



REPLY TO  
ATTENTION  
OF:

**DEPARTMENT OF THE ARMY**  
B Troop, 3rd SQUADRON, 16TH CAVALRY REGIMENT  
13TH ARMORED REGIMENT ROAD  
BUILDING 5145, FORT BENNING, GA 31905

ATZK-SBA-B

14 May 2015

MEMORANDUM FOR RECORD

SUBJECT: Individual Student Academic Plan (ISAP) for the Group 1 Unmanned Aircraft System Instructor Operator / Standardization Operator (Group 1 UAS IO/SO) Course.

1. Purpose: The purpose of this memorandum is to establish administrative policies and procedures and to provide students and cadre of the (Group 1 UAS IO/SO) course with course standards, overview, and expectations.
2. Expectations: You are professional commissioned and noncommissioned officers. Though the Group 1 Unmanned Aircraft System Instructor Operator / Standardization Operator Course has a collegiate atmosphere to better promote collaborative learning, this should not be mistaken for relaxed professionalism. The academic chain of command is the Small Group Instructor (SGI) commonly referred to as Instructor, Course Manager, and finally B Troop 3-16 CAV Commander. Students must complete all assigned homework and reading assignments given by their small group instructors and apply peer-to-peer learning while demonstrating the ability to assess situations, communicate effectively, and embrace ambiguity in the face of new and demanding challenges.
3. Training Methodology: Instructors will facilitate student education using the Army Learning Model (ALM) Methodology. Students will use previous assignments, professional forums/publications, lessons learned and social norms during their tenure. Although this course does not have a grade book, success requires active participation. In order to be successful, students must contribute their experience to be successful and productive. Every activity is evaluated on the students' ability to analyze his/her current situation and to develop a more compete, confident leader who is skilled in problem solving and applying critical thought.
4. Pre-requisites: Active duty Military and Reserve Component Commissioned Officers (All Branches), First Lieutenant (P) through Major, Warrant Officers CW1-CW5, and Non-commissioned officers in the grade of E5 and above with a minimum General Technical Score of 110 (waiver for 105 authorized) , and are graduates of an authorized Group 1 Unmanned Aircraft System Operator Course. Additionally, all prospective students must have at least 10 hours of non-waivered live flight time on any Group 1 UAS, be considered current according to TC 3-04.62, and have achieved a Mission Qualified (MQ) status level in their unit's Aircrew Training Program.
5. Course Overview: The Group 1 Unmanned Aircraft System IO/SO Course accomplishes its mission in four Phases.

**Phase I:** Individual Self Study Distance Learning (DL) - Phase one focuses on basic Group 1 UAS and Basic UAS Qualification level 1 (BUQ1) training that prospective students need to

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understand before attending the Group 1 Unmanned Aircraft System IO/SO course. This training will culminate in a test which will give the student a certificate that they must present in order to in-process the Group 1 Unmanned Aircraft System IO/SO course.

**Phase II:** Group 1 UAS and BUQ-1 classes- This phase focuses on the general subjects that apply to all Group 1 UAS and the minimum recommended training requirements that are established by CJCS Joint Unmanned Aircraft Minimum Training Standards. Training is applied during RQ11B DDL (Raven) airframe specific classes.

**Phase III:** Aircrew Training Program - This phase focuses on the implementation and maintenance of their unit's Aircrew Training Program. This includes conducting an analysis of their unit METL, creating locally generated tasks that support unit tasks, updating all associated records, and instructing Initial Operator Qualification Courses. Students will be required to analyze their unit METL, and effectively design tasks in accordance with Army regulatory guidance.

**Phase IV:** Implementation of Training and Evaluation of Student Skills – This phase focuses on the evaluation of students by evaluating their ability to design standard Performance Flight Evaluations (PFE) as well as scenario based training to produce the most qualified operators possible. Additionally students will be evaluated through hands on and oral evaluation in order to determine mastery of the skills required to be considered a Group 1 UAS IO/SO. Students will be required to design a PFE as well as a scenario based training flight, pass an Oral and Hands on evaluation, and design a Capabilities and Training brief to present their commander.

6. Evaluation Plan: Students are required to complete all assigned homework and reading assignments given by the small group instructors. Higher learning includes research, self taught and peer to peer; team work is highly encouraged throughout the course. An assessment using the Rubrics and general counseling will be maintained on each individual and maintained on file in accordance with the Army Record Information Management System (ARIMS). There are no retests or appeals process for failure to meet the required performance measures. Final authority for graduation rests with the Course Manager. In the event the course is run with only 3 instructors (during MTTs) the lead instructor on site is the final authority. In addition to overall attitude and work ethic within the classroom, SGIs will evaluate students using the following Outcomes of performance measures:

(1) **Ability to train proficient group 1 UAS operators:**

- Plan and conduct Group 1 UAS initial qualification training.
- Apply FAA fundamentals of instruction to Group 1 UAS training.
- Assess requirements for organizational combat readiness and adaptability using understanding of Group 1 standards, operations, and training doctrine.
- Evaluate proficiency of Group 1 UAS operators and Master Trainers.

(2) **Ability to provide technical advisement regarding group 1 UAS topics to the Commander:**

- Assess technical information critical to a higher command and communicate new requirements clearly.
- Anticipate coordination and synchronization requirements for Group 1 UAS

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within the organization, given operational capabilities and limitations.

- Employ Manned / Unmanned Teaming as well as other tactical enablers to execute decentralized and sustained reconnaissance, surveillance, and security missions.
- Serve as Subject Master Expert regarding Group 1 UAS Employment, Tactics, Techniques, and Procedures.

(3) **Ability to effectively manage the Commander's Aircrew Training Program (ATP) for Group 1 UAS:**

- Implement the ATP in accordance with Commander's Intent.
- Ensures that the ATP remains compliant with all regulatory guidance.
- Monitor Group 1 UAS Operator ATP requirements.
- Project ATP training requirements.

(4) **Demonstrate professional accountability and confidence in application of skills and knowledge fundamental to development as a Group 1 UAS Master Trainer:**

- Understanding- researches and identifies relevant Group 1 UAS information.
- Judgment- continually anticipates and balance mission execution with tactical risk.
- Adaptability- quickly recognizes the causes of a new situation and elements that affect performance.

a. Counseling Policy:

1. Documented counseling will be conducted four times within the course: 1) Signing understanding of this document (initial counseling) 2) Following completion of Phase 1 training 3) Following completion of Phase 2 training, and 4) upon completion of Phase 3/ end of course. Counseling will be documented in the event of disciplinary situations or if the SGI assesses that a student is in danger of failing to meet satisfactory requirements for course completion.
2. Informal counseling will be conducted through one-on-one and group discussion. SGI critique of Practical Exercises, for example, is considered informal counseling and will be used by the SGI to determine student challenges and requirements, and should be noted by the student as areas of strength and weakness.
3. Misconduct Counseling: Tardiness, Failure to report, apathy and general misconduct will result in counseling on a DA form 4856 for each offense. Misconduct is grounds for dismissal from the course with a corresponding DA 4856.

- b. Procedures for Identifying Students at Risk of Dismissal: The performance measures and expectations for the course are explained clearly to students on the first day, as are individual student responsibilities and cadre responsibilities. Student expectations and responsibilities are reiterated throughout the course by cadre and further emphasized before each major event, and provide a unifying focus for event AARs. Students must be aware that they are being evaluated at all times, both for their technical and tactical knowledge, but their professionalism and work ethic as well.

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*Criteria* for identifying a student at risk due to failure to achieve course expectations generally fall into three categories:

1. Apathy: Repeated failure to conduct him or herself professionally during the course, malingering, avoiding responsibility, lack of support to team, “spot-light Ranger” syndrome, deliberate failure to follow instructions, failure to respond to corrective measures counseled by cadre.
2. Discipline: Repeated failure to do what the student knows must be done. Clear evidence that student has the knowledge, but willfully or through culpable neglect fails to fulfill personal responsibilities – failure to follow instructions, failure to complete individual work, failure to maintain discipline, failure to take corrective measures indentified by cadre.
3. Un-teachable: Repeated inability to comprehend and apply course content to new situations and responsibilities. Clear evidence that the student cannot understand what he must do, cannot adapt to new circumstances, or is unable to achieve the established standards and outcomes. Behavior is not an isolated incident and is unchanged by remedial instructions and counseling. Student requires excessive remedial education and cadre attention.

7. Honor Code: Students will not lie, cheat, steal, nor tolerate those who do. Any student found guilty of an honor code violation will immediately be referred to the Senior Instructor/Course Manager for administrative actions. The Honor Code does not preclude students from working together in or out of the classroom when directed to do so by the instructor.

8. Point of contact is the undersigned at 706-626-6553 or wesley.e.kotz.mil@mail.mil

Zachary G. Ford  
CPT, AR  
Troop Commander

References:  
TRAINING CIRCULAR 3-04.62 (AUG 2013)

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I, the undersigned, have read and understand the Individual Student Academic Plan (ISAP) for Advanced Cavalry Leader's Development Class #\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, the undersigned, understand that I am required to provide the following:

1. Motorcycle Safety Foundation training card
2. Basic Riders Course card
3. Proof of Insurance

If the above documents are not provided to the ACLD Cadre, I further understand that I am not authorized to operate a motorcycle for the duration of the course.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_