

TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	L231 / COMMANDANT'S ORIENTATION
Effective Date	01 Oct 2003
Supersedes TSP(s) / Lesson(s)	C200, Commandant's Orientation, JAN 00 C200-RC, Commandant's Orientation, JUN 01
TSP Users	400-PLDC, Primary Leadership Development Course 400-PLDC PH II, Primary Leadership Development Course Phase II
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i> . Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: COMDT USASMA ATTN ATSS D BLDG 11291 BIGGS FIELD FT BLISS TX 79918-8002 Telephone (Comm): (915) 568-8875 Telephone (DSN): 978-8875 e-mail: atss-dcd@bliss.army.mil
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

This TSP
Contains

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COMMANDANT'S ORIENTATION
L231 / Version 1
01 Oct 2003

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	400-PLDC	1	Primary Leadership Development Course
	400-PLDC PH II	1	Primary Leadership Development Course Phase II

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	

Academic Hours	The academic hours required to teach this lesson are as follows:	
	<u>Resident Hours/Methods</u>	
		9 hrs /Lecture
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	9 hrs	

Test Lesson Number	<u>Hours</u>	<u>Lesson No.</u>
Testing (to include test review)	_____	N/A

Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>
	None	

Clearance Access Security Level: Unclassified
 Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
None			

Student Study Assignments

Before class--

- None.

During class--

- Listen to lecture.

After class--

- No requirements.
-

Instructor Requirements

1:160, CSM.

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>ID Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

* Before Id indicates a TADSS

Materials Required**Instructor Materials:**

- TSP.
- Commandant's Notes.
- Media--at discretion of commandant/NCOA.

Student Materials:

- Pen or pencil and writing paper.
-

Classroom, Training Area, and Range Requirements

AUDITORIUM-4150 SF, 160 PN

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Commandants are responsible for writing their own orientations. Commandants, as a minimum, will prepare and include the following topics as part of their orientation supporting this TSP--

- Reasons for attending PLDC.
- Safety.
- Course graduation requirements.
- Standards of conduct.
- Overview to identify and prevent sexual harassment.
- Local command policies.
- In addition, the Commandant will:
 - Read and study all TSP materials and be ready to conduct the orientation.
 - Conduct the orientation in accordance with this TSP.

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
/s/Donald J. Colyer /t/Colyer, Donald J.	GS09	Training Specialist	10 Jul 03
/s/Frank W. Berta /t/Barnes, Ronnie G.	MSG	Course Chief, PLDC	10 Jul 03
/s/Brian H. Lawson /t/Lawson, Brian H.	SGM	Chief, NCOES	10 Jul 03
/s/Albert J. Mays /t/Mays, Albert J.	SGM	Chief, CDDD	11 Jul 03

SECTION II. INTRODUCTION

Method of Instruction: <u>Lecture</u>
Technique of Delivery: <u>Large Group Instruction</u>
Instructor to Student Ratio is: <u>1:160</u>
Time of Instruction: <u>5 mins</u>
Media: <u>At the discretion of the commandant</u>

Motivator

FM 22-100 states, “Leaders of character and competence act to achieve excellence by developing a force that can fight and win the nation’s wars and serve the common defense of the United States.” That is why you are here, to begin your training to become a leader of character and competence.

We want you to begin PLDC with a clear understanding of exactly what this academy and the Army expects of you, so you can successfully complete the course and fulfill the Army’s goal in developing leaders.

This is your first step in the soldier development process where you will build upon your base of values and ethics. You will learn the values, attributes, skills, and actions that make up what you must BE, what you must KNOW, and what you must DO to be a leader. The “BE, KNOW, DO” are the leader requirements for you as a future leader as outlined in FM 22-100.

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:	Recognize PLDC course completion requirements, NCOA standards, and local command policies.
Conditions:	As a PLDC attendee in an auditorium.
Standards:	<p>Recognized PLDC course completion requirements, NCOA standards, and local command policies to include:</p> <ul style="list-style-type: none"> • Reasons for attending PLDC. • Safety. • Course graduation requirements. • Standards of conduct. • Identify and prevent sexual harassment. • Local command policies. <p>IAW local SOPs, command policies, and Course Management Plan.</p>

**Safety
Requirements**

None

**Risk
Assessment
Level**

Low

**Environmental
Considerations**

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

Evaluation

None

**Instructional
Lead-In**

None

SECTION III. PRESENTATION

NOTE: Learning Step / Activities (LS/A) 1 thru 5 are mandatory during peacetime POI training for all Active Component (AC) and Reserve Component (RC) NCOAs. LS/A 6 is mandatory only for AC NCOAs during peacetime POI training and omitted during Mobilization POI training.

1. Learning Step / Activity 1. Reasons for attending PLDC
Method of Instruction: Lecture
Technique of Delivery: Large Group Instruction
Instructor to Student Ratio: 1:160
Time of Instruction: 10 mins
Media: At the discretion of the commandant

Commandants will write this portion of the TSP.

2. Learning Step / Activity 2. Safety
Method of Instruction: Lecture
Technique of Delivery: Large Group Instruction
Instructor to Student Ratio: 1:160
Time of Instruction: 5 mins
Media: At the discretion of the commandant

Commandants will write this portion of the TSP.

3. Learning Step / Activity 3. Graduation Requirements
Method of Instruction: Lecture
Technique of Delivery: Large Group Instruction
Instructor to Student Ratio: 1:160
Time of Instruction: 5 mins
Media: At the discretion of the commandant

Commandants will write this portion of the TSP.

- Brief students on USASMA's graduation policy described in the PLDC Course Management Plan.
- Students must understand testing policies, to include retesting and what will happen should they fail a written or performance exam.

4. Learning Step / Activity 4. Standards of Conduct
Method of Instruction: Lecture
Technique of Delivery: Large Group Instruction
Instructor to Student Ratio: 1:160
Time of Instruction: 10 mins
Media: At the discretion of the commandant

Commandants will write this portion of the TSP.

- Brief students on what you expect their behavior and demeanor to be while attending the course. This will include any type of honor system you may have established at your academy.
- Students must understand what will happen should they fail to maintain acceptable conduct.

5. Learning Step / Activity 5. Overview to identify and prevent sexual harassment
Method of Instruction: Lecture
Technique of Delivery: Large Group Instruction
Instructor to Student Ratio: 1:160
Time of Instruction: 10 mins
Media: At the discretion of the commandant

Commandants will write this portion of the TSP.

- Use your Academy's and local SOPs.
- PLDC TSP L227 (Equal Opportunity/Sexual Harassment) can assist you in developing this portion of your orientation brief.

Break: TIME: 00:50 to 01:00. End of lesson for RC only, AC continues with LS/A 6 after the break.

NOTE: Learning Step / Activity 6 is mandatory during peacetime POI training for AC NCOAs only. AC NCOAs will omit this learning step during Mobilization POI training.

6. Learning Step / Activity 6. Brief local command policies
Method of Instruction: Lecture
Technique of Delivery: Large Group Instruction
Instructor to Student Ratio: 1:160
Time of Instruction: 8 hrs
Media: At the discretion of the commandant

NOTE: Schedule break times as necessary.

Commandants will write this portion of the TSP.

- Use your Academy's and local SOPs.

SECTION IV. SUMMARY

Method of Instruction: <u>Lecture</u>
Technique of Delivery: <u>Large Group Instruction</u>
Instructor to Student Ratio is: <u>1:160</u>
Time of Instruction: <u>5 mins</u>
Media: <u>At the discretion of the commandant</u>

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Review / Summarize Lesson

None

Transition to Next Lesson

Congratulations on your selection to attend the Primary Leadership Development Course. If you follow the rules and guidelines that I just briefed and you work hard, you will successfully complete this course.

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

None

**Feedback
Requirements**

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

Appendix A Viewgraph Masters (N/A)

Appendix B Test(s) and Test Solution(s) (N/A)

Appendix C Practical Exercises and Solutions (N/A)

Appendix D Student Handouts (N/A)