

Training

Self- development Test

Headquarters
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SUMMARY of CHANGE

AR 350-57

Self-development Test

This new Army regulation defines the purpose, content, administration, and control of the self-development test. The Deputy Chief of Staff for Personnel will provide uses of the self-development test for Enlisted Personnel Management System decisions in future Army regulations.

Specifically, this regulation--

- o Describes the purpose of the self-development test and its relationship to the Leader Development Program (para 1-1).
- o Defines responsibilities for each level of the chain-of-command in implementing the Self-development Test Program (chap 1).
- o Relates how the self-development test provides sustainment training and preparation for future assignments for the noncommissioned officer within the Army Training System (para 1-14).
- o Defines the characteristics that each self-development test must contain to perform as an effective evaluation (para 2-2).
- o Explains that the self-development test is primarily an individual noncommissioned officer responsibility for preparation, with support from the unit for obtaining study materials and for administration (para 2-2).
- o Specifies the differences in frequency and test period between the Active Component, Active Guard Reserve, and Reserve Components (para 2-2).
- o Provides rules for defining how Reserve Component noncommissioned officers test on the self-development test who are not currently working in their primary military occupational specialty (para 2-4).
- o Describes typical situations that may lead to requests for deferment or exemption from testing on the self-development test and how to administer those requests (para 2-5).
- o Requires minimum control procedures for safeguarding self-development test materials from compromise (para 2-7).
- o Sets a limit of 30 days from the time of testing to provide results of the self-development test on the Individual Soldier's Report (para 2-7).
- o Describes the reports that are necessary to track and evaluate the results on the self-development test (para 2-8).
- o Prescribes DA Forms 5164-R, 5165-R, and 5312. Copies for reproduction purposes of DA Forms 5164-R and 5165-R are located at the back of this regulation. DA Form 5312 may be obtained from the Army Training Support Center.

Training

Self-development Test

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a new Army regulation.

Summary. This regulation establishes the objective of the United States Army's self-development test, explains the role of the test within the Army system, describes the program, and outlines the duties of those who will implement it.

Applicability. This regulation applies to the Active Army, the Army National Guard, and

the U. S. Army Reserve. During mobilization, this publication will be rescinded after the phase down of self-development testing.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions, but does not contain checklists for conducting internal control reviews. The checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff for Operations and Plans, 400 Army Pentagon,

ATTN: DAMO-TRO, Washington, DC 20310-0450.

Interim changes. Interim changes to this regulation are not official unless authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-TRO, Washington, DC 20310-0450.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5412, intended for command level A, B, C, D, and E for Active Army, the Army National Guard, and the U.S. Army Reserve.

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Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation defines objectives, responsibilities, and procedures for the noncommissioned officer (NCO) self-development test (SDT). The test is an important component of the Army's leader development program. It promotes self-development and assists NCOs to take on new assignments and positions of greater responsibility through individual study, research, professional reading, and self-assessment in the areas of leadership, training management, and their respective military occupational specialty (MOS). The SDT improves individual leader development preparation by—

- a. Establishing assessment of individual self-development as a part of the Army training system.
- b. Promoting standardization of self-development.
- c. Improving individual and unit effectiveness through assessment of MOS knowledge and related training management/leadership principles which support NCO competencies.
- d. Recognizing NCOs who have demonstrated the motivation and commitment to accomplish the goals of self-development in these areas. This recognition is provided through the use of test results by individual NCOs, commanders, the Noncommissioned Officer Education System (NCOES), and the Enlisted Personnel Management System (EPMS).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Section II Responsibilities

1-4. Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS has Army staff responsibility for the SDT. The DCSOPS will—

- a. Approve exceptions to this regulation.
- b. Publish the SDT schedule for each fiscal year.
- c. Coordinate within Headquarters, Department of the Army (HQDA) (DAPE-MPD) for use of SDT in NCOES and EPMS.

1-5. Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will establish policies governing the use of SDT results for NCOES selection and within EPMS.

1-6. Commanders of major Army commands (MACOMS)

MACOM commanders will support the development and field testing of SDTs and soldier training publications (STPs), such as soldier's manuals and trainer's guides, to ensure that these publications are accurate and of high quality.

1-7. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)

The CG, TRADOC will—

- a. Develop a separate SDT for every MOS skill level (SGT-SFC), except those that are undergoing reclassification or reorganization. During the first year of fielding a new SDT, the test will be used for self-development purposes only.
- b. Develop an STP for every MOS for use in the planning, conduct, and management of individual training and evaluation.
- c. Print and distribute SDTs to MACOMs through the training standards officer (TSO) network.
- d. Provide a proposed SDT schedule for the next fiscal year to

HQDA (DAMO-TRO), WASH DC 20310, not later than 1 March of each year.

e. Develop a scoring feedback system that is consistent with the requirements in this regulation.

f. Operate a scoring feedback system that provides initial results on the Individual Soldier's Report (ISR) in less than 30 days.

g. Provide training to program managers (PMs) and TSOs on administering the SDT consistent with this regulation.

h. Establish and maintain a data base on SDT results.

i. Plan, develop, and operate quality assurance mechanisms to ensure that SDTs are valid and up-to-date.

j. Implement the phase-down of SDTs during mobilization.

1-8. Chief of Public Affairs (CPA)

The CPA will—

a. Develop STPs and SDTs for MOSs within his or her area of responsibility per policies established by CG, TRADOC.

b. Provide input for SDT to the Commander, U.S. Army Training Support Center (USATSC), ATTN: ATIC-ITT, Fort Eustis, VA 23604.

1-9. Commanding General, U.S. Army Health Services Command (CG, HSC)

The CG, HSC, will—

a. Develop STPs and SDTs for MOSs within his or her area of responsibility per policies established by CG, TRADOC.

b. Provide input for SDT to the Commander, USATSC, ATTN: ATIC-ITT, Fort Eustis, VA 23604.

1-10. Commanders of installations, divisions, and separate brigades for the Active Army, state adjutant general offices for the Army National Guard, and Army Reserve Commands

These individuals are responsible for appointing program managers (PMs) and training standards officers (TSOs). PMs and TSOs will represent their command and coordinate with USATSC to manage the administration of SDTs locally.

1-11. Unit commanders

Preparing for the SDT is an individual responsibility. Units will not use scheduled training time for SDT preparation. However, unit commanders must ensure that all materials and references needed for NCOs to prepare for the SDT are available to the NCO. Unit commanders must ensure the NCO is provided the test date, time and location. However, the lack of a written SDT notice prior to being tested will not be used as grounds for deferment or exemption.

1-12. Program managers (PMs)

a. A PM will be appointed by the commander at installation or corps level for Active Army, United States Army Reserve Command (ARCOM) or equivalent level for U.S. Army Reserve, and at The Adjutant General (TAG) for National Guard. The PM will be in the grade of captain, or chief warrant officer 2 (CW2), or a civilian in grade GS-9 or above. The PM will have a security clearance equivalent to the highest classification of materials or unit strength figures handled by TSOs within the command.

b. The PM will monitor, control, and supervise TSOs within the command. The PM will interface with USATSC and subordinate TSOs on all SDT and common task test (CTT) matters. The PM will advise the commander on all SDT and CTT matters.

1-13. Training standards officers (TSOs)

a. The commander, or other signatory authority for administrative orders, will appoint a TSO to support testing of soldiers on the SDT and CTT in a unit, installation, or geographical area. The TSO will be a commissioned or warrant officer, master sergeant, or Department of the Army (DA) civilian in the grade of GS-6 or above. Dual status TSOs in the Reserve Components (RC) must meet the military grade requirement, regardless of civilian grade. The TSO

will have a security clearance equivalent to the highest classification of test materials or unit strength information handled.

b. The TSO will manage SDT administration, and support unit administration of the CTT, for the units within the jurisdiction. The TSO will also advise the commander on all SDT and CTT matters.

Section III Roles and use

1-14. Role of self-development within the Army training system

The SDT was established to increase emphasis on self-development as an important component of NCO leader development. It helps prepare NCOs to assume greater leadership responsibility by supporting all three pillars of leader development (see fig 1-1).

a. *Institutional training.* The SDT sustains the skills, knowledge, and competencies gained through NCOES that are crucial in the professional growth of the NCO. The SDT continues to challenge NCOs during the extended periods of their careers between school assignments and fosters the retention of competencies gained at NCOES.

b. *Operational assignments.* The SDT samples knowledge from critical tasks across the duty positions and systems in an MOS. This design helps to broaden the NCO's MOS knowledge, ensures the

NCO remains current in the MOS, and prepares the NCO for increased responsibilities and new positions. This flexibility increases the ability of the NCO Corps to react to sudden changes in mission that will be required in the Army's future role.

c. *Self-development.* The SDT is the only formal evaluation of NCO self-development. The NCO's self-development can cover a broad range of military, civilian, and personal experiences. The SDT defines an important set of the NCO's self-development: leadership, training management, and MOS knowledge. The test provides an objective measure of the NCO's status and progress on these subjects. The use of this evaluation in EPMS decisions identifies and rewards those NCOs who have pursued self-development in these areas.

1-15. Use of results

The SDT provides a measure of individual progress directly related to leader development. Beginning in FY 94, the Active Component (AC) and Active Guard Reserve (AGR) may use SDT results in the selection process for NCOES classes and to promotions to staff sergeant, sergeant first class, and master sergeant. The rest of the Reserve Components (RC) will begin to use SDT results in FY 95 for these same decisions. NCOs should understand the importance of, and set goals for, self-development.

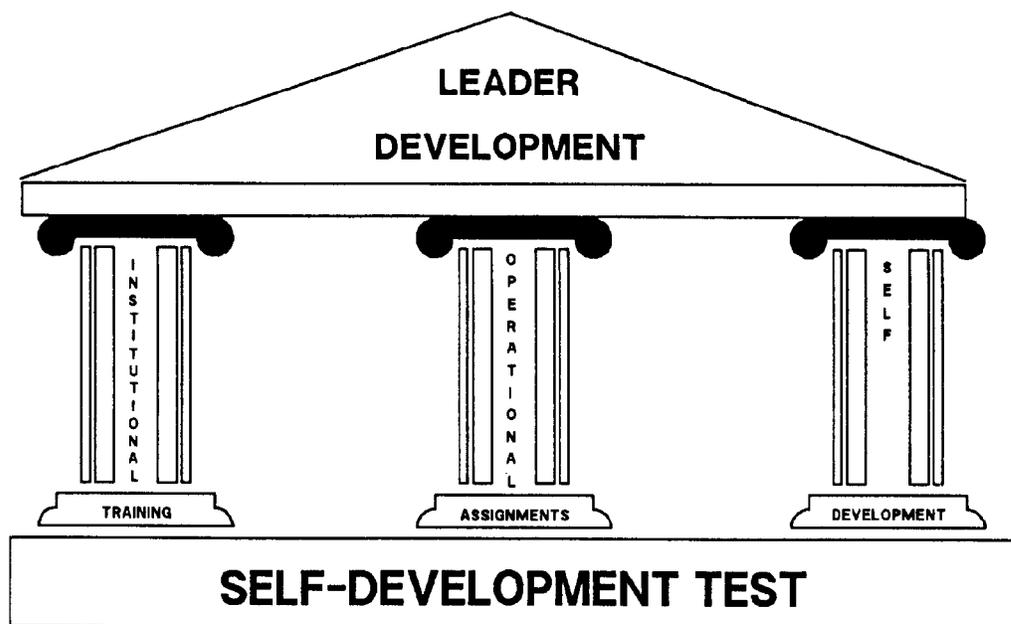


Figure 1-1. The Three Pillars of the Leader Development Program

Chapter 2 Self-development Test Program

2-1. General

The SDT is used to—

a. Provide a source of objective information for the NCO on self-development strengths and weaknesses.

b. Provide an objective measure of NCO knowledge of important leader competencies.

2-2. Characteristics of the SDT

a. An SDT is developed for sergeants, staff sergeants, and sergeants first class in all MOSs except those temporarily deferred by HQ, TRADOC for reasons such as MOS or career management field (CMF) restructuring.

b. The tests are designed to take approximately 2 hours. Extensions to this limit may be granted by HQ, TRADOC in cases where highly technical MOS skills and knowledges require a more extensive assessment.

c. The test will be a written test consisting of 100 multiple choice questions in three sections—

(1) Twenty questions on leadership doctrine taken from FM 22-100, FM 22-101, and FM 22-102.

(2) Twenty questions on training management doctrine taken from FM 25-101.

(3) Sixty questions on MOS knowledge taken from the MOS-specific soldier's manual and references listed in the soldier's manual.

d. Preparation for the SDT is the responsibility of the individual NCO. The unit will assist the NCO in obtaining SDT study materials and will coordinate scheduling and administering the test.

but the responsibility for preparing for the test and for taking it rests squarely with the NCO.

e. All NCOs will take the SDT in their primary MOS (PMOS) and current grade, unless exempted under provisions in paragraphs 2-4 and 2-5 of this regulation. The AC and AGR NCOs will test annually during the MOS window, unless a deferment or exemption has been approved. Other RC NCOs will take their SDT biennially. However, RC commanders may elect to test NCOs annually.

f. The common core SDT provides a self-development tool for NCOs in an MOS that does not have a regular SDT for this FY, or for non-AGR RC NCOs whose primary MOS (PMOS) and duty MOS (DMOS) do not match (see para 2-4). The common core SDT consists of 20 questions on leadership doctrine and 20 questions on training management doctrine. The common core SDT provides self-development feedback to NCOs who would not otherwise have any evaluation of their progress. The common core SDT will not be used for personnel management decisions, but only for the NCO's self-development.

2-3. Scheduling SDT testing

a. Self-development testing is scheduled on a fiscal year (FY) cycle. The annual schedule is published each year in a Department of the Army (DA) circular in the 350 series. The circular announcing the FY schedule usually is published in the third quarter of the previous FY. The circular lists the test period dates for each MOS skill level in the Active Army, Active Guard Reserve (AGR), and RC. The test dates will generally remain the same from year to year. Commanders will provide NCOs with test date information.

b. HQ, TRADOC will publish an SDT notice containing a list of the subject areas and tasks that may be tested on the SDT. The goal is to provide these notices to NCOs approximately 60 days before the test window opens. To accomplish this, the TSO will make immediate distribution of notices when received.

c. Written notice to the NCO of the SDT is not mandatory prior to SDT testing. However, commanders will ensure NCOs receive notification of the test and of their test date, and assist NCOs in obtaining access to necessary training materials well in advance of the test dates.

d. All eligible AC and RC NCOs will test during their MOS window, unless a deferment or exemption is approved under the provisions of paragraph 2-5 of this regulation. For AC and AGR testing, TSOs will schedule testing during the first 2 months of the test window whenever possible. The third month will be reserved primarily for test makeups and those NCOs that could not be scheduled during the first 2 months. For the RC, TSOs will schedule testing during the first 8 months of the test window whenever possible, and use the last 4 months primarily for make-up testing.

e. Installations and units will identify all NCOs eligible for testing. The unit, in coordination with the supporting TSO, will schedule NCOs to be tested on a specific day during the test period for that MOS. The unit will notify the NCO of the test date and location, either orally or in writing. NCOs will take the SDT for their MOS skill level on the test date. Ordinary leave or a pass will not be granted on the scheduled test day.

f. Unit commanders will establish a roster or accountability system to ensure that all eligible NCOs take the SDT, and will establish procedures to ensure proper accountability for "no-show." Eligible NCOs who do not have a valid exemption and who do not take the SDT by the end of authorized testing for the FY will receive an SDT status of "no-show" and an "NSW" will appear on the ISR and all official records. An NCO who is entered in the system as a "no-show" can not test again until the following fiscal year test.

g. An NCO will test only once on the SDT for that fiscal year. Any second test for the same SDT within a fiscal year automatically will be discarded. If an NCO fails the SDT during that fiscal year, the NCO must wait until the next fiscal year to take the SDT again.

2-4. Special considerations for RC NCOs not working in their primary MOS (PMOS)

The SDT is intended to reinforce and sustain a broad MOS focus. For non-AGR RC NCOs trying to become qualified in their DMOS, taking the SDT in the current PMOS may be counterproductive to qualifying in the DMOS. The following rules apply to non-AGR RC NCOs not currently working in their PMOS. The determination as to which situation the NCO falls under is made by the unit commander.

a. RC NCOs who are temporarily working outside of their PMOS and will eventually return to a slot in their PMOS will continue to take the SDT in the PMOS. For example, an NCO whose PMOS is MOS 71L, but who is temporarily filling the training NCO slot which is MOS 11B, will continue to take the MOS 71L SDT.

b. RC NCOs who are attempting to qualify in their DMOS will take the common core SDT until becoming DMOS qualified. An example of this situation involves an NCO with PMOS 13B who joins a maintenance Reserve unit that does not have any MOS 13B slots. The NCO will take the common core SDT until qualified in the DMOS of the slot to which he or she is assigned. The DMOS will then be awarded to the NCO as the new PMOS. At that time, the NCO will take the SDT in the new PMOS.

c. Reserve Component NCOs assigned to "MOS-immaterial" positions, such as some instructor and drill instructor positions, will take the SDT in their PMOS.

2-5. Deferments and exemptions from testing

a. The goal of maximizing participation in the SDT program involves a twofold approach—to have an SDT for every sergeant, staff sergeant, and sergeant first class, and to ensure that every eligible NCO takes the SDT. Therefore, exemptions from testing will be kept to a minimum. However, there are legitimate reasons why a few NCOs may not be able to take their SDT. This paragraph describes the circumstances that would allow NCOs to be exempt from testing, how to minimize those exemptions, and the documentation required to process these requests.

b. A "deferment" applies to AC and AGR NCOs only. It allows an NCO to test up to 6 months after the end of the regular 3-month test period (E+6). This ensures that NCOs who are not available to test during the regular 3-month test period through no fault of their own will still get an opportunity to take the SDT.

c. If an NCO still cannot test during the deferred test period, the NCO may be eligible for an "exemption." An exemption is an approved exception to testing for an individual NCO for that fiscal year's test. The NCO with an approved exemption will receive "no-fault" consideration. This will ensure that the NCO is eligible for consideration for any personnel action during the period that the NCO is exempt. This procedure is to ensure that NCOs who cannot take the SDT through no fault of their own will not be affected adversely. An exemption will be recorded on the NCO's personnel record, so it must be a separate action from the deferment request, even though the same situation, such as extended hospitalization, may have led to a previously approved deferment.

d. The following procedures apply for deferment and exemption requests:

(1) The request will be prepared by the affected NCO, or if the NCO is not available to prepare the request, then the unit will process the request for the NCO.

(a) The request for a deferment will be processed before the end of the regular test period of the SDT (the E-date) for which the NCO is eligible.

(b) For Active Army and AGR NCOs, the request for exemption will be completed by the end of the deferment period, which is 6 months after the end of the regular test period (E+6). For RC NCOs, the request will be completed by the end of the regular 12-month test period.

(2) The request will contain the following information: NCO's full name, social security number (SSN), MOS, grade, unit identifier code (UIC), type of request (deferment or exemption), and detailed

justification why the NCO is unable to test. A deferment request will also include the projected termination date of the deferment.

(3) The deferment request will be sent to the unit commander for decision. The exemption request is sent through the chain-of-command to the first commander in the grade of colonel or above who is the approving authority for the request. However, exemption requests supported by valid retirement orders do not require a colonel's approval. Once approved, the request is sent back through the chain-of-command to the affected NCO. The unit will provide a copy of the approved request to the servicing TSO.

(4) Once the TSO receives the documentation of an approved exemption, the TSO will complete a marksense form (MSF) for that NCO. The MSF is then forwarded to USATSC for processing. The USATSC will transmit the exemption to the U.S. Total Army Personnel Command (PERSCOM), or to the U.S. Army Reserve Personnel Center (ARPERCEN) for AGR soldiers, for recording to the NCO personnel record, such as the DA Form 2A (Personnel Qualification Record, Part I-Enlisted Peacetime).

e. An NCO may waive a deferment or exemption and request to be tested by submitting a request in writing to the unit commander, with a copy furnished to the local TSO. The unit commander will approve the waiver if it is practical to test the NCO. Once a waiver is approved, the NCO will coordinate through the unit with the local TSO to take the SDT.

f. Table 2-1 provides examples of common situations for deferments and exemptions. The time period before becoming eligible for testing is also shown for these examples. If the time period for an NCO's situation does not expire before the end of the deferment period, then the NCO or unit will process an exemption request using the procedures described above. This table is not meant to cover all legitimate reasons for deferments and exemptions. The local commander should apply the purpose of the SDT to the individual case to decide if a deferment is authorized.

Table 2-1
Deferments and exemptions

Situation: Attendance at Army school. Time Limits: Thirty days after returning to unit.
Situation: Emergency leave. Time Limits: Thirty days after returning to unit.
Situation: In-patient status. Time Limits: Thirty days after returning to unit.
Situation: Confinement Time Limits: Thirty days after returning to unit.
Situation: Extended duty such as special missions, exercise, or emergency unit deployments. Time Limits: Ninety days after returning to unit.
Situation: Promotion to next skill level. Time Limits: Ninety days after effective date of award of new skill level.
Situation: Reinstatement of MOS to prior service personnel. Time Limits: Ninety days after reinstatement.
Situation: Promotions to capper MOS (where two or more MOSs merge). Time Limits: One hundred and eighty days after the effective date.
Situation: Reclassification into a new MOS (See Note 1) Time Limits: Ninety days after qualifying in the reclassified MOS.
Situation: NCO with approved retirement date. Time Limits: When approved retirement orders are provided through the unit to the TSO (colonel-level approval not required).
Situation: Administrative error (See Note 2). Time Limits: When error is discovered.

Notes:

- Does not include MOS redesignation where NCO's duties are not changed.
- Intended to provide for NCOs who did not test on the correct test through no fault of their own.

g. Since NCOs who are leaving the Active Army may still enlist in the RC, an NCO with an expiration term of service (ETS) date will still take the SDT, except for those NCOs who have approved retirement orders, who will be exempted. This will ensure that SDT results will be available to the gaining RC unit.

2-6. Control of SDT materials

a. Strict accountability and control will be maintained of SDT materials. At a minimum—

(1) Written tests will be marked for official use only (FOUO).

(2) Test materials marked FOUO will be handled as controlled access documents according to AR 25-55.

(3) Classified SDT materials will be protected under the provisions of AR 380-5.

(4) FOUO SDT publications and completed marksense forms will be mailed via United States Postal Service (USPS) "certified mail." Alternate commercial carriers are authorized providing they are less expensive and carry the same or greater level of security and accountability. Enclose DA Form 209 (Delay, Referral, or Follow-up Notice) in the mailer with the marksense forms. The DA Form 209 is a return receipt sent by the TSO, along with the MSFs. USATSC returns the form to the TSO upon receipt of the full MSF shipment.

b. SDT test booklets are published as Department of the Army forms in the 6500- through 6700- series. These are available through the TSO.

2-7. Scoring and processing of SDT results

a. Marksense forms (MSFs) (DA Form 5312 (Individual Training Evaluation Program (ITEP) Marksense Forms)). (Future revision of this form will be titled Self-development Test (SDT) Marksense Form.) The NCO records the answers to the SDT on the MSF. DA Form 5312 is available from the TSO. The TSO is responsible for making quality control checks of the MSFs. If not participating in local scanning, the TSO will then forward those forms to the Commander, USATSC, ATTN: ATIC-ITF, Fort Eustis, VA 23604-5206, for scoring (see DA Pam 350-37). AC TSOs will forward MSFs within 5 days after the test date, and RC TSOs within 12 days.

b. Individual Soldier's Report (ISR). The initial ISR is distributed within 30 days after an NCO tests and the final ISR approximately 60 days after the close of the test period. Beginning with the FY 94 test year, the initial and final ISR will be distributed in two copies: one to the NCO and one to the commander. (Non-AGR RC NCOs will not have copies provided to the unit commander in FY 94.) The goal is to have final SDT scores available to an NCO's military personnel office within 90 days after the close of the test period. NCOs who take the common core SDT will only receive an initial ISR, and only one copy of the ISR will be sent through the TSO to the NCO. Results from the common core SDT will not be used for personnel management purposes.

2-8. Quality control and shelf-life

a. TRADOC will institute measures to ensure the reliability and content validity of the SDTs. They will promptly review SDTs whenever reliability and validity are questioned by the field. If any test question is determined to be invalid before the scores are reported for EPMS/NCOES purposes, the question will be deleted and not included in the calculation of the final score. TRADOC will make any recommendations to withdraw a test or scores from EPMS use to HQDA (DAMO-TRO) for approval.

b. If an SDT is withdrawn from testing TRADOC will instruct TSOs to—

(1) Destroy the SDT materials.

(2) Ensure that the SDT is not used for deferred testing or special testing.

c. The SDT Executive Analysis Summary (SEAS) provides consolidated results on all SDTs administered within the unit during the reporting period. The summary will be distributed quarterly to commanders at battalion level up through MACOM in FY 94 and beyond. These reports provide an aid in individual counseling and

mentoring of NCOs, but the reports will not be used as an evaluation of unit training. The SDT measures individual self-development, and is not a unit training responsibility. Unit training programs will not train the SDT.

d. TRADOC will send an annual report of SDT results to the Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-TRO, Washington, DC 20301-0450, summarizing results for the preceding fiscal year. The report will be derived from data maintained to support the SDT system. This report is exempt from information control under AR 355-15, paragraph 5-21. This report will be submitted not later than 30 January each year.

2-9. Recording CTT Results

a. DA Form 5164-R (Hands-on Evaluation) may be used by trainers to record and maintain soldier's task evaluation results at the performance measure level.

b. DA Form 5165-R (Field Expedient Squad Book) may be used to record GO/NO-GO results for squad members after the CTT. This form may also be used as part of the Leader Book to help record training and evaluation results.

Appendix A References

Section I Required Publications

AR 25-55

The Department of the Army Freedom of Information Act Program.
(Cited in para 2-6a(2).)

AR 380-5

Department of the Army Information Security Program. (Cited in
para 2-6a(3).)

FM 22-100

Military Leadership. (Cited in para 2-2c(1).)

FM 22-101

Leadership Counseling. (Cited in para 2-2c(1).)

FM 22-102

Soldier Team Development. (Cited in para 2-2c(1).)

FM 25-101

Battle Focused Training. (Cited in para 2-2c(2).)

Section II Related Publications

DA Circular 350-series

Army Noncommissioned Officer Self-development Test (SDT) and
Common Task Test (CTT) Announcement for Fiscal Year (FY).

Section III Prescribed Forms

DA Form 5164-R

Hands-on Evaluation

DA Form 5165-R

Field Expedient Squad Book

DA Form 5312

Individual Training Evaluation Program (ITEP) Marksense Form

DA Form 6500- through 6700-series

Self-development test (SDT) booklets

Section IV Referenced Forms

DA Form 2A

Personnel Qualification Record, Part I-Enlisted Peacetime

DA Form 209

Delay, Referral, or Follow-up Notice

Glossary

Section I Abbreviations

A-date

availability date

ARCOM

United States Army Reserve Command

ARNG

Army National Guard

CG

commanding general

CMF

career management field

CPA

Chief of Public Affairs

DCSOPS

Deputy Chief of Staff for Operations and Plans

DCSPER

Deputy Chief of Staff for Personnel

DMOS

duty military occupational specialty

EPMS

Enlisted Personnel Management System

FOUO

For Official Use Only

HSC

Health Services Command

ISR

Individual Soldier's Report

MACOM

major Army command

MOS

military occupational specialty

NCO

noncommissioned officer

NGB

National Guard Bureau

PERSCOM

United States Total Army Personnel Command

PMOS

primary military occupational specialty

SDT

self-development test

SM

soldier's manual

STP

soldier training publication

TDY

temporary duty

TRADOC

United States Army Training and Doctrine Command

TSO

training standards officer

USAEREC

United States Army Enlisted Records and Evaluation Center

USAR

United States Army Reserve

USATSC

United States Army Training Support Center

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

Index

This section contains no entries.

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HANDS-ON EVALUATION For use of this form, see AR 350-57; the proponent agency is ODCSOPS		DATE	
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		PASS c	FAIL d
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