Your training officer has identified one or more areas of performance difficulties that need your immediate attention for improvement.

You will be expected to fully complete the training assignment by: / / 

A. Performance Deficiencies

*Define the problem specifically, giving examples. Describe the training already conducted.*

B. Training Assignment

*Describe the specific assignments given to the trainee to correct the above problem.*

C. Assignment Completion

1. Has the trainee satisfactorily completed the training plan? If No, but improvement is noted, go to 3
   - Yes [ ] No [ ]

2. Is the trainee now performing at a competent level?
   - Yes [ ] No [ ]

3. Has an additional assignment been given?
   - Yes [ ] No [ ]

D. Comments

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Trainee Signature
CTO Signature
CTO Supervisor