

ANNEX C

(SAMPLE) SIMULATOR REQUEST FORM

1. References: [Applicable Soldier Training Publication (STP), Technical Manuals (TM), Field Manuals (FM), Training Circulars (TC), Equipment Lists, Diagrams, Pictures of Equipment to be modeled (This would include any available pictures or photographs that provide a wide shot of the equipment or what you would see if you conducted a walk-thru and/or walk-around of the actual equipment and its components), etc...].

2. Title: (Give a descriptive title to the Simulator).

3. Category: (Army Wide or Signal Center peculiar Simulator. Pick one or the other).

4. Currently on Hand: (The quantity of the same or similar item performing the same function: authorized and on hand).

5. Training Requirements (Done by the Customer):

a. Identify and describe the Target Audience (s):

b. Identify the course (s) and POI (s) the Simulator will support for both Resident and/or Non-Resident Resident Training: (Provide an electronic copy of both the course description (s) and the POI (s) /w all the associated supporting documents such as the lesson plans (w/TLOs & ELOs), course structure, course maps, individual task summaries, learner evaluation plan, learning objectives, handouts, other training aids and a flow chart visually depicting how the Simulator will be used in the course:

c. Identify when you need the Simulator by and why (This helps determine the period of performance and supports obtaining funding based on operational needs and impacts):

d. Training Strategy

(1) Describe how the Simulator will be used in each course: (Practical Exercise, Concurrent Training, Remedial Training, Testing, In lieu of actual equipment, Stand Alone Self Paced Instruction, etc...).

(2) Identify what portion of the course the simulator will comprise. A simulator may comprise a portion of, or be the sole delivery methodology for, an entire course. Which one is it:

e. In (Column A) in the table below identify the Task Title and Number– This is the task title and number listed in the Lesson Plan, Training Support Package (TSP), or sub course lesson that is taught, supported, or reinforced by this lesson.

f. In (Column B) in the table below identify the Lesson Title and Number– The lesson title and number is the same that is listed in the Lesson Plan, TSP, or sub course lesson. (*A lesson may contain multiple tasks).

g. In (Column C) in the table below identify the POI Instructional Hours– Total academic hours (peacetime) included in the Lesson Plan or TSP, or the credit hours listed in the sub course lesson for conducting training for this lesson. It includes all methods of instruction such as conference, demonstration and practical exercise. An academic hour is 50 minutes. (*A POI may contain multiple lessons).

h. In (Column D) in the table below identify the Projected IMI (Simulator) Hours– This is the projected number of academic hours that it will take the average learner to complete the IMI (Simulator) lesson and/or Sharable Content Object. This includes the learning activities, checks on learning, and Practical Exercises (PEs) that were developed to replace those listed in the Lesson Plan, TSP, or sub course lesson. It also includes the pretest, posttest, and any additional PEs or tests. Additional PE hours or tests are those PEs that are extensions/additions to the PEs listed in the Lesson Plan, TSP, or sub course lesson.

i. In (Column E) in the table below identify the Projected IMI (Simulator) hours at each level of interactivity– This is the projected number of IMI (Simulator) hours that are projected for each level of interactivity. For example, for any given lesson, several different levels of interactivity may be indicated such as one hour at IMI Level #1 (i.e. Practice Mode of the Simulator), four hours at IMI Level #2 (i.e. Acquire Mode of the Simulator), two hours at IMI Level #3 (i.e. Practice Mode of the Simulator) and/or three hours at IMI Level #4 (i.e. Validate Mode of the Simulator). Categories of Production (audiovisual elements) do not influence the level of interactivity. The total number of hours listed in column (e) must equal the number of IMI hours listed in column (d).

Note: When information is not applicable for this project, use NA in the below chart.

(a) Task Title and Number	(b) Lesson Title and Number	(c) POI Instructional Hours	(d) Projected IMI Lesson/SCO Hours to be Delivered	(e) Projected IMI Hours at each Level of Interactivity			
				1	2	3	4

j. Provide the Accompanying Task Summaries to the tasks listed in (a) above:

k. Identify any Prerequisite training required:

6. Model Requirements & Characteristics (Done by the Customer):

a. Describe what the actual Model to be simulated is (This includes the component listing):

b. Describe what the actual Model to be simulated does (In technical Signal terms):

7. Simulator Requirements & Characteristics (Done by Customer & DOT SIM Branch):

a. Determine what type of simulation is needed: (Live, Virtual or Constructive Simulation with or without lessons).

b. Determine if there are any unique features or functions that are needed: Must it be Interoperable (Live, Virtual & Constructive Simulation compatible?), must it be Collaborative (Multi-Player capable?), must it be Distributive (Multi-Location capable?), must it include theory lessons?

c. Determine what additional multimedia requirements are present: (Does it need animation to support the theory based lessons if present?).

8. Funding Requirements (Done by Customer, DOT UIT & DOT SIM Branch). The most important part of the SIM request is the justification of the need.

a. Background/History: (Describe the history of the project and what lead to the need for this Simulator or Simulation).

b. Operational Impact: (In this paragraph, describe the need for the Simulator/Simulation in terms of why the task(s) must now be trained if these tasks have not been taught/sustained previously, why the current method(s)/strategy for training the task(s) is (are) now insufficient/ineffective, or what cost savings (OPTEMPO, ammunition, reduced throughputs, etc.) will result from use of the proposed Simulator/Simulation. Explain this in terms of “What does the Army have to gain if you get the Simulator?” and “What does the Army have to lose if you do not get the Simulator?”

9. Administrative Information:

a. Training Department POC: (This is the person the customer designates from within their organization to be the Commander’s or Commandant’s representative for the project. This is the person in the customer’s organization that the Training Developers and Subject Matter Experts back brief to ensure the information they are providing is still within the Commander’s or Commandant’s intent for the Simulator/Simulation. This person also resolves disputes between the SME and TD) (Include their remaining time left on Ft. Gordon. It is best to pick someone that will be on station until the project is complete):

b. Training Developer (s) (Include their remaining time left on Ft. Gordon. It is best to pick someone that will be on station until the project is complete):

c. Subject Matter Expert (s) (By MOS and/or system) (Include their remaining time left on Ft. Gordon. It is best to pick someone that will be on station until the project is complete):

d. Simulator Project Leader [This is the person (Training Developer or Contractor) the customer (TNG DEPT or PM) must supply to the DOT/UIT/SIM Branch to serve as the

Simulator Project Leader that is responsible for the overall design, development, validation, and fielding of the (*Simulator Project Title*) IAW the U.S. Army Signal Center & Ft. Gordon Simulation Development SOP dated 07 MAR 07.

e. Class # of Soldiers supporting the Group Trials (Education Validation):

f. Commander's Signature on Request.