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FACULTY DEVELOPMENT PLAN

FDP-MSS



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Maven Smart System (MSS) Training Program

HEADQUARTERS
UNITED STATES ARMY EUROPE AND AFRICA
(USAREUR-AF)
Wiesbaden, Germany

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FACULTY DEVELOPMENT PLAN

MAVEN SMART SYSTEM (MSS) TRAINING PROGRAM

USAREUR-AF Operational Data Team — C2DAO

Document	Faculty Development Plan (FDP)
Proponent	USAREUR-AF C2DAO Training Division
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SECTION 1 — PURPOSE AND SCOPE

1-1. Purpose

This plan establishes how MSS instructors are certified, maintained, and developed. It ensures that the training program's quality is consistent across all instructors and all iterations of each course. An MSS data product built by a trainee is only as good as the instruction they received. Instructor quality directly affects operational data quality across USAREUR-AF.

1-2. Scope

This plan applies to: - All C2DAO staff who serve as primary instructors for any MSS course - Adjunct instructors who deliver specific blocks of instruction - Evaluators who conduct Go/No-Go evaluations (must be separately certified as evaluators) - Subject matter experts who provide technical review and course currency updates

SECTION 2 — INSTRUCTOR QUALIFICATION STANDARDS

2-1. Baseline Requirements by Course Level

All instructors must meet the following minimum qualifications before being assigned to teach any course:

Course	Minimum Instructor Qualification	Domain Requirement
SL 1	SL 2 Go on file; 90 days active MSS use	Foundry platform fundamentals
SL 2	SL 3 Go on file; 6+ months Foundry build experience; has built at least 2 production data products	Pipelines, Ontology, Workshop
SL 3	SL 4 (any track) Go on file or C2DAO SME designation; can conduct Ontology design critiques	Advanced pipeline, Ontology design, AIP Logic configuration
SL 4A (INT)	Intelligence professional (35-series preferred); SL 2 Go on file; MSS COP and CCIR experience	INT WFF functions, COP management, CCIR configuration
SL 4B (FIRES)	Fire support officer or NCO (FA preferred); SL 2 Go on file; MSS fires display experience	Fires WFF functions, targeting data, fire support coordination
SL 4C (M2)	Maneuver officer or NCO (infantry/armor preferred); SL 2 Go on file	M2 WFF functions, unit position tracking, route analysis
SL 4D (SUST)	Logistics officer or NCO (88/92-series preferred); SL 2 Go on file	Sustainment WFF functions, LOGSTAT, readiness data
SL 4E (PROT)	Force protection officer or CBRN officer; SL 2 Go on file	Protection WFF functions, force protection CCIRs, PERSTAT
SL 4F (MC)	Operations officer or XO (O-4 or above preferred); SL 2 Go on file	Mission command WFF, BUA products, synchronization matrices
SL 4G	FA49 officer, ORSA-designated Civilian, or equivalent quantitative background; SL 4G Go on file or C2DAO ORSA SME designation	Statistical modeling, time series, Monte Carlo, LP
SL 4H	AIP Logic authoring experience (minimum 3 production workflows deployed); C2DAO AI SME designation; SL 4H Go on file	AIP Logic, Agent Studio, RAG, AI safety
SL 4M	ML model deployed to production (minimum 1); SL 4M Go on file; C2DAO MLE SME designation	Feature engineering, model training, MLOps, governance
SL 4J	Program management background (PM-certified preferred); SL 3 Go on file; GFEBs/IMS proficiency	IMS, GFEBs, dashboard standards

Course	Minimum Instructor Qualification	Domain Requirement
SL 4K	Knowledge management background (CKM or equivalent preferred); SL 3 Go on file	KM systems, AIP summarization, PCS continuity
SL 4L	Software engineering background; OSDK/Platform SDK production experience; SL 4L Go on file	OSDK, Platform SDK, TypeScript FOO, Slate, security
SL 4N	UI/UX design background; MSS dashboard design experience; SL 4N Go on file	Soldier Centered Design, design tokens, Workshop dashboards
SL 4O	Platform engineering background; Foundry infrastructure/DevOps experience; SL 4O Go on file	Infrastructure provisioning, CI/CD, fleet management, security
SL 5G	FA49 or equivalent; SL 5G Go on file; C2DAO Senior ORSA SME designation	Advanced optimization, wargaming models, campaign analysis
SL 5H	C2DAO Senior AI SME; SL 5H Go on file; has deployed 5+ production AI workflows	Advanced AIP Logic, multi-agent orchestration, AI safety evaluation
SL 5M	Senior MLE; SL 5M Go on file; C2DAO Senior MLE SME designation	Advanced MLOps, feature stores, adversarial robustness
SL 5J	Senior PM background; SL 5J Go on file; portfolio-level program delivery experience	Portfolio governance, resource cases, coalition coordination
SL 5K	Senior KM background; SL 5K Go on file; C2DAO Senior KM SME designation	Enterprise KM architecture, cross-domain knowledge systems
SL 5L	Senior SWE; SL 5L Go on file; platform architecture production experience	Advanced OSDK, platform SDK patterns, security architecture
SL 5N	Senior UI/UX designer; SL 5N Go on file; design system architecture experience	Design system governance, cross-platform UX, accessibility
SL 5O	Senior platform engineer; SL 5O Go on file; fleet-scale infrastructure experience	Advanced fleet management, wave upgrades, platform reliability

2-2. Evaluator Certification

Evaluators (instructors who conduct Go/No-Go evaluations) must hold a higher certification level than the course they evaluate:

Evaluator for Course	Minimum Evaluator Certification
SL 1	SL 2 certified instructor
SL 2	SL 3 certified instructor

Evaluator for Course	Minimum Evaluator Certification
SL 3	SL 4 (any track) certified instructor
SL 4A (INT)	INT professional (35-series preferred); MSS COP/CCIR proficiency
SL 4B (FIRES)	Fire support professional (FA preferred); MSS fires display proficiency
SL 4C (M2)	Maneuver officer or NCO; MSS position tracking proficiency
SL 4D (SUST)	Logistics professional (88/92-series preferred); MSS LOGSTAT proficiency
SL 4E (PROT)	Force protection or CBRN officer; MSS CCIR/PERSTAT proficiency
SL 4F (MC)	Operations officer; MSS BUA/synchronization product proficiency
SL 4G	FA49 or equivalent; C2DAO ORSA SME designation
SL 4H	C2DAO AI SME; has deployed at least 3 production AIP workflows
SL 4M	MLE with production deployment experience; C2DAO MLE SME designation
SL 4J	PM background; has delivered production PM dashboards on MSS
SL 4K	KM background; C2DAO-designated KM evaluator
SL 4L	Senior SWE; OSDK/Slate production experience; security review background
SL 4N	Senior UI/UX designer; MSS design system production experience
SL 4O	Senior platform engineer; Foundry infrastructure production experience
SL 5G	C2DAO Senior ORSA SME; SL 5G certified instructor
SL 5H	C2DAO Senior AI SME; SL 5H certified instructor
SL 5M	C2DAO Senior MLE SME; SL 5M certified instructor
SL 5J	Senior PM; SL 5J certified instructor; portfolio delivery experience
SL 5K	C2DAO Senior KM SME; SL 5K certified instructor
SL 5L	Senior SWE; SL 5L certified instructor; platform architecture experience
SL 5N	Senior UI/UX designer; SL 5N certified instructor; design system governance experience
SL 5O	Senior platform engineer; SL 5O certified instructor; fleet-scale operations experience

SECTION 3 — INSTRUCTOR CERTIFICATION PROCESS

3-1. Initial Certification Path (T3-I)

Effective upon the first T3-I iteration, all new instructor candidates must complete the T3-I course. The T3-I course formalizes the previous 4-phase apprenticeship into a structured, documented certification pathway.

T3-I Phase 1 — Classroom (5 days): - Adult learning principles, Army instructional methodology, platform deep-dive for instruction - Lab facilitation, error management, assessment design, evaluation calibration - Microteaching evaluation + written exam - Go: 5/7 observation criteria satisfactory (hard No-Go on Technical Accuracy or Evaluation Fidelity) + written exam $\geq 80\%$

T3-I Phase 2 — Supervised Practicum (scheduled separately):

P2-1: Co-teach (1 course iteration) — Deliver at least 40% of the blocks of instruction, supervised by a Senior or Master Instructor.

P2-2: Lead observed (1 course iteration) — Deliver the complete course independently. C2DAO Training OIC or designated Senior Instructor observes at least 2 blocks per day. Receive a formal Instructor Observation Report (Appendix B).

P2-3: Evaluator observation (optional) — Conduct at least 1 complete Go/No-Go evaluation under observation.

P2-4: Certification — Upon completion of P2-2 with a satisfactory observation report, C2DAO Training OIC issues instructor certification in writing. Certification is entered in the Instructor Roster (Appendix C). Certified instructor may now teach independently and conduct evaluations (if evaluator-certified).

NOTE

Instructors certified under the previous 4-phase apprenticeship model (pre-T3-I) are grandfathered. See Instructor Tier Definitions §4-1 for transition procedures.

3-1a. Instructor Tier Structure

T3-I formalizes a three-tier instructor hierarchy (plus the Unit Data Trainer tier). See Instructor Tier Definitions for full criteria, authorities, and promotion procedures.

Tier	Criteria	Authority
Instructor	T3-I Go + domain quals per §2-1	Deliver assigned courses; conduct Go/No-Go evaluations

Tier	Criteria	Authority
Senior Instructor	Instructor + 12 months + 4 iterations + OIC recommendation	Certify new instructors; approve lesson plan revisions
Master Instructor	Senior + 24 months + 2 cross-certs + 2 mentored candidates + OIC designation	Certify Senior Instructors; approve curriculum changes; delegation authority
Unit Data Trainer	T3-F Go + CDR nomination	Deliver SL 1; administer SL 1 Go/No-Go evaluations; proctor SL 1 exams

3-1b. C2DAO SME Designation

"C2DAO SME designation" as referenced in §2-1 is formally defined in the C2DAO SME Designation Rubric. See that document for domain-specific criteria, application process, and sustainment requirements.

3-2. Cross-Certification (Adding Courses)

An instructor certified for one course level may be cross-certified for an adjacent level by completing: - Phase 1 (Audit): 1 course iteration (reduced from 2) - Phase 2 (Assistant): 1 course iteration - Phase 3 (Lead, Observed): 1 course iteration

An instructor certified for SL 3 who wishes to teach SL 4J or SL 4K may use the cross-certification path if they have the domain background requirement. Instructors teaching WFF tracks (SL 4A–F) require functional domain expertise (INT, FIRES, M2, SUST, PROT, or MC) in addition to SL 3 certification — the cross-certification path applies to all SL 4 instructors.

3-3. Phase Model Reconciliation (FDP ↔ T3-I)

This plan uses a 4-phase governance model describing the full instructor certification lifecycle. The T3-I course implements these phases in a 2-phase delivery structure. The mapping is:

FDP Phase	FDP Activity	T3-I Equivalent
Phase 1 (Audit)	2 iterations as student-observer	Pre-T3-I screening — candidate observation prior to course selection
Phase 2 (Assistant)	1 iteration as assistant instructor	T3-I Phase 1 (5-day classroom) — instructional methodology, platform deep-dive, microteaching
Phase 3 (Lead Observed)	1 iteration as lead, observed	T3-I Phase 2 practicum, steps P2-1 (co-teach) through P2-3 (evaluator observation)
Phase 4 (Certification)	OIC issues certification	T3-I Phase 2 final step, P2-4 (certification memorandum)

Where this plan references "Phases 1-4," the corresponding T3-I procedures are documented in the T3-I course manual, Chapters 1-7. For instructor candidates entering through T3-I (all new candidates after the first T3-I iteration), the T3-I Phase 2 practicum procedures in Chapter 7 govern the detailed execution of FDP Phases 2-4.

SECTION 4 — INSTRUCTOR SUSTAINMENT REQUIREMENTS

4-1. Annual Requirements

All certified instructors must complete the following annually to maintain certification:

Requirement	Frequency	Description
Platform Currency	Continuous	Instructors must actively use the MSS platform — at minimum, complete one build exercise per quarter. Instructors who have not used the platform in 90+ days must complete a re-familiarization lab before teaching.
Annual Observation	Annual	C2DAO Training OIC or designated evaluator observes at least 2 blocks of instruction per course the instructor teaches annually.
Annual Observation Report	Annual	Written feedback on observed blocks; documented in instructor file.
New Feature Familiarization	Per platform release	Within 30 days of a major Foundry platform update, instructors must complete the new feature familiarization training before delivering blocks covering updated features.
Instructor Professional Development	Semi-annual	C2DAO-led instructor development session (April, October). Topics: training methodology, course currency review, emerging Foundry features, evaluation standardization.

4-2. Lapse of Certification

An instructor who has not taught in more than **12 months** must complete: - Re-familiarization lab (minimum 4 hours) with the C2DAO Training OIC - One observed block of instruction before teaching independently

An instructor who has not used the MSS platform in more than **90 days** must: - Complete the relevant build exercise before next teaching assignment - Notify the C2DAO Training OIC so re-familiarization can be scheduled

SECTION 5 — PROFESSIONAL DEVELOPMENT PROGRAM

5-1. Semi-Annual Instructor PD Sessions

C2DAO conducts instructor professional development sessions semi-annually (April and October).

Session Structure (4 hours):

Block	Topic	Duration
1	Course Currency Review: what changed in the platform since last session; what needs to be updated in lessons	1 hour
2	Training Methodology: one focused topic per session (adult learning principles, lab facilitation, check-on-learning techniques, evaluation standardization)	1 hour
3	Evaluation Standardization: review of T&EO scoring from recent evaluations; calibration of GO/NO-GO decisions across instructors	1 hour
4	Case Studies: review of common trainee errors and instructor interventions from recent iterations; identify curriculum gaps	1 hour

Attendance is mandatory for all certified instructors. Instructors who miss a session must complete a make-up review with the Training OIC within 30 days.

5-2. Lesson Improvement Process

Instructors are expected to continuously improve lesson content. The improvement cycle:

- During delivery:** Note any lesson weakness (confusing explanation, missing example, lab step that consistently fails). Record in the Lesson Improvement Log (Appendix D).
- After each course iteration:** Review lesson improvement notes; draft revisions.
- Before next iteration:** Submit proposed lesson revisions to C2DAO Training OIC for review.
- Approved revisions:** Incorporated into lesson plans; version history updated.

Lesson plans must be reviewed and updated at minimum annually, or within 30 days of any Foundry platform update affecting covered content.

5-3. Guest Instructors and SME Blocks

For specialist content requiring domain expertise not held by C2DAO staff (e.g., FA49 ORSA evaluators for SL 4G commander brief evaluation, security specialists for SL 4L security block), C2DAO may designate Guest Instructors who: - Hold the relevant domain qualification - Are briefed by C2DAO

Training OIC on course standards and evaluation criteria before their block - Receive an orientation to the T&EOs for any blocks they evaluate - Submit a block assessment after delivery

Guest Instructors are not independently certified MSS instructors — they deliver specific blocks under C2DAO supervision.

SECTION 6 — INSTRUCTOR PERFORMANCE STANDARDS

6-1. Instructor Observation Criteria

Instructors are evaluated on the following during observations:

Criterion	Description
Technical Accuracy	Instruction is technically correct. Errors are corrected immediately; errors not noticed by the instructor are flagged in the observation report.
Instructional Clarity	Explanations are clear and appropriately paced. Concepts are reinforced with examples relevant to USAREUR-AF operational context.
Student Engagement	Students are actively engaged during labs. Instructor identifies and assists students who are lost. Dead time (students waiting, not working) is minimized.
Check on Learning	Instructor uses effective check-on-learning questions throughout each block. Questions require more than yes/no.
Lab Management	Labs proceed on schedule. Instructor manages common errors efficiently without solving every student's problem for them.
Evaluation Fidelity	Evaluations follow T&EO procedures. Evaluator does not assist during evaluation periods. GO/NO-GO decisions are documented.
Course Materials Currency	Lesson plan is current; slides reference correct platform version.

6-2. Unsatisfactory Performance

An instructor who receives an unsatisfactory observation report on 2+ criteria will: 1. Receive a written improvement plan within 5 duty days 2. Be placed in Phase 2 (supervised delivery) for the next course iteration 3. Be re-observed after that iteration

An instructor who receives unsatisfactory performance on the same criteria after the improvement period will have their certification reviewed by the C2DAO Training OIC. Certification may be suspended pending additional training.

SECTION 7 — INSTRUCTOR ROSTER AND RECORDS

7-1. Instructor Roster

C2DAO maintains a current instructor roster documenting: - Name, rank/grade - Courses certified to teach (with certification date) - Evaluator certification (yes/no; courses) - Most recent observation date and result - Platform currency status - Guest instructor designations

The roster is reviewed monthly by the C2DAO Training OIC and updated within 5 duty days of any certification event.

7-2. Instructor File Contents

Each instructor's file contains: - Certification documentation (Phase 3 observation report; certification letter) - Annual observation reports (last 3 years) - Platform currency attestations - PD session attendance records - Lesson Improvement Log submissions - Any performance improvement documentation

APPENDIX A — INSTRUCTOR OBSERVER CHECKLIST

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MSS INSTRUCTOR OBSERVATION – OBSERVER CHECKLIST
(Phase 1: Audit Observation)
=====
Observer Name: _____
Instructor Observed: _____
Course: _____
Date: _____
Blocks Observed: _____
=====

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OBSERVATION NOTES (complete during/after each block):

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Block ___ : _____
- What worked well in the instruction?
  _____
- What was confusing or unclear?
  _____
- What errors did students make? How did the instructor address them?
  _____
- What would you do differently?
  _____

```

Block ___ : _____
(repeat for each block observed)

OVERALL DEBRIEF NOTES (complete with lead instructor after course):

Observer Signature: _____

Lead Instructor Signature: _____

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APPENDIX B — INSTRUCTOR OBSERVATION REPORT

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MSS INSTRUCTOR OBSERVATION REPORT
(Phase 3 / Annual Observation)

=====

Instructor: _____

Course: _____

Dates Observed: _____

Observer: _____

=====

OBSERVATION CRITERIA RATINGS: S = Satisfactory | U = Unsatisfactory

Criterion	Rating	Notes
Technical Accuracy		
Instructional Clarity		
Student Engagement		
Check on Learning		
Lab Management		
Evaluation Fidelity		(if evaluation observed)
Course Materials Currency		

OVERALL RATING: [] Satisfactory [] Unsatisfactory

STRENGTHS:

AREAS FOR IMPROVEMENT:

REQUIRED ACTIONS (if any):

CERTIFICATION RECOMMENDATION:

[] Certify / Maintain certification

[] Conditional – complete improvement plan

[] Suspend certification pending additional training

Observer Signature: _____

Observer Rank/Title: _____

Date: _____

Instructor Acknowledgment: _____

Date: _____

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APPENDIX C — INSTRUCTOR ROSTER (TEMPLATE)

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C2DAO MSS INSTRUCTOR ROSTER

As of: _____

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Name	Courses Certified	Eval Cert	Last Observed	Platform Currency
SL 1, SL 2	Yes (SL 1/20)	MM/YYYY	Current	
SL 3, SL 4J	Yes (SL 3)	MM/YYYY	Current	
SL 4H	Yes (SL 4H)	MM/YYYY	Current	

GUEST INSTRUCTORS:

Name	Block(s)	Course	Qualification	Last Briefed
ORSA Brief Eval	SL 4G	FA49	MM/YYYY	

Roster Maintained By: _____

Last Updated: _____

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APPENDIX D — LESSON IMPROVEMENT LOG

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LESSON IMPROVEMENT LOG

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Instructor: _____

Course: _____

Iteration: _____

LESSON IMPROVEMENT NOTES

Block #	Issue Observed	Proposed Change	Priority
-----	-----	-----	-----

			H/M/L
			H/M/L
			H/M/L

SUBMITTED TO C2DAO TRAINING OIC: _____
REVIEW DECISION: [] Approved [] Revised [] Declined
INCORPORATED IN LESSON PLAN VERSION: _____
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