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ADJUTANT GENERAL'S DEPARTMENT  
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PERSONNEL SELECTION AND CLASSIFICATION

INDIVIDUAL TRAINING EVALUATION PROGRAM - ITEP

Paragraph

SECTION I - GENERAL

Purpose.....1  
References.....2  
Explanation of Terms.....3

SECTION II - PROCEDURES

Test Sites.....4  
Test Scheduling.....5  
Preparation for SQT.....6  
Actions Required.....7

SECTION III - PROCUREMENT AND SECURITY OF TEST MATERIALS

Controlled Inventory Items.....8

## SECTION I - GENERAL

1. **PURPOSE.** This regulation sets forth procedures for implementation of AR 350-37 (Army Individual Training Evaluation Program) in the West Virginia Army National Guard.

## 2. REFERENCES.

- a. AR 350-37, dated 29 January 1986
- b. DA PAM 350-37, dated 15 December 1984, with Change One, dated 15 February 1985
- c. NGR 600-200

## 3. EXPLANATION OF TERMS.

a. **Training Standards Officer (TSO).** The Adjutant General of West Virginia has been designated as the responsible authority to ensure successful operation of the ITEP in the West Virginia Army National Guard. The Adjutant General will appoint a state Training Standards Officer as required to operate and supervise the Individual Training Evaluation Program in the West Virginia Army National Guard.

b. **Deputy Training Standards Officer (DTSO).** A WVARNG officer, warrant officer or a senior NCO in the grade of E-7 or above, will be designated by the Adjutant General to administer the ITEP. The DTSO is responsible for ensuring proper ITEP administration and providing appropriate distribution of ITEP materials.

c. **Test Site Manager (TSM).** The TSM will be a commissioned officer, warrant officer or senior NCO in the grade of E-7 or above. The TSM administers SQT's and processes related controlled materials.

d. **CTT point of contact (POC).** The CTT POC will be a commissioned officer, warrant officer or senior NCO in the grade of E-7 or above. The CTT POC administers the CTT and processes documentation.

e. **Individual Training Evaluation Program (ITEP).** The ITEP has been established to formalize the role of individual evaluation in units and organizations throughout the Army and to provide feedback which is essential to the effective management of training. The ITEP consist of three components:

(1) **Skill Qualification Test (SQT).** The SQT is a performance orientated, written test that measures the ability of an individual to perform MOS specific tasks.

(2) **Common Task Test (CTT).** The CTT is a performance oriented test that measures soldier proficiency on critical combat and survival tasks. The CTT is normally given in the hands-on mode, but can be done in the written mode when personnel or equipment are not available.

(3) **Commander's Evaluation.** The Commander's Evaluation are informal, year round, hands-on tests used to evaluate soldier proficiency on mission-related tasks.

## SECTION II - PROCEDURES

## 4. TEST SITES.

a. All separate unit and organization headquarters are designated as test sites.

b. When adequate facilities are not available to test personnel within their own unit, other arrangements will be made to test at a central location.

5. **TEST SCHEDULING.** The SQT will be administered annually during a designated twelve-month period. This period is determined and announced far enough in advance to provide adequate preparation. The CTT and Commander's Evaluations are intended to be rated throughout the year whenever required tasks are accomplished.

a. **Inactive Duty Training.** IDT periods will be utilized to conduct SQT. The use of RMA's is limited to scorer training for the CTT. It is the policy of the National Guard Bureau and The Adjutant General of West Virginia that Annual Training time will not be used to conduct SQT. Exemptions to this policy must be approved by TAG WVARNG.

b. **Make-Up Test.** Make-up testing will be provided to personnel with a valid excuse who were absent from the regular SQT. Make-up testing will be scheduled as soon after the regular test dates as possible, and within the scheduled twelve month window. Personnel not administered the make-up test will be processed as a no-show.

## 6. PREPARATION FOR SQT.

a. Unit Commanders will ensure that each member receives adequate assistance in preparing for the SQT, and that all eligible members are tested. Soldier's Manuals, time and training must be made available to members throughout the year to practice identified tasks.

b. SQT is directly related to a unit's individual training program. Commanders and trainers should ensure that Yearly Training Programs are developed to include training on Soldier's Manual tasks as identified in the SQT Notice.

**7. ACTIONS REQUIRED.**

**a. Training Standards Officer will:**

- (1) Manages the ITEP for the Adjutant General of West Virginia.
- (2) Serves as the point of contact with USATSC.
- (3) Requisitions ITEP material and equipment based upon the needs of the units of the West Virginia Army National Guard.
- (4) Receives, stores secures and accounts for all SQT material.
- (5) Distributes all ITEP material through DTSO's to units.
- (6) Forwards Individual Soldier Report (ISR) to DTSO for further processing.

**b. Deputy Training Standards Officer (DTSO) will:**

- (1) Coordinates ITEP requirements for materials and equipment with the TSO.
- (2) Receives, stores, secures and accounts for all test materials.
- (3) Initiates quality control screen of mark-sense forms prior to forwarding them to TSO IAW DA PAM 350-37, Chapter 10.
- (4) Processes Individual Soldier Report (ISR) back to unit and individual.

**SECTION III - Procurement and Security of Test Materials**

**8. CONTROLLED INVENTORY ITEMS.** ITEP test books are normally marked "FOR OFFICIAL USE ONLY" (FOUO). Additional testing requirements such as tapes, films, or slides may be marked "CONFIDENTIAL". In all cases, where the safeguarding of ITEP

FOR THE GOVERNOR:

material is required, the following procedures will apply:

**a. Security of Test Materials.**

(1) Test material marked "FOR OFFICIAL USE ONLY" is to be handled as controlled inventory documents IAW AR 340-16. When not in use, these materials will be stored in securely locked containers. Test materials should not be stored with "non-test" materials. Only the TSO and designated representatives will have access to containers used in storing test materials. Unlocked containers will not be left unattended.

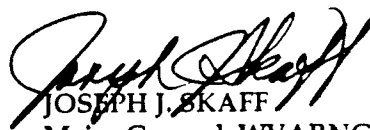
(2) Classified test materials marked CONFIDENTIAL will be protected under the provisions of AR 380-5.

**b. Access to Test Materials.** Access to information contained in classified and FOUO ITEP material will be on a need-to-know basis. Only the TSO, DTSO and those personnel officially appointed to administer tests will have access to these materials.

**c. Control of Test Materials.** Materials with classified or FOUO markings will be maintained as controlled inventory items.

(1) Shipping/Transfer of Test Materials. DTSO's will receive classified or FOUO test materials by certified mail, return receipt requested. Serial number of materials will be listed on the transfer document. To verify receipt for all test materials shipped, DTSO's will sign the transfer document, and return to TSO113 within five working days. DTSO's and TSM's will transfer classified or FOUO test materials in like manner.

(2) Disposition of ITEP Materials. Classified or FOUO ITEP materials should be disposed of or destroyed at the end of each test period. Earlier disposition/destruction is authorized provided testing is completed. If destroyed, sufficient materials will be retained to complete on-demand testing during the test period. Outdated non-FOUO test materials may be distributed to units for training purposes unless instructions have been provided prohibiting distribution. A Certification of Destruction is required for controlled material and will be maintained on file at the unit/organization where the destruction takes place. DA Form 2496 will be used as Certification of Destruction of FOUO or classified test materials.

  
 JOSEPH J. SKAFF  
 Major General, WVARNG  
 The Adjutant General