DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation   **8 June 2000**
No. 350-2

Training
STAFF AND FACULTY DEVELOPMENT TRAINING

Summary. This regulation establishes the policies, procedures, and responsibilities for the development of all training instructors and training development personnel assigned to the United States Army Signal Center and Fort Gordon (USASC&FG).

Applicability.

a. Personnel. This regulation applies to all USASC&FG training activities.

b. Courses. This regulation governs all courses offered by Staff and Faculty Development Branch (SFDB), Directorate of Training (DOT). A description of the purpose, scope, prerequisites, and the target audience of each course is found in the "Synopsis of Courses" available from SFDB.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Commander, USASC&FG, ATTN: ATZH-DTS-S.

Suggested improvements. The proponent of this regulation is the Directorate of Training (DOT). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-DTS-S, Fort Gordon, Georgia 30905-5000 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

Availability. This publication is available on the USASC&FG publications web site at www.gordon.army.mil/doim/.

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*This regulation supersedes USASC&FG Regulation 350-2, 16 July 1990, including Change 1.

1. Purpose. This regulation establishes policies, procedures, and responsibilities for the development of all training instructors and training development personnel assigned to the United States Army Signal Center and Fort Gordon (USASC&FG). This regulation is directed towards the training conducted by Staff and Faculty Development Branch (SFDB), under the supervision of the Directorate of Training (DOT).

2. References.

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

   b. TRADOC Regulation 350-18, The Army School System (TASS).

   c. TRADOC Regulation 350-70, Systems Approach to Training Management, Processes, and Products.

   d. USASC&FG Regulation 350-5, Academic Practices.

   e. FM 25-100, Training the Force.

   f. Office of Personnel Management- Qualifications Standards Handbook for General Schedule Positions.

   g. SFDB "Synopsis of Courses."

3. Policy. All USASC&FG personnel assigned to training activities in support of military occupational specialty (MOS) training to include, but not limited to, analysts, designers, developers, evaluators, instructors, and training supervisors/managers will be scheduled for and receive instructional training necessary to perform their jobs.

4. Academic standards. The Signal Center honor code places students on their honor not to give information or assistance to others or to receive help from any other source while taking examinations. This honor code is an integral part of the Signal Center academic environment. Adherence to this code marks a student as a mature individual who is willing to rely upon his/her own efforts. Failure to follow this code may result in reduction of academic standing or dismissal from the course of instruction with an explanation of the circumstances forwarded to the student's command or agency.

5. Responsibilities.

   a. SFDB, DOT will design and conduct and/or implement courses/workshops on subjects applicable to the staff development needs of personnel involved in all aspects of training and training development. Courses/workshops will be designed and conducted or implemented not only to meet current required needs but also to demonstrate new/innovative instructional methods and training technologies/techniques as appropriate for the overall purposes of increasing instructional effectiveness.

b. Training Departments and Other Staff Directors.

(1) Establish and maintain a program to identify training needs, ensuring that all training is scheduled. Conduct follow-up action on the effectiveness of training received by assigned personnel.

(2) Ensure that all military and civilian personnel assigned to positions or duties that require them to conduct instruction or supervise instructors are duly certified as having completed an Instructor Training Course (ITC). Proof of ITC completion is the Fort Gordon (FG) Form 6500-R-E (Instructor Training Course Student Rating) or Department of Defense (DD) Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement).

(3) Maintain a file on each instructor to include:

(a) FG Form 6500-R-E.

(b) Instructor Basic Course (IBC) Certificate or Instructor Training Course (ITC) Certificate.

(c) Copy of orders assigning SI, 5K, or SQI8, or "H" designator, as appropriate.

(d) Copy of the Instructor's Proponent Certification document.

(e) Systems Approach to Training (SAT) Certificate (when required).

(f) Small Group Instructor (SGI) Certificate (when required).

(g) Current supervisor's class observation critique.

(4) Ensure that a request for enrollment in IBC is forwarded to SFDB for personnel newly slotted against an instructor table of distribution and allowances (TDA) position within 60 days after personnel reports for duty in the instructor position.

(5) Ensure that a request for enrollment for SGI is forwarded to SFDB for personnel slotted against small group leader positions within 60 days of personnel assuming those duties. Note that SGI candidates must be instructor qualified prior to attending the SGI course.

(6) Ensure that a request for enrollment in the SAT course is forwarded to SFDB for those personnel involved in performing job and task analysis, design and development of training material, and training evaluation/quality control as soon as the need is identified, but at least within 30 days of personnel assuming analyst or designer/developer duties.

(7) Ensure that military and civilian first-line supervisory personnel periodically update their teaching skills and knowledges of instructional methods and techniques through informal observation of IBC classes and student presentations/critiques or through formal enrollment in an instructor training (Informal observation is not to be construed as official training.) By updating such skills and knowledges, the supervisor will better maintain instructional proficiency which will ensure a higher quality of performance evaluation of assigned instructor personnel.

(8) Ensure that military and civilian personnel nominated for IBC meet the provisions of military and civilian regulations pertaining to personnel qualifications and training.

(9) Provide personnel nominated to attend a SFDB training course an overview of the course and prerequisites, policies, and completion requirements as outlined in the SFDB "Synopsis of Courses" booklet.

(10) Coordinate with unit commanders to ensure students are exempt from all course/company duties, formations, medical, administrative, and other appointments which would interfere with training. Newly assigned personnel should complete all matters pertaining to in-processing, housing, transportation (incoming household goods), and finance before reporting for staff and faculty training.

(11) Ensure that personnel nominated to attend SGI or IBC are provided the necessary preparation time and assistance for instructor/ classroom observations, selection of lesson plans, or other support training material required as a precondition for training.

(12) Encourage all instructor personnel to maintain current certification in CPR.

c. Training Supervisors/Course Managers.

(1) Provide for necessary training of personnel through timely scheduling, adequate pretraining assistance, and the proper training material(s) required for selected training courses as outlined in the SFDB "Synopsis of Courses"booklet.

(2) Monitor instructor performance for adherence to instructional techniques and procedures received from the staff and faculty training to ensure standardization and maintenance of quality instruction. This will be accomplished by observing and evaluating each instructor's performance at least once each 6 months, or more often as required for consistency and quality control. The FG Form 6473-1 (Instructor Qualification Sheet, Conference-Demonstration-TV) will be used to evaluate classroom practical exercises or conference-type presentations. The overall "GO/NO GO" rating will be recorded on FG Form 6500-R-E. FG Forms 6473-1 and 6500-R-E and other documentation as identified in paragraph 5b(3), this regulation, will be maintained at the lowest supervisory level and retained on file for 6 months following the instructor's departure. FG Form 6473-1 is available at Center Publications, Directorate of Information Management (DOIM). FG Form 6500-R-E is stocked by SFDB and is issued only upon a student's course completion.

(3) Monitor the products developed by training developers to ensure that the SAT process is consistent with TRADOC and USASC&FG guidance as taught in the workshops.

    d. Chief, SFDB:

(1) Develops and/or operates all staff and faculty training courses/workshops in accordance with (IAW) TRADOC Regulation 350-70, and other regulatory guidance.

(2) Establishes course prerequisites, quotas, course starting dates, and coordination of enrollment.

(3) Ensures that upon a student's successful completion of IBC, action is taken to have the appropriate skill qualification identifier affixed to the individual's MOS by forwarding notice of course completion to the Strength Management Branch, Military Personnel Division, Directorate of Human Resources, Darling Hall.

(4) Emphasizes close adherence to command directives and policies regarding smoking as well as use of profanity and other words, phrases, or gestures which would tend to demean professionalism or the quality of instruction.

(5) Ensures quality control for staff and faculty training needs for USASC&FG directorates and training departments to provide a basis for the development of new courses or revision of existing courses as needed.

(6) Structures training for professional development to allow for career progression.

(7) Assists the Training Career Program 32 Activity Career Program Manager in training DA and local interns.

(8) Provides consultation concerning training and training development, to include training technology and professional development of trainers.

(9) Retains for chain of command review the approved Instructor Training Course and other Staff and Faculty Development Programs of Instruction (POIs) IAW with Training Requirements Analysis System (TRAS).

(10) Identifies additional school personnel training requirements.

(11) Certifies trainer completion of required training.

(12) Maintains records of completed staff and faculty training.

(13) Prepares and issues certificates or diplomas to staff and faculty course graduates.

(14) Distributes information on training opportunities in new training technology and training techniques and methods.

(15) Submits Staff and Faculty courses to Headquarters (HQ) TRADOC (DCST) for review by the American Council of Education for college credit.

(16) Administers the Instructor Recognition Program.

(17) Administers the Intern Program.

6. Staff and Faculty Development Branch courses. Listed below is a brief description of SFDB courses. For more detailed course information, consult the SFDB "Synopsis of Courses."

a. Instructor Basic Course. IBC, formerly known as TAITC, is designed for personnel assigned to the training departments whose duties involve the development of training material and/or the conduct/supervision of instruction. This course provides the basic skills and knowledges to prepare, conduct, manage, and evaluate instruction in resident and nonresident courses. Supervisors may recommend refresher training at anytime to remediate deficiencies. A student may be enrolled twice. Failure to meet course requirement on a second enrollment will result in the student being classified as "UNQUALIFIED"as an instructor and an additional (third) enrollment will not be permitted.

b. Cardiopulmonary Resuscitation (CPR) Course. The CPR course is designed to help personnel prevent cardiovascular problems, recognize occurrence of heart attacks or strokes and provide emergency treatment for heart attack or stroke. It also teaches how to perform rescues on adults with no pulse, pulse but no breathing, and choking (conscious and unconscious), including use of barrier devices. The course also teaches how to use Automatic External Defibrillators, which are becoming available in an increasing number of public places.

c. Automated System Approach to Training (ASAT). The ASAT course teaches military, Department of Army (DA) Civilians and contract personnel skills and knowledge necessary to be able to input and use individual task and lesson information in the ASAT database program. ASAT is the official repository for all task and lesson information.

d. Small Group Instructor (SGI) Training Course. The SGI course is designed to provide the basic skills and knowledge necessary to prepare, conduct, manage, and evaluate small group instruction in the resident training environment. The course teaches and utilizes the after-action review as a method of obtaining maximum student involvement. The course is required for all personnel assigned to instruct in those courses which utilize small group or other facilitatory methods of instruction. A student may be enrolled twice. Failure to meet course requirements on the second enrollment will result in the student being classified as "UNQUALIFIED"as a Small Group instructor and an additional (third) enrollment will not be permitted. Completion of ITC is a prerequisite for enrollment in SGI.

e. Systems Approach to Training (SAT) Course. The SAT course is designed to provide training to personnel assigned to perform job and task analysis, design and development of training materials, and training evaluation/quality control programs. This course is divided into two phases. The analysis phase provides instruction on the general concepts of job and task analysis within the framework of the SAT process. The design and development phase provides the basic skills and knowledge necessary to design a training program and develop instructional materials based on a job and task analysis. Failure to meet course requirements on the second enrollment will result in the student being classified as "UNQUALIFIED"as a SAT instructor and an additional (third) enrollment will not be permitted.

f. Designer's Edge (Enterprise) Workshop. The DE course teaches skills and knowledge necessary to be able to analyze and design course material using the Designer's Edge/Enterprise software. DE/Enterprise is one part of the TRADOC training developmental suite of automated tools. Failure to meet course requirements on the second enrollment will result in the student being classified as "UNQUALIFIED"as a Designer's Edge instructor and an additional (third) enrollment will not be permitted.

g. Video Teletraining Instructor Training Course (VTT/ITC). VTT/ITC is designed to train qualified instructors to deliver professional, standardized training using VTT methods and equipment. Potential instructors learn to use equipment to facilitate near-full-motion two-way video, two-way audio, point-to-multipoint, multimedia instruction. Only personnel designated to develop or present distance learning instruction are to be enrolled in this course. Completion of ITC is a prerequisite for enrollment in VTT/ITC.

h. ToolBook II Basic. The ToolBook II Basic course teaches basic skills and knowledge necessary for designing and creating multimedia computer based training projects using Toolbook II version 7.1 software.

i. Interactive Multimedia Instruction (IMI) Development Course. The IMI development course is designed to teach novice personnel the design and development of IMI products using Army, TRADOC, and Fort Gordon regulations and guidelines for use in Warrior XXI classrooms. Failure to meet course requirements on the second enrollment will result in the student being classified as "UNQUALIFIED" as an Interactive Multimedia instructor and an additional (third) enrollment will not be permitted.

j. Video Teletraining Systems Approach to Training Course (VTT/SAT). VTT/SAT is a course designed to be presented over video teletraining. It provides training to personnel assigned to perform job analysis, design and development of training materials, and training evaluation/quality control programs. Completion of SAT is a prerequisite for enrollment in VTT/SAT.

(ATZH-DTS-S)

FOR THE COMMANDER:

OFFICIAL: CRAIG L. ZIMMERMAN
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                                             Chief of Staff

//SIGNED//
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