

## Training Program Self-Assessment

Filled out semi-annually. The purpose of this self-assessment is to assist commanders and senior enlisted advisors in evaluating internal processes. At a minimum, this documentation must clearly indicate who conducted the evaluation, the date the evaluation was conducted, what internal process weaknesses (if any) were detected, and what corrective actions were taken. The completion of the UMF 350-1-16 is certification that the evaluation was performed and appropriately documented.

	YES	NO	N/A
a. Has the Commander developed, signed and published an Annual Training Plan? (UMR 350-1)  Remarks:			
b. (Battalion and MEPS only) Are quarterly training schedules signed by next higher commander? (UMR 350-1)  Remarks:			
c. (Sector, Battalion, MEPS only) Has a Primary and Alternate TC been designated in writing? (UMR 350-2)  Remarks:			
d. Have TCs completed JKO Training Coordinator Course? (UMR 350-2)  Remarks:			
e. Have TCs signed JKO Certificate of Non-disclosure? (UMR 350-2)  Remarks:			
f. (MEPS only) Are TSJTS being utilized in initial training of employees? (UMR 350-2)  Remarks:			
g. (MEPS only) Are TSJTS recorded via ILT in JKO? (UMR 350-2)  Remarks:			
h. Have DA Civilian, Army and Non-Army military members created accounts in Go Army Ed? (UMR 350-1)  Remarks:			
i. Have all supervisors created two accounts in ACT and GAE? (UMR 350-1)  Remarks:			

j. Is Army Career Tracker being used to develop IDPs? (UMR 350-1)			
Remarks:			
k. Do all Civilian employees have an IDP that has been approved within 60 days of hire or 30 days of evaluation cycle? (UMR 350-1)			
Remarks:			
l. Have Supervisors of DA civilians completed the SDC course within 180 days of assignment? (UMR 350-1)			
Remarks:			
m. Have Supervisors of DA civilians completed the SDC-R course within 3 years of completion of the SDC course? (UMR 350-1)			
Remarks:			
n. Have all MEPS personnel completed Recruiter Familiarization training? (UMR 350-2)			
Remarks:			
o. Have Military members completed service specific training IAW SPEAR matrices? (UMR 350-2)			
Remarks:			
p. Have dual hatted BN/MEPS Commanders submitted UMF 350-1-5 to Sector for signature? (UMR 350-1)			
Remarks:			
q. Have dual hatted BN/MEPS Commanders submitted UMF 350-1-1 to Sector for signature? (UMR 350-1)			
Remarks:			
r. Are UMF 350-1-15 utilized to record attendance for all resident training? (UMR 350-2)			
Remarks:			
s. Is Command Training Binder maintained IAW UMR 350-2?			
Remarks:			
t. Have ITRs been established for all assigned personnel? (UMR 350-2)			
Remarks:			

u. Have local ILTs been generated IAW UMR 350-2?  Remarks:			
v. Are UMF 350-1-15 maintained in the Command Training Binder for current FY resident training? (UMR 350-2)  Remarks:			
w. (MEPS only) Are JTSTS signed by Trainee, Trainer, and Supervisor? (UMR 350-2)  Remarks:			
x. Are current FY PFT results filed in the Command Training Binder? (UMR 350-2)  Remarks:			
y. Are current FY PFT waivers or profiles filed in the Command Training Binder? (UMR 350-2)  Remarks:			
Name of evaluator:	Date:		
Signature of evaluator:			