Department of the Army ***OD Reg 350-67**
US Army Ordnance Center and Schools
Aberdeen Proving Ground, Maryland 21005-5201
Redstone Arsenal, Alabama 35897-6000
30 September 2008

Schools

INSTRUCTOR STANDARDS AND DEVELOPMENT PROGRAM

Summary. This regulation establishes policy and procedures for implementation of the Instructor Development Program (IDP).

Applicability. This regulation applies to all departments/organizations within or reporting to the US Army Ordnance Center and Schools (USAOC&S).

Suggested Improvements. The proponents of this regulation are the Directorate of Instruction (DOI), US Army Ordnance Mechanical Maintenance School (OMMS), Aberdeen Proving Ground, Maryland; and the DOI, US Army Ordnance Munitions and Electronics Maintenance School (OMEMS), Redstone Arsenal, Alabama. Send comments and suggestions to Commander, USAOMMS, ATTN: ATSD-DI, Aberdeen Proving Ground, MD 21005-5201.

Availability. This regulation is available in electronic media only. Chapter 3 and Appendix D will be extracted and printed for IDP processing and record keeping.

This regulation supersedes OD Reg 350-67, 10 May 2006

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Chapter 1
Introduction

1-1. Purpose.
This regulation establishes policies and procedures for implementation of the instructor development program. Chapter 2 provides the regulatory guidance and responsibilities to administer the IDP while Chapter 3 provides specific requirements and procedures.

1-2. References.

a. AR 614-200, Enlisted Assignments and Utilization Management.

b. TRADOC Reg 350-10, Institutional Leader Training and Education.

c. TRADOC Reg 350-18, The Army School System (TASS).

d. TRADOC Reg 350-70, Systems Approach to Training Management, Processes, and Products.

e. DA Pam 611-21, Military Occupational Classification and Structure.

1-3. Abbreviations/Terms.
Abbreviations and terms used in this regulation are explained in the glossary.

Chapter 2
Scope and Responsibilities

2-1. Responsibilities.

a. Commandant of the Ordnance Center and Schools will approve the assignment of all Army sergeants (E-5) as primary instructors at OMEMS and OMMS. This does not include Soldiers who are SGT(P).

b. Brigade Commanders--

(1) May grant exemption from all company, battalion, and post staff duty rosters to Master Instructors while they are actively instructing at an Ordnance School when the operational situation permits.

(2) Will ensure military personnel who achieve the Master Instructor level receive a special four-day pass and DOD civilians receive a time-off award.

c. Director of Instruction or a designated representative will--

(1) Chair the Master Instructor Boards.

(2) Enforce all provisions of the regulation and ensure compliance.

d. Chief, Staff and Faculty Development (SFD) will--

(1) Publish and distribute schedules and rosters of SFD classes quarterly and conduct classes accordingly.

(2) Ensure that instructors and students receiving training in the IBC course receives a briefing on the IDP requirements and procedures in Chapter 3 of this document.

(3) Request Certificates of Training (DA Form 87) for all individuals completing SFD courses and distribute a badges and certificates to qualifying instructors.

(4) Provide guidance for and conduct the soldier of the month/quarter board.

(5) Evaluate all requests for Certificates of Qualification for Associate through Senior Instructors.

(6) Review and evaluate proposed and final Master Instructor projects.

(7) Attend Master Instructor candidates' professional development seminars.

(8) Serve as member of the Master Instructor Board.

(9) Establish a database system to track instructor progress in IDP.

(10) Coordinate appropriate ceremony for the presentation of the MI badge with the DOI secretary.

e. Instructional Elements (Training Department Directors, Noncommissioned Officer Academy (NCOA) Commandant, US Marine Corps (USMC) and US Air Force (USAF) Commanding Officers) will--

(1) Submit attendee names to SFD for required courses.

(2) Conduct Instructor Certification Boards, documenting results using example in Appendix A of this regulation.

(3) Maintain certification files.

(4) Provide mentorship to develop all instructors.

(5) Maintain records of each instructor's progress in the IDP.

(6) Submit requests for certificates of Associate Instructor level qualification to SFD/DOI (Appendix A and B) for Associate Instructor Level; and Appendix C for Instructor, Senior Instructor, and Master Instructor Levels.

(7) Observe and evaluate instructors to ensure subject matter and teaching competency.

(8) Attend Master Instructor candidates' professional development seminars within their area.

(9) Serve as member of the Master Instructor Board for candidates from that instructional element.

(10) Request exemption from duty rosters for military MIs who are actively teaching OMMS and OMEMS classes on a continuous basis.

(11) Request temporary exemption from other duties, for students attending SFD courses that are 1 week or longer.

(12) Recommend a 4-day pass for new military and a time-off award for new civilian Master Instructors.

(13) Coordinate with the SFDO on time and place for the MI award ceremony. When possible, the Commanding General will make the presentations.

(14) Prepare DD Form 1556 (Request, Authorization, Agreement, and Certification of Training and Reimbursement) for each individual attending a SFD course.

(15) Submit IDP level statistics to SFD by the fifth of each month.

f. Academic Record(s) Branch will--

(1) Prepare Certificates of Qualification.

(2) Prepare Certificates of Training for personnel completing SFD courses.

(3) Maintain a stock of Certificates of Qualification for each IDP level.

2-2. Instructor Competencies.

a. General Technical Score 100.

(1) Enlisted instructors assigned to the duties of instructing Ordnance Soldiers should possess a minimum general technical (GT) score of 100. An instructor not possessing a GT score of 100 must enroll in a self-development class and will remain enrolled for the duration of the instructor's assignment or until a score of 100 or above is achieved. It is the choice of the instructor to retest. Current instructors with less than six months remaining are excluded; however, they should be encouraged to improve their scores.

(2) Results for each instructor will be included in the instructor's certification file.

(3) Development/improvement classes will not conflict with the performance of duties during duty hours.

b. Subject Matter Knowledge.

(1) All instructors must pass the same tests the students take on the subjects they teach with a score of 90% or better.

(2) Instructors who fail to pass the test(s) with the required 90% will undergo remedial training and be retested.

(3) All examinations will be taken under the same proctored conditions as students.

(4) Those instructors who cannot score 90% will be assigned to other duties or training areas.

2-3. Instructor Remedial Development.

a. The goal of remedial development is to have instructors meet all requirements for Basic Skills by the end of their first year of assignment.

b. Instructors not meeting instructor competency requirements will be enrolled in a remedial development course for the duration of their assignment or until minimum requirements are achieved.

c. After 6 months, with a score of 90 percent and under the same test conditions, instructors must pass the same examinations, which they give to their students. If this criterion is not met, instructors will be placed in an intensive remedial program with a retest as often as the department director or NCOA Commandant directs thereafter.

d. If instructors have not achieved the instructor competency levels as outlined above, in 1 year, commanders should determine if the instructor is suitable for continued instructor duty and consider requesting the instructor be permanently reassigned. The Regimental Command Sergeant Major and Chief of Ordnance will review all such reassignments for endorsement.

e. Civilian instructors should meet the same requirements (less GT score) as military instructors; however, there are limitations as to how remedial training can be mandated. Commanders should develop incentives to achieve the objectives of this policy. Commanders may include remedial training as a performance objective and integrate it into the performance evaluation process whenever possible.

f. The inability to achieve a GT score of 100 is not a basis for adverse action. Adverse action may be applied on (1) noncompliance of mandatory enrollment in remedial and self-developmental courses, (2) failure to complete course work in accordance with given assignments, (3) measurable lack of effort and motivation, and/or (4) resisting self-development. Leaders must remain actively involved with advising and monitoring developmental progress for this policy to be effective. Instructors will remain on remedial training for the duration of their tour or until the standard is met.

2-4 Instructor Certification.

a. Instructors are assigned in accordance with AR 614-200, Section II, paragraph 6-12. All Ordnance Noncommissioned Officers (NCOs) must posses a GT score of 100 to be assigned as an instructor.

b. Instructor certification is standardized by TRADOC Reg 350-70.

c. Instructor certification is based on demonstrated competency in the areas of instructional techniques and subject matter proficiency.

d. All personnel assigned as instructors or small group leaders must successfully complete the instructor certification requirements before instructing any class as a primary instructor.

(1) Graduates of an instructor training course can teach lessons prior to being certified if under the direct supervision (physically present) of a certified instructor for that particular lesson.

(2) The certified instructor will conduct an evaluation using an approved observation form, for each block of instruction presented by the prospective instructor.

e. Personnel who fail to meet certification standards within a reasonable time may be reassigned in accordance with the needs of the Army.

f. Soldiers holding the appropriate military occupational specialty (MOS) (e.g., Drill Sergeants, Operation NCOs, etc.) can serve as an Assistant Instructor during a block of instruction. However, there will always be present a qualified instructor during the conduct training. Assistant Instructors will not be included in the monthly IDP report.

2-5. Instructor Certification Board.

a. An Instructor Certification Board will be conducted by the department or organization responsible for presenting technical course instruction.

b. The certification board will consist of a minimum of three instructional or supervisory personnel assigned to the instructional element. One of the board members must be a Senior Instructor certified to teach the MOS/course in which the new instructor is being evaluated. Other board members may be 1st or 2d line supervisors, Senior or Master Instructors.

c. The certification board members will review the instructor's record to ensure completion of all requirements.

d. Each certification board member will independently observe the prospective instructor conducting an actual block of instruction.

(1) The block of instruction must be at least one hour in length.

(2) Each board member will complete an approved observation form.

(3) The prospective instructor must receive at least a satisfactory on all of the approved observation forms to be certified in any MOS/course.

e. Results of the Instructor Certification Board will be formally documented as stated in Appendix A. The certification memorandum of record, with board members' concur/nonconcur signatures, will be forwarded to the department director; Commandant, NCOA; Commanding Officer (CO), USMC; or CO, USAF for final approval and certification signature. The department director or Commandant, NCOA, may be a board member as well as the final approving authority.

f. Training department directors; Commandant, NCOA; CO, USMC Detachment; and CO, USAF Detachment are responsible for maintaining a current certification file for each certified instructor. The certification memorandum and supporting documents are to be available upon request to inspectors and evaluators.

g. When instructors have completed the instructor certification board requirements, they are eligible for the Associate Level Certificate of Qualification (Appendix B) and Memorandum of Commendation.

2-6. Instructor Reinstatement

a. Instructors returning to OMMS and OMEMS who have not performed instructor duties in the last 3 to 4 years will be reinstated as follows and will regain the last instructor level previously held:

(1) Serve as an AI for a complete class that he/she will teach.

(2) Conduct a complete class as the Primary Instructor.

(3) Receive 2 observations. Each observation must be rated SAT or above.

(4) Complete the refresher program within 30 days of starting date.

b. If it has been 5 years or longer, the requesting candidate must attend an IBC or its equivalent class in its entirety. Upon successfully attending the IBC or its equivalent, the instructors will be reinstated to the level last held. (Appendix F)

2-7. Instructor Development Program Advancement.

a. Personnel assigned as instructors will complete the following requirements within the time frames specified; Senior and Master levels are desired goals.

LEVEL	TIME FRAME
Associate Instructor	Within three months of assignment
Instructor	Within one year of assignment
Senior Instructor	Target goal within two years of assignment
Master Instructor	Target goal within three years of assignment

b. Upon achieving an IDP level, instructors receive the following:

LEVEL	INCENTIVE
Associate Instructor	Associate Instructor Badge Certificate of Qualification Memorandum of Commendation
Instructor	Instructor Badge Certificate of Qualification Memorandum of Commendation
Senior Instructor	Senior Instructor badge Certificate of Qualification Memorandum of Commendation
Master Instructor	Master Instructor badge and plaque Certificate of Qualification Memorandum of Commendation Picture added to the Master Instructor Gallery Brigade Commander may grant exemption from all company, battalion, brigade, and post staff duty rosters while actively instructing at an Ordnance School when the operational situation permits Four-day pass (military) or consideration of a time-off award (civilian)

c. Supervisors will consider providing other forms of recognition for Master Instructors i.e., Army Commendation Medal (military) and Time-Off Award (DA civilian). All requests for *impact awards will be processed by the instructor candidate's unit/company/battalion.*

d. All instructors will wear their instructor badge on post. When leaving the installation, the badge will not be worn. The POC for each department can obtain the badges from SFDO.

2-8. Technical Certification Incentive Program.

a. The goal is to encourage instructors to obtain civilian certifications where applicable. Technical certifications usually include competency examinations. They often cover equipment or procedures not practiced by the military. However, the knowledge that civilian certifications measure is so highly transferable they offer an excellent means to measure MOS technical competency. Technical certifications are available now, they are funded by the Office of Veterans Affairs (VA), they are valuable credentials to the Soldier, and they are often worth college credits.

b. To support the development of the program, department directors will identify relevant and appropriate civilian certifications for each instructor position where possible. Example – 63B automotive mechanics assigned to instruct the subject of diesel engine fuel injectors may be matched to the Automotive Service Excellence's (ASE's) Diesel Engine T-2 examination. Directors will approve the certifications matched to the instructor's duties, and these will be the qualifying certifications that will earn the incentives. The intent is to steer the instructor into taking the designated certification that is aligned with what they instruct.

c. In addition to matching certifications to instructors, directors should look at what they consider to be "Master Technician" equivalent certifications for each MOS. Example – multiple examinations are required to achieve ASE's Master Technician certification. ASE specifically states what is required to achieve "Master Technician." Other certifying agencies do not offer Master Technician Certifications. Directors will develop what they consider to be equivalents using multiple requirements, certification examinations, college level classes, or other criteria deemed appropriate. Warrant Officers should be consulted.

d. Certifications can be paid for by the VA. However, there may be other costs associated with obtaining certifications such as registration fees, not funded by the VA.

e. Approved certifying agencies include but are not limited to the American Welding Society, Automotive Service Excellence, North American Technician Excellence, National Institute for Metalworking Skills, Electronics Technicians Association International, and Partnership for Air Conditioning, Heating, Refrigeration Accreditation.

f. Instructors will achieve the same certification standards as the students they instruct. In the event instructors are unable to achieve certification standards, and directors allow instructors subsequent attempts to pass certification standards, funding of the certification credential should not result in exhausting funds meant for students. Instructors unable to achieve certification standards are subject to remedial training requirements.

Chapter 3
Requirements and Procedures

3-1. Purpose.

a. The purpose of the IDP is to provide faculty members with development opportunities for improvement of their teaching skills and serve as a framework to increase their instructional proficiency.

b. This chapter establishes guidance, responsibilities, and procedures for individual instructors, mentors, supervisors, and school training departments. The purpose of the IDP is to provide faculty members with development opportunities for improvement of their teaching skills and serve as a framework to increase their instructional proficiency.

3-2. Procedures.

a. The following pages describe the requirements and standards for each of the instructor proficiency levels. By using this regulation, an instructor can identify the skills and knowledge that are required for each respective proficiency level. Certain skills and knowledge will be acquired through formal training; others will be acquired through self-study and on the job training.

b. An extract of this regulation is also a means of observation of instructor proficiency and performance at each level. There are signature blocks throughout this regulation for the mentor and supervisor to sign and document successful performance as an instructor advances through requirements for each level. The requirements for certain formal courses may be waived for an instructor who demonstrates current mastery of the particular skill or knowledge. Requests for waivers and supporting documentation should be forwarded to SFD (for Associate, Instructor, and Senior Instructor Levels), and Director of Instruction (for Master Instructor).

c. It is the instructor's responsibility to keep records and have the mentor and supervisor sign and date an extract of this regulation in the appropriate block(s) when each requirement is satisfactorily completed. These signatures certify that the instructor has met the cited standard. The original will be submitted to the appropriate service school for each level. Copies of the original will be submitted with successive levels including Master Instructor.

d. Personnel observing instruction at the various IDP levels must: (1) be a graduate of Total Army Instructor Training Course (TAITC), Instructor Basic Course (IBC), or other US Army Training and Doctrine Command (TRADOC) approved instructor training course; (2) be at least one IDP level higher than the instructor being observed; or (3) be the 1st or 2d line supervisor of the instructor being observed; or (4) be a member of the training support staff.

e. Supervisors should keep faculty development records on each instructor for reference and supporting documentation.

f. Instructors are encouraged to seek technical certification by nationally recognized accrediting agencies. Credit will be given for technical certification at both the Senior and Master Instructor levels. The same certification may not be used for both IDP levels.

g. An annual review of instructor files and work performance will be made by the immediate supervisor to determine if an instructor has continued to maintain the standards of the highest instructional level attained. If the instructor has not maintained the prescribed standards, the immediate supervisor will counsel and encourage the instructor to regain the standards.

h. This program is designed to be ongoing without interference by rotating assignments. If an instructor has been awarded a level of recognition and returns for a second assignment, he/she will be reinstated to the last previously awarded level. During the first 90 days after returning, the instructor will be evaluated by supervisory personnel three times to ensure that the standards for his/her achieved level are maintained.

3-3. Associate Instructor (AI) Level (Mandatory within 3 months of assignment to school.)

AREA	*REQUIREMENT*	*STANDARD*
a. Mentorship	(1) Supervisor will assign an I or SI as a mentor to assist with developing and evaluating instructional skills and technical knowledge.	Mentor_____ Date_____
b. Professional Development	(1) Complete IBC, TAITC or equivalent.	Date _____
	And	
	(2) Successfully pass the AI Certification Board. (The Board should consist of at least 3 instructional personnel each completing individual observation forms). **Note:** This is the only instance that all observations may be done at the same time.	Date _____ Dept_____
c. Associate Instructor Certificate/ Award	Supervisor/mentor will ensure all requirements are complete. Supervisor or appointed POC will forward this request to the SFDO.	Attach this extract to Appendix A as an enclosure.

_____	_____	_____
Supervisor's Signature	Position	Date
_____	_____	_____
Director's Signature	Position	Date

.3-4. Instructor (I) Level (Mandatory within 12 months of assignment to school.)

AREA	*REQUIREMENT*	*STANDARD*
a. Mentorship	(1) Supervisor will assign a SI or MI as a mentor to assist with developing and evaluating instructional skills and technical knowledge.	Mentor_____ Dates _____
b. Professional Development	(1) Complete Computer Literacy Course (CLC) or equivalent alternative source, or demonstrate proficiency as determined by supervisor..	Completed: Date _____ Sup _____
	And (2) Complete Systems Approach to Training Course (SATBC). Attach a copy of certificate	Date _____ Sup _____
c. Technical Proficiency	(1) Demonstrate technical proficiency by obtaining score of 90 or better on all written and practical examinations for instructional area assigned.	Department will maintain records.
	And	
d. Instructional Proficiency	(1) Conduct instruction pertinent to his/her teaching responsibilities and attach Instructional Log.	Conduct no less than 100 hours of instruction.
	(2) Receive 6 classroom evaluations. Attach original signature copy of each evaluation form. The following persons will complete an OD Form 350-1. 4 each, Senior Instructors or higher. 2 each, 1st or 2d Line Supervisor.	Obtain rating of sat or better on all evaluations in 6 different subjects dated after achieving AI Level certification. Observations cannot be older than 1 year and must be at least 1 day apart. **Note:** EOC critiques or exams do not apply
e. Instructor Certificate/ Award	Supervisor/mentor will ensure that supporting documents and the appropriate extract from Chapter 3 are complete. Supervisor or POC will forward the request to the SFDO.	Attach this extract to Appendix C as an enclosure. Attach only original or legible copies.

_____	_____	_____
Supervisor's Signature	Position	Date
_____	_____	_____
Director's Signature	Position	Date

3-5. Senior Instructor (SI) Level.(Target 18-24 months of assignment to school.)

AREA	*REQUIREMENT*	*STANDARD*
a. Mentorship	(1) Supervisor will assign a SI or MI as mentor. When a mentor is not available, the supervisor will assume that duty.	Mentor _____ _____ Date _____ _____
	(2) Improve Training Material(s). _____ *List item(s) improved.* _____ *List item* _____ *List item(s)*	Revise/Amend an existing POI, LP, test, job or training aid or an SOP. Mentor_____ Dates _____ Attach a copy of project.
b. Professional Development	Complete 2 of the following.	
	(1) Complete a course that covers the development, administration, and control of tests	Date _____ Attach description or certificate.
	or	
	(2) Complete a professional development course or educational technology course from any source. (Advanced SFD permission required.)	Date _____ Attach description or certificate.
	or	
	(3) Complete a Civilian Personnel sponsored 40-hour course.	Date _____ Attach certificate.
	or	
	(4) Complete an approved Skillsoft Course in computers above the computer literacy level (must equal 40 or more clock hours).	Date _____ Mentor _____ Attach certificate.
c. Technical Proficiency	(1) Attain 12 months or more of cumulative teaching experience in an Ordnance, TRADOC or Department of Defense (DOD) School System.	School/Dates: _____ _____ _____
	and	

	(2) Technical Certification	Achieve civilian technical certification by nationally recognized professional organization with an agreement with USAOC&S in an appropriate area. Date _____ Attach certification.
	or	
	(3) Attend new equipment training of 40 hours or more.	Date _____ Attach description or certificate.
	or	
	(4) Complete 2 Army Institute of Professional Development (AIPD) courses or sub-courses relating to instructional assignment as agreed upon with supervisor as developmental.	Date _____ Attach description or certificate.
	And	
	(5) Demonstrate technical proficiency by obtaining score of 90 or better on all performance based examinations Job Knowledge Tests for instructional area assigned.	Department assigned must maintain record of examination results.
d. Instructional Proficiency	Note: The SI candidate will normally be assigned a larger area of instructional responsibility than the I Level.	

	(1) Completes instruction pertinent to teaching responsibilities. Attach log of hours taught. Instructional Log dates and instructor evaluation dates must match.	Conduct not less than 600 (cumulative) hours of instruction since completing IBC/TAITC.
	And	
	(2) Receive 6 classroom evaluations. Each observation must have a SAT or above rating. Observations will be conducted as following:(Attach original signed copies of approved evaluation form): 4 each, SI or higher Instructors. 2 each, 1st or 2d Line Supervisor.	EOC critiques nor exams do not apply. Evaluations must be on 6 different subjects and received after date of Instructor Level certification. Observations cannot be older than one year and must be at least one day apart.
e. Senior Instructor Certificate/ Award	The supervisor/mentor will ensure that supporting documents and the appropriate extract from Chapter 3 are complete. Supervisor or POC will forward the request to SFDO.	Attach this extract to Appendix C as an enclosure. Attach only original or legible copies.

*May substitute 1 Instructor of the Quarter competition for 1 evaluation.

Supervisor's Signature	Position	Date
Director's Signature	Position	Date

3-6. Master Instructor (MI) Level (Target 24+ months of assignment to school.)

AREA	*REQUIREMENT*	*STANDARD*
a. Mentorship	(1) Supervisor will assign a "Master Instructor" as a mentor or will function as the mentor if a Master Instructor is not available.	Mentor _____ Dates _____
	(2) Serve as a mentor for 2 instructors at Associate Instructor, Instructor, or Senior Instructor Level for minimum of 6 months.	Mentored _____ Date _____ Mentored _____ Dates _____
b. Professional Development	(1) Complete 1 SFD course since attaining Senior Instructor.	Course _____ Date _____
	and (2) Complete 1 of the following beyond those items completed for any previous instructor development level.	
	(a) Complete a professional development course or educational technology course from any source. (Advanced SFD permission required) Attach description and certificate.	Date _____
	or	
	(b) Complete Civilian Personnel sponsored course with a length of 40 or more hours. Attach course description and certification Of completion	Date _____
	and (3) Complete 2 of the following AIPD sub courses:	
	Action Officers Development Course	Date _____
	Managing and Leading Human Resources Management	Date _____
	Manager's Development Course. Attach certificates	

c. Technical Proficiency	(1) Attain 18 months or more of cumulative teaching experience (must be acquired at Ordnance Schools, or documented at other TRADOC schools, or Department of Defense Schools).	School/Dates: _____ _____ _____ _____
	and	
	(2) Demonstrate technical proficiency by obtaining score of 90 or better on all written and practical examinations for instructional area assigned. A MI is normally assigned to a larger area of instructional responsibility than a SI.	Department assigned must maintain record of examination results.
	(3) Complete 2 AIPD courses or sub-courses relating to instructional assignment as agreed upon with supervisor as developmental. (Not to include the required sub-courses above)	Date _____ Attach certification of completion.
d. Professional Seminar	Conduct a Seminar on a topic of instructional concern to the school. Attach a memo stating when and where the seminar was held and attach a list of attendees. Summarize and state conclusion.	Facilitate a discussion of an item of importance within the school. Relate the discussion to a 1-hour (not to exceed 2-hour) peer discussion.
e. Master Instructor Project/Paper	Proposal for MI project or research paper which displays proficiency in organizing or developing an instructional or job aid or which explores an area of instructional intent.	Submit a detailed description of proposed project/paper in sufficient detail to show exactly how the project will benefit or improve training. If the project is a research paper, it should be at least 10 pages, double spaced with a complete bibliography. Attach a copy of the request and approval.
	Complete project or research paper.	Develop and submit IAW approved proposal; copy of the proposal must be attached. Attach a copy of the completed project (photographs as appropriate).

f. Instructional Proficiency	(1) Conducts instruction pertinent to his/her teaching responsibilities. Attach copies of instructional log with training schedules maintained by instructor. **And** (2) Completes 4 training evaluations on Associate Instructors and Instructors Attach legible copies of approved OMMS or OMEMS evaluation form with original signatures. **and** (3) Submit 6 classroom evaluations. 3 each, Senior Instructor or higher. 2 each, 1st or 2d Line Supervisor. 1 each, Quality Assurance (QA) or SFD Evaluator. * * OMEMS Detachments may submit an evaluation on videotape, but must include the evaluation and documentation in Instructor Booklet.	Conduct not less than 400 additional hours of instruction since date received Senior Instructor Level certification. (1000 cumulative hours). IAW local instructions governing instructor observations. Attach original or legible copies. Obtain a rating of OUTSTANDING on five of six evaluations with none below SAT. End of course evaluations or exams do not count. Evaluations must be on different subjects and received after date of Senior Instructor Level certification
g. Master Instructor Board	Candidates for MI level will appear before a Board for evaluation of their qualifications. The DOI or representative will chair the board. Permanent members are: DOI, Chief, SFDO, OMMS or Chief, SF, OMEMS. Local chairpersons may appoint additional members when desired. The candidate is responsible for producing copies of the entire extract with all required documentation and , 5 copies of Instructor Biography (Appendix E),	Each facility will establish criteria for candidates based on local intent and policy. Normally have an original booklet (chairperson) and 4 copies less project) for members. Submit packages to SFD IAW local requirements.
h. Master Instructor Certificate/ Award	The supervisor will ensure that supporting documents and the appropriate extract from Chapter 3 are complete. Supervisor or POC will forward the request to SFDO. The Commanding General or Brigade Commander will award the plaque, certificate, letter of commendation, and badge at the ceremony	Attach this extract to Appendix C as an enclosure. Attach only original or legible copies. The MI will be informed of a time and place for the award.

Supervisor's Signature	Position	Date
Director's Signature	Position	Date

Appendix A
Request for Certificate of Qualification to Associate Instructor Level

ATSD-xx-xxx Date

MEMORANDUM FOR SFD (Coordinator, Instructor Development Program)

SUBJECT: Request for Certificate of Associate Instructor Level Qualification

1. In accordance with OD Reg 350-67, request a Certificate of Qualification for completing the Associate Instructor Level requirements be issued to (rank) (last name) (first name) (MI), (SSN)_____.

2. Subject matter area:

3. The following required documentation is attached:

a. Original and one copy of an extract of OD Reg 350-67 with appropriate pages completed (original will be returned).

b. Three completed evaluation forms.

c. Log of hours taught (Appendix D, OD Reg 350-67).

4. POC is _____, ext. _____.

_____ Concur/nonconcur Date _____
Board Member #1

_____ Concur/no concur Date _____
Board Member #2

_____ Concur/no concur Date _____
Board Member #3

Encl SIGNATURE BLOCK
as (Dir/Commandant/CO/etc.)

SFDO Approval: _____

Appendix B
Instructor Certification Memorandum for Record

ATSD-xx-xxx Date

MEMORANDUM FOR RECORD

SUBJECT: Instructor Certification

1. In accordance with OD Reg 350-67, ____(Rank) (Last Name), ____(First Name)_____, (SSN)_____, has fulfilled the following instructor certification requirements:

REQUIREMENT	COMPLETED
Instructor Training Course	(date)
Holds instructor identifier or paperwork submitted	(date)
Small Group Instructor Training Course	(date or N/A)
MOS/course qualified or equivalent	(yes)
In compliance with Army Physical Fitness Test, height, and weigh	(yes or N/A)
Holds necessary security clearance	(yes or N/A)
Meets standards of military/civilian appearance and bearing	(yes)

2. He/she is certified to teach the following MOS(s)/course(s):

MOS	COURSE TITLE
	(Include the level when stating MOS, i.e., 63B30)
	(List all levels instructor is certified to teach)

3. A copy of this signed memorandum and supporting documentation for requirements listed above must be maintained at all times. Documentation is enclosed to support certification.

4. POC is _____, ext. _____.

Encl

SIGNATURE BLOCK
(Dir/Commandant/CO/etc.)

_____

Appendix C
Request for Certificate of Qualification for Instructor, Senior or Master Instructor Level

ATSD-xx-xxx Date

MEMORANDUM FOR Chief, SFDO

SUBJECT: Request for Certificate for **I, SI, or MI** Level (select 1)

1. In accordance with OD Reg 350-67, Instructor Standards and Development Program, request a Certificate of Qualification be issued to person(s) listed below:

2. I certify that the instructor nominated has met all requirements and standards required for the appropriate level.

3. Nominee:

a. Instructor Name: _____ Rank _____ SSN _____.

b. Division/Section: _____.

c. Mentor: _____.

d. Subject matter area:

4. Prerequisites:

a. Last instructor level awarded and date: _____.

b. Recommended by (1st Line Supervisor): _____.

c. Recommended by (2d Line Supervisor): _____.

5. The POC for this recommendation is _____ ext _____

Encl
(List)

SIGNATURE BLOCK
Director of Training Department

Appendix D
Log of Hours Taught

Log of Hours Taught

Name: _____
Please Print

Date MM/DD/YY	MOS/ASI	Subject:	Hours
		Total Hours Taught on Page:	

Use additional pages as required.

Certified by Supervisor _____ Date ___/___/___
Each page must be certified.

Note: When requesting Certificates of Qualification for IDP Instructor Levels, the supporting training schedules must accompany the Log of Hours.

Appendix E
Instructor Biographical Sketch Example

SUBJECT: Master Instructor Biographical Sketch

1. Name:
   Grade/Rank:
   MOS/Job Series:

2. Job Title/Position:
   Training Department:
   Division:
   Branch:
   Mentor:
   1st Line Supervisor:
   2d Line Supervisor:

3. Formal Education:

4. Work Experience:

Previous Special Recognition:

Encl

SIGNATURE BLOCK
(First Line Supervisor)

Appendix F
Request for Reinstatement to previous IDP Level

ATSD-xx-xxx Date

MEMORANDUM FOR Chief, SFDO

SUBJECT: Request for Reinstatement to _I, SI, MI Level (Circle one)

Instructor: _____ _____ _____ _____
Name *Rank* *SSN* *Dept*

Mentor: _____ _____
Name *Position in Department*

_____

Activity: (1 thru 4 Yrs)	Date Completed	Mentor Initial
Candidate mentored/observed a complete class that he/she will teach		
Mentor observed the candidate teach a complete class that he/she will teach		
Completed Blackboard Course 101 (On-line)		
Completed Blackboard Course 102 (On-line)		

Activity: (5 Yrs plus)	Date Completed	Mentor Initial
Candidate complete the class that he/she will teach		
Mentor observed the candidate teach a complete class that he/she will teach		
Candidate completed an IBC or its equivalent as a refresher course		
Completed Blackboard Course 101 (On-line)		
Completed Blackboard Course 102 (On-line)		

Candidate's Signature _____

Supervisor's Signature _____

Appendix G
USAOC&S Instructor Development Program Status Worksheet

USAOC&S Instructor Development Program Status Worksheet

Note to SFDO evaluator: If evaluating AI, I, or SI, use/print pages 1 & 3. If evaluating MI, use/print only pages 2 & 3.

INSTRUCTOR STANDARDS AND DEVELOPMENT PROGRAM (SFDOP) CHECKLIST

NAME:	**DATE:**	*(circle one)*	
DEPARTMENT:	**SFDO LEVEL REQUESTED:**	**AI I SI MI**	

LEVEL	*AREA*	*REQUIREMENT*	*COMPLETED*	*COMMENTS*
ASSOCIATE INSTRUCTOR	MENTORSHIP	Assigned SI or MI mentor Mentor: _____		
	PROFESSIONAL DEVELOPMENT	1. TAITC or approved equivalent **AND**		
		2. AI Certification Board (at least 3 instructional personnel complete classroom evaluations; may be done at same time)		
INSTRUCTOR	MENTORSHIP	Assigned SI or MI mentor Mentor: _____		
	PROFESSIONAL DEVELOPMENT	1. Computer literacy course (CLC) or equivalent, or demonstrate proficiency as determined by supervisor **AND**		
		2. SATBC		
	TECHNICAL PROFICIENCY	Score 90% on all written and practical examinations for instructional area assigned		
	INSTRUCTIONAL PROFICIENCY	1. Not less than 100 hours of instruction (include instructional log and instructor eval dates must match) **AND**		
		2. Satisfactory or better on 6 classroom evaluations (different subjects and after date of AI certification) by 4 (Senior instructor or higher) 2 (1st or 2d line supervisors) Observations cannot be older than 1 year and must be at least 1 day apart.		
SENIOR INSTRUCTOR	MENTORSHIP	Training project that improves instruction, under supervision of assigned MI or supervisor mentor (i.e., POI, LP, exam, job aid)		
	PROFESSIONAL DEVELOPMENT	1. Complete 2 of the following (since earning "Instructor" level):		
		a. Complete a course that covers the development, administration, and control of tests. **OR**		
		b. Professional development or educational technology course from any source. (Advanced SFDO permission required) **OR**		
		c. Civilian Personnel sponsored course at least 40 hours long **OR**		
		d. Approved Skillsoft course in computers above CLC level, at least 40 hours long		
	TECHNICAL PROFICIENCY	1. Complete 12 months cumulative teaching experience at Ordnance, TRADOC, or DOD Schools **AND**		
		2. Approved civilian technical certification **OR**		
		3. New (military) equipment training at least 40 hours long **OR**		
		4. Two Army Institute of Professional Development (AIPD) courses or sub-courses relating to instructional assignment as agreed upon with supervisor as developmental **AND**		
		5. Score 90% on all written and practical examinations for instructional area assigned		
	INSTRUCTIONAL PROFICIENCY	1. Conduct not less than 600 (cumulative) hours of instruction (since completing IBC/TAITC) pertinent to teaching responsibilities **AND**		
		2. Satisfactory or better on 6 classroom evaluations (different subjects and after date of AI certification) by 4 (Senior instructor or higher) 2 (1st or 2d line supervisors) Observations cannot be older than 1 year and must be at least 1 day apart.		

INSTRUCTOR STANDARDS AND DEVELOPMENT PROGRAM (SFDOP) CHECKLIST				
NAME:		DATE:	*(circle one)*	
DEPARTMENT:		SFDOP LEVEL REQUESTED:	AI I SI MI	
LEVEL	***AREA***	***REQUIREMENT***	***COMPLETED***	***COMMENTS***
MASTER INSTRUCTOR	MENTORSHIP	1. Assigned MI mentor Mentor: _____		
		2. Serve as mentor for 2 instructors (Associate Instructors, Instructors, or Senior Instructors) for 6 months		
	PROFESSIONAL DEVELOPMENT	1. Complete 1 additional SFD course since attaining Senior Instructor **AND**		
		2. Complete 1 of the following (beyond items completed for any previous instructor level):		
		a. Professional development course or educational technology course from any source (advanced SFD permission required) **OR**		
		b. Civilian Personnel sponsored course at least 40 hours long (equaling 3 semester hours of college) **AND**		
		3. Complete 2 of the following AIPD courses: Action Officers Development Course Managing and Leading Human Resources Management Manager's Development Course		
	TECHNICAL PROFICIENCY	1. Complete 18 months cumulative teaching experience at Ordnance, TRADOC, or DOD Schools **AND**		
		2. Score 90% on all written and practical examinations for instructional area assigned **AND**		
		3. Complete 2 AIPD courses or sub-courses relating to instructional assignment as agreed upon with supervisor as developmental (excluding required sub-courses under Professional Development) **OR**		
	SEMINAR	Conduct seminar on topic of instructional concern to school		
	MI PROJECT OR RESEARCH PAPER	Propose MI project or research paper that displays proficiency in organizing or developing an instructional or job aid or that explores an area of instructional intent.		
		Complete project or research paper		
	INSTRUCTIONAL PROFICIENCY	1. Conduct not less than 400 (cumulative) hours of instruction (since earning Senior Instructor) (1,000 cumulative hours) pertinent to teaching responsibilities **AND**		
		2. Complete 4 training evaluations on Associate Instructors or Instructors, using an approved evaluation form **AND**		
		3. Outstanding (with none below satisfactory) on 83.33% of 6 classroom evaluations (different subjects and after date of SI certification) by 3 (Senior Instructor or higher) 2 (1st or 2d line supervisors) 1 (QA/SFDO evaluator)		
	ADMINISTRATIVE REQUIREMENTS	Autobiography		
		Packets		
		Board		
PACKAGE REVIEWED BY:			DATE	
RECOMMENDATION:				
SFD DIRECTOR'S SIGNATURE: _____ SIGNATURE Chief, Staff and Faculty Development				

*May substitute one (1) Instructor of the Quarter competition for (1) evaluation.

Additional Comments:

Glossary

Section I – Abbreviations

AI
Associate Instructor

AIPD
Army Institute of Professional Development

ASE
Automotive Service Excellence

ASI
Additional Skill Identifier

CLC
Computer Literacy Course

CO
Commanding Officer

DOD
Department of Defense

DOI
Directorate of Instruction

GT
General Technical

IBC
Instructor Basic Course

IDP
Instructor Development Program

LP
Lesson Plan

MI
Master Instructor

MOS
Military Occupational Specialty

NCO
Noncommissioned Officer

NCOA
Noncommissioned Officer Academy

OMEMS
US Army Ordnance Munitions and Electronics Maintenance School

OMMS
US Army Ordnance Mechanical Maintenance School

POC
point of contact

POI
Program of Instruction

QA
Quality Assurance

SATBC
Systems Approach to Training Basic Course

SFD
Staff and Faculty Development

SI
Senior Instructor

TAITC
Total Army Instructor Training Course

TASS
Total Army School System

TRADOC
US Army Training and Doctrine Command

USAF
US Air Force

USAOC&S
US Army Ordnance Center and Schools

USMC
US Marine Corps

VA
Office of Veterans Affairs

Section II – Terms

Assistant Instructor. An individual who assists the primary instructor. This individual may or may not be a certified instructor.

Instructor Certification. An instructor who received written certification by the Instructor Certification Board as meeting all the requirements to instruct a specific course. Certification normally includes: (1) graduation from a TRADOC approved instructor course, (2) demonstrated performance ability in the course content including being a graduate of the course, (3) demonstrated instructing ability in the course being taught, and (4) if a small group leader, training in small group instruction.

Primary Instructor. Certified instructor responsible for training of students in a class, even if assisted by one or more assistant instructors.

Proficiency Level. The advancement or progress of an instructor's performance, which reflects increased skills and knowledge.

(ATSD-DI-SF)

LYNN A. COLLYAR
Brigadier General, USA
Commanding

DISTRIBUTION:
Electronic
One printed extract of Chapter 3
to each student in TAITC or IBC