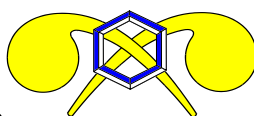


# United States Army CBRN School



Course Management Plan  
for  
031-74D2/3/4 (T) CBRN  
Transition Course  
Aug 2017



<b>TABLE OF CONTENTS</b>	
<b>Title</b>	<b>Page</b>
Preface	<a href="#">Page 3</a>
Introduction	<a href="#">Page 3</a>
Course Structure	<a href="#">Page 4</a>
Course Map	<a href="#">Page 11</a>
Training Schedule	<a href="#">Page 14</a>
Chief Instructor Qualifications	<a href="#">Page 25</a>
Chief Instructor Guidance	<a href="#">Page 25</a>
Instructor Qualification & Certification Requirements	<a href="#">Page 26</a>
Instructor Guidance	<a href="#">Page 27</a>
Student Guidance	<a href="#">Page 32</a>
Test Administration Guidance	<a href="#">Page 32</a>
Required References	<a href="#">Page 32</a>
Student Evaluation Plan	<a href="#">Annex A</a>
Test Administration Guide	<a href="#">Annex B</a>
Required References/Student Packing List	<a href="#">Annex C</a>

## PREFACE

**Purpose:** This Course Management Plan (CMP) serves as a single source document that will assist with the administration of the CBRN Transition Course. It provides the chief instructor and instructors the information needed to conduct the training prescribed by the associated training materials. Information provided also enables students to meet learning requirements and successfully complete the course.

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**Comments and Recommendations:** Send comments and recommendations on DA Form 2028, "Recommended Changes to Publications and Blank Forms," directly to:

CMDT USACBRNS

ATTN: ATSN-TIA Directorate of Training & Leader Development  
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**Foreign Disclosure Restrictions:** The course developer, USACBRNS, foreign disclosure representative and MSCoE per directive of the Technical Director (TD) authority, reviewed the lessons and program of instruction contained in this CMP. This course is releasable to military students from foreign countries on a case-by-case basis. Deputy Assistant Commandant-RC must check each lesson plan FD statement for foreign disclosure release restrictions.

## INTRODUCTION

**Purpose:** This CMP is approved by the Director of Training and Leader Development, U.S. Army CBRN School to provide the management plan for the CBRN Transition Course, 031-74D 2/3/4 (T).

**Scope:** The 031-74D2/3/4 (T) CBRN Transition Course is designed to prepare noncommissioned officers (NCOs) that have completed the Advanced Leader Course (ALC) or the Basic Noncommissioned Officers Course (BNCOC) for transition into the Chemical Corps (CMF 74D). The course contains tasks from the CBRN ALC and the CBRN Specialists Course that have been determined to be critical for duty performance at this level. These tasks are presented to reflect sound training methodologies based on learning theory and evidence-based research.

## COURSE STRUCTURE

1. The 031-74D2/3/4 (T) CBRN Transition Course is designed to provide NCOs (Active, National Guard, and Reserve components) with a working knowledge of the technical and tactical skills necessary to accomplish missions in full spectrum combat operations. Training and education includes CBRN Equipment capabilities, limitations and employment, as well as fundamental CBRN Defense and company and battalion operations.
2. The course is taught in both a classroom and field environment, and is supplemented by training media and training aids. Hands-on training is used extensively to ensure students master the requisite skills. A list of training materials and equipment for all tasks are annotated in the Program of Instruction (POI).
3. The following chart shows how the course is categorized into three phases. The hours in parentheses represent the total academic hours in each module within those phases. The primary technique of delivery is small group instruction, and the methods of delivery are conference discussion, demonstrations, and practical exercises. The lesson quantities reflect the total number of lessons and tests per module.

### PHASE 1 (ADT)

<b>Modules</b>	<b>Module A Admin</b>	<b>Module B Hazmat</b>
<b>TIME</b>	<b>( 0 hrs)</b>	<b>(118.5 hrs)</b>
<b>Technique of Delivery</b>	Small Group Instruction	Small Group Instruction
<b>Method of Instruction</b>	Conference Discussion	Conference Discussion, PE, Test, Test Critique
<b>Lessons</b>	<b>0</b>	<b>3</b>
<b>Training Site</b>	FLW, MO	FLW, MO

**PHASE 2 (IDT)**

<b>Modules</b>	<b>Module A Admin</b>	<b>Module B CBRN General Ops</b>	<b>Module C Radiological Ops</b>	<b>Module D Chemical Ops</b>	<b>Module E Tactical Decon Ops</b>
<b>TIME</b>	<b>( 0.0 hrs)</b>	<b>(45.5 hrs)</b>	<b>(21.0 hrs)</b>	<b>(14.0 hrs)</b>	<b>(37.5 hrs)</b>
<b>Technique of Delivery</b>	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction
<b>Method of Instruction</b>	Conference Discussion	Conference Discussion, PE, Test, Test Critique	Conference Discussion, PE, Test, Test Critique	Conference Discussion, PE	Conference Discussion, Demonstration , PE
<b>Lessons</b>	<b>0</b>	<b>12</b>	<b>8</b>	<b>4</b>	<b>7</b>
<b>Training Site</b>	FLW, MO	FLW, MO	FLW, MO	FLW, MO	FLW, MO

**PHASE 3 (ADT)**

<b>Modules</b>	<b>Module A Admin</b>	<b>Module B Basic Rad Safety</b>	<b>Module C Provide Tech CBRN Expertise</b>	<b>Module D Conduct CBRN Def/ Recon</b>	<b>Module E Decon</b>	<b>Module F Digital Systems</b>	<b>Module G Culminating Event</b>
<b>TIME</b>	<b>(0 hrs)</b>	<b>(40.0 hrs)</b>	<b>(11.0 hrs)</b>	<b>(18.0 hrs)</b>	<b>(7.0 hrs)</b>	<b>(36.0 hrs)</b>	<b>(8.0 hrs)</b>
<b>Technique of Delivery</b>	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction	Small Group Instruction
<b>Method of Instruction</b>	Conference Discussion	Conference Discussion, PE, Test, Test Critique	Conference Discussion, PE, Performance Test	Conference Discussion, PE, Performance Test	Conference Discussion, PE, Performance Test	Conference Discussion, PE, Performance Test	PE, Performance Test
<b>Lessons</b>	<b>0</b>	<b>19</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Training Site</b>	FLW, MO	FLW, MO	FLW, MO	FLW, MO	FLW, MO	FLW, MO	FLW, MO

**Lesson Synopsis:** The following summarizes the course's academic and non-academic lesson plans:

<b>TSP/No.</b>	<b>Title</b>	<b>Synopsis of Lesson Plan</b>
031DRO01	HAZMAT Operations	Trains Soldiers to HAZMAT Operations level. Students learn to plan the response to a CBRN incident at the Operations level by identifying protective equipment and zones which will reduce hazard levels to personnel and equipment.
031DRT01	HAZMAT Technician Part 1	Trains Soldiers to HAZMAT Technician level 1.
031DRT01	HAZMAT Technician Part 2	Trains Soldiers to HAZMAT Technician level 2.
031UTH01	Cbrn Equipment Accountability	Maintain accountability of unit CBRN defense equipment by identifying unit's authorized CBRN equipment using the unit's MTOE, preparing hand receipt documents (DA Form 3749, DA Form 2062, and DA Form 3161), performing CBRN equipment inventories, and issuing CBRN room equipment to unit personnel.
031UTH02	Unit Cbrn Equipment Maintenance Management	Manage maintenance of unit CBRN equipment in accordance with DA PAM 750-8 by: 1.) Using TMs to perform unit Field Level Operator and Maintainer PMCS; 2.) Using TMs to determine items/components/parts that an Operator and Maintainer can repair, order, and dispose of, based on the Maintenance Allocation Chart (MAC) and Source, Maintenance, and Recovery (SMR) codes found in a TM's Repair Parts and Special Tool List (RPSTL) section; 3.) Determining the Field Level Maintenance TM's to keep on hand in a CBRN Maintenance Reference Library, based on the unit's CBRN equipment authorizations contained in the unit's MTOE and Army CTAs; 4.) Preparing DA Form 5988-E/2404 to record equipment

		deficiencies; 5.) Preparing DA Form 5990-E/2407 to request support from a higher echelon maintenance activity. 6.) Identifying unit CBRN equipment requiring calibration, and the calibration interval in accordance with TB 43-180; 5.) Identifying hazardous material storage requirements for batteries, standard decontaminants, and CBRN equipment containing a radioactive source; 6.) Identifying the procedures for recovering a damaged radioactive source.
031UTH03	CBRN Defense Equipment (CDE) Report	Interpret a MTOE, and using data extracted from it, and the on-hand quantities of CBRN Defense Equipment in unit storage, complete a CDE Report that accurately depicts the on-hand stockage status of authorized unit CBRN Defense Equipment. Maintain an accurate inventory chart of on-hand unit CBRN defense materials that have a Shelf-life Code (SLC) as determined in the Defense Logistics Agency's FEDLOG under the SLC Column in the FLIS Management Tab/Table.
031UTH04	Protective Mask Fitting And Semiannual Preventive Maintenance Checks And Services (PMCS)	Perform protective mask fitting and semiannual PMCS without missing any performance steps or causing injury to personnel or damage to equipment.
031UTH05	Unit CBRN In-Processing	Perform Unit CBRN Inprocessing of a newly assigned Soldier by identifying and recording the size/type of all Individual CBRN Protective Equipment (ICPE) hand-receipted to the Soldier; managing the Optical Insert Program, and managing ICPE Contingency Packs.
031UTH06	Unit CBRN Training Management	Manage unit CBRN training by reviewing your unit's UTP and CTG and developing a unit CBRN training plan that supports them.
031UTH07	Chemical Biological Radiological Nuclear (CBRN)	Prepare a CBRN Annex to unit SOP, ensuring compliance with the next higher headquarter SOP and CI checklist.

	Annex To Unit Standard Operating Procedures (SOP)	
031UTH08	Advise On Crossing A CBRN Contaminated Area	Advise on crossing a CBRN contaminated area by selecting a primary and alternate route through the contamination that exposes the unit to the least amount of contamination; computing turn-back dose and turn-back dose rates; computing a potential route's average dose rate; and demonstrating a thorough knowledge of radiologically contaminated area crossing requirements by identifying 25 of 37 Before, During, and After actions of the unit CBRN NCO, designated radiation monitors, unit personnel, and vehicle operators.
031UTH09	Use Chemical Biological Radiological Nuclear Warning And Reporting System (CBRNWRS)	Use CBRNWRS by Interpreting a Chemical Downwind Message (CDM) to include identifying the date/time group (DTG) each line item (WM, XM, and YM) is valid from and to, and what each digit or groups of digits in a particular line (WM, XM, or YM) indicates (i.e. wind direction, windspeed, and other meteorological data); Preparing a CBRN 1 Report, utilizing the format in GTA 03-06-008, and containing all mandatory line items; Preparing a CBRN 4 Report, utilizing the format in GTA 03-06-008, and containing all mandatory line items; Plotting a CBRN 3 and CBRN 5 Report on map overlay material with all mandatory marginal information placed on the overlay, and the overlay positioned on a military map that matches the marginal information identified on the overlay.
031UTH10	Unit CBRN Defense	Advise commander on all unit CBRN defense measures, by keeping the commander informed of all necessary actions required to protect the unit in a CBRN environment, and performing oversight of unit and individual CBRN defense actions in accordance with FM 3-11 and ATP 3-11.32.



031UTH11	Company Level CBRN Survey	Supervise conduct of a company level CBRN Survey by using Troop Leading Procedures to manage the planning, preparation, and execution of the survey mission.
031UTH13	CBRN General Operations Test	Obtain a 80% or better on the test in order to obtain a GO rating.
031UTF01	Radiation Fundamentals And Nuclear Weapon Effects	Identifies radiation fundamentals and nuclear weapon effects to include: Structure of matter, structure of an atom; three types of radiation; meaning of dose, dose rate, System International (SI), Gray (Gy), Roentgen (Rad); three types of nuclear bursts; materials that provide the most effective radiation shielding; and five nuclear burst effects.
031UTF02	Radiological Weapon Terrorism	Identify the key aspects of Radiological Weapon Terrorism by: Defining the terms Dirty Bomb, Radiological Dispersion Devices (RDD), Radiological Exposure Devices (RED), and Improvised Radiological Devices (IRD); stating several sources where a terrorist could possibly obtain radioactive material; stating the goal of terrorists, and their primary reason to use radio nuclides in reaching that goal; and citing a couple of ways a radiological source can be used/delivered to expose a population to radiation.
031UTF03	Radiological Instruments	Operate radiological instruments by employing the AN/PDR-75 RADIAC Set to determine the radiation dose received by the wearer of the DT236 or DT236A/P Wrist Dosimeter; employing the AN/VDR-2 and AN/UDR-13 RADIAC Sets to determine the radiation dose received by the operator, and to monitor for Beta and Gamma radiation; employing the AN/PDR-77 RADIAC Set to determine the radiation dose received by the operator, and

		to monitor for Beta, Gamma, and X-ray radiation; employing the Identifinder to monitor for Gamma radiation, determine the location of a radioactive source, and identify a radioactive source's nuclide. Performs all instrument operation actions in accordance with the operator's manual. Adheres to all operator's manual safety notices. Does not damage the instrument or harm personnel.
031UTF04	CBRN 1 And 4 Radiological (RAD) And Nuclear (NUC) Reports	Prepares CBRN 1 and CBRN 4 RAD and NUC Reports by formatting them in accordance with GTA 03-06-008 and ATP-45(E); and, communicating them to higher headquarters with a FLASH or IMMEDIATE precedence.
031UTF05	Simplified Radiological (RAD) And Nuclear (NUC) Hazard Area Predictions	Prepares a Type F Case 1, and a Type G Case 2 hazard area template that graphically portrays hazard Zones R1, R2, R3, and a Grid North (GN) line. All graphic's dimensions accurately reflect the data extracted from the
031UTF06	Radiological Monitoring And Survey	Identify radiological monitoring and survey operations, by demonstrating a thorough understanding of the tactics, techniques, and procedures used to perform radiological monitoring and survey operations.
031UTF07	Radiological Decontamination	Identifies Radiological Decontamination TTPs, by demonstrating an awareness level knowledge of surface contamination measurement methods; decontamination - principles, methods, levels, rules of thumb, and decontaminants; surface, material, terrain, fixed site, aircraft, aircrew, and specific radioisotope decontamination techniques; radiological clearance criteria for platforms and materials.
031UTF08	Radiological Operations Test	Obtain a 80% or better on the test in order to obtain a GO rating.
031UTD01	ICAM	Operate Improved Chemical Agent Monitor by: Performing preventive

		maintenance checks and services (PMCS); placing the ICAM into operation; monitoring personnel/equipment for contamination; and describing decontamination procedures.
031UTD02	Chemical Agent Detectors	Employ chemical agent detectors by identifying chemical agents using an M256A2 Chemical Agent Detector Kit, detecting chemical agents using M8 or M9 Detector Paper, and performing unmasking procedures.
031UTD03	JCAD	Detect chemical agents using the JCAD by performing Preventive Maintenance Checks and Services (PMCS); startup; confidence test; detection mode changes; point monitoring; continuous monitoring; shutdown; decontamination; sieve pack replacement, and sieve pack timer reset In Accordance With (IAW) TM 3-6665-355-10.
031UDT04	Provide Technical Advice On Chemical Agents And Compounds	Provide technical advice on chemical agents and compounds by locating and extracting technical data on chemical agents using FM 3-11.9, ATTP 3-11.36, and the NIOSH Pocket Guide.
031UTI01	Decontamination Fundamentals	Identify the fundamentals of decontamination by defining what decontamination is, the reasons for performing decontamination, and the different levels and techniques of decontamination.
031UTI02	Immediate Decontamination	Perform Immediate Decontamination by using water to decontaminate your eyes; the RSDL to decontaminate your skin/face within 1 minute of becoming contaminated; the M295 IEDK to decontaminate your personal equipment within 15 minutes of contamination; and the M100 SDS to decontaminate equipment operator control surfaces within 15 minutes of contamination.
031UTI03	Decontamination Pumps	Operate the 125 GPM Pump by performing PMCS procedures in sequence, putting the pump into

		operation, and taking the pump out of operation.
031UTI04	M12A1 Decontamination Apparatus	Operate the M12A1 Diesel Engine Driven Decontamination Apparatus (DEDDA) by performing all operator-level PMCS, to include correcting all operator-correctable deficiencies, reporting deficiencies that you cannot correct to your supervisor, loading tank from a specified pressure or natural water source, mixing water and detergent using the prime detergent tank, and heating water.
031UTI05	M26 Decontamination System	Employ the M26 JSTDS-SS in support of decontamination operations by performing Preventive Maintenance Checks and Services (PMCS), preparing it for use, setting it up for high-pressure operations, starting it up using the electric starter and the hand crank, performing high-pressure operations, performing shutdown procedures, and performing all actions without damaging equipment or injuring personnel.
031UTI06	Operational Decontamination	Supervise Operational Decontamination by setting up, and processing personnel and equipment through an Operational Decontamination site in accordance with ATP 3-11.32.
031UTI07	Thorough Decontamination	Supervise Thorough Decontamination Operations by setting up, and processing personnel and equipment through a Thorough Decontamination site in accordance with ATP 3-11.32.
031ORB01	Regulatory Structure For Radiation Safety	Identify the regulatory structure and implementing regulations controlling radiation safety operations by identifying the 2 types of NRC Licenses and which Army document regulates Naturally Occurring and Accelerator Produced Radioactive Material.
031ORB02	Radiation Basics	Identify the type and energy of radiation being emitted from a radioactive source by identifying the A and Z numbering system and characteristics

		and interactions of each type of radiation.
031ORB03	QUANTITIES AND UNITS	Identify quantities and units used in radiation safety by matching the definition of the unit of measurement with its symbol.
031ORB04	Biological Effects Of Radiation	Identify the biological effects of ionizing radiation by identifying acute and chronic effects of ionizing radiation
031ORB05	Principles Of Radiation Detection	Identify principles of radiation detection by identifying knowledge of the two principles of detection; gas ionization and scintillation.
031ORB06	Operate The AN/VDR-2	Measure dose and dose rate from a radiation source using the AN/VDR-2 by performing Preventive Maintenance Checks and Services on the AN/VDR-2, placing the AN/VDR-2 into operation, and setting the dose and dose rate alarms.
031ORB07	Operate The AN/PDR-77	Measure dose rate/activity from a radiation source, personnel, and equipment using the AN/PDR-77 by performing Preventive Maintenance Checks and Services (PMCS) and placing the AN/PDR-77 into operation using the different probes.
031ORB08	Operate The AN/UDR-13/14	Operate the AN/UDR-13 or the AN/UDR-14 by performing Preventive Maintenance Checks and Services (PMCS) and setting the dose and dose rate alarms.
031ORB09	Operate The AN/PDR-75	Operate radiological instruments by employing the AN/PDR-75 RADIAC Set to determine the radiation dose received by the wearer of the DT236 or DT236A/P Wrist Dosimeter. Performs all instrument operation actions in accordance with the operator's manual. Adheres to all operator's manual safety notices. Does not damage the instrument or harm personnel.
031ORB10	Maintain Dosimetry Program	Maintain a personnel dosimetry program by evaluating the requirement to monitor occupational exposure, issuing external dosimetry and providing

		guidance on the wear of the dosimetry, directing personnel for bioassay, maintaining records and reporting exposure to individuals.
031ORB11	Applied Radiation Safety	Implement radiation safety controls by controlling access to radiation areas, securing radiation sources, and implementing controls for radioactive materials and portable industrial X-ray producing devices.
031ORB12	Survey Work Areas	Survey laboratory and work areas where radiation sources are used, stored or maintained by developing a survey check list, collecting samples, and evaluating a radiation work area.
031ORB13	Hazards And Laser/Rf Exposure	Identified the fundamentals of laser beam and non-beam hazards by identifying the types and uses of lasers, classification system, biological effects of eyes and skin, the operational elements of a Laser Safety Program and protective control measures of military lasers.
031ORB14	Control Of Laser And RF Emitters	Identify the fundamentals of radiofrequency (RF) hazards by identifying the types and uses of RF Army Emitters, biological effects/hazards of RF on human body, standard exposure limits and environments and the elements of a radiofrequency safety program (RFSP) and control measures to reduce hazards.
031ORB15	Maintain Tritium Devices	Maintain tritium devices by identifying tritium-commodities, safety guidelines in TB 43-0197, tritium device storage considerations, inspecting a tritium storage area, and responding to a broken tritium device.
031ORB16	Perform Leak Test	Perform leak test on the Army Radioactive Commodities by determining frequency of leak testing, gathering leak test supplies, and conducting leak test.

031ORB17	Depleted Uranium General Awareness Training	Identify hazards of depleted uranium by identifying the internal and external radiological hazards; heavy metal toxicity of DU and initiate additional protective measures.
031ORB18	Radiological Emergencies	React to an emergency involving radioactive material by identifying policies, types of incidences, procedures, reporting, and general decontamination in accordance with ATP 3-11.32, DA PAM 700-48, local (or tribal), state, and federal guidance.
031ORB19	Duties Of The Radiation Safety Officer	Manage a Radiation Safety Program by maintaining program records, identifying SOP requirements, maintaining an inventory, identifying training requirements, and identifying radiation safety audit requirements.
031ORB23	Basic Radiation Safety Exam	Demonstrate knowledge of basic radiation safety on a written examination by scoring a minimum of 80%.
031ORB24	Basic Radiation Safety Exam Critique	Conduct Basic Radiation Safety Exam Critique
031ALC02	CBRN Assets	Advise the commander on CBRN assets by providing the key capabilities and employment strategy for each type of CBRN asset supporting the unit IAW ATP 3-11.36.
031ALC03	CBRN Staff Function	Advise the commander on CBRN staff functions by articulating the CBRN staff core functions and BN/BDE special staff functions IAW ATP 3-11.36.
031ALC04	Advise The Commander On CBRN Defense Operations	Advise the commander on status of CBRN defense operations in accordance with (IAW) FM 3-11 and ATP 3-11.32.
031ALC06	Provide Technical Advice On CWA Precursors	Provide technical advice on chemical warfare agent (CWA) precursors.
031ALC09	Advise The Commander On CBRN Reconnaissance Operations	Advise the commander on CBRN reconnaissance operations by developing a reconnaissance plan that covers all capabilities and tasks IAW ATP 3-11.37
031ALC05	Plan Chemical Survey	Plan a chemical survey by coordinating after mission decontamination,

		determining survey team personnel/equipment, locating area to be surveyed, planning the route that provides best cover and concealment, selecting the most appropriate reconnaissance task, and determining the appropriate type of control.
031ALC07	Plan CBRN Sampling Operations	Plan CBRN sampling operations by reviewing the site survey, creating site sketch, identifying equipment to take a sample, PPE, medical support, decontamination requirements, monitoring equipment, team members, emergency actions, communication data/procedures, location of the sample transfer site, establishing mission abort/turn-back criteria, and briefing the sampling team.
031ALC08	Supervise Chemical And Biological Sampling Operations	Supervise chemical and biological sampling operations by incorporating steps 1-8 of the troop leading procedures (TLP's).
031ALC10	Plan CBRN Reconnaissance	Advise the commander on CBRN Reconnaissance by creating a plan of action on capabilities and tasks that covers all named areas of interest (NAIs) and contains provisions for verification of CBRV attacks.
031ALC11	Plan Decontamination Operations	Plan decontamination operations by planning, establishing decontamination material requirements, selecting detailed equipment decontamination site, coordinate execution of decontamination operations, conducting decontamination operations using nonstandard decontaminants, and supervise decontamination procedures.
031ALC12	Plan Mass Casualty Decontamination (MCD)	Plan mass casualty decontamination (MCD) that supports all casualties and provides medical care.
031ALC13	Supervise Detailed Equipment Decontamination (DED)	Supervise detailed equipment decontamination by completing decon operations in a timely manner, based on mission requirements.



8074521	Command Post Of The Future (CPOF) Overview	Conduct mission command functions using the Command Post of the Future (CPOF) to include: 1. Establish a Pasteboard 2. Establish a User-defined Common Operational Picture
031ALC18	Analyze CBRN Hazards Using Digital Systems	Employ the Joint Warning and Reporting Network (JWARN) Web Application (JWA) for basic operations by introducing the JWA application; identifying the basic functions of the JWA applications; employing the JWA application for scenario based training in accordance with (IAW) the current JPM IS JWA INCR1 JWA-C Software Users Manual (SUM).
031ALC14	Advanced Toxic Agent Training (CDTF)	Conduct operations in a chemically contaminated environment without causing injury to yourself/others, or damage to equipment.

**Non-Academic Event Synopsis:** The following summarizes additional and non-academic events:

Introduction to CBRN Transition Course	Instructors conduct this session in the group rooms. They provide an overview of the CBRN Transition Course, explaining the objectives and course standards, course content, the small group process; study requirements, and all performance evaluations. Instructors will also explain the student evaluation plan (SEP); assign student discussion leaders (SDLs), and issue student handouts and supplements. Instructors will cover all CBRN Transition Course graduation requirements and provide a Hot/Cold Weather Prevention briefing, Center for Army Lessons Learned (CALL) web site orientation, and conduct POV inspections.
Prerequisites for Course	Soldiers, must complete the HazMat Awareness Training prior to attending CBRN Transition Course. Commanders must ensure that students meet other course prerequisites using the PRE-EXECUTION CHECK LIST prior to allowing the student to report for training IAW AR 350-1 pg. 48.
In-processing/Weigh-in	Students shall undergo in-processing/weigh-in before the course starts. They will also undergo height and weight evaluations and turn in medical screenings. Students will

	receive all required publications within 48 hrs. The cadre will deliver an OPSEC briefing.
Command Brief and Orientation	Provides the Chief Instructor's/DAC-RC welcome orientation and briefing on local Standing Operating Procedures (SOPs) and command policies. This includes a safety briefing, standards of conduct expected while attending the course, and introduction of staff and the facilities available in the area. The local academy DAC-RC will develop this briefing.
Study Hall	Provides students time to adequately study and prepare for the next day's lessons. Study Hall, while not mandatory, also allows instructors to recognize and assist students in correcting poor study habits.
DAC-RC Time/Training Support Activities	Time used at the DAC-RC discretion for remedial/ refresher training/retesting, equipment issue/turn-in, travel time as required to/from training areas, physical fitness training sessions (sustainment), religious activities, and other non-POI requirements.
Student Counseling	3 <sup>rd</sup> Bde (CM), 102 Training Division must allow for event-oriented counseling for students failing examinations and/or evaluations. Additionally, requirements include reception and integration, mid-course and end of course performance, and professional growth counseling. There are no ICHs for this counseling.
Out-processing	This time is used for students to clear activities and out-process. End of course and QAO critiques are included during this event.
Battle Drill Rehearsals	Provides students time to adequately rehearse battle drills to effectively execute their Dismounted Reconnaissance Team (DRT) Sensitive Site Assessment (SSA) missions and their platoon warrior tasks and drills in preparation for the Situational Training Exercise (STX). Battle Drill Rehearsal is mandatory, student led, and supervised by at least one Instructor.
Physical Fitness	Students will lead and conduct platoon physical fitness daily, unless otherwise directed and when supervised by their Instructor.
In-Ranks Inspections	Students will lead and conduct in-ranks inspections of their platoons, unless otherwise directed and when supervised by their Instructor.
Individual Central Issue Facility Issue and Turn-in	Students will receive and turn-in individual tactical equipment IAW the course training schedule and under the supervision of an Instructor.
Graduation Activities	Students will demonstrate and execute a formal graduation ceremony, which includes prescribed graduation ceremony rehearsal time as the cadre directs.

## COURSE MAP

This Course Map shows the PFN numbers, hours, and lesson titles. Due to scheduling issues, instructors may arrange modules, in phases 2 and 3, on the training schedule in any order within the phases. However, lessons within a module must be trained completely in the order that they are listed before moving to another module. The HAZMAT lessons within module 1 must be trained in the order listed. The CDTF lesson in Module F of Phase 2 can be trained at anytime during that phase.

PFN	Lesson TITLE	Hours
	<b>PHASE 1, ADT</b>	<b>Total Academic Time</b>
		<b>118.5</b>
<b>Module A</b>	<b>Administration</b>	<b>Total</b>
		<b>12</b>
		Academic hours
		0
031ARI01	In-processing (6 hours Admin)	0
031ARI02	Out-processing (6 hours Admin)	0
<b>Module B</b>	<b>HAZMAT</b>	<b>Total</b>
		<b>118.5</b>
		Academic hours
		118.5
031DRO01	HAZMAT Operations	30.0
031DRT01	HAZMAT Technician Part 1	61.0
031DRT01	HAZMAT Technician Part 2	27.5
	<b>PHASE 2, IDT</b>	<b>Total Academic Time</b>
		<b>120.0</b>
<b>Module A</b>	<b>Administrative</b>	<b>Total</b>
		<b>12.0</b>
		Academic Hours
		12.0
031ARI01	In-processing (6 hours Admin)	6.0
031ARI02	Out-processing (6 hours Admin)	6.0
<b>Module B</b>	<b>CBRN General Ops</b>	<b>Total</b>
		<b>45.5</b>
		Academic Hours
		45.5
031UTH01	CBRN Equipment Accountability	3.0
031UTH02	Unit CBRN Equipment Maintenance Management	2.0
031UTH03	CBRN Defense Equipment (CDE) Report	2.0
031UTH04	Protective Mask Fitting And Semiannual Preventive Maintenance Checks And Services (PMCS)	4.0
031UTH05	Unit CBRN In-Processing	1.0
031UTH06	Unit CBRN Training Management	3.0
031UTH07	Chemical Biological Radiological Nuclear (CBRN) Annex To Unit Standard Operating Procedures (SOP)	2.0
031UTH08	Advise On Crossing A CBRN Contaminated Area	2.0

031UTH09	Use Chemical Biological Radiological Nuclear Warning And Reporting System (CBRNWRS)	8.0
031UTH10	Unit CBRN Defense	8.0
031UTH11	Company Level CBRN Survey	8.0
031UTH13	CBRN General Operations Test	2.5
<b>Module C</b>	<b>Radiological Ops</b>	<b>Total</b>
		<b>21.0</b>
		Academic Hours
		21.0
031UTF01	Radiation Fundamentals And Nuclear Weapon Effects	1.5
031UTF02	Radiological Weapon Terrorism	1.0
031UTF03	Radiological Instruments	8.5
031UTF04	CBRN 1 And 4 Radiological (RAD) And Nuclear (NUC) Reports	1.0
031UTF05	Simplified Radiological (RAD) And Nuclear (NUC) Hazard Area Predictions	3.5
031UTF06	Radiological Monitoring And Survey	1.5
031UTF07	Radiological Decontamination	1.5
031UTF08	Radiological Operations Test	2.5
<b>Module D</b>	<b>Chemical Ops</b>	<b>Total</b>
		<b>14.0</b>
		Academic Hours
		14.0
031UTD01	ICAM	2.0
031UTD02	Chemical Agent Detectors	4.0
031UTD03	JCAD	4.0
031UDT04	Provide Technical Advice On Chemical Agents And Compounds	4.0
<b>Module E</b>	<b>Tactical Decon Ops</b>	<b>Total</b>
		<b>37.5</b>
		Academic hours
		37.5
031UTI01	Decontamination Fundamentals	2.0
031UTI02	Immediate Decontamination	2.5
031UTI03	Decontamination Pumps	2.0
031UTI04	M12A1 Decontamination Apparatus	7.0
031UTI05	M26 Decontamination System	8.0
031UTI06	Operational Decontamination	8.0
031UTI07	Thorough Decontamination	8.0
	<b>PHASE 3, ADT</b>	<b>Total Academic Time</b>
		<b>120.0</b>
<b>Module A</b>	<b>Administrative</b>	<b>Total</b>
		<b>16.0</b>
		Academic hours
		16.0
031ARI01	In-processing (6 hours Admin)	6.0
031ARI03	Graduation Activities (4 hours Admin)	4.0
031ARI02	Out-processing (6 hours Admin)	6.0

<b>Module B</b>	<b>Basic Rad Safety</b>	<b>Total</b>	<b>40.0</b>
		Academic Hours	40.0
031ORB01	Regulatory Structure For Radiation Safety		1.0
031ORB02	Radiation Basics		2.6
031ORB03	Quantities And Units		2.1
031ORB04	Biological Effects Of Radiation		1.0
031ORB05	Principles Of Radiation Detection		1.0
031ORB06	Operate The AN/VDR-2		2.0
031ORB07	Operate The AN/PDR-77		1.5
031ORB08	Operate The AN/UDR-13/14		1.5
031ORB09	Operate The AN/PDR-75		3.0
031ORB10	Maintain Dosimetry Program		2.1
031ORB11	Applied Radiation Safety		2.5
031ORB12	Survey Work Areas		5.0
031ORB13	Hazards And Laser/Rf Exposure		1.45
031ORB14	Control Of Laser And RF Emitters		1.45
031ORB15	Maintain Tritium Devices		1.3
031ORB16	Perform Leak Test		5.0
031ORB17	Depleted Uranium General Awareness Training		0.5
031ORB18	Radiological Emergencies		1.0
031ORB19	Duties Of The Radiation Safety Officer		1.0
031ORB23	Basic Radiation Safety Exam		2.0
031ORB24	Basic Radiation Safety Exam Critique		1.0
<b>Module C</b>	<b>Provide Tech CBRN Expertise</b>	<b>Total</b>	<b>11.0</b>
		Academic hours	11.0
031ALC02	CBRN Assets		2.0
031ALC03	CBRN Staff Function		2.0
031ALC04	Advise The Commander On CBRN Defense Operations		2.7
031ALC06	Provide Technical Advice On CWA Precursors		1.3
031ALC09	Advise The Commander On CBRN Reconnaissance Operations		3.0
<b>Module D</b>	<b>Conduct CBRN Def/Recon</b>	<b>Total</b>	<b>18.0</b>
		Academic hours	18.0
031ALC05	Plan Chemical Survey		3.0
031ALC07	Plan CBRN Sampling Operations		8.0
031ALC08	Supervise Chemical And Biological Sampling Operations		5.0
031ALC10	Plan CBRN Reconnaissance		2.0
<b>Module E</b>	<b>Decontamination</b>	<b>Total</b>	<b>7.0</b>
		Academic hours	7.0
031ALC11	Plan Decontamination Operations		3.0
031ALC12	Plan Mass Casualty Decontamination (MCD)		2.0
031ALC13	Supervise Detailed Equipment Decontamination (DED)		2.0

<b>Module F</b>	<b>Digital Systems</b>	<b>Total</b>	<b>36.0</b>
		Academic hours	36.0
8074521	Command Post Of The Future (CPOF) Overview		8.0
031ALC18	Analyze CBRN Hazards Using Digital Systems		24.0
<b>Module G</b>	<b>Culminating Event</b>	<b>Total</b>	<b>8.0</b>
		Academic hours	8.0
031ALC14	Advanced Toxic Agent Training (CDTF)		8.0

## TRAINING SCHEDULE

While only an example, the following represents a training schedule based on the prescribed course flow:

DEPARTMENT OF THE ARMY									
Date: 10 SEP 09				UNIT CBRN		WEEK 1			
INCLUSIVE DATES									
COURSE TRAINING SCHEDULE				CLASS					
29 SEP 09 – 25 NOV 09									
PAGE No. 1				Proponent Training					
Day	From		Section	Subject	Location	Instructor	Reference	Uniform	
To									
----- TUES, 29 SEP 09 -----									
00	0001	2400	ALL	REPORT DAY	VIC FLW	Chief Instructor	CMP	Note 5	
----- WED, 30 SEP 09 -----									
01	0500	0630	ALL	ROLL-CALL/ WEIGH-IN	TH 1522	Chief Instructor	AR 600-9	IPFU	
	0630	0730	ALL	BREAKFAST	B3223	INSTRUCT OR	DFAC MATRIX	ACU	
	0730	0830	ALL	INPROCESSING	TH 1522	OPS SINSTRUC TOR	A01	ACU	
	0830	0930	ALL	SINSTRUCTOR BRIEF	TH 1522	Chief Instructor	A01	ACU	
	0930	1030	ALL	Chief Instructor ORIENTATION	TH 1522	INSTRUCT OR	A01	ACU	
	1030	1130	ALL	CMDT ORIENTATION	TH 1522	CMDT INSTRUCT OR	A01	ACU	
	1130	1300	ALL	LUNCH	UEPH TH 1522	INSTRUCT OR	DFAC MATRIX	ACU	
	1300	1700	ALL	INSTRUCTOR ORIENTATION		INSTRUCT OR	A01	ACU	
	1700	1800	ALL	DINNER	VIC FLW	OR	DFAC MATRIX	ACU	
----- THUR, 01 OCT 09 -----									
02	0550	0600	ALL	ACCOUNTABILITY FORMATION	B3223	INSTRUCT OR	FM 3-21.5	ACU	
	0600	0700	ALL	BREAKFAST / PERSONAL HYGIENE	B3223	INSTRUCT OR	DFAC MATRIX	ACU	
	0700	0730	ALL	IN-RANKS EVALUATION/POLICE CALL	VIC B3203	INSTRUCT OR	FM 3-21.5	ACU	
	0730	0830	ALL	BOOK ISSUE	BSMT	INSTRUCT OR	A01	ACU	
	0830	1030	ALL	MEDICAL SCREENING	TH 1464/66	MEDIC INSTRUCT OR	A01	ACU	
	1030	1130	ALL	CIF ISSUE	B2338	INSTRUCT OR	A01	ACU	
	1130	1230	ALL	LUNCH	VIC FLW	INSTRUCT OR	DFAC MATRIX	ACU	
	1230	1330	ALL	ROLE OF THE CHAPLAIN	TH 1464/1466	CHAP	A10	ACU	
	1330	1530	ALL	STAFF RIDE INTRO BRIEFING	TH 1464/1466	CIV	A02	ACU	
	1530	1630	ALL	LIBRARY	LIBRARY	CIV INSTRUCT OR	A01	ACU	
	1630	1730	ALL	DINNER	VIC FLW	OR	DFAC MATRIX	ACU	
----- FRI, 02 OCT 09 -----									
03	0450	0500	ALL	ACCOUNTABILITY FORMATION DEMO	B3240	INSTRUCT OR	FM 3-21.5	IPFU	
	0500	0600	ALL	PHYSICAL READINESS TRAINING DEMO	VIC B3240	INSTRUCT OR	FM 21-20	IPFU	

0600	0745	ALL	BREAKFAST/ PERSONAL HYGIENE	B3223/UPEH	INSTRUCT OR	DFAC MATRIX	ACU
0745	0800	ALL	IN-RANKS EVALUATION/POLICE CALL	VIC B3203 TH 1464/1466	INSTRUCT OR	FM 3-21.5	ACU
0800	0900	ALL	EO	TH 1464/1466	INSTRUCT OR	CJASA105	ACU
0900	1000	ALL	LICENSE SCREENING	TH 1464/1466	INSTRUCT OR	A01	ACU
1000	1100	ALL	SAPR	TH 1464/1466	CIV	CJASA105	ACU
1100	1200	ALL	COMPOSITE RISK MANAGEMENT	TH 1464/1466	INSTRUCT OR	A14	ACU
1200	1300	ALL	LUNCH	VIC FLW	INSTRUCT OR	DFAC MATRIX	ACU
1300	1600	ALL	CBRN LDERS/ CCRA BRIEF	TH 1522	RCSM	A01	ACU
1600	1700	ALL	SAFETY BRIEF	TH 1522	Chief Instructor	CMP	ACU
1700	1800	ALL	DINNER	VIC FLW	INSTRUCT OR	DFAC MATRIX	ACU
-----SAT, 03 OCT 09-----							
00	0001	2400	ALL	WEEKEND ACTIVITIES			
-----SUN, 04 OCT 09-----							
00	0001	2400	ALL	WEEKEND ACTIVITIES			

### Example Training Schedule (cont'd)

The CBRN Transition Course Class # 502-09 has the following requirements:

1. The uniform for CDTF is ACUs, ID tags, ID card; no tobacco products, gum, or knives are allowed.
2. The field training uniform consists of Note 2, with ballistic helmet, LCE/V, earplugs, mask, flak vest/IBA, and appropriate inclement weather gear.
3. The uniform for HAZMAT training is IPFU, with the appropriate Level A or B attire.'
4. The uniform for Combatives Training is ACUs, PT shoes, no rank, name tape, US Army tape, unit ID, and US flag.
5. Students will read all independent study materials.
6. Students will wear appropriate civilian attire.



## **CHIEF INSTRUCTOR QUALIFICATIONS**

The Chief Instructor must have the following:

1. Be fully qualified in the MOS for which duty is desired, and have at least one year of MOS experience IAW AR 614-200.
2. Be a CBRN ALC or BNCOC graduate.
3. Be able to pass the Army Physical Fitness Test (APFT).
4. Meet the body composition requirements in AR 600–9.
5. Have reached the rank of MSG or higher.
6. Be a high school graduate or possess the GED equivalent.

## **CHIEF INSTRUCTOR GUIDANCE**

The Chief Instructor is responsible for ensuring the training is presented as designed. Specifically, Chief Instructor(s) must:

1. Ensure required training resources are available for presenting the training as scheduled.
2. Ensure instructors receive required support, materials, and equipment.
3. Ensure staff is trained to standard to present and manage training.
4. Continuously evaluate course effectiveness and efficiency, and provide appropriate feedback to the USACBRNS, Fort Leonard Wood, and MO.
5. Ensure staff, faculty, and students comply with safety, environmental protection rules, foreign disclosure rule, regulations, laws, and course requirements.
6. Ensure facilities, materials, equipment, and systems are required for proper presentation of instruction.
7. Obtain the required reference materials in ANNEX C.
8. Ensure the POI is reviewed for proper instructor to student ratios in each method of instruction.
9. Ensure all Instructors look at all lesson plans and familiar themselves with anything that they will be teaching.

**Instructor/Facilitator Certification Requirement:** Instructors/facilitators presenting training will meet the following certification requirements (unless specifically stated these apply to all instructors regardless of component).

1. Be a high school graduate or possess the GED equivalent.
2. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth.
3. Possess mature judgment and initiative.
4. Have served at least three years of active federal service in any branch of the Armed Forces (**Active Army Instructors only**). Have served at least six years in the Reserve or Guard components (**Reserve Component Instructors only**).
5. Have three years of time remaining in-service upon arrival at assignment or be able to re-enlist or extend to meet the requirement.
6. Have a security clearance consistent with that required to attend the requisite instructor course.
7. Display good military bearing.
8. Meet the body composition requirements in AR 600-9.
9. Be able to pass the Army Physical Fitness Test (APFT).
10. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
11. Have recently held a leadership assignment.
12. Have a demonstrated ability to be an instructor.
13. Be SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
14. Possess “1” under “S” and “1” or “2” under “E” of physical profile. Small group leaders will not possess a permanent profile that precludes them from performing all of their duties (e.g. running, marching, or wearing of required equipment ect. IAW TRADOC 350-10).
15. Be equal in grade to the level of students that will attend the course.
16. Be graduates of the course they will instruct.

**Instructor/Facilitator Guidance:** Instructors 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 must be technically competent and professional in demeanor. Each instructor/facilitator will:

1. Thoroughly study and be well-versed in the material prior to presenting the lessons.
2. Manage the instruction and maintain a learner-centric environment.
3. Supervise and guide the learning process.
4. Provide immediate feedback on student performance.
5. Be alert to students having difficulty and intercede as appropriate.
6. Hand out the student guide (if applicable) and individual student assessment plan (ISAP) to the students before instruction begins.
7. Ensure students comply with safety and environmental protection rules, regulations, laws, and course requirements.
8. Explain the graduation criteria and requirements to the students prior to start of course.
9. Maintain student records.
  - a. DA Form 1059(s).
  - b. DA Form 5500/5501.
  - c. 74D Cumulative Worksheet.
  - d. POA assessment sheets.
  - e. Student in-processing packet.
  - f. SSD Level 3 Certification of Completion.
  - g. ISAP Review Acknowledgement Memorandum.
10. Counsel students.
11. Provide appropriate remediation.
12. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the Directorate of Training and Leader Development.
13. Ensure the network is up and functional for video teletraining (VTT), as appropriate.

## **STUDENT GUIDANCE**

It is the student's responsibility to learn and perform the lesson objectives. This responsibility includes completing practical exercises and participating in training activities. Specifically, students must:

1. Prepare for classes by studying assigned materials.
2. Complete homework assignments, practical exercises, and participate in all training activities.
3. Adhere to course requirements and guidelines as directed by student guides.
4. Maintain a proper military bearing at all times.
5. Maintain total honesty and uphold the highest standards of integrity.
6. Provide constructive criticism concerning the efficiency and effectiveness of the training and training materials used by the student

## **TEST ADMINISTRATION GUIDANCE**

Administer and secure all proponency phase tests IAW the guidance in the enclosed training material and AR 611-5. Refer to the Test Administration Guide (TAG), which is ANNEX B, for specific information related to each test in proponency phase. Be sure to read, verbatim, the “Directions to Students” in the TAG BEFORE every test you administer.

## **REQUIRED REFERENCES**

All required references are listed in ANNEX C.

**Chemical, Biological, Radiological, and Nuclear  
CBRN Transition Course  
STUDENT EVALUATION PLAN  
TABLE OF CONTENTS**

<b>1. GENERAL</b>	<b>A-1</b>
a. Purpose	A-3
b. Scope	A-3
c. Staff/Faculty/Command Responsibilities	A-3
d. Student Responsibilities	A-4
e. Chain of Command	A-5
<b>2. STUDENT EVALUATION PROCEDURES</b>	<b>A-5</b>
a. Performance Summary	A-6
b. Demonstrated Abilities	A-7
a. Academic Potential	A-7
b. Rating Official's Comments	A-7
c. Referred Reports	A-8
<b>3. COUNSELING</b>	<b>A-9</b>
<b>4. EXAMINATION PROCEDURES</b>	<b>-A-9</b>
<b>5. STUDENT DISMISSAL/DENIAL OF ENROLLMENT/ RE-ENROLLMENT/ ABSENCES</b>	
a. Dismissals	A-10
b. Denial of Enrollment	A-11
c. Re-Enrollment	A-11
d. Student Absences	A-12
<b>6. STANDARDS OF CONDUCT</b>	<b>A-12</b>

7. <b>HONORS</b> .....	A-13
a. The Leadership Award Nomination .....	A-13
b. Honor Graduate.....	A-14
c. “Top 20%,” DAC-RC List .....	A-15
8. <b>APPENDICES:</b>	
1. Evaluations.....	1-1
2. Graduation Requirements .....	2-1
3. 3 <sup>rd</sup> Bde (CM), 102 Training Division Student Dismissal Procedures.....	3-1
4. Student Reclamas .....	4-1
5. DA Form 1059 Completion Procedures .....	5-1

**MANUEVER SUPPORT CENTER OF EXCELLENCE  
NONCOMMISSIONED OFFICER ACADEMY  
CBRN Transition Course  
STUDENT EVALUATION PLAN**

**1. GENERAL**

- a. **Purpose:** The student evaluation plan (SEP) informs CBRN Transition Course students of course requirements and procedures, to include methods of evaluation used during the course.
- b. **Scope:** This student evaluation plan applies to CBRN Transition Course. The Chief Instructor has the responsibility for all students until completion of training.
- c. **College Credit:** This course receives college credit through the American Council on Education (ACE).
- d. **Staff/Faculty/Command Responsibilities**
  - (1) The Chief Instructor will:
    - (a) Oversee the weight control program, IAW AR 600-9.
    - (b) Provide professional development, counseling, and assistance to students as necessary.
    - (c) Supervise the activities of the NCOs assigned as Instructors.
    - (d) Exercise overall responsibility for the conduct, scheduling, and administration of the CBRN Transition Course.
    - (e) Serve as the senior counselor and academic advisor to CBRN Transition Course students.
    - (f) Coordinate with and make recommendations to the DAC, 3<sup>rd</sup> Bde (CM), 4/102 Training Division.
  - (2) The Senior Instructor will:
    - (a) Be the primary training coordinator for training aids, devices, instructors, range, terrain and equipment for their class.
    - (b) Provide professional and personal development to Instructors and their students.
    - (c) Serve as the senior advisor and counselor for their class.
  - (3) Instructors will:
    - (a) Counsel students regarding academic responsibilities and performance.

- (b) Be the primary trainers for CBRN Transition Course students.
- (c) Evaluate student performance IAW the SEP.
- (d) Make recommendations to the Chief Instructor regarding leaves, passes, and excused absences for assigned students.
- (e) Make recommendations to the Chief Instructor regarding legal and administrative actions concerning assigned CBRN Transition Course students.
- (f) The duty Instructor will be responsible for the day-to-day command, control, and daily operation of the class.

**c. Student Responsibilities**

- (1) Complete assigned reading, homework, and being prepared for classes.
- (2) Meet or exceed all course graduation requirements as outlined in the SEP (see APPENDIX 2 for graduation requirements).
- (3) Avoid conflict both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit upon the Army.
- (4) Understand and comply with the guidelines set forth in the SEP, 3<sup>rd</sup> BDE, and Fort Leonard Wood Regulations.
- (5) Maintain high standards of appearance, bearing, and professionalism.

**d. Chain of Command:** Students attending CBRN Transition Course operate under a single chain of command, which is responsible for:

- (1) Individual issues involving medical, dental, personnel, finance, and travel.
- (2) Student in/out-processing.
- (3) UCMJ actions.
- (4) Academic and non-academic student status reviews (SSRs).
- (5) Execution of the CBRN Transition Course IAW the approved Programs of Instruction (POI).
- (6) Issues involving course instructors.
- (7) Issues/problems concerning course content, scheduling, and classroom instruction.



(8) Academic and leadership SSRs.

(9) Ensuring students fully understand the course standards prior to the start of each iteration of the CBRN Transition Course.

2. **STUDENT EVALUATION PROCEDURES:** The results of evaluations are reported IAW AR 623-3 and DA Pam 623-3, and are recorded on DA Form 1059. Mandatory comments on Academic Evaluation Reports (AERs) are explained in AR 623-3. Detailed requirements for Instructors completing the DA Form 1059 are listed in APPENDIX 5. During CBRN Transition Course, students are evaluated in six primary areas on the AER to include:

a. **Performance Summary:** The 3<sup>rd</sup> Bde (CM), 102 Training Division student evaluation system is a process of assessing each student using the "Total Soldier" concept, which is both an objective and subjective process reached through examinations, observations, comparison, and analysis. Instructors and instructors provide input. Grading of performance-oriented evaluations is based on a "GO" or "NO GO" concept. A "GO" rating indicates that the student has demonstrated competency in the evaluated skill and met the minimum established standard. Written examinations are graded on a point scale with 80% being the minimum score to receive a "GO."

(1) The Performance Summary must be completed for all officer and enlisted courses, except for students released from a course for no fault of their own, approved retirement, resignation from a course for no fault of their own, or resignation from the service.

(2) The rating official will use the Performance Summary to measure each student's level of performance against course standards by placing an "X" beside the most appropriate entry as described below:

(a) "Exceeded course standards" – For those students whose overall course achievement are significantly above the standards of the course. The category is reserved for those students who are considered deserving by the DAC-RC, but will not exceed 20 percent of the class enrollment.

(b) "Achieved course standards" – For those students who met the overall acceptable course standards.

(c) "Marginally achieved course standards" – For those students who met the minimum acceptable course standards identified in the course grading plan.

(d) "Failed to achieve course standards" – Self-explanatory.

(3) Comments are required for (a), (c), and (d) above, and must be in detail to justify the level of performance indicated. Use item 14 on DA Form 1059 for supporting comments. Over-stamping with "Distinguished Graduate," "Honor Graduate," "DAC-RC List," or any other over-stamping or highlighting is prohibited.

- (4) If either “Marginally Achieved” or “Failed to Achieve” is checked, see AR 623–3, chapter 3–35 for referred reports.

**b. Demonstrated Abilities**

- (1) The Demonstrated Abilities section must be completed for all 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 an acceptable level of proficiency.
  - (c) An “Unsatisfactory” rating is self-explanatory.
  - (d) A “Not Evaluated” rating is self-explanatory.
- (2) **Written Communication:** Evaluated based on a student’s written materials submitted as part of individual briefings, orders, and reports. Writing is reviewed for content and clarity.
- (3) **Oral Communication:** Evaluated based on oral presentations during student-led instruction, group and individual briefings, and student interaction with peers and superiors.
- (4) **Leadership Skills:** Evaluated throughout the course, with consideration given to student performance in garrison and field leadership positions and performance during the course as a whole (see APPENDIX 1).
- (5) **Contribution to Group Work:** Evaluated based on the student's contributions during the course.
- (6) **Evaluation of student research ability:** Rating based on student's ability to effectively research material for student-led instruction, deliver written and oral presentations, and take written exams.
- (7) Comments, where required for (a) and (c), above, must be in detail to justify the level of proficiency indicated. Use item 14 on DA Form 1059 for supporting comments. If “Unsatisfactory” is checked, see AR 623–3, paragraph 3–35.
- c. Academic Potential:** Indicates 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. This potential pertains to the normal career progression/professional development courses. This evaluation assesses students based on the following criteria:
- (1) Ability to apply the knowledge derived from the school.
  - (2) Potential compared to students with similar experiences and motivation.

(3) Ability to contribute to group discussions.

**d. Rating Official's Comments**

(1) Comments are required concerning the capabilities and/or limitations of the student to include achievements and awards. Explain entries, when needed, with 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 their own (for example, medical or 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.

**e. 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, 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 AR 623–3, chapter 3, section V, AER have been followed. The student will acknowledge receipt of the referred report or addendum and will mark the “Yes,” with comments attached or “No” box in Item 9. The student may enclose a comment or factual statement if they feel that the rating or remarks are incorrect. 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 by sending a copy to the student’s Commander for acknowledgment and comment. If the student fails to acknowledge receipt of the report in a reasonable suspense period specified, the certified mail number will constitute acknowledgment.

- f. See APPENDIX 1 for evaluation guidelines to use throughout the course and specific evaluations to be conducted.
- 3. **COUNSELING:** Instructors are the primary counselors for CBRN Transition Course students. An Instructor will, at a minimum, provide each student with the following:
  - a. Integration/Reception counseling will be administered to explain academic, administrative requirements, and responsibilities.
  - b. A Mid-Course Developmental Leadership Assessment Progress (DLAP) counseling in conjunction with AER, DA 1059.
  - c. An End of Course Developmental Leadership Assessment Progress (DLAP) counseling in conjunction with AER, DA 1059.
  - d. If a student fails to meet any requirements for graduation as outlined in the SEP.
  - e. At other times, positive or negative, deemed necessary by the Instructors or other member(s) of the 3<sup>rd</sup> Bde (CM), 102 Training Division NCO Support Channel.

#### 4. **EXAMINATION PROCEDURES:**

- a. The instructor will administer written and performance-oriented tests at the time, place, and date indicated on the approved training schedule.
- b. Students will be provided with the grade of “GO” or “NO GO” on exams and performance-oriented tests as soon as possible, usually the same day.
- c. Examination after action reviews for students are mandatory and will be conducted as soon as possible after the exam is administered.
- d. Students’ failure to take the original examination or retest will result in an automatic failure for that examination. Only an excused absence or unforeseen emergency will be considered for a waiver or rescheduling of an examination. The Chief Instructor or Instructors will determine the validity of an emergency.
- e. ANNEX D outlines procedures for student reclaims.
- f. Examination failures and retests:
  - (1) Any student who fails to achieve a "GO" (80%) rating on any written examination will be counseled in writing by their Instructor. Students are required to achieve an 80% during the

DOD Hazardous Materials Operations and Technician Level certification testing to become certified. The students' first test attempt score will be computed into their GPA for overall academic average. Students who do not achieve an 80% on their second attempt will be dropped from the course. Retesting will be conducted on the next academic day. The retest will be an alternate version of the original test. One retest may be administered after remedial training in the areas where the proctor determines that students are weak.

- (2) Instructors will be available to answer student questions regarding concepts being evaluated and to help students overcome weaknesses shown by a failed examination. Preparing for the retest is the student's responsibility (students failing examinations should also seek peer instruction and study groups to prepare for exam retests). If a student fails a retest he/she may, upon review by the 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC, be dismissed from training for academic deficiency. Further, the 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC may release students who consistently require retesting for academic deficiency. Circumstances may arise during training that might require a third retest when the Chief Instructor deems appropriate and the 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC approves.
- (3) POI/Lesson Plan/Test revision is conducted periodically; therefore, if a student fails an initial and subsequent test of the same module of instruction while in the process of a revised test (pilot test), the student WILL NOT be removed from the course. The student, however, will receive an "Unsatisfactory" rating in (block 14e, Research Abilities) of DA Form 1059; resulting in an overall "Marginally Achieved Course Standards" (block 13c, Performance Summary). DAC-RC, 3<sup>rd</sup> Bde (CM), 102 Training Division is the reviewing official (AR 623-3) and may release students who consistently require retesting for academic deficiency.
- (4) Performing as a peer instructor will be on a voluntary basis and should not interfere with that student's own study time.

**5. STUDENT DISMISSAL/DENIAL OF ENROLLMENT/  
RE-ENROLLMENT AND STUDENT ABSENCES:**

- a. **Dismissals:** See APPENDIX 3 for specific guidance concerning student dismissal procedures.

**b. Denial of Enrollment**

- (1) The following references provide guidance in cases of denial of enrollment:
  - (a) Army regulation 600-8-2, *Suspension of Favorable Personnel Actions (FLAGS)*.
  - (b) Army regulation 623-3, *Evaluation Reporting System*.
- (2) Soldiers who are currently flagged will be denied enrollment.
- (3) Unqualified arrivals for institutional training IAW the TATS Pre-Execution Checklist

- c. **Re-Enrollment:** IAW TRADOC Reg 350-10 and based on the reason for the initial dismissal/disenrollment, the following guidelines apply to CBRN Transition Course student re-enrollment:
- (1) **Academic/Conduct/Motivational Elimination:** Active component students disenrolled from CBRN Transition Course for other than compassionate or medical reasons may be reconsidered for course attendance by the HQDA selection board. RC Soldiers disenrolled from CBRN Transition Course for other than compassionate or medical reasons may be reconsidered for course attendance once the first “GO” in the chain of command determines that the student is prepared to complete the course. The ARNG/ARNGUS Soldiers eliminated from NCOES courses for other than compassionate or medical reasons may not attend another NCOES course unless selected by a subsequent promotion selection board. The ARNG/ARNGUS Soldiers disenrolled from CBRN Transition Course may not re-enter the course. The UCMJ does not apply to ARNG/ARNGUS Soldiers on full-time training duty under 32 USC 267d. Accordingly, school DAC-RC and commanders will forward an ARNG/ARNGUS Soldier’s case to the State Adjutant General for appropriate disposition. All Soldiers eliminated from NCOES who later re-enroll must take the complete course.
  - (2) **Illness/Compassionate:** Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The 3<sup>rd</sup> Bde (CM), 102 Training Division will provide a written statement to the Student's unit, stating the reason for termination, and the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist. All Soldiers eliminated from the CBRN Transition Course who later re-enroll must take the complete course.

d. **Student Absences**

- (1) The Chief Instructor may grant emergency leave and absence for medical consultations.
  - (2) The Chief Instructor will determine the most appropriate administrative format to cover legal absences (pass, leave, permissive TDY, etc.).
  - (3) Students may miss no more than eight academic hours of instructions throughout the course. Chief Instructor may waiver more time based on extenuating circumstances and training requirements.
6. **STANDARDS OF CONDUCT:** Students may be dismissed from the course prior to graduation for reasons that include but are not limited to:
- a. Disciplinary issues, including lateness to announced formations, classes, or any unexcused absences from any training event.
  - b. Lack of motivation as demonstrated by apathy, nonparticipation in class projects, unacceptable personal appearance (AR 600-9), and unsanitary habits.

- c. Violation of the UCMJ, or actions conducted on/off post bringing discredit to the Armed Forces of the United States.
- 7. **THE LEADERSHIP AWARD NOMINATION:** The class will select the Leadership Awardee nominee from each small group. The student with the most votes from their peers from each small group will be the leadership nominee. Each nominee will go before a board presided by the Chief Instructor. The board will consist, at a minimum of the president, Senior Instructor, and two Instructors. The outcome of the board will determine who will be the leadership award recipient for their class and be approved by the board. This student must encompass the “Total Soldier” concept and meet the criteria listed below:
  - a. Must receive a first-time passing score on all written exams and a first-time “GO” on all other performance exams.
  - b. Must have received no adverse counseling for misconduct and/or negligent or derelict performance.
  - c. Receive a “Superior” in Leadership Skills rating in block 12 of the DA Form 1059.
  - d. The winner will receive special recognition during graduation; a Certificate of Achievement from the 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC, a Certificate of Achievement from the USACBRNS RCSM, a Coin of Excellence from the DAC-RC, USACBRNS, and a RCSM’s Coin of Excellence.

## 8. HONOR GRADUATE

- a. The student in the top 20% with highest overall grade point average, encompassing the “Total Soldier” concept, and meeting the below-listed criteria will be selected as the Honor Graduate:
  - (1) Academic average must be 90% or above, while achieving 90% or higher on all exams.
  - (2) Must receive a first-time passing score on all written exams and a first-time “GO” on all other performance exams.
  - (3) Must have received no adverse counseling for misconduct and/or negligent or derelict performance.
  - (4) Must receive a “Superior” on at least three ratings in block 12 of the DA Form 1059 (one of which must be item 12c, Leadership Skills).
- b. The Honor Graduate will receive special recognition during graduation, a plaque from CCRA, a Certificate of Achievement from the 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC, a Certificate of Achievement from RCSM, , and a Coin of Excellence from the DAC-RC, USACBRNS.

## 9. "TOP 20%" HONOR’S LIST

- a. This rating will be limited to no more than 20% of the total class. To receive this rating students must:
  - (1) Receive a first-time passing score on all written examinations with an overall average of 90% or higher.
  - (2) Receive a first-time “GO” on all performance evaluations.
  - (3) Receive a “Superior” on at least three ratings in block 12 of the DA Form 1059 (one of which must be item 12c, Leadership Skills).
  - (4) Have received no adverse counseling for misconduct and/or negligent or derelict performance.
  - (5) Demonstrate the “Total Soldier” concept and display superior performance throughout the course.



## 1. EVALUATIONS

### a. WRITTEN EXAMS.

- (1) Hazmat Operations CERT Tests – Must score 80% to pass CBRN Transition Course.
- (2) Hazmat Technician I CERT Tests – Must score 80% to pass CBRN Transition Course.
- (3) Hazmat Technician II CERT Tests – Must score 80% to pass CBRN Transition Course.
- (4) CBRN General Ops Test – Must score 80% to pass CBRN Transition Course.
- (5) Radiological Test - Must score 80% to pass CBRN Transition Course.
- (6) Basic Rad Safe Test - Must score 80% to pass CBRN Transition Course.

### b. PERFORMANCE TEST. The CBRN Transition Course has a JWARN performance test in which you must receive a “GO.”

### c. Students will be placed in situations that permit them to demonstrate their mastery of the tasks presented throughout the course.

### d. As a minimum, student's performance will be evaluated on the following tasks:

- (1) Conduct an after action review (AAR).
- (2) Conduct a risk assessment while leading platoon training.
- (3) Present military briefings, e.g., Military Decision Making Process (MDMP) briefing, STX mission briefing, and Staff Ride briefing.
- (4) Conduct a physical fitness training session.
- (5) Conduct a platoon in-ranks inspection.
- (6) Complete the Chemical Defense Training Facility (CDTF) training.
- (7) Seven of the following 17 Leader Tasks will be evaluated:
  - (a) Conducts movement of a platoon tactically.
  - (b) Conducts occupation of a Forward Operating Base (FOB).
  - (c) Conducts troop-leading procedures.
  - (d) Directs platoon to react to a CBRN attack.

- (e) Consolidates and reorganizes platoon.
- (f) Directs platoon to engage direct contact with the enemy.
- (g) Directs platoon to react to indirect fire.
- (h) Directs platoon to react to an ambush.
- (i) Directs platoon to break contact with the enemy.
- (j) Directs platoon to defend.
- (k) Briefs platoon to interact with news media.
- (l) Directs platoon to react to a possible improvised explosive device (IED) or vehicle-borne improvised explosive device (VBIED).
- (m) Integrates risk management and safety into mission plans.
- (n) Directs a presence patrol (Military Operations on Urbanized Terrain Site).
- (o) Directs platoon to establish and maintain a Tactical Operations Center (TOC).
- (p) Directs platoon to establish and maintain a Traffic Control Point (TCP).
- (q) Briefs platoon to interact with local nationals through cultural awareness.

## **2. DEVELOPMENTAL LEADERSHIP ASSESSMENTS.**

- a. Instructors will perform Development Leadership Assessments (DLA) and counsel students with regards to their leadership strengths, weaknesses, and recommendations.
  - b. Instructors will record their assessments that focus on the leader attributes and core leader competencies outlined in FM 6-22, Appendix A.
3. **PEER FEEDBACK.** Although not a student checklist, each student leader should always solicit peer feedback at the conclusion of any training activity. In the spirit of an AAR, the students should discuss how well they conducted the activity, how to make improvements, and how well each student's actions accomplished the activity.

## **GRADUATION REQUIREMENTS**

To graduate from CBRN Transition Course, based on requirements stated in this SEP, the student must:

1. Complete phases 1, 2, and 3 of the CBRN Transition Course, 031-74D2/3/4(T).
2. Pass all examinations with a minimum of 80%.
3. Receive a "GO" on all performance-oriented evaluations.
4. Maintain a minimum academic average of 80% throughout the course.
5. Demonstrate leadership skills while assigned in leadership positions.
6. Demonstrate communicative skills by receiving a "GO" on all written assignments.
7. Lead and participate in a formal physical fitness training program.
8. Complete the CDTF training.

## **CBRN Transition Course STUDENT DISMISSAL PROCEDURES**

1. **REFERENCES:** TRADOC Reg. 350–10.
2. **PURPOSE:** To establish student dismissal procedures for students enrolled in CBRN Transition Course.
3. **DISMISSALS:** The 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC may dismiss students from CBRN Transition Course prior to graduation for any of the following reasons:
  - a. Inappropriate personal conduct prompts action (for example, if a student violates regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the Uniform Code of Military Justice (UCMJ) is necessary to support dismissal under this paragraph.
  - b. Negative attitude or lack of motivation is detrimental to other students in the class.
  - c. Academic deficiency demonstrated by failure to meet course standards or lack of academic progress makes it unlikely that the student can successfully meet graduation standards. 3<sup>rd</sup> Bde (CM), 102 Training Division students who fail to meet established academic criteria through two separate evaluations, each followed by reinforcement training and reviewed by the 3<sup>rd</sup> Bde (CM), 102 Training Division DAC-RC may be dismissed for academic deficiency.
  - d. A student fails to maintain body composition fat standards.
  - e. Illness or injury (as determined by a physician) or added physical profile limitation occurs.
  - f. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The DAC-RC will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.
4. **PROCEDURES:** A student whose conduct or performance falls within one of the categories listed in paragraph 3 above will be given a determination of their continuation in the course. In the interest of the other students as well as the 3<sup>rd</sup> Bde (CM), 102 Training Division, this determination will be made as quickly as possible. Once a student has been identified for dismissal, the following procedures apply:
  - a. The Chief Instructor will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The Chief Instructor will advise the student that any appeal must be submitted within seven duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the DAC-RC.
  - b. The student will acknowledge by endorsement within two duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.

- c. The student will acknowledge in writing that counseling was held and that an elimination notice was received. The endorsement must indicate the student's intent with regard to appeal. Appeals will be forwarded to the DAC-RC who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate (OSJA) to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. The DAC-RC will make the final decision on dismissals after considering the supporting OSJA recommendation.
- e. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.
- f. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The DAC-RC will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

## STUDENT RECLAMAS

1. **PURPOSE:** This policy establishes uniform procedures for students enrolled in all 3<sup>rd</sup> Bde (CM), 102 Training Division courses who submit grade reclama actions.
2. **PROCEDURES:** Reclama actions will occur only after test item analysis and the examination critique. A professionally-conducted test item analysis and the critique can significantly reduce or eliminate reclama actions. The Instructor may be able to identify problem questions during test item analysis and request corrective action. The Instructor uses the test item analysis to identify possible instructional omissions or other related problem areas. Critiques should resolve any mistakes or student questions. The following apply to reclama actions:
  - a. When the student believes that there is a problem with a question and the Instructor disagrees with the student, the student will then submit a reclama for the question. A student must submit a reclama, which may be either typed or written and submitted to an Instructor, for any of the following reasons:
    - (1) The test question is not worded correctly (to include the situation).
    - (2) There are multiple or no correct answers.
    - (3) 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 FM differs from the instruction and the instructor does not point out the difference).
  - b. All reclamas should clearly state the issue, justifying arguments, and should clearly identify supporting documents (e.g., class handouts, regulations, and/or other appropriate publications). The reclama must be submitted to the Instructor within two academic days of the critique.
  - c. Upon receipt of the reclama, the Instructor will:
    - (1) Obtain the exact text of the question(s) involved and attach the text to the reclama.
    - (2) Safeguard the reclama to ensure academic security.
    - (3) Research the issue.
    - (4) Review the reclama, add comments as appropriate, sign the document, and forward it through the Senior Instructor to the Chief Instructor.
  - d. The Instructor will review the reclama and related documents, recommend either approval or disapproval, and forward the reclama to the Chief Instructor.
  - e. The Chief Instructor will sign the document and either approve or disapprove the reclama.

3. **APPROVAL AUTHORITY:** The CBRN Transition Course Chief Instructor is the only approval authority for reclamas.
4. **OTHER SCORING EXCEPTIONS:** Reclamas are not the only possible form of scoring exception. The need for other scoring exceptions may be identified during test administration, test scoring, test analysis, or during critiques. The Test Control Office (TCO) may approve scoring exceptions and initiate corrective action using the following criteria:
  - a. Verified omissions from lesson presentations (includes items not found in assigned reading), which will normally result in affected questions not being scored.
  - b. Variances from school solutions may be granted individually, but only for those students who have their positions supported in writing, citing specific references such as technical manuals or field manuals. Variances will not be granted under this paragraph when platform instruction is identified as being at variance with doctrinal publications.
  - c. A test item is invalid, inherently flawed, and/or does not meet TRADOC standards if the following apply:
    - (1) More than one correct answer appears when only one answer is required.
    - (2) If lesson plans contradict doctrine or if changes to doctrinal publications occur, test items can be rendered invalid.
  - d. When the TCO approves a scoring exception, the test item will be stricken from the test. The scores will be computed based on the number of remaining questions. The TCO will also initiate grade changes and test item revision procedures, if applicable.

## **DA FORM 1059 COMPLETION PROCEDURES**

### **1. PURPOSE**

- a. To establish policy, guidance, preparation, and submission of evaluation reports for the CBRN Transition Course.
- b. Academic Evaluation Reports (AERs) 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. For submission requirements, see AR 623–3, paragraphs 3–52 and 3–53.

### **2. POLICY**

- a. All reports will be processed IAW DA Pam 623–3, AR 623–3 and the 3<sup>rd</sup> Bde (CM), 102 Training Division SOP.
  - (1) The following types of reports will be referred to students by the reviewing official for acknowledgement and comment:
    - (a) Any report with a “No” response.
    - (b) Any report with an "Unsatisfactory" rating.
    - (c) Any report with a "Marginally” Achieved Course Standards" response.
    - (d) Any report with a "Failed” to Achieve Course Standards" response.
  - (2) 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.
- b. The 3<sup>rd</sup> Bde (CM), 102 Training Division student evaluation system is both an objective and subjective process arrived at by examinations, observations, comparisons and analysis. It involves input from instructors. Instructors have overall responsibility for compiling and reporting the total assessment on the AER (DA Form 1059).
- c. 3<sup>rd</sup> Bde (CM), 102 Training Division 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. A minimum score of 80% is required for 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.



- d. The 3<sup>rd</sup> Bde (CM), 102 Training Division operates on the principle that every student's work is their own. Plagiarism in any form will not be tolerated. When Instructors suspect that a student's work is plagiarized, they will report it to the Senior Instructor who will then advise the Chief Instructor. The Chief Instructor will advise the DAC-RC. The Chief Instructor will conduct an inquiry and determine if the alleged plagiarism occurred. Verified cases of plagiarism will result in an "Unsatisfactory" rating in the evaluated area and a comment on the AER of the individual concerned and/or a Student Status Review can be initiated for possible dismissal from the course.

### 3. **SERVICE SCHOOL ACADEMIC EVALUATION REPORT (DA Form 1059) RATING GUIDELINES**

#### a. General Guidelines:

- (1) 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.
- (2) Performance summary (Item 11) on DA Form 1059.
  - (a) 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 student's level of performance against the course standards. The rating official will identify each student's level of performance by placing an "X" beside the most appropriate entry as described below:
    - 1 "Exceeded course standards" is 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 DAC-RC, but will not exceed 20 % of the class enrollment.
    - 2 "Achieved course standards" is for students who achieved the overall acceptable course standards.
    - 3 "Marginally achieved course standards" is for students who met the minimum acceptable course standards with difficulty, as identified in the course grading plan.
    - 4 "Failed to achieve course standards" is self explanatory.
  - (b) Comments are required, 1, 3, and 4 above, must be in detail to justify the level of performance indicated. Use item 14 for supporting comments. "Distinguished Graduate," "Honor Graduate," "DAC/RC/NG List," or any other over-stamping or highlighting is prohibited.
  - (c) If "Marginally Achieved" or "Failed to Achieve" is checked, see AR 623-3, chapter 3-35 for referred reports.
- (3) Demonstrated Abilities (Item 12).

(a) 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:

1 A “Superior” rating indicates performance that is significantly above the standard.

2 A “Satisfactory” rating indicates achieving an acceptable level of proficiency.

3 An “Unsatisfactory” rating is self-explanatory.

4 A “Not evaluated” rating is self-explanatory.

(b) 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 3–35.

(4) Academic Potential (Item 13).

(a) 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.

(b) The evaluation should assess the student’s:

1 Ability to apply the knowledge derived from the school.

2 Potential compared to students with similar experiences and motivation.

3 Ability to contribute to group discussions.

(5) Rating Official’s Comments (Item 14).

(a) 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.

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

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

2 Lacked ability or motivation.

3 Demonstrated moral or character deficiencies.

4 Failed to respond to recommendations for improving academic or personal affairs.

- 5 Was released from student status through no fault of his/her own (e.g., medical, compassionate) and is recommended for reinstatement in the course.
  - 6 Was released from student status based on an approved retirement or resignation.
  - 7 Was required to appear before an academic board.
- (c) If appropriate, comments should also be made if the student has demonstrated the potential to be a service school instructor.
- (6) Referred Reports.
- (a) See AR 623–3, paragraph 3–35 for policy to determine whether an AER report is referred or requires an addendum.
  - (b) 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.
- 1 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.
  - 2 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.
- b. Additional Guidelines. Block 11 – Performance Summary will be completed using the following additional guidelines:
- (1) “Exceeded Course Standards” – Limited rating awarded to no more than 20% of the total class. To receive this rating, students must:
    - (a) Receive a passing score on all initial written examinations with an overall average of 90% or higher
    - (b) Receive an initial “GO” on all performance evaluations
    - (c) Receive superior on at least three ratings in block 12 of the DA From 1059 (one of which must be item 12c, Leadership Ability)

- (d) Student cannot have received any derogatory counseling
  - (e) 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%).
- (2) "Achieved Course Standards" – To achieve these ratings, students must:
- (a) Receive a passing score on all examinations
  - (b) Receive no more than one final “NO GO” on the leadership performance evaluations.
  - (c) Receive at least a “Satisfactory” rating in each of the evaluated abilities listed in block 12 of the DA Form 1059
  - (d) Receive zero or one derogatory counseling statements.
- (3) "Marginally Achieved Course Standards" – A rating that denotes achieving only minimum acceptable course standards. A student will marginally achieve course standards if any of the following apply:
- (a) Receives a final “NO GO” on two or more performance evaluations
  - (b) Receives two derogatory counseling statements
  - (c) Receives an “Unsatisfactory” rating in any area listed in block 12 of the DA Form 1059.
- (4) "Failed to Achieve Course Standards" – A rating given if any of the following apply to the student:
- (a) Receives a “NO GO” on any two written examinations
  - (b) Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in this SEP
  - (c) Receives an “Unsatisfactory” rating in three or more areas in block 12 on the DA Form 1059
  - (d) Fails to meet height and weight standards after enrollment.
- c. Block 12 – Demonstrated abilities will be completed using the following guidelines.
- (1) Oral communication.

- (a) The Instructor evaluates the student's overall speaking ability during the course. Speaking ability includes any oral communication, student-led instruction, formal oral presentations, issuing orders and directives, and student communications in the small group.
- (b) “Superior” – A rating that is given based on the following:
  - 1 Must receive a “Superior” rating from the cumulative average of the all student-led discussions, formal oral presentations, and physical training sessions conducted throughout the course.
  - 2 Cannot receive an “Unsatisfactory” on any presentations conducted throughout the course.
- (c) “Satisfactory” – A rating that is given based on the following:
  - 1 Must receive a "Satisfactory" from the cumulative average of all student-led discussions, formal oral presentations, and physical training sessions conducted throughout the course.
  - 2 Must not receive more than one "Unsatisfactory" on any presentations conducted throughout the course.
- (d) “Unsatisfactory” – An overall “Unsatisfactory” rating is given based on the following:
  - 1 Must receive an "Unsatisfactory" on two or more of all student-led presentations conducted throughout the course.
  - 2 Must receive an "Unsatisfactory" on two or more of all formal oral presentations conducted throughout the course.
  - 3 If student receives two or more derogatory performance counseling for poor oral communication skills (i.e., excessive use of profanity, distinctiveness, or voice control).
- (2) Leadership skills.
  - (a) The Instructor evaluates the student's leadership abilities during formal leadership evaluations for garrison and field leadership positions, in ranks inspection, physical fitness training, and student led instruction. In addition, the Instructor evaluates the student's ability to influence others within the small group and class.
  - (b) “Superior” – A rating that is given based on the following:
    - 1 Must receive a “GO” while serving in a leadership position.
    - 2 Must receive a “GO” on all initial performance/written evaluations
    - 3 Must receive an overall “Superior” from the Instructor.

- 4 Cannot receive any derogatory performance counseling for misconduct, derelict duty performance, or lack of motivation/apathy.

(c) “Satisfactory” – A rating that is given based on the following:

- 1 Must receive a "GO" while serving in a leadership position
- 2 Cannot receive more than one “NO GO” on any performance evaluations.
- 3 Must demonstrate understanding of Be, Know, Do, IAW FM 6–22, *Military Leadership*.

(d) “Unsatisfactory” – A rating that is based on the following:

- 1 Must receive an “Unsatisfactory” while serving in a leadership position.
- 2 Cannot receive more than two "NO GO" on performance evaluations.
- 3 Cannot receive more than two derogatory performance counseling for misconduct or derelict duty performance.
- 4 A derogatory counseling regarding apathy, poor attitude, or failure to fully participate in training events will result in an automatic “Unsatisfactory” rating.

(3) Contribution to group work:

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

(b) “Superior” – A rating that is given based on the following:

- 1 Must consistently enhance training by sharing experiences.
- 2 Cannot receive any derogatory performance counseling regarding class/group participation.
- 3 Contributes above and beyond the level of fellow classmates.

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

- 1 Must receive no more than one derogatory performance counseling for poor class participation (i.e. disruptive behavior or lack of participation).
- 2 Must actively participate in classroom discussion.

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

(4) Research Ability:

- (a) The Instructor evaluates the student's ability to effectively research material for student-led instruction and both written and oral presentations.
  - (b) “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.
  - (c) “Satisfactory” – A rating that is given if a student obtains a final GPA from 80.00 to 89.99 percent.
  - (d) “Unsatisfactory” – A rating given if a student fails an initial and subsequent retest on a written 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.
- d. Student Release – Students released from the 3<sup>rd</sup> Bde (CM), 102 Training Division at any time during the course will receive a rating on DA Form 1059 as follows:

(1) Block 11 (Performance Summary).

- (a) No requirement exists for marking blocks for students administratively disenrolled from the course.
- (b) Students dismissed from the course for disciplinary or academic reasons will receive "Failed to Achieve Course Standards."

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

(3) 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.

(4) Block 14 (Comments) – requires:

- (a) A statement explaining the reason for student's release.
- (b) A statement that item 12 does not apply to the report (except in cases of academic failure, where comments must support the unsatisfactory ratings given in item 14).

a. “DAC-RC Inquiry” is filled out:

- (1) When it is brought to the attention of the DAC-RC that a report rendered by one of their subordinates may be illegal, unjust, or otherwise in violation of DA Pam 623-3 or regulation (see AR 623-3). The DAC-RC will confine their 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.
- (2) The DAC-RC does not have the authority to direct that an evaluation be changed; they may not use command influence to alter the honest evaluation of a leader/rate by a rating official. However, the DAC-RC may provide results from their DAC-RC inquiry to the rating chain. Policy and action requirements for the DAC-RC to process an inquiry are described in AR 623-3, chapter 6.

b. Academic Report Appeals – include the following considerations:

- (1) 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.
- (2) 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 II, paragraphs 6-3 through 6-5, and table 6-1, provide guidance for a rated individual to request a Commander's Inquiry.
- (3) Be realistic in deciding whether or not to submit an appeal.
- (4) 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. These appeal procedures are outlined in AR 623-3 and DA Pam 623-3.



SERVICE SCHOOL ACADEMIC EVALUATION REPORT			DATE (YYYYMMDD)		
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. SSN	3. GRADE	4. BR	5. SPECIALTY/MOSC
6. COURSE TITLE		7. NAME OF SCHOOL			8. COMP
9. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO		10. DURATION OF COURSE (YYYYMMDD) From: _____ Thru: _____			
<b>11. PERFORMANCE SUMMARY</b>  *a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS <i>(Limited to 20% of class enrollment)</i>  b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS  *c. <input type="checkbox"/> marginally ACHIEVED COURSE STANDARDS  *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS  <i>*Rating must be supported by comments in ITEM 14.</i>		<b>12. DEMONSTRATED ABILITIES</b> a. <b>WRITTEN COMMUNICATION</b> <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. <b>ORAL COMMUNICATION</b> <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. <b>LEADERSHIP SKILLS</b> <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. <b>CONTRIBUTION TO GROUP WORK</b> <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. <b>EVALUATION OF STUDENT'S RESEARCH ABILITY</b> <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR <i>(SUPERIOR/UNSAT rating must be supported by comments in ITEM 14)</i>			
<b>13. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <i>(A "NO" response must be supported by comments in ITEM 14)</i>					
<b>14. COMMENTS</b> <i>(This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)</i>					
<b>15. AUTHENTICATION</b>					
a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER		DATE (YYYYMMDD)	SIGNATURE		
b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER		DATE (YYYYMMDD)	SIGNATURE		
c. DATE (YYYYMMDD)	SIGNATURE OF RATED SOLDIER				

DA FORM 1059, MAR 2006

PREVIOUS EDITIONS ARE OBSOLETE.

APD v1.00

## **SECTION I: DIRECTIONS TO THE ADMINISTRATOR (PROCTOR)**

1. The Test Administrator is responsible for the test administration (prior to, during, and after the test).

### **2. D**

#### **uties prior to the test period**

- a. **Exams/Exam Material.** Collect and inspect the exam materials and ensure that sufficient number of exam folders (containing an exam booklet, AIMS answer sheets, and special material), scratch paper, pencils, and other testing materials, are on hand. The Test Administrator is responsible for the SECURITY OF EXAMS/EXAM MATERIAL while it is signed out from the MSCoE Test Control Office (TCO).
- b. **Test Facilities.** Ensure that students have sufficient space so they can 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. Ensure that all Proctors know their duties and the testing procedures.
- d. Place all required testing materials except the exam booklets 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. Duties during the test period**

- a. Unauthorized personnel will NOT be permitted to enter the testing area. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards.
- b. **Issue Exam.** After the students have arrived and are seated, issue exam folders to each student before testing. The Test Administrator must ensure the CORRECT folders are issued. The Test Administrator will state: "PLEASE KEEP THESE EXAM FOLDERS CLOSED UNTIL EVERYONE HAS A COPY AND I CAN TAKE YOU THROUGH THE INSTRUCTIONS."

- c. **Brief Students:** After issuing the exam folders, the Test Administrator must brief the students on test site procedures. The Test Administrator will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section II of this TAG).
- d. **Testing Times:** Record the starting and stopping times where all students can see them. Update the time remaining on the chalkboard periodically during the test period. When one-half of the test periods have elapsed, the Test Administrator will say, "ATTENTION. YOU HAVE XX MINUTES IN WHICH TO FINISH YOUR EXAM." The Test Administrator must give a similar warning verbally when there are 15, then 5 minutes remaining in the test period.
- e. **Monitor Testing:** At least one Proctor will monitor Students taking the test at all times (more than 20 students will require two Proctors). Maintain no talking and movement discipline.
- f. Students are allowed to leave the test room one at a time to use the latrine or as deemed necessary. Before leaving, however, they must notify a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above, and the Proctor will collect the student's exam materials.
- g. The Test Administrator may answer questions of a general nature concerning test procedures. Questions about specific test questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION."
- h. Instruct students to stop at the end of the test period.

#### 4. Duties after the test period

- a. **Collect Materials:** When finished with the exam, the student should turn in all testing materials to the Test Administrator or Proctor, including scratch paper.
- b. **Inventory Exam Materials:** The Test Administrator will inventory all exam folders containing booklets and exam materials for completeness and accountability. Ensure that exam folders are in numerical order.
- c. **Inspection:** The Test Administrator will ensure that in exam answer sheets:
  - (1) All identifying information blocks have been filled in correctly on the AIMS answer sheet (Pay particular attention to the markings of SSN is now last 9 of DOD ID number AND TEST NUMBER).
  - (2) All erasures are clean and thorough.
  - (3) No stray marks appear on the AIMS sheet and that all questions have been answered.
- d. Ensure all marks have been erased completely from training aids that were used (e.g., maps).
- e. When satisfied that the above actions have been accomplished, dismiss the students.

- f. Hand-carry all AIMS answer sheets to Test Office for machine grading and exam item analysis. The Test Office representative will notify the person delivering the exams when the scanning is completed and ready for pickup.
- g. Turn-in all exam folders, proctor packets, and answer sheets to the Test Office immediately after the exam critique.
- a. If there are any questions on student reclama procedures, refer them to their Instructor

## **SECTION II: INSTRUCTIONS TO STUDENTS**

### **Instructions to Students for AIMS Exams on paper (To be read verbatim by the Test Administrator)**

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 in to the Proctor, place a new AIMS answer sheet in with the exam booklet, and quietly gather up your personal effects and leave the room. You may NOT reenter the room until the test is completed. Do Not discuss this test with other students of other classes. It is your duty to report any observation of a student providing exam information to another student of your class or another class.

21. You must 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.

**Instructions to Students for HAZMAT Exams on the Computer  
(To be read verbatim by the Test Administrator)**

1. Please do not log onto the test until I have read the following instructions.
2. 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. Once entering into the Blackboard site all other applications except Blackboard must be closed. This includes IM tools, email, and pop-up blockers.
3. 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.
4. 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.
5. 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.
6. 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).

7. You have 60 minutes to finish the test. 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.

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

9. 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. 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.

10. 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.

11. 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.

12. Are there any questions about the test instructions?

### **TEST ADMINISTRATION CHECKLIST**

Course \_\_\_\_\_ Class \_\_\_\_\_ Test Administrator(s) \_\_\_\_\_

Test Title \_\_\_\_\_ POI Time Scheduled \_\_\_\_\_ Date Given \_\_\_\_\_

Location of Observation \_\_\_\_\_ NO. of Students (USA/IMO) \_\_\_\_\_

Scheduled Time of Examination \_\_\_\_\_ - \_\_\_\_\_ Scheduled Time of Critique \_\_\_\_\_ - \_\_\_\_\_ Total Time of observation \_\_\_\_\_ - \_\_\_\_\_

- 
- |  |        |
|--|--------|
| 1. Was the room prepared for test administration (environment, start/stop/test number on board)?   | YES NO |
| 2. Were #2 black pencils issued to students?   | YES NO |
| 3. Did the Test Administrator read instructions verbatim?  | YES NO |
| 4. Did the administrator instruct students how to enter correct name, Social Security number, AIMS test number, exam booklet serial number, course and class info, and any other special codes on the AIMS answer sheet?                       | YES NO |
| 5. Did the administrator instruct students to mark only one correct answer for each question?  | YES NO |
| 6. Did the administrator instruct students how to mark answers on the answer sheet?  | YES NO |
| 7. Did the administrator do a page check and question check with the students?   | YES NO |
| 8. Did the administrator instruct the students <b><u>NOT</u></b> to make any stray marks on the exam booklets?   | YES NO |
| 9. Did the administrator instruct students on the procedures and consequences of leaving the room prior to test completion?  | YES NO |
| 10. Did the administrator instruct students concerning the use of references, materials, and exam aids?  | YES NO |
| 11. Did the administrator inform students that they may <b><u>NOT</u></b> seek or accept assistance from other students; may <b><u>NOT</u></b> give, offer, or in any way help other students; or they will be subject to disciplinary action? | YES NO |
| 12. Did the administrator inform students of the minimum passing score?  | YES NO |
| 13. Did the administrator inform students of the time allotted for the test?   | YES NO |
| 14. Did the administrator explain procedures for turning in test materials?  | YES NO |
| 15. Did the administrator inform students where and when the exam critique would be conducted?   | YES NO |
| 16. Did the administrator inform students how and when exam results would be available?  | YES NO |



- |   |        |
|---|--------|
| 17. Did the administrator ask if there were any questions before starting the test?   | YES NO |
| 18. Did the administrator issue the order to "turn the page and begin the test?"  | YES NO |
| 19. About 15 minutes before the end of the test period, did the administrator announce the remaining time? If not, why? _____ | YES NO |
| 20. After the test, did the administrator correctly account for all exam material?  | YES NO |
| 21. After the test, did the administrator verify that all answers were properly filled-in?                                    | YES NO |

Comments: Time Exam Started - \_\_\_\_\_ Time 1<sup>st</sup> Student Finished - \_\_\_\_\_  
Time 1<sup>st</sup> IMS Finished - \_\_\_\_\_ Time Last Student Finished - \_\_\_\_\_

**Test Proctor's initials (which means that the Test Control Officer reviewed this checklist):**

\_\_\_\_\_

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Test Control Officer's/Representative  
(Form revised 01/12/00)

Date

## **TEST ADMINISTRATOR BE'S**

### **BE PREPARED**

Setup test site

Check that test materials and personnel are present

Know the test and instructors

### **BE PRECISE**

Standardize test instructions, situation, and scoring

Ensure exact timing of test(s)

Conduct test critique

### **BE ALERT**

Monitor environmental conditions.

Observe personal conditions of students

Note causes of test interruptions

Notice cheating or other potential testing problems

### **BE FAIR**

Provide only authorized assistance

Provide equal assistance to all students

Score tests, not students

## **SCORING, RETEST, AND ACADEMIC FAILURE**

Follow the procedures listed below:

1. **Scoring:** Grade all students IAW test answer keys.
2. **Retest:** Administer one retest after remedial training. If you used version A for the initial test, use version B for the retest and vice-versa.

3. **Academic Failures:** Refer to your local SOP.

### **STUDENT RECLAMA PROCEDURES**

Reclama procedures are explained in APPENDIX 4.

## Required References & Student Packing List

### Required References

Reference	Title	Date:
AR 385-24	The Army Radiation Safety Program	MAR 09
AR 25-50	Preparing and Managing Correspondence	JUN 02
AR 27-10	Military Justice	NOV 05
AR 50-5	Nuclear Surety	AUG 00
AR 50-6	Chemical Surety	JUL 08
AR 200-1	Environmental Protection and Enhancement	DEC 07
AR 350-1	ARMY TRAINING AND LEADER DEVELOPMENT	DEC 09
AR 600-9	Army Weight Control Program	NOV 06
AR 600-20	Army Command Policy	APR 08
CFR Title 10	Nuclear Regulatory Commission	2006
DA PAM 40-18	Personnel Dosimetry Guidance and Dose Recording Procedures for Personnel Occupationally Exposed to Ionizing Radiation	JUN 95
DA PAM 50-5	Nuclear Accident and Incident Response and Assistance (NAIRA) Operations	MAR 02
DA PAM 50-6	Chemical Accident or Incident Response and Assistance (CAIRA) Operations	MAR 03
DA PAM 200-1	Environmental Protection and Enhancement	JAN 02
DA PAM 385-61	Toxic Chemical Agent Safety Standards	DEC 08
DA PAM 600-67	Effective Writing for Army Leaders	JUN 86
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)	DEC 97
DA PAM 738-751	Functional Users Manual for the Army Maintenance Management System	MAR 99
DOD 3150.8-M	Nuclear Accident Response Procedures	DEC 99
DOD 4715.6-R	Low-Level Radioactive Waste Disposal Program	JAN 01
ERG	Emergency Response Guide (2008)	2008
FM 1-02	Operational Terms and Graphics	SEP 04
FM 3-0	Operations	FEB 08
FM 3-11	MTTP for CBRN Defense Operations	MAR 03
ATP 3-11.32	MTTP for CBRN Contamination Avoidance	NOV 16
ATP 3-11.32	MTTP for NBC Protection	NOV 16
ATP 3-11.32	MTTP for CBRN Decontamination	NOV 16
FM 3-11.9	Potential Military Chemical/Biological Agents and Compounds	JAN 05
FM 3-11.19	MTTP for NBC Reconnaissance	JUL 04
FM 3-11.21	MTTP for CBRN Consequence Management Operations	APR 08
FM 3-11.22	Weapons of Mass Destruction Civil Support Team TTPs	DEC 07
FM 3-11.34	MTTP for Installation CBRN Defense	NOV 07
FM 3-11.86	MTTP for Biological Surveillance	OCT 04
FM 3-21.5	Drill & Ceremonies	JUL 03
FM 3-21.8	Infantry Platoon and rifle Squad	MAR 08
FM 5-0	Army Planning and Orders Production	MAR 10
FM 6-0	Mission Command: Command and Control of Army Forces	AUG 03
FM 8-284	Treatment of Biological Warfare Agent Casualties	JUL 00
TC 3-22.20	Physical Fitness Training	MAR 10
FM 6-22	Army Leadership	OCT 06
GTA 03-06-008	CBRN Warning and Reporting System.	Nov 07
GTA 05-02-012	Coordinate Scale And Protractor	OCT 05
JWARN	NBC-Analysis Software Users Manual	DEC 05
3 <sup>rd</sup> BDE SOP	3 <sup>rd</sup> Bde (CM), 102 Training Division /SOP	MAR 10
MANUAL-MCM	Manual for Courts-Martial United States (2005 Edition)	2008
MEMORANDUM	Memo for the Deputy Assistant Combatant Command	2011

Annex C (Required References and Packing List) to 031-74D2/3/4 (T) CBRN Transition Course CMP

NFPA 472	Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents	2008
NFPA 473	Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents	2008
NUREG-1556	Consolidated Guidance About Materials Licenses, Vol. II	NOV 01
PHS 2016	Radiological Health Handbook - Public Health Service Publication	JAN 70
ST 11-7010-331-12&P	Student Guide, Maneuver Control System (MCS) AN/PYQ-6 Series Workstation Mission Application User's (MAU) Course	APR 04
ST 3-90.15	TTPs for Tactical Operations Involving Sensitive Sites	DEC 02
STP ABCS-MCS-6333	Maneuver Control System (MCS) Workstation, Version 6.3.3.3, Mission Application User Shared Individual Tasks	JUN 04
TB 11-6665-364-10	Radiac Set AN/UDR-13 Operating Instructions	AUG 98
TB 11-7010-326-10-1	Operators Pocket Guide for FBCB2 Version 3.5.5 Computer	FEB 04
TB 11-7010-331-10-1	Technical Bulletin, System User's Manual (SUM), For the Maneuver Control System (MCS)	MAR 04
TB 43-0116	Identification of Radioactive Items in the Army	APR 98
TB 43-0137	Transportation of US Army Radioactive Items, Revised	NOV 02
TB 43-0197	Instructions for Safe Handling, Maintenance, Storage, and Transportation of Radioactive Items	JAN 05
TB 43-0255	Disposition/Disposal Information for CECOM Radioactive Commodities	OCT 98
TM 1-1500-335-23	Non-Destructive Inspection Methods	OCT 97
TM 3-4230-229-10	Operator's Manual for Decontaminating Kit, Skin: M291	OCT 89
TM 3-4230-236-10	Operator's Manual for Decontamination System, Sorbent: M100	JUN 01
TM 3-4240-346-10	Operator's Manual for Chemical-Biological-Mask: Field M40A1/M42A2	AUG 10
TM 3-4230-349-12&P	Operator and Unit Maintenance Manual for Protection Assessment Test System (PATs): M41	NOV 99
TM 3-6665-307-10	M256/256A1 Chemical Agent Detector Kit	SEP 85
TM 3-6665-311-10	Paper, Chemical Agent Detector: M9	AUG 98
TM 3-6665-321-12&P	Operator's and Unit Maintenance Manual for M22 Alarm, Chemical Agent Automatic	MAR 98
TM 3-6665-342-10	Nuclear-Biological-Chemical Reconnaissance System (NBCRS) FOX XM93	APR 95
TM 3-6665-343-10	Operator's Manual for Improved Chemical Agent Monitor	FEB 04
TM 3-9905-001-10	Operator's Manual for Sign Kit, Contamination	AUG 82
TM 10-8415-220-10	Operator Manual for Joint Service Lightweight Integrated Suit Technology (JSLIST) Chemical Protective Ensemble	JUL 08
TM 10-8415-233-12&P	Operator's and Unit Maintenance Manual for Improved Toxicological Agent Protective (ITAP) Ensemble	AUG 04
TM 11-6665-251-10	Operator's Manual for Radiac Set AN/VDR-2	MAR 88
TM 11-6665-236-12	Operators Organizational Maintenance Manual for Radiac Set AN/PDR-75	JUN 95
TM 11-6665-364-12	Operator's and Unit Manual for Radiac Set AN/UDR-13	FEB 02
TM 11-6665-365-12	Operator's and Unit Maintenance Manual including Repair Parts and Special Tools List Radiac Set AN/PDR-77	FEB 95
TM 11-7010-326-10	Technical Manual for Force XXI Battle Command Brigade-and-below (FBCB2)	DEC 09
TB 11-7010-331-10-1	Technical Manual, Operator and Unit Maintenance Manual (Including Repair Parts and Special Tools List) For The Maneuver Control System (MCS)	OCT 05
TM 11-7010-345-12&P	Interactive Electronic Technical Manual (IETM) for the Maneuver Control System	MAR 03
TSI 1980132	M41 Operators Manual for Protective Mask Fit Validation System	MAR 97
NIOSH NO 2005-149	NIOSH Guide to Chem Hazards	SEPT 2007

**Student Packing List**

<b>Item #</b>	<b>Item Name</b>	<b>Quantity</b>
1	Bag, Barracks (Optional)	2 ea
2	Bag, Duffel	1 ea
3	Belt, web waist, ACU	2 ea
4	Beret, Black	2 ea
5	Boots, Tan ACU or Combat Black	2 pr
6	Brassier (Female Only)	7 ea
7	Buckle, ACU	1 ea
8	Calculator Scientific (TI-30 minimum)	1 ea
9	Cap (IPFU)	1 ea
10	Cap, Patrol	1 ea
12	Coat, ACU/BDU C/W (Field Jacket), or Goretex	1 ea
13	Coat, All Weather	1 ea
14	Coat, ACU	2 ea
15	Compass, Drafting (Optional)	1 ea
16	Computer/Laptop (Optional)	1 ea
17	Ear Plugs w/case	1 pr
18	Flashlight, Gray, Cone w/Batteries	1 ea
19	Gloves, Black	1 pr
20	Gloves, Shell	1 pr
21	Glove, Inserts	2 pr
22	Identification Card, Military	1 ea
23	Identification Tags, Military, w/chain	1 ea
24	Markers, Map	1 pk
25	Panties (Female Only)	7 ea
26	Shoes, Athletic (Running Shoes)	1 pr
27	Shoes, Shower	1 pr
28	Socks, Wool	7 pr
29	Sweat Band, Kevlar	1 ea
30	Sweat Pants, Army Black (IPFU)	1 ea
31	Sweat Shirt, Army Gray (IPFU)	1 ea
32	T-shirt, Army Gray (IPFU) Long Sleeve	2 ea
33	T-shirt, Army Gray (IPFU) Short Sleeve	2 ea
34	Towel, Brown	4 ea
35	Trouser, ACU	2 ea
36	Trunks, Athletic Army Black (IPFU)	2 ea
37	Undershirt, Tan	7 ea
38	Underwear, Brown or White (Male Only)	7 ea