DATA ITEM DESCRIPTION

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1. TITLE	2. IDENTIFICATION NUMBER
TRAINING PROGRAM STRUCTURE DOCUMENT	DI-ILSS-81521

3. DESCRIPTION/PURPOSE

3.1 The training program structure document provides training planning data and training course control data. This information is relative to long-range training program resource requirements, for personnel and equipment, and their implementation. This training data product documents the detailed configuration baseline of a training course.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
960926	N/AS/PMA205		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the training program structure document. This DID is interrelated with MIL-PRF-29612, Performance Specification for Training Data Products, paragraphs 3.2.5 and 4.3.5.

7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. Any individual data requirement contained in this DID is subject to deletion tailoring.

7.3 This DID supersedes DI-ILSS-81071, DI-ILSS-81074, and DI-ILSS-81075.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		N7198

10. PREPARATION INSTRUCTIONS

10.1 <u>Style and format</u>. Contractor format is acceptable.

10.2 <u>Content</u>. The training program structure document shall include the following:

10.2.1 <u>Front matter</u>. Content of the front matter shall be in accordance with Appendix A of MIL-PRF-29612.

10.2.2 Part 1: Training planning data. This data shall provide a description of the sources of the training needs and the training strategies to satisfy those needs by course, training program, and Service component for peacetime and mobilization.

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11. DISTRIBUTION STATEMENT
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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10.2.2.1 <u>Training concept data</u>. This data shall contain the following:

    a.   The identification of the documents which provide the training program mission needs statements.

    b.   A description of the training requirement (new systems, occupational specialty structure, threat and doctrine, or organization and mission changes in training policy, methodology or field performance discrepancies).

    c.   A description of the training strategy for both the active and reserve components during both peacetime and mobilization, including active/reserve and peacetime/mobilization differences, which includes the status of training for equipment that is being replaced in the active component but utilized in the reserve component. Include the following for resident and nonresident training:

        (1)   Each skill level or pay grade which explains the training available for active and reserve personnel.

        (2)   The courses for specialty skills (e.g., Additional Skill Identifier (ASI), Special Qualification Identifier (SQI), Air Force Specialty Code (AFSC), Navy Enlisted Code (NEC), Navy Officer Billet Classification (NOBC), or Military Occupational Specialty (MOS)).

        (3)   The training planned for transition or replacement training.

        (4)   The training to accomplish occupational skill area merger training.

        (5)   The functional courses.

        (6)   The programs and products for unit integration and sustainment training.

    d.   The current training which will be deleted by the new training program.

    e.   The alternatives to accomplish the training requirement if additional resources required to support the training concept are not provided.

10.2.2.2 <u>Justification for course development/change/revision</u>. The justification shall be as follows:

    a.   Tasking by higher authority.

    b.   Scheduled course review.

    c.   Surveillance/external feedback resulting from the training appraisal program.

    d.   Engineering Change Proposals (ECPs)/weapon system change authorizations.

    e.   Reduced course length.

10.2.2.3 <u>Impact if development/change/revision is not undertaken</u>. The impact data shall provide a clear and precise statement of the impact on mission requirements and capabilities if the development/change/revision is not undertaken.

10.2.2.4 <u>Milestone chart</u>. The milestone chart shall provide a time-phased relationship commencing with the earliest lead time resource requirement through establishment of training capability. Projected start/completion dates for each key event shall be indicated.

10.2.2.5 <u>Course milestone schedule</u>. The schedule shall specify events, length, instructor contact hours, class sizes, Interservice Training Review Organization (ITRO) codes, contract codes, academic

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hours, and dates of programmed changes. The milestone schedule shall include, but not be limited to, the following:

    a.   Individual Training Plan (ITP) and course administrative information (e.g., ITP name, course titles, numbers, types, dates).

    b.   Training development milestones.

    c.   System related milestones. System identification, collective and individual training plan submission date, and first unit equipped dates for each system supported by the ITP.

    d.   Training development resource information (e.g., workload factors in the areas of specialties, programs of instruction, and courses).

    e.   Course resource information (e.g., length, hours, size, student input) used for determining resource requirements.

10.2.2.6 <u>Resource estimate data</u>. This data shall provide descriptions of the equipment, ammunition, facility, and funding requirements that are not currently available to the installation. The estimate will be in narrative form and will include fiscal years in which resources will be required. The estimate shall address the following:

    a.   Training development resources.

    b.   Resource requirements that are not available.

    c.   Unfinanced requirements in the program years.

    d.   Manpower requirements not addressed in the milestone schedules or the resource narrative.

    e.   Constraints.

    f.   The estimated costs associated with any new or modified training.

    g.   Estimated requirements for all ammunition and related training devices or simulators required for one iteration of each course.

    h.   A resource summary supplement that identifies other requirements (e.g., construction, maintenance, repair).

10.2.2.7 <u>Follow-on training recommendations</u>. This data shall provide the contractor's recommendations for any follow-on training program to be conducted in support of the system/equipment. Such recommendations shall include results of any trade studies made to determine cost-effectiveness of various methods of conducting training (current training programs and capabilities may be used as a baseline for the development of this information).

10.2.3 Part 2: Training course data. The training course data shall provide descriptions of the training content (subject, topics, tasks), training material, types and duration of instruction, and resources required to conduct both peacetime and mobilization training, and shall be documented in sections as follows:

10.2.3.1 <u>Course accounting</u>. The course accounting data shall include the following information:

    a.   Course title.

    b.   Course Identification Number/Production Identification Number/Production Assignment Number (CIN/PIN/PAN).

    c.   Course purpose/goals.

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    d.   Course description.

    e.   Prerequisites (courses or equivalent skills and knowledge which must be possessed by the trainee prior to attending the proposed training).

    f.   Course approval information.

    g.   Course phase of training.

    h.   Grading procedures.

    i.   Status upon graduation.

    j.   Instructional strategy (e.g., group paced, self paced).

    k.   Academic training, aircrew training devices, and flying inventory.

    l.   Class start date.

    m.   The agency from which quotas to the course must be obtained.

    n.   Type training. (Use alphanumeric code; i.e., A1, C1) (See specific Service formal schools catalog of courses for guidance on codes.)

    o.   Location of training. Training locations to include the specific school and its location (installation, state, and zip code).

    p.   Security requirements (e.g., training equipment, course materials, training space, clearance required to attend).

    q.   Military assistance program articles and service list number. (This is a seven position alphanumeric code used to identify a course used for foreign military training.)

    r.   Training development proponent school for analysis, design, development, and for instructor billets include data for installation, city, state and zip code of the proponent school.

    s.   Course proponent (e.g., office of primary responsibility, course model manager).

    t.   The agency which bears the cost of temporary duty incidental to attendance at the course.

    u.   Other Service course number.

    v.   Those costs that are directly related to the course of instruction.

10.2.3.2 <u>Course administrative data</u>. Course administrative data, to include data for peacetime and mobilization versions of the course, shall consist of the following:

    a.   Course length to include hours, days, and weeks.

    b.   Breakdown of classroom and laboratory hours.

    c.   Class start date.

    d.   Instructor Contact Hours (ICH) (adjusted course ICH, course unique ICH, adjusted shared ICH, and contracted (CH).

    e.   Class size (maximum, optimum, and minimum).

    f.   The occupational skill area, branch, functional area, Area of Concentration (AOC), Skill, Additional Skill Identifier (AI), or Special Qualifications Identifier (SQI) for which the course provides qualification on training.

    g.   The specific target audience for which the course is designed.

    h.   Individual training plan title.

    i.   Class frequency.

    j.   Training task list.

    k.   Course code (course type code, ITRO code, contract code, Marine Corps Service School Codes (MCO P1080.20, JUMPS/MMS Codes Manual) other Service number).

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    l.   Academic hours (course unique, shared, contracted, and conducted per week; practical application, performance evaluation, written examination).

    m.   Additional information essential for selection of students (i.e., special approval), preparation of orders (i.e., course length), or for explaining a course's phases.

    n.   A list of environmental/hazardous materials.

    o.   A list of high risk/safety issues.

    p.   Work center identification.

10.2.3.3 <u>Course training standards</u>. The course training standards data shall include the following information:

    a.   Training elements to be accomplished.

    b.   Standards of accomplishment for each element.

    c.   Course map.

    d.   Course sequence.

    e.   Training schedule matrix.

10.2.3.4 <u>Instructional media materials data</u>. This data shall include a description of and identifiers for the following:

    a.   Lecture.

    b.   Workbook.

    c.   Sound and slides.

    d.   Interactive courseware training lessons.

    e.   Required instructional manuals.

    f.   Supersession information identifying superseded documents.

    g.   Job aids.

10.2.3.5 <u>Operator and maintenance training devices</u>. This data shall include the following information:

    a.   Device requirements.

    b.   Mission statement and objective for each training device.

    c.   Explanation of sortie/exercise elements to be trained.

10.2.3.6 <u>Operational training</u>. This data shall include the following information:

    a.   Special instructions and restrictions on operational training.

    b.   Explanation of sorties/exercises (e.g., time, number).

    c.   Mission outline.

    d.   Element to be trained.

10.2.3.7 <u>Course learning objectives</u>. This data shall include a listing of Terminal Learning Objectives (TLOs) taught in the course.

10.2.3.8 <u>Facilities and resources</u>. This facilities and resources data shall include the following information:

    a.   Location of facilities and resources.

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b.   Student reporting instructions.

c.   Instructor staffing requirements.

d.   Occupational field(s) of instructors.

e.   Multiple instructor requirements.

f.   Classroom and simulator layout.

g.   Those billets required to operate the school, other than instructors and instructor supervisors, for this course.

h.   Student library of reference materials.

i.   Instructor accessability.

j.   Facility usage requirements per student.

k.   Range requirements.

l.   A statement regarding availability of government billeting.

m.   A statement regarding availability of government messing.

n.   A description of all facilities or ranges required to conduct one iteration of the resident training program, without regard to the location or availability of facilities, and shall include the following:

    (1)   Service unique category code.

    (2)   The type of special purpose classrooms or facilities, unit of measure, and number of units.

    (3)   The number of hours of facility usage required per student for both peacetime and mobilization.

10.2.3.9 Explanation of terms. The explanation of terms shall include terms unique to the training command or training system.

10.2.3.10 Curriculum outline of instruction. The outline shall provide detailed training data for each lesson. The outline shall provide the sequence in which the instruction is to be presented and shall contain the following:

a.   Purpose (brief statement of purpose of the lesson).

b.   Lesson title, scope, and designator.

c.   Academic hours by type of instruction (e.g., peacetime, mobilization, practical exercise, exam, integrated or not integrated).

d.   Training tasks and subjects (e.g., the training tasks, subjects, conditions, standards, numbers, supporting activity, and whether the lesson teaches identified training tasks to a standard).

e.   Course learning objectives.

f.   TLOs.

g.   Topic learning objectives.

h.   Enabling Learning Objectives (ELOs).

i.   Method of instruction.

j.   Training Support Equipment (SE) and materials.

k.   An identification of other documentation required for the performance of a specific training task, item, or function.

l.   Instructor signature and date line.

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    m.   School director's name, signature, and date line.

    n.   Training annexes (e.g., mandatory, examination, common core) with groupings of learning objectives.

    o.   Student library.

    p.   Time allotments in hours for each section, topic of instruction, specific lesson or module, or Program of Instruction (POI) file.

10.2.3.11 <u>Course summary and presentation schedule</u>. The summary and schedule shall contain an outline of each major section or topic of instruction within the training course and the following:

    a.   Academic time for all annexes or areas (classified and unclassified), including lecture, conference, discussion, practical application, performance evaluation, written examination.

    b.   Administrative time (e.g., in-processing, out-processing, physical fitness training, commandant's, open, excluded, graduation, inspections, other).

    c.   Hours by security classification.

    d.   Classroom and practical application time to include hours and percentage of total time.

    e.   Total time allocated for each topic of instruction.

    f.   Total course hours.

    g.   Scheduled order of presentation to include hourly, daily, and weekly program for the entire course.

    h.   Separate schedule listings for classroom, training equipment, and laboratory use.

    i.   Recommended lesson sequence of instruction by day for each POI file number (lesson), and the number of hours.

10.2.3.12 <u>Individual training standards</u>. This data shall provide a list of Individual Training Standards (ITS) included in this course.

10.2.3.13 <u>Profile item-to-topic objective assignment chart</u>. This chart shall provide a cross-reference between the Personnel Performance Profile (PPP) items or training task numbers and the corresponding lesson plan locations for presenting the PPP items or training task numbers, learning objectives, test items, and an index of lesson file numbers.

10.2.3.14 <u>Fault applicability list</u>. This list shall provide a description of all planned equipment faults, to include prefaulted modules, approved for use in the course to support the learning objectives.

10.2.3.15 <u>Resource requirements list</u>. This list shall provide descriptions of items of equipment, equipment refurbishment, publications, audiovisual aids, training material, facilities, and personnel required for conducting the course. The items shall be classified as either Government Furnished Equipment (GFE) or Contractor Furnished Equipment (CFE) and shall be listed separately. The amounts required for expendable and non-expendable materials shall be included. The information on resources required to conduct training shall include the following:

    a.   The ammunition (e.g., live, dummy, inert, training devices, simulators) requirements include the following:

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      (1)   Identification code.
      (2)   Item description.
      (3)   Supported lesson file number.
      (4)   Quantity requirement for peacetime and mobilization, and the distribution requirement per student, per class, and the ratio.

  b.   The operational equipment requirements (any equipment required for an operational mission used in support of the training course) include the following:

      (1)   Number (e.g., line item number, national stock number).
      (2)   Nomenclature and description.
      (3)   Supported lesson file number.
      (4)   Quantity requirement for peacetime and mobilization, the distribution requirement per student, per class, and the average equipment-to-student ratio.

  c.   Training aids, devices, and substitute requirements for peacetime and mobilization, include the following:

      (1)   Number (e.g., line item number, national stock number, device number, other).
      (2)   Nomenclature and description.
      (3)   Supported lesson file number.
      (4)   Quantity requirement for peacetime and mobilization, and the distribution requirement per student, per class, and the ratio.
      (5)   Cost per unit.
      (6)   Part number and nomenclature of equipment that is replaced/substituted.
      (7)   Peacetime savings per iteration.
      (8)   The description of any substituted item, quantity, and cost for nonstandard equipment and range usage during mobilization.
      (9)   Prioritized ammunition conservation measures during mobilization.

  d.   Quantity and type of fuel.
  e.   Miscellaneous items (e.g., requirements which do not fall under any of the above listed categories).