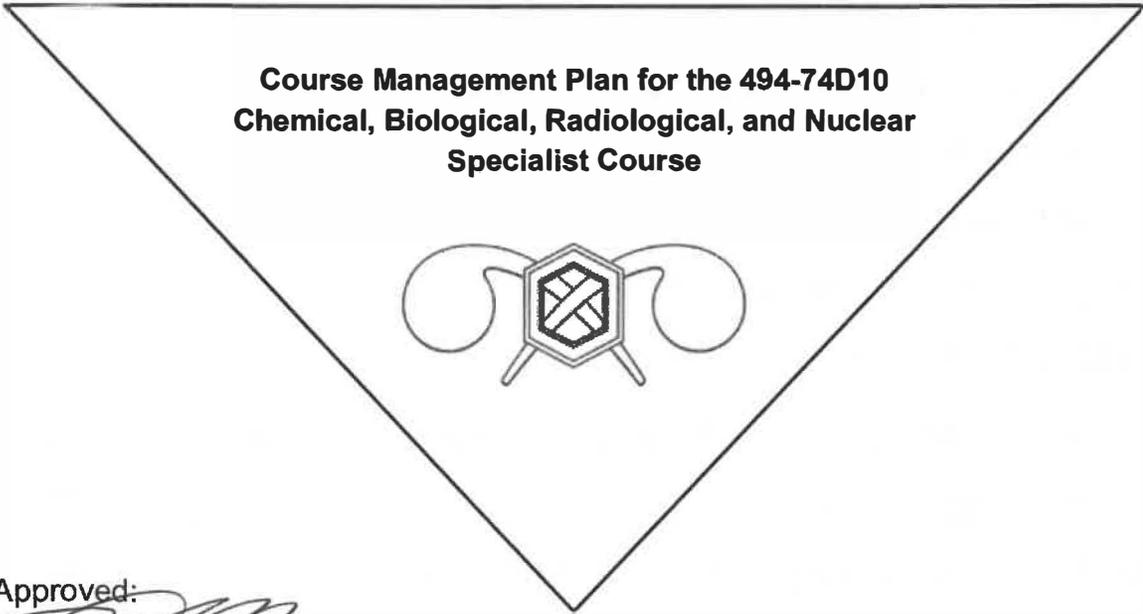


| MSCoE STAFFING PAPER  |  |                        |                      |                      |              | SGS Control Number |        |          |             |        |
|---|--|------------------------|----------------------|----------------------|--------------|--------------------|--------|----------|-------------|--------|
| ACTION OFFICER  |  |                        |                      | COMMAND GROUP ACTION |              |                    |        |          |             |        |
| NAME  | Mrs. Bethany Thompson  |                        |                      |                      | ORDER        | NOTED              | CONCUR | APPROVAL | DISAPPROVAL | SEE ME |
| ACTIVITY  | USACBRNS, DOT&LD, PCB  |                        |                      |                      | CG           |                    |        |          |             |        |
| DATE  | 21JUN22  | PHONE                  | 3-6360               | OFFICE SYMBOL        | ATSN-CM      | DCG                |        |          |             |        |
| TASK NUMBER   | SUSPENSE   |                        |                      |                      | CS           |                    |        |          |             |        |
| INFORMATION   | <input checked="" type="checkbox"/>  | APPROVAL AND SIGNATURE |                      |                      |              | CSM                |        |          |             |        |
| APPROVAL  |  | APPROVAL AND INITIALS  |                      |                      |              | SGS                |        |          |             |        |
| SUBJECT:  | 74D10, Chemical, Biological, Radiological, and Nuclear (CBRN) Specialist (AIT), Course Management Plan (CMP) |                        |                      |                      |              |                    |        |          |             |        |
| <p>1. Purpose. To obtain the Assistant Commandant's approval of the updated 74D10 CBRN Specialist, CMP (Enclosure 1).</p> <p>2. Recommendation. The Assistant Commandant approves the proposed CMP.</p> <p>3. Discussion.</p> <p>a. The 74D10 CBRN Specialist Course Management Plan required editing after the POI validation process began.</p> <p>b. The previous POI taught Radiological Operations after Decontamination Operations. Since v21.0 POI has restructured the Module Sequence, it was identified that Lesson Plan: 031-UTE07 Radiological Decontamination would be best taught during the Decontamination Operations Module and not the Radiological Operations Module.</p> <p>c. I updated the Course Map according to QAO's recommendation. Department of Instruction was afforded an opportunity to relook at the CMP as well. Minor changes were updated as a result of their feedback. Changed OIC to OIC/NCOIC in the Reclama Section and changed Drill Sergeant to Drill Sergeant/Instructor in the Counseling Section.</p> <p>4. Resource Impacts. N/A</p> |  |                        |                      |                      |              |                    |        |          |             |        |
| CHAIN OF COMMAND APPROVAL   |  |                        |                      |                      | COORDINATION |                    |        |          |             |        |
| COMMANDER/DIRECTOR  | INITIALS   | DATE                   | OFFICE-RESPONSE-DATE | (CONTINUATION)       |              |                    |        |          |             |        |
| Chief, PCB/TDD  | <i>KPL/MPA</i>   | <i>17 JUN 22</i>       |                      |                      |              |                    |        |          |             |        |
| Chief, TSD  | <i>GM</i>  | <i>17 JUN 22</i>       |                      |                      |              |                    |        |          |             |        |
| Technical Director, DOT&LD  | <i>BL</i>  | <i>21 JUN 22</i>       |                      |                      |              |                    |        |          |             |        |
| Director, DOT&LD  | <i>TDR</i>   | <i>22 JUN 22</i>       |                      |                      |              |                    |        |          |             |        |
| Assistant CMDT, USACBRNS  | <i>NOU</i>   | <i>20 JUN 22</i>       |                      |                      |              |                    |        |          |             |        |

# United States Army CBRN School



Version 21.1 (1 June 2022)



Approved:

Assistant Commandant, USACBRNS

22 JUN 22

Date

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## 1. Course Management Plan (CMP) Introduction.

a. This CMP is approved by the Assistant Commandant, USACBRNS and is designed for use by the Total Army School System (TASS) when providing training and evaluation programs for Career Management Field (CMF) 74, CBRN Specialist.

b. This CMP provides the course manager and cadre with information and guidance necessary to execute the 494-74D10 course. This CMP provides the students with information, guidance, responsibilities, and requirements to graduate from the course.

## 2. Course Scope.

a. Provides Initial Entry Training (IET) and Military Occupational Specialty (MOS-T) category Soldiers the training required to become Military Occupational Specialty Qualified (MOSQ) as a 74D CBRN Specialist.

b. Provides training on detection, monitoring, identification, sampling, and decontamination equipment operation; and tactics, techniques, and procedures for performing traditional CBRN defense operations at the company level and HAZMAT response operations at the HAZMAT Awareness and HAZMAT Operations levels with the Mission Specific Competency Mass Decontamination Operations. Training also covers CBRN reconnaissance and surveillance operations.

## 3. Course Prerequisites.

a. All Initial Entry Training (IET) Soldiers, and Soldiers in the Active Army (AA), United States Army Reserve (USAR), or Army National Guard (ARNG) who are transitioning (for MOS reclassification purposes) into the 74D Military Occupational Specialty (MOS) from a previously held MOS are eligible to attend this course as long as they meet the following standards:

(1). Meet Army Regulation (AR) 350-1 physical fitness, height and weight, and profile requirements. (NOTE: IET Soldiers must only meet accessions standards for initial entry.)

(2). Have a physical demands rating of very heavy.

(3). Have a physical profile of 122221 or better.

(4). Have normal color vision.

(5). Have a minimum score of 100 in aptitude area Skilled Technical (ST) on ASVAB tests administered on and after 1 October 2013. Not waivable.

b. Transitioning Soldiers will be in the grade of E6 or below and not be a graduate of a previously held MOS' Advanced Leader Course (ALC) or Basic Noncommissioned Officer Course (BNCOC).

c. Soldiers in the grade of E5 through E8 transitioning into the 74D MOS that have already graduated from ALC or BNCOC in their current or previously held MOS, must attend the CBRN Transition Course, 031-74D2/3/4(T). Transitioning Soldiers must have a complete and accurate PRE-EXECUTION CHECKLIST (PEC) in their hands when they arrive at the training site. IT MUST BE SIGNED BY THE UNIT COMMANDER. The commander can delegate his signature authority. A copy of the Signature Authority memorandum must be attached to the pre-execution checklist.

4. Course Foreign Disclosure Rating FD3. The 494-74D10 program of instruction and lesson plans are NOT releasable to students/individuals from other countries.

5. American Council on Education (ACE) Credits. In its August 2014 report, the American Council on Education (ACE) Military Programs Evaluation recommended the USACBRNS Chemical, Biological, Radiological and Nuclear Specialist Course earn the following: In the lower-division baccalaureate/associate degree category, 4 semester hours in hazardous materials operations, 3 in characteristics of hazardous materials, and 3 in chemical, biological, radiological, and nuclear containment and decontamination.

6. Course Comments and Suggestions. The USACBRNS 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:

Assistant Commandant

U.S. Army CBRN School

401 MSCoE Loop, Suite 1021

ATTN: ATSN-CM

Ft. Leonard Wood, MO 65473-8926

7. Training Schedule Development Guidance.

a. Definition of a Training Day: A training day is a period of time allocated to the completion of lesson plans outlined from 494-74D10 program of instruction.

(1). The course is mandated by TRADOC as a "6 day" training week course (Reference TRADOC TASK # IN 000687). This designation means that training will occur six out of seven days a week (Monday through Saturday). This is designated as a standard training week.

(2). The maximum instruction period will last no longer than 10 hours. This does not include transportation to and from the training location or time for lunch.

(3). A "6-day" training week would be Monday through Saturday. A "compressed" training week would be Monday through Friday. All training schedules will be developed using the "6-day" training week. All compressed training week schedule changes must be coordinated and approved IAW CBRNS T&E SOP **prior to** execution.

(4). If a "6-day" training week is compressed into five days (Monday through Friday), then the remaining training days will be extended to make up the removed training time from the sixth day. This is designated as a compressed training week.

(5). Standard training day start time for AIT is 0800 except for the HAZMAT, MD, and CDTF module. The HAZMAT and MD standard training day start time for AIT is 0700. CDTF start time for AIT is 0630.

(6). The compressed training day start time for AIT is 0700. When using a compressed scheduled training day, all attempts should be made to limit additional time added to the student's day.

(7). A 1-hour lunch period will be provided for each training day. The 1-hour lunch period includes movement time from the training location to the dining facility, eating, and movement from dining facility back to the training location. The 1-hour period is added to the overall length of the training day for the students.

b. Mandated/Reinforcement Training listed in TR 350-6 will be captured on the training schedules. These events not specifically identified in the program of instruction will be conducted outside of the hours allotted for the training day. Examples of mandated or reinforcement training are SHARP, Army values, foot marches, etc. These events will occur outside the standard or compressed training day times.

c. Routine daily unit activities such as Physical Readiness Training (PRT), personal hygiene, breakfast, lunch, dinner, transportation to/from training, formations etc. will be captured on the training schedules and conducted outside of the hours allotted for the training day.

d. In-processing and Out-processing consist of CIF Issue, Regimental Induction Ceremony, and Graduation Ceremony are captured in lesson POI File Number (PFN) 031UTA01. These activities will be captured on the training schedules and conducted during the hours allotted for the training day. These events fall under the ADMIN time listed on the training schedules.

e. Activities not listed in the program of instruction such as phase inspections, Commander's time, counseling, company AARs, BN AARs, retraining, etc. will occur outside the standard or compressed training day times.

f. Course Training Sequence, Course Map, Schedule Example.

(1). The course map on the following pages shows the recommended sequence of training for the AIT course.

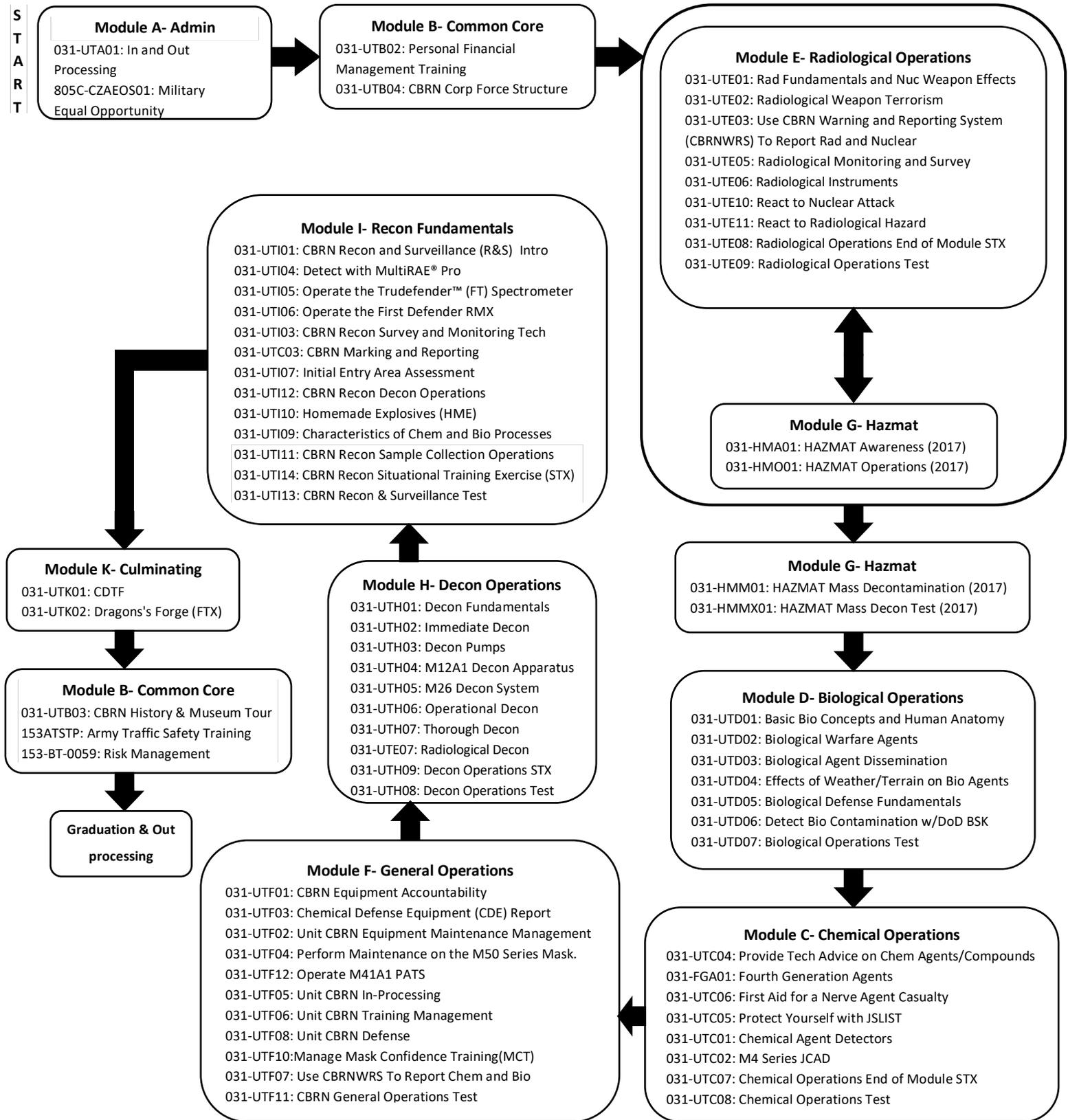
(2). The 84th Chemical Battalion Commander in coordination with the Chief of the Department of Instruction can, in exceptional cases (i.e., scheduling and resourcing conflicts), approve a modified training sequence in order to allow the flexibility necessary for scheduling facilities and equipment. All modified training sequences will be approved **prior to** execution.

(3). Every attempt will be made to train the course in the sequence listed. This sequence was developed to provide information in a reasonably logical order allowing the student to receive the needed knowledge or skill before moving on to tasks that require it. Even though some modification of the course is likely, all tasks must be taught. New equipment or procedures may be taught in place of older items; however, no part of the course may be eliminated. The Culminating Event **must always** occur after the instruction of all Modules has been completed.

(4). The course will use the following sequence. ADMIN Module (A), Core Module (B), HAZMAT Certification (G), Radiological Operations Module (E), Mass Decontamination Certification (G), Biological Operations Module (D), Chemical Operations Module (C), General CBRN Operations (F), Decontamination Operations (H), Reconnaissance Operations (I), Culminating Event (K), ADMIN Module (A). HAZMAT Operations Certification must occur prior to Mass Decontamination Certification.

## (5). COURSE MAP

S  
T  
A  
R  
T



## 8. COURSE SEQUENCE

| Training Day | Platoon |     | Module                  |
|--------------|---------|-----|-------------------------|
| 1            | 1st     | 2nd | ADMIN                   |
| 2            | 1st     | 2nd | ADMIN                   |
| 3            | 1st     | 2nd | CORE                    |
| 4            | 1st     | 2nd | FINANCE                 |
| 5            | 1st     |     | HAZMAT AWARENESS LEVEL  |
|              |         | 2nd | RADIOLOGICAL OPERATIONS |
| 6            | 1st     |     | HAZMAT OPERATIONS LEVEL |
|              |         | 2nd | RADIOLOGICAL OPERATIONS |
| 7            | 1st     |     | HAZMAT OPERATIONS LEVEL |
|              |         | 2nd | RADIOLOGICAL OPERATIONS |
| 8            | 1st     |     | HAZMAT OPERATIONS LEVEL |
|              |         | 2nd | RADIOLOGICAL OPERATIONS |
| 9            | 1st     |     | HAZMAT OPERATIONS LEVEL |
|              |         | 2nd | RADIOLOGICAL OPERATIONS |
| 10           | 1st     |     | RADIOLOGICAL OPERATIONS |
|              |         | 2nd | RADIOLOGICAL OPERATIONS |
| 11           |         | 2nd | HAZMAT AWARENESS LEVEL  |
|              | 1st     |     | RADIOLOGICAL OPERATIONS |
| 12           |         | 2nd | HAZMAT OPERATIONS LEVEL |
|              | 1st     |     | RADIOLOGICAL OPERATIONS |
| 13           |         | 2nd | HAZMAT OPERATIONS LEVEL |
|              | 1st     |     | RADIOLOGICAL OPERATIONS |
| 14           |         | 2nd | HAZMAT OPERATIONS LEVEL |
|              | 1st     |     | RADIOLOGICAL OPERATIONS |
| 15           |         | 2nd | HAZMAT OPERATIONS LEVEL |

|    |     |     |                             |
|----|-----|-----|-----------------------------|
|    | 1st |     | RADIOLOGICAL OPERATIONS     |
| 16 | 1st | 2nd | HAZMAT MASS DECONTAMINATION |
| 17 | 1st | 2nd | HAZMAT MASS DECONTAMINATION |
| 18 | 1st | 2nd | BIOLOGICAL OPERATIONS       |
| 19 | 1st | 2nd | BIOLOGICAL OPERATIONS       |
| 20 | 1st | 2nd | BIOLOGICAL OPERATIONS       |
| 21 | 1st | 2nd | BIOLOGICAL OPERATIONS       |
| 22 | 1st | 2nd | CHEMICAL OPERATIONS         |
| 23 | 1st | 2nd | CHEMICAL OPERATIONS         |
| 24 | 1st | 2nd | CHEMICAL OPERATIONS         |
| 25 | 1st | 2nd | CHEMICAL OPERATIONS         |
| 26 | 1st | 2nd | CHEMICAL OPERATIONS         |
| 27 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 28 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 29 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 30 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 31 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 32 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 33 | 1st | 2nd | GENERAL CBRN OPERATIONS     |
| 34 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 35 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 36 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 37 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 38 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 39 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 40 | 1st | 2nd | DECONTAMINATION OPERATIONS  |
| 41 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |

|    |     |     |                             |
|----|-----|-----|-----------------------------|
| 42 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |
| 43 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |
| 44 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |
| 45 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |
| 46 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |
| 47 | 1st | 2nd | RECONNAISSANCE FUNDAMENTALS |
| 48 | 1st |     | CDTF                        |
|    |     | 2nd | MUSEUM                      |
| 49 | 1st |     | MUSEUM                      |
|    |     | 2nd | CDTF                        |
| 50 | 1st | 2nd | CDTF MAKEUP/ADMIN           |
| 51 | 1st | 2nd | FTX                         |
| 52 | 1st | 2nd | FTX                         |
| 53 | 1st | 2nd | FTX                         |
| 54 | 1st | 2nd | TRAFFIC                     |
| 55 | 1st | 2nd | ADMIN                       |
| 56 | 1st | 2nd | ADMIN                       |

9. Course Manager Qualifications.

a. Military Course Managers.

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

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

(3). Graduate of ALC.

(4). SSG and above or as otherwise stated in AR 614-200.

b. Civilian Course Managers.

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

(2). Experience demonstrating a practical knowledge of the methods and techniques of instruction.

(3). Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).

(4). Development or review of training/course materials, aids, devices, etc., and evaluation of training results.

(5). Work in the occupation or subject matter field of the position to be filled that required training or instructing others on a regular basis.

#### 10. Course Manager Responsibilities.

a. The course manager is responsible for ensuring the training is presented as designed in course documents.

b. Ensure that instructors receive support, materials, and equipment required to present training.

c. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the trainers and the Director of Training & Leader Development (DOT&LD), USACBRNS.

d. Ensure staff, faculty, and students comply with safety, risk management, environmental protection rules, regulations, laws, guidance, and course requirements.

e. Ensure facilities, material, equipment, and systems required for presenting instruction are properly maintained.

f. Ensure that the next Fiscal Year's class dates are scheduled and correctly input into Army Training Resource Requirements System (ATRRS).

g. Monitor course inputs frequently and relay class size projections to Cadre, company, and battalion leadership.

h. Serve as Point of Contact (POC) between the instructor staff and DOT&LD for lesson plan revisions, test question changes, errors within the course documents, etc.

i. Serve as the DTMS Course Manager for AIT. Ensure AIT course is properly represented in DTMS and make adjustments as needed to reflect current approved POI. Provide access to authorized Drill Sergeants for the purpose of annotating student academics in DTMS. Revoke user access for continuous dereliction of responsibilities.

#### 11. Instructor Qualification/Certification Requirements.

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

b. All individuals assigned to instructor duties must complete a TRADOC approved instructor-training program as part of the initial certification and been awarded the appropriate instructor skill qualification identifier. Instructor certification requirements are outlined in AR 614-200, TR Reg 350-6, and TR Reg 350-70. They are as follows:

(1). Demonstrate competency and proficiency in the technical and tactical skills required by the POI or lesson outlines.

(2). Fulfill all proponent requirements as outlined in the Proponent Instructor Certification Policy.

(3). Must be in the grade of SSG and above or as otherwise stated in the Proponent Instructor Certification Policy.

(4). Meet height and weight standards in accordance with AR 600-9.

(5). Pass the ACFT in accordance with FM 7-22.

(6). 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), AR 614-200 (Selection of Enlisted Soldiers for Training Assignments) and TRADOC Regulation 350-70.

(7). Instructors who hold either the Army Basic, Senior, or Master badge must demonstrate the Instructor Competencies located under ANNEX F while performing their duties as instructors. These competencies and outcomes are derived from the International Board of Standards for Training, Performance and Instruction (ibstpi).

c. Military personnel responsible for the 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 74D CBRN Specialist (exceptions can be made for the common core subject areas), must have completed a TRADOC Instructor/Facilitator Course such as the Instructor Training Course (ITC), the Army Basic Instructor Course (ABIC), the Foundation Instructor Facilitator Course (FIFC), or the Common Faculty Development Instructor Course (CFD-IC); and have been awarded an instructor skill qualification identifier (SQI).

d. Civilian personnel responsible for conducting the training must have held a Chemical Corps MOS to include 72A Nuclear Medical Science Officer, (or service specific specialty in alignment with the target audience of the course) during his/her military career. If not, the candidate will be required to successfully complete the course in which he/she is to be certified. 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, ABIC, FIFC, CFD-IC) or be scheduled to attend such a course.

e. Instructors flagged under administrative actions/UCMJ for anything other than Army Body Composition Program (ABCP) or ACFT failure, is subject to suspension/removal as an instructor.

## 12. Responsibilities (Company/Drill Sergeant/Instructor)

### a. Company.

(1). Develop the day-to-day training schedule within TMSS/DTMS following the 13-week construct IAW FM 7.0. Coordinate schedule developments with all DOI training departments; HAZMAT, Radiological, CBD/D, and CDTF prior to official approval.

(2). Ensure all POI events are scheduled within the designated standard or compressed training daytime periods.

(3). Ensure non-POI events are scheduled outside the designated standard or compressed training daytime periods.

(4). Ensure students arrive at the designated training location on time.

(5). Maintain student academic records for a minimum of 1 year (2 years for any student removed from training). Records can be a physical copy/electronic format, or a combination of both.

(6). Maintain Drill Sergeant Certification documentation on all Drill Sergeants.

(7). Ensure all student grades, ACFT scores, absences, test failures, etc. are inputted in DTMS within 24 hours after the completion of such event.

### b. Drill Sergeant

(1). Cadre are directly in contact with the students and represent the command. They serve as role models for the students. They will be technically competent and professional in demeanor.

(2). Thoroughly study and be well versed in the mandated/reinforcement training for AIT soldiers outlined in TRADOC 350-6. Supervise and guide the learning process using learner-centered methods when teaching mandated/reinforcement training.

(3). Thoroughly read and follow TRADOC 350-6, the CMP, and Enterprise SOP.

(4). Brief students on the Individual Student Assessment Plan (ISAP) (Annex A) prior to the first day of POI training. Ensure the graduation criteria is explained and understood. Use a sign-in roster, or an individual counseling form to document that each student has received the ISAP Briefing.

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

(6). Provide immediate feedback on soldier performance. Counsel and coach students. Be alert to soldiers having difficulty and intercede as appropriate.

(7). Complete required DTMS Course Manager training. Document student grades, ACFT scores, absences, test failures, etc. in DTMS within 24 hours after the completion of such event.

(8). Ensure Soldiers are in place, ready to start learning at the scheduled training times, including movement to/from dining facilities, barracks, classrooms, and testing facilities.

(9). Develop and maintain a movement book for each class. Movement books at a minimum will consist of current class roster, approved training schedule, and 880s. The movement book will be present at all POI training locations and will travel with the class. In the event of split training for two different training locations, two movement books will be required.

(10). Ensure CLS bags, heat mitigation measures, cold weather mitigation measures, and risk mitigation measures are in place at all training locations prior to start.

(11). Ensure all students arrive at the training location with the correct serviceable equipment. Nonfunctioning/unserviceable equipment will be replaced prior to arriving for training.

### c. Instructor Responsibilities

(1). Cadre are directly in contact with the students and represent the command in the presentation of the instruction. They serve as role models for the students. They will be technically competent and professional in demeanor.

(2). Thoroughly read and follow TR 350-6, the CMP, and Enterprise SOP.

(3). Thoroughly study and be well versed in the Army's Learning Model, the 74D Skill Level 1 and 2 Individual Critical Task Lists (ICTLs), the course Program of Instruction (POI), and Lesson Plans, before presenting lessons.

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

(5). Teach every lesson as outlined in the course documents. Allowing students the opportunity to practice what they have learned increases the successfulness of the training event. Ensure students are provided the opportunity to practice newly acquired skills or knowledge. Demonstrate the performance exercises, allow the students to

practice, and then measure the students during the performance evaluation against the approved measurement standard.

(6). Manage the training and maintain an environment conducive to learning where students are active participants and cultivate collaborative groups.

(7). Supervise and guide the learning process using learner-centered methods.

(8). Create collaborative, context-based, and problem-solving events that engage learners to think and understand relevance of the material learned when possible.

(9). Reduce or eliminate instructor-led slide presentations and use a blended learning approach that incorporates virtual and constructive simulations, gaming technology, or other technology-delivered instruction when possible.

(10). Provide immediate feedback on student performance.

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

(12). Maintain a copy of the ISAP in the back of the classroom ensuring it is accessible for students to review at their leisure.

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

(14). Counsel and coach students.

(15). Provide appropriate remedial training.

(16). Ensure the movement book is present for the class. Verify student attendance and document any absences or missed training on the 880s. Ensure current training schedule is present in movement book.

(17). Ensure CLS bags, heat mitigation measures, cold weather mitigation measures, and risk mitigation measures are present at the training location prior to starting. Identify any shortfalls to the DS for correction.

(18). Ensure all students arrive at the training location with the correct serviceable equipment. Identify any nonfunctioning or unserviceable equipment to the DS for replacement.

(19). Continuously evaluate course effectiveness, lesson plans, and training aids for accuracy and effectiveness in alignment with POI and provide feedback to the course manager.

13. Student Responsibilities.

- a. It is the student's responsibility to learn and perform the lesson objectives. This responsibility includes completing the home assignments, practical exercises, and participating in training activities.
- b. Prepare for class by studying assigned materials. Complete homework assignments, practical exercises, and participate in training activities.
- c. Meet or exceed all graduation requirements as outlined in the ISAP.
- d. Avoid conduct both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit to the Army.
- e. Maintain proper military bearing in dress and behavior.
- f. Maintain total honesty and uphold the highest standards of integrity.
- g. Provide constructive criticism concerning the efficiency and effectiveness of the training and training materials using the student feedback form.
- h. Comply with the guidelines in the ISAP, Battalion SOP, unit policy letters, and any other pertinent directives.
- i. Complete assigned reading and homework, as well as being prepared for classes, to include bringing necessary publications and supplies.
- j. Maintain high standards of appearance, bearing, and professionalism.

#### 14. HAZMAT Test Proctor (TP) Qualification/Certification.

- a. Designated in writing by the Director, Department of Instruction (DOI), or the Commander 84th Chemical Battalion.
- b. Completed ITC/ABIC/FIFC/CFD-IC.
- c. Be a graduate of the course.
- d. Completed the instructor certification process.
- e. Be certified one level above the level they are proctoring.
- f. Possess the appropriate security clearance-level and need-to-know.
- g. Completed Exam Proctor training administered by DOT&LD Compliance Department ensuring proctor has read and understands the CBRNS Certification Program Standard Operating Procedures (SOP).

## 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 3rd Chemical Brigade Commander.
3. ISAP Orientation. Each instructor will become familiar with the ISAP and the 84th Chemical Battalion Commander will ensure that each company is provided a copy of the ISAP. Each student will be provided a copy or have access to a copy. A copy will be placed in each classroom used for instruction.
4. Academic Administration. Students will receive a briefing concerning academic administration during the first two days of the course. Each student will be counseled on the ISAP. A copy of the ISAP will be posted in each classroom.
5. Test Types. Two types of tests are used in the course.
  - a. Performance-Based Tests (written tests). Criterion Referenced tests are used to determine the degree of knowledge a person has about a subject. Retesting is required if the student scores less than a passing score on the first test. A student may be recommended to be dropped from the course if they score less than a passing score required on the second test. Test material will be regarded as sensitive and handled accordingly.
  - b. Performance Tests (hands-on tests). A performance test is used to determine if a student can perform a manual task correctly. This kind of test is most often used to determine if a student can properly set-up, operate, maintain, or disassemble a piece of equipment.
6. HAZMAT Response Certification Testing.
  - a. Consists of performance (written) based tests, and performance (hands-on) skills tests that certify students to perform HAZMAT Responder actions at the HAZMAT Awareness Level, the HAZMAT Operations Level, and the HAZMAT Operations Mission Specific Competency (MSC) Mass Decontamination.
  - b. These tests are based on HAZMAT Responder certification standards/requirements set by the International Fire Safety Accreditation Congress (IFSAC) and the National Fire Protection Agency (NFPA).
7. Student Graduation Requirements.

a. Pass all performance (written) based tests. The minimum passing scores for these tests are as follows:

|  |     |
|--|-----|
| (1). Biological Operations Test                  | 70% |
| (2). Chemical Operations Test                    | 70% |
| (3). Decontamination Operations Test             | 70% |
| (4). CBRN General Operations Test                | 70% |
| (5). Reconnaissance Fundamentals                 | 70% |
| (6). Radiological Operations Test                | 70% |
| (7). HAZMAT Awareness Test                       | 75% |
| (8). HAZMAT Operations Test                      | 76% |
| (9). HAZMAT Mass Decontamination Operations Test | 80% |

b. Pass all performance (hands-on) skills tests. These tests use a GO/NO GO pass/fail rating system. Students must receive a GO rating in order to pass each of the following individual critical tasks:

| TASK         | Task Title  |
|--------------|---|
| 031-74D-1010 | Collect a Solid Chemical Sample   |
| 031-74D-1015 | Conduct Operator Wipe Down using the M100 Sorbent Decontamination System (SDS)                    |
| 031-74D-1017 | Emplace a Chemical Agent Alarm  |
| 031-74D-1018 | Collect a Liquid Chemical Sample  |
| 031-74D-1019 | Detect Chemical Warfare Agents Vapors Using the Joint Chemical Agent Detector (JCAD)              |
| 031-74D-1020 | Decontaminate Equipment with the M26 Decontamination Apparatus                                    |
| 031-74D-1021 | Report Chemical Reconnaissance Data with A CBRN 4 Chemical Report                                 |
| 031-74D-1022 | Report Biological Reconnaissance Data with A CBRN 4 Biological Report                             |
| 031-74D-1023 | Report Radiological Reconnaissance Data with A CBRN 4 Radiological Report                         |
| 031-74D-1024 | Report Nuclear Reconnaissance Data with A CBRN 4 Nuclear Report                                   |
| 031-74D-1025 | Locate Radiological Contamination with an AN/PDR-77 Radiac Set                                    |
| 031-74D-1026 | Detect Neutron/Gamma Radiation Dose and Gamma Radiation Dose Rate with an AN/UDR-13/14 Radiac Set |
| 031-74D-1027 | Locate Radiological Contamination with an AN/VDR-2 Radiac Set                                     |
| 031-74D-1028 | Monitor Individual Radiation Levels with the ANPDR-75A RADIAC Set                                 |

|              |   |
|--------------|---|
| 031-74D-1029 | Manage semiannual protective mask Preventive Maintenance Checks and Services (PMCS)                                     |
| 031-74D-1030 | Protect Yourself and Others from Chemical and Biological (CB) Injury/Contamination with a Collective Protection Shelter |
| 031-74D-1031 | Detect Biological Contamination with a Department of Defense (DoD) Biological Sampling Kit (BSK)                        |
| 031-74D-1032 | Report a Chemical Incident Using a CBRN 1 Chemical Report   |
| 031-74D-1033 | Report a Biological Incident Using a CBRN 1 Biological Report   |
| 031-74D-1034 | Report a Nuclear Incident Using a CBRN 1 Nuclear Report   |
| 031-74D-1035 | Report a Radiological Incident Using a CBRN 1 Radiological Report   |
| 031-74D-1036 | Interpret a Chemical Downwind Message (CDM)   |
| 031-74D-1037 | Interpret an Effective Downwind Message   |
| 031-74D-1038 | Assess Unit CBRN Training Requirements  |
| 031-74D-1039 | Control Hazardous Material (HAZMAT) in a CBRN Room  |
| 031-74D-1040 | Detect Hazardous Vapors, Explosive Limits, and Oxygen Levels with the MultiRAE® Pro.                                    |
| 031-74D-1041 | Identify Solid and Liquid Chemical Threats with the First Defender (Raman)  |
| 031-74D-1042 | Detect Radionuclides with the IdentiFINDER  |
| 031-74D-1043 | Identify Components of an Improvised Chemical or Biological (CB) Weapons Lab  |
| 031-74D-1047 | Decontaminate Vehicles or Terrain with a M12A1 Power-Driven Decontaminating Apparatus (PDDA)                            |
| 031-74D-1048 | Confirm the Presence of Hazardous Materials/Weapons of Mass Destruction (WMD)   |
| 031-74D-1049 | Implement Protective Actions at the Awareness Level   |
| 031-74D-1050 | Implement the Notification Process at the Awareness Level   |
| 031-COM-1000 | Conduct MOPP Gear Exchange  |
| 031-COM-1001 | React to a Nuclear Attack   |
| 031-COM-1002 | React to Depleted Uranium (DU)  |
| 031-COM-1003 | Mark CBRN-Contaminated Areas  |
| 031-COM-1004 | Protect Yourself from Chemical and Biological (CB) Contamination Using Your Assigned Protective Mask                    |
| 031-COM-1005 | Protect Yourself from CBRN Injury/Contamination by Assuming MOPP Level 4  |
| 031-COM-1006 | Decontaminate Your Skin   |
| 031-COM-1007 | React To Chemical or Biological (CB) Hazard/Attack  |
| 031-COM-1008 | Identify Liquid Chemical Agents using M8 Paper  |
| 031-COM-1009 | Detect Liquid Chemical Agents using M9 Detector Paper   |
| 031-COM-1010 | Maintain Your Assigned Protective Mask  |
| 031-COM-1011 | Decontaminate Individual Equipment  |
| 031-COM-1012 | Conduct Personal Hydration While Wearing Your Assigned Protective Mask  |
| 031-COM-1013 | React to a Radiological Hazard  |
| 031-HPD-0001 | Operate in MOPP Level 4 Continuously  |
| 031-HPD-0002 | Operate in MOPP Level 4 Non-Continuously  |
| 031-HPD-0003 | Move 125 GPM Pump   |

|              |  |
|--------------|--|
| 031-HPD-0004 | Load a Drum of Super Tropical Bleach (STB)   |
| 031-HPD-0005 | Move Contaminated Casualty   |
| 031-HPD-0006 | Prepare a Contaminated Waste Water Control Trench  |
| 031-HPD-0007 | Operate in Level B Personal Protective Equipment (PPE) with Self-contained Breathing Apparatus (SCBA)      |
| 081-COM-1044 | Administer Nerve Agent Antidote  |
| 031-74D-1001 | Identify Personal Protective Equipment (PPE)   |
| 031-74D-1003 | Perform Preventive Maintenance Checks and Services (PMCS) on the Self-Contained Breathing Apparatus (SCBA) |
| 031-74D-1004 | Protect Yourself Using the Self-Contained Breathing Apparatus (SCBA)                                       |
| 031-74D-1005 | Protect Yourself from Injury/Contamination with Level B Protective Garment                                 |
| 031-74D-2011 | Submit RADIAC Equipment to Test, Measurement and Diagnostic Equipment (TMDE)                               |
| 031-74D-2012 | Manage Operational Decontamination   |
| 031-74D-2014 | Process Soldiers Through a Detailed Troop Decontamination  |
| 031-74D-2017 | Process Vehicles through a Detailed Equipment Decontamination  |
| 031-74D-2021 | Direct Radiation Monitoring.   |
| 031-74D-2022 | Control Unit Radiation Exposure.   |
| 031-74D-2024 | Plot a CBRN 3 Chemical Report  |
| 031-74D-2025 | Plot a CBRN 3 Biological Report  |
| 031-74D-2026 | Plot a CBRN 3 Radiological Report  |
| 031-74D-2027 | Plot a CBRN 3 Nuclear Report   |
| 031-74D-2028 | Plot a CBRN 5 Chemical Report  |
| 031-74D-2029 | Plot a CBRN 5 Biological Report  |
| 031-74D-2030 | Plot a CBRN 5 Radiological Report  |
| 031-74D-2031 | Plot a CBRN 5 Nuclear Report   |
| 031-74D-2032 | Determine Protective Measures for Friendly Troops in STRIKWARN Area  |
| 031-74D-2033 | Establish a Unit CBRN Maintenance Program  |
| 031-74D-2034 | Plan Mask Confidence Training (MCT)  |
| 031-74D-2035 | Perform MOPP Analysis  |
| 031-COM-2000 | Conduct Unmasking Procedures   |
| 031-COM-2003 | Conduct Protective Mask Fitting for the M50 or M51   |
| 031-COM-2004 | Identify Chemical Agents Using a M256A2 Chemical-Agent Detector Kit  |
| 150-LDR-5012 | Conduct Troop Leading Procedures   |

c. Complete the Army Combat Fitness Test (ACFT) IAW AR 350-15 and FM 7-22 and once the ACFT becomes an official program of record, the requirement will change to “Pass the Army Combat Fitness Test (ACFT) IAW AR 350-15 and FM 7-022”.

d. Meet Army body fat standards IAW AR 600-9.

e. Complete training at the Chemical Defense Training Facility (CDTF). This requirement can only be waived by the Commandant of the CBRN School.

f. Not pending any disciplinary or Student Status Review (SSR) actions.

8. Test Failures. A student that fails an initial test is allowed a retest after counseling and retraining has been completed. The retraining and retest will be conducted outside the standard or compressed training day times. The retest is administered after the student has been retrained. Students who fail a retest will have an SSR initiated.

a. First (initial) Test Failure.

(1). A student who fails to pass any initial performance-based test (written), or performance test (hands-on) will be placed on academic probation.

(2). The student will receive formal counseling from his/her Drill Sergeant/Instructor and receive formal notification of being placed on academic probation by his/her Company Commander.

(3). The Drill Sergeant will coordinate with the appropriate training department for retraining and retesting of the student. Retraining and retesting will not interfere with the student's participation in any follow-on course instruction and will occur prior to class time, during lunch, or after class completion.

(4). The student must satisfactorily complete a retest within 3-5 academic days after the examination. Successful completion of the retest will result in the student being removed from academic probation.

b. Retest (subsequent) Test Failure. If a student fails a retest, or fails three initial tests in different subject areas, then the following actions will occur:

(1). The student will receive formal counseling from his/her Drill Sergeant/Instructor that states the Company Commander is initiating the SSR process to determine if he/she will be allowed to remain enrolled in the course.

(2). The student's Company Commander will initiate SSR.

c. A student who passes a retest on a performance-based (written) test, will be awarded the minimum passing score (regardless of their actual score).

d. A student who passes a retest on a performance (hands-on) test will receive a "GO" rating.

9. Graduate Distinctions.

a. Distinguished Honor Graduate (DHG). Is a student that:

(1). Meets all graduation requirements.

(2). Has the highest-grade point average in the class.

(3). The student's academic average is 95% or higher.

(4). Passes all tests on the first attempt (to include the ACFT). (Requirement not valid until the ACFT becomes an official program of record.)

(5). Possesses outstanding leadership potential.

(6). Meets body composition standards IAW AR 600-9.

(7). Obtains a score of 270 or above on the record ACFT, with at least 90 points in each event. (Requirement not valid until the ACFT becomes an official program of record.)

(8). Did not receive any derogatory correspondence (i.e., memorandum of reprimand, letters of indebtedness).

(9). Is recommended by the Drill Sergeant/Instructor as the DHG.

(10). Has the DHG designation approved by the Company Commander.

b. Honor Graduate (HG). Is a student that:

(1). NOTE: Only 10% of the graduating class can be honor graduates.

(2). Meets all graduation requirements.

(3). Has a grade point average of 90 to 94.9%.

(4). Passes all tests on the first attempt (to include the ACFT). (Requirement not valid until the ACFT becomes an official program of record.)

(5). Meets body composition standards IAW AR 600-9.

(6). Obtains a score of 270 or above on the record ACFT. (Requirement not valid until the ACFT becomes an official program of record.)

(7). Does not have any adverse actions.

(8). Is recommended by the Drill Sergeant/Instructor as an HG.

(9). Has the HG designation approved by the Company Commander.

c. Graduate (G). Is a student that:

(1). Meets all graduation requirements.

(2). Is recommended for graduation by the Drill Sergeant/Instructor and the commander.

d. Non-Graduate (NG). Is a student that fails to meet graduation requirements.

#### 10. Academic Grading and Test Plan.

a. Test Grading. Tests will be graded according to the Test Administration Guide (TAG). (Annex C).

b. Test Review. A mandatory test review will be conducted after the Test Control Office has graded each test and results are official. As a result of the mandatory test review, any unresolved questions pertaining to doctrine or regulations should be addressed IAW the reclama procedures within this ISAP.

c. Blackboard (BB) Tests.

(1). Upon submission of BB scores, grades HAZMAT certification tests immediately.

(2). Gives the test taker the option for a test review. Students must select this option and conduct the BB test review.

d. Student Questions.

(1). Students will be allowed to ask questions; however, only the TA will have access to the test booklet.

(2). In cases of performance testing where work must be shown, students will be allowed to see written work and will hand the worksheets back to the instructor after the critique period.

e. Reclama Procedures.

(1). Students who want to challenge the school response to an examination question may submit a written reclama through the student chain of command.

(2). Reclama actions will only occur after the examination critique.

(3). Test item analysis of the examination should identify problem questions and corrective action taken, if required. Test item analysis will identify possible instrumental omissions or other related problem areas.

f. Critiques should resolve any issues or student questions. If question areas remain, the following procedures must be followed:

(1). A reclama may be typed or written and submitted to an instructor by a student.

(2). The test stem (the question) is not worded correctly (to include the situation).

g. Examples of examination critique:

(1). There are multiple or no correct answers.

(2). There is conflicting instruction or doctrine (e.g., two different instructors give different forms to record data and there is only one correct form, or the doctrine is different from the instruction and the instructor does not point out the difference).

h. All reclamation should clearly state the issue, justifying arguments, and identify supporting documents (e.g., class handouts, regulations, and other appropriate publications). The reclama must be submitted to the instructor within two academic days of the critique.

i. Instructor Actions.

(1). Obtain the exact text of the question(s) involved and attach the text to the reclama.

(2). Safeguard the reclama to ensure test security.

(3). Review and research the reclama, add comments as appropriate, sign the document, and forward it to the OIC/NCOIC of the Instructional department.

(4). After the reclama has been approved by the AIT Course Manager, and test control has processed and published the results/changes, then prepare a written response, and furnish it to the student.

(5). In the event the AIT Course Manager disapproves the reclama, then the response will contain a brief statement explaining the reason for the disapproval.

j. Instructional Department OIC/NCOIC actions.

(1). Review the reclama and related documents.

(2). Recommend approval or disapproval, sign the document, and submit it to the AIT Course Manager.

k. AIT Course Manager Actions.

(1). Review the reclama, related documents, and Instructional Department OIC/NCOIC's recommendation.

- (2). Approve or disapprove the reclama.
- (3). Forward to the Chief of Test Control Office and cc the AIT POI Manager.
- (4). Retain a file copy of the response and reclama, minus the text of test item.

I. Chief of Test Control Office/AIT POI Manager Actions.

- (1). Review the reclama, supporting documents, and comments.
- (2). Make additional comments, if appropriate, sign the document, and forward the results/changes back to the course manager.
- (3). After receiving the approved reclama from the AIT Course Manager, give the student credit for the question(s)/reclama, and adjust the student's test score.
- (4). Forward grade changes to the instructor.
- (5). Initiate test item revision, if necessary.

m. 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.

n. Blackboard reclamationas.

- (1). Students who want to challenge an examination question must challenge the question during the test session.
- (2). The Blackboard Program Manager will download question challenges and identify valid responses.
- (3). 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.
- (4). Blackboard Program Manager will then inform the instructional department of the decision. The decision will be annotated on the originally downloaded challenge document and filed.
- (5). The instructional department is responsible for notifying the student of the final decision. The student will not approach the program manager/compliance officer about a challenge.
- (6). Students will not be released from the course until final disposition of their challenge has been completed.

o. 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.

p. Other Scoring Exceptions.

(1). Reclamas are only one form of scoring exceptions. The need for other scoring exceptions may be identified during test administration, test scoring, test analysis, or during critiques.

q. The AIT Course Manager may approve scoring exceptions and initiate corrective action using the following criteria:

(1). The test item is vague and has more than one correct answer when only one answer is required.

(2). The test item has been rendered invalid by doctrinal publications, changes, or classroom instruction.

(3). The test item format is incorrect.

r. The AIT course manager will follow-up with the POI manager and test control if scoring exceptions are made.

#### 15. Student Status Review (SSR).

a. The Student Status Review (Appendix 1 to Annex A) is a process used to determine if a student; who is having academic, disciplinary, or other problems; be retained in the course or removed from the course.

b. Any member of the USACBRNS staff or faculty, equal to or senior to the student, may request a review of a student's status for any of the reasons listed below and will submit recommendations in writing to the respective commander. The student is allowed to provide input for consideration during the review.

c. The Company Commander will initiate a SSR if a student meets one of the following conditions and forward through the chain of command:

(1). Fails any three initial tests.

(2). Fails a retest of any tests.

(3). Has authorized or unauthorized absences that may cause a Soldier to miss tests or academic training of more than 24 total academic hours. Platoon Sergeants/Drill Sergeants will be responsible for tracking and inputting hours missed by the student.

Based on extenuating circumstances, as an exception to policy, the Battalion Commander can approve student absences of more than 24 academic hours.

(4). Is suspected of committing acts of misconduct punishable under the UCMJ or civil statutes (example: DUI, drug abuse, conduct unbecoming). 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.

(5). Is habitually tardy.

(6). Is suspected of cheating or committing plagiarism.

(7). Has an illness, injury, or other medical condition that affect the student's progress in the course.

(8). Commits any other minor offenses when added to other offenses, can collectively affect the Soldier's full participation in the course.

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

(10). Passing the ACFT is not a prerequisite for enrollment, but it is a requirement for graduation. If a student fails the record ACFT, the student will receive a single retest within 7 to 24 days of the failure. If the student fails the retest, the Company Commander will initiate a Student Status Review. (Requirement not valid until the ACFT becomes an official program of record.)

(11). Students may enter the course if not in compliance with the Height/Weight/Body Composition Standards established by AR 600-9; however, the student has 30 days to comply with the standards. The Company Commander will enroll the student in the Army Weight Control Program and flag the student's records. After 30 days, the Company Commander will initiate a Student Status Review if the student does not comply with AR 600-9.

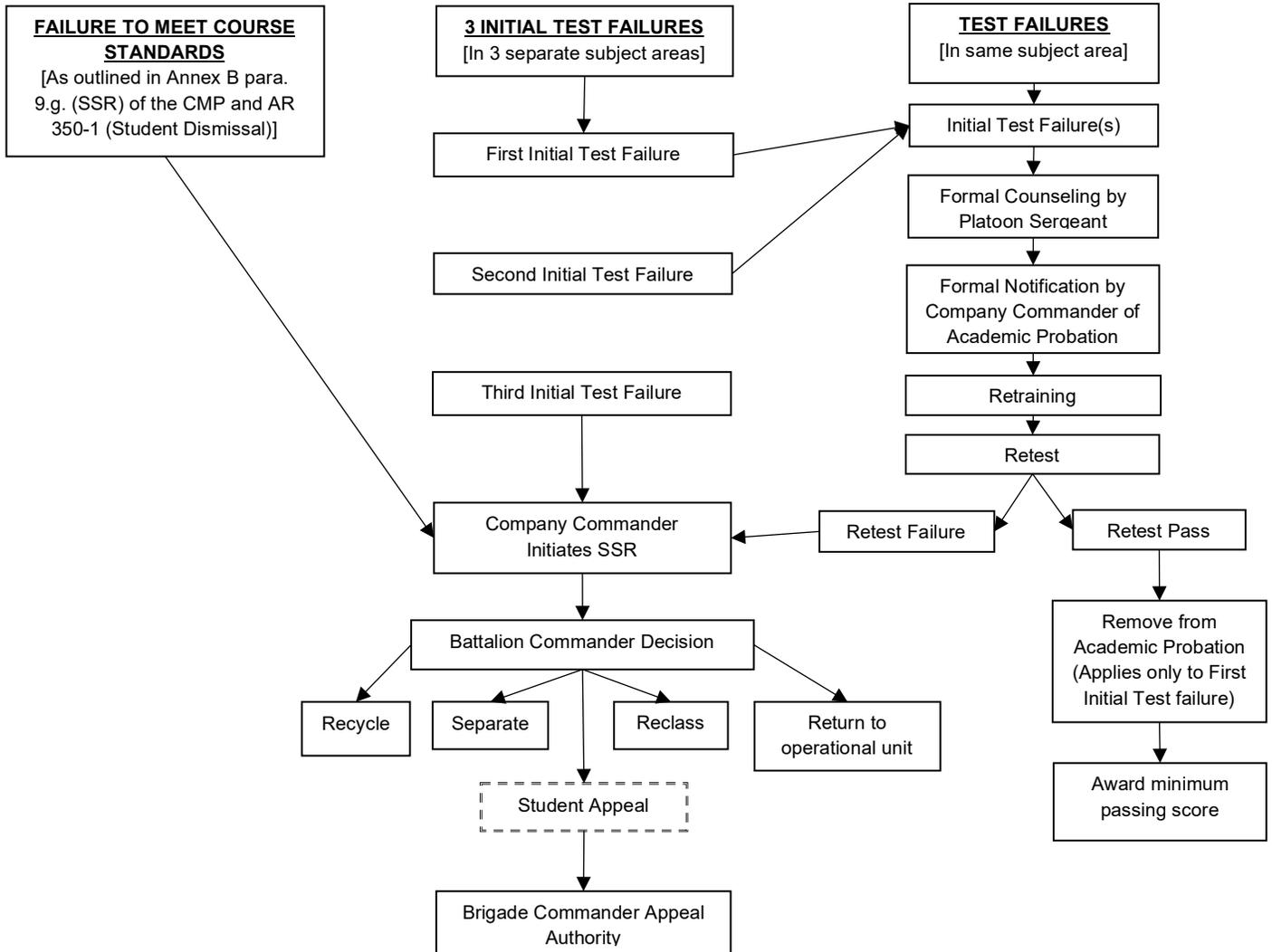
(12). Violates any aspects of the Honor Code or cannot maintain high standards of appearance, bearing, and professionalism required of a U.S. Army Soldier.

(13). Fails to adhere to all brigade/battalion, and installation policy requirements.

(14). Receives "Did Not" or "Does Not Meet" course standards on DA Form 1059.

# Appendix 1 to Annex A

## SSR Process



Appendix 2 to Annex A

SSR Memorandum for Record Example

(Battalion Letter Head)

(Battalion Office Symbol)

(Date)

**MEMORANDUM FOR RECORD**

**SUBJECT:** Student Status Review (SSR) of (Enter Soldier's Rank, Full Name, and DODID #)

1. **Reference.** (Give pub#, pub title, and para/sub-para within it that supports the initiation of SSR) For example: CBRN AIT Course Management Plan (CMP); Annex B, Individual Student Assessment Plan (ISAP); Para. 9. Academic Grading and Test Plan Student Status Review (SSR); Sub-para. 9.f.(3) "The Company Commander will initiate a SSR if a student meets one of the following conditions:" Sub-para 9.f.(3) (b) "Fails a retest."

2. **Background.** (Give situation details) For example: On 22 Apr 17, The Soldier failed his initial HAZMAT Operations test with a score of 36%. The minimum passing score for the test is 76%. He received retraining on the subject and failed the retest with a score of 40%.

3. **CO CDR's Recommendation.** I evaluated the Soldier's situation, and recommend that the BN CDR initiate an SSR, and take the following action against the Soldier: (Initial One and input class #)

- \_\_\_\_\_ Retain in AIT Class # \_\_\_\_\_.
- \_\_\_\_\_ Dismiss from AIT Class # \_\_\_\_\_ and recycle into Class # \_\_\_\_\_.
- \_\_\_\_\_ Dismiss from AIT Class # \_\_\_\_\_ and initiate MOS reclassification action.
- \_\_\_\_\_ Dismiss from AIT Class # \_\_\_\_\_ and return to operational unit.
- \_\_\_\_\_ Dismiss from AIT Class # \_\_\_\_\_ and initiate separation action.

4. **BN CDR's Decision.** I reviewed the Soldier's situation and considered the CO CDR's recommendation. I have decided that the Soldier will be: (Initial one and input class #)

- \_\_\_\_\_ Retained in AIT Class # \_\_\_\_\_.
- \_\_\_\_\_ Dismissed from AIT Class # \_\_\_\_\_ and recycled into Class # \_\_\_\_\_.
- \_\_\_\_\_ Dismissed from AIT Class # \_\_\_\_\_ and MOS reclassification action initiated.
- \_\_\_\_\_ Dismissed from AIT Class # \_\_\_\_\_ and returned to operational unit.
- \_\_\_\_\_ Dismissed from AIT Class # \_\_\_\_\_ and separation action initiated.

5. **Point of Contact (POC).** (POC information)

\_\_\_\_\_  
Company  
Commander's  
Signature Block

\_\_\_\_\_  
Battalion  
Commander's  
Signature Block

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Annex B

### Administration Guide

#### 1. Test Administrator (TA) Responsibilities.

a. The TA is responsible for the test administration (before, during, and after the test).

b. Appoint an instructor, in the rank of SGT or above, as the 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 ATA to the Test Control Office (TCO), MSCoE Directorate of Training.

c. 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.

d. 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 item sheets, answer sheets, and changes to the test material.

e. The TA accepts responsibility for the examination material while it is in their possession. When returning them to the Test Control Officer, the TA and TCO will again inventory the examination materials to ensure proper accountability.

f. When not in use, stores all examination materials where only authorized personnel have access to it. Examination materials include the examination, exam item sheets, completed answer sheets, and changes to test material.

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

h. Does not store answer keys in the same drawer or container as the examinations.

i. Under no circumstances will instructors be informed in advance which version of the examination is in use. Test proctors will not issue instructors examination materials until just before the examination.

j. Immediately after testing is completed, the TA will return the test materials to the Test Control Office. The Test Control Officer, and the TA will then conduct an inventory of the test material to ensure it is all accounted for.

#### 2. Perform Before Test Actions.

a. Pick-up and inspect the test materials for the test to be given. Ensure that sufficient number of test folders (containing a test booklet, AIMS answer sheets, Student Test review Sheet, and special material, if required), scratch paper, pencils, and other testing materials, are on hand. The Test Administrator is responsible for the SECURITY OF TESTS/TEST MATERIAL while it is signed out from the MSCoE Test Control Office. The Test Administrator will use only proponent test material in preparation for or during the administration of tests.

b. Ensure test facility has sufficient space for students to work comfortably with their exam folders, scratch paper, and other testing materials. The testing room must be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise.

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

d. Place all required testing materials, except the exam folder, at each desk.

e. On an upper corner of the chalkboard, place course name, class number, names of Test Administrator/Proctors, and the six-digit AIMS Test number.

f. Elsewhere on the chalkboard, place:

TIME START \_\_\_\_\_ HRS/MIN.

TIME STOP \_\_\_\_\_ HRS/MIN.

TIME REMAINING \_\_\_\_\_ HRS/MIN.

As of \_\_\_\_\_

### 3. Perform During Test Actions.

a. Ensure unauthorized personnel do not 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. After students have arrived and are seated, issue test folders and special test material to each student before testing.

c. Ensure the CORRECT folders are issued.

d. Ensure students have all the necessary/authorized test material (for example: student handouts, publications, personal notes, calculators, etc.).

e. Ensure students remove all unauthorized material from their desks and turn their cell phones or similar devices into the instructor or place them in the back of the room.

f. Some test may require the use of government issued computers with access to Blackboard.

g. Brief the students on test site procedures. READ THE EXAM INSTRUCTIONS (LOCATED IN APPENDIX 4 or 5 OF THIS ANNEX) VERBATIM TO THE STUDENTS.

h. Record the test starting and stopping times where all students can see them. Update the time remaining on the chalkboard periodically during the test period.

i. Ensure students are monitored at all times while taking the test by at least one Proctor (more than 20 students will require 2 Proctors). Maintains a no talking and movement discipline.

j. Ensure no more than one student at a time leaves the test room to use the latrine or as deemed necessary. Before leaving, however, they must notify a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above, and the Proctor will collect the student's exam materials.

k. Answer any student's questions they may have on general test procedures.

l. Answer student's questions that are test question specific with the following statement: "*DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION.*"

m. Instruct students to stop at the end of the test session.

#### 4. Perform After Test Actions.

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

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

c. Inspect test answer sheets (AIMS) to ensure that: All identifying information blocks have been filled in correctly. Pay particular attention to the markings of Last 9 Digits 9 DOD ID Number and TEST VERSION.

d. All erasures of test answers are clean and thorough.

e. No stray marks on the AIMS sheet. Do not use the AIMS sheets as scratch paper.

f. All marks made on training aids that were used during testing (i.e., maps, overlays etc.) are cleaned off.

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

h. Turn in all test materials (instructor packet, student answer sheets, etc.) to the Test Control Office immediately after the test review, for grading. The Test Control Office will notify you when the grading process is complete, and the test results are ready for pick up.

i. Do not turn completed student AIMS answer sheets to the students. Only furnish students with test scores.

## 5. Conduct a Test Review.

a. The conduct of a test review after each test is a mandatory element of instruction. Conduct a test review for each written test in order for the students to know what questions they missed and to learn from their mistakes.

b. As the students finish taking the test, grade their test away from the students or in another room. On the Student Test Review Sheet (STRS) (See Appendix 3 of this Annex) circle the question number of all the questions that the student answered wrong on the test. **DO NOT WRITE THE CORRECT ANSWER ON THE STRS.** On a separate STRS, keep an accumulative count of the number of students who got each question wrong. This will reveal missed questions and questions missed the most.

c. Return the Student Test Review Sheets to the student prior to the test review.

d. Inform the students that the numbers that are circled indicate only the corresponding test question numbers that were answered incorrectly on their answer sheet.

e. Inform the students that the STRS is based on unofficial test results, and that all grades will become official once they have been electronically scanned and graded by the Test Control Office.

f. Discuss and give the correct answer to every question that at least one student missed on the test.

g. Capture all the student's comments used to improve the test or instruction. Share them with the Course Manager and the AIT POI Manager.

6. HAZMAT Test Proctor (TP) Responsibilities. If classified material is involved, use proper handling procedures IAW TRADOC Regulation 350-10, Institutional Leader Training and Education, para 2-9f (Test Security), 12 August 2002.

## 7. Administers performance examinations.

a. Maintains constant supervision and control of all test material while signed out.

b. Immediately contact the DOT&LD Compliance Officer or Program Manager if issues, questions, or problems arise for action/guidance.

c. The HAZMAT test proctors shall not be the person who instructed the given prerequisite course of instruction.

d. Not only is a proctor responsible for monitoring students taking all HAZMAT certification tests, but they must also ensure that these tests are not compromised in any way. This means making sure students:

(1). Do not have access to reference material during the test.

(2). Do not receive any assistance during the test.

(3). Are given enough time to take the test.

e. Do not copy or duplicate the test material.

f. Assist the Program Manager/DOT&LD Compliance Officer.

g. Review the test control SOP on appointment and periodically or as directed by the Program Manager/DOT&LD Compliance Officer.

## 8. Training Department Responsibilities.

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

b. Conduct a review of the written 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). Use alternative forms of each examination.

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

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

## 9. Conduct the Army Combat Fitness Test (ACFT).

a. Bravo and Charlie companies administer an initial diagnostic ACFT within the first two weeks of the course start date. A final ACFT for record will be given near the end of the course. A student must pass the end of course ACFT to graduate. (Requirement not valid until the ACFT becomes an official program of record.)

b. If a student has a physical profile preventing him/her from taking the final ACFT use the guidance in FM 7-22 to determine how to compute a modified ACFT score. If student is injured during the course and unable to take a final ACFT, the score from the initial ACFT may be used. (Requirement not valid until the ACFT becomes an official program of record.)

#### 10. Retraining/Retesting.

a. If a student does not pass a test the first time, they must be given remedial training before the retest.

b. Different test versions should be used for retesting. Retesting and remedial training should be conducted at times other than during scheduled class time. If a student fails the retest, the Platoon Sergeant will start the student status review process.

c. HAZMAT Certification Program Testing. Is done in accordance with International Fire Safety Accreditation Congress (IFSAC) and National Fire Protection Association standards. It consists of Certification Testing that includes written tests/and or hands-on skill tests. Refer to the CBRN'S IFSAC Pro-Board Certification SOP.

11. Lost or Compromised Test. Report any lost, or possible compromised tests to the Test Control Office who will then contact DOT&LD. The DOT&LD will contact the Battalion Commander to discuss and conduct a thorough investigation and initiate proper actions to prevent a reoccurrence of lost or compromised tests.

## Appendix 1 to Annex B

### Test Administration Checklist

Course: \_\_\_\_\_ Class: \_\_\_\_\_

Test Administrator(s): \_\_\_\_\_ Test Title: \_\_\_\_\_

POI Time Scheduled: \_\_\_\_\_ Date Given: \_\_\_\_\_

Location of Observation: \_\_\_\_\_ # of Students (USA/IMO): \_\_\_\_\_

Scheduled Time of Examination: FROM \_\_\_\_\_ TO \_\_\_\_\_

Scheduled Time of Critique: FROM \_\_\_\_\_ TO \_\_\_\_\_

Total Time of Observation: FROM \_\_\_\_\_ TO \_\_\_\_\_

| CHECK ITEM   | YES<br>(x) | NO<br>(x) |
|--|------------|-----------|
| Was the room prepared for the administration?' (Environment, start/stop/test number on board)  |            |           |
| Were #2 pencils issued to students?  |            |           |
| Did the Test Administrator read the instructions verbatim?   |            |           |
| Did the administrator instruct students how to enter correct name, social security number, test number, test booklet, version, course and class info, and any other special codes on the answer sheet? |            |           |
| Did the administrator instruct students to mark only one correct answer for each question?   |            |           |
| Did the administrator instruct students how to mark answers on the answer sheet?   |            |           |
| Did the administrator do a page check and question check with the students?  |            |           |
| Did the administrator instruct the students NOT to make any stray marks on the test booklets?  |            |           |
| Did the administrator instruct students on the procedures and consequences of leaving the room before completion of the test?  |            |           |
| Did the administrator instruct students concerning the use of reference materials and test aids?   |            |           |

|   |  |  |
|---|--|--|
| Did the administrator inform students they may NOT seek or accept assistance from other students; may NOT give, offer, or in any way help other students; and will be subject to disciplinary action? |  |  |
| Did the administrator inform students of the minimum passing score?   |  |  |
| Did the administrator inform students of the time allotted for the test?  |  |  |
| Did the administrator explain procedures for turning in test materials?   |  |  |
| Did the administrator inform students where and when the test critique would be conducted?  |  |  |
| Did the administrator inform students how and when test results would be available?   |  |  |
| Did the administrator ask if there were any questions before starting the test?   |  |  |
| Did the administrator issue the order to "turn the page and begin the test?"  |  |  |
| About 15 and 5 minutes before the end of the test period did the administrator announce the remaining time?   |  |  |
| After the test, did the administrator correctly account for all test material?  |  |  |
| After the test, did the administrator verify that all answers were properly filled-in?  |  |  |

Time Exam Started: \_\_\_\_\_ Time 1<sup>st</sup> Student Finished: \_\_\_\_\_

Time Last Student Finished \_\_\_\_\_

## Appendix 2 to Annex B

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

1. Purpose. This Annex defines and identifies the intent and principles of the U.S. Army Chemical, Biological, Radiological and Nuclear School Honor Code.

2. General.

a. 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 AIT course as well as possible disciplinary action. The honor code accepted at the Chemical, Biological, Radiological and Nuclear School, while broad in application, is precise in its meaning: "Every student's work is his or her own work."

b. The honor system does not preclude students from working together on exercises when directed to do so by an instructor or is applicable by type activity, nor does it preclude mutual discussion of individual solutions to 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. Integrity. Student must complete homework assignments and exams individually and not as a group effort. Since most of the academic requirements are repetitive with each class, students will not provide students from other classes any information or assistance that would give the student an unfair advantage over other students in the course. This assistance includes, but is not limited to, listings of correct answers, specific questions or their answers, scoring keys or similar material.

b. Cheating. Students will not possess any material during testing not authorized by the test administrator. If the test administrator or another student suspect a student is cheating, the administrator will collect available evidence to include names of witnesses and immediately report the incident to the instructional department.

c. Plagiarism.

(1). Students will not plagiarize. Plagiarism is presenting the language, ideas and thoughts of another author as one's own work. The Company Commander will initiate a SSR on any student that uses material from another author without properly crediting that author in footnotes. Students will use footnotes for direct quotations, indirect quotations, and paraphrasing.

(2). 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.

(3). 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, 7th Ed. New York: Modern Language Association, 2009.) All students in the course shall use their own ideas for research projects. Students must submit written assignments reflecting the student's work, not another's.

d. 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.

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

f. 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.

g. Violations.

(1). Violations of the USACBRNS honor code include, but are by no means limited to, those mentioned in paragraphs 1 through 5 above. Common sense and good judgment provide the basic guidelines to what is acceptable and what is not acceptable conduct. Any related conduct that is unbecoming to a gentleman/lady and Soldier that may bring discredit to the USACBRNS and the U.S. Army may be considered an honor violation.

(2). 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.

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

## Appendix 3 to Annex B

### Instructions to Students for AIMS Exams on Paper

| Student Name:  |                 |                 | Date:           |                 |
|--|-----------------|-----------------|-----------------|-----------------|
| Examination Title:   |                 |                 | Booklet Number: |                 |
| Class Number:  |                 |                 | Course:         |                 |
| Question Number  | Question Number | Question Number | Question Number | Question Number |
| 1  | 21              | 41              | 61              | 81              |
| 2  | 22              | 42              | 62              | 82              |
| 3  | 23              | 43              | 63              | 83              |
| 4  | 24              | 44              | 64              | 84              |
| 5  | 25              | 45              | 65              | 85              |
| 6  | 26              | 46              | 66              | 86              |
| 7  | 27              | 47              | 67              | 87              |
| 8  | 28              | 48              | 68              | 88              |
| 9  | 29              | 49              | 69              | 89              |
| 10   | 30              | 50              | 70              | 90              |
| 11   | 31              | 51              | 71              | 91              |
| 12   | 32              | 52              | 72              | 92              |
| 13   | 33              | 53              | 73              | 93              |
| 14   | 34              | 54              | 74              | 94              |
| 15   | 35              | 55              | 75              | 95              |
| 16   | 36              | 56              | 76              | 96              |
| 17   | 37              | 57              | 77              | 97              |
| 18   | 38              | 58              | 78              | 98              |
| 19   | 39              | 59              | 79              | 99              |
| 20   | 40              | 60              | 80              | 100             |
| <p><b>Student Information:</b> The numbers that are circled indicate only the corresponding test question numbers that you answered INCORRECTLY on your answer sheet. This Student Test Review Sheet is based on your unofficial test results as determined by your instructor. All grades are official when the tests have been electronically scanned and scored by the Test Control Office (TCO).</p> |                 |                 |                 |                 |

## Appendix 4 to Annex B

### Instructions to Students for AIMS Exams on Paper

#### **Test Administrator Directions: Instructions to Students (begin reading).**

- (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 the last 9 digits of your DOD ID 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). Please 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/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 Annex B and Appendix 2 of Annex C in this 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 into 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 receive a score of \_\_\_\_\_ percent 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.*

## Appendix 5 to Annex B

Instructions to Students for International Fire Safety Accreditation Congress (IFSAC) and National Fire Protection Association (NFPA) exams on the computer (HAZMAT).

### **Test Administrator Directions: Instructions to Students (begin reading).**

*(27). Please do not log onto the test until I have read the following instructions.*

*(28). CELL PHONES ARE NOT ALLOWED IN THE TEST ROOM. If an individual is caught with a cell phone it will be considered as cheating and the test will be terminated.*

*(29). Once entering into the Blackboard site all other applications except Blackboard must be closed. This includes IM tools, email, and pop-up blockers.*

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

*(31). If you have a concern about the accuracy or clarity of a question, you MUST challenge the question DURING the testing session. The proctor will provide technical assistance to a student who wishes to initiate a challenge. No other discussion is permitted.*

*(32). All challenges are reviewed with the primary instructor and Blackboard Program Manager after testing is completed. Students with valid challenges will be awarded credit as determined. Students will not debate questions with the proctor or Program Manager during or after testing. All discussion will be with your primary instructor.*

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

*(34). You have 60 minutes to finish the test.*

*(35). You will be informed when half of the testing period has elapsed and given a similar warning 15 and 5 minutes before the end of the testing period.*

*(36). When you have completed the test, you may quietly leave the room. Do NOT re-enter the testing room after the test.*

*(37). 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.*

*(38). You must receive a score of \_\_\_\_\_ 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.*

*(39). If this is your re-test, you must pass this test in order to advance to the next certification level of testing or meet graduation requirements.*

*(40). You will get your official test results immediately after you finish the exam and select "submit" for scoring. At this time, you should review your test to identify areas you missed questions in.*

*(41). Failure to comply with any exam instructions will result in a counseling statement, forwarded to the course chief, and may result in disciplinary action and if cheating is involved, may be grounds for dismissal from the course.*

*(42). Are there any questions about the test instructions?*

## Appendix 6 to Annex B

Instructions to Students for non-IFSAC Exams on Blackboard (Chemical Operations, Biological Operations, Radiological Operations, General CBRN Operations, Decontamination Operations, and Reconnaissance Fundamentals)

### 1. Blackboard Test Administration Directions.

a. All written assessments will be completed using Blackboard whenever possible. Assessments are released to the students (from MSCoE Test Control Office) at designated times. Be sure to read, verbatim, the “Directions to Students” in the Assessment Administration Guide (AAG) before each assessment administered.

b. Paper versions of the assessments may be given when computer exam locations are unavailable or technical difficulties occur with the equipment. Failure to properly schedule a testing location is not a justification to give paper tests.

### 2. Proctor Assessment Directions.

#### a. Prior to Assessment Period.

(1). Exams/Exam Material. Coordinate with the MSCoE Test Control Office for assessment availability times (for students) on Blackboard. The Test Control Office will maintain five hard copies of all assessments, draw those out for each assessment in case of Blackboard issues.

(2). Test Facilities. Ensure the testing location has been reserved and approved in TMSS prior to testing. Verify the room is well lit, properly heated/cooled, adequately ventilated, and free of excessive noise. Ensure each student has a computer and access to the CBRN AIT Blackboard.

(3). Ensure all proctors know their duties and the assessment procedures.

(4). In the front of the testing facility, either on a chalk board or similar object, place the course name, class number, names of Test Administrator/Proctors, and:

TIME START                      HRS/MIN.

TIME STOP                        HRS/MIN.

TIME REMAINING                HRS MIN.

As of \_\_\_\_\_

#### b. During to Assessment Period.

(1). 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 against the class roster or by checking their individual picture-identification cards against the class roster.

(2). The Assessment Administrator will be read verbatim to the students in the section of Proctor assessment directions, paragraph 3 of this document, Appendix 6 to Annex B.

(3). Assessment Times: Record the starting and stopping times where all students can see them. Update the time remaining on the chalkboard periodically during the Assessment period. When one-half of the assessment period has elapsed, the Assessment Administrator will say, "ATTENTION. YOU HAVE XX MINUTES IN WHICH TO FINISH YOUR EXAM." The Assessment Administrator must give a similar warning verbally when there are 15, then 5 minutes remaining in the assessment period.

(4). Monitor Assessment: At least one proctor will monitor students taking the assessment at all times (more than 20 students will require two proctors). Maintain no talking and movement discipline.

(5). Students are allowed to leave the assessment 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.

(6). The Assessment Administrator may answer questions of a general nature concerning assessment procedures. Questions about specific assessment questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION."

(7). Instruct students to stop at the end of the assessment period.

### 3. Proctor Assessment Directions.

a. Assessment Administration Guide (AAG) Instructions to Students (as written by the MSCoE Test Control Office and posted on Blackboard) provides pertinent information prior to the start of the exam.

b. Instructions to Students (begin reading).

*(1). Exams/Exam Material. The purpose of this instruction is for students to be aware of and, to inform students of the legality when taking exams on Blackboard. It is imperative that students read and understand these instructions.*

(2). After reading this instruction, please click on the "MARK REVIEWED" block located at the bottom of this page.

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

*c. Before the Examination.*

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

(2). In order not to have complication while taking an exam in Blackboard, you should log into AKO using your CAC and change your password. This action will assist you IF during exam, you happen to be timed out of Blackboard (Blackboard is thru AKO and AKO times out within 5 minutes for non-activity). Your CAC is only good for the initial Blackboard login.

(3). ALL THE WORK ON THE EXAM MUST BE YOUR OWN. You will NOT make a record of your exam answers in any format. You must not ask for or accept assistance from another student or vice versa - You will not offer nor give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your exam will be terminated. You will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 250-1, and the Course Management Plan.

(4). You are allowed to leave the Exam Room using the battle buddy system at a time as deemed necessary or appropriate; but you must receive permission from the Test Administrator or Proctor by raising your hand. If an emergency arises and you must leave the Exam Room, your exam will be terminated, and you will be permitted to take the Exam at a later date.

*d. During the Exam.*

(1). If you have any questions during the exam, raise your hand and the proctor will come to you. The proctor will only be able to answer general administrative questions about the exam.

(2). Remain seated throughout the exam. DO NOT remove your CAC or reduce the Blackboard window into the task bar. Removing your CAC will result in your exam closing prematurely. It is strongly recommended that you remember your AKO and

password; you should log into AKO using your CAC and change your password. This action will assist you IF during the exam, you happen to be timed out of Blackboard (Blackboard is thru AKO and AKO times out within 5 minutes for non-activity). Your CAC is only good for the initial Blackboard login.

(3). You must score a 70% or above to pass this exam. If you should fail, you will receive remedial training on those Terminal Learning Objectives/ Enabling Learning Objectives corresponding to the questions that you answered incorrectly. If you should fail, you will be allowed one retest with an alternate version of the exam. You must also score a 70% or above to pass the retest exam. If your retest score is higher than the minimum passing score, your official retest maximum score will be a 70% (the minimum score).

**NOTE:** There is a Question Completion Status Bar you could enable to track what question you are on (left side above the first question). Or you can use the tabs to move around in the exam. It also lets you know you skipped or did not answer a question by using color shading.

(4). As you work through the exam, make sure you mark your answer and always click on the SAVE Button before moving on to the next question. Choose the BEST answer. When you change your answer, you must click on the SAVE Button again. When more than one response appears correct, CHOOSE THE RESPONSE THAT BEST ANSWER THE QUESTION!!

(5). A timer on the test screen informs you how long you have to finish the exam. If you completed the exam prior to the allotted time, you may recheck your answers. When you change a previous answer, you must click on the SAVE Button again; and just as long as you did not click on the Submit Button at the end of the exam, the change will be made. Once YOU CLICK ON THE SUBMIT BUTTON at the end of the exam, your official score will appear. If you did not complete your exam within the allotted time and did not click on the submit button at the end of the exam, you will receive your official score result from the Test Control Office.

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

e. After the Exam.

(1). An exam critique will be conducted by the student following the completion of the exam individually at the workstation. After submitting the exam, students will have the option to review the exam within the Blackboard platform.

(2). During the exam critique you may NOT have any personal material (i.e., paper, books, pencil/pen, etc.) on your desk. Internet access is a violation as with any type of electronic devices (e.g., cell phones, smart phones, blackberries, tablets, and

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

*(3). Once again, you will NOT make a record of your exam answers in any format.*

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

## Annex C

### MOS-T Pre-Course Attendance Guide

1. Definition. An MOS-T is a prior-service Soldier in the rank of PVT-SFC who has previously completed IET and is attending skill level 10/20 training in an IET unit as a result of reclassification or reenlistment into the MOS 74D. All MOS-Ts are subject to IET policies regarding training and training standards. All reclassifying Soldiers that have not previously graduated ALC are eligible to attend the "MOS-T" CBRN Specialist Course executed by the 102nd TNG DIV in lieu of attending the "AIT" CBRN Specialist Course. Additional information can be found on the CBRNS Website under "Courses".

2. Prerequisites. Active Duty (AD), United States Army Reserve (USAR), Army National Guard (ARNG) enlisted (PVT-SSG). Soldiers that have a temporary profile or who are pregnant are not eligible for course attendance.

3. Reporting.

a. All Reserve and National Guard trainees will report to 43rd AG Battalion. After reporting to 43rd AG Battalion, trainees will report to Building 1791 (6616 Cooley Ave) staff duty to receive their unit assignment.

b. If active duty and reporting during duty hours (0800-1700), trainees will report to building 1791, Company Operations room 1012 located on first floor.

c. If reporting outside of duty hours, trainees will report to the Staff Duty desk located inside building 1791. MOS-T Soldiers must report in uniform. During duty hours (Monday-Friday from 0800 to 1700 hours), MOS-T Soldiers must report to the company.

d. The following items are required for in-processing.

(1). Copies of their orders (5 copies).

(2). CAC/ID Tags.

(3). 1610 (if applicable; with the unit granting Bravo/Charlie Company, 84<sup>th</sup> Chemical BN UCMJ authority; title 10 only).

(4). Cyber Awareness Certificate (current within 30 days).

(5). Permanent profile if applicable.

4. Minimum Required Items. All MOS-T Soldiers will bring at a minimum:

| Item  | QTY              |
|---|------------------|
| Patrol cap  | 2 ea (with rank) |
| Coat (shirt), ACU   | 4 ea             |
| Trousers (pants), ACU   | 4 ea             |
| Coat, cold weather or gortex jacket                               | 1 ea             |
| Boots, combat (IAW AR 670-1)                                      | 2 pr             |
| T-shirt, cotton, (coyote)   | 7 ea             |
| Socks, wool or cotton/nylon blend (od or tan)                     | 7 ea             |
| Drawers, cotton, od or white                                      | 7 ea             |
| Underwear   | 7 ea             |
| Sports bra (if applicable)  | 7 ea             |
| Belt, riggers (coyote)  | 1 ea             |
| Tags, identification, with chain                                  | 1 pr             |
| Shoes, athletic (no high tops or "5 fingered")                    | 2 pr             |
| Jacket, black, APFU   | 1 ea             |
| Pants, black, APFU  | 1 ea             |
| Cap, synthetic microfleece, black                                 | 1 ea             |
| T-shirt, black, short sleeve, APFU                                | 3 ea             |
| T-shirt, black, long sleeve, APFU                                 | 2 ea             |
| Shorts, black, APFU   | 3 ea             |
| Socks, athletic, white/black, ankle or calf length                | 7 pr             |
| Towel   | 2 ea             |
| Shower shoes  | 1 pr             |
| Work gloves   | 1 pr             |
| Eye pro, IAW 670-1  | 1 pr             |
| ASU/AGSU coat   | 1 ea             |
| ASU/AGSU trousers   | 1 ea             |
| Coat, all weather black   | 1 ea             |
| Coat, all weather black   | 1 ea             |
| Shoes, dress  | 1 pr             |
| Socks, dress  | 1 pr             |
| Belt, ASU/AGSU with buckle  | 1 ea             |
| Beret, (unit dependent)   | 1 ea             |
| Men's ASU/AGSU shirt, white s/s and l/s (if applicable)           | 1 ea             |
| Undershirt, white (if applicable)                                 | 1 ea             |
| Necktie, black (if applicable)                                    | 1 ea             |
| Women's ASU/AGSU shirt, women's white s/s and l/s (if applicable) | 1 ea             |
| Neck tab, black (if applicable)                                   | 1 ea             |
| Personal hygiene  | As required      |
| Binder, three ring  | 1 ea             |
| Pencil  | As required      |

|   |             |
|---|-------------|
| Pends, black                                  | As required |
| Notebook                                      | As required |
| Pack, assault (military issue/black no logos) | 1 ea        |

5. Billeting. Soldiers without dependents are not authorized BAH/BAS and will reside in Specker Barracks, building 1729 or 1733. Soldiers will share the room with up to two other personnel. Only bring gear or personal items that can fit in ONE wall locker, ONE three drawer nightstand, and under a bed. (\*Note, 84th Chemical BN is not obligated to provide lodging prior to reporting for the course without prior coordination). Soldiers in a TDY in return or TDY enroute status who have authorized dependents will continue to receive BAH at their previous duty station rate.

6. Transportation.

a. No Prior Service Soldier will ride/drive in a POV owned/rented/loaned by IET or CADRE assigned to Fort Leonard Wood. If driving a POV, ensure to bring a valid driver's license, registration, and insurance card in order to gain access to the installation. Motorcycles are not authorized.

b. All POVs are subject to safety inspections on Fort Leonard Wood, MO.

c. Students must maintain the minimum insurance requirements for the state in which their POV is registered. All rental agreements/paperwork must be kept with the rental vehicle.

7. Tobacco use. MOS-T Soldiers are permitted to use tobacco products in authorized locations only. However, tobacco products at training locations/sites or within view of IET Soldiers is prohibited.

8. Dining Facility. General. TDY students have the opportunity to eat in the dining facility located on FLW.

9. Dining Facility Dress Code. Civilian Attire. Personnel wearing civilian attire will be properly dressed. The following guidelines will apply:

- (1). No tank tops exposing armpits will be worn.
- (2). No shower shoes will be worn.
- (3). No bathing suits will be worn.
- (4). Denim jeans are authorized but must be presentable.
- (5). Conservative shorts and T-shirts may be worn.

10. Uniform and Appearance.

- a. You are expected to maintain Army standards when wearing the uniform.
- b. The duty uniform is class C's (i.e., ACUs).

11. Laundry facilities. Are available on and off the installation.

12. Graduation Uniform. Graduation will be in Army Service Uniform (ASU).

13. Profiles.

- a. Temporary. Students with temporary profiles cannot attend the CBRN Specialist Course.

- b. Permanent. Students with permanent profiles must bring a copy with them when in-processing to the company.

14. Over 40 Clearance. Students over 40 must complete an over 40 physicals prior to attending the course.

15. Physical Fitness Training. General. Students conduct physical fitness training according to Bravo/Charlie Company, 84th Chemical Battalion Standard Operating Procedures (SOP).

16. Weight Standards.

- a. Upon in processing, students are not weighed in, but if you appear overweight, you may be taped/measured.

- b. If found not in accordance with AR 600-9, you may be dropped from the course. All service members in a TDY status must report to schools within the height and weight standards. No exceptions.

17. Pregnancy. Students will not attend the CBRN Specialist Course if they are pregnant.

18. Leaves and Passes.

- a. After Course Completion. Students desiring to take leave after the completion of the CBRN Specialist Course who are TDY, and return must have an approved leave form (DA Form 31) from their home station.

- b. TDY en-route students. Students can be given leave from the 84th Chemical Battalion according to their PCS orders.

- c. Emergency Leave. Students may go on emergency leave, if verified by the American Red Cross.

## 19. Defense Accounting Office.

a. If students are TDY and return, the Fort Leonard Wood Defense Accounting Office (DAO) will provide the limited services below:

- (1). Allotments.
- (2). Pay option changes.
- (3). Travel reimbursement.
- (4). Leave and Earning Statements.

b. If an emergency arises, and your home station approves disbursement, students may receive a casual payment.

c. Finance must be completed at student's home station.

d. TDY en-route students are granted the same services at (DAO) as permanent party members.

e. The processing time for TDY payments is 10 to 12 days.

f. Students with pay problems will notify their Bravo/Charlie Company Platoon Sergeant/Drill Sergeant.

g. Students are authorized to go to the DFAS.

20. Open Door Policy. Students will schedule appointments through the Squad Leaders/Platoon Sergeants/Drill Sergeants to speak with the Company Commander and/or First Sergeant on the Open Door Policy.

## 21. Telephones.

a. The telephone numbers for Bravo Company 84th Chemical Battalion is DSN: 581-2048 and commercial (573) 596-2048.

b. The telephone numbers for Charlie Company 84th Chemical Battalion is DSN: 581-1718 and commercial (573) 596-1718.

22. Observation Reports. Your actions, both positive and negative, are reportable through observation reports from any member of the 84th Chemical Battalion staff.

23. Check Cashing. Post Exchange will cash personal checks. The maximum depends on your pay grade.

## 24. Equal Opportunity.

a. Army Regulation 600-20 (Army Command Policy) 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 leadership immediately.

c. All Soldiers should be aware that assistance is available from their EO Leaders, EO Advisors, Post EO Officers, USACBRNS Chaplain and Inspector General.

d. The most important thing to do is immediately report discriminatory practices to the chain of command or assistance agency.

25. Policy memorandums will be posted on unit bulletin boards.

26. Sexual Harassment. Sexual harassment is a serious violation in the 84th Chemical Battalion. If you feel you are being sexually harassed, notify your squad leader/Platoon Sergeant/Drill Sergeant/instructor immediately.

27. Uniform code Of Military Justice.

a. While assigned/attached to Bravo/Charlie Company 84th Chemical Battalion, the Company Commander has UCMJ authority for company level issues and the Battalion Commander has UCMJ authority for battalion level issues.

b. 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. (See Student Status Review procedures in this CMP).

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

28. 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 taxis are available for on and off the installation travel.

29. Privately Owned Weapons. No student is authorized to have privately owned weapons while attending the CBRN Specialist course.

## Annex D

### MOS-T Student's Service School Academic Evaluation Reports (SSAERs) (DA Form 1059)

1. Application. Applies to MOS-T students attending AIT course. An SSAER is not required for initial entry Soldiers attending AIT.

2. Purpose.

a. To establish policy and guidance for the preparation and submission of Academic Evaluation Reports (AER) for MOS-T students.

b. SSAERs are prepared for Soldiers who take part in resident and nonresident training at service schools and NCO academies. A DA Form 1059 is required for Active Army, Reserve Component personnel, and personnel of other services taking courses at Army service schools, Department of Defense (DOD)-sponsored schools, NCO academies (see AR 623–3 for policy and schools). A DA Form 1059 is used to document an Army service member's participation in courses outlined in AR 623–3.

3. Policy.

a. All Academic Evaluation Reports (AER) will be processed IAW AR 623–3, and DA Pam 623–3.

b. The following types of AERs will be referred to students by the reviewing official for acknowledgement and comment AR 623-3, paragraph 3-27:

(1). Any report with a "No" response.

(2). Any report with an "UNSAT" rating.

(3). Any report with a "Marginally Achieved Course Standards" rating.

(4). Any report with a "Failed to Achieve Course Standards" rating.

(5). Any report with comments that, in the opinion of the reviewing official, are so derogatory that the report may have an adverse impact on the student's career.

(6). Any AER with a "FAIL" for the ACFT indicating noncompliance with the standards of AR 350-1 and/or a "NO" entry after the height and weight indicating noncompliance with the standards of AR 600-9 (if entries are applicable) (see DA Pam 623-3).

c. The AERs on students released from the course of instruction through no fault of their own (for example, medical or compassionate reasons), approved retirement, or resignation from Army service will receive AERs and item 14 will be left blank on DA

Form 1059. It will not be referred, and the circumstances will be fully explained in item 14.

d. The student evaluation system is both an objective and subjective process arrived at by examinations, observations, comparisons and analysis. It involves input from cadre. Cadre have overall responsibility for compiling and reporting the total assessment on the AER (DA Form 1059).

e. Grading is based on a "GO/NO-GO" concept. A "GO" rating indicates that the student demonstrated competency in the evaluated skill and met the established standards. All performance tests and performance-based tests must be passed in order to receive a "GO" rating on all written and academic evaluations. Ratings require further clarification in the comment portion of evaluation form for the terms "Unsatisfactory," "Satisfactory," or "Superior," consistent with the evaluation categories on the AER.

#### 4. SSAER (DA Form 1059) Guidelines.

a. The AER is used to document the performance, accomplishments, potential, and limitations of Soldiers while attending military schools and courses of instruction or training. The reporting official will be responsible for the qualitative and quantitative assessment of student's abilities and the accuracy of the information in the completed AERs. (The time period covered by an AER is counted as nonrated time on the OER or NCOER covering the same period (see para 3–33). AER-S is also discussed in paragraph 3–49 and DA Pam 623–3.

b. Administrative Data. (Part I). Is for identifying the rated Soldier; the type of course attended; the period of the report; the reason for submitting the report; and an explanation of non-rated periods. The rating official or rating official's designated representative completes part I.

#### c. Performance Summary. (Block 11).

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

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

(3). "Achieved course standards." Is for students who achieved the overall acceptable course standards.

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

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

d. Comments are required for items "Exceeded course standards." 1, 3, and 4 above. They must be of sufficient detail to justify the level of performance indicated. Use item 14 for supporting comments. "Distinguished Graduate," "Honor Graduate," or any other over-stamping or highlighting is prohibited.

e. If "Marginally Achieved" or "Failed to Achieve" is checked, see AR 623–3, chapter 3–27 for referred reports.

f. Demonstrated Abilities. (Block 12).

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

(2). "Superior." Rating indicates performance that is significantly above the standard.

(3). "Satisfactory." Rating indicates achieving an acceptable level of proficiency.

(4). "Unsatisfactory." Rating is self-explanatory.

(5). "Not evaluated." Rating is self-explanatory.

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

g. 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 3–27.

(2). The evaluation should assess the student's ability to apply the knowledge derived from the school and potential compared to students with similar experiences and motivation.

h. 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:

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

(4). Lacked ability or motivation.

(5). Demonstrated moral or character deficiencies.

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

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

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

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

i. Referred Reports and Addendums.

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

(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 Item 9. The student may enclose a comment or statement if they feel that the rating or remarks are incorrect. The student's statement must be factual. The referral memorandum and acknowledgement are forwarded with the report to HQDA.

(3). Comments or statements by the student do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623–3, chapter 4.

(4). 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.

5. Preparation of DA Form 1059. Refer to Chapter 4 of DA Pam 623-3 for detailed instructions on completing a DA Form 1059. Course Standards and Graduation Distinctions are defined below (also refer to paragraph 4-3 in DA Pam 623-3):

a. "Exceeded Course Standards." To achieve this rating, students must:

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

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

(3). Receive superior on at least three ratings in block 12 of the DA Form 1059.

(4). Did not receive any derogatory counseling.

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

b. "Achieved Course Standards." To achieve this rating, students must:

(1). Receive a passing score on all examinations

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

(3). Receive zero or one derogatory counseling statements.

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

(1). Receives a final "NO GO" on two or more performance evaluations.

(2). Receives two derogatory counseling statements.

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

(4). Fails to meet height and weight standards after enrollment.

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

(1). Receives a "NO GO" on any two written examinations

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

(3). Receives an "Unsatisfactory" rating in three or more areas in block 12 on the DA Form 1059.

e. Demonstrated abilities. Will be completed using the following guidelines (Block 12)

(1). Written communication. Not evaluated.

(2). Oral communication. Not evaluated.

(3). Leadership skills. Not evaluated.

(4). Contribution to group work: Not evaluated.

(5). Evaluation of Student's Research Ability: Not evaluated.

6. Student Release. Students released from the course will receive a rating on DA Form 1059 as follows:

a. Performance Summary (Block 11):

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

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

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

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

d. Comments (Block 14). Required statements (if applicable):

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

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

## 7. 3rd CM Brigade Commander's Inquiry.

a. Policy and action requirements for the 3rd CM Brigade Commander to process an inquiry, are described in AR 623–3, chapter 4, paragraph 4-6, Table 4-1.

b. When it is brought to the attention of the 3rd CM Brigade Commander that a report rendered by one of his subordinates may be illegal, unjust, or otherwise in violation of AR 623-3 or DA Pam 623-3, the commander will conduct an inquiry. The commander will confine his inquiry to matters relating to the clarity of the evaluation report; the facts contained in the report; the compliance of this evaluation with policy; and procedures established by HQDA, and the conduct of the rated Soldier.

c. The commander does not have the authority to direct that an evaluation be changed. He/She cannot use command influence to alter the honest evaluation of a leader/rater by a rating official. However, the commander may provide results from his inquiry to the rating chain.

## 8. Academic Report Appeals. Include the following considerations:

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

b. Local Staff Judge Advocate and S–1, or appropriate administrative personnel are also available to advise and provide assistance in the preparation of an appeal. AR 623–3, section III, paragraph 4-14, Table 4-2 provides guidance for a rated individual to request a 3rd CM Brigade Commander Inquiry.

c. Be realistic in deciding whether or not to submit an appeal.

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



Annex F

DAILY TRAINING SUMMARY (FLW Form 880)

| TRAINING CENTER ATTENDANCE RECORD (IET)<br>(FLW Reg 350-6) |             |          |  |         |  |    |    |    |    |    |    |    |    |    | DATE: _____                    |  |
|--|-------------|----------|--|---------|--|----|----|----|----|----|----|----|----|----|--------------------------------|--|
| UNIT: _____  |             |          | <input type="checkbox"/> MISSED PERIOD OF INSTRUCTION<br><input checked="" type="checkbox"/> ATTENDED MAKE-UP PERIOD |         | SUBJECT AND HOURS<br>0700-0900   0900-1100   1100-1300   1300-1500   1500-1700 |    |    |    |    |    |    |    |    |    | LEGEND OF ABSENCES             |  |
| ASSIGNED: _____  |             |          | M   F  |         |  |    |    |    |    |    |    |    |    |    |                                |  |
| PRESENT FOR TRAINING: _____                                |             |          | M   F  |         |  |    |    |    |    |    |    |    |    |    |                                |  |
| NO.  | IET SOLDIER | TYPE ABS | PLT  | FROM HR | TO HR  | PD |                                |  |
| 1.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | A - APPOINTMENT                |  |
| 2.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | B - BATTLE BUDDY               |  |
| 3.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | C - CONF/ARREST                |  |
| 4.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | D - DETAIL                     |  |
| 5.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | F - FTU (APFT-C/PTRP)          |  |
| 6.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | G - GUARD DUTY                 |  |
| 7.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | H - HOLDOVER                   |  |
| 8.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | I - INFIRMARY                  |  |
| 9.   |             |          |  |         |  |    |    |    |    |    |    |    |    |    | K- KP                          |  |
| 10.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | L- LEAVE                       |  |
| 11.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | M - MAKE-UP TRAINING           |  |
| 12.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | N- NEWSTART                    |  |
| 13.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | O - OUTPROCESSING              |  |
| 14.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | P - PFT (ELS)                  |  |
| 15.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | R - RHC                        |  |
| 16.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | S - SICK CALL                  |  |
| 17.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | T - TDS (JAG)                  |  |
| 18.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | X - PROFILE PROHIBITS TRAINING |  |
| 19.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | Y - AWOL                       |  |
| 20.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | Z - OTHER                      |  |
| 21.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    |                                |  |
| 22.  |             |          |  |         |  |    |    |    |    |    |    |    |    |    | Revised: 2 Jun 03              |  |



## Annex G

### Instructor Competencies

| <b>Outcomes</b>  |   |  |   |
|--|---|--|---|
| <b>Competency</b>  | <b>Basic Army Instructor is able to:</b>  | <b>Senior Army Instructor is able to:</b>  | <b>Master Army Instructor is able to:</b>   |
| <b>1.<br/>Communicate Effectively</b>  | Apply a variety of appropriate written, oral, and body language, and active listening skills to communicate clearly. Acknowledge diverse perspectives and use language that is effective for the learning content and audience. | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary.   |   |
| <b>2.<br/>Update &amp; improve one's professional knowledge &amp; skills</b> | Assess their own instructional performance and identify areas for improvement. Uses mentoring sessions and developmental activities to improve performance.   | Develop a personal development plan that includes training, self-development, to increase knowledge of topics related to learning. Demonstrates an interest in becoming a learning professional and mentors Instructors. | Mentor Senior Instructors. Prepares and conducts training for Basic and Senior Army Instructors. Actively pursue expertise as learning professional and serves on Master Instructor Selection Board (MISB). |
| <b>3.<br/>Comply with established ethical &amp; legal standards</b>          | Exhibit Army values and professional standards. Avoids violating copyright law and real or perceived conflicts of interest. Respect student confidentiality, along with anonymity and rights.                                   | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary.   |   |
| <b>4.<br/>Establish &amp; maintain professional credibility</b>              | Model professional conduct by: maintaining subject matter expertise, demonstrating knowledge of adult learner traits and behaviors. Respects the opinions of students, peers and seniors, while seeking self-improvement.       | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary.   |   |

| <b>Outcomes</b>   |   |  |   |
|---|---|--|---|
| <b>Competency</b>   | <b>Basic Army Instructor is able to:</b>  | <b>Senior Army Instructor is able to:</b>  | <b>Master Army Instructor is able to:</b>   |
| <b>5.</b><br><b>Plan instructional methods &amp; materials</b>                  | N/A at this level.  | Apply instructional design principles to modify/re-design instruction.<br>Modifies and creates technology-based instructional resources.                     | Design new lessons using appropriate design principles, instructional strategies, delivery methods, and instructional technology.<br>Reviews and approves lesson revisions by senior instructors. |
| <b>6.</b><br><b>Prepare for Instruction</b>                                     | Anticipates student needs and identifies potential questions.<br>Prepares key points, examples, and additional information for students. Confirms availability and readiness of learning environment such as physical space, materials, and safety. | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary. |   |
| <b>7.</b><br><b>Stimulate &amp; sustain learner motivation &amp; engagement</b> | Establishes relevance of instruction and provides clear goals and realistic expectations.<br>Exhibits enthusiasm for learning content. Provides opportunities for learners to succeed and supportive feedback to reinforce value of training.       | Diagnose motivation problems in individuals or teams and provides probable solutions.  | Note: Master Instructors continue to assess and develop this competency; however, defining another level of this competency may not be necessary.   |
| <b>8.</b><br><b>Demonstrate effective presentation skills</b>                   | Focus presentation on key learning points and present content in a variety of ways.<br>Recognizes and adapt presentations to learner needs.<br>Uses familiar examples, anecdotes, stories, and analogies effectively.                               | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary. |   |
| <b>9.</b><br><b>Demonstrate effective facilitation skills</b>                   | Elicit questions and contributions from the students. Promotes interaction with and between students. Stays focus on learning objectives, monitors, assesses and adapts instruction to classroom dynamics.  | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary. |   |

| <b>Outcomes</b>   |  |  |   |
|---|--|--|---|
| <b>Competency</b>   | <b>Basic Army Instructor is able to:</b>   | <b>Senior Army Instructor is able to:</b>  | <b>Master Army Instructor is able to:</b>   |
| <b>10.<br/>Demonstrate effective questioning skills</b>                     | Prepare questions and questioning techniques to assess learning and stimulate discussion. Uses active listening to respond to student questions. Measure student learning. Provides supportive comments and ask appropriate follow-up questions. | Develop questions that promote deeper thinking. Uses redirect questions to promote learning and generate appropriate questions as learning occurs.                                       |   |
| <b>11.<br/>Provide clarification &amp; feedback</b>                         | Provide students opportunities to ask questions that are specific, relevant, timely, fair, supportive, and balanced. Reinforce feedback that focuses on performance. Encourage students to give peer feedback.                                   | Note: Senior and master instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary.                             |   |
| <b>12.<br/>Promote retention of knowledge &amp; skills</b>                  | Activates student prior knowledge or experiences and relate new content to what students already know. Provides opportunities to practice and apply new knowledge or skills. Provides activities for reflection and review.                      | Promote student development and use of self-learning skills.   | Note: Master Instructors continue to assess and develop this competency; however, defining another level of this competency may not be necessary. |
| <b>13.<br/>Promote transfer of knowledge &amp; skills</b>                   | Assist students to use new knowledge or skills, to solve realistic problems. Provides opportunities for student's discussion or reflection about how they can use new knowledge or skills when they return to work.                              | Helps students to practice the new knowledge or skill in more complex scenarios. Provides opportunity for learners to create, invent or explore new ways to use the knowledge and skill. | Note: Master Instructors continue to assess and develop this competency; however, defining another level of this competency may not be necessary. |
| <b>14.<br/>Use media and technology to enhance learning and performance</b> | Apply planned media and technology appropriately to enhance learning and performance. Troubleshoot or fix minor technical problems.  | Adjust use of media and technology appropriately to enhance learning. Recommend ways to use technology to enhance lesson effectiveness.  | Evaluate if emerging educational technology can be used to enhance lesson effectiveness.  |

| <b>Outcomes</b>   |  |  |   |
|---|--|--|---|
| <b>Competency</b>   | <b>Basic Army Instructor is able to:</b>   | <b>Senior Army Instructor is able to:</b>  | <b>Master Army Instructor is able to:</b>   |
| <b>15.<br/>Assess learning and performance</b>  | Communicates assessment criteria and instructions to students. Monitors student learning through informal and formal assessments. Administers and grade assessments. | Develop basic assessment items.  | Develop complex assessment items and assessment instruments. Suggest changes to the Individual Student Assessment Plan (ISAP)                         |
| <b>16.<br/>Evaluate instructional effectiveness</b>                                       | Makes recommendations to improve the learning (e.g., content, media changes). Administers and interpret student reaction surveys.                                    | Uses assessment data to recommend assessment item or lesson changes. Assesses performance of instructors   | Evaluate the impact on learning of all elements within the learning environment. Recommends changes to improve learning efficiency and effectiveness. |
| <b>17.<br/>Manage an environment that fosters learning &amp; performance</b>              | Supervise the instructional setting to facilitate learning and improve performance. Handle student's disciplinary issues.  | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary. |   |
| <b>18.<br/>Manage the instructional process through the appropriate use of technology</b> | Apply technology effectively to complete administrative and instructional support requirements.  | Note: Senior and Master Instructors continue to assess and develop this competency; however, defining higher levels of this competency may not be necessary. |   |
| <b>19.<br/>Counsel students</b>   | Conducts student performance and event counseling. Prepares and administers academic evaluations.  | Review academic evaluations and recommend changes.   | Develop Basic and Senior Instructors counseling skills.   |

## Annex H

### Required References

|                                   |  |             |
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