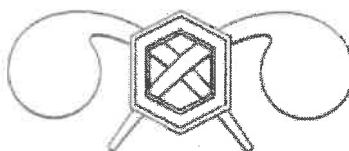


# United States Army

## CBRN School



### Course Management Plan for the Advanced Radiological Safety Course 4J-F3/494-F14



Approved:

  
Assistant Commandant, USACBRNS

25 Sep 2018  
Date

This CMP Contains	Advanced Radiological Safety Course	
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## **1. Introduction.**

a. This Course Management Plan (CMP) is approved by the Assistant Commandant, United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) and is designed for use by the Advanced Radiological Safety Course providing training and evaluation programs in accordance with (IAW) the Total Army School System (TASS).

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

c. The purpose of this course is to provide all commissioned officers, warrant officers, noncommissioned officers, enlisted personnel, and Department of the Army (DA)/Department of Defense (DoD) civilians with the skills, knowledge, and abilities required to perform the duties as a Garrison (Level 3) Radiation Safety Officer (RSO) IAW DA PAM 385-24 and AR 385-10.

**2. Course Scope.** This course presents formal training in radiation safety and radiation safety program management. This comprehensive course provides an in-depth knowledge of fundamentals of radiation, radiation detection instrumentation, radiation safety, shipping and disposal of radioactive material, identification of radioactive material and radioactive commodities, installation radiation safety program management, radiological emergency response, and laser/radiofrequency safety.

## **3. Course Prerequisites.**

a. Prior to reporting to this course, each student must have a working knowledge of basic mathematics/algebra and know how to use a scientific calculator. Active or reserve component Army, Navy, Marine Corps, Air Force, and Coast Guard personnel, either commissioned, warrant, or enlisted, assigned or anticipating selection for assignment to a duty position involving radiological safety may attend this course. Civilian personnel assigned or anticipating assignment as a RSO up to garrison level are also eligible for this course. Personnel must have graduated Basic Radiological Safety Course (4J-F2/494-F9) prior to attending the course.

b. Pregnant individuals shall follow the procedures outlined in DA PAM 385-25. A Radiation Safety Officer (RSO), which includes the USACBRNS Health Physics Manager, will provide instructions regarding prenatal exposure risks and concerns to the developing embryo or fetus to females occupationally exposed to ionizing radiation. Refer to Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13 for further information. To declare pregnancy, the individual will voluntarily provide the RSO a written statement that is dated, signed, and contains the following information: ["I hereby make notification that I am occupationally exposed to radiation in the course of my normal job duties, and that I am now pregnant. My estimated date of conception is

(only month and year is needed). I understand that by declaring my pregnancy, my occupational exposure to ionizing radiation will be controlled as prescribed in DA Pam 385-24.”] The RSO shall notify the US Army Dosimetry Center (USADC) and provide a copy of the declaration to the USACBRNS Health Physics Manager. The Health Physics Manager shall keep a copy of the declaration for the duration of the pregnancy. A declared pregnant individual may revoke the declaration at any time. The revocation will be in writing, and maintained by the RSO.

**4. Course Foreign Disclosure Rating. FD2.** This training product has been reviewed by the training developers in coordination with the USACBRNS, (Foreign Disclosure (FD) Representative) and (Maneuver Support Center of Excellence (MSCoE) foreign disclosure officer). This training product can be used to instruct international military students when the country meets specific criteria. Specific requirement(s) that each country must meet:

a. Must purchase equipment through Foreign Military Sales (FMS); AN/VDR-2, AN/PDR-77, AN/UDR-13/14.

b. Must be a member of a specific group or coalition: Australia, Canada, Germany, Republic of Korea, and United Kingdom.

c. Must have an accepted clearance (must be authorized under an identified general security agreement with the US).

d. May not attend FD3; 031-RAB01, 031-RAD01, 031-RAD03, 031-RAF01, 031-RAF02, and 031-RAG03 lesson plans.

**5. Course Comments and Suggestions.** The U.S. Army Chemical, Biological, Radiological, and Nuclear School commits to continue to improve training quality. Please submit any comments and suggestions to the U.S. Army Chemical, Biological, Radiological, and Nuclear School:

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

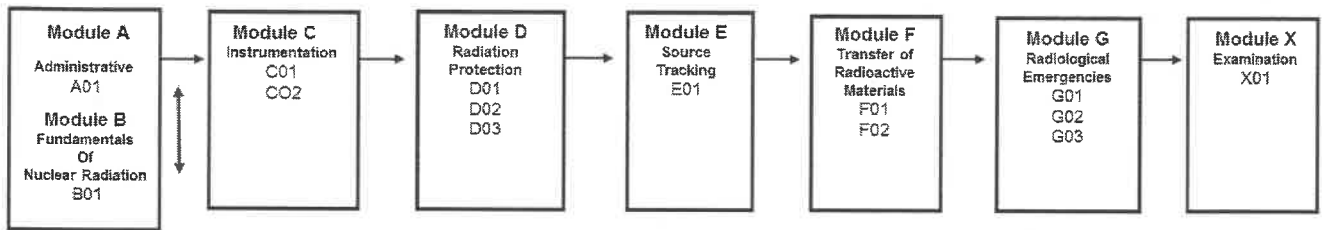
**6. Course Structure.** The Advanced Radiological Safety Course is taught in eight modules over a one-week period. The following is a graphic depiction that illustrates the eight modules. The primary technique of delivery is small group instruction. The method of instructions block represents the predominate methods used in each module. The lesson numbers reflect the lessons and tests taught per module. This course structure shows the course divided into modules with estimated hours.

	<b>Module A Administrative</b>	<b>Module B Fundamentals of Nuclear Radiation</b>	<b>Module C Instrumentation</b>	<b>Module D Radiation Protection</b>
<b>Time</b>	<b>4.0 Hours</b>	<b>4.2 Hours</b>	<b>4.0 Hours</b>	<b>9.8 Hours</b>
<b>Technique Of Delivery</b>	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction
<b>Method Of Instructions</b>	DSL	DSL PE	DSL DM PE	DSL PE
<b>Lessons</b>	031RAA01	031RAB01	031RAC02 031RAC03	031RAD01 031RAD02 031RAD03
<b>Training Site AC:</b>	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction

	<b>Module E Source Tracking</b>	<b>Module F Transfer of Radioactive Materials</b>	<b>Module G Emergencies</b>	<b>Module X Examination</b>
<b>Time</b>	<b>1.0 Hours</b>	<b>8.6 Hours</b>	<b>11.9 Hours</b>	<b>2.3 Hours</b>
<b>Technique Of Delivery</b>	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction
<b>Method OF Instructions</b>	DSL	DSL PE TE	DSL PE	DSL TE
<b>Lessons</b>	031RAE01	031RAF01 031RAF02	031RAG01 031RAG02 031RAG03	031RAX01
<b>Training Site AC:</b>	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction

**7. Course Map.** This graphic below shows the mandatory training sequence for this course. Each lesson that is shown as a prerequisite for another lesson must be taught before that follow-on lesson is presented. This mandatory training sequence cannot be violated. Failure to follow it means students will receive training for which they have not received the prerequisite training.

Course Map



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

Schedule								
1	A	B	C	D	E	F	G	X

**9. Course Manager Qualifications.** Course Managers must have the following qualifications:

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

**10. Course Manager Guidance.** The Course Manager is responsible for ensuring the course is presented as designed. Specifically, the Course Manager(s) will:

a. Ensure instructors support materials, to include classrooms, training area, and equipment needed for training are available and properly maintained.

b. Ensure facilities, material, equipment, Training Aids, Devices, Simulations and Simulators (TADSS), and systems required for presenting instruction are properly maintained.

c. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws, and course requirements.

d. Ensure Critical Tasks are being trained and tested.

e. Track lesson plan reviews conducted by the departments annually.

f. Ensure students meet prerequisites prior to attending the course. Notify those students and perspective quota source manager via email when student does not meet prerequisites and they will not be allowed into the course.

**11. Instructor/Facilitator Certification.** Certification refers to criteria specified by proponent for instructors working in given disciplines.

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

b. Must be a graduate of the Advanced Radiological Safety Course.

c. Must meet Instructor certification requirements and policies IAW AR 614-200, FLW Regulation 350-1, and Instructor Certification Policy. They are as follows:

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

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

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

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

e. All instructors assigned to the Edwin R. Bradley Radiological Laboratories (ERBRL) must pass the USABBRNS Health Physics (HP) Category I and II safety

examination administered by the HP Office in order to receive Category I or II qualification.

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

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) Provide clarification and feedback.
- (5) Promote retention of knowledge and skills.
- (6) Promote transfer of knowledge and skills.

d. Assessment and Evaluation

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

e. Management.

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<sup>1</sup> Copyright 2003 by the International Board of Standards for Training, Performance and Instruction. All rights reserved.



(1) Manage an environment that fosters learning and performance.

(2) Manage the instructional process through the appropriate use of technology.

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

a. Each instructor/facilitator will:

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

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

(3) Supervise and guide the learning process.

(4) Provide immediate feedback on student performance.

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

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

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

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

(9) Counsel students.

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

(11) Provide appropriate retraining.

(12) Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to the Director, Department of Instruction (DOI).

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

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

(15) Administer tests accurately IAW the Assessment Administration Guide.

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

#### 14. Student Guidance.

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

b. Student responsibilities include:

(1) Preparing for classes by studying assigned materials.

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

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

(4) Maintaining proper military bearing in and behavior.

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

(6) See Student Guide contained in Annex C for further information.

15. **Assessment Administration Guidance.** Administer the test(s) IAW the guidance contained in the Assessment Administration Guidance in Annex D.

#### 16. Required References.

<u>Number</u>	<u>Title</u>	<u>Date</u>
	<b>Military References</b>	
AR 710-3	INVENTORY MANAGEMENT ASSET AND TRANSACTION REPORTING SYSTEM	28 Nov 2016
DOD 4715.6-R	Low-Level Radioactive Waste Disposal Program	17 Jan 2001
PAM 385-24	The Army Radiation Safety Program	30 Nov 2015
PAM 750-8	The Army Maintenance Management System (TAMMS) User's Manual.	22 Aug 2005
TB 43-0116	Identification Of Radioactive Items In The Army	01 Apr 1998
TB 43-0137	TRANSPORTATION INFORMATION FOR U.S. ARMY RADIOACTIVE COMMODITIES	15 Jun 2013
TB 43-0197	Instructions For Safe Handling, Maintenance, Storage and Transportation of Radioactive Items	30 Jun 2006
TB 43-0255	DISPOSITION/DISPOSAL INFORMATION FOR	01 Oct 1998

	CECOM RADIOACTIVE COMMODITIES	
TB 43-180	Technical Bulletin Calibration and Repair Requirements for the Maintenance of Army Materiel	01 Apr 2018
TB 750-25	Maintenance of Supplies and Equipment: Army Test, Measurement and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program	01 Oct 2017
TM 11-6665-251-10	OPERATORS MANUAL FOR RADIAC SET AN/VDR-2 (NSN 6665-01-222-1425)	01 Mar 1988
TM 11-6665-365-12&P	OPERATORS AND UNIT MAINTENANCE MANUAL (INCLUDING REPAIR PARTS AND SPECIAL TOOLSLIST) FOR RADIAC SET AN/PDR-77 (NSN 6665-01-347-6100) (EIC: N/A)	28 Feb 1995
TM 3-261	HANDLING AND DISPOSAL OF UNWANTED RADIOACTIVE MATERIAL (REPRINTED W/BASIC INCL C1-2)	12 May 1988
	<b>Civilian References</b>	
0-916339-11-4	Basic Radiation Protection Technology - 5th Edition	01 Aug 2010
ISBN 13 9780916339142	Basic Radiation Protection Technology, 6th Edition Gollnick, Daniel	01 Jun 2011
NUREG-1556	Consolidated Guidance About Materials Licenses Vol II	01 Nov 2001
LA-UR-00-2584	Department of Energy Los Alamos Radiation Monitoring Notebook	01 Feb 2001
CFR 10 (PART 51-199)	Energy	01 Jan 2006
User's Manual	IDENTIFINDER	01 Jan 2005
REG GUIDE 8.29 REVISION 1	Instruction Concerning Risks from Occupational Radiation Exposure	01 Feb 1996
0-07-105461-8	Introduction to Health Physics - 3rd Edition	01 Jan 1996
CFR 10 (PART 19)	Notices, Instructions and Reports to Workers: Inspection & Investigations	01 Jan 2007
0-471-35373-6	Physics for Radiation Protection	01 Jan 2002
10 CFR 34.24	Radiation Survey Instruments ( <a href="http://www.gpo.gov/fdsys/granule/CFR-1997-title10-vol1/CFR-1997-title10-vol1-sec34-24">http://www.gpo.gov/fdsys/granule/CFR-1997-title10-vol1/CFR-1997-title10-vol1-sec34-24</a> )	01 Jan 1997
PHS 2016	Radiological Health Handbook - Public Health Service Publication	01 Jan 1970
CFR 10 (PART 20)	Standards for Protection Against Radiation	01 Jan 2007
CFR 49	Title 49-Transportation	11 Oct 2011
10 CFR 35.51	Training for an Authorized Medical Physicist ( <a href="http://www.gpo.gov/fdsys/granule/CFR-2008-title10-vol1/CFR-2008-title10-vol1-sec35-51">http://www.gpo.gov/fdsys/granule/CFR-2008-title10-vol1/CFR-2008-title10-vol1-sec35-51</a> )	01 Jan 2008
NUREG 1575	v. 1 EPA 402-R-97-016, Rev. 1 DOE/EH-0624, Rev. 1 Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)	01 Aug 2000

## 17. Lesson Titles.

<b>Title</b>	<b>PFN</b>
Administrative Requirements	031-RAA01
Radiation Shielding	031-RAB01
Civilian Radiac Instruments	031-RAC02
Calibrate Radiac Equipment	031-RAC03
Identify Radiation Sources	031-RAD01
Principles of Controlling Radiation Exposure	031-RAD02
Advanced Applied Radiation Safety	031-RAD03
Source Tracking	031-RAE01
Shipping and Receiving Radioactive Materials	031-RAF01
Disposal of Radioactive Material	031-RAF02
Report unusual conditions	031-RAG01
React to Radiological Contamination	031-RAG02
Radiological Emergencies	031-RAG03
Advanced Radiological Safety Course End-of-Course Test	031-RAX01

## Training Schedule Example

Day	Date	Time		Advanced Radiation Safety					
		Begin Time	End Time	Subject	Reference	Location	Instructor	Remarks	POI Hours
Day 1		7:00	8:00	In-processing Admin Requirements (4.0 hrs total)	031RAA01	RM 1831	RAD LAB	FD1	1.0
		8:00	12:10	Radiation Shielding (4.2 hrs total)	031RAB01	RM 1831	RAD LAB	FD2	4.2
		12:10	13:10	Lunch		Post			
		13:10	16:10	Select Civilian Radiac Instruments (3.0 hrs total)	031RAC02	RM 1831	RAD LAB	FD1	3.0
		16:10	17:10	Calibrate RADIAC Equipment (1.0 Hrs total)	031RAC03	RM 1831	RAD LAB	FD1	1.0
Day 2		7:30	10:35	Identify Radiation Sources (3.1 hrs total)	031RAD01	RM 1831	RAD LAB	FD2	3.1
		10:35	12:00	Pmcpls of Contr RAD Exposure (2.5 hrs total)	031RAD02	RM 1831	RAD LAB	FD1	1.5
		12:00	13:00	Lunch		Post			
		13:00	14:00	Pmcpls of Contr RAD Exposure (1.8 hrs total)	031RAD02	RM 1831	RAD LAB	FD1	1.0
		14:00	17:00	Ship & Receive RAM (6.6 hrs total)	031RAF01	RM 1831	RAD LAB	FD2	3.0
Day 3		7:30	11:00	Ship & Receive RAM	031RAF01	RM 1831	RAD LAB	FD2	3.6
		10:00	12:00	Advanced Applied RAD Safety (4.2 hrs total)	031RAD03	RM 1831	RAD LAB	FD2	2.0
		12:00	13:00	Lunch		Post			
		13:00	15:10	Advanced Applied RAD Safety	031RAD03	RM 1831	RAD LAB	FD2	2.2
		15:10	16:10	Source Tracking (1.0 hrs total)	031RAE01	RM 1831	RAD LAB	FD1	1.0
		16:10	17:10	Disposal of RAM (2.0 hrs total)	031RAF02	RM 1831	RAD LAB	FD2	1.0
Day 4		7:00	8:00	Disposal of RAM	031RAF02	RM 1831	RAD LAB	FD2	1.0
		8:00	9:40	Report Unusual Conditions (1.8 hrs total)	031RAG01	RM 1831	RAD LAB	FD1	1.8
		9:40	11:50	React to RAD Contaminated Equip (6.6 hrs total)	031RAG02	RM 1831	RAD LAB	FD2	2.2
		11:50	12:50	Lunch		Post			
		12:50	14:50	React to RAD Contaminated Equip (6.6 hrs total)	031RAG02	RM 1831	RAD LAB	FD2	2.0
		14:50	16:00	Radiological Emergencies (3.5 hrs total)	031RAG 03	RAD LAB		FD2	1.2
		16:00	17:00	React to RAD Cont Equip/Emerg PE's (4.7 hrs total)	031RAG02/03 1RAG03 Combined PE's	RM 1831	RAD LAB	FD2	1.0
Day 5		7:30	11:05	React to RAD Cont Equip/Emerg PE's	031RAG02/03 1RAG03 Combined PE's	RAD LAB	RAD LAB	FD2	3.7
		11:05	12:05	Lunch		Post			
		12:05	13:20	Advanced RAD Safe EOC Exam	031RAX01	RM 1831	RAD LAB	FD2	2.3
		13:20	14:20	Exam Critique	031RAA01	RM 1831	RAD LAB	FD2	1.0
		14:20	15:20	Graduation	031RAA01	RM 1831	RAD LAB	FD1	1.0
		15:20	16:20	Out-processing Admin Requirements	031RAA01	RM 1831	RAD LAB	FD1	1.0
Total POI Hours									45.8

Note: For All Instructors: The first person listed is the Primary Instructor/The Assistant will assist in additional to instruct in the absence of Primary Instructor due to

Submitted:

Approved:

Director, Edwin R. Bradley  
Radiological Laboratories

Director, Department of Instruction

**Annex A**  
**Individual Student Assessment Plan (ISAP)**

1. **Purpose.** To provide the course manager, instructors, and students with the requirements for course completion. This Individual Student Assessment Plan (ISAP) also describes the academic probation and removal process.
2. **Scope.** This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director, Department of Instruction (DOI).
3. **Orientation.** Each instructor will become familiar with the ISAP, and the Director, Edwin R. Bradley Radiological Laboratories will ensure that the Department is provided a copy of the plan. The ISAP and the Student Guide will be available to students prior to the start of training, and throughout the course. Post a copy in an area accessible to all students, and notify them of its location for their review.
4. **Method of Assessment.** This course utilizes Practical Exercise (PE) and written tests
5. **Academic Administration.** Students will receive a briefing concerning academic administration during the initial in-processing of the course.
  - a. **Passing Score Criteria.**
    - (1) **Performance Evaluations.** Minimum score for the performance evaluation/test is "GO". Any student receiving a "NO GO" will be placed on Academic Probation.
    - (2) **Written Test.** Minimum score for written tests is 70%. Any score below 70% results in the student receiving failing score and placed on Academic Probation.
  - b. **Test Failures and Retest:**
    - (1) **Test Failures.**
      - (a) The student will receive formal counseling from the instructor.
      - (b) The student will be placed on academic probation.
      - (c) The student must satisfactorily complete a retest within 1 working day after the initial test failure.
    - (2) **Failure of a retest:**
      - (a) The student will receive formal (written) counseling from the Instructor.

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

(3) Academic Computation. Students passing the retest will be awarded the lowest possible passing score of 70% on written test.

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

(5) Written Test: Retest failures will be conducted within one academic day of retraining of the initial test failure.

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

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

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

## **6. Student Graduation Requirements.**

a. Graduation Requirements for U.S. Military students. Students must successfully complete all requirements listed in the Course Requirements, this ISAP, and meet the following standards:

(1) Score at least 70% (initial test or retests) on written tests and receive a "GO" on all performance evaluations.

(2) Meet Army body fat standards IAW AR 600-9.

(3) Must not be pending any disciplinary/Student Status Review action.

b. Graduation Requirements for Civilian Students. Must successfully complete all requirements listed in the Course Requirements, this ISAP, and meet the following standards:

(1) Receive a "GO" on all performance tests.

(2) Must not be pending any disciplinary/Student Status Review action.

**7. Academic Grading and Test Plan.** There will be no weighing of tests in this course; each test is critical to ensure the student can perform to standard. Use the test; retest policy for both written and performance-based tests. If the student fails a test, he/she will be on academic probation. If the student fails the retest, a student status review will be conducted.

Module X, Advanced Radiological Safety Test (031-RAX01): Minimum score 70%.

**8. Student Tracking.**

a. The Senior Instructor will receive a class roster one week prior to the class start date in order to begin the student tracking process.

b. The instructor will be responsible for tracking and inputting hours missed by the student. The instructor will inform the Director, ERBRL at the time the student reaches 4 hours of missed training.

c. A SSR must be completed once a student has missed 4 hours.

**9. Student Status Review (SSR).**

a. 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 Advanced Radiological Safety Course.

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

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

(1) Fails a retest of any test.

(2) Has unauthorized absences that cause him/her to miss tests, required training, or has more than four hours of authorized absence.

(3) Is suspected of committing acts of misconduct punishable under the UCMJ or civil statutes (example: DUI, drug use/abuse, conduct unbecoming an officer, noncommissioned officer, or Soldier). No formal adjudication of guilt by a military or civilian court or by a commander under the provisions of UCMJ, Article 14, is necessary to support suspension under the provisions of this policy.



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

(5) Failed to adhere to policy letter requirements.

(6) Actions or incidents the instructor deems necessary for the student.

(7) Is suspected of cheating or committing plagiarism.

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

d. The instructor will prepare the SSR package IAW this CMP and forward through Director, DOI for disposition. Once a student is notified of the initiation of an SSR, the student is allowed 24 hours to provide a statement that will be included in the SSR packet (this statement is not required and can be waived upon student request).

#### **10. Student Feedback.**

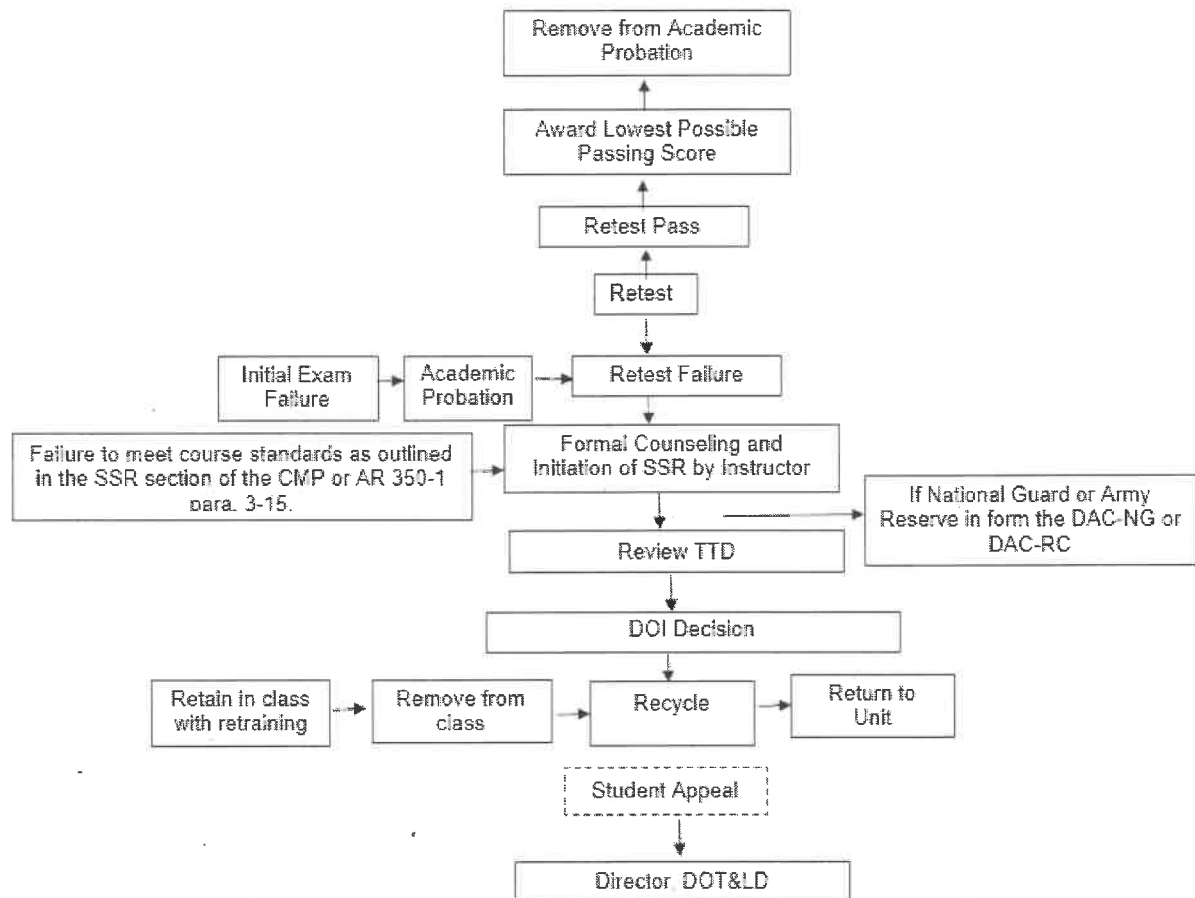
a. Each graduate of this course will have the opportunity to complete an "End-of Course Critique" prior to graduation. Graduates will be solicited for feedback so they may help improve the presentation of the learning material. (AR 350-1, 3-23 paragraph c, TRADOC Reg 350-70, 4-2 paragraph c (5)).

b. Feedback is critical for this course. Each graduate will participate in the End of Course questionnaire by logging on to:  
<http://www.wood.army.mil/mqao/QAOQCBRN.html>.

## Appendix 1 to Annex A

### Student Status Review Procedures Advanced Radiological Safety Course

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



## Appendix 2 to Annex A

### Student Inquiry Form

#### STUDENT INQUIRY FORM

FILL IN YOUR NAME AND COMPLETE MAILING ADDRESS BELOW			
LAST, FIRST, MI	RANK	DEPARTMENT, BRANCH, POSITION OR POST SOCIAL SECURITY NUMBER	
INDIVIDUAL STUDENT EFFORT (ISE) COURSE TITLE		ISE NUMBER	
ADDRESS		PHONE NUMBER COMM.	
ZIP CODE		CSN:	
<p>Please check your inquiry area(s) below.</p> <p>LESSON OR EXAM IN ERROR WITH -</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p><input type="checkbox"/> Field Manual Procedures    <input type="checkbox"/> Doctrine</p> <p><input type="checkbox"/> Technical Manual        <input type="checkbox"/> Equipment Specifications</p> </div> <div style="width: 50%;"> <p><input type="checkbox"/> Example                    <input type="checkbox"/> Organization    <input type="checkbox"/> Wording    <input type="checkbox"/> Situation</p> <p><input type="checkbox"/> Illustration                <input type="checkbox"/> Chart            <input type="checkbox"/> Figure       <input type="checkbox"/> Table</p> <p><input type="checkbox"/> Other _____ <span style="font-size: small;">(Please specify)</span></p> </div> </div> <p>CONFUSING CONTENT</p>			
<p><b>COMMENTS:</b></p> <p><small>Be specific and cite paragraphs, pages and/or figure numbers. Please feel free to add comments on a separate sheet of paper if necessary.</small></p> <div style="height: 250px; border: 1px solid black; margin-top: 5px;"></div>			
<p><b>PRIVACY ACT STATEMENT</b></p> <p><small>AUTHORITY: (48 USC) 2(b) And (c)</small></p> <p><small>PURPOSE: To provide Individual Student Effort students a means to submit inquiries and comments.</small></p> <p><small>ROUTINE USES: To locate and make necessary changes to Student records.</small></p> <p><small>DISCLOSURE: VOLUNTARY. Failure to submit SSN will prevent course developers at USACHMIS from accessing student records and responding to inquiries regarding such follow-up.</small></p>			

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



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

REPLY TO  
ATTENTION OF

ATSN-T

Date

MEMORANDUM FOR PFC Doe, John USA, Advanced Radiological Safety Course,  
Class 001-18

SUBJECT: Notification of Recommendation for Students Status Review

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

Encl

AO of MEMO

PRINT NAME: STUDENTS NAME

SIGNATURE: STUDENTS SIGNATURE

DATE: DATE OF COUNSELING / NOTIFICATION

Change in Student Status Example



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**

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

ATSN-T

DATE

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

SUBJECT: Change in Student Status of PFC John Doe, SSN, USA, Advanced  
Radiological Safety Course, Class 01-18

1. Recommendation: Drop from current class (01-18, Advanced Radiological Safety Course).
2. Background: On (Date), student failed the Advanced Radiological Safety Test (031-RAX01), receiving a score of 60%. A 70% is required to pass the test. On (Date) student retested and failed the retest, receiving a score of 66%. Student was retrained as required.
3. In accordance with the Advanced Radiological Safety Course Management Plan, failing two tests is cause for dismissal from the course.
4. The student was informed that failing the tests would result in being dropped from the course.
5. The point of contact is the undersigned at xxx-xxxx

2 Encls  
Memo  
OPREP

Instructor Supervisor

Student Status Review Decision Memo Example



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**

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

ATSN-T

DATE

MEMORANDUM FOR Advanced Radiological Safety Course, Supervisory Training Instructor

SUBJECT: Student Status Review Decision

1. In accordance with TR 350-18, I have reviewed the entire student status packet on PFC John Doe, SSN, USA, Advanced Radiological Safety Course, Class 01-18. Based upon my evaluation of the student's performance he/she is:

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

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

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

2. Provide student copy of the entire packet.

3. Point of contact is Director, ERBRL at (573) 593-6207.

Director, Department of Instruction

**APPENDIX 4 to Annex A**  
Student Records

**STUDENT PROGRESS CONTROL RECORD**

**COURSE:** \_\_\_\_\_

**STUDENT NAME/RANK** \_\_\_\_\_

**UNIT** \_\_\_\_\_

**TRAINING LOCATION** \_\_\_\_\_

POI File Number	GO	NO GO	Retest GO	Date	Remarks

Make all entries in **ink**

Students: Fill in your name, rank, unit, and training location.

Instructors: Initial all other blanks as appropriate.

The course instructor must make two copies of this form for each student.

## Master Student Progress Control Record

[illegible]



**Annex B**  
**Academic Evaluation Reporting (AER) Procedures**

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

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

(1) "Exceeded course standards" is not applicable to this course, due to course length and insufficient student instructor contact.

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

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

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

c. Demonstrated Abilities (Block 12).

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

(a) A "Superior" no students will receive this rating, course length and student instructor contact is not adequate or sufficient to appropriately evaluate.

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

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

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

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

d. Academic Potential (Block 13).

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

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

- (a) Ability to apply the knowledge derived from the school.
- (b) Potential compared to students with similar experiences and motivation.
- (c) Ability to contribute to group discussions.

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

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

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

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

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

f. Referred Reports.

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

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

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

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

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

(1) “Exceeded Course Standards” – no students will receive this rating, course length and student instructor contact is not adequate or sufficient to appropriately evaluate.

(2) “Achieved Course Standards” – To achieve this rating student must:

(a) Receive a passing score on all tests.

(b) Receive at least a “Satisfactory” rating in each of the evaluated abilities listed in block 12 of the DA Form 1059.

(c) Receive no more than one derogatory counseling statement.

(3) “Marginally Achieved Course Standards” – A rating that denotes achieving only minimum acceptable course standards. A student will marginally achieve course standards if any of the following apply:

(a) Receives no more than one derogatory counseling statement.

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

(4) "Failed to Achieve Course Standards" – A rating given if any of the following apply to the student:

(a) Fails any written test, twice (fails a retest).

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

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

(1) Written Communication: Not Evaluated.

(2) Oral Communication: Not Evaluated.

(3) Leadership skills: Not Evaluated.

(4) Contribution to group work:

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

(b) "Superior" – no students will receive this rating, course length and student instructor contact is not adequate or sufficient to appropriately evaluate.

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

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

(2) Must actively participate in classroom discussion.

(d) "Unsatisfactory" – Given if students receive two or more derogatory performance counseling's for poor class participation (i.e. disruptive behavior, lack of participation).

(5) Research Ability: Not Evaluated.

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

(1) Block 11 (Performance Summary).

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

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

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

(5) Block 14 (Comments) – requires:

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

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

## **Annex C**

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

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

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

### **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, 2016.)

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 taking, obtaining or withholding of the property of another with intent to deprive is wrongful appropriation.

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

e. Cheating. Looking at another student's work during a test and/or providing answers to someone else. When a student is suspected of cheating, the instructor or

individual making the observation must collect available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the ERBRL Director. The Director will review all available evidence. If, after reviewing all material, the Director believes cheating has occurred, a student status review will be initiated.

4. **Violations.** Violations of the USACBRNS honor code include, but are by no means limited to, those mentioned in subparagraphs 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 person is suspected of violating the honor code, the individual making the observation will collect all available evidence on the case, including names of witnesses, if appropriate, and immediately report the incident to his/her first-line faculty supervisor/instructor.

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

**Annex D**  
Assessment Administration Guide

**1. Assessment Administrator's General Actions.**

a. Maintain control and security over all test material while it is signed out of MSCoE Test Control.

b. Store test materials where only authorized personnel have access to them.

**Note:** Test materials consist of the test, test items sheets, completed answer sheets, and changes to test material.

c. Maintain a copy of the written test and Assessment Administration Guide at all times during test administration.

d. Do not store answer keys in the same drawer or container as the tests.

**2. Assessment Administrator's Before, During, and After Test Actions.**

a. Before Test Actions.

(1) Pick-up tests from MSCoE Test Control.

(a) Upon receipt of test materials, ensure the tests are not missing any pages and all pages are legible.

(b) Inventory all test materials, and sign them out from MSCoE Test Control.

(2) Ensure that sufficient number of test folders (containing a test booklet, AIMS answer sheets, Student Test Review Sheet, and special materials, (if required), scratch paper, pencils, and other testing materials, are on hand.

**Note:** The Test Administrator will use only proponent test materials to prepare for and administer tests.

(3) The day prior to each test ensure all students are able to log into computers and access Black Board using their Common Access Card (CAC).

(4) The Supervisor Instructor will assemble all Proctors to ensure they know their duties and testing procedures for computer and paper based tests.

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



(6) Proctors cannot be the same individuals who instructed the material being tested.

b. During Test Actions.

(1) Ensure unauthorized personnel are NOT permitted to enter the testing area. Only students testing and the authorized proctor(s) will be in the test area once testing has commenced. ***At no time during the indicated test session will instructors be in the test room unless they are official proctors or supervisors.***

(2) Brief Students. The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the Student Instructions (Section 3 of the Assessment Administration Guide).

(3) If, in the opinion of the designated authority, any aspect of the security or administration is uncertain or unmanageable, proctors must immediately contact the Course Manager for additional guidance before administration.

(4) Student's identity must be verified prior to taking the test. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards. This is also verified using the Army Knowledge Online (AKO)/Common Access Card (CAC) log in process during computer testing.

(5) Testing Times: Record the starting and stopping times where all students can see them. Each test is allotted a set time for completion. When half of the test period has elapsed, the Proctor will say "YOU HAVE ONE HOUR TO FINISH YOUR TEST." The Proctor must give a similar warning verbally when there are 30, 15, 5, and 1 minutes remaining in the test period.

(6) Monitor Testing: Students taking the test will be monitored at all times by at least one Proctor (more than 24 students will require 2 Proctors). Maintain no talking and movement discipline. ***No more than the required number of proctors will be in the testing room at any time.***

(7) Students are allowed to leave the test room one at a time to use the latrine. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above.

(8) The Proctor may answer questions of a general nature concerning test procedures. Questions about specific test questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION." Do not at any time have conversations or debates about questions with students. ***Proctors will only give technical information related to testing software. Do not re-read questions or assist students in any way that will lead them to an answer. Proctors are responsible for all of their own actions in the test room.***

(9) When the test time has elapsed, the Proctor will inform the students that the test time has elapsed and they must immediately submit for a score.

c. After Test Actions.

(1) Collect test materials when finished with the test, the student will log out of Black Board and then log off the computer and remove their CAC. The student will turn in the AIMS answer sheet and test booklet (if used).

**Note:** After the test, students will turn in all testing materials (to include scratch paper).

(2) Test Review: Immediately after submitting for a score, Proctors should highly recommend and make mandatory that students review their questions in order to know what questions were missed and learn from their mistakes. This is the student's opportunity to identify areas where they were weak.

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

**3. Student Instructions.**

a. The proctor will read student instructions. It provides information regarding the before, during and after actions of your test.

b. The purpose of this instruction is for students to be aware of the rules and regulations when taking tests on Blackboard. It is imperative that students read and understand these instructions.

**4. To Be Read Verbatim by the Proctor.**

a. Please do not log onto the test until I have read the following instructions.

b. At this time all personnel not taking a test or proctoring the test must leave the testing room. This includes instructors not required for proctoring IAW Lesson Plan Instructor/Student ratio.

c. Once you have accessed the Blackboard site all other applications *must* be closed. Do not access any other websites or links.

d. The following items are not authorized in the testing room; Cell phones, I-Watches or other similar electronic devices, writing utensils, any paper, or reference materials.

(1) At no time will a student print, copy, transmit, or save any portion of this test. Violation of any items mentioned in this paragraph may be considered as cheating.

(2) At this time if you have any of these items you may take them from the test room and put them away. If you are found with these items during testing it may result in the termination of your test and a failing grade.

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

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

g. You have **two hours** to finish the test. You will be informed when half of the testing period has elapsed and given a similar warning 30, 15, 5, and 1 minutes before the end of the testing period.

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

i. You must make a score of 70 percent to pass this test. If you should fail this test, you will receive remedial training. You will be allowed one retest with an alternate version of this test. ***If this is your re-test, you must pass this test in order to graduate.***

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

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

l. Failure to comply with any test instructions may result in disciplinary action. If cheating is involved, dismissal from the course may occur.

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

## **Annex E**

### Student Guide

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

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

b. Listed below are some administrative things you will need to know while attending the Advanced Radiological Safety Course.

(1) Welcome to the Edwin R. Bradley Radiological Laboratories and the Advanced Radiological Safety Course. You are about to take part in a one-week program of instruction that will qualify you to perform the essential duties as a Garrison Radiation Safety Officer. This training is focused on the technical aspects of Radiological Safety. The course includes training on a variety of military and/or commercial CBRN equipment.

(2) There is one written test incorporated into the course. There is additional non-duty study requirements. Please come prepared to learn. A score of 70% is required to successfully pass written tests. Students failing any written test or will be given time to retrain, and will be allowed one retest. Any student failing the retest will be disenrolled from the course. The end of the course test requires computer based testing. In order to accomplish this, all students must have and be able to recall their Army Knowledge On-line (AKO) or Defense Knowledge On-line (DKO) username and password. Units need to ensure all students can utilize their Common Access Card (CAC), as time will not be allowed to have their passwords reset upon arrival. Any student unable to recall their passwords will potentially jeopardize their ability to successfully complete the course.

**2. Course Prerequisites.** Prior to reporting to this course, each student must have a working knowledge of basic mathematics/algebra and know how to use a scientific calculator. Active or reserve component Army, Navy, Marine Corps, Air Force, and Coast Guard personnel, either commissioned, warrant, or enlisted, assigned or anticipating selection for assignment to a duty position involving radiological safety may attend this course. Civilian personnel assigned or anticipating assignment as a radiation safety officer up to installation level are also eligible for this course. Personnel must have graduated Basic Radiological Safety course (4J-F2/494-F9) prior to attending the course.

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

a. All Students will report at 0730 on the date indicated on his/her orders to the Maneuver Support Center of Excellence (MSCoE) BLDG 3203, 14030 MSCoE Loop, Thurman Hall Suite 1823, The Edwin R. Bradley Radiological Laboratories (ERBRL).

b. Students will bring a copy of TDY orders, amendments, and a copy of any advanced travel payments received.

c. Students will bring note taking material, pens/pencils, a highlighter, 3 ring binder for handouts, tabs, and a scientific calculator.

#### **4. Lodging & Meals.**

a. Army students of all components attending this course are covered under Fort Leonard Wood's Institutional Training Directed Lodging and Meal Policy (ITDLMP), formerly known as MTSS. Please refer to ALARACT 281/2011 (Training Directed Lodging and Meal Policy) found in the link below:

[http://www.wood.army.mil/3chembde/irid%20web%20page/Meal%20and%20Lodging%20Info/TNG%20DIRECTED%20LODGING%20AND%20MEAL%20POLICY1/Encl%205%20ALARACT 281 2011 FLW%20INSTITUTIONAL%20TNG%20DIRECTED%20LODGING%20AND%20MEAL%20POLICY1.pdf](http://www.wood.army.mil/3chembde/irid%20web%20page/Meal%20and%20Lodging%20Info/TNG%20DIRECTED%20LODGING%20AND%20MEAL%20POLICY1/Encl%205%20ALARACT%20281%202011%20FLW%20INSTITUTIONAL%20TNG%20DIRECTED%20LODGING%20AND%20MEAL%20POLICY1.pdf)

b. You may contact the Intercontinental Housing Group (IHG) Office prior to arrival to reserve on post lodging if available. The phone number is (573) 596-0999. The IHG Office is located in Candlewood Suites, Building 2020, 4990 Nebraska Avenue. When you arrive at Fort Leonard Wood, all students will report to Candlewood Suites in order to check into billeting. Do not obtain off post lodging. If post lodging is unavailable, the G3 Registrar will block rooms at government contracted hotels for the duration of your class. All off-post student room requirements will be handled by the G3 Registrar Office. You must be enrolled in ATRRS before making reservations.

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

d. All Marines reporting for the course must sign into the Marine Corps Detachment, Ft Leonard Wood, on the report date of the course which is the day prior to the course start date.

**5. Uniform & Appearance.** You are expected to set the standard in terms of appearance of the uniform and military bearing. Your uniform and appearance will reflect pride in your respective service as a Service Member in the Armed Forces. Business casual is recommended for civilian students while in class.

**6. Pregnancy.** AR 40-501 identifies several activities in which pregnant Soldiers may not participate.

**7. Leaves & Passes.** Students desiring to take leave after the completion of the Advanced Radiological Safety Course who are TDY and return must have an approved leave form (DA FORM 31) from their home unit. Students may go on emergency leave,

if verified by the American Red Cross. However, a SSR will be initiated for missed training time. Passes are available for weekends and holidays. Remember leaves and passes are privileges, not a right.

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

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

10. **Academic Evaluation Report (AER).** Students will be provided a course certificate upon successful course completion. An academic report (DA 1059) will be issued for the Advanced Radiological Safety Course.

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

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

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

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

15. **Transportation.** The use of rental cars and POV's to and from class is recommended. Limited shuttle services are available for travel on post. Commercial taxi is available on/off post.

16. **Crime Prevention.** Everyone has the responsibility to prevent or deter crime. If you become a victim of crime notify your instructor immediately. Keep your items secure at all times and do not keep more than \$40.00 in your area. Personal property

will not be left unattended. POV's will be locked at all times. Maintain physical control of your personal property.

17. **Off-Limits Areas.** Cadre will inform you of any off limit areas by posting them on the classroom bulletin board. In addition, all training brigade billets that house Initial Entry Soldiers are also off limits. This is IAW Fort Leonard Wood Regulation 350-6.

18. **Alcohol Policy.** The legal drinking age is 21 years old both on and off post. If you are underage, you will not consume alcohol.

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

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

21. **Drinking & Driving.** Do not drink and drive. If you are apprehended for Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) by civilian authorities, you will be subject to Missouri law. It is a violation of Fort Leonard Wood regulations to operate a vehicle while carrying an open alcoholic beverage container. The federal magistrate will administer violations on post.

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

## Annex F

### End of Course Questionnaire (EOCQ)



#### Advanced Radiological Safety Course

Purpose: To collect feedback in support of the United States CBRN School to continuously improve training and services in the Advanced Radiological Safety Course. The end of course questionnaire (EOCQ) is the basis for improving the quality of education services. You can assist in this endeavor by completing this questionnaire.

Directions: Please read each question carefully and take the time to answer each as accurately and thoroughly as possible. You may change your responses at any time prior to submitting the survey. After you have completed the survey please click the submit button.

Please take 5-7 minutes to complete the survey.

Thank you for your participation.



Powered by Verint. Publish your own [web survey](#) today

#### Demographics

Class number Fiscal Year:

Class number:

Training Location

- ☐ Fort Leonard Wood
- ☐ Distributed Learning
- ☐ Mobile training Team (MTT)
- ☐ Other

Gender

- ☐ Male
- ☐ Female

Component



## Overall Training Experience

Select level of agreement.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Course/lesson objectives were presented at the beginning of class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course content was logically organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The level of instruction was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety was stressed and practiced through out the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental considerations was stressed and practiced throughout the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was learner-centric or student focussed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My skills and Knowledge increased as a result of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course provided me ample opportunity to demonstrate initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was given opportunity to demonstrate leadership abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I will be able to apply skills learned in this course in future operations or jobs.

- ☐ Yes  
☐ No

## Instructors/Facilitators

Select level of agreement.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Demonstrated a thorough grasp of the subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were prepared for training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
served as mentors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
where appropriate for training, the instructors/facilitators incorporated team work and collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
where appropriate for training, the instructors/facilitators incorporated learning activities that developed critical thinking and problem solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructors/facilitators related training to the job operational environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor/facilitators professionalism set the proper example for bearing behavior and appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Course Presentation

Select level of agreement.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Training was realistic and effective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The lesson objective was clearly stated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course materials and references used for training were current.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course delivery method was appropriate for training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The appropriate amount of time was allocated for training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaming and simulation incorporated into the course enhanced training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online digital course materials were relevant, useful, and accessible and needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Assessments (Exams, Test, Performance Evaluations):

Select level of agreement.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The Individual Student Assessment Plan (ISAP) was provided or posted for student access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessment procedures were clearly explained prior to all assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The process for challenging an assessment (reclaim procedure) was clearly explained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessment served as a good measurement of the training received	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post assessment exam, test, performance evaluation, review, or After Action Reviews (AARS) were conducted after each assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Training Equipment and Materials

Select level of agreement.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Training facilities, ranges, and training areas were conducive to learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classroom or training areas were appropriate for training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enough equipment, training aids and/or training material were on hand to conduct training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment and training aids functioned properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There was enough ammunition to complete the task/exercise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Training Support

The questionnaire is not asking ratings, HVAC, climate, internet access, and furnishings were adequate.

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The barracks on post lodging lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HVAC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Furnishings were adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The library resources and operating hours met student needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The welcome letter and packing list was informative and provided detailed requirements of documents, clothing, and equipment required to attend the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
group meeting facilities with internet access were available for small group work outside of class time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What was the most valuable part of training and why?

What was the least valuable part of training and why?

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

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