



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE
OFFICE OF THE COMMANDING GENERAL
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FORT SILL, OKLAHOMA 73503-5600

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26 October 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fires Center of Excellence (FCoE) Instructor Certification Policy

1. References.

- a. AR 614-200, Enlisted Assignments and Utilization Management, 29 November 2017
- b. TR 350-6, Enlisted Initial Entry Training Policies and Administration, 20 March 2017
- c. TR 350-36, Basic Officer Leader Training Policies and Administration, 9 August 2017
- d. TR 350-18, The Army School System, 21 July 2010
- e. TR 350-70, Army Learning Policy and Systems, 10 July 2017
- f. TP 350-70-3, Staff and Faculty Development, 4 October 2018

2. Purpose. The FCoE Instructor Certification Policy clarifies and standardizes each subordinate instructional unit's instructor certification procedures and professional development which leads to more effective instructors and higher quality training and education outcomes across the FCoE. This policy incorporates TRADOC regulatory guidance, continues to promote and integrate improved Army Learning Model (ALM) venues, while providing enhanced instructor assessment tools that promote self-assessment, coaching, and mentoring.

3. Policy Applicability. This policy is applicable to all Interservice, U.S. Army, Army Reserve, Army National Guard, officers, noncommissioned officers (NCOs), and to all personnel, military, civilian, and contractors, teaching or supervising instruction from FCoE Programs of Instruction (POI). This policy, in conjunction with references in paragraph 1, establishes policies and provides guidelines for instructor certification at FCoE and Regional Training Institutes (RTI).

4. Proponent. The FCoE proponents for this policy are the Commandant, United States Army Air Defense Artillery School (USAADASCH) and the Commandant, United States Army Field Artillery School (USAFAS), and other designated brigade level commanders and directors. Each commandant retains overall authority and responsibility for the certification of instructors

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assigned to subordinate units. Each commandant may delegate the responsibility to execute instructor certification and authority to certify instructors to subordinate COL/O-6 level within the FCoE. Exceptions to the policy and waivers must be submitted in writing to the proponent for approval, staffed through Directorate of Training and Doctrine (DOTD) Dean of Academics, who forwards to ArmyU for concurrence.

5. Certification Process. The Common Faculty Development Program (CFDP) Certification is a progressive four-phase process encompassing: Foundations of Instruction, Technical Content Proficiency, Certification, and Continuing Professional Development and Recertification. Personnel must complete the first three phases (Figure 1) in their respective courses, learn and achieve rigorous standards outlined by their unit policy and procedures, and receive their certification before serving as a primary instructor. Additionally, certification recognizes the certifying authority verifies and validates that the individual demonstrates the character, competence, and commitment to be an instructor/facilitator. Brigades establish procedures and enrollment priorities based upon their needs and throughput of the organization. All instructor/facilitators must meet the requirements and standards of each phase before progressing onto the next phase. The TR 350-70 and TP 350-70-3 provide the regulatory basis for the requirements.

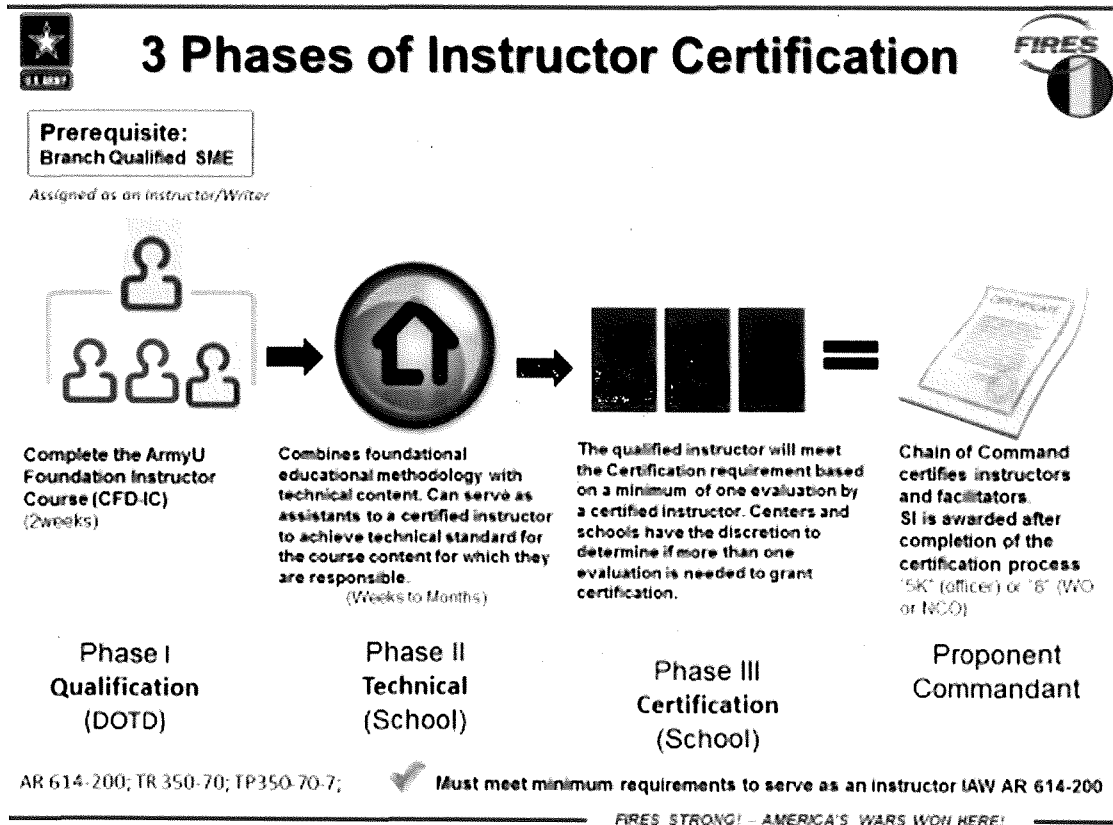


Figure 1

a. Phase I (Foundation) - Completion of Foundational Course: To meet the initial “Qualification” standard, instructor candidates must successfully complete the Army University, Center for Teaching and Learning Excellence (CTLE) approved, Common Faculty Development - Instructor Course (CFD - IC). All Instructors must attend the 10-day/80-hour course which includes teaching and learning models, critical thinking, and the application of effective instructional techniques.

b. Phase II (Technical) – Develop Proficiency in Facilitating Technical Course Content: “Qualified” Instructors combine foundational educational methodology with technical content to attain the learning outcomes of the course/lesson content. The developmental process/practicum encompasses observation, practice, reflection and feedback while working with a certified instructor/mentor in the designated Program of Instruction (POI). A “qualified” instructor may serve as an assistant instructor (AI) under the direct supervision of a certified instructor in the POI or course to learn/achieve the technical standards for the specified course content for which they are responsible.

(1) The branch specific course content is defined by the institution/course proponent and is delineated in the lesson plans. Requirements to attain certification and proficiency of the subject matter are determined by proponents’ and brigades’ policies.

(2) The schools’ certification policy or Standard Operating Procedure (SOP) must describe the institution’s certification process. The policy should clearly outline the required courses (e.g., FDP2, CTC, or other courses required by POI), content standards, and procedures for instructor certification (e.g., BOLC TR 350-6 and TR 350-36). Example topics for instructor certification SOP/policy are shown in Table 1.

c. Phase III (Certification) - Demonstrate Proficiency in the Methods and Techniques of Quality Facilitation and Technical Content in a Formal Certification Venue: Quality instruction encompasses technical expertise and the application of active, learner-centric instructional tactics to aid in learner retention and transfer. Teaching in a classroom to a “live” student audience provides authentic application and evaluation in the demanding realistic context of teaching students building confidence and refining skills. The “qualified” instructor must pass a minimum of one formal evaluation.

(1) The chain of command will determine the certification policy or SOP to assess the readiness of the instructor to present quality instruction with the intent of this policy as a guide. The chain of command is ultimately responsible to ensure the new instructor is capable of presenting effective, technically accurate and engaging instruction to all students on all lessons taught.

(2) The “certification” process allows for two options to determine if an instructor has met the requirements to grant “certification”. The options are certifying in the classroom

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teaching a “live” student audience or conducting a certification board. Organizations will determine the best process to meet the needs of the instructor and the organization; however, the selected venue must meet the minimum of one Formal Certification evaluation required by a certified faculty member in the POI, TR 350-70. Schools have the discretion to determine if more than one Formal Certification evaluation is needed to grant certification.

(a) Option one (preferred) Certification consists of the formal evaluation of the “qualified” instructor during the delivery of POI course content to a “live” audience of students in the presence of a certified instructor(s), a certification board or team. The “qualified” instructor must demonstrate subject matter expertise and effective teaching practices in accordance with the FCoE Instructor Evaluation Tool (IET) standards and those established by the unit SOP. See Table 2 for IET link.

(b) Option two, Certification Board, consists of the formal evaluation of the “qualified” instructor during the delivery of POI course content to a “selected audience” which must be able to replicate a realistic student population, in the presence of a certification board or team. The “qualified” instructor must demonstrate subject matter expertise and effective teaching practices in accordance with the FCoE IET standards and those established by the unit SOP. Schools’ and Unit SOP must distinguish board composition and responsibilities. See Table 3 for suggested list of certification board members.

(3) Regardless of the “Formal Certification” venue, the “qualified” instructor's performance will be evaluated using the FCoE IET and any additional command designated certification forms/tools. The certification authority will determine if the “qualified” instructor's lesson presentation meets all the certification standards/requirements or if the “qualified” instructor needs additional practice and will have to present an additional lesson.

(a) The lesson(s) selected for the Phase III “Certification” process should include a representative sample of those lesson(s) the “qualified” instructor will actually present as part of his/her duties (i.e., Military Occupational Specialty (MOS) critical tasks of the course instructed) and outlined in the certification policy or SOP. It is highly recommended to select the most challenging lesson(s) to demonstrate the “qualified” instructor’s level of understanding of the course content/technical subject matter as well as his/her proficiency in delivering high quality, engaging and facilitated instruction.

(b) The specific procedure to add new blocks of instruction to a newly certified instructor's portfolio is for the unit chain of command to outline in the certification policy or SOP, but must remain within the intent of this policy.

6. Certification Packet. Upon successful completion of all formal instructor certification requirements (all three phases), the chain of command will submit a complete Certification Packet with appropriate documentation for approval by the branch proponent or designated representative at the O-6 level or above. If the packet is approved, the packet will be returned

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with the Instructor Proponent Certificate (IPC) and memorandum signed by the approving official. If faults are identified during the staffing process, the packet staffing coversheet will be annotated with justification and returned to the Point of Contact (POC). To expedite the process, RTIs will receive scanned IPC and memorandum before receiving hardcopies through the mail. Once the certification packet is approved by the appropriate chain of command and signature authority, the instructor is then certified to teach the approved course as a primary instructor.

The minimum required documents for the certification packet include the following:

- a. FCoE Instructor Certification Packet Coversheet. Fort Sill (FS) Form 11 (Table 2).
- b. FCoE Instructor Evaluation/Certification Tool (IET), FS Form 12. The packet will include at least one IET with satisfactory scores or above in all areas, in a "Formal Certification" venue to include the instructor's self-assessment, FS Form 13. Table 2 has required document links.
- c. Any additional unit assessment tools/forms used in conjunction with the formal or informal IETs submitted with the certification packet.
- d. Foundational instructional course graduation certificate: Common Faculty Development - Instructor Course (CFD-IC), Army Basic Instructor Course (ABIC), Foundation Instructor Facilitator Course (FIFC), or other service school equivalent.
- e. Small group instructional course graduation certificate for Professional Military Education (PME): CFD-IC, Small Group Instructor Training Course (SGITC), Intermediate Facilitation Skills Course (IFSC), or other service school equivalent.
- f. Certificate of completion for course being taught and/or (DA 1059) if applicable.
- g. Faculty Development Program 2 certificate (FDP 2) (CCC/WOAC SGLs if facilitating common core).
- h. Other regulatory or unit required courses/training certificates, for example, IMT Cadre Training Course for AIT/BOLC/WOBC instructors or BOLC-B specific training requirements as stated in TR 350-36 and TR 350-6.
- i. Request for skill identifier 5K (officer) or 8 (warrant officer or NCO) (DA 4187 or orders). MILITARY ONLY.
- j. Current Officer Record Brief (ORB), Enlisted Record Brief (ERB), or Soldier Record Brief (SRB) depicting appropriate experience and includes photo. MILITARY ONLY.

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k. Current record Army Physical Fitness Test (APFT) Card with height/weight annotated (DA Form 705) (within six months for AC/AGR and within 12 months for M-day traditional Soldiers). MILITARY ONLY.

l. Physical Profile (DA Form 3349) and supporting documents. MILITARY ONLY.

m. Body Fat Content Worksheet (DA 5500 or DA 5501), if applicable. MILITARY ONLY.

n. Most current evaluation reports (last three or all if less than three). MILITARY ONLY.

o. AR 614-200 and TP 350-70-3 establish minimum standards and requirements all military instructors must satisfy. Tables 4 and 5 provide extracts from the references.

7. Certification Applicability. An instructor must be certified as a primary instructor for each POI that they teach. Instructors are not allowed or authorized to teach courses which they are not certified.

a. At the discretion of the instructor certification signature authority, an instructor is authorized to certify in multiple POI courses and to hold instructor certification status in multiple courses simultaneously.

b. In instances where an instructor is certified to serve as a primary instructor in multiple POI courses, the instructor's certification memorandum(s) must reflect each POI course the instructor is certified to teach or the instructor must have a certification memorandum/certificate for each course.

8. Contractor Requirements. Contractor instructors must successfully complete the current Foundational, ArmyU-provided instructor course (CFD-IC) or ArmyU-approved equivalent course. Contractors must be graduates of the course/block of instruction they will teach.

a. Contract instructors shall submit proof of completion of the below certification requirements within the phase-in period:

(1) Support Cadre Training Course (SCTC) [Government Provided (GFI)]

(2) Ask, Care, and Escort Suicide Prevention Training (ACE) four (4) hour course given by Brigade (BDE) Chaplain [Government Provided (GFI)]

(3) Sexual Harassment Assault Response and Prevention (SHARP) training based on school policy and in accordance with the performance work statement (PWS) requirements. [Government Provided (GFI)]

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b. Phase I Instructor “Qualification” options for contractors include: attendance of a FSDD Phase I “Qualification Course” or documentation of current “Qualification” course certificate.

c. Upon successful completion of Phase I, Contractors must then complete Phases II and III for the POI or course they are certifying, following the same certification process and standards as military and DA civilian instructors.

9. Instructor Folders/Portfolios. An instructor folder is a collection of certified instructor required documents. Instructor folders begin as instructor certification packets and become instructor folders once the appropriate certification authority signs the certification certificate and memo granting instructor certification. Instructor folder content requirements are listed in TR 350-18.

a. Units must maintain an individual instructor folder for every assigned instructor/facilitator. Course Managers/School Chiefs are responsible for maintaining and updating the folders with semi-annual inspections by battalion level leadership.

b. Document copies instead of originals are authorized. The required content and folder organization should be identified in the unit SOP.

c. Instructor folders contain sensitive personal information including counseling statements, performance evaluations, APFT cards, and weight control documentation. Protection of this sensitive information is paramount and must be secured in an approved locked storage device/filing cabinet. Access to instructor folders should be limited to authorized personnel with a need to know and approved inspection teams.

10. Suspension. Suspension is an administrative action which prevents the instructor from performing instructional duties and sends a strong message the instructor must rapidly improve performance or risk decertification. The unit establishes an appropriate action plan and timeline that, when successfully completed, will result in the instructor resuming instructional duties. Suspension is an appropriate alternative to decertification when the unit intends to rehabilitate the instructor or give the instructor the opportunity to meet unit standards in a specific area.

11. Decertification. Decertification is the process by which the chain of command revokes an instructor’s certification and removes that instructor from the role of primary instructor within a POI. Decertifying an instructor is an adverse action intended for circumstances where the unit has completely lost faith in an instructor’s ability to lead, teach, and mentor.

a. Units define the conditions which justify decertification and the internal procedures required to execute the decertification process. These conditions and procedures must be published in the unit instructor certification SOP or policy.

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b. The authority to decertify an instructor is the certifying authority based on recommendations from the instructor's chain of command.

c. Upon decertification, the former instructor is prohibited from serving in an instructor position within the FCoE for the duration of their current tour of duty within the FCoE. A previously decertified instructor can attempt to certify (fully complete phases I, II, and III) as an instructor within the FCoE after returning from a Permanent Change of Station (PCS) that lasted a minimum of one year.

d. Upon decertifying an instructor, the unit will inform, in writing, the Dean of Academics, FCoE G1, and appropriate Commandant's Office.

12. Continuing Professional Development Program and Recertification – CFDP

Phase IV. Instructor/facilitator professional development is a fundamental requirement for all experience levels of instructors. Professional development and recertification provide opportunities for faculty and staff to continue to develop professionally and stay abreast of current educational concepts, methodologies, and regulatory changes. Recertification is one of the five professional development components listed in TR 350-70.

a. All units must develop a professional development program to ensure new and veteran instructors are provided meaningful professional development opportunities throughout their tenure as instructors.

b. Quarterly instructor observations/evaluations using the FCoE IET are required as part of this policy. Unit policies and SOPs should address instructor certification procedures, quarterly observations, counseling requirements, and professional development requirements. Special consideration for low density MOS courses conducted less frequently may be addressed through continued use of board validation, as well as in-course observation, to ensure instructors maintain content mastery and certification currency.

c. Instructors must recertify every five years, and any time they are reassigned to a new CoE or School. Instructors recertify by attending a Recertification Workshop (e.g., Advanced Instructor's Course) delivered by FSDD and completing the recertification requirements directed in the unit instructor certification SOP/policy.

d. At a minimum, unit recertification requirements must consist of an instructor certification packet or instructor folder review, counseling review, and formal evaluation of the instructor delivering a minimum of one POI lesson from the POI in which recertification is sought.

e. Instructors who fail to recertify may be suspended from serving as a primary instructor at the discretion of the school commandant or chain of command until they are able to meet the recertification requirements.

13. FCoE Assessment, Evaluation and Trending Tools. There are three FCoE evaluation tools to improve the quality of feedback focusing on meaningful recommendations to improve training and education efforts as well as promoting effective learning goals and outcomes. This feedback is fundamental to instructional awareness and improvement. See Table 2 for form links.

a. The FCoE Instructor Evaluation and Certification Tool (IET) FS Form 12 is a one page instructor evaluation tool focused on thirteen criteria to measure instructor performance. There is also a one page instructor self-assessment tool that should be used in conjunction with the IET when evaluating and counseling a new instructor. The IET is used during all phases of the instructor certification process and quarterly instructor evaluations. There are several reference guides including Instructor Performance Rubric/rating scales to assist evaluators in using the tool while providing standardized, quality assessments and feedback to better counsel, develop and mentor new instructors.

b. The FCoE Visitor Observation Form (VOF), FS Form 14): The VOF is located in the classroom's Visitor Folder and provides a mechanism to assist classroom visitors/observers frame feedback to the instructor and/or chain of command. The VOF highlights feedback in three areas: Instructor Performance, Student Performance and the Training Event. The VOF is meant to be an informal assessment tool for the instructor's review and use. The unit level chain of command will determine the optimum use of this tool.

c. The FCoE Training Assessment Tool (TAT). The TAT is an evaluation, assessment and trending tool. This tool aligns with both the IET and the VOF and frames assessments using similar categories and metrics providing feedback in five areas: Instructor Performance, Student Performance, Training Event, Lesson Plan, and Cadre & Leadership Support of Training and Instruction. The TAT is supported by assessment metrics in the form of Likert scales in each of the five assessment categories. Training assessments using the TAT are provided to the instructor, elements of the chain of command and other appropriate supporting agencies.

14. Quality Assurance. Quality assurance of the instructor certification program and policy is a commander's responsibility and is executed through various trusted agents. Commanders must foster an organizational climate that values continued improvement and embraces the feedback that comes from an effective quality assurance program. Commanders should ensure adequate processes are in place for proper execution of the instructor certification program and policy, maintenance of instructor folders, and instructor delivery of course content. Assessments of instruction will be conducted on a routine basis, and requirements for assessments will be a mandatory component of a unit's SOP.

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15. Point of Contact for this policy is FCoE, DOTD, Dean of Academics, Dr. Kyle G. Smith at kyle.g.smith8.civ@mail.mil.



WILSON A. SHOFFNER
Major General, USA
Commanding

Encl
Tables 1-5

DISTRIBUTION:

Commandant, United States Army Air Defense Artillery School, Fort Sill, Oklahoma 73503
Commandant, United States Army Field Artillery School, Fort Sill, Oklahoma 73503
Commander, 30th ADA Brigade, Fort Sill, Oklahoma 73503
Commander, 428th FA Brigade, Fort Sill, Oklahoma 73503
Commander, 434th FA Brigade, Fort Sill, Oklahoma 73503
Commandant, NCOA, Fort Sill, Oklahoma 73503
Director, Army Multi-Domain Targeting Center, Fort Sill, Oklahoma 73503
Director, Directorate of Training and Doctrine, Fort Sill, Oklahoma 73503
Director, Electronic Warfare School/Cyber Training Battalion, Fort Sill, Oklahoma 73503
Commander, 1st Battalion, 139th Regiment, PO Box 70300, Fort Bragg, North Carolina 28307
Commander, 1st Battalion, 426th Regiment, South 10th Ave, Fort McCoy, Wisconsin 54656
Commander, 1st Battalion, 238th Regiment, Greenville, Kentucky 42345
Commander, 3rd Battalion, 640th Regiment, Riverton, Utah 84065
Commander, 1st Battalion, 211th Regiment, Camp Blanding, Florida 32901
Commander, 2nd Battalion, 166th Regiment, Fort Indiantown Gap, Annville, Pennsylvania 17003
Commander, 1st Battalion, 213th Regiment, Guernsey, Wyoming 82214
Commander, 1st Battalion, 196th Regiment, Sioux Falls, South Dakota 57106
Commander, 136th Regiment, 2200 West 35th Street Fairview Annex, Camp Mabry, Austin, Texas 78703

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Table 1 Instructor Certification SOP or Policy Memorandum Potential Topics
Phase II (Technical) requirements defined by the unit
Phase III (Certification) requirements defined by the unit
Certification board procedures
Instructor Certification Packet: <ul style="list-style-type: none">- Procedure for submission, review and signature by the instructor certification signature authority (include graphic depicting routing process)- Organization or structure of content- Instructor certificate standard format and numbering process
Procedures for processing SQI 5K or 8 requests within the unit
Procedures to complete all certification requirements (lesson rehearsals) after certification packet submission/approval
Routine reporting procedures to track certified instructors within the unit
Certification procedures for certified instructors seeking to instruct an additional POI course(s)
Standards for instructor counseling and quarterly evaluation of instructional proficiency
Procedures and standards for maintaining instructor folders/portfolios
Visitor Observation Form collection, analysis, and dissemination of trended feedback procedures
Decertification procedures, to include actions that merit decertification as an instructor
Recertification procedures, to include a unit tracking mechanism to identify instructors who must recertify
Procedures for quality assurance of instructor proficiency and associated documentation within the unit
Establish and document unit professional development requirements
Instructor recognition program
Visitor folder content and organization
Tracking mechanism to ensure BOLC-B instructor specific training requirements are accomplished

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Table 2 Forms may be retrieved on the FCoE Intranet Site https://sillc2nnec002mv.nasw.ds.army.mil/		
FS 11	Instructor Certification Packet Coversheet	http://sill-www.army.mil/USAG/DHR/forms/FS_1-99/FS Form 11 Mar 17.pdf
FS 12	Instructor Evaluation Tool (IET)	http://sill-www.army.mil/USAG/DHR/forms/FS_1-99/FS Form 12.pdf
FS 12A	Instructor Performance Rubric	Link Pending upload from HQ adding to FS Forms
FS 13	IET Self-Assessment	http://sill-www.army.mil/USAG/DHR/forms/FS_1-99/FS Form 13.pdf
FS 14	Visitor Observation Form (VOF)	http://sill-www.army.mil/USAG/DHR/forms/FS_1-99/FS Form 14.pdf

Table 3 Potential Certification Board Members
Members of the chain of command (Commander/First Sergeant/Course Manager)
“Qualified” Instructor’s mentor (Senior/Master Instructor)
“Qualified” Instructor’s Peer-Coach or Chief Instructor
Other certified instructors for same course to be taught
Higher level unit representative from Battalion/Brigade/Directorate

<p>Table 4 Military Instructor Requirements AR 614-200: Initial selection criteria for instructor duty are as follow:</p>
Be a high school graduate or possess the GED equivalent.
Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regards to alcohol and drug abuse, this restriction does not apply to Soldiers declared rehabilitation successes under the ASAP.
Possess mature judgment and initiative.
Have served at least 3 years of active Federal Service in any branch of the Armed Forces.
Have three years' time remaining in-service upon arrival at assignment or be able to reenlist or extend to meet the requirement.
Have a security clearance consistent with that required to attend the requisite instructor course.
Meet minimum reading grade level and language grade level (measured by Test of Adult Basic Education (see AR 350-1) required for attendance to the requisite instructor course.
Display good military bearing.
Meet the body composition requirements in AR 600-9.
Be able to pass the APFT.
Be fully qualified in the MOS for which instructor duty is desired and have at least 1 year of experience in that MOS.
Have recently held a leadership assignment.
Have a demonstrated ability to be an instructor.

<p>Table 5 TP 350-70-3: U.S. Army military instructors/facilitators must satisfy the following requirements:</p>
Possess required military occupational specialty (MOS), or be a graduate of an advanced officer course, and be a graduate of the course to be taught.
Successfully complete the current foundational, Army University provided instructor/facilitator course or Army University approved equivalent course.
Hold the rank of SSG/E-6 or higher or be a qualified SGT/E5 with a waiver.
Be in compliance with AR 600-9 Army Body Composition Program.
Pass the APFT, as outlined in AR 350-1 and AR 614-200.
Receive instructor/facilitator certification approval by the Commandant or designated authority.

