

TRAINING SITE EVALUATION PLAN

(19 Feb 02)

The following information will assist you in planning for training site evaluations from the AMEDD Center and School (AMEDDC&S) Evaluation Team. Our training site evaluations have three phases: planning, on-site, and post evaluation.

1. Planning Phase. The planning phase is everything that happens prior to the actual on-site evaluation. This includes communication via telephone, e-mail, and fax. The AMEDDC&S Evaluation Team will:

a. Request training site locations, IDT and AT dates for each course conducted in the region. This is used in developing the annual evaluation schedule for the AMEDDC&S evaluation team.

b. Coordinate site evaluations informally by phone and electronically.

c. Mail memo with evaluation schedule of courses, sites, and dates to those regions undergoing accreditation and assessment. Those regions just accredited will undergo unannounced evaluations and will not receive written notification.

d. Confirm training location and dates.

e. Request training site information: address, strip map, and point of contact with phone number.

f. Request recommendation for lodging that is easily accessible to the training site.

g. Coordinate own plane, lodging, and car rental reservations.

2. On-Site Phase. The on-site phase is everything that happens during the actual evaluation. IDT evaluations are usually one day in length and AT evaluations usually 2-4 days in length depending on the number of courses in session. Training Support and Conduct of Training standards are evaluated at IDT and AT sites. A records review is conducted at the battalion headquarters usually requiring 1-2 days at the end of the fiscal year. The AMEDDC&S Evaluation Team will:

a. Introduce evaluation team members.

b. Summarize the evaluation process for the day.

c. Review the training schedule to determine which class(es) to observe.

d. Observe one class for each course in session and review the visitor's book.

e. Request a tour of the training area.

f. Assess classrooms, equipment, training aids, reference materials and safety, equal opportunity and sexual harassment policies.

g. Evaluate the test control policy, procedures, and documentation with a test control officer.

h. Review all MOA/MOUs with any educational and/or clinical institution/facility.

i. Review all waivers.

j. Review battalion SOP.

k. Review 100% of student records during IDT and 10% during AT and battalion records review.

l. Review 100% of instructor records.

m. Out-brief unit members present. Discuss each standard item with findings and recommendations.

3. Post Evaluation Phase

a. The evaluation team discusses the management and execution of training, the facility, and follows-up on any questions presented at the out-brief.

b. An interim report with completed checklists is mailed no later than 30 days after the training site evaluation.

c. The final accreditation recommendation for each region is determined at the completion of all IDT and AT evaluations and records review. Report is mailed no later than 45 days after the records review at battalion headquarters.

4. AMEDDC&S TASS Evaluation Team Members. Members are assigned to the Department of Academic Support and Quality Assurance, Academy of Health Science, AMEDD Center & School.

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