



NATIONAL GUARD BUREAU
LAVERN E. WEBER
NATIONAL GUARD PROFESSIONAL EDUCATION CENTER
CAMP JOSEPH T. ROBINSON, BLDG 5302
NORTH LITTLE ROCK AR 72199-9600

ARNG-PEC-ILE (600E)

09 April 2021

MEMORANDUM FOR RECORD

SUBJECT: ILETC Instructor Development Plan Overview

1. On 31 March 2021, The Army National Guard Professional Education Center Installation, Logistics, and Environmental Training Center (PEC ILETC) Leadership and the Local 1776 of the Laborers International Union of North America (LIUNA) Stewards met to discuss, negotiate, and approve the ILETC Instructor Development Plan.

2. Below is the plan discussed and agreed upon by both parties:

Purpose: In order to better support the Director of the Army National Guard's directives, ILETC employs the following plan to develop a team of instructors that are capable of instructing diverse courses based on the requirements of the Army National Guard. This plan is guidance from the Chief, ILETC to the Section Chiefs. This plan hinges on the relationship between the Section Chiefs and the Instructors. It is flexible by design and phase 3 is optional for instructors that choose to challenge themselves and increase their course portfolio. Allowing instructors to instruct classes in other Sections, provides means for ILETC to relieve pressure from teams that may carry more weight than others as well as ensure instruction continuity in the case of unforeseen events.

Phases:

Phase 1 – Course Master: Section Chiefs develop Instructors to present all Learning Step Activities (LSA) for all Lesson Plans (LP) for their primary assigned course.

Phase 2 – Branch Master: Section Chiefs develop a plan with Instructors to present all LPs for all courses within their primary discipline of Logistics (Ordnance, Quartermaster or Transportation).

Phase 3 – Logistics Master: After or during completing Phase 1 & 2, Instructors have the option to pursue Phase 3, Logistics Master. Instructors may develop a plan with their Section Chief to diversify their individual course portfolio in the other Logistics Disciplines (Ordnance, Quartermaster, or Transportation). Phase 3 is completed when the Instructor is capable of teaching any LP for any of the ILETC Logistics courses.

Note: Instructors may diversify across logistics disciplines at any time as determined by the individual's knowledge, experience, and capabilities with a recommendation from a Course Master and Section Chief.

ARNG-PEC-ILE (600E)

SUBJECT: ILETC Instructor Development Plan Overview

Development: To manage the Instructor Development Plan, all Instructors will have individual performance plans created and appraised annually (will also be reviewed quarterly). The Instructor's progress and development will be managed and evaluated by their supervisor. Training trackers will be utilized to capture each Instructor's individual development needs and progress.

3. Below is the signature of the Chief, ILETC and a LIUNA Steward to confirm their agreement on the above plan.

4. The point of contact for this memorandum is MAJ Eric V. Hopkins at (501) 212-4717, eric.v.hopkins.mil@mail.mil.

SCOTT J. OSBORN
LIUNA Steward
Maintenance Instructor
Professional Education Center

(Date)

ERIC V. HOPKINS
MAJ, LG
Chief, Installations, Logistics &
Environmental Training Center

(Date)