



DEPARTMENT OF THE ARMY
Noncommissioned Officer Leadership Center of Excellence
Fort Stewart Noncommissioned Officer Academy
35 Road B, Building 19204
Fort Stewart, Georgia 31314-6002

ATZB-NSO

26 July 2021

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter, Fort Stewart Noncommissioned Officer Academy (NCOA), Common Faculty Development Instructor Course (CFD-IC) 05-21

Congratulations on your selection to attend the Fort Stewart NCOA, Common Faculty Development Instructor Course (CFD-IC). The Instructor Course is a two course that comprise the CFD-IC Program. CFD-IC is a ten-day/80 hour course designed for new faculty (e.g. instructors, trainers, and facilitators).

1. CFD-IC is a competency-based course: the learning objectives are based on internationally recognized instructor competencies published by the International Board of Standards for Training, Performance, and Instruction (ibstpi). The course prepares new faculty to teach, train, and facilitate learning in an adult learning environment. It introduces new faculty to Army instructor roles and responsibilities, teaching and learning models, and professional and ethical requirements. The course also introduces classroom management techniques, the process for building learning objectives and lesson plans, and characteristics of effective communication.
2. Throughout the course, new faculty will have an opportunity to practice teaching, working from short, simple practicum exercises to increasingly longer and more complex ones, culminating in an end of course lesson presentation. The first half of the course focuses on characteristics of effective instructors, self-awareness of differences in teaching and learning style preferences and fundamentals of teaching and learning as they apply to adults. In various teaching and learning practicums, with both instructor, peer, and self-assessment in a collaborative learning environment. The summative assessment will occur at the end of the course and consist of an individual 30 minute practicum.
3. The course instructor/facilitator will model proper facilitation behavior throughout the course. However, the bulk of the instruction effort will be coaching as students learn and apply new behaviors.
4. Student Prerequisites:
 - a. Assignment or pending assignment as a instructor/facilitator.
 - b. Military must meet height and weight standards IAW AR 600-9.
 - c. Military must pass most recent APFT.

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5. The Duty Uniform throughout the course is the Army Combat Uniform. Minimum items required upon your arrival:

- a. Copy of your Attachment Memorandum from Unit for personnel stationed on Fort Stewart or Hunter Army Airfield.
- b. Course start date: **23AUG21** through **3SEP21**.
- c. Time: **0830-1730 Monday-Friday**.
- d. Location: FSGA Bldg. 626, near 5-7 CAV off of Wilson Ave. (There will be a side door propped open for easy access to the classroom). Due to COVID 19 restrictions and meet current **10AUG21GO1 guidelines must be followed.**

Again, congratulations on reaching this pivotal milestone in your military career. The NCO Academy welcomes you to CFD-IC class 05-21.

Fort Stewart NCOA Telephone Numbers:

Operations:	(912) 435-2514
Main Office / After Duty Hours:	(912) 435-2501
Chief of Training:	(912) 435-2505

9. If you have any questions, contact Operations (912) 435-2514 or CFD-IC Instructor: SFC Lites, Kevin G. email: kevin.g.lites.mil@mail.mil.

JENNYANNE C. BRIGHT
CSM, USA
COMMANDANT