



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
EIGHTH ARMY WIGHTMAN NCO ACADEMY (PLDC)  
CAMP JACKSON, KOREA  
UNIT #15351  
APO AP 96258-0208

EAHC-NCOA

26 April 2001

MEMORANDUM FOR: Students in Total Army Instructor Training Course

SUBJECT: Total Army Instructor Training Course (TAITC) Instructions

1. The following personnel are scheduled to attend the TAITC at Camp Jackson.

NAME	RANK	SSN	UNIT	PHONE#
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a. Place: Camp Jackson, Bld # T-2105

b. Date/Time: 0730hrs on \_\_\_\_\_

c. Uniform: Duty (Battle Dress Uniform)

d. Point of Contact: SFC Humes at 732-7730 e-mail  
HumesS@usfk.korea.army.mil.

2. You are required to attend the entire course (no absences) and pass the final presentation to receive credit for this course.

3. You are required to report to Camp Jackson (Bld # T-2105) at 1300hrs on Tuesday one week prior to your class start date for in processing. New Students will bring a copy of DA Form 705 (APFT scorecard), which must be within the last 6 months. Students exceeding the screening table weight of AR 600-9 must also bring a copy of their most recent DA Form 5500-R/5501-R (Body Fat Content Worksheet). Students will be issued a Student Guide, Student Reference, and Training Schedule. Students will be required to read Chapters 1 -5 in their Student Guide and Student Reference prior to the start of the class.

4. Choose two training sessions from a course you are scheduled to teach or two subjects you are comfortable teaching, and bring the lesson plans with you. One lesson should be for a 15-25 minute presentation and the other needs to be for a 50-minute final presentation. Make sure you also bring any visuals, training aids, or student materials that normally accompany the lesson. You will be expected to present a final presentation that consists of the lesson's introduction, 35-40 minutes of its body, and the summary with a closing statement.

5. Students are required to submit a memorandum signed by his/her commander that states what unit instructor position the soldier holds. This is in accordance with the TRADOC attendance requirement that all students be assigned as instructors or pending assignment as instructors. Personnel who are pending assignment, as instructors should submit a copy of their orders assigning them to an instructor position. Students must have at least 6 months left in Korea upon completion of the course.

I have read and understand these instructions.

Students Name/Signature and Date. \_\_\_\_\_