

DATA ITEM DESCRIPTION

TITLE: TRAINING EVALUATION DOCUMENT

Number: DI-PSSS-81524C

AMSC Number: N9493

DTIC Applicable: No

Office Of Primary Responsibility: Navy-AS PMA205

Applicable Forms: None

Approval Date: 20141120

Limitation:

GIDEP Applicable: No

Use/relationship: The Training Evaluation Document specifies the personnel, resources, organization, functions, procedures, and requirements for evaluating training and training equipment. It also includes requirements for data resulting from a training evaluation.

- a. This Data Item Description (DID) contains the preparation instructions for the content and format of the Training Evaluation Document.
- b. This DID contains the format, content, and intended use information for the data product resulting from the performance requirements described by 3.2.8 of MIL-PRF-29612B, and is applicable to the acquisition of training data products. Data product performance evaluation criteria are specified in 4.3.8 of MIL-PRF-29612B.
- c. It is not intended that all the requirements contained herein be applied to every program or program phase. Any individual data requirement contained in this DID is subject to deletion tailoring.
- d. This DID supersedes DI-SESS-81524B.

Requirements:

1. **Format.** The contractor format is acceptable. Standard digital data, when specified must be in compliance with the content and format requirements specified in the DoD Data Architecture (DDA) and the Defense Data Dictionary System (DDDS). The deliverable of the product required by this DID meets the intent and requirements of DODINST 5000.2.
2. **Content.** The Training Evaluation Document shall contain the following:
 - 2.1 **Front matter.** The content of front matter shall be in accordance with Appendix A of MIL-PRF-29612B.
 - 2.2 **Introduction.** The introduction shall provide a brief overview of the Training Evaluation Document.
 - 2.3 **Part 1: Training evaluation planning data.** The training evaluation planning data shall include the following:
 - a. Purpose of the planned evaluation, or validation.
 - b. Scope of the evaluation (e.g., learning objectives, critical standards).

- c. Type of planned evaluation (e.g., summative, formative, training effectiveness, training capabilities, cost-effectiveness, test items, course or materials review).
- d. Method of evaluation (e.g., empirical, analytic, internal, external).
- e. Types of information to be collected (e.g., opinion, observation, performance).
- f. Procedures to be used for collecting information as follows:
 - (1) Criteria to select size and composition of target population sample.
 - (2) Criteria for site selection.
 - (3) Methods for collection of information about student target population sample participants.
 - (4) Criteria for selection of instructors.
 - (5) Methods for collection of information about instructor participants.
 - (6) Methods to be used to prepare facilities and equipment prior to conduct of evaluation.
 - (7) Methods to be used to prepare students and instructors to participate in the evaluation.
 - (8) Methods for administration of the evaluation.
 - (9) Methods for collection of student reactions to the training during the presentation.
 - (10) Methods for observation of the presentation of training.
 - (11) Methods for collection of student and instructor comments at the conclusion of training.
 - (12) Methods for the recording of data.
 - (13) Methods for the conduct of interviews.
 - (14) Methods for participants to provide additional data following the completion of the actual evaluation.
 - (15) Methods for determining validity and reliability of the evaluation.
 - (16) Methods for conducting individual trials.
 - (17) Methods for conducting small group trials.
 - (18) Methods for conducting operational trials.
 - (19) Methods for conducting test validation.
 - (20) Methods for conducting content validation.
 - (21) Methods for correcting training materials.
 - (22) Methods for revising training materials.
 - (23) Methods for conducting tests.
 - (24) Methods for correcting tests.
 - (25) Methods for revising tests.
 - (26) Methods for validating corrected materials.
 - (27) Methods for validating corrected tests.
- g. Procedures to be used for data analysis as follows:
 - (1) Criteria for assessing performance.
 - (2) Criteria and procedures for validation of the evaluation.
 - (3) Analytical treatment of data (e.g., statistical treatment).
 - (4) Criteria and procedures for estimating criticality of deficiencies.
 - (5) Criteria for accepting tests as validated.
 - (6) Criteria for accepting training materials as validated.
 - (7) Criteria and procedures for demonstrating impact on cost effectiveness and Return On Investment (ROI).

- h. Procedures to be used for reporting the findings.
- i. Procedures to be used for reporting the conclusions.
- j. Procedures to be used for reporting the recommendations.
- k. Procedures used to report changes required based on trials.
- l. The data collection instruments to be used (e.g., tests, checklists, questionnaires).
- m. Schedule for data collection and performing the evaluations and validation trials.
- n. A description of resource requirements (e.g., personnel, materials, special equipment, travel funds, facilities) for each evaluation or validation trial.
- o. Responsibility for testing and responsibility for conducting the evaluations and validation trials.
- p. Roles and responsibilities of all personnel to be involved (e.g., command, students, evaluators, graduates, supervisors of graduates) in each evaluation and validation trial.
- q. Identification of the agencies and decision authorities who will receive the report.
- r. Listing of the proposed evaluation sites.

2.4 Part 2: Training evaluation results data. This data shall provide a description of the purpose, scope, and intended use of the training evaluation results, and shall include the following:

2.4.1 Introduction. The introduction shall describe the following:

- a. Method of evaluation.
- b. Types of information collected.
- c. Procedures and instruments used for collecting information.
- d. Procedures for data analysis.
- e. Background paragraph that explains history and circumstances requiring evaluation.
- f. Background paragraph that explains history and circumstances requiring validation.
- g. Problem paragraph that provides a statement of any problem or deficiency discovered by the evaluation.
- h. Problem paragraph that provides a statement of any problem or deficiency discovered by the validation.
- i. Data collection deficiencies.
- j. Results of individual trials.
- k. Results of small group validation trials.
- l. Results of operational validation trials.
- m. Results of test validation.
- n. Changes made to training materials as a result of previous validation trials.
- o. Results of cost effectiveness and Return On Investment (ROI) analyses.

2.4.2 Summary of findings. The summary shall provide a description of the data collected during the evaluation.

2.4.3 Conclusion and recommendations. Conclusions and recommendations shall include:

- a. A description of whether or not the product met the established validation criteria and is acceptable for training. If the product did not meet the criteria, this data shall provide specific recommendations for correcting product deficiencies and its impact on the delivery schedule. In the case of test and training material validation trials, this data shall provide descriptions of changes made to test and training materials after each validation performed.
- b. A description of the cost effectiveness and Return On Investment (ROI) benefits of the training.

2.4.4 Appendices. The following appendices shall be included:

- a. Appendix A - shall provide a description of resources used, to include:
 - (1) The time required to conduct each evaluation or validation trial and analyze the data.
 - (2) The facilities and equipment used.
 - (3) A summary of the demographic data for participating students.
 - (4) A summary of the staffing requirements for participating instructors and support personnel.
 - (5) Criteria used to determine master versus non-master.
- b. Appendix B - shall provide a listing of the participating organizations and the evaluation responsibilities performed by each organization.
- c. Appendix C - shall include copies of all data collection instruments used during the evaluation.
- d. Appendix D - shall include copies of any miscellaneous forms used for scheduling, conduct of trials, or analysis.
- e. Appendix E - shall show the schedule of all evaluation, trials, and validation events.
- f. Appendix F - shall provide a summary of any literature reviews of the relevant findings of any previous research on this or similar training products, or addressing this or similar training products, or addressing this or similar training deficiencies.
- g. Appendix G - shall provide a learning objectives paragraph which describes the specific determinations made, and which specifies the essential elements of analysis that were addressed in accomplishing each learning objective and associated test item.

2.5 Part 3: Instructional delivery system test and evaluation data. This data shall include:

- a. A description of the development tests and identification of the structure of anticipated contractual acceptance plans.
- b. A description of the operational test and evaluation as follows:
 - (1) The need for an operational test.
 - (2) The operational critical issues as follows:
 - (a) Operational test and evaluation objectives.
 - (b) Suitability tests (e.g., mobility, reliability, maintainability, interoperability, compatibility, human factors, availability, transportability, safety, training requirements, supportability).

- (c) Feasibility of combined developmental and operational tests.
 - (d) Need for the development of the training effectiveness evaluation plan.
 - (e) The office of primary responsibility for plan preparation and coordination.
 - (f) The agency(s) responsible for operational test and evaluation.
- (3) A tabulation of the required key operational characteristics of the training system, showing performance variables, goals, and thresholds expressed in terms of operational suitability and training capabilities.
 - (4) Special test requirements (e.g., special test equipment, ranges, students).
- c. A description of the training effectiveness evaluation as follows:
- (1) Originator of the training effectiveness evaluation plan.
 - (2) The training test agent.
 - (3) The purpose of the training effectiveness evaluation.
 - (4) Training effectiveness evaluation resource requirements.
 - (5) Training effectiveness evaluation information sources.
 - (6) Possible constraints on data collection in the training and operational settings.
 - (7) Possible evaluation designs.

3. Standard digital data. Standard digital data shall be delivered for the Standard Data Elements (SDEs).

End of DI-PSSS-81524C.