UNITED STATES ARMY
MILITARY POLICE SCHOOL

COURSE MANAGEMENT PLAN
(CMP)

CHILD ABUSE PREVENTION & INVESTIGATIVE TECHNIQUES
(7H-F43)

This is a new Course Management Plan.

Approving Official:

Signature	Title	Date
	Deputy Director	16 APR 09

This CMP Contains

TABLE OF CONTENTS	
Title	**Page**
Introduction	2
Course Structure	2
Lesson Plans	3
Course Map	4
Training Schedule	6
Course Manager Qualifications	6
Course Manager Guidance	6
Instructor/Facilitator Qual./Cert. Requirements	7
Instructor/Facilitator Guidance	7
Required References	8
Administrative and Academic Chain of Command	8
Student Enrollment / Graduation Requirements	9
Training Schedule	Appendix A
Student Evaluation Plan	Appendix B
Required References	Appendix C

Introduction

1. Purpose:

a. This Course Management Plan (CMP) is approved by the Director of Training of the US Army Military Police School (USAMPS) and is designed for use by course managers, instructors and Soldiers delivering the Child Abuse Prevention & Investigative Techniques Course (7H-F43) training material.

b. The CMP provides the course managers and the instructors the information required to conduct the training prescribed by the enclosed training materials. It also provides information students need to meet their responsibilities for learning and successful completion of the course. This plan may be modified as training dictates.

c. This CMP is the first approved version for the CAPIT Course.

d. This course's lesson plans have been designed to impart knowledge and skill of child abuse investigative techniques. Soldiers receive this resident Course at Fort Leonard Wood. Therefore, all Military Police and other branch and service personnel attending this course will be trained to the same standards. This also allows the resident course personnel the ability to collect lessons learned and make adjustments to tactics, techniques, and procedures (TTPs) based on changes in the Contemporary Operational Environment (COE) which are always fluid and rapid.

2. Scope:

a. This course is designed to prepare the Soldier or sister service member to perform duties as a child abuse investigator. The course contains the critical information necessary to ensure successful duty performance and presents the information using sound training methodologies.

Course Structure

1. This course is structured in 16 lessons. The following is a graphic depiction that illustrates this structure:

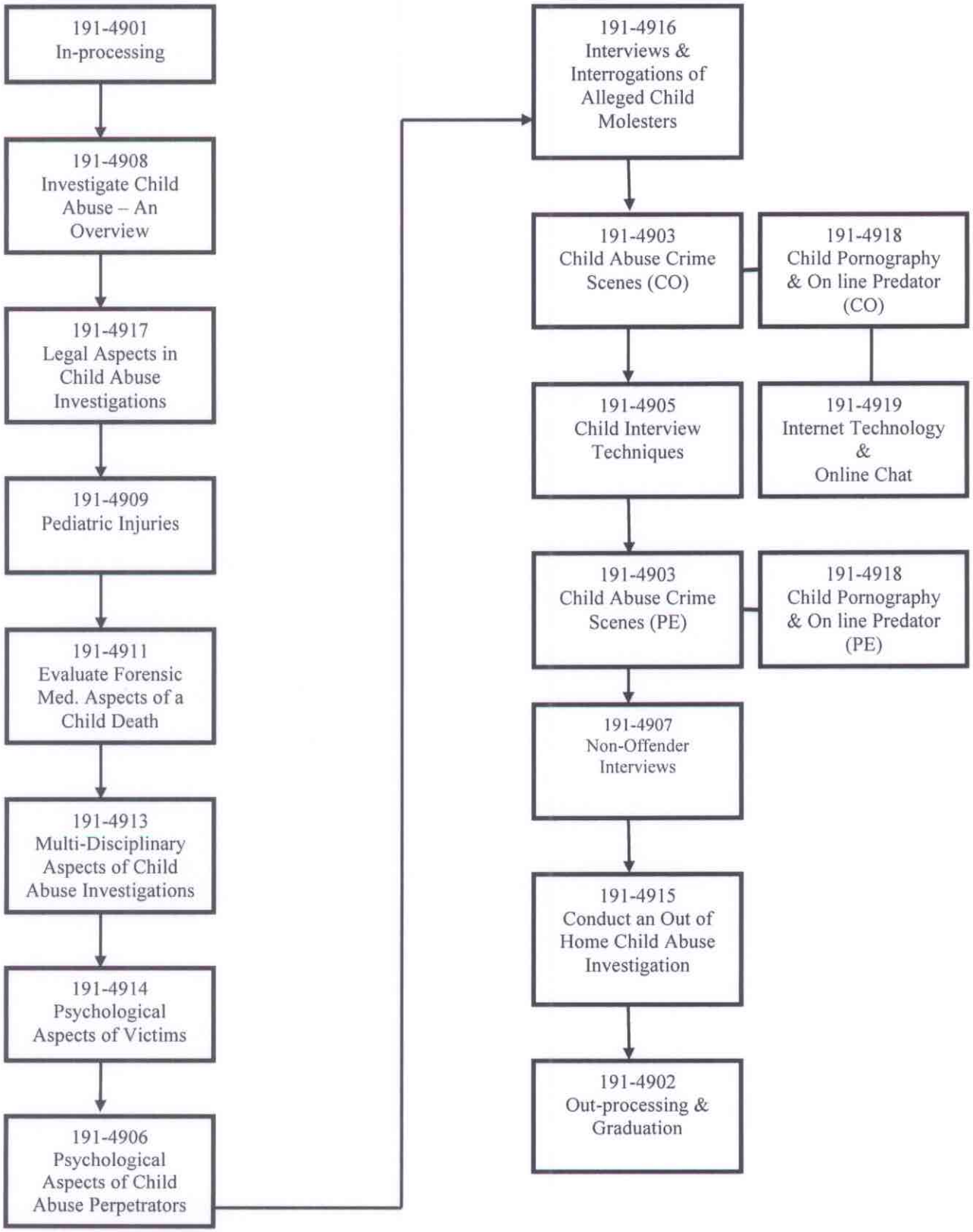
CAPIT Lesson Plans

(These times may change due to content changes or training support restrictions.)

191-4901	In-processing	1 hrs
191-4902	Out-processing/Graduation	.5 hrs
191-4903	Child Abuse Crime Scenes	12 hrs
191-4905	Child Interview Techniques	8 hrs
191-4906	Psychological Aspects of Child Abuse Perpetrators	4 hrs
191-4907	Non-Offender Interviews	2 hrs
191-4908	Investigate Child Abuse – An Overview	5 hrs
191-4909	Pediatric Injuries	4 hrs
191-4911	Evaluate Forensic Medicine Aspects of a Child Death	4 hrs
191-4913	Multi-Disciplinary Aspects of Child Abuse Investigations	3 hrs.
191-4914	Psychological Aspects of Victims	5 hrs
191-4915	Conduct an Out of Home Child Abuse Investigation	3.5hrs
191-4916	Interviews/Interrogations of Alleged Child Molesters	4 hrs.
191-4917	Legal Aspects in Child Abuse Investigations	2 hrs
191-4918	Child Pornography and the Online Predator	4 hrs
191-4919	Internet Technology and Online Chat	4 hrs

Course Structure (Continued)	2. The previous chart shows how this program of instruction (POI) is broken out into the major lessons. Methods and techniques of instruction are identified in both the lesson plans and POI. The optimum instructor to student ratio for large group instruction (LGI) is 1:45, with a minimum of 1:25 and a maximum of 1:50. A waiver request must be submitted to deviate from the minimum or maximum instructor to student ratios. The training instruction method of delivery represents the predominant methods used in each of the annexes.
Course Map	The course map shows the recommended training sequence for this course. Some variance to the training course map is permitted, but close attention must be given to prerequisite lesson plans. The next page reflects the course map.

CAPIT Course Map



Training Schedule	A sample training schedule is located at Appendix A. This is not the complete training schedule required, which must be completed by the Course Manager IAW this reference. In addition to the notes for the outline schedule, ensure that any remedial training is scheduled after academic hours.
Course Manager Qualification	The Course Manager must meet all the Instructor qualifications. Course Managers are not required to receive quarterly instructor evaluations.
Course Manager Guidance	The course manager is responsible for ensuring the training is presented as designed. Specifically, course manager(s) must: a. Ensure required training resources are available for presenting the training as scheduled. b. Ensure instructors receive support, materials, and equipment required for presenting this training. c. Ensure staff and faculty are trained to present and manage this training. d. Continuously observe training and evaluate course effectiveness and efficiency, and provide appropriate feedback to the USAMPS, Fort Leonard Wood, Missouri, 65473. e. Ensure staff, faculty, and students comply with safety and environmental protection rules, regulations, laws and course requirements. f. Ensure facilities, materials, equipment, and systems required for presenting this instruction, are properly maintained. g. Obtain required reference materials (Appendix C). h. Ensure the POI is reviewed for proper instructor to student ratios for each method of instruction. Instructor to student ratios during LGI is 1:45. When there is a different ratio, the lesson plan will reflect changes.

Instructor/ Facilitator Qualification/ Certification Requirements

Instructors presenting this training must meet the following certification requirements:

a. Specialized Experience: To qualify, candidates for this job must have training or experience in the following areas:

- Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s);
- Training development skills or experience for the review of training/course materials, aids, devices, etc., and evaluation of training results
- Knowledge of the laws of evidence, rules of criminal procedure, and the application of felony level investigative techniques in order to provide FALETD course management and instruction to investigate all forms of child abuse, domestic violence, including sexual and physical abuse.

b. Meet the selection/facilitator criteria outlined in AR 614-200, Chap 6, paras 6-9 and 6-12, TRADOC Regulation 350-70, II-1-3, and USAMPS Leader/Instructor Certification Policy Memorandum.

c. Possess a graduation certificate from a TRADOC approved Army Basic Instructor Course (ABIC) and Small Group Instructor Training Course (SGITC). Personnel with instructor designators or small group leaders who have not exercised instructor responsibilities within the last five years will require recertification.

d. Instructors will not be assigned to duty with a profile or physical disability that precludes them from performing all their duties IAW TRADOC Reg. 350-10, Chapter 2, para 2-6a.

e. Have a "secret" security clearance and have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interests, heavy drinking, drug abuse, gambling, emotional instability, and so forth.

Instructor/ Facilitator Guidance

Instructors are directly in contact with the students and represent the command in the presentation of the instruction. They are role models for the students and must be technically competent and professional in demeanor. Each instructor/facilitator must:

a. Thoroughly study and be well versed in the material prior to presenting the lessons.

b. Maintain an environment conducive to student learning.

c. Supervise and guide the learning process.

d. Provide immediate feedback on student performance.

e. Be alert to students having difficulty, and intercede when appropriate.

f. Explain the Student Evaluation Plan (SEP) (Appendix B), graduation criteria and requirements to the students prior to start of training.

g. Ensure students comply with safety and environmental protection rules, regulations, laws and course requirements.

h. Counsel students.

i. Provide appropriate remedial training.

j. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the USAMPS, Fort Leonard Wood, Missouri, 65473.

Required References

All required references are listed in Appendix C.

Administrative and Academic Chain of Command

Students attending the CAPIT Course operate under two chains of command (Administrative and Academic). The Administrative chain of command (B Co. 701st) is responsible for:

a. Individual issues involving medical, dental, personnel, finance, and travel.

b. Student in /out-processing.

c. UCMJ actions.

The Academic chain of command (Family Advocacy Law Enforcement Training Division - FALETD) is responsible for:

a. Academic and non-academic student status reviews (SSRs) as needed.

b. Execution of the course IAW the approved program of instruction (POI).

c. Issues involving course instructors.

d. Issues / problems concerning course content, scheduling, and classroom instruction.

e. Academic and leadership SSRs (if appropriate).

f. Ensuring students fully understand the course standards prior to the start of each iteration of the course.

Student Enrollment / Graduation Requirements

1. Soldiers reporting for training must comply with Army weight control program standards. It is the responsibility of the sending unit to ensure this requirement is met. There will not be a weigh in upon reporting; however, any Soldier who presents a questionable appearance may be screened at the discretion of the Commander, B Co., 701st MP Battalion. The CAPIT course is reserved for Soldiers, DOD Civilians, and other uniformed service personnel who perform or assist in child abuse investigations.

2. Graduation is determined by a student's ability to successfully complete all course requirements as stated in this SEP.

3. There is no requirement for students to pass the APFT as a graduation standard.

APPENDIX A

Training Schedule

CAPIT COURSE TRAINING SCHEDULE

Day 1	Day 2	Day 3	Day 4	Day 5
PFN/HRS	PFN/HRS	PFN/HRS	PFN/HRS	PFN/HRS
191-4901 (1.0)	191-4909 (4.0)	191-4913 (3.0)	191-4906 (4.0)	191-4903 (4.0)
191-4908 (5.0)	191-4911 (4.0)	191-4914 (5.0)	191-4916 (4.0)	191-4918 (4.0)
191-4917 (2.0)				
Day 6	Day 7	Day 8	N/A	N/A
PFN/HRS	PFN/HRS	PFN/HRS	N/A	N/A
191-4905 (8.0)	191-4903 (4.0)	191-4903 (4.0)		
	191-4919 (4.0)	191-4907 (2.0)		
		191-4915 (3.5)		
		191-4902 (0.5)		

APPENDIX B

Student Evaluation Plan

TABLE OF CONTENTS

1. General ---------- B-2

    a. Purpose ---------- B-2
    b. Scope ---------- B-2
    c. Course Requirements ---------- B-2

2. Student Evaluation Procedures ---------- B-2

3. Administrative Information and Actions ---------- B-3

    a. Academic Failures ---------- B-3
    b. Counseling Procedures ---------- B-3
    c. Student Status Review ---------- B-3
    d. Academic Evaluation Reports ---------- -B-4
    e. Student Responsibilities ---------- B-5
    f. Student Absences ---------- B-6
    g. Student Elimination ---------- B-6

5. Annexes

A. USAMPS Honor Code ---------- B-7
B. Student Status Review ---------- B-8
C. Student Reclama Procedures ---------- B-12
D. Responsibilities ---------- B-13
E. Internal and External Evaluation Plan ---------- B-15
F. Request for Absence ---------- B-16
G. CAPIT Course Lesson Plan List ---------- B-17
H. Physical Fitness ---------- B-18
I. Safety ---------- B-29
J. Refusal to Train ---------- B-20

1. General.

a. **Purpose.** This Student Evaluation Plan (SEP) establishes student responsibilities and course requirements for graduation for students enrolled in the CAPIT Course. This document will be used in conjunction with any local SOP. Moreover, the student evaluation plan describes key actions and responsibilities necessary to ensure standardization and standing operating procedures.

b. **Scope.** This Student Evaluation Plan (SEP) applies only to CAPIT Course students. This SEP establishes guidelines for handling student oriented academic matters. Final disposition authority rests with the Director of Training, United States Military Police School (USAMPS).

c. **Course Requirements.** Graduation status is determined by a student's ability to complete all course requirements. These requirements include:

(1) Students must demonstrate a working knowledge of child abuse prevention and investigation techniques to include:

(a) Investigate Child Abuse
(b) Legal Aspects in Child Abuse Investigations
(c) Pediatric Injuries
(d) Evaluate Forensic Medicine Aspects of Child Death
(e) Multi-Disciplinary Aspects of Child Abuse Investigations
(f) Psychological Aspects of Victims
(g) Psychological Aspects of Child Abuse Perpetrators
(h) Interviews & Interrogations of Alleged Child Molesters
(i) Child Abuse Crime Scenes
(j) Child Pornography & Online Predator
(k) Internet Technology & Online Chat
(l) Child Interview Techniques
(m) Non-Offender Interviews
(n) Conduct an Out of Home Child Abuse Investigation

(2) Compliance with Safety Program IAW Annex I.

(3) Students will demonstrate Army Values and Ethics. Violations will not be tolerated and are grounds for Student Status Review (SSR).

(4) Annex C outlines student reclama procedures.

NOTE: The course manager has the responsibility for ensuring that all students fully understand the course standards prior to the start of each CAPIT Course.

2. Student Evaluation Procedures.

a. Students will participate in a group practical exercise.

b. Student Reclama procedures are at Annex C. Safety violations are assessed and may be justification for a student status review (SSR).

3. Administrative Information and Actions.

a. Academic Failures.

(1) There is no formal testing requirement for this course.

(2) Students who fail to meet the course requirements will be referred by the course manager, through the Chief, FALETD, to the Directorate of Training (DOT) for action, IAW SSR procedures.

(3) The Directorate of Training will send a letter to the student's chain of command identifying the reason for failure. The course manager will prepare the letter.

(4) Students who fail to meet the course requirements will not participate in graduation or receive a graduation certificate.

b. Counseling Procedures.

(1) General: Students have the right to be counseled to ensure they are given the opportunity to achieve the highest academic standards. A student will be counseled verbally or in writing when they fail to meet course requirements or are in violation of the UCMJ or Fort Leonard Wood policies. The counseling will cover all details involved in the deficiency or incident, and courses of action available to the student.

(2) Safety: Depending upon the severity, students who are observed violating safety procedures will be verbally counseled immediately by the instructor or responsible safety personnel on site. Subsequent safety violations, depending on severity, will be documented by written counseling, and the student may be considered for SSR and/or elimination from the CAPIT course. This counseling will be annotated in the memorandum for record (MFR) and filed in the class folder.

(3) Performance Evaluations: There is no formal testing requirement for this course.

c. Student Status Review.

(1) The course manager will initiate the student status review (SSR) for students who refuse to participate in training, self-eliminate, violate ethics and values, excessive absence and/or violate safety standards.

(2) If it is determined that a student will be subject to elimination, the elimination procedures are set forth in USAMPS Regulation 350-1.

d. Academic Evaluation Reports (AER).

(1) An AER (DA Form 1059) will be prepared by the course manager for U. S. Army Reserve students upon course completion. A copy will be furnished to each student.

(a) The following types of reports will be referred to students by the reviewing official for acknowledgement and comment.

1 Any report with a "NO" response.

2 Any report with a "Failed to Achieve Course Standards" response.

(b) Any report with comments that, in the opinion of the reviewing official, are so derogatory that the report may have an adverse impact on the student's career.

(2) The student evaluation system is both an objective and subjective process arrived at by observations, comparisons and analysis. It involves input from instructors and course manager. The course manager has overall responsibility for compiling and reporting the total assessment on the AER (DA Form 1059).

(3) This is a knowledge based course with no formal testing requirements. Ratings are dependent on the student abilities to display a competent knowledge of the course material. Ratings require further clarification in the comment portion of evaluation form in the terms "Unsatisfactory," "Satisfactory," or "Superior," consistent with the evaluation categories on the AER.

(4) Performance Summary will be completed using the following guidelines.

(a) **Achieved Course Standards**: The CAPIT course does not rank order its students due to the short length of the course and group oriented practical exercise. Therefore only Achieved Course Standards and Failed to Achieve Course Standards will be used. To achieve course standards, the students must demonstrate knowledge, skills, and abilities outlined in the course.

(b) **Failed to Achieve Course Standards:** The Course manager gives this evaluation to students failing to meet minimum course standards. A student will fail to meet course standards if any of the following apply:

1 Failed to demonstrate knowledge, skills, and abilities outlined in the course.

2 Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in this SEP.

(c) Block 11 (Performance Summary).

1 No requirement exists for marking blocks for students administratively dis-enrolled from the course.

2 Students dismissed from the course with prejudice will receive "Failed to Achieve Course Standards."

(d) Block 12 (Demonstrated Abilities) - Evaluation is possible; dependent upon the time frame the student is released.

(e) Block 13 (Academic Potential) - Has the student demonstrated the academic potential for selection to higher level schooling/training? This block is self-explanatory. This portion of the evaluation strictly addresses the student's academic potential for other schooling/training. A rating of "NO" constitutes a referred report and comments must be specific and fully explained in block 14. Use "N/A" only if the evaluation is not possible, which is dependent upon the time frame the student is released.

(f) Block 14 (Comments).

1 A statement explaining the reason for student's release.

2 A statement that item 14 does not apply to the report (except in cases of academic failure, where comments must support the unsatisfactory ratings in item 14).

e. Student Responsibilities.

(1) All students are responsible for the following:

(a) Completing assigned reading and homework, if assigned, and being prepared for classes.

(b) Meeting or exceeding all graduation requirements as outlined in this SEP.

(c) Avoiding conduct, both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit to the Army.

(d) Complying with the guidelines set forth in this SEP, the 14th MP Bde SOP, and any other pertinent directives.

(e) Maintain high standards of appearance, bearing, and professionalism.

(2) Standards of Conduct: Students will conduct themselves in a military manner as a Soldier in the United States Army. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. The 14th MP Brigade commander may relieve students from the course for any conduct or behavior that violates any local, state, or federal law (including the Uniform Code of Military Justice), or for any behavior that violates any DOD, Army, or local regulation or policy. This includes, but is not limited to, substantiated cases of lying (oral or written), cheating, plagiarism, and improper relationships, for example: senior-subordinate or student-cadre.

f. Student Absences.

(1) Emergency leave and absence for medical consultations may be granted by the Commander, Company B, 701st MP Battalion. Prior coordination must be made with the Division Chief and/or Course Manager for accountability purposes. (Annex F).

(2) The student will coordinate all absences, up to two hours in length, with the course instructor.

(3) Requests for absences of more than two hours must be submitted in writing (Annex F) to the course manager for approval. Whenever a student misses two or more hours of instruction, the course manager will notify the Chief, Family Advocacy Law Enforcement Training Division (FALETD), to determine if an SSR should be initiated, IAW USAMPS Regulation 350-1.

g. Student Eliminations. Violations of the USAMPS Honor Code (Annex A), the UCMJ, or published Fort Leonard Wood policies will result in elimination from the course. Repeated safety violations will result in SSR.

NOTE: The FALETD Division Chief will assume the duties and responsibilities of the DOT for all actions and incidents that occur during Mobile Training Team courses.

ANNEX A

U.S. Army Military Police School
Honor Code

1. Honor System:

a. The U.S. Army Military Police School (USAMPS) operates on the honor principle. Integrity is an essential attribute of any military person; therefore, any student found guilty of a breach of integrity is subject to immediate release from the course as well as possible disciplinary action. The honor code used at the Military Police School, while broad in application, is precise in its meaning: "Every student's work is to be his own."

b. The honor system does not preclude students from working together on exercises.

2. Explanation of Terms:

a. False Statements. An individual's word is his/her bond, whether or not it is meant to deceive. Any statement made is expected to reflect the whole truth without distortion of or withholding of the facts.

b. Wrongful Appropriation. The taking, obtaining or withholding of the property of another with intent to deceive.

3. Violations of the USAMPS Honor Code include but are by no means limited to those mentioned in paragraph a-d above. Common sense and good judgment provide the basic guidelines as to what is acceptable and what is not acceptable conduct. Conduct that brings discredit to the USAMPS and the U.S. armed services may be considered as honor violations.

4. Violations.

a. When a person is suspected of violating the honor code, that individual making the observation will collect all available evidence, include names of witnesses, if appropriate, and immediately report the incident to the Course Manager/Chief, Family Advocacy Law Enforcement Training Division.

b. Failure to report an honor violation after having observed or after having been informed of such a violation constitutes an honor violation in itself.

ANNEX B

Student Status Review

1. References.

a. USAMPS Regulation 350-1, dated 24 May 2005

b. AR 350-1, Army Training and Leader Development, dated 03 August 2007

2. Purpose: To prescribe the procedures for elimination of students enrolled in the Child Abuse Prevention and Investigative Techniques Course at the United States Army Military Police School.

3. Cause. A student may be involuntarily eliminated from the CAPIT Course prior to graduation for any of the following reasons:

a. Failure to meet academic standards as outlined in this SEP.

b. Personal conduct, which makes continuation in the course inappropriate or by violating the principles of ethics and values.

c. Refusal to train.

d. Acts which jeopardize student, facility, or others' safety while participating in training.

e. Students who are unable demonstrate critical tasks required to graduate this course.

f. Student absence.

g. Self elimination.

4. Procedures.

a. A student whose conduct or performance is such that it falls into one of the categories listed in paragraph 3 above is entitled to a rapid determination as to whether he/she will continue in the course. This is vital not only for the student, but for the other students in the class as well as USAMPS. All individuals involved will treat any matter identified in this annex as priority.

b. A student's status will be reviewed in accordance with the procedures set forth below when his/her status falls within the provisions of paragraph 3 above.

c. If a student is subject to elimination, the procedures are set forth in USAMPS Regulation 350-1.

5. Responsibilities.

a. Division Chief.

(1) Upon receipt of information that a student is involved in a situation listed in paragraphs 3 above, the course manager will immediately assess its credibility. If the course manager determines the circumstances are credible, he/she will immediately prepare a recommendation for review of the student's status. The recommendation will include the following:

(a) Specific information for one of the categories listed in paragraph 3 above on which the SSR is based.

(b) Information pertaining to the academic performance of the student, including performance during the practical exercises.

(c) Recommendations for disposition by the Course Manager, and the Chief, Family Advocacy Law Enforcement Training Division.

(d) A statement listing graduation prerequisites which the student has achieved and/or failed to achieve.

(e) All counseling statements pertaining to the incident.

(f) The student's own opinion as to the appropriate disposition of the case.

(g) Provide a copy of the recommendation, with all enclosures, to the student. The time and date of this action will be recorded and included with the recommendation.

(h) Inform student that recommendation will be sent through the Chief, FALETD, to the Director of Training (DOT). The student may submit matters for the DOT's consideration and may request a personal appearance before the DOT. These actions must be submitted to the Division Chief within 24 hours of informing the student of these rights.

(i) Send the recommendation to the DOT for action. The last enclosure will be matters the student has submitted, or a statement by the Course Manager or Division Chief that, having been given ample time, the student did not submit any matters for consideration.

b. Director, DOT.

(1) Review the entire file and conduct a personal hearing for the student, if so requested.

(2) Attach a summary of the matters presented in the personal hearing with the student or a statement that the student did not request such a hearing to the file.

(3) Conduct an inquiry as appropriate to verify, rebut, or clarify any matters presented at the hearing. If any such inquiry is conducted, the results will be summarized and attached to the file.

(4) Determine, based on the entire file, the students' status. The decision or recommendation may be any of the following:

(a) The student will remain in good standing and will continue in the class.

(b) The student will be subject to elimination under the provisions of USAMPS Regulation 350-1.

c. Assistant Commandant, USAMPS.

(1) If the decision of the DOT is appealed, the Assistant Commandant, USAMPS, will review the entire file, including any additional material submitted by the student. The decision or appeal can be either:

(a) Approved and the student will remain in the course.

(b) Disapproved and the student will be eliminated from the course.

(c) Allow the student a personal hearing (if requested) prior to making a decision.

(d) Notify the student of his/her decision and send the entire file, with the appellate decision, to the Course Manager or Division Chief, through DOT. An official copy will be forwarded to the Commander, 701st MP Battalion.

6. Notification. All actions initiated on ARNG and USAR duty for training personnel under this memorandum will be coordinated with the Deputy Assistant Commandant Reserve Component (DACRC). The student's unit commander (B Co, 701st MP Bn), will accomplish this at the time an SSR is initiated. The DACRC will be notified of the outcome of each case. The unit commander will take similar action with the Marine liaison officer. The unit commander will notify the personnel office upon elimination of any student.

7. The student or the student's home station chain of command may voluntarily release a student through a written request. Such requests must be fully documented and submitted to the student's company commander. The company commander will receive written input from the appropriate course manager, instructor, and others, as appropriate. The approving authority for release is the 701st MP Battalion Commander, who in turn will inform the DOT. Requests from students will be based on severe personal/family problems and will contain a recommendation from the unit. Requests from units can be based on any issue.

ANNEX C

Student Reclama Procedures

1. Performance Evaluation - Student submits the reclama in writing, within 24 hours of the evaluation critique to the course manager. Reclama may be required earlier depending on necessary skill proficiency requirements, follow-on training events, risk assessment associated with the specific and/or subsequent events, the specific critical task being taught, or the criticality of the task being taught as it relates to future, and/or more advanced training.

a. Each reclama must clearly state the issue, justifying arguments, and clearly identify supporting documents (e.g., regulations, other publications, or class handouts, etc.).

2. The Division Chief and/or Course Manager will review the reclama and related documents, recommend either approval or disapproval, sign the document, log the reclama, and forward the reclama to the Chief, FALETD.

4. The Chief, FALETD, will either approve or disapprove the reclama.

5. The Division Chief and/or Course Manager will prepare a response to the student. If disapproved, a brief explanation will be included. The copy of the reclama and all supporting documents will be retained and kept on file.

ANNEX D

Responsibilities

1. Commandant, USAMPS:

   a. Provide the training guidance.

   b. Provide the overall instruction for implementing the SEP.

2. Assistant Commandant, USAMPS:

   a. Ensure the SEP is properly enforced and serves as the final approving authority for students dismissed from the CAPIT Course.

   b. Resolve all SSR appeals.

3. Director of Training:

   a. Coordinate and implement the CAPIT SEP.

   b. Establish and validate the implementation of the CAPIT SEP.

   c. Ensure evaluations of course instruction are conducted.

   d. Ensure course critiques are coordinated and conducted.

   e. Submit proposed changes to the CAPIT course.

4. Chief, Individual Training Development Division (ITDD):

   a. Develop and maintain the CAPIT Program of Instruction (POI) and coordinate with the Course Manager or Division Chief.

   b. Coordinate and submit proposed changes to the CAPIT POI, in accordance with current policy and guidelines.

5. Course Manager or Division Chief, FALETD:

   a. Ensure the SEP supports the program of instruction.

   b. Supervise changes to the SEP IAW Army and TRADOC regulations.

6. Commander, Company B, 701st Military Police Battalion:

a. Provide all non-academic administrative and logistical support for the students.

b. Administer discipline.

c. Coordinate with the Course Manager or Division Chief, FALETD, for allocation in the training schedule for administrative and functional matters.

ANNEX E

Internal and External Evaluation Plan

1. Internal Evaluation. The evaluation of the CAPIT Course is a cooperative effort among instructors, faculty advisors, training developers, and staff and faculty development evaluators. Lateral communication among these personnel is authorized to achieve expedient adjustments in curricula, training methods, or media. Major revisions are to be staffed through normal DOT channels.

a. Student feedback surveys are administered to gauge student perception of instructor techniques, media adequacy, practical exercises, and academic support. These surveys may be supplemented with student interviews. End of course critiques are administered and processed by the MANSCEN Quality Assurance Office (QAO).

b. The analysis of student performance data and evaluation instruments ensure content validity, criterion validity, and sound test item construction. Test analysis can also provide a measure of student performance under varying instructional techniques. MANSCEN DOT has responsibility for all test analysis.

c. The monitoring of academic and administrative attrition rates is one useful technique for discovering problem areas in the CAPIT training system. MDOT is responsible for this data.

2. External Evaluation. The external evaluation of the CAPIT Course graduates is conducted primarily by MANSCEN QAO. Elements of the external evaluation when conducted will include:

a. Postgraduate surveys.

b. Supervisor evaluation surveys.

c. On-site field evaluations.

ANNEX F

Request for Absence

ATSJ-MP-FP

MEMORANDUM FOR Course Manager, Child Abuse Prevention and Investigative Techniques Course, Fort Leonard Wood, Missouri, 65473

SUBJECT: Request for Absence

1. Request that I be granted permission to be absent from class for _____ days/hours from _____ to _____ for the purpose of _____
_____
_____

2. During my absence, my address and telephone number will be _____
_____
_____

3. During my absence, I will miss the following class: _____
_____

4. I understand that I will be held responsible for all material covered during my absence.

5. I understand that missing more than four (4) hours of training may lead to removal from the course.

_____
(Signature of Student)

_____
(Printed Name)

Coordination:

Recommend approval/disapproval_____
(Division Chief and/or Course Manager Signature/Date)

ANNEX G

CAPIT Course Lesson Plan List

LP #	TITLE
191-4901	In-processing
191-4902	Out-processing/Graduation
191-4903	Child Abuse Crime Scenes
191-4905	Child Interview Techniques
191-4906	Psychological Aspects of Child Abuse Perpetrators
191-4907	Non-Offender Interviews
191-4908	Investigate Child Abuse – An Overview
191-4909	Pediatric Injuries
191-4911	Evaluate Forensic Medicine Aspects of Child Death
191-4913	Multi-Disciplinary Aspects of Child Abuse Investigations
191-4914	Psychological Aspects of Victims
191-4915	Conduct an Out of Home Child Abuse Investigation
191-4916	Interviews/Interrogations of Alleged Child Molesters
191-4917	Legal Aspects in Child Abuse Investigations
191-4918	Child Pornography and the Online Predator
191-4919	Internet Technology and Online Chat

ANNEX H

Physical Fitness

1. References:

a. AR 350-1, Army Training and Leader Development, 03 August 2007

b. AR 600-9, The Army Weight Control Program, 27 November 2006

c. FM 21-20, Physical Fitness Training, 01 October 1998

2. APFT. Students are not required to have a valid DA Form 705 at the time of enrollment or verify that they have passed an APFT within the previous 12 months from the ending class date.

3. All Army students are required to pass their height and weight screening table or their allowable body fat percentage, IAW AR 600-9, before being enrolled in the course.

4. Units of assignment ensure Soldiers attending the CAPIT Course meet the height and weight standards prescribed in AR 600-9.

ANNEX I

Safety

1. References:

a. AR 385-10, The Army Safety Program, 03 September 2009

b. Department of the Army Pamphlet, AR 385-63, Range Safety, 04 August 2009

c. FLW Regulation 385-5, Composite Risk Management, 02 May 2007

d. FLW Regulation 385-6, Safety Program, 26 June 2002

2. CAPIT students will be required to comply with all current safety regulations and instructor safety briefings and guidance. Safety is a key factor in successfully executing training conducted in CAPIT operations.

3. The CAPIT course manager will counsel students who commit safety violations.

4. Safety violations may result in elimination from the courses, on a case-by- case basis.

ANNEX J

Refusal to Train

1. Students must successfully participate in all aspects of the CAPIT training. Students must perform all tasks to the utmost of their abilities.

2. Students who refuse to participate in any aspect of the CAPIT Course will be considered for elimination IAW Annex B Para 3c.

3. The Course Manager will initiate an SSR packet on any student refusing to train and forward the packet along with his recommendation to the Division Chief, IAW Annex B Para 4 and 5.

4. The Division Chief will review the packet and determine if the student will be allowed to continue training, or forward the packet through proper channels to the DOT who will determine the student's status, IAW Annex B Para 4 and 5.

APPENDIX C

CAPIT Master Reference List

Title	Date
AR 40-57, Armed Forces Medical Examiner System.	02 Jan 1991
AR 190-30, Military Police Investigations	01 Nov 2005
AR 195-2, Criminal Investigation Activities	15 May 2009
AR 195-5, Evidence Procedures	25 Jun 2007
AR 608-18, The Army Family Advocacy Program	30 Oct 2007
CID REG 195-1, Criminal Investigation Operational Procedures	17 Oct 2007
MCM 2008, Manual for Courts-Martial United States	12 Jul 2008
STP 19-31D24-SM-TG, MOS 31D, Soldier's Manual And Trainer's Guide, MOS 31D, U.S. Army CID Special Agent, Skill Levels 2/3/4.	17 Jun 2008

Academic References:

Abel, G., (1985). *A Clinical Evaluation of Possible Sex Offenders - Part I*

Causes of Sexual Dysfunction: The Role of Anxiety and Cognitive Interference, Journal of Consulting and Clinical Psychology1986, Vol. 54, No. 2, 140-148

Groth, N., Hobson, W., and Thomas, G. *The Child Molesters: Clinical Observations - Part I.* Downloaded from: http://www.mhawestchester.org/mhaeducation/incestmono7.asp, 23 Oct 2008

Lanyon, R. I., (1986). *Theory and Treatment in Child Molestation.* Journal of Consulting and Clinical Psychology, Vol. 54, No. 2, 176-182.

Yochelson, S., & Samenow, S. E. (1976). *The criminal personality volume I: A profile for change.* New York: Jason Aronson.

NOTE: There are no "required" Student References for the CAPIT Course.