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

REPLY TO
ATTENTION OF:

EAHC-NCOA

7 May 2007

MEMORANDUM FOR Course Attendees

SUBJECT: Total Army Instructor Training Course (TAITC) Standard Operating Procedures (SOP)

1. Purpose: Provide policies for military personnel attending the Total Army Instructor Training Course.

2. Scope: Applicable to all personnel attending the Total Army Instructor Training Course.

3. Responsibilities:

a. General:

(1) Duty Hours: The TAITC duty hours are from 0500-1700 hours Monday through Friday. Lunch is from 1200-1300 hours or as training requirements permit.

(2) Billeting: There is no billeting for personnel not assigned to the 8th United States Army Wightman Noncommissioned Officer Academy. Students who reside off post will be required to be present and on time for all classes.

(3) Dress Code: All military personnel attending TAITC will conform to the standards in accordance with AR 670-1 and AR 600-9.

(4) Courtesy: All military personnel will extend every courtesy to one another as well as visitors to the EUSA NCO Academy.

(5) In-Processing: All new students will be in-processed the morning of the first day of class to include verification of last APFT and Commander's certification memorandum.

b. Instructor Training Course:

(1) Enrollment Procedures.

(a) Unit Schools NCO will request a class date via email or fax in memorandum format. The following information will be provided Rank, Name, SSN, Unit and Duty Position (only personnel assigned in a valid instructor position or having a follow-on assignment as an Instructor will be accepted). The original memorandum must be signed by the unit

Commander and will be presented when the student in-processes.

(b) Upon receipt of the memorandum of request, the ITC NCOIC will verify information and inform the Schools NCO of class date and report date.

(c) If students do not have a DA Form 705 recording an APFT taken within the last 6 months, an APFT and HT/WT screening will take place at 0500 on Day 2.

(d) New students are required to bring a copy of their ERB, copy of DA 1059 from WLC and a copy of last NCOER.

(2) There are three ways in which a student may be released prior to completion of the course:

(a) Administrative release, which includes: Failure to pass the APFT and/or failure to meet the HT/WT standards outlined in AR 600-9, emergency leave, missing excessive training (more than 4 hours), medical, and unit recall.

(b) Academic release: Receiving 2 consecutive NO-GO ratings on the Final Presentation.

(c) Disciplinary release, which includes: Violation of any article of the UCMJ, negative attitude/lack of motivation, and violation of Academy policies.

(3) Graduation Requirement:

(a) All students will be required to present a 50-minute +/- 5-minute final presentation for graduation.

(b) 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

(c) Students who fail the final presentation will be counseled in writing and will be required to re-test within 30 days. Re-tests will be given on a time and date that is acceptable to both instructor and student.

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4. Point of Contact is SFC Veals at 732-7730 or e-mail gregory.veals@korea.army.mil

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