



**NCO LEADERSHIP CENTER OF EXCELLENCE  
FACULTY AND STAFF DEVELOPMENT OFFICE (FSDO)  
FY COURSE ENROLLMENT REQUEST FORM**



DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:  
PRINCIPAL USE:  
ROUTINE USES:**

Title 5 USC Section 301; Title 5 USC Section 552a; Privacy Act of 1974; AR 340-21  
To request enrollment into NCO Leadership Center of Excellence Faculty and Staff Development Office courses.  
Maintain documented requests into NCO Leadership Center of Excellence Faculty and Staff Development Office courses and place Soldiers into course enrollment rosters. Disclosure is voluntary. However, failure to provide the information may result in delay or error in processing or may result in incorrect identification in ATRRS.

**DISCLOSURE:**

Title 5 USC Section 301; Title 5 USC Section 552a; Privacy Act of 1974; AR 340-21

**SECTION I – SOLDIER INFORMATION**

Name: Last, First MI.			Rank: (if CIV, GS or CNTR)		Grade: (GS Grade if CIV)				
MOS: (Job Series if CIV)		Branch:		Slotted in Instructor Position :		COMPO:	Security Clearance Level:		
Installation:		Unit:			Contact#:			Time Zone:	
SSN: (ONLY required for CFD-IC, CFD-DC, and TEDMMC)			Enterprise Email: (@army.mil)			Signature:			

**SECTION II – COURSE INFORMATION**

Course REQUESTED:		Start Date: (primary selection)		Start Date: (alternate selection)	
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**SECTION III – ACKNOWLEDGEMENT AND VERIFICATION**

*READ EACH SECTION CAREFULLY AND CHECK EACH BOX TO ACKNOWLEDGE*

<input type="checkbox"/>	Personnel assigned to NCOLCoE and the SGM-A as instructors or training and education developers have priority for all courses. All military personnel must submit a copy of their <b>Soldier Talent Profile (STP)</b> .
<input type="checkbox"/>	If requesting enrollment into a virtual course, access to Microsoft Forms within Army 365 and the following MS Team capabilities have been validated: audio, visual, chat, break-out room, and screen sharing.
<input type="checkbox"/>	Personnel enrolled in courses will receive a welcome letter with instructions approximately two weeks prior to course start date. Training coordinators/supervisors will receive notification in the event that any training requests cannot be accommodated.
<input type="checkbox"/>	Training coordinators/supervisors will notify FSDO of any course withdrawals two weeks prior to course start date. Failure to do so will result in the individual being <b>suspended for 90 days</b> from attending any course offerings.
<input type="checkbox"/>	Personal data has been verified and the individual meets all prerequisites for requested course.

I understand once enrolled into the course and unable to attend do to unforeseen circumstances, FSDO will not accept an Individual from my organization as a replacement into my training seat.

**SECTION IV – TRAINING COORDINATOR/SUPERVISOR INFORMATION**

Supervisor Name (E-9 for Military): Last, First MI.		Rank:	Contact#:
Enterprise Email: (@army.mil):		Signature:	

FEB 2025

**FORM MUST BE SUBMITTED NO LATER THAN 2 WEEKS PRIOR TO CLASS START DATE  
TO THE FSDO EMAIL BOX AT [usarmy.bliss.ncolcoe.mbx.ncolcoe-fsdo@army.mil](mailto:usarmy.bliss.ncolcoe.mbx.ncolcoe-fsdo@army.mil)**