

ALARACT 288/2010

R 151806Z Sep 10

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER  
ON BEHALF OF HQDA WASHINGTON DC//DAMO-TRL//

SUBJECT: STRUCTURED SELF-DEVELOPMENT (SSD) GOVERNANCE: IMPLEMENTATION  
OF SSD POLICY

1. REFERENCE:

A. AR 350-1 ARMY TRAINING AND LEADER DEVELOPMENT, DATED 18 DEC 09.

B. AR 600-100, ARMY LEADERSHIP, 8 MAR 07.

C. DA PAM 600-25, U.S. ARMY NONCOMMISSIONED OFFICER PROFESSIONAL  
DEVELOPMENT GUIDE, 28 JUL 08.

2. PURPOSE: TO PROVIDE POLICY FOR THE SSD PROGRAM.

3. DESCRIPTION: THE INTENT OF SSD IS TO BRIDGE THE OPERATIONAL AND  
INSTITUTIONAL DOMAINS AND SET CONDITIONS FOR CONTINUOUS GROWTH. SSD  
WILL ENSURE LEARNING IS CONTINUOUS AND ENDURING NOT SPORADIC AND  
TRANSITORY. SSD IS REQUIRED LEARNING THAT CONTINUES THROUGHOUT A  
CAREER AND THAT IS CLOSELY LINKED TO AND SYNCHRONIZED WITH CLASSROOM  
AND EXPERIENTIAL LEARNING. SSD SETS THE CONDITIONS FOR CONTINUOUS  
GROWTH BOTH AS A WARRIOR AND A WARRIOR LEADER. SSD IS BOTH AN  
INDIVIDUAL AND FIRST LINE LEADER RESPONSIBILITY EXECUTED AT THE  
INDIVIDUAL'S PACE BUT UNDER THE SUPERVISION OF THE FIRST LINE LEADER.  
SSD IS A CENTRALLY MANAGED SET OF SPECIFIED CONTENT THAT MUST BE  
COMPLETED WITHIN SPECIFIED CAREER POINTS AS A PREREQUISITE FOR  
ATTENDANCE AT WARRIOR, SENIOR LEADER, AND SGM COURSES. SSD BUILDS  
KNOWLEDGE AND SKILLS THROUGH A DEFINED SEQUENCE OF LEARNING APPROACHES  
WITH THE ADJUNCTS OF FORMAL EDUCATION AND EXPERIENTIAL LEARNING. THE  
IMPLEMENTATION OF SSD WILL IMPROVE ARMY READINESS BY INTEGRATING SELF  
DEVELOPMENT INTO A LIFE LONG LEARNING (LLL) APPROACH THAT FOSTERS  
CONTINUOUS LEARNING. SSD WILL BECOME PREREQUISITE FOR ATTENDANCE TO  
NCOES COURSES 1 OCT 12.

4. REQUIREMENT: SOLDIERS BECOME ELIGIBLE UPON COMPLETION OF BASIC  
COMBAT TRAINING/ONE STATION UNIT TRAINING, AND SUBSEQUENT COMPLETION  
OF THE ADVANCE LEADER COURSE (ALC), SENIOR LEADER COURSE (SLC), AND  
THE SERGEANT'S MAJOR COURSE. ALC COMMON CORE FOLLOWS THE WARRIOR

LEADER COURSE AND SOLDIERS WILL BE SCHEDULED FOR ATTENDANCE BY THE HUMAN RESOURCES COMMAND SEPARATELY FROM THE SSD PROGRAM. SOLDIERS WILL BE NOTIFIED OF ENROLLMENT VIA AN EMAIL FROM ATRRS TO THEIR AKO EMAIL ADDRESS ALERTING THEM THAT THEY HAVE BEEN REGISTERED FOR SSD; THE EMAIL WILL CONTAIN THE URL OF THE WEBSITE FOR THE SSD COURSEWARE.

A. SSD I. EFFECTIVE 1 OCT 10, SOLDIERS WILL BE ENROLLED IN SSD I AUTOMATICALLY UPON COMPLETING BCT/OSUT. BEGINNING FY13, SOLDIER'S MUST COMPLETE SSD 1 PRIOR TO ATTENDING WLC. THOSE SOLDIERS (PVT - SPC) WHO COMPLETED BCT/OSUT, BUT NOT WLC, PRIOR TO 1 SEP 10 WILL BE AUTOMATICALLY ENROLLED BY 1 JAN 12.

B. THERE IS NO SSD BETWEEN WLC AND ALC.

C. SSD III. EFFECTIVE 1 JAN 11, ALL SGTS AND SSGS WHO ARE GRADUATES OF ALC OR BNCOC WILL BE AUTOMATICALLY ENROLLED IN SSD III. SGTS (P), SSGS AND SFCS WILL BE ENROLLED IN SSD III AUTOMATICALLY UPON COMPLETION OF ALL PHASES OF ALC.

D. SSD IV. EFFECTIVE 1 JAN 11, SSGS (P), SFCS, AND MSGS WILL BE ENROLLED AUTOMATICALLY INTO SSD IV UPON COMPLETION OF SLC. EFFECTIVE 1 JAN 13, COMPLETION OF SSD IV IS A PREREQUISITE FOR ATTENDANCE TO SMC.

E. SSD V. EFFECTIVE 1 MAY 11, MSGS (P) AND SGMS WILL BE ENROLLED AUTOMATICALLY INTO SSDV UPON COMPLETION OF SERGEANT MAJOR COURSE OR ITS EQUIVALENT. BEGINNING 1 MAY 13, COMPLETION OF SSD V IS A PREREQUISITE TO BE CONSIDERED FOR NOMINATIVE AND JOINT ASSIGNMENTS.

F. ARMY LEARNING MANAGEMENT SYSTEM (ALMS) WILL GENERATE DA FORM 87, CERTIFICATE OF TRAINING, FOR ALL SSD PHASES AND PROVIDE COMPLETION NOTIFICATION TO ATRRS. ATRRS WILL UPDATE PERSONNEL RECORDS AS REQUIRED.

5. **RESPONSIBILITIES:**

A. **SOLDIERS AND NCOS WILL:**

(1) LOG IN AND CORRECTLY INPUT ALL REQUIRED INFORMATION.

(2) COMPLETE ALL LESSONS AT THEIR LEVEL OF SSD WITHIN THE TIME PRESCRIBED IN PARAGRAPHS 4.A. THRU 4.E.

B. **CHAIN OF COMMAND (COC) RESPONSIBILITIES:**

(1) **FIRST LINE SUPERVISOR WILL:**

(A) ENSURE SOLDIERS COMPLETE, OR HAVE COMPLETED, ALL COURSE ADMINISTRATIVE REQUIREMENTS DURING THEIR INITIAL COUNSELING.

(B) MONITOR SOLDIER'S PROGRESS.

(C) COACH, MENTOR, AND COUNSEL SOLDIER AS REQUIRED OR NEEDED.

(D) IAW REF A., PROVIDE SOLDIERS TIME DURING THE DUTY DAY TO WORK ON SSD COURSE MATERIAL.

(2) **FIRST SERGEANT WILL:**

(A) ENSURE FIRST LINE LEADER MONITORS THE PROGRESS OF THEIR SOLDIERS.

(B) PROVIDE COACHING, MENTORING AND COUNSELING TO BOTH FIRST LINE LEADERS AND SOLDIERS THROUGHOUT THE INSTRUCTION.

(C) IAW REF A., PROVIDE SOLDIERS TIME DURING THE DUTY DAY TO WORK ON SSD COURSE MATERIAL.

(3) **BATTALION COMMAND SERGEANT MAJOR WILL:**

(A) ENSURE FIRST LINE LEADER MONITORS THE PROGRESS OF THEIR SOLDIERS.

(B) PROVIDE COACHING, MENTORING AND COUNSELING TO BOTH FIRST LINE LEADERS AND SOLDIERS THROUGHOUT THE INSTRUCTION.

(C) IAW REF A., PROVIDE SOLDIERS TIME DURING THE DUTY DAY TO WORK ON SSD COURSE MATERIAL.

C. **HUMAN RESOURCES COMMAND WILL:**

(1) MANAGE ENROLLMENT IN ALL PHASES OF SSD.

(2) ENSURE THE ATRRS TRANSACTIONS ARE TAKING PLACE TO UPDATE PERSONNEL RECORDS AS REQUIRED.

D. **HQ TRADOC WILL:**

(1) ENSURE ALL SSD COURSEWARE IS REVIEWED AS NEEDED, BUT NO LESS THAN BI-ANNUALLY.

(2) MONITOR THE ARMY LEARNING MANAGEMENT SYSTEM (ALMS) TO ENSURE IT IS GENERATING CERTIFICATES OF COMPLETION (DA FORM 87) FOR COMPLETION OF

EACH LEVEL OF SSD.

(3) ENSURE ALMS IS NOTIFYING ATRRS UPON A SOLDIER'S COMPLETION OF EACH LEVEL OF SSD.

E. ACOM/ASCC/DRUS/FOAS WILL ENSURE SUBORDINATE COMMANDS ARE PROVIDING THEIR SOLDIER'S TIME DURING THE DUTY DAY TO WORK ON SSD COURSE MATERIAL.

F. HQDA:

(1) G-1 WILL ENSURE SSD ATRRS TRANSACTIONS ARE TAKING PLACE.

(2) G-37 WILL MONITOR EXECUTION OF SSD AND PROVIDE APPROPRIATE RESOURCING.

6. SSD COMPLETION: SOLDIERS WILL BE CONSIDERED TO HAVE COMPLETED THEIR LEVEL OF SSD ONCE THEY HAVE MET ALL LESSON REQUIREMENTS. SOLDIERS WHO FAIL TO COMPLETE THEIR LEVEL OF SSD, DURING THE TIMEFRAMES OUTLINE IN PARAGRAPHS 4.A. THRU E., WILL NOT BE ELIGIBLE FOR PROMOTION CONSIDERATION OR FURTHER NCOES ATTENDANCE.

7. POINTS OF CONTACT FOR THIS MEMORANDUM ARE SGM ROBIN BERCAW;  
COMMERCIAL: 703-692-5672; NIPR: ROBIN.BERCAW@US.ARMY.MIL OR SGM EDDIE  
E. JACKSON; COMMERCIAL: 703-692-6128; NIPR:  
EDDIE.E.JACKSON@US.ARMY.MIL.

8. THIS MESSAGE WILL EXPIRE ON THE NEXT REVISION OF AR 350-1 OR ON 15 SEPTEMBER 2013.