



DEPARTMENT OF THE ARMY
THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

ATSS-CD

24 October 2022

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of Instructions (MOI) for the NCO Leadership Center of Excellence (NCOLCoE) 2nd Quarter, FY23 Commandant's Incentivizing Developmental Opportunities Recognition Program (CIDORP)

1. References:

- a. Army People Strategy Military Implementation Plan Final (8 October 2020)
- b. AR 672-20 Incentive Awards (17 September 2020)
- c. CAC Suppl 1 to AR 672-20 Incentive Awards (15 April 2016)
- d. CGSC Bulletin 945 Golden Pen Award Program (3 December 2020)
- e. NCOLCoE Policy Memorandum #6 Department of Defense Performance Management and Appraisal Program (DPMAP) and Civilian Incentive Awards (22 June 2020)
- f. SGM-A Policy Memo 20 Faculty Awards (2 August 2021)

2. The 2nd Quarter, FY23 NCOLCoE CIDORP selection will be held at the NCOLCoE by respective Directorates, 11291 SGT E. Churchill Street, Fort Bliss, TX on 3 April 2023, 0930 - UTC. All NCOLCoE CIDORP Directorates leads must be in attendance.

3. The NCOLCoE CIDORP is open to all Military personnel to include assigned International Instructors and Army Civilian Professionals (ACP) assigned to the NCOLCoE.

4. The purpose of the CIDORP is to provide both staff and faculty personnel incentives for maximizing professional development opportunities on an annual and quarterly basis. The program is voluntary and applies to all Military personnel to include assigned International Instructors and ACPs. It is important to note that mandatory institutional training and certifications are excluded from this program and will not be considered for incentives. Expectation is that Directorates facilitate the success of this program by adhering to its provisions except when doing so would cause mission failure or critical degradation in mission execution. Exceptions to this program must be approved by the Commandant.

ATSS-CD

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5. The 2nd Quarter, FY23, CIDORP course submission cycle dates are from 1 January 2023 to 31 March 2023. It is important to note that all courses submitted before or after the submission timelines will not be consider for incentivizing.

6. On 15 November 2022 there will be a Primary CIDORP Briefing for all individuals assigned to the NCOLCoE at 1530hrs in the East Auditorium and a make-up briefing date of 5 December 2022 at 1530hrs. After the briefing, anyone who wants to volunteer for the program will be afforded the opportunity at that time. Volunteers must enroll in a minimum of 1 developmental opportunity broadening course to compete for recognition.

7. Volunteers must be in good standing and not pending adverse actions prior to/or while participating in the program. Individuals pending adverse actions will not be allowed to enroll or removed from the program. However, individuals can later participate in the program once adverse actions have been concluded favorably.

8. Volunteers are limited to participating in one quarterly recognition each Fiscal Year (FY). This stipulation was put into place to create fairness and balance for newly enrolled volunteers each quarter. However, individuals who have competed once during the FY have the option of participating in the annual recognition.

9. The following individuals have been identified as Directorate Leads for their respective directorate:

<u>Directorate</u>	<u>Lead</u>
G – Staff	Mr. Michael D. Williamson
PGD	Ms. Claudia Nieto
NCOPDD	SGM Rhonda Byrd
DCD	Mr. Willard E. Holland
NCOA	1SG Easter P. Jackson
SGM-A	Mr. Ramzy Noel (Committee Chairperson)

10. Directorate leads are required to attend a train-up session on 10 November at 0930 in the SGM-A, Room 104. The purpose of the train-up session is to discuss the roles and responsibilities of leads, and issue any pertinent documents required for executing the program.

ATSS-CD

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11. Directorate leads are responsible for collecting and validating course completion certificates, inputting course information on designated spreadsheets, calculating final points, and providing recognition recommendations to their respective Directorate Director for review and signature.

12. Directors of Directorates are responsible for selecting 4 Directorate priority courses in accordance with the CIDORP Reference Guide NLT 9 December 2022, 1600hrs. Selected courses must directly support the Directorate's mission and is ideally no more than 12 weeks long in duration. The rationale for 12 weeks is to provide adequate time for completing priority courses within the specified participation quarter timeline.

13. Volunteers who have completed a Directorate priority course(s) prior to enrollment, can elect to replace a course with an alternate on the list. If an individual has completed all courses on the list, a volunteer may obtain their Directors approval for selecting an external replacement. Replacement course(s) must align with the duration length of the approved course list. Proof of completion must be provided prior to the approval of an alternate or replacement course. The new course(s) will be granted points as reflected on the approved memo.

14. Directors are responsible for submitting award recognition list IAW assigned Directorate allocations as shown below to the G1 NLT 6 April 2023, 0930hrs.

15. Per the established TDA, the following quarterly award allocations are assigned to each directorate:

Allocations: G-Staff: 11, PGD: 4, NCOPDD: 2, DCD: 4, SGM-A: 14, and NCOA: 10.

16. Award recommendations will be based on a tiered approach. The Individual earning the highest score in their respective directorate will be recommended for a Tier 1 Award. The remaining individuals on the list will be recommended for Tier 2 Award.

CIVILIAN TIER 1 AWARDS	CIVILIAN TIER 2 AWARDS
Civilian Commendation Medal	Civilian Achievement Medal
Monetary Award	Honorary Award
Coin from the Commandant	Chip from the Commandant

MILITARY TIER 1 AWARDS	MILITARY TIER 2 AWARDS
Army Commendation Medal	Army Achievement Medal
4-Day Weekend	3-Day Weekend
Coin from the Commandant	Chip from the Commandant

ATSS-CD

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17. The G1 will review all packets for the purpose of personnel actions then submit a final list to the Commandant, Deputy Commandant, and Chief of Staff NLT 23 April 2023, 1630hrs.

18. Timeline Matrix

Date	Time	Event	Responsible	Location
10 Nov 22	0930-1030	Train-up	Leads	SGM-A RM 104
15 Nov 22	1530-1630	Program Brief	NCOLCoE All	EA
05 Dec 22	1530-1630	Program Make-up Brief	NCOLCoE All	EA
09 Dec 22	NLT 1600	Priority Course Memo	Directors	Command Group
01 Jan 23	NET 0001	CIDORP Cycle Start Date	Enrolled Volunteers	Lead
31 Mar 23	NLT 2359	CIDORP Cycle End Date	Enrolled Volunteers	Lead
03 April 23	0930-1130	Compile Recognition List	Leads	SGM-A RM 104
06 April 23	NLT 0930	Submit Recommendations	Directors	G1
13 Apr 23	NLT 1600	Forward Final List	G1	Command Group

19. Faculty and Staff Development Office (FSDO) will provide program awareness to all newly assigned faculty and staff members attending professional development training to include a comprehensive overview of the NCOLCoE website.

20. Command Communications will be responsible for marketing the program with the assistance of directorates across the NCOLCoE with the intent of obtaining Army visibility through established publication outlets.

21. Selected candidates will be recognized at the NCOLCoE Quarterly Distinguished Service & Recognition (DSR) Ceremony IAW NCOLCoE Policy Memorandum #11 to highlight the achievements of selected individuals.

22. NCO Academies residing outside the NCOLCoE Fort Bliss footprint are encouraged to develop or mirror a local program for their organization but are not required to.

23. The POC for this memorandum is Mr. Ramzy Noel at (915) 744-8311 or ramzy.noel.civ@army.mil.

JASON SCHMIDT
CSM, USA
Commandant