

INSTRUCTOR INDOCTRINATION CHECKLIST			
Name:		Rate/Rank:	
Instructor Indoctrination. <i>Discuss the following topics with each instructor after they have read course guidance and/or standard procedures.</i>			
		CS initial	IT initial
a.	Chain of command		
b.	N7 functions and relationship		
c.	Required reading: Inappropriate relations; SAPR; Sexual Harassment; Fraternalization; etc.		
d.	Off-duty education policy		
e.	Recognition program (IOQ/IOY/SOQ/SOY)		
f.	Instructor qualification procedures		
g.	Instructor guide prep/personalization		
h.	Academic Review Board procedures		
i.	Remediation procedures		
j.	In-service training requirements		
k.	Safety/Job procedures/ORM		
l.	Testing plan		
m.	Work/instruction week		
n.	Curriculum change request procedures		
o.	Student records and administration		
p.	Student critique program/administration		
q.	Student counseling		
r.	Mustering procedures, Duty sections, duty days, and policies		
s.	Command/community involvement		
t.	Leave policy and procedures		
u.	Clean-up responsibilities		
v.	LMS administrator account and training		
w.	Security requirements and procedures		
x.	ADP equipment		
y.	Equipment problems/trouble chits		
z.	Team assignment:		
NOTE: Maintain a copy of this form (as applicable) in member's training record.			