

APPENDIX C

Competency Assessment Evaluation

1. General. To ensure the technical competency of all instructional staff, personnel checking into AAS Bn will be administered the Competency Assessment Evaluation. This evaluation will be given to all new joins, which will potentially be assigned as instructors in either the 1800 or 2100 Courses.

2. Responsibilities. The Battalion Operations Section (S-3) will be responsible for maintaining, administering and evaluating the Competency Assessment Evaluations. The Operations Section will coordinate the use of facilities and personnel required to proctor all personnel being administered the evaluation. Additional responsibilities are as follows:

a. Curriculum Development Section. The Curriculum Development Section will produce the competency assessment evaluations that will then be forwarded to the operations section.

b. Course Supervisors. Course supervisors will provide Instructional personnel on an as needed basis for the practical application phase of evaluation.

c. School Company Commander. School Company Commander will provide equipment as required for use during the practical application phase of evaluation.

3. Conduct of Evaluations. The Competency Assessment Evaluation will be a two-phase evaluation consisting of the following events:

a. Written Evaluation. The Battalion Operations Section will administer the written evaluation within 72 hours of checking-in. The results of this evaluation will be maintained by S-3 until the completion of the practical application portion of the assessment.

b. Practical Application Evaluation. After completion of the written evaluation, a practical application evaluation will be scheduled with the appropriate course Supervisor/Chief. Assigned instructor personnel within their appropriate MOS course will administer this evaluation. Results will be submitted to the Operations Section.

c. Upon completion of both evaluations, an analysis of the results will determine whether the individual tested possesses adequate MOS technical competency. If determined, that the individual tested possesses adequate MOS technical competency, he will then be assigned to his unit/section. If determined, that the individual tested does not possess an adequate MOS technical competency, he will be referred to the appropriate course chief for remedial training.

4. Remedial Training. If it is determined that an individual requires remedial training due to deficiencies in MOS technical ability, he will be directed to attend classes in those areas where he is deficient. (e.g. After completing the evaluation, the analysis determines

deficient knowledge for the UGWS, the marine would attend and receive remedial training in phase V, the "Gun Phase" of the 1800 course). After successful completion of remedial training, he will then be assigned to his unit/section. The marine participating in remedial training, attending classes, and passing the end of phase test determines successful completion of remedial training.