

Explanations for Job Aid IMT-35b2 (Instructor Records)

| # | Check | References | Acceptable Documentation |
|-----|---|--|--|
| 1. | Instructor Proponent Certificate (IPC) | TR 350-18 , para 4-6; and TR 350-70 , para II-1-2d(4)(g) | IPC or memo signed by Commandant or designated representative (need proof of delegation/designation) to teach course, module, or etc (as applicable). |
| 2. | Instructor Training Certificates | TR 350-18 , para 4-6; and TR 350-70 , para II-1-3d | Certificate(s) of training, DA Form(s) 1059, and/or ATRRS printout (RS screen) showing "G" status (in OS column) for course(s) in question. |
| 3. | ASI 5K or 8 orders or request for orders | DA PAM 611-21 , table 4-3 (officers) or table 12-1 (enlisted); TR 350-18 , para 4-6; and TR 350-70 , para II-1-3f | Copy of orders, recent request for orders (DA Form 4187 or memo), or copy of ORB or ERB showing ASI has been awarded. |
| 4. | Civilian training certificates | TR 350-18 , para 4-6 | Certificates of training for civilian courses (generally N/A) |
| 5. | Evidence of graduate from course to be taught | TR 350-18 , para 4-6 | Certificate of graduation, DA Form 1059, or ATRRS printout (RS screen) showing "G" status (in OS column) for course in question. |
| 6. | Evidence of appropriate training/experience | AR 614-200 , paras 6-9d, k and l; and TR 350-18 , para 4-6 | CMP (or POI if no CMP) should document proponent requirements (and proper documentation). AR 614-200 requires: 3 years active Federal service (para 6-9d), 1 year experience in MOS (para 6-9k), and held a recent leadership position (para 6-9l). ORB, ERB, OER(s), and/or NCOERs are acceptable documentation for military (and civilian if PS military). For regular civilians (non-PS or PS who do not have old military docs), civilian evaluation reports are acceptable. |
| 7. | Valid DA Form 705 (PT card) | AR 350-1 , para 1-24e; and TR 350-18 , para 4-6 | PT card IAW AR 350-1 requirements. If out of tolerance and due to profile(s), copy(ies) of profile(s) documenting it. Also, if exceeds HT/WT, copy of DA Form 5500/5501 should be attached. |
| 8. | Instructor evaluations for previous 12 months | TR 350-18 , paras 2-20g(1) and 4-6; and TR 350-70 , paras II-1-2d(4)(m) and q(3)(c) | Instructor evaluation forms, at least 1 per quarter. Documentation when instructor evaluation was not possible (new instructor, was TDY/on leave during quarter, no class in session to instruct, etc). |
| 9. | Operator's permit | TR 350-18 , para 4-6 | Civilian and/or military permits, as applicable. Military license should include all equipment requiring licensing on that instructor uses to conduct training (e.g. generators, vehicles, etc) |
| 10. | Security clearance | TR 350-18 , para 4-6 | JPAS printout showing instructor's security clearance, or memo signed by S-2 stating instructor's security clearance level (may have more than one instructor's name on, such as a memo for entire unit). |

Job Aid IMT-35c1 (Instructor Performance)

Instructor: _____ Unit: _____ Date: _____.

Lesson #: _____ Lesson Title: _____.

Basic Instructor Performance Checklist

To achieve a satisfactory rating, the instructor must receive a "GO" rating for Instructor Actions 1 through 3 and must receive no more than three (3) ratings of "NO-GOs" for Instructor Actions 4 through 17.

| Instructor Action | GO | NO-GO |
|--|----|-------|
| 1. Risk Control Measures ("a" through "d" required for a "GO" rating): | | |
| a. Provided WARNINGS for training safety hazards. | | |
| b. Identified high risk assessment level. | | |
| c. Emphasized environmental hazards. | | |
| d. STOPPED practice or testing when dangerous situation occurred. | | |
| 2. Terminal Learning Objective: Stated the action, conditions, and standard. | | |
| 3. Technical or Tactical Competence ("a" and "b" required for a "GO" rating): | | |
| a. Responded to standard questions relating to objectives. | | |
| b. Conducted demonstrations and exercises when appropriate. | | |
| 4. Introduction ("a" through "d" required for a "GO" rating): | | |
| a. Used motivator. | | |
| b. Explained --- | | |
| (1) Difference between training and task performance on the job. | | |
| (2) How performance will be tested. | | |
| (3) Why task is important. | | |
| (4) Risk assessment level. | | |
| (5) Environment protection considerations. | | |
| c. Defined new terms. | | |
| d. Provided WARNINGS and CAUTIONS for training safety and job safety. | | |
| 5. Learning Steps/Actions ("a" through "f" required for a "GO" rating): | | |
| a. Explained and/or replicated cues. | | |
| b. Showed steps in parts. | | |
| c. Asked questions. | | |
| d. Explained key points. | | |
| e. Covered material in lesson plan. | | |
| f. Used --- | | |
| (1) Logical sequence. | | |
| (2) Smooth transitions. | | |
| 6. Job Performance Context: Explained relationship of task or training event to the performance Soldier will carry out in the job environment. | | |
| 7. Questions and Feedback: Engaged students every 3-6 minutes, asked/answered questions, stopped for discussion, asked for feedback, and actively involved all students. | | |
| 8. Training Aids ("a" and "b" required for a "GO" rating): | | |
| a. Ensured training aids/equipment were operational. | | |
| b. Used training aids/training equipment properly, and visuals were legible and appropriate. | | |
| 9. Facilitation of Student Ability to See and Hear: Asked students if they can see and hear instruction, and corrected any identified situations when students could not. | | |

| Instructor Action | GO | NO-GO |
|---|----|-------|
| 10. Personal Appearance: Demonstrated well-groomed appearance, confident bearing, enthusiasm, no distracting mannerisms. | | |
| 11. Basic Delivery Skills: Used appropriate gestures, movement, communication skills (clear enunciation; appropriate speech volume, tone and rate; good grammar and choice of words with minimum "crutch" words.) | | |
| 12. Questioning Techniques: Conducted Ask-Pause-Call techniques (also called pose/pause/pounce) for conference and direct questioning during practice exercises or one-on-one questions. | | |
| 13. Facilitate Student Performance ("a" through "c" required for a "GO" rating): | | |
| a. Provided frequent 'checks on learning' and practice opportunities. | | |
| b. Conducted practice sessions (see Job Aid Explanation for what should include). | | |
| c. Conducted performance tests (see Job Aid Explanation for what should include). | | |
| 14. Respectful Behavior: Displayed no signs of put downs, sarcasm, off-color material, or sexist/racist/ethnic remarks. | | |
| 15. Summaries of Instruction: Provided interim (when appropriate) and concluding summaries. | | |
| 16. Training and Training Resource Management ("a" through "g" required for a "GO" rating): | | |
| a. Followed approved lesson plan. | | |
| b. Followed instructor to student ratio. | | |
| c. Followed student to equipment ratio. | | |
| d. Ensured availability of sufficient materials and resources. | | |
| e. Retained control of class. | | |
| f. Managed disruptive students. | | |
| g. Used instructional time wisely. | | |
| 17. After-Action Review: Conducted AAR following field exercise, practical exercise, or testable module (see Job Aid Explanation for AAR performance checklist, if needed). | | |
| Rating for Basic Instructor Performance To achieve a satisfactory rating, the instructor must receive a "GO" rating for Instructor Actions 1 through 3 and must receive no more than three (3) ratings of "NO-GOs" for Instructor Actions 4 through 17. | | |

Classroom Instructor Performance Checklist

To achieve a satisfactory rating, the instructor must receive a "GO" rating for both Instructor Actions.

| Instructor Action | GO | NO-GO |
|--|----|-------|
| 1. Training Environment: Ensured classroom met safety, comfort, and hygiene standards (see Job Aid Explanation for breakdown of standards). | | |
| 2. Visitors Folder ("a" through "g" required for a "GO" rating) (local policy and TR 350-18, para 4-5). Contains--- | | |
| a. Visitor sign-in log. | | |
| b. Class roster (ATRRS R2 report minus SSNs). | | |
| c. The current training schedule. | | |
| d. The course POI/CMP and current lesson plan. | | |
| e. Instructor credentials, to include instructor's proponent certificate and, if applicable, operator's permit. | | |
| f. Critique sheets for class visitors. | | |
| g. Composite risk management worksheet(s), as required. | | |
| Rating for Classroom Instructor Performance To achieve a satisfactory rating, the instructor must receive a "GO" rating for both Instructor Actions. | | |

Small Group Instructor Performance Checklist

To achieve a satisfactory rating, the instructor must receive a "GO" rating for both Instructor Actions.

| Instructor Action | GO | NO-GO |
|--|----|-------|
| 1. Small Group Roles ("a" through "c" required for "GO" rating). Demonstrated --- | | |
| a. Subject-Matter Expert (SME) Role. | | |
| b. Facilitator Role. | | |
| c. Observer Role. | | |
| 2. Experiential Learning Cycle (ELC) . Facilitated group in each ELC stage, to include the publishing, processing, generalizing, and applying stages. | | |
| Rating for Small Group Instructor Performance | | |
| To achieve a satisfactory rating, the instructor must receive a "GO" rating for both Instructor Actions. | | |

Video Teletraining (VTT) Instructor Performance Checklist

To achieve a satisfactory rating, the instructor must receive a "GO" rating for all three Instructor Actions.

| Instructor Action | GO | NO-GO |
|--|----|-------|
| 1. Eye Contact : Established and maintained appropriate eye contact with main camera. | | |
| 2. Operation of Media : Exhibited fluent operation of VTT equipment. | | |
| 3. Effective Visuals ("a" through "e" required to receive "GO" rating). Developed and used visuals that --- | | |
| a. Are legible. | | |
| b. Relate to the objective. | | |
| c. Exhibit consistent visual design. | | |
| d. Display proper grammar and spelling. | | |
| e. Conform to video limitations. | | |
| Rating for VTT Instructor Performance | | |
| To achieve a satisfactory rating, the instructor must receive a "GO" rating for all three Instructor Actions. | | |

Overall Instructor Performance Rating

To achieve an overall satisfactory rating, the instructor must receive a "GO" rating on all applicable Instructor Performance Checklists.

| | GO | NO-GO |
|---|----|-------|
| Rating for Basic Instructor Performance | | |
| Rating for Classroom Instructor Performance | | |
| Rating for Small Group Instructor Performance | | |
| Rating for VTT Instructor Performance | | |
| Overall Instructor Performance Rating | | |
| To achieve an overall satisfactory rating, the instructor must receive a "GO" rating on all applicable Instructor Performance Checklists. | | |

Explanations for Job Aid IMT-35c1 (Instructor Performance)

Basic Instructor Performance Checklist

| Instructor Action | GO | NO-GO |
|--|----|-------|
| 13. Facilitate Student Performance ("a" through "c" required for a "GO" rating): | | |
| a. Provided frequent 'checks on learning' and practice opportunities (usually over 50% for module or lesson prior to testing). | | |
| b. Conducted practice sessions. | | |
| (1) One best way (correct demonstrations). | | |
| (2) Student activity that matched or closely modeled required job performance. | | |
| (3) Practice in parts. | | |
| (4) Shaping of student skills. | | |
| (5) Specialized individual help when needed. | | |
| (6) Answers to student questions. | | |
| (7) On-the-spot correction and praise. | | |
| (8) Immediate stopping of practice when dangerous situation occurred. | | |
| c. Conducted performance tests. | | |
| (1) Preparation of test conditions. | | |
| (2) Briefings to students. | | |
| (3) Presentation of performance cues. | | |
| (4) Observation of student performance without interruption except for intervention for safety purposes. | | |

AAR Performance Checklist

To achieve a satisfactory rating, the instructor must receive a "GO" rating for all Instructor Actions.

| Instructor Action | GO | NO-GO |
|---|----|-------|
| 1. AAR outline: Developed content outline. | | |
| 2. Training Area Preparation: Prepared appropriate room or training area. | | |
| 3. Introduction ("a" through "c" required for "GO" rating): Stated --- | | |
| a. AAR purpose. | | |
| b. Training objective. | | |
| c. Ground rules. | | |
| 4. Presentation ("a" through "c" required for "GO" rating): Presented chronological list of training events and facilitated student discussion of each event, to include the following --- | | |
| a. What they observed. | | |
| b. What went right (i.e., what was successful). | | |
| c. What could/should be done differently. | | |
| 5. Facilitation ("a" through "d" required for "GO" rating): | | |
| a. Asked questions that involved students and led them to clarify points. | | |
| b. Listed points discussed for all to see. | | |
| c. Summarized AAR highlights. | | |
| d. Kept students focused on AAR activities and purpose. | | |

Explanations (cont) for Job Aid IMT-35c1 (Instructor Performance)

Classroom Instructor Performance Checklist

| Instructor Action | GO | NO-GO |
|--|----|-------|
| 1. Training Environment: Ensured classroom met safety, comfort, and hygiene standards, to include --- | | |
| a. Ventilation. | | |
| b. Lighting. | | |
| c. Temperature. | | |
| d. Noise levels. | | |
| e. Interruptions. | | |
| f. Visibly posted safety signs. | | |
| g. Availability and use of safety equipment. | | |
| h. Placement of observer station. | | |
| i. Cleanliness. | | |
| j. Adequate space for planned activities. | | |