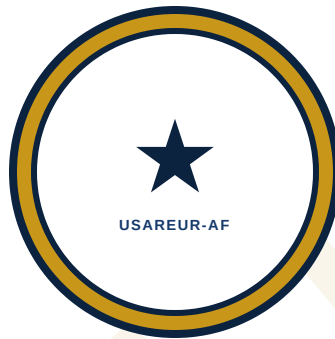


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INSTRUCTOR TIER DEFINITIONS

SOP-TIER



INSTRUCTOR TIER DEFINITIONS

Maven Smart System (MSS) Training Program

HEADQUARTERS

UNITED STATES ARMY EUROPE AND AFRICA
(USAREUR-AF)

Wiesbaden, Germany

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INSTRUCTOR TIER DEFINITIONS

MAVEN SMART SYSTEM (MSS) TRAINING PROGRAM

USAREUR-AF Operational Data Team — C2DAO

Document	Instructor Tier Definitions
Proponent	USAREUR-AF C2DAO Training Division
Effective Date	March 2026
Review Cycle	Annual

SECTION 1 — PURPOSE AND SCOPE

1-1. Purpose

This document defines the instructor tier hierarchy for the MSS Training Program. It formalizes the progression from initial certification through Master Instructor, establishing the criteria, authorities, and responsibilities for each tier. It replaces the previous flat instructor model where all certified instructors held equivalent authority.

1-2. Scope

This document applies to: - All C2DAO certified instructors - All Unit Data Trainers (T3-F graduates) - C2DAO Training OIC and designated supervisors - Commanders nominating personnel for instructor roles

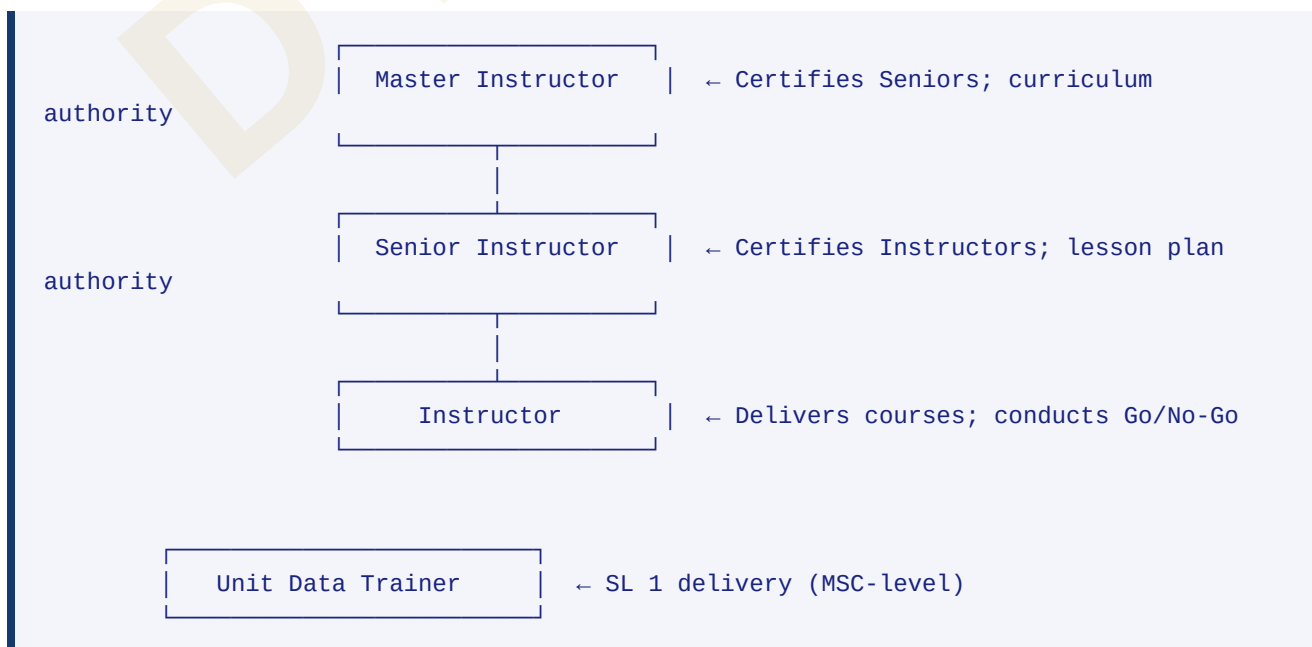
1-3. References

Document	Relevance
Faculty Development Plan (FDP)	Instructor qualification standards and certification process
T3-I Course Content	Formal certification course for instructors
T3-F Course Content	Formal certification course for Unit Data Trainers
C2DAO SME Designation Rubric	Domain expertise requirements referenced by instructor tiers
POI-MSS-001	Authoritative program of instruction
TR 350-70	TRADOC master regulation governing instructor certification
TP 350-70-3	TRADOC pamphlet on faculty and staff development

SECTION 2 — TIER STRUCTURE

2-1. Overview

The MSS Training Program uses a four-tier instructor hierarchy. The first three tiers (Instructor, Senior Instructor, Master Instructor) apply to C2DAO-certified instructors who deliver the full SL 1 through SL 5 curriculum. The fourth tier (Unit Data Trainer) is a separate designation for MSC-level personnel who sustain SL 1 delivery locally.



2-2. Tier Summary

Tier	Prerequisite	Authority	Designated By
Instructor	T3-I Go + domain quals per FDP §2-1	Deliver assigned courses; conduct Go/No-Go evaluations for courses up to one level below own certification	C2DAO Training OIC
Senior Instructor	Instructor + 12 months + 4 iterations + satisfactory annual observation + OIC recommendation	Observe and certify new instructors (Phases 1-3); approve lesson plan revisions; serve as evaluator for any course up to own tier	C2DAO Training OIC
Master Instructor	Senior + 24 months as Senior + 2 cross-certifications + mentored 2 instructors to certification + OIC designation	Certify Senior Instructors; approve curriculum changes; serve as certification authority delegate when Training OIC is unavailable; evaluate instructor candidates for any course	C2DAO Training OIC
Unit Data Trainer	T3-F Go + unit CDR nomination	Deliver SL 1 independently; administer SL 1 Go/No-Go evaluations; proctor SL 1 pre/post exams as standalone activity; report training status to C2DAO	C2DAO Training OIC (upon T3-F completion)

SECTION 3 — TIER CRITERIA (DETAILED)

3-1. Instructor

Prerequisites: - T3-I Phase 1 Go (classroom portion — 5 days) - T3-I Phase 2 complete (co-teach + lead observed — scheduled separately) - Domain qualification per FDP §2-1 for the course(s) to be taught - Satisfactory Instructor Observation Report from Phase 2 lead observed iteration

Authorities: - Deliver assigned course(s) independently - Conduct Go/No-Go evaluations for courses at or below own certification level - Submit lesson improvement proposals to Senior Instructor or Training OIC - Participate in semi-annual instructor PD sessions

Limitations: - Cannot observe or certify other instructors - Cannot approve lesson plan revisions (submit proposals only) - Cannot modify evaluation criteria or T&EOs - Cannot approve enrollment exceptions

Sustainment: - All requirements in FDP §4 apply (platform currency, annual observation, PD sessions) - Must teach at least 1 course iteration per 12 months to maintain certification

3-2. Senior Instructor

Prerequisites: - Active Instructor certification for at least 12 months - Minimum 4 complete course iterations delivered as lead instructor - Satisfactory annual observation for most recent observation period - C2DAO Training OIC written recommendation - Demonstrated ability to mentor — must have served as supervising instructor for at least 1 Phase 2 candidate

Authorities: - All Instructor authorities, plus: - Observe instructor candidates during Phases 1-3 and provide formal observation reports - Certify new Instructors upon satisfactory completion of Phase 3 (when designated by Training OIC) - Approve lesson plan revisions for courses within own certification scope - Serve as evaluator for any course up to own certification level - Serve as designated observer for annual instructor observations - Conduct evaluator certification observations

Limitations: - Cannot certify Senior or Master Instructors - Cannot approve curriculum-level changes (new courses, course restructuring, T&EO modifications) - Cannot serve as certification authority delegate without Master Instructor designation

Promotion Process: 1. Instructor self-nominates or is nominated by Training OIC 2. Training OIC reviews service record: teaching iterations, observation reports, mentoring history, platform currency 3. Training OIC issues written recommendation or documents deficiencies 4. Upon approval, Senior Instructor designation is entered in the Instructor Roster

3-3. Master Instructor

Prerequisites: - Active Senior Instructor for at least 24 months - Minimum 2 cross-certifications (certified to teach at least 3 distinct courses) - Has mentored at least 2 instructor candidates from Phase 1 through Phase 4 certification - C2DAO Training OIC designation (written memorandum) - Demonstrated curriculum development capability — has authored or substantially revised at least 1 lesson plan

Authorities: - All Senior Instructor authorities, plus: - Certify Senior Instructors - Approve curriculum changes (new lessons, course restructuring, T&EO modifications) within scope of own certification - Serve as certification authority delegate when the C2DAO Training OIC is unavailable (e.g., TDY, PCS transition, vacancy) - Evaluate instructor candidates for any course regardless of own certification (evaluating instructional technique, not domain content) - Represent C2DAO Training Division in external program reviews and accreditation discussions

Limitations: - Cannot certify other Master Instructors (reserved for Training OIC) - Cannot unilaterally change prerequisite requirements (requires Training OIC and POI update) - Delegation as certification authority is temporary and reverts when Training OIC returns

Designation Process: 1. Training OIC identifies need for Master Instructor (succession planning, program growth, geographic distribution) 2. Training OIC reviews candidate record against all prerequisites 3. Training OIC issues designation memorandum 4. Master Instructor designation is entered in the Instructor Roster with effective date

3-4. Unit Data Trainer

Prerequisites: - T3-F Go (half-day MSC Force Multiplier course) - SL 2 Go on file (minimum) - Unit commander nomination letter on file with C2DAO - Assignment to a billet or duty position with training responsibilities (data NCO, S6 staff, unit data steward, or equivalent)

Authorities: - Deliver SL 1 (Maven User) independently at unit level - Administer SL 1 Go/No-Go evaluations using T&EO scoring sheets - Proctor SL 1 pre-test and post-test as standalone activity for self-study or remote personnel - Report training completion status to C2DAO via Unit Training Status Report

Limitations: - Cannot deliver SL 2 initial certification (requires C2DAO-certified instructor) - Cannot deliver SL 3 or any SL 4/SL 5 course - Cannot modify curriculum, lesson plans, or evaluation criteria - Cannot grant enrollment exceptions or waive prerequisites - Cannot certify other instructors or Unit Data Trainers - Cannot issue instructor certifications of any kind

Sustainment: - Deliver at least 1 SL 1 iteration per quarter - Attend semi-annual C2DAO PD session (virtual attendance authorized for geographically separated UDTs) - Annual re-certification by C2DAO observation (virtual observation authorized) - Designation lapses after 6 months without delivering an SL 1 iteration; reinstatement requires re-observation by C2DAO

Reporting: - Submit Unit Training Status Report to C2DAO within 5 duty days of each SL 1 iteration - Report No-Go results to C2DAO within 24 hours (No-Go counseling and remediation scheduling remain the unit's responsibility) - Report environment or access issues that exceed UDT troubleshooting capability to C2DAO within 48 hours

SECTION 4 — TRANSITION FROM CURRENT MODEL

4-1. Grandfathering Existing Instructors

Instructors certified under the previous 4-phase apprenticeship model (FDP §3-1, pre-T3-I) are recognized as follows:

Current Status	Transition Tier	Conditions
Phase 4 certified, < 12 months teaching	Instructor	No additional requirement
Phase 4 certified, 12+ months teaching, 4+ iterations	Senior Instructor (eligible)	Training OIC reviews record and issues recommendation within 60 days of this document's effective date

Current Status	Transition Tier	Conditions
Training OIC or acting Training OIC	Master Instructor (eligible)	Commander confirms designation within 60 days

Grandfathered instructors are not required to complete T3-I Phase 1 (classroom). They are required to attend the next scheduled semi-annual PD session, which will include a T3-I orientation block covering the tier structure, SME designation rubric, and updated observation criteria.

4-2. Timeline

Milestone	Date
Tier definitions effective	Upon signature
Existing instructor review complete	NLT 60 days after effective date
First T3-I iteration	NLT Q4 FY26
First T3-F iteration	NLT Q4 FY26 (aligned with MTT rotation)
All new instructor candidates require T3-I	Effective immediately upon first T3-I iteration

USAREUR-AF Operational Data Team Instructor Tier Definitions | Version 1.0 | March 2026