

TWI REPORTS AND TIMELINE

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PREPARING FOR THE FUTURE



REQUIRED REPORTS

TWI Contact Sheet

Email to marti.giella@us.army.mil

Within 10 days of arrival at TWI

TWI Training Plan

Email to marti.giella@us.army.mil

Within 30 days of arrival at TWI

TWI Interim Report

Email to marti.giella@us.army.mil

At mid-point in the TWI

TWI Final Report

Email to marti.giella@us.army.mil

Within 30 days of departing TWI

Civilian Institution Academic

Evaluation Report (DA Form 1059-1)

Email original to joel.d.strout.civ@mail.mil

Email copy to marti.giella@us.army.mil

Within 30 days of departing TWI

INITIAL TRAINING PLAN

FORMAT:

- Objectives: Include planned objectives for the entire period.
- Plan: List scheduled activities (with chronological dates if possible) to be conducted in support of your training objectives. Include any known trips necessary to accomplish the training.
- Self Study Program: Develop a self-study program to supplement the normal training program.

INTERIM TRAINING PLAN

- List training objectives and activities you conducted in support of each objective.
- Forecast of activities for next period.
- Self-study activities accomplished and those planned for the next period.
- New or improved techniques observed that may have application within the Army.
- Recommendations for improving the program.

FINAL TRAINING REPORT

- List training objectives and activities conducted since your interim report.
- Given the entire training period, indicate whether you felt you met the requirements of each training objective, by objective, and why or why not.
- Summarize the research papers and/or other documentation you prepared for the industry.
- List program benefits to the Army (bringing the Industry's Best Practices to the Army)
- List program benefits for you, best practices, and lessons learned.

This should be comprehensive and an actual report with an Executive Summary