

# DCS S-7 Instructor Standard Operating Procedure (SOP)

Effective Date: July 7th 2025

Issued By: VJFC Training Directorate (S-7)

## 1. Purpose

This SOP establishes responsibilities, expectations, and conduct standards for Basic and Lead Instructors operating under the S-7 training division in DCS World. This structure ensures standardized training, professionalism, and effective student progression.

## 2. Scope

Applies to all personnel certified as instructors under the S-7 department, across all platforms and training pipelines.

## PART I - BASIC INSTRUCTOR GUIDELINES

### 3. Basic Instructor Duties

#### 3.1 Instructional Delivery

- Conduct syllabus-based instruction using approved training materials.
- Maintain a clear, structured training flow: Brief -> Execute -> Debrief.
- Actively mentor students with patience, professionalism, and encouragement.

### 3.2 Classroom and Flight Sessions

- Use correct terminology, brevity, and radio discipline.
- Observe and correct student performance without over-controlling.
- Maintain focus on instructional goals; limit off-topic conversation.

### 3.3 Documentation

- Submit training reports, grading sheets, and student feedback within 24 hours.
- Maintain attendance logs and communicate repeated no-shows to Lead Instructor.

### 3.4 Scheduling

- Coordinate session times with students and post availability in official channels.
- Notify Lead Instructor of any cancellations or reschedules.

### 3.5 Professional Standards

- Uphold integrity, fairness, and impartiality in all evaluations.
- Use correct tags, ranks, and call signs in training.
- Maintain operational SRS/mic setups and server presence.

## PART II - LEAD INSTRUCTOR GUIDELINES

### 4. Lead Instructor Duties

#### 4.1 Oversight & Mentorship

- Supervise Basic Instructors and conduct periodic evaluations.
- Mentor new instructors and assist with instructional development.
- Review student progression and assign instructors based on need.

#### 4.2 Curriculum Management

- Maintain and update lesson plans, SOPs, and grading criteria.
- Ensure training content reflects current DCS module updates and tactics.
- Coordinate with S-3 for special qualifications (e.g., JTAC, ATC, LSO).

#### 4.3 Quality Control

- Audit training documentation for consistency and completeness.
- Spot-check or observe live sessions to ensure quality standards.
- Address student complaints or issues related to instruction quality.

#### 4.4 Scheduling & Communication

- Maintain training calendars and coordinate group training events.
- Assign instructors to students and handle instructor absences.
- Report weekly training metrics to the S-3 or Command.

#### 4.5 Disciplinary and Conflict Resolution

- Elevate unresolved issues to the S-7 OIC
- Remove instructors from active status if standards are not met.

- Handle instructor feedback, grievances, and disputes professionally.

5. Chain of Command

Role	Reports To
-----	-----
Basic Instructor	Lead Instructor
Lead Instructor	S-7 OIC
S-7 OIC	vJFC Joint Staff

6. Training Event Uniformity

All instructors (Basic and Lead) will:

- Use standardized grading templates and syllabi.
- Maintain uniform terminology (BRAA, brevity, TTPs).
- Enforce server and comms discipline across all sessions.

7. Continuing Education

All instructors must:

- Attend monthly S-7 instructor meetings unless excused.
- Participate in quarterly instructor refreshers or check flights.
- Stay up to date on module and doctrinal updates.