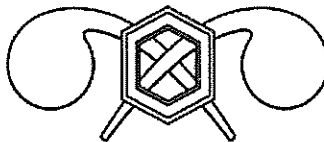


# United States Army CBRN School

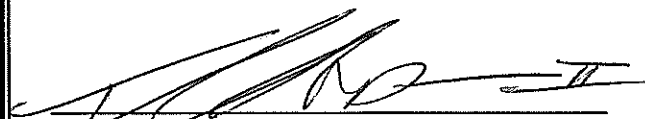


## Course Management Plan for the Biological Integrated Detection Systems (BIDS) Course 4K-F9/494-ASIL4-JBPDS

Ver 1.4 November 2018



Approved:

  
Assistant Commandant USACBRNS

30 JAN 2017

Date

<b>This CMP Contains</b>	<b>Biological Integrated Detection System (BIDS) Course</b>	
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## **1. Introduction:**

a. This Course Management Plan (CMP) is approved by the Assistant Commandant, United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) and is designed for use by the Total Army School System (TASS) when providing training and evaluation programs for the Biological Integration Detection System (BIDS) Course.

b. This CMP provides the course managers and instructors/facilitators the information required to manage and conduct the course. It also provides information students need to meet their responsibilities for learning and successful graduation from the course. The CMP and all its components will be available for review during instruction.

**2. Course Scope:** The purpose is to train personnel qualified in MOS 74D, 740A and AOC 74A to operate the BIDS Joint Biological Point Detection System (JBPDS) M31A2.

## **3. Course Prerequisites:**

a. Personnel applying to attend this course must be: reserve component, enlisted (PVT-SFC), Commissioned or Warrant Officer (2LT-1LT, WO1-CW2), and personnel qualified in MOS 74D, 740A and AOC's 74A. Personnel assigned or on orders to a duty position requiring award of ASIL4 have priority for this course. A valid state driver's license and an Operator Qualification Record (DA Form 348/348-E) are required. USAR/ARNG Soldiers are additionally required to bring TRADOC Form 350-18-2, The Army School System (TASS) Unit Pre-Execution Checklist. Soldiers failing to provide required attendance documentation during in-processing will immediately be referred to the chain of command for course dismissal decision.

b. All students attending the BIDS course must meet the physical requirements of the course. They must not possess a temporary profile. Soldiers who are pregnant or who subsequently are informed of their pregnancy while enrolled will be eliminated from the course.

c. Army students of all components attending this course are covered under Fort Leonard Wood's Institutional Training Directed Lodging and Meal Policy (ITDLMP), formerly known as MTSS. Please refer to ALARACT 281/2011 (Training Directed Lodging and Meal Policy) found in the link below.  
<http://www.wood.army.mil/3chembde/irtd%20web%20page/index.htm>

**4. Foreign Disclosure: FD3-**The materials contained in this course have been reviewed by the course developers in coordination with the MSCoE foreign disclosure authority. This course is NOT releasable to students from foreign countries.

**5. American Council on Education:** August 2014, the American Council on Education (ACE) Military Programs Evaluation recommended the USACBRNS BIDS course earn the following; In the lower-division baccalaureate/associate degree category, 3 semester hours in hazardous material operations.

**6. Course Comments and Suggestions:** The U.S. Army Chemical, Biological, Radiological, and Nuclear School commits to continually working to improve training quality. Please submit any comments and suggestions to the U.S. Army Chemical, Biological, Radiological, and Nuclear School at the address below:

Assistant Commandant  
U.S. Army CBRN School  
14030 MSCoE Loop, Suite 1041  
ATTN: ATSN-CM  
Ft. Leonard Wood, MO 65473-8926

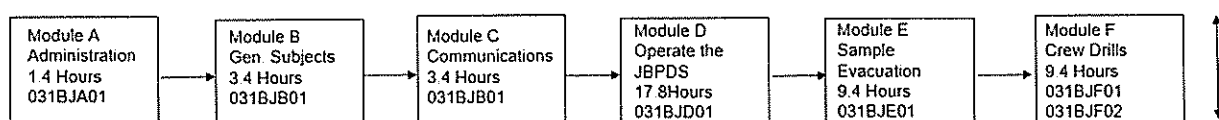
## 7. Course Structure:

a. This course will train personnel to operate the JBPDS M31A2. The course is taught in six modules over a nine training day period. Module A is administrative in nature and can occur throughout the course. Module B provides the student with basic information regarding the BIDS. Module C provides skills and knowledge necessary to operate the various communications equipment. Module D provides the Soldier with the skills to operate various JBPDS subsystems and equipment as individual pieces. Module E provides information and training data on the JBPDS system level of operations. Module F training will focus on tactical operation and practical exercises, to include tactical setup, biological surveillance, breakdown and provide the opportunity to apply the skills learned in the previous modules in a cumulative field training exercise. In addition, students will have their driving abilities evaluated.

b. The following is a graphic depiction that illustrates this process. The technique of delivery remains small group instruction. The method of instruction row represents the predominate methods used in each of the modules. The lesson row reflect the lessons and tests taught per module. This example course structure shows a course divided into modules with estimated hours.

	Module A Administration	Module B General Subjects	Module C Communications	Module D Operate the JBPDS	Module E Sample Evacuation	Module F Crew Drills
Time	1.4	3.4	19.2	17.8	9.4	21.2
Technique Of Delivery	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction
Method Of Instruction	DSL	DSL	DSL DM PE	DSL DM PE	DSL DM PE	DSL DM TE PE
Lessons	031BJA01	031BJB01	031BJC01	031BJD01	031BJE01	031BJF01 031BJX02
Training Site RC:	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction

**8. Course Map:** This course map shows the mandatory training sequence for this course. Each lesson shown is a prerequisite for another lesson that must be taught before the follow-on lesson is presented. This mandatory training sequence cannot be violated.



**9. Training Sequence:** The table below shows all allowable training sequences. The below sequence was developed to provide information in a logical order allowing the students to receive the needed knowledge or skill prior to moving on to the next required task. Lessons within modules may be rearranged to allow for required resources, however the course map may not be violated.

1.	MOD A	MOD B	MOD C	MOD D	MOD E	MOD F
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**10. Course Manager Qualifications:** Course Managers must have the following qualifications:

- a. GS-11 or Higher Training Specialist or Instructional Systems Specialist.
- b. Experience that demonstrates a practical knowledge of the methods and techniques of instruction. Examples of qualifying specialized experience include:
  - (1) Teaching or instructing in an adult education program, military installation, or industrial establishment in the appropriate field(s).
  - (2) Supervising or administering a training program.
  - (3) Developing or reviewing the training/course materials, aids, devices, etc., and evaluation of training results.

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

- a. Ensure instructor support materials to include, classrooms, training areas and equipment needed for training are available and properly maintained.
- b. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws (e.g. OSHA, NIOSH), and course requirements.
- c. Ensure facilities, material, equipment, and systems required for presenting the instructions is properly maintained.
- d. Ensure that each Fiscal Year's dates are scheduled and input into ATRRS.
- e. Ensure critical tasks are being trained and tested.
- f. Serve as the POC for lesson plan revisions.
- g. Track lesson plan reviews conducted by the department.
- h. Provide Instructor supervisor with updated ATRRS class roster prior to class starting.

- i. Provide Welcome Packets to students scheduled to attend the course.

## **12. Instructor and Developer Qualification/Certification Requirements.**

a. Instructor or Developer Assignments: All personnel seeking certification should be assigned to an instructor/facilitator or developer/writer table of distribution and allowances (TDA) position, subject to local policy.

b. Military Instructor and Developer Requirements: The military instructor and developer requirements are enumerated below.

(1) Possess required military occupational specialty (MOS), or be a graduate of an advanced officer course, and be a graduate of the course to be taught.

(2) Successfully complete the current foundational, ArmyU-provided instructor/facilitator or developer/writer course or ArmyU-approved equivalent course.

(3) Hold the rank of Staff Sergeant E-6 or higher or be a qualified Sergeant E-5 with a waiver.

(4) Be in compliance with AR 600-9 (The Army Body Composition Program).

(5) Pass the APFT, as outlined in AR 350-1 and AR 614-200.

(6) Receive instructor/facilitator or developer/writer certification approval by the Director, Department of Instruction (DOI).

(7) All instructors must be a graduate of the Biological Integration Detection System (BIDS) Course.

**13. Instructor Competencies:** Instructors are expected to develop and maintain the International Board of Standards for Training, Performance and Instruction (ibstpi®)<sup>1</sup> instructor competencies.

a. Professional foundations.

(1) Communicate effectively.

(2) Update and improve one's professional knowledge and skills.

(3) Comply with established ethical and legal standards.

(4) Establish and maintain professional credibility.

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

b. Planning and preparation.

- (1) Plan instructional methods and materials
- (2) Prepare for instruction.

c. Instructional methods and strategies.

- (1) Stimulate and sustain learner motivation and engagement.
- (2) Demonstrate effective presentation skills.
- (3) Demonstrate effective facilitation skills.
- (4) Demonstrate effective questioning skills.
- (5) Provide clarification and feedback.
- (6) Promote retention of knowledge and skills.
- (7) Promote transfer of knowledge and skills.
- (8) Use media and technology to enhance learning and performance.
- (9) Facilitate lifelong learning.

d. Assessment and evaluation.

- (1) Assess learning and performance.
- (2) Evaluate instructional effectiveness.
- (3) Counsel students.

e. Management.

- (1) Manage an environment that fosters learning and performance.
- (2) Integrate risk management.
- (3) Manage the instructional process through use of appropriate technology.



#### **14. Instructor/Facilitator Guidance:**

a. Instructors are in direct contact with the students and represent the command in the presentation of the instruction. While serving as an instructor, they serve as the role model for students. They must be technically competent and professional in demeanor.

b. Each instructor must:

(1) Thoroughly study and be well versed in the material prior to presenting the lessons.

(2) Manage the training and maintain an environment conducive to student learning.

(3) Supervise and guide the learning process.

(4) Provide immediate feedback on student performance.

(5) Be alert to students having difficulty and intercede as appropriate.

(6) Ensure Individual Student Assessment Plan (ISAP) and Student Guide are available to the students prior to the start of training and throughout the course. Post a copy in an area accessible to all students and notify them of the location for their review.

(7) Ensure students comply with safety and environmental protection rules, risk assessments, regulations, laws, and course requirements. This will be stated during the initial in-processing and documented on DA Form 4856 (Counseling Form). The DA Form 4856 will be placed in the student's personnel records.

(8) Explain the graduation criteria and requirements to the student prior to the start of training.

(9) Counsel students.

(10) Track student progress using Digital Training Management System (DTMS).

(11) Provide appropriate retraining.

(12) Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to the Course Chief and Technical Training Department (TTD) Chief.

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

(14) Provide timely input to the G33 Registrar's office academic branch regarding the status of non-graduates and for the issuance of certificates of training. This includes an initial class roster and graduation roster to include non-graduates with justification.

(15) Administer tests accurately in accordance with the Assessment Administrative Guide.

(16) Coordinate the use of materials and equipment, and ensure that equipment is properly used and maintained.

### **15. Student Guidance:**

a. Learning Responsibilities: It is the student's responsibility to learn and understand the lesson and performance objectives of this training.

b. Student responsibilities include:

(1) Preparing for classes by studying assigned materials.

(2) Completing homework assignments, practical exercises, and participation in training activities.

(3) Meet or exceed all graduation requirements as outlined in the ISAP.

(4) Maintaining proper military bearing.

(5) Maintaining total honesty and uphold the highest standards of integrity.

(6) Providing constructive criticism concerning the efficiency and effectiveness of the training and training materials.

(7) See Student Guide contained in Annex D for further information.

### **16. Assessment Administrator Guidance:**

a. Currently, there are no written examinations required for this course.

b. Assessment Administration Guide: Test Administrative Guide Performance Test

(1) Performance Evaluations are part of the testing process and are administered to follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the performance evaluations are based on TRADOC Regulation (TR) 350-70.

(2) Performance Evaluations are part of each course. Performance Evaluations have been developed for each objective that is best evaluated by the demonstration of a skill.

(3) Performance tests are designed to measure a student's competence completing specific tasks measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided.

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

(5) The Proctor is responsible for the test administration (prior to, during, and after the test).

#### **17. Duties prior to the test period:**

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

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

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

#### **d. Proctor (evaluator) Instructions:**

(1) Use an individual student tracking system to record pass/fail at each station. Follow procedures in the Instructor Test Booklet (ITB). Students must have a grade sheet for each station listing each required step to successfully pass. Grade sheets must have each step listed and should be checked off as the student completes them.

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

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

(4) Read verbatim to the students SECTION II: DIRECTIONS TO THE STUDENTS.

**18. Duties during the test period:**

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

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

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

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

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

(2) Ensure each station is properly equipped with required equipment for student to complete tasks.

(3) Do not leave students unattended while in PPE. Safety is top priority of all students and instructors must monitor students at all times while in PPE.

(4) Separate students from test area by grouping in waiting and completed areas.

(5) Maintain constant control of students. No horseplay etc on training grounds.

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

d. At this time the Proctor will start the test evaluations.

e. Monitor Testing. Students taking the test will be monitored at all times by one Proctor in the staging areas at all times. Proctors may take students to each station as a group or each station may have a proctor waiting for students. Follow the course lesson plans for student to instructor ratios. Maintain no talking and movement discipline.

f. Students are not allowed to leave the staging area until their evaluations are completed, at that time they may leave the staging area to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the staging area for any reason other than those mentioned above.

g. The Proctor may answer questions of a general nature concerning test procedures. Questions about specific performance steps should be answered with, **"DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION/PERFORMANCE STEP."**

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

#### **19. Duties after the Test Period:**

a. Inventory Test Materials: The Proctor will inventory for completeness and accountability all test folders containing performance sheets. Conduct 100% accountability before returning the booklets for security purposes.

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

c. During the performance evaluation, students must perform the tasks individually unless a task requires additional personnel to complete. Each student will be graded individually however; 2-4 students may be necessary to eliminate possible injury.

#### **READ THE FOLLOWING VERBATIM TO THE STUDENTS:**

**(1) You may leave the staging/classroom area to go to the latrine. You must receive permission from the Proctor by raising your hand. You will NOT take anything with you. You may not leave the evaluation once in progress.**

**(2) You must not ask for or accept assistance from another student. You must not give or offer to give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your evaluation will be terminated, and you will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).**

**(3) If you have any questions during the test, raise your hand and a proctor will come to you. They will only be able to answer general administrative questions about the test.**

**(4) Do NOT discuss this test with other students of other classes. It is your duty to report any observation of a student providing test information to another student of your class or another class.**

**(5) When you have completed the test you will be escorted to a staging area. You may NOT reenter the testing area until all evaluations have been completed or as directed by an instructor/proctor.**

## 20. Required References:

<u>Number</u>	<u>Title</u>	<u>Date</u>
AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)	1 May 17
ATP 3-11.37	Multi-Service Tactics, Techniques, and Procedures for Chemical, Biological, Radiological AND Nuclear Reconnaissance and Surveillance	25 Mar 13
TM 3-6665-360-13&P	Operator's and Maintenance Manual, alarm, Biological Agent, Automatic: Integrated Detection System, M31A2	29 Aug 08
TM 3-6665-397-10 1//2/3/4	Detection System, Biological Agent, Joint Point Shelter M97	25 Sep 15
TM 9-2320-387-10	Operator's Manual for Truck, Utility S250 Shelter Carrier, 4x4, M1113	28 Sep 12
TM 9-6115-670-14&P	Operator's, Unit, Direct Support and General Support Maintenance manual including Repair Parts and Special Tools List for Auxiliary Power Unit	1 Aug 14
TM 11-5820-890-13&P	Operator's Manual for SINGARS Ground Combat Net Radio, ICOM	1 Dec 98
TM 11-5825-291-13	Operations and Maintenance Manual for Satellite Signals Navigation Sets, AN/PSN-11 and ANPSN-11 (V) 1	1 Apr 01

## Lesson Titles

031BJA01	MODULE A	Administrative
031BJB01	MODULE B	General Subjects
031BJC01	MODULE C	Communications
031BJD01	MODULE D	Operate the JBPDS
031BJE01	MODULE E	Sample Evacuation
031BJF01	MODULE F	Crew Drills
031BJX02	MODULE F	Drivers Training/Verification

### Sample Training Schedule

	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 1</b>	0500	0600	Administrative In processing	BIDS Staff	031BJA01	SOP	ACU
	0600	0800	Personal Hygiene/Breakfast			SOP	
	0800	1000	Inprocessing Counseling	BIDS Staff	031BJA01	SOP	ACU
	1000	1100	Introduction to the JBPDS	BIDS Staff	031BJB01	TM 3-6665-397-10	ACU
	1100	1200	Operate the JBPDS	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU
	1200	1300	Lunch				
	1300	1700	Operate the JBPDS	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 2</b>	0530	0630	PRT	BIDS Staff		FM 7-22	APFU
	0630	0800	Personal Hygiene/Breakfast			SOP	
	0800	1100	Operate the JBPDS	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU
	1100	1200	Operate the JBPDS	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU
	1200	1300	Lunch				ACU
	1300	1600	Operate the JBPDS	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 3</b>	0530	0630	PRT	BIDS Staff		FM 7-22	APFU
	0630	0800	Personal Hygiene/Breakfast			SOP	
	0800	1200	Operate the JBPDS (Per Eval)	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU
	1200	1300	Lunch				ACU
	1300	1500	Operate the JBPDS (Per Eval)	BIDS Staff	031BJD01	TM 3-6665-397-10	ACU



	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 4</b>	0530	0630	PRT	BIDS Staff		FM 7-22	APFU
	0630	0800	Personal Hygiene/Breakfast			SOP	
	0800	1200	Sample Evacuation	BIDS Staff	031BJE01	ATP 3-11.37	ACU
	1200	1300	Lunch				ACU
	1300	1500	Sample Evacuation	BIDS Staff	031BJE01	ATP 3-11.37	ACU
	1500	1600	Crew Drills	BIDS Staff	031BJF01	ATP 3-11.37	ACU
	1600	1700	Administrative Classroom Recovery	BIDS Staff	031BJA01		ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 5</b>	0530	0630	PRT	BIDS Staff		FM 7-22	AFFU
	0630	0800	Personal Hygiene/Breakfast			SOP	
	0800	1030	Communications (VIC 3 System)	BIDS Staff	031BJC01	TM 11-5820-890-10-8	ACU
	1030	1130	Driver's Training (PMCS)	BIDS Staff	031BJX02	TM 9-2320-387-10	ACU
	1130	1200	Drivers Training (Hand and Arm Signals/Ground Guide Procedures)	BIDS Staff	031BJX02	AR 600-55/TC 7-21	ACU
	1200	1230	Lunch				
	1230	1330	Driver's Training (Vision Examination)	BIDS Staff	031BJX02	AR 600-55/TC 7-21	ACU
	1330	1600	Driver's Training (Road Test/Licensing)	BIDS Staff	031BJX02	AR 600-55/TC 7-21	ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 6</b>	0530	0630	PRT	BIDS Staff			APFU
	0630	0830	Personal Hygiene/Breakfast			SOP	
	0830	1000	Driver's Training (PMCS)	BIDS Staff	031BJX02	TM 9-2320-387-10	ACU

	1000	1200	Crew Drills	BIDS Staff	031BJF01	ATP 3-11.37	ACU
	1200	1230	Lunch				
	1230	1630	Crew Drills	BIDS Staff	031BJF01	ATP 3-11.37	ACU
	1630	1700	Driver's Training (PMCS)	BIDS Staff	031BJX02	TM 9-2330-387-10	ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 7</b>	0600	0730	Personal Hygiene/Breakfast			SOP	
	0730	0900	Driver's Training (PMCS)	BIDS Staff	031BJX02	TM 9-2320-387-10	ACU
	0900	1300	Crew Drills	BIDS Staff	031BJF01	ATP 3-11.37	ACU
	1300	1600	Crew Drills (Per Eval)	BIDS Staff	031BJF01	ATP 3-11.37	ACU
	1600	1730	Driver's Training (PMCS)	BIDS Staff	031BJX02	TM 9-2320-387-10	ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 8</b>	0600	0730	Personal Hygiene Breakfast			SOP	
	0730	0900	Driver's Training (PMCS)	BIDS Staff	031BJX02	TM 9-2320-387-10	ACU
	0900	1500	Crew Drills (Per Eval)	BIDS Staff	31BJF01	ATP 3-11.37	ACU
	1500	1700	Administration (Vehicle Recovery)	BIDS Staff	031BJA01	SOP	ACU
	Start Time	End Time	Subject	Instructor	Lesson PFN	Reference	Uniform
<b>Day 9</b>	0500	0700	Personal Hygiene/Breakfast			SOP	
	0700	0900	Administrative Requirements (Outprocess-Course Survey)	BIDS Staff	031BJA01	SOP	ACU
	0800	1200	Administrative Requirement (DD214/CIF USAR/NG as required)	BIDS Staff	031BJA01	SOP	ACU
	0800	1000	Administrative (Counseling/DA 1059)	BIDS Staff	031BJA01	SOP	ACU
	1000	1130	Administrative (Outprocessing/Safety Briefing)	BIDS Staff	031BJA01	SOP	ACU

## **ANNEX A**

### **Individual Student Assessment Plan (ISAP)**

**1. Purpose:** To provide the course manager, instructors, and students with the requirements for course completion. It specifically identifies course completion requirements to include the minimum passing score (or GO/NO GO) for each written or performance examination, final grade requirement, minimum course attendance requirements, and specific assessments that must be satisfactorily completed to graduate. Counseling and retesting policy are delineated. This Individual Student Assessment Plan (ISAP) also describes the academic probation and removal process.

**2. Scope:** This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director, Department of Instruction (DOI).

**3. ISAP Orientation:** Each instructor will become familiar with the ISAP, and the DOI will ensure that the directorate is provided a copy of the plan. The ISAP and the Student Guide will be available to students prior to the start of training and throughout the course. Post a copy in an area accessible to all students and notify them of its location for their review.

**4. Method of Assessment:** This course utilizes Practical Exercise (PE) and "hands-on" method of assessment. There is currently no written tests in this course.

**5. Academic Administration:** Students will receive a briefing concerning academic administration during the initial in-processing of the course.

**a. Passing Score Criteria.**

(1) Performance Evaluations. Minimum score for the performance evaluation is "GO".

(2) Any student receiving a "NO GO" will be placed on Academic Probation.

**b. Performance Evaluation Failures and Retest:**

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

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

(3) The student must satisfactorily complete a retest within 1 working day after the initial test.

**c. Failure of a retest:**

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

(2) The student will receive formal notification of the initiation of a student status review (SSR) from the Instructor Supervisor. The SSR is then forwarded through the Chief, Technical Training Department (TTD) for review to the Director, Department of Instruction (DOI) for disposition.

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

(4) Performance Evaluations: Retest for performance evaluation failures will be conducted within 1 academic day of retraining of the initial failure.

(5) Students may attempt each performance test twice within the course attendance.

## **6. Student Status Review:**

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

b. The Instructor Supervisor will request a review of a student's status for any of the reasons listed below and will submit recommendation in writing to the Department of Instruction (DOI) through the Chief, Technical Training Department (TTD). The student is allowed to provide input for consideration during the review.

c. The SSR process follows the guidelines within AR 350-1, 3-15, paragraph b, 1-6. The SSR will be used to determine if the student will be retained, recycled, or removed from the course. The instructor will initiate an SSR if a student meets one of the below conditions:

(1) 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, UCMJ is necessary to support dismissal under this paragraph.

(2) Negative attitude or lack of motivation, either of which is prejudicial to the interests of other students in the class.

(3) 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.

(4) Illness or injury (as determined by a physician), or added physical profile limitation.

(5) Has absences that exceed four (4) hours, authorized or unauthorized.

(6) Violates Sexual Harassment/Assault Response and Prevention (SHARP) and or/ Equal Opportunity (EO) regulations. Violating these regulations may result in automatic removal from the course.

(7) Failed to adhere to policy letter requirements.

d. The instructor supervisor will prepare the SSR package IAW this CMP and AR 350-1, paragraph 3-15 to the Department of Instruction (DOI) through the Chief, Technical Training Department. (TDD) The appeal authority is the USACBRNS Director of Training (DOT). Once a student is notified of the initiation of an SSR, the student has within two working days to provide a statement that will be included in the SSR packet. (This statement is not required and can be waived upon student request). Upon rendering of a decision, the student will have two (2) duty days to notify the DOI of an appeal. The student will have seven (7) duty days to complete the appeal. Student will continue to train during the appeal process.

**7. Graduation Requirements:** Students must successfully complete all requirements listed in accordance with the Individual Student Assessment Plan and meet the following standards:

a. Score a "GO" on all performance-evaluations.

b. Must not be pending any disciplinary/Student Status Review action.

**8. Academic Grading Testing Plan:** There will be no weighing of tests in this course; each test is critical to ensure the student can perform to standard. Use the test; retest policy for performance evaluations. If the student fails a test, he/she will be on academic probation. If the student fails the retest, a student status review will be constructed. The following are the tests used to evaluate the student's performance:

a. Module D, Operate the JBPDS

(1) Performance Evaluation 1, Joint Biological Point Detection System (JBPDS) (Go/No Go)

(2) Students will be given scenario-based tasks in a field environment. This is a closed note performance evaluation.

b. Module F, Crew Drills

(1) Performance Evaluation 2, Crew Drills (Go/No Go)

(2) Students will be given scenario-based tasks in a field environment. This is a closed note performance evaluation.

## **9. Student Tracking:**

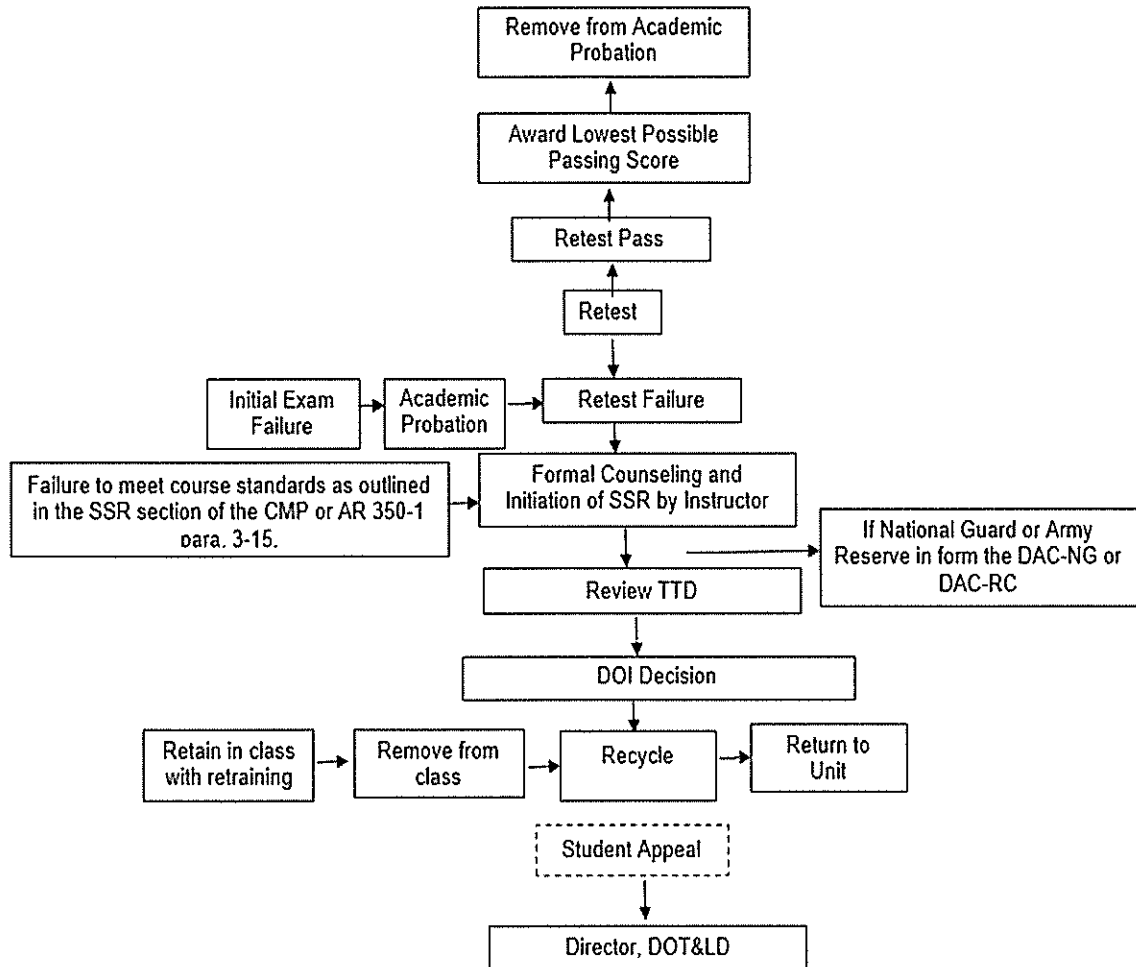
- a. The Senior Instructor will receive the class roster from ATRRS one week prior to start date, to begin the student tracking process for the class.
- b. The instructor will be responsible for tracking and inputting hours missed by the student. The instructor will inform the Instructor Supervisor when a student has four (4) hours of missed training.
- c. Once a student has missed four (4) hours an SSR must be initiated.

## **10. Student Feedback:**

- a. Each graduate of this course will have the opportunity to complete an end of course critique. Graduates will be solicited for feedback so they may help improve the presentation of the learning material. (AR 350-1, 3-23 paragraph C, TR 350-70, 3-17).
- b. Feedback is critical for this course. Each graduate will participate in the End of Course questionnaire by logging on to <http://www.wood.army.mil/mqao/QAOQCBRN.html>

## Appendix 1 to Annex A Student Status Review Procedures

Refer to the SSR policy memorandum and AR 350-1, paragraph 3-15. SSRs involving an International Student must keep the International Military Student Office (IMSO) informed and forward all counseling packets to the IMSO.





## Appendix 2 to Annex A Student Inquiry Form

### STUDENT INQUIRY FORM

FILL IN YOUR NAME AND COMPLETE MAILING ADDRESS BELOW			
LAST, FIRST, MI	RANK	SEE PRIVACY ACT STATEMENT AT BOTTOM OF PAGE SOCIAL SECURITY NUMBER	
INDIVIDUAL STUDENT EFFORT (ISE) COURSE TITLE		ISE NUMBER	
ADDRESS			PHONE NUMBER
ZIP CODE			DSN:
<p><b>Please check your inquiry area(s) below.</b> LESSON OR EXAM IN ERROR WITH:-</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Field Manual Procedures    <input type="checkbox"/> Doctrine</p> <p><input type="checkbox"/> Technical Manual        <input type="checkbox"/> Equipment Specifications</p> </div> <div style="width: 45%;"> <p><b>CONFUSING CONTENT</b></p> <p><input type="checkbox"/> Example        <input type="checkbox"/> Organization    <input type="checkbox"/> Wording    <input type="checkbox"/> Situation</p> <p><input type="checkbox"/> Illustration    <input type="checkbox"/> Chart        <input type="checkbox"/> Figure    <input type="checkbox"/> Table</p> <p><input type="checkbox"/> Other _____ <span style="font-size: small;">(Please explain)</span></p> </div> </div>			
<p><b>COMMENTS:</b> Be specific and cite paragraphs, pages and/or figure numbers. Please feel free to add comments on a separate sheet of paper if necessary.</p> <div style="height: 250px; border: 1px solid black; margin-top: 5px;"></div>			
<p><b>PRIVACY ACT STATEMENT</b></p> <p><small>AUTHORITY: 10 USC 2012(b) And (c) PURPOSE: To provide Individual Student Effort students a means to submit inquiries and comments ROUTINE USES: To locate and make necessary changes to Student records DISCLOSURE: VOLUNTARY. Failure to submit SSN will prevent course developers at USACMLS from processing student records and responding to inquiries requiring such follow-up.</small></p>			





REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14030 MSCOE LOOP, SUITE 3021  
FORT LEONARD WOOD, MISSOURI 65473-8926

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

ATSN-T

Date

MEMORANDUM FOR PFC Doe, John USA, Biological Integrated Detection System  
(BIDS) Class 001-18

SUBJECT: Notification of Recommendation for Students Status Review

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

Encl

AO of MEMO  
Instructor

PRINT NAME: STUDENTS NAME

SIGNATURE: STUDENTS SIGNATURE

DATE: DATE OF COUNSELING / NOTIFICATION



**DEPARTMENT OF THE ARMY**  
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14030 MSCOE LOOP, SUITE 3021  
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO  
ATTENTION OF

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

ATSN-T

Date

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

SUBJECT: Change in Student Status of PFC John Doe, SSN, USA, Biological  
Integrated Detection System (BIDS) Course 01-18

1. Recommendation: Drop from current class (Class #), Biological Integrated Detection System (BIDS)
2. Background: On (Date), student failed the XXXXXXXXXXXXXXX Performance Test, receiving a NO/GO. A GO is required to pass the test. On (Date) student retested and failed the retest, receiving a NO/GO. Student was given the opportunity for necessary retraining as required.
3. IAW the Biological Integrated Detection System (BIDS) Course Management Plan, failing two performance evaluations is cause for dismissal from the course.
4. The point of contact is the undersigned at xxx-xxxx

2 Encls  
Memo  
OPREP

AO of MEMO  
Instructor Supervisor



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14030 MSCOE LOOP, SUITE 3021  
FORT LEONARD WOOD, MISSOURI 65473-8926

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

ATSN-CBZ-T

Date

MEMORANDUM FOR BIDS, Supervisory Training Instructor

SUBJECT: Student Status Review Decision

1. In accordance with TR 350-18, I have reviewed the entire student status packet on PFC John Doe, 111-11-1111, USAR, Biological Integrated Detection System (BIDS) Class XX-XX. Based upon my evaluation of the student's performance he/she is:

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

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

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

2. Provide student copy of the entire packet.

3. Point of contact is xxxxxxxxxx at (573) 563-XXXX.

AO of MEMO  
MAJ, CM  
Director, Department of Instruction

**ANNEX B**  
**Service School Academic Evaluation Report (DA Form 1059):**

1. General Guidelines for Service School Academic Evaluation Report (AER). DA Form 1059 Rating. Refer to AR 623-3, paragraph 3-14 to fill out blocks 1-11 on the DA Form 1059.

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

a. Written Communication: Not evaluated

b. Oral Communication: The Cadre evaluates the student's ability to effectively communicate during performance evaluations and practical exercises that require communication between students and cadre.

(1) "Superior" – A rating that is given if a student obtains a final first time go on all evaluations. All performance evaluations and homework assignments that require effective oral communication addresses the questions with clear deliberate answers with no mistakes.

(2) "Satisfactory" – A rating that is given when the student is to receive a go on performance evaluations that require effective communication answers and does all required practical exercises.

(3) "Unsatisfactory" – A rating given if a student fails to complete practical exercises and receives a no-go on any performance evaluation.

c. Leadership Skills. The Cadre evaluates the student's ability to exercise their leadership skills during performance evaluations and practical exercises as required between students and cadre.

(1) "Superior" – No superior rating is given

(2) "Satisfactory" – A rating that is given when the student is to receive a go on performance evaluations and exhibits leadership traits and does all required practical exercises.

(3) "Unsatisfactory" – A rating given if a student fails to complete practical exercises and receives a no-go on any performance evaluations.

d. Contribution to Group Work: The Cadre evaluates the student's contribution to group work during the course.

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

(a) Must consistently enhance training by sharing experiences.

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

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

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

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

(b) Must actively participate in classroom discussion.

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

e. Research Ability: Not Evaluated.

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

a. Block 11 (Performance Summary). Students dismissed from the course for disciplinary or academic reasons will receive "Failed to Achieve Course Standards."

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

c. Block 13 (Academic Potential): Addresses if the student has demonstrated the academic potential for selection to higher-level schooling/training. This block strictly addresses the student's academic potential for other schooling/training.

(1) A rating of "NO" constitutes a referred report and comments must be specific and fully explained in block 14.

(2) Use "N/A" only if the evaluation is not possible, which is dependent upon the time frame if the student is released.

d. Block 14 (Comments) – requires a statement explaining the reason for student's release.

(1) 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).

(2) A statement that the student did, or did not, support the SHARP program.

## **Annex C**

### **U.S. Army Chemical, Biological, Radiological and Nuclear School Honor Code**

**1. Purpose:** This Appendix defines and identifies the intent and principles of the United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) Honor Code.

**2. General:**

a. The USACBRNS operates on an honor code principle. Integrity is an essential attribute of any military professional; therefore, any student found guilty of a breach of integrity is subject to immediate release from the course, as well as possible disciplinary action. The honor code accepted at the USACBRNS, while broad in application, is precise in its meaning: "Every student's work is his or her own work."

b. The honor system does not preclude students from working together on exercises when directed to do so by an instructor or is applicable by type activity, nor does it preclude mutual discussion of individual solutions to homework requirements prior to turn in of the solutions. However, all graded written requirements must be an individual effort unless otherwise directed.

**3. Explanation of Terms:**

a. Plagiarism.

(1) The Random House College Dictionary (First Edition) defines plagiarism as, "The appropriation of the language, ideas, and thoughts of another author and representation of them as one's original work." This would include the extraction of portions of reference material and submitting it as one's own work on book reports, essay papers, etc., and not crediting the original author or publisher.

(2) The most blatant form of plagiarism is to repeat as your own, someone else's sentences, more or less verbatim. Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgment, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own. (MLA Handbook, Eighth Edition: Modern Language Association, 2016.)

(a) False statements. An individual's word is his/her bond, whether under oath or in casual conversation, and whether or not the statement is meant to deceive. Any statement made is expected to reflect the whole truth without distortion or withholding of any facts.

(b) Wrongful appropriation. The taking, obtaining or withholding of the property of another with intent to deprive is wrongful appropriation.

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

(d) Cheating. Violations include, but are not limited to, looking at another student's work during an examination, providing answers to someone else and using unauthorized sources. When a student is suspected of cheating, the instructor or individual making the observation must collect available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the Director, Department of Instruction (DOI). The DOI will review all available evidence. If, after reviewing all material, the DOI believes cheating has occurred, a student status review will be initiated.

b. Violations of the USACBRNS honor code include, but are by no means limited to, those mentioned in the paragraphs above.

c. Common sense and good judgment provide the basic guidelines to what is acceptable and what is not acceptable conduct. Any related conduct that is unbecoming to a gentleman/lady and Soldier that may bring discredit to the USACBRNS and the U.S. Army may be considered an honor violation.

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

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

## **ANNEX D**

### **Student Guide**

#### **1. Introduction:**

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

b. Listed below are some administrative things you will need to know while attending the Biological Integration Detection System (BIDS) course. Any questions pertaining to this Student Guide can be addressed to the Course Manager.

#### **2. Course Prerequisites:**

a. This course is designed to train Reserve/National Guard officers 2LT-1LT, WO1-CW3 (AOC 74A) and enlisted (74D) personnel to operate Biological Integrated Detection System (BIDS) Joint Biological Point Detection System (JBPDS) M31A2.

b. Training will focus on providing basic knowledge in introduction and modes of operation of the system. Skills will then be taught on each Line Replacement Unit (LRU) and components of the system followed by tactical operations. The course provides the Soldier with hands-on practice necessary to operate the JBPDS. Training will provide the theory of operation of the system, modes of operation, troubleshooting, and culminates in a day-long Field Training Exercise (FTX).

(1) Personnel attending this course must be: reserve component, enlisted (PVT-SFC), Commissioned or Warrant Officer (2LT-1LT, WO1-CW3), and personnel qualified in MOS 74D, 740A and AOC's 74A. Personnel assigned or on orders to a duty position requiring award of ASIL4 have priority for this course. A valid state driver's license, and an Operator Qualification Record (DA Form 348/348-E) are required. USAR/ARNG Soldiers are additionally required to bring TRADOC Form 350-18-2, The Army School System (TASS) Unit Pre-Execution Checklist. Soldiers failing to provide required attendance documentation during in-processing will immediately be referred to the chain of command for course dismissal decision.

(2) Students attending who are on a permanent military profile must bring a copy of the profile with them. Students who are on a temporary profile or whom are pregnant are not eligible for course attendance. Military Occupation Specialty- Transition (MOS-T) personnel are not eligible to attend this course. Students who cannot be medically cleared will be returned to home station.

(3) There are two (2) performance evaluations incorporated into the course. These are graded on a GO/NO-GO basis. There will be additional non-duty study requirements. Please come prepared to learn. Students failing a performance evaluation will be given time to retrain and will be allowed one retest. A Student Status Review (SSR) will be initiated for students failing a retest. Portions of the course may require access to a computer. In order to accomplish this, all students must have and



be able to recall their Army Knowledge On-line (AKO) or Defense Knowledge On-line (DKO) login and password. Units need to ensure all students can utilize their Common Access Card (CAC), as time will not be allowed to have their passwords reset upon arrival. Any student unable to recall their passwords will potentially jeopardize their ability to successfully complete the course.

### **3. In-Processing:**

a. Reporting/In-processing. All personnel will report to the Maneuver Support Center of Excellence (MSCoE), Thurman Hall, Bldg. 3203, Room 1204, off of Gate Street at 0530 on the first day of class in APFU/IPFU (no spandex shorts). At 0800, bring the following items with you for in processing.

b. Soldiers failing to provide required documentation during in processing will be referred to the Chain of Command for course retention/dismissal.

- (1) Military Identification Card.
- (2) Two copies of PCS/TDY orders (DA Form 1610) with any amendments.
- (3) DA Form 31 for leave (if applicable).
- (4) Copy of Permanent Profile, DA Form 3349 (if applicable).
- (5) Medical records for those personnel in PCS status for overseas.
- (6) Building and room number of your billeting and room phone extension.
- (7) Hotel name, room and phone number (if billeted off post).
- (8) Valid Civilian Driver's License.
- (9) Military Driver's License and copy of your DA Form 348/DA Form 348-E.
- (10) Prescription glasses, if required (no contacts lenses).

### **4. Lodging and Meals:**

a. Army students of all components attending this course are covered under Fort Leonard Wood's Institutional Training Directed Lodging and Meal Policy (ITDLMP), formerly known as MTSS. Please refer to ALARACT 281/2011 (Training Directed Lodging and Meal Policy). Link can be found at <http://www.wood.army.mil/3chembde/irtld%20web%20page/index.htm>.

b. All Army Soldiers must report to Intercontinental Hotels Group (IHG) Army Lodging, Candlewood Suites Building 2020, for room assignments. Students will not

stay in off- post lodging unless IHG issues/assigns that lodging. Those assigned to off-post contracted hotels may be recalled to on-post facilities by the government. The recall process will be explained during initial check in by a lodging representative on behalf of the government. Soldiers will be advised in writing when on-post lodging becomes available. Recall to on-post government lodging is mandatory. The link can be found at <http://www.ihg.com/armyhotels/hotels/us/en/reservation>.

c. Soldiers of all ranks attending training in a TDY/Active Duty for Training (ADT) status will be directed to subsist at FLW dining facilities on weekdays at no cost to the Soldier with full meal per diem on the weekends and Federal holidays. Orders will be used at the dining facility until the meal card is issued.

## **5. Mailing Address:**

Rank and Full Name  
HHC, 3d Chemical Brigade  
ATTN: R&S Division, ASI-L4, (Class Number)  
5569 Iowa Avenue  
Fort Leonard Wood, MO 65473

## **6. Equipment and Uniform Required:**

- a. Army Combat Helmet, ACH.
- b. Ballistic Eyewear, Army Approved (with optical inserts, if applicable).
- c. Glasses (if applicable).
- d. Hearing Protection.
- e. OCPs / ACUs (2 sets).
- f. Boots, Combat (2 pair).
- g. Cap, Patrol.
- h. Hydration System, Canteen, or Water Bottle.
- i. Bag, Barracks, Cotton.
- j. Wet Weather Parka / Trousers.
- k. Overshoes, Boot.
- l. Gloves, Leather, Work (Apr-Sep)/Gloves, Leather, Work w/ Inserts (Oct-Mar).

m. APFU Shorts, S/S Shirts (Apr-Sep)/APFU Jacket, Pants, Shorts, S/S Shirts, L/S Sleeve Shirts (Oct-Mar), Shorts, Spandex, Black (Soldier preference).

n. GORTEX or GEN III Cold Weather System (Oct-Mar).

o. Jacket, Fleece (Oct-Mar).

p. Undergarments, Polypro or GEN III Lightweight/Medium-weight (Oct-Mar).

q. Cap, Fleece (Oct-Mar).

r. Gaiter, Neck, Polypro (Oct-Mar).

s. Markers, Permanent (map markers).

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

**7. Home Station Unit Training:** We recommend Soldiers, regardless of rank conduct refresher training in the following areas prior to course attendance in order to better the training experience during the culminating training events.

a. Operate the SINCGARS, Advanced Systems Improvement Program (ASIP).

b. Hand/Arm Signals and Ground Guiding Procedures

**8. Pregnancy:** Students will not attend the Course if they are pregnant. AR 40-501 identifies several activities in which pregnant Soldiers may not participate. Many of these activities are done while attending the course and would preclude attendance in the course.

## **9. Required Items:**

a. Government credit card, if financial emergency arises, the student must contact their unit.

b. Optical inserts, students that require optical/draeger inserts must bring them to the course. Male students with shaving profiles will have their beard trimmed ¼ inch to ensure a proper seal of their mask. Female students will not wear hair bonnets, pins, buns and hair braids that will prevent the proper seal of their mask.

**10. Leaves and Passes:** Students desiring to take leave after the completion of the Course who are TDY and return must have an approved leave form (DA FORM 31) from their home unit. Students may go on emergency leave, if verified by the American Red Cross. However a SSR will be initiated for missed training time. Passes are

available for weekends and holidays. Remember leaves and passes are privileges, not a right.

**11. Privately Owned Vehicles (POV):** POVs are authorized. All POV's are subject to safety inspections. Students must maintain the minimum insurance requirements for the State of Missouri. The use of rental cars and POV's to and from class is recommended. Limited shuttle services are available for travel on post. Commercial taxi is available on/off post.

**12. Military Vehicles:** There may be an instance when students will attend the course as a group from a unit and use of a government vehicle is authorized. The student in charge of the vehicle will make sure that it is only used for official business pertaining to the students who are on temporary duty (TDY).

**13. Open Door Policy:** As in any military unit, the Commander's door is always open to students with problems or concerns. Students will schedule an appointment through the Senior Instructor.

**14. Service School Academic Evaluation Report (DA Form 1059):** Students will be provided a course certificate of completion, upon successful course completion. An academic report (DA Form 1059) will be issued for the course

**15. Student Elimination:** Elimination may occur for a number of reasons; the instructor will brief you on this. Some reasons for elimination are: substance use/abuse, examination failures, any unexcused absences from any training event, lack of motivation, attitude, UCMJ actions, absent from or late to any formations, training events, SHARP or EEO complaints on or off duty.

**16. Appeals:** All students will be given the opportunity to appeal their disenrollment in accordance with applicable regulations. Students will continue in the course during the appeal process, unless they are disruptive to the training discipline.

**17. Absences:** All students must obtain permission from the cadre before you can be absent from training. Any student that is absent without permission is subject to punishment under the Uniform Code of Military Justice (UCMJ) and may be considered for disenrollment from the course. All students will notify the instructor prior to departing the class area for any authorized absence during duty hours. Instructors are responsible for the conduct of makeup training and testing for students with authorized absences. Students absent longer than four (4) academic hours may be considered for dismissal. Failure to be at your appointed place of duty may be cause for dismissal.

**18. Standard of Conduct:** At the USACBRN School we demand students display proper military bearing and a positive attitude at all times. Unprofessional conduct will not be tolerated.

**19. Crime Prevention:** Everyone has the responsibility to prevent or deter crime. If you become a victim of crime notify your instructor immediately. Keep your items secure at

all times and do not keep more than \$40.00 in your area. Personal property will not be left unattended. POV's will be locked at all times. Maintain physical control of your personal property.

**20. Off-Limits Areas:** Cadre will inform you of any off limit areas by posting them on the classroom bulletin board. In addition, all training brigade billets that house Initial Entry Soldiers are also off limits. This is in accordance with TRADOC Regulation (TR) 350-6.

**21. Alcohol Policy:** The legal drinking age is 21 years old both on and off post. If you are underage you will not drink. No consumption of alcohol will be permitted 24 hours before a student will wear any form of personal protective equipment (PPE).

**22. Use of Tobacco:** Smoking and dipping is allowed in designated areas only. No smoking is allowed in your room. Violators will pay for smoke cleaning of the room. Students will not smoke or dip in classroom/ formation areas. Smoking is prohibited in the vicinity of Initial Entry (IET)/Advanced Individual Training (AIT) Soldiers.

**23. Drinking and Driving:** Do not drink and drive. If you are apprehended for drunk driving by civilian authorities you will be subject to Missouri law. It is a violation of Missouri law to operate a vehicle while carrying an open alcoholic beverage container. The federal magistrate will administer violations on post.

**24. Weapons:** No student is authorized to have a weapon while attending the course.

**25. Foreign Disclosure:** The materials contained in this course have been reviewed by the training/educational developers in coordination with the MSCoE FD authority. This training event/course is NOT releasable to students from foreign countries.

## ANNEX E END OF COURSE QUESTIONNAIRE

### Demographics

1. Class number
2. Training location
3. Gender
4. Component

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

27. Training was realistic and effective.

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

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

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

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

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

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

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

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

[Yes/No]

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

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

[Yes/No]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

