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Personnel

**AFRC NCO LEADERSHIP DEVELOPMENT
PROGRAM**



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This instruction implements AFD 36-80, *Reserve Training and Education*. It prescribes procedures for the management and administration of the AFRC Non-Commission Officer Leadership Development Program (NCOLDP).

SUMMARY OF REVISIONS

This revision supersedes AFRCI 36-8001, dated 31 May 1996, adds responsibilities of the Wing Command Chief, removes the Awards and Recognition Committee and updates functional address symbols and personnel data systems. A bar (|) indicates a revision from the previous edition.

1. Objective: To establish and administer an NCO leadership development program that provides mid-level enlisted personnel (Staff Sergeant and Technical Sergeant) with an academic foundation in leadership and management principles. An environment is provided where students apply academic principles to military situations and operations.

2. Responsibilities:

2.1. HQ AFRC/DPTP NCOLDP Program Manager or Representative:

- 2.1.1. Receives nominations from unit military training (DPMT) for AFRC NCOLDP military facilitators.
- 2.1.2. Schedules use of military facilitators.
- 2.1.3. Ensures two facilitators for each military class.
- 2.1.4. Provides facilitator schedule to host DPMT.
- 2.1.5. Queries DPMTs for annual course requirements.
- 2.1.6. Compiles annual schedule of courses.

- 2.1.7. Schedules and conducts Training and Selection courses as needed for new facilitator candidates.
 - 2.1.8. Processes funding messages through FM.
 - 2.1.9. Schedules and conducts annual training for facilitators.
 - 2.1.10. Reviews entire curriculum and initiates needed changes.
 - 2.1.11. Markets the program through other PDC Courses, the PDC Website, and through AFRC Conferences.
 - 2.1.12. Provides expendable supplies to all DPMTs annually depending on the number of classes scheduled.
- 2.2. Wing Commanders or Representative:
- 2.2.1. Ensures through subordinate commanders and staff agency chiefs that personnel, facilities, and supplies are available to conduct classes.
 - 2.2.2. Attends class for opening remarks.
 - 2.2.3. Participates in the graduation ceremony.
 - 2.2.4. Promotes the publicizing of the AFRC NCOLDP.
 - 2.2.5. Provides feedback, as deemed necessary, on unit program management and curriculum, and submit statistical data to HQ AFRC/DPTP.
- 2.3. Wing Command Chief or Representative:
- 2.3.1. Attends the Leadership Symposium block of the curriculum.
 - 2.3.2. Presents the Leadership Exchange.
 - 2.3.3. Promotes the publicizing of the AFRC NCOLDP.
 - 2.3.4. Provides feedback to DPMT and to Program Manager.
 - 2.3.5. Leads the graduation ceremony.
- 2.4. Wing DPMT:
- 2.4.1. Act as unit point of contact (POC) for all matters pertaining to AFRC NCOLDP, to include:
 - 2.4.1.1. Establishing a schedule and administering AFRC NCOLDP.
 - 2.4.1.2. Publicizing the program.
 - 2.4.1.3. Referring dismissed/no-show students to the unit of assignment.
 - 2.4.1.4. Providing students with information concerning participation.
 - 2.4.1.5. Sends a letter or email to military facilitators giving them directions to host base, lodging number, rental car requirements, availability of messing facilities, etc.
 - 2.4.2. Establish the number of classes and class dates for upcoming fiscal year, obtain wing commander approval, and forward proposed schedule to HQ AFRC/DPTP by 1 June. (Note: DPMT screens all squadrons/detachments serviced by the Military Personnel Flight.)

2.4.3. Coordinate all schedule changes with HQ AFRC/DPTP. Changes must be approved at least two weeks before the class start date.

2.4.4. Update and monitor program attendance using the Oracle/O.T.A.

2.4.5. Provide support to all military facilitators and college instructors.

2.4.6. Follow up with students after CCAF awards credit.

2.4.7. Conduct preliminary inspection/inventory of services to be provided by the college for the purpose of acceptance of services.

2.4.8. Validate and sign the "Certificate of Services Performed" provided by the college instructors at the completion of college sessions.

2.4.9. Forward class critiques to HQ AFRC/DPTP within seven days of completion of each session.

2.5. Squadron Commanders:

2.5.1. Select primary and alternate candidates to attend AFRC NCOLDP classes.

2.5.2. Provide DPMT a by-name listing not later than 30 days before class start date.

2.5.3. Ensure candidates are in compliance with Air Force weight, dress, and appearance standards (Air Reserve Technicians are to be in proper military uniform whether attending in civilian or military status).

2.5.4. Determine the duty status in which students attend the training session.

2.5.5. Ensure orders are completed and distributed.

2.5.6. Provide the opportunity for graduates to serve on advisory panels, committees, studies, etc.

2.5.7. Ensure funding requirements are identified and submitted to the unit budget officer for attendees.

2.6. Facilitators:

2.6.1. Prepare curriculum for delivery and conduct class according to curriculum process. (HQ AFRC/DPTP) must approve modifications/deviations.)

2.6.2. Maintain professional military standards at all times.

2.6.3. Coordinate arrival/departure times with host DPMT at least 2 weeks before scheduled class start date.

2.6.4. Complete and return facilitator Trip Report within 5 days of each seminar.

2.6.5. Coordinate schedule changes with HQ AFRC/DPTP.

2.6.6. Coordinate teaching schedule and other related AFRC NCOLDP commitments with their unit commander as early as possible.

2.6.7. Refer student no-shows, absences, and dismissals to DPMT.

2.6.8. Attend annual HQ AFRC/DPTP-sponsored training.

3. Procedures:

3.1. Unit Scheduling: Unit DPMT establishes a program schedule which meets unit needs.

3.2. Program Notification:

3.2.1. Unit DPMTs:

3.2.1.1. Identify target population by computer-generated eligibility product which consists of name, rank, SSN, Date of rank, Duty Air Force Specialty Code, Estimated Time of Separation, and name of supervisor (rating official).

3.2.1.2. Assign quotas to each squadron based on the percentage of personnel eligible. Quotas and eligibility product are provided to the squadron commander.

3.2.2. The squadron commander provides DPMT with the names of primary and alternate candidates, status of attendance, and the name of the supervisor.

3.2.3. Then, unit DPMTs:

3.2.3.1. Notify selected candidates of program dates, times, location, participation, uniform requirements, etc.

3.2.3.2. Prepare a class roster and provide a copy to the college instructor and military facilitators.

3.3. Program Logistics. Unit DPMTs:

3.3.1. Provide classroom and breakout areas which accommodate training requirements.

3.3.2. Provide instructional media as requested/required.

3.3.3. Ensure a break area is available.

3.3.4. Arrange transportation and lodging for military facilitators as requested/required.

3.4. Program Administration. Unit DPMTs:

3.4.1. Conduct a preliminary inspection/inventory for the purpose of accepting services to be provided by the college. (**NOTE:** Areas for preliminary inspection include, but are not limited to, student materials/study guides, prescribed forms, syllabus, instructional aids, assessment instruments (including class critiques and student tests), and contractor-provided lesson plans. Notify HQ AFRC/DPTP if, as a result of this inspection, services will not be accepted. HQ AFRC/DPTP has provided requirements to the units.)

3.4.2. Introduce college instructor/military facilitators to the class.

3.4.3. Establish local procedures to monitor attendance and participation. (NOTE: Students must attend at least 15.5 of the 18 hours of each college phase for satisfactory completion. Students must satisfactorily complete each phase of the program in sequential order (C1, M1, C2, and M2). Requirements for satisfactory completion of the college phases are contained in the college training documents. Satisfactory completion of military applications seminars is based upon the candidate's participation, completion of course objectives, attitude, and professional assessment by the military facilitator. Commanders may reenroll withdrawn candidates at a later date.

3.5. Program Graduation. Unit DPMTs.

3.5.1. Coordinate local procedures for the graduation ceremony and encourage the wing/group commander to participate

3.5.2. Present AFRC Form 84, AFRC NCO Leadership Development Program Certificate of Training, to graduates. (Forms will be provided by command OPR)

3.5.3. Collect, review, and forward class critiques to HQ AFRC/DPTP.

3.5.4. Use certified class roster to update program completion in Oracle/OTA.

3.6. Facilitator Recruitment. Military facilitator candidates submit an application package to the unit DPMT. DPMT forwards applications to HQ AFRC/DPTP. HQ AFRC/DPTP sets up a military facilitator training/selection seminar. Applications include:

3.6.1. A resume which includes applicable civilian and military experience, training, educational background, etc

3.6.2. A letter from the candidate stating why they want to be a facilitator (to include: civilian/home phone number, home mailing address, SSAN, and E-mail address if applicable).

3.6.3. A letter or an endorsement from the squadron commander. (**NOTE:** The commander states that the candidate meets AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 40-502, *The Weight Management Program, standards*. The commander states awareness of member's future TDY commitment. Unit funding is required to support the AFRC NCOLDP military facilitator's travel expenses, per diem, and other related expenditures for the Training/Selection Course.) Upon selection, course facilitation will be funded by HQ AFRC.

3.7. Military Facilitator Training/Selection:

3.7.1. Military facilitators are trained in the art of facilitating before conducting the military class portion of the AFRC NCOLDP. Training is accomplished through HQ AFRC/DPTP sponsored training/selection seminars.

3.7.2. Standardized training objectives and evaluation devices are used to train, evaluate, and select military facilitators.

3.7.3. HQ AFRC/DPTP and military facilitator evaluators are on the military facilitator selection committee. Facilitator evaluators are selected by HQ AFRC/DPTP.

3.7.4. Upon selection and completion of training, new facilitators are presented with AFRC Form 2, "**Certificate of Training for AFRC NCOLDP Facilitators.**" (Forms will be provided by command OPR).

4. Forms Prescribed. AFRC Form 2, **Certificate of Training for AFRC NCOLDP Facilitators** (Forms will be provided by command OPR) and AFRC Form 84, **AFRC NCO Leadership Development Program Certificate of Training.** (Forms will be provided by command OPR).

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Commander