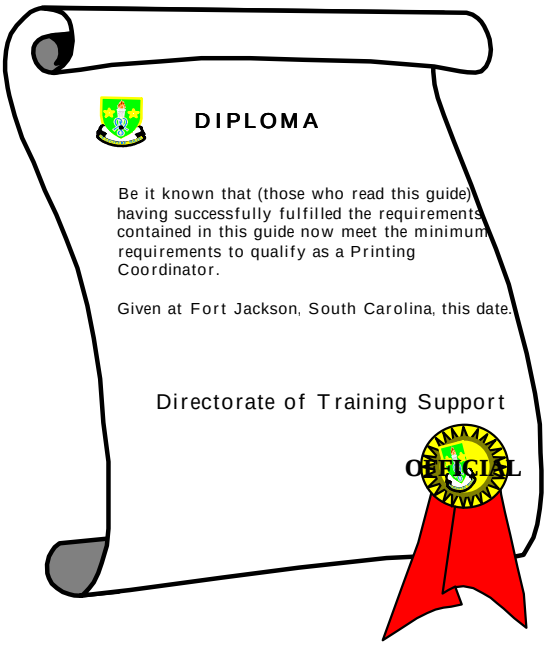
USASSI GUIDE

FOR



SCHOOL PRODUCT FORMAT

February 1999

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PURPOSE

USASSI GUIDE FOR SCHOOL PRODUCT FORMAT AND PRINTING

1. This guide has been prepared for individuals appointed as Printing Coordinator by SSI schools/activities.

2. Printing Coordinators should become familiar with the contents of this guide. It contains valuable information on how to prepare school products for printing along with examples and references on design tips for performance tests and practice exercises.

3. Schools/activities will ensure that appointed print coordinators are provided a copy of this guide. This guide is a nonconsumable product and will be turned over to each new print coordinator when appointed.

4. Suggestions/comments for improving this product may be sent to:

Commander
US Army Soldier Support Institute
ATTN: ATSG-TSM-T
Fort Jackson, SC 29207-7025

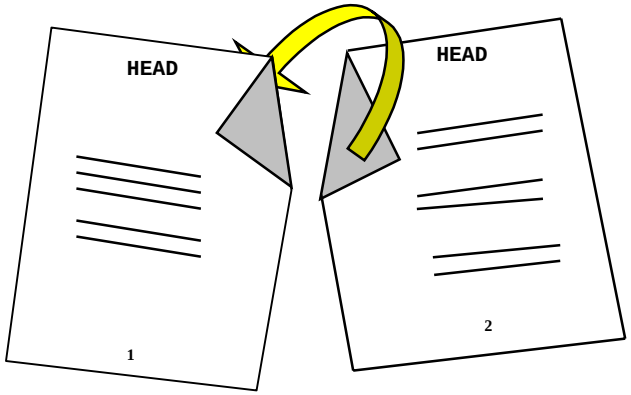
You may also send email to: atsg-prtplant@jackson.army.mil

Top of the page is called the ***HEAD***
Bottom of the page is called the ***FOOT***
There is no special term for the ***SIDE***

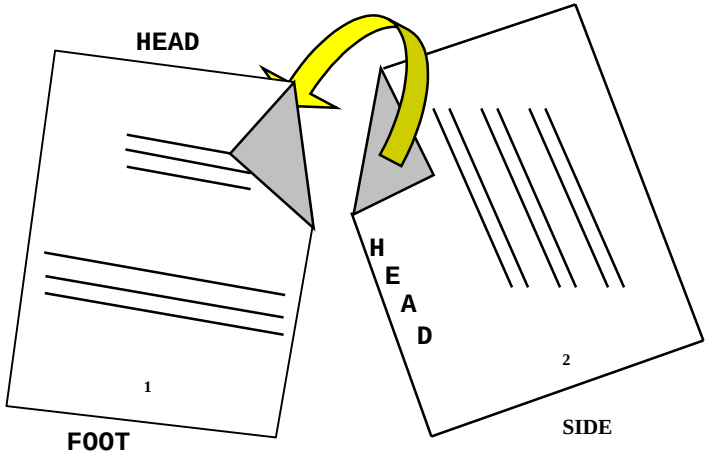
PORTRAIT refers to a page printed 11 inches high by 8.5 inches wide
LANDSCAPE refers to a page printed 8.5 inches high by 11 inches wide

Each page must have a unique page number located at the physical bottom of the page and written on the ***Printing Instructions, FJ Form 25-30-1 (see next page)***

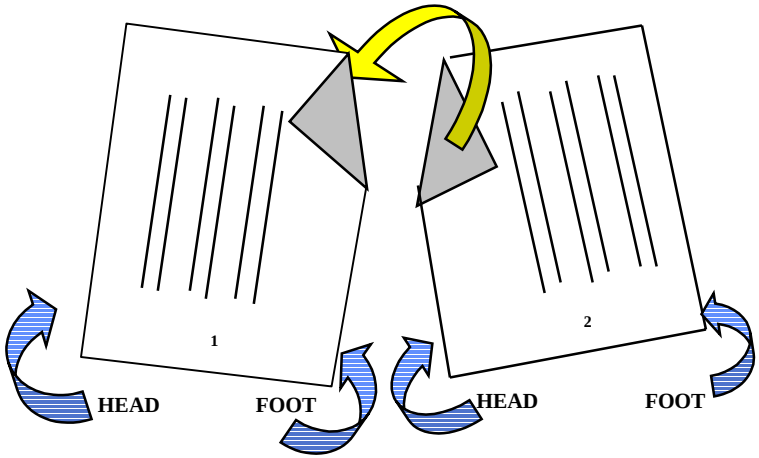
Each separate, single-sided page is one original.
Originals must be single-sided!



The above pages represent a ***PORTRAIT STYLE*** *format*
This method of printing is referred to as ***HEAD-TO-HEAD***



Page 1 represents a ***PORTRAIT STYLE*** *format* ; page 2 represents a ***LANDSCAPE STYLE*** *format*
This method of printing is referred to as ***HEAD-TO-SIDE***



Both pages represent a ***LANDSCAPE STYLE*** *format*
This method of printing is referred to as ***HEAD-TO-FOOT***

PRINTING INSTRUCTIONS (AR 25-30)

For products that are not 100% Landscape fashion: orient landscape pages with the head to your left and the foot to your right.

JOB TITLE

SSI Printing Guide

	PAGE NUMBER	See Remark		PAGE NUMBER	See Remark
F	**Cover**		F		
B	———		B		
F	**1**	**1**	F		
B	**2**	**1**	B		
F	**3**	**2**	F		
B	**4**	**2**	B		
F	**5**		F		
B	**6**		B		
F	**7**		F		
F	**33**		F		
B	**34**	**1**	B		
F	**35**	**1**	F		
B	**36**		B		
F	**37**		F		
B	**38**		B		
F	**39**	**3**	F		
B	———		B		

NO.	REMARKS (*H* = head, *F* = foot, *S* = side)
1	**H to S**
2	**H to F**
3	**11x17”-fold to 8 1/2x11”**

Indicates a blank page (this is the preferred method)

Footnote number must be indicated for both sides of the page.

Use the same footnote number anywhere in the document that the same pattern is found.

The back of the last page does not count in the total number of originals, if it is blank.

Indicates HEAD to SIDE

Indicates HEAD to FOOT

HEAD TO HEAD printing is considered the STANDARD page orientation for most printing jobs. There is no requirement to show this on the printing instructions.

List any exceptional printing requirements that are different from the rest of the product. This may include odd-sized pages, special folding, etc...

FJ Form 25-30-1, Jan 97, Replaces 25-30-1, Jan 95

INSTRUCTIONS FOR PREPARING
Requisition for Local Duplicating Service (DD Form 844)

1. Date of Request
- Date DD Form 844 is submitted to the Resident Test Office (RTO)

2. Date Required
- Date you wish to retrieve the completed product from the RTO. You ***MUST*** plan a minimum of 10 working days. *Special requirements must be cleared through the Chief, RTO

3. Job Number **LEAVE BLANK: this block is used by RTO ONLY.**

4. Organization
- What organization **USES** the product (ie., AGS, AG AIT, DOTS, FIS, FI AIT, NCOA, RRS, TSB, 369 AG Bn)
- **NOT** your unit of assignment

5. Building
- Building number to where this product will be delivered

6. Room No
- Only needed for customers not in Bldg 10,000 to whom RTO delivers products

7. Deliver To **LEAVE BLANK: this block is used by RTO ONLY.**

8. For Reference Consult
- Person most knowledgeable about or responsible for the product

9. Telephone Number
- What number RTO can call to alert you to problems or to pick-up

10. Person to call **LEAVE BLANK: this block is used by RTO ONLY.**

11. Telephone Number **LEAVE BLANK: this block is used by RTO ONLY.**

12. Title, Form No., Etc.
- Title or topic of product (Use Form number for approved forms)

13. Classification
- Either Unclassified or Other (Academic Security) (Classified is not authorized)

14. No of Originals
- Original = 1 side of 1 page (all originals *MUST* be single-sided) *Count blank pages including back side of last page

15. No. of copies each
- How many copies of the complete product do you want printed

16. Disposition of Originals
- Originals will always be returned (except test instruments will be filed in the RTO)

17. Type Reproduction
- Xerographic (Offset is not available)

INSTRUCTIONS FOR PREPARING
Requisition for Local Duplicating Service (DD Form 844)

18. Print

- As identified on FJ Form 25-30-1 (Printing Instructions) which *MUST* accompany a product of 3 or more originals

19. Finished Size

- Standard is 8.5” x 11”. Indicate specific size needed (i.e. programs are usually finished (folded) to 5.5” x 8.5”)

20. Paper

- White (color paper not available)

21. Ink

- To indicate color copies, mark Other and write in "Color"

22. Collate

- When there are more than two pages to each copy of the product, one of these blocks must be marked.
  Collate ***YES*** means each copy of your product is assembled like the master copy.
  Collate ***NO*** means the copies of each page are stacked together.

23. Staple

- Standard is Upper Left Corner. Stapling in any other position *MUST* be indicated in Block 7h (see #24 below).

24. Additional Specifications

- Special requirements are indicated here. (i.e. three-hole punch, special binding or assembling, etc…)

25. Print Control No.

- Issued by the computer log-in system. You must record the number here. You need to also record the number for yourself, in case you need to ask for the status of the job.

26. Printed Name of

- Only an authorized Printing Coordinator may complete this block. Authorized Printing Coordinators are delegated in writing. This authorization ***MUST*** be on file in the RTO.

27. Signature

- Signature of the authorized Printing Coordinator named in block 8a. (See #26 above)

28. Signature of Printing Control Official **LEAVE BLANK: this block is used by RTO ONLY.**

REQUISITION FOR LOCAL DUPLICATING SERVICE

1. DATE OF REQUEST 1
2. DATE 2
3. JOB 3

PART A - REQUEST

4. REQUESTING

a. ORGANIZATION 4
b. BUILDING 5
c. ROOM NO. 6

5. DELIVERY

a. DELIVER 7

d. FOR REFERENCE
(1) Name 8
(2) Telephone Number 9

b. PERSON TO CALL IF TO BE PICKED
(1) Name 10
(2) Telephone Number 11

6. DESCRIPTION OF
a. APPROPRIATION

NOT USED

b. TITLE, FORM NO., ETC. 12

c. CLASSIFICATION
☐ Classified ☐ Unclassified
☐ Other 13

d. NO. OF ORIGINALS 14

e. NO. OF COPIES 15

f. DISPOSITION OF ORIGINALS
☐ Return ☐ Destroy 16

7. SPECIFICATIONS (X and complete all that

a. TYPE
☐ Xerographic ☐ Offse
☐ Other (specify) 17

b. PRINT
☐ One Side ☐ Head to Head ☐ Head to Foot
☐ Other (Specify) 18

c. FINISHED
☐ 8-1/2 x 11 ☐ Other (Specify) 19

d. PAPER
☐ White ☐ Other (Specify) 20

e. INK
☐ black ☐ Other Specify) 21

f. COLLATE
☐ Yes
☐ 22

g STAPLE
☐ Yes
☐ 23

h. ADDITIONAL SPECIFICATIONS (Including distribution, punching, padding, location of staples,
24

PRINT CONTROL NO. 25

8. REQUESTER CERTIFICATION. I certify that this work is authorized by regulations and is necessary to the conduct of official

a. PRINTED NAME OF REQUESTER 26
b. SIGNATURE OF REQUESTER 27
c. SIGNATURE OF PRINTING CONROL OFFICIAL 28

PART B - APPROVAL (For reproduction unit use

9. DATE RECEIVED
10. PRIORITY
11. OPERATOR
12. DATE COMPLETED
13. NO. OF COPIES REPRODUCED
14. DATE RECEIVED
15. JOB RECEIVED BY
16. DATE REQESTER NOTIFIED JOB IS COMPLETE

NOT USED

DD Form 844, FEB 89

Consolidates DD Form 283 and DD Form 844, which may be used until supply is exhausted.

Example **Student Instructions**
for a Test or Practical Exercise

OBJECTIVE: This test is designed to measure your ability to (state all tasks, by the task title from the POI or Soldier's Manual, that is evaluated by this test)

MATERIALS NEEDED: (list everything the student is allowed to have on the desk while taking the test, except that the test booklet is an implied necessity and need not be listed)

1. AIMS Answer Sheet
2. #2 lead pencils

INSTRUCTIONS:

a. Ensure that your name, social security number, class number, date, (and AIMS Test Number) are on the AIMS answer sheet.

> b. This booklet contains **(#)** questions -or- **(#)** pages. You will have **(?)** class periods -or- **(?)** minutes to complete this examination. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new examination booklet from your instructor.

c. Each question has only one correct answer. Make all responses clear and legible on the AIMS Answer Sheet. Ensure that the question number in the booklet corresponds to the question number on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase completely and then mark your correct answer.

d. **ALL WORK ON THIS EXAMINATION MUST BE YOUR OWN.** You may **NOT** communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this examination to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.

e. Upon completion of this test, turn in your test booklet, AIMS Answer Sheet, and any scratch paper or other issued test materials to the instructor. You will receive further guidance at that time.

SITUATION: (This section describes scenarios and lists information essential to answer questions)

DO NOT BEGIN THIS TEST UNTIL YOU ARE TOLD.

*** * The Student Instructions for any type of test must be similar to the approved set of instructions used on the final test for the task(s) involved. * ***

Reference:

1. SSI Regulation 350-20, Chapter 7:

a. paragraph 7-1(b) - which indicates the "*types of tests*" and includes practice tests and pre-tests.

b. paragraph 7-1(c) - which indicates what procedures apply to these different "*types of tests*".

c. paragraph 7-3(a)(5) - which indicates that, among other procedures, Appendix L, SSI Regulation 350-20 "*provides format and content guidance for student instructions . . .*" and that "*usually every test will require its own student instructions*."

2. SSI Regulation 350-20, Appendix L:

This appendix explains in detail the intent of each block that is expected to appear in the student instructions. While there is no rigid format outlined, the previous page (Example Student Instructions for a Practical Exercise) has been compiled from tests that have been in effect for many years and are considered to contain all necessary information to assist students in being able to complete exercises.

3. SSI Regulation 350-20, Appendix M:

This appendix contains a checklist which simplifies the design process of a test instrument. Specifically, Item A(5), which breaks down the Student Instruction sheet into it's components. Subparagraph (a), the test format, needs to cover the number of questions that are in the exercise, so that the student can verify that the test is complete.

- If a product evaluates the skills, abilities or knowledge of each individual soldier, then it is a test under the definition of the regulations mentioned.

- If the product is used either in a group environment, or when it is completed it is evaluated in a group environment, it is not a test instrument and should be conspicuously labeled as a group- or class-oriented product.

GENERAL INSTRUCTIONS

• **Covers of test instruments**	• Every test instrument will have a cover. • Every cover will have "**United States Army Soldier Support Institute**" on it. • Only the test, itself, has "**Instructions**" on the cover. These instructions refer to the **Student Instructions** beginning on the first page inside the booklet. The **Student Instructions** carry any and all special information.
• **Test Instruments**	• The ***TEST*** normally contains student instructions, questions and scenarios. • ***TEST SUPPLEMENTS*** usually contains additional information which may change. This reduces consumption of the test. • ***ANSWER SHEET*** is a single-page product used to record answers. • ***ANSWER BOOKLET*** is a multi-page product containing answer sheets used to record answers. • **Supplements** and **Answer Sheet/Booklets** may be individually suited for each test version or may be made for use in all versions.
• **Appearance/Format**	• The test should be printed so that the last page is blank. • The **Student Instructions** always begin on the first page in the test.

STUDENT INSTRUCTIONS

• **"Types" of test**	(SSI Reg 350-20, para 7-1(b), pg 7-1)
• **Requirement to use procedures for all tests**	(SSI Reg 350-20, para 7-1(c). pg 7-1)
• **Test Construction & Validation**	(SSI Reg 350-20, para 7-3, pg 7-1) • Requires student instructions, • Refers to appendices developer must use
• **Student Instructions (SI)**	(SSI Reg 350-20, App L) • Shows the intent of each section in the Student Instructions
• **Test Review Checklist**	(SSI Reg 350-20, App M) • Item A(5) breaks the Student Instructions into simple components
• **Time-Limit/Number of Questions**	(SSI Reg 350-20, Apps L & M) • Number of questions needed to ensure student has a complete test

STEMS

• **Only ONE Central Problem**	(SSI Reg 350-20, App J, #5 on pg J-2) • Measure only one skill or piece of knowledge in a test question
• **DEPENDENT questions**	(SSI Reg 350-20, App J, #6 on pg J-3) • Keep each item (question) independent of others
• **Write as a QUESTION**	(SSI Reg 350-20, App J, #10 on pg J-4) • Avoid writing a complete statement
• **Avoid SYNONYMS**	(SSI Reg 350-20, App J, #11 on pg J-4) • Avoid using them
• **Don't give away correct response**	(SSI Reg 350-20, App J, #11 on pg J-4) • Word the stem properly
• **Avoid NEGATIVE questions**	(SSI Reg 350-20, App J, #12 on pg J-5) • If you can't avoid, underline or CAPITALIZE the negative element • Do not use the word "NOT" and another negative word
• **Avoid using "WOULD" or "WILL"**	(SSI Reg 350-20, App J, #13(a) on pg J-5) • Use "SHOULD" instead
• **Avoid ABSOLUTES**	(SSI Reg 350-20, App J, #13(c) on pg J-5) • All, always, every, entirely, never
• **Capitalization Punctuation Grammar**	(SSI Reg 350-20, App J, #34 on pg J-14)

RESPONSES

• **ANSWER? or DISTRACTOR?**	(SSI Reg 350-20, App J, first para on pg J-2) • Correct response is an ANSWER • Incorrect response is a DISTRACTOR
• Redundant words in responses	(SSI Reg 350-20, App J, #15 on pg J-6) • List all information . . . in the stem
• Use (ONLY)	(SSI Reg 350-20, App J, #19 on pg J-8) • Two spaces after end of reponse, all CAPS, in Parenthesis
• "ALL OF THE ABOVE"	(SSI Reg 350-20, App J, #19 on pg J-8) • Try to avoid • Make it the last choice • place (ONLY) after the other response choices
• "NONE OF THE ABOVE"	(SSI Reg 350-20, App J, #21 on pg J-9) • DO NOT USE as <u>THE</u> answer
• Arrange by length	(SSI Reg 350-20, App J, #23 on pg J-10) • Shortest choice first • Use logical sequence when necessary (put NONE last)
• NUMBER / DATE Sequences	(SSI Reg 350-20, App J, #25 + 26 on pg J-12) • Numerical: list smallest to largest • Date: list chronologically
• CAPITALIZATION PUNCTUATION GRAMMAR	(SSI Reg 350-20, App J, #34 on pg J-14)
• Recognizable names	(SSI Reg 350-20, App J, #36 on pg J-14) • Avoid using names of movie stars, presidents professional athletes, school instructors

Test Print Checklist

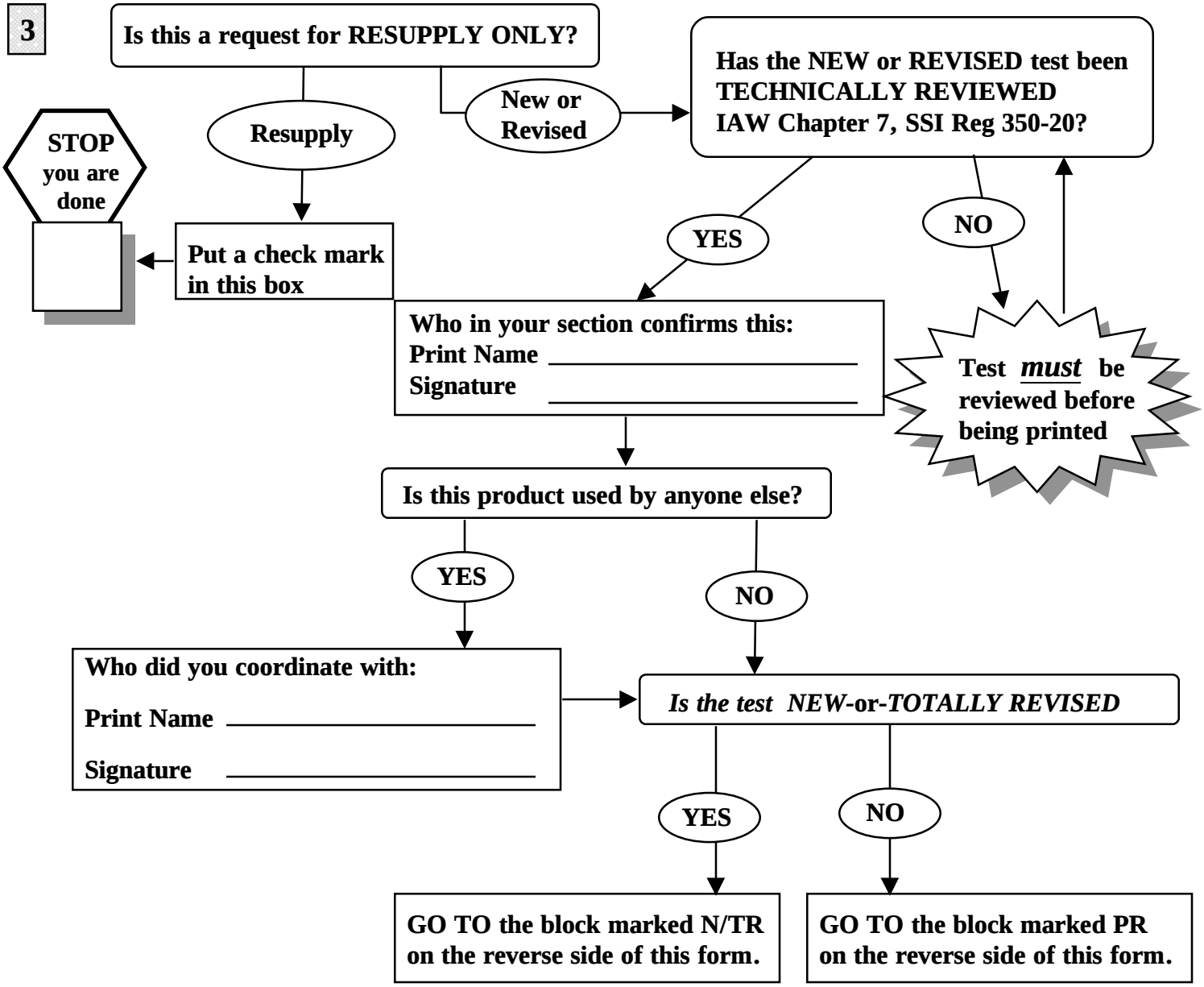
Control Number:

1	a	Who is the point of contact:	b	Date:
	c	What school uses this product:	d	Phone:
	e	What building NUMBER is this delivered to:		
2	a	What is the TEST NUMBER (file code from the grading plan) →		

* The requested delivery date must be at least 10 work days after the request is submitted. *

b	*REQUESTED* Delivery Date:	c	Page Count:	d	Quantity:

3



N/TR

You must have the following items when submitting a test for reproduction. Failure to provide these items may result in your product being returned.

- **TLO or Scope Statement with a completed Product Review/Control Sheet (FJ Form 350-100-19, Apr 95)**
- **Answer Key**
- **Product Review/Control Sheet specifically for the product**
- **Revision to the Grading Plan (FJ Form 350-100-1-E, Dec 94)**
- **Complete test data file on 3.5" disk (See NOTE below)**
- **Your Audit Trail (for the review)**
- **Call 4-8118 - schedule an appointment to review the product**

STOP you are done

Check this block

PR

You must have the following items when submitting a test for reproduction. Failure to provide these items may result in your product being returned.

- **Answer Key**
- **Revision to the Grading Plan (FJ Form 350-100-1-E, Dec 94)**
- **Complete test data file on 3.5" disk (See NOTE below)**
- **Your Audit Trail (for the review)**
- **Call 4-8118 - schedule an appointment to review the product**

Are changes less than 20% of the test AND do not significantly alter the context of the test?

YES < 20% → **Check this** → **STOP you are done**

NO > 20%

- **Items listed above for the "less than 20%" revision**
- **plus the following:**
- **New Product Review/Control Sheet (FJ Form 350-100-19, Apr 95)**
- **Revised TLO with new Product Review/Control Sheet (if TLO has changed)**

Check this block → **STOP you are done**

NOTE: **Each product (test, supplement, answer book) must be contained in one (1) complete, individual, digital file on the disk. Each product must be properly formatted so it can be submitted directly to the online printer. This means that it will print out the way you intend for it to, in conjunction with ongoing printing guidance.**

INSTRUCTIONS FOR PREPARING
Test Print Checklist (FJ Form 350-100-56)

1 a.	**Who is POC**	Who is requesting this printing
b.	**Date**	Self-explanatory
c.	**What school . . .**	Self-explanatory
d.	**Phone**	Number to contact POC listed in 1a above
e.	**Bldg Number**	Deliveries only to organizations outside Bldg 10000
2 a.	**Test Number**	4-digit file code plus the version. If specific pages need printing, indicate which pages.
b.	**Delivery Date**	Minimum 10 working days. Exceptions are on a 'per-request' basis and dependent upon current workload and capability. All exceptions must be brought to the attention of the Chief, Resident Test Office (RTO).
c.	**Page Count**	Count all pages, each side separately, even if it is blank, including the back of the last page.
d.	**Quantity**	Number of complete copies. Normally based on the largest, single-projected class load. This is the anticipated number of students on the day of pick-up, not to be confused with the number in one small group.
3		This portion is designed to guide you through determining what additional requirements might exist in order to have a test product printed.
	BEGIN:	"Is this a request for RESUPPLY ONLY?" Cross-out the answer (YES or NO) which does NOT apply and follow the arrow for your intended response until you reach a block that tells you to stop.
	Auth Official	NEW or REVISED tests are required to be technically reviewed according to the standards of Chapter, SSI Regulation 350-20. This block indicates who confirms that this requirement has been fulfilled.
	...Anyone Else?	This block follows the Authenticating Official block mentioned above. It requires that the individual in another organization primarily responsible for using this product acknowledge the existence of this new or revised product. This ensures that individual has had the opportunity to review the product and to obtain and supporting material such as a lesson plan, etc..
	New or Totally Revised?	Total revision is the process of rewriting an existing test product. If your product has not been totally revised and is not new, then it has been **PARTIALLY** revised. Follow the appropriate response to the block indicated on the reverse side of the form.
	N/TR	**NEW or TOTALLY REVISED** tests can be processed when the requirements outlined in this section have been satisfied.
	PR	**PARTIALLY REVISED** tests require a different process. There is a threshold that determines when a test has been altered or revised enough to warrant a complete review. When more than 20% of the test is changed, a complete review based on the N/TR section above is necessary. This 20% threshold may be reached in one test revision or could be the effect of cumulative changes since the last review was made. Also, when content or context of the test is significantly altered, a complete review may be needed. The revision to the grading plan mentioned on the form assumes there has been a change to information already on the grading plan. In those cases where the grading plan remains the same, this requirement does not apply.

KEY POINTS

- **QUALITY:** is the image fading? (Includes text and graphics)

- **QUANTITY:**
  1. Consumables = enough for one month
  2. Nonconsumables = one class load, based on the anticipated peak period
  3. If the amount is small enough, reproduce on the organization's copier – except that Test products may ***not*** be reproduced on local copiers.
  4. Is the quantity and product size small enough to print right at the individual workstation?

- **FONT:** can changing the font size reduce the number of pages in the product without degrading legibility?

- **WASTED SPACE:** are all pages used up? Are there blank pages for no apparent reason? Are there graphics spread throughout the product that could be consolidated to take up less space? Do the graphics actually enhance training or are they just "*nice to have*?" Can a *cut-away* view be used to reduce the space used by the graphics? Is there any text on the top of a page that can be moved to the bottom of a preceding page? Would adjusting the margins allow more material on each page?

- **PROFESSIONAL STANDARDS:** Products are produced with the goal of achieving a professional appearance. This includes, but is not limited to the following concepts:

  1. Cover – As a minimum, a cover with the SSI name and crest is used on all products created within SSI. The schools may add their own additional markings. Conversely, products not created or authored within SSI should have a cover from the proponent. For extracts or products that pull other source documents together, an appropriate indication of the content should be marked on the cover. Sources should be indicated conspicuously within the product.

  2. Index (or table of contents) – complex products, that is extracts or products created from multiple sources or have section, chapters or appendices, need to have an index or table of contents.

KEY POINTS

3. Page numbers – a product cover will not have a page number. Number all other pages in a logical sequence. For extracts or products created from multiple sources, the simplest way to achieve page numbering for the print process is to use a yellow highlighter. The yellow will not be seen in the printing process.

4. Spelling, grammar and punctuation check – nothing speaks louder about the quality of training and the pride put into one's work as a poorly written product.

5. Camera-ready master – products are produced from a camera-ready master. This is always an original set of pages, except in limited instances where an original does not exist. In the drive to achieve digital printing, products that have been created locally should be turned in on a floppy computer disk. Creating documents for digital printing requires attention to detail. Some of the details are:

a. Forced (or Hard) page breaks – do not allow the software to separate the pages for you. When you reach the bottom of a page, insert a forced page break. Otherwise, you can not be sure a printer that is not attached to your system will separate the pages as you expect.

b. Blank pages – where a blank page is intended (in those cases where they serve a good purpose), you must have a blank page in the digital file.

c. Margins – ensure that any forms or graphics have sufficient margins to allow for the printing process. If the page is too full, copy and reduce the image.

5. Single-sided print master