

DEPARTMENT OF THE ARMY  
Headquarters, U.S. Army Medical Department Center and School  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6130

AMEDDC&S Memorandum  
Number 672-5

2 April 2001

Awards and Decorations  
**U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL (AMEDDC&S)  
INSTRUCTOR OF THE QUARTER/YEAR PROGRAM**

1. **PURPOSE.** To establish policies and procedures for selecting the AMEDDC&S Instructor of the Quarter/Year. The Instructor of the Quarter/Year has been established to promote and recognize excellence in service school instruction and training.

2. **REFERENCES.**

a. Army Regulation 600-9, The Army Weight Control Program.

b. U.S. Army Training and Doctrine Command Regulation 350-27, Training Trainers.

3. **APPLICABILITY.** This regulation applies to all military and civilian members of the U.S. Army Medical Department Center and School (AMEDDC&S) whose primary duty is as an AMEDDC&S instructor. The Army Medical Department Noncommissioned Officers Academy is exempt, at their request, based on the existence of an internal program.

4. **RESPONSIBILITIES.** The Office of the Dean, Academy of Health Sciences (AHS), is responsible for the Instructor of the Quarter/Year Program and will establish the Instructor of the Quarter/Year Boards.

a. The Associate Dean, AHS, will chair the Instructor of the Quarter Board. The Dean, AHS, will chair the Instructor of the Year Board. The board chairperson will be a non-voting member except in the event of a tie.

b. The Staff and Faculty Development Branch, Department of Academic Support (DAS), is responsible for evaluating the nominees' performance.

c. It is the responsibility of each department/activity chief to nominate individuals who meet eligibility requirements. (Each department/activity may submit more than one nominee.)

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\*This memorandum supersedes AMEDDC&S Memo 672-5, 7 Aug 95

5. **POLICIES.**

a. The Instructor of the Quarter Board.

(1) The Instructor of the Quarter Board will be held in the months of Apr, Jul, Oct, and Jan.

(2) The board will consist of the following members:

(a) Associate Dean, AHS (Chair). Non-voting member, except as stated in paragraph 4a of this memorandum.

(b) Executive Officer, Center Brigade, AMEDDC&S.

(c) AHS Department NCOIC (based on a rotating roster maintained by the Dean's Office).

(d) Civilian Instructor (based on a rotating roster maintained by the Dean's Office).

(e) NCO Instructor (based on a rotating roster maintained by the Dean's Office).

(3) Departments/activities with nominees participating in the Instructor of the Quarter process are not eligible as board members.

b. Instructor of the Year Board.

(1) The Instructor of the Quarter winners compete for the Instructor of the Year.

(2) The Instructor of the Year Board will be held in Jan.

(3) The board will consist of the following members:

(a) Dean, AHS (Chair). Non-voting member, except as stated in paragraph 4a of this memorandum.

(b) Commander, Center Brigade, AMEDDC&S.

(c) Command Sergeant Major, Center Brigade, AMEDDC&S.

(d) Sergeant Major, AHS.

(e) Senior Civilian Instructor (based on a rotating roster maintained by the Dean's Office).

**6. PROCEDURES.**

a. The Office of the Dean will canvass departments/activities for nominees every quarter.

b. Board members will receive read-ahead nomination packets 1 week prior to the board.

c. The board members will convene in order to discuss the nomination packets and vote.

**7. ELIGIBILITY.** The following criteria apply to both boards.

a. Nominees must have served as an instructor for minimum of 6 months.

b. Nominee must be a certified instructor.

**8. NOMINATION PROCEDURES.**

a. Instructor of the Quarter. Recommending departments/activities will submit nominee packets to the Office of the Dean.

b. Packets must include the following:

(1) Memorandum of nomination (one page) signed by the department chief/activity commander.

(2) Enclosure 1. Typewritten narrative providing significant achievements using the performance criteria listed below. The narrative should be no more than two double-spaced pages. Consider the following performance criteria when preparing the nominees' narrative:

(a) Tactical and/or technical knowledge.

(b) Communication skills.

(c) Student reviews.

(d) Research, publication, and training literature development.

(e) Innovation.

(f) Other assigned duties.

(3) Enclosure 2. Curriculum Vitae. (See Appendix A for a sample.)

c. The Dean's Office will forward the packets to the Staff and Faculty Development Branch, DAS, with a request for instructor evaluation.

d. The Staff and Faculty evaluators use AMEDDC&S Form 1073, U.S. Army Medical Department Center and School Instructor of the Quarter/Year Evaluation Sheet, as an evaluation tool to standardize the evaluation process (see Appendix B for a sample). The AMEDDC&S Form 1073 is placed in the nominees' nomination packet. (The Evaluation and Standardization Branch, DAS, conduct evaluations in the event that the Staff and Faculty Branch submits a nominee for Instructor of the Quarter.)

e. Instructor of the Year. Departments/activities must update their Instructor of the Quarter nominee packets for the Instructor of the Year Board. Updating the packet includes preparing a new memorandum of nomination (for Instructor of the Year) and adding any significant changes to the typewritten narrative. The Staff and Faculty Development Branch, DAS, will not reevaluate the candidates.

9. **SELECTION.** Instructor of the Quarter/Year selection is accomplished by majority vote. In the event of a tie, the chairperson will cast the deciding vote.

10. **AWARDS.** Awards for Instructor of the Quarter/Year selection include:

a. Recognition during Leadership Call.

b. Army Achievement Medal (Instructor of the Quarter) or civilian equivalent.

c. Army Commendation Medal (Instructor of the Year) or civilian equivalent.

d. Academy of Health Sciences and Brigade Coin.

e. Certificate of Achievement from the Commanding General, AMEDDC&S.

f. Name engraved on the AMEDDC&S Instructor of the Quarter/Year Plaque.

g. Academy of Health Sciences Instructor of the Quarter/Year Plaque.

h. Military pass (4 days). Civilian Time Off Award (2 days).

i. Other forms of recognition as deemed appropriate.

APPENDIX A

**CURRICULUM VITAE**

\_\_\_\_\_  
(Last Name) (First Name) (MI)

\_\_\_\_\_  
(Duty Position Title) (Branch of Service)

SSI: \_\_\_\_\_ MOS: \_\_\_\_\_ Job Series: \_\_\_\_\_

Unit: \_\_\_\_\_  
\_\_\_\_\_

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Civilian Education:

Military Education:

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Assignment History:

Decorations and Awards

APPENDIX B

**U.S. Army Medical Department Center and School  
Instructor of the Quarter/Year  
Evaluation Sheet**

Rank & Name of Instructor	Date
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Subject

Evaluator

**Legend: 1. Met all standards 2. Mastered all standards 3. Exceeded all standards**

	SKILLS OBSERVED	RATING	OBSERVATIONS
<b>INTRODUCTION</b>	Gained attention of students; focused on topic; comments related to subject. Clearly established a need for the lesson; appealed to students; personable; warm; created a good learning environment; strong belief in topic. Clear; easy to follow; logical sequence of ideas and methodology; clearly identified key points of the lesson; stimulated/encouraged participation.		
<b>LEARNING OBJECTIVES</b>	Communicated objectives achieved at appropriate level of learning; integrated methodology and content effectively to ensure complete grasp of central ideas.		
<b>SUPPORT</b>	Used adequate, relevant, credible examples and/or comparisons; clearly explained ideas; defined terms as needed; no false assumptions; statistics and expert testimony unbiased. Materials organized in a manner to reflect careful preparation and briefing on the subject matter to be presented; emphasized objective's use or employment of the materials. Related each main point to the previous point; mini or interim summaries used to connect key ideas; showed logical connection between lesson elements; smooth flow.		
<b>PRESENTATION</b>	Eye contact made with students; movements and gestures natural and appropriate, not forced or distracting; instructor poised, enthusiastic, and confident. Correct enunciation and grammar used; excessive use of distracting mannerisms not evident; voice natural and appropriately varied in volume, rate, pitch, and emphasis; sincere, enthusiastic, expressive, pleasant. Used suitable training aids to support main ideas; accurate; neat; easy to read; reinforcing; well integrated throughout lesson; clarifies/supported each idea as required.		
<b>QUESTIONING TECHNIQUES</b>	Phrased to solicit appropriate level responses; clear, planned, or spontaneous questions ensured continuity; promoted student understanding. Responded clearly to student concerns; provided clarification as required; used additional examples to clarify understanding.		
<b>REVIEW</b>	Reviewed all key ideas and related them to lesson objective; drew conclusions/generalizations about the ideas taught; integrated instructor/student comments into a holistic generalization to the lesson. Clearly explained ways student can use the information; displayed sincerity and belief in the value of the subject; personable; facilitative; definite; smooth; planned; left students with a sense of completion.		

**COMMENTS:**

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(MCCS-H)

FOR THE COMMANDER:

OFFICIAL:

/S/  
LUCY S. PEREZ  
Secretary of the General Staff

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