

# United States Army CBRN School



Version 1.0 (January 2021)

## Course Management Plan for the Chemical, Biological, Radiological, and Nuclear Warrant Officer Advanced Course



Approved:

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Assistant Commandant USACBRNS

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Date

<b>CBRN Warrant Officer Advanced Course</b>		
<b>Table Of Contents</b>		
	<b>Title</b>	<b>Page</b>
	Introduction	3
	Course Structure	4
	Course Map	5
	Course Concept Flow Chart	6
	Training Sequence and Course Manager Qualifications	7
	Instructor Qualification/Certification Requirements	8
	Instructor Competencies	10
	Instructor Guidance	11
	Student Guidance	12
	Assessment Administration Procedures	13
	Required References	23
	Lesson Titles	25
	Annex A - Training Schedule Example	26
	Annex B - Individual Student Assessment Plan (ISAP)	36
	Introduction, ISAP Orientation, and Academic Administration	36
	Graduation Requirements and Distinctions	38
	Academic Grading and Test Plan	39
	Reclama Procedures	40
	Student Status Reviews (SSR)	42
	Student Tracking	44
	Appendix 1 to Annex B - Student Status Review Examples	45
	Appendix 2 to Annex B - Academic Evaluation Report	53
	Appendix 3 to Annex B - U.S. Army CBRN School Honor Code	57
	Appendix 4 to Annex B - WOAC Graded Events	59
	Appendix 5 to Annex B - Grading Rubrics	60
	Annex C – Student Pre-Course Attendance Guidance	65
	Annex D – End-of-Course Questionnaire	71

## **1. Introduction:**

a. This Course Management Plan (CMP) is approved by the Assistant Commandant, United States Army CBRN School and is designed for use by the Total Army School System (TASS) when providing training and evaluation programs for Career Management Field (CMF) 74, Chemical Biological Radiological Nuclear (CBRN) Warrant Officer Advanced Course (WOAC).

b. This CMP provides the course managers and instructors the information required to conduct the course prescribed by the enclosed training materials. It also provides information students need to meet their responsibilities for learning and successful graduation from the course.

**2. Course Purpose:** The purpose of this course is to provide field grade CBRN Warrant Officers the technical skills and knowledge to perform the duties and responsibilities required of CBRN Warrant Officers serving on staffs from Brigade through Corps.

**3. Course Scope:** This course serves to further develop and reinforce CBRN Warrant Officers with the skills and knowledge in the areas of unified action, joint and combined partners, doctrine, MDMP with an IPB focus, CBRN Mission Command systems, leadership, training management, written and oral communications, operations (fundamentals and doctrine), CBRN defense (fundamentals and doctrine), emerging technology/acquisition process, hazard predictions, threat doctrine and capabilities (to include current threat).

**4. Course Prerequisites:** Warrant Officers, assigned a primary specialty/mission of 740A. A secret security clearance level is required. Students must meet requirements outlined in AR 350-1. Students must meet height/weight standards and take the ACFT as a requirement for graduation. Cadre will confirm that students are in compliance with branch height/weight standards within the first 2 days of the course. Students (including Marines) will take and must take the ACFT within 10 duty days of the course start to remain in the course. Soldiers with a temporary profile cannot attend the course. Active Army and AGR personnel over age 40 must complete medical screening at their local installation before attending this course. These students will hand carry a copy of their medical screening report to the course.

**5. Foreign Disclosure:** The course developer in coordination with the Maneuver Support Center of Excellence foreign disclosure (FD) authority reviewed the materials contained in this course. Restrictions on some components of this course may not be releasable to students from foreign military schools/countries.

**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 is structured in modules and lessons. WOAC provides CBRN Warrant Officers learning activities to further develop and reinforce skills and knowledge in the areas of Unified Action, Joint, and Combined Partners, US and Enemy Doctrine, Sustainment, MDMP (with IPB Focus), systems integration and CBRN Mission Command Systems. The course is taught in both a classroom and digital environment, with the majority of the training being practical exercises. Practical exercise training is used extensively to ensure Soldiers master the requisite skills. A list of training materials and equipment for all tasks are annotated in the Program of Instruction (POI).

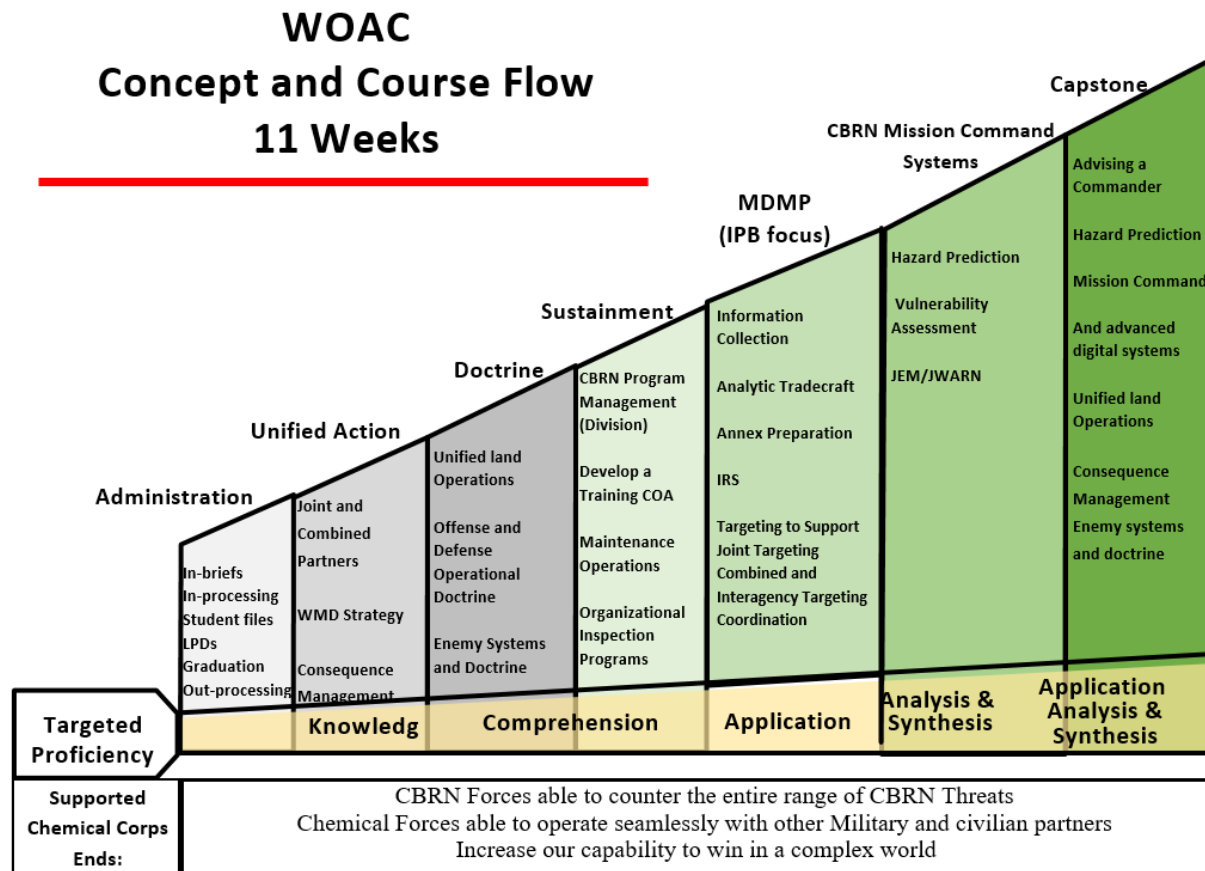
b. This course follows the Mid-Grade Learning Continuum and serves as the advanced level of the Warrant Officer learning continuum that establishes the Officer's career foundation. Mid-Grade Officer Development has multiple opportunities for Warrant Officers to acquire and refresh branch and Army competencies. The MLC helps Warrant Officers achieve timely learning at key career points. This balances branch and Army learning goals. Most of the curriculum learning is at the "application" level of knowledge. This prepares the Warrant Officer for duties as a member of a CBRN Battalion through Division staff. It focuses on CBRN Operations, equipment capabilities and limitations, CBRN Threat Analysis, and MDMP.

**8. Course Map:** The course map below is a graphic depiction that illustrates this process. The method of instruction represents the predominate method used in each of the associated modules. The lesson numbers reflect the lessons, tests and performance evaluations per module.

	Module A Administration	Module B Unified Action, Joint and Combined Partners	Module C Doctrine	Module D Sustainment	Module E MDMP (with IPB Focus)	Module F CBRN Mission Command Systems	Module G Capstone
TIME	56hrs	56hrs	48hrs	24hrs	48hrs	168hrs	40hrs
TECHNIQUE OF DELIVERY	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction
METHOD OF INSTRUCTION	N/A	Lecture	CO	CO PE	CO PE TR DM TE	CO PE	CO, PE
LESSONS	031WOAA01 031WOAA02 031WOAA03 031WOAA04	031WOAB01 031WOAB02 031OAJ01 031OAJ03 031OAJ04 031OAJ05 031OAJ07 031OAI01 031WOAB03	031WOAC 01 031WOAC 02 031WOAC 03 031WOAC 04 031WOAC 05 031WOAC 06	031- WOAD01 150UTMMTT 06 70191ACCF SC	031WOAE01 031WOAE02 301WOB1A13L 301WOA4C01L 031WOAE03 031WOAE04 061TAA8JT 031WOAE05	031WOAF01 031WOAF02 031WOAF03 031WOAF04 031WOAF05 031WOAF06 031WOAF07	031WOAG 01 031WOAG 02 031WOAG 03
	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction
ALT DELIVERY	DL	DCS	DL	DCS	DCS	Resident only	R

## 9. Course Concept Flow Chart

The Course Concept Flow Chart shows the training sequence for this course. Each phase shows how Tactical and Technical Blocks flow with corresponding lesson plans and time allocation. CBRN goals and objectives are shown at the bottom of the chart.



## 10. Training Sequence:

a. Training sequence for CBRN WOAC may vary. The course may be organized in several ways to suit local needs. This sequence provides information in a logical order allowing students to receive the needed knowledge or skill before moving on to tasks that require it. The sequence provided is to assist in making adjustments and allows the flexibility necessary for scheduling facilities and equipment.

b. All tasks must be taught, although some modification to the course are likely. New equipment or procedures may be taught in place of older items; however, no part of the course may be eliminated. All changes must be documented, waivers requested and routed through the 84 Battalion Commander to the DOT&LD for approval.

Sequence							
1	A	B	C	D	E	F	G
2	A	B	D	C	E	F	G
3	A	C	D	B	E	F	G
4	A	D	C	B	E	F	G

## 11. Course Manager Qualifications

### a. Military Course Managers:

(1) Two years in the MOS either in a tactical or garrison environment, waivable to one year in the MOS, IAW AR 614-200.

(2) Meets physical requirements (height/weight); take the ACFT.

(3) Current Chief Warrant Officer (waivable).

(4) Background in Brigade Operations and Chemical Company Operations.

### b. Civilian Course Managers:

(1) GS-11 or 12 Training Specialist or Instructional Systems Specialist.

(2) Experience that demonstrated a practical knowledge of the methods and techniques of instruction. Examples of qualifying specialized experience include:

(a) Teaching or instructing in an adult education program, secondary school, college, 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.

## **12. Course Manager Guidance:**

- a. The course manager is responsible for ensuring training is presented as designed.
- b. Ensure required resources are available for presenting the training as schedule and are available when required by the student taking distributed learning (DL).
- c. Ensure that instructors receive support, materials and equipment required for presenting the training.
- d. Continuously evaluate training/training materials and provide appropriate feedback to the trainers.
- e. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws, and course requirements.
- f. Ensure facilities, material, equipment, and systems required for presenting instruction are properly maintained.
- g. Ensure the next Fiscal Year's Training Schedule is completed and staffed 6 months prior to start.
- h. Manage all lesson plans to ensure all critical tasks are trained and tested.
- i. Adjudicate student reclaims.

## **13. Instructor Qualification/Certification Requirements:**

- a. All instructors must be Active Duty, or Reserve Component, National Guard, or DOD/DA approved employees or contract civilians.
- b. All individuals assigned to instructor duties must complete Proponent Instructor certification in accordance with USACBRNS Instructor Certification Policy, and 350-70-3 Staff and Faculty Development prior to instructing Warrant Officer Advanced Course. They are as follows:

(1) Demonstrate competency and proficiency in the technical and tactical skills required by the POI. The Officer Training Department (OTD) is responsible for verification of instructor proficiency as evident by signature on the proponent certification policy.

(2) Must meet the height and weight standards in accordance with AR 600-9 (military



only).

(3) Take the Army Combat Fitness Test (ACFT) (military only) or service equivalent.

(4) Warrant Officers must be a graduate of WOAC.

(5) Must complete a TRADOC approved Instructor Trainer Course (ITC) or service equivalent, currently the Common Faculty Development- Instructor Course (CFD-IC).

(6) Must be in the grade of CW3, MAJ or above.

(7) Instructors must meet all other required prerequisites (as applicable) per Army Regulation AR 611-101 (Personnel Selection, and Classification, Commissioned Officer Classification System), AR 611-201 (Enlisted Career Management Fields and Military Occupational Specialist) and TRADOC Regulation 350-6.

(8) Military personnel responsible for the overall course of instruction, or for conducting the training, at a minimum, must be qualified within the same job specialty as the target audience within the specific service requirements. Instructors must be a qualified 740A CBRN Technician, 74D CBRN Specialist, or 74A Chemical Officer; must have completed a TRADOC-approved instructor training course (ITC) and awarded the appropriate instructor skill qualification identifier (SQI) or Additional Skill Identifier (ASI).

(9) All civilian and military personnel responsible 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 proponent certified. 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.

**14. 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.

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.

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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.

(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.

**15. Instructor Guidance:**

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

b. Each instructor/facilitator must:

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

(2) Manage 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) Brief students on the Individual Student Assessment Plan (ISAP) (Annex B) and student guide. Both documents will be posted in an area accessible to all students prior to class start and throughout the course. Notify students of the location of the documents and ensure they review them.

(7) Ensure students comply with safety and environmental protection rules, risk assessments, regulations, laws, and course requirements.

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

(9) Maintain student records IAW AR 350-1 and 3rd CM Brigade directives.

(10) Counsel and coach students.

(11) Track student progress with the course grade book.

(12) Provide appropriate retraining.

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

(14) Continuously evaluate course effectiveness and efficiency and provide appropriate feedback.

(15) Promote a learning experience that adheres to Army SHARP requirements, thus ensuring a safe environment for all students.

(16) Ensure the network is functional for video tele-training (VTT), as appropriate.

#### **16. Student Guidance:**

a. It is the student's responsibility to learn and perform the lesson objectives. This responsibility includes completing practical exercises, homework assignments, classroom participation and participating in training activities.

b. Preparing for classes by studying assigned materials and bringing necessary supplies for each block of instruction.

c. Completing homework assignments, practical exercises, and participating in training activities.

d. Adhering to the requirements of the course and the guidelines directed by the instructor.

e. Maintaining proper military bearing in dress and behavior.

f. Maintaining total honesty and upholding the highest standards of integrity.

g. Providing constructive criticism concerning the efficiency and effectiveness of the training and training materials.

## **Assessment Administration Procedures**

### **1. General Instructions:** Training Departments (OTD, TTD, CDTF)

- a. Conduct all examinations and retests/make-ups for which responsible.
- b. Conduct a review of the examination. Ensure that all questions are reviewed to eliminate any uncertainty on the student's behalf.
- c. Safeguard the integrity of all examinations, to include the following:
  - (1) Appoint an instructor, in the rank of SGT or above, as the Test Administrator (TA) IAW AR 611-5 and an Alternate Test Administrator (ATA) of equal or higher rank. The TA's responsibility is to maintain control over all examination material. Provide the names of the TA and alternate to the Test Control Office. Each TA must read and sign acknowledgement of the Test Control Office SOP before the TA will be allowed to administer exams.
  - (2) Upon receipt of test materials, the TA conducts a 100 percent quality control check of all examination materials to ensure there are no missing pages and all pages are legible.
  - (3) Each TA is only issued the number of examination materials and answer sheets required to test their students. Inventory the examination materials and answer sheets with the Test Control Officer (TCO) prior to accepting them. The TA is required to sign for exam booklets, answer keys, and student review sheets.
  - (4) The TA accepts responsibility for the examination materials while in their possession. When returning them to the test control officer, the TA and TCO will again inventory the test materials to ensure proper accountability.
  - (5) Store all examination materials when not in use in a locked container where only authorized personnel have access to it. Examination materials include the exam booklets, completed answer sheets, and student review sheets.
  - (6) The TA must maintain a copy of the written examination and Test Administration Guide (TAG) at all times during test administration and will administer the exam according to the TAG.
  - (7) Use alternative forms of each examination.
  - (8) During review, instruct the students to clear their desktops and not to write any information.
- d. The instructor should not refer to the answer by its identifying letter (i.e. a, b, c, d),

but should state the answer in normal language.

e. ACFT

(1) Officer Training Department administers an initial ACFT within the first ten duty days of the course start date. A final ACFT will be given near the end of the course. A student must take the ACFT to graduate.

(2) If student is injured during the course and put on a temporary profile prohibiting the student from taking a final ACFT, the score from the initial ACFT may be used to compute academic average and class ranking.

**2. Test Administrator Guidance:** The test Administrator is responsible for the test administration (prior to, during, and after the test).

a. Testing and Tests.

(1) A performance-based exam is administered for every module. The tests are: Unified Action Exam, US Doctrine Exam, Enemy Systems and Doctrine Exam, Mission Command Systems Exam, and the WOAC Capstone Exam.

(2) Performance-based evaluations are administered in the form of research paper, white papers, Papers, Discussions, MDMP Performance Evaluation, Mission Command Systems Performance Evaluation, and the WOAC Capstone Performance Evaluation. The ISAP is listed in Annex B of this document. Students are graded as Go/No Go by the instructor assigned to their team for the exams, and during the Capstone. The instructors should conduct a mini After Action Review (AAR) with their team throughout the Capstone providing continuing feedback to the student.

b. Per TRADOC Reg. 350-70, all tests (written and hands-on) used in the WOAC are criterion-referenced tests.

c. Test Types. In addition to checks on learning conducted during training sessions, two types of tests are given throughout the course. The table below shows the test type, the typical type of student response expected and the minimal passing score for that test type.

(1) Performance based written exam. Written exams are used to determine the degree of knowledge a person has about a subject. Retesting is required if the student scores less than 70% on a non-technical block (common core) or 80% on technical blocks (all others). If a retest is required, the test must be conducted during non-class hours. A student will be recommended to be dropped from the course if their retest scores are less than 70% on non-technical and 80% on technical blocks. Test materials must be regarded as sensitive and handled accordingly.

(2) Performance Tests. A performance test is used to determine if a student can perform a task correctly. This kind of test is most often used to determine if a student can conduct briefings, create operations orders, and properly setup, operate, maintain, or

dismantle a piece of equipment. To pass the test, students must complete the critical components of the tasks with 100% accuracy the first time they are tested. Retraining and retesting are required if the student scores less than 100% on the first exam. An instructor must be sensitive to the different ways some problems can be solved, and to the difference between critical and non-critical test components, and should score the test accordingly. Students who make mistakes on, or omit any critical step should receive a NO GO rating. Students who make mistakes only on non-critical steps should receive verbal correction, but still receive a GO rating for the task. A student may be dropped from the course if the task is not correctly completed the second time. The decision to drop a student resides with the Commander, 3rd CM BDE through the SSR procedures.

d. Retraining/Retesting. If a student does not pass a test the first time, he or she should be given additional training before the retest. Retest will occur NLT 5 academic days after failure is recorded.

(1) Different test versions must be used for retesting.

(2) Retesting and retraining will be conducted at times other than during scheduled class time. If a student fails the retest, an SSR will be initiated.

e. Recording Performance. The instructor uses two progress control records to track students and their performance: the Digital Training Management System (DTMS), and the individual class SGL grade book. Instructors use these systems to track performance during each lesson, and to record end-of-lesson testing results.

(1) When a computer is utilized for Open Note Testing, students may only use those official references given to them for use on examinations. During testing, the wireless function on computers will be disabled.

(2) Students will not be allowed to access any external internet sources (Google, Bing, Yahoo, Wikipedia, etc.) while testing.

(3) Students will not be allowed to make a record of the test. This includes (but not limited to) photos, video, audio, or text copies of the test material.

(4) Students will limit their reference material to their personal notes, instructor provided notes and instructor provided PowerPoint slides. Students are allowed to create their own reference material to be saved on their computers.

(5) Students will not transfer test information onto their notes.

(6) Students will not use their personal computers or Netbooks to cheat on exams in any way.

(7) Hand written notes are authorized for student use during open note exams.

### 3. Duties Before the Test Period

a. Test/Test Material. Collect and inspect the exam materials and ensure that sufficient number of exam folders (containing an exam booklet and AIMS answer sheets), 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 MSCoE Test Control Office. The TA will use only proponent test material in preparation for or during the administration of tests.

b. Test Facilities. Ensure sufficient space is available for the students, so they can work comfortably with their exam folders, scratch paper, and other testing materials. The testing room must be well lit, properly heated/cooled, adequately ventilated, and free of excessive noise.

c. Assemble all Proctors and ensure they know their duties and the testing procedures.

d. In plain view to all students, display the following: course name, class number, names of Test Administrator/Proctor, and the AIMS Test number.

e. Elsewhere on the white board, place:

(1) TIME START \_\_\_\_\_ HRS/MIN.

(2) TIME STOP \_\_\_\_\_ HRS/MIN.

(3) TIME REMAINING \_\_\_\_\_ HRS/MIN.

(4) As of \_\_\_\_\_

### 4. 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 Test. After the students have arrived and are seated, issue exam folders to each student before testing. The Test Administrator (TA) 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 the INSTRUCTIONS TO STUDENTS.

d. Testing Times. Record the starting and end times where all Soldiers can see them. Update the time remaining on the white board 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. Students taking the test will be monitored at all times by at least one Proctor/TA (more than 20 students will require 2 Proctors/TAs). Maintain no talking and movement discipline.

(1) 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/TA will collect the student's exam materials.

(2) 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/PERFORMANCE STEP.**"

f. When the test time has elapsed, the Test Administrator will state: "**CLOSE YOUR TEST BOOKLET AND TURN IN ALL THE TEST MATERIALS.**"

## **5. Duties after the test period**

a. When finished with the test, each student should turn in to you all testing materials (including scratch paper).

b. Inventory the materials for completeness and accountability. Ensure that all tests are in numerical order.

c. Inspect the test answer sheets to ensure the following:

(1) All identifying information blocks have been filled in correctly. [Pay particular attention to the markings of SSN and TEST VERSION.]

(2) All erases are clean and thorough.

(3) No stray marks on the sheet.

Note: Do not use the sheet as scratch paper

d. When satisfied that the above actions have been accomplished, dismiss the students.

e. Hand-carry all answer sheets to the Test Control Officer for grading. The Test Office representative will notify you when the grading is completed and ready for pickup.

f. Turn-in all test materials (instructor packet, student answer sheets, etc.) to the Test Control Officer immediately after the test review.

g. If there are any questions on Student Reclamas or Reclama procedures, refer them to the Reclama section within this Course Management Plan.

## **6. Instruction to Students for AIMS Exams on Paper**

a. The following instructions are **TO BE READ VERBATIM BY THE TEST ADMINISTRATOR** to the class/ students testing.

(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 special exam materials you will need to take this exam.

(3) Use a black, #2, lead pencil only. DO NOT use ink or ballpoint pen.

(4) Orient your AIMS answer sheet so that the words AIMS ANSWER SHEET is 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] - 000000.

(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-\_\_\_\_\_** through **EA-\_\_** (EA or EB for Versions A or B). The questions are numbered 1 through \_\_\_\_\_. 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 with exam inside and drop it off with the Proctor/TA 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) This is an open/closed book test. You will/will not be allowed to use references and/or class notes.

(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 TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).

(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. When one-half of the test period has elapsed, I will inform you of the time remaining by saying "ATTENTION. YOU HAVE

\_\_\_ 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, and quietly gather up your personal effects and leave the room. You may NOT reenter 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 80 percent or higher to pass this test.

(22) A test critique will be conducted at a later time. During the exam critique, you may NOT have any personal material (i.e., 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 ISAP. 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.

b. The test administrator will answer all administrative questions prior to beginning the test.

## **7. Instruction to Students for Exams on Paper**

a. The following instructions are **TO BE READ VERBATIM BY THE TEST ADMINISTRATOR** to the class/ students testing.

(1) Please DO NOT open the Exam until I have read to you the following instructions.

(2) You should have in your possession a writing utensil, an exam and any special exam materials you will need to take this exam.

(3) In the upper right corner of the answer sheet, print your name, (LAST, FIRST, MI) rank, course, and class.

(4) Mark only one correct response for each question. 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.

(5) Are there any questions on how to fill out the answer sheet, or on how to indicate your responses on the answer sheet?

(6) DO NOT make any marks in the exam booklet. After completing the exam, check your exam booklet and erase all stray pencil marks.

(7) 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 answer sheet inside once you have permission to leave.

(8) 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.

(9) This is an open/closed book test. You will/will not be allowed to use references and/or class notes.

(10) 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 TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).

(11) 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.

(12) You will have \_\_\_\_ minutes to finish the test. When one-half of the test period has elapsed, I will inform you of the time remaining by saying "ATTENTION. YOU HAVE \_\_\_\_ MINUTES IN WHICH TO FINISH YOUR TEST." I will give a similar warning 15 and 5 minutes before the end of the testing period.

(13) When you have completed the test, check your answer sheet to ensure that you have selected a response for each question. Then turn all exam materials in to the Proctor and quietly gather up your personal effects and leave the room. You may NOT reenter 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.

(14) You must make a score of 80 percent or higher to pass this test.

(15) A test critique will be conducted at a later time. During the exam critique, you may NOT have any personal material (i.e., paper, books, pencil/pen, etc.) on your desk. You may NOT make a record of your exam answers in any format.

(16) You will get your exam results after the answer sheets have been graded.

(17) A student Reclama may be submitted after the exam grades have been returned. The procedure is explained in the ISAP. If you have any questions about Student Reclamas, see your instructor.

(18) Are there any questions about the test instructions?

(19) When I say "Begin," turn the page and begin the test.

b. The test administrator will answer all administrative questions prior to beginning the test.

## **8. Scoring and Retest**

a. The following exam procedures will be adhered to:

(1) Scoring. AIMS answer sheets are scanned by the TCO.

(2) Retest. Administer one retest after retraining. If you used Version "A" for the initial test, use Version "B" for the retest and vice-versa.

(3) Academic failures. Refer to the Individual Student Assessment Plan (Annex B).

### Required References

Nomenclature	PUBLICATION TITLE	DATE
<b>Army Regulations, Circulars, Training Pamphlets</b>		
AR 25-50	Preparing and Managing Correspondence	May 2013
AR 50-5	Nuclear Surety	Nov 2018
AR 50-6	Chemical Surety	Apr 2018
AR 190-59	Chemical Agent Security Program	Apr 2012
AR 220-1	Unit Status Reporting and Force Registration-Consolidated Policies	Apr 2010
AR 350-1	Army Training and Leader Development	Dec 2017
AR 385-10	Army Safety Program	Feb 2017
AR 700-138	Army Logistics Readiness and Sustainability	Apr 2018
PAM 385-61	Toxic Chemical Agent Safety Standards	Nov 2018
PAM 750-8	The Army Maintenance Management System (TAMMS) User's Manual	Aug 2005
TC 4-02.1	First Aid	Jan 2016
<b>Army Doctrine Publications</b>		
ADP 1-01	Doctrine Primer	Jul 2019
ADP 2-0	Intelligence	Jul 2019
ADP 3-0	Operations	Jul 2019
ADP 3-90	Offense and Defense	Jul 2019
ADP 5-0	The Operations Process	Jul 2019
ADP 6-0	Mission Command	Jul 2019
<b>Army Training Pamphlets/ Field Manuals/ Booklets</b>		
ATP 3-11.23	MTTP for WMD Elimination Ops	Nov 2013
ATP 3-11.24	Technical CBRNE Force Employment	May 2014
ATP 3-11.32	MTTP for CBRNE Passive Defense	May 2017
ATP 3-11.36	MTTP for CBRNE Planning	Sep 2018
ATP 3-11.37	MTTP for CBRN Reconnaissance and Surveillance	Mar 2013

ATP 3-11.46	MTTP for Weapons of Mass Destruction - Civil Support Team Operations	May 2014
ATP 5-19	Risk Management	Apr 2014
FM 3-0	Operations	Oct 2017
FM 3-11	MTTP for Nuclear, Biological, and Chemical Defense Operations	May 2019
FM 3-11.3	MTTP For Chemical, Biological, Radiological, And Nuclear Contamination Avoidance	Feb 2006
FM 3-11.4	Nuclear, Biological, And Chemical (NBC) Protection	Jun 2003
FM 3-11.9	Potential Military Chemical/Biological Agents and Compounds	Jan 2005
FM 7-22	Army Physical Readiness Training	Oct 2012
FM 4-25.11	First Aid	Dec 2002
STP 3-74D1-SM	Chemical Operations Specialist, Skill Level 1, Soldiers Manual	Apr 2006
TM 3-11.32	Multi-Service Reference for Chemical, Biological, Radiological, and Nuclear Warning and Reporting and Hazard Prediction Procedures	May 2017
TM 3-11.91	Chemical, Biological, Radiological, and Nuclear Threats and Hazards	Dec 2017
ERG	Emergency Response Guidebook	Apr 2016
GTA 03-060-008	CBRN Warning and Reporting System	Oct 2011



## Lesson Titles

Module	PFN	Title
A- Admin	031-WOAA01	In Processing
	031-WOAA02	Commandant's Time (HRC)
	031-WOAA03	Problem Solving, Critical Thinking and Ethics (ASLTE)
	031-WOAA04	Out Processing
B- Unified Action, Joint and Combined Partners	031-WOAB01	Unified Action, Joint and Combined Partners PT1
	031-WOAB02	Unified Action, Joint and Combined Partners PT2
	031-OAJ01	Are We Prepared
	031-OAJ03	National Response Framework
	031-OAJ04	Consequence Management Policy
	031-OAJ05	Authorities
	031-OAJ07	DOD Key Players and Organization for WMD CM
	031-OAI01	Countering WMD Strategy
	031-WOAB03	Unified Action Exam
C- Doctrine	031-WOAC01	Unified Land Operations
	031-WOAC02	Offense and Defense
	031-WOAC03	Operational Doctrine
	031-WOAC04	Enemy Systems and Enemy CBRN Doctrine
	031-WOAC05	US Doctrine Exam
	031-WOAC06	Enemy Systems and Doctrine Exam
D- Sustainment	031-WOAD01	CBRN Program Management (Division
	150-UTMMTT06	Develop a Training Course of Action
	701-91ACCFSC	Provide Support to Unit Maintenance Operations and Organizational Inspection Programs
E- MDMP	031-WOAE01	Military Decision Making Process (MDMP) Steps 1-2
	031-WOAE02	Military Decision Making Process (MDMP) Steps 3-7
	301-WOB1A13L	Information Collection
	301-WOA4C01L	Analytic Tradecraft
	031-WOAE03	CBRN Running Estimate and Annex Preparation
	031-WOAE04	CBRN Intelligence, Surveillance, and Reconnaissance (ISR)
	061-TAA8JT	Conduct Army Targeting to Support Joint Targeting Combined and Interagency Targeting Coordination
	031-WOAE05	MDMP (W/IPB Focus) Performance Based Exam
F- CBRN Mission Command Systems	031-WOAF01	Chemical Hazard Prediction
	031-WOAF02	Biological Hazard Prediction
	031-WOAF03	Nuclear Hazard Prediction
	031-WOAF04	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)
	031-WOAF05	CBRN Vulnerability Assessment
	031-WOAF06	CBRN Mission Command Advanced Digital Systems Performance Evaluation
	031-WOAF07	CBRN Mission Command Advanced Digital Systems Exam
	031-WOAG01	WOAC Capstone
G- Capstone	031-WOAG02	WOAC Capstone Exam
	031-WOAG02	WOAC Capstone Performance Evaluation

## Annex A

### Training Schedule Example

Date	Begin Time	End Time	Subject / Class	Reference (PFN)	Location	Uniform	Instructor
Mon	0430	0630	Demographic / Height / Weight and Tape	031-WOBA01	NORD HALL, ALPHA CO	APFU	SGL
Day 1	0630	0800	Breakfast/Uniform Change	84th SOP	FLW AO	OCP	Student Led
	0800	1200	In-processing	031-WOBA01	TH RM 1118	OCP	SGL
	1200	1300	ARNG / USAR Finance	84th SOP	DFAC	OCP	Student Led
	1300	1400	Lunch	84th SOP	DFAC	OCP	Student Led
	1400	1700	In-processing	031-WOBA01	TH RM 1118	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 2	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	In-processing	031-WOBA01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	In-processing	031-WOBA01	TH RM 1118	OCP	SGL
Wed	0530	UTC	Initial ACFT	031-WOBA01	Alpha Point/ Bn Classroom	APFU	SGL
Day 3	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Command in-briefs	WOAA02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Command in-briefs	WOAA02	TH RM 1118	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 4	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Action, Joint and Combined Partners	031-WOAB01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Unified Action, Joint and Combined Partners	031-WOAB01	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 5	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Action, Joint and Combined Partners	031-WOAB01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Unified Action, Joint and Combined Partners	031-WOAB01	TH RM 1118	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 6	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Action, Joint and Combined Partners	031-WOAB02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led

	1300	1700	Unified Action, Joint and Combined Partners	031-WOAB02	TH RM 1118		SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 7	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Action, Joint and Combined Partners	031-WOAB02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Unified Action, Joint and Combined Partners	031-WOAB02	TH RM 1118	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 8	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	National Response Framework	031-OAJ03	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1500	Consequence Management Policy	031-OAJ04	TH RM 1118	OCP	SGL
	1500	1700	Authorities	031-OAJ05	TH RM 1118	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 9	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Action, Joint and Combined Partners	WOAA02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	DOD Key Players and Organization for WMD CM	031-OAJ07	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 10	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1000	Countering WMD Strategy	031-OAI01	TH RM 1118	OCP	SGL
	1000	1200	Are We Prepared	031-OAJ01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Unified Action, Joint and Combined Partners Exam	031-WOAB03	TH RM 1118	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 11	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Land Operations	031-WOAC01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Unified Land Operations	031-WOAC01	TH RM 1118	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 12	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Unified Land Operations	031-WOAC01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Offense and Defense	031-WOAC02	TH RM 1118	OCP	SGL

Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 13	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Offense and Defense	031-WOAC02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Offense and Defense	031-WOAC02	TH RM 1118	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 14	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Operational Doctrine	031-WOAC03	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Operational Doctrine	031-WOAC03	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 15	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Enemy Systems and Enemy CBRN Doctrine	031-WOAC04	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Enemy Systems and Enemy CBRN Doctrine	031-WOAC04	TH RM 1118	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 16	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	US Doctrine Exam	031-WOAC05	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Enemy Systems and Doctrine Exam	031-WOAC06	TH RM 1118	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 17	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Program Management (Division)	031-WOAC01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Program Management (Division)	031-WOAC01	TH RM 1118	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 18	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Provide Support to Unit Maintenance Operations and Organizational Inspection Programs	031-WOAC01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Provide Support to Unit Maintenance Operations and Organizational Inspection Programs	031-WOAC01	TH RM 1118	OCP	SGL

Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 19	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Develop a Training Course of Action	150-UTMMTT06	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Develop a Training Course of Action	150-UTMMTT06	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 20	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Military Decision Making Process (MDMP) Steps 1-2	031-WOAE01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Military Decision Making Process (MDMP) Steps 1-2	031-WOAE01	TH RM 1118	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 21	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Military Decision Making Process (MDMP) Steps 3-7	031-WOAE02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Military Decision Making Process (MDMP) Steps 3-7	031-WOAE02	TH RM 1118	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 22	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Information Collection	301-WOB1A13L	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Analytic Tradecraft	301-WOA4C01L	TH RM 1118	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 23	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Running Estimate and Annex Preparation	031-WOAE03	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Running Estimate and Annex Preparation	031-WOAE03	TH RM 1118	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 24	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Intelligence, Surveillance, and Reconnaissance (ISR)	031-WOAE04	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Conduct Army Targeting to Support Joint Targeting Combined and Interagency Targeting Coordination	061-TAA8JT	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL

Day 25	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	MDMP (W/IPB Focus) Performance Based Exam	031-WOAE05	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	MDMP (W/IPB Focus) Performance Based Exam	031-WOAE05	TH RM 1118	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 26	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Chemical Hazard Prediction	031-WOAF01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Chemical Hazard Prediction	031-WOAF01	TH RM 1118	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 27	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Biological Hazard Prediction	031-WOAF02	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Biological Hazard Prediction	031-WOAF02	TH RM 1118	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 28	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	Nuclear Hazard Prediction	031-WOAF03	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Nuclear Hazard Prediction	031-WOAF03	TH RM 1118	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 29	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 30	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL

Day 31	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 32	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 33	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 34	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 35	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 36	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL

	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 37	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 38	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 39	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 40	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 41	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL



	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 42	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems (JEM/JWARN)	031-WOAF04	Digital Training Facility	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 43	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Vulnerability Assessment	031-WOAF05	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Vulnerability Assessment	031-WOAF05	TH RM 1118	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 44	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Vulnerability Assessment	031-WOAF05	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Vulnerability Assessment	031-WOAF05	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 45	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems Performance Evaluation	031-WOAF06	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems Performance Evaluation	031-WOAF06	Digital Training Facility	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 46	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	CBRN Mission Command Advanced Digital Systems Exam	031-WOAF07	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	CBRN Mission Command Advanced Digital Systems Exam	031-WOAF07	Digital Training Facility	OCP	SGL
Tues	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 47	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL

	0800	1200	WOAC Capstone	031-WOAG01	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	WOAC Capstone	031-WOAG01	TH RM 1118	OCP	SGL
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 48	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	WOAC Capstone	031-WOAG01	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	WOAC Capstone	031-WOAG01	Digital Training Facility	OCP	SGL
Thur	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 49	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	WOAC Capstone	031-WOAG01	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	WOAC Capstone	031-WOAG01	Digital Training Facility	OCP	SGL
Fri	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 50	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	WOAC Capstone	031-WOAG01	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	WOAC Capstone	031-WOAG01	Digital Training Facility	OCP	SGL
Mon	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 51	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	WOAC Capstone Exam	031-WOAG02	Digital Training Facility	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	WOAC Capstone Performance Evaluation	031-WOAG03	Digital Training Facility	OCP	SGL
Tue	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 52	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	LPD- HRC	031-WOAA02	TH RM 1118	OCP	Branch Manager
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	LPD- HRC	031-WOAA02	TH RM 1118	OCP	Branch Manager
Wed	0530	0630	Physical Fitness	FM 7-22	FLW AO	APFU	SGL
Day 53	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	SGL
	0800	1200	AARs	WOAA04	TH RM 1118	OCP	RCWO
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	AARs	WOAA04	TH RM 1118	OCP	RCWO

	1700	UTC	End of course questionnaire	Homework	FLW AO	OCP	SGL
Thu	0530	0630	Physical Readiness Training	FM 7-22	FLW AO	APFU	SGL
Day 54	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	Student Led
	0800	1200	Out Processing	WOAA04	TH RM 1118	OCP	SGL
	1200	1300	Lunch	84th SOP	DFAC	OCP	Student Led
	1300	1700	Out Processing	WOAA04	TH RM 1118	OCP	SGL
Fri	0530	0630	Physical Readiness Training	FM 7-22	FLW AO	APFU	SGL
Day 55	0630	0800	Personal Hygiene / Breakfast	84th SOP	DFAC	OCP	Student Led
	0800	1000	Graduation Rehearsal	WOAA04	Museum Complex	OCP	SGL
	1000	1200	Graduation	WOAA04	Museum Complex	OCP	SGL

Army Physical Fitness Uniform (APFU) will depend on the season. Each student will be required to purchase an orange reflective vest with their rank and last name sewn on. Winter APFU consist of: APFU jacket and pants, long sleeve APFU shirt, shorts, black fleece cap, black gloves with inserts. Summer APFU consists of: short sleeve APFU shirt and shorts. The duty uniform is the Individuals respective service uniform unless otherwise dictated. Students will have a complete set of dress uniform (ACUs) fitted and cleaned IAW regulations. Students that report missing items will be required to purchase these items at Clothing and Sales.

## Annex B

### Individual Student Assessment Plan (ISAP)

#### 1. Introduction

a. **Purpose:** To provide the course manager, instructors, and students with the requirements for course completion. This Individual Student Assessment Plan (ISAP) also describes the academic probation and removal process.

b. **Scope:** This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the CBRN School Commandant.

**2. ISAP Orientation:** Each instructor will become familiar with the ISAP have a copy available for review upon request. The Instructor will explain the ISAP to each student upon Initial Counseling. A copy of the ISAP will be available in the classroom for easy access by students. The Individual Student Assessment Plan consists of Annex B and Appendices 1-5 of this Course Management Plan.

#### 3. Academic Administration:

a. Student Notification. Students will receive a brief concerning academic administration during the first week of the course.

b. Passing Score Criteria.

(1) Exams, Briefs, & Presentations.

(a) Minimum score: 80%

(b) Any score below results in the student being placed on academic probation.

(2) Participation, Discussions, & Written Assignments,

(a) Minimum score: 80%

(b) Any score average that falls below results in the student being placed on Academic Probation.

(3) Performance Evaluation/Exam

(a) Minimum score for performance evaluation/exam: "GO"

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

(4) Briefs & Presentations

(a) Minimum score for briefs and presentations: 80%

(b) Any score average that falls below results in the student being placed on Academic Probation.

c. Exam Failures.

(1) First exam failure:

(a) The student will receive formal counseling from the SGL.

(b) The student will receive formal notification of being placed on academic probation by the SGL. All passes and privileges are revoked with travel restricted within 30 miles of Ft Leonard Wood until removal from academic probation. This is to ensure students are focused on retraining. Any deviation for special circumstances must be approved by the Officer Training Department (OTD) Chief, and the Commander, 84th Chemical Battalion

(c) The student and cadre will coordinate with the instructional department for additional instruction and retraining. Retraining will not preclude or interfere with the student's participation in any additional blocks of instruction.

(d) The student must satisfactorily complete a retest within 5 working days after the examination critique. Successful completion of the retest will result in the student being removed from academic probation.

(e) The student is removed from consideration for Distinguished Honor Graduate (DHG) and Honor Graduate (HG).

(2) Failure of a retest or failing three initial exams in different subject areas:

(a) The student will receive formal counseling from the SGL.

(b) The student will receive formal notification of the initiation of a student status review (SSR) from the SGL. A copy of the SSR goes through the Chief of the Officer Training Division, through Commander, 84th CM Battalion, to the Commander, 3rd CM Brigade for consideration of removal, recycle or discharge from service.

(3) Academic Computation. Students passing the retest will be awarded the lowest possible passing score (Exams, Performance Evaluation, Briefs, & Presentations- 80%) (Participation, Discussions, & Written Assignments- 0-80%) or a "GO" in the gradebook for Calculation of GPA and class ranking, regardless of their actual re-test score.

(4) Academic Evaluation Report (AER). The SGL will prepare each AER IAW AR 623-1. The SGL is the preparing Officer. The OTD Chief is the reviewing Officer (see Appendix 2 to Annex B).

**4. Graduation Requirements.** Students must meet the following standards:

a. Must score at least 80% on all Exams, the Performance Evaluation, Briefs, and Presentations. Must earn an average of at least 80% in Participation, Discussions, & Written Assignments, and receive a “GO” on all performance exams and exercises.

b. Take the Army Combat Fitness Test (ACFT) IAW FM 7-22. Student’s record ACFT is calculated into their class standing score as a percentage for overall GPA. For example, using the ACFT, a student score of 450 is entered as a 75 as 450 is 75% of the 600 points possible. If a student fails the initial ACFT, 60 points is the maximum total applied toward the grading rubric after passing the re-take ACFT regardless of final ACFT score. If the student has a permanent profile preventing him/her from taking an event in the ACFT, guidance in FM 7-22 will be used to determine a modified ACFT score to form the total possible points.

c. If the student is unable to take a final ACFT due to medical profile, their initial ACFT score will be used for their GPA and class standing.

d. Meet HT/WT/Body Fat Standards IAW AR 600-9 and AR 350-1. Warrant Officers that fail to meet HT/WT/Body fat standards at initial entry into the course will be withdrawn from the course and returned to their unit. They will not receive credit for the course and will have to enroll in a new course at a later date. National Guard and Reserve Soldiers will be withdrawn from the course and returned to their unit.

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

**5. Graduation Distinction**

a. Distinguished Honor Graduate (DHG). The DHG must meet all requirements for graduation, possess a high leadership potential, they must be recommended by the Small Group Leader, and must be approved by the SGL, Chief, Officer Training Department, and have the highest cumulative Grade Point Average. No Distinguished Honor Graduate will be recognized if a student in the course does not meet these criteria or received a negative counseling.

b. Honor Graduates. The Honor Graduate must meet all requirements for graduation, possess high leadership potential, and has been recommended by their Small Group Leader. They have also been approved by the SGL, Chief, Officer Training Department, and consist of the top 20% of the course or have the second highest cumulative Grade Point Average. No Honor Graduate will be recognized if a student in the course does not meet these criteria or received a negative counseling.

c. Graduate: Graduates must meet all requirements for graduation and must pass all examinations, complete all prerequisites for graduation, and be recommended by the SGL and approved by the Chief, Officer Training Department.

d. Marginal Graduate: Marginal Graduates meet minimum standards and will be determined by, but not limited to, if the student is deemed to have put forth minimal effort, been a distractor to the learning environment, exhibited tardiness, and showed questionable Army Values. The SGL will determine Marginal Graduates on a case-by- case basis, and the Chief of OTD will approve.

e. Non-Graduate: Non-graduates are students who fail to meet the criteria listed in one of the categories outlined under the “Graduation Requirements” of this ISAP. The AER for a non-graduate is a referred report.

f. Lamont O. Williams Leadership Award. Any student may be nominated for the Lamont O. Williams Leadership Award. The student must not have received any correspondence derogatory in nature (i.e. memorandum of reprimand, letters of indebtedness) and have been selected by his/her peers for displaying the attributes inherent in an exceptional leader. Additionally, he or she must meet the body fat standards IAW AR 600-9, and take ACFT. The awardee must be approved by the Chief, Officer Training Department, based on the recommendation of the SGL.

g. LTG Leslie C. Smith Fitness Excellence Award. The intent of the LTG Leslie C. Smith Fitness Excellence Award is to recognize student officers and warrant officers who excel in all aspects of holistic fitness to include the physical, mental, emotional, social, and spiritual dimensions. Any student that has not received any correspondence derogatory in nature (i.e. memorandum of reprimand, letters of indebtedness), has meet the body fat standards IAW AR 600-9, and taken ACFT may be nominated for the award. The awardee must be recommended by the course SGL and approved by the 84 Chemical Battalion Commander and the Chief, Officer Training Department.

## **6. Academic Grading and Test Plan.**

a. Warrant Officer Advanced Course exams are not weighted. This course teaches critical tasks and all have equal weight, each task must be tested or mastered. The following are the tests used to evaluate the student’s performance:

(1) Unified Action Exam (80% or higher passing) This is a written performance based test the students need to score at least an 80% to pass. This exam is an open note/text exam.

(2) US Doctrine Exam (80% or higher passing) This is a written performance based test the students need to score at least an 80% to pass. This exam is an open note/text exam.

(3) Enemy Systems and Doctrine Exam (80% or higher passing) This is a written performance based test the students need to score at least an 80% to pass. This exam is an open note/text exam.

(4) MDMP Performance Evaluation (GO/NO GO) This is a hands-on performance test. The students need to score a “GO” to pass.

(5) Mission Command Systems Exam (80% or higher passing) This is a written assignment for students to demonstrate their knowledge and application of the DR-SKO and its components.

(6) Mission Command Systems Performance Evaluation (GO/NO GO) This is a hands-on performance evaluation. The students need to score a “GO” to pass.

(7) Research Papers (80% or higher passing) This is a written assignment for students to demonstrate their knowledge and research ability of specific CBRN topical material.

(8) White Papers (80% or higher passing) This is a written assignment for students to demonstrate their ability to effectively articulate information and positional perspective in a structured written format.

(9) WOAC Capstone Exam (80% or higher passing) This is a written performance based test the students need to score at least an 80% to pass. This exam is an open note/text exam.

(10) WOAC Capstone Performance Evaluation (GO/NO GO) This is a performance test. Students need to score a “GO” to pass.

(11) Army Combat Fitness Test (ACFT) (GO/NO GO) Student’s ACFT will be calculated into their class standing score, maximum: 100, minimum: 60 points in each event. Student score will be calculated as a percentage in grade book. For example, a student score of 450 is entered as a 75. If a student fails the ACFT, 60 points is the maximum applied to total points after passing the retake ACFT.

b. Tests will be administered IAW with the training schedule.

c. Performance based tests will be graded IAW the Test Administration Guide (TAG).

d. A mandatory test review will be conducted after each test has been graded and results are official. If given on the Blackboard platform, Blackboard will give the student the option for a test review within Blackboard computer program.

e. Academic Failure. Each test is critical and as such, requires the student to achieve a GO or a grade of 80% exams, performance evaluations, and briefs. A retest will be administered, after retraining, at a time other than normal class time, to students who fail to achieve the standard. Students who fail to achieve a GO or 80% on their retests will not receive credit for phase completion and enter into a Student Status Review process.

**7. Reclama Procedures.** Students who want to challenge the school response to an exam question may submit a written reclamas through the student chain of command. Reclama actions will only occur after the examination critique. Test item analysis should identify problem questions or instructional omission for corrective action to be taken if required. If question areas remain, the following procedures must be followed.

a. Individual Reclama.



(1) Individual actions must be presented in writing with challenges to specific questions and submitted through the chain of command within three working days of the critique (Annex B). The Small Group Leader/Chief, OTD will then submit the reclama to the Course Manager. The instructor will obtain the exact text of the question(s) involved in the reclama and attach it to the student's reclama. After this is done, the reclama will be safeguarded to ensure the security of the exam material. After the Course Manager adjudicates the reclama, the exam question(s) will be destroyed to prevent compromise prior to returning the reclama result to the student. Coordination during reclama process is essential in order for any question revisions or grading issues to be officially resolved and documented.

(2) The respective Chief (OTD, TTD) and the Course Manager will review the reclama and, within two academic days, take action. A copy of the reclama action will be returned to the class leader for forwarding to the student. The approved reclama action will reflect the appropriate grade changes. The division Chief is responsible for ensuring that a grade change is delivered for correction of academic records. The Chief, Officer Training Department will notify the student.

b. Class reclamationas. When more than 30% of students fail to correctly answer an examination question, the reclamationas may be consolidated and submitted in accordance with the same procedure as stated for an individual reclama.

c. Blackboard reclamationas. Students who want to challenge an examination question must challenge the question during the test session. The following procedures must be followed:

(1) The Blackboard Program Manager will download question challenges and identify valid responses.

(2) The valid challenges will then be reviewed by the Blackboard Program Manager, training developer, and the instructor who presented the instruction to validate the challenge.

(3) The program manager will then inform the instructional department of the decision. The decision will be annotated on the originally downloaded challenge document and filed with the student records.

(4) The instructional department is responsible for notifying the student of the final decision. The students will not approach a program manager/compliance officer about a challenge.

(5) Students will not be released from the course until final disposition of their challenge has been completed.

d. Approval/disapproval guidelines. Verified omissions from lesson presentation should normally result in affected questions not being scored. An exception to this would be when information concepts were the student's responsibility to acquire through directed readings, homework, etc.

## 8. Student Status Review (SSR)

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. Examples SSR are contained in Appendix 1 to Annex B.

b. Any member of the USACBRNS staff or faculty, may request a review of a student's status for any of the reasons listed below and will submit recommendations in writing through the Commander, 84th CM Battalion, and to the Commander, 3rd Chemical Brigade. The student is allowed to provide input for consideration during the review.

c. The SGL will initiate a Student Status Review if a student meets one of the following conditions, and may be removed from the course, or recommended for separation if the process determines as such. An SSR is immediately initiated when a student:

(1) Fails any three initial exams.

(2) Fails a retest of any exam.

(3) Fails to achieve a requirement for graduation (including the ACFT or height/weight/body fat standards).

(4) Has unauthorized absences causing the student to miss examinations, miss required training, miss four consecutive academic hours, or miss 24 total hours.

(5) Has authorized absences (i.e. emergency leave) that cause him or her to miss critical training. The Commander, 84<sup>th</sup> Chemical Battalion approves absences in excess of 24 hours.

(6) Is suspected of committing acts of misconduct punishable under the UCMJ or civil statutes (example: DUI, drug abuse, conduct unbecoming an officer). No formal adjudication of guilt by a military or civilian court or by a commander under the provisions of UCMJ, Article 15, is necessary to support suspension under the provisions of this policy.

(7) Violates SHARP and/or EO regulations. Violating these regulations results in automatic removal from the course.

(8) Is habitually tardy.

(9) Is suspected of cheating or committing plagiarism.

(10) Illness, injury, or other medical condition that affect the student's progress in the course.

(11) Taking the ACFT is a prerequisite for enrollment and a graduation requirement. The ACFT will be conducted within the first ten duty days of the

course. National Guard and Reserve students that fail the record ACFT will be withdrawn from the course and returned to their unit. They will not be allowed to receive credit for the course and will have to do a complete recycle with a new class.

(12) Height/Weight/Body Fat Standards. IAW AR 600-9 and AR 350-1, students may enter the course if not in compliance with the standards established; however, the student has 30 days to comply with the standards. (The student may have to attend a nutrition class and/or retraining during non-academic hours) The company commander will enroll the student in the Army Weight Control Program and flag the student's records. If they are not in compliance after 30 days, the SGL will initiate a Student Status Review.

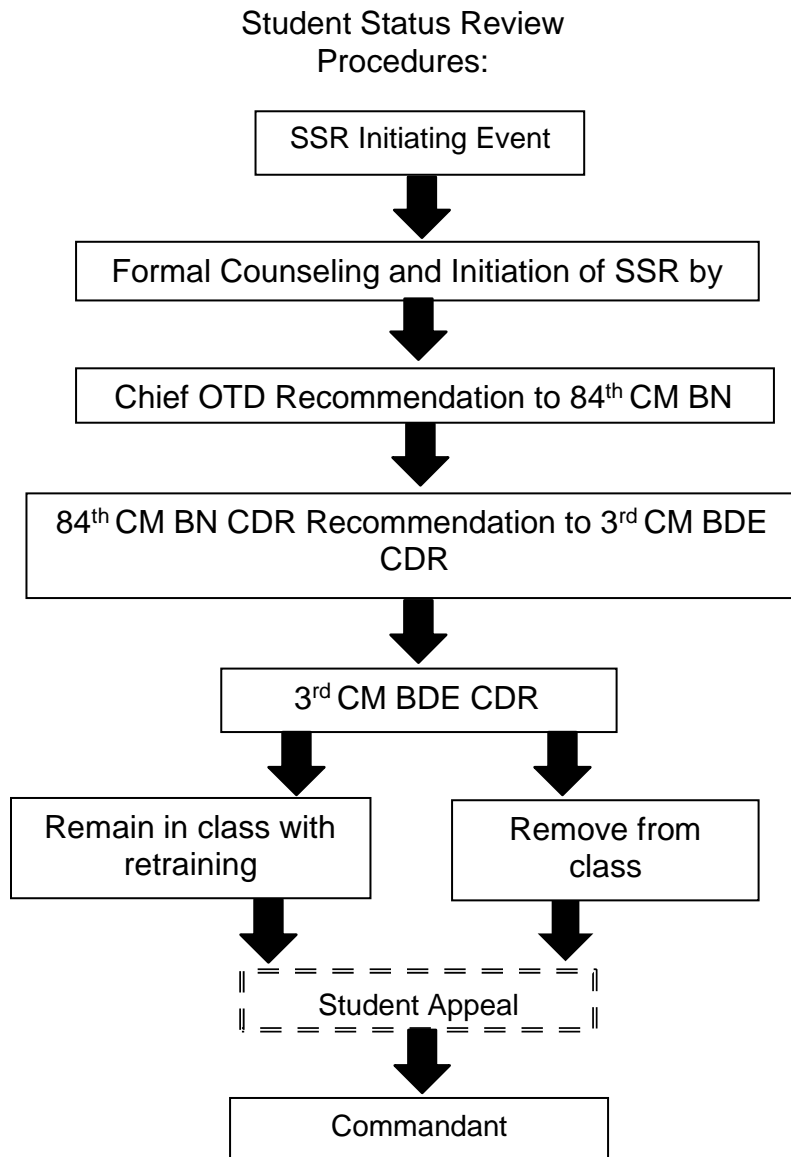
(13) Violates any aspects of the Honor Code or cannot maintain high standards of appearance, bearing, and professionalism required of a U.S. Army Warrant Officer.

(14) Fails to adhere to all policy letter requirements.

d. The SGL will prepare the Student Status Review package IAW this CMP and forward through the following chain: Chief of OTD, Commander of 84th CM Battalion, and to the Commander of 3rd CM Brigade for disposition. Once a student is notified of the initiation of an SSR, that student is allowed no less than 48 hours to provide a statement to be included in the SSR (this statement is not required and can be waived upon student request).

e. If a student is recycled due to academic failures, the student must meet the new SSR requirement in the recycled class before the SGL will initiate another Student Status Review. The graphic on the next page depicts the SSR process

## Student Status Review Procedures:



## 10. Student Tracking

a. The instructor will be responsible for tracking and inputting hours missed by the student. The Commander, 84<sup>th</sup> Chemical Battalion approves absences in excess of 24 training hours.

b. Once a student has missed 24 hours of training, the SGL begins the SSR process to determine if the student will be allowed to graduate or be removed from the course.

**Appendix 1 to Annex B  
(Student Status Review Examples)**

ATSN-CM

Date

MEMORANDUM FOR CW2 DOE, JANE

SUBJECT: Recommendation for Student Status Review (SSR)

1. I am recommending a review of your student status to the 3<sup>rd</sup> Chemical Brigade Commander.
2. A copy of this package will be forwarded to the 84<sup>th</sup> CM BN CDR for decision.
3. Not later than 0800 on 20 August 2015, you may submit any written statements to include individual question reclamation and letters to appeal to the 3<sup>rd</sup> Chemical Brigade Commander for adjudication or any other documents you deem appropriate for inclusion in the packet.
4. The 3<sup>rd</sup> Chemical Brigade Commander is authorized, based upon review of the package submitted, to conduct any such inquiry as deemed appropriate in order to determine your status as a student. The determination may include ordering your elimination from the course. You may appeal his decision IAW USACBRNS WOAC Course Management Plan.
5. Point of contact is the undersigned at 573-56x-xxxx or xxxxxxxxxx.mil@mail.mil.

Instructor/SGL

RECEIPT ACKNOWLEDGED

SIGNATURE: \_\_\_\_\_

PRINT NAME: CW2 Doe, Jane

DATE: \_\_\_\_\_

**Appendix 1 to Annex B  
(Student Status Review Examples)**

ATSN-CM

Date

MEMORANDUM FOR COMMANDER, 84<sup>th</sup> CHEM BATTALION

SUBJECT: Student Status Review Recommendation CW2 Doe, Jane

1. I concur/do not concur for the following reason(s):
2. I recommend the following actions(s):

Appropriate Department Chief

ATSN-CM

Date

MEMORANDUM FOR COMMANDER, 84<sup>th</sup> CM BN

SUBJECT: Student Status Review Recommendation CW2 Doe, Jane

1. I concur/do not concur for the following reason(s):
2. I recommend the following actions(s):

Higher Level Recommendation  
Per Enclosure 2

**Appendix 1 to Annex B  
(Student Status Review Examples)**

ATSN-CM

DATE

MEMORANDUM FOR CW2 Doe (XXX)

SUBJECT: Student Status Review

1. I am recommending a review of your student status to the Commander, 84th Chemical Battalion.
2. A copy of this package will be forwarded to the Commander, 3rd Chemical Brigade.
3. You may, not later than 0800 on 18 November 2015, submit to me any written statements or other documents you deem appropriate for inclusion in the packet.
4. The Commander, 3rd Chemical Brigade is authorized, based upon review of the package submitted, to conduct any such inquiry, as he/she deems appropriate in order to determine your status as a student. His/her determination may include ordering your elimination from the course. You may appeal this decision IAW USACBRNS WOAC Course Management Plan to the USACBRNS Commandant.

XXX  
CW3, CM  
Small Group Leader

RECEIPT ACKNOWLEDGED

SIGNATURE \_\_\_\_\_

PRINT NAME: XXX, CW3, CM

DATE:           XXX



ATSN-CM

Date

MEMORANDUM THRU

Chief, Officer Training Department, address  
Fort Leonard Wood, MO 65473  
Commander, 84<sup>th</sup> Chemical Battalion, address  
Fort Leonard Wood, MO 65473

FOR Commander, 3<sup>rd</sup> Chemical Brigade, address  
Fort Leonard Wood, MO 65473

SUBJECT: Student Status Review (SSR) of 2LT Doe, Jane

1. Recommendation: Initiate an SSR on CW2 Doe (123-45-6789).
2. Reference: IAW the Course Management Plan, Annex B, "A student that fails a retest must be recommended for a Student Status Review."
3. Background: On 04 November 2014, CW2 Doe failed the Incident Command exam, scoring a 76%. He was retested on another version of the exam on 09 November 2014 and failed again with a score of 76%.
4. SGL Assessment:
  - a. CW2 Doe maintains an 84.92% academic average and is 15 of 20 students.
  - b. CW2 Doe is a center mass officer. He is a professional and contributed well during the Common Core block but has struggled in the Technical Block.
  - c. CW2 Doe is within height/weight standards IAW AR 600-9.
5. My assessment of CW2 Doe's performance is marginal. I recommend that the chain of command authorize disenrollment from CBRN WOAC XX-XX as a non-graduate.
6. POC is the undersigned at 573-563-XXXX or xxxxx.mil@mail.mil

XXXXXX  
CW3, CM  
Small Group Leader

**Appendix 1 to Annex B  
(Student Status Review Examples)**

ATSN -CM

DATE

MEMORANDUM FOR RECORD

SUBJECT: Student Status Review Decision

1. In accordance with the Course CMP, I have reviewed the Student Status Review (SSR) packet of CW2, Jane, CBRN Warrant Officer Advanced Course 01-18. Based on my evaluation of CW2 Doe SSR:

\_\_\_\_\_ Retain in course  
\_\_\_\_\_ Drop from CBRN WOAC 01-18 and Recycle to class:  
\_\_\_\_\_ 06-15, in progress start date 6 Jul 15  
\_\_\_\_\_ 07-15, Start Date 23 Sept 15  
\_\_\_\_\_ Drop from CBRN WOAC 01-18 and initiate separation  
\_\_\_\_\_ Other \_\_\_\_\_

2. Point of contact is xxxxxxxxxx at 573-56x-xxxx and xxxxxxxxxxxx.mil@mail.mil.

Appropriate Decision  
Authority

**Appendix 1 to Annex B  
(Student Status Review Examples)**

ATSN-CM

DATE

MEMORANDUM FOR RECORD

SUBJECT: Student Status Review Decision

1. Following an appeal from CW2 XXX, and in accordance with the Course Management Plan, I have reviewed the Student Status Review (SSR) packet of CW2 Doe, John, CBRN Warrant Officer Advanced Course XX01-15XX. Based on my evaluation of CW2 XXX SSR:

\_\_\_\_\_ Initiate involuntary separation

\_\_\_\_\_ Retain in course

\_\_\_\_\_ Recycle to class \_\_\_\_\_

\_\_\_\_\_ Dismissal from course

\_\_\_\_\_ Branch transfer (if applicable)

\_\_\_\_\_ Other

2. Point of contact is CW2 XXXX at 573-563-XXXX and XXX.mil@mail.mil

XXX  
COL, CM  
USACBRNS Commandant

**Appendix 1 to Annex B  
(Student Status Review Examples)**

ATSN-CM

Date

MEMORANDUM FOR RECORD

SUBJECT: Demographics

1. Listed below is the demographic data for CW2 Doe, Jane:
  - a. Age: 24
  - b. Component: Active
  - c. Unit: 2CM BN
  - d. Home Station: Fort Hood Texas
  - e. Component: Active
  - f. Marital Status: Married
  - g. Children: None
  - h. Source of Commission: WOCC
  - i. Degree: Bachelor of Science in Human Factors Psychology
  - j. Other Info: Had leg surgery prior to attendance
2. POC is the undersigned at 573-563-7326 and xxxxxxxx.mil@mail.mil

Instructor/SGL

## **Appendix 2 to Annex B**

### **Academic Evaluation Report**

1. The SGL will prepare a DA Form 1059, Service School Academic Evaluation Report (AER) for each U.S. WOAC student IAW AR 623-3. The preparing officer is the SGL and reviewing officer is the Chief, Officer Training Department. The SGL will submit the AER through the Evaluation Entry System (EES) and provide a printed copy to Academic Records via the registrar packets.

2. The AER rating chain will use the following criteria for computations of Blocks 14A through 14E on the AER:

a. Exceeded Course Standards

This is limited to no more than 20% of class from the total number of students who initially began training on day one. To achieve this rating, a student must consistently demonstrate superior competence and leadership abilities. The student must earn at least three SUPERIORs in block 12, earn a first time GO on all examinations and performance-oriented assessments, to include APCT and HT/WT, academic grade point average of 90% or above, no event-oriented counseling statement under substandard conditions and consistently display superior military appearance and bearing. The following criteria will determine the final ratings of exceeds course standards if there are ties or if over 20% of the class gets recommended; grade point average, number of superior ratings, ACFT score.

b. Achieved Course Standards

To achieve course standards, the students must earn a FINAL passing score of 70% or higher on all non-CBRN technical examinations and performance-oriented assessments and a FINAL passing score of 80% or higher on all CBRN related examinations and performance-oriented assessments. The student may not receive more than ONE event-oriented counseling statement under substandard conditions. Earn at least a SATISFACTORY rating in each of the demonstrated abilities listed in block 12 of the DA Form 1059.

c. Marginally Achieved Course Standards

Initial failure of 35% or more for any demonstrated ability (12a-e, DA Form 1059). Student earns a FINAL "UNSAT" on performance-oriented assessments. Earns TWO event-oriented counseling statements under substandard conditions.

d. Failed to Achieve Course Standards

Rating assigned to students who fail to meet the minimum course standards. These included, but are not limited to, academic performance or personal conduct is such that continuance in the course is not appropriate (for example, student violates regulations,

policies, or established discipline standards or earns a FINAL “UNSAT” on written examinations.

3. The AER rating chain will use the following criteria for computations of Blocks 12A through 12E on the AER:

a. 12a, Written Communication: The OTD/SGL assess the students written communication ability based on the students’ performance in essays and written discussions.

(1) A superior rating is earned by a student who achieves first time “GOs” and with an overall WC GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the written communication area.

(2) A satisfactory rating is earned by a student whose overall WC GPA is between 80-89% with no final UNSAT. Scoring less than 80% requires a retest/reassessment, which can only result in a satisfactory score of 80%.

(3) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 80% on both initial test/assessment and retest/reassessment).

b. 12b, Oral Communication: The OTD/SGL assess the students overall speaking ability. Speaking ability includes any oral communication other than the formal graded presentations completed by the OTD/SGL.

(1) A superior rating is earned by a student who achieves first time “GOs” and with an overall OC GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the oral communication area.

(2) A satisfactory rating is earned by a student whose overall OC GPA is between 80-89% with no final UNSAT. Scoring less than 80% requires a retest/reassessment, which can only result in a satisfactory score of 80%.

(3) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 80% on both initial test/assessment and retest/reassessment).

c. 12c, Leadership Skills: The OTD/SGL evaluates the students Leadership ability in both garrison and tactical environments. In addition, the SGL evaluates the student’s ability to influence others within their class.

(1) A superior rating is earned by a student who achieves first time “GOs” and with an overall LS GPA of 90% or higher and no event-oriented counseling statement under substandard conditions. A superior rating cannot be given if the student earned an unsatisfactory in the leadership skills area.

(2) A satisfactory rating is earned by a student whose overall LS GPA is between 80-89% with no final UNSAT and not more than one event-oriented counseling statement under substandard conditions. Scoring less than 80% requires a retest/reassessment, which can only result in a satisfactory score of 80%.

(3) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 80% on both initial test/assessment and retest/reassessment).

d. 12d, Contribution to Group Work: Group work includes the group process of establishing norms, setting goals, group cohesiveness, and open communication. This rating will be based primarily on the students' participation in the lesson discussions and practical exercises. Their participation and achievements in their selected class positions will also weigh heavily in this rating.

(1) A superior rating is earned by a student who achieves first time "GOs" and with an overall CGW GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the contribution to group work area.

(2) A satisfactory rating is earned by a student whose overall LS GPA is between 80-89% with no final UNSAT. Scoring less than 80% requires a retest/reassessment, which can only result in a satisfactory score of 80%.

(3) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 80% on both initial test/assessment and retest/reassessment).

e. 12e, Evaluation of Student's Research Ability: This rating will be based primarily on the students grade point average attained from the average of all written examinations and assessments administered during the course.

(1) A superior rating is earned by a student who achieves first time "GOs" and with an overall RA GPA of 90% or higher. A superior rating cannot be given if the student earned an unsatisfactory in the research ability area.

(2) A satisfactory rating is earned by a student whose overall RA GPA is between 80-89% with no final UNSAT. Scoring less than 80% requires a retest/reassessment, which can only result in a satisfactory score of 80%.

(3) An unsatisfactory rating is earned by a student who requires more than one retest/reassessment (i.e., scores less than 80% on both initial test/assessment and retest/reassessment).

4. The Chief, Officer Training Department will refer to the student for written acknowledgment and comment on AERs that are considered "referred". The following reports are referred reports:

a. A "NO" response.

b. An "UNSAT" rating.

c. A "marginally achieved course standards" response.

d. A "Failed to achieve course standards" response. If this block in item 13 is checked, the rater should address in item 16, Comments, whether the deficiency reflects on the character/behavior of the student or lack of aptitude in certain areas.

e. Any report with comments that in the opinion of the Chief, Officer Training Department is so derogatory that the report may have an adverse impact on the student's career.

f. Any report with an entry of "FAIL" for the Army Combat Fitness Test (ACFT) or "NO" for height and weight indicating noncompliance with AR 600-9.

5. Instructors will leave Item 13 blank on AERs for students released from a course of instruction through no fault of their own (e.g., medical, compassionate reasons), approved retirement, or resignation from the service and the report need not be referred; however, the circumstances must be fully explained in item 16, Comments (DA Form 1059).

6. After signing a referred report, the Chief, Officer Training Department will forward the report to the student, via a memorandum, for acknowledgment and comment. The Chief, Officer Training Department will ensure that the provisions of AR 623-3 are followed. The student will acknowledge receipt of the referred report and may enclose a comment or statement if he or she feels that the rating or remarks are incorrect. The student's statement must be factual. The Chief, OTD will forward the referral memorandum and acknowledgment to the registrar with the report.

7. Comments or statements by the student do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623-3 for officers.

8. If the student has departed the school under circumstances that preclude immediate referral of a report to him or her, forward copies 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 would constitute acknowledgment.



## **Appendix 3 to Annex B**

### **U.S. Army CBRN School Honor Code**

**1. Purpose:** This defines and identifies the intent and principles of the U.S. Army CBRN School Honor Code.

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

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

### **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, Sec 1.6 New York: Modern Language Association, 1984.)

b. 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.

c. Wrongful appropriation. The wrongful taking, obtaining or withholding of the property of another person with intent to temporarily deprive for personal use, or for use of any person other than the owner is wrongful appropriation.

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

e. Cheating. Looking at another student's work during an examination and/or providing answers to someone else.

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

a. When a 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 Chief, OTD. The Chief, OTD, will review all available evidence. If, after reviewing all material, the Director of Instruction believes cheating has occurred, a student status review will be initiated.

b. 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, i.e., training officer/NCO, Course Manager, or instructor.

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

## Appendix 4 to Annex B WOAC Graded Events

WOAC Graded Events			
Graded Events	Min score.	Max Score.	Notes
<b>Army Physical/ Combat Fitness Test</b>			
ACFT Score based on the student's total score as a percentage.	60	100	Permanent Profiles scored IAW AR 600-8-19, Section 3-42, para b, sub para 1 "permanent profiles"
<b>Exams &amp; Performance Evaluation</b>			
Offense/Defense (US Doctrine)	80	100	
CBRN Enemy Systems & Doctrine Exam	80	100	
Mission Command Systems Exam	80	100	
Capstone Performance Evaluation	80	100	
<b>Participation, Discussions, &amp; Written Assignments</b>			
Week 1 Discussion	0	100	Graded using rubric
Week 2 Discussion	0	100	Graded using rubric
Week 3 Discussion	0	100	Graded using rubric
Week 4 Discussion	0	100	Graded using rubric
Week 5 Discussion	0	100	Graded using rubric
Paper 1	80	100	Graded using rubric
Paper 2	80	100	Graded using rubric
Paper 3	80	100	Graded using rubric
<b>Briefs &amp; Presentations</b>			
MDMP Briefs	80	100	Graded using
JEM/JWARN Briefs	80	100	Graded using
Capstone Brief	80	100	Graded using
<b>TOTAL POINTS POSSIBLE</b>		<b>1500</b>	
<ul style="list-style-type: none"> <li>• Per the POI and CMP, students must take the ACFT and have an academic average over 85% to be eligible for consideration as the honor graduate.</li> <li>• Students will not be considered for Distinguished Honor Graduate or Honor Graduate if they receive any negative counseling</li> <li>• Per the POI and CMP, students required to score 80% to pass an exam. One retest will be given. A retest, if above 80%, will result in a student passing the exam with only the min. score. ACFT retake earns max of 60 points.</li> <li>• Failure to pass the retest will result in an SSR by OTD/DOI.</li> <li>• All assignments and point values are subject to change without notice.</li> <li>• Course Management Plan and Individual Student Assessment Plan located in the class book in the classroom.</li> </ul>			

## Appendix 5 to Annex B Grading Rubrics

ASSESSING SPEAKING and PRESENTATIONS CGSC Form 1009S		
STUDENT NAME:	STAFF GROUP:	DATE:
ASSIGNMENT/COURSE TITLE:		
INSTRUCTOR/DEPARTMENT:		
ARMY STANDARD: <i>Transmits a clear, concise, organized message that communicated the speaker's intent.</i>		

Grade							
U	C	B-	B	B+	A-	A	A+

Assessment				
1	2	3	4	5
Unsatisfactory	Marginal	Satisfactory (Average)	Outstanding	Exceptional

*Instructions: Immediately following the end of the presentation ask the student(s) to assess their own performance using the questions below as a guide.*

Student Assessment of Performance:

**Student Question: How do you think you did?**

Overall:	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory (Average)	Outstanding	Exceptional

Content:	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory (Average)	Outstanding	Exceptional

Delivery:	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory (Average)	Outstanding	Exceptional

Briefing Start:	
Briefing Stop:	
Total Time:	
Did you practice/ rehearse?	

Describe one thing that you did well in this presentation.

Describe one thing that you would change about your preparation of this presentation and do differently next time.

Synopsis of Instructor's Comments:

**Instructions: Use the following scale to assess the student's performance for each criterion below:**

**1 = Unsatisfactory; 2 = Marginal; 3 = Satisfactory (Average); 4 = Outstanding; 5 = Exceptional**

SUBSTANCE/ORGANIZATION (Discernible, balanced plan of presentation)	STYLE
<input type="checkbox"/> Introduction <b>Greeting (<i>poised, confident</i>)</b>  <b>Purpose (<i>presents BLUF, relevant, focused, clearly and concisely stated controlling idea/ thesis</i>)</b>  <b>References (<i>current, meaningful</i>)</b>  <b>Procedure/Outline (<i>logical, posted and/or embedded throughout brief</i>)</b>	<input type="checkbox"/> Physical Behavior <b>Eye Contact (<i>maintains with audience, natural, avoids excessive reference to slides or notes</i>)</b>  <b>Movement (<i>appropriate, not excessive, uses pointer properly</i>)</b>  <b>Gestures (<i>meaningful, appropriate, well timed, provided emphasis</i>)</b>
<b>Body</b> <input type="checkbox"/> Accuracy/Completeness ( <i>all major points, facts/assumptions precisely stated, information is relevant and accurate, no major points omitted, level of detail suitable</i> )  <input type="checkbox"/> Support/Significance ( <i>appropriate use of facts; ample evidence and other perspectives/ examples/ opinions, offered; answers the "So what?" and/or "Therefore..." ; demonstrates analysis</i> )  <input type="checkbox"/> Sequence ( <i>conveys information in clear, logical, and meaningful sequence; easy to follow</i> )  <input type="checkbox"/> Transitions ( <i>appears rehearsed, present logical flow, maintains appropriate tempo</i> )	<input type="checkbox"/> Speaking Voice ( <i>appropriate volume, comfortable pace, uses pauses effectively</i> )  <input type="checkbox"/> Vocabulary ( <i>clear/concise vocabulary, pronounces words correctly, enunciates clearly</i> )  <input type="checkbox"/> Enthusiasm/Confidence ( <i>conveys sense of "ownership" and confidence in own knowledge and abilities</i> )
	<b>CORRECTNESS</b>
<b>Closing</b> <input type="checkbox"/> Summary ( <i>emphasizes main point, no new information</i> )  <b>Ask for Questions</b>  <b>Conclusion (<i>appropriate, meaningful, clear and concise</i>)</b>	<input type="checkbox"/> Visuals/Slides/Graphics  <b>Format (<i>sequencing, numbering, font, centering, abbreviations</i>)</b>  <b>Content (<i>relevant, appropriate use of pictures/graphics, not to busy</i>)</b>  <b>Handouts/Video-clips, etc. (<i>introduced, relevant</i>)</b>

## Appendix 5 to Annex B Grading Rubrics

Assessing Writing								
<b>STUDENT NAME:</b>			<b>STAFF GROUP:</b>			<b>DATE:</b>		
<b>COURSE TITLE: CBRN WOAC Class</b>			<b>ASSIGNMENT: Unit CBRN Training Information Paper</b>					
<b>INSTRUCTOR:</b>			<b>DEPARTMENT: USACBRNS, Officer Training Department</b>					
<b>Requirement:</b> Write effectively as defined by the Army standard as “understandable in a single, rapid reading and generally free of errors in grammar, mechanics, and usage.” <b>Standard:</b> Writing includes— <ol style="list-style-type: none"> <li>1. Substance;</li> <li>2. Organization;</li> <li>3. Style; and,</li> <li>4. Correctness.</li> </ol>								
Overall Grade:								
>97: A+	>94: A	>90: A-	>87: B+	>80: B	>78: C+	>70: C	<70: U	Total:
Instructor Comments								

<div style="text-align: center;">↓</div> <b>Cognitive Level Attained</b> (Higher levels include characteristics of lower levels)	<b>Element of Thought</b>	<b>Universal Intellectual Standards</b>
<b>EVALUATION</b> (judging or weighing by building and using criteria and standards)	<p style="text-align: center; font-weight: bold;">Elements of Thought</p>	<b>-Clarity</b> <b>-Accuracy</b> <b>-Precision</b> <b>-Relevance</b> <b>-Depth</b> <b>-Breadth</b> <b>-Logic</b> <b>-Significance</b> <b>-Fairness</b>
<b>SYNTHESIS</b> (Integrating parts into a new whole)		
<b>ANALYSIS</b> (Breaking material down into component parts to determine structures and relationships)		
<b>APPLICATION</b> (Use of knowledge to solve problems)		
<b>COMPREHENSION</b> (Understanding of the material)		
<b>KNOWLEDGE</b> (Recall of specific information)		

CGSC Form 1009W, January 2014 (Supersedes CGSC Form 1009W dated May 2011)  
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Instructions				
The rubric below integrates the Elements of Thought and Universal Intellectual Standards, IAW Paul and Elder, with the four standards of effective writing: Substance, Organization, Style, and Correctness. Substance is further divided into Content and Analysis/Problem-Solving/Conclusions. The underlined and bolded words directly correspond with Elements of Thought and Universal Intellectual Standards and demonstrates the relationship between effective writing and critical thinking. This rubric provides a means to explicitly assess critical thinking while assessing writing. Faculty should assign points based on the requirements of the assignment. Assess writing based on the descriptions in the Exceptional, Satisfactory and Unsatisfactory blocks.				
Student Assessment			Faculty Assessment	
Exceptional			Satisfactory	
Unsatisfactory				
Substance				
Points	Content			Points
20	<p><b>Thesis</b> is <u>clear</u> and concise. Content is fully compliant with the assigned <u>requirement</u> and the needs of the reader; everything is <u>accurate</u>; <u>level of detail</u> is suited to the needs of the assigned requirement and reader. Explanations and descriptions of content are <u>clear and precise</u>. Quantitative <u>information</u> is <u>relevant and accurate</u>, expressed with appropriate examples, and well integrated into the text.</p>	<p><b>Thesis</b> is not <u>clear</u>. Small <u>omissions</u> or inadequacies in <u>content</u>, but adequately covers the written <u>requirement</u> and needs of the reader. Some minor <u>inaccuracies</u>, but primarily <u>accurate</u>. May occasionally include <u>irrelevant details</u> or omit <u>important details</u>. Explanations and descriptions are almost always <u>clear</u> and <u>precise</u>. Quantitative <u>information</u> is <u>accurate</u>, and <u>related</u> to the text.</p>	<p>No <u>thesis</u>. <u>Information (facts, assumptions, concepts/theories)</u> are not <u>accurate</u>, and/or content is <u>irrelevant</u>, missing, or misrepresented, and/or insufficient <u>detail</u>, and/or <u>inaccurate</u> or ineffective management of quantitative <u>information</u>.</p>	20
<b>Analysis/Problem-Solving/Conclusions</b>				
	<p>Attains highest cognitive level that is appropriate to the assignment. Insightful, original <u>analysis</u>; <u>conclusions</u> superbly supported by <u>evidence clearly</u> explained; consideration of ethical/legal issues when <u>relevant</u>; consideration of <u>alternative points of view or counter-evidence</u> is fully addressed.</p>	<p>Attains an adequate cognitive level appropriate to the assignment. Thorough <u>analysis</u>, though perhaps not as insightful or original as it could be; <u>conclusions adequately supported by evidence clearly</u> explained; legal/ethical issues addressed but may be superficially treated; <u>alternative points of view or counter-evidence</u>, but may not be fully addressed.</p>	<p>Remains at a low cognitive level. <u>Analysis</u> superficial; little or <u>no relation between conclusions and evidence</u>; ethical/legal issues ignored; fails to address <u>alternative points of view or counter evidence</u>.</p>	
Points	Organization			Points
10	<p>Points are <u>clear and logically arranged</u> so as to develop the <u>content and analysis</u> most productively for the audience.</p>	<p>Points are <u>clear</u>. In general, points establish a <u>logical</u> line of <u>reasoning</u>.</p>	<p>Points are not <u>clear</u> or the sequence of points is <u>illogical</u> or <u>inadequate</u> to the needs of the task or audience.</p>	10
Points	Style			Points
10	<p>Words are <u>precise</u>; language is concise and without wordiness; writer's tone is appropriate to the audience and <u>purpose</u>; sentences track clearly even to the rapid reader; transitions lead smoothly from one idea to the next. Active voice predominates. Sources, as relevant, are appropriately cited.</p>	<p>Some language is <u>imprecise</u> but generally understandable. Style is adequate but lacks polish and directness.</p>	<p>The language is <u>awkward, hard to read</u>. The reader must backtrack to understand the writer's <u>meaning</u>, or the reader cannot understand the <u>meaning</u>. Language is extremely wordy; or primarily in passive voice, or inappropriate in tone. Citation of sources is missing or <u>inaccurate</u>.</p>	10
Points	Correctness			Points
10	<p>Few if any departures from the published standard (grammar, punctuation and usage).</p>	<p>A few departures from the published standard (grammar, punctuation and usage), but not enough to confuse or distract the reader.</p>	<p>Departures from the published standard (grammar, punctuation and usage) significantly confuse or distract the reader.</p>	10

CGSC Form 1009W, January 2014 (Supersedes CGSC Form 1009W dated May 2011)

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## Appendix 5 to Annex B Grading Rubrics

Assessing Classroom Participation			
STUDENT NAME:		STAFF GROUP:	DATE:
COURSE TITLE:		ASSIGNMENT:	
INSTRUCTOR:		DEPARTMENT:	
Classroom Participation Standards: <i>Communicates ideas effectively, demonstrating critical thinking that contributes to group learning.</i>			
Assessing Classroom Participation			
		Usually	Sometimes
		Never	
Comments often responded to or built logically on those of others. Helped the group keep a line of reasoning going.			
Questions and comments were thought-provoking and relevant.			
Not hesitant to state an alternate, creative, and/or controversial position.			
Supported positions and comments with evidence indicating critical reasoning, modes of analysis, synthesis, and judgment.			
Did not make random, superficial, or off topic comments that distracted the group from the on-going discussion.			
Tied thoughts to previous instruction or other writings and information about the topic at hand.			
Questions and comments made the group think about alternative positions.			
Communicated clearly and concisely.			
Respectfully challenged others to provide evidence or support for their position.			
Approached the discussion or problem in a creative manner.			
Approached the discussion in a thoughtful, reasoned manner.			
Comments were precise, and accurate.			
Comments demonstrated breadth and depth of understanding.			
Logic was sound.			
Comments demonstrated depth of analysis.			
Asked tough questions that challenged deeply held beliefs.			
Showed tolerance toward opposing beliefs, ideas or opinions.			
Encouraged peers not to dismiss out of hand the opinions and ideas of others.			
Instructor Comments:			
<b>Cognitive Level Attained</b> ↓ (Higher levels include characteristics of lower levels)	<b>Elements of Thought</b>		<b>Universal Intellectual Standards</b>
EVALUATION (Judging or weighing by building and using criteria and standards)			-Clarity
SYNTHESIS (Integrating parts into a new whole)			-Accuracy
ANALYSIS (Breaking material down into component parts to determine structures and relationships)			-Precision
APPLICATION (Use of knowledge to solve problems)			-Relevance
COMPREHENSION (Understanding of the material)			-Depth
KNOWLEDGE (Recall of specific information)		-Breadth	
		-Logic	
		-Significance	



## **Annex C**

### **Student Pre-Course Attendance Guidance**

#### **1. Course Overview:**

a. The CBRN Warrant Officer Advanced Course consists of 11 weeks of instruction taught by a combination of civilian contractors and US Army Chemical School instructors. The course provides an excellent opportunity for Warrant Officers to receive training in their Military Occupational Specialty, while learning from and building camaraderie amongst their peers.

b. Classes conduct physical training five days per week, at a minimum. The distribution of organized and unstructured physical training is at the discretion of the instructor. It is extremely important to report for the course in shape. In the early morning of the first day of class, students will be weighed/taped to ensure compliance with the Army's Body Composition Standards IAW AR 600-9. Additionally, an Army Combat Fitness Test (ACFT) will be administered within the first week of the class.

**2. Reporting Procedures:** All students will report to IHG Post Billeting in the Candlewood Suites at Building 2020 (573) 586-4784/5/6. Main phone number for IHG is (573) 586- 4800. Students are not authorized off-post billeting unless directed to do so by Post Billeting and have received a Statement of Non-Availability. If this occurs, students will contact 84<sup>th</sup> CM BN prior to obtaining off-post lodging Comm. (573-596-5226). Students are assigned billeting and then report to the 84<sup>th</sup> Chemical Battalion Staff Duty at Bldg. 1704. The BN Staff Duty after-hours telephone number is (573) 528-7831.

a. Day 1 of the course is an in-processing and administrative day. Students will report to Nord Hall, Building 890, at 0530 for a height/weight screening to ensure compliance with Army Body Composition Standards IAW AR 600-9. The uniform is IPFU, summer or full winter's, depending on the weather. Additionally, a diagnostic Army Physical Fitness Test, ACFT, will be administered during the first week IAW TC 3022.20.

b. All students will bring the following items with them for in-processing when they report to Bldg. 890 on Day 1:

- (1) Identification Card
- (2) 10 copies of TDY/PCS orders and any amendments
- (3) Oath of Office Certificate
- (4) DA Form 31 for leave (if applicable)

- (5) Building and room number of your billeting, and phone extension
- (6) Civilian driver's license
- (7) Vehicle Registration
- (8) Medical and Dental Records
- (9) Current Profiles
- (10) Prescription glasses if required, no contact lenses
- (11) Copies of Marriage Certificate and Dependent Birth Certificate (if applicable)
- (12) Spouse Contact Information
- (13) Current DD93 SGLI
- (14) Home Station/Mortgage/Lease Documentation (USAR/ARNG Only)
- (15) DOD Information Awareness training
- (16) Anti-terrorism training
- (17) Army Accident Avoidance Course
- (18) Army Risk Management Basic Course

**3. Prerequisites:** ALL Students must take the following courses prior to attending the course and provide certificate of completion on Day One:

- a. DOD Information Awareness Training (<http://ia.signal.army.mil/>)
- b. Anti-terrorism Level I Training (<https://atlevel1.dtic.mil/at/>)
- c. Army Accident Avoidance Course  
(<https://safety.army.mil/ARMYACCIDENTAVOIDANCECOURSE>)
- d. Risk Management Basic Course (2G-F97-DL) in ATRRS

**4. Course Content:** The CBRN Warrant Officer Advanced Course is 14 weeks in length with blocks of instruction designed to walk the student through planning and managing the execution of full CBRN operations. The instruction includes Unified Action, Joint and combined partners, Doctrine, Sustainment, MDMP with IPB focus,

CBRN Mission Command Systems and a capstone exercise. Upon arrival, you will be provided with a course schedule that lists all periods of instruction.

**5. Customs and Courtesies:** All customs and courtesies are to be followed while on Fort Leonard Wood. While attending the course, Warrant Officers will be observed by junior Soldiers. Students should be aware of their conduct, conversations, and mannerisms at all times. All students must display proper military bearing and a positive attitude at all times. Unprofessional conduct will not be tolerated.

**6. Uniform and Appearance:** The duty uniform for the course is ACU (OCP or UCP version). Army Physical Fitness Uniform (APFU) will depend on the season. Winter APFU consist of: APFU jacket and pants, long sleeve APFU shirt, shorts, black fleece cap, black gloves with inserts. Summer APFU consists of: short sleeve APFU shirt and shorts. Each student will be required to purchase an orange reflective vest with their rank and last name sewn on. The duty uniform is the Individuals respective service uniform (Multi-Cam or OCP version) unless otherwise dictated. Students will have a complete set of dress uniform (ACUs) fitted and cleaned IAW regulations. Students that report missing items will be required to purchase these items at Clothing and Sales.

**7. Leaves and Passes:** Only emergency leave will be granted during the course. Students will request pass privileges through their SGL using DA Form 31. Normal weekday and weekend pass privileges will be granted, unless rescinded on an individual basis (e.g. academic probation). The pass limit for weekdays is 80 miles and 300 miles for weekends. Upon graduation students may request leave en-route to their next assignment. Please review Policy Letter 17 which outlines the leave and pass policy while assigned to Alpha Company. The TRiPS website link is: <https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS>

**8. Privately Owned Vehicles (POV):**

- a. All POVs are subject to safety inspections on Fort Leonard Wood, MO.
- b. Students must maintain the minimum insurance requirements for the state in which their POV is registered
- c. Students may use their POVs to carpool to class locations. If authorized on their orders by their order issuing official, students may claim reimbursement for mileage: 10 miles per day if on post, 15 miles per day if housed off-post. Shuttle service on a limited basis is available for travel on the installation. Commercial taxi is also available for on and off the installation.

**9. Telephone:** The telephone number for Alpha Company 84<sup>th</sup> Chemical Battalion is (573) 596-5226.

**10. Observation Reports:** Your actions, both positive and negative, are reportable through observation reports from any member of WOAC staff, the Officer Training Department or 84<sup>th</sup> Chemical Battalion.

**11. Equal Opportunity:**

- a. Army Regulation 600-20 is the source of Equal Opportunity (EO) policy.
- b. Barriers to equal treatment or other discriminatory practices will not be tolerated. Accordingly, all Soldiers must report incidents of unequal treatment or discrimination to their SGL immediately.
- c. All Soldiers should be aware that assistance is available from EO Leader, EO Advisor, USACBRN Chaplain and Inspector General.
- d. The most important thing to do is immediately report discriminatory practices to the chain of command or assistance agency.
- e. Policy memorandums will be posted on the unit bulletin board.
- f. Take special note of the complaint procedures.

**12. Sexual Harassment:** Sexual harassment is a serious violation in the United States Army. If you feel you are being sexually harassed, immediately notify your instructor.

**13. Uniform Code of Military Justice:** While assigned/attached to Alpha Company 84<sup>th</sup> Chemical Battalion, students fall under the jurisdiction of Alpha Company 84<sup>th</sup> Chemical Battalion and 3<sup>rd</sup> Chemical Brigade for UCMJ purposes.

**14. Graduation requirements:**

- a. Score 80% or better on CBRN Technical exams and a 70% or better on the Leadership and Tactical Training Exam (non-technical exam).
- b. Meet height and weight standards according to AR 600-9.
- c. Pass all hands-on performance tests (GO/NO GO scored).
- d. Have no disciplinary actions pending.

**15. Exams:** Students must achieve a minimum passing score of 80% on CBRN technical block written exams, 70% on Common Core exam, and a GO on all performance oriented tests.

- a. Students failing an examination will be counseled by the SGL and notified of the time, date, and location of the retest.

b. All information is then reported to the Department of Instruction.

**16. Academic Evaluation Report:** Academic evaluation report is needed for the WOAC. All students will receive a DA Form 1059.

**17. Removal from the Course:**

a. The Commander, 3rd Chemical Brigade will process administrative removals in coordination with the Chief, OTD, and Academic Records Division (ARD). Removals may be based on any, but are not limited to, the following:

(1) Recall by parent organization.

(2) Illness or death in the family.

(3) Disciplinary action or UCMJ violation.

(4) Disruption of class or habitual tardiness.

(5) Sleeping during class instruction.

(6) Missing 24 hours or more of training.

(7) Violating unit policy, especially by not representing proper military bearing and professionalism of a U.S. Army Warrant Officer.

b. The Chief, Officer Training Department, and SGL, in coordination with the 84<sup>th</sup> Chemical Battalion and 3<sup>rd</sup> Chemical Brigade processes academic removals through the Directorate of Training (DOT). These removals are based on failure to pass a test and any retest during training.

c. If a student must be academically eliminated, the student's parent organization will be contacted by the Chief of the Officer Training Department (OTD) and the situation explained.

d. All students will be given the opportunity to appeal their release according to applicable regulations. Students will continue in the course during the appeal process, unless they are disruptive to the training discipline.

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

**19. Standards of Conduct:** All students must display proper military bearing and a positive attitude at all times. Unprofessional conduct will not be tolerated.

**20. Transportation:** Students may use their POVs to carpool to class locations. There will be no reimbursement for mileage. Shuttle service is available for travel on the installation. Commercial taxi is available for on and off the installation.

**21. Privately Owned Weapons:** No student is authorized to have privately owned weapons while attending the Course. There are no facilities to store weapons. Knives with blades over 4 inches and brass knuckles are considered privately owned weapons. These are prohibited on post.

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

**Demographics**

1. Class number:
2. Training location:
3. Gender: Male/Female
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
----------------	-------	----------	-------------------	----

8. Safety was stressed and practiced throughout the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
----------------	-------	----------	-------------------	----

9. Environmental consideration was stressed and practiced throughout the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
----------------	-------	----------	-------------------	----

10. The course was learner-centric or student focused.

Strongly Agree	Agree	Disagree	Strongly	NA
----------------	-------	----------	----------	----

			Disagree	
--	--	--	----------	--

11. My skills/knowledge increased as a result of this course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
----------------	-------	----------	-------------------	----

12. The level of instruction was appropriate.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
----------------	-------	----------	-------------------	----

13. Safety was stressed and practiced throughout the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
----------------	-------	----------	-------------------	----

14. Environmental consideration was stressed and practiced throughout the course.

Strongly Agree	Agree	Disagree	Strongly Disagree	NA
----------------	-------	----------	-------------------	----

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	NA
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			Disagree	
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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
----------------	-------	----------	-------------------	----

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
----------------	-------	----------	-------------------	----

**Training Support:**

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

Strongly Agree	Agree	Disagree	Strongly	NA
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			Disagree	
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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 were 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.