

Step by Step

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What is an

FEA?

Q & A

Step by Step

FEA stands for Front End Analysis. The Front End Analysis is an independent study by a Training Requirements Analyst (TRA). When a performance problem or deficiency is noted or a new major acquisition or program is established then an FEA maybe appropriate. Every TRA has had significant training by the Coast Guard in the proven methods developed by the well known educator Joe Harless. Most TRAs have advanced education degrees and have taught in public schools, colleges and universities.

The key to the Harless ABCD Process is to ask the important question, "What do we want the person to DO." Once this known, a training program can be developed.

One of the tools used by the FEA team is an overview of one or more Accomplished Performers (AP).

The result of every FEA is a written report to the client. This report will generally take one of the following directions.

1. No performance change is required. There is another way to achieve the desired performance result.
2. The performance is OK, but some element of the environment needs to be changed.
3. New performance is required. Attached is the information a course designer will need to develop the training.
4. Existing training or performance is flawed and reasons are given to support this statement and recommendations are made to effect a positive change.

Like the doctor/patient privilege, the report is provided only to the client. Copies are never given to the Accomplished Performer or another officer or agency and reference to the study by the FEA team is in general terms only. Every effort is taken not to bring discredit to individuals and organizations participating in the analysis.

Curriculum Development Meeting, October 1997 at Coast Guard Headquarters for Elected Volunteer Office Holder, Distance Education Technology, and Instructor Development Courses. Past Chief Director, Auxiliary CAPT Alan Summy, USCG seated.

Step by Step.....

QUESTION: *Is the Harless Method applicable to any performance situation?*

ANSWER: No. It is applicable to specific job training, not general education.

QUESTION: *Who selects the Accomplished Performer?*

ANSWER: This can be a complicated procedure, but this person is believed by the client to represent one of the best performers of the job under study.

QUESTION: *How long does an Accomplished Performer interview last?*

Answer: That depends on the complexity of the job being analyzed. It may only be an hour or some, or, it can take several days. The FEA team knows that the AP needs to be on the job and will keep the interview as short as possible.



QUESTION: What kind of accommodations should be provided for AP interviews?

ANSWER: Generally the FEA team will want to conduct the interview in or near the AP's workplace. In many instances, the team will want to observe the AP actually doing the job or task. In all instances, the supervisors of the AP should direct the AP and co-workers to keep distractions to a minimum and concentrate on the interview.

Definitions:

Client: The person or organization requesting the study is responsible for paying expenses of the analysis.

Accomplished Performer: An expert at the job or task.

FEA team: One, two or three trained Auxiliaries working together to conduct interviews, determine needs and make recommendations.

Accomplishment-Based vs. Criterion-Referenced Instruction

What is the difference between accomplishment-based instruction (ABI) and criterion-reference instruction (CRI)?

The ABI method, takes a learner through a set of activities until the learner produces the intended job-relevant output or result to the specified criteria under training conditions as close to on-the-job conditions as possible.

The CRI method, provides "a way of organizing the outputs, managing instruction in which prespecified performance criteria are achieved by each qualified learner." CRI defines performance as a "demonstration of a skill or competence."

Training materials using the ABI CRI methods are

both performance based, in the traditional sense of the word, have lots of practice, and are very lean. ABI would articulate outputs and tie those outputs to their results, whereas CRI would articulate "demonstrating the action" or behaviors.

Characteristic	ABI	CRI
Analysis type	Front-end analysis	Goal and performance analysis
Performance definition	Behaviors (tasks linked with outputs (accomplishments))	Demonstration of a skill to criteria
Instructional objectives	Emphasizes outputs	Emphasizes action, criteria, and conditions
Practices	At least two levels to help	One to several levels of help
Sequencing	Job-aided logic for the instructor, invisible to the learner	Course map and progress plotter for the learner
Increments of Instruction	Curriculum, course, and modules	Courses and modules
Terminology	Front-end analysis, accomplishment, operants, instructional strategies, prime, prompt perform, learning problems	Course map, control documents, progress plotter, terminal and enabling objectives, skill hierarchy



Alignment meeting with First Chief Director, Auxiliary discussing N Train FLA

The services of the U.S.C.G. Auxiliary Training Requirements Analysis teams are available to everyone within the Coast Guard. If you have a training need which can be helped with an FEA, you are encouraged to contact one of the persons listed here. There is no charge for service however, you will need to work out arrangements with G-OCX to cover expenses including travel, telecommunications, and administrative expenses.

If G-OCX feels that we can be of assistance, a team will be selected based on related experiences and availability. An alignment meeting will be scheduled to determine what is being requested, explore possible scenarios, and facilitate commitments on finances from the customers..

QUESTION: *What do 7 PhDs, 3 High School Principals, 3 Professors, 1 Master Carpenter, 2 Electrical, Nuclear Engineer, and 7 Other highly trained individuals have in common?*

ANSWER: They are all trained and Certified to do front end analysis using the Accomplishment-Based curriculum development program.

Graduates of ABCD Process, Curriculum Development School, Training Center, Petaluma, California



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