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TRAINING ANALYSIS AND EVALUATION GROUP (NAVY) ORLANDO FLA F/G 5/9
CENTRALIZED INSTRUCTOR TRAINING FOR NAVAL TECHNICAL TRAINING.(U)
NOV 76 C J PAPETTI, T F CURRY, E K GREEN

UNCLASSIFIED

TAE6-38

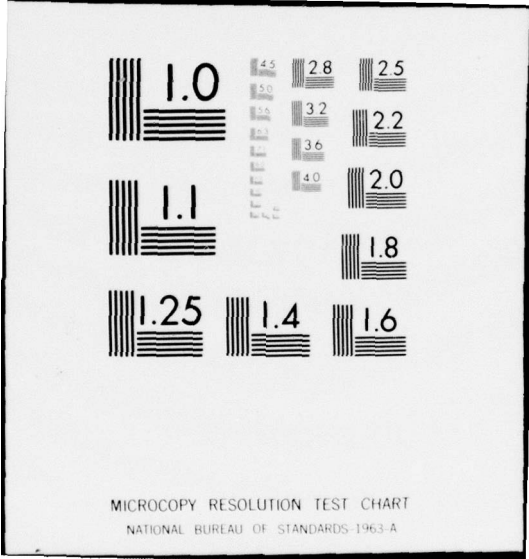
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TAEG Report No. 38

EXCESS FACILITIES LISTED FROM DEPARTMENT
OF THE NAVY EXCESS FACILITIES PLAN

Activity - Naval Station, San Diego, California

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
157	61010	Admin. Office	S	1943	14,943
99	74001	Exchange Retail	S	1942	32,170
107	74086	Retail Warehouse	S	1942	21,341

Activity - Naval Air Station, San Diego, California

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
294	55010	Dispensary	S	1948	7,000
255	61010	Admin.	S	1948	7,572
275	61010	Admin.	S	1948	8,177
415	61010	Admin.	S	1948	23,884

Activity - Naval Air Station, Memphis; Millington, Tennessee

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
S-30	721-11	105 Mn BEQ	S	1943	6,762
S-31	721-11	105 Mn BEQ	S	1943	6,762
S-32	721-11	105 Mn BEQ	S	1943	6,762
S-35	721-11	105 Mn BEQ	S	1943	6,762
S-40	721-11	105 Mn BEQ	S	1943	6,762
S-41	721-11	105 Mn BEQ	S	1943	6,762
S-42	721-11	80 Mn BEQ	S	1943	6,762
S-130	171-20	Applied Inst. Bldg.	S	1943	4,114
N-75	721-15	41 Mn Recruit Bks.	S	1942	8,900
N-77	721-15	41 Mn Recruit Bks.	S	1942	8,900

Activity - Naval Air Station, Norfolk, Virginia

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
SP67	441-10	General Warehse Navy	S	1942	17,668
SP68	722-20	Det. Dining Facility (Enlisted Men)	P	1942	17,668
SP96	171-10	Academic Instr. Bldg	P	1943	2,599

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Activity - Amphibious Base, Norfolk, Virginia

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
2007	721-11	BEQ E-1/E-4	S	1943	166 Mn
3396	721-12	BEQ E-5/E-6	S	1947	134 Mn

Activity - Naval Station, Norfolk, Virginia

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
CFP26	740-12/ 25/34	Red Cross/Navy Relief, Fam Ser Center, Thrift Shop	S	1944	16,592

S - Semipermanent (wood)
P - Permanent (Brick/Block)

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SINGLE LOCATION CONCEPT

Specialized support area

1.	Remedial Learning Center 30 students X 40 SF/student	1200 SF
2.	Instructors Workspace/Offices 59 X 90 SF	5310 SF
3.	Student Break Area 440 AOB X .6 X 6 SF	1584 SF
4.	Reference Library	3098 SF
	a. Reading area 440(AOB) X .25 X 75	2750
	b. Stack area 1000/100 X 6.6	66
		2816
	Staff area .10 (4a + 4b)	282
		3098 SF
5.	Admin spaces	1400 SF
	Director (05) 1 X 150	150
	*Administrative Staff 4 X 100	400
	Secretary 5 X 60	300
	Other 3 X 60	180
		1030
	Conference Room	300 SF
	Admin Storage	70 SF
		1400 SF
6.	Training Aid Storage	750 SF
7.	Student Instructional Material Workshop 30 X 45 SF	1250 SF
8.	Auditorium 350 seats X 9 SF/seat	3150 SF
9.	Records storage area	500 SF
	Total Net Support Space	18,248 SF

SUMMARY
SINGLE LOCATION REQUIREMENT

Classroom space	11,384 SF
Support space	18,248 SF
	29,632
	X 1.25**
Total Requirement	37,040 SF

- * Assistant Director, Education Specialists, Senior Instructors/Supervisors
 ** Converts net requirement to gross SF to allow for heads, corridors, wall thickness, stairwells.

CLASSROOM SPACE

COLUMN HEADINGS - EXPLANATION

1. Days per week course meets
2. Weeks per year course meets
3. Optimum students per class
4. Total students processed per year
5. Number of classrooms required for course
6. Maximum students present per class
7. NAVFAC P-80 space allowance per student (sq. ft.)
8. Size requirement per room (column 6 X column 7) (sq. ft.)
9. Total requirements for all rooms (column 5 X column 8) (sq. ft.)
10. Percent utilization - a factor which measures the efficiency of classroom occupancy for each specific course.

Column 1 X Column 2
250*

Meeting days per week X weeks per year course meets
250 days per work year

*250 days is considered to be an optimum number of days in a school year.

A "meeting day" is defined as an 8-hour day.

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SINGLE LOCATION - CLASSROOM SPACE REQUIREMENTS

Course	Classes	Students	Classrooms	SF/Student	Room Size	Total Req.	% Utilization			
	1	2	3	4	5	6	7	8	9	10
1. Instructor Basic	5	50	17	3548	4	17	22	374	1496	100
Lecture	5	50	3	-	4	3	40	120	480	100
Self-paced	5	50	7	3548	36	7	22	154	5544	100
"Split-class" space										
2. Instructor Shipboard	5	49	11	637	1	11	22	242	242	98
Lecture	5	49	2	-	1	2	40	80	80	98
Self-paced	5	49	7	637	2	7	22	154	308	98
"Split-class" space										
3. Programmed Instruction Tech	5	44	20	256	2	10	22	220	440	61*
Lecture	5	44	4	-	2	2	40	80	160	61*
Self-paced										
4. Leadership & Management	5	50	14	1734	4	14	22	308	1232	100
Lecture	5	50	3	-	4	3	40	120	480	100
Self-paced										
5. Navy Schools Management	5	42	10	505	2	10	22	220	440	84
Lecture	5	42	2	-	2	2	40	80	160	84
Self-paced										
6. Submarine Training System	5	6	11	76	1	11	22	242	242	12
Lecture	5	6	2	-	1	2	40	80	80	12
Self-paced										
7. Officer Instr. Indoctrination	5	4	5	24	1	5	22	110	use avail.	08
Lecture	5	4	1	-	1	1	40	40	room	08
Self-paced										

Total classroom space 11,384

*NOTE: Due to scheduling, Program Instructor Techniques needs 1 room 44 weeks of the year and an additional room 22 weeks of the year; therefore, it uses 1 room 88% of the time and another room 44% of the time. The effective utilization of 2 rooms is:
 $1 \times .88 = .88$
 $1 \times .44 = .44$
 $1.32/2 = 61\%$

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TWO LOCATION CONCEPT

Support areas.

1.	Remedial Learning Center 15 students X 40 SF/student		600 SF	
2.	Instructor Workspace/Offices 30 X 90 SF		2700 SF	
3.	Student Break area 266 AOB X .6 X 6		958 SF	
4.	Reference Library			1865 SF
	a. Reading area	266(AOB) X .25 X 25	1662	
	b. Stack area	500/100 X 6.6	33	
			<u>1695</u>	
	Staff area	.10 (4a + 4b)		
		.10 (1408)	170	
			<u>1865</u> SF	
5.	Admin spaces			1170 SF
	Director (05)	1 X 150	150	
	*Administrative Staff	4 X 100	400	
	Secretary	3 X 60	180	
	Other	2 X 60	120	
			<u>850</u>	
	Conference Room		250 SF	
	Admin Storage		70 SF	
			<u>1170</u> SF	
6.	Training Aid Storage		500 SF	
7.	Student Instructional Materials Workshop 15 X 45		625 SF	
8.	Records storage area		<u>300</u> SF	
	Total Support Space (net)			8,718 SF

SUMMARY
TWO LOCATION REQUIREMENT

		<u>Memphis</u>	<u>San Diego</u>
Classroom space		6,212 SF	***
Support space		8,718 SF	
Total Net Requirement		<u>14,930</u>	
Total Requirement		X 1.25** <u>18,663 SF</u>	

- * Assistant Director, Education Specialists, Senior Instructors/Supervisors.
 ** Converts net requirement to gross SF to allow for heads, corridors, wall thickness, stairwells.
 *** San Diego to remain as is.

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TWO LOCATIONS - CLASSROOM SPACE REQUIREMENTS

Course	Classes		Students		Classrooms		SF/Student	Room Size	Total Req.	% Utilization
	1	2	3	4	5	6	7	8	9	10
1. Instructor Basic										
Lecture	5	50	19	2300	2	19	22	418	836	100
Self-paced	5	50	4	-	2	4	40	160	320	100
"Split-class" space	5	50	8	2300	18	8	22	176	3168	100
2. Instructor Shipboard										
Lecture	5	32	11	203	2	11	22	242	484	48*
Self-paced	5	32	2	-	2	2	40	80	160	48*
"Split-class" space										
3. Programmed Instruction Tech										
Lecture	5	48	11	156	1	11	22	242	242	96
Self-paced	5	48	2	-	1	2	40	80	80	96
4. Leadership & Management										
Lecture	5	50	11	638	2	11	22	242	484	100
Self-paced	5	50	2	-	2	2	40	80	160	100
5. Navy Schools Management										
Lecture	5	50	9	268	1	9	22	198	198	100
Self-paced	5	50	2	-	1	2	40	80	80	100
6. Submarine Training System										
Lecture	5	6	11	76	1	11	22	242	use avail.	12.5
Self-paced	5	6	2	-	1	2	40	80	room	12.5
7. Officer Instr. Indoctrination										
Lecture	5	4	5	24	1	5	22	110	use avail.	08
Self-paced	5	4	1	-	1	1	40	40	room	08
								Total classroom space	6,212	

*NOTE: Due to scheduling, Instructor Shipboard needs 1 room 32 weeks of the year and an additional room 16 weeks of the year; therefore, it uses 1 room 64% of the time and another room 44% of the time. The effective utilization of 2 rooms is:

$$1 \times .64 = .64$$

$$1 \times .32 = .32$$

$$.96/2 = 48\%$$

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THREE LOCATION CONCEPT Memphis, Norfolk

Support areas.	<u>Memphis</u>	<u>Norfolk</u>
1. Remedial Learning Center 10 students X 40 SF/student	400 SF	400 SF
2. Instructor Workspace/Offices 18 X 90 SF	1620 SF	1620 SF
3. Student Break Area 138 AOB X .6 X 6 SF	497 SF	659 SF
4. Reference Library		
a. Reading area	138(AOB) X .25 X 25 = 862	183(AOB) X .25 X 25 = 1144
b. Stack area	500/100 X 6.6 = 33	500/100 X 6.6 = 33
	895	1177
Staff area	.10 (4a + 4b)	.10 (4a + 4b)
	.10 (895)	.10 (1177)
	90	118
	985 SF	1295 SF
5. Admin spaces		
Director OS	1 X 150 = 150	150
*Administrative Staff	4 X 100 = 400	400
Secretary	2 X 60 = 120	120
Other	2 X 60 = 120	120
	790	790
Conference Room	200 SF	200 SF
Admin Storage	50 SF	50 SF
	1040 SF	1040 SF
6. Training Aid Storage	300 SF	300 SF
7. Student Instructional Materials Workshop 10 X 45	450 SF	450 SF
8. Records Storage Area	200 SF	200 SF
Total	5492 SF	5964 SF

SUMMARY THREE LOCATION REQUIREMENT

	<u>Memphis</u>	<u>Norfolk</u>	<u>San Diego</u>
Classroom space	2,824 SF	5,034 SF	***
Support space	5,492 SF	5,964 SF	
Net Requirement	8,316 SF	10,998 SF	
	X 1.25**	X 1.25**	
Total Requirement	10,395 SF	13,748 SF	

10,395 Memphis
13,748 Norfolk

24,143 Sum of requirement at both schools

- * Assistant Director, Education Specialists, Senior Instructors/Supervisors
- ** Converts net requirement to gross SF to allow for heads, corridors, wall thickness, stair wells.
- *** San Diego to remain as is.

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MEMPHIS LOCATION
THREE LOCATIONS - CLASSROOM SPACE REQUIREMENTS

Course	Classes		Students		Classrooms		SF/Student		Room Size	Total Req.	% Utilization
	1	2	3	4	5	6	7	8			
1. Instructor Basic											
Lecture	5	50	17	975	1	17	22	374	374	100	
Self-paced	5	50	3	-	-	3	40	120	120	100	
"Split-class" space	5	50	7	975	9	7	22	154	1,386	100	
2. Instructor Shipboard											
Lecture	-	-	-	-	-	-	-	-	-	-	-
Self-paced	-	-	-	-	-	-	-	-	-	-	-
"Split-class" space	-	-	-	-	-	-	-	-	-	-	-
3. Programmed Instruction Tech											
Lecture	5	24	10	96	1	10	22	220	220	48	
Self-paced	5	24	2	-	1	2	40	80	80	48	
4. Leadership & Management											
Lecture	5	32	13	238	1	13	22	286	286	64	
Self-paced	5	32	2	-	1	2	40	80	80	64	
5. Navy Schools Management											
Lecture	5	50	9	268	1	9	22	198	198	100	
Self-paced	5	50	2	-	1	2	40	80	80	100	
6. Submarine Training System											
Lecture	-	-	-	-	-	-	-	-	-	-	-
Self-paced	-	-	-	-	-	-	-	-	-	-	-
7. Officer Instr. Indoctrination											
Lecture	-	-	-	-	-	-	-	-	-	-	-
Self-paced	-	-	-	-	-	-	-	-	-	-	-
									Classroom total	2,824	

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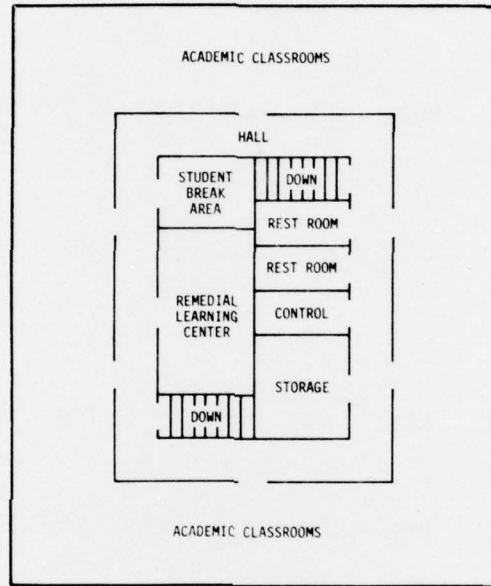
NORFOLK LOCATION
THREE LOCATIONS - CLASSROOM SPACE REQUIREMENTS

Course	Classes	Students	Classrooms	SF/Student	Room Size	Total Req.	% Utilization
	<u>1</u>	<u>3</u>	<u>5</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
1. Instructor Basic							
Lecture	5	17	2	22	374	748	70*
Self-paced	5	3	2	40	120	240	70*
"Split-class" space	5	7	18	22	154	2772	70*
2. Instructor Shipboard							
Lecture	5	11	1	22	242	242	64
Self-paced	5	2	1	40	80	80	64
"Split-Class" space	5	7	2	22	154	308	64
3. Programmed Instruction Tech							
Lecture	5	8	1	22	176	176	36
Self-paced	5	2	1	40	80	80	36
4. Leadership & Management							
Lecture	5	14	1	22	308	308	100
Self-paced	5	2	1	40	80	80	100
5. Navy Schools Management							
Lecture	-	-	-	-	-	-	-
Self-paced	-	-	-	-	-	-	-
6. Submarine Training System							
Lecture	5	11	1	22	242	use avail. room	12
Self-paced	5	2	2	40	80		12
7. Officer Instr. Indoctrination							
Lecture	5	5	1	22	110	use avail. room	08
Self-paced	5	1	1	40	40		08
					Classroom total	5,034	

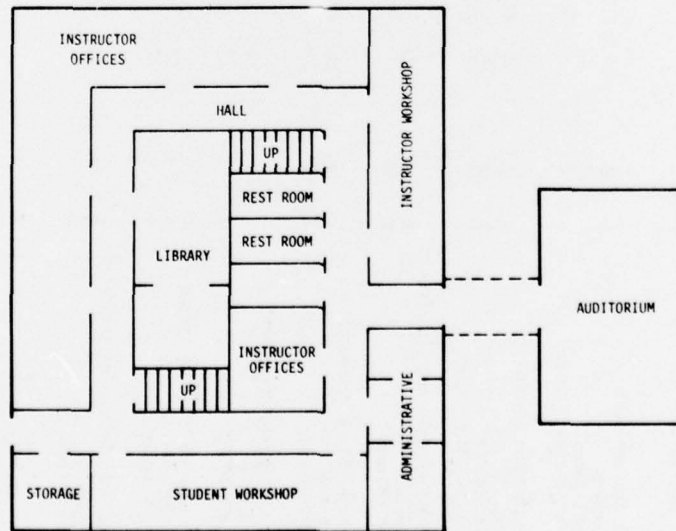
NOTE: Due to scheduling, Instructor Basic requires 1 lecture space 50 weeks of the year and an additional space 20 weeks of the year. Also required are 9 "split-class" spaces 50 weeks of the year and an additional 9 space(s) 20 weeks of the year. Effective utilization is:
 $(1 \times 1.0) + (1 \times .4) = \frac{1.4}{2} = 70\%$
 $(9 \times 1.0) + (9 \times .4) = \frac{12.6}{18} = 70\%$

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SPACE RELATIONSHIP
SINGLE LOCATION CONCEPT



SECOND FLOOR



FIRST FLOOR

TAEK Report No. 38

COURSE DESCRIPTIONS
INSTRUCTOR TRAINING SCHOOL COURSES*

- Course No. -- A-012-0011
Title -- Instructor Basic
Scope -- Principles of learning, public speaking, planning instruction, methods of instruction, test construction, use of training aids, analysis of instruction, preparation and use of instruction sheets, shop layout, safety precautions, and practice teaching.
- Course No. -- A-012-0023
Title -- Instructor Shipboard
Scope -- Characteristics of effective shipboard training procedures for conducting an effective shipboard training program.
- Course No. -- A-012-0036
Title -- Programmed Instruction Techniques
Scope -- Provides a thorough grounding in the basic techniques of programmed instruction and develops the trainees' abilities to write programmed instructional materials for use in Navy courses of instruction. The trainee should, with approximately six months of practical exercise in writing programmed instruction materials, be able to develop effective materials.
- Course No. -- A-012-0028
Title -- Management and Supervision
Scope -- The course provides the essentials of management, problem solving methods, conference leadership, styles of management, communication, group processes, managing change, motivation theory, cooperation vs. competition, frustrations and conflict resolution, and human resource management.

*NOTE: Except for the Instructor Basic Course, these courses are used for relative planning purposes only and at present may not necessarily exist in the location or manner described throughout this report and may not include all courses currently taught.

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Course No. -- A-7B-0010

Title -- School Administration (Navy Schools Management)

Scope -- Instructional procedures and techniques of administration of Navy schools.

Course No. -- A-012-0033

Title -- Submarine Training System

Scope -- Writing of Personnel Performance Profiles, Training Path System, Instructor Guide Curricula, and Submarine Training Evaluation Plan.

Course No. -- F-00-014

Title -- Officer Instructor Indoctrination

Scope -- Laws of learning, planning instruction, oral questioning, training aids, evaluation of instruction, curriculum instruction, tests instruction, programmed instruction and practice teaching.

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APPENDIX F

ANNUAL PERSONNEL COSTS

This appendix shows the annual personnel costs for the present system (FY 1975) and the projected annual personnel costs for one site, two sites, and three sites (based on a student input of 6785).

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ANNUAL PERSONNEL COSTS
PRESENT SYSTEM
(FY 1975)

	San Diego	Great Lakes	Memphis Man-Years	Norfolk	Newport	Groton	Total	Per Unit Cost	Total Cost
Director (0-5, 0-3)	2	1	2	1	1	.5	(0-5) 2 (0-3) 5.5	51,165 35,779	\$ 102,330 196,784
Senior Instructor (GS-12, 11) (0-2, E-9)	5	5	3	2	1	1	(GS-12) 5 (GS-11) 5 (0-2) 3 (E-9) 4	21,970 18,423 26,253 35,195	109,850 92,115 78,759 140,780
Instructor (E-8, GS-9)	30	27.36	13.14	21	1	6.5	(E-8) 84 (GS-9) 15	30,163 15,278	2,533,692 229,170
Secretary (GS-4, 3)	4	1	2	3	1	1	(GS-4) 3 (GS-3) 9	9,040 8,050	27,120 72,450
Other (GS-3) (E-4)	2	2		2		.8	(GS-3) 3.4 (E-4) 3.4	8,050 16,217	27,370 55,137
TOTAL*	43	36.36	20.14	29	4	9.8	142.3		\$3,665,557*
(Student Input)	(2666)	(870)	(1056)	(1184)	(113)	(323)	(6212)		

* This table was prepared given the FY 1975 Student thru-put of 6212. With a student input of 6785 (TOP 1976) the annual labor cost of the present system would be approximately \$4,004,000 with 154.5 man years of staff work. San Diego's portion would increase to 3120 students with a staff of 49 man years costing \$1,332,000 annually.

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PROJECTED ANNUAL PERSONNEL COSTS
SINGLE SITE
(STUDENT INPUT - 6785)

<u>POSITION</u>	<u>GRADE</u>	<u>MAN-YEARS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Director	0-5	1	\$51,165	\$ 51,165
Assistant Director	0-4	2	41,898	83,796
Senior Ed. Spec.	GS-13	1	25,962	25,962
Division Ed. Spec.	GS-11	2	18,423	36,846
Leading Chief Petty Officer	E-9	1	35,195	35,195
M11. Instructor	E-8	53.5	30,163	1,613,720
Civ. Instructor	GS-9	9.5	15,278	145,141
Secretary	GS-4	1	9,040	9,040
	GS-3	4	8,050	32,200
Other	E-6	4	20,769	83,076
TOTAL		79		\$2,116,151

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PROJECTED ANNUAL PERSONNEL COSTS
TWO SITES*
(STUDENT INPUT - 6785)

<u>POSITION</u>	<u>GRADE</u>	<u>MAN YEARS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Director	0-5	1	\$ 51,165	\$ 51,165
Div. Officer	0-4	2	41,898	83,796
Senior Ed. Spec.	GS-12	1	21,970	21,970
Lead Ch. Petty Off.	E-9	1	35,195	35,195
Div. Ed. Spec.	GS-11	2	18,423	36,846
Mil. Instructors	E-8	31.5	30,163	950,134
Civ. Instructors	GS-9	5.5	15,278	84,029
Secretary	GS-4 GS-3	1 3	9,040 8,050	9,040 24,150
Other	E-6 <u>GS-7</u>	3 1	20,769 12,518	62,307 <u>12,518</u>
Total		52		\$1,397,000
(San Diego)		(49)		(\$1,332,000)
TOTAL		101		\$2,729,000

* The above breakdown is for the non-San Diego site, most likely Memphis (student input of 3665).

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PROJECTED ANNUAL PERSONNEL COSTS
THREE SITES*
(STUDENT INPUT -- 6785)

MEMPHIS (INPUT 1577)

NORFOLK (INPUT 2088)

POSITION	GRADE	MAN YEARS	UNIT COST	TOTAL COST	POSITION	GRADE	MAN YEARS	UNIT COST	TOTAL COST
Director	0-5	1	51,165	51,165	Director	0-5	1	\$ 51,165	\$ 51,165
Asst. Director	0-4	1	41,898	41,898	Asst. Director	0-4	1	41,898	41,898
Sr. Ed. Spec.	GS-12	1	21,970	21,970	Sr. Ed. Spec.	GS-12	1	21,970	21,970
Supervisor	GS-11 0-2	1	18,423	18,423	Supervisor	GS-11 0-2	1	18,423	18,423
		1	26,253	26,253			1	26,253	26,253
Mil. Instructor	E-8	16	30,163	482,608	Mil. Instructor	E-8	19	30,163	573,097
Civ. Instructor	GS-9	3	15,278	45,834	Civ. Instructor	GS-9	3	15,278	45,834
Secretary	GS-3 E-4	3	8,050	24,150	Secretary	GS-3 E-4	3	8,050	24,150
		1	16,217	16,217			1	16,217	16,217
Total		28		\$728,518			31		\$819,000

San Diego	\$1,332,000
Memphis	729,000
Norfolk	819,000

* San Diego would remain intact and the information for San Diego can be found on page 112.

DISTRIBUTION LIST

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