TRAINEE GUIDE

JOB SHEET 1-3-3-1

(U)COMPLETING THE TRAINING COURSE CONTROL DOCUMENT (TCCD)

A. INTRODUCTION

This sheet walks you through the steps to complete the TCCD in Content Planning Module (CPM)

B. EQUIPMENT

1. Software
    a. (U) CPM Website for training

C. REFERENCES

1. Review (U) Task Based Curriculum Development Manual, NAVEDTRA 130 (Series)

D. SAFETY PRECAUTIONS

None.

E. SELF-TEST QUESTIONS

None.

F. JOB STEPS

Approving the Training Project Plan (TPP)		
1	In the Projects tab, under the Design subtab and Project Management, **highlight** the TPP/TCCD in the tree on the left	Before we can start working in the TCCD, we need to approve the TPP so the TCCD splits off and becomes a separate document
2	**Click** the Edit button, and then in the TPP Status field drop-down, **select** 'Approved', and OK to the message that pops up asking if you are sure you want to approve the TPP, then **save.**	Once the TPP is approved, the only way to make changes is to create a Modification TPP using the + icon. Once you have saved the approved TPP, the TCCD should split off and moved underneath the TPP.
Completing the TCCD		
3	Expand the (+) sign next to the TCCD, and **highlight** the *Foreword* field and **click** Edit	The Foreword is not required. When the training has unique aspects that are not readily recognized in the basic data, it is recommended those aspects be identified and described in the Foreword to help reviewers gain a fuller understanding of the training process

4	**Enter**: *This course is designed to teach the knowledge and skills needed for Sailors to manage their superpowers effectively and efficiently.* **Save**.	Remember to **save** when done adding text

5	**Select** the *Trainee Data* field, and then the Edit button. **Enter**: *In addition to having superpowers Sailors attending this training must be able to meet the following requirements, as documented prior to training:*
	     1. Pass a diving physical exam
	     2. Eyesight cannot be worse than 20/40 in one eye and 20/70 in the other eye and must be correctable to 20/20 with no color blindness
	     3. Minimum ASVAB score: VE + AR = 104, MC = 50
	     4. Must be able to lift up to 50lbs or more (depending on their superhero ability)
	     5. Must be able to complete rigorous physical conditioning including strength-training, running, and swimming
	 Security Clearance- N/A
	 Obligated Service- 12
	 NOBC/NEC/MOS Earned: None . **Click** Save.
		Trainee Data describes the status of the trainee and any requirements for attending the training. Identify any additional obligated service time that will be incurred due to completing this training

6	Next, **highlight** the *Instructor/Support Manning* field, and the Edit button. **Enter**: *2 contractors and 1 Enlisted Corpsman with Basic First Aid, and Tactical Combat Casualty Care (TCCC) experience will be needed according to the Computation Formula.* Save	Add a description of how instructor/support manning is determined
7	Expand the (+) signs next to Training Sites, and then next to Dam Neck. **Click** the Course Master Schedule (CMS), and 'OK' to the message that pops up, then **click** the Edit button.	The message says: The CMS has not been created! **Click** the Edit button and **choose** the <Add Missing Sections> option to create the default CMS list!

8	**Click** on 'Add Missing Sections' (right side of screen)	This will bring the sections you built in the COI into the CMS so you can add the time associated with each section and testing
9	**Click** in the 'Length (H:MM)' field in the 'Perform Combat Simulation Training' line (should be the first line) and change the 1:00 to 3:00. Leave the 'Ratio' and 'Bottleneck' as they are	Sometimes you need to **click** around a few different fields and then go back to the field you are trying to the Edit button
10	With 'Perform Combat Simulation Training' still highlighted, **click** the New icon to add another block of time to this section for the field work. **Click** on 'Perform Combat Simulation Training' on the screen that appears, then OK	This should bring a second 'Perform Combat Simulation Training' line to the CMS main page
11	In the line you just added, **click** in the 'Type' field, and **select** 'Field', and change the 1:00 in the 'Length (H:MM)' field to 4:00. Change the 'Ratio' to 24:2, and the 'Bottleneck' to 12:1	You should now have two blocks of time associated with 'Perform Combat Simulation Training': 'Classroom' for 3 hours and 'Field' for 4 hours
12	With 'Perform Combat Simulation Training' line still highlighted, **click** the New icon to add another block of time to this section. **Click** on 'Perform Combat Simulation Training' on the screen that appears, then OK	You are adding the next day in the schedule
13	In the line you just added, leave the 'Type' field default of Classroom, and change the 1:00 in the 'Length (H:MM)' field to 2:00. Change the 'Ratio' to 24:1, and leave the Bottleneck the same	The first two hours will be in the classroom
14	With 'Perform Combat Simulation Training' line still highlighted, **click** the New icon to add another block of time to this section. **Click** on 'Perform Combat Simulation Training' on the screen that appears, then OK	The next six hours will be in the field
15	In the line you just added, **click** in the 'Type' field, and **select** 'Field, and change the 1:00 in the 'Length (H:MM)' field to 6:00. Change the 'Ratio' to 24:2, and the 'Bottleneck' to 12:1	

16	With 'Perform Combat Simulation Training' line still highlighted, **click** the New icon to add another block of time to this section. **Click** on 'Perform Combat Simulation Training' on the screen that appears, then OK	The first two hours the next day will be in the classroom
17	In the line you just added, leave the 'Type' field default of Classroom, and change the 1:00 in the 'Length (H:MM)' field to 2:00. Change the 'Ratio' to 24:1, and leave the Bottleneck the same	
18	With 'Perform Combat Simulation Training' line still highlighted, **click** the New icon to add another block of time to this section. **Click** on 'Perform Combat Simulation Training' on the screen that appears, then OK	The next six hours will be in the field
19	In the line you just added, **click** in the 'Type' field, and **select** 'Field, and change the 1:00 in the 'Length (H:MM)' field to 6:00. Change the 'Ratio' to 24:2, and the 'Bottleneck' to 12:1	
20	Next, **click** the 'Physical Conditioning, Performance Test' line and change the 'Ratio' to 12:24, and the "Bottleneck" to 2:4	The performance test for this lesson takes one hour, and each instructor can test two students at a time. This creates a bottleneck of 2 instructors to 4 trainees for the testing, meaning 6 testing periods are needed for 24 students
21	In the Justification text field, enter, *2:4 Equipment/Instructor constraint*	The Justification field text should be brief, one sentence. There will be an opportunity to enter a longer justification later
22	**Click** the New icon again, and on the next screen **click** on '**Do not associate to a Section**' so it is highlighted, then 'OK'	You are adding an introduction to the course, which is not part of any section, so it is an 'unassociated' event. The screen should return to the main CMS screen, and you should now have a field with a blank Title
23	In the Title field of the line you just added, enter, 'Introduction'. 'Type' should be 'Classroom', and 'Length (H:MM)' stays at 1:00. 'Ratio' and 'Bottleneck' do not change	You have added an introduction to the course that is in the classroom and is an hour long with a ratio of 24:1 and no bottleneck.

24	Click the New icon again, and on the next screen **click** on '**Do not associate to a Section**' so it is highlighted, then OK	Now we are adding a graduation to the course, another 'unassociated' event.
25	In the Title field of the line you just added, enter, 'Graduation'. 'Type' should be 'Alternate Event', and 'Length (H:MM)' stays at 1:00. 'Ratio' and 'Bottleneck' do not change	The course should now have 9 events (lines) in the CMS.
26	**Click** the Resequence icon at the top of the CMS, and Resequence the events so that 'Introduction' is first, and 'Graduation' is last. Save.	Drag and drop lines to change their order.
27	Save again when returned to main CMS screen	The CMS is finished until more sections are added.
28	Expand the (+) next to CMS, and another Justification field will appear, highlight this field and the Edit button.	This field is for a longer Justification explanation when needed.
29	In the Justification field text box, enter, *In the Performance Test, two instructors will each test two students at the same time, two in the gym and two in the field on the obstacle course, resulting in a 2:4 Bottleneck.* Save	
30	Go to Reports (underneath Project Management and Curriculum Outline), and print preview the TCCD Report	Notice that the bottleneck hours for the performance test were automatically added in the CMS; the bottleneck was 2:4, so there are six periods of 60 minutes each for the Physical Conditioning Test.