

Research Note 80-36

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EVALUATION AND DESIGN OF A PROTOTYPE SYSTEM FOR
MANAGEMENT OF SUPERVISED ON-THE-JOB EXTENSION
TRAINING PROGRAM (SOJET)

ANNEX B

SOJET PROGRAM IMPLEMENTATION
HANDBOOK

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TRAINING TECHNICAL AREA

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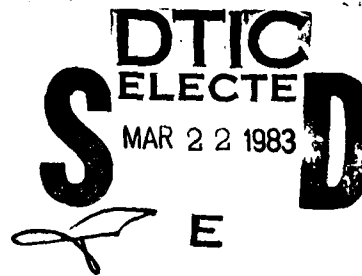


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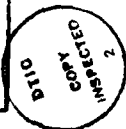
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EVALUATION AND DESIGN OF A PROTOTYPE SYSTEM FOR MANAGEMENT
OF SUPERVISED ON-THE-JOB EXTENSION TRAINING PROGRAM(SOJET):
Annex B, SOJET PROGRAM IMPLEMENTATION HANDBOOK

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I. THE SOJET PROGRAM

The Supervised On-The-Job Extension Training (SOJET) program provides a new way of delivering duty-position training to a unit in a non-resident mode. The purpose of the program is to provide the duty-position training material the student and his job supervisor need to accomplish on-the-job training. The program is designed to be centrally administered by the Institute for Professional Development, the agency that administers the Army Correspondence Course Program (ACCP).

The following pages contain a description of the SOJET program and a summary of the responsibilities of course supervisors and students. Subsequent sections of this handbook describe in more detail various features of the SOJET program.

A. PROGRAM SUMMARY

1. The Supervised On-The-Job Extension Training (SOJET) program provides separate self-study courses for four operations and intelligence duty positions in each of four combat arms branches (Armor, Air Defense Artillery, Field Artillery and Infantry). The four duty positions are:

Operations Sergeant (or Assistant Operations Sergeant)
(Skill levels 4-5);
Intelligence Sergeant (or Assistant Intelligence Sergeant);
(Skill levels 4-5)
Operations Assistant/Specialist (Skill levels 1-3); and
Intelligence Assistant/Specialist (Skill levels 1-3).

2. Each SOJET duty position course has a number of subcourses. The subcourses are based on the same tasks as the Soldier's Manual for the related MOS and skill level. Each subcourse focuses on a major task needed in the duty position.

a. A student may enroll for a full duty position course or for any selection of subcourses.

b. Students will receive Army Correspondence Course credits for each subcourse completed. Student records will be maintained in the Army Correspondence Course Program files.

3. A person does not have to be in an OPS/INTEL duty position to enroll as a student. The courses are for persons now in an OPS/INTEL duty position, persons interested in preparing for these jobs, and persons whose Soldier's Manual covers tasks in operations and intelligence.

4. A special requirement for this training is that each student must have a course supervisor. Ideally the duty position supervisor will use SOJET to help in the OJT of soldiers in the OPS/INTEL duty positions. When a student applies for enrollment the person who has agreed to be the course supervisor fills out a form which accompanies the student's application. This form registers the course supervisor by name and unit address. The purpose is to permit mailing subcourse tests and scoring keys directly to the student's course supervisor. Registering as a course supervisor does not enroll the supervisor as a student.

a. The course supervisor helps the student identify the subcourses needed, scores the student's subcourse tests, and forwards test results for entry in the student's records.

b. For students in an OPS/INTEL duty position the course supervisor should be the student's OPS/INTEL duty supervisor. If this is not possible another officer or NCO may be approved by the student's Commander. For students not in an OPS/INTEL job the course supervisor should be an officer or NCO approved by the Commander.

B. SUMMARY OF SUPERVISOR RESPONSIBILITIES

1. Assist in planning and accomplishing enrollments.
 - a. Identify section's requirements and student's task training needs.
 - b. Register as student's SOJET supervisor by filling out Supervisor Registration Form.
 - c. Review and sign Student Enrollment Application form.
2. Counsel student on subcourse sequence and supervise student's progress.
 - a. Assist student in sequencing subcourses to meet local needs.
 - b. Review test results with student.
3. Administer and score subcourse tests.
 - a. Pretests
 - (1) Administer and score pretest before student begins study of subcourse material.
 - (2) Score test according to instructions in supervisor's test packet.
 - (3) Record pretest results according to instructions located in the supervisor's test packet.

- (4) If the student does not pass all requirements on pretest, supervisor directs student to study training material and to prepare for posttest.
 - b. Posttests
 - (1) Administer and score as instructed in Supervisor's Test Packet.
 - (2) Record results on Examination Response Sheet as instructed in the Supervisor's Test Packet.
 - (3) If student fails one or more requirements on first posttest, supervisor directs student to restudy training material on requirement not satisfied and to prepare for second posttest on that requirement.
 - c. Both student and supervisor Examination Response Sheets must be completed and returned as described in the Supervisor's Test Packet. The supervisor's Examination Response Sheet serves as a cross check on the student.
 4. Notify ACCP if either the supervisor or the student are transferring while registered/enrolled in a course.
 - a. Assist the student in obtaining a new course supervisor if necessary; report the new course supervisor to ACCP.
 - b. Cancel registration as course supervisor if the student is transferred.
 5. Insure that subcourse materials are safely stored and available for use when needed.
 - a. Safeguard supervisor's Test Scoring Guides.
 - b. Request replacement of lost or missing subcourse test and lesson material.

C. SUMMARY OF STUDENT RESPONSIBILITIES

1. Assist in planning and accomplishing enrollment.
 - a. Talk with supervisor about section's requirements and your training needs.
 - b. Enroll as a student by filling out an enrollment form.

2. Progress systematically through the subcourses.
 - a. Make sure that you receive the same subcourse packages as your supervisor.
 - b. Decide with supervisor the order in which subcourses will be studied.
 - c. Keep the lesson materials for each subcourse together until you are ready to use them.
 - d. Take the subcourse pretest before starting the lesson material. If you do not meet the performance requirements, study the lesson materials and take the posttest.
 - e. Always go over pretest and posttest results with your supervisor.
 - f. It is recommended that you use the Student Progress Record to record the subcourses you have completed.
3. Contact ACCP when necessary.
 - a. List name, social security number, and school code on all correspondence.
 - b. If your supervisor is transferred, get a new course supervisor and notify ACCP.
 - c. If you transfer, notify ACCP counselor, who will terminate your enrollment. You may re-enroll in your new assignment.
 - d. Notify ACCP if your mailing address changes.
4. Meet requirements for continuation in the program.
 - a. Your enrollment will be cancelled if there has been no report of test results by your supervisor during the first 12 months after you enroll.
 - b. For a course or for multiple subcourses:

If the total credits are 30 or less, they must be completed within one year after date of enrollment.

If the total credits are over 30, you must complete at least 30 per year.
 - c. For a single subcourse enrollment you must complete the subcourse within six months.

II. INTERIM IMPLEMENTATION PROCEDURES FOR MEETING THE FUNCTIONAL REQUIREMENTS OF THE SOJET PROGRAM DELIVERY SYSTEM

The SOJET Program delivery system contains features not normally used to deliver and manage correspondence courses and other forms of non-resident instruction. In this section each of these special features will be described briefly along with the major functional requirements that must be met to implement each feature. The "operational approach" and "implementation requirements" outlined in this section refer to procedures that are now being used to administer the SOJET program, or to procedures that should be adopted on an interim basis. These procedures were adopted and/or modified based on data and suggestions obtained during a formative evaluation of the SOJET program. In Section III of this handbook the functional requirements which should be met while implementing a "final" version of the SOJET program will be outlined.

A. DISSEMINATION OF INFORMATION ABOUT THE PROGRAM

Program information and enrollment forms sent to potential student or course supervisor upon request.

1. Operational Approach. Persons interested in obtaining information about the SOJET program contact IPD by letter or by phone. IPD mails them a "Course Guide" containing information about the program and including enrollment forms. Persons deciding to enroll in the program complete enrollment forms and return to IPD.
2. Implementation Requirements.
 - a. Material contained in Course Guide must be prepared and printed, and then packaged into a Course Guide Packet whose content should include:
 - o Course Guide
 - o Student Training Plan for each of 4 SOJET Courses
 - o Sample lesson material
 - o Sample test and test scoring guide
 - o Student enrollment form (3 copies)
 - o Supervisor registration form (3 copies)
 - o Addressed envelope for returning forms to IPD.
 - b. Upon request, IPD personnel mail out Course Guide Packets. This is a manual process.

B. STUDENT ENROLLMENT.

A student, with the assistance of a course supervisor, selects SOJET courses or subcourses to enroll in. A special enrollment form is used.

1. Operational Approach. Each student must be provided with a set of enrollment instructions and a list of SOJET subcourses. The special forms used to enroll the student also must be provided.
2. Implementation Requirements
 - a. An enrollment form specially designed for SOJET program students must be developed. The form currently used for this purpose is located in Section IV of this handbook.
 - b. An enrollment information packet must be provided to persons requesting information about the program. The packet currently used for this purpose contains information about the program and includes enrollment forms. (See description of Course Guide Packet, page II-2.)
 - c. Enrollment procedures must be described fully in material sent to a potential student. This information is now contained in the Course Guide. A copy of these procedures appears on pages II-3,4, of this handbook.
 - d. A Student Training Plan is provided for each SOJET course. In addition to providing a list of subcourses, these guides can be used to identify training requirements. A sample STP is located in Section V of this handbook.

C. REGISTRATION OF COURSE SUPERVISOR

When a student enrolls in a SOJET course a "course supervisor" must register along with the student.

1. Operational Approach. Each student must obtain an NCO or officer to act as a course supervisor. This person functions as described on page I-2 this handbook. When a course supervisor is reassigned or cannot perform his supervisory duties, a new course supervisor must be obtained for the student.
2. Implementation Requirements
 - a. A form for registering course supervisors must be developed. ATSC Test Form 145, July 1979 currently is used for this purpose, and can continue to serve as an interim form. A copy of this form is located in Section IV. Any data recorded in Section 5 of the form (Student Data) should not be processed.

ENROLLMENT PROCEDURES
(Taken from SOJET Course Guide)

1. FORMS: Copies of the forms used for enrollment of the student and registration of the supervisor are included in Appendix B.
2. STUDENT TRAINING PLAN (STP): The STP is used to identify section requirements and student training needs. There are three (3) STPs, one for:

OPS SGT (or Asst OPS SGT) duty position;
INTEL SGT (or Asst INTEL SGT) duty position; and,
both OPS Asst/Spec and INTEL Asst/Spec duty positions

These STPs are for local use only. Do NOT return to ACCP.

A sample STP is included in Appendix C.

3. ENROLLING PROSPECTIVE STUDENTS CURRENTLY ASSIGNED TO OPS/INTEL DUTY POSITIONS.

a. TO SUPERVISOR:

STEP 1 - Select and fill out the Student Training Plan corresponding to the duty position for which the student is training. The Student Training Plan (STP) is for your use in selecting the subcourses to be ordered. You or the student may keep the STP as a record of which subcourses you ordered.

STEP 2 - Fill out the Supervisor's Registration Form. Local reproduction is encouraged.

b. TO STUDENT APPLICANT:

STEP 1 - Ask your duty position supervisor to serve as your course supervisor. If he is unable, ask him to help you identify a senior NCO or officer willing to serve as a course supervisor.

STEP 2 - In conference with your course supervisor, complete the Student Training Plan. In doing this you will be identifying the subcourses you need to study.

STEP 3 - Fill out the Student Enrollment Application. Local reproduction is encouraged.

4. ENROLLING PROSPECTIVE STUDENTS NOT ASSIGNED TO OPS/INTEL DUTY POSITION

a. TO STUDENT APPLICANT:

STEP 1 - If you are not currently assigned to an OPS/INTEL duty position and you wish to enroll, you must ask your Unit Commander to assist you in obtaining a supervisor who will register and perform the SOJET supervisor functions described in the SOJET Course Guide. This supervisor may be the Unit Commander or another officer or NCO designated by the Unit Commander.

STEP 2 - You may complete the Student Training Plan (STP) for the chosen course. The STP is for your use in selecting the subcourse to be ordered.

STEP 3 - Fill out the Student Enrollment Application (Test Form 1b). Local reproduction is encouraged.

b. TO DESIGNATED SOJET SUPERVISOR: Fill out the SOJET Supervisor's Registration Form. Local reproduction is encouraged.

5. TO ALL APPLICANTS: Mail the enrollment and registration application forms to ACCP in the special pre-addressed colored envelope provided with the forms. The address should read:

Army Correspondence Course Program
U. S. Army Training Support Center
ATTN: 888 (OPS/INTEL)
Newport News, VA 23628

- b. Data on course supervisors must be stored in data files used by IPD to manage student records.
 - 1) Training records for students and supervisors must contain a data element that distinguishes one from the other. See paragraph F, this section, for how this is accomplished currently.
 - 2) Training records must contain a designator that ties together a student and his course supervisor and also identifies other students having the same course supervisor. See paragraph E, this section, for how this is accomplished currently.
- c. Existing IPD programs for processing student records must be revised, as appropriate, so that they can distinguish between students and supervisors. (See paragraph F, this section.)
- d. Enrollment and registration forms for the SOJET program must be redesigned so that Section 4 of these forms contains blocks for coding data to accomplish b.1 and b.2 above.

D. FULL COURSE OR SELECTED SUBCOURSE ENROLLMENT

Students can enroll in a full SOJET course or enroll in more or less than a full course.

- 1. Operational Approach. Student and supervisor collectively decide what subcourses students will enroll for. If student enrolls in a full course, a course number is used to identify that course on enrollment and registration forms. If student enrolls in more than or less than a full course, the code "999" is used to indicate that type of enrollment.
- 2. Implementation Requirements
 - a. Student enrollment and supervisors registration forms must provide a space for indicating when a student is a "999" enrollee.
 - b. ATSC Form 555-R must be formatted to list individual subcourses (see Section IV).

- c. Student enrollment and course supervisor registration forms must contain a section for recording individual subcourses.
 - 1) Present course supervisor registration form does contain a section for recording subcourse numbers. See Form TF 1b, Section IV, this handbook.
 - 2) Present student enrollment form does not provide space for recording subcourse numbers. The enrollment form should be modified as described in Section IV, of this handbook.
- d. Programs must be developed to send a course completion certificate and a copy of a "student transcript" to persons who enrolled in a complete course and who completed their program of study. Similar certificates must be sent to persons who enrolled in selected subcourses and have completed their enrolled-for program. These programs now exist and appear to function adequately. They should be continued.
- e. The above programs also are designed to send a "Letter of Commendation" (page IV-) to course supervisors of students who have completed their enrolled-for program, requested termination from the program, or who have requested a change in supervisors. Currently, different supervisors receive the same letter even though their involvement with the SOJET program varies widely. For this reason it is suggested that the award of Letters of Commendation to supervisors be discontinued.

E. GROUP ENROLLMENT

A person can register as a course supervisor for more than one student.

1. Operational Approach. A group enrollment code is used to link a course supervisor with all the students under his supervision. When a new student enrolls in the program the log book of group code numbers is scanned to determine if the course supervisor for that student already is a course supervisor for other students. If so, a group code already has been assigned to the course supervisor and this same code is used to link the supervisor with the new student. If both the student and supervisor are new to the SOJET program they are assigned the next group code listed in the log book.

2. Implementation Requirements

- a. A log book of code numbers must be prepared. This log is maintained by recording alongside a group code the supervisor to whom that code was assigned. New course supervisors are assigned the next available group code. A three place alpha-numeric code is employed, e.g., AA1, AA2, ...AB1, AB2, ...AC1, AC2, ...etc.

F. CODE FOR IDENTIFYING SPECIFIC STUDENT-SUPERVISOR PAIRS

A particular student-supervisor pair is linked together through the use of a special enrollment identification number (EIN).

1. Operational Approach. An EIN is used to identify specific student-supervisor pairs. The last digit of the 9-digit EIN distinguished the student from his supervisor. Training records for supervisors are keyed to his EIN rather than his SSN.
2. Implementation Requirements
 - a. Special procedures must be developed for generating an EIN. Present SOJET program procedures for accomplishing this are adequate and should be continued on an interim basis.
 - b. The supervisor registration form must provide a space for recording a 9-digit EIN which serves in place of an SSN. Test Form 1a, July 1979 (page IV-) meets this requirement.

G. SEPARATE MAILING OF MATERIAL TO STUDENT AND TO COURSE SUPERVISOR

Lesson material is mailed to students and test material is mailed to course supervisors.

1. Operational Approach. Subcourse lesson material and test material are separately bound. Lesson material is sent to the student; test material is sent to the course supervisor.
2. Implementation Requirements. See "one-shot" mailing below.

H. "ONE-SHOT" MAILING

All subcourse material requested by student is mailed at one time.

1. Operational Approach. All subcourse lesson material requested by a student is mailed to him as soon as possible after enrollment. A corresponding set of subcourse test material is mailed to the course supervisor. Both sets of material are packaged as subcourse material. That is, if a student requests to enroll in 20 subcourses, he receives 20 separate packages of material. So does his course supervisor.
2. Implementation Requirements
 - a. For each student-supervisor pair:
 - 1) a student mailing list must be prepared. This list contains a listing of all subcourses to be sent to the student.
 - 2) a set of mailing labels (SCAN sheets) must be printed in enough quantity to mail all subcourse packages to the student.
 - 3) a course supervisor mailing list must be prepared. This list contains a listing of all subcourse test material to be sent to the course supervisor.
 - 4) a set of mailing labels (SCAN sheets) must be printed in enough quantity to mail all test packages to the course supervisor.
 - b. IPD programs for printing lists of subcourses and mailing labels should be examined and revised if required so that lists and mailing labels for course supervisors contain a special sign that identifies them as pertaining to a supervisor.
 - c. Separate designators must be used to distinguish between student lesson material and supervisor test material. Currently, all student material is designated by "O" followed by a subcourse number, e.g., OS0001, OA6102. All supervisor test material is designated by "U", e.g., US0001, UA6102. (See Tables 2 through 5 of Course Guide for designators for all lesson and test material.)
 - d. Currently, a SCAN sheet is employed as a mailing label for lesson and test material. This sheet also serves as a form for recording test results. As appropriate, each SCAN sheet (mailing label) should contain the name and address of the addressee, the addressee's SSN or EIN, and the applicable subcourse number.

I. TEST SCORING AND RECORDING GUIDANCE

Subcourse Tests Scored by Course Supervisor

1. Operational Approach. Subcourse tests are administered and scored by a course supervisor, then the test results are discussed with the student. After the student has passed all subcourse test requirements the course supervisor records the test results on an IPD SCAN sheet and mails to IPD.
2. Implementation Requirements
 - a. For each subcourse a test scoring guide must be prepared. This guide must be usable by non-subject matter experts
 - b. The test guides must be printed and stocked by IPD.
 - c. IPD must arrange to mail guides to course supervisor.
 - d. For each subcourse sent to a student, a scoring guide must be sent to a course supervisor.
 - 1) subcourse lesson materials and scoring guides must have a compatible numbering system, e.g., OS0001/US0001, etc.
 - 2) subcourse lesson material and scoring guides must be packaged separately.
 - 3) separate sets of mailing labels must be printed.
 - e. Instructions for recording test results on an IPD SCAN sheet must be prepared. A copy should be located in each subcourse scoring guide. A copy of currently used instructions is located on the following pages.

**INSTRUCTIONS FOR RECORDING SOJET TEST RESULTS ON
EXAMINATION RESPONSE SHEET, TSC FORM 59**

1. Report test results on the green ACCP Examination Response Sheet. DO NOT USE the Report of Subcourse Test Results, TF-5, 18 Nov 77-A that is enclosed in some of the Supervisor's Test Packets.
2. Record PRE-TEST results in Item blocks #11 through #20 of Student's Examination Response Sheet.
 - a. Record requirements passed by blackening Choice A. Use Item block #11 for requirement one, Item block #12 for requirement two, etc.
 - b. If requirement was not passed leave all choices blank.

Illustration: Student passed requirements one and four of a five requirement pre-test.

STUDENT RESPONSES

11 ● ○ ○ ○ ○	12 ○ ○ ○ ○ ○	13 ○ ○ ○ ○ ○	14 ● ○ ○ ○ ○	15 ○ ○ ○ ○ ○
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- c. If student passed all pre-test requirements:

- (1) Blacken Choice E in Item block #1 of Student's Examination Response Sheet.
- (2) Blacken Choice E in Item block #1 of Supervisor's Examination Response Sheet.

Illustration: Student received a "GO" on all requirements.

STUDENT RESPONSES

1 ○ ○ ○ ○ ●	2 ○ ○ ○ ○ ○	3 ○ ○ ○ ○ ○	4 ○ ○ ○ ○ ○	5 ○ ○ ○ ○ ○
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SUPERVISOR RESPONSES

1 ○ ○ ○ ○ ●	2 ○ ○ ○ ○ ○	3 ○ ○ ○ ○ ○	4 ○ ○ ○ ○ ○	5 ○ ○ ○ ○ ○
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- (3) Place both Examination Response Sheets in envelope provided and return to ACCP.

3. Record POSTTEST results in Item blocks #21 through #50 of Student's Examination Response Sheet. (Note: If student failed one or more requirements on the PRE-TEST he must take entire POSTTEST).

- a. Record requirements passed by blackening Choice B. Use Item Block #21 for requirement one, Item block #22 for requirement two, etc.
- b. If requirement was not passed leave all choices blank.

Illustration: On a five requirement POSTTEST, items one, two, three and four passed: Item five not passed.

STUDENT RESPONSES

21 ☒ ☐ ☐ ☐ ☐ | 22 ☒ ☐ ☐ ☐ ☐ | 23 ☒ ☐ ☐ ☐ ☐ | 24 ☒ ☐ ☐ ☐ ☐ | 25 ☐ ☐ ☐ ☐ ☐ |

4. Direct student to restudy lesson material for those requirements failed, then readminister POSTTEST for those requirements.

- a. Record results by blackening Choice C for each requirement passed. Use the same item blocks as used for recording 1st POSTTEST results.

Illustration: On a five requirement posttest Items three, four and five failed on 1st posttest and passed on 2nd posttest.

STUDENT RESPONSES

21 ☒ ☐ ☐ ☐ ☐ | 22 ☒ ☐ ☐ ☐ ☐ | 23 ☐ ☐ ☒ ☐ ☐ | 24 ☐ ☐ ☒ ☐ ☐ | 25 ☐ ☐ ☒ ☐ ☐ |

- b. If student fails requirement on 2nd posttest, provide assistance as required, then re-administer posttest. Record results as described in 4a above.
5. When student has passed all POSTTEST requirements, proceed as shown in paragraph 2c.
6. If student cannot be tested on a requirement because of lack of facilities or equipment, blacken Choice D in the Item block for that requirement. Blacken Choice D, Item block #2 of the Supervisor's Examination Response Sheet.

J. ROLE OF PRETESTS

Student receives credit for a subcourse if he can pass a subcourse pretest.

1. Operational Approach. Each SOJET subcourse contains a pretest and a posttest. A person receives credit for a subcourse when all subcourse test requirements have been passed. This can be accomplished by passing all requirements of a pretest. If a portion of the pretest is failed, the student is directed to study all subcourse lesson material and then is administered a posttest over the entire subcourse. If only a portion of the posttest is passed, the student is told to restudy appropriate portions of the lesson material and then retakes the posttest covering that portion of the subcourse just restudied. After the student has passed all subcourse requirements, the course supervisor records, on a SCAN sheet, when each test requirement was passed--on the pretest, on the first posttest, on the second posttest.
2. Implementation Requirements
 - a. Supervisor must score pre and posttests and review results with student.
 - b. Supervisor completes IPD SCAN sheet only after all requirements of subcourse have been passed.
 - c. Instructions for recording test results on IPD SCAN sheet must be prepared and forwarded to course supervisors.
 - d. Subcourse pre and posttests should parallel each other. That is, test requirement #1 on a pretest should cover the same topic as test requirement #1 on a posttest. This sometimes was not the case for SOJET lesson and test material (see page III-).
 - e. The test recording instructions should be incorporated into the supervisor test packet for each subcourse. This should be accomplished during the next revision and printing of those packets.

K. NOTICE TO INACTIVE STUDENTS

As soon as it appears that a student is not progressing in his program of study, an "inactive student" notice is sent to his Commanding Officer. It is hoped that this procedure will prevent students from dropping out of the program. This is a new procedure and it should be implemented as part of the interim SOJET delivery system.

1. Operational Approach. An inactive student is defined as one who:
(a) has not submitted a test within 90 days after enrollment, or
(b) has submitted one or more tests, has not completed his course of study, and has not submitted a test within the past 90 days. Each month SOJET program training records are searched to identify the above persons. IPD personnel then send a warning letter to their Commanding Officer. A copy of such a letter is contained in Section IV of this handbook.
2. Implementation Requirements
 - a. A special letter must be developed for notifying a Commanding Officer about an inactive student (see page V-).
 - b. A program must be developed for scanning training records each month and for printing a list of persons who are inactive students. Also, this program should print out mailing labels addressed to the student's Commanding Officer.
 - c. Using the above printout(s) and mailing labels, IPD personnel must mail the letters.

III. FUNCTION AND IMPLEMENTATION REQUIREMENTS FOR FINAL VERSION OF SOJET PROGRAM DELIVERY SYSTEM

This section describes, for each of the features reviewed in Section II, the functional and implementation requirements that should be met by the final version of the SOJET program delivery system. The illustrations provided are intended to clarify the nature of the requirements. They do not restrict the manner in which the requirements can be met.

A. DISSEMINATION OF INFORMATION ABOUT THE PROGRAM

1. Functional Requirements. Information about the SOJET program, to include a listing of courses/subcourses and information about how to enroll in the program, should be contained in Army combat arms school catalogs.
2. Implementation Requirements. Incorporate information about the SOJET program into catalogs prepared by the Army's Infantry, Armor, Air Defense Artillery, and Field Artillery schools. Information about the SOJET program should include:
 - a. a list of courses and subcourses
 - b. eligibility requirements
 - c. requirement for a course supervisor
 - d. enrollment/registration information
 - e. any other information deemed appropriate by a school
3. Discontinued Implementation Requirements.
 - a. A Course Guide no longer will be distributed to persons requesting information about the program.

B. STUDENT ENROLLMENT

1. Functional Requirements. Student enrollment procedures for the SOJET program should be essentially the same as those used for enrolling into a correspondence course offered by the ACCP.

2. Implementation Requirements

- a. Design an enrollment form (new edition of DA Form 145) that can be used to enroll students in both SOJET program courses and correspondence courses. In addition to supplying all information now recorded on DA Form 145, 1 Dec 1975 (exceptions noted below), it is suggested that the redesigned form provide space for recording:
 - 1) Enrollment data:
 - a) type of enrollment--selected subcourses, full course or full course plan selected subcourses.
 - b) 25 subcourse numbers, if enrollment is for selected subcourses.
 - c) whether or not student has previously enrolled in the SOJET program.
 - 2) Biographic data:
 - a) present duty position--suggest that student write title of duty position on back of form and that IPD representative code on block 4 of form.
 - b) months in present duty position
 - c) total number of months in all related duty positions
 - d) primary MOS and skill level
 - 3) Student-Supervisor Record Discriminator
 - a) A single number or letter to note if record is for a student or for his supervisor.
- b. Store enrollment forms locally.
- c. Provide all necessary enrollment information in appropriate school catalogs, as outlined in III-A.

3. Discontinued Interim Implementation Requirements

- a. The use of SOJET program course guides and enrollment packets will be discontinued.
- b. Potential students/supervisors will obtain information about the SOJET program from a school catalog, a local source, or by contacting an appropriate combat arms school.

C. REGISTRATION OF COURSE SUPERVISORS

1. Functional Requirements. Forms and procedures for registering course supervisors must be developed. These should be as similar as possible to those used to enroll students. Blocks 1, 2 and 4 of the supervisor registration form should be formatted identical to Blocks 1, 2 and 4 on the student's enrollment form. This requirement must be met so that registration data can be key-punched and processed as though it were enrollment data.
2. Implementation Requirements.
 - a. The form currently used to register supervisors, ATSC Test Form 145, July 1979, should be modified as described below.
 - 1) Block 4--Supervisor Identification Number (SUPV EIN). While interim procedures are in effect an EIN will be used to distinguish students from supervisors. When final SOJET procedures are adopted it is suggested that a student SSN plus a separate digit be used to distinguish students from supervisors. If this suggestion is adopted:
 - a) the label "SUPV EIN" should be replaced by "STUD SSN"
 - b) space should be provided in either space 14 or space 80 to record a digit to distinguish between a student and supervisor record.
 - 2) Block 6--spaces 52 through 80, designed to provide a space for recording coded supervisor data, can be deleted. This information will not be entered into enrollment record files.

D. FULL COURSE OR SELECTED SUBCOURSE ENROLLMENT

1. Functional Requirements. A student must be allowed to enroll for selected subcourses only, a full course or a full course plus additional selected subcourses. Enrollment forms and training records should distinguish between these three types of enrollments.

2. Implementation Requirements

- a. Enrollment and registration forms must provide a space to indicate (by check) the type of enrollment being requested.
- b. Space should be provided on both enrollment and registration forms to code the type of enrollment. Three types of enrollments should be coded:
 - 1) enrollment for selected subcourses only
 - 2) enrollment for a full course
 - 3) enrollment for a full course plus additional subcourses.
- c. The award of Course Completion/Subcourse Completion Certificates should be discontinued. In their place a "Program Completion" certificate should be awarded. This certificate, along with a training records transcript, should be sent to all students who complete their enrolled-for program.

3. Discontinued Requirements.

- a. The award of a "Letter of Commendation" to course supervisors (page IV-) should be discontinued.

E. GROUP ENROLLMENT

1. Functional Requirements. The same person must be allowed to register as the course supervisor for any number of students. It should be possible to:

- a. link a course supervisor with all students for whom he is registered as a course supervisor
- b. determine when a new course supervisor applicant already is functioning as a course supervisor for other students
- c. identify all student and supervisor records that must be changed to affect a change in course supervisors.

2. Implementation Requirements

- a. Currently, a 3-place alphanumeric Group Code is used to link students and course supervisors. The name of the supervisor to whom a Group Code is assigned is recorded in a log book of code numbers. This procedure is adequate and should be continued.

- b. Procedures should be developed for rapidly reviewing existing registration records to determine if the new supervisor applicant already has been assigned to a Group Code.
- c. When a change in supervisor is requested, the name of the proposed new supervisor should be assigned to the Group Code of the replaced supervisor. The name of the new supervisor should be recorded in the Group Code log book alongside the name of the supervisor being replaced. The practice of assigning a new Group Code when a supervisor change is made should be discontinued.

F. CODE FOR IDENTIFYING SPECIFIC STUDENT-SUPERVISOR PAIRS

- 1. Functional Requirement. Procedures must be developed for linking specific student-supervisor pairs. The number used to accomplish this should appear on all training records for the specific student-supervisor pair.
- 2. Implementation Requirements.
 - a. In the current SOJET program a student and supervisor are linked by a special EIN (Enrollment Identification Number). The use of EINs should be discontinued. Instead, procedures should be developed for using the student's SSN. As an example:
 - 1) student enrollment forms and training records could be identified by the student's SSN followed by a 10th digit (a "1").
 - 2) course supervisor registration forms and training records could be identified by the student's SSN followed by a 10th digit (a "2").
 - b. Enrollment forms and registration forms must be revised so that they include:
 - 1) a space to record student SSN
 - 2) a 10th space to record whether the form/record is for the student or the supervisor.
 - c. All TREDS programs for generating lists, printouts containing student or supervisor information, etc. must be examined to determine the revisions, if any, needed to distinguish between student and supervisor data, assuming that the above suggestions (2.a and 2.b) are adopted.

G. SEPARATE MAILING OF MATERIAL TO STUDENT AND TO COURSE SUPERVISOR

1. Functional Requirement. All lesson material requested by a student must be mailed directly to the student. A corresponding set of test material must be mailed directly to the student's course supervisor.
2. Implementation Requirements. See "one-shot" mailing.

H. "ONE-SHOT" MAILING

1. Functional Requirement. It must be possible to mail directly to a student all requested lesson material. A corresponding set of subcourse test material must be mailed to the course supervisor. All test and lesson material should be sent as soon as possible following enrollment/registration.
2. Implementation Requirements.
 - a. Programs for preparing mailing labels for students and for supervisors must be developed. Student address labels should contain the name of their course supervisor, and vice versa.
 - b. All material sent to a student should be sent under a single cover. Currently each subcourse is sent as an individual package. All test material sent to a course supervisor should be mailed as a single package also. To expedite this procedure circa 50% of the subcourse lessons/tests should be prepackaged by course.
 - c. A program should be developed so that when a change of supervisors occurs, the new supervisor receives only that test material related to subcourse(s) not yet completed by his student(s). Currently, a complete package of test material is sent to a person who is taking over from a former course supervisor.
 - d. Separate designators must be used to distinguish between student lesson material and supervisor test material.

I. TEST SCORING AND RECORDING GUIDANCE

1. Functional Requirement. For each subcourse a pretest and posttest must be developed. For each of these tests a scoring guide must be prepared. This guide must inform the course supervisor regarding how to score each test, and what to tell the student when he fails a test requirement.

2. Implementation Requirements

- a. For each test (pre and post) a scoring guide must be prepared.
 - 1) For any particular subcourse the test items should be grouped into no more than 10 requirements.
 - 2) The pre and posttest should have the same number of requirements, and each similarly numbered pre and posttest requirements should cover similar content.
 - 3) The pre and posttests should contain different test items but be of comparable difficulty.
 - 4) Extreme care should be taken to assure that the answers provided for each test item are correct and track with the appropriate test items.
 - 5) For each test requirement the scoring guide should contain specific guidance regarding what portions of the lesson material the student should restudy if a requirement is failed.
- b. Test scoring guides must be printed and stocked by IPD.
- c. Procedures for mailing test scoring guides to supervisors already have been reviewed (page III-6).
- d. As already noted, a designator should be used to distinguish between test and lesson material.
- e. Instructions for recording test results on an IPD SCAN Sheet must be prepared and forwarded to course supervisors. This can be accomplished by binding these instructions in each subcourse scoring guide. Any modification to IPD SCAN Sheets must be followed by the making of appropriate modifications to the test recording instructions.

J. ROLE OF PRETEST

- 1. Functional Requirement. For each subcourse a pretest should be developed. Persons able to pass all requirements on a pretest should receive credit for the subcourse. If a student fails any requirement on a pretest he should be required to study the entire subcourse and to prepare for a posttest on the entire subcourse.
- 2. Implementation Requirements.
see page II-12 and J-2 above

K. NOTICE TO INACTIVE STUDENTS

1. Functional Requirement. A notice should be sent to the Commanding Officer of any student who: (a) has not submitted a test within 90 days following enrollment, or (b) has submitted one or more tests, has not completed his program of study, and has not submitted a test within the past 90 days.
2. Implementation Requirements
 - a. A special letter (see page IV-) must be developed for notifying a Commanding Officer about an inactive student.
 - b. A program must be developed for scanning training records each month and for printing a list of persons who are inactive students. Also, this program should print out mailing labels addressed to the student's Commanding Officer.
 - c. Using the above printout(s) and mailing labels, IPD personnel must mail out the letters.

IV. FORMS AND LETTERS

A variety of forms and letters are used to administer the SOJET program. Most of these are similar or identical to those used to administer the ACCP. Paragraphs A through G contain brief descriptions of the more important of these forms. Copies of the forms are located following paragraph H.

A. STUDENT ENROLLMENT FORM

ATSC Test Form 145, July 1979 is used to enroll students. This is a revised edition of DA Form 145, the form used to enroll students in correspondence courses. ATSC Test Form 145 should be modified as described in paragraph III-B. The major changes involve:

- a. Section 4. Blocks for recording Primary MOS and Skill Level, Present Duty Position, and Months in Present Duty Position should be added. Also added should be a block to indicate whether the record is for a student or a supervisor (Type Record). See Section II.B.
- b. To provide space for the above data the TREDs-NRI tape layout for Section 4 will have to be reformatted.
- c. The blocks to record RYE DATE by DAY and EYE DATE by DAY should be deleted.
- d. Section 5 of ATSC TF 145 should contain spaces for listing the individual subcourses requested by a "999" enrollee.
- e. Section 6 of ATSC TF 145 should contain spaces to record present duty position, total months in present duty position and primary MOS. This information should be coded in Section 4 of the form by a member of the SOJET team.

B. SUPERVISOR REGISTRATION FORM

Test Form 1a, July 1979 currently is used to register course supervisors. The major changes which should be made to this form pertain to Section 4 of the form, and are:

- a. In Blocks 5-13 the student's SSN should be recorded. Presently, an identification number (EIN) is recorded here. This EIN no longer is needed (see Section III.F).
- b. Space for noting the TYPE OF RECORD represented by the form, student or supervisor, should be provided (see Section III.F).

C. STUDENT TRAINING PLANS

Test Forms 4a through 4e are "Student Training Plans." These forms are used by students and supervisors to identify tasks which must be performed by the student, and to identify tasks for which further training is required. The Student Training Plans (STP) are for local use only. They are contained in the Course Enrollment Package. In the final version of the SOJET program the use of STPs should be discontinued.

D. REQUEST FOR CORRECT DATA

TSC Form Letter 15 consists of a letter sent to a student or supervisor requesting corrections to enrollment forms received by IPD.

E. INPUT FORMS TO TREDs

The following special purpose forms are used to input data to TREDs-NRI

- a. TRADOC Form 548-R. A transaction worksheet used to annotate the student or supervisor termination, reissue material, or granting waivers.
- b. TRADOC Form 555-R, Master File Worksheet. Used to record address changes, etc.; and to issue additional subcourses upon request.
- c. TRADOC Form 555-1-R. A continuation sheet used in conjunction with ATSC Test Form 145a, Test Form 1b, TRADOC Form 548-R, or TRADOC Form 555-R.
- d. ATSC Form 145, Change of Status Worksheet. Used by Student Services, IPD to encode seven possible changes to student or supervisor status.

F. FORM LETTERS

The following form letters are used by IPD to communicate with students, course supervisors, or with their commander.

- a. TSC Form Letter 14. Sent by IPD to supervisor or student. Contains answers to inquiries received.
- b. ATSC Form Letter 36. Sent by IPD to student or to supervisor. Answers questions about status of student following PCS.
- c. Test Form 39a. A replacement for ATSC Form Letters 38 and 39. Sent by IPD to student's commanding officer. Requests information about student status or status of course supervisor.
- d. Letter of Commendation. Signed by Director, IPD. Sent to a supervisor's commander upon completion of all or part of the SOJET OPS/INTEL course. It is suggested that the use of this letter be discontinued (see II.D.2.d).
- e. Test Form 9 (Revised), Notification of Change of Status or Mailing Address. Sent to IPD by student or by supervisor. Informs IPD of a change in status or a request to change status. Also used to provide new mailing address.

G. ACCP EXAMINATION RESPONSE SHEET

TSC Form 59 (SCAN Sheet) is used by IPD as an examination response sheet. This form serves multiple purposes. First, TREDS prints leader information and address on the form. The form is placed in an envelope containing course/test material and serves as a mailing label. Secondly, TSC 59 provides a form for recording test results. Thirdly, with proper entries the form serves as a go/no go document input to TREDS.

H. TREDS-NRI SYSTEM OUTPUTS

The TREDS-NRI system produces a variety of printouts. Those of most interest to program managers and course developers are listed below.

Master File List(MFL)

1. Transactions submitted on TRADOC 555-R
2. Codes initial enrollment information
3. Student or supervisor change of address
4. Addition of subcourses

TREDS-NRI OUTPUTS (continued)

INPUT Transaction Listing(ITL)

1. Transactions submitted on TRADOC 548
2. List of subcourses student/supervisor enrollment
3. Reissue of subcourse material (if needed)
4. Course deletion, waiver, final grade (100% for OPS/INTEL)
5. Information recorded on microfiche

TREDS INPUT List

1. A run of all transactions
2. Composite of MRL & ITL
3. Serves as a check for MFL & ITL

EDIT List

1. A run of information rejected from system
2. Printout of coding errors
3. Error must be corrected from source documents and resubmitted

Termination List

1. Printout of course completions

H Record Termination

1. Printout of termination list and completion course record

Microfiche Termination Record

1. Abbreviated form H Record termination printout

Student Mailing Labels

Pre-Addressed TSC Form 59(for each subcourse)

Master Shipping List

1. Material to be pulled by P&D

Completion Certificates

STUDENT ENROLLMENT APPLICATION		DATE	
Supervised On-The-Job Extension Training (SOJET)			
ARMY CORRESPONDENCE COURSE PROGRAM			
For use of this form, see SOJET Course Guide. The proponent agency is TRADOC.			
DATA REQUIRED BY THE PRIVACY ACT			
AUTHORITY:		10 USC 2012 (B) and (G)	
PRINCIPAL PURPOSE:		To obtain information necessary by Army schools to administer student participation in the Army correspondence course program.	
ROUTINE USES:		Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration.	
DISCLOSURE:		Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.	
SUBMIT ONE COPY. SEE INSTRUCTIONS ON REVERSE			
1. THRU: (Unit to which assigned)			
TITLE OF APPROVING OFFICIAL			
SEQ NO 4	TRANS CODE		
		UNIT ADDRESS LINE 1 UNIT DESIGNATION (May not be left blank)	
		UNIT ADDRESS LINE 2 P. O. BOX OR STREET (May be left blank)	
SEQ NO 5	TRANS CODE		
		UNIT ADDRESS LINE 3 CITY, POST OR APO STATE ZIP CODE	
2. FROM: (Mailing address to which subcourses are to be sent)			
LAST NAME - FIRST NAME - MIDDLE INITIAL			
SEQ NO 2	TRANS CODE		
		STUDENT ADDRESS LINE 1 UNIT DESIGNATION OR P.O. BOX OR STREET (May not be left blank)	
		COURSE SUPERVISOR'S LAST NAME - FIRST NAME - MIDDLE INITIAL	
SEQ NO 3	TRANS CODE		
		STUDENT ADDRESS LINE 2 CITY, POST OR APO STATE ZIP CODE	
3. I REQUEST ENROLLMENT IN:			
a. Check here if enrollment is for a complete course (check only one course title and one branch) ☐ Operations SGT ☐ Operations Asst/Spec ☐ Armor ☐ Field Artillery ☐ Intelligence SGT ☐ Intelligence Asst/Spec ☐ Infantry ☐ Air Defense Artillery b. ☐ Check here if enrollment is for selected subcourses only. List these subcourses in Item 5 of the Supervisor's Registration Form. c. ☐ Check here if you are currently or have been previously enrolled as a SOJET student.			
FILL IN ALL BLOCKS EXCEPT SHADED BLOCKS. SHADED BLOCKS ARE FOR SCHOOL USE ONLY.			
SCHOOL CODE	RECORD CODE	STUDENT'S SSN	
1	G		
COURSE NUMBER	SUBCOURSE NUMBER	SUBCOURSE SEQ CODE	NUMERIC GRADE
20	23	29	32
PERS CLASS	COMP CODE	BRANCH	RANK
30	31	33	36
BULK S/C RECD		REP QTY	
39		42	
RYE DATE		EYE DATE	
DAY MONTH YEAR		DAY MONTH YEAR	
45		48	
CREDIT HOURS ACCUMULATED		RYE	
51		54	

ATSC TEST FORM 143, JULY 1979

(Local Reproduction Authorized)

SUPERVISOR'S REGISTRATION FORM
Supervised On-The-Job Extension Training (SOJET)
ARMY CORRESPONDENCE COURSE PROGRAM

For use of this form, see SOJET Course Guide; the proponent agency is TRADOC.

DATE

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: 10 USC 3012 (b) and (6)

PRINCIPAL PURPOSE: To obtain information necessary by Army schools to administer student participation in the Army correspondence course program.

ROUTINE USES: Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration.

DISCLOSURE: Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.

SUBMIT ONE COPY. SEE INSTRUCTIONS ON REVERSE

1. THRU: (Unit to which assigned)

TITLE OF APPROVING OFFICIAL

SEQ
NO
4

TRANS
CODE
☐

21 _____ 40
UNIT ADDRESS LINE 1 UNIT DESIGNATION (May not be left blank)

41 _____ 60
UNIT ADDRESS LINE 2 P.O. BOX OR STREET (may be left blank)

61 _____ 80
UNIT ADDRESS LINE 3 CITY, POST OR APO STATE ZIP CODE

21 _____ 33 34 35 36 _____ 40

SEQ
NO
5

TRANS
CODE
☐

2. FROM: (Mailing address to which Supervisor's materials are to be sent)

SUPERVISOR'S LAST NAME - FIRST NAME - MIDDLE INITIAL

SEQ
NO
2

TRANS
CODE
☐

21 _____ 40
ADDRESS LINE 1 UNIT DESIGNATION OR PO BOX OR STREET (may not be left blank)

41 _____ 60
STUDENT'S LAST NAME - FIRST NAME - MIDDLE INITIAL

61 _____ 80
SUPERVISOR'S ADDRESS LINE 2 CITY, POST OR APO

21 _____ 33 34 35 36 _____ 40

SEQ
NO
3

TRANS
CODE
☐

3. I REQUEST REGISTRATION AS THE OJT SUPERVISOR OF

(Student's last name)

(Student's SSN)

a. Send me the Supervisor's Subcourse Test Packets corresponding to the subcourses for which the student has enrolled:

(1) Student has enrolled in the following course (check course title and branch):

___ Operations SGT ___ Operations Asst/Spec ___ Armor ___ Field Artillery
 ___ Intelligence SGT ___ Intelligence Asst/Spec ___ Infantry ___ Air Defense Artillery

(2) ___ Check here if enrollment is for selected subcourses only: List these subcourses in Item 5.

b. ___ Check here if you currently are or have been registered as a SOJET Supervisor.

FILL IN ALL BLOCKS EXCEPT SHADED BLOCKS - SHADED BLOCKS ARE FOR SCHOOL USE ONLY.

4

SCHOOL CODE 1 _____ 3	RECORD CODE 4 G 5	SUPV EID 6 _____ 13	SEQ NO 14 1 15	TRANS CODE 16 ☐	ENR CODE 17 ☐	PHASE 18 ☐
COURSE NUMBER 19 _____ 22	SUBCOURSE NUMBER 23 _____ 28	SUBCOURSE SEQ CODE 29 _____ 31	NUMERIC GRADE 32 _____ 34	ENR VAR 35 ☐	GROUP NUMBER OR ID 36 _____ 38	
PERS CLASS 39 ☐	COMP CODE 40 03 41	BRANCH 42 _____ 44	RANK 45 _____ 48	BULK S/C RECD 49 _____ 51	REP QTY 52 _____ 54	

Supervisor Registration Form (2nd side)

5. If the student has enrolled for selected subcourses only, list the subcourse numbers in order, in the spaces provided below (see instructions). Attach additional sheet if more spaces needed.

U _____	U _____	U _____	U _____	U _____
U _____	U _____	U _____	U _____	U _____
U _____	U _____	U _____	U _____	U _____
U _____	U _____	U _____	U _____	U _____
U _____	U _____	U _____	U _____	U _____

6. The following will be completed by the Course Supervisor:

Primary MOS _____ SSN _____ AUTOVON _____

PRESENT DUTY POSITION				SIGNATURE			
RANK	BRANCH	PRIMARY MOS	DUTY POSITION	ZIP CODE	GROUP NUMBER OR ID	TRANS CODE	
52 54	55	56 60	61	62 66	67 69	80	

7. The following must be completed by the Supervisor's Commander.

SIGNATURE AND GRADE

DATE

Complete by legibly block printing only in areas that are not shaded. DO NOT fill in shaded areas. Areas/blocks which contain hash marks may be used to keypunch data for use in automated systems; enter only one character per hashmark.

EXAMPLE: SSN

0174312142

 RANK

S1S16

ITEM 1. On the first line enter title of approving official; for example, the word "Commander." Skip a block between the words; for example

4THPSYOPICIO

 State and Zip Code may be left blank if unit address line 3 contains an APO number. State is a two-letter abbreviation; for example, Virginia is VA, New York is NY.

ITEM 2. Skip a block between words as shown in example, Item 1 above. State and ZIP may be left blank if unit address line 3 contains an APO number. State is a two-letter abbreviation; for example, Virginia is VA. Fill in student's name line 3.

ITEM 3. Enter last name and SSN of the student whom you will be supervising. If the student is enrolling for a complete course check title and branch which the student requested. If, on the other hand, the student is requesting only selected subcourses check the box labeled "Selected Subcourses ONLY" and list the subcourse numbers in the spaces provided in Item 5.

ITEM 4. Enter one of the following letters to identify your personnel classification in box 50. Civilian = C, General Officer = G, Commissioned Officer = O, Warrant Officer = W, Enlisted = E, Cadets = D, and Foreign students = F.

Branch (boxes 53, 54): Enter AR for Armor, IN for Infantry; FA for Field Artillery; AD for Air Defense Artillery. For other branches print the title above the boxes.

Rank. Enter rank, for example: PFC, SSG, SGM, MAJ.

ITEM 5. If the student whom you are going to supervise is enrolling only for selected subcourses, list these subcourse numbers in the spaces provided. Note that your subcourse numbers start with a "U" instead of the "O." The letter "U" identifies the materials as being the Supervisor's Subcourse Test Packet. Otherwise the subcourse numbers are identical.

ITEMS 6 and 7 Self-explanatory.

SUPERVISED ON-THE-JOB EXTENSION TRAINING
(SOJET)

STUDENT TRAINING PLAN
FOR

OPERATIONS SERGEANT OR ASSISTANT OPERATIONS SERGEANT
DUTY POSITIONS

SAMPLE

★ **ACCP**

TEST FORM 4 d
July 1979

EXTRACT

DIRECTIONS:

Column 1 - SUPERVISOR: Identify the tasks you, as the supervisor, expect a person in this duty position to perform. For each task, enter "Y" (for YES) if you expect the task to be performed by this duty position. Enter "N" (for NO) if you do not expect the person in this duty position to perform that task.

Column 2 - SUPERVISOR: For each task checked "YES" in Column 1, rate the level of skill which the person in this duty position must have to perform this task in an acceptable manner. Use the Rating Key given below to make these ratings. Record your rating by entering the rating number chosen in the box provided in Column 2 after each task.

Column 3 - SUPERVISOR: Rate the level of skill with which your student candidate can presently perform each of the tasks you have marked "YES" in Column 1. You may wish to consult with the student candidate while making these ratings. Use the Rating Key given below. Record your ratings by entering the rating number chosen in the boxes provided in Column 3 after each task.

Column 4 - STUDENT AND SUPERVISOR: Order training subcourses. Student candidate and supervisor should review the entries made in Columns 2 and 3 to identify the candidate's task training needs. Identify subcourses desired by entering "Y" (for YES) in the box provided for each subcourse in Column 4. Enter "N" (for NO) if you decide the student doesn't need the particular subcourse. Use Column 4 when entering the course or subcourses desired on the Student's Enrollment Form and the Supervisor's Registration Form.

Rating Key: Levels of Task Performance Skill (Columns 2 & 3)

Rating

- | | | |
|---|-------------------|--|
| 1 | EXTREMELY LIMITED | - Can do simple parts of the task. Needs to be told or shown how to do most of the task. |
| 2 | PARTLY PROFICIENT | - Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy. |
| 3 | COMPETENT | - Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy. |
| 4 | HIGHLY PROFICIENT | - Can do the complete task quickly and accurately. Can tell or show others how to do the task. |

(Sample Student Training Plan - continued)

STUDENT NAME: _____

OPERATIONS SERGEANT/ASSISTANT OPERATIONS SERGEANT - TASKS FOR ALL BRANCHES OF THE COMBAT ARMS

Subcourse Number	Subcourse/Lesson Title Duty Position: OPS SGT/ASST OPS SGT - Combat Arms	Col. 1	Col. 2	Col. 3	Col. 4
		Tasks Required (enter Y or N)	Skill Required (enter rating number chosen)	Present Skill (enter rating number chosen)	Subcourses desired (enter Y or N)
OS0001	MAINTAIN PUBLICATIONS #1. Use Chargeout Card. #2. Determine Publications for Library. #3. Request Publications and Update Master List. #4. Supervise Posting of Changes to Publications.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐
OS0002	SUPERVISE PREPARATION OF CORRESPONDENCE #1. Proof Military Letters. #2. Proof Indorsements. #3. Proof Disposition Forms. #4. Proof Non-Military Letters and Memorandums.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐
OS0003	SUPERVISE MAINTENANCE OF ARMY FUNCTIONAL FILES				☐
OS0004	MANAGE TRAINING RESOURCES #1. Coordinate Training Schedules. #2. Prepare Training Ammo Forecast.	☐ ☐	☐ ☐	☐ ☐	☐
OS0005	EVALUATE CONDUCT OF TRAINING #1. Prepare for Observation of Training. #2. Observe Conduct of Training. #3. Evaluate Training.	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐
OS0006	PREPARE UNIT READINESS REPORT				☐
OS0007	PLAN AND COORDINATE CEREMONIES #1. Determine Support Requirements. #2. Determine Sequence of Events. #3. Prepare Letter of Instruction (LOI).	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐
OS0008	SUPERVISE PREPARATION OF BRIEFING CHARTS				☐
OS0009	PREPARE LOADING CARDS FOR GROUND/AIR MOVEMENT				☐
OS0010	PREPARE FOR GROUND MOVEMENT OPERATIONS #1. Organize the Steps to be Performed. #2. Develop Vehicle Load and Road Movement Plans. #3. Prepare Road Movement Strip Map. #4. Assemble Road Movement Operations Order (OPORD). #5. Assemble Information for FRAG Order.	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐
OS0011	PREPARE FOR AIR DEPLOYMENT #1. Determine Aviation Requirements to Support Movement. #2. Prepare Loading Plans for an Air Movement. #3. Assemble Air Movement Operations Order (OPORD). #4. Prepare Briefing on Movement.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐

(Sample Student Training Plan - Continued)

US ARMY TRAINING SUPPORT CENTER
STUDENT SERVICES DIVISION (ACCP)
NEWPORT NEWS, VA 23628

SUBJECT: Request for Enrollment

Inclosed application(s) returned for the following reasons:

- ☐ a. Completion or clarification of items _____.
- ☐ b. For inclusion/verification of primary MOS (Item 7).
- ☐ c. Completion of indorsement on back of DA Form 145 and submission through command channels.
- ☐ d. USAR School Applicants requesting one or more phases of the BOBC or BOAC Courses are required to forward DA Form 145 thru the USAR School Commandant and the appropriate Branch School Liaison Officer in turn, for verification of the requirement to complete the requested phase(s) by correspondence.
- ☐ e. USAR personnel not on active duty must indicate the calendar day and month RYE date (Item 5).
- ☐ f. Requested subcourse/course has been discontinued. Current listing of correspondence courses is inclosed.
- ☐ g. The automated student record system we use does not permit enrollment in two courses or in a course and individual subcourses at the same time. Applicant should indicate his first selection; upon completion, he may request enrollment in the other.
- ☐ h. Requested subcourse/course is not offered by this school. Request should be forwarded to:

PERSONAL IN NATURE WHEN FILLED IN

TRADOC EDUCATIONAL DATA SYSTEMS (TREDS)
NONRESIDENT INSTRUCTION (NRI) APPLICATION

(TRADOC Form 13-6)

TRANSACTION WORKSHEET

School
Code

--	--	--

1 2 3

Rec
Code

--

4

Student's SSN (old) or
SSN Range for Stat Sheets

--	--	--	--	--	--	--	--	--	--	--	--	--

5 6 7 8 9 10 11 12 13

Student's SSN (new)

--	--	--	--	--	--	--	--	--	--	--	--	--

14 15 16 17 18 19 20 21 22

Trans
Code

--	--

23 24

Old
Course
No

--	--	--

25 26 27

New
Course
No

--	--	--

28 29 30

Subcourse Number

--	--	--	--	--	--	--

31 32 33 34 35 36

Subcourse
Seq Code

--	--	--

37 38 39

Len No/
Exam

--	--

40 41

Exam
Ver

--

42

Num Grade
or Gp Enr

--	--	--

43 44 45

Credit
Hours

--	--

46 47

Day

--	--

48 49

Date
Month

--	--

50 51

Year

--	--

52 53

Subcourse Number

--	--	--	--	--	--	--

54 55 56 57 58 59

Subcourse
Seq Code

--	--	--

60 61 62

New Subcourse
Issue Date

Day

--	--

65 66

Month

--	--

67 68

Year

--	--

69 70

New EYE Date

Day

--	--

71 72

Month

--	--

73 74

Year

--	--

75 76

Ed

--

77

Enr
Ver

--

78

Mailing
Label

--

79

Phased Course Change and EYE/RYE Credit Hour Change

EYE

--	--	--	--

14 15 16 17

RYE

--	--	--	--

18 19 20 21

Old
Enr
Code

--

31

New
Enr
Code

--

32

Phases to be taken
in this enrollment

--	--	--	--	--	--	--	--

33 34 35 36 37 38 39 40

Phases previously completed

--	--	--	--	--	--	--	--

41 42 43 44 45 46 47 48

TRADOC EDUCATIONAL DATA SYSTEMS (TREDS)
NONRESIDENT INSTRUCTION (NRI) APPLICATION
STUDENT MASTER FILE WORKSHEET

(TRANSLUCENT PAPER)

CARD CCL	SCHOOL CODE 1 2 3	RECORD CODE 4 G	STUDENT'S SEX 5 6 7 8 9 10 11 12 13																
RETURN TO THE ADDRESS TO WHICH CORRESPONDENCE IS TO BE SENT:																			
SEQ NO 14 15		TRANS CODE 16		TITLE OF APPROVING OFFICIAL 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40															
				UNIT ADDRESS LINE 1 UNIT DESIGNATION (MAY NOT BE LEFT BLANK) 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80															
				UNIT ADDRESS LINE 2 P.O. BOX OR STREET (MAY NOT BE LEFT BLANK) 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120															
SEQ NO 17 18		TRANS CODE 19		UNIT ADDRESS LINE 3 CITY, POST, OR APO STATE ZIP CODE 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80															
RETURN TO THE ADDRESS TO WHICH CORRESPONDENCE IS TO BE SENT:																			
SEQ NO 15 16		TRANS CODE 17		LAST NAME - FIRST NAME - MIDDLE INITIAL 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80															
				STUDENT ADDRESS LINE 1 UNIT DESIGNATION OR PO BOX OR STREET (MAY NOT BE LEFT BLANK) 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120															
				STUDENT ADDRESS LINE 2 PO BOX OR STREET (MAY NOT BE LEFT BLANK) 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180															
SEQ NO 18 19		TRANS CODE 20		STUDENT ADDRESS LINE 3 CITY, POST OR APO STATE ZIP CODE 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80															
RETURN TO THE ADDRESS TO WHICH CORRESPONDENCE IS TO BE SENT:																			
SEQ NO 21 22		TRANS CODE 23		ENR CODE 24		PHASE 25		COURSE NUMBER 26 27 28			SUBCOURSE NUMBER 29 30 31 32 33 34		NUMERIC GRADE 35 36 37		ENR VAR 38		GROUP NUMBER OR ID 39 40 41 42 43 44		
PERS CLASS 45		COMP CODE 46 47		BRANCH 48 49		PERSONNEL RANK 50 51 52		BULK & C REQD 53 54 55			REP QTY 56 57								
DAY 58 59		RYE DATE MONTH 60 61		YEAR 62 63		DAY 64 65		EYE DATE MONTH 66 67			YEAR 68 69		CREDIT HOURS ACCUMULATED 70 71 72 73 74 75 76 77 78 79 80						

PERSONAL IN NATURE WHEN FILLED IN
 TRADOC EDUCATIONAL DATA SYSTEMS (TPEDS)
 NONRESIDENT INSTRUCTION (NRI) APPLICATION
 STUDENT MASTER FILE WORKSHEET
 (TRADOC PAM 18-6)

(Continuation)

Repeat data card columns 1-13 of TRADOC Form 555-R or DA 145

SEQ NO	TRANS CODE
14 6	16

SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
17 18 19 20 21 22	23 24 25	26 27 28	29
SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
31 32 33 34 35 36	37 38 39	40 41 42	43
SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
45 46 47 48 49 50	51 52 53	54 55 56	57
SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
59 60 61 62 63 64	65 66 67	68 69 70	71

Repeat data card columns 1-13 of TRADOC Form 555-R or DA 145

SEQ NO	TRANS CODE
14 6	16

SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
17 18 19 20 21 22	23 24 25	26 27 28	29
SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
31 32 33 34 35 36	37 38 39	40 41 42	43
SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
45 46 47 48 49 50	51 52 53	54 55 56	57
SUBCOURSE NUMBER	SUBCRS SEQ CODE	NUMERIC GRADE	ENR VAR
59 60 61 62 63 64	65 66 67	68 69 70	71

(For RT 4)

2. Record Type 4
(10)

3. Today's date DAY MONTH YEAR
 13 14 15 16 17
 (last digit
 only)

4. Type of Change 18 19

- ```
01 Student transfers
02 Student's supervisor transfers
03 Student assigned new supervisor
04 Student disenrolls
05 Student completes enrollment
06 Switch from Supervisor-SOJET to Commander-SOJET
07 Switch from Commander-SOJET to Supervisor-SOJET
```

[illegible]

6. Trans Code   
(80)

| DATA REQUIRED BY THE PRIVACY ACT |                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUTHORITY:</b>                | 10 USC 3012 (B) and (G)                                                                                                                                                                                                      |
| <b>PRINCIPAL PURPOSE:</b>        | To obtain information necessary by Army schools to administer student participation in the Army correspondence course program.                                                                                               |
| <b>ROUTINE USES:</b>             | Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration. |
| <b>DISCLOSURE:</b>               | Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.                                                                                                   |

ATSC Form 145  
1 Mar 78

Replaces Test Form 13,  
12 Dec 77, which is obsolete.

38 -71

US ARMY TRAINING SUPPORT CENTER  
STUDENT SERVICES DIVISION (ACCP)  
NEWPORT NEWS, VA 23628

STUDENT MEMO

DATE \_\_\_\_\_

SSN \_\_\_\_\_

SCHOOL CODE \_\_\_\_\_

\_\_\_\_\_ Reference your inquiry received \_\_\_\_\_.

\_\_\_\_\_ Additional subcourses are being shipped under separate cover.

\_\_\_\_\_ Subcourses \_\_\_\_\_ are being re-issued.  
This action is necessary because we cannot replace missing or  
mutilated reference materials from a previous issue.

\_\_\_\_\_ Exam response sheet for subcourse \_\_\_\_\_ is inclosed.

\_\_\_\_\_ A copy of your record is inclosed. Please note carefully all infor-  
mation which has been highlighted.

\_\_\_\_\_ Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incl  
as



DEPARTMENT OF THE ARMY  
U. S. ARMY TRAINING SUPPORT CENTER  
FORT EUSTIS, VIRGINIA 23604  
US ARMY CORRESPONDENCE COURSE PROGRAM

ATTSC-AC-SS

SUBJECT: Student Change of Station

1. Students enrolled in the Operations/Intelligence program of the Army Correspondence Course Program are disenrolled when they change station.
2. If you wish to reenroll, in order to continue the training or to enroll for different subcourses, you will have to file a new application.
3. Do not file a new application until you reach your new duty station. The new application will require that you obtain a supervisor and fill out a Student Training Plan (TF 4).

*Margaret S. Burton*  
MARGARET S. BURTON  
Chief, Student Services Division

Replaces Test Form 14,  
8 Feb 78, which is obsolete.

ATSC Form Letter 36  
1 Mar 78



DEPARTMENT OF THE ARMY  
U. S. ARMY TRAINING SUPPORT CENTER  
FORT EUSTIS, VIRGINIA 23604  
US ARMY CORRESPONDENCE COURSE PROGRAM

ATTSC-AC-SS

SUBJECT: Student's Name \_\_\_\_\_  
Course Supervisor's Name \_\_\_\_\_

TO:

1. The above named student has been receiving Supervised On-the-Job Training (SOJET) for an NCO Operations or Intelligence duty position. To participate in this program each student must have a current course supervisor registered with the Army Correspondence Course Program.

- a. \_\_\_\_\_ Since enrolling 3 or more months ago the above named student has yet to submit a test.
- b. \_\_\_\_\_ After submitting one or more tests, the above named student has not submitted a test for at least 3 months.

2. Please respond to the questions which have been checked below and take the requested actions.

- a. \_\_\_\_\_ Is the student still in your command? \_\_\_\_\_ Yes \_\_\_\_\_ No.  
If Yes, is the student still interested in continuing in the program? \_\_\_\_\_ Yes \_\_\_\_\_ No
- b. \_\_\_\_\_ Is the course supervisor named above still available to the student? \_\_\_\_\_ Yes \_\_\_\_\_ No. If Yes, is he willing to continue as a course supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No
- c. \_\_\_\_\_ If Yes to all questions above, please encourage the student and supervisor to renew their efforts to submit SOJET test results.
- d. If No to either question in 2b, and the student is still in your command and still interested in being a student, please assist the student in identifying a senior NCO or officer willing to assume the role of course supervisor. One copy of the necessary forms and instructions for registering as a SOJET course supervisor are enclosed.

Test Form 39a, July 1979. Use in place of ATSC Form Letters 38 & 39

- e. If the student has had a change of address for any reason, please indicate to the best of your knowledge the student's address and duty station.

Student's Address and Duty Station:

3. ☐ Check here if you wish to receive a Course Guide.
4. Please return this notice to ACCP in the accompanying envelope.  
Inclose a completed Supervisor's Registration Form, if required.

1 Incl  
as  
CF:  
Student

  
MARGARET S. BURTON  
Chief, Student Services Division

(Test Form 39a, continued)

DEPARTMENT OF THE ARMY  
U.S. Army Training Support Center  
U.S. Army Correspondence Course Program  
Newport News, Virginia 23628

ATTSC-AC-SS

Date \_\_\_\_\_

SUBJECT: Change in SOJET Program for

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
SSN

TO: Army Correspondence Course Program  
US Army Training Support Center  
ATTN: 888 (OPS/INTEL)  
Newport News, Virginia 23628

1. The following changes are requested (check paragraph(s) that apply):

- a. ☐ The presently registered course supervisor will no longer be able to serve as supervisor for this student.
- b. ☐ A Supervisor's Registration Form for the new course supervisor is inclosed.
- c. ☐ The student ( ), supervisor ( ) (Check one) has not been reassigned but has changed mailing address:

Mail to: \_\_\_\_\_

- d. ☐ The student has been/is being transferred to a new unit.  
The address of that unit is:

\_\_\_\_\_

- e. ☐ The student requests to withdraw from the program.

Signature \_\_\_\_\_

Rank \_\_\_\_\_

Printed Name \_\_\_\_\_

SSN \_\_\_\_\_

\_\_\_\_\_  
Unit Designation

\_\_\_\_\_  
Unit Address

| DATA REQUIRED BY THE PRIVACY ACT |                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUTHORITY:</b>                | 10 USC 3012 (B) and (G)                                                                                                                                                                                                      |
| <b>PRINCIPAL PURPOSE:</b>        | To obtain information necessary by Army schools to administer student participation in the Army correspondence course program.                                                                                               |
| <b>ROUTINE USES:</b>             | Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration. |
| <b>DISCLOSURE:</b>               | Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.                                                                                                   |

Test Form 9a, July 1979. Replaces TF 9 of 9 FEB 78 Local Reproduction Authorized

## ATTSC-AI-SS

1. \_\_\_\_\_ has recently been supervising in the Operations/Intelligence Supervised On-Job Extension Training Program. Supervising a student involves administering and scoring tests, helping with lesson material, and maintaining informal records. This work was accomplished in addition to regularly scheduled duties. During this period, the student completed \_\_\_\_\_ credits of study.

S/DANIEL

CF:

SUBSOURCE —→

VERSION 00

1. Indicate the subcourse number on this response sheet and your subcourse material is the same.
2. Use a Number 2 pencil to mark your responses.
3. Mark only ONE response to each of the numbered questions, by circling the corresponding lettered oval (A, B, C, D, or E), which indicates your choice.
4. Check your responses carefully.
5. Mark any omissions completely.
6. Instructions which are not printed cannot be properly scored.
7. Return this packet in the envelope provided.

|    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |

DECLASS. AUTHORITY: 25 U.S.C. 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300,

## V. SPECIAL FEEDBACK REPORTS

On a monthly or quarterly basis IPD prepares a number of reports of use to program managers and to senior management of Army Schools. However, with the exception of a test item analysis report, no reports are produced by IPD specially for use by course developers. This section contains examples of:

- a. Forms for collecting information of use to course developers.
- b. Reports of interest to course developers.

These forms and reports are discussed in more detail in Section VI of the final report of which this Annex is a part.

### A. STUDENT SUBCOURSE CRITIQUE FORM

This form (Figure V-1) can be used to collect critical comments about subcourse lesson material.

The form should be located at the end of each subcourse lesson packet and should be easily detachable from the packet. Also, it should contain instructions for completing the form and for returning it to IPD. IPD's address should be on the reverse side.

IPD should maintain a file of the returned forms by proponent school, and should forward the forms to the appropriate schools on a monthly basis.

### B. SUPERVISOR SUBCOURSE CRITIQUE FORM

This form (Figure V-2) can be used to collect critical comments about test scoring material or lesson material from course supervisors.

The form should be located at the rear of each supervisor subcourse test packet. Instructions for using and returning the form, and for processing the form once returned are the same as those provided for the Student Subcourse Critique Form.

### C. NOTIFICATION OF CHANGE OF STATUS FORM

This form (Figure V-3) can be used to report changes in supervisor or student status. In turn, the data provided can be used to estimate personnel turbulence rates.

It is suggested that the form be located at the rear of each subcourse lesson packet.

#### D. STUDENT PROFILE REPORT

This report (Figure V-4) can be used to provide student profile information in response to such questions as: who is enrolling for course XYZ? Who is failing Subcourse OS0050? Who is enrolling but never submitting a test?

All of the data contained in the report would be captured on a revised enrollment form described in paragraphs III.B and IV.A of this handbook

Preparation of this report will depend on developing a computer program that (a) can identify from training records those persons who meet certain criteria, and (b) can print selected background data for persons identified in step (a).

The program should be designed to identify the following enrollees:

- o persons enrolled in any specific course.
- o persons who have enrolled in a course but never submitted a test
- o persons who have not submitted a test within so many days and who have not completed their program of training.
- o persons who have completed their program of training.

The above program should be capable of preparing a report for active Army students only, NG/USAR students only, or both sets of students.

#### E. TRAINING STATUS REPORT

This report (Figure V-5) can present a yearly overview of enrollment and program and subcourse completion data. It should be useful for determining trends relating to such data. It is suggested that:

- a. A training status report for the entire SOJET program be prepared on a monthly basis. This can be accomplished manually using data from reports now generated by IPD.
- b. A monthly status report for each of the 16 SOJET courses be prepared. A computer program should be developed for doing this. The data can be obtained from training records.

#### F. SUBCOURSE UTILIZATION AND TEST SUBMISSION REPORT

This report (Figure V-6) can be used to identify those subcourses that may not be cost-effective. It shows the number of subcourses issued per month (IPD already has a report that generates this data). Also, the report shows the number of tests submitted per month for each subcourse. Subcourses that seldom are requested (issued) and subcourses for which tests seldom are submitted are candidates for further analysis to assess their cost-effectiveness.

G. ITEM ANALYSIS REPORT

This report (Figure V-7) can show for each SOJET subcourse the number of students who failed the pretest, the first posttest, or the second posttest. The report can be prepared using procedures already developed by IPD.

Copies of the foregoing reports are located on the following pages.

Student Subcourse Critique Form

Subcourse Number \_\_\_\_\_

Instructions: Return this form if you have critical comments to make.

- a. Record number of subcourse you are commenting about.
- b. In Item 1 below check all comments that apply to subcourse.
- c. In Item 2 below explain nature of comment & provide solution if you have one.
- d. Use additional sheets of paper for comments if needed.
- e. Fold form and staple twice and mail.

Item 1: Check (✓) all comments that apply to listed subcourse

- a. \_\_\_\_\_ Lesson material incorrect or obsolete.
- b. \_\_\_\_\_ Lesson material difficult to understand.
- c. \_\_\_\_\_ Lesson material and test questions do not agree.
- d. \_\_\_\_\_ Answer(s) to some test questions are incorrect.
- e. \_\_\_\_\_ Lesson material not relevant to job duties.
- f. \_\_\_\_\_ Other: \_\_\_\_\_
- g. \_\_\_\_\_ Other: \_\_\_\_\_

Item 2: Provide more detailed description of comment and suggest a solution if you have one.

Figure V-1. Illustration of Student Subcourse Critique Form

Supervisor Subcourse Critique Form

Subcourse No. \_\_\_\_\_

Instructions: Return this form if you have critical comments to make.

- a. Record number of subcourse you are commenting about.
- b. In Item 1 below check all comments that apply to subcourse.
- c. In Item 2 below explain nature of comment & provide solution if you have one.
- d. Use additional sheets of paper for comments if needed.
- e. Fold form and staple twice and mail.

Item 1: Check (✓) all comments that apply to listed subcourse

- a. \_\_\_\_\_ Test scoring guide is difficult to use.
- b. \_\_\_\_\_ Answers provided in test scoring guide are incorrect.
- c. \_\_\_\_\_ Lesson material incorrect/obsolete.
- d. \_\_\_\_\_ Lesson material difficult to understand.
- e. \_\_\_\_\_ Lesson material not relevant to job duties.
- f. \_\_\_\_\_ Other: \_\_\_\_\_
- g. \_\_\_\_\_ Other: \_\_\_\_\_

Item 2: Provide a more detailed description of comments and suggest a solution if you have one.

Figure V-2. Illustration of Supervisor Subcourse Critique Form

NOTIFICATION OF CHANGE OF STATUS OR MAILING ADDRESS

Please return this form to Institute for Professional Development whenever one of the conditions listed below occurs.

1. SUPERVISOR STATUS (Check all that apply)

1. ☐ Supervisor will no longer be able to perform supervisory duties.
  - a. ☐ Student needs new supervisor.
  - b. ☐ New supervisor has been located. Supervisor Registration form ☐ is, ☐ is not attached.
2. ☐ Supervisor's mailing address has changed but he still will function as supervisor. New address is indicated below.

2. STUDENT STATUS (Check all that apply)

1. ☐ Student requests to withdraw from further course work. Reason is indicated below.
2. ☐ Student is changing unit but wishes to continue course work. New unit address is indicated below.
3. ☐ Student's mailing address has changed but student remains in same assignment. New address indicated below.
4. ☐ Other change. Describe below

-----

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Effective date of change \_\_\_\_\_  
Month Day Year

4. Student's  
Name \_\_\_\_\_ SSN \_\_\_\_\_

5. Supervisor's  
Name \_\_\_\_\_ SSN \_\_\_\_\_

Test Form 9 (Revised)

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FIGURE V-3. SUGGESTED FORM FOR OBTAINING INFORMATION ABOUT STUDENT AND SUPERVISOR STATUS AND MAILING ADDRESS CHANGES

| Subcourse<br>No. 050010 | Edition A                  |                   | Lesson or<br>Exam Version 01 |                   | Question<br>Requisition No. 02 | Type of<br>Test 01    |              |
|-------------------------|----------------------------|-------------------|------------------------------|-------------------|--------------------------------|-----------------------|--------------|
| SSN                     | Pers <sup>1</sup><br>Class | Comp. 1,3<br>Code | Branch <sup>1,4</sup>        | Rank <sup>1</sup> | Primary<br>MOS                 | Number of Months at 2 |              |
|                         |                            |                   |                              |                   |                                | Current Skill         | Current Duty |
| XXXXXX900               | E                          | 10                | -                            | MSG               | 95B50                          | 28                    | 40           |
| XXXXXX010               | E                          | 9                 | -                            | SFC               | 13Y00                          | 8                     | 8            |
| XXXXXX030               | E                          | 9                 | -                            | 1SG               | 11B50                          | -                     | 28           |
| XXXXXX113               | E                          | 9                 | -                            | MSG               | 19Z50                          | 29                    | 31           |
| XXXXXX713               | E                          | 10                | -                            | SFC               | 11B40                          | 34                    | 35           |
| XXXXXX374               | E                          | 10                | -                            | SFC               | 11B40                          | 72                    | 27           |
| XXXXXX825               | E                          |                   | -                            | MSG               | 11B50                          | 30                    | 30           |

<sup>1</sup>E = Enlisted personnel. Codes and data taken from DA Form 145.

<sup>2</sup>Information taken from proposed revision to DA Form 145.

<sup>3</sup>Code indicates type of student (e.g., 9=USAR Enl, 10=NGUS Enl) from DA Form 145.

<sup>4</sup>Recorded only for officers.

Figure V-4. Proposed Profile Report of Persons Failing a Subcourse Pretest Requirement

| TRAINING STATUS REPORT             |     |     |     |     |     |     |     |     |     |     |     |     |       |
|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Course: Y01                        | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total |
| No. Enrolled                       |     |     |     |     |     |     |     |     |     |     |     |     |       |
| No. Subcourses Completed           |     |     |     |     |     |     |     |     |     |     |     |     |       |
| No. Program Completions            |     |     |     |     |     |     |     |     |     |     |     |     |       |
| No. Inactive <sup>1</sup> Students |     |     |     |     |     |     |     |     |     |     |     |     |       |
| No. Terminations <sup>2</sup>      |     |     |     |     |     |     |     |     |     |     |     |     |       |
| No. Withdrawals                    |     |     |     |     |     |     |     |     |     |     |     |     |       |

- <sup>1</sup>No. of persons who have not submitted a test since enrollment or in past 90 days
- <sup>2</sup>No. of official terminations for any reason, usually for failure to complete course requirements
- <sup>3</sup>No. of withdrawals for any reason, usually because of student PCS

Figure V-5. Illustrative Training Enrollment and Status Report

| COURSE YOI | BRANCH:           | Armor | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YEARLY TOTAL<br>TO DATE |
|------------|-------------------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------|
| OR1491     | No. Issued        |       | 10  | 8   | 8   | 5   | 2   | 2   | 2   | 2   | -   | -   | 1   | 6   | 46                      |
|            | No. Passing Tests |       | -   | -   | 2   | 4   | -   | -   | -   | -   | -   | -   | -   | -   | 6                       |
| OR1492     | No. Issued        |       | 10  | 8   | 8   | 5   | 2   | 2   | 2   | 2   | -   | -   | 1   | 6   | 46                      |
|            | No. Passing Tests |       | -   | -   | -   | 3   | 5   | 1   | -   | -   | -   | -   | -   | -   | 9                       |
| OR1493     | No. Issued        |       |     |     |     |     |     |     |     |     |     |     |     |     |                         |
|            | No. Passing Tests |       |     |     |     |     |     |     |     |     |     |     |     |     |                         |
| OR1494     | No. Issued        |       |     |     |     |     |     |     |     |     |     |     |     |     |                         |
|            | No. Passing Tests |       |     |     |     |     |     |     |     |     |     |     |     |     |                         |

Figure V-6. Illustration of Subcourse Issue and Test Submission Report

| Subcourse No.    | Edition | Lesson or Exam and Versions                                                  | Question or Rqmt No. | Correct Response | A   | B   | C  | D   | E   | Omit | Total | Percent Correct |
|------------------|---------|------------------------------------------------------------------------------|----------------------|------------------|-----|-----|----|-----|-----|------|-------|-----------------|
| 050001           | 01      |                                                                              | 01                   | A or B           | 0   | 0   | 0  | 214 | 203 | 0    | 502   | 100             |
|                  |         |                                                                              | 02                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 03                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 04                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 05                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
| <b>Footnotes</b> |         |                                                                              |                      |                  |     |     |    |     |     |      |       |                 |
|                  |         | 1Format based on TREDs-NRI Item Analysis Report                              | 06                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         | 2Indicates that all 50 students eventually passed all subcourse requirements | 07                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         | 3No. of persons passing all requirements on pretest                          | 08                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         | 4No. of persons passing all requirements on first posttest                   | 09                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         | 5No. of persons passing requirement on pretest                               | 10                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         | 6Percent of persons passing requirement on pretest                           | 11                   |                  | 355 | 0   | 0  | 0   | 0   | 15   | 50    | 706             |
|                  |         | 7No. of persons who passed requirement on first posttest                     | 12                   |                  | 25  | 0   | 0  | 0   | 0   | 25   | 50    | 50              |
|                  |         | 8Percent of persons who passed requirement on first posttest                 | 13                   |                  | 24  | 0   | 0  | 0   | 0   | 26   | 50    | 48              |
|                  |         | 9No. of persons who passed requirement on second posttest                    | 14                   |                  | 47  | 0   | 0  | 0   | 0   | 3    | 50    | 94              |
|                  |         |                                                                              | 15                   |                  | 0   | 0   | 0  | 0   | 0   | 0    | 50    | 0               |
|                  |         |                                                                              | 16                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 17                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 18                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 19                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 20                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |
|                  |         |                                                                              | 21                   |                  | 0   | 267 | 0  | 0   | 0   | 24   | 50    | 1008            |
|                  |         |                                                                              | 22                   |                  | 0   | 19  | 79 | 0   | 0   | 24   | 50    | 73              |
|                  |         |                                                                              | 23                   |                  | 0   | 26  | 0  | 0   | 0   | 24   | 50    | 100             |
|                  |         |                                                                              | 24                   |                  | 0   | 25  | 1  | 0   | 0   | 24   | 50    | 96              |
|                  |         |                                                                              | 25                   |                  | 0   | 0   | 0  | 0   | 0   | 50   | 50    | 0               |

Figure V-7. Illustration of Item (Requirements) Analysis Report For A 4-Requirement SOJET Subcourse Test

## VI. FUNCTIONAL DESCRIPTION OF SOJET DELIVERY SYSTEM (REVISED)

### A. OVERVIEW

This section contains functional diagrams depicting the actions and decisions that must occur in order to administer the revised version of the SOJET program. A brief description of the purpose or function served by each block is provided. In many instances the function of the block is evident from the name or notation contained in the block.

Procedures for administering the SOJET program, and other correspondence courses as well, can be divided into three sets of procedures dealing with:

- o enrollment procedures
- o processing procedures
- o special operations procedures

Enrollment procedures cover the actions required to enroll a student and to register a course supervisor. "Process" procedures cover the actions required to distribute lesson and test material and to maintain training records. "Special Action" procedures include those for mailing special forms/letters to students/supervisors/commanding officers, terminating or changing the status of students, and generating a variety of reports for program managers and course supervisors.

The major points to note with respect to the revised SOJET procedures are:

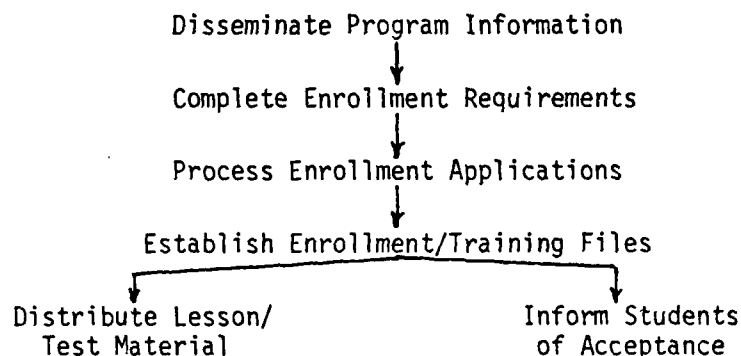
- a. With few exceptions they are the same as those now employed to administer the SOJET program. In many instances they are considerably simpler than those first used to administer the SOJET program.
- b. Many procedures are the same or similar to those used to administer traditional courses.
- c. All procedures can be implemented using computer-based management procedures which are in the process of being implemented at IPD.
- d. Detailed procedures for completing the forms used with the SOJET program have not been provided. In almost all instances these forms should be completed using procedures currently used with similar SOJET program forms.

The reader should be aware that during CY 1980 IPD plans to implement a new computer-based system for managing correspondence courses. As this occurs, all forms and procedures proposed in this handbook should be examined and revisions made as appropriate.

## B. ENROLLMENT PROCEDURES

### Overview

Enrollment procedures for the SOJET program can be divided into six steps as shown in the diagram below.



Step 1. Disseminate Program and Enrollment Information. Persons interested in learning more about the SOJET program or enrolling in the program must contact IPD. IPD sends an Enrollment Package to these persons.

Step 2. Complete Enrollment Requirements. To enroll in a SOJET course a student must obtain a course supervisor. Together these persons formulate a plan of study and complete a student enrollment form and a supervisor registration form. These are forwarded to IPD.

Step 3. Process Enrollment Application. The SOJET team at IPD processes applications by reviewing them for correctness and completeness. As required, applications are returned for correcting. Because of the requirement for a course supervisor, enrollment into the SOJET program necessitates processing two different types of enrollment forms, one for the student and one for his course supervisor. Also, students can enroll for a complete course, or for more or less than a complete course. These two categories of enrollments must be processed somewhat differently.

Step 4. Establish Enrollment/Training Files. For each student/supervisor pair files must be established in the TREDs-NRI system. These files will contain personnel information and training records. The files can be used to produce a variety of reports for use by program managers and course developers. In addition, this portion of the enrollment process identifies the lesson and test material to be sent to students and supervisors, and generates mailing lists and mailing labels (SCAN Sheets) to be used for that purpose.

Step 5. Distribute Lesson/Test Material. This is accomplished by the Production and Distribution Section of IPD. Unlike traditional courses, all lesson material requested by a student is sent to him at one time (one-shot mailing). In a similar fashion, all corresponding testing material is sent at one time to the student's course supervisor.

Step 6. Inform Student of Acceptance. The student is informed by IPD that he has been officially accepted as a student. Along with a letter to this effect, the student is sent a pamphlet containing a description of the requirements and responsibilities of a student in the SOJET program.

The following pages contain a block by block description of the purpose and/or activities pertaining to each of the six steps in the enrollment process. A detailed flow diagram of the enrollment process is contained in Appendix A.

## Enrollment Procedures: Functional Description

### Block 1. Request to Enroll.

Forms for enrolling in the SOJET program are not available at army installations. Therefore, persons wishing to enroll in the program or those wishing more information about the program must contact IPD by phone or by letter. These contacts may be made by potential students or course supervisors, or by others such as training officers and NCO's.

### Block 2. SOJET Team Receives and Processes Requests.

Requests for information about the SOJET program are routed to the SOJET team. In most instances, the request can be handled by mailing a SOJET enrollment package to the person making the request. However, if a request is received by mail, certain actions must be taken if the request cannot be honored directly.

- a. If the request is to enroll in a SOJET course, the person must be informed that he must complete an enrollment form and obtain a course supervisor.
- b. If the request contains misinformation about the SOJET program, a decision may be made to correct that information.
- c. If the SOJET team is out of enrollment packages, the person must be informed that his request for information about the program will be honored as soon as they are available.

Most of the foregoing decisions can be made over the phone. Otherwise, a standard TCS Form Letter #14 is used to inform the person of the course of action he should take to gain acceptance into the SOJET program.

### Block 3. Can Request Be Honored? See Block 2 above.

### Block 4. TCS Form Letter 14.

A letter used to reply to requests for information about correspondence courses. See Block 2 above. SOJET staff prepares TCS LTTR 14 and mails to requestee. Address and nature of request is recorded in correspondence log book.

Block 5. SOJET Team Addresses and Mails Enrollment Package.

Most requests for enrollment in or further information about the SOJET program can be handled by sending the requestee a SOJET enrollment package. This package contains information about the program and includes enrollment and registration forms. (See Section II, para A ). The SOJET team obtains an enrollment package, fills out a mailing label (DD Form 18), and sees that the package is mailed at First Class Rates. A log is maintained of the number of course guide packets mailed out, and the addressees.

Block 6. Enrollment Package.

The enrollment package contains: a Course Guide, sample lesson and test material, a Student Training Plan for each of the four SOJET courses, two student enrollment forms (ATSC 145a) and two supervisor registration forms (TF 1b). These two forms, located in Section IV, are slightly revised versions of forms currently used in the SOJET program.

Block 7. Student/Supervisor Select Subcourses.

Procedures for enrolling/registrating in the SOJET program are contained in the SOJET Course Guide. In summary, they involve:

STUDENT APPLICANT

- a. Obtains a duty position supervisor who agrees to serve as a course supervisor.
- b. In conference with the course supervisor, identifies the course or subcourses to request. A Student Training Plan (STP) for each of the SOJET courses is provided as an aid in accomplishing this.
- c. Completes the student enrollment form, ATSC 145a.

COURSE SUPERVISOR APPLICANT

- a. Using Student Training Plans, identifies tasks for which student is responsible. Of these tasks, identifies those for which student needs further training. Subcourses related to these tasks are ordered. STP kept as a record of which subcourses are ordered.
- b. Completes Supervisor's Registration Form (TF 1b).

Block 8. Student/Supervisor Forms.

Course supervisor forwards forms to IPD for processing. The student enrollment form, ATSC 145a, is almost identical to DA Form 145, the form used for all ACCP enrollments. Test Form #1b, the Supervisors' Registration form, is unique to the SOJET program (see Section IV, this handbook). The front side of TF #1b is very similar to the front side of DA Form 145. This is because the supervisor must be entered into the TREDs-NRI files as though he were a student. Special designators are used to distinguish between student and supervisor files. (See Section II, Para this handbook).

Block 9. SOJET Team Receives and Processes Enrollment.

Requests to enroll in the SOJET program are forwarded to IPD using a special envelope. The Office code on the envelope, plus a special strip on the envelope, informs mailroom personnel that the envelope should be routed to the SOJET team. The various actions and decisions that the SOJET team makes during the enrollment process are discussed under the next few blocks.

Block 10. Is Enrollment Request From an "Old" Student?

Students already enrolled in the SOJET program can request to add or delete subcourses from their original plan of study. Also, a student may enroll in and complete one SOJET course and then enroll in a second course.

- a. Block 3 of the student enrollment form contains a space to indicate whether or not the enrollment is from an "old" student.
- b. If "Yes", the team proceeds to Block 11.

Block 11. Team Checks Fiche Record for Codes

Training records of current and recently terminated students are contained in microfiche. These records are scanned to determine if the person requesting enrollment still has a training record. If the record can be found, the group code contained on that record is used to modify the student's training record. See Block 12.

Block 12. Is Enrollment Form Complete?

The SOJET team must examine all portions of the student and supervisor forms to assure that they are complete. If not, the SOJET team may choose to complete the form using information provided elsewhere on the form. This is done only when it is obvious what additional information should be recorded on the form. When the missing or incorrect information cannot be supplied/corrected by the SOJET team, both the student and supervisor forms are returned to the course supervisor along with TSC Form Letter 15. This letter is used to inform persons of the errors contained on enrollment applications.

Block 13. TSC Form Letter 15.

TSC Form Letter 15 is prepared by a member of the SOJET Team. Along with the student and supervisor application forms, it is returned to the course supervisor applicant with a request to complete and return the forms to IPD. A return envelope should be provided.

Block 14. Student/Supervisor Corrects Enrollment Forms.

Self-Explanatory.

Block 15-  
17.

The SOJET Team codes Re-enrollment Forms, Enrollment Forms and the SOJET Team Codes Initial Enrollment Forms. Three TRADOC forms are used by the SOJET Team to process enrollments.

Special purpose forms input to TREDs. TRADOC Form 548-R. A transaction worksheet used to annotate the student or supervisor termination, reissue material, or granting waivers.

TRADOC Form 555-R. Master File Worksheet. Used to record address changes, etc.; and to issue additional subcourses upon request.

TRADOC Form 555-1-R. A continuation sheet used in conjunction with Test Form 1b, ATSC Form 145, TRADOC Form 548-R, or TRADOC Form 555-R.

Block 18  
and 19.

Delivery to the TREDs LNO./OK by LNO?

Enrollment forms are sent to TREDs LNO who OK's them for input into TREDs-NRI. The TREDs LNO is responsible for reviewing input coding of enrollment forms.

TREDs LNO notes coding errors and returns to SOJET Team.

Block 20. Program Instruction.

The TREDs LNO provides program instructions for the SOJET enrollment process.

Block 21. Enrollment Forms to MISO Section by LNO.

The TREDs LNO delivers all necessary initial enrollments, TRADOC Forms, and programming instruction to the Data Transfer Section.

(See Diagram #4)

Block 22 Data Transfer

The MISO Data Transfer Section inputs the ATSC 145a, TF 1b, and/or appropriate TRADOC Forms onto TREDs Disk.

Block 23-  
25.

Is the Data Accepted? (No) Return to TREDs LNO/(Yes) Enter TREDs.

The corrected information is channeled through the TREDs Liaison Officer to MISO. The procedure is repeated with a new MFL returned to the SOJET team for review. If all information has been accepted into the TREDs system. The special enrollment information is handed over to the TREDs Liaison Officer.

Block 26  
and 27.

Output: Multi-File Listing (MFL) and Student Labels

A special OPS/INTEL printout is returned via TREDs Liaison Officer to the SOJET team for review.

Student mailing labels to SOJET team. Supervisors labels are also printed , for the TREDs system recognizes both as students. The labels have to be manually separated by identifying supervisors from SSN.

Block 28  
and 29.

SOJET Team Reviews MFL. Is the Enrollment Acceptable?

The MFL, edit list and original forms are reviewed by the SOJET team.

- . An "enrollment not processed" printout is reflective of an error in coding.
- . The edit list is a printout of all coding errors which need to be corrected.
- . The DA 145's (student information) and TF 1s (supervisor information) are checked against the MFL for consistency in numbers.

Block 30. SOJET Team prepares and mails the Welcome Package.

Welcome Packet goes 1st Class and gets to students (hopefully) prior to students receiving courses.

Block 31. Welcome Package to Students and Supervisors:

- . Booklet
- . Answer Instruction

Separate notice of enrollment for student and supervisor goes from MISO via TLO to mailroom and out to field.

Student Receives: Notice of Enrollment  
Student Training Plan  
Welcome Packets  
Course Materials with Scan Sheet

Supervisor Receives: Notice of Enrollment  
Supervisor Materials with  
Scan Sheet  
Welcome Packet

Block 32. TRADOC Form 555 R

555 R is used to add correct subcourse errors.

Block 33. TRADOC Form 548-R

548-R is used to change, correct, add name, SSN, address.

Block 34. Student Mailing Labels.

A second set of Student Mailing Labels (in multi-copy form for each subcourse mailing) is produced for P & D.

Block 35. Supervisor Labels

A special set of supervisor address mailing labels produced for P & D use.

Block 36. Scan Sheets

The MISO produces two separate scan sheets (TRADOC Form 59) with preprinted with name(s), SSN, subcourse. One set is for the student; the second set is for the supervisor.

Block 37. Collation by P & D for Shipping

Self Explanatory

Block 38. Mail

First class mailing, to SOJET Student and Supervisor

Block 39. P & D Pull List(Subcourse Shipment List.)

This listing reflects a consolidation of all subcourses (by edition) to be shipped per cycle, and is for use by warehouse personnel. The sequence of this report is subcourse/edition within work location. If all work locations are left blank, the list will be in subcourse number sequence.

Block 40. Student/Supervisor Packages from P & D Shelf

Warehouse personnel, working with the Subcourse Shipment List, collect subcourse material. The Shipment List should be initialed and the current date recorded by each entry as the action is completed. Any comments deemed appropriate by the individual "pulling" the subcourses should be written under "remarks".

Block 41. Inventory Demand History Report

This report will be produced automatically during EOM processing. The subcourses will be printed in subcourse/edition sequence. It will list usage quantities for the past 12 months. Three lines will be printed for each edition of the subcourse (Issued, Dueout and Demand).

Block 42. TRADOC Tape

Tape copies of initial Disk Input are made for each Scheduled Record -- Stored at Ft. Monroe (TRADOC).

Block 43. MISCAL IPD Records.

- o List of subcourse Student/Supervisor enrollees and registration.
- o Subcourse deletion waiver final grade (100% for OPS/INTEL courses).
- o Tally run of all transactions.
- o Composite of MFL and ITL.
- o Run of information rejected from TREDs.
- o Printout of Coding Errors.

Block 44. School Feedback

This includes a variety of reports that must be developed in order that positive data flow from the IPD processing system(MISO) to user Army Schools.

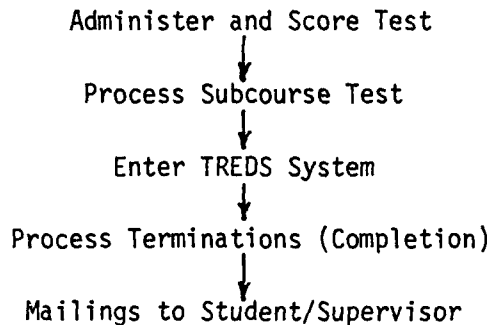
Block 45. Fiche H-Records

Abstracts of History Records are retained on an online status via Microfiche updates of MISO runs.

## C. PROCESSING PROCEDURES

### Overview

Procedures for processing test scores and other training-related requests or data can be divided into five steps as shown in the diagram below.



Step 1. SOJET Supervisor Administers and Scores Pretest/Posttest. The supervisor administers the pretest and/or posttest and mails the coded Optical Scan Answer Sheets (TSC Form 59) to the SOJET team.

Step 2. SOJET Team Processes the Subcourse Test. The SOJET team reviews the TSC Form 59. Only a passing test is accepted by SOJET for credit. If the TSC is a "GO" it is forwarded to MISO via TREDs LNO for system input. Should test be a "NO GO" it is returned to the supervisor with a TSC FL 15 Error Notice.

Step 3. MISO Processes Test into TREDs System. The MISO Section of IPD receives the approved TSC Form 59 from the TREDs LNO for input into the automatic data system. The TREDs output feedback is sent to six user agencies:

- o The SOJET Team (the master file listing)
- o The Production and Distribution Department of IPD (mailing lists for SOJET student and supervisors)
- o IPD Administration Officers for internal use
- o TRADOC file tape copy
- o Army schools for course development
- o USAR records (if applicable)

Step 4. SOJET Team Processes Student Completions. The TREDs system will automatically identify the SOJET students who have fully completed their selected course of study on the Master File Listing "Termination List." However, the processing of forms and letters for SOJET student completions remains essentially a manual operation done by SOJET team.

Step 5. Student Services Mail Course Completion Information. The Student Services Section of IPD operations have the responsibility for mailing the selected course completion records to SOJET students, supervisors, and commanders (if applicable).

A description of the actions associated with each of the foregoing steps is contained on the following pages. A flow diagram of the processing procedures is located in Appendix A.

### Processing Procedures: Functional Description

Block 1. Select SOJET Subcourse.

The Student and/or Supervisor decide on order to study subcourses. see also, Section II, para G.

Block 2. Supervisor Administrative Pre-Test.

The SOJET Supervisor removes pre-test from the Supervisor package and if necessary reads the test instructions aloud to the student. see also Section II, para I.

Block 3. Pass Pre-test.

The Supervisor removes the Supervisor Pre-test answer booklet from his packet and compares answers. Uses the scoring key for go/no go decision. See also Section II, para H.

Block 4. Student Study Lessons and Take Post Test.

Self-Explanatory.

Block 5. Pass Post Test.

Should the student fail the post test, the supervisor directs student to review subcourse and retake post-test.

Block 6. SOJET Student Directed to Next S.C.

Self-Explanatory.

Block 7. Supervisor Codes Scan Sheet and Mails to IPD.

The instructions on how to score the Scan Sheets (TRADOC Form 59) are found inside the revised welcome package which are mailed separately to each new supervisor. (see Appendix B)

Block 8. Scan Sheet #1 and #2. Self-Explanatory.

Block 9. The IPD SOJET Team reviews Scan Sheet Before MISO Input.

The SOJET Team opens the mail, check scan sheets name (Supervisor and Student) and insure correct answer key used for subcourse submitted.

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<sup>1</sup> Refer to SOJET Flow Chart III-2, Appendix C

Block 10. Is the Scan Sheet Okay for Input?

SOJET Team insures the Scan Sheets are in accordance with IPD's SOP.

Block 11. Can SOJET Team Correct?

The SOJET Team must make the decisions as how to correct Scan Sheets or to return to supervisor for resubmission.

Block 12. TSC FL 15 Error Notice.

Form Letter FL 15 is used to fill in request for information.

Block 13. Contact SOJET Supervisor. See Block 14.

Block 14. SOJET Team makes the needed changes to be accepted.

Changes to the TREDs System to correct/add are achieved by TRADOC 555 (Master File Worksheet) and/or TRADOC 548-R (Transaction Worksheet).

Block 15. Deliver to TREDs LNO for Input.

The TREDs LNO review the Scan Sheet (TRADOC 59) to insure completeness before delivery to the MISO input. The TRADOC 555R or 548-R is also reviewed before entry with programming instructions.

Block 16. Is Input Okay by LNO?

The TREDs LNO is responsible for returning the Scan Sheets to the SOJET Team if error noted.

Block 17. Program Instructions.

The TREDs LNO provides program instructions for the SOJET enrollment process.

Block 18. Scan Sheets and/or 548-R Delivered by TREDs LNO.

The TREDs LNO delivers the input - Scan Sheet (TRADOC 59) for data input or the TRADOC 548-R.

Block 19. Data Tran.

This is the first selection process point where the TREDs System can accept or reject the input in accordance with programs (TREDs and SOJET).

Block 20. Is the Data Accepted?

Error can be on input data or incompatible program/tape.

Block 21. Return to the SOJET Team for Review.

The SOJET Team must make the decisions as how to correct Scan Sheets - or to return to supervisor for resubmission.

Block 22. Enter TREDs.

The TREDs System will identify the student on the term list. For SOJET, the processing of termination is a manual operation done by the Team.

Block 23. Subcourse Completion Notice.

999 SOJET enrollees are mailed after each completion.  
A full course SOJET Student must complete the entire LOI (or a Request of Change in Status) before any correspondence from SOJET Team.

Block 24. Termination List

This is a printout of who has completed the course, address, commander date.

Block 25. Team Reviews Copy of IPD Term List.

Since the Term List is for all IPD students, the SOJET Team must purge team copy for all SOJET (OPS/INTEL) students and their given status. Term lists are generated by the IPD System and delivered via TREDs LNO to the SOJET team.

Block 26. Team Reviews Fiche Copy of History File.

H-Records are IPD inclusive. Multi-copy of fiche are retained at various view locations. Photocopies may be made for mailing.

Block 27. Fiche H-Records.

Abstracts of History Records are retained on an online status via Microfiche updates of MISO run.

Block 28. All S.C. Completed.

Regardless of SOJET Student code, the microfiche H-Record must show all subcourse completed before final termination.

Block 29. Is Name on Term List?/ Possible Error - See Error Run./ Correct and Resubmit.

If the SOJET student name does not appear upon the appropriate Term List and/or H-Record the SOJET Team must first check to see if Scan Sheets (TR 59's) made latest MISO run. If do not appear on List, contact LNO in order to review MISO transaction.

Block 30. Team Manually Processes Termination.

Due to the unique handling required by SOJET, has to be special system.

Block 31. Copy to Supervisor Command.

Both letters are preprinted SOJET form letters.

Block 32. Copies Signed by IPD Command.

The SOJET Team makes ready the Form/Letter and forwards to IPD Command Office for signature and mailing.

Block 33. Mail.

Two copies (one to supervisor, the other to Supervisor's Commander) mailed first class by

Block 34. 999 Code. Is student enrolled for a "full course" or for "subcourses only"(coded as 999) ?

Block 35. Course Certificate/History File

Full course SOJET student receives standard IPD course completion certificate and TREDs-generated H-Record.

Block 36. History File Photocopy.

Code 999 (Selected Subcourse) student receives a photocopy of H-Record (History).

Block 37. Mail.

First Class Mailing.

Block 38. School Feedback.

There is a feedback system which must be developed in order that positive data flow from the IPD processing system (MISO) to user Army Schools.

Block 39. MISCAL IPD Records.

- . List of subcourse Student/Supervisor enrollees and registration.
- . Subcourse deletion waiver final grade (100% for OPS/INTEL.)
- . Tally run of all transaction.
- . Composite of MFL and ITL
- . Run of Information rejected from TREDs.
- . Printout of Coding Errors.

Block 40. TRADOC Tape.

Tape copies of initial Disk Input are made for each Scheduled Record - Stored at Ft. Monroe (TRADOC).

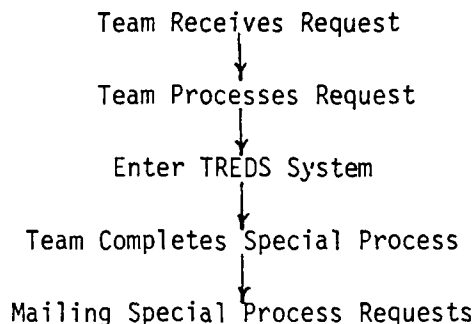
Block 41. USAR File.

Completion Records for USAR are stored at RACPAC St. Louis, MO.

#### D. SPECIAL ACTION PROCEDURES

##### Overview

There are a variety of "special actions" which must be accomplished as part of the SOJET program. Students can request changes in their enrollment plan; changes in course supervisors sometimes must be made; delinquency notices (TF 39a) are sent to the commander of students who are not progressing in their study program. These and other special action procedures can be divided into five major steps as shown in the diagram below.



Step 1. Team Receives Request. The SOJET team receives a special request (Letter, TF 39a, TF9, or documented telephone call) to terminate prior to completion; or to change status of student, supervisor, or subcourse material.

The SOJET team may initiate the Commander's Request to Terminate Student by mailing a Test Form 39A (Request for Student Status).

Upon receiving the request the SOJET team must ensure that all information is complete so that it may be coded for MISO input. Incomplete requests are returned to sender using TF Letter 14 as a letter of explanation.

Step 2. Team Processes Request. The SOJET team must decide what action is being requested in order that the proper input instructional form(s) be used.

TRADOC Form 548-R is used to terminate or "drop" initial inputs from SOJET enrollments. This form is also used to change supervisor by deleting the first supervisor on a TR Form 548-R and adding a new supervisor to the SOJET TF 1b.

TRADOC Forms 555-R/555-R-1 are used to add or change inputs from initial enrollments. The TRF 555-R is also used to change address of student.

All MISO input forms are delivered to the TREDs LNO for his approval prior to being sent to MISO Data Transfer.

Step 3. MISO Processes Request into TREDs System. The MISO Section of IPD receives the approved TRADOC Forms requesting change or termination from the TREDs LNO for input into the Automatic Data System.

In addition to the standard Army and IPD feedback, three special process hard copy documents are produced and delivered by the TREDs LNO to the SOJET team. These are:

a. Master File List (MFL)

The MFL is a run of transactions submitted on TRADOC Form 555-R. TRADOC Form 555-R is used to code initial enrollment information, student or supervisor change of address, or addition of a subcourse. If any updates are entered and the SSN cannot be found, the MFL will state so.

b. Input Transaction Listing (ITL)

The ITL is a run of transactions resulting from submission of TRADOC Form 548-R. This includes information such as: a change of course material and course deletion.

c. Termination List.

This is a printout of who has either requested termination or completed their enrolled-for program.

Step 4. SOJET Team Completes Special Process Actions. The TREDs System will automatically identify the SOJET students who have requested address or subcourse change. Terminating students or supervisors are on the Master File Listing "Termination List." However, the processing of forms and letters for full course termination remains essentially a manual operation done by SOJET team members.

Step 5. Mailing of Special Process Requests.

- a. Terminations: Student Services mail a TREDs-generated copy of Student History Record to all terminating SOJET students. A standard IPD termination letter reflecting total credits is sent to supervisor and "Thru" address.
- b. Change of Supervisor: Student Services receive (from TREDs/LNO) and mail a new set of Optical Scan Sheets ( TSC FORM 59) coded with the new supervisor's name and address.

The detailed actions associated with each of these steps is shown in SOJET Flow Chart III-3, Appendix A, and a discussion of each block on that diagram is contained in the following pages.

Special Operation Procedures:Functional Description  
(Termination/Change of Status)

Block 1. Administrative Term: Student Request/Time Request/No Contact

Termination of Enrollment. Produced when a student's enrollment is terminated for any of the following reasons:

Student Request.

Failure to Satisfy Minimum Progress Requirements.

Administrative Action. (No contact after enrolling.)

Block 2. Command Request Term

Self-explanatory.

Block 3. Test Form 39A.

Form Letter 39A sent to a commander or supervisor requesting student status.

Block 4. Supervisor Change.

Supervisor/Student forward:

a. change of supervisor notice, if used

b. student ratings

Block 5. Course Change.

Supervisor/Student request change in course enrollment.

Block 6. Address Change.

Supervisor/Student forward change of student station/assignment and losing supervisory ratings.

Block 7. Test Form 9.

Special purpose communications with commander, supervisor, and student.

Block 8. Team Receives Request.

The specific request is received by the SOJET Team of IPD. The SOJET Team is responsible for opening and recording all initial forms and letters of correspondence.

Block 9. Request Complete. Self-explanatory.

Block 10. Student Action.

The SOJET Team makes the decisions whether to code for Supervisory change.

Block 11. Termination.

If Request is to terminate entire SOJET enrollment, a TRADOC Form 548-R is coded.

Block 12. Team Checks Waiver List.

Students Liable for Termination. These listings are produced monthly and reflect all students liable for termination for the next 60 days following data in cycle date.

Block 13. On Waiver List.

Waiver Notice. Produced when a waiver has been granted.

- a. Code 1 - will print "MINIMUM YEARLY CREDIT HOUR REQUIREMENTS" in paragraph 1 of the notice. Course and multiple subcourse enrollees have another year to complete the program or accumulate the minimum requirements in the new year. Single subcourse enrollees are given another 6 months to complete the subcourse.
- b. Code 4 - will print "REQUIREMENTS TO SUBMIT SUB-COURSE MATERIAL FOR GRADING WITHIN 6 MONTHS" in paragraph 1 of the notice. The student has until his EYE date to complete his minimum yearly credit hour requirements. For single subcourse enrollees, the EYE date is extended by 6 months.

Block 14. TRADOC 548-R.

TRADOC Form 548-R - This form is used to institute a curriculum change, request a student status sheet, request a waiver/termination, SSN change, enter grades, for exams graded manually/change grades, request an Item Analysis Report, request Scan Sheets/mailling labels for enrolled students, transfer of course, change EYE/RYE Dates and issue subcourses out of sequence and over the counter.

Block 15. End Action. Self-explanatory.

Block 16. Deliver to TREDs LNO.

The TREDs LNO picks up the TRADOC Form 548-R from the SOJET Team through routine MISO distribution.

Block 17. Is Input Okay by LNO?

TREDs LNO reviews the termination program - needs to insure completeness before delivery to the MISO input. The TRADOC 555-R or 548-R is also reviewed before entry with programming instructions.

Block 18. Program Instruction.

The TREDs LNO provides program instructions for the SOJET enrollment process.

Block 19. Deliver to MISO.

The TREDs LNO has the responsibility to deliver the correctly coded TR 548-R to the MISO Data Transfer with the appropriate Programming Instructions.

Block 20. Data Transfer.

This is the first selection process point where the TREDs System can accept or reject the input in accordance with program.

Block 21. Is the Data Accepted?

Error can be on input data or incompatible program/tape.

Block 22. MISO Return to LNO.

The MISO Office of Data Transfer returns the input to the TREDs LNO with errors noted on the MFL.

Block 23. Return to Team.

The SOJET team make the appropriate corrections to input.

Blocks 24

and 25. Change of Address/TRADOC 555-R Coded for Change.

To change data except curriculum, place a "C" in transaction code and fill in school code, record, SSN, and applicable sequence number plus data to be changed. If changing "TO ADDRESS" Section C and D or "THRU ADDRESS", Sections E and F, you must complete both sections for each address. Curriculum changes are initiated with the Transaction Worksheet.

Block 26. Change of Subcourse. Self-explanatory.

Block 27. TRADOC 548-R.

Curriculum Change. A separate TRADOC Form 548-R must be used for each subcourse transaction.

Block 28. TRADOC 555-R. See Blocks 24/25.

Block 29. Change of Supervisor Included. Self-explanatory.

Block 30. Change of Supervisor.

The SOJET Team makes the decisions whether to code for Supervisor change.

Block 31. TRADOC Forms Coded for Supervisor Change.

Self-explanatory.

Blocks 32

and 33. Team Checks Input/Delivery to TREDS LNO for Input.

The TREDS LNO reviews any special request to insure completeness before delivery to the MISO input. The TRADOC 555-R or 548-R are also reviewed before entry with programming instructions.

Block 34. Is Input Okay by LNO?

The TREDS LNO is responsible for returning the Scan Sheets to the SOJET Team if error noted.

Block 35. Program Instructions.

Block 36. Delivered by TREDs LNO.

The TREDs LNO delivers all necessary TRADOC Forms and programming instruction to the DATA Transfer Section.

Block 37. Data Transfer.

This is the first selection process point where the TREDs System can accept or reject the input in accordance with program.

Blocks  
38-40.

Is the Data Accepted? (No) Return to TREDs LNO (Yes)  
Enter TREDs.

The corrected information is channeled through the TREDs Liaison Officer to MISO. The procedure is repeated with a new MFL returned to the SOJET team for review. If all information has been accepted into the TREDs system, The special enrollment information is handed over to the TREDs Liaison Officer.

Block 41. The TREDs LNO is responsible for reviewing input coding of enrollment forms.

TREDs LNO notes coding errors and returns to SOJET Team.

Block 42. Enter TREDs.

See Blocks 38-40.

Block 43. MISCAL IPD Records.

- o List of subcourse Student/Supervisor enrollees and registration.
- o Subcourse deletion waiver final grade (100% for OPS/INTEL).
- o Tally run of all transactions.
- o Composite of MFL and ITL.
- o Run of Information rejected from TREDs.
- o Printout of Coding Errors.

Blocks  
44-46. Team Reviews Copy of IPD Termination List.

Since the Termination List is for all IPD students, the SOJET Team must purge team copy for all SOJET (OPS/INTEL) students and their given status. Termination lists are generated by the IPD System and delivered via TREDS LNO to the SOJET team.

Block 47. Is This A Supervisor Change?

Yes: See Block 54.

No: See Block 48.

Blocks  
48-49. Is the Student Change on the MFL?

Yes: End Action.

No: See Blocks 50 and 51.

Blocks  
50-51. Possible Error. See Error List.

This is a run of all information rejected from the system. This information will appear in the TREDS Input List but no other TREDS outputs. It is a printout of all coding errors. These errors must be corrected as Source Documents and re-submitted before receiving the MFL or ITL.

Block 52. School Feedback.

There is a feedback system which must be developed in order that positive data flow from the IPD processing system (MISO) to user Army Schools.

Block 53. TREDS Input List.

The TREDS Input List is a run of all transactions which have occurred. It is a composite of the MFL and ITL runs. If any errors appear on the MFL or ITL the team technician goes to the TREDS Input List as a check on coding and key-punching procedures.

Blocks

54-56. SOJET Team Review Input List for Supervisor Change.

Self-explanatory.

Block 57. History File Photocopy.

Code 999 (Selected Subcourse) student receives a photocopy of H-Record (History).

Block 58. TRADOC Tape.

Tape copies of initial Disk Input are made for each Scheduled Record - Stored at Ft. Monroe (TRADOC).

Block 59. USAR File.

Completion Records for USAR are stored at RACPAC, St. Louis, MO.

Blocks

60-61. Is (Student) Name on Termination List?

Yes: Self-Explanatory.

No: See Blocks 62 and 63.

Blocks

62-63. Is Name on Termination List?/Possible Error--See Error Run./Correct and Resubmit.

If the SOJET student name does not appear upon the appropriate Termination List the SOJET Team must first check to see if Termination Request made latest MISO run. If did not appear on List, contact LNO in order to review MISO transaction.

Blocks

64-66. MISO Termination Letter Mailed (to SOJET Student) with Subcourse Completion History.

Two copies (one to the student, the other to the student's Commander) mailed first class by Student Services.

Block 67. Scan Sheets/with New Supervisor's Name.

The MIS0 produces two separate scan sheets (TRADOC Form 59) preprinted with name(s), SSN, subcourse. Two Sets each student and supervisor.

Blocks  
68-69.

Student Services Receives and Mails to New Supervisor.

First Class Mailing.

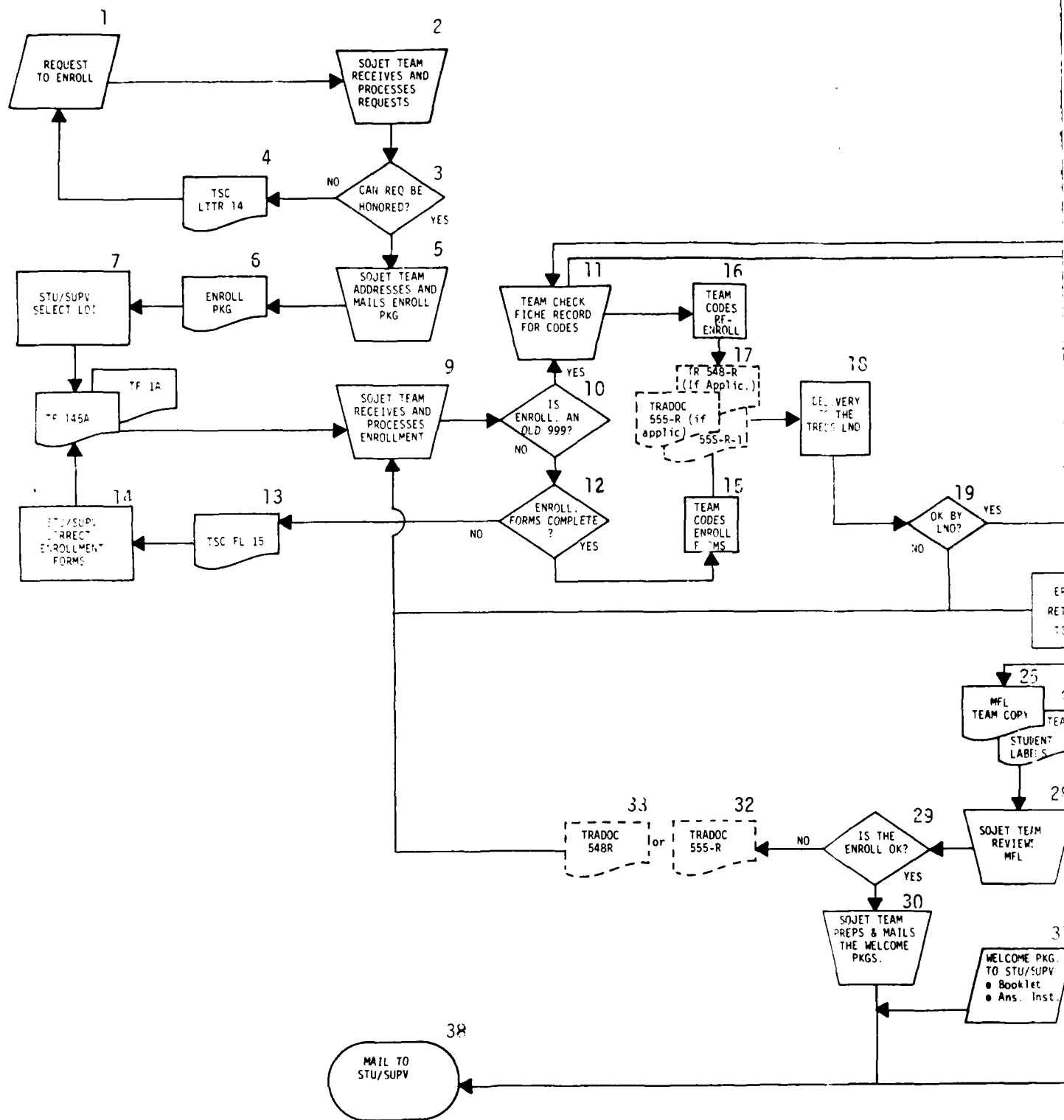
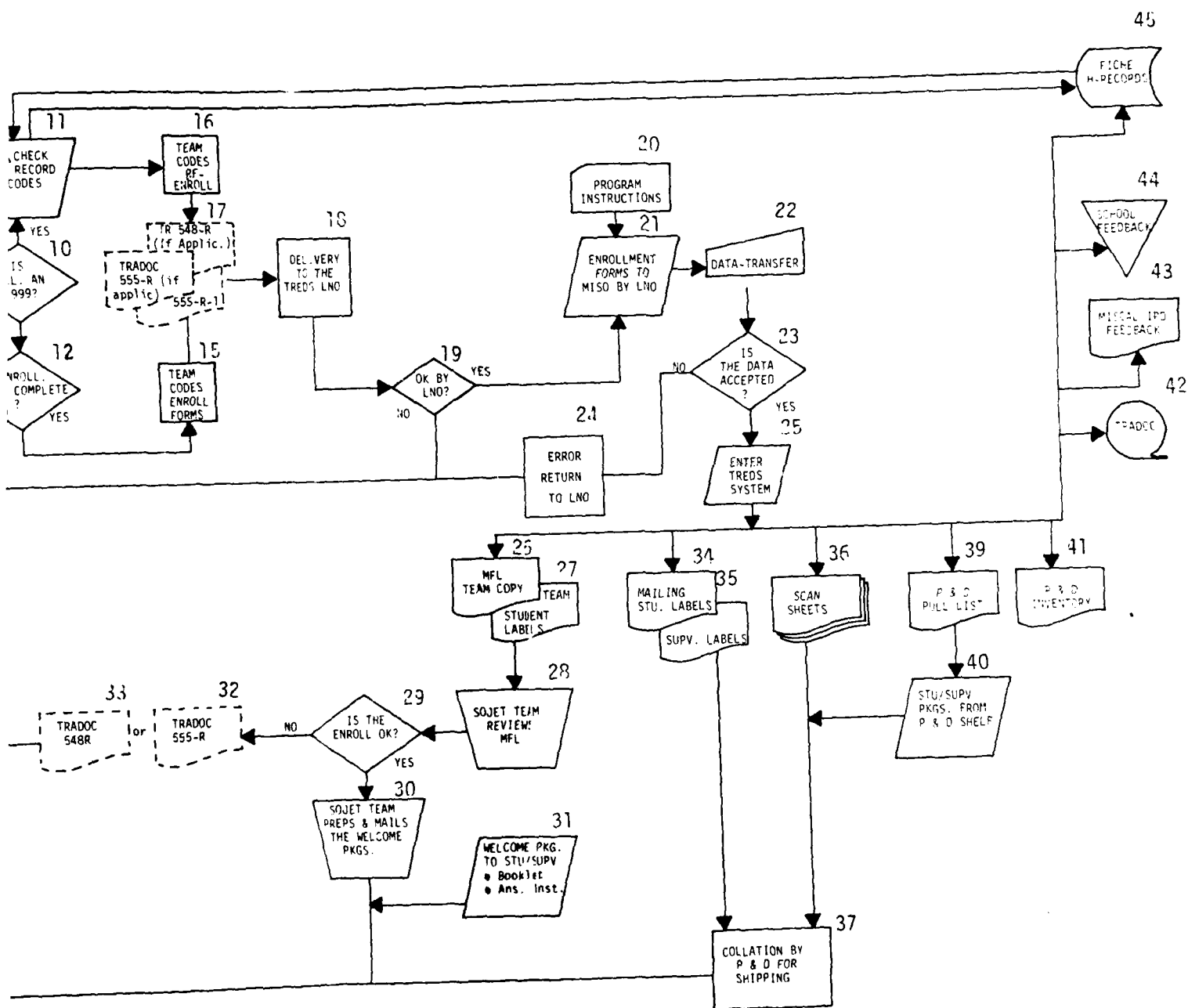


CHART I

FLOW CHART OF SOJET ENROLLMENT PROCESS



W CHART OF SOJET ENROLLMENT PROCEDURES

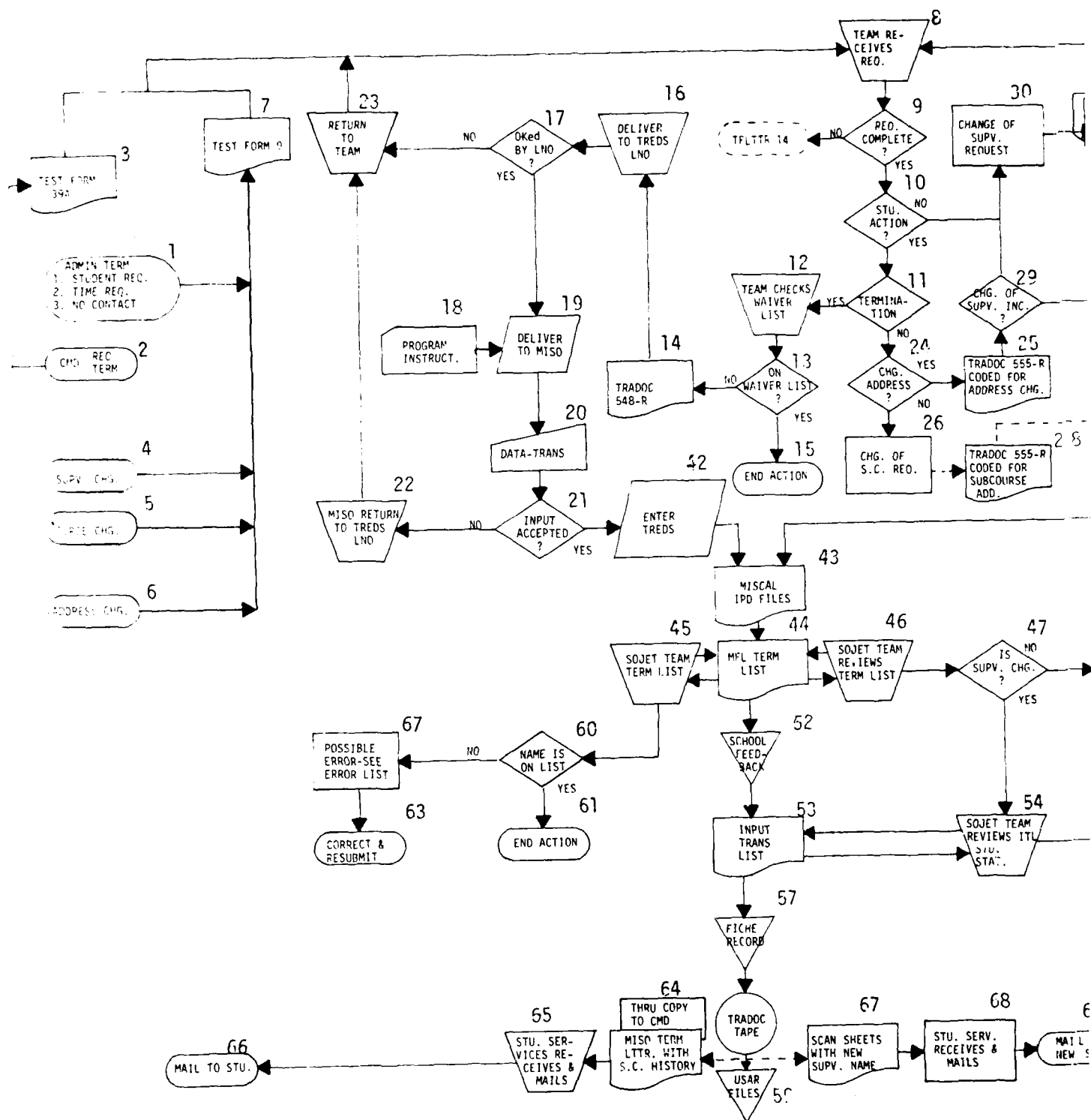
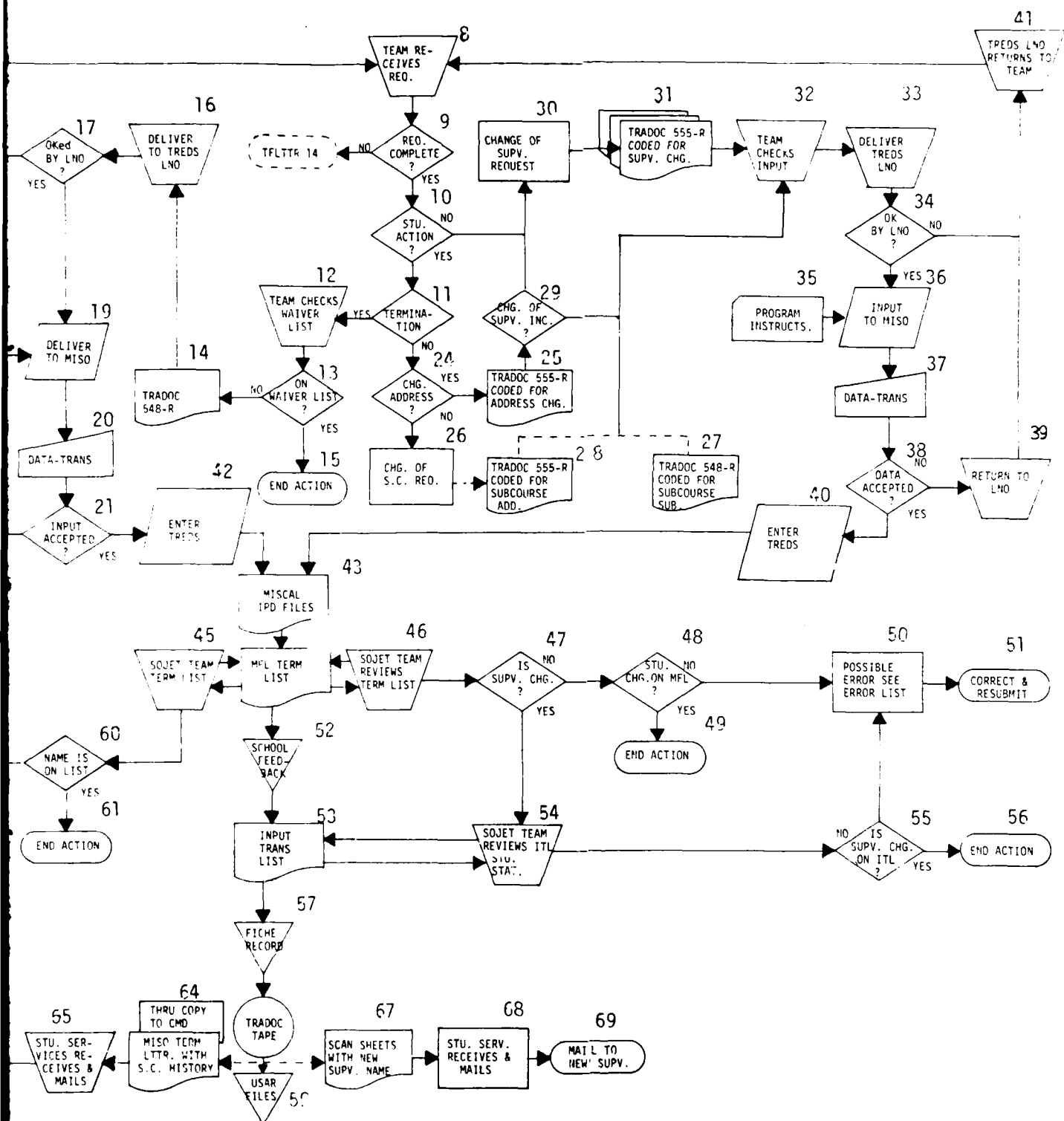


CHART II

# FLOW CHART OF SOJET PROCESSING PROCEDURE





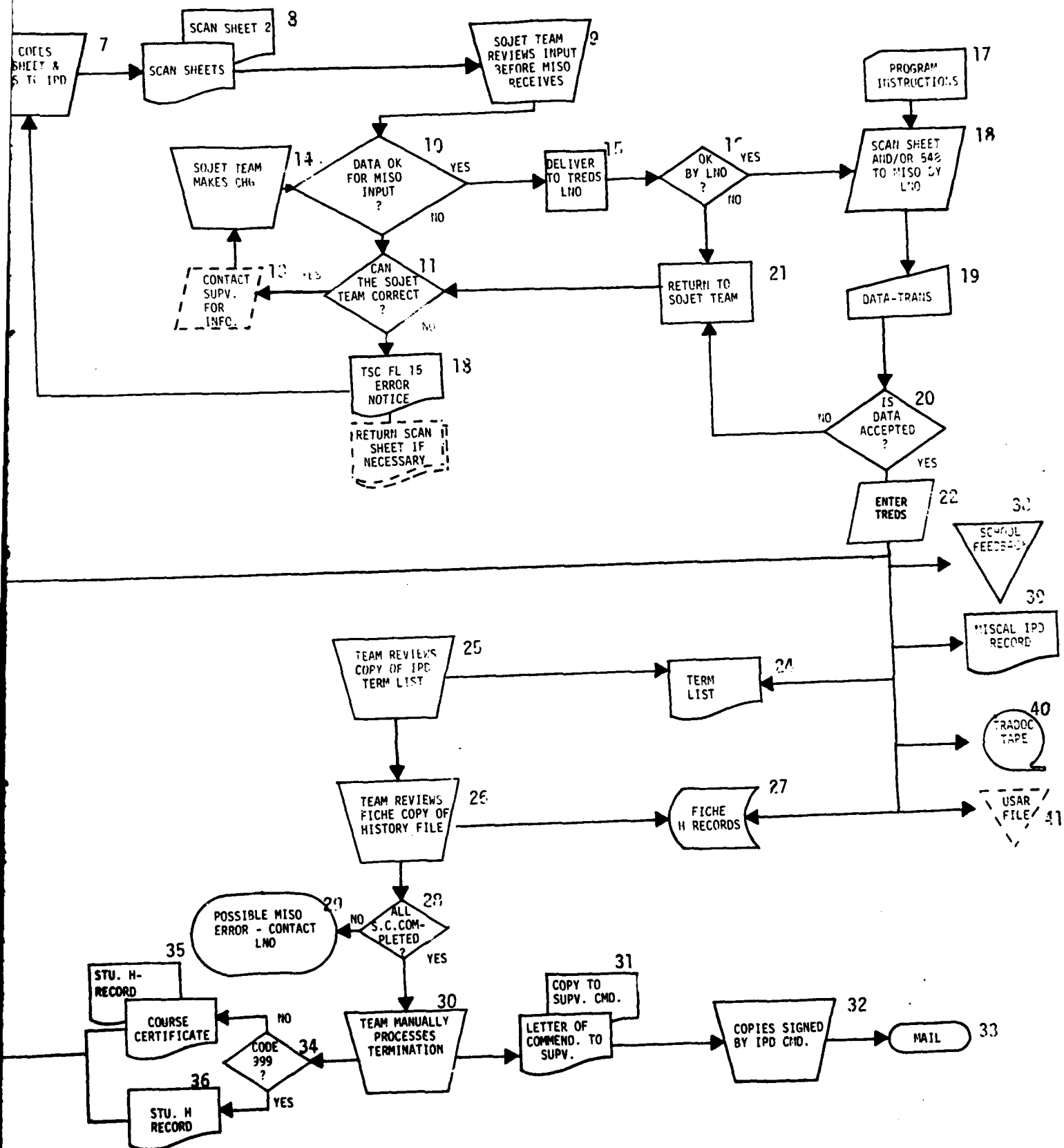


CHART OF SOJET SPECIAL OPERATION PROCEDURES

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