

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503.				
1. TITLE TRAINING EVALUATION DOCUMENT		2. IDENTIFICATION NUMBER DI-ILSS-81524		
3. DESCRIPTION/PURPOSE 3.1 The training evaluation document specifies the personnel, resources, organization, functions, procedures, and requirements for evaluating training and training equipment. It also includes requirements for data resulting from a training evaluation.				
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 training evaluation document. This DID is interrelated with MIL-PRF-29612, Performance Specification for Training Data Products, paragraphs 3.2.8 and 4.3.8.  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-81076, portions of DI-ILSS-81088, and DI-ILSS-81105.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER  N7201
10. PREPARATION INSTRUCTIONS 10.1 <u>Style and format</u> . Contractor format is acceptable.  10.2 <u>Content</u> . The training evaluation document shall contain the following:  10.2.1 <u>Front matter</u> . The content of front matter shall be in accordance with Appendix A of MIL-PRF-29612.  10.2.2 <u>Introduction</u> . The introduction shall provide a brief overview of the training evaluation document.  <div style="text-align: right;">(Continued on page 2)</div>				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

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## Block 10, Preparation Instructions (Continued)

**10.2.3 Part 1: Training evaluation planning data.** The training evaluation planning data shall include the following:

- a. Purpose of the planned evaluation.
- b. Scope of the evaluation (e.g., learning objectives and critical standards).
- c. Type of planned evaluation (e.g., summative, formative, training effectiveness, training capabilities, cost-effectiveness, test items, course or materials review).
- d. Method of evaluation (e.g., empirical, analytic, internal, external).
- e. Types of information to be collected (e.g., opinion, observation, performance).
- f. Procedures to be used for collecting information as follows:
  - (1) Criteria to select size and composition of target population sample.
  - (2) Criteria for site selection.
  - (3) Methods for collection of information about student/target population sample participants.
  - (4) Criteria for selection of instructors.
  - (5) Methods for collection of information about instructor participants.
  - (6) Methods to be used to prepare facilities and equipment prior to conduct of evaluation.
  - (7) Methods to be used to prepare students and instructors to participate in the evaluation.
  - (8) Methods for administration of the evaluation.
  - (9) Methods for collection of student reactions to the training during the presentation.
  - (10) Methods for observation of the presentation of training.
  - (11) Methods for collection of student and instructor comments at the conclusion of training.
  - (12) Methods for the recording of data.
  - (13) Methods for the conduct of interviews.
  - (14) Methods for participants to provide additional data following the completion of the actual evaluation.
  - (15) Methods for determining validity and reliability of the evaluation.
- g. Procedures to be used for data analysis as follows:
  - (1) Criteria for assessing performance.
  - (2) Criteria and procedures for validation of the evaluation.
  - (3) Analytical treatment of data (e.g., statistical treatment).
  - (4) Criteria and procedures for estimating criticality of deficiencies.
- h. Procedures to be used for reporting the findings.
- i. Procedures to be used for reporting the conclusions.
- j. Procedures to be used for reporting the recommendations.
- k. Data collection instruments to be used (e.g., tests, checklists, structured interviews, questionnaires, job performance indicators).
- l. Schedule for data collection and performing the evaluation.

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## Block 10, Preparation Instructions (Continued)

- m. Resource requirements (e.g., personnel, materials, special equipment, travel funds, facilities).
- n. Responsibility for testing and responsibility for conducting the evaluation.
- o. Roles and responsibilities of all personnel to be involved (e.g., command, students, evaluators, graduates, supervisors of graduates).
- p. Identification of the agencies and decision authorities who will receive the report.
- q. Listing of the proposed evaluation sites.

**10.2.4 Part 2: Training evaluation results data.** This data shall provide a description of the purpose, scope and intended use of the training evaluation results, and shall include the following:

10.2.4.1 Introduction. The introduction shall describe the following:

- a. Method of evaluation.
- b. Types of information collected.
- c. Procedures/instruments used for collecting information.
- d. Procedures for data analysis.
- e. Background paragraph which explains history and circumstances requiring evaluation/validation.
- f. Problem paragraph which provides a statement of any problem or deficiency addressed by the evaluation/validation.
- g. Data collection deficiencies.

10.2.4.2 Summary of findings. The summary shall provide a description of the data collected during the evaluation.

10.2.4.3 Conclusion and recommendations. This data shall provide a description of whether or not the product which underwent evaluation met the established criteria and is acceptable for training. If the evaluation indicated that the product did not meet the criteria, this data shall provide specific recommendations for correcting product deficiencies and the impact on the delivery schedule.

10.2.4.4 Appendices. The following appendices shall be included:

- a. Appendix A - shall provide a description of resources used, to include:
  - (1) The time required to conduct the evaluation and analyze the data.
  - (2) The facilities and equipment used.
  - (3) A summary of the demographic data for participating students and instructors.
  - (4) Criteria used to determine master versus non-master.
- b. Appendix B - shall provide a listing of the participating organizations and the evaluation responsibilities performed by each organization.
- c. Appendix C - shall include copies of all data collection instruments used during the evaluation.

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## Block 10, Preparation Instructions (Continued)

- d. Appendix D - shall include copies of any miscellaneous forms used for scheduling, conduct of trials, or analysis.
- e. Appendix E - shall show the schedule of all evaluation events.
- f. Appendix F - shall provide a summary of any literature reviews of the relevant findings of any previous research on this or similar training products or addressing this or similar training products, or addressing this or similar training deficiencies.
- g. Appendix G - shall provide a learning objectives paragraph which describes the specific determinations made and which specifies the essential elements of analysis that were addressed in accomplishing each learning objective and associated test item.

**10.2.5 Part 3: Instructional delivery system test and evaluation data.** This data shall include:

- a. A description of the development tests and identification of the structure of anticipated contractual acceptance plans.
- b. A description of the operational test and evaluation as follows:
  - (1) The need for an operational test.
  - (2) The operational critical issues as follows:
    - (a) Operational test and evaluation objectives.
    - (b) Suitability tests (e.g., mobility, reliability, maintainability, interoperability, compatibility, human factors, availability transportability, safety, training requirements and supportability as applicable).
    - (c) Feasibility of combined developmental and operational tests.
    - (d) Need for the development of the training effectiveness evaluation plan.
    - (e) The office of primary responsibility for plan preparation and coordination.
    - (f) The agency(s) responsible for operational test and evaluation.
  - (3) A tabulation of the required key operational characteristics of the training system, showing performance variables, goals, and thresholds expressed in terms of operational suitability and training capabilities.
  - (4) Special test requirements (e.g., special test equipment, ranges, students).
- c. A description of the training effectiveness evaluation as follows:
  - (1) Originator of the training effectiveness evaluation plan.
  - (2) The training test agent.
  - (3) The purpose of the training effectiveness evaluation.
  - (4) Training effectiveness evaluation resource requirements.
  - (5) Training effectiveness evaluation information sources.
  - (6) Possible constraints on data collection in the training and operational settings.
  - (7) Possible evaluation designs.