nord Hall		TAG	ACU
Daily TSP HRS:	8.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Monday 10-Aug-15								
0530-0630		SEL		PRT	BLDG 1353/54		FM 7-22.20	IPFU
0600-0800		SEL	031UTL12	CBRN General Operations Re-Test	Nord Hall		ISAP	ACU
0630-0800		SEL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-0930	1.50	ALL	031UTF01	RAD Fundamentals and NUC Wpns Effects	Nord Hall		FM 3-11.3 / FM 3-11.4	ACU
0930-1030	1.00	ALL	031UTF02	Radiological Weapon Terrorism	Nord Hall		FM 3-11.3 / TB 43-0116	ACU
1030-1200	1.50	ALL	031UTF03	Radiological Instruments	Nord Hall		All Applicable TM's	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011		TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTF03	Radiological Instruments	Nord Hall		All Applicable TM's	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-1900	1.00	ALL	031UTF03	Radiological Instruments	Nord Hall		All Applicable TM's	ACU
Daily TSP HRS:	9.00							

Notes: SEL refers to all Soldiers that did not receive a GO on the initial CBRN General Operations test other Soldiers will conduct PRT and personal hygiene as normal
Remedial Training/ Refresher to be conducted as necessary after class hours

Tuesday 11-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1200	4.00	ALL	031UTF03	Radiological Instruments	Nord Hall		All Applicable TM's	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTF03	Radiological Instruments	Nord Hall		All Applicable TM's	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-1930	1.50	ALL	031UTF03	Radiological Instruments	Nord Hall		All Applicable TM's	ACU
Daily TSP HRS:	9.50							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Wednesday 12-Aug-15								
0530-0630		ALL		PRT	BLDG 1353/54		FM 7-22.20	IPFU
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-0900	1.00	ALL	031UTF04	CBRN 1 and 4 RAD and NUC Reports	Nord Hall		FM 3-11.3 / ATP-45 (E)	ACU
0900-1200	3.00	ALL	031UTF05	Simplified RAD and NUC Hazard Area Pred.	Nord Hall		FM 3-11.3 / ATP-45 (E)	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1630	3.50	ALL	031UTF05	Simplified RAD and NUC Hazard Area Pred.	Nord Hall		FM 3-11.3 / ATP-45 (E)	ACU
1630-1700	0.50	ALL	031UTF06	Radiological Monitor and Survey	Nord Hall		FM 3-11.3 / ATP-45 (E)	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
	1.00	ALL	031UTF06	Radiological Monitor and Survey	Nord Hall		FM 3-11.3 / ATP-45 (E)	ACU
Daily TSP HRS:	9.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Thursday 13-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-0930	1.50	ALL	031UTF07	Radiological Decontamination	Nord Hall		FM 3-11.3 / ATP-45 (E)	ACU
0930-1200	2.50	ALL	031UTF09	Radiological Test Review / Test / AAR	Nord Hall		ISAP / TAG	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTD05	Provide Technical Advice on Chem. Agents	Nord Hall		ATTP 3-11.36	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
Daily TSP HRS:	8.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Friday 14-Aug-15								
0530-0630		ALL		PRT	BLDG 1353/54		FM 7-22.20	IPFU
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1200	4.00	ALL	031UTD03	Chemical Agent Detectors	Nord Hall		FM 3-11.4	ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTD04	M4 Joint Chemical Agent Detector (JCAD)	Nord Hall		TM 3-6665-355-10	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-2000	2.00	ALL	031UTD02	Improved Chemical Agent Monitor (ICAM)	Nord Hall		TM 3-6665-343-10	ACU
Daily TSP HRS:	10.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Saturday 15-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1000	2.00	ALL	031UTI07	Decontamination Fundamentals	Nord Hall			ACU
1000-1200	2.00	ALL	031UTI02	M-26 JSTDS-SS	Nord Hall			ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTI02	M-26 JSTDS-SS	Nord Hall			ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-2000	2.00	ALL	031UTI02	M-26 JSTDS-SS	Nord Hall			
Daily TSP HRS:	10.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours
ASU / Class A inspection is only for Soldiers staying for Phase 3. The inspection will check general fit and serviceability

Sunday 16-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1130	2.50	ALL	031UTI03	Immediate Decontamination	Nord Hall			ACU
1130-1200	0.50	ALL	031UTI04	Thorough Decontamination	Nord Hall			ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTI04	Thorough Decontamination	Nord Hall			ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-2130	3.50	ALL	031UTI04	Thorough Decontamination	Nord Hall			ACU
Daily TSP HRS:	10.50							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Monday 17-Aug-15								
0530-0630		ALL		PRT	BLDG 1353/54		FM 7-22.20	IPFU
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-1000	2.00	ALL	031UTI01	Decontamination Pumps	Nord Hall			ACU
1000-1200	2.00	ALL	031UTI05	Operational Decontamination	Nord Hall			ACU
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1300-1700	4.00	ALL	031UTI05	Operational Decontamination	Nord Hall			ACU
1600-1700		ALL		End of Course Critiques	TH 3518/38		MSCoE SOP	ACU
1700-1800		ALL		Dinner	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
1800-2000	2.00	ALL	031UTI05	Operational Decontamination	Nord Hall			ACU
Daily TSP HRS:	10.00							

Notes: Remedial Training/ Refresher to be conducted as necessary after class hours

Tuesday 18-Aug-15								
0630-0800		ALL		Personal Hygiene / Breakfast	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	ACU
0800-0900	1.00	ALL	031UTI06	M12A1 Decontamination Apparatus	Nord Hall			ACU
0900-1200		SEL	031UTA01	Out-Processing	BLDG 1353/54	S-1	SOP	Civilian
1200-1300		ALL		Lunch	DFAC BLDG 1011	Student Leadership	TC 3-21.5 / AR 30-1	Civilian
1300-1700		SEL	031UTA01	In-Process	BLDG 1353/54	S-1	SOP	PH 3 Students

Notes: SEL Denotes personnel out-processing. In-Processing is for PH3 students.

NOTES

1. All students must be in the Billets BLDG 1345 at 2200 each night.
2. Religious services are available on Saturdays and Sundays. All Soldiers wishing to attend must notify their SGL. If service times conflict with testing the Soldier will be given one hour to worship on their own. All missed training must be made up after normal class hours.
3. All students must comply with CDTF regulations. Students must have no piercings in, not wear cologne, make -up, perfume, or finger or toe-nail polish. Do not bring any extra items outside the prescribed uniform and ID card. For full details refer to the CDTF memorandum. A copy of the CDTF memorandum explaining procedures will be read to the students and available upon request. Failure to comply with CDTF standards could result in being denied entrance to CDTF. CDTF is a graduation requirement and failure to complete it will result in dismissal from the course.
4. All students must immediately inform their Instructors of any reason that will prevent them from attending or completing scheduled training.

PERSONNEL ASSIGNED AND/OR ATTACHED TO THIS ORGANIZATION ARE HEREBY ORDERED UNDER THE APPROPRIATE PROVISIONS OF THE UCMJ AND APPLICABLE REGULATIONS TO ATTEND THE ACTIVE DUTY TRAINING SCHEDULED FOR THE PERIOD STATED ABOVE	TYPED NAME OF MISSION COMMANDER	SIGNATURE

COURSE MANAGER (COURSE CHIEF INSTRUCTOR) QUALIFICATIONS

The military course manager must have the following:

1. Be fully qualified in the MOS for which duty is desired and have at least one year of experience in that MOS IAW AR 614-200.
2. Be a CBRN ALC/BNCOC graduate.
3. Be certified at the HAZMAT Technician level.
4. Be able to pass the Army Physical Fitness Test (APFT).
5. Meet the body composition requirements in AR 600-9.
6. Be SSG or above.
7. Be a high school graduate or possess the GED equivalent.

The civilian course manager must have the following:

1. GS-11 or 12.
2. Experience that demonstrated a practical knowledge of the methods and techniques of instruction. Examples of qualifying specialized experience includes:
 - a. Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
 - b. Supervising or administering a training program.
 - c. Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
 - d. Work in the occupation or subject matter field of the position to be filled that required training or instructing others on a regular basis.

COURSE MANAGER (COURSE CHIEF INSTRUCTOR) GUIDANCE

The course manager is responsible for ensuring the training is presented as designed. Specifically, course manager(s) must:

1. Ensure required training resources are available for presenting the training as scheduled.

2. Ensure instructors receive required support, materials, and equipment.
3. Ensure staff is trained to standard to present and manage training.
4. Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to the USACBRNS, Fort Leonard Wood, MO.
5. Ensure staff, faculty, and students comply with safety, environmental protection rules, foreign disclosure rule, regulations, laws and course requirements.
6. Ensure facilities, materials, equipment, and systems are required for presenting instruction are properly maintained.
7. Obtain the required reference materials in ANNEX C.
8. Ensure the POI is reviewed for proper instructor to student ratios for each method of instruction.
9. Ensure that the next Fiscal Year's Training Calendar is completed and staffed six months prior to the first course start date.
10. Develop, maintain and update master training schedule.

INSTRUCTOR QUALIFICATION/CERTIFICATION REQUIREMENTS

Instructors must have the following:

1. Be a high school graduate or possess the GED equivalent.
2. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth.
3. Possess mature judgment and initiative.
4. Have a security clearance consistent with that required to attend the requisite instructor course.
5. Display good military bearing.
6. Meet the body composition requirements in AR 600-9.
7. Be able to pass the APFT.
8. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.

9. Have a demonstrated ability to be an instructor.
10. Be SSG or above.
11. Be graduates of the course that they will instruct.
12. Civilian personnel responsible for the overall course of instruction, or for conducting the training, who have not held a Chemical Corps MOS (or service specific specialty in alignment with the target audience of the course), must be certified in writing by a Chemical Corps Sergeant Major or Field Grade Officer as being technically capable of teaching the course. The certifying person should base such certification upon classroom observation of the individual. Additionally, civilian personnel must also have one full year of documented adult teaching experience, and must have completed a service specific instructor training course (ITC) or be scheduled to attend such a course.

INSTRUCTOR GUIDANCE

Instructors are directly in contact with the students and represent the command in the presentation of the instruction. They serve as role models for the students. They must be technically competent and professional in demeanor. They must:

1. Obtain required reference materials (ANNEX C).
2. Ensure that the POI is reviewed for proper instructor to student ratios for each method of instruction.
3. Manage the class, ensuring that an environment conducive to learning is maintained.
4. Supervise and guide the learning process, assessing the performance of each student, obtaining immediate feedback on that performance, and applying remediation as required.
5. Administer tests and accurately enter the results on appropriate forms and records.
6. Coordinate, properly use, and maintain materials and equipment.
7. Continuously evaluate course effectiveness and provide evaluation data and any requirements for course changes to the school proponent.
8. Distribute the 74D Individual Student Assessment Plan (ISAP) to the students on the student's report date, prior to training.
9. Counsel students.
10. Provide appropriate remedial training.

STUDENT GUIDANCE

It is the student's responsibility to learn and perform the lesson objectives. This responsibility includes completing practical exercises and participating in training activities. Specifically, students must:

1. Prepare for classes by studying assigned materials.
2. Complete homework assignments, practical exercises, and participate in all training activities.
3. Adhere to course requirements and guidelines as directed by student guides.
4. Maintain a proper military bearing in dress and behavior.
5. Maintain total honesty and uphold the highest standards of integrity.
6. Provide constructive criticism concerning the efficiency and effectiveness of the training and training materials when solicited for student feedback.

TEST ADMINISTRATION GUIDANCE

Administer and secure all controlled tests IAW with the guidance in the enclosed training material and AR 611-5. Refer to the Test Administration Guide (TAG), which is ANNEX B, for specific information related to each test. Be sure to read, verbatim, the "Directions to Students" in the TAG BEFORE every test you administer.

**UNITED STATES ARMY CBRN SCHOOL
74D10 CBRN SPECIALIST (MOS-T)**

INDIVIDUAL STUDENT ASSESSMENT PLAN (ISAP)

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**UNITED STATES ARMY CBRN SCHOOL
74D10 CBRN SPECIALIST (MOS-T)**

INDIVIDUAL STUDENT ASSESSMENT PLAN

1. GENERAL:

- a. Purpose: To provide the Course Manager (Course Chief Instructor), instructors, and students with the requirements for course completion. This ISAP also describes the academic probation and removal process.
- b. Scope: This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Commandant, USACBRNS.
- c. Student Responsibilities:
 - (1) Completing assigned reading and homework and being prepared for classes.
 - (2) Meeting or exceeding all course graduation requirements as outlined in the ISAP (see Appendix 2).
 - (3) Avoiding conduct, both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit upon the Army.
 - (4) Understanding and complying with the guidelines set forth in the ISAP.
 - (5) Maintaining high standards of appearance, bearing, and professionalism.
- d. Chain of Command: Students attending the course operate under a single chain of command. The chain of command is responsible for:
 - (1) Individual issues involving medical, dental, personnel, finance, and travel.
 - (2) Student in /out-processing.
 - (3) UCMJ actions.
 - (4) Academic and non-academic student status reviews (SSRs).
 - (5) Execution of the course IAW the approved Programs of Instruction (POI).
 - (6) Issues involving course instructors.
 - (7) Issues / problems concerning course content, scheduling, and classroom instruction.
 - (8) Academic and leadership SSRs.

- (9) Ensuring students fully understand the course standards prior to the start of each iteration of the course.

2. **SERVICE SCHOOL ACADEMIC EVALUATION REPORT (SSAER): MOS-T** students are evaluated in six primary areas during their respective courses. The results of the evaluations are reported IAW AR 623-3 and DA Pam 623-3, and recorded on DA Form 1059. Mandatory comments on SSAERs are explained in AR 623-3. Detailed requirements for cadre completing the DA Form 1059 are listed in Appendix 5. Assessed areas on the SSAER include:

- a. Performance summary: The USACBRN School student assessment system is a process of assessing each student using the "Total Soldier" concept. It is both an objective and subjective process arrived at by examinations, observations, comparison and analysis. It involves input from instructors. Grading is based on a "GO" or "NO GO" concept for performance-oriented evaluations. A "GO" rating indicates that the student has demonstrated competency in the evaluated skill and met the minimum established standard. Written examinations are graded on an academic average. Students must pass written examinations in order to receive a "GO."

- (1) 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 from the service, which will be explained in item 14.

- (2) The Performance Summary is intended to measure the level of performance of each student 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:

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

- (b) "Achieved course standards" - For those students who achieved the overall acceptable course standards.

- (c) "Marginally achieved course standards" - For those students who achieved with difficulty, the minimum acceptable course standards as identified in the course grading plan.

- (d) "Failed to achieve course standards" - self-explanatory.

- (3) Comments are required, (a), (c), and (d) above, must be in detail to justify the level of performance indicated. Use item 14 for supporting comments. Over-stamping with

Annex A Individual Student Assessment Plan (ISAP) to 031-74D10 (R1) CBRN Specialist Course CMP

“Distinguished Graduate”, “Honor Graduate,” or any other over-stamping or highlighting is prohibited.

- (4) If MARGINALLY ACHIEVED or FAILED TO ACHIEVE is checked see AR 623–3, chapter 3, paragraph 3-27 for referred reports.

b. Demonstrated abilities:

- (1) “Demonstrated Abilities” must be completed for all enlisted courses. Indicate the level of performance by placing an “X” beside the appropriate entry as described below:
- (a) A “superior” rating indicates the student has demonstrated an ability that is significantly above the standard.
 - (b) A “satisfactory” rating indicates the student has demonstrated an acceptable level of proficiency.
 - (c) A “unsatisfactory” rating is self-explanatory.
 - (d) A “not assessed” rating is self-explanatory.
- (2) Written Communication - evaluation based on student’s written presentation on individual briefings, orders, and reports. Presentation is reviewed for content and clarity.
- (3) Oral Communication - assessment based on student led instruction, group and individual briefings, and student interaction with peers and superiors.
- (4) Leadership Skills - assessed throughout the course, with consideration given to student performance in garrison and field leadership positions and performance during the course as a whole (see Appendix 1).
- (5) Contribution to Group Work - based on the student's contribution to group work during the course.
- (6) Assessment of student research ability - based on student's ability to effectively research material for student led instruction, written and oral presentations, and written exams.
- (7) Comments, where required (a) and (c), above), must be in detail to justify the level of proficiency indicated. Use item 14 for supporting comments. If UNSAT is checked see AR 623–3, chapter 3, paragraph 3–27.

- c. Academic Potential: Indicate the student’s potential for selection to the next higher level of schooling/training. If “NO” is checked see AR 623–3, chapter 3, paragraph 3–27. This

Annex A Individual Student Assessment Plan (ISAP) to 031-74D10 (R1) CBRN Specialist Course CMP

pertains to the normal career progression/professional development courses. The assessment should assess the student's as follows:

- (1) Ability to apply the knowledge derived from the school.
- (2) Potential compared to students with similar experiences and motivation.
- (3) Ability to contribute to group discussions.

d. Rating official's comments:

- (1) Comments are required concerning the capabilities, potential, 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; 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 own (for example, 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.
 - (h) Is on dual component status (see para 4-4d).
- (3) If appropriate, comments should also be made if the student has demonstrated the potential to be a service school instructor.

e. Referred reports and addendums:

- (1) See AR 623-3, chapter 3, paragraph 3-27, and 3-38 for policy to determine whether an SSAER 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

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acknowledgement and comment. The reviewer will ensure that the provisions of AR 623–3, chapter 3, section V, Academic Evaluation Reports (AER) responsibility have been followed. The student will acknowledge receipt of the referred report or addendum and will mark the “Yes”, comments attached or “No” box in Item 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 4.

(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.

3. **COUNSELING:** Cadre are the primary counselors for students. Each student will, as a minimum, be counseled by cadre:

- a. Integration/Reception counseling to explain academic and administrative requirements and responsibilities.
- b. If a student fails to meet any requirements for graduation as outlined in the SEP.
- c. At other times, positive or negative, deemed necessary by cadre or chain of command.

4. **EXAMINATION PROCEDURES:**

- a. Written and performance oriented test (POT) examinations and graded examinations will be administered by the appropriate instructor at the time, place, and date indicated on the approved training schedule.
- b. Students will be provided with the result “GO” or “NO GO” of their performance on exams and performance-oriented tests as soon as possible, usually the same day.
- c. Examination after action reviews for students will be conducted as soon as possible after the exam is administered. These after action reviews are mandatory.
- d. Failure of a student to take an original examination or retest at the prescribed time and place without an authorized absence will result in an automatic failure for that examination. Only an excused absence or unforeseen emergency will be considered for waiver or rescheduling of the examination. Cadre will determine the validity of an emergency.

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e. Appendix 4 outlines procedures for student reclaims.

f. Examination failures and retests:

- (1) Any student who fails to achieve a passing score on any written examination will be counseled in writing by the cadre. Retesting will be conducted on the next academic day. The retest will be an alternate version of the original test. One retest may be administered after remedial training in the areas determined by the proctor to be weak.
- (2) Instructors will be available to answer student questions regarding the concepts being assessed and to assist the student to overcome academic shortcomings / weaknesses as indicated by a failed examination. Preparing for the retest is the student's responsibility (students failing examinations should also look to peer instruction and study groups as viable means of preparing for exam retests). If a student fails a retest he / she may, upon review by the USAR TASS CBRN Training Brigade commander be dismissed from training for academic deficiency. Furthermore, the USAR TASS CBRN Training Brigade commander may release students who consistently require retesting for academic deficiency. Circumstances may arise during training that might require a third retest when deemed by Course Manager (Course Chief Instructor) and approval by the USAR TASS CBRN Training Brigade commander is granted.
- (3) POI/Lesson Plan/Test revision is conducted periodically; therefore if a student fails an initial and subsequent test of the same module of instruction while in the process of a revised test (pilot test), the student **will not** be removed from the course. The student however will receive an "Unsatisfactory" rating in (block 14e, Research Abilities) of DA Form 1059, resulting in an overall "Marginally Achieved Course Standards" (block 13c, Performance Summary). USAR TASS CBRN Training Brigade commander is the reviewing official (AR 623-3). Furthermore, the USAR TASS CBRN Training Brigade commander may release students who consistently require retesting for academic deficiency.

5. STUDENT DISMISSAL/ELIMINATION/DENIAL OF ENROLLMENT/REENROLLMENT AND STUDENT ABSENCES:

- a. Dismissal: IAW AR 350-1, dated 19 Aug 2014, paragraph 3-15, the USAR TASS CBRN Training Brigade commander may dismiss Students from the course before course completion for other than academic reasons defined below:
 - (1) Students whose personal conduct is such that their continuation in the course is not appropriate. No formal adjudication of guilt by a military or civilian court or by a commander under the Uniformed Code of Military Justice (UCMJ) Article 15 is necessary to support a dismissal.
 - (2) Students may be considered for dismissal from courses for the following reasons:
 - (a) Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the Uniform Code of Military Justice (UCMJ) is necessary to support dismissal under this paragraph.
 - (b) Negative attitude or lack of motivation is prejudicial to the interests of other students in the class.
 - (c) Academic deficiency demonstrated by failure to meet course standards or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.
 - (d) Illness or injury (as determined by a physician), or added physical profile limitation.
 - (e) Compassionate reasons.
 - (3) The following needs of the Army, regarding student dismissals will be adhered to:
 - (a) Adherence to basic Army policies and standards.
 - (b) Maintain adequate audit trails of important personnel actions.
 - (c) Ensure fair and equitable processes to adjudicate individual cases.
 - (d) Inform students of the course and training completion requirements prior to the start of the training and education.
 - (e) Obtain servicing Office of the Staff Judge Advocate (OSJA) review of dismissal procedures prior to promulgation.

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- (4) Students considered for dismissal will be notified immediately in writing of the proposed release. Students will acknowledge by means of written endorsement that they have received a counseling session and a dismissal notice. The endorsement will further indicate their intentions with regard to appeal.
 - (5) Students will continue in regularly scheduled classes during the appeal process, unless they are disruptive to training or display a lack of discipline.
- b. Student Eliminations: The USAR TASS CBRN Training Brigade commander will eliminate students from the course IAW AR 350-1 and TRADOC Reg. 350-10. Students may be involuntarily eliminated from the course prior to graduation for any of the following reasons:
 - (1) Discretionary:
 - (a) Violation of the UCMJ.
 - (b) Failure to meet academic standards.
 - (c) Apathy and motivation.
 - (d) Violation of the Honor Code.
 - (2) Students who fail to meet established academic criteria through two separate evaluations each followed by reinforcement training and reviewed by the USAR TASS CBRN Training Brigade commander may be dismissed for academic deficiency.
 - (3) Actions by students who fail to maintain standards during the course may constitute an infraction of the UCMJ or may simply indicate a lack of motivation, aptitude or lack of discipline.
 - (4) Students whose actions during training that constitute a violation of the UCMJ may be:
 - (a) Suspended or dismissed from the course.
 - (b) Reported to the commander exercising court-martial authority.
 - (5) The cadre will counsel students whose actions demonstrate a probable lack of motivation and apathy.

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c. Denial of enrollment:

(1) References:

- (a) Army regulation 350-1, dated 19 August 2014, Army Training and Leader Development.
- (b) Army regulation 600-8-2, dated 23 October 2012, Suspension of Favorable Personnel Actions (FLAGS).
- (c) Army regulation 623-3, dated 13 March 2014, Evaluation Reporting System.

(2) Soldiers who are currently flagged will be denied enrollment.

(3) Unqualified arrivals for institutional training IAW the TATS Pre-execution Checklist

d. Reenrollment: IAW AR 350-1 and TRADOC Reg 350-10, the following guidelines apply to student reenrollment based upon the reason for the initial elimination/disenrollment:

(1) **ACADEMIC/CONDUCT/MOTIVATIONAL ELIMINATION:** Students disenrolled from the course for other than compassionate or medical reasons may be reconsidered for course once the first GO in the chain of command. The UCMJ does not apply to ARNG/ARNGUS Soldiers on full-time training duty under 32 USC 267d. Accordingly, school commandants and commanders will forward an ARNG/ARNGUS Soldier's case to the State Adjutant General for appropriate disposition. All Soldiers eliminated from course who later re-enroll must take the complete course.

(2) **ILLNESS/COMPASSIONATE:** Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The USAR TASS CBRN Training Brigade commander will provide a written statement to the student's unit, stating the reason for termination, and the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist. All Soldiers eliminated from the course who later re-enroll must take the complete course.

e. Student Absences:

- (1) The Course Manager (Course Chief Instructor) may grant emergency leave and absence for medical consultations.
- (2) The Course Manager (Course Chief Instructor) will determine the most appropriate administrative format to cover legal absences (pass, leave, permissive TDY, etc.).

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- (3) Students missing 16 hours or more of training for any reason will not be allowed to graduate from the course, unless a signed graduation waiver is obtained from the USACBRNS Director of Training and Leader Development (DOT&LD)
 - (4) The Course Manager (Course Chief Instructor) will be responsible for tracking and inputting hours missed by the student. The USAR TASS CBRN Training Brigade Commander will be informed when the student has missed 10 hours training
6. **STANDARDS OF CONDUCT:** Students may be dismissed from the course prior to graduation for failure to maintain proper conduct and appearance standards during the course. This includes but is not limited to:
- a. Disciplinary reasons including lateness to announced formations, classes, or any unexcused absences from any training event.
 - b. Lack of motivation as demonstrated by apathy, nonparticipation in class projects, unacceptable personal appearance (AR 600-9) and unsanitary habits.
 - c. Violation of the UCMJ, or actions conducted on/off post bringing discredit to the Armed Forces of the United States.
7. **GRADUATION DISTINCTIONS:**
- a. Distinguished Honor Graduate (DHG). The DHG must meet all requirements for graduation and have the highest grade point average in the class. His or her academic average must be 95% or higher. The DHG must possess outstanding leadership potential, be recommended by the Instructors, and be approved by the USAR TASS CBRN Training Brigade Commander. Additionally, the DHG must meet the body fat standards IAW AR 600-9, and must not have received any correspondence derogatory in nature (i.e., memorandum of reprimand or letters of indebtedness). If the student with the highest academic average does not meet all of the prerequisites for distinguished honor graduate, but the top honor graduate does, the top honor graduate will be the DHG.
 - b. Honor Graduate (HG). The HG must meet all requirements for graduation, pass all tests that are a graduation requirement, have a grade point average of 90-94.9%, pass all initial examinations, meet the height/weight standards established by AR 600-9, and be recommended for graduation by the Course Manager (Course Chief Instructor). Students with adverse actions will not be honor graduates.
 - c. Graduate. Graduates must meet all non-test related graduation requirements, pass all tests that are a graduation requirement, and be recommended for graduation by the Course Manager (Course Chief Instructor).
 - d. Non-Graduate. Non-graduates are students who:
 - (1) Fail to meet the criteria listed in one of the three graduation distinctions above.

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- (2) Fail to successfully complete the final APFT.
- (3) Fail to meet the Army body fat standards.
- (4) Commit acts of misconduct under the UCMJ.

ASSESSMENTS

1. PASSING SCORE/TEST FAILURES

a. Passing Scores.

(1) Score 80% or higher on the HAZMAT Awareness Performance Based (written/on-line) Test.

(2) Score 75% or higher on the HAZMAT Operations Performance Based (written) Test, and pass all of the HAZMAT Operations Performance (hands-on) Skills Tests

(3) Score 80% or higher on the Mass Casualty Decontamination (MCD) Performance Based (written) Test, and Pass all of the MCD (hands-on) Skills Tests.

(4) Score 70% or higher on the following Performance Based (written) Tests: CBRN General Operations Test; Biological Test; and Radiological Test.

(5) Receive an overall "GO" rating on all Performance (hands-on) Tests

b. Test failures.

(1) If a student fails an initial Performance based Test he/she will:

(a) Be place on academic probation.

(b) Receive formal counseling from the USAR TASS CBRN Training Brigade instructors.

(c) Receive formal notification of being placed on academic probation by the Course Manager (Course Chief Instructor).

(d) Along with cadre will coordinate with the instructional proponent for additional instruction.

NOTE: Remediation on every TLO not mastered on the first test is mandatory. After remediation at least one re-test on each TLO is mandatory.

(2) Satisfactorily complete a retest within five academic days after the test critique. Successful completion of the retest will result in the student being removed from academic probation.

c. If a student fails a retest or three initial tests in different subject areas he/she will:

(1) Receive formal counseling from the USAR TASS CBRN Training Brigade instructors.

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(2) Receive formal notification of the initiation of a Student Status Review from the Brigade or Battalion Commander. The Course Manager (Course Chief Instructor) will prepare and submit a Student Status Review.

d. Academic Computation. Students who retest and pass a Performance Based (written) Test, will be awarded a minimum passing score (i.e. 70% for Radiological, Biological, and CBRN General Operations tests; 80% for HAZMAT Awareness test; 75% for HAZMAT Operations test; and 80% for Mass Casualty Decontamination test).

2. ACADEMIC GRADING AND TEST PLAN:

a. Pretesting is not allowed in this course. Student's must complete all training prior to being tested.

b. There will be no weighting of tests in this course. This course teaches critical tasks and all have equal weight. Each critical task must be tested or mastered. Use the test/retest policy for both performance and performance-based tests. 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 conducted. The following lessons are tested as indicated below.

c. Lesson Plans utilizing Performance Tests (Hands-on):

LP Number	LP Title	Remarks
031UTD02	ICAM	
031UTD03	Chemical Agent Detectors	
031UTD04	M4 Series JCAD	
031UTD05	Provide Tech Advice on Chem Agents and Compounds	
031UTE06	Perform Bio Sampling with the DODBSK	
031UTF03	Radiological Instruments	
031UTF05	Simplified RAD and NUC Hazard Area Predictions	
031UTH04	Protective Mask fitting and Semiannual PMCS	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN General Operations Test.
031UTH09	Use CBRNWRS	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN Gen Ops Test

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031UTH10	Unit CBRN Defense	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN General Operations Test.
031UTH11	CBRN Reconnaissance	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN Gen Ops Test
031UTI01	Decontamination Pumps	
031UTI02	JSTDs-SS	
031UTI03	Immediate Decontamination	
031UTI04	Thorough Decontamination	
031UTI05	Conduct Operational Decontamination	
031UTI07	Decontamination Fundamentals	
031MCD03	Operate the Multi-gas Monitor	

d. Lesson plans utilizing Performance-Based Tests (Written):

LP Number	LP Title	Associated Test Lesson
031UTE01	Basic Biological and Human Anatomical Systems	Biological Test
031UTE02	Biological Warfare Agents	Biological Test
031UTE03	Biological Agent Dissemination	Biological Test
031UTE04	Effects of Weather and Terrain on Biological Agents	Biological Test
031UTE05	Biological Defense Fundamentals	Biological Test
031UTF01	Radiation Fundamentals and Nuclear Weapon Effects	Radiological Test.
031UTF02	Radiological Weapon Terrorism	Radiological Test.
031UTF04	CBRN 1 and 4 RAD and NUC Reports	Radiological Test.
031UTF06	Radiological Monitoring and Survey	Radiological Test.
031UTF07	Radiological Decontamination	Radiological Test.
031HMO01	HAZMAT Operations	HAZMAT Operations
031UTH01	CBRN Equipment Accountability	CBRN General Operations Test.
031UTH02	CBRN Equipment Maintenance	CBRN General Operations Test.
031UTH03	Chemical Defense Equipment Reporting (CDE)	CBRN General Operations Test.
031UTH04	Protective Mask fitting and Semiannual PMCS	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN General Operations Test.

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031UTH05	Unit CBRN In-Processing	CBRN General Operations Test.
031UTH06	Develop Unit CBRN Training Program	CBRN General Operations Test.
031UTH07	CBRN Annex to Unit SOP	CBRN General Operations Test.
031UTH08	Advise on Crossing a Contaminated Area	CBRN General Operations Test.
031UTH09	Use CBRNWRS	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN Gen Ops Test
031UTH10	Unit CBRN Defense	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN General Operations Test.
031UTH11	CBRN Reconnaissance	In this lesson, students are evaluated with a hands-on and written test. The written portion of the evaluation is covered by the CBRN Gen Ops Test
031MCD01	Guidelines and Best Practices for MCD	Mass Casualty Decontamination Test. NOTE: Currently not a graduation requirement to pass the test.
031MCD02	Conduct MCD Operations	Mass Casualty Decontamination Test. NOTE: Currently not a graduation requirement to pass the test.
031MCD04	Patient Decontamination and Transport Techniques	Mass Casualty Decontamination Test. NOTE: Currently not a graduation requirement to pass the test.

e. Lesson plans taught and tested via web-based distance Learning (dL).

LP Number	LP Title	Associated TATS Lesson
031HMA01	HAZMAT Awareness	HAZMAT Awareness
031UTR01	Chemical Corps Overview	031UTB01 CBRN History and Museum Tour
031UTR02	Hazard Communication Training	N/A. Lesson is no longer valid. Will be removed during next dL update.
031UTR03	Fundamentals of Radiation	031UTF01 Radiation Fundamentals and Nuclear Weapon Effects
031UTR04	Nuclear Weapons Effects	031UTF01 Radiation Fundamentals and Nuclear Weapon Effects
031UTR05	Respond to Depleted Uranium	031UTH10 Unit CBRN Defense
031UTR06	Use Radiological Instruments	031UTF03 Radiological Instruments

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031UTR07	CBRN Warning and Reporting System	031UTH09 Use CBRNWRS
031UTR08	Radiological Operations	031UTF06 Radiological Monitoring and Survey
031UTR09	Fundamentals of Chemical Agent	031UTD04 Provide Technical Advice on Chemical Agents and Compounds
031UTR11	Improved Chemical Agent Monitor	031UTD01 Improved Chemical Agent Monitor (ICAM)
031UTR12	CBRN Reconnaissance Operations	031UTH11 CBRN Reconnaissance
031UTR13	Alarm, Chemical Agent, Automatic (ACAA) M22	N/A. Lesson is no longer valid. The M4 JCAD has replaced it. This lesson will be removed when dL is next updated.

- f. Non-tested Lessons. No individual testing is conducted; however, Checks on Learning and/or After Action Reviews (AARs) are conducted. These lessons may reinforce previous training on critical tasks or provide familiarization training on a subject as directed by TRADOC or the USACBRNS Commandant. Specifically, these lessons provide training on a particular subject that falls short of warranting inclusion on the Critical Task List, or they provide training in order to integrate MOS and combat survival skills into a simulated tactical scenario. They also give Soldiers the opportunity to demonstrate their newly learned skills under realistic conditions (i.e., CDTF, STX).

LP Number	LP Title	Critical Task(s) Taught
031UTB01	CBRN History and Museum Tour	None
031UTE07	Biological STX Lane	None
031UTI06	M12A1 Decontamination Apparatus	None
031UTK01	Chemical Defense Training Facility (CDTF)	None
031UTL01	Phase III STX	None

- g. Tests will be administered IAW the training schedule.
- h. Tests will be graded IAW the Test Administration Guide (TAG).
- i. A mandatory test review will be conducted after each performance-based test (written).
- j. Students will be allowed to view their graded tests and ask questions.
- k. As a result of the mandatory test review, any unresolved questions pertaining to doctrine or regulations should be addressed IAW the reclama procedures below.

GRADUATION REQUIREMENTS

1. Must successfully complete all requirements listed in the Course Requirements and this ISAP and meet the following standards:

- a. Score 80% or higher on the HAZMAT Awareness Performance Based (written/online) Test.
 - b. Score 75% or higher on the HAZMAT Operations Performance Based (written) Test, and pass all of the HAZMAT Operations Performance (hands-on) Skills Tests.
 - c. Score 80% or higher on the Mass Casualty Decontamination (MCD) Performance Based (written) Test, and Pass all of the MCD (hands-on) Skills Tests.
 - d. Score 70% or higher on the following Performance Based (written) Tests: CBRN General Operations Test; Biological Test; and Radiological Test.
 - e. Receive an overall "GO" rating on all Performance (hands-on) Tests
 - f. Meet Army body fat standards IAW AR 600-9.
 - g. Successfully complete training at CDTF. This requirement can only be waived by the USACBRNS Commandant.
2. Must not be pending any disciplinary/Student Status Review action.

STUDENT DISMISSAL PROCEDURES

1. **REFERENCES:** TRADOC Reg. 350–10.
2. **PURPOSE:** To establish student dismissal procedures for students enrolled in 031-74D10 CBRN Specialist (MOS-T) Course .
3. **DISMISSALS:** The USAR TASS CBRN Training Brigade commander may dismiss students from the course prior to graduation for any of the following reasons:
 - a. Inappropriate personal conduct prompts action (for example, if a student violates regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the Uniform Code of Military Justice (UCMJ) is necessary to support dismissal under this paragraph.
 - b. Negative attitude or lack of motivation is detrimental to other students in the class.
 - c. Academic deficiency demonstrated by failure to meet course standards or lack of academic progress makes it unlikely that the student can successfully meet graduation standards. Students who fail to meet established academic criteria through two separate tests, each followed by reinforcement training and reviewed by the USAR TASS CBRN Training Brigade commander may be dismissed for academic deficiency.
 - d. A student fails to maintain body composition fat standards.
 - e. Illness or injury (as determined by a physician) or added physical profile limitation occurs.
 - f. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The USAR TASS CBRN Training Brigade commander will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.
4. **PROCEDURES:** A student whose conduct or performance falls within one of the categories listed in paragraph 3 above will be given a determination of their continuation in the course. In the interest of the other students as well as the cadre, this determination will be made as quickly as possible. Once a student has been identified for dismissal, the following procedures apply:
 - a. The Course Master (Course Chief Instructor) will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The Course Master (Course Chief Instructor) will advise the student that any appeal must be submitted within seven duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the USAR TASS CBRN Training Brigade commander.

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- b. The student will acknowledge by endorsement within two duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.
- c. The student will acknowledge in writing that counseling was held and that an elimination notice was received. The endorsement must indicate the student's intent with regard to appeal. Appeals will be forwarded to the USAR TASS CBRN Training Brigade commander who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate (OSJA) to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. The USAR TASS CBRN Training Brigade commander will make the final decision on dismissals after considering the supporting OSJA recommendation.
- e. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.
- f. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The USAR TASS CBRN Training Brigade commander will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

STUDENT RECLAMAS

1. Purpose. This policy establishes uniform procedures for grade reclama actions by students enrolled in 031-74D10 (R1). This reclama policy will be integrated into all course Individual Student Assessment Plans (ISAPs)
2. Procedures. Reclama actions will occur only after test item analysis and the examination critique. A professionally conducted test item analysis and the critique can significantly reduce or eliminate reclama actions. The instructor may be able to identify problem questions during test item analysis and request corrective action. The instructor uses the test item analysis to identify possible instructional omissions or other related problem areas. Critiques should resolve any mistakes or student questions. Other forms of scoring exceptions are discussed at the end of this appendix. For reclamas, students must comply with the following procedures:
 - a. A reclama may be either typed or written on the student inquiry form (Annex D) and submitted to an instructor by a student for any of the following reasons:
 - (1) The test stem (the question) is not worded correctly (to include the situation).
 - (2) There are multiple or no correct answers.
 - (3) There is conflicting instruction or doctrine (e.g., two different instructors give different forms to record data and there is only one correct form, or the FM is different from the instruction and the instructor does not point out the difference).
 - b. All reclamas should clearly state the issue, justifying arguments, and should clearly identify supporting documents (e.g., class handouts, regulations, and other appropriate publications). The reclama must be submitted to the instructor within two academic days of the critique.
 - c. Upon receipt of the reclama, the instructor will:
 - (1) Obtain the exact text of the question(s) involved and attach the text to the reclama.
 - (2) Safeguard the reclama to ensure academic security.
 - (3) Research the issue.
 - (4) Review the reclama, add comments as appropriate, sign the document, and forward it to the Course Manager (Course Chief Instructor).
 - d. The Course Manager (Course Chief Instructor) will review the reclama and related documents, recommend either approval or disapproval, sign the document, and forward the reclama to the Chief, Test Control Office.
 - e. The Chief, Test Control Office will review the reclama, supporting documents, comments, and recommendation. A test item analysis will be initiated, if appropriate.

Appendix 4 (Student Reclamas) to Annex A (ISAP) of 031-74D10 (R1) CBRN Specialist Course CMP

- The Chief, Test Control Office will make additional comments, if appropriate, recommend either approval or disapproval, sign the document, and forward it to the USAR TASS CBRN Training Brigade Commander.
- f. The USAR TASS CBRN Training Brigade Commander will either approve or disapprove the reclama.
 - g. A written response will be prepared by the Course Manager (Course Chief Instructor) and furnished to the student. In the event the Commander disapproves the reclama, the response will contain a brief statement explaining the reason for the disapproval. The Course Manager (Course Chief Instructor) will retain a file copy of the response and the reclama, minus the text of the test item.
 - h. If the reclama is approved, it will be returned to the Chief, Test Control Office to affect appropriate scoring changes, grade changes, and to initiate test item revision procedures if necessary. The Chief, Test Control Office will forward grade changes to the Course Manager (Course Chief Instructor).
3. Approval Authority. The Commander is the only approval authority for reclamas. Instructors, Course Manager (Course Chief Instructor), and the Chief, Test Control Office may not approve or disapprove reclamas.
4. Other Scoring Exceptions. Reclamas are only one form of scoring exceptions. The need for other scoring exceptions may be identified during test administration, test scoring, test analysis, or during critiques. The Course Manager (Course Chief Instructor) may approve scoring exceptions and initiate corrective action using the following criteria:
- a. Verified omissions from lesson presentations (includes not in assigned reading) will normally result in affected questions being scored accepted.
 - b. Variances from school solutions may be granted individually, but only for those students who have supported positions in writing, citing specific references, such as technical manuals or field manuals.
 - c. The test item is invalid, inherently flawed, or does not meet TRADOC standards. The following guidelines apply:
 - (1) The test item has more than one correct answer when only one answer is required.
 - (2) The test item has been rendered invalid by doctrinal publications, changes, or classroom instruction.
 - d. When the Chief, Test Control Office approves a scoring exception, they will initiate grade changes and test item revision procedures, if applicable.

DA FORM 1059 COMPLETION PROCEDURES

1. PURPOSE

- a. To establish policy and guidance for the preparation and submission of evaluation reports for courses conducted by the USAR TASS CBRN Training Brigade.
- b. Service School Academic Evaluation Reports (SSAERs) are prepared for Soldiers who take part in resident and nonresident training at service schools and NCO academies. A DA Form 1059 is required for Active Army, Reserve Component personnel, and personnel of other services taking courses at Army service schools, Department of Defense (DOD)-sponsored schools, NCO academies (see AR 623-3 for policy and schools). A DA Form 1059 is used to document an Army service member's participation in courses outlined in AR 623-3.

2. POLICY

- a. All Academic Evaluation Reports (AER) will be processed IAW AR 623-3, and DA Pam 623-3.
 - (1) The following types of AERs will be referred to students by the reviewing official for acknowledgement and comment AR 623-3, paragraph 3-27:
 - (a) Any report with a "No" response.
 - (b) Any report with an "UNSAT" rating.
 - (c) Any report with a "Marginally Achieved Course Standards" rating.
 - (d) Any report with a "Failed to Achieve Course Standards" rating.
 - (e) Any report with comments that, in the opinion of the reviewing official, are so derogatory that the report may have an adverse impact on the student's career.
 - (f) Any AER with a "FAIL" for the APFT indicating noncompliance with the standards of AR 350-1 and/or a "NO" entry after the height and weight indicating noncompliance with the standards of AR 600-9 (if entries are applicable) (see DA Pam 623-3).
 - (2) The AERs on students released from the course of instruction through no fault of their own (for example, medical or compassionate reasons), approved retirement, or resignation from Army service will receive AERs and item 14 will be left blank on DA Form 1059. It will not be referred and the circumstances will be fully explained in item 14.

- b. The USAR TASS CBRN Training Brigade student evaluation system is both an objective and subjective process arrived at by examinations, observations, comparisons and analysis. It involves input from cadre. Cadre have overall responsibility for compiling and reporting the total assessment on the AER (DA Form 1059).
- c. USAR TASS CBRN Training Brigade grading is based on a "GO/NO-GO" concept. A "GO" rating indicates that the student demonstrated competency in the evaluated skill and met the established standards. All performance tests and performance based tests must be passed in order to receive a "GO" rating on all written and academic evaluations. Ratings require further clarification in the comment portion of evaluation form for the terms "Unsatisfactory," "Satisfactory," or "Superior," consistent with the evaluation categories on the AER.

3. SERVICE SCHOOL ACADEMIC EVALUATION REPORT (DA Form 1059) RATING GUIDELINES

- a. General Guidelines:
 - (1) The AER-S is used to document the performance, accomplishments, potential, and limitations of Soldiers while attending military schools and courses of instruction or training. The reporting official will be responsible for the qualitative and quantitative assessment of students' abilities and the accuracy of the information in the completed AERS. (The time period covered by an AER is counted as nonrated time on the OER or NCOER covering the same period (see para 3–33). AER-S is also discussed in paragraph 3–49 and DA Pam 623–3.
 - (2) Part I is for administrative data and for identifying the rated officer, NCO, 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.
 - (3) Performance summary (Item 11) on DA Form 1059.
 - (a) 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 from a course for no fault of their own, approved retirement, or resignation from the service. Performance summary is intended to measure a 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 the 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" is self explanatory.

(b) Comments are required, 1, 3, and 4 above, must be in detail to justify the level of performance indicated. Use item 14 for supporting comments. "Distinguished Graduate," "Honor Graduate," or any other over-stamping or highlighting is prohibited.

(c) If "Marginally Achieved" or "Failed to Achieve" is checked, see AR 623-3, chapter 3-27 for referred reports.

(4) Demonstrated Abilities (Item 12).

(a) This item 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:

- 1 A "Superior" rating indicates performance that is significantly above the standard.
- 2 A "Satisfactory" rating indicates achieving an acceptable level of proficiency.
- 3 An "Unsatisfactory" rating is self-explanatory.
- 4 A "Not evaluated" rating is self-explanatory.

(b) Comments, where required 1 and 3, above, must be in detail to justify the level of proficiency indicated. Use item 14 for supporting comments. If "Unsatisfactory" is checked, see AR 623-3, paragraph 3-27.

(5) Academic Potential (Item 13).

(a) Indicate the student's potential for selection to the next higher level of schooling/training. If "No" is checked see AR 623-3, paragraph 3-27.

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

- 1 Ability to apply the knowledge derived from the school.
- 2 Potential compared to students with similar experiences and motivation.

(6) Rating Official's Comments (Item 14).

- (a) 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.
- (b) In particular, comments should be made if the student:
 - 1 Displayed exceptional potential, or demonstrated any exceptional capabilities, aptitudes, or limitations, which should be considered in future selection/assignments.
 - 2 Lacked ability or motivation.
 - 3 Demonstrated moral or character deficiencies.
 - 4 Failed to respond to recommendations for improving academic or personal affairs.
 - 5 Was released from student status through no fault of his/her own (e.g., medical, compassionate) and is recommended for reinstatement in the course.
 - 6 Was released from student status based on an approved retirement or resignation.
 - 7 Was required to appear before an academic board.

(7) Referred Reports and Addendums.

- (a) See AR 623-3 for to determine whether an AER report is "referred" (see paragraphs 3-27, 3-28, and 3-29) or "requires an addendum" (see paragraph 3-38). See DA Pam 623-3 paragraph 4-7 for referral and mandatory review procedures.
- (b) 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 Item 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.

- 1 Comments or statements by the student do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623-3, chapter 4.
 - 2 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.
- b. Preparation of DA Form 1059. Refer to Chapter 4 of DA Pam 623-3 for detailed instructions on completing a DA Form 1059. Course Standards and Graduation Distinctions are defined below (also refer to paragraph 4-3 in DA Pam 623-3):
- (1) "Exceeded Course Standards" - To achieve this rating, students must:
 - (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) Receive superior on at least three ratings in block 12 of the DA Form 1059.
 - (d) Not have received any derogatory counseling.
 - (e) 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%).
 - (1) "Achieved Course Standards" – To achieve this rating, students must:
 - (a) Receive a passing score on all examinations
 - (b) Receive at least a "Satisfactory" rating in each of the evaluated abilities listed in block 12 of the DA Form 1059
 - (c) Receive zero or one derogatory counseling statements.
 - (2) "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:
 - (a) Receives a final "NO GO" on two or more performance evaluations

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- (b) Receives two derogatory counseling statements
 - (c) Receives an “Unsatisfactory” rating in any area listed in block 12 of the DA Form 1059.
 - (d) Fails to meet height and weight standards after enrollment.
- (3) "Failed to Achieve Course Standards" – A rating given if any of the following apply to the student:
 - (a) Receives a “NO GO” on any two written examinations
 - (b) Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in this ISAP
 - (c) Receives an “Unsatisfactory” rating in three or more areas in block 12 on the DA Form 1059
- c. Block 12 – Demonstrated abilities will be completed using the following guidelines.
 - (1) Written communication. **Not evaluated.**
 - (2) Oral communication. **Not evaluated.**
 - (3) Leadership skills. **Not evaluated.**
 - (4) Contribution to group work: **Not evaluated.**
 - (5) Evaluation of Student's Research Ability: **Not evaluated.**
- d. Student Release – Students released from the course will receive a rating on DA Form 1059 as follows:
 - (1) Block 11 (Performance Summary).
 - (a) No requirement exists for marking blocks for students administratively disenrolled from the course.
 - (b) Students dismissed from the course for disciplinary or academic reasons will receive "Failed to Achieve Course Standards."
 - (2) Block 12 (Demonstrated Abilities): Evaluation is possible dependent upon the time frame the student is released.

(3) 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.

(4) Block 14 (Comments) – requires:

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

(b) 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).

a. "USAR TASS CBRN Training Brigade Commander Inquiry" is filled out:

(1) When it is brought to the attention of the USAR TASS CBRN Training Brigade Commander that a report rendered by one of his/her subordinates may be illegal, unjust, or otherwise in violation of DA Pam 623-3 or regulation (see AR 623-3). The USAR TASS CBRN Training Brigade Commander will confine his/her inquiry to matters relating to the clarity of the evaluation report, the facts contained in the report, the compliance of this evaluation with policy, and procedures established by HQDA, and the conduct of the rated Soldier.

(2) The USAR TASS CBRN Training Brigade Commander does not have the authority to direct that an evaluation be changed; they may not use command influence to alter the honest evaluation of a leader/rater by a rating official. However, the USAR TASS CBRN Training Brigade Commander may provide results from their USAR TASS CBRN Training Brigade Commander's inquiry to the rating chain. Policy and action requirements for the USAR TASS CBRN Training Brigade Commander to process an inquiry are described in AR 623-3, chapter 4, paragraph 4-6, Table 4-1.

b. Academic Report Appeals – include the following considerations:

(1) An appellant who perceives that an evaluation report is inaccurate in some way has the right to appeal for redress to the appropriate agency. However, before actually preparing an appeal, an objective analysis of the report in question should be made.

(2) Local Staff Judge Advocate and S-1, or appropriate administrative personnel are also available to advise and provide assistance in the preparation of an appeal. AR 623-3, section III, paragraph 4-14, Table 4-2, provides guidance for a rated individual to request a USAR TASS CBRN Training Brigade Commander's Inquiry.

(3) Be realistic in deciding whether or not to submit an appeal.

- (4) The weight accorded to evidence is critical to the success of an appeal. Appellants should carefully decide what evidence is needed to support claims, whether or not such evidence is available, and how to go about obtaining it. If, after considering the nature of a claim, an appellant still believes the evaluation report is inaccurate and evidence is available to support the argument, an individual should prepare and submit an appeal.

Appendix 5 (DA Form 1059) to Annex A (ISAP) of 031-74D10 (R1) CBRN Specialist Course
CMP

SERVICE SCHOOL ACADEMIC EVALUATION REPORT				DATE (YYYYMMDD)	
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. SSN	3. RANK	4. BRANCH	5. SPECIALTY/MOSC
6. COURSE TITLE		7. NAME OF SCHOOL			8. COMPONENT
9. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS? <input type="checkbox"/> Referred <input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No		10. DURATION OF COURSE (YYYYMMDD) From: Thru:			
11. PERFORMANCE SUMMARY *a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment) b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS *Rating must be supported by comments in ITEM 14.		12. DEMONSTRATED ABILITIES a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR (SUPERIOR/UNSAT rating must be supported by comments in ITEM 14)			
13. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (A "NO" response must be supported by comments in ITEM 14)					
14. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)					
15. AUTHENTICATION					
a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER		DATE (YYYYMMDD)	SIGNATURE		
b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER		DATE (YYYYMMDD)	SIGNATURE		
c. DATE (YYYYMMDD)	SIGNATURE OF RATED SOLDIER				

DA FORM 1059, MAR 2014

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.01ES

SECTION I: DIRECTIONS TO THE ADMINISTRATOR (PROCTOR)

1. The Test Administrator is responsible for the test administration (prior to, during, and after the test).

2. Duties prior to the test period

- a. **Exams/Exam Material.** Collect and inspect the exam materials and ensure that sufficient number of exam folders (containing an exam booklet, AIMS answer sheets, and special material), scratch paper, pencils, and other testing materials, are on hand. The Test Administrator is responsible for the SECURITY OF EXAMS/EXAM MATERIAL while it is signed out from the MANSCEN Test Control Office (TCO).
- b. **Test Facilities.** Ensure that students have sufficient space so they can work comfortably with their exam folders, scratch paper, and other testing materials. The testing room must be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise.
- c. Ensure that all Proctors know their duties and the testing procedures.
- d. Place all required testing materials except the exam booklets at each desk.
- e. On an upper corner of the chalkboard, place course name, class number, names of Test Administrator/Proctors, and the six-digit AIMS Test number.
- f. Elsewhere on the chalkboard, place:

TIME START _____ HRS/MIN.

TIME STOP _____ HRS/MIN.

TIME REMAINING _____ HRS MIN.

As of _____

3. Duties during the test period

- a. Unauthorized personnel will NOT be 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.
- b. **Issue Exam.** After the students have arrived and are seated, issue exam folders to each student before testing. The Test Administrator must ensure the CORRECT folders are issued. The Test Administrator will state: "PLEASE KEEP THESE EXAM FOLDERS

CLOSED UNTIL EVERYONE HAS A COPY AND I CAN TAKE YOU THROUGH THE INSTRUCTIONS."

- c. **Brief Students:** After issuing the exam folders, the Test Administrator must brief the students on test site procedures. The Test Administrator will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section II of this TAG).
- d. **Testing Times:** Record the starting and stopping times where all students can see them. Update the time remaining on the chalkboard periodically during the test period. When one-half of the test period has elapsed, the Test Administrator will say, "ATTENTION. YOU HAVE XX MINUTES IN WHICH TO FINISH YOUR EXAM." The Test Administrator must give a similar warning verbally when there are 15, then 5 minutes remaining in the test period.
- e. **Monitor Testing:** At least one Proctor will monitor Students taking the test at all times (more than 20 students will require two Proctors). Maintain no talking and movement discipline.
- f. Students are allowed to leave the test room one at a time to use the latrine or as deemed necessary. Before leaving, however, they must notify a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above, and the Proctor will collect the student's exam materials.
- g. The Test Administrator may answer questions of a general nature concerning test procedures. Questions about specific test questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION."
- h. Instruct students to stop at the end of the test period.

4. Duties after the test period

- a. **Collect Materials:** When finished with the exam, the student should turn in all testing materials to the Test Administrator or Proctor, including scratch paper.
- b. **Inventory Exam Materials:** The Test Administrator will inventory all exam folders containing booklets and exam materials for completeness and accountability. Ensure that exam folders are in numerical order.
- c. **Inspection:** The Test Administrator will ensure that in exam answer sheets:
 - (1) All identifying information blocks have been filled in correctly on the AIMS answer sheet (Pay particular attention to the markings of SSN AND TEST NUMBER).
 - (2) All erasures are clean and thorough.
 - (3) No stray marks appear on the AIMS sheet and that all questions have been answered.

- d. Ensure all marks have been erased completely from training aids that were used (e.g., maps).
- e. When satisfied that the above actions have been accomplished, dismiss the students.
- f. Hand-carry all AIMS answer sheets to Test Office for machine grading and exam item analysis. The Test Office representative will notify the person delivering the exams when the scanning is completed and ready for pickup.
- g. Turn-in all exam folders, proctor packets, and answer sheets to the Test Office immediately after the exam critique.
- h. If there are any questions on student reclama procedures, refer them to their instructor.

SECTION II: INSTRUCTIONS TO STUDENTS

(TO BE READ VERBATIM BY THE TEST ADMINISTRATOR)

- 1. Please DO NOT open the Exam folders until I have read to you the following instructions.
- 2. You should have in your possession a #2 pencil, an exam folder containing a copy of the exam booklet, an AIMS answer sheet, and any needed special exam materials.
- 3. Use a black, #2, lead pencil only. DO NOT use ink or ball point pen.
- 4. Orient your AIMS answer sheet so that the words AIMS ANSWER SHEET are in the top right corner.
- 5. In the upper right corner of the AIMS answer sheet, print the three-digit, bolded portion of the exam booklet number that is located on the label in the upper right corner of the exam folder (e.g., 013).
- 6. On the AIMS answer sheet, print your name, (LAST, FIRST, MI) rank, course, and class in their corresponding space.
- 7. Print your social security number below the blocks labeled Social Security Number. Print only one digit in each block. DO NOT leave a space between digits. Blacken the circle in each column that contains the digit you have placed in the block above.
- 8. Print the six-digit AIMS Test number below the blocks labeled Test Number. Print only one digit in each block. DO NOT leave a space between the digits. Blacken the circle in each column that contains the digit you have placed in the block above. The Test Number is [VERSION A] – 000000, [VERSION B] - 000001 (only as an example; since each test will be different).
- 9. DO NOT mark in "Page No." block or the block marked "Instructor Use Only."

10. Mark only one correct response for each question on the AIMS answer sheet. Blacken the circle that corresponds with your response. When more than one response appears to be correct, choose the response that best answers the question. Multiple responses per question will be scored as a blank response and graded as an incorrect response. Your grade is based on the number of correct responses.
11. Are there any questions on how to fill out the AIMS answer sheet, or on how to indicate your responses on the AIMS answer sheet?
12. Page check your exam booklet; there should be a Title/Cover page and pages EA-1 through EA-10 (EA or EB indicates versions A or B). The questions are numbered 1 through 50 (only as an example, since each test will be different). Ensure that your exam booklet/exam materials have not been marked on.
13. DO NOT make any marks in the exam booklet. After completing the exam, check your exam booklet and erase all stray pencil marks.
14. You may leave the room to go to the latrine or any reason deemed appropriate by the Proctor. You must receive permission from the Test Administrator or Proctor by raising your hand. You will NOT take anything with you. Close the exam booklet with the AIMS answer sheet and exam inside and drop it off with the Proctor once you have permission to leave.
15. If you must leave the room for a reason other than stated above, your exam will be terminated, and you will retest at a later date.
16. Tests are open book unless stated otherwise. You will be allowed to use references and/or class notes. Additionally, international military students may use their dual-language dictionary.
17. 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 exam booklet and answer sheet will be collected, your exam will be terminated, and you will be subject to administrative and/or disciplinary action IAW the course Student Evaluation Plan (SEP) and APPENDIX 3 to the SEP.
18. If you have any questions during the test, raise your hand and I will come to you. I will only be able to answer general administrative questions about the test. Remain seated throughout the test.
19. You will have ____ minutes to finish the _____ Test, and ____ minutes for all other tests (each test will be different). If you are an international student in the class, you will have 45 additional minutes IAW the course SEP (this time frame is only an example; each test may be different). When one-half of the test period has elapsed, I will inform you of the time remaining by saying, "ATTENTION. YOU HAVE 45 MINUTES IN WHICH TO FINISH

YOUR TEST." I will give a similar warning 15 and 5 minutes before the end of the testing period.

20. When you have completed the test, check your AIMS answer sheet to ensure that you have selected a response for each question. Then turn all exam materials in to the Proctor, place a new AIMS answer sheet in with the exam booklet, quietly gather up your personal effects, and leave the room. You may NOT re-enter the room until the test is completed. DO NOT discuss this test with other 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.
21. You must make a score of ____% to pass this test.
22. A test critique will be conducted directly following the completion of the exam when all material has been gathered. During the exam critique, you may NOT have any personal material (e.g., paper, books, pencil/pen, etc.) on your desk. You may NOT make a record of your exam answers in any format.
23. You will get your exam results after the AIMS answer sheets have been electronically scanned and the grades posted to the grade books.
24. A student reclama may be submitted after the exam grades have been returned. The procedure is explained in the SEP. If you have any questions about Student Reclamas, see your instructor.
25. Are there any questions about the test instructions?
26. When I say, "Begin," turn the page and begin the test.

TEST ADMINISTRATION CHECKLIST

Course _____ Class _____ Test Administrator(s) _____

Test Title _____ POI Time Scheduled _____ Date Given _____

Location of Observation _____ NO. of Students (USA/IMO) _____

Scheduled Time of Examination _____ - _____ Scheduled Time of Critique _____ - _____ Total Time of observation _____ - _____

- | | | |
|--|-----|----|
| 1. Was the room prepared for test administration (environment, start/stop/test number on board)? | YES | NO |
| 2. Were #2 black pencils issued to students? | YES | NO |
| 3. Did the Test Administrator read instructions verbatim? | YES | NO |
| 4. Did the administrator instruct students how to enter correct name, Social Security number, AIMS test number, exam booklet serial number, course and class info, and any other special codes on the AIMS answer sheet? | YES | NO |
| 5. Did the administrator instruct students to mark only one correct answer for each question? | YES | NO |
| 6. Did the administrator instruct students how to mark answers on the answer sheet? | YES | NO |
| 7. Did the administrator do a page check and question check with the students? | YES | NO |
| 8. Did the administrator instruct the students <u>NOT</u> to make any stray marks on the exam booklets? | YES | NO |
| 9. Did the administrator instruct students on the procedures and consequences of leaving the room prior to test completion? | YES | NO |
| 10. Did the administrator instruct students concerning the use of references, materials, and exam aids? | YES | NO |
| 11. Did the administrator inform students that they may <u>NOT</u> seek or accept assistance from other students; may <u>NOT</u> give, offer, or in any way help other students; or they will be subject to disciplinary action? | YES | NO |
| 12. Did the administrator inform students of the minimum passing score? | YES | NO |
| 13. Did the administrator inform students of the time allotted for the test? | YES | NO |
| 14. Did the administrator explain procedures for turning in test materials? | YES | NO |
| 15. Did the administrator inform students where and when the exam critique would be conducted? | YES | NO |
| 16. Did the administrator inform students how and when exam results would be available? | YES | NO |
| 17. Did the administrator ask if there were any questions before starting the test? | YES | NO |

Annex B (Test Administration Guide) to 031-74D10 (R1) CBRN Specialist Course CMP

- | | | |
|---|-----|----|
| 18. Did the administrator issue the order to "turn the page and begin the test?" | YES | NO |
| 19. About 15 minutes before the end of the test period, did the administrator announce the remaining time? If not, why? _____ | YES | NO |
| 20. After the test, did the administrator correctly account for all exam material? | YES | NO |
| 21. After the test, did the administrator verify that all answers were properly filled-in? | YES | NO |

Comments: Time Exam Started - _____ Time 1st Student Finished - _____
Time 1st IMS Finished - _____ Time Last Student Finished - _____

Test Proctor's initials (which means that the Test Control Officer reviewed this checklist):

Test Control Officer's/Representative
(Form revised 01/12/00)

Date

TEST ADMINISTRATOR BE'S

BE PREPARED

Setup test site

Check that test materials and personnel are present

Know the test and instructors

BE PRECISE

Standardize test instructions, situation, and scoring

Ensure exact timing of test(s)

Conduct test critique

BE ALERT

Monitor environmental conditions.

Observe personal conditions of students

Note causes of test interruptions

Notice cheating or other potential testing problems

BE FAIR

Provide only authorized assistance

Provide equal assistance to all students

Score tests, not students

SCORING, RETEST, AND ACADEMIC FAILURE

Follow the procedures listed below:

1. **Scoring:** Grade all students IAW test answer keys.
2. **Retest:** Administer one retest after remedial training. If you used version A for the initial test, use version B for the retest and vice-versa.
3. **Academic Failures:** Refer to your local SOP.

STUDENT RECLAMA PROCEDURES

Reclama procedures are explained in APPENDIX 4.

Student Packing List

Item #	Item Name	Quantity
1	Bag, Barracks (Optional)	2 ea
2	Bag, Duffel	1 ea
3	Belt, web waist, ACU or black tip	2 ea
4	Beret, Black	2 ea
5	Boots, Tan ACU or Combat Black	2 pr
6	Brassier (Female Only)	7 ea
7	Buckle, ACU or Black	1 ea
8	Calculator Scientific (TI-30 minimum)	1 ea
9	Cap, Black or Gray (IPFU)	1 ea
10	Cap, Patrol	1 ea
12	Coat, ACU/BDU C/W (Field Jacket), or Goretex	1 ea
13	Coat, All Weather	1 ea
14	Coat, ACU or BDU H/W	2 ea
15	Coat, ACU or BDU Temp	2 ea
16	Compass, Drafting (Optional)	1 ea
17	Computer/Laptop (Optional)	1 ea
18	Ear Plugs w/case	1 pr
19	Flashlight, Gray, Cone w/Batteries	1 ea
20	Gloves, Black	1 pr
21	Gloves, Shell	1 pr
22	Glove, Inserts	2 pr
23	Identification Card, Military	1 ea
24	Identification Tags, Military, w/chain	1 ea
25	Markers, Map	1 pk
26	Panties (Female Only)	7 ea
27	Shoes, Athletic (Running Shoes)	1 pr
28	Shoes, Shower	1 pr
29	Socks, Wool	7 pr
30	Sweat Band, Kevlar	1 ea
31	Sweat Pants, Army Black (IPFU)	1 ea
32	Sweat Shirt, Army Gray (IPFU)	1 ea
33	T-shirt, Army Gray (IPFU) Long Sleeve	2 ea
34	T-shirt, Army Gray (IPFU) Short Sleeve	2 ea
35	Towel, Brown	4 ea
36	Trouser, ACU or BDU H/W	2 ea
37	Trouser, ACU or BDU Temp	2 ea
38	Trunks, Athletic Army Black (IPFU)	2 ea
39	Undershirt, Tan or Brown	7 ea
40	Underwear, Brown or White (Male Only)	7 ea