

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**



(Revised 25 April 2023)

Table of Contents	
	Page
Summary of Changes	2
Purpose, Scope, and Course Outcomes	3
General Standards	3-4
Academic Grading	4-9
Grading and Test Plan	9-10
Counseling	10
Academic Performance	10-17

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

Summary of Changes

- Change front page graphic in preparation for Fort Benning to Fort Moore (projected official 11 May 2023).
- Text to Arial, 12pt.
- Revised purpose, scope, and course outcomes based on USAARMS guidance.
- TASS Pre-Execution Checklist revised to "Unit Pre-Execution Checklist (TRADOC Form 350-18-2-R-E)" supporting the April 2018 version.
- Test / Retest Flowchart redesign (total 3 attempts).
- Further defined grading and test plan - list lessons in test.
- Physical Fitness Standards revised per USAARMS guidance.

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

Purpose, Scope, and Outcomes

Purpose: Train Active Army (AA) and Reserve Component (RC) Sergeants and Staff Sergeants identified for transition to Military Occupational Specialty (MOS) 19D, Cavalry Scout.

Scope: Cavalry Scout (Transition) is a MOS producing course that transitions (within CMF 19) and reclassifies (outside CMF 19) Active Army (AA) and Reserve Component (RC) Sergeants and Staff Sergeants into MOS 19D Cavalry Scouts while in an Active Duty for Training (ADT) status using Small Group Instruction (SGI).

Course Outcomes: Cavalry Scout Sergeants and Staff Sergeants who are adaptive leaders, critical & creative thinkers, and proficient with the technical and tactical skills and knowledge necessary to serve as the commander's eyes and ears on the battlefield at the section/squad level during large scale combat operations. Capable of engaging the enemy, tracking and reporting enemy activity, and directing the employment of weapon systems.

General Standards

(1) Standards of Conduct:

Students will conduct themselves in a manner that is expected of a Noncommissioned Officer. This includes demonstrating law abiding personal conduct and behavior on and off duty. The Regional Training Institute (RTI) may immediately remove students from the course for any misconduct or behavior that violates any local, state, or federal law and/or the Uniform Code of Military Justice (UCMJ), or for any conduct that violates any DOD, Army, or local regulation/policy.

(2) Weight Standards:

a. Policy for height and weight screening standards and body fat standards are contained in AR 600-9 (The Army Weight Control Program).

b. Students *may* be screened during the course. One re-screening is allowed which will be administered no earlier than seven days after the initial failure to meet body fat standards and the student's Brigade CSM or equivalent will be notified. IAW AR 600-9, students may be re-screened at any time during the course.

c. Soldiers who fail to meet the body fat standards of AR 600-9 will be considered an academic course graduate, but item 11C of their DA Form 1058 will be marked "Marginally Achieved Course Standards," and item 14 will be marked "Failed to Meet Body Fat Composition Standard."

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

(3) Physical Fitness Standards:

a. Soldiers with a permanent designator of “2” in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend appropriate courses and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of “3” or “4” in their physical profile must include a copy of DA Form 3349 and the results of their Military Medical Review Board (MMRB) as part of the course application.

b. All Soldiers must have a current Periodic Health Assessment (PHA) on file.

c. Individuals 40 years of age and older must be medically cleared before they can be enrolled in the course. Individuals must have in their possession a completed Unit Pre-Execution Checklist (TRADOC Form 350-18-2-R-E) with the physical date from the SF 88 or DD Form 2808 annotated to include the Cardiovascular Screening. Soldiers arriving to school that do not meet this standard will be denied enrollment.

d. Soldiers receiving temporary or permanent physical profiles limitations after enrolling in resident training courses will be evaluated by school Commandants and Commanders for continued enrollment. Soldiers who:

1. Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.

2. Are unable to meet graduation requirements will return to their unit, and may, if eligible, be enrolled in a later course.

Academic Grading

(1) Academic Re-Training/Re-Testing:

The SGL will formally counsel the student and coordinate re-training/retesting during non-POI time. Following re-training students **will receive up to two re-tests**. A minimum score of 70% on Job Knowledge Written Examinations and 100% on Criterion-Referenced Performance and Terrain Board Examinations must be achieved on the retests. However, a 70% will be annotated in the student’s records (regardless of overall score). Retests for all exams will occur within two academic days of each re-test.

(2) Remedial Training Policy:

Students failing any exam are provided no less than two hours of remedial training from their SGL/instructor unless the student and the SGL are reasonably sure the student can pass the retest. Remedial training focuses on the deficiencies the student demonstrated but subject matter will not be re-taught. Students are prepared through

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

self-study and peer assistance to successfully pass the retest. SGL/instructor will assign the failing student a peer instructor.

(3) Relief Actions:

Under certain conditions, students may be dismissed from courses before course completion. Students may be considered for dismissal from courses for the following reasons:

a. Academic Relief: Academic deficiency demonstrated by failure to meet course standards or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.

1. Illness or injury (as determined by a physician) or added physical profile limitation.

2. Compassionate reasons.

b. Administrative Relief:

1. Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the UCMJ is necessary to support dismissal under this paragraph.

2. Negative attitude or lack of motivation is prejudicial to the interests of other students in the class.

(4) Processing Relief Actions:

Students being considered for dismissal must be counseled by the chain of command (usually the assigned Small Group Leader (SGL), the Branch Chief, and the RTI Commander prior to dismissal. Counseling sessions will be documented and signed by all counselors and acknowledged by the student. All counseling forms will be maintained with the student's records. Additionally, the Commander or designated representative will notify the Commander of the student's parent unit or parent organization, when possible.

a. The following procedures apply in cases where dismissal is considered for motivational, disciplinary, or academic reasons:

1. The SGI will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The RTI Commander will advise the student that any appeal must be submitted within 7 duty

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

days after receipt of the written notification of the dismissal action. Appeals will be submitted to the Commandant.

2. The student will acknowledge by endorsement within 2 duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.

3. Appeals will be forwarded to the RTI Commander who will refer the proposed action and the appeal to the State Office of the Staff Judge Advocate to determine legal sufficiency of the dismissal decision. The appeal is forwarded to the first CSM in the RTI Chain of Command to determine sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. The RTI Commander will make their final decision on dismissals after considering the supporting OSJA and CSM recommendation.

4. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA 1059 will be withheld until final adjudication.

b. Dismissals for misconduct, lack of motivation, academic deficiency will be recorded on the individual's DA Form 1059, if applicable, in accordance with AR 623-3. Foreign student dismissals will be handled in accordance with AR 12-15.

(5) Academic Probation:

If a student fails a test, the student will be placed on academic probation and re-trained before taking a retest. The chain of command will refer students **who fail the second re-test** to the Branch Chief for academic relief. Students awaiting a decision on an academic relief action will remain in the class and participate fully in all training events except tests. If a student's conduct or demeanor is disruptive to the other students, immediate removal is permissible if approved by the commandant. A student will not be removed from academic probation until they pass the test in question.

(6) Academic Testing Types

Student evaluations will be performance-based (written), performance-based, physical, and observations of leadership. Initial failures will receive re-training and one retest. Students must pass all examinations to graduate. The four major categories of evaluations are:

a. Performance-based (written): Typically, a pool of multiple-choice test items, but other test item types may be used.

b. Performance-based: Criterion Scoring Checklist (CSC), by GO / NO-GO.

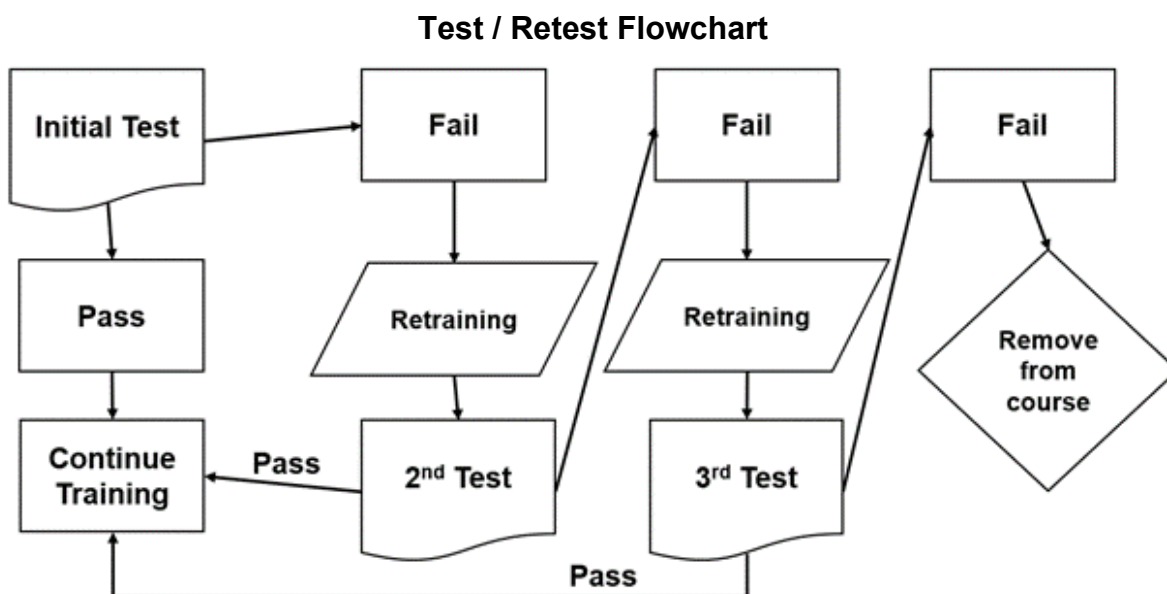
**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

c. Physical: High Physical Demands Tasks (HPDT) testing IAW the current USAARMS HPDT SOP.

d. Leadership Performance Evaluations: Throughout the course by observation.

Performance-based (written) and performance-based: The minimum performance standard that must be achieved on performance-based (written) is 70 percent. The minimum performance standard that must be achieved on performance-based may vary from 70 percent to 100 percent. See Grading and Test Plan below. If a student fails the initial test, the student will be placed on academic probation and re-trained before taking a retest. The chain of command will refer students who fail the second re-test to the RTI Commander for academic relief. Students awaiting a decision on an academic relief action will remain in the class and participate fully in all training events except tests. If a student's conduct or demeanor is disruptive to the other students, immediate removal is permissible; this decision rests with the RTI Commander or his representative. A student will not be removed from academic probation until they pass the test in question. When a student **takes a second re-test (3rd attempt)** and fails then the student is removed from the course.

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**



High Physical Demands Tasks (HPDT) testing: IAW the current USAARMS HPDT Testing SOP, dated 14 February 2017, there are nine High Physical Demand Tasks for CMF 19. Each AOC/MOS must receive a GO on all seven tasks assigned to their specific AOC/MOS as shown below.

Tasks	19A	19D	19K
Task 1: Conduct a 12 Mile Foot March	X	X	X
Task 2: Drag a Casualty to Safety	X	X	X
Task 3: Engage a Target with a Hand Grenade at 35m	X	X	X
Task 4: Lift and Move a 69lb Duffle Bag	X	X	X
Task 5: Lift and Carry 35lb Sandbags		X	X
Task 6: Remove M242 Feeder Assembly	X	X	
Task 7: Load the TOW Missile Launcher on a BFV		X	
Task 8: Lift and Carry 120mm Training MPAT Rounds	X		X
Task 9: Load 120mm Training MPAT Round	X		X

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

- Each Soldier will receive three attempts to pass each HPDT.
- The first attempt is their record test.
- Each subsequent attempt is qualified as a re-test (as needed).
- A total of two re-tests are authorized per Soldier on each of the HPDTs.
- The first re-test is authorized by the Troop/Company Commander.
- The second, and final re-test is authorized by the Squadron/Battalion Commander. Before a re-test is authorized, the Soldier will be notified in writing on a memorandum for record that they have failed their record attempt and will be given a final re-test.
- The Soldiers that are evaluating the HPDT will be certified to conduct the tests by the Squadron/Battalion Commander or their designated representative.

Leadership Performance Evaluation: The leadership performance evaluation is conducted by the RTI Cadre and Chain of Command. Students are observed throughout the course while participating in required training. Information gathered from this observation is the basis of the leadership performance evaluation. The leadership position of observation is in Garrison and during the field exercise. Evaluations are based on the student's ability to think, reason, organize, and communicate under the stress of a simulated tactical environment. These evaluations will determine your leadership rating on your Academic Report (1059).

Grading and Test Plan

Module B- Mission Command: 70% [performance-based (written)]

NAVJE030 Mission Command Written Assessment and AAR

- Conduct Resupply and Consolidation/Reorganization Operations
- Operational Terms and Military Symbols (CUI)
- Introduction to Operation Orders - OPORD
- Army Aviation
- Conduct a Raid by a Platoon
- Conduct the Occupation of an Assembly Area
- Conduct Scout Platoon Actions on Contact
- Conduct Troop Leading Procedures

NRSAE038 Combat Reports Assessment and AAR

- Combat Reports

Module C- Reconnaissance:

NAVJF040 Land Navigation Knowledge Assessment 70% [performance-based (written)]

NRSFA055 Route Reconnaissance Overlay Assessment and AAR 70% (CSC, GO / NO-GO)

- Develop a Route Reconnaissance Overlay

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

NAVJF044 Cavalry Scout (Transition) Written Assessment and AAR 70% [performance-based (written)]

- Conduct Reconnaissance of a Route/Obstacle
- Perform a Passage of Lines Forward/Rearward
- Conduct an Area/Zone Reconnaissance
- Perform Screen Operations

Module F- Technical Weapons:

NAVJA007, BFV Gunnery Skills Test (per TC 3-20.31-1, Chapter 5)

NRSBE038, Vehicle ID Assessment and AAR [current GST Task 2]

- Vehicle Identification

Module I- High Physical Demand Testing: 100% (CSC, GO / NO-GO) per USAARMS SOP

NAVJH001 High Physical Demand Tasks (HPDT) Testing

Counseling

At a minimum the following counseling sessions will be conducted: Initial, Mid-Course, Leadership, and End of Course counseling. The SGL will complete a counseling form, DA Form 4856, for every student formally counseled. All counseling sessions will be conducted IAW FM 6-22. The End of Course counseling will cover overall performance for the course, contain a developmental action plan, and be the basis for comments on the DA Form 1059.

- a. The SGL will formally counsel students for failing any of the examinations or whenever they fail to meet the standards for this course.
- b. The SGL will formally counsel students for misconduct, an example of this would be failure to be at their appointed place of duty on time. SGLs will refer students who demonstrate a pattern of misconduct to the RTI Commander through the chain of command for relief consideration from the course.

Academic Performance

For administration purposes, the Course Manager and/or instructors should prepare and maintain a Soldier Progress Record. This record provides an "at a glance" status report on the Soldiers' progress through the course. The course manager/instructor will find this a useful tool in monitoring the progress of his Soldiers through the course. The following performance measures are requirements for the 19D2/3 (T), Cavalry Scout (Transition) three-week, four-day course.

Individual Student Assessment Plan (ISAP) for the 171-19D2/3 (T) Cavalry Scout (Transition) Course

The student must receive a GO on each performance measure IAW the CMP guidance (19D MOS-T requirement).

The student must receive a minimum of 70% on all written assessments IAW the CMP guidance (19D ALC requirement).

NOTE: All training specified below, as required for graduation, will be made up if missed and must be recorded on the Student Progress Report (SPR, Appendix G). The Soldier will be required to meet the performance/learning objectives specified in the POI for the instruction missed. Time required for makeup training will be determined locally:

1. Demonstrate proficiency of MOS specific critical tasks.
2. Complete all Classroom/Hands-on instruction.
 - a. Receive all GOs on hands on performance based (site certified) tasks.
 - b. Receive all GOs on GST and GT1 testing per TC 3-20.21-1 criteria.
 - c. Receive all GOs (70% or better) on all written assessments.

Academic Performance DA Form 1059 (Service School Academic Evaluation Report)

The SGL evaluates the students on academic, performance, leadership and developmental counseling sessions throughout the course. At the end of course the student will receive a DA Form 1059 AER, prepared IAW AR 623-3 Evaluation Reporting System and this ISAP, and will become part of their permanent military school record. The DA Form 1059 will explain the student's accomplishments, potentials and limitations during the course.

Performance Summary (DA Form 1059, Block 11)

Exceeded Course Standards

To exceed the course standards a student must meet all the criteria listed below. This rating is limited to the top 20% of the graduating class as is based on the "total Soldier" concept. Students may achieve all superior ratings on their DA Form 1059 and not exceed course standards. It is possible for a graduating class to have no student exceed course standards, based on the criteria listed.

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

1. Top 20% of the graduating class
2. Receive a Superior rating on all written, performance and leadership assessments and with first time “GOs” in the overall assessments and test material.
3. Receive no negative counseling statements during the course.
4. Demonstrate the “total Soldier” concept and display superior performance throughout the course.
5. Must receive a superior rating in all categories listed in the Demonstrated Abilities Block (Item 12) of the DA Form 1059.

Achieved Course Standards

To achieve course standards the student must meet all criteria listed below.

1. Receive a Satisfactory rating on all written, performance and leadership assessments with first and second time “GOs”. Must pass all written assessments on the second attempt.
2. Receive no more than 2 negative counseling statements throughout the course (other than academic reasons).

Marginally Achieved Course Standards

A student will marginally achieve course standards if any of the criteria are met listed below.

1. Receives more than 4 first time “NO-GOs” on 50% or more of the final Gunnery Skills Test and Gunnery Table 1 standards or written assessments.
2. Receives 3 or more negative counseling statements throughout the course (other than academic).
3. Receives an Unsatisfactory rating in any category listed in the Demonstrated Abilities Block (Item 12) of the DA Form 1059.
4. Fails HT/WT rescreening after the 7-day period IAW AR 350-1 d (4) standards.
 - a. Soldiers who fail to meet the body fat standards of AR 600–9 will be considered an academic course graduate, but item 11C. of their DA Form 1059 will be marked “Marginally Achieved Course Standards” and item 14 will be marked “Failed to Meet Body Fat Composition Standards”.
5. Fails to participate in all training requirements during the 19D Cavalry Scout MOS-T Course.

Failed to Achieve Course Standards

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

A student will fail to achieve course standards if any of the criteria are met listed below:

1. Receives a 3rd time “NO-GO” on any written or performance evaluation or assessment.
2. Relieved from the course for disciplinary reasons or violations of the standards of conduct (Law violation [military/civilian], lack of motivation, cheating, disrespect, etc.)
3. Conduct unbecoming an Officer or Non-Commission Officer.

Performance Summary (DA Form 1059, Block 12)

This block is for the evaluated areas during the 19D Cavalry Scout MOS-T Course and is annotated accordingly based on the following criteria.

1. Item 12a Written Communication

Superior – A student will receive a superior rating if:

1. Receives at a minimum, a rating on written evaluations of a 90% or better rating.
2. Shows superior written communication skills during leadership positions (tactical).

Satisfactory – A student will receive a satisfactory rating if:

1. Receives at a minimum, a rating on written evaluations of a 70%-89% overall, passes all performance evaluations by the 2nd attempt.
2. Show satisfactory written communication skills during leadership positions (tactical).

Unsatisfactory – A student will receive an unsatisfactory rating if:

1. Receives at a minimum, a rating on written evaluations of a 69% or below and receives 2 or more negative formal counseling sessions for unacceptable written communication.

2. Item 12b Oral Communication

Superior – A student will receive a superior rating if:

1. Shows superior oral communication skills during contributions to the group discussions and group work.
2. Demonstrates superior oral communication skills during leadership positions (tactical).

Satisfactory – A student will receive a satisfactory rating if:

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

1. Shows sufficient oral communication skills during contributions to group discussions and group work.
2. Demonstrates a satisfactory oral communications skill during leadership positions (tactical).

Unsatisfactory – A student will receive an unsatisfactory rating if:

1. Receives at a minimum, two or more formal counseling statements for poor oral communication skills throughout the course.

3. Item 12c Leadership Skills

Superior – A student will receive a superior rating if:

1. Shows superior leadership traits and skills during contributions to the group efforts (tactical).
2. Receives a “GO” rating/passing score on all written and performance evaluations during the course.
3. Has not received any negative counseling statements.

Satisfactory – A student will receive a satisfactory rating if:

1. Shows satisfactory leadership traits and skills during contributions to the group efforts (tactical).
2. Receives a “GO” rating all evaluations with no more than 50% “NO-GO” rating on evaluated tasks (written/performance).
3. Has not received more than 2 negative counseling statements (other than academic).

Unsatisfactory – A student will receive an unsatisfactory rating if:

1. Receives an unsatisfactory rating for leadership traits and skills during contributions to the group efforts (garrison and tactical).
2. Receives 3 or more negative counseling statements (other than academic).

4. Item 12d Contribution to Group Work

Superior – A student will receive a superior rating if:

1. Consistently enhances the training by sharing experiences and knowledge.
2. Contributes above and beyond that of fellow classmates.
3. Must complete all reading and homework assignments.
4. Prepares for all instructional periods.
5. Receives no negative counseling statements regarding participation throughout the course.

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

Satisfactory – A student will receive a satisfactory rating if:

1. Participates in all classroom and “hands-on” instructional periods.
2. Completes most reading and homework assignments.
3. Prepares for most instructional periods.
4. Receives no more than 1 negative counseling statement for sub-par class/group participation throughout the course.

Unsatisfactory – A student will receive an unsatisfactory rating if:

1. Very little to no participation in classroom or “hands-on instruction with group members.
2. Does not prepare for class and is ill prepared for training in a group setting.
3. Receives 2 or more negative counseling statements for poor/sub-par group performance and participation.

5. Item 12e Research Ability

Superior – A student will receive superior rating if:

1. Receives a first “GOs” on all written and performance evaluations based on study and diligent efforts.
2. Receives a superior rating on oral performance evaluations.

Satisfactory – A student will receive a satisfactory rating if:

1. Receives “GO” ratings on all written and performance evaluation after 2nd attempt (19D MOS-T) or 1st attempt (19D ALC) pass through study and diligent efforts.
2. Receives a satisfactory rating on oral performance evaluations.

Unsatisfactory – A student will receive and unsatisfactory rating if:

1. Fails and 1st and subsequent retests (written and performance evaluations) during the course.
2. Receives an unsatisfactory rating on oral performance for failure to prepare for periods of instruction. Fails to read ahead and prepare.

Student Recognition

Students successfully completing this course will receive a DA Form 1059 Service School Academic Evaluation Report (AER). Additional certificates of training, honors, and achievement may be awarded; examples include, but are not limited to:

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

- a. Distinguished Honor Graduate
- b. Honor Graduate
- c. Commandant's List

Awards Standards

The following uniform criteria will be used in determining the course.

Honor's Program. Distinguished Honor Graduate (DHG), Honor Graduate(s) (HG) and Commandant's List (CL) and the grade point average (GPA) required for all students attending 19D2/3 (T) Transition Course. Honors may be awarded to students who meet the criteria below. The GPA is established by adding the scores of all academic assessments / evaluations (does not include leadership evaluations) and dividing the sum by the total number of assessments and evaluations. Scores will be rounded to two decimal places (i.e., 98.72%).

1. Distinguished Honor Graduate

- a. Possessed the highest overall grade point average (GPA) within the class, but not less than 90%.
- b. Successfully completed all phases of training and evaluations with first time "GOs".
- c. Received no derogatory or negative counseling statements.
- d. Remained in compliance with AR 600-9 and AR 350-1 standards.
- e. Received a "Superior" rating in 3 of the 5 rated categories on the DA Form 1059.

2. Honor Graduate

- a. Possessed the second highest overall grade point average (GPA) within the class, but not less than 90%.
- b. Successfully completed all phases of training and evaluations with first time "GOs".
- c. Received no derogatory or negative counseling statements.
- d. Remained in compliance with AR 600-9 and AR 350-1 standards.
- e. Received a "Superior" rating in 2 of the 5 categories on the DA Form 1059.

3. Commandant's List

- a. Possessed a GPA that put Soldier in the top 20% of the total number of Soldiers enrolled in the class.
- b. Received no derogatory or negative counseling statements.
- c. Remained in compliance with AR 600-9 and AR 350-1 standards.

**Individual Student Assessment Plan (ISAP)
for the 171-19D2/3 (T) Cavalry Scout (Transition) Course**

Soldier's End of Course Critique: Since the purpose of this course is to train Soldiers, it is important that they provide feedback regarding the quality of the instruction they received. Consequently, at the end of each course the Course Manager will issue and secure an end of course critique/survey from the students. These should be reviewed by the Course Manager and instructors and used as aids in the improvement of instruction. The reports are then to be turned in to the Course Manager and QA NCO, who will use them as a source of input regarding improvements to the course, lesson outlines and other course materials.