United States Army

Homeland Defense-Civil Support Office

Course Management Plan for the Homeland Defense/Civil Support Office Unified Command Suite (UCS) Basic Operator Course 920-F15 (CT)

Approved:

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Director, HD/CS Office, USA

July 20, 2018

Date

	HD/CS OFFICE Unified Command Suite Operator Course
This CMP Contains	

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1. Purpose:

    a. This Course Management Plan (CMP) is approved by United States Army Homeland Defense/Civil Support Office (HD/CSO) and is designed for use by the National Guard Bureau, Civil Support Teams (CST), when providing training and evaluation programs for the UCS Operator Course. The training program within this plan is compatible with resident instruction by the HD/CSO.

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

2. Scope: The UCS Operator Course training will focus on providing the skills and knowledge required to prepare for and respond to a Weapons of Mass Destruction (WMD) incident, as part of the state emergency management response system. This course is specifically designed to provide selected personnel with training in the operator level use and the working knowledge of the technical and tactical skills necessary to accomplish missions in the Unified Command Suite (UCS) or Advanced Echelon (ADVON) as a Civil Support Team (CST),UCS Information Systems Operator Analyst or Communications Team Chief. Hands-on training is used extensively to ensure Soldiers master the requisite skills. Upon completion, students will be able to operate a variety of specialized equipment in order to maintain communication with other Federal entities. The course will provide training on UCS power systems, domain inoperability, radio systems, VMware using the virtual machine, employing the Solar Winds reporting functions, Wide Area Repeater, Range Extender, UCS Television Digital Satellite System (DSS), the ADVON.

3. Prerequisites: Student must have graduated from Civil Support Skills Course, 4K-F20/494-F28. Be an Enlisted Army National Guard personnel and or enlisted Air National Guard personnel that have the proper MOS qualifications and assigned to a Civil Support Team (CST) as an operator of the Unified Command Suite (UCS) or a designated substitute replacement. Active Army/Air Force or Reserve Component enlisted personnel must meet the qualifications outlined in DA PAM 611-21. Student must possess one of the following Military Occupational Specialty(s) (MOS) Army MOS 25B or 25U. Must possess a valid state driver's license.

4. Foreign Disclosure: FD3. The materials contained in this training event/course have been reviewed by the developers in coordination with the HD/CS Office, Foreign Disclosure Representative, and MSCoE FD authority.

5. The U.S. Army Homeland Defense/Civil Support Office commits to continually working to improve training quality. Please submit any comments and suggestions to the U.S. Army Homeland Defense/Civil Support Office:

Director
Homeland Defense/Civil Support Office
U.S. Army Maneuver Support Center of Excellence
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Course Structure

1. The UCS Operator Course is designed to provide enlisted personnel (Army National Guard and Air National Guard), with a working knowledge of the technical and tactical skills necessary to accomplish unit level missions. The course is taught in both a classroom and field environment, supplemented by training power points. Hands-on training is used extensively to ensure Soldiers master the requisite skills. A list of training materials and equipment for all tasks are annotated in the Program of Instruction (POI) for this document.

2. The Course Map on the following page is a graphic depiction that illustrates this process. Method of instruction represents the predominate methods used in each of the modules. The lesson numbers reflect the lessons and tests taught per module. This course structure shows a course divided into modules with estimated hours. Groups of lessons have been broken into phases to allow for flexibility within the training sequence. The lesson titles and lesson numbers are located in Annex B.
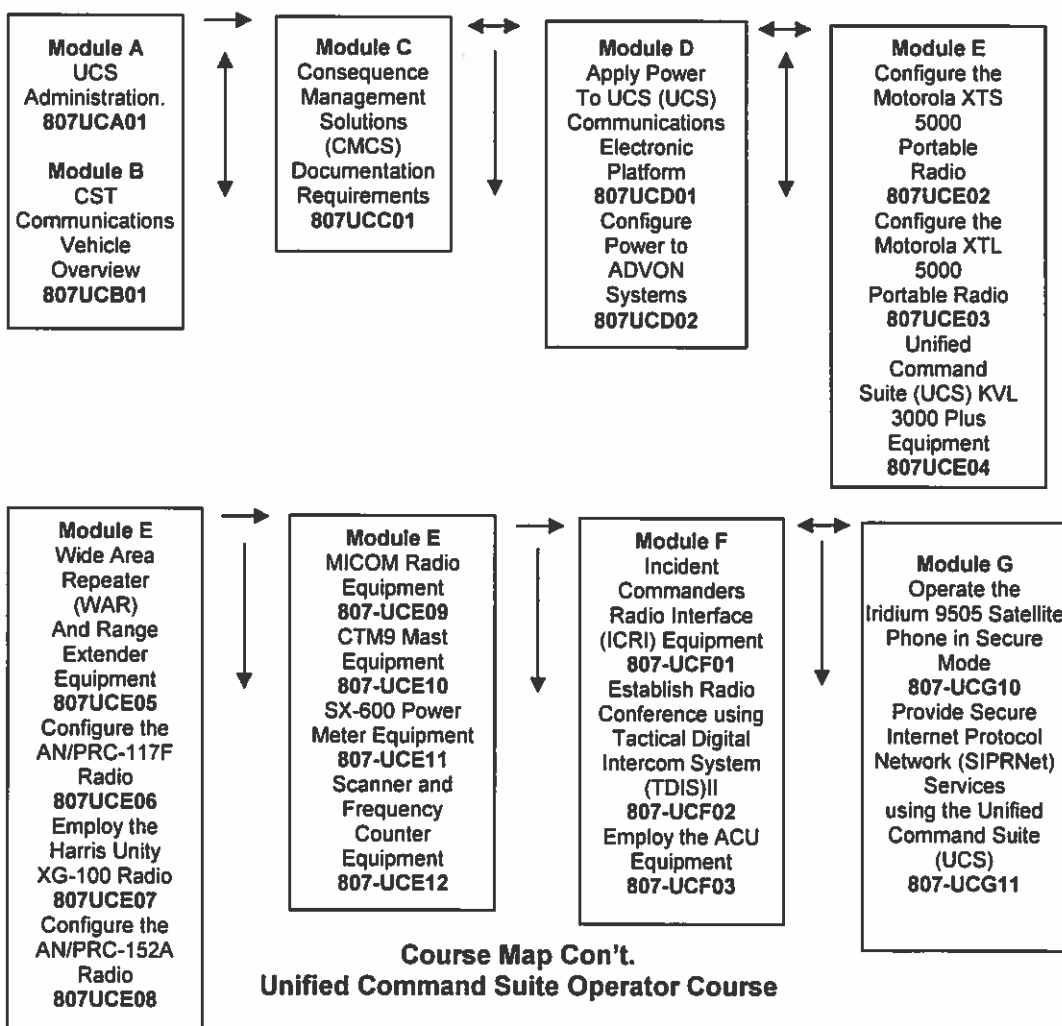
Course Map: The tables below show the recommended training sequence for the UCS Operator Course. New equipment or procedures may be taught in place of older items; but no part of the course may be eliminated.
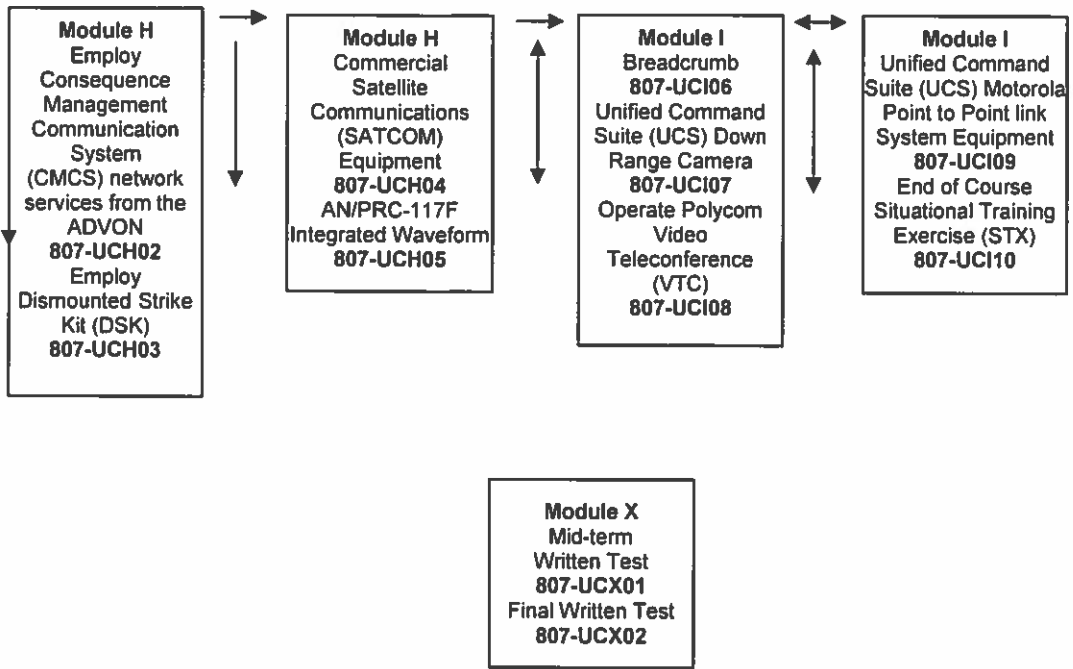
This sequence was developed to provide information in a reasonably logical order allowing the student to receive the needed knowledge or skill before moving on to tasks that require it. The options provided are to assist in making adjustments and allowing the flexibility necessary for scheduling of facilities and equipment.

The course map below shows the Sequence Number, PFN numbers, lesson title, hours of instruction, and type of instructor.

PFN: The PFN nomenclature is as follows:
Example: 807UCX00

Module A	Module C	Module D	Module E
UCS Administration. 807UCA01	Consequence Management Solutions (CMCS) Documentation Requirements 807UCC01	Apply Power To UCS (UCS) Communications Electronic Platform 807UCD01 Configure Power to ADVON Systems 807UCD02	Configure the Motorola XTS 5000 Portable Radio 807UCE02 Configure the Motorola XTL 5000 Portable Radio 807UCE03 Unified Command Suite (UCS) KVL 3000 Plus Equipment 807UCE04
Module B CST Communications Vehicle Overview 807UCB01			

Module E	Module E	Module F	Module G
Wide Area Repeater (WAR) And Range Extender Equipment 807UCE05 Configure the AN/PRC-117F Radio 807UCE06 Employ the Harris Unity XG-100 Radio 807UCE07 Configure the AN/PRC-152A Radio 807UCE08	MICOM Radio Equipment 807-UCE09 CTM9 Mast Equipment 807-UCE10 SX-600 Power Meter Equipment 807-UCE11 Scanner and Frequency Counter Equipment 807-UCE12	Incident Commanders Radio Interface (ICRI) Equipment 807-UCF01 Establish Radio Conference using Tactical Digital Intercom System (TDIS)II 807-UCF02 Employ the ACU Equipment 807-UCF03	Operate the Iridium 9505 Satellite Phone in Secure Mode 807-UCG10 Provide Secure Internet Protocol Network (SIPRNet) Services using the Unified Command Suite (UCS) 807-UCG11

Course Map Con't.
Unified Command Suite Operator Course

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│    Module H     │ ───► │    Module H     │ ───► │    Module I     │ ◄──► │    Module I     │
│     Employ      │      │   Commercial    │      │   Breadcrumb    │      │ Unified Command │
│   Consequence   │      │    Satellite    │      │   807-UCI06     │      │ Suite (UCS) Motorola │
│   Management    │      │ Communications  │      │ Unified Command │      │ Point to Point link │
│  Communication  │      │    (SATCOM)     │      │ Suite (UCS) Down│      │ System Equipment │
│     System      │      │   Equipment     │      │  Range Camera   │      │   807-UCI09     │
│  (CMCS) network │      │   807-UCH04     │      │   807-UCI07     │      │  End of Course  │
│ services from the│      │  AN/PRC-117F    │      │ Operate Polycom │      │ Situational Training │
│     ADVON       │      │Integrated Waveform│    │     Video       │      │  Exercise (STX) │
│   807-UCH02     │      │   807-UCH05     │      │ Teleconference  │      │   807-UCI10     │
│     Employ      │      └─────────────────┘      │     (VTC)       │      └─────────────────┘
│ Dismounted Strike│                              │   807-UCI08     │
│   Kit (DSK)     │                               └─────────────────┘
│   807-UCH03     │
└─────────────────┘


                              ┌─────────────────┐
                              │    Module X     │
                              │    Mid-term     │
                              │   Written Test  │
                              │   807-UCX01     │
                              │ Final Written Test │
                              │   807-UCX02     │
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Course
Structure

1. The UCS Operator Course is designed to provide enlisted personnel (Army National Guard and Air National Guard), with a working knowledge of the technical and tactical skills necessary to accomplish unit level missions. The course is taught in both a classroom and field environment, supplemented by training power points. Hands-on training is used extensively to ensure Soldiers master the requisite skills. A list of training materials and equipment for all tasks are annotated in the Program of Instruction (POI) for this document.

2. The following chart shows how the course is broken into modules. The hours, in parenthesis, represent the number of academic hours in each module. The training instruction method of delivery represents the predominate methods used in each of the modules. The lesson quantities reflect the total number of lessons and tests per module.

Course
Structure
Table

	Module A Admin	Module B UCS Overview	Module C Documentation Requirements	Module D UCS Power Systems	Module E UCS Radio Suite	Module F Satellite System
TIME	(16.2 hrs.)	(2.6 hrs.)	(2.2 hrs.)	(14.3 hrs.)	(47.3 hrs.)	(14.8 hrs.)
Method Of Instruction	CO	CO	CO DM	CO DM PE TE	CO DM PE TE	CO DM PE TE
Lessons	807UCA01	807UCA01	807UCC01	807UCD01	807UCE01 807UCE02 807UCE03 807UCE04 807UCE05 807UCE06 807UCE08 807UCE09 807UCE10 807UCE11 807UCE12 807UCE13	807UCF01
Training Site AC:	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction	Resident Instruction

	Module G Software/ Hardware	Module H ADVON	Module X Exams
Time	33.9 Hours	39.7 Hours	5.0 Hours
Type of Delivery	CO DM PE TE	CO DM PE TE	CO PH LE TE
Lessons	807UCG01 807UCG02 807UCG03 807UCG04 807UCG05 807UCG06 807UCG08 807UCG09 807UCG10 807UCG11 807UCG12 807UCG13	807UCH01 807UCH02 807UCH03 807UCH04 807UCH05 807UCH06 807UCH07 807UCH08 807UCH09	807UCX01 807UCX02
Training Site AC:		Resident Instruction	Resident Instruction

Lesson Synopsis: The following is a brief synopsis of the course lesson plans:

Lesson Plans

TSP/No.	Title	Synopsis of Lesson Plan
807-UCB01	CST Communications Vehicle Overview	Civil Support Team (CST) Communications Vehicle Overview
807-UCC01	CMCS Documentation	Consequence Management Communications Solutions (CMCS) Documentation Requirement.
807- UCD01	UCS Power Systems	Apply Power to UCS Communications Electronic (CE) Platform
807- UCD02	Configure Power ADVON	Configure Power Settings to ADVON Systems
807-UCD03	MTS	Movement Tracking System (MTS) SHOUT
807-UCD04	UCS Satellite/TV	Unified Command Suite (UCS) Satellite/Local TV System
807-UCE01	Radio Theory	Discuss the theory of the Unified Command Suite (UCS) UCS Radio Theory
807-UCE02	XTS 5000 Portable	Configure the Motorola XTS 5000 Portable Radio
807-UCE03	XTS 5000 Mobile	Configure the Motorola XTS 5000 Mobile Radio
807-UCE04	UCS KVL-3000 Plus Equipment	Program the UCS KVL 3000 Plus Equipment
807-UCE05	WAR/Range Extender	Program Wide Area Repeater (WAR) and Range Extender Equipment
807-UCE06	AN/PRC-117F Equipment	Configure the AN/PRC-117F Radio equipment
807-UCE07	Harris XG100 Radio Equipment	Employ the Harris Unity XG-100 Radio
807-UCE08	AN/PRC-152A Radio Equipment	Configure the AN/PRC-152A Radio
807-UCE09	MICOM Radio Equipment	Configure the MICOM Radio Equipment
807-UCE10	CTM9 MAST Equipment	Program the CTM9 MAST Equipment
807-UCE11	SX-600 Power Meter Equipment	Employ the SX-600 Power Meter equipment
807-UCE12	UCS Scanner/Frequency Counter Equipment	Operate the Scanner and Frequency Counter equipment
807-UCF01	ICRI Equipment	Configure the Incident Commanders Radio Interface (ICRI) Equipment
807-UCF02	TDIS II Equipment	Establish Radio Conference using Tactical Digital Intercom System II(TDIS II)
807-UCF03	ACU Equipment	Employ the ACU Equipment
807-UCG01	COMSEC Awareness	Communications Security (COMSEC) Awareness Training
807-UCG02	COMSEC Rules and Regulations	Communications Security (COMSEC) Rules and Regulations
807-UCG03	SKL Equipment	Simple Key Loader (SKL) equipment
807-UCG04	AN/PRC-117F Load Key	AN/PRC-117F Load Key equipment
807-UCG05	SKL KG-175D Equipment	Operate the Simple Key Loader (SKL) KG-175D equipment
807-UCG06	KIV-7M Equipment	Introduction to the KIV-7M equipment
807-UCG07	KY-99A Equipment	Introduction to KY-99A
807-UCG08	Secure Telephone Equipment	Operate the Secure Telephone Equipment (STE) in Secure Mode
807-UCG09	UCS KG-250 Equipment	Introduction to the KG-250
807-UCG10	Iridium 9505 Equipment	Operate the Iridium 9505 Satellite Phone in Secure Mode
807-UCG11	UCS SIPRNet	Provide Secure Internet Protocol Network (SIPRNet) Services using the Unified Command Suite (UCS)
807-UCC12	Mid Term Situational Training Exercise (STX)	Conduct a Situational Training Exercise (STX)
807-UCH01	ADVON KU-Band Equipment	Employ the ADVON KU-Band Satellite Equipment
807-UCH02	CMCS Services	Employ the Consequence Management Communicatic network services from the ADVON
807-UCH03	DSK Equipment	Employ the Dismounted Strike Kit (DSK)
807-UCH04	SATCOM Equipment	Employ Commercial Satellite Communications (SATCOM) Equipment
807-UCH05	AN/PRC-117F Equipment	Employ AN/PRC-117A Integrated Waveform equipment
807-UCI01	UCS Server	Employ the Unified Command Suite (UCS) Active Directory and Security Server
807-UCI02	UCS CMCS	Employ the Consequence Management Communication System (CMCS) network services from the UCS
807-UCI03	UCS Info Equipment	Unified Command Suite (UCS) Information equipment
807-UCI04	UCS Router Equipment	Unified Command Suite (UCS) Router equipment
807-UCI05	ADVON WPA2	ADVON Wi Fi Protected Access (WPA2) Operations
807-UCI06	Breadcrumb	UCS Breadcrumb
807-UCI07	UCS Downrange Camera	Unified Command Suite (UCS) Downrange Camera

807-UCI08	Polycom VTC	Operate the Polycom Video Teleconference (VTC)
807-UCI09	UCS P2P Link Equipment	Unified Command Suite (UCS) Motorola Point to Point Link System Equipment
807-UCI10	Situational Training Exercise (STX)	Conduct a Situational Training Exercise (STX)
807-UCX 01	Mid Term Written Exam	Comprehensive written test cover all areas of the UCS systems
807-UCX02	End-of-course Exam	Comprehensive written test cover all areas of the UCS and ADVON systems
807-UCA01 Administration	This lessons is designed to present information that pertains to organizing, preparing for and executing the UCS Operator Course.	807-UCA01 Administration

Course Manager Qualifications

The course manager must have the following qualifications:

1. Exercise overall responsibility for the conduct, scheduling, and administration of the UCS Operator Course.

2. Serve as the academic advisor of the Unified Command Suite Operator Course.

Course Manager Guidance

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

1. Ensure required resources are available for presenting the training as scheduled.

2. Ensure that instructors are given the support, materials, training, and equipment they need to conduct and manage the training.

3. Continuously evaluate training/training materials and provide appropriate feedback to the trainers and the USAHD/CS Office.

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

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

6. Obtain required reference materials.

7. Manage all lesson plans so that all Critical Tasks are being trained and tested.

8. Ensure that next fiscal year's class dates are scheduled and inputted into ATRRS.

9. Serve as the POC with HD/CS Office for lesson plan revisions.

10. Annually track lesson plan reviews conducted by departments.

Instructor Qualification/ Certification Requirements

1. All individuals assigned to instructor duties must complete a TRADOC approved instructor-training program as part of the initial certification. Proponent Instructor certification requirements are in accordance with FLW Regulation 350-1, USAHD/CS OFFICES Instructor Certification Policy, and TRADOC Regulation 350-70, Army Learning Policy and Systems. They are as follows:

a. Demonstrate competency and proficiency in the technical and tactical skills required by the POI or lesson outlines. The HD/CS Office is responsible for verification of instructor proficiency through approval of Proponent certification memorandums.

b. Fulfill all proponent requirements as outlined in the Proponent Instructor Certification Policy.

c. Earned high school graduate degree or possess the GED equivalent

d. Successfully complete UCS Operator Course within the last four years.

f. Pass the Foundation Instructor Facilitator Course (FIFC), and Intermediate Facilitation Skills Course (IFSC) or equivalent course (ABIC).

g. Must maintain International Fire Service Accreditation Congress (IFSAC) HAZMAT Technician certification as a technician and technician instructor in accordance with OSHA 1910.120 and Brigade Policy. If instructor has not yet obtained Technician certification, they must be one level higher than material being taught.

h. Possess a SECRET security clearance. The DD Form 254 for this task governs access and use of classified materials and is required for performance.

i. Have three years' experience teaching dedicated line of sight and non-line of sight, and non-secure intra-team radio communication systems in hand held, base station, and vehicle configuration capable of interoperating with military and commercial communication systems.

j. Possess current certifications from Motorola Radio Programming and the following radio template courses:

  1) Trunking concepts
  2) Customer Programming Software
  3) PSS
  4) KVL 3000 (Motorola)
  5) Federal Communications Commission Licensure
  6) Harris AN/PRC-117F Manpack Operator
  7) iDirect Operation Maintenance (installation, operation and maintenance of iDirect HUB and VSAT products)
  8)

Instructor Guidance

1. 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.

2. Each instructor/facilitator must:

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

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

   c. Supervise and guide the learning process.

   d. Provide immediate feedback on student performance, assess student performance, and apply remediation as required.

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

   f. Brief students on the Individual Student Assessment Plan (ISAP) and maintain a copy in the classroom for the student to review.

   g. Brief students on their requirement to comply with safety and environmental protection rules, risk assessments, regulations, laws, personal conduct and course requirements. This will take place during the initial in processing and documented on a DA Form 4856 and placed in their personal files/student records.

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

   i. Counsel and coach students.

   j. Track student progress using the instructor grade book.

   k. Provide appropriate re-training.

   l. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the HD/CS Office training/training development departments.

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

   n. Inform students how they will be evaluated on each block of instruction, to include the Action, Condition, and Standard for each lesson.

   o. Administer tests accurately enter the results on appropriate forms and records.

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

Student Guidance

All students are responsible for the following:

1. Preparing for classes by studying assigned materials and bringing necessary supplies such as a scientific calculator.

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

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

4. Maintaining a proper military bearing in dress and behavior.

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

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

7. All students will complete, by COB of the first day of class, the Student Data Sheet.

The following requirements are necessary to secure and safeguard UCS examinations:

Test Administrator Guidance

1. Appoint an instructor as the Test Administrator (TA) IAW AR 611-5 and an Alternate Test Administrator (ATA) of equal or higher rank. The TA's responsibility is to maintain control over all examination material. Provide the names of the TA and alternate to the MSCoE Test Control Office. Each TA must read and sign acknowledgement of the Test Control Office SOP before TA will be allowed to administer exams.

2. Upon receipt of test materials, the TA conducts a 100 percent quality control check of all examination materials to ensure there are no missing pages and all pages are legible.

3. Each TA is only issued the number of examination materials and answer sheets required to test their students. Inventory the examination materials and answer sheets with the test control officer (TCO) prior to accepting them. The TA is required to sign for exam booklet, answer key, and student review sheets.

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

5. When not in use, store all examination materials in a locked container where only authorized personnel have access to it. Examination materials include the exam booklet, completed answer sheets, and student review sheet.

6. The TA must maintain a copy of the written examination and Test Administration Guide (TAG) at all times during test administration and will administer the exam according to the TAG.

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

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

Required
References

Number	Title	Date
CFR 29 (PART 1910.120)	Hazardous Waste Operations and Emergency Response.	27 Aug 2007
CFR 49	Title 49-Transportation	01 Oct 2017
ERG 2016	Emergency Response Guidebook	01 Jan 2016
NFPA 472 2013 ED	National Fire Protection Association, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2013 Ed	01 Jan 2013
NFPA 472/473 HB	Hazardous Materials/Weapons of Mass Destruction Response Handbook, 2013 Edition	01 Jan 2013
CFR 29 (PART 1910.120)	Hazardous Waste Operations and Emergency Response.	27 Aug 2007
CFR 49	Title 49-Transportation	01 Oct 2017
ERG 2016	Emergency Response Guidebook	01 Jan 2016
FM 7-0	Train to win in a Complex World	05 Oct 2016
NFPA 30	Flammable and Combustible Liquids Code	
NFPA 472/473 HB	Hazardous Materials/Weapons of Mass Destruction Response Handbook, 2013 Edition	01 Jan 2013
NIOSH 2005-149	National Institute of Occupational Safety & Health (NIOSH) Guide to Chemical Hazards	01 Sep 2005
NIST	National Institute of Standards and Technology (NIST) Special Publication 981 (http://www.nist.gov)	17 Mar 2010
ATP 3-11.46 (Change 001, April 06,2015)	Weapons of Mass Destruction - Civil Support Team Operations https://armypubs.us.army.mil/doctrine/DR_pubs/dr_c/ pdf/atp3_11x46.pdf	20 May 2014
ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT	14 Apr 2014
ISBN 0-205-08136-3	Molecular Model Set For Organic Chemistry (Prentice Hall)	01 Aug 1997
ISBN 0-471-38735-5	Hawley Condensed Chemical Dictionary	10 Sep 2001
ISBN 0911910-13-1	The Merck Index An Encyclopedia of Chemicals, Drugs, and Biologicals	01 Oct 2001
NIOSH 2010-168	NIOSH Pocket Guide to Chemical Hazards, Sep 2010	01 Sep 2010
ATP 3-90.37	COUNTERING IMPROVISED EXPLOSIVE DEVICES	29 Jul 2014
FM 3-11.9	POTENTIAL MILITARY CHEMICAL/BIOLOGICAL AGENTS AND COMPOUNDS	10 Jan 2005
TMM, PART 1	Medical Aspects of Chemical and Biological Warfare	31 Jan 1997
Number	Title	Date
ATP 4-02.84	MULTISERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR TREATMENT OF BIOLOGICAL WARFARE AGENT CASUALTIES {MCRP 4-11.1C; NTRP 4.02.23; AFMAN 44-156_IP}	25 Mar 2013
TM 3-6665-426-10	Operator's Manual for Detector Kit, Chemical Agent: M256A2 (NSN: 6665-01-563-7473)	02 Nov 2009
TM 11-6665-251-10	OPERATORS MANUAL FOR RADIAC SET AN/VDR- 2 (NSN 6665-01-222-1425)	01 Mar 1988
TM 11-6665-364-12	OPERATORS AND UNIT MAINTENANCE MANUAL FOR RADIAC SET AN/UDR-13 (NSN 6665-01-407- 1237) (EIC: KYH)	01 Feb 2002

TM 11-6665-365-12&P	OPERATORS AND UNIT MAINTENANCE MANUAL (INCLUDING REPAIR PARTS AND SPECIAL TOOLS LIST) FOR RADIAC SET AN/PDR-77 (NSN 6665-01- 347-6100) (EIC: N/A)	01 Apr 2003
ACP 125 (F)	Communication Instructions Radiotelephone Procedures 5 Sep 01	
ATP 3-11.37	Multi-Service Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Reconnaissance and Surveillance	25 Mar 2013
TM 3-6665-428-10	Operator's Manual for Reconnaissance System, NBC DR-SKO	31 Aug 2016
ATP 3-34.5	Environmental Considerations	10 Aug 2015
HAZMAT	HAZMAT ID System User's Guide	17 Jun 2004
OPER MANUAL	Operator Manual Air Refill Station	
TM 3-6665-456-10	OPERATOR'S MANUAL FOR DETECTOR, CHEMICAL AGENT, AUTOMATIC: JCAD M4A1 {AIR FORCE TO 11H2-25-1, MARINE CORPS TM 11568A-OR, NAVY (NAVSEA) S9437-B2-OPI-010} https://www.logsa.army.mil	29 Jul 2011
RESPONSE GUIDEBOOK	2012 Emergency Response Guidebook (ERG)	01 Jan 2012
DHHS 97-140	National Institute of Occupational Safety and Health (NIOSH), Pocket Guide to Chemical Hazards	01 Jun 1997
PAM 385-61	Toxic Chemical Agent Safety Standards	13 Nov 2012
ST 3-90.15	Tactics, Techniques, and Procedures for Tactical Operations Involving Sensitive Sites	16 Dec 2002
29 CFR 1910.146	Permit Required-Confined Spaces	
NFPA 1006	Standards for Technical Rescue Personnel Professional Qualifications	01 Jan 2017
NFPA 1983	Standard on Life Safety Rope and Equipment for Emergency Services (2006 Edition)	16 Feb 2006

Lesson
Numbers
And Titles

Title	PFN
A Course Overview/Requirements	807SSA01
Civil Support Team Operations	807SSB01
Chemistry for Emergency Response	807SSD01
Radioactive Isotopes and Detection	807SSD08
Explosives and Illicit Use of Chemistry	807SSD11
Biology and Anatomy	807SSD13
Biological Warfare Agents	807SSD14
HAZMAT Operations (2008)	807SSE01
HAZMAT Technician Part 1(2008)	807SSF01
HAZMAT Technician Part 2 (2008)	807SSF02
Identify Chemical Agents Using the M256	807SSG01
Operate Radiological Equipment	807SSG02
Operate Biological Sampling Kit	807SSG06
Operate the Multi-gas Monitor	807SSG07
Operate the HAZMAT ID	807SSG11
Operate the Air Refill Station	807SSG12
Joint Chemical Agent Detector (JCAD)	807SSG13
Rescue Knots	807SSH01
Rope and Related Rescue Equipment	807SSH02
Anchoring and Rigging	807SSH03
Victim Management	807SSH04
Confined Space Operations	807SSH05
Site Entry Operations (Part I)	807SSI01
Sampling Operations (Part I)	807SSJ01
Sampling Operations (Part II)	807SSJ02
Chemical Defense Training Facility	807SSM01
Situational Training Exercise	807SSN01

ANNEX C
Example Training Schedule
Training Schedule Day-by-Day Events

Date	Time	Class	PFN	Primary Instructor	Location	Uniform
	0800-1000	Administrative In processing				
Day 1	1000-1100	Administrative In processing/ Inspection	807SSA01	Bryan	100	ACU
	1100-1200	Lunch	807SSB02		DFAC	ACU
	1200-UTC	Accident Avoidance Class		Madigan	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 2	0800-1100	Chemistry Basics	807SSD02	O'Neill	100	ACU
	1100-1200	Lunch		O'Neill	DFAC	ACU
	1200-1300	Chemistry Basics	807SSD02	O'Neill	100	ACU
	1300-1330	HAZMAT Chemistry basic/ Practical	807SSD02	O'Neill	100	ACU
	1330-1430	HAZMAT Chemistry basic/ Practical	807SSD02	O'Neill	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 3	0600-0700	PT		Class leader	TBD	PT
	0830-1040	Chemistry Chemical & Physical Properties	807SSD07	O'Neill	100	ACU
	1040-1140	Lunch			DFAC	ACU
	1140-1350	Chemistry Chemical & Physical Properties	807SSD07	O'Neill	100	ACU
	1350-1430	Chemistry Chemical & Physical / practical	807SSD07	O'Neill	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 4	0800-1200	HAZMAT Chemistry Salts	807SSD03	O'Neill	100	ACU
	1200-1300	Lunch			DFAC	ACU
	1300-1415	HAZMAT Chemistry Salts	807SSD03	O'Neill	100	ACU
	1415-1445	HAZMAT Chemistry Salts / Practical	807SSD03	O'Neill	100	ACU
	1445-1715	HAZMAT Chemistry Salts / Practical	807SSD03	O'Neill	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 5	0600-0700	PT		Class leader	TBD	PT
	0830-0900	HAZMAT Chemistry Review		O'Neill	100	ACU
	0900-1100	HAZMAT Chemistry Inorganic NON Salts	807SSD04	O'Neill	100	ACU
	1100-1230	Lunch			DFAC	ACU
	1230-1240	HAZMAT Chemistry Inorganic NON Salts/ practical	807SSD04	O'Neill	100	ACU
	1240-1310	HAZMAT Chemistry Inorganic NON Salts/ practical	807SSD04	O'Neill	100	ACU
	1310-1645	Intro to Hydrocarbon Family	807SSD05	O'Neill	100	ACU
Date	Time	Class		Primary Instructor	Location	Uniform

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Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 6	0800-1200	Intro to Hydrocarbon Family	807SSD05	O'Neill	100	ACU
	1200-1300	Lunch			DFAC	ACU
	1300-1730	Chemistry Hydrocarbon Derivatives	807SSD06	O'Neill	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 7	0600-0700	PT		Class leader	TBD	PT
	0830-1200	Chemistry Hydrocarbon Derivatives	807SSD06	O'Neill	100	ACU
	1200-1300	Lunch			DFAC	ACU
	1300-1700	Chemistry Hydrocarbon Derivatives	807SSD06	O'Neill	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 8	0800-1100	Chemistry Hydrocarbon Derivatives	807SSD06	O'Neill	100	ACU
	1100-1200	Lunch			DFAC	ACU
	1200-1430	Chemistry Hydrocarbon Derivatives	807SSD06	O'Neill	100	ACU
	1430-1700	Thermodynamics & Airborne Concentrations	807SSD09	O'Neill	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 9	0600-0700	PT		Class leader	TBD	PT
	0830-0945	Thermodynamics & Airborne Concentrations	807SSD09	O'Neill	100	ACU
	0945-1100	Radioactive Isotopes & Detection	087SSD08	O'Neill	100	ACU
	1000-1200	Lunch			DFAC	
	1200-1300	Radioactive Isotopes & Detection	807SSD08	O'Neill	100	ACU
	1300-1600	Explosives & illicit use of Chemicals	807SSD11	O'Neill	100	ACU
Date	Time	Class		Primary Instructor	Location	Uniform
Day 10	0600-0700	PT		Class leader	TBD	PT
	0830-0900	Chemistry Test Review		O'Neill		
	0900-1100	**Chemistry Test**	807SSD12	O'Neill	100	ACU
	1100-1200	Lunch			DFAC	ACU
	1200-1300	Test Review / AAR		O'Neill	100	ACU
	1300-1500	Biological Warfare agents	807SSD14	O'Neill	100	ACU
	1500-1630	Lab Processes and Glassware I.D.	807SSD12	O'Neill	117A / 117B	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 11	0700-0900	**Chemistry Retest Test**	807SSD12	O'Neill	100	ACU
	0900-1100	Operations	807HMO01	Wagner	100	ACU
	1100-1230	lunch			DFAC	
	1230-1500	Operations	807HMO01	Wagner	100	ACU
	1500-1600	OPS PRACTICAL EXERCISE #1 Hazard and Response Information Station		Wagner		
	1600-1730	Operations	807HMO01	Wagner	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 12	0600-0700	PT		Class leader	TBD	PT
	0830-1200	Operations	807SSE01	Wagner	100	ACU

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Date	Time	Class	PFN	Primary Instructor	Location	Uniform
	1200-1300	Lunch			DFAC	ACU
	1300-1330	Operations	807SSE01	Wagner	100	ACU
	1330-1430			Wagner	100	ACU
	1430-1700	Operations	807SSE01	Wagner	100	ACU
	1630-1700	Operations	807SSE01	Wagner	100	ACU
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 13	0800-0900	Operations	807SSE01	Wagner	100	ACU
	0900-1100	Operations	807SSE01	Wagner	100	ACU
	1100-1200	Lunch	807SSE01	Wagner	DFAC	ACU
	1200-1300	**EQUIPMENT CHECK OUT**				
	1300-1630	Operations	807SSE01	Wagner	100	ACU
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 14	0800-0830	Review Optional		Wagner		
	0830-0930	**Operations test IFSAC**	807SSE01		111	PT
	0930-0945	**Operations AAR**			100	PT
	0945-1115	Operations SCBA	807SSE01/ 807HMO02	Benton	103 Bay	PT
	1115-1215				DFAC	
	1400-1500	Ops Don/Doff/Emergency Decon #4#5	807SSE01	ALL Instructors	TA79V	PT
	1500-1700	Ops Don/Doff/Emergency Decon #4#5	807SSE01		TA79V	PT
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 15	0600-0700	PT		Class leader	TBD	PT
	0700-0800	**Operations Retest**			111	
	0830-0930	JCAD	807SSG01	Rowell	100	ACU
	0930-1000	CCBA	807SSG03	Wagner	100	ACU
	1000-1100	BT650	807SSG05	Wagner	100	ACU
	1100-1200	Lunch			DFAC	ACU
	1200-1400	RMX / FTIR		Benton	100	ACU
	1400-1500	Operate the Multi-gas Monitor	807SSG07	Benton	100	ACU
	1500-1600	HAZMAT ID	807SSG11	Glenn	100	ACU
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 16	0800-1000	AN/VDR-2	807SSG02	Wagner	100	ACU
	1000-1100	AN/PDR-77	807SSG02	Madigan	100	ACU
	1100-1200	Lunch			DFAC	ACU
	1200-1300	Gamma Spec	807SSG06	Wagner	100	ACU
	1300-1400	Operate the MAKO refill station	807SSG12	Benton	100	ACU
	1400-UTC	Road Test Trucks and Gators		Madigan	100	ACU
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 17	0600-0700	PT		Class leader	TBD	PT
	0830-0930	HAZMAT TECH PT 1	807SSF01	Madigan	100	ACU
	0930-1000	Tech 1 PE #1/2 Container/Construction ID	807SSF01	Madigan	100	

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Date	Time	Class		Primary Instructor	Location	Uniform
	1000-1200	Tech 1 PE #1/2 Container/Construction ID	807SSF01	Madigan	100	
	1200-1300	Lunch			DFAC	ACU
	1300-1530	HAZMAT TECH PT 1	807SSF01	Madigan	100	ACU
	1530-1700	Tech 1 PE. #3 Sampling an unknown	807SSF01	Madigan	100	
Date	**Time**	**Class**		**Primary Instructor**	**Location**	**Uniform**
Day 18	0800-0930	Tech 1 skills test. #3 Sampling an unknown	807SSF01	Madigan	100	
	0930-1030	HAZMAT TECH PT 1	807SSF01		100	ACU
	1030-1100	Tech 1 PE #4 Signs and Symptoms	807SSF01	Madigan	100	
	1100-1200	Tech 1 Skills test. #4 Signs and Symptoms	807SSF01	Madigan	100	
	1200-1300	Lunch			DFAC	ACU
	1300-1500	HAZMAT TECH PT 1	807SSF01	Madigan	100	ACU
	1500-1530	Tech PE. #5 Public response options	807SSF01	Madigan	100	
	1530-1630	Tech PE #5 Public response options	807SSF01	Madigan	100	
	1630-1700	Test Review				
Date	**Time**	**Class**		**Primary Instructor**	**Location**	**Uniform**
Day 19	0600-0700	PT		Class leader	TBD	PT
	0830-0930	Tech 1 Test	807SSF01		111	ACU
	0930-0945	**Tech AAR**	807SSF01	Madigan	100	ACU
	0945-1115	HAZMAT TECH PT 1 ELO C&E	807SSF01	Madigan	100	ACU
	1115-1215	Lunch			DFAC	ACU
	1215-1515	HAZMAT TECH PT 2 ELO A	807SSF02	Glenn	100	ACU
	1515-1545	Tech II PE. #1 Determining Protective Clothing	807SSF02	Glenn	100	ACU
	1545-1615	Tech II Skills Text #1 Determining Protective Clothing	807SSF02	Glenn	100	ACU
	1615-1715	**Tech 1 Retraining**		Madigan	100	ACU
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 20	0600-0700	PT		Class leader	TBD	PT
	0700-0800	**Tech 1 Retest**			111	
	0830-1000	HAZMAT TECH PT 2	807SSF02	Glenn	100	ACU
	1000-1200	HAZMAT TECH PT 2	807SSF02	Glenn	100	
	1200-1300	Lunch			DFAC	ACU
	1300-1430	HAZMAT TECH PT 2	807SSF02	Glenn	100	ACU
	1430-1500	Tech II PE #2 Plan of Action	807SSF02	Benton	100	
	1500-1600	Tech II Skills Test. #2 Plan of Action	807SSF02	Benton	100	
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 21	0800-1100	Decon set up and walk through / LIDS	807SSF02	Wagner		PT
	1100-1230	Lunch			DFAC	
	1230-1630	Tech II Skills Test. #3Mass Decon / LIDS	807SSF02	All Instructors	TA79M	PT/PPE
	1630-1730	Decon tear down and clean up				PT

Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 22	0800-1200	Tech II PE. #5,6 leaks/Mit	807SSF02	All Instructors	TA79M	PT
	1200-1300	Lunch			DFAC	
	1300-1700	Tech II PE #5,6 leaks/Mit	807SSF02	All Instructors	TA79M	PT/PPE
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 23	0830-0830	HAZMAT Tech Review		Glenn	100	PT
	0900-1000	HAZMAT Tech pt. 2 Test	807SSF02		111	
	1000-1015	Tech PT 2 AAR		Glenn	100	
	1015-1115	Movement and Set up trucks and equipment		All Instructors		
	1115-1215	Lunch				
	1215-1615	Tech II Skills Test. 3,5,6 Mitigation	807SSF02	All Instructors	TA79M	PT/PPE
	1615-1715	Technician AAR / Technician 2 Retraining		Glenn		
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 24	0600-0700	PT		Class leader	TBD	PT
	0700-0800	Tech 2 Retest	807SSF02		111	ACU
	0830-1100	Site Entry Operations	807SSI01	Bryan	100	ACU
	1100-1200	Lunch	807SSI01		100	ACU
	1200-1630	Site Entry Operations	807SSI01	Bryan	100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 25	0600-0700	PT		Class leader	TBD	PT
	0830-0930	Sampling Pt I	807SSJ01	Bryan	101A	ACU
	0930-1030	DOD BSK	807SSG06	Bryan	101A	
	1030-1200	Sampling Pt II	807SSJ02	Bryan	101A	ACU
	1200-1300	Lunch			DFAC	ACU
	1300-1530	Sampling Pt II	807SSJ02	Bryan	101A	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 26	0800-0830	Mission Brief	807HMT02	All Instructors		PT/PPE
	0830-1200	Tech Final FTX	807HMT02	All Instructors	TBD	PT/PPE
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 27	0600-0700	PT		Class leader	TBD	PT
	0830-1100	Rescue Knots	807SSH01	Rowell	Room 100	ACU
	1100-1230	Lunch			DFAC	ACU
	1230-1630	Ropes and Related Rescue Equipment	807SSH02	Benton	Room 100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform
Day 28	0800-0900	Rescue Knots	807SSH01	Rowell	Room 100	ACU
	0900-1100	Anchoring and Rigging	807SSH03	Rowell	Room 100	ACU
	1100-1230	Lunch			DFAC	ACU
	1230-1630	Mechanical Advantages	807SSH02	Benton	Room 100	ACU
Date	Time	Class	PFN	Primary Instructor	Location	Uniform

Day 29	0600-0700	PT		Class leader	TBD	PT
	0830 - 0930	Rescue Knots	807SSH01	Rowell	Room 100	ACU
	0930 - 1200	Patient Packaging / Victim Management	807SSH03	Benton	Room 100	ACU
	1200 - 1300	Lunch			DFAC	ACU
	1300 - 1600	Patient Packaging / Victim Management	807SSH04	Benton	Room 100	ACU
	1600 - 1630	Equipment Cleanup / Pack		Benton	Room 100	ACU
Date	**Time**	**Class**		**Primary Instructor**	**Location**	**Uniform**
Day 30	0700 - 1000	Confined Space Operations Situational Training Exercise	807SSH04	Benton	Room 100	PT
	1000 - 1145	Permit Required Confined Space	807SSH05	Benton	Room 100	PT
	1145 - 1245	Lunch			DFAC	PT
	1245 - UTC	Permit Required Confined Space Practical Exercise	807SSH05	Benton	Room 100	PT
Date	**Time**	**Class**		**Primary Instructor**	**Location**	**Uniform**
Day 31	0600-0700	PT		Class leader	TBD	PT
	0830 - 0900	Confined Space Operations Written Exam	807SSH05	Benton	Room 100	ACU
	0900 - 1130	Confined Space Operations Performance Exam	807SSH05	Benton	Room 100	ACU
	1130 - 1300	Lunch			DFAC	ACU
	1300 - 1630	Confined Space Operations Performance Exam	807SSH05	Benton	Room 100	ACU
	1630 - 1645	Confined Space Module Review	087SSH05	Benton	Room 100	ACU
		CDTF Brief	807SSM01	Bryan		PT
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 32	0800 - 1100	Patient Packaging / Victim Management / Practical Exercise	807SSH05	Benton		PT
	1100-1200	Lunch			DFAC	ACU
	1200-UTC	Patient Packaging / Victim Management / Practical Exercise	807SSH05	Benton		PT
Date	**Time**	**Class**		**Primary Instructor**	**Location**	**Uniform**
Day 33	0815-UTC	Movement to Site	807SSN01	Madigan	TA79M	PT/PPE
		FTX	807SSN01	Wagner	TA79M	PT/PPE
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 34	0545-0620	Movement to CDTF	807SSM01	Benton		ACU
	0630-UTC	CDTF	807SSM01	Benton		ACU
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 35	0800-0815	Movement to Site	807SSN01	Madigan	TA79M	PT/PPE
	0815-UTC	FTX		Wagner		
Date	**Time**	**Class**	**PFN**	**Primary Instructor**	**Location**	**Uniform**
Day 36	0800-0815	Movement to Site	807SSN01	Rowell	TA79M	PT/PPE

Date	Time	Class	PFN	Primary Instructor	Location	Uniform
	0815-UTC	FTX		Benton		
Day 37	0800-UTC	Equipment turn in				
		Final AAR and Computer AAR			Rm. 100	
Date	0800-UTC	Graduation				
Day 39						

Introduction

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

2. Scope: This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director, HD/CS Office.

ISAP Orientation

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

Academic Administration

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

2. Passing Score. Performance-based objectives are examined through independently scored computer-based evaluations. The passing score for these evaluations shall not be less than 80% to achieve certification. See below guidance for course graduation requirements. Manipulative skills objectives are examined through a process of practical evaluations, which are graded on a GO/NO GO basis.

3. Exam Failures and Retest:

    a. Performance Test Initial Test Failure: If a student fails the initial test, they will receive a written counseling statement from his/her instructor, which is reviewed by the Sr. Instructor. The respective chief instructor will be notified; who in turn will ensure the Tech Director, IRTD is aware of the test failure.

    b. Counseling: Counseling for a test failure is specific to include the amount of retraining, which instructor will conduct the retraining, the method of retraining, and the time and place the retest will be administered. Retraining is mandatory for all test failures.

    c. Written: Retests failures will be conducted within 1-3 academic days of retraining of the initial test failure.

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

    d. Performance Evaluations: Retest for performance evaluation failures will be conducted within 1-3 academic days of retraining on the initial test failure.

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e. Students may attempt each knowledge test (Written) twice within one course attendance.

f. HAZMAT Certification test: Students may attempt each Certification test twice within one course attendance. If the student enrolls in another class or course they must attend all the HAZMAT instruction in the module for that level and take all tests for that level again with the limit of two test attempts in order to achieve certification.

NOTE: Remediation on every TLO not mastered on the first test is mandatory. After remediation at least one re-test on each TLO is mandatory.

g. Failure of a retest:

(1) The student will receive formal (written) counseling from the Instructional Division Chief or Senior Instructor.

(2) The student will receive formal notification of the initiation of a student status review from the IRTD Tech Director. The IRTD Tech Director will prepare and submit a student status review with possibility of being dropped from the course to the Director, HD/CS Office (Appendix B).

Graduation Requirements

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

a. Must score at least 80% (on initial tests or retests), and receive a "GO" on all performance evaluations.

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

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

Academic Grading and Test Plan

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

a. HAZMAT Chemistry Test: 807SSD12, (at least 80%)
- Students will be given a 100 question Multiple Choice Test
- Students will be given 2 hours to complete this test.

b. HAZMAT Operations (807SSE01)

(1) HAZMAT Operations 1 Cert Test: Minimum score 80%
- Students will be given a 50 question, Multiple Choice Test

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- Students will be given 1 hour to complete this test.

(2) Performance Evaluation 1, Hazard and Response Information: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(3) Performance Evaluation 2, Estimating Potential Harm: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(4) Performance Evaluation 3, Determine PPE: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(5) Performance Evaluation 4, Don/Doff PPE/SCBA: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(6) Performance Evaluation 5, Emergency Decon Procedures: (Go/No Go)
- Students will be given scenario-based tasks in a field environment

c. HAZMAT Technician 1 (807SSF01)

(1) HAZMAT Technician 1 Cert Test: Minimum score 80%
- Students will be given a 50 question, Multiple Choice Test
- Students will be given 1 hour to complete this test.

(2) Performance Evaluation 1, ID Hazardous Material Containers: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(3) Performance Evaluation 2, ID Hazardous Mat. Construction: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(4) Performance Evaluation 3, Sampling Unknowns: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(5) Performance Evaluation 4, Signs and Symptoms of Exposure: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

(6) Performance Evaluation 5, Public Response Options: (Go/No Go)
- Students will be given scenario-based tasks in a field environment

d. HAZMAT Technician 2 (807SSF02)

(1) HAZMAT Technician 2 Cert Test: Minimum score 80%
- Students will be given a 50 question, Multiple Choice Test

- Students will be given 1 hour to complete this test.

    (2) Performance Evaluation 1, Determine PPE, Technician :
(Go/No Go)
- Students will be given scenario-based tasks in a field environment.

    (3) Performance Evaluation 2, Plan of Action: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

    (4) Performance Evaluation 3, Mass Decon: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

    (5) Performance Evaluation 4, Inspect /Use Chemical Protective
Clothing: (Go/No Go)
- Students will be given scenario-based tasks in a field environment.

    (6) Performance Evaluation 5, Containing Leaks: (Go/No Go)
- Students will be given scenario-based tasks in a field environment

    (7) Performance Evaluation 6, Mitigating a HAZMAT Incident:
(Go/No Go)
- Students will be given scenario-based tasks in a field environment

e. Module G, Equipment

    (1) Performance Evaluation, Operate M256 Kit: (Go/No Go)
- Students will perform in accordance with the lesson plan.

    (2) Performance Evaluation, Operate Rad Equipment (Go/No Go)
- Students will perform in accordance with the lesson plan.

    (3) Performance Evaluation, Operate Bio Sampling Kit: (Go/No Go)
- Students will perform in accordance with the lesson plan.

    (4) Performance Evaluation, Operate Multi-gas Monitor: (Go/No Go)
- Students will perform in accordance with the lesson plan.

    (5) Performance Evaluation, Operate HAZMAT ID: (Go/No Go)
- Students will perform in accordance with the lesson plan.

    (6) Performance Evaluation, Operate Air Refill Station: (Go/No Go)
- Students will perform in accordance with the lesson plan.

    (7) Performance Evaluation, Operate JCAD (807SSG13): (Go/No
    Go)
- Students will perform in accordance with the lesson plan.

    g. Module H, Confined Space Operations / Rope Rescue

(1) Confine space operation written examination: Minimum score 80%
- Students will be given a 50 question, Multiple Choice Test

(2) Performance Evaluation, Confined Space: (Go/No Go)
-Students will be given scenario-based tasks in a field environment.

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

Report Card

Instructor		
Name/Symbol: _____		
By signing I certify these students have received the training indicated on this report.		
Signature _____		

Last Name, First, MI	Study Group Alphabet / Group	Sandwich	T	JR	111-11-1111 / 022-22-2222
1st-Determine PPE Tech			G	N/A	
2nd-Determine PPE Tech			NG		
1st-Plan of action Tech			G		
2nd-Plan of action Tech					
1st-Decontamination Tech					
2nd-Decontamination Tech					
1st- Implement Medical Response					
2nd- Implement Medical Response					
1st-Inspect/Use Chem Prot. Clothing					
2nd-Inspect/Use Chem Prot. Clothing					
1st-Sampling Leaks Tech					
2nd-Sampling Leaks Tech					
1st-Mitigating Haz-Mat Incident					
2nd-Mitigating Haz-Mat Incident					
1st-Tech 1 (Written)					
2nd-Tech 20 (Written)					

To the student: By signing I not certify you have received the training indicated on this report

Student Signature _____

Reclama Procedures

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

    a. Individual Reclama.

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

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

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

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

STUDENT INQUIRY FORM

FILL IN YOUR NAME AND COMPLETE MAILING ADDRESS BELOW

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

INDIVIDUAL STUDENT EFFORT (ISE) COURSE TITLE		ISE NUMBER

ADDRESS			PHONE NUMBER COMM
	ZIP CODE	DSN	

Please check your inquiry area(s) below.

LESSON OR EXAM IN ERROR WITH –

- ☒ Field Manual Procedures
- ☒ Doctrine
- ☒ Technical Manual
- ☒ Equipment Specifications

CONFUSING CONTENT

- ☒ Example
- ☒ Organization
- ☒ Wording
- ☒ Situation
- ☒ Illustration
- ☒ Chart
- ☒ Figure
- ☒ Table
- ☒ Other _____
  (Please explain)

COMMENTS:

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

Student Status Reviews

1. Student Status Review (SSR), is the procedure the USAHD/CS Office uses to determine the retention or elimination of students having academic, disciplinary, or any other problem that may affect their continued attendance in UCS Operator Course. Examples SSR are contained in Appendix 1 to Annex D.

2. Any member of the USAHD/CS Office staff or faculty, equal to or senior to the student, may request a review of a student's status for any of the reasons listed below and will submit recommendations in writing through the Technical Director, IRTD, to the Director, HD/CS Office. The student is allowed to provide input for consideration during the review.

3. Students fall under UCMJ actions for Title 10 Personnel and Individual State MCM actions. Parent state MCM is still in effect for Title 32 ACR personnel while attending the UCS Course.

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

   a. Fails any initial exam.

   b. Fails a retest of any exam. One retest may be administered after remedial training.

   c. Fails to achieve a requirement for graduation (including the Army Physical Fitness Test or height/weight/body fat standards).

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

   e. Has authorized absences (i.e. emergency leave) that cause him or her to miss critical training. The Director, HD/CS Office, approves absences in excess of 8 academic hours.

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

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

   h. Is habitually tardy.

   i. Is suspected of cheating or committing plagiarism.

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

k. For USAR/ANG Soldiers, TRADOC Form 350-18-2-R-E, dated April 2016, "The Army School System (TASS) Unit Pre-Execution Checklist, must be completed and signed by the commander. A diagnostic APFT must be administered with 60 days of scheduled departure for school."

(1) A National Guard student will be withdrawn from the course and returned to their unit. They will not be allowed to receive credit for the course and will have to do a complete recycle with a new UCS Operator class.

l. Height/Weight/Body Fat Standards. IAW AR 600-9 and AR 350-1, UCS students may enter the course if not in compliance with the standards established; however, the student has 30 days to comply with the standards. (The student may have to attend a nutrition class and/or perform remedial training) The company commander will enroll the student in the Army Weight Control Program and flag the student's records if they are not in compliance by the end of the course. After 30 days, the company commander will assess the student for satisfactory progress. The instructor will initiate a Student Status Review if the student does not comply with AR 600-9 prior to graduation.

m. Violates any aspects of the Honor Code or cannot maintain high standards of appearance, bearing, and professionalism required of a U.S. Army Soldier or U.S. Air Force Airman.

n. Fails to adhere to all policy letter requirements.

4. The instructor will prepare the Student Status Review package IAW this CMP and forward through the following chain: and forward through the Technical Director, IRTD, and then to Director, HD/CS Office for disposition for disposition. Once a student is notified of the initiation of an SSR, that student is allowed no less than 48 hours to provide a statement to be included in the SSR (this statement is not require and can be waived upon student request).

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

**Student
Tracking**

1. The instructor will be responsible for tracking and inputting hours missed by the student. The instructor will inform the company commander at the time the student reaches eight hours of missed training.

2. The instructor will track student's progress on performance evaluations and certification test. After the last evaluation has been completed the students will sign the report card and turn into HD/CS Office Compliance Officer (Annex E).

3. Once a student has missed 8 critical hours an SSR must be completed.

4. The UCS Operator Course Instructor will receive the alpha roster from ATRRS, a week prior to start date in order to begin the student tracking process for the Incident Response Training Department.

**End of Course
Feedback**

1. Each graduate of this course will have the opportunity to complete an "End-of Course Critique" prior to graduation. Graduates will be solicited for feedback so they may help improve the presentation of the learning material. (AR 350-1, 3-20 paragraphs C, 350-70, 6-5 paragraph G).

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

ATSN-CM   DATE

MEMORANDUM THRU

Chief, IRTD, Fort Leonard Wood, MO 65473

FOR Director, Homeland Defense/Civil Support Office, Fort Leonard Wood, MO. 65583

SUBJECT: Student Status Review on SSG Doe, John

1. Recommendation: Initiate a SSR on SSG Doe (123-45-6789) 3. Reference: IAW the Course Management Plan, Annex D, "A student that fails a retest must be recommended for a Student Status Review."

2. Background: On 04 November 2014, SSG Doe failed the Incident Command exam, scoring a 76%. He was retested on another version of the exam on 09 November 2014 and failed again with a score of 76%.

3. INSTRUCTOR Assessment:

      a. SSG Doe maintains an 84.92% academic average and is 15 of 20 students

      b. SSG Doe is a center mass officer. He is a professional and contributed well during the Common Core block but has struggled in the Technical Block.

      c. SSG Doe is within height/weight standards IAW AR 600-9.

4. My assessment of SSG Doe's performance is marginal. I recommend that the chain of command authorize disenrollment from HD/CS OFFICE UCS XX-XX as a non-graduate.

5. POC is the undersigned at 573-563-XXXX or xxxxx.mil@mail.mil

                    XXXXXX
                    CIV
                    Instructor

ATSN-CM   DATE

MEMORANDUM FOR Director, Homeland Defense/Civil Support Office

SUBJECT: Student Status Review Recommendation WO1 Doe

    1. I concur/do no concur for the following reason(s):

    2. I recommend the following action(s):

                    XXX
                    CIV
                    Chief, IRTD

ATSN-CM   DATE

MEMORANDUM FOR SSG Doe (XXX)

SUBJECT: Student Status Review

1. I am recommending a review of your student status to the Director, Homeland Defense/Civil Support Office.

2. A copy of this package will be forwarded to the Director, HD/CS Office.

3. You may, not later than 0800 on 18 November 2017, submit to me any written statements or other documents you deem appropriate for inclusion in the packet.

4. The Director, HD/CS Office is authorized, based upon review of the package submitted, to conduct any such inquiry, as he/she deems appropriate in order to determine your status as a student. His/her determination may include ordering your elimination from the course. You may appeal this decision IAW USAHD/CS Office.

                                        XXX
                                        CIV
                                        Instructor

RECEIPT ACKNOWLEDGED

SIGNATURE_____

PRINT NAME: XXX, Student

DATE: XXX

ATSN-CM   DATE

MEMORANDUM FOR USAHD/CS OFFICE

SUBJECT: Student Status Review Decision

1. In accordance with the Course Management Plan, I have reviewed the Student Status Review (SSR) packet of SSG Doe, John, HD/CS OFFICE Unified Command Suite Operator Course (UCS Class 01-18). Based on my evaluation of SSG Doe SSR:

    _____ Initiate involuntary separation

    _____ Retain in course

    _____ Recycle to class _____

    _____ Dismissal from course

    _____ Branch transfer (if applicable)

    _____Other

2. POC is Mr./Ms. XXXX at 573-563-XXXX or xxxxxxx.mil@mail.mil

              XXXX
              CIV
              Homeland Defense/Civil Support Office

ATSN-CM   DATE

MEMORANDUM FOR RECORD

SUBJECT: Student Status Review Decision

1. Following an appeal from WO1 XXX, and In accordance with the Course Management Plan, I have reviewed the Student Status Review (SSR) packet of SSG Doe, John, HD/CS OFFICE Unified Command Suite Operator Class 01-18. Based on my evaluation of WO1 XXX SSR:

_____ Initiate involuntary separation

_____ Retain in course

_____ Recycle to class _____

_____ Dismissal from course

_____ Branch transfer (if applicable)

_____ Other

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

                              XXX
                              CIV
                              USAHD/CS OFFICE Director

UNIFIED COMMAND SUITE COURSE INSTRUCTOR FEEDBACK QUESTIONNAIRE

DATE_____ NAME & RANK (OPTIONAL) _____

MOS_____ UNIT (OPTIONAL) _____

We would appreciate your comments about the _____ Training Course that you have just conducted. Your input will help us improve the course.

1. Have you completed a TRADOC-approved instructor training and/or small group leader instruction course?

Instructor Training Course: Yes_____ No ____

Small Group Leader Instructor Training Course: Yes_____ No ____

2. How many years of instructor experience do you have?

Active Army _____ USAR/ARNG_____

3. Did the Instructor Guide give you all the information needed to manage this course?

Yes_____ No _____ If you checked "No" please explain.

4. Did the lesson plans give you all the information needed to conduct the training?

Yes_____ No _____ If you checked "No", list the lesson plans that were not adequate and explain what is lacking.

5. Were you resourced with all equipment and materials required to present the training?

Yes____ No _____ If you answered "No" please explain.

6. What changes can you suggest to improve the training that you conducted? Include comments on instructional materials and course procedures. You may continue on a plain sheet of paper.

UNIFIED COMMAND SUITE COURSE STUDENT FEEDBACK QUESTIONNAIRE
(Con't.)

DATE_____ NAME & RANK (OPTIONAL) _____

UNIFIED COMMAND SUITE COURSE Class #_____

We would appreciate your comments about the course that you have just completed. Your comments will be carefully considered as the lessons are reviewed and revised annually. Your comments are important.

As a minimum, please comment on the following:

1. Which lessons were particularly useful?

2. Which lessons posed problems? Indicate the problems and provide suggestions on how they might be overcome.

3. What feature(s) of the course did you like best?

4. What feature(s) of the course did you like least?

5. What suggestion(s) do you have for the instructor(s) to assist in improving performance?

6. What types of instructor assistance were most helpful?

7. Did the training meet your needs? If it did not, please indicate how and why.

8. Do you have any suggestions to make this training more useful to future students?

9. If you could change one thing about the training, what would you change?

Remarks_____

_____

_____

_____

You do not need to sign this sheet, but please turn it in. You may use a separate sheet of paper if more room is.

Purpose   This Annex defines and identifies the intent and principles of the U.S. Army HD/CS OFFICE Honor Code.

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

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

Explanation   1. Plagiarism.
of terms

a. The Random House College Dictionary (First Edition) defines plagiarism as, "The appropriation of the language, ideas, and thoughts of another author and representation of them as one's original work." This would include the extraction of portions of reference material and submitting it as one's own work on book reports, essay papers, etc., and not crediting the original author or publisher.

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

2. False statements. An individual's word is his/her bond, whether under oath or in casual conversation, and whether or not the statement is meant to deceive. Any statement made is expected to reflect the whole truth without distortion or withholding of any facts.

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

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

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

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Violations

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

1. When a student is suspected of cheating, the instructor or individual making the observation must collect available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the Chief, IRTD. The Chief, IRTD, will review all available evidence. If, after reviewing all material, the Director of Instruction believes cheating has occurred, a student status review will be initiated.

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

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

1. Training Departments (HD/CS, IRTD)

Test Administration Procedures

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

b. Conduct a review of the examination. Ensure that all questions are reviewed to eliminate any uncertainty on the student's behalf.

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

(1) Use alternative forms of each examination.

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

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

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

General Instructions

1. Testing and Tests.

Test Administration Guide

a. Students will take performance-based exams in this course. The tests are: 807SSD12 HAZMAT Chemistry Exam, and 807SEE01, HAZMAT Operations 1 Certification Exam, and 807SSF01, HAZMAT Technician 1 Exam.

b. Hands-on performance skills tests are administered during throughout the course. The ISAP is listed in Annex D of this document. Students are graded as GO/NO GO by the instructor assigned to their team for the skills tests. The Instructor should conduct a mini-After Action Review (AAR) with their team throughout the course providing continuing feedback to the student.

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

3. Test Types. In addition to checks on learning conducted during training sessions, two types of tests are given throughout the course.

a. Performance based written exam. Written exams are used to determine the degree of knowledge a person has about a subject. Retesting is required if the student scores less than 80% exam. If a retest is required, the test must be conducted during non-class hours. A student will be recommended to be dropped

from the course if their retest scores are less than 80%. Test material should be regarded as sensitive and handled accordingly.

b. Performance Tests. A performance test is used to determine if a student can perform a manual task correctly. This kind of test is most often used to determine if a student can conduct briefings to include Appendix 10 to Annex E, create operations orders, and properly setup, operate, maintain, or dismantle a piece of equipment. To pass the test, students must complete the critical components of the tasks with 100% accuracy the first time they are tested. Retraining and retesting are required if the student scores less than 100% on the first exam. An instructor must be sensitive to the different ways some problems can be solved, and to the difference between critical and non-critical test components, and should score the test accordingly. Students who make mistakes on, or omit any critical step should receive a NO GO rating. Students who make mistakes only on non-critical steps should receive verbal correction, but still receive a GO rating for the task. A student will be dropped from the course if the task is not correctly completed the second time. The recommendation to drop a student resides with the Director, HD/CS Office through the SSR procedures.

4. Retraining/Retesting. If a student does not pass a test the first time, he or she should be given retraining before the retest.

a. Different test versions should be used for retesting.

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

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

Duties Before The Test Period

1. Test/Test Material. Collect and inspect the exam materials and ensure that sufficient number of exam folders (containing an exam booklet and AIMS answer sheets), scratch paper, pencils, and other testing materials, are on hand. The Test Administrator is responsible for the SECURITY OF EXAMS/EXAM MATERIAL while it is signed out from the MSCoE Test Control Office. The TA will use only proponent test material in preparation for or during the administration of tests.

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

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

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

5. Elsewhere on the white board, place:

TIME START _____ HRS/MIN.

TIME STOP _____ HRS/MIN.

TIME REMAINING _____ HRS/MIN.

As of _____

Duties During the Test Period

1. Unauthorized personnel will <u>NOT</u> 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.

2. Issue Test. After the students have arrived and are seated, issue exam folders to each student before testing. The Test Administrator (TA) must ensure the CORRECT folders are issued. The Test Administrator will state:

"PLEASE KEEP THESE EXAM FOLDERS CLOSED UNTIL EVERYONE HAS A COPY AND I CAN TAKE YOU THROUGH THE INSTRUCTIONS."

3. 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).

4. Testing Times. Record the starting and stopping times where all soldiers can see them. Update the time remaining on the white board periodically during the test period. When one-half of the test period has elapsed, the Test Administrator will say "ATTENTION. YOU HAVE XX MINUTES IN WHICH TO FINISH YOUR

EXAM." The Test Administrator must give a similar warning verbally when there are 15, then 5 minutes remaining in the test period.

5. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor/TA (more than 20 students will require 2 Proctors/TAs). Maintain no talking and movement discipline.

6. Students are allowed to leave the test room <u>one at a time</u> to use the latrine or as deemed necessary. Before leaving, however, they must notify a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above, and the Proctor/TA will collect the student's exam materials.

7. The Test Administrator may answer questions of a general nature concerning test procedures. Questions about specific test questions should be answered

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with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION/PERFORMANCE STEP."

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

Duties After the Test Period

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

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

3. Inspect the test answer sheets (AIMS) to ensure the following:

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

   b. All erases are clean and thorough.

   c. No stray marks on the AIMS sheet.

Note: Do not use the AIMS sheet as scratch paper

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

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

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

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

<center>

Section II: Instruction to Students for AIMS Exams on paper
(TO BE READ <u>VERBATIM</u> BY THE TEST ADMINISTRATOR)
</center>

Student Instructions

1. Please <u>DO NOT</u> 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. <u>DO NOT</u> use ink or ballpoint pen.
4. Orient your AIMS answer sheet so that the words AIMS ANSWER SHEET is in the top right corner.

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5. In the upper right corner of the AIMS answer sheet, print the **three-digit bolded** portion of the exam booklet number that is located on the label in the upper right corner of the exam folder (e.g. **013**).

6. On the AIMS answer sheet, print your name, (LAST, FIRST, MI) rank, course, and class in their corresponding space.

7. Print your social security number below the blocks labeled Social Security Number. Print only one digit in each block. DO NOT leave a space between digits. Blacken the circle in each column that contains the digit you have placed in the block above.

8. Print the six-digit AIMS Test number below the blocks labeled Test Number. Print only one digit in each block. DO NOT leave a space between the digits. Blacken the circle in each column that contains the digit you have placed in the block above. The Test Number is [VERSION A] – **000000**, [VERSION B] - **000000**.

9. DO NOT mark in "Page No." block or the block marked "Instructor Use Only."

10. Mark only one correct response for each question on the AIMS answer sheet. Blacken the circle that corresponds with your response. When more than one response appears to be correct, choose the response that best answers the question. Multiple responses per question will be scored as a blank response and graded as an incorrect response. Your grade is based on the number of correct responses.

11. Are there any questions on how to fill out the AIMS answer sheet, or on how to indicate your responses on the AIMS answer sheet?

12. Page check your exam booklet; there should be a Title/Cover page and pages **EA-__** through **EA-__** (EA or EB for Versions A or B). The questions are numbered 1 through ___. Ensure that your exam booklet/exam materials have not been marked on.

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

14. You may leave the room to go to the latrine or any reason deemed appropriate by the Proctor. You must receive permission from the Test Administrator or Proctor by raising your hand. You will NOT take anything with you. Close the exam booklet with the AIMS answer sheet with exam inside and drop it off with the Proctor/TA once you have permission to leave.

15. If you must leave the room for a reason other than stated above, your exam will be terminated and you will retest at a later date.

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

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

18. If you have any questions during the test, raise your hand and I will come to you. I will only be able to answer general administrative questions about the test. Remain seated throughout the test.

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

20. When you have completed the test, check your AIMS answer sheet to ensure that you have selected a response for each question. Then turn all exam materials in to the Proctor, place a new AIMS answer sheet in with the exam booklet, and quietly gather up your personal effects and leave the room. You may NOT reenter the room until the test is completed. Do Not discuss this test with other students of other classes. It is your duty to report any observation of a student providing exam information to another student of your class or another class.

21. You must make a score of 80 percent 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.

The following exam procedures will be adhered to:

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

Scoring, Retest, and Academic Failure Procedures

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 the Individual Student Assessment Plan (Annex C).

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

Listed below are some administrative things you will need to know while attending the Unified Command Suite Course. Any questions pertaining to this Student Guide can be address to the Chief, Training Development, (573) 563-6038, or e-mail, peter.j.vega.civ@mail.mil.

IN-PROCESSING: You must bring the following documents with you when you in-process:

Students will bring 5 copies of your orders, amendments and a copy of any advanced travel payments you received.

- Bring your optical/inserts.
- Prescribed Clothing and Equipment
- DA Form 348, military driver's license, and civilian driver's license
- Students reporting without the above listed documentation will be given time to get the items needed for the course.
- Health records
- Current over age 40 physical
- Respiratory assessment (conducted within 90 days of course start date)

BILLETING: As stated in Fort Leonard Wood Institutional Training Directed Lodging and Meal Policy Army students in this course are covered under Instituational Training Directed Lodging and Meal Policy (ITDLMP, formerly MTSS). Prior to arrival contact Intercontinental Housing Group (IHG) Office for assignment of quarters. The phone number for IHG is (573) 596-0999 or toll free (800) 677-8356. IHG Office is located in the Soldier Service Center, Building 470, West 4th Street and Constitution Avenue (see enclosed map). All students regardless of grade are carried in a student status. Students will not obtain off post lodging. If post lodging is unavailable the G3 Registrar will block rooms at government contracted hotels for the duration of your class. All off-post student room requirements will be handled by the G3 Registrar Office.

DINING FACILITY: TDY students will eat in the dining facility located in the vicinity of the school, and provided a meal card five days a week.

MAIL: To receive mail use the following address on all mail:

Incident Response Training Department (IRTD)

Homeland Defense/Civil Support Office

Unified Command Suite Course #_____

PREGNANCY: Students will not attend the Unified Command Suite Course if they are pregnant. AR 40-501 identifies several activities in which pregnant soldiers may not participate. Many of these activities are done while attending the course and would disqualify any female student who is pregnant.

MILITARY DRIVER'S LICENSE: Bring your military driver's license (OF 346) and an original copy of your DD Form 348, Equipment Operator's Qualification Record and civilian license.

REQUIRED PERSONAL ITEMS:

MONEY: If a financial emergency arises, the student must contact their unit. **A Government Credit Card is required.**

REQUIRED UNIT ITEMS:

OPTICAL INSERTS & PROTECTIVE MASKS: Students that require optical/Draeger inserts must bring them to the course. Do not bring a protective mask from your unit unless it is specifically fitted and issued to you as personal property (in other words, the mask is molded so that it will not fit anyone else). Male students with shaving profiles will have their beard trimmed ¼ inch to ensure a proper seal of their protected mask. Female students will not wear hair bonnets, pins, buns and hair braids that will prevent the proper seal of their protective mask.

LEAVES & PASSES: Students desiring to take leave after the completion of the Unified Command Suite Course who are TDY and return must have an approved leave form (DA FORM 31) from their home unit. Students may go on emergency leave, if verified by the American Red Cross. Passes are available for weekends and holidays. Remember leaves and passes are privileges, not a right.

PRIVATELY OWNED VEHICLES (POV): If possible, bring your POV. All POV's are subject to safety inspections. Students must maintain the minimum insurance requirements for the State of Missouri. All personal vehicles must have a Post Registration Decal on their vehicle. If you do not have one when you arrive here at Ft. Leonard Wood you will be issued one.

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

PREREQUISITES:

- Be recommended by the unit Commander

- Have more than 24 months service remaining after graduation.

- Appropriate government employees or contractors as determined by the
Army Reserve.

- Meet the physical fitness and weight standards as appropriate by each
service.

OPEN DOOR POLICY: As in any military unit, the BN/BDE Sergeant Major and
Commander's door is always open to students with problems or concerns.
Students will schedule an appointment through the Senior Instructor.

TELEPHONES: The telephone number for IRTD, is commercial (573) 596-0131,
ext. 6-1308. Give this number to your unit and to your family members.

OBSERVATION REPORTS: All negative behavior or actions will be reported
through observation reports from any member of the IRTD staff or cadre of 3rd
Chemical Brigade. These reports could have negative impact on your graduating
status.

CHECK CASHING: Post Exchange will cash personal checks up to a maximum
of $300.00 daily. Commercial institutions may cash your checks but may also
charge a fee to non-account holders. Army National Bank and the Credit Union
are both located adjacent to the Post Exchange, Building 490.

DETAILS: Students will be required to clean and maintain their respective training
equipment and area. No other details outside of the scope of UNIFIED
COMMAND SUITE COURSE will be assigned during the training.

EQUAL OPPORTUNITY (EO): Army Regulation 600-20 is the source of EO
policy in the Army. Barriers to equal treatment or other discriminatory practices
will not be tolerated. Accordingly, all soldiers must report incidents of unequal
treatment of discrimination to their instructors / Senior Instructor immediately. All
soldiers should be aware that assistance is available from the Equal Opportunity
leader, Equal Opportunity Advisor, Post Equal Opportunity Officer, MSCoE
Chaplain, and Inspector General. The most important thing to do is immediately
report discriminatory practices to the chain of command or assistance agency.
Policy memorandums will be posted on the unit bulletin board. Take special note
of the complaint procedures.

SEXUAL HARASSMENT: Sexual harassment is a serious violation and will not be tolerated. If you feel you are being sexually harassed, immediately notify the Senior Instructor.

FORMS AND DOCUMENTS YOU WILL NEED:

- OF 346 – Military Driver's License
- DD Form 348 – Equipment Operator's Qualification Record
- Orders – Copies of all orders and amendments pertaining to this TDY and/or final disposition.
- Copies of valid over 40/45/50 physical/clearance.
- Copies of all profiles.

ACADEMIC STANDARDS: Graduation requirements are as follows:

- Maintain an 80% average or better.
- Score 80% or higher on all exams. (See Academic grading and test plan)
- Meet height/weight standards IAW AR 600-9/AFI.
-Pass all hands-on performance tests (All are graded on a GO or NO GO basis)
- Satisfactorily complete all written assignments.
- Have no disciplinary actions pending.

ADMINISTRATIVE RELEASES: Emergencies, medical, and unit deployment may result in an administrative release. You may apply for re-enrollment at a later date.

EXAMS: Students must achieve a minimum passing score of 80 percent on all written exams and a GO on all performance oriented tests. Students failing an examination will be counseled by their Course Manager and notified of the time, date, and location for the retest. All information is then turned over to IRTD, HD/CS Office. In addition, the student will receive additional instruction from the instructor who taught the block that was failed. The maximum score attainable on a retest is 70 percent.

ACADEMIC EVALUATION REPORT: Students will be provided a course certificate of completion, and appropriate civilian certificates upon successful course completion. An academic report will be issued for the Unified Command Suite Course.

STUDENT ELIMINATION: Elimination may occur for a number of reasons; the instructor will brief you on this. Some reasons for elimination are: substance use/abuse, examination failures, any unexcused absences from any training event, lack of motivation, attitude, UCMJ actions, absent from or late to any formations, training events, or place of duty.

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

ABSENCES: All students must obtain permission from the IRTD cadre before you can be absent from training. Any student that is absent without permission is subject to punishment under the UCMJ and may be considered for disenrollment from the course. All students will notify the instructor prior to departing the class area for any authorized absence during duty hours. Students must physically sign in and out at the unit during duty hours. Instructors are responsible for the conduct of makeup training and testing for students with authorized absences. Students absent longer than (8) eight academic hours may be considered for disenrollment. Failure to be at your appointed place of duty may be cause for dismissal.

STANDARD OF CONDUCT: At the Homeland Defense/Civil Support Office we demand students display proper military bearing and a positive attitude at all times. Unprofessional conduct will not be tolerated.

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

CRIME PREVENTION: Everyone has the responsibility to prevent or deter crime. If you become a victim of crime notify your instructor immediately. Keep your items secure at all times and do not keep more than $40.00 in your area. Personal property will not be left unattended. POV's will be locked at all times. Maintain physical control of your personal property.

OFF LIMITS AREAS: Cadre will inform you of any off limit areas by posting them on the unit bulletin boards. In addition, all training brigade billets that house Initial Entry soldier are also off limits. This is IAW Fort Leonard Wood Regulation 350-12.

ALCOHOL POLICY: The legal drinking age is 21 years old both on and off post. If you are underage you will not drink. No consumption of alcohol will be permitted 24 hours before a student will wear any form of personal protective equipment (PPE).

SMOKING: Smoking and dipping is allowed in designated areas only. No smoking is allowed in your room. Violators will pay for smoke cleaning of the room. Students will not smoke or dip in classroom/ formation areas. Smoking is prohibited in the vicinity of IET/AIT soldiers.

WEAPONS: No student is authorized to have a weapon while attending the course.

DRIVING UNDER THE INFLUENCE: Do not drink and drive. If you are apprehended for drunk driving by civilian authorities you will be subject to Missouri law. It is a violation of Missouri law to operate a vehicle while carrying an open alcoholic beverage container. The federal magistrate will administer violations on post.