



DEPARTMENT OF THE ARMY
XVIII AIRBORNE CORPS AND FORT BRAGG NCO ACADEMY
BLDG A-4375 DEGLOPPER STREET
FORT BRAGG, NORTH CAROLINA 28310

ATZB-NB

17 May 2019

MEMORANDUM FOR RECORD

SUBJECT: Common Faculty Development Instructor Course (CFD-IC) Information

1. The CFD-IC is a ten-day, 80-hour course, designed for new faculty (e.g. instructors, trainers, and facilitators). The course prepares new instructors to teach, train, and facilitate learning in an adult learning environment. The CFD-IC fulfills the qualification requirement for all Army trainers and instructors. In addition to this qualification, instructor certification requires completion of site-specific and billet specific requirements as directed by the instructor's local command (e.g., CoE or Institution). Local commanders award the SQI "8" upon completion of instructor certification, IAW AR 614-200. Attendees cannot have appointments or miss any block of instruction. Students must attend all class sessions and complete all assignments. Instructors will handle emergency absences on a case-by-case basis.

2. Students are required to meet course justification IAW AR 614-200, Chap. 6-9 (25 January 2019). All military students must provide a memorandum for record endorsed by Company Commander equivalent or higher. The memorandum provided must include the following information:

- a. Service member passed an APFT IAW FM 7-22 (26 October 2012).
- b. Service member meets height and weight standards IAW AR 600-9 (28 June 2013).
- c. Service member's Blackboard Username (instructions found in the welcome email).
- d. Service member's full name and SSN.

3. Attendees will be required to instruct an 8 minute Formative Practicum of a non-military subject of your choice the first Thursday, a 20 minute Formative Practicum of a military subject of your choice the second Tuesday, and a 40 minute Summative Practicum on your approved Lesson Plan on the second Thursday.

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4. Administrative instructions pertaining to CFD-IC:

a. Place: Building A-4375 Deglopper St., XVIII Airborne Corps and Fort Bragg NCOA, Room 113. Located between Ogden St. and Lewis St., on Butner Rd., across from the gas station.

b. Time: Day one of the course will start at 0830. The daily class schedule is from 0900-1700.

c. Uniform: ACUs or service equivalent.

d. Pre-reading: Login to <https://elc.learn.army.mil>, go to "My Courses" and click on "CFD Instructor Course", read the course material in Lesson 1 and Lesson 2 to discuss on day one.

e. Day One Materials: Students need a Lesson Plan or Training Support Package (TSP) from own CoE or Institution and appropriate note taking materials.

5. The following information pertains to TDY Students:

a. Billeting: Quarters are not available. Fort Bragg Soldiers reside in their current quarters. If attending the course in a TDY status, contact the Privatized lodging; available and directed through IHG Army Hotels at 1-877-711-8326. Make hotel reservations through the Defense Travel System (DTS).

b. Meals: Dining Facilities are available for Soldiers with meal cards. Soldiers attending on a TDY status will provide their own meals. Unit of assignment provides all funding for Soldiers attending CFD-IC.

c. Transportation: TDY Soldiers flying into Fayetteville regional airport, will coordinate their own transportation to the NCOA through available taxi service (or equivalent) at their own expense. The fare to the NCOA is approximately \$20.00 (one way).

6. The point of contact for this memorandum is the undersigned at (910) 908-2118 or email at jerricol.g.jessie.mil@mail.mil

MATTHEW M. O'BRIEN
CSM, USA
Commandant