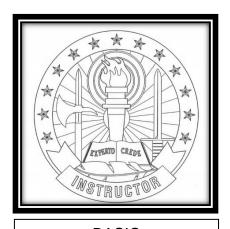# FDRP MANAGER GUIDE

This guide is designed to help new Faculty Development and Recognition Program (FDRP) managers establish their local standard operating procedures for implementation. It does not supersede TR 600-21 or any other publication associated with faculty or instructor training. The guide will be reviewed annually or if any significant changes occur within the program. Please direct comments or suggestions to the FDRP Program Manager, MSG Jacob Woods at (913) 684-9570 or usarmy.leavenworth.tradoc.mbx.armyu-fsdd-policy@mail.mil.

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History of the Army Instructor Badge (AIB)

BASIC	SENIOR	MASTER

The three badges symbolize knowledge, leadership, and commitment. A ring of thirteen stars represents the original 13 colonies and the critical role that instructors played in building the nascent Army. The torch signifies zeal for training/education and commitment to lifelong learning. The concentric rings radiating from the flame of the torch symbolize the instructor's role in the three training domains: institutional, operational, and self-development. All three cohorts are represented through the NCO halberd, officer sword, and the owl's quill for civilian instructors. The open book symbolizes wisdom attained through training and education. The Latin text "EXPERTO CREDE" inscribed on the open book means, "Believe one who has had experience in the matter." The uppermost star in the senior and master level badges is a compass rose, also referred to as a leadership star. The Master level badge has a laurel wreath edge which represents accomplishment.

1. References

    a. AR 600-8-22, Military Awards, 3 May 2019

    b. AR 600-9, The Army Body Composition Program, 28 June 2013

    c. AR 614-200, Enlistment Assignments and Utilization Management, 25 January 2019

    d. FM 6-22, appendix B, Army Leadership, Counseling, 30 June 2015

    e. TR 350-10, Institutional Leader Training and Education, 12 August 2012

    f. TR 350-18, The Total Army School System, 1 May 2018

    g. TR 350-70, Army Learning Policy and Systems, 10 July 2017

    h. TR 600-21, Faculty Development and Recognition Program, 2 May 2018

2. Purpose

Provide guidance for the implementation and management of the FDRP at the local level. Information in this guide is designed to assist new and current managers and acts as a baseline approach to the program. Commanders and commandants may have additional requirements for the manager to incorporate into the program. This guide does not supersede any official publications.

3. Instructor Certification

The instructor certification process is an essential component of The Army School System (TASS). All instructors must meet TRADOC instructor certification requirements per TR 350-70 before becoming eligible for the recognition program. This entails the instructor completing phase I (foundation), phase II (technical), and phase III (certification). Phase II and III are established by the center or school the instructor will be assigned to. If it has been more than five years since the instructor has attended the appropriate instructor course, he/she will need to attend a recertification course established by the center or school. A memorandum for record or similar document should be signed by the appropriate leadership stating the instructor has been certified by the center or school.

4. Getting Started

Like many other Army programs, the FDRP manager will need appointment orders signed by the commander, commandant, or a leadership position with the authority to designate personnel. Primary and alternate personnel should be identified on the orders. Once signed, a copy needs to be sent to the email address listed on the

cover of this guide. This will assist ArmyU with maintaining a current POC list and authorize access to websites (SharePoint, MilSuite, etc.).

5. Counseling

Participation in the FDRP is voluntary. Instructors receive an initial counseling as the first step of the FDRP. The counseling should outline what is expected of the instructor and what they need to accomplish to progress in the program. The initial counseling is normally conducted between the instructor and their supervisor. As the FDRP Manager, you may want to develop a draft DA 4856 that can be edited by the supervisors in your program. Depending on the organization, it may be beneficial for the manger to conduct the counseling. Mentor all counselors to ensure they understand the program. Ensure the supervisor, instructor, and manager all receive a copy of the counseling. The DA 4856 can be used for military and civilian personnel.

6. Tracking Instructor Progress

The tracking method depends on the size of the organization and should complement the current knowledge management systems. Smaller offices may benefit from hardcopies in a folder with a coversheet to track progress. Larger organizations may require an electronic folder hierarchy system with a set file name structure. Additionally, determine if the instructor should submit the paperwork as he/she meets certain requirements or submit the packet in its entirety for the appropriate badge level. Regardless of the tracking method implemented, how primary instructor (PI) hours will be tracked and who will be responsible for tracking them must be addressed.

7. Packet Submissions

Progression through the FDRP is based on packet submissions. Once an instructor submits his/her packet for the Basic AIB, the primary instructor (PI) hours and time can start to accumulate for the Senior AIB. This precludes an instructor from losing PI hours or time waiting for the badge to be awarded. The submission process needs to be established and effective. A method is to have the manager review the packet with the instructor to ensure it is complete and then indicate the packet has been officially submitted by either a note, date, and/or initials on the coversheet. Submit the packet through the established routing chain for signature. If it is incomplete, return the packet to the instructor to fix the discrepancies. If you are new to the position, it would be beneficial to meet the personnel or offices that will process the packet.

8. Quarterly Report

Local FDRP managers are required to report badges awarded by their institution. At a minimum, this needs to be completed at the end of each quarter (see TR 600-21 para. 2-4a). Depending on throughput, it may be easier for FDRP managers to submit reports as the badges are approved. Reporting data include name, rank, MOS, date of award, school and component. This information is uploaded to the ArmyU page. The link will be provided once appointment orders are received. FDRP managers may need

to deconflict who inputs the data if the next echelon of command also has a FDRP manager (i.e., NCOA reporting to a CoE). Additionally, use the same name format for your center or school to help with retrieving information, updating records, and submitting reports.

9. Civilian AIB Packets

The process for updating Army Civilian Corps records is in development. It is recommended that FDRP managers prepare and include the DA 1256 in the AIB packet. The approval authority can sign the form. Once MyBiz+ in the Defense Civilian Personnel Data System is updated, civilians will use the DA 1256 to update their records.

10. Exceptions to Policy (ETPs)/Waivers

TR 600-21 addresses the process for ETPs or waivers for APFT and height/weight. All other ETPs need to be sent to ArmyU/FSDD in a Memo for Record (MFR) format. Refer to AR 25-50 and TR 1-11 for guidance. Please include sufficient background and details for the ArmyU program manager to understand what policy the request seeks an exception to or what policy the request seeks to waive and justification.

11. Useful Links

Army Publication Directorate (Army Regs and Forms)
https://armypubs.army.mil/

TRADOC Administrative Publications (TRADOC Regs and Forms)
https://adminpubs.tradoc.army.mil/regulations.html
Note: A link is provided for TF 600-21-1. TF 600-21-2 through 5 are located on the page.

TED-T
https://cacmdc.army.mil/armyu/TEDT/Pages/Toolbox.aspx

MilSuite FDRP Manager Page
https://www.milsuite.mil/book/groups/fdrp-managers/overview

ArmyU FDRP sharepoint page (Upload quarterly report data)
https://cacmdc.army.mil/armyu/HQ/VPAA/FSDD/Pages/default.aspx