



"Quality training for quality Soldiers"

Quality Assurance Office (QAO) Newsletter



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It's hard to believe that another year has passed by. We've been very busy completing our self-review in preparation for the TRADOC visit, assisting in Operation Iraqi Freedom and Enduring Freedom mobilization efforts, participating in the training review in support of the Global War on Terrorism, and the Chief of Staff of the Army, lessons learned, collection effort.

I'd like to extend my personal thanks to the departments of the Academy of Health Sciences, and the NCO Academy, for their continued support to my department and for opening their doors to my staff during course training observation visits. The cooperative spirit of our partnership has directly led to the improvement of training and training products we provide to our students and the field.

*Mrs. Neta T. Lesjak
Chief, Department of Academic Support and Quality Assurance*

FY03 SELF-ASSESSMENT RESULTS UPDATE

The FY03 self-assessment results were briefed to the Dean and Chief of Staff. Overall, the Initial Military Training (IMT) courses are headed on the correct path for meeting full TRADOC accreditation status. AHS training departments are commended for their cooperative effort and a job well done in making the self-assessment of the AMEDDC&S Initial Military Training (IMT) courses an overall success. Follow-ups are ongoing to ensure all departments correct outstanding deficiencies noted during the course of the self-assessment visits. The goal is to move all NO-GO findings from the RED to GREEN category.

REVISED TRADOC ACCREDITATION STANDARDS LIST & GUIDE

Headquarters TRADOC memorandum, dated 20 January 2004, SUBJECT: TRADOC Quality Assurance (QA) Program and Accreditation of Army Education and Training, contains the revised TRADOC Accreditation Standards List and Guide. The revised list is now reduced to 24 items. The revised accreditation standards list and

guide supercedes the previous 11 April 2002 version. Although the number of items were reduced, the amount of information for each item has increased significantly. The AMEDDC&S QAO will take steps to have the TRADOC Accreditation Standards List and Guide included with the Dean's Notes. They

may also be found on the shared G: drive under the TRADOC Accreditation Assessment folder. Department Chiefs, Course Managers, and Staff and Faculty are encouraged to become familiar with the new standards list and accompanying guide, and to conduct your own internal self-assessments utilizing the 2004 version.

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INCLUSION OF NON-TRADOC SCHOOLS INTO TRADOC ACCREDITATION PROCESS

The Chief of Staff of the Army (CSA) acknowledged the TRADOC QA Program oversight of training and leader development for all Army Schools (TRADOC and non-TRADOC military and civilian). The CSA designated TRADOC as the accrediting authority for all Army training and leader development at all institutions IAW AR 350-1 and TRADOC Reg 350-70. This designation does not give TRADOC command and control over non-TRADOC schools, but is the formal recognition which gives schools the authority to conduct (or continue to conduct) education/training. It is the result of an evaluative process that certifies that an institution's personnel, administration, operations, and logistical support, (infrastructure) are adequate to support training to course standards. (TRADOC, DAMO-TRI, memorandum, 11 Sep 03, subject: Establishment of Quality Assurance (QA) Programs for All Army Schools).



AMEDD NCO Academy TRADOC Accreditation Visit- Fiscal Year 2004

The AMEDD NCO Academy is presently conducting a self-assessment evaluation with the assistance of the AMEDDC&S Quality Assurance Office as part of the TRADOC accreditation process. This self-assessment is a prerequisite action to the formal TRADOC accreditation visit which will be conducted by the United States Army Sergeants Major Academy (USASMA) in June 2004. The NCO Academy was previously accredited by USASMA in March 2001.

Leader Training Center (LTC) Self-Assessment Visit

As previously announced in the AMEDDC&S FY04 Master Evaluation Plan, signed by the Commanding General on 23 October 2003, the AMEDDC&S QAO self-assessment team will conduct a self-assessment as-

sistance visit of the Leader Training Center during the 4th quarter, FY04. This visit will acquaint the LTC staff and faculty on the proponent self-assessment requirements and the TRADOC ac-

creditation process. It is also intended to bring the AMEDDC&S LTC on-line with meeting the TRADOC accreditation standards, as well as lay the groundwork for future TRADOC accreditation visits.

AMEDDC&S Master Evaluation Plan (MEP)

On 23 October 2003, Brigadier General Perugini approved the AMEDDC&S MEP. The MEP outlines the plan for the conduct of internal and external evaluations, accreditation of The Army School System (TASS) Training Battalions, and required resources needed to support this effort. A copy of the MEP has been placed on the G:/ drive under the TRADOC Accreditation and Assessment folder for downloading or may be obtained by contacting DASQA directly.

*"Quality is our name,
excellence is our aim."*

7th Annual AMEDD The Army School System (TASS) Conference

The 7th Annual AMEDD TASS conference was held in San Antonio, TX, from 1 - 2 March 2004. The agenda included presentations on the Academy of Health Sciences (AHS) Update; TRADOC TASS Update; USARC TASS Update; NCOES Update; AMEDDC&S QAO Program; 91WM6 Update; AMEDD Video Tele-training Programs; Medical Protection System Overview; APPD RC Issues; 91W10 Transition and Sustainment, Programs of Instruction Course Updates, and TASS Training Battalion Reclassification

Course Lessons Learned; Training for the Contemporary Operational Environment (COE); Conducting Internal Self-Assessments; and revised TRADOC Accreditation Standards List. Most of the presen-

tations have been posted to the AMEDDC&S TASS website and may be accessed at: <http://das.cs.amedd.army.mil/TASS.htm> for downloading. If you would like a copy of the presentations on CD-ROM or if you need more information, please contact LTC Toni Massenburg at (210) 221-6497 or email:



Link to TRADOC TASS website:
<http://www-tass.monroe.army.mil/>

toni.massenburg@amedd.army.mil.

Trends/Recommendations Noted During FY 03 Self-Assessment

STANDARD ITEM # 9T

(#21 on Revised Standards List)
"Tests are valid and reliable."

TREND:

Test validation is not documented and test item analysis is not being conducted regularly. Test items do not measure learning objectives and are insufficient to support two or more versions of a test. Departments use varying methods to manage test programs.

RECOMMENDATION:

Standardize testing and testing SOPs throughout AHS. This can be accomplished using LXR*TEST. Conduct regular test item analysis, document plans for validating tests, use the most appropriate testing method, and develop a test bank to create different versions of each test.

REFERENCE:

TRADOC Regulation 350-70, Chapter VI-7.

STANDARD ITEM # 10T

(#16 on Revised Standards List)
"Institution follows test control procedures."

TREND:

Non-standardization of test control procedures within the teaching departments, and non-compliance with TRADOC Test Policy and Procedures.

RECOMMENDATION:

Develop a clear and detailed local SOP for test control IAW TRADOC Test Control and Test Administration Procedures that includes additional guidance from the course proponent. Implement online LXR*Testing.

REFERENCES:

- TRADOC Memorandum, subject: Test Policy and Procedures Memorandum and Enclosures, dated 6 Oct 01.
- TRADOC Regulation 350-10, Chapter 2
- TRADOC Regulation 350-70, Chapter VI-7.

Standard Item #31T

(#16 on Revised Standards List)
"Provides remedial training."

TREND:

Some courses are conducting remedial training during academic hours; and SOP guidance outlining remedial training procedures are not available.

RECOMMENDATION:

Ensure remedial training is documented on the training schedule during nonacademic time and that the course proponent has a remedial training SOP.

REFERENCES:

- TRADOC Regulation 350-6, Paragraphs 3-39j, and 3-41
- TRADOC Regulation 350-18, Chapter 3
- TRADOC Regulation 350-70
- TRADOC Regulation 350-10, Chapter 2

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"Coming together is a beginning. Keeping together is progress. Working together is success."

Henry Ford

Trends/Recommendations Noted During FY 03 Self-Assessment (continued)

Standard Item 11T (#13 & 18 on Revised Standards List) "The institution requisitioned training resources equipment (TADSS), ammunition, pyrotechnics, training material, consumable supplies, and references of the types and quantities to meet requirements."

TREND: Outdated or incomplete equipment annexes in the POI.

RECOMMENDATIONS: Update the POI equipment annexes. Identify unserviceable equipment and formulate a plan for replacements. Ensure equipment/TADSS/ammunition/pyrotechnics/consumable supplies required for the lesson being taught are included in the appropriate course-training document, and requested from appropriate agencies/headquarters IAW applicable local procedures. For quality training, design personnel must ensure all resources required to perform each learning step/activity are identified in the appropriate course training material. This allows any new or substitute instructor to use the training material (i.e., LP) for the lesson being taught, with no degradation of training and with minimum preparation time.

REFERENCES: TRADOC Regulation 350-18, Chapter 3; TRADOC Regulation 350-70, VI-6-9.

General Observations

Standard Item #12P (#23 on Revised Standards List)

"Staff and Faculty training meets the needs of the institution."

OBSERVATION: Installation Staff Contractor's Training Course (ISCTC) is now in full compliance by all Fort Sam Houston (FSH) Installation Organizations. The AMEDDC&S Staff and Faculty Development Branch (SFDB) now offers scheduled ISCTC sessions. The FSH garrison activities and the AMEDDC&S staff and faculty responded in a very positive and cooperative manner for ensuring that all installation staff, Clothing Initial Issue Point/Central Issue Facility employees, DFAC employees, medical personnel, dental personnel, bus drivers and other civilian installation personnel (e.g., drug and alcohol representative), that in the execution of their duties, come into daily or frequent contact with Initial Military Training (IMT) soldiers, attend the ISCTC. It is also important to keep in mind, that training conducted at Phase 2 training sites is a continuation of IMT, and therefore the ISCTC is a requirement for those personnel who fit into that category. A program is in place to train the Phase 2 instructors.

RECOMMENDATIONS: Continue to ensure all newly assigned FSH personnel attend the mandatory ISCTC.

- The AMEDDC&S develop a web-based or distance learning ISCTC training package that meets TRADOC approval for conducting ISCTC at Phase 2 training sites; ensure the ISCTC requirement is implemented; and ensure a viable tracking mechanism is in place to monitor the status of ISCTC attendance.

Standard Item #13T & 46T (#22 on Revised Standards List)

OBSERVATION: No viable Contemporary Operational Environment/Opposing Force (COE/OPFOR) training incorporated into IMT course curriculum.

RECOMMENDATIONS: Ensure the education/training curriculum reflects Joint, Army, and Branch doctrine (e.g., COE/OPFOR) at the appropriate level and incorporate lessons learned from Combat Training Centers, unit operational deployments, and the Center for Army Lessons Learned (CALL); proponent training development must reflect the implementation of COE; and proponent must make classes relevant to the COE, current doctrine, and lessons learned instead of using out-of-date lesson plans, POIs, or training scenarios.

NOTE: If your training department is interested in having a briefing presented on COE/OPFOR, please contact Mr. Dunbar at (210) 221-6605 or email: david.dunbar1@us.army.mil.

Feedback from the Field on Academy of Health Sciences Course Graduates

QAO recently purchased a tool to design, develop, and deploy web-based surveys to assist courses in the collection of field feedback from recent graduates and supervisors of graduates of AHS courses. Initial priority for development of these surveys will be given to Military Occupational Specialty (MOS) and Additional Skill Identifier (ASI) producing courses, and Professional Military Education (PME) courses. For more information, contact Ms. Michele McCormick, QAO, DASQA, at 221-6191 or email: michele.mccormick@us.army.mil.



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