

MEMORANDUM OF UNDERSTANDING

BETWEEN

**Federal Aviation Administration, Mike Monroney
Aeronautical Center
FAA Academy
Oklahoma City, Oklahoma**

AND

Professional Association of Aeronautical Center Employees

The parties, Federal Aviation Administration, Mike Monroney Aeronautical Center, FAA Academy (hereinafter referred to as the Employer) and the Professional Association of Aeronautical Center Employees (hereinafter referred to as the Union) agree to the following concerning : Training for Certification, Instructor Improvement, and Instructor Cross Utilization.

TRAINING FOR CERTIFICATION

Minimum Requirements: Completion of Course 10520 (Basic Instructor Training) is required prior to instructing in the classroom as a full time FAA Academy Instructor. The Division Manager, in instances where the employee has specific training delivery experience or other training that would adequately prepare the employee for instructional duties, may waive this requirement in writing.

If there is more than a 2 year gap between completion of Course 10520 and being assigned to instruct at the FAA Academy, completion of Course 10526 (Instructor Effectiveness Training) or FIT will be required prior to instructing.

Within the 1st tour (3 years) at the FAA Academy, the individual shall complete Course 10511 (Advanced Instructor Training) and either Course 10512 (Curriculum Development) or Course 10513 (Instructional Testing)

Within the 2nd tour (5 years) at the FAA Academy, the individual shall complete at least one instructor delivery or development course, seminar or workshop, which could include but is not limited to:

FAA Academy Training:

Course 10507 (Interactive Video Teletraining Skills)

Center for Management Development:

Facilitator Training

Other:

Marketing Your Training Internationally

Project Management for Trainers

The Successful Training Manager

Designing Computer Based Instruction

Customer Responsiveness/Service Course (to be developed)

**Division Procedures
And Training:**

Each division will establish procedures for ensuring instructors receive progressive preparation prior to instruction. This includes sufficient exposure to the curricula, training materials, and requisite technical expertise prior to assuming classroom instructor duties.

In order to document this, a checklist will be maintained, by the first level supervisor for each instructor, by block of instruction, as opposed to by course, showing:

- Course Name & Number
- Block of Instruction
- Instructor Name
- Familiarity with Lesson Plans
- Date Attended Block of Instruction as a student
- Date Monitored Block of Instruction as an instructor
- Date Taught Block of Instruction
- Date proficient in Block of Instruction

It is understood that after a period of time, proficiency may be lost and must be reacquired by preparation and often times monitoring. Each division will determine and document this using the checklist.

There will be instances when an instructor does not require progressive preparation before teaching a Block of Instruction. These instances must meet the following criteria:

- Instructor has attended the entire course as a student (per personnel training records)
- Or**
- Instructor has monitored the entire course as an instructor

Additionally:

- Instructor agrees to waive the progressive preparation
- Supervisor has determined that there will be no loss of quality in instruction

INSTRUCTOR IMPROVEMENT

Instructor Monitoring:

Conducted by Training Support Division (AMA-300) personnel for the purpose of improving instructional delivery.

The feedback resulting from this effort will be confidential between AMA-300 personnel and the instructor being monitored.

Management can suggest, to the instructor, a monitor from AMA-300. The feedback will be confidential between the instructor and AMA-300 personnel.

AMA-300 shall send out a semi-annual notice to all instructors reminding them of the service available from AMA-300.

Instructor Evaluation:

Instructional Evaluation, by management (semi-annually), is conducted to ensure technical compliance and quality assurance.

If during the evaluation the manager discovers deficiencies in training delivery, a monitor from AMA-300 personnel may be required.

Instructor Enrichment:

On an annual basis, instructors will attend one In-Service Workshop either conducted or organized by AMA-300 personnel.* These workshops will be designed to enhance instructor delivery techniques as well as other classroom dynamics.** Managers will help arrange teaching schedules to accommodate workshop attendance.

*Contingent on the availability of funds.

** These workshops can be used to satisfy instructor delivery requirements identified for the 2nd tour.

INSTRUCTOR CROSS UTILIZATION (CROSS TRAINING)

Purpose: The purpose of cross utilization is to ensure sufficient resources are available to perform our mission and to maximize the effective use of our existing human resources.

**Cross Utilization/
Training:**

A will be established of those individuals who would like to cross train into different areas of expertise within their associated field.

Each division will maintain its own pool, the mechanics will be specific to each division's requirements.

Resource deficiencies in specialized areas will require cross-training assignments by management.

Instructor Benefits:

- Career enhancement opportunities (details, temporary promotions)
- Time Off Awards.
- Mobility of working with different personnel.

**Management
Benefits:**

The benefit to management is that effective cross training yields a much more diverse and flexible work force. This will allow for:

- Easier Scheduling of assignments
- Maintain quality of instruction when Cross Utilization is employed
- Increase ability to respond to short notice training needs while maintaining quality of instruction
- Increase overall efficiency of Academy Instruction by better utilizing instructor skills

Documentation: There are several options for documenting when an instructor teaches curriculum or performs other duties that are outside the instructors assigned section, branch or division: Each division shall maintain documentation such as:

- Training Record, Form 3120-1
- Design a new form which shall contain:
 - Course Number
 - Course Title
 - Subject Matter
 - When the instruction/other duty occurred
- Letter of Appreciation(s)
- Letter of Commendation(s)

Samuel B. Hendrix, Ph.D. Date
President, PAACE

William E. Traylor Date
Program Director,
FAA Academy, AMA-1