DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETC INSTRUCTION 1540.2C

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND TRAINING
       EFFECTIVENESS PROGRAM

Ref: (a) NAVEDTRA 135D
       (b) SECNAV M-5216.5 of 16 May 2018

Encl: (1) Sample Naval Education and Training Command Course
           Final Score Documentation Waiver
       (2) Learning Assessment System User Account Registration
           Process
       (3) Sample Level 1 Feedback Survey
       (4) Sample Level 3 Graduate Feedback Survey
       (5) Sample Level 3 Supervisor Feedback Survey

1. <u>Purpose</u>. Provide governance for implementing a standard
training effectiveness assessment program for all learning
centers (LC), training activities, and learning sites (LS)
within the Naval Education and Training Command (NETC) domain
per reference (a).

2. <u>Cancellation</u>. NETCINST 1540.2B.

3. <u>Background</u>

    a. The quality of the student environment, instructional
delivery, assessment strategy, and continued training
reinforcement all contribute to a student's ability to learn and
retain knowledge and skills essential to professional
performance. Formal training activities, by themselves, do not
guarantee transfer of knowledge and skills.

    b. Learning is perishable and reinforcement of that
learning must be considered and integrated into a career-long
learning continuum and be supported by the delivery system.
Reinforcement of learning after initial training is critical to
minimize learning atrophy.

c. A robust evaluation system at each stage of training, integrated with feedback mechanisms in a quality assurance and configuration management framework, ensures consistency, currency, efficiency, and effectiveness across the training enterprise.

d. The Navy is currently in a transformative phase, transitioning from the traditional blended learning approach of classroom lecture and practice in a lab environment to a modernized delivery method, combining the optimum use of classroom, lab, and on-line modalities appropriate to the subject and the learner. Consequently, the ability to quickly and accurately assess the effectiveness of different approaches and modalities of training has never been more important than it is today.

e. The Navy's approach to training evaluation is founded on the Kirkpatrick Model, also known as Kirkpatrick's Four Levels of Training Evaluation, created by Dr. Donald Kirkpatrick. Within this evaluation model, a robust training system includes the ability to assess training effectiveness at four levels:

(1) Level 1 - Reaction: This level is learner-focused and measures students' initial reaction to the training in order to gain an understanding and valuable insight into the material, quality, instructor, and more. Specifically, it measures how the students felt about the training. Level 1 data is generally obtained via an end-of-module or end-of-course survey.

(2) Level 2 - Learning: This level is also learner-focused and measures how much knowledge and skills were effectively absorbed during the training and maps it to the course learning objectives. Knowledge assessments, performance assessments, and final examination scores are examples of measurement at this level.

(3) Level 3 - Behavior: This level measures the transfer of acquired knowledge and skills to on-the-job performance. At this level, the degree to which training has influenced the behavior (i.e., performance) of the Sailor and how they are applying their new knowledge and skills on the job is measured. The typical method to assess behavior is via voluntary surveys of Sailors and their supervisors 6–12 months after graduation. Data capture of actual performance on the job is the preferred method. For accession Sailors, the timeframe

for the assessment will be adjusted to 12 months after reporting to first duty station or from the completion of the full accession training path.

(4) Level 4 - Results: This level measures and analyzes the impact training has had on improvements in operational capabilities, readiness, and mission performance. Methods of accessing this data include direct surveys, targeted exercises, and analysis of operational readiness and logistics data using a variety of data science techniques.

f. A comprehensive system incorporating accurate measurement based on the Kirkpatrick Model allows the Navy to ensure training meets the professional knowledge, skills, and attitudes needed in the fleet.

4. Applicability. This instruction is applicable to all NETC training activities.

5. Responsibilities

a. Type commanders (TYCOM) own primary responsibility for level 3 and level 4 surveys by identifying critical tasks to be assessed and administering surveys within the fleet.

b. NETC owns primary responsibility for level 1 and level 2 surveys and assessments. Level 1 and 2 data should be available on demand.

(1) NETC N7:

(a) Establish policy to execute the NETC training effectiveness program.

(b) Serve as NETC training effectiveness program waiver authority.

(c) Review LC requests for additional level 1 survey questions addressing LC and LS specific needs for personally identifiable information (PII) compliance. Approve requests which do not conflict with Department of the Navy (DON) Chief Information Officer guidance for information systems.
If a request is disapproved, provide response with justification within 10 working days.

(2) NETC N6: Deploy, maintain, upgrade, and provide application support and training for the learning assessment system (LAS) used to deliver surveys and assessments.

(3) LC Commanding Officers (CO) and Officers in Charge (OIC):

(a) Ensure level 1 (student reaction) surveys are completed at the end of a course if it is one week (five working days) or longer in duration. At the CO's or OIC's discretion, courses less than one week in duration may be surveyed.

(b) Monitor, compile, and analyze level 1 data and other formal course review process results (i.e., formal course reviews, training requirements reviews, etc.) for items or trends that may trigger additional reviews, to determine if changes to training content or delivery methods are needed.

(c) Establish a standard methodology for calculating the final score for LSs with all students in type courses A1, A2, A3, AP (excluding AP courses that are 5 instructional days or less in length), C1, C2, G1, and G2 reflecting their performance against the learning objectives of the course of instruction. This score must be an integer value between "0" and "100" (inclusive), with "0" representing a failure to complete the minimum graduation requirements and "100" reflecting the best performance possible against all course-learning objectives. Monitor trends on final course grades to determine if changes to training content or methods are needed.

(d) Support and assist the TYCOM level 3 assessment development process by validating that TYCOM-selected tasks are part of the current curriculum.

(e) Ensure level 1 and level 2 data is available and provide data to requesting TYCOMs to support overall training effectiveness analysis and scoring.

NOTE: Office of the Chief of Naval Operations (OPNAV) N1 may also initiate (trigger) level 3 assessments due to rating mergers, establishment of or revision to a Navy enlisted classification, or revision to a Marine Corps Enlisted Occupational Standard. Once an assessment is triggered, the LC will

identify the course and support the TYCOM in developing assessment questions.

(f) Ensure LC and LS staff are properly trained in the operation and use of surveys.

(g) LCs will include the NETC training effectiveness program into the managers' internal control program (MICP) to be inspected as part of the NETC MICP.

(h) Ensure student grades are recorded as directed in paragraph 6b for graduates of course types listed in paragraph 6a. At the CO's or OIC's discretion, graduates from other type courses may be assigned final grades.

c. Level 1-4 assessment results will be combined into a comprehensive score for effectiveness of a particular system, rating, or course.

6. Policy

a. All students in A1, A2, A3, AP (excluding AP courses that are 5 instructional days or less), C1, C2, G1, and G2 type courses must have a final score assigned reflecting their performance against the learning objectives of the course of instruction. Other courses of instruction are encouraged, but not required, to assign a final score. This score must be a numeric (decimal permitted) value between "0" and "100" (inclusive), with "0" representing a failure to complete any graduation requirements and "100" reflecting the best performance possible against all course learning objectives. The methodology for the calculation of a final score between the two extremes is left to the discretion of the LC and LS.

b. The student's final score must be entered into the Corporate enterprise Training Activity Resource System within 3 days of course graduation in the "Grade" field of the student training management sub-system graduation form.

c. Waiver process

(1) LC COs may request a waiver for courses deemed unsuitable for an individual final numeric score. However, the assessment of performance is encouraged to assist in course maintenance efforts.

(2) Waiver requests must be submitted to NETC N7 in standard Naval memorandum format per reference (b), providing justification for the waiver request. A sample waiver request is provided in enclosure (1).

d. Survey development and training assessment. All training activities with training network classroom configurations, conducting training assessments and surveys, shall use the approved LAS to develop and administer the NETC standardized student feedback Kirkpatrick level 1 (reaction) and level 2 (learning) assessments. For assessment authoring and administration within the LAS, a user must request an account as outlined in enclosure (2). The student level 1 (reaction) survey, enclosure (3), has been developed and is available within the LAS. For LCs working with their respective TYCOM for the development of level 3 and 4 surveys, samples of a level 3 graduate feedback survey and level 3 supervisor feedback survey are included as enclosures (4) and (5), but they require modification because unlike level 1 surveys, which are generalized, they must reflect the specific skills or tasks being assessed, which will be identified by the respective TYCOM and delivered to the Sailor and supervisor in the fleet.

(1) The standardized level 1 survey, provided within this instruction, must not be modified without an approved waiver from NETC N7 using the process outlined in paragraph 6c. Naval Service Training Command is authorized to tailor survey questions that reflect unique training delivery methods for accession training.

(2) LCs or LSs may submit recommendations for changes to the standardized level 1 survey to NETC N7 for review.

(3) Users may add questions to the end of the standardized level 1 survey to address LC and LS specific needs. Additional questions must be forwarded to NETC N7 for PII review and final hosting on the central server.

e. Survey administration

(1) Level 1 surveys must be explained to students during course indoctrination and again prior to starting the survey. The student feedback program is confidential, and all comments are optional. Students should be encouraged to complete the survey with constructive feedback. Students are

encouraged, but not required, to place their name on completed surveys to facilitate follow-on inquiries supporting LC and LS quality management activities and Kirkpatrick level correlations.

(2) All students dropped from training shall be provided the opportunity to complete a student survey.

(3) Evaluating participants' reactions may not determine the effectiveness of training; however, capturing participants' viewpoints on the training may identify gaps in learning needs, highlight the training's strengths and weaknesses, and determine barriers to learning.

f. The NETC designated LAS serves as an enterprise solution for learning assessment design and delivery. All NETC training activities shall use the NETC-designated LAS. Learning assessments are essential tools for all education and training systems. They can generate high-quality data on learning and achievement used to monitor equitable training outcomes, inform evidence-based policy making reforms, and improve training and learning practices. The LAS can consist of a variety of tools and systems to capture and analyze the effectiveness of the training being delivered including a learning management system.

(1) The standard Kirkpatrick level 1 survey questions are available in the "Student Reaction Survey" topic in the shared repository located in the LAS and in enclosure (1) of this instruction. Contact the help desk (DC2HSsupport.fct@navy.mil) to request access to the topic folder for use in a level 1 assessment.

(a) For data integrity and analysis purposes, users shall not modify, delete, or relocate the standard Kirkpatrick level 1 survey questions.

(b) If commands determine the need for additional questions, they shall add them to the end of the standard survey following the guidance provided in paragraph 6d(3).

(2) LCs and LSs responsible for interservice training review organization courses should coordinate with the host service to conduct level 1 and 2 surveys and assessments which may require the use of different tools and formats.

7. <u>Records Management</u>

    a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/All_Items.aspx.

    b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. <u>Review and Effective Date</u>. Per OPNAV Instruction (OPNAVINST) 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

P. A. GARVIN

Releasability and distribution:
This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by email at netc-directives@us.navy.mil.

<u>SAMPLE NAVAL EDUCATION AND TRAINING COMMAND COURSE
FINAL SCORE DOCUMENTATION WAIVER</u>

DD MMM YY

MEMORANDUM

From: Commanding Officer, Learning Center
To: Commander, Naval Education Training Command (N7)

Subj: NAVAL EDUCATION TRAINING COMMAND COURSE FINAL SCORE
        DOCUMENTATION WAIVER

Ref: (a) NETCINST 1540.2C

1. Reference (a) provides the governance for implementing a
standard training effectiveness assessment program for all
learning centers (LC) and learning sites within the Naval
Education and Training Command domain. Final numeric scores are
required to be assigned for all students participating in A1,
A2, A3, AP (excluding AP courses that are 5 instructional days
or less), C1, C2, G1, and G2 type courses per paragraph 6a of
reference (a). Final scores shall be entered into the Corporate
enterprise Training Activity Resource System within 3 days of
course graduation in the "Grade" field of the student training
management sub-system graduation form per paragraph 6b of
reference (a). LC commanding officers may request a waiver for
courses deemed unsuitable for an individual final numeric score.

2. The memorandum is submitted to formally request the final
numeric score be waived for course identification number:_____

3. LC justification

                                        Signature

___ Approved

___ Disapproved

___ Other:

                                        NETC N7 signature

                                             Enclosure (1)

LEARNING ASSESSMENT SYSTEM USER ACCOUNT REGISTRATION PROCESS

   To access the browser-based authoring application (i.e.,
enterprise manager), you must request an account by completing
the learning assessment system (LAS) user account request form.
The form can be accessed and processed as follows:

1. <u>LAS Access</u>. To request an LAS user account, access the
request form at <u>https://las.netc.ncdc.navy.mil.</u>

        NOTE: Level 1 training is required to receive an LAS
               account. Training is available on the
               learning management system.

2. You will receive a notice that your account request has been
submitted. The LAS team will review your request and you will
be notified when your account has been activated. If your
request is denied, you will be contacted with pertinent
information.

SAMPLE LEVEL 1 FEEDBACK SURVEY

Privacy Act Statement

Authority to request this information is granted under
5 U.S.C. §301 and Department of the Navy Regulations.

Purpose: The purpose of this questionnaire is to measure
                your reaction to the training.

Routine Uses: The information collected will be used by the
                (insert center name here) to evaluate training
                and make improvements.

Disclosure: The information you provide WILL NOT become part
                of your permanent record and WILL NOT be used to
                make decisions about you or affect your career in
                any way.

This survey takes approximately 10-15 minutes to complete. When
finished, please do not strike any key after selecting "Submit
Survey" until you receive a message confirming the survey was
submitted.

Course of Instruction

 Please identify your course of instruction:_____

 Please identify your course identification number:_____

 Please select best answer for each of questions below and
 comment where you feel necessary.

 Quality of Content

1. Objective(s) of the course were made clear at beginning of
lesson(s) and section(s).
 □ Strongly agree
 □ Agree
 □ Neither agree nor disagree
 □ Disagree
 □ Strongly disagree

 Comments: _____

2. Lesson(s) and section(s) thoroughly covered objective(s).
 □ Strongly agree
 □ Agree
 □ Neither agree nor disagree
 □ Disagree
 □ Strongly disagree

 Comments: _____

3. Instructional media materials and training aids
(virtual simulator, video, schematics, charts, equipment,
PowerPoint, and interactive multimedia) helped me to meet
the lesson(s) and section(s) learning objectives.
 □ Strongly agree
 □ Agree
 □ Neither agree nor disagree
 □ Disagree
 □ Strongly disagree

 Comments: _____

4. The amount of practice or drill in the lesson(s) and
section(s) was adequate.
 □ Strongly agree
 □ Agree
 □ Neither agree nor disagree
 □ Disagree
 □ Strongly disagree

 Comments: _____

5. The pace of the lesson(s) and section(s) was adequate.
 □ Strongly agree
 □ Agree
 □ Neither agree nor disagree
 □ Disagree
 □ Strongly disagree

 Comments: _____

6. How well did the test cover material taught in the lesson(s) and section(s)?
 □ Excellent
 □ Good
 □ Average
 □ Fair
 □ Poor

 Comments: _____

7. Select the statement that best describes the trainee guide.
 □ I would NOT have understood the material without the training guide.
 □ The training guide helped me understand the material, but was NOT necessary.
 □ The training guide made the material more confusing.

 Comments: _____

8. Select the statement that best describes instruction sheets (instruction sheets include outline, information, assignment, problem, diagram, and job sheets).
 □ Instruction sheets were helpful in reviewing the material.
 □ Instruction sheets were time consuming, but very helpful.
 □ Instruction sheets were time consuming and NOT very helpful.
 □ Instruction sheets made the material more confusing.

 Comments: _____

9. How much time did you spend completing the following?
    Completing assignment sheets? _____
    Studying for the test? _____

10. Do you have any general comments about any of the lesson(s) and section(s) taught, or how to improve any individual lesson(s) and section(s) for enhanced student learning experiences and understanding?

_____

_____

Emotional Response

11. Rate your level of motivation to excel in the course of instruction.
   ☐ Extremely motivated
   ☐ Motivated
   ☐ Somewhat motivated
   ☐ Very little motivation
   ☐ Not motivated at all

Comments: _____

12. Rate your level of confidence to perform rating tasks based on the training received during this course.
   ☐ Extremely confident
   ☐ Confident
   ☐ Somewhat confident
   ☐ Partially confident
   ☐ Not confident

Comments: _____

13. Did you find the material presented in this course interesting?
   ☐ Yes
   ☐ Somewhat but could be improved
   ☐ No

Comments: _____

14. Did you find the material presented in this course engaging?
   ☐ Yes
   ☐ Somewhat but could be improved
   ☐ No

Comments: _____

15. Did you find the material presented in this course interactive?
   ☐ Yes
   ☐ Somewhat but could be improved
   ☐ No

Comments: _____
16. Did you find the material presented in this course

enjoyable?
   ☐ Yes
   ☐ Somewhat but could be improved
   ☐ No

Comments: _____

17. Did you feel that course scoring and grading was fair?
   ☐ Yes
   ☐ No

Comments: _____

 Quality of Instructor

18. Who was your primary instructor?

   Name: _____

19. Please rate the effectiveness of your primary instructor.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
The instructor was professional at all times.	◯	◯	◯	◯	◯	◯
The instructor kept the learning interesting.	◯	◯	◯	◯	◯	◯
The instructor was prepared.	◯	◯	◯	◯	◯	◯
The instructor taught at a level I could understand.	◯	◯	◯	◯	◯	◯
The instructor clearly explained the training objectives.	◯	◯	◯	◯	◯	◯

The instructor encouraged me to ask questions.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor answered my questions adequately.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor was available to provide additional assistance.	⬭	⬭	⬭	⬭	⬭	⬭

20. Would you like to rate the effectiveness of an additional instructor?

⬭   Yes (Go to question 21)
⬭   No (Go to question 23)

21. Who was your secondary instructor?

 Name: _____

22. Please rate the effectiveness of your secondary instructor.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
The instructor was professional at all times.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor kept the learning interesting.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor was prepared.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor taught at a level I could understand.	⬭	⬭	⬭	⬭	⬭	⬭

The instructor clearly explained the training objectives.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor encouraged me to ask questions.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor answered my questions adequately.	⬭	⬭	⬭	⬭	⬭	⬭
The instructor was available to provide additional assistance.	⬭	⬭	⬭	⬭	⬭	⬭

23. Please use the space below to provide any specific comments you may have about the quality of your instructor.

_____
_____
_____

Quality of Life

24. The following quality of life services provided at this command and base met my needs.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable or Not Used
Morale, Welfare, and Recreation	⬭	⬭	⬭	⬭	⬭	⬭
Medical	⬭	⬭	⬭	⬭	⬭	⬭
Dental	⬭	⬭	⬭	⬭	⬭	⬭
Messing	⬭	⬭	⬭	⬭	⬭	⬭
Berthing	⬭	⬭	⬭	⬭	⬭	⬭

25. Please use the space below to provide any specific comments you may have regarding quality of life issues while attending training.

_____

_____

Safety

26. Safety and operational risk management (ORM) concerns were addressed appropriately during training.
 □ Strongly agree
 □ Agree
 □ Neither agree nor disagree
 □ Disagree
 □ Strongly disagree

27. Please use the space below to address any safety or ORM concerns you may have encountered while attending this training.

_____

_____

_____

_____

<u>SAMPLE LEVEL 3 GRADUATE FEEDBACK SURVEY</u>

INFORMATION: <u>Type Commander (TYCOM)</u> Questionnaire on Training

PURPOSE:

Your answers to this questionnaire will assist (list – TYCOM), Naval Education and Training Command (NETC) and (list - learning center) to evaluate and improve courses by better matching training to the Navy's mission. You will also help us to evaluate future Navy ready relevant learning implementation. Your voluntary participation about your experiences as a graduate of a NETC course of instruction will show us areas where we do well and those where we need to improve. We need your honest opinions. Thank you for taking the time to complete this questionnaire carefully.

<u>On each screen, please click on the "Submit" button on the lower right to move forward to the next screen in the questionnaire</u>.

PRIVACY ACT STATEMENT:
Authority to request this information is granted under 5 U.S.C. 301 and the Department of the Navy Regulations.
ROUTINE USES:
These questionnaires will be analyzed by <u>TYCOM</u> who will share summary results with U.S. Fleet Forces Command, NETC, and the applicable learning center.
CONFIDENTIALITY:
Your responses are strictly confidential and will be statistically combined with the responses of others into a summary report.
PARTICIPATION:
Completion of this questionnaire is voluntary; however, your answers are very important to the Fleet feedback process.

QUESTIONS:
For questions concerning questionnaire execution, contact N6 (learning assessment system technical program manager) representative (email address and phone number).

For questions concerning questionnaire content, contact the TYCOM point of contact (POC) (POC email address and phone number).

Note: Contact information will vary and be included in actual
       level 3 survey.

INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE
You will answer questions about various tasks you perform as
part of your rating and general questions about being a
(position the Sailor will be assigned). Then you will be asked
for general feedback on this questionnaire. Finally, you will
be asked a few background questions about yourself.
Read each question carefully and select the response that best
reflects your knowledge or opinion. Click the "Submit" button
to go forward to the next screen. Do not close your browser
until you receive the "Questionnaire Complete" message.

Note: This questionnaire is unclassified and all answers
       provided should be at the unclassified level. If you are
       in doubt, seek guidance from your leading chief petty
       officer (PO) or leading PO prior to submitting your
       questionnaire.

The questionnaire takes about 30 minutes to complete.
Thank you for your participation.

Click the "Submit" button to begin the questionnaire.

Your last name:

Your first name:

Your rate:

BACKGROUND QUESTIONS ABOUT YOU

About you: Please select your current work status as a
(position the Sailor will be assigned) at your command (select
only one).
 A. I am currently working in the (position the Sailor will be
     assigned) rating at my command.
 B. I have not had an opportunity to work in the (position the
     Sailor will be assigned) rating following completion of
     (course and module).

CRITICAL DUTIES AND TASKS

The following questions focus on (number of tasks from ELO list for the module and course) critical (rating) tasks that you should be able to perform following formal training. Each task statement consists of three sub-areas (frequency, competency, and adequacy of training). You will have the opportunity to provide any additional comments once you have completed the questions for all of the task statements.

Task 1: (Place the first task from the ELOs here)
How frequently do you perform this task?
A. Never
B. Annually
C. Semi-annually
D. Quarterly
E. Monthly
F. Weekly
G. Daily

Rate your competency in performing this task.
A. Very limited (can do no part of the task).
B. Limited (can do some or simple parts of the task).
C. Somewhat proficient (need help on the hardest parts of the task).
D. Competent (can do the complete task but some parts are difficult).
E. Highly competent (can do the complete task quickly and accurately).

Rate the adequacy of the training you received during (course and module name) to perform this task.
A. Inadequate (training did not teach me to perform any parts of the task).
B. Partially adequate (training taught me to perform some but not all parts of the task).
C. Adequate (training was good enough for me to perform all parts of the task).
D. Good (training was understandable and prepared me to perform all parts of the task).
E. Excellent (training was greatly more than needed to perform the task).

Task 2:   (Place the second task from the ELOs here)

How frequently do you perform this task?
A.   Never
B.   Annually
C.   Semi-annually
E.   Quarterly
F.   Monthly
G.   Weekly
H.   Daily

Rate your competency in performing this task.
A.   Very limited (can do no part of the task).
B.   Limited (can do some or simple parts of the task).
C.   Somewhat proficient (need help on the hardest parts of the task).
D.   Competent (can do the complete task but some parts are difficult).
E.   Highly competent (can do the complete task quickly and accurately).

Rate the adequacy of the training you received during (course and module name) to perform this task.
A.   Inadequate (training did not teach me to perform any parts of the task).
B.   Partially adequate (training taught me to perform some but not all parts of the task).
C.   Adequate (training was good enough for me to perform all parts of the task).
D.   Good (training was understandable and prepared me to perform all parts of the task).
E.   Excellent (training was greatly more than needed to perform the task).

Task 3:   (Continue as above for all the tasks listed in the ELOs for the module and course)

Please provide any additional comments about your responses to the "critical duties and tasks" questions.

Note: DO NOT include any classified information or personally identifiable information in your response below.

GENERAL QUESTIONS ABOUT YOUR PERFORMANCE

How interested are you in the (position the Sailor will be assigned) rating?
A. Not interested
B. Neutral
C. Interested
D. Very interested

In general, regarding the (position the Sailor will be assigned) tasks you perform:
A. I cannot do them
B. I would struggle to do them on my own
C. I can do them with a bit of effort
D. I can do them easily

In general, I am disappointed with my performance on (position the Sailor will be assigned) tasks:
A. Almost never
B. Sometimes
C. Often
D. Almost always

YOUR FEEDBACK ABOUT THIS QUESTIONNAIRE

The number of questions was:
A. Not enough
B. About right
C. Too many

The time it took to complete the questionnaire was:
A. Too short
B. About right
C. Too long

Please fill out some background questions about you to complete
the questionnaire in the next section.

BACKGROUND QUESTIONS ABOUT YOU

About you: When did you graduate from A-School?
Month: _____
Year: _____

About you: When did you report to your current command?
Month: _____
Year: _____

About you: When did you report to your work center?
Month: _____
Year: _____

About you: Where do you currently perform your duties?
A. In a shore duty billet preparing for deployment
B. In a shore duty billet with no expectation for deployment
C. Stateside at a base, post, or command
D. Overseas assignment
E. Onboard a ship
F. Onboard a submarine
G. Assigned to an aviation billet, unit, or squadron
H. In a forward deployed unit or group
I. None of the above

If none of the above, specify below

About you: What is your current paygrade?
A. E-1
B. E-2
C. E-3
D. E-4
E. E-5
F. E-6

This question only applies if the Sailor selects "I have not had an opportunity to work in the (position the Sailor will be assigned) rating following completion of (course and module)" Please select the work status that has prevented you from performing rating tasks (select all that apply).

A. I have not been assigned to a work center responsible to perform my rating duties
B. I am assigned to a division responsible to perform rating duties, but I am currently performing tasks in other areas
C. I have spent the majority of my time performing temporarily assigned duties.
D. I do not have the proper clearance to perform rating specific tasks
E. Other (please specify in the text box below)

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QUESTIONNAIRE COMPLETE. Thank you.

SAMPLE LEVEL 3 SUPERVISOR FEEDBACK SURVEY

 INFORMATION: TYPE COMMANDER (TYCOM) Questionnaire on Training

PURPOSE:
Your answers to this questionnaire will assist (list – TYCOM),
Naval Education and Training Command (NETC), and (learning
center) to evaluate and improve courses by better matching
training to the Navy's mission. You will also help us to
evaluate future Navy ready relevant learning implementation.
Your voluntary participation about your experiences as a
supervisor of a graduate of a NETC course of instruction will
show us areas where we do well and those where we need to
improve. We need your honest opinions. Thank you for taking
the time to complete this questionnaire carefully.

On each screen, please click on the "Submit" button on the lower
right to move forward to the next screen in the questionnaire.

PRIVACY ACT STATEMENT:
Authority to request this information is granted under 5 U.S.C.
301 and the Department of the Navy Regulations.
ROUTINE USES:
These questionnaires will be analyzed by TYCOM who will share
summary results with U.S. Fleet Forces Command, NETC, and the
applicable learning center.
CONFIDENTIALITY:
Your responses are strictly confidential and will be
statistically combined with the responses of others into a
summary report.
PARTICIPATION:
Completion of this questionnaire is voluntary; however, your
answers are very important to the Fleet feedback process.

QUESTIONS:
For questions concerning questionnaire execution, contact NETC
N6 (learning assessment system technical program manager)
representative (email address and phone number).

For questions concerning questionnaire content, contact the
TYCOM point of contact (POC) (POC email address and phone
number).

Note: Contact information will vary and be included in the actual level 3 survey.

INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE
Thank you for your participation.

As a first-level supervisor, you will be asked questions about the various tasks your subordinate performs as part of the rating and general questions about your subordinate being a (position the Sailor will be assigned). Then you will be asked for general feedback on this questionnaire. Finally, you will be asked a few background questions about you and your subordinate. If you supervise more than one Sailor participating in this study, please complete a different assessment for each Sailor you supervise. Combined responses for multiple participants provides no value.

- You are answering this questionnaire because you are a first-level supervisor.
- Think of only one subordinate for each questionnaire.
- You will enter this subordinate's name on the next screen.
- Read each question carefully and select the response which best reflects your knowledge or opinion.
- Click the "Submit" button to go forward to the next screen.
- Do not close your browser until you receive the "Questionnaire Complete" message.
- The questionnaire takes about 30 minutes to complete.
- This questionnaire is unclassified. All answers provided should be at the unclassified level.
- Please complete a new questionnaire for each subordinate you are evaluating. After completing the questionnaire for one subordinate, go back to your email, click on the questionnaire link again to start a new questionnaire for each additional subordinate. Think of only one subordinate for each questionnaire.

 Supervisor - (course identification number (CIN) goes in header)

Please list one subordinate's name per questionnaire.

Subordinate's last name: (one subordinate only)

Subordinate's first name: (one subordinate only)

Subordinate's rate: (one subordinate only)

Supervisor - (CIN goes in header)

CRITICAL DUTIES AND TASKS

The following questions focus on (number of tasks from enabling
learning objective (ELO) list for the module and course)
critical (position the Sailor will be assigned) tasks your
subordinate should be able to perform following formal training.
Each task statement consists of three sub-areas (frequency,
competency, and adequacy). You will have the opportunity to
provide any additional comments once you have completed the
questions for all of the task statements.

Task 1: (Place the first task from the ELOs here)

How frequently does your subordinate perform this task?
O Never
O Annually
O Semi-annually
O Quarterly
O Monthly
O Weekly
O Daily

Rate your subordinate's competency in performing this task.
O Very limited (can do no part of the task). Needs to be
   trained to do the task.
O Limited (can do some or simple parts of the task). Needs
   further training and close supervision when doing the task.
O Somewhat proficient (needs help on the hardest parts of the
   task). Needs general supervision.
O Competent (can do the complete task but some parts are
   difficult). Needs only a spot check on completed work.
O Highly competent (can do the complete task quickly and
   accurately). Can teach others to do the task.

Rate the adequacy of the training your subordinate received
during A-School to perform this task based on observations of
your subordinate's performance.
O Inadequate (training did not teach my subordinate to perform
   any parts of the task).
O Partially adequate (training taught my subordinate to perform
   some but not all parts of the task).

○ Adequate (training was good enough for my subordinate to perform all parts of the task).
○ Good (training was understandable and prepared my subordinate to perform all parts of the task).
○ Excellent (training was greatly more than needed to perform the task).

Task 2: (Place the second task from the ELOs here)

How frequently does your subordinate perform this task?
○ Never
○ Annually
○ Semi-annually
○ Quarterly
○ Monthly
○ Weekly
○ Daily

Rate your subordinate's competency in performing this task.
○ Very limited (can do no part of the task). Needs to be trained to do the task.
○ Limited (can do some or simple parts of the task). Needs further training and close supervision when doing the task.
○ Somewhat proficient (needs help on the hardest parts of the task). Needs general supervision.
○ Competent (can do the complete task but some parts are difficult). Needs only a spot check on completed work.
○ Highly competent (can do the complete task quickly and accurately). Can teach others to do the task.

Rate the adequacy of the training your subordinate received during A-School to perform this task based on your observations of your subordinate's performance.
○ Inadequate (training did not teach my subordinate to perform any parts of the task).
○ Partially adequate (training taught my subordinate to perform some but not all parts of the task).
○ Adequate (training was good enough for my subordinate to perform all parts of the task).
○ Good (training was understandable and prepared my subordinate to perform all parts of the task).
○ Excellent (training was greatly more than needed to perform the task).

Task 3: (continue as above for all the tasks listed in the ELOs for the module and course)

Please provide any additional comments about your responses to the "critical duties and tasks" questions. Please do not write your subordinate's name in your comments.

Note: DO NOT include any classified information in your response below.

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GENERAL QUESTIONS ABOUT YOUR SUBORDINATE'S PERFORMANCE

How interested is your subordinate in being a (position the Sailor will be assigned)?
O Not interested
O Neutral
O Interested
O Very interested

In general, regarding the tasks your subordinate performs, your subordinate:
O Cannot do them
O Would struggle to do them on their own
O Can do them with a bit of effort
O Can do them easily

In general, my subordinate is disappointed with their performance on tasks
O Almost never
O Sometimes
O Often
O Almost always

YOUR FEEDBACK ABOUT THIS QUESTIONNAIRE

The number of questions was:
O Not enough
O About right
O Too many

The time it took to complete the questionnaire was:
O Too short
O About right
O Too long

BACKGROUND QUESTIONS ABOUT YOUR SUBORDINATE
About your subordinate: Please select your subordinate's
current work status as a (position the student will be assigned)
at your command. (Select all that apply) My subordinate:
O Is currently working as a (position the student will be
  assigned) at my command.
O Has not been assigned to this work center.
O Has been assigned to this work center, but is currently
  performing tasks in other areas (training petty officer (PO),
  supply PO, etc.).
O Is currently assigned temporary additional duty (TAD) to
  another work center (e.g., mess cooking, line shack, ship
  control party, compartment cleaning, corrosion control, etc.).
O Is currently on medical or legal hold pending resolution.
O Has been discharged from the service or is awaiting discharge.
O Has not had the opportunity to perform the job.
O Lacks the necessary knowledge, skills, and attitude to perform
  the job.
O Has been assigned to this work center, but is currently
  attending additional formal training.
O Has not yet been cleared to enter the work center.
O Other

BACKGROUND QUESTIONS ABOUT YOUR SUBORDINATE
If you answered your subordinate has not been assigned to this
work center in the prior question, please select "Submit."

About your subordinate: When did your subordinate report to
your command?

Month	☐ Jan	☐ Feb	☐ Mar	☐ Apr	☐ May
	☐ Jun	☐ Jul	☐ Aug	☐ Sep	☐ Oct
	☐ Nov	☐ Dec			
Year	☐ 2022	☐ 2023	☐ 2024	☐ 2025	☐ 2026

About your subordinate: When did your subordinate report to
your work center?

Month	☐ Jan	☐ Feb	☐ Mar	☐ Apr	☐ May
	☐ Jun	☐ Jul	☐ Aug	☐ Sep	☐ Oct
	☐ Nov	☐ Dec			
Year	☐ 2022	☐ 2023	☐ 2024	☐ 2025	☐ 2026

About your subordinate: Where does your subordinate currently
perform their duties?
○ In a shore duty billet with no expectation for deployment.
○ Stateside at a base, post, or command.
○ Overseas assignment.
○ In a forward deployed unit or group.
○ None of the above.
○ If none of the above, specify below.

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BACKGROUND QUESTIONS ABOUT YOU

Leadership: Please select your leadership position
O Work center supervisor of a recent graduate
O Leading PO of a recent graduate
O Leading chief PO of a recent graduate
O Division officer
O Officer in charge
O Other

About you: What is your current paygrade?
O E-5
O E-6
O E-7
O E-8
O E-9
O W-2
O W-3
O W-4
O W-5
O O-1
O O-2
O O-3
O O-4
O O-5
O O-6

Assessment Feedback

  QUESTIONNAIRE COMPLETE. Thank you. If you have additional
 subordinate(s) to evaluate, go back to your email and click on
                  the questionnaire link again.