

IMT-35: Institution selects/assigns trainers that are qualified, certified, and perform their instructional duties and responsibilities in accordance with regulatory guidance and lesson objectives.						As of: May 2011					
Criteria	Criteria Guidelines	References*	Required Documents	Applicability						Mandatory Comments	
				BCT	OSUT	AIT	BOLC B	DCC	RC MOS-T		

Criterion 35a: Leaders, cadre, staff, and support personnel receive appropriate training.	35a(1): Review CoE, School, and/or unit regulations and SOPs (as applicable) to verify procedures are in place that ensure all leaders, cadre, staff, and support personnel attend courses IAW TR 350-6. References should include ITRO personnel as well (if applicable).	TR 350-6, appendix B.	CoE, School, and unit regulations and SOPs	X	X	X				Comment - No procedures in place.
	35a(2): Conduct focus groups and interviews, and review training documentation, to determine if leaders, cadre, staff, and support personnel are receiving all required training within the required timeframe.	TR 350-6, appendix. B	Training Documents		X	X	X			
Criterion 35b: Trainers meet qualifications, are certified, and receive required follow-up evaluations.	NOTE: "Instructor" and/or "Trainer" includes military, committee, civilian, and contract personnel who conduct training. Does not include guest speakers/lecturers unless the guest is a frequent or routine presenter. The term "Trainer" includes DSs and AITPSGs unless otherwise noted.									
	35b(1): Verify Commander/Commandant has established trainer certification/recertification program(s), and trainers are certified by the Commandant (or designated representative) IAW the program(s).	TR 350-70, para II-1-2d(4) and II-1-3d. TR 350-18, para 2-5b(3) and 3-8.	Certification/recertification program, certification documents, CMP, and/or any other relevant documents	X	X	X	X	X	X	Not Met - Instructors not being certified IAW policy and programs. Comment - Instructors being certified, but not by Commandant or designated representative.
	35b(2): Verify institution selects/assigns instructors that meet DA, TRADOC, and school proponent qualification requirements. Note: Job Aid IMT-35b2 (Instructor Records) may be used, but the purpose is not simply to "check" instructor records – it is to verify, through documentation, that the institution is making sure personnel meet all qualification requirements before being selected/assigned as instructors.	AR 600-9. AR 614-200. DA Pam 611-21. TR 350-6. TR 350-70.	Instructor folders and/or records that demonstrate qualifications	X	X	X	X	X		Comment - School has personnel not qualified to be instructors in instructor positions.

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	35b(3): Verify instructors are periodically evaluated, given appropriate feedback to sustain or improve performance, and provided additional/remedial training if required. Note: School or subordinate organization(s) must define "periodic" in policy or SOP because it is no longer defined in any DA or TRADOC regulation or policy.	TR 350-70, para II-1-2d(4)(m).	Instructor evaluations for the last year and SOPs	X	X	X	X	X	X	Comment - Instructors not being periodically evaluated IAW policy/SOP, and/or additional/remedial training not being conducted.
	35b(4): Verify Brigade Commanders and CSMs are conducting interviews with DSs and their spouses when DSs volunteer or are involuntarily extended for a third year of duty as a DS.	TR 350-16, para 1-4e(12).	Unit manning roster	X	X					Comment - DSs and their spouses not being interviewed.
	35b(5): Verify DSs are certified annually on Warrior Tasks and Battle Drills (WTBD), and on the BCT POI each time it changes.	TR 350-16, para 2-10.	Certification documents	X	X					Comment - Certifications not being conducted.
	35b(6): Verify no more than one DS in the rank of SGT is assigned to a BCT or OSUT platoon.	TR 350-16, para 2-9e.	Unit manning roster	X	X					Comment - More than one DS in rank of SGT assigned to a platoon.
Criterion 35c: Trainers perform their instructional duties and responsibilities in accordance with regulatory guidance and lesson objectives.	35c(1): Observe training and evaluate that trainer complies with techniques of delivery and methods of instruction prescribed in the lesson plan. If trainer is not in compliance, find out if proponent (or designated representative) has approved deviation. Note: Job Aid IMT-35c1 (Instructor Performance) or TRADOC Form 350-70-4-1-R-E may be used, but should not be the only deciding factor if this criterion is met. The evaluator must also thoroughly consider whether or not the instructor is actively engaging students in the learning process, and if students can perform to the prescribed learning objective.	TR 350-70, Chapter III-4. ALC 2015.	Lesson plan	X	X	X	X	X	X	Comment - Trainers use improper techniques of delivery/methods of instruction.
	35c(2): Observe if AARs are conducted, as required, and that they are conducted to standard.	TR 350-70, para III-4-7. TR 350-6, para 3-10 TC 25-20	Training Schedules	X	X	X	X	X	X	Comment - AARs not conducted when required, or are not conducted to standard.
	35c(3): Verify students are being counseled IAW SEP and any other requirements (start, phase, mid-course, end-of-course, test failure, etc).	TR 350-6, para 2-1c TR 350-18, para 3-24.	SEP and students records	X	X	X	X	X	X	Comment - Counseling not documented.

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		SEP/POI								
	35c(4): Ensure remedial training is conducted for all test failures prior to retest.	TR 350-6, para 3-14 SEP/POI.	SEP and students records	X	X	X	X	X	X	Not Met - Remedial training not being conducted.
	35c(5): Observe a test to see if appropriate feedback is given to students at the end of the test by the trainer.	TR 350-6, para 3-14 TP 350-70-5, para 8-3.	SEP	X	X	X	X	X	X	Comment - Feedback not given.
	35c(6): Verify trainers are provided adequate time to prepare for training; if so, verify trainers are using that time appropriately.	IMT Campaign Plan (TBP).	SOPs, training schedules, and any other relevant documents	X	X	X	X	X		Comment - Trainers are not provided preparation time; or are provided, but are not using properly.
	35c(7): Assess trainers' quality of life (QOL), and actions institution has taken to identify and address QOL issues.	TCP 2010-11, Theme #19. ALC 2015, App F. IMT Campaign Plan (TBP).	Any documents addressing QOL issues and/or initiatives	X	X	X	X	X		Comment - No efforts to identify and/or address trainers' QOL

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