

COURSE MANAGEMENT PLAN

INTRODUCTION

Welcome to the Field Sanitation Team Certification (FST) Course. Your job as a manager of this program will be to ensure the enhancement or the initial training of the FST team members who are selected by the commander to aid in protecting the health of the command by advising or assisting in the many duties which are essential in reducing diseases and nonbattle injuries.

The Course Management Plan is designed to assist the manager in organizing and conducting the course. Additionally, it will help prepare for the implementation of the instruction and the acquisition of resources. The plan will provide information about materials that have been especially prepared by personnel at the U.S. Army Medical Department Center and School.

There may be unit-unique training problems, and it is impossible to anticipate all unusual circumstances. There may be guidelines needed that are not provided in this plan. The course manager must decide what is best for each unique training situation.

The success of this training is contingent upon the continued support of the commander and of the personnel designated to implement the program. The training should be conducted under a variety of settings and with the frequency necessary for team members to maintain proficiency.

COURSE MANAGER/INSTRUCTOR QUALIFICATIONS

To effectively manage this training program, the course manager should be a commissioned officer (AOC 72B, 72D or 72E). Ideally, the instructor should be a noncommissioned officer (MOS 91S) who is well trained in preventive medicine measures. (Although it is preferred that NCOs serve as FST instructors, this is not mandatory if one is not available.)

Prior to the start of the training, the course manager should ensure that the instructors are familiar with all materials in this package. In addition, the manager should ensure that the instructors know how to operate all equipment and are familiar with all supplies.

It is advisable that the course manager also knows the material and is able to convey the information. Doing so may alleviate future problems and permit answers to questions that may arise during training.

TEAM MEMBER QUALIFICATIONS

The unit commander will select personnel to receive FST Certification training. The materials are designed and developed to sustain, enhance, or provide initial training for all personnel who are involved in FST training. Only those personnel who have completed the FST Certification Course and passed the examination will receive FST Certification and be appointed as members of the Field Sanitation Team.

The selection of team members should be from personnel whose normal field duties allow them to devote sufficient time to field sanitation activities. Personnel whose MOS and training require full-time operation under field conditions, such as kitchen personnel, motor pool personnel, and clerks should not be appointed as members of the FST. The FST must consist of at least two soldiers, one of whom must be a noncommissioned officer to provide assistance and/or consultation. Units who have assigned, or organic, Healthcare Specialists (MOS 91W) will select these personnel to be a part of the FST due to their MOS training in field sanitation and medical care. All FST members will receive FST training, regardless of MOS/AOC.

In order that the unit may fully benefit from the training given to the FST members, selection considerations should include initiative, aptitude, and **at least 6 months' service remaining with the unit.**

ORGANIZING THE COURSE

Before the training is actually conducted, the course manager must accomplish a number of things. Many of the actions will depend upon the specific circumstances under which the training will be conducted.

1. Determine and prepare the site for training. The training should be conducted under a variety of settings and with the frequency necessary for the team to maintain proficiency.
2. Prepare military instructor(s). The principles and techniques of effective military instruction, including evaluations, are defined and discussed in FM 7-0 (Training The Force) and FM 25-101 (Battle Focused Training).
3. Secure the test materials. The written tests should be safeguarded to ensure they are not compromised.
4. Prepare a students roster. Obtain or prepare a list of students. Ensure to obtain a correct home or office address to receive course certificates from the AMEDD Center and School.
5. Fax roster of students to Nonresident Instruction Branch (NRIB). As soon as the students have been identified, FAX the student roster to NRIB, FAX DSN 471-4012, or commercial (210) 221-4012.
6. Distribute materials to instructors and students. Distribute the Instructor Manual and supporting materials to the instructor(s). Distribute a copy of Subcourse MED153 and a copy of FM 4-25.12 to each appointed student 2-4 weeks prior to training, if circumstances permit.
7. Arrange for equipment and supplies. The course manager will need to determine where to obtain the equipment and supplies and how they will be transported to the training site. Recommended equipment and supplies are listed for each lesson in the Instructor Manual.
8. Obtain supplemental references. Make available, if circumstances permit, copies of any other approved references. Recommended references are listed for each lesson in the Instructor Manual.
9. Consider student load. The course manager should consider the number of instructors based on the number of potential students. In some cases there may be a need for a ratio of 1:1 or in other circumstances 1:14 depending on tasks and specific circumstances.

10. Prepare a training schedule. The individual circumstances will determine the most practical schedule. For guidance, a list of the approved lesson titles is in Appendix A. Appendix B contains a scheduling guide.

CONDUCTING THE COURSE

How the course manager manages the training will depend on specific circumstances. However, there are a few basic ideas provided in this plan. There may be other ideas about managing the training that might work better in unusual circumstances. The manager must be adaptable and innovative.

1. Orient the instructors and students. A proper orientation sets the tone for the training and lets the personnel involved know what is expected of them. Lesson 1 (Introduction to Field Sanitation) provides a presentation for orienting students to the course and FST responsibilities. It is best if the course manager, NCOIC, or other appropriate guest speaker conduct this orientation.
 - a. Explain the objectives of the training. Explain what the training is intended to do. That is, train the soldiers to aid the unit commander in protecting the health of the command by advising and assisting in the many duties essential to reducing diseases. By means of instructing, supervising, assisting, inspecting, and reporting, the FST ensures that appropriate field sanitation facilities are established and maintained, and that effective preventive medicine measures are practiced.
 - b. Explain the use of Subcourse MED153 and FM 4-25.12. If they have not already done so, students should become familiar with the lesson content and the major approved references. The lesson content, approved references, and the practical exercises included with each lesson should be used to review and reinforce each block of instruction.
 - c. Explain the testing procedure. The comprehensive written examination should be administered by a test proctor at a central testing site. Students should not be allowed to keep or record test questions or answers. Explain how the examinations are to be administered and how results are to be used. (An explanation of testing procedures follows this section.)
2. Initiate records. After starting the training, ensure instructors keep records on each student's progress. A format for individual progress plotting is found in Appendix C. Careful record keeping is essential.
3. Request additional materials. Contact NRIB, AHS, for additional materials, if required.

TESTING PROCEDURES

There will be a comprehensive examination administered at the end of the training. The minimum score to receive a passing grade is 70%. To lessen the possibility of compromising the examination, it should be secured, and students should not be allowed to retain copies of test items.

When students have completed the examination, submit a roster of students to NRIB, AHS. The roster must contain each student's name, rank, social security number, unit address and RYE (for USAR). Mark each student as pass or fail for the exam. Send roster sheet to: Commander, U.S. Army Medical Department Center and School, Nonresident Instruction Branch, ATTN: HSHA-ME, Fort Sam Houston, Texas 78234-6199. A sample roster is included after Appendix D. This roster form may be locally reproduced.

If a student receives a failing score on the examination, wait a period of time and administer a retest. If the student fails again, he/she is dismissed and returned to the unit. (When students receive failing scores on the examination, the instructor should attempt to determine why and correct the problem, if possible. Poor scores may be caused by reading problems, personal problems, lack of interest, or lesson difficulty.)

A passing score results in the student being certified as a member of the FST. The student will receive a subcourse completion notice from NRIB, which will serve as proof of FST certification. Students will also receive course credit for completing Subcourse MED153. The individual unit may, at its discretion, issue students successfully completing the training an official certificate.

TRAINING MATERIALS

The training materials required to adequately train the selected tasks are included in the Instructor Manual. The list of training materials is part of each lesson.

QUESTIONNAIRE

We would appreciate your completing and returning the questionnaire included in Appendix D after the training has been completed. However, if you have questions, do not wait until the completion of training before contacting the proponent office.

APPENDIX A

NUMBER AND TITLE OF LESSONS

Lesson Number	Title
1	Introduction to Field Sanitation Team Operations
2	The Medical Threat to Field Forces
3	Personal Hygiene and Preventive Medicine Measures
4	Water Supply in the Field
5	Food Service Sanitation in the Field
6	Waste Disposal in the Field
7	Arthropods and Diseases
8	Management of Arthropods Through Individual Preventive Medicine Measures
9	Management of Arthropods Through Non-Chemical (Sanitation) and Chemical Practices
10	Rodent Management
11	Heat Injuries
12	Cold Weather Injuries
13	Controlling Toxic Industrial Material Hazards (Non-NBC)
14	Noise Hazards and Noise Management
15	Field Sanitation Team Equipment and Supplies

APPENDIX B

RECOMMENDED SCHEDULING GUIDE

Lesson Number	Title	Hours	Type of Instruction
1	Introduction to Field Sanitation Team Operations	1	Lecture and conference
2	The Medical Threat to Field Forces	1	Lecture and conference
3	Personal Hygiene and Preventive Medicine Measures	2	Lecture and conference
4	Water Supply in the Field	4	Lecture and practical exercise.
5	Food Service Sanitation in the Field	2	Lecture and demonstration
6	Waste Disposal in the Field	4	Lecture, demonstration and practical exercise.
7	Arthropods and Diseases	2	Lecture
8	Management of Arthropods Through Individual Preventive Medicine Measures	4	Lecture and Field demonstration
9	Management of Arthropods Through Non-Chemical (Sanitation) and Chemical Practices	4	Lecture and Field demonstration.
10	Rodent Management	2	Lecture and demonstration.
11	Heat Injuries	3	Lecture and demonstration.
12	Cold Weather Injuries	3	Lecture and demonstration.
13	Controlling Toxic Industrial Material Hazards (Non-NBC)	2	Lecture
14	Noise Hazards and Noise Management	2	Lecture and practical exercise.
15	Field Sanitation Team Equipment and Supplies	2	Lecture

APPENDIX C

INDIVIDUAL PROGRESS PLOTTER

COURSE NUMBER/DATE: _____

PAGE ____ OF ____

NAME OF SOLDIER / SSN	PASS	FAIL	RETEST	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

APPENDIX D

**FIELD SANITATION TEAM CERTIFICATION TRAINING COURSE
COURSE MANAGER QUESTIONNAIRE**

Please complete and return this questionnaire after you have administered the training. Your answers to these questions will be of assistance to the AMEDD Center and School when the training is revised.

Answer the questions listed below. If you check "No" to any question, please use the space provided for qualifying or explaining your answer. Use additional paper if needed, but please refer to the question number.

RESPONSE		QUESTIONS
YES	NO	1. Materials in the Instructor Manual and subcourse are complete and easy to read and understand. (If not complete, please list the missing items.) _____ _____ _____
YES	NO	2. The instructions in the Course Management Plan are easy to comprehend. If no, please explain. _____ _____ _____
YES	NO	3. The Instructor Manual is adequate and easy to understand. If no, please explain. _____ _____ _____
YES	NO	4. The subcourse is arranged in logical sequence and is easy to understand. _____ _____ _____
YES	NO	5. The test items are clear, concise, and appropriate. If no, please explain. _____ _____ _____
YES	NO	6. There are sufficient test items for each area of instruction. If no, please explain. _____ _____ _____

OFFICIAL REGISTRATION AND GRADESHEET

COURSE NAME: Field Sanitation Team Certification Course

CLASS DATES: _____

POC TEL NO: _____

ADDRESS: _____

FAX NUMBER: _____

TOTAL GRADUATES: _____

PAGE ___ **OF** ___

RANK/NAME	SSN	CP	G	MOS	UNIT ADDRESS (INCLUDE ZIP CODE)	RYE DATE	GPA	REMARKS

**CORRESPONDENCE COURSE OF
THE U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL**

SOLUTIONS FOR EXAM #1

SUBCOURSE MED 153

-- Field Sanitation Team Certification Course.

**EACH TEST ITEM IS GIVEN A WEIGHT OF 2
(All references are to Subcourse MED153)**

- | | |
|-----------------------|--------------------------|
| 1. a (para 2-1a) | 26. a (para 4-10c(2)(b)) |
| 2. a (para 1-1b) | 27. d (para 4-10c(4)(a)) |
| 3. c (para 1-1c) | 28. b (para 4-10c(4)(a)) |
| 4. b (para 1-2a) | 29. b (para 6-2a(1)(a)) |
| 5. d (para 1-4a) | 30. a (para 6-2a(1)(a)) |
| 6. c (para 2-1b) | 31. a (para 5-4a) |
| 7. a (para 11-3c) | 32. d (para 5-4d(2)(c)) |
| 8. a (para 11-2e) | 33. e (para 7-5a) |
| 9. d (para 11-1h) | 34. g (para 7-5b) |
| 10. b (para 12-1b) | 35. g (para 7-5c) |
| 11. b (para 12-1a) | 36. c,g,b (para 7-5d) |
| 12. c (para 12-1a) | 37. a (para 7-5e) |
| 13. a (para 12-1b(3)) | 38. a (para 7-5f) |
| 14. c (fig 12-1) | 39. f (para 7-5g) |
| 15. a (para 9-1c) | 40. h (para 7-5h) |
| 16. a (para 8-1c) | 41. c (para 4-7d(1)) |
| 17. c (para 8-6a,b,c) | 42. a (para 4-10b(2)) |
| 18. d (para 7-2d(2)) | 43. b (para 6-2a(2)(f)) |
| 19. a (para 7-2a(2)) | 44. a (para 6-2a(2)(a)) |
| 20. e (para 7-2e(2)) | 45. d (para 5-3a(5)) |
| 21. f (para 7-2c(2)) | 46. d (para 4-10a(4)) |
| 22. b (para 7-2f(2)) | 47. a (para 5-4d(2)(c)) |
| 23. c (para 7-2b(2)) | 48. a (para 4-10c(1)) |
| 24. a (para 8-1a,b,c) | 49. b (para 11-4c(5)) |
| 25. c (para 4-10a(1)) | 50. c (para 10-1b(1)) |

FOR OFFICIAL USE ONLY

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print, transmit unless specifically authorized.**

**CORRESPONDENCE COURSE OF
THE U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL**

SOLUTIONS FOR EXAM #2

SUBCOURSE MED 153

-- Field Sanitation Team Certification Course.

**EACH TEST ITEM IS GIVEN A WEIGHT OF 2
(All references are to Subcourse MED153)**

- | | |
|--------------------------|--------------------------|
| 1. b (para 5-4d(2)(c)) | 26. d (para 11-2a,b,c) |
| 2. c (para 4-7d(1)) | 27. d (para 6-2a(2)(a)) |
| 3. d (para 7-2d(2)) | 28. b (para 6-2a(2)(b)) |
| 4. a (para 7-2a(2)) | 29. f (para 6-2a(2)(d)) |
| 5. e (para 7-2e(2)) | 30. c (para 6-2a(2)(e)) |
| 6. f (para 7-2c(2)) | 31. a (para 6-2a(2)(f)) |
| 7. b (para 7-2f(2)) | 32. e (para 6-2a(2)(g)) |
| 8. c (para 7-2b(2)) | 33. a (para 9-2b) |
| 9. c (para 4-10a(1)) | 34. d (para 9-2b) |
| 10. d (para 1-4a) | 35. c (para 9-6b(3)) |
| 11. a (para 8-1a,b,c) | 36. b (para 9-2a(1)) |
| 12. a (para 12-1a) | 37. a (para 14-5F) |
| 13. e (para 7-5a) | 38. b (para 10-1a(1)) |
| 14. g (para 7-5b) | 39. c (para 1-1c) |
| 15. g (para 7-5c) | 40. c (para 11-1h) |
| 16. c,g,b (para 7-5d) | 41. a (para 8-1c) |
| 17. a (para 7-5e) | 42. a (para 4-10c(2)(b)) |
| 18. a (para 7-5f) | 43. a (para 11-2e) |
| 19. f (para 7-5g) | 44. d (para 5-3a(5)) |
| 20. h (para 7-5h) | 45. c (para 8-6a,b,c) |
| 21. a (para 5-4a) | 46. a (para 4-10b(2)) |
| 22. b (para 4-10c(4)(a)) | 47. b (para 12-1a) |
| 23. d (para 5-4d(2)(c)) | 48. d (para 4-10b(4)) |
| 24. b (para 11-3c) | 49. a (para 4-10c(1)) |
| 25. b (para 6-2a(1)(a)) | 50. c (para 6-2a(1)(a)) |

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