

**ARNG-SLC - Administer NCO Development Plan
805B-PCB00003 / Version 2.1
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

All Course Masters/POIs Including This Lesson	Courses				
	<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
	805B-79T4 (SLC)	2.2	ARNG Recruiting and Retention SLC (Draft)	N/A	Analysis
	POIs				
	<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
	805B-79T4 (SLC)	2.2	ARNG-SLC-Senior Leader Course Draft 31jan14	0	Analysis
Task(s) Taught(*) or Supported	<u>Task Number</u>		<u>Task Title</u>		
	None				
Reinforced Task(s)	<u>Task Number</u>		<u>Task Title</u>		
	None				
Knowledge	<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>	
	805B-K-0012	Know Waiver procedures	Yes	Yes	
	805B-K-0014	Know Microsoft Office Suite	Yes	Yes	
	805B-K-0016	Know Recruiting Doctrine	Yes	Yes	
	805B-K-0034	Knowledge of Graphical Accessions Mapping Analysis Tool (GAMAT)	Yes	Yes	
	805B-K-0040	Know Windows Operating Systems	Yes	Yes	
	805B-K-0043	Knowledge of Leader Zone	Yes	Yes	
	805B-K-0058	Know Recruiting Operational Environment	Yes	Yes	
	805B-K-0065	Knowledge of RMZ	Yes	Yes	
	805B-K-0073	Knowledge of RZ Calendar	Yes	Yes	
	805B-K-0099	School Zone (SZ)	Yes	Yes	
	805B-K-0102	Know ARNG Strength Maintenance Objectives	Yes	Yes	
	805B-K-0114	Know Army National Guard (ARNG) Programs and Options	Yes	Yes	
	805B-K-0080	Know Recruiter Zone Application	Yes	Yes	
	805B-K-0079	Know Guard Incentive Management System (GIMS)	Yes	Yes	
	805B-K-0123	Know Army Physical Readiness Training	Yes	Yes	
	805B-K-0128	Know After Action Review process	Yes	Yes	
	805B-K-0132	Know Recruit Sustainment Program (RSP)	Yes	Yes	
	805B-K-0088	Know State Marketing Plan	Yes	Yes	
	805B-K-0089	Know ARNG Career Planning	Yes	Yes	
	805B-K-0090	Know Recruiter Temporary Reservation System (RTRS) application	Yes	Yes	

Skill	Skill Id	Title	Taught	Required
	805B-S-0075	Perform After Action Review	Yes	Yes
	805B-S-0004	Navigate Computer Software	Yes	Yes
	805B-S-0027	Utilize Active Listening	Yes	Yes
	805B-S-0035	Perform Research Skills	Yes	Yes
	805B-S-0085	Navigate the Report Management Zone (RMZ)	Yes	Yes
	805B-S-0093	Navigate Leaders Zone	Yes	Yes
	805B-S-0007	Operate A Computer	Yes	Yes
	S2030	Navigate the Internet	Yes	Yes
	805B-S-0054	Navigate the Defense Travel System (DTS) System	Yes	Yes
	805B-S-0058	Perform Coaching	Yes	Yes
	805B-S-0062	Perform Analysis of Information	Yes	Yes
	805B-S-0063	Perform Goal Setting	Yes	Yes
	805B-S-0065	Perform Organizational Skills	Yes	Yes
	805B-S-0066	Perform Army Writing Skills	Yes	Yes
	805B-S-0069	Perform Capturing Data	Yes	Yes
	805B-S-0073	Perform Problem Solving	Yes	Yes

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:

Academic	Resident Hours / Methods		
Yes	1 hr	45 mins	Facilitator
Yes	0 hrs	5 mins	Conference/Discussion
<hr/>			
Total Hours:	2 hrs	0 mins	

**Test Lesson
Number**

Hours	Lesson Number
None	

**Prerequisite
Lesson(s)**

Lesson Number	Lesson Title
None	

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign
Disclosure
Restrictions**

FD7. This product/publication has been reviewed by the product developers in coordination with the SMTC-RRS foreign disclosure authority. This product is NOT releasable to students from foreign countries.

References

Number	Title	Date
AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	18 Dec 2009
FM 7-22.7	THE ARMY NONCOMMISSIONED OFFICER GUIDE	23 Dec 2002

**Student Study
Assignment**

The study assignment is listed on course syllabus

**Instructor
Requirements**

SMTC Qualified Instructor(s) each instructor must be familiar with the material within the lesson plan.

Support Personnel Requirements

None

Additional Support Personnel RequirementsNameStudent RatioQtyMan Hours

None

Equipment Required for InstructionID - NameStudent RatioInstructor RatioSptQtyExp

6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC

1:5

1:1

No

0

No

6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson

0:0

1:1

No

0

No

6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet

0:0

1:1

No

0

No

702101C056576 - COMPUTER, PERSONAL WORKSTATION

0:0

1:1

No

0

No

702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC

1:1

0:0

No

0

No

7025-01-559-1352 - Display Unit: Smartboard White 64

0:0

1:1

No

0

No

7520-00-138-7981 - Marker Assortment, Tube Type

1:1

5:1

No

0

No

7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet

1:5

1:1

No

0

No

7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

0:0

2:1

No

0

No

*(Note: Asterisk before ID indicates a TADSS.)***Materials Required***Instructor Materials:*

Instructor will need, all regulation, powerpoint slides, Rubric, and Checklist.

Student Materials:

Student will need, all regulation, Rubric, and Checklist.

Classroom, Training Area, and Range RequirementsID - NameQuantityStudent RatioSetup MinsCleanup Mins17120-M-1600-40
Classroom, Multipurpose, 1600 Square Feet, 40 Students

1:16

10

10

Ammunition RequirementsDODIC - NameExpStudent RatioInstruct RatioSpt Qty

None

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Facilitator
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Small Group Instruction

Motivator

Read the following quote: *“An NCO must know what right looks like and must prepare. As NCOs we never stop learning and must seek guidance from manuals and our leaders to ensure we know the standard. NCOs must be at the training from preparation to execution through retraining”*

CSM Mary E. Sutherland

Next, we will discuss the Noncommissioned Officer Development Plan and the process the ARNG uses to develop future leaders.

Show VU 1 Administer NCODP

Show VU 2 TLO

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Administer NCODP
Conditions:	In a classroom environment with access to AR 350-1, DA Pam 600-25 and FM 7.22.7.
Standards:	Student must score an 80% or higher on a performance evaluation according to the evaluation rubric.

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelters are: all latrines.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down before they move their feet.

Low - Food or drink near computer and electrical equipment.

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Conduct exterior inspection of building to ensure no tree limbs are in contact with the building. Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes, hurricanes or other tropical storms can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Instructional Lead-in

There has been a lot of talk and books written lately on the subject of Leadership. But what is Leadership? How do we build future Leaders? Today we are going to discuss Army Leadership and how to prepare your Subordinates to be our future Leaders.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Identify the goals, responsibilities and objectives of NCODP

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)

Time of Instruction: 20 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Say: As leaders, one of our most important roles is training and developing our Soldiers. This role is something as RRNCO's that we see get put on the back burner because of mission. Yet, in reality we have one of the most rapidly changing fields in the ARNG, which means we should be training more often than many other MOS's.

Note: Refer students to AR 350-1 paragraph 4-10 (Noncommissioned Officer Development and briefly cover these points:

1. NCODP consists of training programs, formal and informal; one-on-one groups, involving coaching as well as instruction; and full integration into the unit's overall training program.

Ask: Does your recruiting team conduct NCODP? If so, how is it executed?

Possible Answers: Will Vary

2. NCODP builds upon the contributions of the Army's Enlisted Personnel Management System and the sequential and progressive design of the Noncommissioned Officer Education System. These two systems provide a valuable foundation for the development of NCO's; however, it is through the application of knowledge, skills, and abilities in the unit that Soldiers become quality NCO's.

3. The goal of the NCODP is to increase and sustain NCO combat readiness and compliment the overarching Army NCODP.

4. Objectives of the NCODP are to:

a. Develop and strengthen the skills, knowledge, and abilities to train, deploy, and lead Soldiers in combat through battle focused training.

b. Develop NCO's who are self-aware, agile, competent, and confident.

c. Realize the full potential of the NCO support channel.

d. Foster a unit environment that enhances continued NCO leader development and encourages self-development as part of a life-long learning process.

Ask: The objectives of the NCODP sound like they are tailored more for a combat or deploying Soldier, but how do they apply to Recruiting?

Possible Answers: Will Vary

Say: The goals of NCODP are no different than what you should be doing on an everyday basis as a NCO: coaching, mentoring, and developing Soldiers. As an NCO you should always strive to develop and train Soldiers to become the best NCO's in the world. Remember the Soldiers you help develop today are the Army leaders of tomorrow.

Check on Learning:

Q-Which two systems are used to build a foundation for the development of NCO's?

A- Army's Enlisted Personnel Management System and the Noncommissioned Officer Education System

Q-What is the overall goal of NCODP?

A- To increase and sustain NCO combat readiness and compliment the overarching Army NCODP.

Check on Learning: None

Review Summary: Review the summarized activity and clear up any misunderstandings.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Explain the Leader Development Process

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 20 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Say: You must continually develop your NCO while adhering to these principles. Mentorship is an essential component when developing future leaders. The goal of mentorship is to assist lesser experienced Soldiers in reaching their personal and

professional potential. Leaders are not developed overnight. It is a process that starts early in a Soldier's career.

Note: Refer the students to DA PAM 600-25 chapters 2-2 thru 2-4 and briefly discuss the three domains.

1. ***Institutional Training and Education.*** The purpose of institutional training is to develop the values, attributes, critical war fighting skills, and actions that are essential to quality NCO leadership. The Army's school system provides leaders training (what to know) and education (how to do) and the opportunity to acquire Skill, Knowledge, and Behaviors (SKBs) needed to perform duty position requirements.

2. ***Operational Assignments.*** Operational experience provides leaders the opportunity to employ and further develop those skills attained through the process of institutional training. Experience gained through a variety of challenging operational assignments prepares NCOs to lead Soldiers in combat. Operational assignments translate the theory into practice by placing leaders in positions to apply those SKBs acquired during institutional training and education. Repetitive performance of duty position requirements (practice) refines the leader's skills, broadens his/her knowledge, and shapes his/her behavior and attitudes.

3. ***Self-Development.*** Self-development is a planned, progressive, and sequential program followed by NCOs. This program is comprised of individual study, education, research, and professional reading. Self-development initiatives focus on maximizing leader strengths, minimizing weaknesses, and achieving individual leader development goals. The concept is more than fixing weaknesses or reinforcing strengths. Self-development is a continuous process.

Ask: What is the NCOIC's role when it pertains to leader development?

Possible Answers: Will Vary

Ask: What can you do to improve yourself in the 79T Career Management Field?

Possible Answers: Civilian Education (College), Different Operational Assignments (MEPS, Marketing, RSP), NCOES (ALC, Conversion Course, SLC)

Note: Refer the students to DA PAM 600-25 chapter 24-8 and briefly discuss the 79T Professional Development Model.

Key Points:

1. **Major Duties:** Explains the major duties of a 79T including Strength Maintenance, ARNGUS membership, enlistee processing, service, attrition, guidance, and training.

2. Goals for development

Instructor Note: Briefly discuss the goals for SSG, SFC, and MSG.

Check on Learning:

Q-What are the three learning domains?

A-Institutional Training and Education, Operational Assignments, and Self-Development

Q-What would be an example of each of the learning domains?

A-Will Vary

Check on Learning: None

Review Summary: Review the summarized activity and clear up any misunderstandings.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Review the policy for leader training and development in units

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 40 mins

Instructional Strategy: Lecture

Media Type: Unassigned

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Say: In order to have a successful NCODP, you must be aware of the policy governing leader training and leader development in units and its intent.

Note: Refer the students to AR 350-1 chapters 4-7 and 4-8.

Say: The major points in these paragraphs are that leader development and training must be planned to be effective. The leader training and leader development action plans are structured and must be documented in counseling, evaluations and support forms.

Say: The Army's formal leader development system is progressive. It prepares leaders for increased levels of responsibility, complexity, and difficulty. It is sequential, the next

logical step in the education/training or assignment process building on the previous level, without large gaps.

Ask: What are you currently seeing in the field when it pertains to leader development? Why do you think it's that way? How can it be improved in Recruiting?

Possible Answer: Will Vary

Note: Refer students to FM 7-22.7 chapters 1-65 thru 1-67.

Key Points:

1. Special duty assignments present unique opportunities for leader development as the NCO is often performing duties outside his or her PMOS (e.g. drill instructor, recruiting, joint duty and NCOES Instructor).
2. You can look at the example of how many Soldiers come to the Conversion Course and how many actually make it to SLC (roughly 35%). This shows how many get out of recruiting and possibly go back to their original MOS.
3. NCOEDP should be 75% METL-driven tasks and 25% general military subjects such as Customs, Courtesies and Traditions of the US Army.

Ask: Why do you think it is important to train on general military subjects?

Possible Answers: Will Vary

Note: Refer the students to 7-22.7 chapter 4-26, 4-33, and 4-45.

Key Points:

1. To conduct effective, meaningful training for soldiers, leaders and units, thorough preparation is essential. Leaders themselves must be able to perform the task before trying to teach others. Proper preparation gives them confidence in their ability to train. After proper planning and preparation are complete, Soldiers, leaders and units are ready to execute training to standard.

Ask: How does this apply in Recruiting?

Possible Answers: NCOIC's and Leaders must stay up to date on all tasks relevant to the field.

Ask: What are you currently seeing in Recruiting?

Possible Answers: Will Vary

2. Units should train in peacetime as they will fight during war. Apply this to recruiting.

Ask: How do you make the training realistic in Recruiting? What are the challenges?

Possible Answers: Will Vary

3. Assessment is an essential component of training because how else are you going to know your Soldiers are trained?

Ask: What type of training could be conducted to provide a good assessment of a Soldiers skills in Recruiting?

Possible Answers: Will Vary

Check on Learning:

Q-Why is leader development important to Recruiting?

A-Will Vary

Q-What should be the ratio of tasks taught in a NCODP?

A-75% METL and 25% general military subjects

Check on Learning: None

Review Summary: Review the summarized activity and clear up any misunderstandings.

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Discuss the Evaluation Rubric

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 10 mins

Instructional Strategy: Unassigned

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Discuss the "Conduct a NCODP" rubric in its entirety and make sure all students understand the required task. Refer the students to the "NCODP Example" on the student disk for an example of the formatting for the written plan.

Check on Learning: None needed

Review Summary: Summarize the learned activities and clear up any misunderstandings.

Show VU 3: TLO

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:16/0)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

Check on Learning

Conduct a Check on Learning at the end of each LSA.

Review/ Summary

None

SECTION V. STUDENT EVALUATION

Testing Requirements

Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG-SLC - Administer NCO Development Plan
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Sequence	Media Name	Media Type
None		

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PCB00003 Version 2.1

Appendix D - Student Handouts

**ARNG-SLC - Administer NCO Development Plan
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Sequence	Media Name	Media Type
0	Administer NCODP PPT	PPT

Appendix E - TRAINER'S LESSON OUTLINE

ARNG-SLC - Administer NCO Development Plan

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DRAFT

1. The importance of this lesson: (Why)

Administer NCODP

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Student must score an 80% or higher on a performance evaluation according to the evaluation rubric.

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
None		

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	18 Dec 2009
FM 7-22.7	THE ARMY NONCOMMISSIONED OFFICER GUIDE	23 Dec 2002

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction: 2 hrs 0 mins

LAND: Classroom, Training Area, and Range Requirements

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

AMMO: Ammunition Requirements

<u>DODIC</u>	<u>Name</u>
None	

MISC: Materiel Items and TADSS Requirements

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
702101C056576	COMPUTER, PERSONAL WORKSTATION
702101C161319	COMPUTER MICRO LAP TOP PORTABLE AC
7025-01-559-1352	Display Unit: Smartboard White 64
7520-00-138-7981	Marker Assortment, Tube Type
7520-01-C12-6434	Easel, portable with/without Access TY SZ AA: QRT500TE Quartet
7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.

