

IMT-35: <del>Institution selects/assigns trainers that are qualified, certified, and perform their</del> Institution's instructional personnel perform their duties and responsibilities in accordance with regulatory guidance and lesson objectives.						As of: February 2012					
Criteria	Criteria Guidelines	References*	Required Documents	Applicability						Mandatory Comments	
				BCT	OSUT	AIT	BOLCB	WOBC	RC**		
<b>Criterion 35a:</b> Leaders, cadre, staff, and support personnel receive appropriate IET Leader/Cadre training.	<b>35a(1):</b> 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 IET Leader/Cadre 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.	
	<b>35a(2):</b> Conduct focus groups and interviews, and review training documentation, to determine if leaders, cadre, staff, and support personnel are receiving all required IET Leader/Cadre training within the required timeframe.	TR 350-6, appendix. B	Unit and/or individual training records	X	X	X				Comment - Personnel not receiving training within 30 days (AC) or 120 days (RC) of assuming IET duties.	
<b>Criterion 35b:</b> <del>Trainers meet qualifications, are certified, and receive required follow-up evaluations.</del>	<del>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.</del>										
DSs/AITPSGs are certified annually on WTBDs and are interviewed prior to their third year of duty	<del>35b(1):</del> Verify Commander/Commandant has established trainer certification/recertification program(s), and trainers are certified by the Commandant (or designated representative) IAW the program(s).  <b>Moved to CAC-32</b>	TR 350-70, para II 1-2d(4) and II 1-3d. TR 350-18, para 2-5b(3) and 3-8.	<del>Certification/recertification program, certification documents, CMP, and/or any other relevant documents</del>	X	X	X	X	X	X	<del>Not Met—Instructors not being certified IAW policy and programs.</del>  Comment—Instructors being certified, but not by Commandant or designated representative.	
	<del>35b(2):</del> 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. <b>Moved to CAC-32</b>	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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	<del>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. —Moved to CAC-32</del>	<del>TR 350-70, para II-1-2d(4)(m).</del>	<del>Instructor evaluations for the last year and SOPs</del>	X	X	X	X	X	X	<del>Comment – Instructors not being periodically evaluated IAW policy/SOP, and/or additional/remedial training not being conducted.</del>
	35b(1): Verify Brigade Commanders and CSMs are conducting interviews with DSs/AITPSGs and their spouses when DSs/AITPSGs volunteer or are involuntarily extended for a third year of duty as a DS/AITPSG.	TR 350-16, para 1-4e(12) TR 350-37, para 1-4d(7)	Unit manning roster	X	X	X				Comment – DSs/AITPSGs and their spouses not being interviewed.
	35b(2): Verify DSs and AITPSGs are certified annually on Warrior Tasks and Battle Drills (WTBD); and DSs are certified on the BCT POI each time it changes.	TR 350-16, para 2-10 TR 350-37, para 3-5	Certification documents	X	X	X				Comment - Certifications not being conducted.
	35b(3): 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: Instructors/facilitators/DSs perform their instructional duties and responsibilities in accordance with regulatory guidance and lesson objectives.	35c(1): Observe training and evaluate that instructor/facilitator/DS comply 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 other form 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/facilitator/DS is actively engaging students in the learning process, and if students can perform to the prescribed learning objective.	TR 350-70, paras 3-13, 6-25, and 6-26 and Table 6-9  TP 525-8-2	Lesson plan	X	X	X	X	X	X	Comment – Instructors/facilitators/DSs 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, Table 6-9. 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.

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	35c(3): Verify students are being counseled IAW <del>the individual student assessment plan (ISAP) (formally the SEP)</del> 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. ISAP/POI	ISAP and students records	X	X	X	X	X	X	Comment - Counseling not documented.
	35c(4): Ensure remedial training is conducted for all test failures prior to retest.	TR 350-6, para 3-14 ISAP/POI.	ISAP and students records	X	X	X	X	X	X	Not Met - Remedial training not being conducted.
	<del>35c(5): Observe a test to see if appropriate feedback is given to students at the end of the test by the trainer.</del> Already a part of GOV-13	<del>TR 350-6, para 3-14 TP 350-70-5, para 8-3.</del>	SEP	X	X	X	X	X	X	<del>Comment - Feedback not given.</del>
	35c(5): Verify <del>instructors/facilitators/DSs</del> are provided adequate time to prepare for training; if so, verify they are using that time appropriately.	TR 350-70, Table 6-9 IMT Campaign Plan 11-12, para 3a(3)	SOPs, training schedules, and any other relevant documents	X	X	X	X	X	X	Comment - <del>Instructor/sfacilitators/DSs</del> are not provided preparation time; or are provided, but are not using properly.
	35c(6): Assess <del>instructor/facilitator/DS/AITPSG</del> quality of life (QOL), and actions institution has taken to identify and address QOL issues. Institutions with DSs and/or AITPSGs must have Resilience Programs.	TR 350-16, Appendix F TR 350-37, Appendix B TCP 2010-11, Theme #19. CG TRADOC command priorities	DS/AITPSG Resilience Program policy/SOP.  Any documents addressing QOL issues and/or initiatives	X	X	X	X	X	X	Not Met – BDE does not have DS/AITPSG Resilience Program(s).  Comment - No efforts to identify and/or address <del>instructor/facilitator/DS/ AITPSG</del> QOL

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