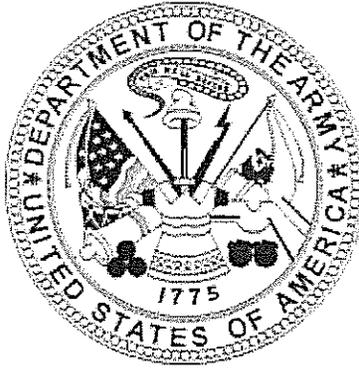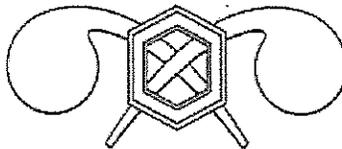# United States Army
CBRN School

Course Management Plan for the CBRN Dismounted Reconnaissance Course
4K-F26/494-F31

AUG 2 8 2017

Approved: _____

Assistant Commandant USACBRNS

Date

This CMP Contains	Dismounted Reconnaissance Course	
	Table Of Contents	
	Title	**Page**
	Introduction	3
	Course Structure	5
	Course Map	6
	Training Sequence	6
	Course Manager Qualification	7
	Course Manager Guidance	7
	Instructor Qualification/Requirements	8
	Instructor Guidance	9
	Student Guidance	10
	Test Administrator Guidance	10
	Required References	11
	Annex A - Lesson Titles	12
	Annex B - Training Schedule Day-By-Day Events	13
	Annex C - Individual Student Assessment Plan	15
	Introduction	15
	Graduation Requirements	16
	Academic and Grading Test Plan	16
	Student Tracking	17
	Student Feedback	17
	Student Status Review (SSR)	17
	Academic Evaluation Report (AER)	20
	Appendix 1 to Annex C - Student Inquiry Form	26
	Appendix 2 to Annex C - Student Status Review Examples	27
	Appendix 3 to Annex C - U.S. Army CBRN School Honor Code	30
	Annex D - Test Administration Guide / Written Test / Skills Test	32
	Annex E - Student Guide	41

Introduction

1. Purpose:

    a. This Course Management Plan (CMP) is approved by the Assistant Commandant, United States Army Chemical, Biological, Radiological, and Nuclear (CBRN) School and is designed for use by the Total Army School System (TASS) when providing training and evaluating programs for the Dismounted Reconnaissance Course.

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

    c. This course provides enhanced tactical training in the CBRNE site characterization, initial entry area assessment, and CBRN reconnaissance and surveillance operations in support of combatant commanders, using the Dismounted Reconnaissance Sets, Kits and Outfits (DR-SKO).

2. Scope: Training will focus on providing the skills and knowledge required to prepare for and respond to battlefield hazards; improvised Chemical, Biological and Radiological devices and/or Weapons of Mass Destruction (WMD). The course includes training on a variety of military and/or commercial CBRN equipment, and includes training and familiarization on Personal Protective Equipment (PPE), Self-Contained Breathing Apparatus (SCBA), emergency response In-transit procedures, planning and preparing for tactical reconnaissance operations, the fundamentals of Toxic Industrial Materials (TIM), sampling and collection procedures, mission abort procedures, and the procedures to set-up, process through and close out a survey team decontamination site.

3. Course Prerequisites:

    a. Enlisted, Officer and Warrant Officer Active, Reserve or Army National Guard Soldiers with a MOSC of 21M, 74D or 89D; AOC of 74A; Enlisted and Officer Air Force and Air National Guard Airmen with a 3E9 AFSC; Enlisted and Warrant Officer Active and Reserve Marines with a MOSC of 5711, 5702 and 2336; Navy, Coast Guard, and DOD civilian equivalent personnel whose rating, job or mission is directly related to chemical, biological, radiological, and nuclear force protection Weapons of Mass Destruction/hazard, detection, and identification and elimination operations. DOD civilians who meet the above prerequisites will require course manager authorization prior to course attendance.

Introduction cont'

b. All students attending the CBRN Dismounted Reconnaissance Course must meet the physical requirements of the course. They must not possess a temporary profile. Students must be physically able to wear Self-Contained Breathing Apparatus or SCBA (35 LBS) and or be able to lift up to 55 pounds while in SCBA for up to 10-15 minutes at a time. Enlisted grades (E1 – E5) must be Hazardous Material Operations certified and (E6 and above) must be Hazardous Material Technician certified and must bring certification certificates from the Department of Defense (DOD) Firefighter or ProBoard Certification Systems.

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

5. American Council on Education: In its April 2008 report, the American Council on Education (ACE) Military Programs Evaluation recommended the USACBRNS Dismounted Reconnaissance Course earn the following; In the lower-division baccalaureate/associate degree category, 3 semester hours in hazardous materials technician, and 3 in radiation safety (3/10)(3/10).

6. The U.S. Army CBRN School commits to continually working to improve training quality. Please submit any comments and suggestions to the U.S. Army CBRN School:

Assistant Commandant
U.S. Army CBRN School
401 MSCoE Loop, Suite 1021
Attn: ATSN-CM
Ft. Leonard Wood, MO 65473-8926

Course Structure

1. The Dismounted Reconnaissance Course is a two week course designed to provide baseline training to enlisted and officers assigned to CBRN Reconnaissance platoons issued DR-SKO. This course provides training in both the tactical and technical aspects of dismounted CBRN reconnaissance. This course includes a variety of military and/or commercial CBRN equipment. Training and familiarization on: Personal Protective Equipment (PPE), planning and preparing for Reconnaissance and Surveillance (R&S) operations, CBRN assessment, CBRN characterization, marking and reporting procedures, mission abort procedures and also procedures to set-up, process through and close out a decontamination site.

2. The following is a graphic depiction that illustrates the above process. The primary technique of delivery remains small group instruction. The type of delivery block represents the predominate methods used in each of the modules. The lesson numbers reflect the lessons and tests taught per module. This course structure shows a course divided into modules with estimated hours in accordance with the POI.

	Module A Admin Introduction	Module B Equipment	Module C Reconnaissance Operations	Module D Sampling and Decon Operations	Module E STX	Module X Exams
Time	7.1	25.4	12.0	7.0	33.2	4.2
Type of Delivery	CO DM PE	CO DM PE	CO DM PE	CO DM PE	CO PE	CO TEST REVIEW
Lessons	031CRA01 031CRA02 031CRA03 031CRA04 031CRA05	031CRB01 031CRB02 031CRB03 031CRB04 031CRB05 031CRB06 031CRB07 031CRB08 031CRB09 031CRB10	031CRC01 031CRC02 031CRC03 031CRC04 031CRC05	031CRD01 031CRD02	031CRE01	031CRX01 031CRX02
Training Site AC:	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction

Course Map   The course map shows the training sequence for this course. Each lesson shown is a prerequisite for another lesson that must be taught before the follow-on lesson. Due to the progressive training approach used in this course, failure to follow the sequence may result in students receiving training for which they have not received the required prerequisite training.
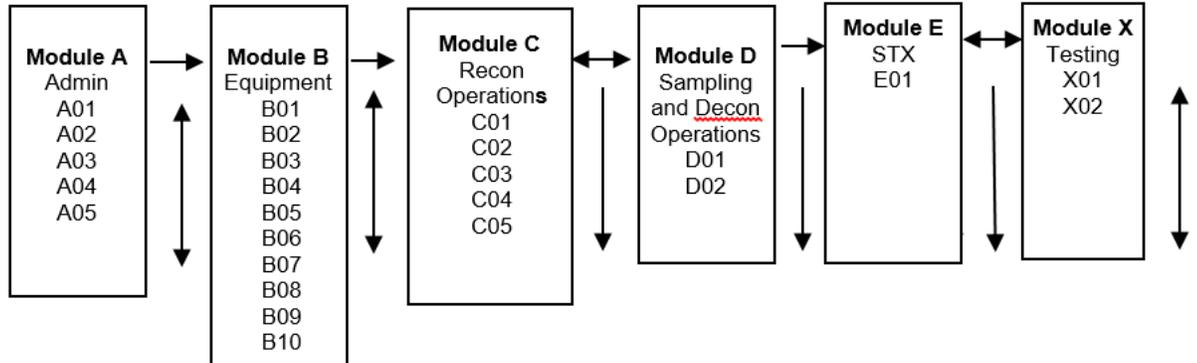
Training Sequence   The table below shows all allowable training sequences. The course may be organized in separate ways to suit local needs. The below sequences were developed to provide information in a logical order allowing the students to receive the needed knowledge or skill prior to moving on to the next required task. Lessons within modules may be rearranged to allow for required resources, however the course map may not be violated. The options provided are to assist in making adjustments and allowing the flexibility necessary for scheduling facilities and equipment.

Schedule						
1	A	B	C	D	E	X
2	A	B	D	C	E	X

Course Manager Qualifications

Course Manager must have the following qualifications:

1. GS-11 or higher Training Specialists or Instructional Systems Specialist.

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

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

   b. Supervising or administering a training program.

   c. Developed or review of training/course materials, aids, devices, etc., and evaluation of training results.

   d. Work in the occupation or subject matter field or the position to be filled and required training or instructing others on a regular basis.

3. Must have attended a military Instructor training course.

Course Manager Guidance

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

1. Ensure instructor support materials to include, classrooms, training areas and equipment needed for training are available and properly maintained.

2. Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to the trainers and the, Directorate of Training and Leader Development [DOT&LD], USACBRNS.

3. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws (e.g. OSHA, NIOSH), and course requirements.

4. Ensure facilities; material; equipment, and systems required for presenting the instructions is properly maintained.

5. Ensure that next Fiscal Year's Class dates are scheduled and input into ATRRS.

6. Ensure critical tasks are being trained and tested.

7. Serve as the Training Support Division POC for lesson plan revisions.

8. Track lesson plan reviews conducted by the department.

Course Manager Guidance cont'

9. Insure students meet prerequisites prior to attending the course. If prospective students do not appear to meet prerequisites notify those students and perspective quota source manager via e-mail that they will not be allowed into the course.

10. Provide Instructor supervisor with updated ATRRS class roster prior to class starting.

11. Provide G33 Registrar's office with updated information for Digital Training Management System (DTMS).

12. Provide the students with the updated welcome packets prior to arrival for the course.

Instructor Qualifications

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

2. Must be a graduate of the CBRN Dismounted Reconnaissance course.

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

   a. Demonstrate competency and proficiency in the technical and tactical skills required by the POI. The director of IRTD is responsible for verification of instructor proficiency as evident by signature on the proponent certification.

   b. Fulfill all proponent requirements as outlined in the Proponent Instructor Certification Policy. Must be in the grade of SSG or above or as otherwise stated in the USACBRNS Proponent Instructor Certification Policy.

   c. Must meet the height and weight standards in accordance with AR 600-9 (military only). Pass the Army Physical Fitness Test (APFT) (military only).

4. Instructor must complete TRADOC approved Instructor Trainer Course.

5. Must be DOD or PRO board HAZMAT Technician certified.

6. If instructor attended the CBRN Dismounted Reconnaissance course prior to 2015, they must attend the course again, as the curriculum changed in 2015. Since ATRRS will not allow students to be enrolled a second time, a signed memorandum by the instructor supervisor must be kept on file in the instructors folder.

Instructor Guidance

1. Instructors are in direct contact with the students and represent the CBRN leadership in the presentation of the instruction. While serving as an instructor, they also serve as the role model for the students. They must be technically competent and always demonstrate professional behavior.

2. Each instructor must:

a. Thoroughly study and be well versed in the material prior to presenting the lessons.

b. Manage the training and maintain an environment conducive to student learning.

c. Supervise and guide the learning process.

d. Provide immediate feedback on student performance.

e. Be alert to students having difficulty and intercede as appropriate.

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

g. Ensure student compliance with safety and environmental protection rules, risk assessments, regulations, laws, personal conduct and course requirements.

h. Explain the graduation criteria and requirements to the students prior to start of training.

i. Counsel Students.

j. Track student progress using DTMS.

k. Provide appropriate retraining.

l. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the DOT& LD.

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

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

Instructor Guidance cont'

    o. Administer tests accurately in accordance with the Test Administration Guide (TAG).

    p. Coordinate the use of materials and equipment, and ensure that equipment is properly used and maintained.

Student Guidance

1. Learning Responsibilities: It is the student's responsibility to learn, and understand the lesson objectives of this course.

2. Student responsibilities include:

    a. Preparing for classes by studying assigned materials.

    b. Completing homework assignments, practical exercises, and participation in training activities.

    c. Meet or exceed all graduation requirements as outlined in the ISAP.

    d. Maintaining proper military bearing in dress and behavior.

    e. Maintaining total honesty and uphold the highest standards of integrity.

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

    g. Students need to be medically and physically qualified in order to ensure successfully passing the course.

    h. See Student Guide contained in Annex E for further information.

Test Administrator Guidance

1. The following requirements are necessary to secure and safeguard Dismounted Reconnaissance Course examinations. Currently all written tests are conducted through the Blackboard system. In the event blackboard becomes disabled the following will apply:

    a. Appoint an instructor as the Test Administrator (TA) SGT or above IAW AR 611-5 and an Alternate Test Administrator (ATA) of equal or higher rank. The TA's responsibility is to maintain control over all examination material. Provide the names of the TA and alternate to Test Control Office (TCO).

    b. 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.

    c. Each TA is only issued the number of examination materials and answer sheets required to test the students. Inventory the examination materials and answer sheets with the Test Control Officer (TCO) prior to accepting them. The

Test Administrator Guidance cont'

TA is required to sign for exam item sheets, answer sheets, and changes to test material.

   d. The TA accepts responsibility for the examination material while it is in his/her possession. When returning examination materials to the test control officer, the TA and TCO will again inventory the examination materials to ensure proper accountability.

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

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

2. Under no circumstances should the instructors know, in advance, which version of the examination will be used. If instructors are to be designated as test proctors, do not issue examination materials to the instructors until just before the examination. The TCO and TA will again inventory the examination materials to ensure proper accountability upon returning the material immediately after testing is completed.

NOTE: Do not store answer keys in the same drawer or container as the examinations.

Required References

Number	Title	Date
ATP 3-11.23	Multi-Service Tactics, Techniques, and Procedures for Weapons of Mass Destruction Elimination Operations.	01 Nov 13
ATP 3-11.36	Multi-Service tactics, Techniques, and Procedures for Radiological, and Nuclear Aspects of Command and Control.	01 Nov 13
ATP-11.37	Multi-Service Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Reconnaissance and Surveillance	25 Mar 13
ATP 3-34.5	Environmental Considerations	10 Aug 15
ATP 3-11.32	Multiservice Tactics, Techniques, and Procedures for Chemical, Passive Defense	01 May 16
TM 3-6665-428-10	Operator's Manual for Reconnaissance System, NBC DR-SKO	30 Sep 14

ANNEX A – Lesson Titles

Title	PFN
Administration	031CRA01
CBRN R&S Introduction	031CRA02
CBRN R&S Planning and Preparation	031CRA03
CBRN Marking and Reporting	031CRA04
Dismounted Recon Survey and Monitoring Techniques	031CRA05
Overview to Chemical detection Equipment	031CRB01
Operate Multi-Rae	031CRB02
Operate TruDefender	031CRB03
Operate First Defender RMX	031CRB04
Operate Toxic Industrial Chemical Vapor Detector Kit	031CRB05
Radiological Hazards and Effects	031CRB06
Radiological Detection Equipment Review	031CRB07
Operate identiFINDER	031CRB08
Operate the Biological Sampling Kit	031CRB09
Operate the Trace Explosive Detector (FIDO)	031CRB10
Initial Entry Area Assessment	031CRC01
Identify Site Characterization Indicators	031CRC02
Characteristics of Chem and Bio Processes	031CRC03
Homemade Explosives Characteristics and Precursors	031CRC04
PPE Review	031CRC05
Sample Collections and Processing	031CRD01
CBRN Decon Operations	031CRD02
Situational Training Exercise (STX)	031CRE01
Planning and Capabilities	031CRX01
Reconnaissance and Surveillance	031CRX02

ANNEX B - Training Schedule

		In Processing / Survey and Monitoring				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0800-0900	Administrative In processing	031CRA01	SOP	2130/207B	ACU
Date	0900-1000	Equipment Issue	031CRA01	SOP	2130/207B	ACU
1	1000-1100	Intro to R&S / Capabilities	031CRA02	ATP 3-11.37	2130/207B	ACU
	1100 - 1130	R&S Planning and Preparation	031CRA03	ATP 3-11.37	2130/207B	ACU
	1130 -1300	Lunch			DFAC	
	1300 - 1430	CBRN Marking and Reporting	031CRA04	ATP 3-11.37	2130/207B	ACU
	1430-1530	Survey and Monitoring	031CRA05	ATP 3-11.37	2130/207B	ACU
	1500 - 1700	PPE Review / Refresher	031CRC05	ATP 3-11.37	2130/207B	ACU
		Chemical Equipment				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0800 - 1200	Chem Equipment (round robin)	031CRB01-5	Student Handouts	2130/207B	ACU
Date	1200-1300	Lunch			DFAC	ACU
2	1300-1400	Chem Equipment (round robin)	031CRB01-5	Student Handouts	2130/207B	ACU
	1400-1700	Chemical Equipment Per Eval	031CRB05	Student Handouts	2130/207B	ACU
		Rad Equipment / FIDO				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0800-0900	Radiation Hazards and Effects	031CRB06	Student Handouts	2130/207B	ACU
Date	0900-1200	Rad Equipment round robin)	031CRB0 7-8	Student Handouts	2130/207B	
3	1200-1300	Lunch				ACU
	1300-1500	Radiation Equipment Per Eval	031CRB08	Student Handouts	Bay	ACU
	1500-1600	HHA / BSK	031CRB09	Student Handouts	2130/207B	ACU
	1600-1700	FIDO / Trace Explosives Det.	031CRB10	Student Handouts	2130/207B	ACU
		Initial Entry / Test Review				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0800-0830	Initial Entry Assessment PE	031CRC01	ATP 3-11.37	Bld 2130	ACU
Date	0830-0930	Initial Entry Assessment	031CRC01	ATP 3-11.37	Bld 2130	ACU
4	0930-1030	Initial Entry Assessment PE	031CRC01	ATP 3-11.37	Bld 2130	ACU
	1030-1130	Site Characterization	031CRC02	ATP 3-11.37	Bld 2130	ACU
	1130-1300	Lunch			DFAC	ACU
	1300-1700	Sit Characterizations PE	031CRC02	ATP 3-11.37	Bld 2130	ACU

		Planning and Capabilities Test / Retraining				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0700-0800	Planning and Capabilities Exam	031CRX01	TAG	IRTD	ACU
Date	0800-0820	Test Exam Critique	031CRX01	TAG	IRTD	ACU
5	0820-0930	Chem Bio Production Familiarization	031CRC03	ATP 3-11.37	IRTD	ACU
	0930-1000	HME Production Familiarization	031CRC04	ATP 3-11.37	IRTD	ACU
	1000-1200	SCBA / PPE Overview	031CRC05	ATP 3-11.37	IRTD	ACU
	1200-1300	Lunch			DFAC	ACU
	1300-1500	Sampling	031CRD01	ATP 3-11.37	IRTD	ACU
	1500-1600	Recap	031CRA01	ATP 3-11.37	IRTD	ACU
		Decon				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0800-0900	DR SKO Overview	031CRD02	ATP 3-11.37	IRTD	ACU
Date	0900-1130	Decon	031CRD02	ATP 3-11.37	IRTD	ACU
6	1130-1300	Lunch			DFAC	
	1300-1600	Decon	031CRD02	ATP 3-11.37	IRTD	ACU
	1600-1700	Mission Prep	031CRA01	ATP 3-11.37	IRTD	ACU
		STX				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
Date	0800-1600	STX – Surveillance	031CRE01	ATP 3-11.37	IRTD	SCBA
7	1600-1700	AAR	031CRA01	Handouts	IRTD	ACU
		STX				
	Time	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0800-0900	Recon and Surveillance Exam	031CRX02	ATP 3-11.37	IRTD	APFT
Date	0900-0920	Test Exam Critique	031CRX02	TAG	IRTD	ACU
8	0920-1600	STX	031CRE01	ATP 3-11.37	IRTD	SCBA
	1600-1700	AAR	031CRA01	Handouts	IRTD	ACU
		STX Recovery				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0700-0800	Recon and Surveillance Retest	031CRX02	ATP 3-11.37	IRTD	APFT
Date	0800-1600	STX	031CRE01	ATP 3-11.37	IRTD	SCBA
9	1600-1700	Equipment Recovery	031CRA01		IRTD	APFT
		End of Course Critique / Cleanup / Graduation				
Date	**Time**	**Class**	**PFN**	**Reference**	**Location**	**Uniform**
	0700-0730	Course Critique	031CRA01	ATP 3-11.37	IRTD	ACU
Date	0730-1000	Equipment	031CRA01	ATP 3-11.37	IRTD	ACU
10	1000-1130	Graduation	031CRA01	ATP 3-11.37	IRTD	ACU

ANNEX C
Individual Student Assessment Plan

Introduction

1. Purpose: To provide the course manager, instructors, and students with the requirements for course completion. This individual student assessment plan (ISAP) also describes the academic probation and removal process.

2. Scope: This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director of Training.

ISAP Orientation

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

Academic Administration

1. Student Notification. Students will receive a briefing concerning academic administration during the initial in processing of the course.

2. Passing Score Criteria

   a. Equipment Block
   Minimum score for the performance evaluation/Exam: "GO" Any student receiving a "NO GO" will be placed on Academic Probation.

   b. Planning and Capabilities: Minimum score for the planning and capabilities: 70% any score below, results in the student receiving failing score and placed on Academic Probation.

   c. Reconnaissance and Surveillance: Minimum score for the reconnaissance and surveillance: 70% any score below, results in the student receiving failing score and placed on Academic Probation.

3. Exam Failures and Retest:

   a. Exam Failures.

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

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

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

   b. Failure of a retest:

Academic Administration cont'

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

    (2) The student will receive formal notification of the initiation of a student status review (SSR) from the Instructor Supervisor. A copy goes through the Director of IRTD.

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

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

  e. Written: Retest failures will be conducted within one academic day of retraining of the initial test failure.

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

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

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

Graduation Requirements

Graduation Requirements for U.S. Military and civilian students. Students must successfully complete all requirements listed in the Course Requirements and this Individual Student Assessment Plan and meet the following standards:

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

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

Academic Grading and Test Plan

1. There will be no weighing of tests in this course; each test is critical to ensure the student can perform to standard. Use the test; retest policy for both written and performance-based tests. If the student fails a test, he/she will be on academic probation. If the student fails the retest, a student status review will be conducted. The following are the tests used to evaluate the student's performance:

  a. Module B, Equipment (031CRB01-10)

    (1) Performance Evaluation 1, Chemical Detection Equipment: (Go/No Go)

Academic Grading and Test Plan cont'	- Students will be given scenario-based tasks in a field environment. Closed note performance evaluation.
	
	     (2) Performance Evaluation 2, Radiation Detection Equipment: (Go/No Go)
	- Students will be given scenario-based tasks in a field environment. This is a closed note performance evaluation.
	
	  b. Module A and B, Planning and Capabilities (031CRX01)
	
	    Planning and Capabilities Written Test: Minimum score 70%
	- Students will be given a 25 question, Multiple Choice Test. This test is a closed book exam.
	
	  c. Module B and C, Reconnaissance and Surveillance Test (031CRX02)
	
	    Recon and Surveillance Written Test: Minimum score 70%
	- Students will be given a 50 question, closed Multiple Choice Test. This test is a closed book exam.

Student Tracking	1. The instructor will be responsible for tracking and inputting hours missed by the student. The instructor will inform the Director at the time the student reaches 4 hours of missed training. 2. Once a student has missed 4 hours an SSR must be completed. 3. The Dismounted Reconnaissance Course Senior Instructor will receive the class roster from ATRRS 1 week prior to start date, to begin the student tracking process for the class.
Student Feedback	1. Each graduate of this course will have the opportunity to complete an "End-of Course Critique" prior to graduation. Graduates will be solicited for feedback so they may help improve the presentation of the learning material. Students are also encouraged to complete a student feedback form located in this Annex. 2. Feedback is critical for this course. Each graduate will participate in the End of Course questionnaire by logging on to https://sp.wood.army.mil/sites/QAO.
Student Status Reviews	1. Student Status Review (SSR), is the procedure the USACBRNS uses to determine the retention or elimination of students having academic, disciplinary, or any other problem that may affect their continued attendance in the Dismounted Reconnaissance Course.

Student Status Reviews cont'

2. The Instructor Supervisor of the Dismounted Reconnaissance Course will request a review of a student's status for any of the reasons listed below and will submit recommendation in writing to the Director of IRTD. The student is allowed to provide input for consideration during the review.

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

    a. Fails a retest of any exam.

    b. Has absences that exceed four hours, authorized or unauthorized.

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

    d. Violates SHARP and/or EO regulations. Violating these regulations may result in automatic removal from the course.
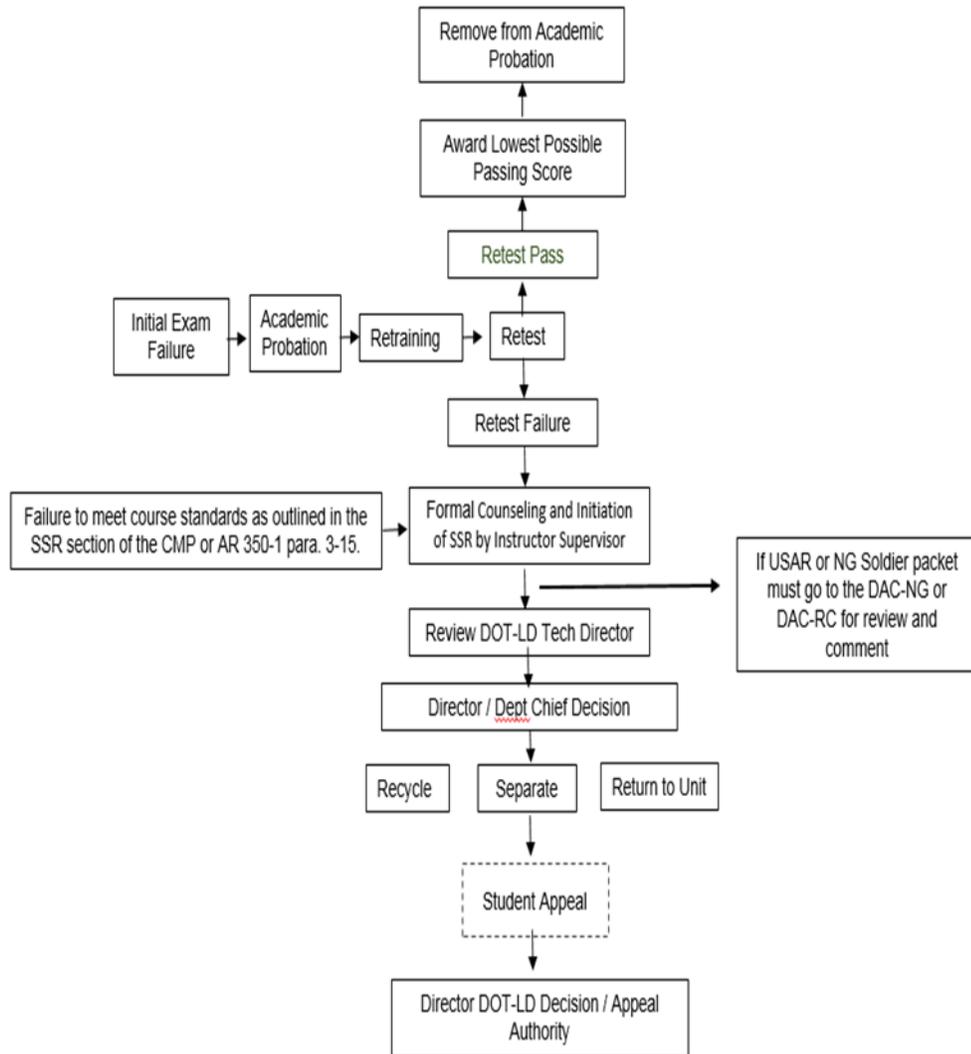
    e. Failed to adhere to policy letter requirements.

    f. Actions or incidents the instructor deems necessary for the student.

4. The instructor supervisor will prepare the students status review package IAW this CMP and forward through Director IRTD, DOT&LD and then USACBRNS DOT for disposition. Once a student is notified of the initiation of an SSR, the student has within two working days to provide a statement that will be included in the SSR packet (this statement is not required and can be waived upon student request).

Student Status Review Procedures

```
                          Remove from Academic
                               Probation
                                  ▲
                                  │
                          Award Lowest Possible
                              Passing Score
                                  ▲
                                  │
                             Retest Pass
                                  ▲
                                  │
  Initial Exam → Academic → Retraining → Retest
   Failure        Probation
                                  │
                                  ▼
                            Retest Failure
                                  │
                                  ▼
  Failure to meet course standards as outlined in the → Formal Counseling and Initiation
  SSR section of the CMP or AR 350-1 para. 3-15.          of SSR by Instructor Supervisor → If USAR or NG Soldier packet
                                  │                                                          must go to the DAC-NG or
                                  ▼                                                          DAC-RC for review and
                          Review DOT-LD Tech Director                                        comment
                                  │
                                  ▼
                          Director / Dept Chief Decision
                                  │
              ┌───────────────────┼───────────────────┐
              ▼                   ▼                   ▼
           Recycle             Separate           Return to Unit
                                  │
                                  ▼
                            Student Appeal
                                  │
                                  ▼
                       Director DOT-LD Decision / Appeal
                                  Authority
```

19

AER Procedures

1. General Guidelines for Service School Academic Evaluation Report (AER). DA Form 1059 Rating

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

    b. Performance summary (Item 11) on DA Form 1059.

      (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. Performance summary is intended to measure each student's level of performance against the course standards. The rating official will identify each student's level of performance by placing an "X" beside the most appropriate entry as described below:

        (a) "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.

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

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

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

      (2) Comments are required for ratings of, a, c, and d above, and must be in detail to justify the level of performance indicated. Use block 14 for supporting comments.

      (3) If "Marginally Achieved" or "Failed to Achieve" is checked, see AR 623–3, chapter 3–35 for referred reports.

    c. Demonstrated Abilities (block 12).

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

        (a) A "Superior" rating indicates performance that is significantly above the standard.

(b) A "Satisfactory" rating indicates achieving an acceptable level of proficiency.

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

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

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

d. Academic Potential (block 13).

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

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

(a) Ability to apply the knowledge derived from the school.

(b) Potential compared to students with similar experiences and motivation.

(c) Ability to contribute to group discussions.

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

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

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

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

(b) Lacked ability or motivation.

(c) Demonstrated moral or character deficiencies.

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

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

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

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

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

f. Referred Reports.

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

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

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

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

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

a. "Exceeded Course Standards" – Limited rating awarded to no more than 20% of the total class. In a case were 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%.To receive 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) Student cannot have received any derogatory counseling

(4) Demonstrate the "Total Soldier Concept" and display superior performance throughout the course.

b. "Achieved Course Standards" – To achieve this rating student 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 no more than one derogatory counseling statement.

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 no more than one derogatory counseling statement.

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

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

(1) Fails any one evaluation, performance or written, twice (fails a retest).

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

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

a. Written Communication

(1) The Cadre evaluates the student's ability to effectively write material for performance evaluations and homework assignments that require writing.

(2) "Superior" – A rating that is given if a student obtains a final first time go on all evaluations. All performance evaluations and homework assignments that require written responses, addressees the questions with clear deliberate answers with no mistakes.

(3) "Satisfactory" – A rating that is given when the student is to receive a go on performance evaluations that require written answers and does all required homework assignments.

(4) "Unsatisfactory" – A rating given if a student fails to turn in homework assignments and receives a no-go on any performance evaluations that requires written answers.

b. Oral Communication

Not Evaluated

c. Leadership skills.

Not Evaluated

d. Contribution to group work:

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

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

(a) Must consistently enhance training by sharing experiences.

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

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

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

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

(b) Must actively participate in classroom discussion.

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

e. Research Ability:

(1) The Cadre evaluates the student's ability to effectively research material for student-led instruction and both written and oral presentations.

(2) "Superior" – A rating that is given if a student obtains a final grade point average (GPA) of 90.00 or higher and passes all initial written examinations.

(3) "Satisfactory" – A rating that is given if a student obtains a final GPA from 70.00 to 89.99 percent.

(4) "Unsatisfactory" – A rating given if a student fails an initial and subsequent retest on any examination. This student must also receive two or more derogatory counseling statements for failure to complete reading/homework assignments or failure to prepare for classes.

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

   a. Block 11 (Performance Summary).

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

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

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

   e. Block 14 (Comments) – requires:

      (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).

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

STUDENT INQUIRY FORM

FILL IN YOUR NAME AND COMPLETE MAILING ADDRESS BELOW

LAST, FIRST, MI	RANK	SEE PRIVACY ACT STATEMENT AT BOTTOM OF PAGE' SOCIAL SECURITY NUMBER

INDIVIDUAL STUDENT EFFORT (ISE) COURSE TITLE	ISE NUMBER

ADDRESS		PHONE NUMBER COMM:
	ZIP CODE DSN:	

Please check your inquiry area(s) below.

LESSON OR EXAM IN ERROR WITH –

∝ Field Manual Procedures   ∝ Doctrine

∝ Technical Manual   ∝ Equipment Specifications

CONFUSING CONTENT

∝ Example   ∝ Organization   ∝ Wording   ∝ Situation

∝ Illustration   ∝ Chart   ∝ Figure   ∝ Table

∝ Other:_____
(Please explain)

COMMENTS:

Be specific and cite paragraphs, pages and/or figure numbers. Please feel free to add comments on a separate sheet of paper if necessary.

APPENDIX 2 to Annex C
Student Status Review Examples

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL
AND NUCLEAR SCHOOL
INCIDENT RESPONSE TRAINING DEPARTMENT
15103 ELEMENTIS AVE
FORT LEONARD WOOD, MO 65473

ATSN-CBA-IRT   Date

MEMORANDUM FOR SPC Doe, John USA, Dismounted Reconnaissance Course
Class 001-16

SUBJECT: Notification of Recommendation for Students Status Review

1. A recommendation for the review of your student status has been initiated.

2. A copy of this packet, which will be forwarded to the Director, IRTD is enclosed.

3. The Director, IRTD is authorized, based upon a review of the package submitted, to conduct any such inquiry as he/she desires in order to determine your status as a student. His/her determination my include ordering your elimination from the course and you designated as a non-graduate.

4. You may appeal the IRTD Director's decision to the Director of Training IAW applicable, regulations. You have two (2) duty days to notify IRTD that you wish to appeal. You have seven (7) duty days to complete your appeal. I recommend you consult with an attorney for assistance.

                                        AO of MEMO
                                        Instructor

Encl
PRINT NAME: <u>STUDENTS NAME</u>

SIGNATURE: <u>STUDENTS SIGNATURE</u>

DATE:<u>DATE OF COUNSELING / NOTIFICATION</u>

Change in Student Status Example

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL
AND NUCLEAR SCHOOL
INCIDENT RESPONSE TRAINING DEPARTMENT
15103 ELEMENTIS AVE
FORT LEONARD WOOD, MO 65473

ATSN-CBR-IRT   DATE

MEMORANDUM FOR Director IRTD

Director, Incident Response Training Department, Fort Leonard Wood, MO 65473

SUBJECT: Change in Student Status of PFC John Doe, SSN, USAR, Dismounted Reconnaissance Course 01-16

1. Recommendation: Drop from current class (Class #, Dismounted Reconnaissance Course)

2. Background: On (Date), student failed the Planning and Capabilities Test, receiving a score of 66%. A 70% is required to pass the exam. On (Date) student retested and failed the retest, receiving a score of 68%. Student was given the opportunity for necessary retraining as required.

3. IAW the Dismounted Reconnaissance Course Management Plan, failing two exams is cause for dismissal from the course.

4. The student was informed that failing the exams would result in being dropped from the course.

5. The point of contact is the undersigned at xxx-xxxx

2 Encls   AO of MEMO
Memo   Instructor Supervisor
OPREP

Student Status Review Decision Memo Example

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL
AND NUCLEAR SCHOOL
INCIDENT RESPONSE TRAINING DEPARTMENT
15103 ELEMENTIS AVE
FORT LEONARD WOOD, MO 65473

ATSN-CBZ-IRT   DATE

MEMORANDUM FOR Dismounted Reconnaissance Course, Supervisory Training
Instructor

SUBJECT: Student Status Review Decision

1. In accordance with TR 350-18, I have reviewed the entire student status packet on
PFC John Doe, 111-11-1111, USAR, Dismounted Reconnaissance Course 01-09.
Based upon my evaluation of the student's performance he/she is:

    _____   Retained in current class

    _____   Dismissed from current class

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

2. Provide student copy of the entire packet.

3. Point of contact is Dan Arden at (573) 596-4932.

                                                          AO of MEMO
                                                          Director of IRTD

APPENDIX 3 to Annex C
U.S. Army CBRN School Honor Code

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

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

2. 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.

Explanation of Terms
1. Plagiarism.

   a. 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.

   b. The most blatant form of plagiarism is to repeat as your own, someone else's sentences, more or less verbatim. Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgment, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own. (MLA Handbook, Sec 1.6 New York: Modern Language Association, 1984.)

2. 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.

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

Explanation of Terms Cont'

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

5. Cheating. Looking at another student's work during an examination and/or providing answers to someone else. When a student is suspected of cheating, the instructor or individual making the observation must collect available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the IRTD Director. The IRTD Chief will review all available evidence. If, after reviewing all material, the IRTD Chief believes cheating has occurred, a student status review will be initiated.

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.

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

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

Annex D
Test Administrative Guide

Test Admin Procedures

1. Training Directorate IRTD:

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

    b. Conduct an AAR directly after administration of a performance exam to let students know how they performed, and what was performed within standard.

    c. Conduct a test review and exam critique of the examination. Ensure that all questions are reviewed to eliminate any uncertainty on the student's behalf.

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

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

    d. Safeguard the integrity of all written examinations, to include the following:

        (1) Use alternate versions of each examination.

        (2) During the exam critique, instruct the students to clear their desktops and not to write or copy any information.

2. Honor Code. Students will abide by the USACBRNS Honor Code (Appendix 3).

Duties Prior to Test Period

Duties prior to the test period.

1. Tests/Test Material. The Proctor is responsible for the SECURITY OF TESTS/TEST MATERIAL.

2. Test Facilities. Ensure sufficient space is available for the students, so they can work and perform comfortably with their tests and other testing materials. The testing room must be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise.

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

Duties During Test Period

Duties during the test period:

1. Ensure unauthorized personnel are <u>NOT</u> permitted to enter the testing area. Only students testing, authorized proctor(s) should be in the test room once testing has commenced.

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

3. 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 card.

4. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor. Maintain no talking and movement discipline. No more than the required number of proctors will be in the testing room at any time.

5. Students are allowed to leave the test room to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. 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.

6. If a student has a question during the exam, the student will raise their hand and the proctor will go to the student. The proctor will only be able to answer general administrative questions about the exam.

7. A time on the test screen informs the student of the time remaining to finish the exam. Once the student clicks the "submit button" at the end of the exam, they will receive the official score. If the student did not complete the exam within the allotted time and click the submit button at the end of the exam, they will receive the official score from the test control office.

8. When the student has completed the exam, they will turn in all the test materials including scratch paper to the Proctor and quietly gather up personal effects and leave the room. They will not be permitted to reenter the test room at any time during the exam period.

Duties After Test Period

Duties After the Test Period:

1. An exam critique will be conducted by the student following the completion of the exam individually at the work station.

Duties After Test Period cont'

2. After submitting the exam, students will have the option to review the exam within the Blackboard platform. During the exam critique students will NOT have any personal material (i.e. paper, books, pencil/pen, etc.) on your desk. Internet access is a violation and all electronic devices (e.g. cell phones, smart phones, blackberries, tablets, and any other PDAs,etc.) will be turned off and put away.

3. A Student Reclama may be submitted after the exam grades have been returned for those questions the student feels were wrong.

4. Retraining/Retesting: The Instructor Supervisor will schedule mandatory retraining for students who failed any written or performance test. The instructor supervisor will ensure the student is retrained.

Student Instructions

Student Instructions

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

2. The purpose of this instruction is for students to be aware of the rules and regulations when taking examinations on Blackboard. It is imperative that students <u>read </u>and <u>understand </u>these instructions.

To be read verbatim by the proctor

<u>Examination (Testing) Materials - Sensitive in Nature</u>
After reading these instructions, please click on the "<u>MARK REVIEWED</u>" block located at the bottom of this page.

The use of hard copy manuals, student notes, student handouts and workbooks, e-books and calculators are determined by the individual exam. <u>DO NOT</u> 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.

<u>BEFORE THE EXAMINATION</u>
Internet access is a violation. All 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.

In order to prevent complications while taking an exam in Blackboard, you should know your AKO username and 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.

Student Instructions cont'

Note: The Question Completion Status (right side above first question) allows you to track what question you are on, quickly move to another question within the test or see what question/s you have not answered.

ALL THE WORK ON THE EXAM MUST BE YOUR OWN. You will NOT make a record of your exam in any format. You must not ask for or accept assistance from another student. You will not offer or 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 (CMP).

If you must leave the testing area for any reason (i.e. to use the latrine), raise your hand and wait until you receive permission from a test proctor. 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.

DURING THE EXAM
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. Remain seated throughout the exam. DO NOT remove your CAC or minimize the Blackboard window into the task bar. Removing your CAC, will result in your exam closing prematurely. It is strongly recommended that you know your AKO username and password.
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.

As you work through the exam, select your answer and click on the SAVE button before moving on to the next question. When you change your answer, you must click on the SAVE Button again. Choose the BEST answer. When more than one response appears correct, CHOOSE THE RESPONSE THAT BEST ANSWERS THE QUESTION!!

A timer on the test screen informs you of the time remaining to finish the exam. If you complete the exam prior to the allotted time you may recheck your answers. Once YOU CLICK ON THE SUBMIT BUTTON at the end of the exam, your official score will appear. If however, you did not complete your exam within the allotted time, and you 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.

Student Instructions cont'

When you have completed your exam, <u>turn in all the test materials including scratch paper</u> to the Test Administrator/Proctor, then <u>quietly</u> gather up your personal effects and leave the room. You may NOT reenter the Test Room at any time during the exam period.

<u>AFTER THE EXAM</u>
An exam critique will be conducted by the student following the completion of the exam individually at the work station. After submitting the exam, students will have the option to review the exam within the Blackboard platform. 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 and all 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. Once again, <u>you will NOT make a record of your exam answers in any format.</u>

Student Reclama. 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.

Test Admin Procedures Performance

1. Test Administrative Guide Performance Test

    a. Performance evaluations are part of the testing process and are administered to follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the performance tests are based on References such as TRADOC Regulation 350-70.

    b. Performance tests are part of each course. Performance tests have been developed for each objective that is best evaluated by the demonstration of a skill.

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

    d. Performance testing must be accomplished IAW TRADOC Regulation 350-70-5.

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

Duties Prior Test Period

2. Duties prior to the test period.

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

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

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

    d. Proctor (evaluator) Instructions:

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

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

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

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

Duties During Test Period

3. Duties during the test period.

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

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

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

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

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

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

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

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

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

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

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

Duties During Test Period cont'

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

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

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

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

Duties After Test Period

4. Duties After the Test Period:

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

b. Lost or Compromised Test: Report any lost, compromised, or possible compromised tests to the compliance officer who will then contact the appropriate commander. The commander or designated representative will conduct a thorough investigation and initiate proper actions to prevent a reoccurrence of lost or compromised tests.

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

d. During the *test* students must perform the tasks individually unless a task requires additional personnel to complete. Each student will be graded individually however; two- four students may be necessary to eliminate possible injury.

Student Instructions

READ VERBATIUM TO THE STUDENTS

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

Student Instructions

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

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

d. Do Not discuss this test with other students of other classes. It is your duty to report any observation of a student providing test information to another student of your class or another class.

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

ANNEX E
Student Guide

Student Guide

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

Listed below are some administrative things you will need to know while attending the Dismounted Reconnaissance Course. Any questions pertaining to this Student Guide can be address to the HAZMAT Course Manager, (573) ext. 563-3253, or e-mail, charles.d.mceachern.civ@mail.mil.

Welcome to the Incident Response Training Department (IRTD) and the CBRN Dismounted Reconnaissance Course. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties as a dismounted reconnaissance team member. This training is focused on both the tactical and technical aspects of dismounted CBRN reconnaissance. The course includes training on a variety of military and/or commercial CBRN equipment. Training and familiarization on: Personal Protective Equipment (PPE), planning and preparing for Reconnaissance and Surveillance (R&S) operations, CBRN assessment, CBRN characterization, marking and reporting procedures, mission abort procedures and the procedures to set-up, process through and close out a decontamination site.

Course Prerequisites

1. Attendance is limited to Enlisted, Officer and Warrant Officer Active, Reserve and National Guard with a MOSC of 21M, 74D, or 89D, 74A AOC, 740A AOC; Enlisted and Officer Air Force and Air National Guard Airmen with a 3E9 AFSC; Enlisted and Warrant Officer Active and Reserve Marines with a MOSC of 5711, 5702 and 2336; Navy, Coast Guard, and DoD civilian equivalent personnel whose rating, job or mission is directly related to the field.

2. Students E-6 and above attending the Dismounted Reconnaissance Course must be Department of Defense (DOD), International Fire Service Accreditation Congress (IFSAC) or Proboard Hazardous Material (HAZMAT) certified to the Technician level prior to arrival. Students E-5 and below attending the Dismounted Reconnaissance Course must be Department of Defense (DOD), International Fire Service Accreditation Congress (IFSAC) or Proboard Hazardous Material (HAZMAT) certified to the Operations level prior to arrival. Students must present certificates with legible certificate seal numbers during in-processing. These certifications are required and cannot be waived or exempted. You will be dropped from the course if you are unable to present the appropriate certifications.

3. Successful completion of this course requires students to be medically cleared for wear of Air-Purifying Respirators and Positive-Pressure Self-Contained Breathing Apparatus. During initial in-processing, students arriving without medical clearance (signed by a licensed health care provider or physician) will complete a medical screening questionnaire. The

Course Prerequisites Cont'd

questionnaire will be reviewed by the General Leonard Wood Army Community Hospital occupational health staff and if the student is cleared they will be given a medical clearance for the duration of the course. **Students attending who are on a permanent military profile must bring a copy of the profile with them. Students who are on a temporary profile will not be admitted into the course.** A medical baseline of each student's vital signs will also be obtained for medical surveillance use during field exercises. **Students who cannot be medically cleared will be returned to home station.** Students will NOT be treated for routine medical care.

4. Students attending training will be in a medical surveillance program to monitor them during actual field exercises. This is IAW NFPA 471 and Occupational Medicine Practices. This is designed to ensure the safety of the student. Students will be returned to home station if they do not meet the medical standards to train.

5. Students cannot be colorblind and should complete their annual required physical prior to attending the course. Students with a physical profile that limits a student's physical ability to perform his/her duties, must contact the General Leonard Wood Army Community Hospital occupational health staff and be granted approval prior to attendance

6. Several written and performance-oriented examinations are incorporated into the course. There will be additional non-duty study requirements. Please come prepared to learn. A score of **70%** is required to successfully pass written exams. Students failing any written exam or performance-oriented testing will be given time to retrain and will be allowed one retest. Any student failing the retest will be disenrolled from the course. Portions of the course require computer based testing. In order to accomplish this, all students must have and be able to recall their Army Knowledge On-line (AKO) or Defense Knowledge On-line (DKO) **login** and **password**. Units need to ensure all students can utilize their Common Access Card (CAC), as time will not be allowed to have their passwords reset upon arrival. Any

In-Processing

student unable to recall their passwords will potentially jeopardize their ability to successfully complete the course.

1. Bring the following items with you for in processing.

    a. 10 copies of 1610 and orders if on Temporary Duty (TDY) en-route

    b. IFSAC or ProBoard HAZMAT Awareness, Operations and Technician Certificates

    c. Permanent profile

    d. 201 File (TDY en-route only)

    e. Optical inserts and/or contacts

In-Processing cont'

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

Lodging & Meals:

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

2. All Army Soldiers must report to Intercontinental Hotels Group (IHG) Army Lodging, Candlewood Suites Building 2020, for room assignments. Students will not stay in off- post lodging unless IHG issues/assigns that lodging. Those assigned to off-post contracted hotels may be recalled to on-post facilities by the government.   The recall process will be explained during initial check in by a lodging representative on behalf of the government. Soldiers will be advised in writing when on-post lodging becomes available. Recall to on-post government lodging is mandatory.

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

Mailing address

Rank and name
ATTN: (Dismounted Reconnaissance Course) #XXX-XX
IRTD Bldg 2130
15103 Elementis Ave
Fort Leonard Wood, MO 65473

Equipment & Uniform Required

1. Military Personnel

    a. Min. 2 sets of service specific uniforms (to include T-shirt and socks)

    b. 1 pair of regulation boots

    c. 2 sets of complete Physical Training (PT) uniforms (seasonal)

    d. 1 pair of approved athletic shoes

    e. Reflective vest/belt

    f. Appropriate civilian attire

2. Civilian Personnel

    a. Business casual or relaxed work clothes Jeans / knit shirts)

Equipment & Uniform Required cont'd	b. 1 pair of work boots
	c. 2 sets of physical training clothes (Shorts, T-Shirts)
	d. 1 pair of athletic shoes
	e. No open toed shoes
	NOTE: Daily PT uniforms should reflect current temperatures in Missouri. Classrooms can feel cold after exercises. PT jacket and pants are recommended. Barefoot running shoes will not be authorized.
Pregnancy	Students will not attend the Dismounted Recon Course if they are pregnant. AR 40-501 identifies several activities in which pregnant Soldiers may not participate. Many of these activities are done while attending the course and would disqualify any female student who is pregnant.
Required Items	1. Government credit card, if financial emergency arises, the student must contact their unit.
	2. Optical inserts, students that require optical/draeger inserts must bring them to the course. Male students with shaving profiles will have their beard trimmed ¼ inch to ensure a proper seal of their mask. Female students will not wear hair bonnets, pins, buns and hair braids that will prevent the proper seal of their mask.
Leaves & Passe	Students desiring to take leave after the completion of the Dismounted Reconnaissance Course who are TDY and return must have an approved leave form (DA FORM 31) from their home unit. Students may go on emergency leave, if verified by the American Red Cross. However a SSR will be initiated for missed training time. Passes are available for weekends and holidays. Remember leaves and passes are privileges, not a right.
Privately Owned Vehicles (POV)	If possible, bring your POV. All POV's are subject to safety inspections. Students must maintain the minimum insurance requirements for the State of Missouri.
Military Vehicles	There may be an instance when students will attend the course as a group from a unit and use of a government vehicle is authorized. The student in charge of the vehicle will make sure that it is only used for official business pertaining to the students who are TDY.
Open Door Policy	As in any military unit, the BN/BDE Sergeant Major and Commander's door is always open to students with problems or concerns. Students will schedule an appointment through the Senior Instructor.
Academic Evaluation Report (AER)	

Student Elimination	Students will be provided a course certificate of completion, upon successful course completion. An academic report will be issued for the Dismounted Reconnaissance Course.
Appeals	Elimination may occur for a number of reasons; the instructor will brief you on this. Some reasons for elimination are: substance use/abuse, examination failures, any unexcused absences from any training event, lack of motivation, attitude, UCMJ actions, absent from or late to any formations, training events, SHARP or EEO complaints on or off duty.
Absences	All students will be given the opportunity to appeal their disenrollment IAW applicable regulations. Students will continue in the course during the appeal process, unless they are disruptive to the training discipline.
Standard of Conduct	All students must obtain permission from the IRTD cadre before you can be absent from training. Any student that is absent without permission is subject to punishment under the UCMJ and may be considered for disenrollment from the course. All students will notify the instructor prior to departing the class area for any authorized absence during duty hours. Instructors are responsible for the conduct of makeup training and testing for students with authorized absences. Students absent longer than four academic hours may be considered for disenrollment. Failure to be at your appointed place of duty may be cause for dismissal.
Transportation	At the CBRN School we demand students display proper military bearing and a positive attitude at all times. Unprofessional conduct will not be tolerated.
Crime Prevention	The use of rental cars and POV's to and from class is recommended. Limited shuttle services are available for travel on post. Commercial taxi is available on/off post.
Off-Limits Areas	Everyone has the responsibility to prevent or deter crime. If you become a victim of crime notify your instructor immediately. Keep your items secure at all times and do not keep more than $40.00 in your area. Personal property will not be left unattended. POV's will be locked at all times. Maintain physical control of your personal property.
Alcohol Policy	Cadre will inform you of any off limit areas by posting them on the classroom bulletin board. In addition, all training brigade billets that house Initial Entry Soldiers are also off limits. This is IAW Fort Leonard Wood Regulation 350-6.
Use of Tobacco	The legal drinking age is 21 years old both on and off post. If you are underage you will not drink. No consumption of alcohol will be permitted 24 hours before a student will wear any form of personal protective equipment (PPE). Smoking and dipping is allowed in designated areas only. No smoking is allowed in your room. Violators will pay for smoke cleaning of the room.

Weapons

Students will not smoke or dip in classroom/ formation areas. Smoking is prohibited in the vicinity of IET/AIT Soldiers.

No student is authorized to have a weapon while attending the course. DRIVING UNDER THE INFLUENCE: Do not drink and drive. If you are apprehended for drunk driving by civilian authorities you will be subject to Missouri law. It is a violation of Missouri law to operate a vehicle while carrying an open alcoholic beverage container. The federal magistrate will administer violations on post.

Foreign Disclosure

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