

DATA ITEM DESCRIPTION		<i>Form Approved</i> OMB No. 0704-0188	
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1. TITLE COURSE CONDUCT INFORMATION PACKAGE		2. IDENTIFICATION NUMBER DI-ILSS-81522	
3. DESCRIPTION/PURPOSE 3.1 The course conduct information package provides data required by the Government to support outsourcing the conduct of training. This data will provide sufficient information to permit an accurate evaluation of a trainee's capabilities to meet all learning objectives of a course and identifies prerequisite skills and knowledge of trainees entering the course. The course conduct information package also provides information for trainees regarding the training syllabus, training organization, operating, scheduling, etc. It also provides information on an evaluation of the trainee's performance, the trainee evaluation of training, and a certificate of completion of training for the trainee.			
4. APPROVAL DATE (YYMMDD) 960926	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/AS/PMA205	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the preparation instructions for the content and format of the course conduct information package. This DID is interrelated with MIL-PRF-29612, Performance Specification for Training Data Products, paragraphs 3.2.6 and 4.3.6. 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-81099, DI-ILSS-81102, and DI-ILSS-81104.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER N7199
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference document</u> . The applicable issue of documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract. 10.2 <u>Style and format</u> . Contractor format is acceptable. 10.3 <u>Content</u> . The content of the course conduct information package shall provide the following: 10.3.1 <u>Front matter</u> . The content of front matter shall be in accordance with Appendix A of MIL-PRF-29612.			
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11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.			

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Block 10, Preparation Instructions (Continued)

10.3.2 Part 1: Trainee orientation guidance data. The trainee orientation guidance data provides the information necessary to describe a new training system. It introduces the trainee to all aspects of the training system (e.g., syllabus, organization, training location and surrounding area data). The trainee orientation guidance data shall contain the following:

10.3.2.1 Introduction. The introduction shall provide a brief overview of the purpose and expected application of the trainee orientation guidance data.

10.3.2.2 Training organization. This data shall contain information related to:

- a. Organization personnel (e.g., relationships, roles, communication channels).
- b. Organization policies.
- c. Support elements (e.g., role and relationships to the training organization).

10.3.2.3 Training program. This data shall contain the following:

- a. An overview of the instructional features.
- b. The syllabus organization and training sequence.
- c. An introduction to media formats.
- d. A description of security issues.
- e. A description of safety issues.
- f. A description of environmental issues.

10.3.2.4 Training system operation and scheduling. The operation and scheduling data shall contain the following:

- a. An overview of trainee roles and responsibilities.
- b. Trainee learning center operating procedures.
- c. Trainee scheduling.

10.3.2.5 Instructor roles in the learning center. This data shall describe the following:

- a. The evaluation of tests.
- b. The trainee remediation.
- c. The response to trainee questions/problems.
- d. The method used to record test scores.
- e. The procedures to check materials in and out.
- f. The security procedures.

10.3.2.6 Operation of equipment. The data shall contain operating instructions for:

- a. Audiovisual equipment.
- b. Training aids.
- c. Training equipment.
- d. Troubleshooting.

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10.3.2.7 Printed materials. Printed materials shall include:

- a. Worksheets.
- b. Trainer guides.
- c. Operational exercise guides.
- d. Other supporting material (e.g., lesson sequence guide, facilities layout).

10.3.2.8 Training equipment exercises. This data shall contain a description of:

- a. Session formats.
- b. Briefing and debriefing procedures.
- c. Instructional techniques.
- d. Remediation.

10.3.2.9 Record keeping. This data shall contain a description of:

- a. Trainee responsibilities.
- b. Instructor responsibilities.

10.3.2.10 Quality control. This data shall contain:

- a. A description of the trainee's role in quality control.
- b. Questionnaires and other data collection instruments.

10.3.3 Part 2: Training course standards data. A training course standard shall contain the following:

10.3.3.1 Body. This data shall contain the following topics:

- a. The purpose of the standard as it relates to the particular course.
- b. Purpose of the course.
- c. A brief description of the general course learning objectives.
- d. Course prerequisites shall include a list of all skills, in behavioral terms, required of trainees entering the course. Identify the Terminal and/or Enabling Learning Objective(s) (TLO)/(ELO) number(s) requiring the prerequisite skill and identify them parenthetically.
- e. TLOs shall include a list of complete behavioral objectives which identify the major tasks to be performed by the trainee upon completion of the course. Identify each TLO by labeling it with "T.L.O." followed by a number.
- f. ELOs shall include a list of complete behavioral objectives subordinate to the TLO. The hierarchy of ELOs shall be identified by labels assigned to every learning objective (i.e., objectives "E.L.O. 1.1" and "E.L.O. 1.2" are directly subordinate to "E.L.O. 1."). ELOs directly supporting TLOs shall indicate the TLO parenthetically.
- g. Include the skill hierarchy, or pyramid of skills which depicts the learning order of all skills to be obtained from the course. The relationship of prerequisite skills to course skills shall also be shown. (This skill hierarchy shall serve as the source document for establishing all course learning objectives.)

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10.3.3.2 Appendices. Appendices shall include the following:

10.3.3.2.1 Equipment list. This data shall identify the full name, manufacturer, and part number (or other identifier) of the equipment the trainee will be able to operate or repair upon successful completion of the course.

10.3.3.2.2 Test equipment list. This data shall identify the full name, manufacturer, and part number (or other identifier) of all test equipment and special fixtures required during the course.

10.3.3.2.3 Publication list. This list shall identify the full name, publisher, publication or part number, and date of publication for all publications required to conduct the course. The list shall include the following:

- a. Operator's manuals.
- b. Maintenance manuals.
- c. Programmer's manuals.
- d. Software manuals.
- e. Diagnostic manuals.
- f. Textbooks.
- g. Reference cards.

10.3.4 Part 3: Training materials data. The training materials data shall consist of any recorded information suitable for use in establishing and supporting training and shall include the following:

10.3.4.1 Operational system overview. The overview shall describe the configurations and functions of each segment of the operating system, discuss how these segments will interface to operate as an entity to fulfill the mission requirements, and outline the differences between the existing and replacement systems/component.

10.3.4.2 Training material. The training material shall include the following:

- a. Qualitative and quantitative personnel requirements information.
- b. System requirements analysis data.
- c. Manufacturer's handbooks.
- d. Contractor's in-house training materials, pamphlets, and other training literature.
- e. Contractor utility manuals.
- f. Contractor operational manuals.
- g. Contractor software manuals.
- h. Contractor maintenance manuals.
- i. Logic diagrams.
- j. Functional schematic drawings.
- k. Functional flow block diagrams.
- l. Preliminary operating and maintenance instructions.
- m. Equipment description and functional data.
- n. Testing procedures.

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- o. Other data and contractor in-house documents suitable for use in planning and conducting training programs.

10.3.5 Part 4: Trainee and training course completion data. The trainee and training course completion data provides an evaluation of trainee performance, the course of instruction, and related materials as follows:

10.3.5.1 Instructor evaluation of trainee. The instructor evaluation of trainee shall consist of the following:

- a. Course information:
 - (1) Course title.
 - (2) Course objective.
 - (3) System/equipment.
 - (4) Course hours.
- b. Trainee information:
 - (1) Name.
 - (2) Social security number.
 - (3) Parent activity.
 - (4) Rank/grade.
 - (5) Branch of Service/agency.
 - (6) Personnel specialty.
- c. Attendance information:
 - (1) Date reported for course.
 - (2) Date completed course.
 - (3) Hours attended.
 - (4) Hours needed to complete each segment.
- d. Evaluation information:
 - (1) A description of the trainee's willingness to learn, to participate in class and practical application sessions, and to apply extra effort to the learning situation.
 - (2) The trainee's application of facts, principles, techniques, theories, concepts, procedures, and experiences previously learned to the new learning situation in a percentage grade.
 - (3) The trainee's accomplishment of the learning objectives during the practical application portion of the course in a percentage grade using the following factors:
 - (a) Proper use of test equipment.
 - (b) Proper use of documentation.
 - (c) Proper application of safety precautions.
 - (d) Amount of guidance or supervision needed.
 - (e) Skill level attained.

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- (4) The trainee's average of test scores given throughout the course in a percentage grade.
- (5) The trainee's final average grade (the results from the average of the application, practical, and exam grades).
- (6) Trainee's class standing.

10.3.5.2 Instructor comments. Instructor comments shall contain additional information concerning the trainee's performance and attitude throughout the course. (The trainee's completion of homework assignments and seeking extra help or materials to assist in obtaining the learning objectives should also be considered.)

10.3.5.3 Name of contractor. The name of contractor shall be the complete name of the primary contractor conducting the course.

10.3.5.4 Instructor in charge. The signature of the instructor in charge shall be included on the forms.

10.3.5.5 Trainee evaluation of training form. The trainee's evaluation of training form shall consist of the following sections for recording:

- a. Administrative information:
 - (1) Period of training.
 - (2) Number and title of course.
 - (3) Place where training was conducted.
- b. Course materials:
 - (1) Information received in course.
 - (2) Technical value.
 - (3) Relevance to the course.
- c. Course presentation:
 - (1) Majority of lessons were.
 - (2) Majority of training units were.
 - (3) Instructor's presentation was.
 - (4) The instructor.
 - (5) Theory.
 - (6) Practice.
 - (7) Time devoted to each session was.
- d. Value of training aids:
 - (1) Use.
 - (2) Quantity.

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(3) Quality.

e. Tools and equipment:

- (1) Quantity.
- (2) Modernity.
- (3) Condition.

f. Training facilities and accommodations:

- (1) Shops and classrooms.
- (2) Housing accommodations.
- (3) Transportation facilities.

g. Recommendations for course improvement:

- (1) Changes in course materials.
- (2) Changes in methods of instruction.
- (3) Changes in subject matter presented.

10.3.5.6 Instructor evaluation of training. The instructor evaluation of training data shall include a description of all problems encountered during the conduct of the course, such as deficient subject coverage, equipment failures and documentation deficiencies. Recommendations for any supplemental training which may be required shall also be included.

10.3.5.7 Certificate of training. The certificate of training shall include the following:

- a. Service logo.
- b. Statement of course completion.
- c. Student name.
- d. Course name.
- e. Course identifier.
- f. Course code.
- g. Course completion date.
- h. Total hours of training received.