

United States Army

Professional Development Division

Fort Sill, Oklahoma



Professional Development Division
Standard Operating Procedures
8/8/2013

Professional Development Division
US Army Fires Center of Excellence and Fort Sill
Fort Sill, OK 73503

8 Aug 2013

**STANDARD OPERATING PROCEDURES (SOP)
FOR PDD**

Summary. This SOP governs the United States Army Fires Center of Excellence (USAFCOE) Professional Development Division (PDD) as it relates to conducting Staff and Faculty Common Training (SFCT) courses. Regulatory guidance is derived primarily from U.S. Army Training and Doctrine Command (TRADOC) TRADOC Regulation 350-70 and associated pamphlets.

Applicability. This SOP applies to the USAFCOE PDD personnel who are involved in conducting SFCT courses.

Suggested Improvements. The proponent for this SOP is PDD. Users are invited to send comments and suggested improvements via email directly to the Chief Professional Development Division, Dr Casey L. Blaine at casey.l.blaine.civ@mail.mil.



Dr Casey L. Blaine
Chief Professional Development Division

**PROFESSIONAL DEVELOPMENT DIVISION (PDD)
STANDARD OPERATING PROCEDURES (SOPs)**

Table of Contents

	<u>Page</u>
Mission, Purpose, Applicability, Responsibilities.....	1
Procedures.....	2
PDD Policy.....	2
Instructor Duties and Responsibilities.....	2
Observations	3
Registrar.....	4
Classroom Scheduling	8
Instructor Certification/Decertification Admin Procedures	9
Database	10
Training Requirements	10
Train-the-Trainer Requirements	12
Needs Assessment Surveys	12
TRADOC Management Courses	14
Instructor of the Year Procedures	15
Accreditation	17
Physical Security/Crime Prevention	17
Attendance and Leave Request Procedures	18
Appendixes.....	20

CHIEF, PROFESSIONAL DEVELOPMENT DIVISION

1. Mission. Provide Fires Center of Excellence (FCoE) Staff and Faculty with instruction, opportunity, and the environment for personal growth that enables them to exceed in their abilities to teach the world’s best Soldiers. Conducts training and ensures students are properly identified, scheduled, and their completion of training is properly documented and archived. Additionally the division oversees the: CP32 program, TRADOC and FCoE Instructor of the Year Program, Staff and Faculty Recognition Program; and conducts surveys, identifies course improvements, and analyzes data to improve FCoE student, staff, and faculty training.
2. Purpose. This SOP explains PDD procedures, policies, and personnel functions duties.
3. Applicability. This SOP applies to all PDD personnel. Other organizations may follow procedures set forth in this SOP at their discretion.
4. Responsibilities. All PDD personnel have enumerated responsibilities annotated throughout this SOP. Those not assigned to the PDD Chief will be explicitly detailed as to assignee whether it is for duties as an instructor, Registrar, supply/IASO, or CP32 management. This SOP is

meant to specify items of concern for PDD not specified in the QAO SOP. All correspondence, packets, etc. will be proof-read for format and grammar before sending out of the PDD.

5. Procedures.

a. PROFESSIONAL DEVELOPMENT DIVISION POLICY

1. Purpose. To establish a policy for personnel assigned to the Professional Development Division (PDD).
2. Personnel assigned to PDD are certified as a Train-the-Trainer for Staff and Faculty Common Training conducted by PDD. A schedule will be maintained on the Professional Development Division Instructor Calendar and each PDD instructor will be briefed by the Chief or Senior Instructor of their scheduled training and status.
3. Newly assigned personnel to PDD will be briefed by the Chief, PDD and Senior Instructor of their expectations and developmental training program scheduling.
4. The following Staff and Faculty Common Training Courses (SFCT) will be taught by PDD Instructors:
 - a. Army Basic Instructor Course (ABIC);
 - b. Small Group Instructor Training Course (SGITC);
 - c. System Approach to Training Basic Course (SATBC);
 - d. Faculty Development Phase 1 (FDP1);
 - e. Others may be developed by TRADOC or locally.

Newly assigned personnel will attend the next available ABIC. After completing the initial ABIC they will be scheduled to perform as an Assistant Instructor (AI) for the next available ABIC class. The ABIC Class Instructor of Record will coach and mentor the AI and prepare them for certification. The AI will teach, at a minimum, the most critical portions of the course, but not less than 3-4 lessons chosen by the instructor of record. After completing all AI requirements instructor candidate must successfully complete the requirements IAW the current FCoE ICP, 6 Jun 12, located on the QAO "Q" drive file name Instructor Certification Program Memo 6 Jun 2012, and a Memorandum for PDD Instructor Certification, 17 Aug 12, located on the QAO "Q" drive Staff & Faculty Folder, Instructor Certification sub-folder.

5. After successfully completing all certification requirements for a specific SFCT course the instructor candidate will be certified for Train-the-Trainer (TTT) for that course.
6. Based on their abilities, PDD assigned instructors will be scheduled to certify as a Train-the-Trainer for all courses taught within PDD.

b. PDD INSTRUCTOR DUTIES AND RESPONSIBILITIES

1. Purpose. Establishes the duties and responsibilities for assigned PDD instructors.

2. Primary Duty. Each PDD instructor will teach courses taught within the PDD. Additional duties will be assigned as necessary (such as Instructor Observations). Coordinate the Instructor Observation with the QAO Training Evaluator representative.

3. The assigned PDD instructor is responsible for:

a. Ensuring all equipment and materials are setup and ready for the class one workday prior to the start of class. Additionally, do a quick inventory for accountability and serviceability of equipment before acceptance of the classroom.

b. Opening the classroom at least 15 minutes prior to each day's class start time;

c. Reporting missing students to Chief, PDD and/or Senior Instructor as soon as possible on the first day of class (after the 15 minute cutoff window for reporting to class). A "standby" may be allowed to replace the missing scheduled student and attend class at that time;

d. Counseling if a student does not meet student course standards addressing their deficiency as well as what the student needs to do in order to meet standards. The student will then be retested;

e. Coordinating appointments/leaves with the Senior Instructor;

f. Notifying Senior Instructor of materials/equipment needed to conduct class;

g. Providing registrar with completed copies of the Student Profile Sheets on the first day of class;

h. Ensuring classrooms are completely cleaned upon completion of class.

c. OBSERVATION POLICY

1. General. If not otherwise assigned a task to complete, PDD Instructors will daily observe Training Command instructors when not conducting a class. Coordinate this observation with a QAE. Use the FCoE Visitors Observation Form (VOF), located on the Fires Center of Excellence and Fort Sill Intranet, by navigating through FCoE Sharepoint Links to QAO, then selecting "QAO RECENT TOOLS" at the bottom of the page under shared documents. Documented findings must be sent to the appropriate Brigade using a memo format, QAO TRAINING ASSESSMENT TOOL-EXECUTIVE SUMMARY (20 APR 12), contained in "QAO RECENT TOOLS." Evaluations will last from 1-4 hours per observation. Exception to this rule applies if off duty for leave/illness, preparation for teaching class, or tasked for another mission.

2. Procedures:

a. Instructors will randomly select classes from the G3 Training Schedule listed on the Internet at: <https://sillc2doi462002/g3/Weekly%20Tng%20Sch%20Page-New.htm>. After

selection access the excel document on the Sharepoint site, in file “Instructor Observations (PDD)”. Before and after you conduct the observation, go to this file and fill it out, to determine if an observation has already been conducted for an instructor, and after to record your findings.

b. The selected classes, dates and observer’s names will be sent via email to Chief, Professional Development Division and a copy cc to the Senior Instructor or NCOIC each Friday or end of the week preceding week of observations.

c. Fort Sill has approximately 300 instructors on the post TDA. The following lists of instructors are not to be observed, as they may be a guest speaker, serving one time as an instructor and/or briefer, or instructors from agencies other than the Army. These people may not have had formal Army training to be an instructor:

1. Air Force Liaison Officer;
2. Retired officers (not working at Fort Sill);
3. Lawyers;
4. Bank Presidents.

There may be other exempt instructors, but Professional Development Division will decide if we can observe them on a case-by-case basis.

d. If the observer arrives at the site for class and finds the instructor is one we should not observe, he or she should leave the class quietly without interruption, or stay until the next available opportunity to leave without interruption.

d. REGISTRAR DUTIES

1. Purpose. Duties assigned to the Registrar are varied; however, vital to their primary function of supporting the instructional mission of their institutions. This mission is accomplished through the functions of registration coordinating: maintaining academic records, maintaining class rolls, recording grades, maintaining a permanent record, certifying enrollment, and issuing certificates of course completion.

These duties are assigned to the Registrar; however, in the Registrars' absence, the Senior Instructor is responsible for these duties assigned in this SOP. In the absence of the Registrar and the Senior Instructor, the Chief, PDD will be responsible for any activities described in this SOP. If any Registrar action is not immediately needed the registrar will handle these tasks when he or she returns to duty. The FCoE Registrar can be reached at 442-4137.

2. Registration. Registration duties include processing a monthly organizational order of merit list (OML), Appendix A, for each organization to schedule their students for all SFCT courses, but may not be limited to the following:

COURSE NAME	PREREQUISITE
Army Basic Instructor Course (ABIC)	Assigned as an Instructor

COURSE NAME	PREREQUISITE
Small Group Instructor Training Course (SGITC)	TAITC/ABIC, 8/H Identifier
Senior Training/Education Manager's Course (STMC)	Senior Training Position
Systems Approach to Training Basic Course (SATBC)	Writer/Developer/SME
Training Education Developer Middle Manager Course (TEDMMC)	
Faculty Development Phase I	Assigned as an Instructor

a. The student's Program Manager, Training NCO or Chain of Command must submit registration. ALL student registration must be emailed to the online Registration address: ATSFDMA@conus.army.mil. The Registrar will verify the student's priority on OML then email the student's supervisor confirming the student's registration and/or other information about the registration.

b. The Registrar will check the mailbox daily and update the PDD Training Schedule on the QAO drive, staff & faculty folder, excel file name PDD Enrollment Roster + Year based on correspondence (email) received in the mailbox; for example, change the date; show which pages were updated, and the name of the person making the update; i.e., 26 Sept 2007 (Kim) (CH 1) PG 1, 4-6.

c. Verify all information (room/instructor). Email the course LOI to students 10-15 working days before class start date. Also, send a copy to Instructors and Chief, PDD.

d. Periodically check the classroom schedule on the Fort Sill Intranet to verify rooms are still reserved for PDD.

e. The Registrar, the Senior Instructor and the Chief, PDD, are the only staff members authorized to make changes to the PDD Schedule.

NOTE: The Registrar will maintain a standby list (if appropriate) at the bottom of the class enrollment roster. If a standby or walk-in student desires to participate in a course, the instructor will do the following two things. First, check the OML or the Registrar to determine standby/walk-in priority. Priority will be given to TRADOC personnel pending instructor assignments. If neither is on the OML, the instructor may decide to accept them into the course to enhance the learning environment of the priority students. Second, during the morning of the first day of class the instructor will notify the Registrar and/or chain of command with the number of students accepted into the course to include vacancies if any. The Registrar will update the class roster then notify the Chief, PDD of the no shows. The Chief, PDD will notify that student's Chain of Command if necessary.

f. Students are required to provide all materials and complete all prerequisites as listed on the Letter of Instruction (LOI), Appendix B, on or before the first day of class.

Students who are listed on the OML, have all materials, and have completed all prerequisites will be given first priority for entrance. Materials will be verified by the instructor before students are permitted in the class. Those who are listed on the OML but do not have the required materials but can obtain them by close of business on day one may be admitted into class at the discretion of the instructor.

g. Stand-by students and those not listed on the OML may be admitted, at the discretion of the instructor, if vacancies exist.

3. Certificates/Course Records

a. By 1200 hours of the first day of class, the instructor will provide the Student Profile Sheet, Appendix C, with the name, rank, and Social Security Number, and Unit to the Registrar to process certificates.

b. Students must bring to class a completed FS116. This form will accompany the class roster and be given to the registrar: FS 116 can be found at:

http://sill-www.army.mil/USAG/DHR/forms/FS_Form_116.xfdl.

c. The registrar will prepare all certificates with the Chief, PDD electronic signature. These certificates are returned to the Instructor for student verification. Once verified, the Registrar will place gold seals on the certificates and stamp the seals with the Department of the Army stamp. The Registrar will make copies of the signed certificates and give the originals to the instructor. The copies will be placed in the class folder.

d. The Registrar will enroll and graduate students through ATRRS and archive all materials (electronic paperwork, prerequisite copies of certificates, evaluation, and graduating certificate) related to the student in the date/time frame. Data for graduating students will be electronically filed in ATTRS, not later than two days following class completion. This data includes full name, rank, SSN, Unit, class name, date of class.

e. Army Training Requirements and Resources System (ATRRS) - (ABIC & SGITC only) – Enroll students NLT COB 2 days after class start. Graduate students NLT COB 2 days after class ends. If not accomplished, information will go on a “hit list,” and we will have to respond as to why we were late with this requirement. The “hit list” is populated by DA, through channels to delinquent agencies. Once notified, enroll/graduate students immediately and report up the chain that this action has been completed.

f. Close out each class with a folder that shows class roster, any pertinent enrollment papers, copy of ATTRS completion, note that statistical information is posted in appropriate Access database, QAO drive, staff & faculty folder, Student Archive subfolder.

g. Adding classes or noting classes are closed – Request Chief, PDD approve an update, addition, or to “close” classes listed on the PDD website. The Chief PDD Instructor or NCOIC will change class listings on the PDD website from black or open to red or closed.

h. Ensure all individuals enrolling in the course will be instructors. Contact Brigade Training NCO POCs for all information needed concerning student enrollment.

1. If rank is below SGT, a commander signed memo is required as proper verification. It should reflect that the student is in an instructor position at least 90% of the time.

2. If a contractor is enrolled in a course they must do one of two things; either render payment, a money order or cashier's check (made out to the U.S. Treasury), prior to the end of the first day of class; or provide an excerpt from their company's contract with the Army specifying that the Army will provide this training. A receipt will be given to the contractor and the money order or cashier's check will be taken by the Senior Instructor or NCOIC to DRM in Building 1604. PDD will make copies and file the money order or cashier's check. If the contractor does not provide payment or a contract excerpt, their employee(s) will not be allowed to return to class on the second day of the course, thus rendering them ineligible for certification until payment is made. Deviation to this may be approved by the Chief, PDD.

3. Enroll other tenant organizations on post that have requirements for personnel to be trained. i.e., Ordinance Training Detachment, MEDDAC, etc

i. Add special classes as appropriate. The Deputy, Training & Intern Program is the PDD representative for TRADOC sponsored courses: TEDMMC and STEMC. Information about special classes and students will be given to the Registrar.

4. End of Course Evaluations (EOC)/AARs

a. Instructors will route completed evaluation/critique sheets and End of Course AAR Instructor's Feedback forms; Appendix D, to the Chief, PDD. Instructors will also include their course change suggestions in the "EOC/AAR Comments" document on the QAO Sharepoint site. Quarterly, course managers analyze EOC suggestions for course improvements. Additionally, the PDD Chief will review student critique sheets for trends and suggestions.

b. The Chief, PDD conducts quarterly instructor meetings to discuss the prior month's class evaluations. Instructors will be given the opportunity to discuss the findings and how they can improve course delivery, if necessary. Trends during these meetings should be evaluated to determine if course revisions are appropriate, or if the overall intended outcomes have been met. On a rotating quarterly basis each course manager will conduct a course review. The following schedule will be used unless a more urgent review is required.

1. ABIC – April
2. SATBC – July
3. SGITC – October

5. Deviations

In order to maintain academic integrity, the Registrar's function must be performed in strict adherence to this SOP. The PDD Chief must approve deviations on a case-by-case basis.

6. Issuance of DA Form 1059 (Service School Academic Evaluation Report).

The DA Form 1059 will be issued to all USAR students upon completion of the courses taught by the Staff and Faculty. The DA Form 1059 will be issued to the ARNG students upon request.

e. CLASSROOM SCHEDULING

1. General. All locally conducted PDD training is scheduled 5 months prior to the beginning of the fiscal year. The scheduled training sessions will be scheduled for approximately the next 12 months so classrooms are identified and reserved. Reserve appropriate classroom from G3 Scheduling for each class. i.e., CRXXI/ DTF (Snow Hall Rooms 5, 7, 8, 105, 106 or 107) for ABIC, SGITC, and SATBC. The PDD training schedule will be maintained by the Chief, PDD or designated representative.

2. Based on personnel, schedules are planned as follows:

a. Army Basic Instructor Course (ABIC) – Schedule a minimum of two classes per month. Regulation provides an Assistant Instructor for this course when maximum is reached. Ninety-nine percent of classes at Fort Sill have maximum enrollments. (Requires - Two standard classrooms w/computers for instructor and students, LCD projector & screen, easel w/paper, DVD player, TV, printer);

b. Small Group Instructor Training Course (SGITC) – Schedule a minimum of once per month. (Requires - standard classrooms, LCD projector & screen, instructor station w/computer connected to projector, two easels w/paper, DVD player, 10 student desks);

c. Systems Approach to Training Basic Course (SATBC) – Schedule minimum of one class per month. (Requires - one classroom w/computers, overhead projector & screen, two-three easels w/paper);

e. Occasionally there is a need for additional classes. An extra class may be added to the regular schedule if there is a minimum of six students and an instructor/classroom arranged.

f. Classroom points of contact are:

Site Coordinators

Glen Coleman –
Distance Learning (DL) “Contractor” 442-6895

CRXXI Coordinator 442-0900

Classrooms and Phone/FAX Numbers

Snow Hall CRXXI#1	Room B8 – 442-4232	FAX 442-8108
Snow Hall CRXXI#2	Room B5 – 442-7605	
Snow Hall CRXXI#3	Room B7 – 442-7653	
Snow Hall DL1	Room 105 – 442-3566	FAX 442-7007
Snow Hall DL2	Room 106 – 442-4156	FAX 442-6944
Snow Hall DL3	Room 107 – 442-5809	FAX 442-7170
Gaffey Hall QAO	Room 101 – 442-2002	FAX 442-7764
Building 2760	558-4159	

f. INSTRUCTOR CERTIFICATION/DECERTIFICATION ADMIN PROCEDURE

1. Use the next sequential number in the Instructor’s Certificate Tracking Log, green book, to register each Soldier’s completion of a SFCT course. Affix this number to each instructor’s packet.

2. Check for completeness of packet. IAW the FCoE Instructor Certification Program and Policy, 6 Jun 12, organizations will forward to PDD a PDF digital copy of the FCoE Instructor Certification Coversheet signed by the commander for database tracking. See the FCoE Instructor Certification Program and Policy, 6 Jun 12, for complete details.

3. Type certificate, Appendix E (also on QAO drive/ S&F folder/Instructor Certificate Folder/ADA or FA subfolders); then print on color printer.

4. Arrange the packet in this order: Memo, copy of memo (stamped file copy with other procedural stamp), certificate, and the memo packet from the unit. When returned, pull from packet memo to organization and certificate after you make a copy of certificate. Call organization to pick up the certificate. Note date/name of person picking up packet in green log book. File remaining paperwork in S&F file. A copy of the stamp for S&F files is shown below:

FILE

- DB _____ Initialed by you showing you have placed in database
- AO _____ Initialed by you the Action Officer
- BR CH _____ Initialed by Senior Instructor, PDD
- DIV CH _____ Chief, PDD initials (unless signs both copies of memo)
- CERT # _____ Certification Number assigned in green log book

5. Go to Instructor Certification Access database located on the QAO drive, staff & faculty folder, ADA and FA subfolders, locate ADA Certifications.mdb or INSTCERT.MDB for FA, and enter appropriate information for each person certified. Enter the following:

SSN, last name, first name, MI, Region, (cert) yes, date, unit, MOS, and Certification Number.

Note: Be sure MOS and Unit information is typed similarly to previous members of the same unit/MOS. We will not be able to do queries if information is typed differently, caps or no caps, etc.

6. For decertification, go to Certification Database and delete “yes”, put in “no,” date and close database.
 7. File paperwork in appropriate regional folder.
 8. Notify Senior Instructor or NCOIC every Friday to update the Instructor database.
 9. The number of certifications and de-certifications are put in the database for statistics each month.
- g. FCoE Functional Review Board (FRB). Chief PDD is a member of the FCoE FRB and reviews all contracts for adherence to instructor certification and evaluation standards.

h. DATABASE

1. Instructor Certifications. Update (add) new instructor certifications weekly in the database. Each Friday contact the Senior Instructor or NCOIC to update for the world view (others that have a need to know). Your work is in the database that only S&F can look at which includes all certifications done since 1999. Ensure that No SSNs can be seen on the world view.

2. Student Archive. List SSN, name, rank, and the date of course graduation.

3. Statistics. Add after each class to the appropriate month.

4. Observation Database. Set up one for each new fiscal year.

a. Instructors send completed observation packet to Senior Instructor, PDD for stamping and preparation for Chief, PDD signature. Additionally the Senior Instructor will record observation in the PDD Instructor Observation Database and will additionally verify information is accurate, proper grammar, format, etc. before giving to Chief, PDD for signature.

b. When returned from Chief, PDD, the Senior Instructor will give observation package to the Registrar to send original copy to the instructor’s commander. A copy for PDD files will be maintained.

i. TRAINING REQUIREMENTS

1. Purpose. To set guidelines for students attending all courses taught locally by Fort Sill’s Staff and Faculty or via Distributed Learning to maximize attendance of Fort Sill personnel in all classes conducted by the Army Training Support Center (ATSC) from Fort Eustis, VA.

2. Students will receive notification and/or LOI at least two weeks prior to the start of the course they will attend. If the student cannot attend for whatever reason, either the student or the Unit Schools NCO will notify the registrar of the cancellation as soon as possible.

3. Each class day, students must be on time, 15 minutes early on the first day of class. The LOI specifies that if a student is 15 minutes late on the first day of class, he or she will be dropped from the course and their unit must reschedule them for a later date. At that time standby students may replace the original student. If stand-by students are allowed into the class and there are class slots remaining, a student removed from the registry may be re-admitted as a second priority.

4. Students must read and comply with all instructions in email and/or the LOI.

5. Notification of confirmed seating in a class is sent to the candidate and/or his/her supervisor, stating date, place, time, prerequisites (if any), and site coordinator's name and phone number. Three days before class, a standby candidate will be notified to be available for the same class in case of a cancellation by confirmed supervisor.

6. The following statement will accompany all notifications sent to student and students' supervisor:

"Students" must notify the PDD instructor or site coordinator if he or she cannot attend class, or may be arriving late to class on first day within two business days PRIOR to the start of class. Fifteen minutes following start of class, a standby student will replace the late or no-show student. No exceptions.

7. The original student's name will go to the bottom of the standby list when he or she cannot attend the scheduled class. Telephone numbers and names of PDD Course Coordinators and site coordinators are listed at end of this SOP.

8. Students requiring additional information should direct all inquiries to the PDD Registrar at ATSFDMA@sill.army.mil or call 442-4137 and/or Chief, PDD 442-2271 when appropriate.

9. Civilians will prepare a Form SF 182 for all training of four hours or more for documentation in their personnel folders. The SF 182 must be signed by the student's supervisor and by the instructor or facilitator when training is complete. Students also must document their training hours in MyBiz on-line.

10. All civilian funded commercial training must be approved in the RASS system prior to class start date or the civilian may be required to pay for the training.

11. Military personnel must complete a 40-hour block of training to put in their official folders. A certificate will suffice as documentation of their training.

12. ATSC certificates are mailed to Fort Sill 2-4 weeks following end of class. Certificates are given to students upon receipt. The Professional Development Division Registrar will keep a statistical record for each class with pertinent information for future reference and documentation.

i. TRAIN-THE-TRAINER REQUIREMENTS

1. Appendix F shows certification requirements for Train-the-Trainer, TRADOC courses, per TR 350-70: Army Basic Instructor Course (ABIC), Small Group Instructor Training Course (SGITC), and Systems Approach to Training (SATBC).

2. Requirements for all military instructors' certification include the following in addition to completing the appropriate courses named in TR 350-18 paragraph 4-4:

a. Copy of orders awarding the instructor ASI/SQL (8 or previously H) or approved DA 4187 requesting ASI "8".

b. Graduate of course to be taught.

c. Meet height/weight standards IAW 600-9.

d. Passing score on APFT within the last 6 months (RC, within last 12 months)

e. Completion of SGITC for instructors teaching courses requiring small group method of instruction (TRADOC Regulation 350-10, Chapter 2).

j. CONDUCTING NEEDS ASSESSMENT SURVEY

1. Conduct an annual Needs Assessment Survey to decide training needs of FCoE Staff and Faculty personnel. Consult the ACTEDS PLAN for training need requirements.

2. A list of training, courses available from TRADOC, ATSC, Army Logistics Management College, and universities are located on the FCoE PDD website.

3. PDD local training includes the following:

a. Army Basic Instructor Course (ABIC)

b. Small Group Instructor Training Course (SGITC)

c. Systems Approach to Training Basic Course(SATBC)

4. TRADOC Courses:

a. Senior Training and Education Managers Course(STEMC)

b. Training Developers Education and Middle Manager Course (TEDMMC)

5. Army Training Support Center at Fort Eustis, VA Courses (by request only).

- a. Intermediate Facilitation Skills Course
- b. Foundation Training Developer Course
- c. Foundation Instructor Facilitator Course
- d. Synchronous Distributed Learning Instructor Course
- e. Planning, Programming, Budgeting and Execution Course - ACCP
- f. Action Officer Development Course – ACCP
- g. Asynchronous Distributed Learning Instructor Course
- h. Supervisory Development Course – ACCP
- i. Test Construction Course
- j. Blackboard Basics Course
- k. Advanced Training Developer Course
- l. Advanced Facilitation Skills Course

6. Army Logistics University, Fort Lee, VA (must input via ATTRS request).

- a. Capabilities Development Course
- b. Combat, Training and Doctrine Developers Integration Course
- c. Manprint Course

7. E-Learning (On-line)

8. Other courses that may be conducted by a local or on-line university

- a. Learning theory, psychology of learning, educational psychology
- b. Instructional Design Practices
- c. Educational Evaluation
- d. Instructional Product Development
- e. Computers in Education and Training

9. If other training, not listed above, will aid in job performance, accomplishing the mission and/or career progression, training subjects must be identified and forwarded to PDD, 442-2372/2271. Every effort to locate mission accomplishment training will be made to ensure staff and faculty has appropriate training to complete their jobs.

10. Distribution of survey is as follows:

- a. Commander 30th ADA Brigade
- b. Commander 428th FA Brigade
- c. Commander 434th FA Brigade
- d. Commandant, NCOA
- e. Director, CDID
- f. Director, Quality Assurance Office
- g. JACI Directorate
- h. FA Bulletin

i. DOTD (LL/Analysis; Doctrine; New Systems; Unit and Individual Training Divisions; Contracting; Distributed Learning; Operations, Morris Swett Library; Fires Journal)

11. Civilians will utilize the Army Career Tracker (ACT) to develop and maintain their Individual Development Plan (IDP) enabling their supervisors to, request, track and schedule training identified in the annual request for training outlined in the ACTEDS Plan, and career progression training pending fund availability and approval. Use the (ARMY Career Tracker (ACT), which can be found at <https://actnow.army.mil/logout/logout.html>.

12. Military personnel will complete a local form scheduling minimum training requirements. The in-house form shows courses required for schoolhouse training developers, SMEs, etc., which is taken from TRADOC Regulation 350-70.

13. Supervisors must sign all IDPs/Forms submitted for needs assessment and ensure Priority I (mandatory) training requests are identified. Priority II and Career Enhancement training may be listed but is dependent on availability of CP32 funds.

14. Returned survey results are reviewed and consolidated. When there is a majority of requests for similar training, action to schedule and arrange for that training will take place. When funding is available, courses may be scheduled at Fort Sill when 15 or more military and/or civilian personnel require the same training for mission accomplishment.

k. TRADOC MANAGEMENT COURSES

1. General. The FCoE is responsible for two courses sponsored by TRADOC:

a. Training and Education Developers Middle Manager's Course (TEDMMC) is routinely conducted once or twice a year as a blended learning classes with a quota of twelve. Registration forms for TEDMMC are emailed to Amy.l.loughran.civ@mail.mil, or at (757) 501-5733. Students who are accepted are entered in ATTRS by TRADOC 2—6 weeks following course completion. Students will receive "Joining Instructions" from TRADOC through the FCoE POC with pertinent information about the class. The POC should revise and place FCoE info only on the "Joining Instructions" (for FCoE students See registration form). TEDMMC is taught locally facilitated by a TRADOC contractor.

b. Senior Training and Education Manager's Course (STEMC) has no student quota. Classes are usually offered four times each fiscal year (Nov-Mar-Aug-Sep). STEMC is designed as a Virtual classroom using Video Tele-conference (VTC), Defense Connect On-Line (DCO), Blackboard and telecommunications. It is hosted by HQ TRADOC to students located at Centers and Schools. Students receive "Joining Instructions" from TRADOC through the FCoE POC, to complete and return, encrypted, to Amy.l.loughran.civ@mail.mil, or at (757) 501-5733.

2. The TRADOC POC notifies the FCOE representative by email of upcoming classes with all the pertinent data attached for the student. The FCOE representative forwards the information to students and their supervisor, offering any assistance needed.

1. PROFESSIONAL DEVELOPMENT DIVISION STANDING OPERATING PROCEDURES INSTRUCTOR OF THE YEAR (TRADOC INSTRUCTOR OF THE YEAR)

1. General Instructions. The Chief, PDD or his/her designee is responsible for the following duties for the TRADOC Instructor of the Year competition. The Chief, PDD will be apprised of the activity in general as it progresses.

2. Duties. TRADOC S&F will notify the schools announcing the competition. Notify TRADOC of local POCs name as requested. There are four categories for the IOY: Commissioned Officer; Warrant Officer, Noncommissioned Officer, and Civilian.

a. Prepare local TASKER for distribution and for inclusion on sharepoint (G-3/5/7) to all teaching departments (30th ADA, 428th FA, 434th FA, NCOA, JACI, and PDD) announcing the Fort Sill competition and attach a timeline of their responsibilities.

b. Receive POCs names and phone numbers from units. Schedule an information briefing with POCs about their responsibilities as the IOY POC for their unit.

c. Set up schedule of events based on sample of previous knowledge of time constraints for each action to be completed. There are approximately 40-plus actions from start to finish, culminating with the award ceremony.

d. Request rooms for ceremony rehearsal and actual date of ceremony (2 days).

e. Video recordings are the responsibility of each individual organization.

f. Prepare separate requests on FS104s and send to DPTMS Scheduling for GO Flags, chaplain, narrator, and the Army Band. These requests must be received NLT 45 days prior to the ceremony or a letter of lateness, signed by the director, must accompany the request.

g. Receive board members names from departments: FA President is Commander 428th FA, other members consist of LTC - 428th; CWO 428th FA; SGM - FATC; CSM - NCOA; LTC- FATC; Civilian - QAO. ADA will have same members in their organization: LTC, CWO, CSM, NCOA, QAO civilian).

h. The Chief, PDD will send a memo with the winner's names to each Commandant, so he or she can announce the award winners to the CG.

i. The Chief, PDD will work with the CG's Admin to get on CG's calendar for award presentation. This is done prior to the decision paper preparation.

j. Prepare an FS51, Staff Action Memorandum, for the CG to approve the ceremony date and to sign 2-star notes for local winners. If CG cannot present on the day proposed by PDD, he or she will select a new date. Notify all parties concerned: SAO (for room); photographer, narrator, chaplain, band, recipients, and other parties concerned.

3. Nominee Packets:
 - a. Receive nominee packets by stated deadline. (Call POC for assistance).
 - b. Prepare nominee's packets for board members; distribute packets to board members (requires duplication of all materials for each board).
 - c. Prepare short memo describing contents and of nominee packets and mail to TRADOC NLT the designated due date.
4. Awards:
 - a. Do not solicit donations. However, if a vendor wishes to donate a gift for IOY award winners refer them to MWR.
 - b. Ensure that the plaques in east hallway Snow Hall are engraved.
 - c. Pick up 2-star notes and frame.
 - d. Prepare information for the Cannoneer Newspaper.
 - e. Prepare request to have names put on the post marquees, (POC at MWR 2-0955).
5. Ceremony. The ceremony is held in Kerwin Auditorium or the Reimer Conference Center (RCC)
 - a. Plan and work with the Protocol Office (2-3902) to prepare and send invitations from the Post Commander as directed to the entire Post population with RSVPs.
 - b. Contact the Lawton Mayor (lmeaders@cityof.lawton.ok.us) about presenting certificates of appreciation and send him/her an invitation to the ceremony.
 - c. Establish the RSVP list and receive calls and mark the attendance on the list. A seating chart will be derived from this list. Keep in touch with Protocol office about seating arrangements.
 - d. Write the narrative; sample Appendix G, for the ceremony to give to narrator from DPTMS.
 - e. Schedule rehearsal with all parties (except CG) to include recipients, chaplain, narrator, and someone from AC's office if they so desire. Send narrative to the CG's writer along with a short biography of each recipient. Rehearse with the above mentioned parties.
 - f. NCOIC or designee should arrange to pick up GO Flags and place them appropriately in the RCC

- d. Ask recipients for the number of guests that will accompany them to the ceremony (wife, children, parents and guests) in order to plan seating for all guests.
- e. The Chief, PDD, his/her designee(s), or the Protocol staff will show guests, mayor, IOY Board members to their designated seats.
- f. The PDD NCOIC or his or her designee will prepare and present the ARCOMs and Civilian Award to the CG to give to recipients. NCOIC will have correct item for presentation.
- g. Prepare and send thank you cards/letters to all who donated to the winning nominees.
- h. Review the program to see if changes are needed or can be refined.
- i. In the event that one or more of the local nominees win the TRADOC IOY, plan a ceremony, unless the CG has a ceremony, for the TRADOC Instructor of the year.

m. ACCREDITATION

PDD is responsible for AEAS-27 Staff Development for assigned personnel and supports AEAS-10 ALM Management, and AEAS-17 Staff and Faculty. Accreditation standards can be found by accessing the Fires Center of Excellence and Fort Sill Intranet and navigating, top left, to FCoE Sharepoint Portal, then selecting, under FCoE Links on the left, Accreditation.

n. PHYSICAL SECURITY/CRIME PREVENTION

1. Purpose: The Chief, PDD accepts the provisions of those items set forth in the QAO SOP. This Physical Security/Crime Prevention SOP establishes further issues for physical security and crime prevention posture for the Division.

2. References: QAO SOP less those not directly applicable to this Division.

3. The following areas are addressed:

a. Responsibilities: The Chief, PDD, or a designated representative will brief personnel about their respective areas on the importance of maintaining security and accountability of property. All personnel must be cognizant of those individuals normally working in their areas and be alert to individuals in the area without business, these individuals should be challenged and directed to the proper location;

b. Physical Security: All PDD personnel will ensure the accountability and security of all items they are responsible for plus those items within their office/classroom area.

The last person departing an office/classroom area will ensure that the SF 701 is completed and those areas are checked and verified prior to closing for the workday;

c. Crime Prevention: PDD personnel will maintain alertness for items left unattended and assist one another in the prevention of theft. All computer equipment will be accounted for at all times. LAPTOP computers will be secured when not in use.

e. Key Control: The Key Custodian (NCOIC) will issue all keys. Each employee will sign for keys issued to them. Lost/stolen keys must be reported to the Key Custodian immediately.

o. ATTENDANCE AND LEAVE REQUEST PROCEDURES

1. An essential element of employment is to be available and report for duty when you are expected to be present. Unscheduled leave causes undue hardship on co-workers and the organization's ability to successfully perform its mission.

2. All PDD employees must notify their supervisor or designated management official as soon as possible prior to the start of their shift for emergency or unscheduled annual leave, sick leave, or leave without pay. Under extreme mitigating circumstances, employees may notify their supervisor or other designated management officials within 2 hours after the start of the shift. Each individual may be required to substantiate the necessity for such leave by submission of such evidence as is reasonable under the circumstances, upon return to duty. In the event that an individual does not report for duty, properly request approved leave, or are tardy for work and an excuse is not deemed a legitimate emergency, the time will be charged as absence without leave (AWOL). This may be followed by an appropriate disciplinary action.

3. If an emergency situation arises which prevents an employee from reporting to work on time they must immediately notify their supervisor by phone. If not available contact the PDD NCOIC. If the voice mail is full and a message cannot be left, each individual is still responsible for contacting their supervisor to notify them of impending absence or tardiness and request leave. Each employee must make every attempt to initiate verbal contact with their supervisor to request leave. If an employee leaves a message, they must leave a phone number where they can be reached by phone. Text messaging is not an acceptable means of notifying your supervisor of an absence or to request leave.

4. Requests for routine medical appointments such as medical, dental, physical therapies, optical, etc., should be made in advance unless there are unforeseen circumstances that advance notification and request for leave are impractical. Essentially, as soon as you are aware of a scheduled or routine medical appointment, you should make your supervisor aware of the appointment as well by making or submitting a request for leave.

5. If an employee has a medical illness or condition that requires a "same-day" scheduled appointment, each individual will notify their supervisor as soon as an appointment time is confirmed so that their supervisor can consider the request for unscheduled leave. Employees should not leave their duty location for an appointment or unscheduled leave (unless

extenuating circumstances support their departure) without having a supervisor's approval. Failure to comply could result in a charge to absence without leave or consideration of other options available to your supervisor.

6. For absences of more than three (3) consecutive days administratively acceptable medical documentation must be provided in order to approve a sick leave request. Additionally, a supervisor may require an employee to submit medical documentation at any time if there is a doubt as to the validity or adequacy of the request for sick leave. When the request does not justify the approval of sick leave, the absence may be charged to annual leave (with employee consent), absence without leave (AWOL) or leave without pay.

7. It is improper to use sick leave for anything other than incapacitation for duty, previously approved or routine medical appointments, or a limited time to care for an ill family member. Sick leave is a qualified right of an employee in that he/she is able to use, when warranted. The policy of this organization is to grant sick leave in all bona fide cases. Currently each employee may self-certify their incapacitation from duty. It is, however, within the discretion of the approving authority to ascertain whether the absence justifies approval of the request for sick leave. Although leave has been approved in the past, future leave requests may not be automatically be approved.

Appendix A

EXAMPLE OML



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Headquarters, 30th Air Defense Artillery Brigade
1607 Randolph Road
Fort Sill, Oklahoma 73503

ATSA-TPT

10 December 2012

MEMORANDUM FOR QAO Registrar

SUBJECT: Order of Merit (OML) for Army Basic Instructors Course (ABIC)

1. The below list of names is the order of merit list for Soldiers needing to attend ABIC.

Awaiting to be Scheduled

#	RANK	NAME	MOS	UNIT	CLASS	REMARKS
1.	SSG	Smith, Alan	14H	2-6 ADA	28-Jan	
2.	SGT	Price, Jeffrey	14H	2-6 ADA	28-Jan	

2. The Letter of Instruction (LOI) will be sent 1-3 weeks prior to the start date. Soldiers/Civilians must bring the following documents to class:

- i. Certificate of Completion; DOD Information Assurance Awareness
- ii. Certificate of Completion; DOA Information Assurance Awareness (DA Form 87).
- iii. Completed FS Form 116
- iv. A formatted CD-RW (re-writable) is recommended but not required
- v. All certificates and forms must be dated within the current year to be valid

3. The Soldiers authorized to walk-on to ABIC are the individuals listed above. Anyone not listed on this OML is not authorized to walk on to the course.

4. Point of contact is SSG Hughes, Syreea at (580) 442-2693; DSN 639-2693.

MICHAEL L. ARNOLD
SGM, USA
BRIGADE S-3 SGM

SUBJECT: Order of Merit (OML) for Army Basic Instructors Course (ABIC).

DISTRIBUTION

1-Individual

1-Individual's Unit

1-Battalion S3

1-Brigade S3

1-Course Registrar (Mrs. Kinsey)

1-Course NCOIC (SFC Yeager)

Appendix B



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
FORT SILL, OKLAHOMA 73503-5000

REPLY TO
ATTENTION OF

ATZR-CQ

17 December 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction for Systems Approach to Training Basic Course (SATBC) 7-17 January 2013. Final.

1. The following administrative instructions pertain to your class:

- a. **Place: Bldg 755 Gaffey Hall Room 101**
- b. **Date/Time: 7 January 2013; 0830-1600 daily.**
- c. **Uniform/Attire: Appropriate duty uniform/work attire that is normally worn in your workplace.**
- d. **Course prerequisites: The following items must be completed prior to attending the course. Failure to do so may result in dismissal from the course.**
 - i. **Training Development Capability (TDC) "Sandbox" – each student must have access to the TDC training site. See attached document, "TDC 101" for step by step instructions.**
 - ii. **Defense Connect Online (DCO) Training on TDC – each student must have a basic understanding of TDC. Training materials are available through MilSuite. DCO sessions are also available online. See attached document, "TDC 101" for step by step instructions.**
- e. **Required materials to be brought to class (click links below to complete certifications and forms):**
 - i. **Certificate of Completion; [Department of Defense Information Assurance Awareness](#)**
 - ii. **Certificate of Completion; [Department of the Army Information Assurance Awareness {DA form 87}](#).**
 - iii. **Completed [FS Form 116](#).**

Note: All certificates and forms must be dated within the past year to be valid. *You must have all required certificates on the first morning of class. If you do not have not all required*

Appendix B

ATZR-CQ

SUBJECT: Letter of Instruction for Systems Approach to Training Basic Course (SATBC)

documents when you sign in, you will be dropped from the class and your unit will be responsible for rescheduling you for another class.

2. You must attend the entire course and pass the final exercise to receive credit for this course. We will provide the SATBC Student Guide for your personal reference.

3. Points of Contact for additional information:

a. For enrollment verification and last minute issues call the registrar, (580) 442-4137

b. For questions regarding course content and prerequisites call Mr. Magana, (580) 442-2372

c. Staff & Faculty website for SATBC: <http://sill-www.army.mil/sfdd/SATBC.html>

//Original Signed by//

Saul Magana

Instructor, Staff and Faculty Division

SEE DISTRIBUTION:

Appendix D

END OF COURSE AAR (Instructor's Feedback)

Scope: The End of Course AAR is a tool for the Instructor to record assessment of the course content. These documents will be maintained by the PDD Chief for monthly meeting. At the end of the course the instructor will conduct an AAR with the Students to discuss the performance/content for that course. Results of the instructor's assessment will be recorded on this form. All forms for the course conducted will be submitted to the PDD Chief the next duty day after each course.

COURSE:

Course Dates:

Overall comments by the Students about the course:

Student positive comments & why:

- A
-

-
- A
 -

Instructor feedback: What went well and why:

- A
-

Instructor feedback: What didn't go well and why:

- A
-

Instructor recommendations on above comments:

- A
-

Instructor feedback: What could make the course/lesson better?

- A
-

Instructor Signature _____

Date: _____

Appendix E



DEPARTMENT OF THE ARMY
CERTIFICATE OF TRAINING

This is to certify that
RANK FIRST MI. LAST
has successfully completed
Army Basic Instructor Course #18C-10
27 September - 1 October 2010

Given at U.S. Army Fires Center of Excellence
Fort Sill, Oklahoma

DR. CASEY L. BLAINE
Chief, Professional Development Division

Appendix F

CERTIFICATION AS A SFCT TRAIN-THE-TRAINER

Class Certification Needed	Hours Required
<p style="text-align: center;">ABIC</p> <ul style="list-style-type: none"> ✓ Attend ABIC ✓ Act as Asst. Instructor (teach 3-4 lessons) ✓ Pre-certification Workup with Certified Instructor ✓ Teach entire course and pass the Basic Instructor Performance Checklist 	<p style="text-align: center;">240 Hours Minimum</p> <p>80 Hours</p> <p>80 Hours</p> <p>Varies</p> <p>80 hours</p>
<p style="text-align: center;">SGITC</p> <ul style="list-style-type: none"> ✓ Attend SGITC ✓ Act as Asst. Instructor (teach 3-4 lessons) ✓ Teach entire course and pass the Basic Instructor Performance Checklist 	<p style="text-align: center;">120 Minimum (prior completion of ABIC)</p> <p>40 Hours</p> <p>40 Hours</p> <p>40 Hours</p>
<p style="text-align: center;">VTTITC</p> <ul style="list-style-type: none"> ✓ Attend ABIC ✓ Attend VTTITC ✓ Act as Asst. Instructor (teach 2-3 lessons) ✓ Teach entire course and pass the Basic Instructor Performance Checklist 	<p style="text-align: center;">120 Minimum (prior completion of ABIC)</p> <p>80 Hours</p> <p>40 Hours</p> <p>40 Hours</p> <p>40 Hours</p>
<p style="text-align: center;">SATBC</p> <ul style="list-style-type: none"> ✓ Attend the SATBC ✓ Act as Asst. Instructor (teach 2-3 lessons) ✓ Teach entire course and pass the Basic Instructor Performance Checklist 	<p style="text-align: center;">120 Minimum</p> <p>40 Hours</p> <p>40 Hours</p> <p>40 Hours</p>

Appendix G

2012 Instructor of the Year (Narrative)

At 1330 All lights are on. Seating chart is showing.

At 1355 All lights are on. Fires Center of Excellence Logo slide showing.

1355- LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN IN FIVE MINUTES.

(WAIT UNTIL CG IS ON SITE BEFORE DELIVERING THE TWO MINUTE WARNING.)

1358- LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN MOMENTARILY. WE ASK THAT ALL ELECTRONIC DEVICES ARE TURNED OFF OR SET TO SILENT MODE.

(SFC WARD ANNOUNCES LADIES AND GENTLEMAN THE COMMANDING GENERAL OF FIRES CENTER OF EXCELLENCE & THEN MOVES TOWARD HIS SEAT)

1400- LADIES AND GENTLEMEN, THE CEREMONY IS ABOUT TO BEGIN, PLEASE BE SEATED. AGAIN WE ASK THAT ALL ELECTRONIC DEVICES ARE TURNED OFF OR SET TO SILENT MODE.

GOOD AFTERNOON LADIES AND GENTLEMEN AND WELCOME TO THE U.S. ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL INSTRUCTOR OF THE YEAR AWARD CEREMONY FOR 2012.

JOINING US THIS AFTERNOON ARE:

- THE COMMANDING GENERAL OF THE U.S. ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL, MG MARK MCDONALD AND HIS CSM, CSM DWIGHT MORRISEY
- THE FIRST LADY OF FORT SILL CONNIE MCDONALD

Appendix G

- THE COMMANDANT OF THE UNITED STATES ARMY AIR DEFENSE ARTILLERY SCHOOL AND CHIEF OF THE AIR DEFENSE ARTILLERY, COLONEL DONALD G. FRYC.
- FIELD REPRESENTATIVE TO SENATOR TOM COBURN, MS. EMILY SHIPLEY

PROVIDING TODAY'S MUSIC IS THE BRASS QUINTET OF "THE PRIDE OF FORT SILL," THE 77TH U.S. ARMY BAND, UNDER THE DIRECTION OF SGT RYAN SCOTT.

LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION TO BE GIVEN BY

CHAPLAIN SHERMAN BAKER, AND REMAIN STANDING FOR THE PLAYING OF OUR NATIONAL ANTHEM.

(CHAPLAIN BAKER DELIVERS INVOCATION AT RIGHT SIDE PODIUM ON STAGE AND THEN RETURNS TO HIS SEAT)

(AS THE CHAPLAIN ARRIVES AT HIS SEAT, BAND PLAYS THE NATIONAL ANTHEM.)

(ANTHEM COMPLETE.)

PLEASE BE SEATED.

THE PURPOSE OF THIS AFTERNOON'S CEREMONY IS TO RECOGNIZE THE 2012 FIRES CENTER OF EXCELLENCE INSTRUCTOR OF THE YEAR IN FOUR SEPARATE CATEGORIES. THOSE CATEGORIES ARE: COMMISSIONED OFFICER, WARRANT OFFICER, NONCOMMISSIONED OFFICER AND THE DEPARTMENT OF THE ARMY CIVILIAN INSTRUCTOR.

THE FIRES CENTER OF EXCELLENCE INSTRUCTOR OF THE YEAR RECIPIENTS DISPLAYED EXEMPLARY TALENT AND SKILL INSTRUCTING A VARIETY OF STUDENTS FROM ALL SERVICES AND ALLIED NATIONS.

Appendix G

THE CRITERIA TO BE CONSIDERED FOR THE PRESTIGIOUS INSTRUCTOR OF THE YEAR ANNUAL COMPETITION INCLUDE:

- SELECTION BY THE CHAIN OF COMMAND AS AN OUTSTANDING INSTRUCTOR POSSESSING THE LEADERSHIP ATTRIBUTES AND VALUES APPROPRIATE AS A SUPERB ROLE MODEL, COACH AND MENTOR.
- A WRITTEN NARRATIVE HIGHLIGHTING THE CONTRIBUTIONS MADE BY THE INSTRUCTOR AND THE CHALLENGES FACED AND OVERCOME BY THE INSTRUCTOR.
- OBSERVATION OF SUPERB INSTRUCTOR PERFORMANCE
- AND EACH OF OUR WINNERS WERE SELECTED BY AN EXPERIENCED AND DISTINGUISHED BOARD OF LEADERS FROM THE ADA SCHOOL, THE FA SCHOOL AND OTHER REPRESENTATIVES ACROSS THE FIRES CENTER OF EXCELLENCE TO INCLUDE COMMANDERS, COMMAND SERGEANTS MAJOR, AND SELECTED SUBJECT MATTER EXPERTS.

ADDITIONALLY, THE 8 SELECTED WINNERS OF THIS YEAR'S COMPETITION WERE NOMINATED AND SUBMITTED TO TRADOC FOR CONSIDERATION IN THE TRADOC INSTRUCTOR OF THE YEAR COMPETITION. THE WINNERS OF THE TRADOC COMPETITION WILL BE ANNOUNCED IN THE SPRING OF 2013.

(SIGNAL TO MG McDONALD TO PROCEED TO LEFT SIDE OF STAGE PODIUM FOR COMMENTS AND THEN RETURNS TO HIS SEAT)

LADIES AND GENTLEMEN, THE COMMANDING GENERAL OF THE FIRES CENTER OF EXCELLENCE AND FORT SILL, MG MARK McDONALD.

(COMMENTS BY MG McDONALD)

(ONCE REMARKS COMPLETE, MG McDONALD WILL RETURN TO SEAT)

Appendix G

(PAUSE -WAIT FOR CG TO CLEAR)

(AS THE CG CLEARS NARRATOR WILL READ NEXT LINE)

LADIES AND GENTLEMAN, WE WILL NOW RECOGNIZE THE 2012 FIRES
CENTER OF EXCELLENCE INSTRUCTORS OF THE YEAR.

(AWARDEES STAND AND MOVE UP ON STAGE)

NOTE: (ALL AWARDEES WILL COME UP ON STAGE AT THE SAME TIME)

(PAUSE - WAIT FOR SLIDE OF CAPTAIN STEBBINS TO APPEAR)

CPT EDWARD G. STEBBINS

(AWARDEE MOVES TO CENTER STAGE)

CAPTAIN STEBBINS IS A MEMBER OF BRAVO BATTERY, 1ST BATTALION,
30TH FIELD ARTILLERY REGIMENT. HE IS SERVING AS A GUNNERY
INSTRUCTOR FOR THE FA BASIC OFFICER LEADER COURSE AS WELL AS
THE EXECUTIVE OFFICER OF THE GUNNERY DEPARTMENT. HIS
GREATEST CONTRIBUTION AS AN INSTRUCTOR HAS BEEN HIS
CONTINUED ATTEMPTS TO PRODUCE THE MOST TACTICALLY COMPETENT,
TECHNICALLY PROFICIENT AND PROFESSIONAL ARTILLERYMEN (AND
WOMEN) WHO WILL BECOME LEADERS IN THE US ARMY DURING THIS
MOST CRUCIAL PERIOD OF US HISTORY. HE HOPES THAT THE END
RESULT IS A FULLY COMPETENT FIELD ARTILLERY OFFICER WHO WILL
BE A CONTRIBUTOR TO WHATEVER ORGANIZATION THEY REPORT TO
NEXT. CPT STEBBINS IS FROM COLORADO SPRINGS, COLORADO.

(ON "COLORADO" CPT STEBBINS WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF CAPTAIN NGUYEN TO APPEAR)

CPT BILL T. NGUYEN

(AWARDEE MOVES TO CENTER STAGE)

CAPTAIN NGUYEN IS A MEMBER OF CHARLIE BATTERY, 1ST BATTALION,
56TH AIR DEFENSE ARTILLERY. HE SERVES AS A SMALL GROUP

Appendix G

INSTRUCTOR FOR THE ADA BASIC OFFICER LEADER COURSE. CPT NGUYEN BRINGS TO THE CLASSROOM A VAST KNOWLEDGE OF AIR DEFENSE ARTILLERY WEAPON SYSTEMS FROM HIS VARIOUS DEPLOYMENTS. HIS NUMEROUS DEPLOYMENT EXPERIENCES ALLOW HIM TO ARTICULATE THE VARIOUS ASPECTS OF THE LEARNING EVENTS IN RELATION TO THE LESSONS TECHNICAL/TACTICAL OBJECTIVES. HE ALSO IMPLEMENTED A GUEST LECTURE PROGRAM TO LEVERAGE EXPERTS IN OTHER SUBJECT MATTERS WITH VARIOUS BACKGROUNDS TO TALK TO HIS STUDENTS. THESE LECTURES GAVE HIS STUDENTS DIFFERENT PERSPECTIVES ON DIFFERENT TOPICS. CPT NGUYEN IS FROM OAKLAND, CALIFORNIA. HIS WIFE BAO AND SON ETHAN ARE IN ATTENDANCE TODAY.

(ON "TODAY" CPT NGUYEN WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF CW4 MURPHY TO APPEAR)

CWO4 ANDREW R. MURPHY

(AWARDEE MOVES TO CENTER STAGE)

CHIEF MURPHY IS A MEMBER OF CHARLIE BATTERY, 1ST BN, 30TH FA. HE SERVES AS AN INSTRUCTOR OF THE FA WARRANT OFFICER BASIC COURSE. HE DILIGENTLY SEEKS WAYS TO PROVIDE HIS STUDENTS, THE TACTICAL AND TECHNICAL REQUIREMENTS NEEDED AS A FIELD ARTILLERY SUBJECT MATTER EXPERT. HE HAS DEVOTED MUCH OF HIS TIME TO RECOMMENDING CHANGES WITH THE PROGRAM OF INSTRUCTION TO ENHANCE THE WARRANT OFFICER BASIC COURSE. HIS GOAL IS TO DEVELOP THE FINEST WARRANT OFFICERS COMMANDERS HAVE EVER HAD THE OPPORTUNITY TO SERVE WITH, BUT TO EXPLOIT THE PROFESSIONALISM THAT THE WARRANT OFFICER INSTRUCTION BRANCH

Appendix G

EXUDES. CHIEF MURPHY IS FROM CHICAGO, ILLINOIS. HIS WIFE, ARACELI AND CHILDREN BEAU AND TYE ARE IN ATTENDANCE TODAY.

(ON "TODAY" CW4 MURPHY WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF CW3 NELSON TO APPEAR)

CWO3 MARC A. NELSON

(AWARDEE MOVES TO CENTER STAGE)

CHIEF NELSON IS A MEMBER OF HEADQUARTERS/ALPHA BATTERY, 3RD BN, 6TH ADA. HE SERVES AS AN INSTRUCTOR FOR THE ADA WARRANT OFFICER BASIC COURSE. HIS INSTRUCTION IS PROVIDING THE COMBATANT COMMANDERS WITH A LEADER THAT IS TECHNICALLY AND TACTICALLY COMPETENT AND WILL MAKE AN IMMEDIATE POSITIVE CONTRIBUTION ON THE MISSION. HE HAS DESIGNED AND IMPLEMENTED A WARRANT OFFICER MENTORSHIP PROGRAM WITH 4-3 ADA IN 31ST BDE. THE STUDENTS GET TO SEE HOW THE LIFE OF A WARRANT OFFICER IN BOTH FIELD AND GARRISON ENVIRONMENTS TO MAKE THEM A MORE TECHNICAL AND TACTICAL WARRANT OFFICER. CHIEF NELSON IS ALWAYS THE PROFESSIONAL BY SETTING THE STANDARDS OF BEHAVIOR FOR HIS STUDENTS AND COLLEAGUES TO EMULATE. CHIEF NELSON IS FROM ALEXANDRIA, LOUISIANA. HIS WIFE LaTINA AND CHILDREN KEIJUAN AND TAMIA ARE IN ATTENDANCE TODAY.

(ON "TODAY" CW3 NELSONS WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF SSG BAER TO APPEAR)

SSG WILLIAM BAER

(AWARDEE MOVES TO CENTER STAGE)

Appendix G

SSG BAER IS A MEMBER OF BRAVO BATTERY, 3RD BN, 6TH AIR DEFENSE ARTILLERY. HE IS RESPONSIBLE FOR INSTRUCTING THE 14E PATRIOT FIRE CONTROL ENHANCED OPERATOR/MAINTAINER ADVANCED INDIVIDUAL TRAINING COURSE. HE CREATES A ONE-ON-ONE LEARNING ENVIRONMENT FOR STUDENTS IN A CLASSROOM SETTING AS WELL AS FIELD TRAINING EXERCISES. HE ENSURES THAT HIS INSTRUCTION LEADS TOWARDS ALM 2015 WHICH IS A STUDENT CENTRIC CLASSROOM ENVIRONMENT. HE SPENDS LONG HOURS ENSURING EACH AND EVERY STUDENT IS SUCCESSFUL IN OBTAINING THE DESIRED TRAINING OUTCOMES. SSG BAER HAILS FROM SALISBURY, MARYLAND. HIS WIFE, LIDIA AND DAUGHTER NIKKI ARE IN ATTENDANCE TODAY.

(ON "TODAY" SSG BAER WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF SSG McDANIEL TO APPEAR)

SSG DELVON McDANIEL

(AWARDEE MOVES TO CENTER STAGE)

SSG McDANIEL IS A MEMBER OF SERVICE BATTERY, 434TH FA DETACHMENT. HE SERVES AS THE MEDICAL SITUATIONAL TRAINING EXERCISE NCOIC, AS WELL AS A COMBAT LIFESAVER INSTRUCTOR. SSG McDANIEL CONVEYS IMMENSE KNOWLEDGE OF ARMY BATTLEFIELD MEDICINE WHICH HE GAINED DURING MULTIPLE TOURS IN COMBAT. HE CREATES A LEARNING ENVIRONMENT FOR STUDENTS IN BOTH A CLASSROOM SETTING AND DURING THE SITUATIONAL TRAINING EXERCISES DURING IET COMBAT LIFESAVER CLASS. OVER THE PAST 18 MONTHS, SSG McDANIEL TAUGHT FIRST AID SKILLS TO OVER 23,750 INITIAL ENTRY TRAINING SOLDIERS ENABLING THEM TO

Appendix G

SURVIVE IN TODAY'S OPERATIONAL ENVIRONMENT. SSG McDANIEL IS FROM LOS ANGELES, CALIFORNIA. HIS WIFE, JENNIFER AND CHILDREN TAREN, DIONNE, AND CHASE ARE IN ATTENDANCE TODAY.

(ON "TODAY" SSG MCDANIEL WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF MR. BATTY TO APPEAR)

MR. TERRY J. BATTY

(AWARDEE MOVES TO CENTER STAGE)

MR. BATTY IS A MEMBER OF HEADQUARTERS/ALPHA BATTERY, 3RD BN, 6TH AIR DEFENSE ARTILLERY. HE SERVES AS AN INSTRUCTOR FOR THE PATRIOT MISSILE SYSTEM FOR FOREIGN STUDENTS. HE BRINGS OVER TWENTY YEARS OF EXPERIENCE WITH THE PATRIOT WEAPON SYSTEM. HIS INSTRUCTION IS TACTICALLY ADVANCED AND TECHNICALLY CHALLENGING. HE HAS INCORPORATED THE TURNING POINT TECHNOLOGIES AUDIENCE RESPONSE SYSTEM IN HIS LESSONS TO ELEVATE HIS STUDENTS PARTICPATION. WITH HIS ENERGETIC APPROACH TO TRAINING, MR. BATTY IS COMFORTED IN THE KNOWLEDGE THAT HE HAS TAUGHT HIS STUDENTS TO GIVE FORSCOM THE BEST SOLDIERS POSSIBLE. HE CONTINUES TO SERVE HIS COUNTRY AFTER 20 YEARS OF MILITARY SERVICE. MR. BATTY IS FROM GRANT, NEBRASKA. HIS WIFE, CINDY AND CHILDREN ASHLY AND MARY ARE IN ATTENDANCE TODAY.

(ON "TODAY" MR. BATTY WILL STEP BACK)

(APPLAUSE DIE DOWN)

(PAUSE - WAIT FOR SLIDE OF MS. CROZIER TO APPEAR)

MS. MAYCIE CROZIER

(AWARDEE MOVES TO CENTER STAGE)

Appendix G

MS. CROZIER IS A MEMBER OF HEADQUARTERS DETACHMENT, FIRES CENTER OF EXCELLENCE, AND SERVES AS AN INSTRUCTOR FOR ARMY BASIC INSTRUCTOR COURSE. SHE IS ALSO A SMALL GROUP INSTRUCTOR AS WELL AS A FACULTY DEVELOPMENT PHASE 1 TRAIN THE TRAINER INSTRUCTOR. AS A DA CIVILIAN INSTRUCTOR FOR THE PAST TWO YEARS, SHE CONSIDERS IT AN HONOR TO BE A MEMBER OF THE ARMY'S TEAM. AS THE ABIC COURSE MANAGER, SHE HAS CREATED MANY OF THE SUPPLEMENTAL TRAINING MATERIALS NEEDED FOR ABIC AS WELL AS A MENTOR TO THE STUDENTS. MS. CROZIER IS FROM CORPUS CHRISTI, TEXAS.

(ON "TEXAS" MS. CROZIER WILL STEP BACK)

(APPLAUSE DIE DOWN)

(SLIDE GOES TO FIRST SLIDE)

(ALL AWARDEES ON "AT THIS TIME" WILL MOVE TOGETHER ON STAGE)

AT THIS TIME MG McDONALD AND CSM MORRISEY WILL PRESENT EACH AWARDEE WITH THE ARMY COMMENDATION MEDAL, A COMMANDING GENERAL'S TWO-STAR NOTE OF COMMENDATION, AND CG'S COIN. THE ARMY CIVILIAN CATEGORY INSTRUCTOR OF THE YEAR, WILL BE PRESENTED WITH THE COMMANDER'S AWARD FOR CIVILIAN SERVICE, A COMMANDING GENERAL'S TWO-STAR NOTE OF COMMENDATION AND CG'S COIN.

LADIES AND GENTLEMAN, THE 2012 FIRES CENTER OF EXCELLENCE INSTRUCTORS OF THE YEAR.

(MG McDONALD AND CSM MORRISEY RETURNS TO THEIR SEAT)

THE AWARDEES' NAMES WILL BE ENGRAVED ON THE INSTRUCTOR OF THE YEAR PLAQUES THAT WILL BE POSTED IN THE MERRITT WING OF SNOW

Appendix G

HALL. ALSO, THEIR NAMES WERE POSTED ON THE FORT SILL BLVD MARQUEE BY DFMWR.

LADIES AND GENTLEMEN, ONCE AGAIN THE 2012 FIRES CENTER OF EXCELLENCE INSTRUCTORS OF THE YEAR!

(SSG BAER CALLS LEFT FACE & ALL WALK OFF STAGE TO GO BACK TO THEIR SEATS AND REMAIN STANDING)

(SLIDE OF ALL INSTRUCTORS' COLLAGE ON SCREEN)

LADIES AND GENTLEMEN PLEASE RISE WHILE CHAPLAIN BAKER DELIVERS THE BENEDICTION AND REMAIN STANDING FOR THE ARMY SONG.

(CHAPLAIN BAKER DELIVERS BENEDICTION AT RIGHT SIDE PODIUM ON STAGE AND THEN RETURNS TO HIS SEAT)

(AS THE CHAPLAIN ARRIVES AT HIS SEAT, BAND PLAYS THE ARMY SONG.)

(ARMY SONG COMPLETE.)

LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. THE AWARDEES WILL REMAIN POSTED IN FRONT OF THE STAGE. PLEASE JOIN MG McDONALD AS HE CONGRATULATES THESE OUTSTANDING INSTRUCTORS!

THANK YOU FOR ATTENDING.

Appendix H

PDD Points of Contact

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