23 May 2014

Training
INSTRUCTOR CERTIFICATION, DEVELOPMENT, AND RECOGNITION PROGRAM

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FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation establishes policies, procedures, and responsibilities for the United States (U.S.) Army Maneuver Support Center of Excellence (MSCoE) instructor certification, development, and recognition program.

Applicability. This regulation applies to all Active and Reserve Component platform instructors; drill sergeants who have been awarded the instructor additional skill identifier (ASI) and instruct classes; and federal employee instructors within brigades, instructional departments, agencies, directorates, and schools which teach Soldiers under the Commanding General, MSCoE. Contractors and the MSCoE Noncommissioned Officer Academy (NCOA) are excluded from this regulation.

Proponent and exception authority. The proponent for this regulation is the MSCoE, G-37, Staff and Faculty Development (SFD) Section.

Supplementation. Supplementation of this regulation is prohibited without prior approval by Headquarters (HQ), MSCoE.

Forms. The forms located at the end of this regulation are authorized for reproduction.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to G-37 (ATZT-OPS-DS), MSCoE, Fort Leonard Wood, MO 65473-6650.

Distribution. Electronic medium only and posted on the FLW Web site.

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*This regulation supersedes all existing unit programs for instructor development and FLW Reg 350-1, 24 June 2003.

Summary of Change

To

FLW Reg 350-1, Weather Data

FLW Reg 350-1 has undergone administrative revisions. This revised publication, dated 23 May 2014—

- Updates procedures and standards to comply with United States Army Training and Doctrine Command Regulation 350-70.

- Integrates education procedures and policies.

- Updates current policies and courses posted by CAC and ATSC in reference to instructor certification and development.

- Adds guidance and procedures on the TRADOC Instructor/Educator of the Year Program.

- Removes the MSCoE NCOA from the program due to the implementation of the new United States Army Training and Doctrine Command regulation 600-21.

- Reduces the amount of time required between instructor levels from one year, to six months.

- Increases the amount of instructor contact hours needed to advance between levels.

- Defines required courses needed to advance between levels.

- Creates new electronic forms and updates tracking forms to reflect changes.

Table of Contents

Chapter 1
INTRODUCTION

1-1. Purpose

This regulation establishes policy, general guidance, and assigns responsibility for directors, supervisors, and instructors at the MSCoE and the Total Army School System (TASS) battalions under local school proponency. It establishes responsibilities and procedures governing certification, instructor development, and post recognition of instructor of the year (IOY).

1-2. References and forms

The required and related publications and the prescribed and referenced forms are listed in appendix A.

1-3. Acronyms and abbreviations

The acronyms, abbreviations, and special terms used in this regulation are explained in the glossary.

Chapter 2
INSTRUCTOR CERTIFICATION

2-1. Overview

This section establishes guidelines for the MSCoE Instructor Certification Program (ICP). Instructor certification ensures that the instructor has met all standards prior to assuming specific teaching duties. The ICP policies, responsibilities, and procedures apply to all military and civilian directors, technical directors, division chiefs, branch chiefs, instructor supervisors, and instructors assigned or attached to MSCoE or TASS battalions aligned with proponents for training execution.

2-2. Responsibilities

a. The Staff and Faculty Development (SFD) Section is responsible for the ICP and faculty development and is the starting point of the instructor certification process. The SFD Section will—

(1) Ensure that the current foundational, Combined Arms Center-Training (CAC-T), Army Training Support Center (ATSC)-provided instructor/facilitator course (Army Basic Instructor Course [ABIC]) is conducted in support of the ICP and schedule/publish training dates.

(2) Ensure that the Faculty Development Program Phase One (FDP1) is conducted in support of the ICP and schedule/publish training dates.

(3) Ensure that additional instructor development courses in support of the U.S. Army Training and Doctrine Command (TRADOC) Staff and Faculty Development Program (SFDP), Staff and Faculty common training (SFCT), and Staff and Faculty local curriculum (SFLC) are conducted and schedule/publish training dates.

(4) Conduct all SFLC for MSCoE.

(5) Issue certificates for completion of SFLC.

b. The Directorate of Plans, Training, and Mobilization (DPTM) will coordinate student enrollment in ABIC, Small Group Instruction (SGI), FDP1, Faculty Development Program Phase Two (FDP2), Cadre

Training Course (CTC), Support Cadre Training Course (SCTC), and Installation Support and Contractors Training Course (ISCTC).

    c. The Civilian Personnel Advisory Center (CPAC) will send a list of new-hires to the G-37, and the G-37 will coordinate student enrollment in the Greening Course.

    d. Supervisors of instructors will—

      (1) Ensure that newly assigned instructors and instructor supervisors are scheduled to attend ABIC and CTC before conducting or supervising training.

      (2) Conduct certification boards to verify that instructors have the technical and tactical knowledge needed to instruct per parts II and III of the initial certification process.

2-3. Initial certification process

The instructor certification process is an essential component of TASS. Initial certification for Army instructors begins by completion of an ATSC-approved instructor training program and CTC. Instructors who have completed instructor training through another branch of Service or an ATSC-approved course and have supporting documentation will be recognized as completing the ABIC requirement through a TRADOC reciprocity agreement of recognition. All documentation supporting non-ABIC instructor qualification will be routed through the SFD Section to ATSC for approval.

    a. Instructor certification requirements are outlined in AR 614-200, TRADOC Regulation (Reg) 350-6, and TRADOC Reg 350-70. Instructor/facilitator certification is a three-part process encompassing completion of approved SFCT courses, mastery of specific course content, and demonstrated proficiency in the methods and techniques for delivery of instruction.

      (1) Part I. All assigned instructors/facilitators must be certified in the current foundational, CAC-T, ATSC-provided instructor/facilitator course (ABIC) or an equivalent, CAC-T, ATSC-approved course.

NOTE: For instructor/facilitators in educational institutions and/or courses, which follow guidelines for Army education, FDP1 and FDP2 satisfy certification requirements of skill identifier 5K. Applicable institutions and courses are: the U.S. Army War College; all Leader Development and Education (LDE) schools including intermediate level education (ILE) and Captains' Career Course (CCC); the Sergeants Major Course within the Sergeants Major Academy; graduate-level courses; and courses required for civilian certification.

      (2) Part II. All assigned instructors/facilitators must demonstrate mastery of the specific course content requirements in the content area. Mastery is determined by the proponent and must be evaluated and documented in the instructor/facilitator packet.

      (3) Part III. All assigned instructors/facilitators must demonstrate proficiency in the methods and techniques for delivery of instruction and facilitation while student teaching as an assistant instructor/facilitator under a certified instructor/facilitator. Evaluation will be done by a certification board chaired by an instructor supervisor, branch or division chief, or TASS battalion commander, with two or more additional senior/master instructors. TASS battalions are expected to resource accordingly for certification board processes. There must be a minimum of three persons certifying the instructor. Members of the certification board will annotate a FLW Form 2-R (Observation Checklist) as found at the end of this regulation. This checklist will be used to certify all instructors regardless of the method used, the media presented, or the training site. See FLW Form 2-R for requirements to achieve a satisfactory rating to earn certification.

NOTE: To reduce certification time or gain efficiencies, performance assessments may be used to verify proficiency.

(4) In order to receive certification, personnel must fulfill all requirements specific to position certification. All course management plans (CMPs), as applicable, must include both the SFCT faculty requirements and the institution course content qualification requirements.

(5) Military (only) must hold rank specified by proponent.

(6) Military (only) must meet the body fat standard for their Service.

(7) Military (only) must pass the physical fitness test for their Service.

(8) Military (only) must graduate the military occupational specialty (MOS) course in which the instructor will teach in accordance with (IAW) AR 614-200.

(9) Initial entry training (IET) instructors must graduate the CTC per TRADOC Reg 350-6.

b. Noncommissioned Officer Education System (NCOES) small group instructors must also complete the SGI course per TRADOC Pam 350-70-3 (SGI is offered through SFD).

c. Video tele-training (VTT) instructors must also complete Video Tele-Training Instructor Training Course (VTTITC).

d. In lieu of ABIC or an equivalent, CAC-T, ATSC-approved course CCC officer instructors must graduate FDP1 and FDP2 before becoming the primary instructor for any lesson plan. FDP1 is a stand-alone course offered by the SFD Section. FDP2 is a CCC common-core directed course offered by CAC and SFD and followed by department-managed 6-month internship (tracked with FLW Form 744-3-R) with lesson implementation workshops and focuses on lesson content starting at the completion of FDP1 directed by the proponent.

e. All instructors must meet other required prerequisites (as applicable) per DA Pam 611-21, AR 614-200, TRADOC Reg 350-18, TRADOC Reg 350-6, and TRADOC Reg 350-70.

f. After the initial certification board, instructor supervisors and/or course managers will conduct an after action review (AAR) with the instructor. The chairman of the certification board will complete FLW Form 2-R and a cover memo stating the instructor has successfully met the requirements of the certification board. This memo and all checklist results will be placed in the instructor's training record.

g. Upon completion of ABIC or an equivalent, CAC-T, ATSC-approved course a personnel action can be initiated for the award of an enlisted additional skill identifier according to TRADOC Reg 350-70. Officer additional skill identifier personnel actions are initiated upon completion of FDP1 and FDP2.

2-4. Quality control procedures

a. MSCoE Quality Assurance Office (QAO) is responsible for FLW Form 2-R and is responsible for resolving issues between TRADOC 350-70 and local standards.

b. Instructor supervisors and training managers are responsible for maintaining instructor records on each instructor presenting training. At a minimum, instructor records will include the following:

(1) ABIC/FDP1 and FDP2 training certificate or TRADOC-approved equivalent.

(2) Developmental course certificates as applicable.

(3) Copy of orders or request for orders assigning ASI 5K or skill qualification identifier (SQI) 8 or H, as appropriate.

(4) FLW Form 2-R certification sheet and applicable checklist(s) or basic instructor performance checklist according to TRADOC Reg 350-70.

(5) FLW Form 1147-R (Instructor Contact Hours).

(6) FLW Form 744-R (Request for Award Instructor Level) and applicable checklist(s).

(7) FLW Form 744-1-R (Request for Award Senior Level) and applicable checklist(s).

(8) FLW Form 744-2-R (Request for Award Master Level) and applicable checklist(s).

2-5. Recertification

a. Recertification of instructor/facilitator qualification will be provided by the SFD office if personnel have not taught in a military learning environment within the last 5 years. Recertification is achieved by taking the course in the current updated form. This applies to all SFD courses. Units will request recertification of personnel through their training office to DPTM for seat reservations. Recertification students will attend the entire class and will be given new certificates.

b. The instructor's subject matter knowledge may be reassessed at any time by the proponent to ensure they are technically and tactically competent.

Chapter 3
INSTRUCTOR DEVELOPMENT (ID)

3-1. Overview

a. This section establishes policy, responsibilities, and procedures governing ID. The program is voluntary. All military and civilian instructors from all branches of Service are encouraged to enroll (contractors are not eligible).

b. TASS battalions are encouraged to develop their own ID or instructor mentor program which mirrors the Fort Leonard Wood ID process. Each battalion commander is responsible for the administration of his or her own program.

3-2. Responsibilities

a. The SFD Section will be responsible for the overall operation of the FLW ID program and will—

(1) Delegate the review/recommendation authority of instructor development levels to the training departments, brigades, and tenant units to include the following:

(a) Instructor-level recognition: The review/recommendation authority for the instructor level will be with level-one supervisors (for example, instructor's supervisor). Approval authority is delegated to the battalion commander or equivalent.

(b) Senior instructor-level recognition. The review/recommendation authority for the senior level will be with level-two supervisors (for example, mid-level management, course chief, branch chief). Approval authority is delegated to the brigade commander or equivalent.

(c) Master instructor-level recognition: The review/recommendation authority for the master level will be with level-three supervisors (for example, upper level management, department chief, division chief, commander). Approval authority is delegated to the MSCoE Commander.

(2) Review all instructor, senior instructor, and master instructor level requests.

(3) Prepare and issue instructor, senior instructor, and master instructor certificates and decals.

(4) Prepare and staff actions and memorandums for the award of master instructor level.

(5) Approve and post a consolidated list of course subjects that enhance instructor performance. Courses must be training/education instructor/writer/developer-related or MOS-specific. Courses not on the approved list will not be accepted as professional development for use in this recognition program. Approved list will be revised annually with exceptions authorized by the SFD Section as needed.

b. Level-three supervisors will conduct the ID program for individual instructor development and progression of instructors in the levels of instructor, senior instructor, or master instructor. Level-three supervisors will—

(1) Direct that ID records are maintained and updated.

(2) Act as review/recommendation authority on master instructor requests and ensure that they are submitted to the SFD Section within 90 days of eligibility.

c. Level-two supervisors will—

(1) Develop procedures to track and review instructor progression.

(2) Develop a list of recommended course subjects which instructors may use within the ID program. This list will be sent to the SFD Section for review and approval. Course subjects placed on the list will be courses that enhance instructor performance. College courses, correspondence courses, computer courses, and MOS-related professional development courses are recommended.

(3) Ensure internal quality control procedures are met as stated in paragraph 2-4.

(4) Act as the review/recommendation authority on all senior instructor requests and ensure that they are submitted to the SFD Section within 90 days of eligibility.

d. Level-one supervisors will—

(1) Track and review instructor development for instructors.

(2) Act as review/recommendation authority on instructor level requests and ensure that they are submitted to the SFD Section within 90 days of certification or upon request of an instructor to enter the program.

(3) Maintain a record of the instructor contact hours (ICHs) for each instructor.

3-3. Instructor development procedures

Submit instructor, senior instructor, and master instructor packets to the SFD Section for review and appropriate action.

a. Procedures for instructor level.

(1) Complete an approved instructor training program.

(2) Complete the initial instructor certification process as stated in paragraph 2-3. Officers and CCC instructors may enter the program after completion of FDP1.

(3) Submit packet to level-one supervisor for review and verification. Ensure that they are submitted to the SFD Section within 90 days of certification or upon the request of instructor to enter the program.

(4) The packet will include the following:

(a) FLW Form 744-R.

(b) Copies of FLW Form 2-R with appropriate checklist(s).

NOTE: Evaluation will be done by a certification board chaired by an instructor supervisor, branch or division chief, or TASS battalion commander, with two or more additional senior/master instructors. TASS battalions are expected to resource accordingly for certification board processes.

(c) Instructor certificate (paragraphs 2-2a(1) and 2-3a(1)NOTE).

(5) Instructors can begin meeting the requirements for senior instructor as soon as their instructor-level packet has been approved by the unit battalion commander or equivalent. If the instructor-level recognition is disapproved, the instructor cannot credit any of the earned requirements toward senior instructor status.

(6) Late submissions will be dated with the date turned in to the SFD Section and must have a letter of lateness signed by the brigade commander or equivalent.

b. Procedures for senior instructor level.

(1) Meet all requirements for instructor level. Officers and CCC instructors must have completed FDP2.

(2) Complete one training department developmental courses (paragraph 3-2a(5)) that are approved by level-two supervisors. Mandatory annual online courses (for example, Prevention of Sexual Harassment [POSH] and NO FEAR) do not qualify. Course must improve the instructor's ability to instruct. Course must be taken after achieving instructor certification.

(3) Be a graduate of the ATSC-approved entry level training developer course (Systems Approach to Training [SAT]; Analyze, Design, Develop, Implement, and Evaluate [ADDIE] Course; Foundation Training Developer Course [FTDC]; or equivalent).

(4) Accumulate 500 ICHs as a primary instructor after receiving instructor certification. Reserve instructors who do not serve full time must accumulate 28 ICHs. Reserve instructors who are serving in a full-time position must meet the same requirement as the Active Component.

(5) Receive at least two formal evaluations. Evaluations must be conducted at different times. All evaluations must use the FLW Form 2-R.

NOTE: Evaluations will be done by an instructor supervisor, branch or division chief, or TASS battalion commander, QAO/quality assurance evaluator (QAE), or master instructor. TASS battalions are expected to resource accordingly for certification board processes.

(6) Hold an instructor position for at least 6 months after receiving instructor-level recognition.

(7) Submit senior instructor packet to the level-two supervisor for review and verification of (1) through (5) above and ensure that it is submitted to the SFD Section within 90 days of eligibility for review and appropriate action.

(8) Ensure that late submissions are dated with the date turned in to the SFD Section and have a letter of lateness signed by the brigade commander or equivalent.

(9) Ensure that packet includes the following:

(a) FLW Form 744-1-R.

(b) Copies of all FLW Form 2-R.

(c) FLW Form 1147-R.

(d) Instructor certificate (paragraphs 2-2a(1) and 2-3a(1)NOTE).

(e) Training developer certificate (paragraph 3-3b(3)).

(f) Developmental certificate or proof of graduation from course.

(g) FDP2 certificate (officer and CCC instructors only).

(10) Instructors can begin meeting the requirements for master instructor as soon as the senior instructor level packet has been approved by the brigade commander or equivalent. If the senior instructor level recognition is disapproved, the instructor cannot credit any of the earned requirements toward master instructor status.

c. Procedures for master instructor level.

(1) Meet all requirements for senior instructor recognition.

(2) Complete two developmental courses (paragraph 3-2a(5)) that are approved by the level-two supervisor. Mandatory annual online courses (such as POSH or NO FEAR) do not qualify. Courses must improve the instructor's ability to instruct. Courses attended for senior instructor recognition do not apply. Courses must be taken after achieving senior instructor recognition.

(3) Be a graduate of the ATSC-approved Test Construction Course (TCC).

(4) Be a graduate of the ATSC-approved SGI Course.

(5) Complete 500 ICHs after attaining senior instructor status (Senior Instructor Certificate date). Reserve instructors who do not serve full time must accumulate 28 ICHs after attaining senior instructor status (senior instructor certificate date). Reserve instructors who are serving in a full-time position must meet the same requirement as the active component.

(6) Receive at least two formal evaluations after attaining senior instructor status. Evaluations must be conducted at different times. These formal evaluations will use the FLW Form 2-R.

NOTE: Evaluations will be done by an instructor supervisor, branch or division chief, or TASS battalion commander, QAO/QAE, or master instructor. TASS battalions are expected to resource accordingly for certification board processes.

(7) Hold an instructor position for at least 6 months after receiving senior level instructor recognition.

(8) Submit the master instructor recommendation to the level-three supervisor for review and verification of (1) through (5) above and ensure that they are submitted to the SFD Section for review and appropriate action within 90 days of eligibility.

(9) Ensure that late submissions are dated with the date turned in to the SFD Section and have a letter of lateness signed by the brigade commander or equivalent.

(10) Ensure that the packet includes the following:

(a) FLW Form 744-2-R.

(b) Copies of FLW Form 2-R.

(c) FLW Form 1147-R.

(d) Instructor certificate (paragraphs 2-2a(1) and 2-3a(1)NOTE).

(e) Senior instructor certificate.

(f) SGI certificate.

(g) TCC certificate.

(h) Two developmental certificates or proof of graduation from courses. Courses must be taken after senior instructor award date.

3-4. Recognition

Each individual selected for progression will receive the following as applicable:

a. Instructor level.

(1) Instructor certificate.

(2) Instructor decal.

b. Senior instructor level.

(1) Senior instructor certificate.

(2) Senior instructor decal.

c. Master instructor level.

(1) Master instructor certificate.

(2) Master instructor decal.

(3) Letter of achievement from the MSCoE Commanding General.

(4) Other awards or recognition may be awarded by the instructor's organization. These applicable awards are listed in AR 600-8-22 and AR 672-20.

3-5. Exhibiting instructor display decals

Instructor display decals may be displayed on offices or the classroom instructor identification boards. The identification boards are authorized to be displayed in the classroom and office areas as appropriate.

Chapter 4
TRADOC INSTRUCTOR OF THE YEAR (IOY)

4-1. Overview

a. The IOY program has been designed to promote and recognize excellence in instruction. The program recognizes the most outstanding instructors in six categories:

- Noncommissioned officer.

- Warrant officer.

- Commissioned officer.

- Civilian.

- Educator.

TASS battalions are encouraged to develop their own programs which mirror the MSCoE IOY process. Each proponent commander is responsible for the administration of his or her own program and selection of their proponent IOY in each category.

b. The U.S. Army Chemical, Biological, Radiological, Nuclear School (USACBRNS); the U.S. Army Engineer School (USAES); and the U.S. Army Military Police School USAMPS will each have a selection of winners in the applicable categories. All instructors who do not belong to one of the proponent schools will be grouped into an MSCoE classification group. The MSCoE classification group will also have winners in the applicable categories. The local (USACBRNS, USAES, USAMPS, and MSCoE) winners will be submitted into the TRADOC IOY competition. Every year TRADOC outlines the process with a memorandum of instruction.

4-2. Responsibilities

The SFD Section is responsible for the execution of the IOY program and provides the action officer for the program.

a. The SFD Section will—

(1) Meet with the IOY school appointed point of contacts (POCs) and advise proponent schools' training departments, brigades, MSCoE NCOA, and tenant units on the nomination process for the TRADOC IOY program as addressed in the TRADOC memorandum of instruction.

(2) Ensure that proponents schedule videotaping sessions with DPTM Multimedia Visual Information Service Center (MVISC) for their winners in preparation for the TRADOC IOY competition.

(3) Submit all MSCoE schools IOY winners into the TRADOC IOY competition.

(4) Contact the Public Affairs Office announcing all MSCoE school IOY winners.

(5) Prepare paperwork for appropriate awards.

(6) Coordinate an award ceremony to honor all MSCoE school IOY winners.

(7) Select a MSCoE group winner for each appropriate category for submission into TRADOC IOY competition.

(8) Perform any additional requirements as required in yearly updated tasking orders (TASKORD).

b. Proponent schools will—

(1) Appoint a POC who will serve as liaison with the SFD Section IOY action officer.

(2) Select a proponent school IOY winner from each appropriate category.

(3) Prepare the nomination packet for TRADOC competition IAW TRADOC memorandum of instruction. Packets for winners from the MSCoE group will be prepared by the organization to which the winner is attached.

(4) Schedule videotaping and editing sessions with DPTM MVISC for their winners.

(5) Submit completed packet and DVD in the proper format to the SFD Office IOY action officer.

(6) Perform any additional requirements as required in yearly updated TASKORD.

c. The DPTM MVISC will—

(1) Provide one color photograph (8"x10") of the IOY winners and one full-length official DA color photograph (4"x 6").

(2) Videotape a class for each IOY winner. The videotaping session will be coordinated through the school-appointed POCs.

(3) Edit a class tape down to a 15-17 minute presentation in the proper format for submission. The editing session will be coordinated through the school-appointed POCs.

d. All winners will prepare a personal narrative IAW TRADOC memorandum of instruction.

4-3. IOY qualifications

The following rules direct which instructors qualify to be IOY nominees. Instructors must—

a. Be a certified instructor as stated in paragraph 2-3 and must have served as an instructor for a minimum of 6 months.

b. Have passed their latest physical fitness test and must meet their Service's body fat requirements (military only).

Note: International and interservice instructors who are assigned to TRADOC schools are eligible to participate in the program IAW TRADOC memorandum of instruction.

4-4. Submission procedures

Submission procedures and dates for the IOY competition are established yearly by TRADOC memorandum of instruction. The MSCoE competition will comply with TRADOC procedures and submission dates.

Appendix A
REFERENCES AND FORMS

A-1. Required.

a. AR 600-8-22 (Military Awards), 15 September 2011. Cited in paragraph 3-4c(4).

b. AR 614-200 (Enlisted Assignments and Utilization Management), 26 February 2009. Cited in paragraphs 2-3, 2-3a(8), and 2-3e.

c. AR 672-20 (Incentive Awards), 29 January 1999. Cited in paragraph 3-4c(4).

d. DA Pam 611-21 (Military Occupational Classification and Structure), 22 January 2007. Cited in paragraph 2-3e.

e. TRADOC Reg 350-6 (Title), 28 January 2011. Cited in paragraphs 2-3, 2-3a(9), and 2-3e.

f. TRADOC Reg 350-70 (Title), 6 December 2011. Cited in paragraphs 2-3, 2-3e, 2-3g, 2-4a, and 2-4b(4).

g. TRADOC Pam 350-70-3 (Title). Cited in paragraph 2-3b.

h. TRADOC Reg 350-18 (The Total Army School System), 21 July 2010. Cited in paragraph 2-3e.

A-2. Related. US Army Combined Arms Center Leader Development and Education Bulletin No. 907, 29 December 2010.

A-3. Prescribed.

a. FLW Form 2-R (Observation Checklist). Prescribed in paragraphs 2-3a, 2-3f, 2-4a, 2-4b(4), 3-3a(4)(b), 3-3b(5), 3-3b(9)(b), 3-3c(6), and 3-3c(10)(b).

b. FLW Form 744-R (Request for Award Instructor Level). Prescribed in paragraphs 2-4b(6) and 3-3a(4)(a).

c. FLW Form 744-1-R (Request for Award Senior Level). Prescribed in paragraphs 2-4b(7) and 3-3b(9)(a).

d. FLW Form 744-2-R (Request for Award Master Level). Prescribed in paragraphs 2-4b(8) and 3-3c(10)(a).

e. FLW Form 744-3-R (Faculty Development Program Phase Two 6-Month Internship Tracker). Prescribed in paragraph 2-3d.

f. FLW Form 1147-R (Instructor Contact Hours). Prescribed in paragraphs 2-4b(5), 3-3b(9)(c), and 3-3c(10)(c).

A-4. Related. DA Form 2028 (Recommended Changes to Publications and Blank Forms).

Glossary

AAR
after action review

ABIC
Army Basic Instructor Course

ADDIE
analyze, design, develop, implement, and evaluate

AR
Army regulation

ASI
additional skill identifier

ATSC
Army Training Support Center

CAC-T
Combined Arms Center-Training

CCC
Captains' Career Course

CMP
course management plans

CPAC
Civilian Personnel Advisory Center

CTC
Cadre Training Course

DA
Department of the Army

DPTM
Directorate of Plans, Training, and Mobilization

FDP1
Faculty Development Program Phase One

FDP2
Faculty Development Program Phase Two

FLW
Fort Leonard Wood

FTDC
Foundation Training Developer Course

HQ
headquarters

IAW
in accordance with

ICH
instructor contact hours

ICP
Instructor Certification Program

ID
instructor development

IET
initial entry training

ILE
intermediate level education

IOY
instructor of the year

ISCTC
Installation Support and Contractors Training Course

LDE
leader development and education

MOS
military occupational specialty

MSCoE
United States Army Maneuver Support Center of Excellence

MVISC
Multimedia Visual Information Service Center

NCOA
Noncommissioned Officer Academy

NCOES
Noncommissioned Officer Education System

Pam
pamphlet

POSH
Prevention of Sexual Harassment

QAE
quality assurance evaluator

QAO
Quality Assurance Office

Reg
regulation

SAT
Systems Approach to Training

SCTC
Support Cadre Training Course

SFCT
Staff and Faculty common training

SFD
Staff and Faculty Development

SFDP
Staff and Faculty Development Program

SFLC
Staff and Faculty local curriculum

SGI
small group instruction

SQI
skill qualification identifier

TASKORD
tasking order

TASS
Total Army School System

TCC
Test Construction Course

TRADOC
U.S. Army Training and Doctrine Command

USACBRNS
U.S. Army Chemical, Biological, Radiological, Nuclear School

USAES
U.S. Army Engineer School

USAMPS
U.S. Army Military Police School

VTT
video tele-training

VTTITC
Video Tele-Training Instructor Training Course

Observation Checklist
(FLW Form 2-R)

SECTION I - Training Development

PART I - Administrative Data

1. School:	2. Course/POI:
3. Date:	4. Name of Evaluator:

PART II - Course Design/Implementation Plan

1. POI File No:	2. Lesson Plan (LP)/Training Support Package (TSP) Title:	3. LP/TSP Approved IAW MSCoE Policy?	4. Date LP/TSP Approved:
		YES ___ NO ___	

5. LP/TSP Risk Assessed?	6. LP Environmentally Assessed?	7. POI Time Matches LP Time?
YES ___ NO ___	YES ___ NO ___	YES ___ NO ___

8. POI Method of Instruction Matches LP Method of Instruction (MOI)?	YES ___ NO ___

9. Foreign disclosure statement listed?	YES ___ NO ___

10. POI Date:	11. CMP Date:

12. Critical Task List Date:	

13. TLO/ELOs Written IAW TR 350-70?	YES ___ NO ___	13a. If "NO", mandatory recommendation for rewrite (below):

14. TLO/ELOs Match POI?	YES ___ NO ___	14a. If "NO", mandatory comments and recommendations (below):

15. Is Doctrine Current?	YES ___ NO ___	15a. If "NO", mandatory comments and recommendations (below):

16. Does Doctrine reflect COE?	YES ___ NO ___	16a. If "NO", mandatory comments and recommendations (below):

17. LP task on Critical Task List?	YES ___ NO ___	17a. If "NO", mandatory comments and recommendations (below):

18. LP task in POI?	YES ___ NO ___	18a. If "NO", mandatory comments and recommendations (below):

19. LP time/MOI on TMA sheet?	YES ___ NO ___	19a. If "NO", mandatory comments and recommendations (below):

Part III - Section I Performance Rating

GO - At least 75% of the evaluated items (Part II, Items 3-19) were rated "Go".
NO GO - Less than 75% of the evaluated items were rated "Go". Command emphasis needed.

PERFORMANCE RATING: GO [   ]   NO GO [   ]

NOTE: Overall performance as derived from the evaluation in Sections I, II, and III. Items marked "Not Applicable" are not counted when computing the overall performance rating.

SECTION II - Training Management

PART I - Administrative Data

1. School:	2. Course/POI:
3. Date:	4. Name of Evaluator:

PART II - Training Resource Material

1. LP equipment in POI?	YES		NO		1a. If "NO", mandatory comments and recommendations (below):
2. LIN/nomen IAW FedLog?	YES		NO		2a. If "NO", mandatory comments and recommendations (below):

3. POI reflects updated AV equipment requirements/Classroom XXI requirements:	YES		NO	

4. LP facilities in POI?	YES		NO		4a. If "NO", mandatory comments and recommendations (below):
5. LP ammo in POI?	YES		NO		5a. If "NO", mandatory comments and recommendations (below):
6. LP TADSS in POI?	YES		NO		6a. If "NO", mandatory comments and recommendations (below):

Part III - Training Ratios

	Required	Assigned	Available	Comments
a. Instructor/Student				
b. Equipment/Student				
c. Drill/Student				
d. Operator/Student				

Part IV - Other Areas

	Go	No Go	NA	Comments
1. Facilities				
2. Safety				
3. Other (specify):				

Section II - Training Management (cont)

PART V - Training Implementation

1. Deviation from LP/POI:	

1a. Caused by:	1b. Explanation:	1c. Status	
		Reported:	YES/NO
		Recurring:	YES/NO
		Safety Impact:	YES/NO

Part VI - Section II Performance Rating

GO - At least 75% of the evaluated items were rated "Go".
NO GO - Less than 75% of the evaluated items were rated "Go". Command emphasis needed.
PERFORMANCE RATING:

GO [ ]   NO GO [ ]

NOTE: Overall performance as derived from the evaluation in Sections I, II, and III. Items marked "Not Applicable" are not counted when computing the overall performance rating.

SECTION III - Instructor Checklist

PART I - Administrative Data

1. School/Course:		2. Class Number:	3. Date:
4. Name of Instructor/SGL:		5. Rank/MOS/SC:	6. Inst Qualified IAW TR 350-70:
			YES ___ NO ___

PART II - Evaluation

A. Administrative Preparation	Go	No Go	NA	Comments
1. Visitor's book was current and available.				
a. TSP, Student H/O at visitor's area.				
b. Training schedule available.				
c. ABIC Certificate or Memo of certified instructors.				
d. Visitor's sign in sheet.				
e. FLW Form 880 (IET only).				
f. Student Roster.				
g. Range Safety/Demo Certification.				
h. Inclement Weather Plan.				
i. Risk Management Worksheet/Daily Risk Assessment.				
j. Medevac Plan.				

B. Classroom Preparation	Go	No Go	NA	Comments
1. Lesson plan current, DOTD and DOT approved, and IAW POI.				
2. Classroom had adequate lighting, neat, orderly, free from noise and interruptions. Seating arrangement appropriate. Class prepared prior to training.				
3. Training materials, aids, and safety equipment available and serviceable prior to training.				

C. Introduction	Go	No Go	NA	Comments
1. Used a motivational statement that explains the relevance and importance of the task.				
2. Displayed and clearly stated the Learning Objectives (Action, Condition, Standard), and briefly outlined the sequence of the lesson.				
3. Stated the Risk Assessment Level, warnings, safety hazards and the environmental considerations.				
4. Explained how the objective would be tested.				

D. Demonstration Techniques	Go	No Go	NA	Comments
1. Ensured students could see all parts of demonstration.				
2. Steps were properly demonstrated.				
3. Students were involved in demonstration, if appropriate.				
4. Assisted students as needed.				
5. Gave on-the-spot corrections and praise.				

Section III - Instructor Checklist (cont)

E. Hands-on Training Method	Go	No Go	NA	Comments
1. Summarized points covered during the demonstration.				
2. Gave detailed directions before the practical exercise.				
3. Ensured students performed the practical exercise correctly.				
4. Provided timely feedback.				
5. Encouraged group members to participate.				
6. Conducted an after action review with the students after practical exercise.				

F. Communications Skills	Go	No Go	NA	Comments
1. Used correct enunciation and grammar.				
2. Did not excessively use distracting mannerisms such as "Ah", "OK" and "You know".				
3. Instructor's voice quality, volume, and variations (pitch, rate, and inflection) were adequate.				

G. Question/Answer Techniques	Go	No Go	NA	Comments
1. Questions were phrased clearly and to the point (ask, pause, call, respond, evaluate).				
2. Questions were appropriate for the lesson.				
3. Covered all key points with questions.				
4. Student's questions were answered adequately.				

H. Presentation Skills	Go	No Go	NA	Comments
1. Made eye contact with all students.				
2. Movement and gestures were natural and appropriate.				
3. Instructor was poised and enthusiastic.				

I. Use of Training Aids/ Materials	Go	No Go	NA	Comments
1. Training aids, instructional materials, equipment listed in POI were used appropriately.				
2. Whiteboard and/or other visual aids were used in an effective manner.				

J. Classroom Management	Go	No Go	NA	Comments
1. Maintained proper control of the class.				
2. Used appropriate techniques to assist and motivate students.				
3. Managed time appropriately; lesson was well paced.				
4. Encouraged student participation.				

K. Test Management	Go	No Go	NA	Comments
1. Maintained accountability of tests.				
2. Complied with Test Administration Guide (TAG).				
3. Test matched method of training.				
4. Test evaluated what was trained.				
5. Conducted AAR with students.				

Section III - Instructor Checklist (cont)

L. Instructor Preparation	Go	No Go	NA	Comments
1. Demonstrated knowledge of class material.				
2. Explained key performance points.				
3. Followed the sequence as outlined in the lesson plan.				
4. Covered all objectives.				
5. Used smooth transitions.				
6. Put training activity into job context at least once.				
7. Ensured all students could see and hear all instruction.				
8. Properly used internal summaries.				
9. Properly conducted lesson summary (see 9a - 9d below).				
9a. Restated action.				
9b. Restated main learning steps.				
9c. Checked on learning.				
9d. Provided closing summary.				

M. Personal Qualities	Go	No Go	NA	Comments
1. Instructor's professionalism set the proper example for bearing, behavior, and appearance.				
2. Showed respect to students.				
3. Established a positive rapport with students.				

Part III - AAR with Instructor

Part IV - Section III Performance Rating

GO - At least 75% of the evaluated items were rated "Go".
NO GO - Less than 75% of the evaluated items were rated "Go". Command emphasis needed.
PERFORMANCE RATING:

GO [ ]   NO GO [ ]

NOTE: Overall performance as derived from the evaluation in Sections I, II, and III. Items marked "Not Applicable" are not counted when computing the overall performance rating.

Acknowledgement of Evaluation

Person briefed:	Position:	Date:

Signature of Evaluator:	Signature of Course Manager:

SECTION IV - Overall Performance Rating

PART I - Administrative Data

1. School:	2. Course/POI:
3. Date:	4. Name of Evaluator:

PART II - Ratings

Section I:	GO		NO GO	
Section II:	GO		NO GO	
Section III:	GO		NO GO	
Overall Rating:	GO		NO GO	

REQUEST FOR AWARD
INSTRUCTOR LEVEL

Name:

              Last, First MI   Rank   Social Security Number

Duty Position:

Date Assigned:

ABIC/FDP1 Completion Date:

Certification (Attach FLW Form 2-R and applicable checklists):

    Date of Certification Board:

    Overall Rating (circle one):   GO / NO GO

    Class Title:

    Certification Board/Evaluators (Name/Rank):

        Chairman:

        Member:

        Member:

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg 350-1 for entry into the Instructor Development Program. I recommend they be awarded the title of Instructor.

Supervisor Signature _____ Date _____

Supervisor Name and Job Title _____

Date of Award _____

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REQUEST FOR AWARD
SENIOR INSTRUCTOR LEVEL

NAME: _____

 Last, First MI   Rank   Social Security Number

Date Completed FDP2 (officer only): _____

Date Completed ADDIE: _____

Date of Instructor Recognition: _____

Evaluations (Attach FLW Form 2-R and applicable checklists):

 Date of First Evaluation: _____

 Evaluated by: _____

 Overall Rating (circle one):   GO / NO GO

 Date of Second Evaluation: _____

 Evaluated by: _____

 Overall Rating (circle one):   GO / NO GO

Developmental Course Attended and Approved by Supervisor:

 1. _____

Number of Instructor Contact Hours (Attach FLW Form 1147): _____

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg 350-1 for advancement in the Instructor Development Program. I recommend he/she be awarded the title of Senior Instructor.

Supervisor's Signature: _____ Date: _____

Supervisor's Name and Job Title: _____

Level Two
Supervisor's Signature: _____ Date: _____

Staff and Faculty Development
Signature: _____ Date: _____

 Date of Award: _____

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REQUEST FOR AWARD
MASTER INSTRUCTOR LEVEL

POC Information

Name:
Phone:

NAME: _____

         Last, First MI   Rank   Social Security Number

Date Completed Test Construction Course: _____

Date Completed SGI: _____

Date of Instructor Recognition: _____

Date of Senior Instructor Recognition: _____

Evaluations (Attach FLW Form 2-R and applicable checklists):

    Date of First Evaluation: _____

      Evaluated by: _____

      Overall Rating (circle one):   GO / NO GO

    Date of Second Evaluation: _____

      Evaluated by: _____

      Overall Rating (circle one):   GO / NO GO

Developmental Courses with dates Attended and approved by supervisor:

    1. _____

    2. _____

Number of Instructor Contact Hours (Attach FLW Form 1147): _____

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg 350-1 for advancement in the Instructor Development Program. I recommend he/she be awarded the title of Master Instructor.

Supervisor's Signature: _____   Date: _____

Supervisor's Name and Job Title: _____

Level Three Supervisor's Signature: _____   Date: _____

Staff & Faculty Development Signature: _____   Date: _____

Date of Award: _____

FLW Form 744-2-R (Rev 6 December 2012) Previous Edition Obsolete

Faculty Development Program Phase Two 6-Month Internship Tracker

Name:
_____
Last, First MI   Rank   Social Security Number

Duty Position: _____

Date Assigned: _____

FDP1 Completion Date: _____

Certification (Attach FLW Form 2-R and applicable checklists):

    Date of Certification Board: _____

    Overall Rating
    (circle one):   GO / NO GO

    Class Title: _____

    Certification Board/Evaluators (Name/Rank):

        Chairman: _____

        Member: _____

        Member: _____

Proponent sponsored instructor implementation certification (Example: Revised Lesson Plans, Mentored students on staff rides, Assistant Instructor Time, etc):

    Date and type of certification: _____

    Date and type of certification: _____

    Date and type of certification: _____

    Date and type of certification: _____

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg 350-1 for entry into the Instructor Development Program. I recommend they be awarded the title of Instructor.

Supervisor Signature _____ Date _____

Supervisor Name and Job Title _____

FLW Form 744-3-R (Rev 14 March 2012)

INSTRUCTOR CONTACT HOURS
RECORD FORM

Instructor's Name:_____

CLASS TITLE	LESSON NUMBER	DATE	ICH
		Number of Total Contact Hours	

Supervisor's Signature_____ Date _____

FLW Form 1147-R (Rev 6 December 2012) Previous Edition Obsolete