

Course Management Plan (CMP)

for the

55B40

Ammunition Specialist

1 October 1998

CMP Purpose This Course Management Plan (CMP) is approved by the US Army Ordnance Missile and Munitions Center and School and is designed for use by the Total Army School System when providing training and evaluation programs for Military Occupational Specialty (MOS) Ammunition Specialist, 55B, skill level 4. The training program within this plan is compatible with resident instruction by the US Army.

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

**CMP
Index**

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Part I Introduction

Introduction This course is designed to enable qualification of the individual soldier to the requirements of skill level 4. The course contains the combat critical tasks of the 55B MOS and presents them in a sequence of training compatible with available training time for the Reserve Components.

Security Clearance/ Access Security clearance is not required.

Foreign Disclosure Restriction If Allied students are scheduled to attend this lesson, coordination with Security Division (ATSK-AS) is required to determine if the information can be released to Allied students.

Safety/Risk Management Safety and risk management actions are identified in the training materials at the appropriate point in the material.

Environmental Protection It is the responsibility of all soldiers and DA civilians to protect the environment from damage. Specific environmental considerations and protection actions are included in the training materials at the appropriate point in the material.

Improvement Comments Your comments concerning the improvement of the enclosed training materials are valuable to us in ensuring we provide efficient and effective training. Please send your comments to:

US Army CASCOM Training Directorate,
ATTN: ATCL, AO (Roy King)
Bldg 1109, 401 First Street
Ft. Lee, VA 23801-1713

Part II Implementation Requirements

**Instructor
Certification
Requirements**

a. Instructors presenting this training must meet the following certification requirements:

- (1) Instructor Training Course Qualified with an ASI “H” designator.
 - (2) Taught this course within the last three years.
 - (3) MOS qualified in 55B.
 - (4) Meet HT/WT standards and physical fitness requirements.
 - (5) Thoroughly familiar with all courseware and POI requirements.
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**Special
Student
Prerequisites**

b. In addition to the prerequisites listed in the Program of Instruction, the student must meet the following special prerequisites:

All students must be physically qualified or possess a waiver according to AR 40-501 and meet the physical standards of AR 600-9.

**Test
Administration
Security**

c. This section describes responsibilities and procedures for procurement, administration, safeguarding, and the scoring of tests or graded practical exercises. The Test Control Officer (TCO) or designated alternates will be appointed on orders, and maintain the:

- (1) Procedures for requisitioning, handling, scheduling, administration, and scoring of tests.
 - (2) Disposition of test materials.
 - (3) Procedures governing security of test materials in accordance with AR 611-5.
 - (4) TCO Responsibilities:
 - (a) Designate, in writing, personnel who are authorized access and can handle test materials.
 - (b) Ensure that all personnel administering tests are thoroughly familiar with test security procedures.
 - (c) Ensure that all test results are reported as soon as possible to students.
 - (d) Observe testing sessions to ensure proper handling of test booklets, scoring keys, and completed answer sheets.
 - (e) Ensure instructors/evaluators have tests on hand so that they can begin testing when scheduled, which is often at the end of class. Instructors must maintain personal control of tests during this time. Tests are not to be left unsecured in instructor books or in the visitor’s copy of the POI.
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**Test
Administration
Security
Continued**

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- (5) Security:
- (a) Test inventories will be maintained on DA Form 5159-R (The Inventory of Army Test Material).
 - (b) Tests will be stored in locked containers (safety/file cabinets) that are not accessible to unauthorized personnel.
 - (c) TCOs or alternates will establish procedures for close supervision over all phases of receipt, storage, protection, issue, administration, scoring and destruction of tests.
 - (d) Completed tests and/or answer sheets cannot be retained by students. Scores will only be furnished to the students. Tests and/or answer sheets may be returned to students to discuss test questions and results, but must be collected after completion of this discussion.
 - (e) The TCO or alternates will make a quarterly inventory of test materials using DA Form 5159-R. The inventory will include; test booklets, administration and scoring manuals and keys. All test booklets, scoring manuals, and scoring keys will be numbered for internal security. If test booklets arrive bound together, separate each test and number it as prescribed in AR 611-5 or IAW the numbering system described in the Battalion SOP.
- (6) Test Administration:
- (a) Test administrator can be any enlisted personnel qualified to instruct. They will be listed on an access roster.
 - (b) Students taking the test will not be left unattended under any circumstances.
 - (c) Testing environment will be a quiet room or test site. Never give a test in a location where normal business is conducted. Make sure instructions are loud and clear. No student may give or receive help on the meaning of test questions during the test. Individual words may be read and acronyms identified. When possible, a student should be tested or evaluated by an instructor/evaluator who did not train him, when being evaluated on a performance test.
- (7) Test Procedures:
- (a) The examiner will read the oral directions from the test administration guide. If the test is performance-oriented, the evaluator must read test procedures to one student at a time, not as a group. For a knowledge/written test, instructions can be read to the entire class.
 - (b) Time limits stated on the test manual must be strictly observed.
 - (c) Stopwatches must be available for each evaluator when tests are timed.
 - (d) Retesting will be done as authorized per course standards.
- (8) Test Scoring:
- (a) Scoring will be done manually.
 - (b) The passing grade will be established by the testing authority IAW course standards.
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**Test
Administration
Security
Continued**

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- (c) Students will not be allowed in areas where tests are being graded.
 - (d) If possible, instructors should not grade tests or evaluate students they have instructed.
 - (9) Test critique:
 - (a) The test administrator will complete an item analysis of each written exam and will prepare a critique of questions failed by a majority of the class. A completed analysis will be given to the course manager to be used in developing the course after the action report. Information will also help the course manager to identify possible courseware problems and poor instructor techniques.
 - (b) The same day as the exam, the Primary Instructor will discuss analysis data with students to get feedback and to ensure students received maximum learning.
 - (c) Recommendations for revising questions and tests will be submitted to the appropriate training proponent at the Ordnance School.
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**Training
Facility
Requirements**

- d. The following are located in the POI as indicated:
 - (1) Facilities Summary.
 - (2) Training Aids, Devices, and Substitute Summary.
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Part III Implementation Guidance

Course Structure

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- a. This course consists of a non-resident (NR) and a resident (ADT) portion designed to provide training to enlisted soldiers attending ANCOG for MOS 55B. Students must complete the NR lessons before beginning the resident portion of the course. Refer to Program of Instruction (POI) for a complete list of the tasks to be trained, the organization of lessons (task grouping), phases of training, and resources needed for support of the instruction.
- (1) All training is performance-oriented. Tasks are trained under the conditions and to the standards outlined in the objectives. At the end of training, students are expected to perform the task(s) under the conditions stated in the training objective and complete the task(s) to standard. Performance measures are used as a training guide to ensure that the students learn how to do a task step by step.
 - (2) Student progress will be measured by his/her ability to perform each task as trained before going to the next task or series of tasks. Retraining and retesting will be a continuous requirement of the instructor to ensure student proficiency.
 - (3) Evaluation Procedures:
 - (a) Testing of students, to assess and ensure proficiency in MOS tasks, will be a requirement for course completion.
 - (b) A student that fails the first test must be retrained and retested. Normally, the student may be retrained and retested only once. If a student fails after successive retesting, take appropriate administrative action to remove them from the course. Follow procedures outlined in AR 623-1 when completing adverse AAR.
 - (c) Performance training evaluation: Performance measures of tasks are taken from the soldier guide. As the instructor trains students in the tasks, he/she reinforces this training by using a GO/NO GO standard for evaluating the students' ability to perform the task. The instructor instills confidence in the student by having them demonstrate their ability to perform the task. This evaluation also provides the instructor with valuable feedback regarding the effectiveness of instructional techniques.
 - (d) The instructor will maintain formal records as a basis for certifying the student's successful completion of course requirements.
 - (e) Evaluation of course material content will be done on a continuing basis, using feedback questionnaires and student performance results. Recommendations for changes to course material will be forwarded to USACASCOM, ATTN: ATCL-AO, 401 First Street, Fort Lee, VA 23801 for incorporation during course revision. Results of end-of-course testing may identify a need to revise course supporting material, change the method of instruction, and/or conduct performance-oriented training, when this method is not currently being used.
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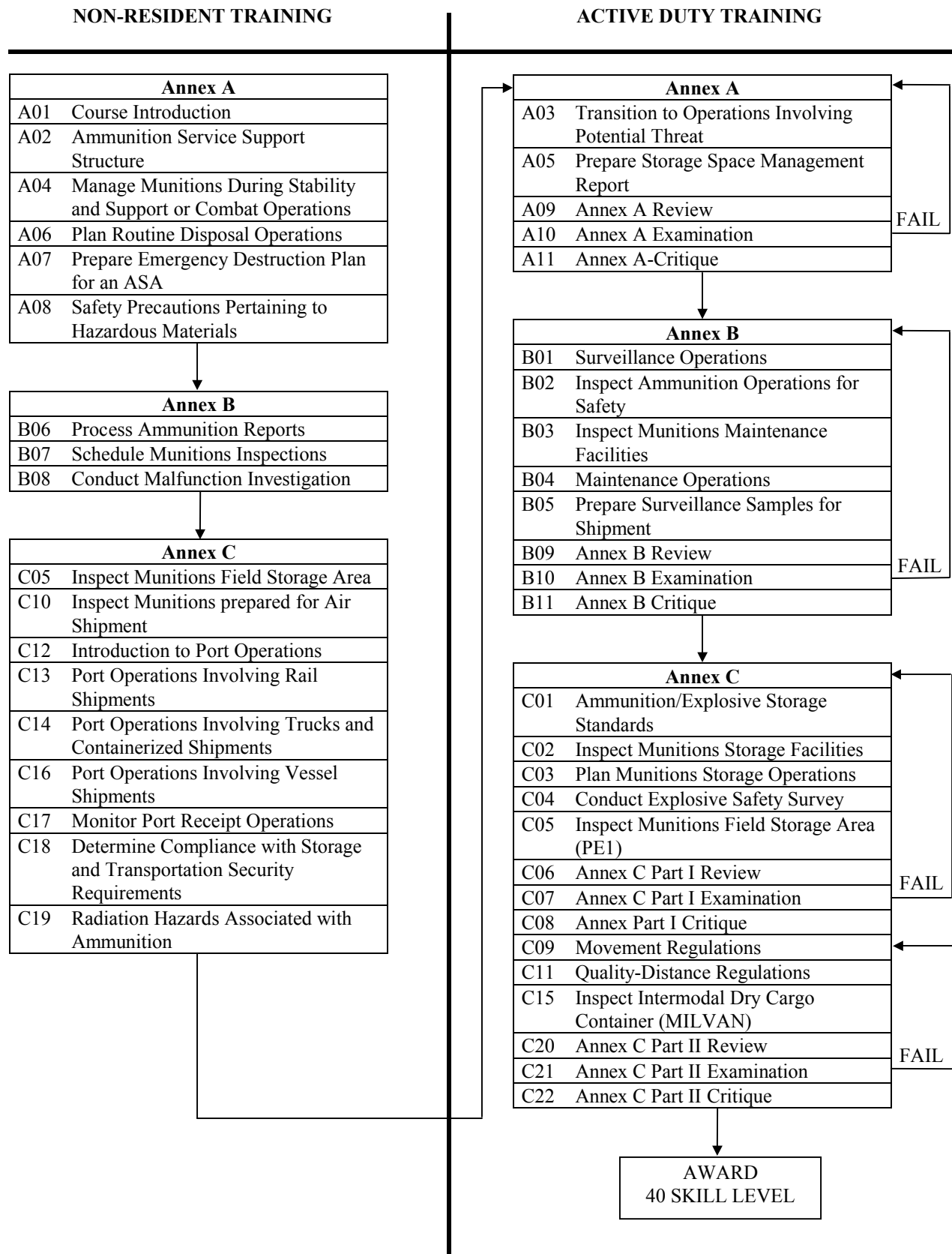
Course Map

b. The course map (on the next page) shows the mandatory training sequence for this course. Each annex/lesson that is shown as a prerequisite for another annex/lesson must be taught before that follow-on annex/lesson is presented. This mandatory training sequence cannot be violated. This maintains the integrity of the designed sequential, progressive training.

**Possible
Lesson
Sequences**

c. Each lesson of this course is designed to be taught sequentially within its phase and annex. This mandatory training sequence was established when the course was designed and provides for sequential, progressive training. Failure to follow it means students will receive training for which they have not received the required prerequisite training.

Course Map



**Course
Manager
Guidance**

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- d. The course manager is responsible for ensuring the training is presented as designed. Specifically, course manager(s) must:
- (1) Ensure required training resources are available for presenting the training as scheduled.
 - (2) Ensure instructors receive support, materials, and equipment required for presenting this training.
 - (3) Ensure staff and faculty are trained to present and manage this training.
 - (4) Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the training/training development proponent.
 - (5) Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws, and course requirements.
 - (6) Ensure facilities, materials, equipment, and systems required for presenting this instruction are properly maintained.
 - (7) Obtain required reference materials.
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**Instructor/
Facilitator
Guidance**

e. Instructors are directly in contact with the students and represent the command in the presentation of the instruction. They serve as role models for the students. They must be technically competent and professional in demeanor.

Each instructor/facilitator must:

- (1) Thoroughly study and be well versed in the material prior to presenting the lessons.
 - (2) Manage the training and maintain an environment conducive to student learning.
 - (3) Supervise and guide the learning process.
 - (4) Provide immediate feedback on student performance.
 - (5) Be alert to students having difficulty and intercede when appropriate.
 - (6) Hand out the Student Evaluation Plan and Student Guide to the students before the training starts.
 - (7) Ensure students comply with safety and environmental protection rules, regulations, laws, and course requirements.
 - (8) Explain the graduation criteria and requirements to the students prior to start of training.
 - (9) Maintain the following records:
 - (a) Master Student Progress Control Chart.
 - (b) Student Progress Control Chart.
 - (10) Counsel students.
 - (11) Provide appropriate remedial training.
 - (12) Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the training/training development proponent.
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**Student
Guidance**

f. It is the responsibility of the student to learn to perform the lesson learning objectives of this training. This includes completing the home assignments, completing practical exercises, and participating in training activities.

- (1) The student must be provided with the Student Evaluation Plan and Student Guide before instruction starts. The use, the importance of these items, and the student's responsibilities must be thoroughly explained to the student(s).
 - (2) Student materials are listed/included in Appendix D.
 - (3) Students need to provide constructive criticism concerning the efficiency and effectiveness of the training and training materials.
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Appendix A

55B40 Program of Instruction

Appendix B

Master Reference List

1. References required to teach the course B-2

2. Lesson Reference List B-3

MASTER REFERENCE LIST

REFERENCE NUMBER	REFERENCE TITLE
AR 11-30	CAPSTONE Program
AR 190-11	Physical Security of Arms, Ammunition, and Explosives
AR 55-535	Defense Traffic Management Regulation
AR 702-6	Ammunition Stockpile Reliability Program (ASRP) and Army Nuclear Weapons Stockpile Reliability Program (ANWSRP)
AR 725-50	Requisition Issue of Equipment
AR 740-1	Storage and Supply Activity Operations
AR 75-1	Malfunctions involving Ammunition and Explosives (RCS GSGLD-1961 (MIN))
CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
DA PAM 385-64	Ammunition and Explosives Safety Standards
DA PAM 738-750	The Army Maintenance Management System
FM 101-10-1/2	Staff Officer's Field Manual Organizational, Technical, and Logistical Data Planning Factors (Vol 2)
FM 5-250	Explosives and Demolitions
FM 55-60	Army Terminal Operations
FM 9-13	Ammunition Handbook
FM 9-6	Munitions Support In the Theater of Operations
MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
N/A	DOD Ammunition Consolidated Catalog
N/A	Joint Hazard Classification System
SB 742-1	Ammunition Surveillance Procedures
TB 43-0142	Safety Inspection and Testing of Lifting Devices
TB 43-180	Calibration and Repair Requirements for the Maintenance Army Materiel
TB 9-1300-385	Munitions, Restricted or Suspended
TM 38-250	Preparing Hazardous Materials for Military Air Shipment
TM 43-0001-28	Army Ammunition Data Sheets, Artillery Ammunition Guns, Howitzers, Mortars, Recoilless Rifles, Grenade Launchers, and Artillery Fuzes
TM 9-1300-206	Ammunition and Explosives Standards
TM 9-1300-250	Ammunition Maintenance

LESSON REFERENCE LIST

LESSON NO.	REFERENCE NUMBER	REFERENCE TITLE
A02	FM 9-6	Munitions Support in the Theater of Operations
A03	AR 11-30	CAPSTONE Program
A03	FM 101-10-1/2	Staff Officer's Field Manual Organizational, Technical, and Logistical Data Planning Factors (Volume 2)
A03	FM 9-6	Munitions Support in the Theater of Operations
A04	FM 9-13	Ammunition Handbook
A04	FM 9-6	Munitions Support in the Theater of Operations
A05	AR 740-1	Storage and Supply Activity Operations
A06	DA PAM 385-64	Ammunition and Explosives Safety Standards
A06	DA PAM 738-750	The Army Maintenance Management System
A06	FM 5-250	Explosives and Demolitions
A06	TM 9-1300-206	Ammunition and Explosives Standards
A07	DA PAM 385-64	Ammunition and Explosives Safety Standards
A07	FM 5-250	Explosives and Demolitions
A07	FM 9-13	Ammunition Handbook
A07	TM 9-1300-206	Ammunition and Explosives Standards
A08	DA PAM 385-64	Ammunition and Explosives Safety Standards
A09	AR 11-30	CAPSTONE Program
A09	AR 740-1	Storage and Supply Activity Operations
A09	DA PAM 385-64	Ammunition and Explosives Safety Standards
A09	DA PAM 738-750	The Army Maintenance Management System
A09	FM 101-10-1/2	Staff Officers' Field Manual Organizational, Technical, and Logistical Data Planning Factors (Volume 2)
A09	FM 5-250	Explosives and Demolitions
A09	FM 9-13	Ammunition Handbook
A09	FM 9-6	Munitions Support in the Theater of Operations
A09	TM 9-1300-206	Ammunition and Explosives Standards
A10	AR 740-1	Storage and Supply Activity Operations
A10	DA PAM 385-64	Ammunition and Explosives Safety Standards
A10	FM 101-10-1/2	Staff Officers' Field Manual Organizational, Technical, and Logistical Data Planning Factors (Volume 2)
A10	FM 5-250	Explosives and Demolitions
A10	FM 9-13	Ammunition Handbook
A10	FM 9-6	Munitions Support in the Theater of Operations
A10	TM 9-1300-206	Ammunition and Explosives Standards
B01	AR 702-6	Ammunition Stockpile Reliability Program (ASRP) and Army Nuclear Weapons Stockpile Reliability Program (ANWSRP)
B01	AR 740-1	Storage and Supply Activity Operations

LESSON REFERENCE LIST (CONTINUED)

LESSON NO.	REFERENCE NUMBER	REFERENCE TITLE
B01	AR 75-1	Malfunctions Involving Ammunition and Explosives (RCS GSGLD-1961 (MIN))
B01	DA PAM 738-750	The Army Maintenance Management System
B01	FM 9-6	Munitions Support in the Theater of Operations
B01	SB 742-1	Ammunition Surveillance Procedures
B01	SB 742-1300-94-2	Propellant Charges
B01	TB 9-1300-385	Munitions, Restricted or Suspended
B02	FM 9-6	Munitions Support in the Theater of Operations
B02	TB 43-0142	Safety Inspection and Testing of Lifting Devices
B02	TM 9-1300-206	Ammunition and Explosives Standards
B03	SB 742-1	Ammunition Surveillance Procedures
B03	TM 9-1300-206	Ammunition and Explosives Standards
B03	TM 9-1300-250	Ammunition Maintenance
B04	SB 742-1	Ammunition Surveillance Procedures
B04	TB 43-180	Calibration and Repair Requirements for the Maintenance Army Materiel
B04	TM 9-1300-206	Ammunition and Explosives Standards
B04	TM 9-1300-250	Ammunition Maintenance
B05	SB 742-1	Ammunition Surveillance Procedures
B06	DA PAM 738-750	The Army Maintenance Management System
B07	SB 742-1	Ammunition Surveillance Procedures
B08	AR 75-1	Malfunctions involving Ammunition and Explosives (RCS GSGLD-1961 (MIN))
B09	AR 700-22	Worldwide Ammunition Reporting System
B09	AR 725-50	Requisition Issue of Equipment
B09	AR 75-1	Malfunctions Involving Ammunition and Explosives (RCS GSGLD-1961 (MIN))
B09	DA PAM 385-64	Ammunition and Explosives Safety Standards
B09	DA PAM 738-750	The Army Maintenance Management System
B09	SB 742-1	Ammunition Surveillance Procedures
B09	TB 43-0142	Safety Inspection and Testing of Lifting Devices
B09	TB 43-180	Calibration and Repair Requirements for the Maintenance of Army Materiel
B09	TB 9-1300-385	Munitions, Restricted or Suspended
B09	TM 38-250	Preparing Hazardous Materials for Military Air Shipment
B09	TM 9-1300-206	Ammunition and Explosives Standards
B09	TM 9-1300-250	Ammunition Maintenance

LESSON REFERENCE LIST (CONTINUED)

LESSON NO.	REFERENCE NUMBER	REFERENCE TITLE
B10	AR 75-1	Malfunctions Involving Ammunition and Explosives (RCS GSGLD-1961 (MIN))
B10	DA PAM 738-750	The Army Maintenance Management System
B10	SB 742-1	Ammunition Surveillance Procedures
B10	TB 43-0142	Safety Inspection and Testing of Lifting Devices
B10	TM 9-1300-206	Ammunition and Explosives Standards
B10	TM 9-1300-250	Ammunition Maintenance
C01	N/A	DOD Ammunition Consolidated Catalog
C01	TM 43-0001-28	Army Ammunition Data Sheets, Artillery Ammunition Guns, Howitzers, Mortars, Recoilless Rifles, Grenade Launchers, and Artillery Fuzes
C01	TM 9-1300-206	Ammunition and Explosives Standards
C02	DA PAM 385-64	Ammunition and Explosives Safety Standards
C02	SB 742-1	Ammunition Surveillance Procedures
C02	TM 9-1300-206	Ammunition and Explosives Standards
C03	DA PAM 385-64	Ammunition and Explosives Safety Standards
C03	FM 9-13	Ammunition Handbook
C03	FM 9-6	Munitions Support In the Theater of Operations
C03	TM 9-1300-206	Ammunition and Explosives Standards
C04	DA PAM 385-64	Ammunition and Explosives Safety Standards
C04	N/A	DOD Ammunition Consolidated Catalog
C04	TM 9-1300-206	Ammunition and Explosives Standards
C05	FM 9-13	Ammunition Handbook
C05	TM 9-1300-206	Ammunition and Explosives Standards
C06	AMCR 385-10	
C06	DA PAM 385-64	Ammunition and Explosives Safety Standards
C06	FM 9-13	Ammunition Handbook
C06	N/A	DOD Ammunition Consolidated Catalog
C06	SB 742-1	Ammunition Surveillance Procedures
C06	TM 43-0001-28	Army Ammunition Data Sheets Artillery Ammunition Guns, Howitzers, Mortars, Recoilless Rifles, Grenade Launchers, and Artillery Fuzes
C06	TM 9-1300-206	Ammunition and Explosives Standards
C07	AR 75-1	Malfunctions Involving Ammunition and Explosives (RCS GSGLD-1961 (MIN))
C07	DA PAM 738-750	The Army Maintenance Management System
C07	SB 742-1	Ammunition Surveillance Procedures
C07	TM 9-1300 250	Ammunition Maintenance
C07	TM 9-1300-206	Ammunition and Explosives Standards

LESSON REFERENCE LIST (CONTINUED)

LESSON NO.	REFERENCE NUMBER	REFERENCE TITLE
C09	AR 55-355	Defense Traffic Management Regulation
C09	MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
C09	TM 9-1300-206	Ammunition and Explosives Standards
C10	TM 38-250	Preparing Hazardous Materials for Military Air Shipment
C11	DA PAM 385-64	Ammunition and Explosives Safety Standards
C12	AR 55-355	Defense Traffic Management Regulation
C12	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C12	FM 55-60	Army Terminal Operations
C12	TM 9-1300-206	Ammunition and Explosives Standards
C13	AR 55-535	Defense Traffic Management Regulation
C13	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C14	AR 55-355	Defense Traffic Management Regulation
C14	MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
C15	MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
C16	AR 55-355	Defense Traffic Management Regulation
C16	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C16	TM 9-1300-206	Ammunition and Explosives Standards
C17	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C17	DA PAM 385-64	Ammunition and Explosives Safety Standards
C17	MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
C17	N/A	Joint Hazard Classification System
C17	TM 9-1300-206	Ammunition and Explosives Standards
C18	AR 190-11	Physical Security of Arms, Ammunition, and Explosives
C18	AR 55-355	Defense Traffic Management Regulation
C18	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C19	SB 742-1	Ammunition Surveillance Procedures
C20	AR 190-11	Physical Security of Arms, Ammunition, and Explosives
C20	AR 55-355	Defense Traffic Management Regulation
C20	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C20	DA PAM 385-64	Ammunition and Explosives Safety Standards
C20	MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
C20	SB 742-1	Ammunition Surveillance Procedures
C20	TM 38-250	Preparing Hazardous Materials for Military Air Shipment
C20	TM 9-1300-206	Ammunition and Explosives Standards

LESSON REFERENCE LIST (CONTINUED)

LESSON NO.	REFERENCE NUMBER	REFERENCE TITLE
C21	AR 190-11	Physical Security of Arms, Ammunition, and Explosives
C21	AR 55-355	Defense Traffic Management Regulation
C21	CFR Title 49	Code of Federal Regulations (CFR) for Hazardous Materials
C21	DA PAM 385-64	Ammunition and Explosives Safety Standards
C21	MIL-HDBK 138A	Container Inspection Handbook for Commercial and Military Intermodal Containers
C21	SB 742-1	Ammunition Surveillance Procedures
C21	TM 38-250	Preparing Hazardous Materials for Military Air Shipment
C21	TM 9-1300-206	Ammunition and Explosives Standards

Appendix C

Instructional Materials

1. TSP Content	C-2
2. Course Orientation	C-2
3. Evaluation Procedures	C-4
4. Progress Control Records	C-4
5. Instructor Course Critique Sheet	C-5

1. TSP Content.

a. The training materials to support this resident training are assembled as follows:

- **CMP/POI Booklet:** Contains the CMP/POI. (645-55B40-001)
- **INSTRUCTOR SET (ADT) Book I:** Contains Annexes A and B ADT Lesson Plans, Handouts/Viewgraphs, Practical Exercises, and solutions. (645-55B40-003)
- **INSTRUCTOR SET (ADT) Book II:** Contains Annex C ADT Lesson Plans, Handouts/Viewgraphs, Practical Exercises, and solutions. (645-55B40-005)
- **VIEWGRAPH Booklet:** Contains the printed master copy of all viewgraphs. (645-55B40-019)
- **EXAMINATION Booklet:** Contains ADT examinations for Annexes A, B, and C. (To be controlled by the Testing Control Officer) (645-55B40-023)

b. The following is a quick reference for identifying the applicable Student Book.

- **STUDENT SET Book I (Non-resident):** Contains Annex A, Annex B, and Annex C non-resident lessons, associated practical exercises and solutions, and required supplemental reading material. (645-55B40-002)
- **STUDENT SET Book II (ADT):** Contains Annex A, Annex B, and Annex C ADT lessons, practical exercise worksheets, and handouts. (645-55B40-004)

Note: The student will receive Student Set Book II at the ADT location.

c. This guide provides you with an explanation of testing procedures, the course map, and an outline showing the preferred sequence of classes for the applicable phase/annex of instruction.

2. Course Orientation

a. This course is designed to be conducted during a non-resident phase and the two-week ADT training period where training requirements exist for outdoor facilities (ranges, terrain) and/or equipment. The 645-55B40 course consists of five annexes, Annexes A through D, and Annex M. A breakdown of each annex's title, training goals, number of lessons, and training hours is as follows:

<u>Annex</u>	<u>Title and Goal</u>	<u>Lessons Non-resident/ADT</u>	<u>Hours Non-resident/ADT</u>
A	CMF Common Subjects <ul style="list-style-type: none"> To provide the noncommissioned officer (NCO) the skills and knowledge required for the performance of their MOS specific duties at skill level four. The NCOs are trained in the areas of ammunition service support, disposal operations, and emergency destruction of munitions. 	6/5	18/12
B	Surveillance Procedures <ul style="list-style-type: none"> To provide the noncommissioned officer (NCO) the skills and knowledge required for the performance of their MOS specific duties at skill level four. The NCOs are trained in the areas of explosive safety survey, inspecting renovation/maintenance operations, movement regulations, inspecting ammunition storage facilities and port operations. 	3/8	16/33
C	Storage and Transportation Operations <ul style="list-style-type: none"> To provide the noncommissioned officer (NCO) the skills and knowledge required for the performance of their MOS specific duties at skill level four. The NCOs are trained in the areas of ammunition field storage, magazine storage, maintenance operations, transportation, explosive safety surveys, inspecting renovation/maintenance operations, and ammunition security. 	10/14	38/62
TOTALS		19/27	72/107

NOTE: The following annexes are not included with this TSP:

- D **Standard Army Ammunition System (SAAS) Management**
(Taught as part of a functional course for Reserve component soldiers requiring the training.)
- M **Mandatory Training Annex (Common Leadership Training)**
(Conferences and small group instruction taught during IDT.)

b. This course is taught as a combination of individual, self-paced instruction, instructor-led practical exercises, and performance examinations conducted during ADT. The student uses Student Set Books I and II to accomplish the training objectives. He/she may work without supervision and without any further references or support materials or under the supervision of a Reserve Component Training Instructor (RCTI).

c. Students should address technical questions concerning this course material to their Reserve Unit's Training NCO or RCTI. If the Training NCO or RCTI, as appropriate, cannot directly provide a response, he/she will contact the course proponent for comment resolution. Once questions are resolved, the Training NCO or RCTI will provide resolution to the students.

- d. General content questions and lesson/course feedback should be submitted via the Student Feedback Report found in each Student Set Booklet. Students should complete the Student Feedback Reports and return them to their unit Training NCO or RCTI.
- e. During ADT, progress of the student will be measured by his/her ability to perform practical exercises of tasks as they are trained before going on to the next task or series of tasks. Retraining and retesting will be a continuous requirement of the instructor to ensure student proficiency. Written examinations scheduled throughout the course represent testing of the soldier's knowledge and understanding of the tasks within each annex.

3. Student Evaluation Procedures

- a. Testing of students to assess and ensure proficiency in MOS tasks is a requirement for course completion. The course includes the following methods of evaluating the students' performance of the learning objectives:

(1) Practical Exercises are incorporated into the course POI to instill confidence in the student by having him/her demonstrate their ability to perform the task(s). These Practical Exercises can be either hardware or non-hardware specific.

(2) Written Examinations are given at the completion of each annex to ensure the soldier has acquired the knowledge and skills necessary to complete his/her mission. The instructor maintains formal records as a basis for certifying the student's successful completion of course requirements. Retesting may be on a case-by-case basis, but will occur at times other than the scheduled academic hours. A student may be formally retested if he/she achieves less than 70 percent on the test. All examination material must be regarded as sensitive and handled accordingly.

4. Progress Control Records

Two progress control documents will be used by the instructor to track individual student and class performance. Instructors will use these forms to track performance during each lesson, as well as to record the end-of-annex testing results.

Instructor - Course Critique Sheet

DATE: _____ NAME AND RANK: _____

MOS: _____ UNIT: _____

We would appreciate your comments about the course you have just conducted. Your input will help us improve the courses.

1. Have you completed a TRADOC approved instructor training course?
Yes: ____ No: ____
2. How many years/months of instructor experience do you have?
Active Army: _____ USAR/ARNG: _____
3. Did the Course Management Plan 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 which were not adequate and explain what is lacking.
5. Were Audio-Visual materials intact, and were they helpful?
Yes: ____ No: ____ If you answered "No", please explain.
6. Do you know of any new Audio-Visual aids pertinent to this course? Yes: ____ No: ____
If you answered "YES" please list them.

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

8. What portion of the instructor's packet was most helpful with your instruction?

9. Were the hours adequate for each lesson? Yes: ___ No: ___
If you answered "No," please explain.

10. REMARKS/ADDITIONAL COMMENTS:

Note: Please fill out this critique in detail. We need your response to assist us in developing the best curricula possible.

COURSE MANAGER: When complete, please mail to:

US Army CASCOM Training Directorate,
ATTN: ATCL, AO (Roy King)
Bldg 1109, 401 First Street
Ft. Lee, VA 23801-1713

Appendix D

Student Materials

1. Student Guide Introduction	D-2
2. Administrative	D-2
3. Student Evaluation Procedures	D-3
4. Progress Control Records	D-3
5. Course Map	D-4
6. Course/Training Critique Sheets	D-5

1. Student Guide Introduction

a. The student guide is provided for each student attending the 55B40 TATS course. Some MOS specific lessons have been designated as non-resident and are to be completed by the student during the months of IDT and prior to attendance of the ADT phase. The ADT phase is primarily hands-on training that relates specifically to the MOS. The student set of books is divided up as shown below, and the student guide front matter is provided in each book. Become familiar with its content and bring it with you to ADT.

- **STUDENT SET Book I** (Non-resident): Contains Annex A, Annex B, and Annex C non-resident lessons, associated practical exercises and solutions, and required supplemental reading material.
- **STUDENT SET Book II** (ADT): Contains Annex A, Annex B, and Annex C ADT lessons, practical exercise worksheets, and handouts.

Note: The student will receive Student Set Book II at the ADT Location.

b. This guide provides you with an explanation of testing procedures, the course map, and an outline showing the preferred sequence of classes for the applicable phase/annex of instruction.

c. The U.S. TASS presenting this training will furnish you with a copy of the training schedule for this course. It is recommended that you post the schedule within this guide for your ready reference.

2. Administrative

a. This course is taught as a combination of individual, self-paced instruction, instructor-led practical exercises, and performance examinations conducted during ADT. The student uses Student Set Books I and II to accomplish the training objectives. He/she may work without supervision and without any further references or support materials or under the supervision of a Reserve Component Training Instructor (RCTI).

b. Students should address technical questions concerning this course material to their Reserve Unit's Training NCO or RCTI. If the Training NCO or RCTI, as appropriate, cannot directly provide a response, he/she will contact the course proponent for comment resolution. Once questions are resolved, the Training NCO or RCTI will provide resolution to the students.

c. General content questions and lesson/course feedback should be submitted via the Student Feedback Report found in each Student Set Booklet. Students should complete the Student Feedback Reports and return them to their unit Training NCO or RCTI.

d. During ADT, progress of the student will be measured by his/her ability to perform Practical Exercises of tasks as they are trained before going on to the next task or series of tasks. Retraining and retesting will be a continuous requirement of the instructor to ensure student proficiency. Written examinations scheduled throughout the course represent testing of the soldier's knowledge and understanding of the tasks within each annex.

3. Student Evaluation Procedures

a. Testing of students to assess and ensure proficiency in MOS tasks is a requirement for course completion. The course includes the following methods of evaluating the students' performance of the learning objectives:

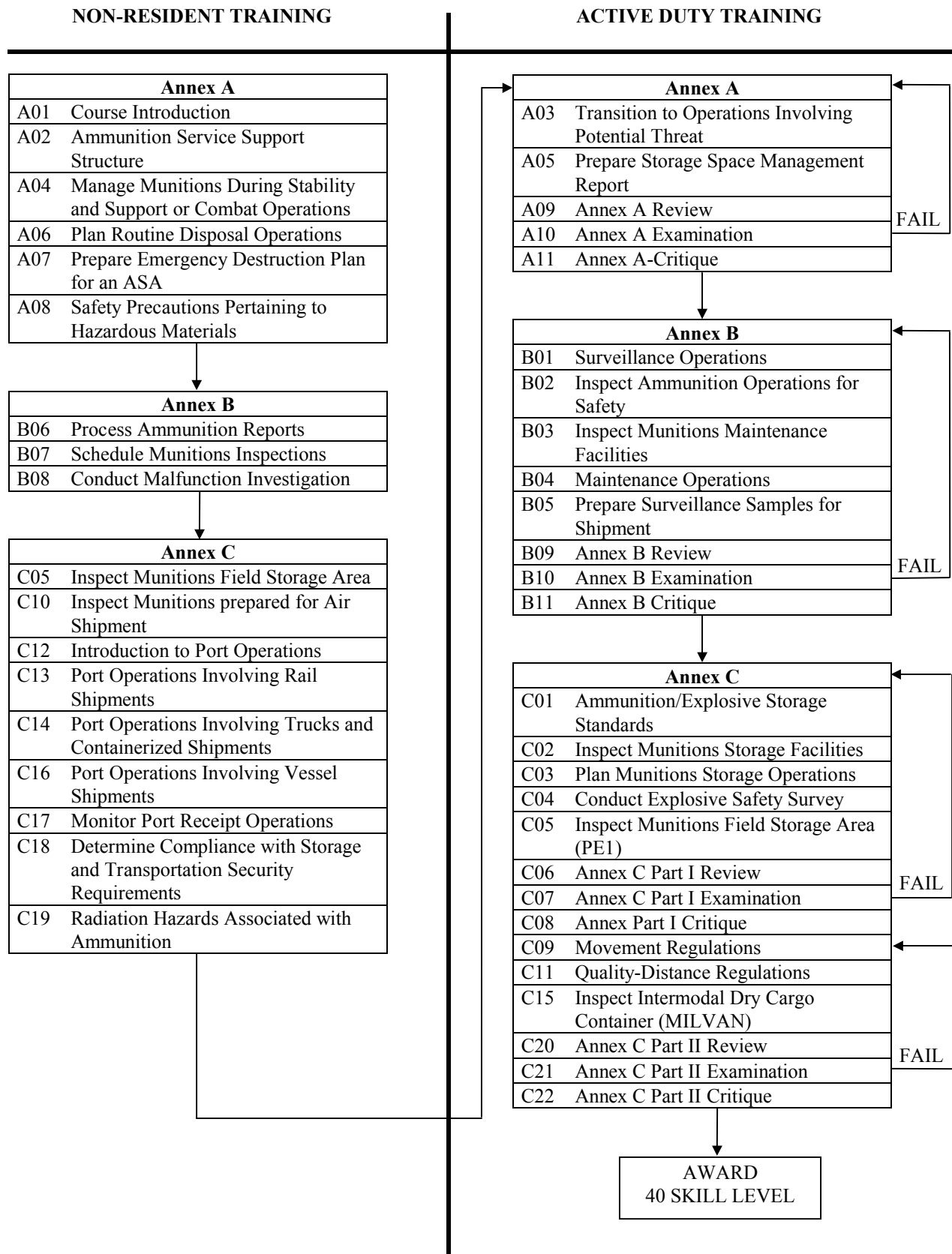
(1) Practical Exercises are incorporated into the course POI to instill confidence in the student by having him/her demonstrate their ability to perform the task(s). These Practical Exercises can be either hardware or non-hardware specific.

(2) Written Examinations are given at the completion of each annex to ensure the soldier has acquired the knowledge and skills necessary to complete his/her mission. The instructor maintains formal records as a basis for certifying the student's successful completion of course requirements. Retesting may be on a case-by-case basis, but will occur at times other than the scheduled academic hours. A student may be formally retested if he/she achieves less than 70 percent on the test. All examination material must be regarded as sensitive and handled accordingly.

4. Progress Control Records

Two progress control documents will be used by the instructor to track individual student and class performance. Instructors will use these forms to track performance during each lesson, as well as to record the end-of-annex testing results.

Course Map



6. Could you find the information you needed in the student instruction sheets?
Yes: ____ No: ____ (Briefly explain) If no, in which student instruction sheet(s) did you have a problem(s)?

7. What are your suggestions for improving this portion of the course?

8. REMARKS/ADDITIONAL COMMENTS:

Note: You have the option of not signing this critique sheet but do turn it in to your instructor.
(We need your response to assist us in developing the best curricula possible.)

Course Manager: When completed, mail to:

US Army CASCOM Training Directorate,
ATTN: ATCL, AO (Roy King)
Bldg 1109, 401 First Street
Ft. Lee, VA 23801-1713

Appendix E

Course Management Materials

1. Student Management Document Forms
 - a. Master Student Progress Control Chart
 - b. Student Progress Chart

 2. Student Equipment/Material List: Refer to Equipment Summary in Appendix A (POI).
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