THE NCO LEADERSHIP CENTER OF EXCELLENCE

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THE NCO LEADERSHIP CENTER OF EXCELLENCE

Staff and Faculty Development and Recognition Program (SFDRP)

NCOLCoE Check Ride

U.S. ARMY

THE ARMY UNIVERSITY
U.S. ARMY

The NCO Leadership Center of Excellence

"Home of Noncommissioned Officer Education"

*"*The capacity to learn is a gift; the ability to learn is a skill' the willingness to learn is a choice.*"*

— Brian Hebert

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ATSS-CD   6 May 2019

MEMORANDUM FOR Incoming Staff and Faculty, Noncommissioned Officer
Leadership Center of Excellence (NCOL CoE), Fort Bliss, Texas 79918

SUBJECT: Staff and Faculty Development and Recognition Program (SFDRP)

1. Welcome to the NCO Leadership Center of Excellence (NCOL CoE), where
"Leaders Build Lethality, We Develop Leaders." Congratulations on your assignment
to Fort Bliss and the NCOL CoE. Whether you are staff or faculty, you are being placed
in a position of responsibility as professional Army staff and faculty. As such, we expect
you to display the highest level of competence in modern instructional techniques,
subject matter expertise, and the ethics needed to perform your duties and
responsibilities to the Army standard.

2. Two of my key strategic lines of effort are Leader Development and Talent
Management As a member of our staff and faculty, you are part of that talent
management. We expect you to help develop NCOs at every level to lead the Army's
Soldiers of the future. We accomplish this by counseling, mentoring, setting the
example, living the standard, and ensuring only the best are on our staff, on our
platforms and in our classrooms educating our future NCOs and sergeants major.

3. Training and Doctrine Command (TRADOC) defines faculty as any member of an
Army education or training organization who is responsible for any component of the
ADDIE (Analysis, Design, Development, Implementation and Evaluation) process
supporting education and training, Faculty includes instructors, facilitators, developers,
writers, training and instructional development managers, and course managers.
Instructors refer to faculty that deliver instruction, including instructors, facilitators, and
contractors assigned teaching responsibilities. Because our instructors facilitate learning
more than instruct, we refer to most of them as facilitators. We define staff as the
academic support workforce that includes administrators, technicians, assistants, and
Army authorized contractor personnel.

4. We developed this Staff and Faculty Development and Recognition Program
"Check Ride Handbook" as a guide for you to monitor and track your reception and
integration into the organization, and your development and progress in the Staff and
Faculty Development and Recognition Program. Use it as your personal desk reference.

ATSS-DAF
SUBJECT: Staff and Faculty Development and Recognition Program (SFDRP)

5. We endeavor to provide badging credentials for our faculty in accordance with the
TRADOC Faculty Development and Recognition Program (FDRP) (Army Badging).
While the program makes it a voluntary element of the Continuing Professional
Development Program (CPDP) Phase IV, I strongly encourage all of our Facilitators and
Instructors to pursue the various Army Instructor Badges, from Basic to Senior to
Master.

6. My point of contact for the Staff and Faculty Development and Recognition Program
and this "Check Ride Handbook" is Mr. Joseph "Tank" Vargo, Senior FDRP Manager,
Staff and Faculty Development Directorate at 7 44-8431, e-mail:
joseph.e.vargo.civ@mail.mil. Please feel free to contact him for any assistance.

Welcome aboard and Good Luck!

JIMMY J. SELLERS
CSM, USA
Commandant

We use the following references to develop the NCOLCoE Staff and Faculty Development and Recognition Program:

1. ADRP 6-0 (Army Doctrine Reference Publication), Mission Command.

2. Army Regulation 350-1, Army Training and Leader Development.

3. Army Regulation 350-10, Management of Army Individual Training Requirements and Resources.

4. Army Regulation 600-9, The Army Body Composition Program.

5. TRADOC Regulation 350-6, Enlisted Initial Entry Training Policies and Administration.

6. TRADOC Regulation 350-10, Institutional Leader Training and Education.

7. TRADOC Regulation 350-70, Army Learning Policy and Systems.

8. TRADOC Regulation 600-21, Faculty Development and Recognition Program.

9. TRADOC Pamphlet 525-8-2, The U.S. Army Learning Concept for Training and Education (ALC-TE).

10. TRADOC Pamphlet 350-70-3, Faculty and Staff Development.

11. TRADOC Pamphlet 350-70-7, Army Education Process.

12. TRADOC Pamphlet 350-70-14, Training and Education Development in Support of the Institutional Domain.

13. TRADOC Regulation 350-18, The Army School System (TASS).

14. TRADOC NCO 2020 Strategy, NCOs Operating in a Complex World.

15. TRADOC TASKORD IN 172402 Instructor/Educator of the Year Competition. (requires CAC Access)

16. NCOLCoE Policy Memorandums.

17. NCOLCoE Civilian Education System (CES) Standard Operating Procedures (SOP). (requires CAC Access)

PURPOSE

The NCO Leadership Center of Excellence (NCOLCoE) is committed to providing newly assigned staff and Family members world class opportunities. The Check Ride Handbook serves as a guide for monitoring integration into the organization. Participants can also track: self development, certification, professional and educational goals through the Staff and Faculty Development and Recognition Program. Additionally, this guide enables the leadership to take an active role in individual development.
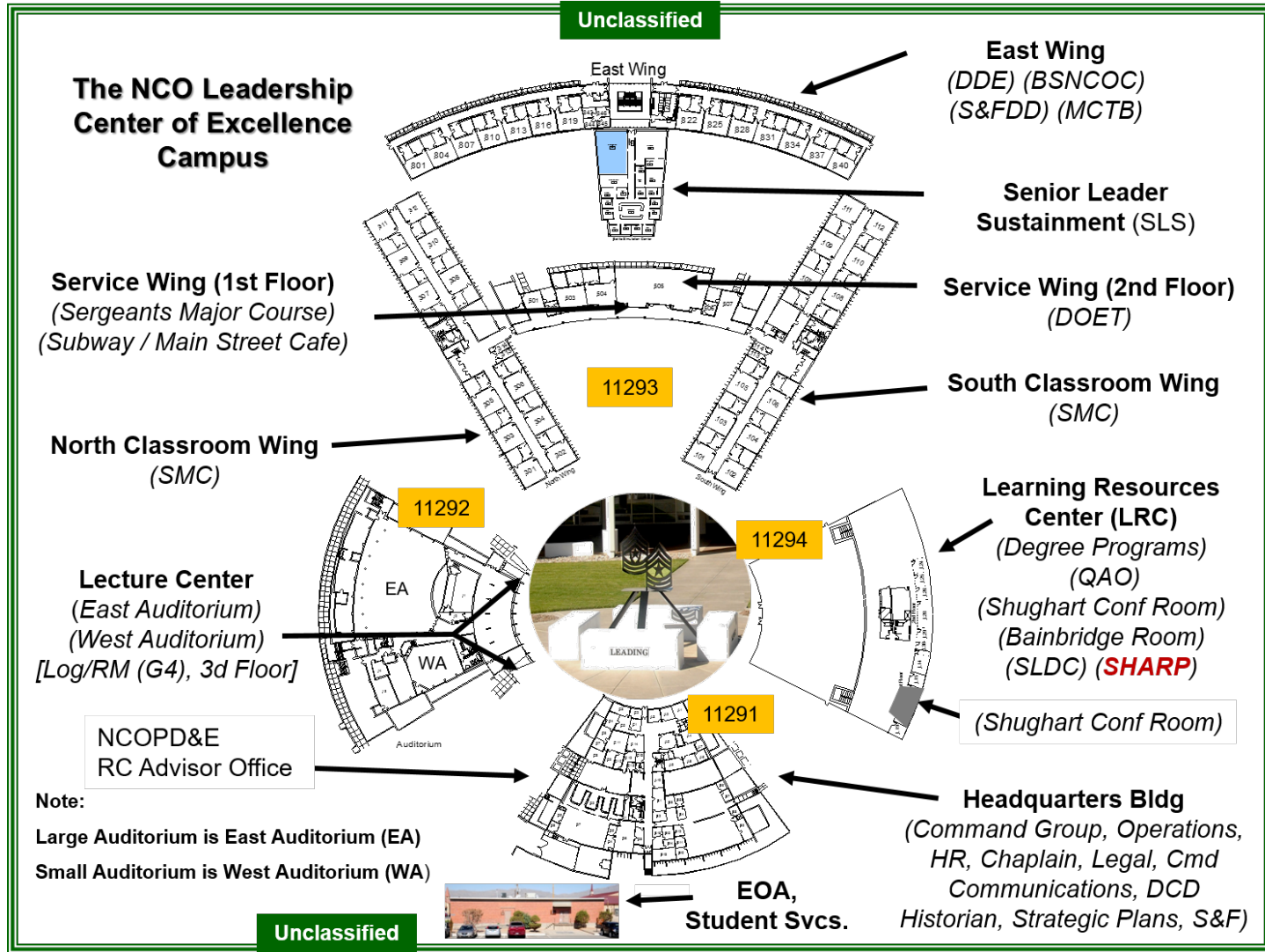
APPLICABILITY

The NCOLCoE Check Ride serves as a valuable tool for personnel assigned or attached to the NCOLCoE. Training is delivered through both the asynchronous and synchronous learning environment utilizing multimedia and mobile training teams that facilitate curriculum as mission requirements dictate. Facilitators must meet certification requirements.

ENHANCEMENT

The Army operates in an ever changing world which requires its leaders to focus on forward thinking as it relates to future learning capabilities. The operational and institutional environments must be linked to a culture of advanced learners who progressively perform at higher cognitive levels in order to logically adapt to unpredictable situations. Self-development provides learners the necessary skills, knowledge, and behaviors that are essential to the Army Profession.

Map of the NCOLCoE Campus

The NCO Leadership Center of Excellence Campus

East Wing
(DDE) (BSNCOC) (S&FDD) (MCTB)

Senior Leader Sustainment (SLS)

Service Wing (1st Floor)
(Sergeants Major Course)
(Subway / Main Street Cafe)

Service Wing (2nd Floor)
(DOET)

South Classroom Wing
(SMC)

North Classroom Wing
(SMC)

Learning Resources Center (LRC)
(Degree Programs)
(QAO)
(Shughart Conf Room)
(Bainbridge Room)
(SLDC) (**SHARP**)

Lecture Center
(East Auditorium)
(West Auditorium)
[Log/RM (G4), 3d Floor]

(Shughart Conf Room)

NCOPD&E
RC Advisor Office

Headquarters Bldg
(Command Group, Operations, HR, Chaplain, Legal, Cmd Communications, DCD Historian, Strategic Plans, S&F)

Note:

Large Auditorium is East Auditorium (EA)

Small Auditorium is West Auditorium (WA)

EOA, Student Svcs.

Unclassified

Unclassified

Abbreviations are listed on pages 52-54

Vision, Mission, History

NCOLCoE Vision

The premier institution driving innovative development for enlisted leaders; constantly focused on readiness.

NCOLCoE Mission

Provide professional military education that develops enlisted leaders into holistically fit, disciplined, and well-educated professionals capable of meeting the challenges of large-scale combat operations in a multi-domain environment.

What We Are For

Develop, Integrate, Deliver Education, and Training Readiness.

History

The U.S. Army Sergeants Major Academy was founded in July 1972, as a special preparation source for the Army's senior enlisted leaders. Throughout its more than 46-year history, the Academy has taken on additional missions in the name of Noncommissioned Officer Professional Military Education. Today, with more than 24 missions under its roof, a need arose to better organize the institution to manage these missions and to refocus the Academy's efforts towards the Sergeants Major Course. On June 22, 2018, The NCO Leadership Center of Excellence officially stood up and assumed the responsibilities of the NCO Professional Development System, becoming the premier institution driving innovative development for enlisted leaders, constantly focused on readiness. The USASMA is a part of that system and will continue to lead all efforts concerning the Sergeants Major Course assisting the NCOLCoE in developing, integrating and delivering education and training readiness. The NCOLCoE is responsible for developing, maintaining, teaching, and distributing five levels of Enlisted Professional Military Education – Introductory, Primary, Intermediate, Senior and Executive. Each level best prepares the soldier to fight and win in a complex world as adaptive and agile leaders and trusted professionals of Force 2025.

In 2018, the NCOLCoE and USASMA were realigned under the Army University as part of the Combined Arms Center. It is led by a three-star nominative command sergeant major (CSM) Commandant, a one-star nominative CSM Deputy Commandant, and supported by a world-class staff and faculty. More than 90 percent of Sergeants Major Course students graduate with a college degree. It educates NCOs from the sister services and international partner nations.

In addition to our primary mission we have 28 additional initiatives that are accomplished using the organizational structure depicted below. It consists of the Commandant (President), a three-star nominative Command Sergeant Major (CSM), a one-star nominative Command Sergeant Major (CSM) Deputy Commandant (Vice President), the Commandant's Special Staff, and an administrative support staff, led by the Chief of Staff (Vice President of Administration and Operations), and a Department of the Army Civilian (DAC). There are four primary elements that govern the organization's functions: Assistant Commandant Staff and Faculty, Assistant Dean, Curriculum Development, and the International Military Student Office.
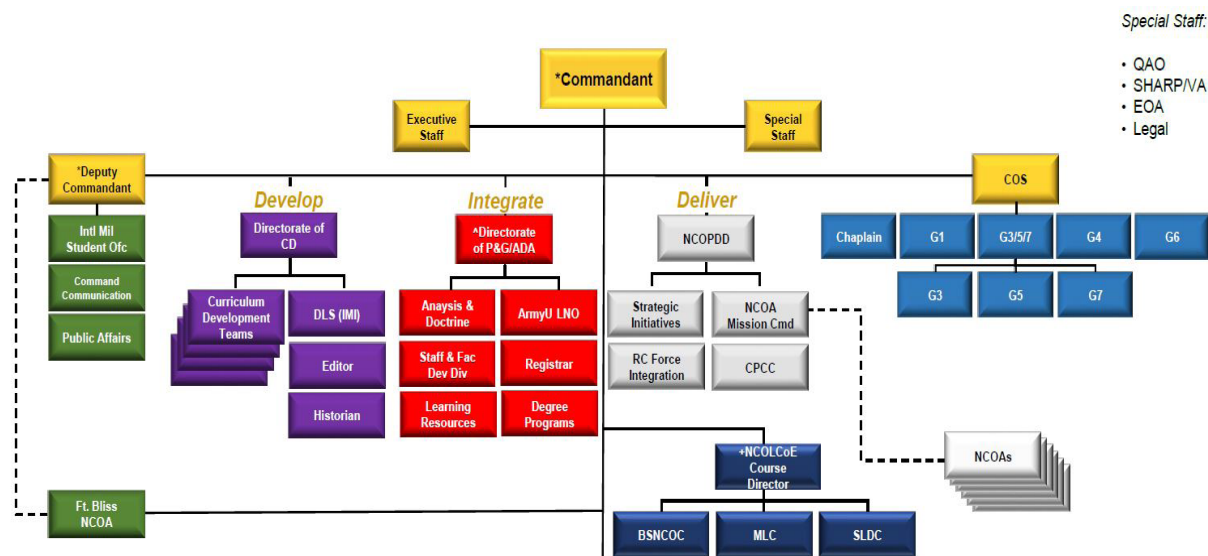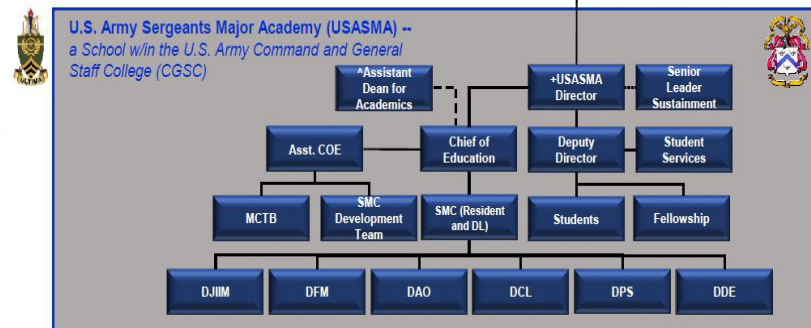

Notes:
(1) USASMA is considered both a CGSC branch campus on Fort Bliss and a tenant organization within the NCOLCoE.
(2) Selected leaders hold concurrent titles and responsibilities in NCOLCoE and USASMA (see legend).

Effective: 22 Jan 20

Sergeants Major Course (SMC)

The SMC is a 10-month course focusing on attributes and competencies required of operational and strategic level leaders whose spheres of influence increases significantly and is designed to enhance critical and creative thinking skills to maximize that influence.

Master Leader Course (MLC)

The MLC is a 15-day, 112 hour program of instruction that focuses on leadership, management, operations, joint operations, Soldier readiness, and communications that assist with preparing for transition from a tactical leader to an operational leader and prepares Sergeants First Class for assignments as Master Sergeants.

Basic Leader Course (BLC)

The BLC is designed to prepare Soldiers for promotion to Sergeants who are ready to serve as team leaders. It is a 22-day, 169 hour program of instruction focusing on the six leader core competencies: Readiness, Leadership, Training Management, Communications, Operations, and Program Management.

Battle Staff NCO Course (BSNCOC)

The BSNCOC is a 22-day, 175 hour functional course that provides the skills needed to serve as a Battle Staff NCO on battalion and higher staffs. It prepares selected noncommissioned officers to perform the duties of Battle Staff NCOs (Active, Guard and Reserve Component).

Spouse Leadership Development Course (SLDC)

The SLDC is a 40-hour course that educates senior enlisted spouses from the Army, sister services, and global partner nations. It promotes a team-building approach to enhancing and developing leadership skills that support readiness, morale, and a successful command.

All incoming personnel must complete the following:

- [ ] Obtain and complete In-Processing Checklist from G-1.

- [ ] In-Process through the Department of Information Technology (DOIT); establish account, update profile in milConnect.com; get added to TRADOC in Active Directory.

- [ ] Attend Newcomer's Orientation in the Shughart Conference Room.

- [ ] Attend the ULTIMA Social at the Centennial Banquet and Conference Center.

- [ ] Coordinate with your Supervisor to develop your plan for success (Discuss job-specific information, available resources, key websites and references you will need, key meetings you must attend, training schedule and milestones for your first year, and your career path.)

- [ ] Coordinate with your supervisor to setup your resources (Discuss your work area, setting up your computer workstation, arranging for phone and other equipment, office supplies, identify offices, conference rooms and spaces you will need to access, IT requests; and mail distribution lists.)

- [ ] Coordinate with your supervisor to explain the work of the organization, your role, working relationships, and organizational acronyms.

- [ ] Coordinate with your supervisor for a layout and tour of the campus.

- [ ] Review telephone information and procedures.

- [ ] Review information technology (IT) procedures.

- [ ] Review physical security and emergency procedures.

- [ ] Review travel information, policies, and procedures.

- [ ] Read/Review Policy Memorandums on SharePoint.

- [ ] Coordinate with your supervisor to review HR/Administrative policies and procedures.

- [ ] Complete the following mandatory training:

- [ ] Operations Security (OPSEC) (Online) (MIL/CIV)

- [ ] Level 1 Anti-Terrorism Awareness (AT) Training (Online) (MIL/CIV)

- [ ] Threat Awareness & Reporting (TARP) (MIL/CIV)

- [ ] Information Security Program Initial (Online) (MIL/CIV)

- [ ] Information Security Program Refresher Training (Online) (MIL/CIV)

- [ ] Army Values Training (MIL)

All incoming personnel must complete the following:

- [ ] Equal Opportunity (EO) (MIL)

- [ ] Sexual Harassment/Assault Response and Prevention (SHARP): Standing Strong

- [ ] Equal Employment Opportunity (EEO) (Online) (MIL/CIV)

- [ ] Constitution Day Awareness (Online) (CIV)

Defense Travel System (DTS)

- [ ] - DTS (Basic) - About DTS

- [ ] - DTS (Basic) - DTS Travel Documents (DTS 101)

- [ ] - Programs and Policies - Travel Policies

- [ ] - Programs and Policies - Travel Card Program (Travel Card 101)

- [ ] Other Training as directed by the Chain of Command

- [ ] Coordinate with your Sponsor to ensure your initial needs are fulfilled.
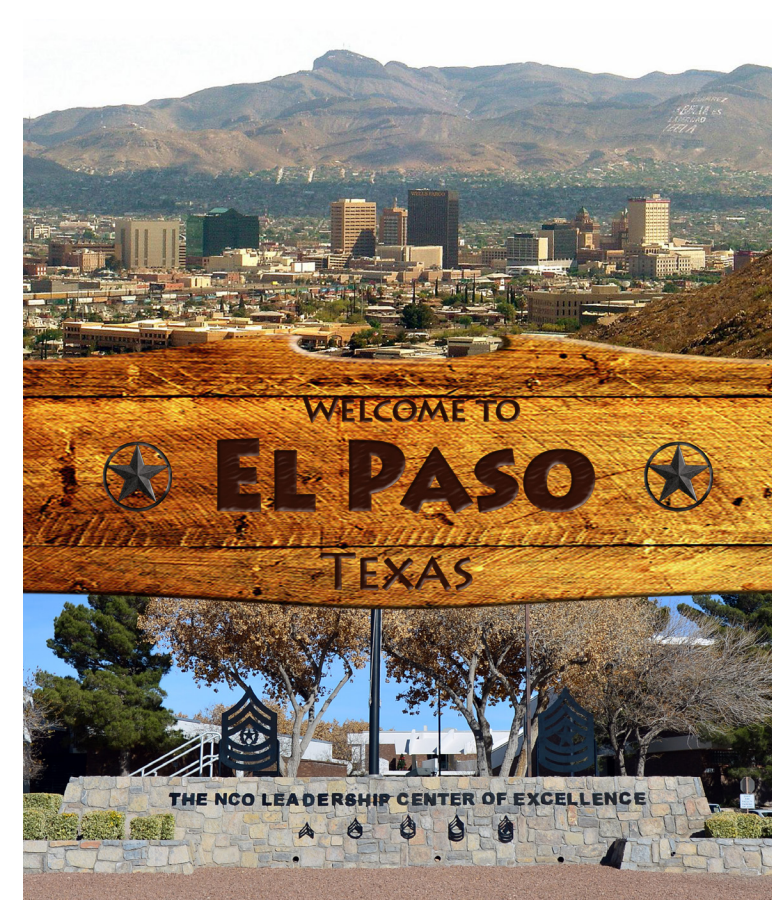
Civilian Education System Requirements

The Civilian Education System (CES) program is the Army's leadership development program for all Army Civilians. There are five levels within CES. Level 1 is the Foundation Course and is an online course required for all Army Civilians who entered the Army Civilian Corps after 30 September 2006. This is a pre-requisite for all CES resident course attendance. Level 2 is the Basic Course (GS1-9) and may be completed online or DL phase I and a 2-week resident phase II. Level 3 is the Intermediate Couse (GS 10-12) with a DL phase I and a 3-week resident phase II. Level 4 is the Advanced Course (GS13-15) with a DL phase I and a 4-week resident phase II. Level 5 consists of programs available post Level 4 completion. The Continuing Education for Senior Leaders (CESL) supports continuing education for Army Civilians.

5	GS 14-15
Continuing Education for Senior Leaders	

4	GS 13-15
Advanced Course	

3	GS 10-12
Intermediate Course	

2	GS 1-9
Basic Course	

1	*New Army Civilians*
Foundation Course	

All incoming civilian (DAC) personnel must complete the following:

- ☐ Coordinate with supervisor to develop an Individual Development Plan (IDP) within 30 days after in-processing.
- ☐ Complete the CES Foundation Course within one year of assignment to NCOLCoE.
- ☐ Complete the CES DL Basic Course within one year of assignment to NCOLCoE.
- ☐ Complete the CES Resident Basic Course within four years of completing the DL.
- ☐ Complete the CES Intermediate Course within two years of assignment to GS-10 - GS-12.
- ☐ Complete the Resident Intermediate Course within four years of completing the DL.
- ☐ Complete the CES Advanced Course within two years of assignment to GS-13 - GS-15.
- ☐ Complete the Resident Advanced Course within four years of completing the DL.
- ☐ Coordinate with supervisor to go TDY to attend the CES courses.
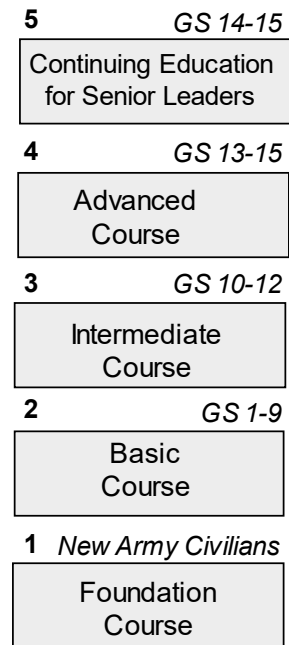
Basic Leader Course Facilitator Requirements

Initial Contact

- ☐ Conduct telephonic interview with appropriate NCOA Commandant / Deputy Commandant.
- ☐ Provide credentials from previous Instructor assignments (if applicable).
- ☐ Provide last five 5 NCOERs, SRB, and Academic Records.
- ☐ Receive certified Facilitator as mentor during certification.
- ☐ Receive access to Policy Memos / SOPs / NCO 2020 Strategy via Army Career Tracker.
- ☐ Receive "Check Ride Handbook" via Army Career Tracker.

First 30 Days

- ☐ Interview with appropriate NCOA Commandant.
- ☐ Receive Initial Counseling.
- ☐ Take and pass APFT and Initial HT/WT (Height / Weight).
- ☐ Review Standard Operating Procedures (SOPs).
- ☐ Review Course Management Plan (CMP).
- ☐ Review Program of Instruction (POI).
- ☐ Review Instructor Certification Program (ICP).
- ☐ Review TRADOC Regulation 350-70, Army Learning Policy and Systems.
- ☐ Review TRADOC Regulation 351-10, Institutional Leader Training and Education.
- ☐ Review TRADOC Regulation 600-21, Faculty Development and Recognition Program   (FDRP).
- ☐ Review Army Regulation 350-1, Army Training and Leader Development.
- ☐ Review Army Regulation 350-10, Management of Army Individual Training Requirements and Resources.
- ☐ Attend heat and cold weather injury prevention training.

First 45 Days

- ☐ Re-certify facilitator if you have more than five 5 years absence from instructor duties.
- ☐ Receive / Access Instructor e-Portfolio.
- ☐ Attend Black-Board Training Course. (Black-Board 101)
- ☐ Attend Common Faculty Development - Instructor Course (CFD-IC).

First 60 Days

- [ ] Certify in PRT, APFT, Height/Weight/TAPE by Senior Instructor/Master Fitness.
- [ ] Certify on all concrete demonstrations.
- [ ] Complete a minimum of 40 hours of academic instruction as Assistant Instructor/Facilitator with a certified Instructor/Facilitator. This constitutes Phase II Technical (AI) requirements; must achieve 75% or above utilizing Form 400-2/3 assessment rubrics IAW ICP.
- [ ] Complete a minimum of 40 hours as Primary Instructor/Facilitator under the supervision of a certified Instructor/Facilitator. This constitutes Phase III Certification (PI) requirements, must achieve 80% or above utilizing Form 400-2/3 assessment rubrics IAW ICP.
- [ ] Submit DA Form 4187 for Skill Identifier (SI) "8", and request Instructor Certification Certificate (ICC).

First 90 Days

- [ ] Attend Installation Bus Driver Course / Unit Drivers Training.
- [ ] Establish professional and personal goals IAW Career Map.
- [ ] Establish a college degree or credentialing plan. (https://www.cool.army.mil/)
- [ ] Receive financial counseling.

First 120 Days

- [ ] Enroll in Senior Enlisted Joint Professional Military Education (SEJPME) Level I. (SGT - SFC)
- [ ] Submit proponent certificate/memorandum requesting certification.

First 150 Days

- [ ] Enroll in college courses IAW degree completion plan.
- [ ] Project attendance and prepare for NCOPDS courses (if applicable).

First 180 Days

- [ ] Receive first quarterly classroom observation from Chief Instructor or Senior Instructor using Classroom Observation ICP Form 400-2/3.
- [ ] Complete the BAIB initial counseling (DA Form 4856) & APFT (DA Form 705) with supervisor.
- [ ] Submit DA Form 4187 Request for Battle Staff NCO Course (BSNCOC).
- [ ] Attend Master Fitness Trainer (MFT) Course.
- [ ] Develop a thesis and outline for NCO Writing Excellence Program and have SSGL review.

First 210 Days

- [ ] Successfully teach at least 80 hours of instruction as the primary Instructor.
- [ ] Receive (2) Instructor Observations, TF 600-21-1 a minimum of 7 days apart.
- [ ] Conduct (4) Developmental observations (TF 600-21-4) of other instructors.
- [ ] Submit BAIB DA Form 4187 with attachments to approval authority.

First 240 Days

- [ ] Begin volunteer work for the Military Outstanding Volunteer Service Medal (MOVSM).
- [ ] Earn the BAIB.
- [ ] Seek and enroll MOS credentials and certifications.
- [ ] Project attendance of Battle Staff NCO Course.
- [ ] Attend MRT Course.

First 270 Days

- [ ] Evaluate College Degree Completion Plan.
- [ ] Attend Casualty assistance Officer/Casualty Notification Officer Class.

First 300 Days

- [ ] Attend Instructor of the Month/Quarter Board.
- [ ] Seek membership into the Sergeant Audie Murphy Club or USAREUR Sergeant Morales Club.
- [ ] Attend the Battle Staff NCO Course (BSNCOC).
- [ ] Complete 100 Primary Instructor Hours as a prerequisite for the Instruction Design Course.

Basic Leader Course Facilitator Requirements

First 330 Days

- [ ] Submit first draft for the NCO Writing Excellence Program through CoC to Command Communications.
- [ ] Attend Common Faculty Development - Developer Course (CFD-DC).
- [ ] Attend Unit Prevention Leaders Course.
- [ ] Attend SHARP or EO courses.

First 360 Days

- [ ] Complete Instruction Design Basic Course and the EIC as required for SAIB.
- [ ] Successfully teach at least 200 hours of instruction as PI after submission of the BAIB packet.
- [ ] Receive Regimental Affiliation Medallion (CMF specific).
- [ ] Complete or obtain 90 percent completion rate on College Degree Plan.
- [ ] Prepare for and attend Sergeant Audie Murphy Board.
- [ ] Prepare for and attend USAREUR Sergeant Morales Board (if applicable).
- [ ] Complete or obtain 150 - 200 hours toward MOVSM.
- [ ] Submit a final draft for the NCO Writing Excellence Award.

Master Leader Course Facilitator Requirements

Initial Contact

- [ ] Conduct telephonic interview with USASMA Director.
- [ ] Provide credentials from previous Instructor assignments (if applicable).
- [ ] Provide last five (5) NCOERs, SRB, Academic Records.
- [ ] Receive certified Facilitator as mentor during certification.
- [ ] Receive access to Policy Memos / SOPs / NCO 2020 Strategy.
- [ ] Receive "Check Ride Handbook."

First 30 Days

- [ ] Interview with USASMA Director.
- [ ] Receive Initial Counseling.
- [ ] Take and pass APFT and Initial HT/WT (Height / Weight).
- [ ] Review Standard Operating Procedures (SOPs).
- [ ] Review Course Management Plan (CMP).
- [ ] Review Program of Instruction (POI).
- [ ] Review Instructor Certification Program (ICP).
- [ ] Review TRADOC Regulation 350-70, Army Learning Policy and Systems.
- [ ] Review TRADOC Regulation 351-10, Institutional Leader Training and Education.
- [ ] Review TRADOC Regulation 600-21, Faculty Development and Recognition Program (FDRP).
- [ ] Review Army Regulation 350-1, Army Training and Leader Development.
- [ ] Review Army Regulation 350-10, Management of Army Individual Training Requirements and Resources.

First 45 Days

- [ ] Re-certify if you've been absent from instructor duties more than five (5) years.
- [ ] Receive Instructor e-Portfolio.
- [ ] Attend Common Faculty Development - Instructor Course (CFD-IC).

First 60 Days

☐ Certify in PRT, APFT, Height/Weight/TAPE by Senior Instructor/Master Fitness.

☐ Certify on all concrete demonstrations.

☐ Complete a minimum of 40 hours of academic instruction as Assistant Instructor/Facilitator with a certified Instructor/Facilitator. This constitutes Phase II Technical (AI) requirements; must achieve 75% or above utilizing Form 400-2/3 assessment rubrics IAW ICP.

☐ Complete a minimum of 40 hours as Primary Instructor/Facilitator under the supervision of a certified Instructor/Facilitator. This constitutes Phase III Certification (PI) requirements, must achieve 80% or above utilizing Form 400-3/3 assessment rubrics IAW ICP.

☐ Submit DA Form 4187 for Skill Identifier (SI) 8, and request Instructor Certification Certificate (ICC).

First 90 Days

☐ Attend Blackboard Training Course.

☐ Establish professional and personal goals IAW Career Map.

☐ Establish a College Degree Plan.

☐ Receive financial counseling.

☐ Complete the Asynchronous Distributed Learning Instructor Course (AdLIC).

First 120 Days

☐ Submit proponent certificate/memorandum requesting certification.

☐ Enroll in Senior Enlisted Joint Professional Military Education (SEJPME) Level I. (SGT - SFC)

☐ Enroll in Senior Enlisted Joint Professional Military Education (SEJPME) Level II. (MSG)

First 150 Days

☐ Enroll in college courses IAW degree completion plan.

☐ Project attendance and prepare for NCOPDS courses (if applicable).

☐ Submit BIO/application/recommendation letter for Honorable/Ancient Regimental Medallion.

☐ Select a topic for the NCO Writing Excellence Program.

First 180 Days

☐ Receive first quarterly classroom observation from Chief Instructor or Senior Instructor using Classroom Observation Form 400-2/3.

☐ Complete Instructor Phase I and II Application packet for Basic Army Instructor Badge.

☐ Submit DA Form 4187 Request for Battle Staff NCO Course (BSNCOC).

☐ Attend Master Fitness Trainer (MFT) Course.

☐ Develop a thesis and outline for NCO Writing Excellence Program.

First 210 Days

☐ Conduct Instructor Self-Assessment, TF 600-21-4.

☐ Receive Instructor Observation, TF 600-21-1.

☐ Project attendance of Battle Staff NCO Course.

☐ Attend Master Resiliency Trainer (MRT) Course.

First 240 Days

☐ Begin working towards Military Outstanding Volunteer Service Medal (MOVSM).

☐ Accumulate 80 hours toward Basic Army Instructor Badge.

☐ Enroll in the Training and Education Developer Middle Managers Course (TEDMMC).

☐ Seek and enroll MOS credentials and certifications.

☐ Receive second Instructor Observation from TF 600-21-1.

☐ Attend Evaluator Instructor Course.

First 270 Days

☐ Evaluate College Degree Completion Plan.

☐ Receive quarterly evaluation / counseling on status of progress towards Senior Army Instructor Badge.

☐ Attend Casualty assistance Officer / Casualty Notification Officer Class.

☐ Narrate a graduation ceremony.

Master Leader Course Facilitator Requirements

First 300 Days

☐ Attend Instructor of the Month / Quarter Board.

☐ Seek membership into the Sergeant Audie Murphy Club or USAREUR Sergeant Morales Club.

☐ Attend the Battle Staff NCO Course (BSNCOC).

☐ Continue working with approved volunteer programs toward the MOVSM.

☐ Submit a first draft to CoC for the NCO Writing Excellence Program.

First 330 Days

☐ Attend Common Faculty Development - Developer Course (CFD-DC).

☐ Attend Unit Prevention Leaders Course.

☐ Attend SHARP or EO courses.

First 360 Days

☐ Receive Basis Army Instructor Badge.

☐ Attend TEDMMC.

☐ Receive Regimental Affiliation Medallion (CMF specific).

☐ Complete or obtain 90 percent completion rate on College Degree Plan.

☐ Prepare for and attend Sergeant Audie Murphy Board.

☐ Prepare for and attend USAREUR Sergeant Morales Board.

☐ Complete or obtain 150 - 200 hours toward MOVSM.

☐ Submit a final draft for the NCO Writing Excellence Award.

Battle Staff NCO Course Facilitator Requirements

Sponsorship Packet

☐ Received welcome letter from Mentor/Sponsor.

☐ Received "Check Ride Handbook."

First 30 Days

☐ Office Call with NCOPDD Director.

☐ Review Directorate SOPs, and all Policy Letters.

☐ Review TRADOC Reg 350-16.

☐ Review TRADOC Reg 350-6.

☐ Review Test Control SOP.

☐ Take and pass the APFT (30 Days should be the earliest).

☐ Receive Initial Counseling.

☐ Start Individual Development Plan (IDP) in Army Career Tracker (ACT).

☐ Program for attendance at Battle Staff NCO Course, if needed.

☐ Attend Common Faculty Development-Instructor Course (CFD-IC).

☐ Receive 50-minute practicum lesson evaluation.

☐ Attend Evaluator Instructor Course (EIC).

First 60 Days

☐ Receive at least two Facilitator Evaluations using Observation Form and TF 600-21-1-R-E.

☐ Attend VTC ITC as a student.

☐ Complete a minimum of 40 hours of academic instruction as an Assistant Instructor/Facilitator with a certified Instructor/Facilitator. This constitutes Phase II Technical (AI) requirements; must achieve 75% or above utilizing Form 400-2/3 assessment rubrics IAW ICP.

☐ Complete a minimum of 40 hours as Primary Instructor/Facilitator under the supervision of a certified Instructor/Facilitator. This constitutes Phase III Certification (PI) requirements; must achieve 80% or above utilizing Form 400-2/3 assessment rubrics IAW ICP.

☐ Submit DA Form 4187 for Skill Identifier (SI) "8", and request Instructor Certification Certificate (ICC).

☐ Develop College Degree Completion Plan - Update IDP.

☐ Complete "Left Seat" cycle of one BSNCOC class.

Battle Staff NCO Course Facilitator Requirements

First 90 Days
- [ ] Facilitate VTC ITC.
- [ ] Attend Common Faculty Development - Developers Course (CFD-DC).
- [ ] Receive First Quarterly Counseling.

First 120 Days
- [ ] Attend Facilitator / Instructor Certification Board.
- [ ] Enroll in Senior Enlisted Joint Professional Military Education (SEJPME) Level I or II.
- [ ] Attend Blackboard Training Course.
- [ ] Sign up for college courses IAW degree completion plan.
- [ ] Project attendance and prepare for NCOPDS courses (if required).

First 180 Days
- [ ] Seek and enroll in MOS credentials and certifications.
- [ ] Evaluate College Degree Completion Plan.
- [ ] Earn the Basic Army Instructor Badge.
- [ ] Receive second quarterly counseling - status of progress towards Senior Army Instructor Badge.
- [ ] Receive first Senior Rater Semi-Annual Counseling.

First 270 Days
- [ ] Evaluate College Degree Completion Plan.
- [ ] Receive third quarterly counseling from Rater.
- [ ] Receive second Semi-Annual Senior Rater Counseling.

First 360 Days
- [ ] Complete all requirements for the Senior Army Instructor Badge.
- [ ] Examine completion rate on College Degree Plan.
- [ ] Attend Test Construction Course.
- [ ] Prepare and attend NCOLCoE Instructor/Educator of the Year competition.
- [ ] Receive first NCOER.

Sergeants Major Course Facilitator Requirements

Sponsorship Packet
- [ ] Mentor assigned.
- [ ] Receive walk through reception and integration process.
- [ ] Receive Welcome Letter and access to Directorate and NCOLCoE & USASMA Policy Memorandums and Bulletins.
- [ ] Receive access to Directorate SOP.
- [ ] Receive access to and review TRADOC NCO 2020 Strategy.
- [ ] Receive access to and review The Army Strategy Tri-Fold.
- [ ] Receive and review "Check Ride Handbook."

First 30 Days
- [ ] In-process NCOLCoE & USASMA and Sergeants Major Course.
- [ ] Receive Initial Counseling from Vice Chair.
- [ ] Office Call with Director, SMC, Deputy Director, and First Sergeant.
- [ ] Review NCOLCoE & USASMA and SMC Policy Memorandums and Bulletins.
- [ ] Review Directorate Standard Operating Procedures (SOPs).
- [ ] Review TRADOC Reg 600-21.
- [ ] Review TRADOC Reg 350-70.
- [ ] Demonstrate an understanding of Directorate policies (back brief).
- [ ] Complete the Common Faculty Development – Instructor Course (CFD-IC).
- [ ] Receive brief on the Faculty Development and Recognition Program (FDRP).
- [ ] Receive Department Instructor Lesson Book.
- [ ] Attend USASMA Facilitator / Instructor PRT Certification Course.
- [ ] Prepare NCOER Support Form.

First 60 Days
- [ ] Request Instructor Certification Certificate (ICC) with 40 hours Assistant Instructor time and 40 hours Primary Instructor time; submit DA Form 4187 requesting SQI 8.
- [ ] Begin classroom evaluations using TRADOC Form 600-21-1, Instructor Observation Rubric by Department Chair or Vice Chair.

First 60 Days, continued.

☐ Receive training on course and classroom specific systems.

☐ Develop Individual Development Plan (IDP); establish professional and personal goals IAW Career Map.

☐ Conduct Check Ride on classroom operations.

First 90 Days

☐ Complete the Asynchronous Distributed Learning Instructor Course (AdLIC).

☐ Complete the Common faculty Development – Developer Course (CFD-DC).

☐ Enroll in Evaluator Instructor course (EIC) on ALMS (needed for Senior Army Instructor Badge).

☐ Enroll in Instruction Design Basic Course (IDBC) on ALMS (needed for Senior Army Instructor Badge).

☐ Conduct self-assessment to improve awareness and performance.

☐ Receive quarterly counseling and IDP Review.

☐ Submit request for awarding of Basic Army Instructor Badge.

First 120 Days

☐ Complete CPR training (if needed) and Automated External Defibrillator (AED) training.

☐ Attend Unit Prevention Leaders (UPL) Course (if applicable).

☐ Receive feedback on classroom observations and begin evaluating for Senior Army Instructor Badge qualifications.

First 150 Days

☐ Attend Master Resiliency Trainer Course (MRT) if needed (Department dependent).

☐ Conduct Self-Assessment to improve awareness and performance.

First 180 Days

☐ Receive Quarterly Evaluation Counseling on performance, status of progress towards Army Instructor Badge, and IDP review.

☐ Attend Master Fitness Trainer (MFT) Course (if available).

☐ Complete Army Physical Fitness Test (APFT) and HT/WT assessment. (Military only)

First 210 Days

☐ Conduct classroom evaluation using TRADOC Form 600-21-1, Instructor Observation Rubric by Department Chair or Vice Chair.

First 240 Days

☐ Seek and enroll in MOS credentials and certifications. (Military only)

First 270 Days

☐ Receive quarterly evaluation counseling on performance, status of progress towards Army Instructor Badge (appropriate level), and IDP Review.

First 300 Days

☐ Attend Instructor / Educator of the Month / Quarter Board.

First 330 Days

☐ Write an annual self-evaluated NCOER.

First 360 Days

☐ Prepare for and attend the TRADOC Instructor / Educator of the Year competition.

☐ Complete Army Physical Fitness Test (APFT) and HT/WT assessment. (Military only)

☐ Receive Annual NCOER (if applicable).

LDRSHIP

LEADING

The Fellowship Program

The NCO Leadership Center of Excellence and The United States Army Sergeants Major Academy Fellowship is the Army's premier Noncommissioned Officer degree program aimed at Sergeants Major who have the potential and a strong desire to be an educator for our future Sergeants Major. Selected candidates will pursue a Master of Education in Lifelong Learning and Adult Education through Pennsylvania State University (Penn State) or a Master of Science in Instructional Design, Development and Evaluation from Syracuse University. These degrees are 30-semester hour online programs, focusing on the knowledge and skills required to develop professionals who work with adult learners.

Upon Arrival

☐ Link up with sponsor/mentor.

☐ Check in with Fellowship Director.

☐ Receive access to NCOLCoE Policy Letters Bulletins and SOPs.

☐ Complete in processing through the installation.

First 30 Days

☐ Complete in processing through the NCOLCoE and the Directorate. Get computer access.

☐ Attend first monthly meeting and receive initial counseling.

☐ Attend Common Faculty Development- Instructor Course (CFD-IC) as a student.

☐ Receive training on ATLAS Records Database and filing system (ARIMS).

☐ Update all 350-1 training, MEDPROS, PRR/FRR, DD93/SGLV and GAT.

First 60 Days

☐ Facilitate the Common Faculty Development- Instructor Course (CFD-IC) as an Assistant Instructor (AI).

☐ Receive classroom Observation Assessment review from Primary Instructor.

☐ Lead the Common Faculty Development- Instructor Course (CFD-IC) as a Primary Instructor (PI).

☐ Receive classroom Observation Assessment review from T3 Instructor.

☐ Complete Evaluating Instructor Course (EIC) on ALMS.

First 90 Days

☐ Attend fall semester orientation with appropriate school and begin degree course work.

☐ Follow up on Train-the-Trainer Certification and DA4187 for the "8" identifier.

First 180 Days

☐ Attend each monthly meeting with Fellowship director.

☐ Attend spring semester orientation with respective school at the beginning of the semester.

+ 180 Days

☐ Attend each monthly meeting with Fellowship director.

Staff & Faculty Dev Div (SFDD) Requirements

Upon Arrival

- [ ] Have mentor assigned.
- [ ] Receive walk through reception to graduation process.
- [ ] Receive access to NCOLCoE Policy Memorandums.
- [ ] Receive access to NCOLCoE and Directorate SOPs.

First 30 Days

- [ ] Conduct office call with the Deputy Commandant and SFDD Director.
- [ ] Complete in-processing through NCOLCoE and the Directorate. Get computer access.
- [ ] Receive initial counseling.
- [ ] Receive training on ATLAS Records Database and filing system (ARIMS).
- [ ] Attend Common Faculty Development-Instructor Course (CFD-IC) as a Student.
- [ ] Attend Common Faculty Development-Developers Course (CFD-DC) as a Student.

First 60 Days

- [ ] Attend Evaluating Instructor Course (EIC) on ALMS as soon as schedule allows.
- [ ] Attend Instruction Design Basic Course (IDBC) on ALMS as soon as schedule allows.
- [ ] Review Faculty Development and Recognition Program (FDRP) (Badging) process.
- [ ] Receive instruction on classroom operations including media operation and set-up procedures.
- [ ] Assist with generating course folder and welcome letter.
- [ ] Participate in second iteration of CFD-IC / CFD-DC as Alternate Instructor.
- [ ] Assist in course closeout procedures including inputting data into ATLAS Database.
- [ ] Receive classroom Observation Assessment review from Primary Instructor.
- [ ] Create Instructor Portfolio.

First 90 Days

- [ ] Develop course folder and generate welcome letter.
- [ ] Develop Formal Risk assessment and back brief prior to mission.
- [ ] Set up classroom.

First 90 Days, cont.

- [ ] Lead third iteration of CFD-IC / CFD-DC as Primary Instructor.
- [ ] Receive classroom Observation Assessment review from T3 Instructor.
- [ ] Follow up on mentor submitting for Train-the-Trainer certificate and memorandum.

First 180 Days

- [ ] Start Instructor / Facilitator classroom log (First 80 hours of Primary Instructor time towards the Basic Army Instructor Badge).
- [ ] Instruct / Facilitate course lessons as schedule dictates.
- [ ] Receive classroom Observation Assessment from Senior Instructor.
- [ ] Receive quarterly evaluation counseling on status of progress towards Basic Army Instructor Badge.
- [ ] Senior Instructor will request Basic Army Instructor Badge (If applicable).
- [ ] Attend additional SFDD courses as mission dictates.

+ 180 Days

- [ ] All Staff and Faculty Development Division staff members will complete all courses offered by the Directorate with the intent of being Train-the-Trainer Certified on all courses offered as scheduling permits.
- [ ] Instructors participating in the FDRP Badging process will continue to track Primary Instructor hours as well as completed necessary tasks related to the badging level.

Common Faculty Development - Instructor Course

The Common Faculty Development - Instructor Course (CFD-IC) is one of two courses that comprise of the Common Faculty Development Program and is a ten day, 80 hour course designed for new faculty (i.e. instructors, trainers, and facilitators). It is a competency-based course. The learning objectives are based on internationally recognized instructor competencies (IBSTIPI).

The course prepares you to instruct/facilitate learning in an adult learning environment. CFD-IC introduces new instructors to Army instructor roles and responsibilities, instructing and learning models, professional and ethical requirements; also, classroom management and a process for building learning objectives and lesson plans, effective communication techniques, introductory/basic technology in the classroom and an introduction to the Army Writing Style. Throughout the course students will practice teaching/facilitating, beginning with short simple practicum exercises to increasingly longer and more complex exercises, culminating into an end of course lesson presentation.

Common Faculty Development - Developer Course

The Common Faculty Development - Developer Course (CFD-DC) is a two-week, 80 hour course designed to provide Army training and curriculum developers with the skills necessary to produce lesson plans and instructional products for institutional and operational training and education settings. The Course (CFD-DC) is relevant to all Army developers including Noncommissioned Officers, Warrant Officers, Officers, Department of the Army Civilians, and authorized contractors who are assigned to development curriculum for training and education in Initial Military Training, the Noncommissioned Officer, Warrant Officer, Officer, and Civilian Education Systems and functional courses.

The course goal is to introduce developers to the process of lesson plan development using the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) and the Accountable Instructional System (AIS). The course includes instructional modules addressing areas of Army Learning Enterprise Goals, Adult Learning Principles, and Lesson Development Concepts. It includes both in-class and out-of-class requirements. Individually, and as a member of a team, each student will review, revise, develop and coordinate instructional products supporting lesson plan development.

Blackboard Training Course

The Blackboard Training Course enables beginning Instructors and Training Developers to use the Blackboard (Bb) learning management system to support classroom instruction, blended learning, and/or distance learning. The course covers the fundamentals of the Bb system and provides opportunities for guided student practice on the following topics: system navigation, customizing course content, interactive and collaborative tools, and assessments. The courses are: Bb 101 Basic, Bb 201 Advanced, and Bb 301 Administrator.

The Army Training Support Center (ATSC) Enterprise Lifelong Learning Center conduct synchronous and asynchronous Blackboard training for Version 9.1 for instructors and administrators. Please check the Domain Administrator tab for training adjustments and modifications. Dates are subject to change.

REMINDERS:
- All enrollment requests are processed within 24 - 48 hours of ticket submission.
- All course enrollments for 101, 201, and tutorial courses are open monthly.

Process for Submitting Training Requests:

Ensure that all enrollment requests, sandbox reviews, certificates of completion for ATSC ELLC provided trainings such as Blackboard 101, 201 and all advanced level training and tutorial courses (i.e. Domain Admin 301, are submitted via https://athd-crm.csd.disa.mil or sent by e-mail to athd@athdmail.army.mil with the Subject 'Blackboard Training Request' by a Domain Administrator who is responsible for tracking training requests and other users with elevated privileges for your organization. This will help to prevent any backlog caused by missed emails, as well as assist with tracking and accountability.

Include in the request:

**LAST NAME, FIRST NAME
AKO USERNAME
EMAIL
DOMAIN/SCHOOL
LEAD DOMAIN ADMIN
COURSE REQUESTING**

Contact the Army Training Help Desk at 1-800-275-2872 (option 2) or Email-, athd@athdmail.army.mil Subject: Blackboard or via https://athd-crm.csd.disa.mil. (Requires CAC access)

Training and Education Developer Middle Managers Course

The Training and Education Developer Middle Managers Course (TEDMMC) is a 5 day, 40 hour course designed to enhance the skills of training and education developers to manage the development, delivery of training and education products and in addition to learning methodologies. The TEDMMC is offered as a resident or non-resident course supported by video tele-training (VTC) and employs Train-the-Trainer cost efficiencies. The course is intended to be a follow on to the Common Faculty Development Developers Courses (CFD-DC).

Senior Training and Education Managers Course

The Senior Training and Education Managers Course (STEMC) STEMC provides a practitioners overview of how HQ TRADOC support centers and schools in terms of mission and function. The focus is on managing and integrating training development activities with capability, force, and materiel development. Management of integration and standardization systems are studied from the perspective of senior training development managers. This course is designed as a virtual classroom using Video Teleconference (VTC), Defense Collaboration Services (DCS), Blackboard and telecommunications capabilities. The STEMC is presented quarterly by HQ TRADOC to students located at Centers and Schools.

(1) Provide senior center and school training and education managers (MAJ/GS-13/SGM and higher) and support staff, the knowledge and skills necessary to manage their programs, in compliance with TRADOC regulations and guidelines.

(2) Meet developmental requirements for Career Program 32 (Training, Capability, and Doctrine Warfighting Developers) Level 1 Certificate.

Asynchronous Distributed Learning Instructor Course

The Asynchronous Distributed Learning Instructor Course (AdLIC) is a 45 hour DL course taught asynchronously with an instructor in the loop via Blackboard (online) over a 4 week period engaging students for approximately 10 hours per week. ADLIC is designed to teach the fundamentals of asynchronous instruction and provide experienced instructor/facilitators with the skills and competencies necessary to facilitate asynchronous instruction. ADLIC introduces effective online facilitation methodologies, theories, and instructional strategies for effective facilitation, appropriate use of asynchronous online teaching technologies, and introduces scenario-based exercises that require students to apply the basic principles of asynchronous online facilitation.

Evaluator Instructor Course

The Evaluator Instructor Course (EIC) is a 2 day, 16 hour workshop certification course designed to provide you with the knowledge and skills needed to evaluate and assess instructor/facilitators with a level of standardized competencies, while utilizing various rubrics, primarily Appendix G, of TR 600-21, which incorporates the International Board of Standards for Training, Performance and Instruction (IBSTPI). This certification is a requirement to use the rubrics and assess the instructor's facilitation, also it's apart of the Faculty Development Recognition Program (FDRP) process for badging requirements validation. The course is also offered in the Army Learning Management System (ALMS).

Video Teleconference Instructor Training Course

The Video Teleconference Instructor Training Course (VTC ITC) is a 40 hour course designed to teach military instructors how to deliver instruction over the U.S. Army's Tele-training Network. As such, the course presents definitions, terminology, instructional methods, and techniques used in VTC. The course presents exercises and discussions designed so students experience firsthand how two-way audio, two-way video conferencing systems work.

Faculty Development Program Phase 2

The concept of FDP 2 is to help fill the gap between all NCOLCoE and USASMA courses. The intent is to offer focused workshops on local developmental organizational needs. Topics will vary based from the need of the organization. The workshops are geared toward informal and formal learning opportunities linked toward specific educational learning needs and learning outcomes. SFDD is responsible for refresher training, recertification, and educational based training for faculty. Departments are responsible for course curriculum train up.

Faculty Development Program Phase 4

The concept of the Faculty Development Program Phase 4 (FDP4) is to provide and support civilian, military, staff and certified faculty to continue in their quest for professional development. This may include faculty development courses, credentialing opportunities, short term faculty development programs, and other continuing educational opportunities for professional growth and development. Note: SFDD FDP 4 videos will be on Bb and available once conversion from .mil to .com is complete.

Advanced Faculty Development Course

This course is designed to provide advanced facilitation skills to instructors/facilitators on a variety of evidence based teaching concepts. Topics include: training prior to teaching, model teachers use varied instructional methods & effective skills and behaviors, course content selection, learning objectives and assessment and evaluating students and rubrics, and constructing a syllabus (Advance Sheet and Lesson Plans).

Topic and method of instruction assignments for practicums are referenced from the Liberating Structures Listing for method of instructions. You will team teach a 50-minute class on your assigned topic and use one of the three assigned Methods of Instructions (MOIs) to deliver your generalized new information (GNI). This course also provides instructor/facilitators with an overview of the Army Learning Model and the teaching strategies they will use in a learner-centric, blended learning environment. Student facilitators will demonstrate the ability to facilitate lessons using inquiry based, case based, and problem based instruction with emerging technologies to assess student performance in the learner centric environment using rubrics and competency based assessments.

Army Writing Style Workshop

This is a 24 hour workshop designed to familiarize you with a writing standard and associated assessment rubrics that will provide an understanding of best practices. The workshop includes: a pre writing assignment, knowledge of the vocabulary needed to discuss writing, a working knowledge of the rubric's layout and features, understanding of behavioral anchors and how they promote consistent scoring, and finally an awareness of instructor training outline toward norming/collaboration requirements.

TCC/Assessment Development Workshop

This four day, 32 hour, workshop is designed to provide staff and faculty with the knowledge, skills and abilities to develop or revise assessment tools/tests to effectively assess student learning. This workshop is completely collaborative learning/group driven. This course will: discuss and analyze TRADOC assessment regulations, critical thinking, learning objective development and types of test, 2010 Bloom's Taxonomy, Universal Intellectual Standards, test performance development (hands-on and performance/knowledge-based/written), test plan/blue-prints, and validation and test control. Each enabling learning objective (ELO) will conclude with a group practical exercise (PE) that will become a part of a final group project that will be briefed to the group and instructors. The final project/briefing will be a slide presentation and will serve as a final evaluation. The instructor/s will evaluate the students as a Go/No Go. At the end of this workshop the students will be able to develop/revise, write and validate assessments/tests in support of curriculum development.

Technology in the Classroom

The Technology in the Classroom course is a self paced workshop that can be completed either in the classroom or online. This course covers the Enterprise Classroom Program (ECP) Classroom Equipment Guide, which covers hardware components, software, and calibration. The touch panel features soft-link and troubleshooting measures for the classroom technology. This course also covers the TRADOC Enterprise Training Course.

Instructor Recertification

The Instructor Recertification program helps to reintroduce the concepts and theories of the adult learning environment and also provides a refresher course into the Experiential Learning Model. The center and/or school will develop and administer a recertification process to ensure all faculty are knowledgeable, current, and proficient in educational concepts, methodologies, and techniques. This recertification process may include a recertification course, a series of workshops, observations, review boards, or other appropriate means. Personnel who are assigned to a faculty position will re-certify every five years. Additionally, faculty who are re-assigned to a new CoE/School will re-certify.

As part of the NCO 2020 strategy, the Army incorporated all facilitators/instructors into the badging process.

Through a rigorous certification process, facilitators/instructors will prove they can deliver and facilitate training in accordance with the Army Learning Model. Instructors have always been top notch and capable of training, educating and developing subordinates. The FDRP adds credibility to their professional portfolios while providing them credentials.

Furthermore, upon return to the operational Army, commanders will rely heavily upon their knowledge, skillsets and attributes obtained during their time as facilitators. They, in turn, bring more value to their organization.

Now, a little information about the badge itself. The design concept for the instructor badge ties together military history. It consists of the owl's quill, the torch of knowledge and the laurel wreath. The overall design of the three badges symbolizes knowledge, leadership and commitment. A ring of 13 stars represents the original 13 colonies and the critical role that instructors play in building the future Army. The torch signifies a zeal for training and education and a commitment to lifelong learning. The rings radiating from the flame of the torch, symbolize the instructors role in the three domains: operational and self-development.

All Army cohorts are represented, through the NCO's spear, the Officer's sword and the owl's quill, which represents the Civilian instructors. The open book symbolizes wisdom attained through training and education. And the phrase 'expert 'o creed' is Latin for "Believe the one who has experience in the matter."

Faculty Development and Recognition Program

The TRADOC Faculty Development and Recognition Program (FDRP) governs our Badging Program and provides the requirements for our facilitators/instructors to participate. While participation is voluntary, we strongly recommend and encourage our faculty to participate.

All our facilitators/instructors must meet the TRADOC Instructor Certification Requirements, IAW TRADOC Regulation 350-70, in order to receive badging credentials. You must also meet all of the prescribed recognition requirements of TRADOC, Regulation 600-21, Paragraph 3-4, for the Army Basic, Senior or Master Recognition and Badge programs.

The Staff and Faculty Development Division serves as our Senior FDRP Manager and all requests for badging must go through that office.

Primary instructor hours are instructional hours accrued during classroom instruction as the "lead" facilitator for a course. Assistant instructor hours do not count toward instructor badge progression. It takes 80 hours to receive the Basic Instructor Badge. It takes 200 hours and one year for the Senior Instructor Badge. It takes 200 hours and two years after the Senior badge to receive the Master Instructor Badge.

You may participate in the FDRP any time after you complete the Instructor Certification Requirements. Notify your immediate supervisor and complete a self-assessment (see TR 600-21). The supervisor will complete a formal counseling to ensure you understand the program requirements and local procedures for documenting progress in the program.

Each year as part of the TRADOC Instructor of the Year and Educator of the Year Competitions, we conduct our own local selection process to submit nominees to TRADOC.

The primary purpose of the competition is to identify and recognize the best instructors/facilitators and educators providing institutional training and education in TRADOC and Army and multi-component schools, institutions, and organizations. We will provide the winner TDY funding to travel to the awards ceremony.

All nominees must meet the following criteria:
• Civilian contractors are not eligible for this competition, per Joint ethics Regulations.

• Instructor of the Year nominees must have served as an instructor for a minimum of six months.

• Instructor of the Year nominees must be graduates of a certified instructor or facilitator training course.

• Military nominees must have passed the most recent Army Physical Fitness Test (APFT) and meet height and weight standards IAW AR 600-9. Military personnel from other services must have passed the physical fitness test and meet the height and weight standards of their respective service.

• Educator of the Year nominees must be from the Sergeants Major Course and are generally persons distinguished for his/her educational and scholarly work (e.g., written/published educational and leadership articles). Note: Educator of the Year nominees are from institutions that produce baccalaureate and graduate level educational outcomes or which provide professional development experiences for Army senior leaders. The Sergeants Major Course is the only course that meets this requirement.

The following pages offer items/tools you can/should add to your toolkit to enhance your capabilities as a Facilitator, regardless of the course(s) you teach/facilitate:

Army Career Tracker Website

Army Career Tracker (ACT) is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple Army education and training resources, monitor their career development and receive personalized advice from their supervisor and Army leadership. In addition, this tool allows Leaders to provide mentorship from any aspect, any location, and at anytime.

With ACT 2.0, you will be able to smartly track and plan your Army career better than ever. New features, improved navigation, and enhanced overall usability are just the start. Improvements behind the scenes make using ACT 2.0 more efficient and streamlined for all your ACT tasks.

Here are a few of our aspects of ACT 2.0:
• TRACK
• PLAN
• LEAD & MANAGE
• COMMUNITIES

Center for the Army Profession and Ethic

Not In My Squad (NIMS)

Sergeant Audie Murphy Club

S.A.M.C.
Created to develop, inspire, and motivate the best leaders possible in the U.S. Army.

General Information: The Sergeant Audie Murphy Club is a private U.S. Army organization for enlisted non-commissioned officers (NCO) only. Those NCO's whose leadership achievements and performance merit special recognition may possibly earn the reward of membership. Members must... "...exemplify leadership characterized by personal concern for the needs, training, development, and welfare of Soldiers and concern for families of Soldiers (FORSCOM Reg. 600-8, paragraph 1)."

If an NCO meets these prerequisites, the soldier may then be recommended by his non-commissioned officer chain-of-command to particiate in the rigorous board examination process.

The History: The original club was started at Fort Hood, Texas early in 1986. There were several key people at Fort Hood - officer, enlisted, civil service, and a Killeen civilian - who were instrumental in getting this club up and running.

Leading the effort was Lieutenant General Crosbie Saint, then the III Corps commander; his Command Sergeant Major George L. Horvath; III Corps Awards Clerk Jean Crisp, and Don Moore, a Killeen artist who assisted with designing the logo and club awards.

In 1991, then III Corps Commander Lieutenant General Pete Taylor and Command Sergeant Major Richard B. Cayton expanded the Fort Hood installation club to include all of III Corps. This included Fort Riley, Kansas; Fort Sill, Oklahoma; Fort Bliss, Texas; Fort Polk, Louisiana; and Fort Carson, Colorado.

In 1993, CSM Cayton was voted into the Sergeant Audie Murphy Club by the membership and then became the Forces Command Sergeant Major. Soon thereafter, the club became Forces-Command (FORSCOM) wide, including the Reserves and National Guard.

In 1994 at a Sergeant Major of the Army conference, the Sergeant Audie Murphy Club spread Army-wide, to all commands with installations retaining the selection process for their own NCOs. In 1998, it was estimated that the club membership was over 3000 soldiers and was steadilly increasing.

The Crest: The crest was designed by one of the original organizers of the club, Mr. Don Moore, a professional illustrator from Killeen, Texas. The primary elements of the crest are ...

The letters SAMC: an abbreviation for the "Sergeant Audie Murphy Club".

The three stars: separate the letters and represent the "Be", "Know" and "Do" which is at the core of an Army NCO's professional spirit.

The majestic American Bald Eagle: the national bird and our country's symbol for freedom. The eagle also represents the intent of the SAMC to be nationwide.
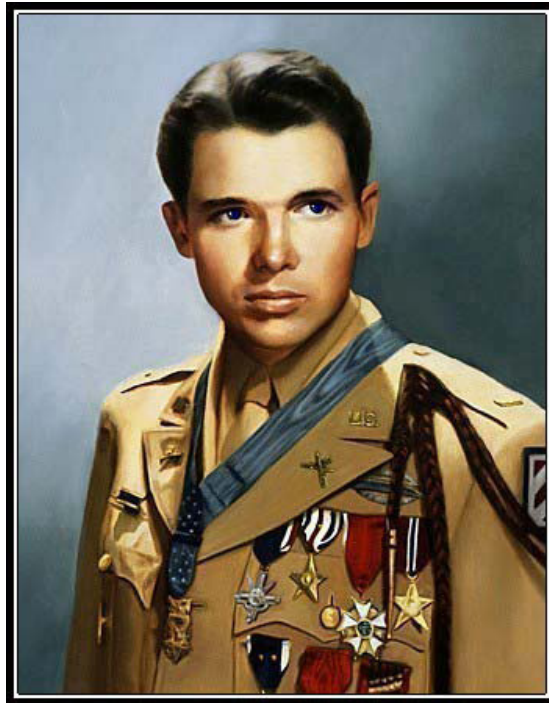
The laurel: represents the individual achievement of the NCO in the club.

The lightning bolt: represents swift and decisive action taken by the NCO.

The sword is a historical reference and is the symbolic tool of the NCO to cut to the heart of the matter and to lead the charge.

The U.S. Army staff sergeant stripes: represent the highest enlisted rank attained by Audie Murphy.

The powder-blue streamers, the color of the infantry, indicate the words of the NCO philosophy: Loyalty, Caring, Discipline, and Professionalism.

The Motto: "You lead from the front." ... *Audie Murphy*

The Medallion: When a soldier is inducted into the Sergeant Audie Murphy Club, he/she is given a formal medallion. The size of the medallion varies in these photos. The FORSCOM (Forces Command) version is silver and approximately 2.75 inches in diameter. The TRADOC (Training and Doctrine Command) version is bronze and is approximately 1.75 inches in diameter. The medallion is suspended by a broad powder-blue ribbon, approximately 18" in length folded. The ribbon's color represents the symbolic color of the infantry. The medallion is worn around the neck on the outside of the Class A or Dress Blue uniform for official functions such as military balls or Sergeant Audie Murphy Club meetings. Several examples of different unit medallions are shown below.

Army Credentialing Assistance (CA) Program

For more information: https://www.cool.osd.mil/army/lot/lot_welcome.htm

Credentialing validates the professional skills, training and work experiences and to bolsters the professional technical competence of our military and civilian workforce. The skills gained by our workforce during their service to the Army are recognized by and transferable to the civilian sector through credentialing programs that already exist in the civilian sector.   Professional credentialing provides a clear and objective picture of our workforce's competences, betters their ability to advance, enhances their duty performance and improves the U.S. Army's readiness.

The vision is to encourage our Soldiers to obtain civilian industry-recognized credentialing related to their Military Occupational Specialties (MOS). Professional credentialing is recognized as clear and objective evidence of an individual's competence and potential.

For more information: https://www.cool.osd.mil/army/costs_and_funding/army_credential_assistance.htm

https://atn.army.mil/TreeViewCStab.aspx?loadTierID=2904&docID=35

We serve as the conscience and voice of the NCO Corps.

Where there is an Army standard--we set the example.

We exemplify the Army Values (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage).

Serving the Army in the field is the focus of everything we do.

The quality of our courses is the source of our pride and reputation, and an absolute requirement.

Continuous improvement is essential to our success.

Our people are the source of our strength.

We are - The premier institution driving innovative development for enlisted leaders; constantly focused on readiness.

AFDC	Advanced Faculty Development Course
ADW	Assessment Development Workshop
AWS	Army Writing Style Workshop
ACT	Army Career Tracker
ADDIE	Analysis, Design, Development, Implementation and Evaluation
AdLIC	Asynchronous Distributed Learning Instructor Course
ADRP	Army Doctrine Reference Publication
AED	Automated External Defibrillator
AI	Assistant Instructor
AIB	Army Instructor Badge
ALC-TE	Army Learning Concept for Training and Education
APFT	Army Physical Fitness Test
ARIMS	Army Records Information Management System
ATLAS	Army Training and Learning Assessment System
BAIB	Basic Army Instructor Badge
Bb	Blackboard
BLC	Basic Leader Course
BSNCOC	Battle Staff NCO Course
CAPE	Center for the Army Profession and Ethic
CES	Civilian Education System
CFD-DC	Common Faculty Development - Developer Course
CFD-IC	Common Faculty Development - Instructor Course
CMF	Career Management Field
CMP	Course Management Plan
CoC	Chain of Command

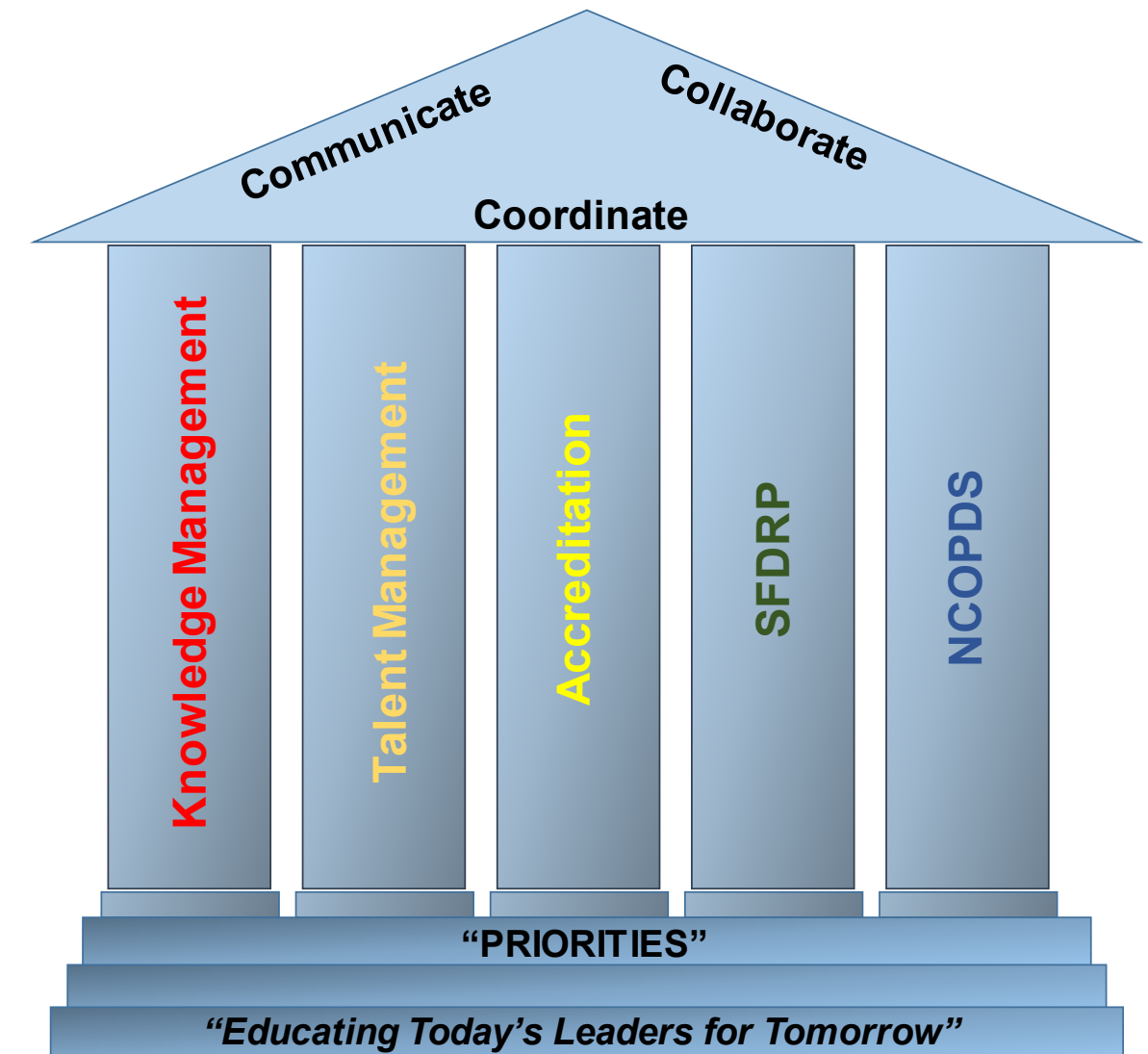|	
COOL	Credentialing Opportunities On-Line
CPR	Cardiopulmonary Resuscitation
CSM	Command Sergeant Major
DAC	Department of the Army Civilian
DOIT	Department of Information Technology
EIC	Evaluator Instructor Course
EO	Equal Opportunity
FDP2	Faculty Development Program Phase 2
FDP4	Faculty Development Program Phase 4
FDRP	Faculty Development and Recognition Program
HR	Human Resources
HT/WT	Height/Weight
IAW	In Accordance With
ICC	Instructor Certification Course
ICP	Instructor Certification Program
IDP	Individual Development Plan
IPC	Instructor/Facilitator Performance Checklist
IT	Information Technology
MLC	Master Leader Course
MOVSM	Military Outstanding Volunteer Service Medal
MRT	Master Resilience Trainer
NCO	Noncommissioned Officer
NCOA	NCO Academy
NCOER	Noncommissioned Officer Evaluation Report
NCOLCoE	NCO Leadership Center of Excellence

NCOPDS	Noncommissioned Officer Professional Development System
NIMS	Not In My Squad
PI	Primary Instructor
POI	Program of Instruction
PRT	Physical Readiness Training
RSO	Range Safety Officer
SAIB	Senior Army Instructor Badge
S.A.M.C.	Sergeant Audie Murphy Club
SFDD	Staff and Faculty Development Division
SEJPME	Senior Enlisted Joint Professional Military Education
SFDRP	Staff and Faculty Development and Recognition Program
SHARP	Sexual Harassment/Assault Response and Prevention
SLDC	Spouse Leadership Development Course
SMC	Sergeants Major Course
SOP	Standard Operating Procedures
SSGL	Senior Small Group Leader
STEMC	Senior Training and Education Managers Course
TCC	Test Construction Course
TDY	Temporary Duty
TEDMMC	Training and Education Developer Middle Managers Course
TED-T	Training & Education Developer Toolbox
TF	TRADOC Form
TRADOC	U.S. Army Training and Doctrine Command
USASMA	United States Army Sergeants Major Academy
VTC ITC	Video Teleconference Instructor Training Course

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