

Noncommissioned Officer Academy (NCOA) Syllabus

| CCAF Course ID | Course Name | Start Date |
|---------------------|---|------------|
| 38 3 NCO 99200 0004 | Noncommissioned Officer Academy (NCOA) (Resident) | 1 Oct 23 |

(Supersedes: 38 3 NCO 99200 0003)

MISSION

The mission of the NCOA is to prepare NCOs for increased responsibilities by developing their leadership capabilities and expanding their understanding of the military profession to achieve national strategic objectives.

LEARNING OUTCOMES

- Deliberately lead others to achieve positive outcomes in a wide range of contexts.
- Lead diverse teams in the joint environment to integrate air power into joint operations.
- Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

CURRICULUM OVERVIEW

The NCO Academy is 196 hours (25 academic days) of guided discussion classroom methodology and experiential exercises. The course is designed to meet specific objectives associated to each of the three course learning outcomes. These learning outcomes are divided into the broad areas of: Team Leadership, Joint Warfighting, and Strategic Thinking.

The Community College of the Air Force (CCAF) 6 semester hours for course completion.

| <u>Course Hour Breakdown</u> | <u>Hours</u> |
|------------------------------------|--------------|
| Team Leadership: | 31 |
| Joint Warfighting: | 46 |
| Strategic Thinking: | 36 |
| Course Orientation: | 42 |
| Course Administration & Evaluation | 6 |
| Commandant's Time | 13 |
| Fitness | 22 |
| Total | 196 |

COURSE REQUIREMENTS/POLICIES

1. **READINGS.** Before each lesson, students are expected to complete all assigned readings (if applicable) for the day. Students are encouraged to read the explanation given in the syllabus before reading the assigned materials.

2. **CLASSES.** Students will attend class for guided discussions, experientials, case studies, & interactive activities. These discussions and activities will complement the readings and students are expected to contribute positively to the classroom environment.
3. **PARTICIPATION.** Student participation in classroom discussions and activities is vital to the success of the course. Students must prepare for each lesson by completing all the assigned homework and readings. Each student is expected to contribute to the discussion.
4. **STRATIFICATION.** During the final week of the course, students will rank-order their peers based on their performance and observations from the entire course. Only the top 10 students will receive points. The points awarded will be determined by the average of their ranking among their peers. The stratification score will account for 20% of the overall graduation score.

Peer Stratification Points Chart

| STRAT RANK | POINTS |
|----------------------|--------|
| 1 | 100 |
| 2 | 90 |
| 3 | 80 |
| 4 | 70 |
| 5 | 60 |
| 6 | 50 |
| 7 | 40 |
| 8 | 30 |
| 9 | 20 |
| 10 | 10 |
| All Remaining (11-X) | 0 |

5. **METHODS OF EVALUATIONS.** Achievement of course outcomes are measured with performance evaluations. Students must achieve a minimum of a 70 percent (70 points) cumulative score at the end of the course after completion of all assignments. The standardized evaluation instruments (rubrics) describe each of the criteria students must complete for the performance tasks. The rubrics used in NCOA are designed to outline the standards students must meet to successfully complete the assignments. However, the criteria for highly effective and marginally effective are left open to allow students to approach the assignments in creative and unique ways that enables their scholarly growth.

6. Additionally, instructors should utilize the rubrics to provide individualized feedback to students on what was done exceptionally well or why students did not meet the standard criteria to provide recommendations for remediation as necessary.

There are five (5) graded assignments (two written and three speaking) students must complete to graduate NCOA.

| NCOA Scoring Model | | |
|------------------------------------|---------------------------|---------------|
| | EVALUATION TYPE | POINTS |
| National Strategy Background Paper | Written Product | 15 |
| Leadership Background Paper | Written Product | 20 |
| Military Operation Briefing | Presentation w/Visual Aid | 15 |
| Strategic Threat Briefing | Presentation w/Visual Aid | 20 |
| Problem Solving Briefing | Presentation w/Visual Aid | 30 |
| Academic Total | | 100 |

7. Description of Graded Assignments

National Strategy Written Assignment (15 points)

This assignment is a background paper, formatted per the Tongue & Quill, that analyzes the association between the U.S. National Strategy and the military's role in strategic competition. Students will conduct research on the U.S. National Strategy and develop a one-page paper that highlights the importance of national strategy and the military's role in achieving national strategic objectives.

Leadership Written Assignment (20 points)

This assignment is a background paper, formatted per the Tongue & Quill, on the condition of the organizational culture within the student's current work center (flight, squadron, etc.). The paper should be written as an analysis that is intended to provide information to senior leaders on the organizations current condition and the possible impact of integrating specific lesson concepts within their organization.

Military Operation Briefing Assignment (15 points)

This assignment is a prepared briefing with a visual aid that delivers information on the Air Force's participation in a historical operation to a given audience. Students will conduct research on a previous operation and highlight the Air Force's value within the operation as well as what principles of mission command were evident.

Strategic Threat Briefing Assignment (20 points)

This assignment is a prepared briefing with a visual aid that delivers the students analysis of a strategic threat to U.S. National Security. The students will conduct research on a topic approved by their instructor and describe how the selected topic impacts their mission and why it is a threat to national security.

Problem Solving Group Assignment (30 points)

This assignment is a small group presentation that allows the students to collaborate as a team to analyze a problem and determine solutions for possible implementation. The assignment consists of two parts: Part 1 requires the students to break into small groups to brainstorm various problems experienced in their organizations. The students will then choose a single problem and follow the process to develop possible solutions. Part 2 requires the groups to give a briefing on the problem, risk analysis, and solutions (COAs) they developed. Each member of the group is expected to present a portion of the briefing.

8. GRADUATION SCORE

The graduation score is a combination of all academic assignments and the Peer Evaluation/Stratification Exercise.

NCOA Scoring Model

| | Possible Points | Score Percentage |
|----------------------------------|-----------------|------------------|
| Academic Graded Assignments | 100 | 80% |
| Peer Evaluations/Stratifications | 100 | 20% |
| Graduation Score: | 200 | 100% |

9. END OF COURSE SURVEY

The survey is administered to 100 percent of the student body after the entire curriculum is delivered to determine the overall effectiveness of EPME at NCOA.

10. AWARDS PROGRAM

Below are the EPME Awards given at NCOA. Commandants may disqualify any award candidate who fails to exhibit USAF leadership traits and characteristics, professional behavior, military bearing, respect for authority, the highest standards of dress and appearance, or exemplary standards of on- and off-duty performance, to include physical fitness standards.

Eligibility: Students who do not meet the minimum cumulative passing score are ineligible (redlined) for the John L. Levitow, Distinguished Graduate, and Academic Achievement awards. Students with one or more letters of counseling, admonition, or reprimand as well as any other disciplinary or administrative issues will be considered ineligible for awards at the commandant's discretion.

John L. Levitow Award: This is the highest honor awarded. The John L. Levitow Award is the most distinguished graduate and is included as part of the top 10 percent of Distinguished Graduates. Each academy class will have only one John L. Levitow Award recipient.

Distinguished Graduate Award: This award is presented to the top 10 percent of the class which is determined by the performance evaluations, as well as instructor and peer leadership evaluations. The Distinguished Graduate award is a combination of all seven performance tasks, and the Stratification Exercise.

Academic Achievement Award: This award is presented to the student with the highest academic standing, excluding the John L. Levitow Award recipient. The Academic Achievement Award is based on a student's total academic score from the seven performance tasks.

Commandant's Award: This award is presented to the student who, in the Commandant's judgment, made the most significant contribution to the overall success of the class. The John L. Levitow Award winner is NOT eligible for this award; however, students academically redlined may be eligible.

Lessons, Readings, and Objectives

LESSON NAME: COURSE ORIENTATION

Method of Engagement: Guided Discussion/Experiential

LESSON OBJECTIVE

1. Define the National Security Strategy (NSS) and its relationship to the National Military Strategy.

LESSON OVERVIEW

Overview: This is the introductory lesson for the NCOA course. The lesson is designed to introduce students to the NCOA learning environment and the various activities they will be participating in (listed below).

CONTACT HOURS: 83.0-hours

1. **In/Out-Processing:** This time is for processing students into and out of the school. The first hour is to be used for in-processing and the second hour for out-processing.
CONTACT HOURS: 2.0-hours
2. **Human Performance:** Throughout the course students will participate in 22 hours of a physical fitness program that is enjoyable, rewarding, and safe. Students with annotated medical restrictions documented on a completed AF Form 422, *Medical Profile* or AF Form 469, *Duty Limiting Condition Report* must adhere to their profile and participate to the level of their abilities. *CONTACT HOURS: 22.0-hours*

3. **Commandants Time:** These hours are used at the commandant's discretion to bring in speakers of opportunity to enhance the NCOA experience, i.e., wing commander, CMSAF, CCM, chief's group, first sergeants, etc. *CONTACT HOURS: 13.0-hours*
4. **Course Assessment Overview/Presentation Delivery:** This time is used to provide an overview of course assessments to the students and to allocate time in the course for the delivery of their presentations. *CONTACT HOURS: 20.0-hours*
5. **Research Time:** This time is allocated to allow students the opportunity to conduct research and seek instructor assistance when preparing for their assessments. *CONTACT HOURS: 13.0-hours*
6. **Peer & Instructor Feedback:** The purpose of this time is for the instructors to provide candid feedback to student on their performance during assessments to highlight areas of improvement as well as to allow students the opportunity to give and positively respond to feedback to enhance personal development and communication. *CONTACT HOURS: 10.0-hours*
7. **Student Peer Stratifications:** At the end of the course students will complete a peer assessment and stratification for each of their peers in the flight and then instructors conduct a one-on-one feedback session with each student. *CONTACT HOURS: 1.0-hours*
8. **End of Course Survey:** This time is allotted for students to complete the End-of-Course survey. *CONTACT HOURS: 1.0-hours*
9. **Graduation:** This time is allotted for graduation. Students will participate as much as possible in planning this event to reinforce the importance of military traditions, communication skills, and effective leadership. Students will wear the service dress uniform (or service Class A equivalent) for graduation. *CONTACT HOURS: 2.0-hours*

LESSON NAME: NATIONAL STRATEGY

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Define the National Security Strategy (NSS) and its relationship to the National Military Strategy.
2. List the instruments of national power (diplomatic, informational, military, economic, financial, intelligence, and law enforcement).
3. Recall how the instruments of national power achieve national goals and objectives.
4. Describe the relationships among the strategic, operational, and tactical levels of war.
5. Summarize the competition continuum with its three states of relations: armed conflict, competition below armed conflict, and cooperation.
6. Explain the complexities of operations below the threshold of armed conflict as manifested by constant competition in the Information Environment.

LESSON OVERVIEW

Overview: This lesson enables the students to gain a deeper understanding of the U.S. National Defense Strategy and how the strategy is used to maintain national security and achieve national objectives.

CONTACT HOURS: 2.0-hours

REQUIRED READINGS

None

LESSON NAME: INTRO TO THE JOINT STAFF

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Lead diverse teams in the joint environment to integrate air power into joint operations.

LESSON OBJECTIVES

1. Summarize the structure and functions of the Joint Chiefs of Staff.

LESSON OVERVIEW

Overview: This lesson introduces students to the structure and functions of the Joint Chiefs of Staff. As NCOs transition into the SNCO tier, they need to understand the important role the Joint Chiefs of Staff have in planning and preparing the DoD for future conflicts.

CONTACT HOURS: 1.0-hours

REQUIRED READINGS

Complete the Intro to the Joint Staff Student Reading.

[The student reading provides information on the primary roles, functions, and responsibilities of the Joint Chiefs of Staff.]

LESSON NAME: MILITARY ORGANIZATION

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Describe the origin and organization of the U.S. national security structure.
2. Describe the organization and command structure of the U.S. military.
3. Describe the capabilities of the U.S. military.

LESSON OVERVIEW

Overview: This lesson enables students to gain the foundational knowledge and understanding of how the military is organized and structured. Students should know why the Department of Defense is organized and structured, why it exists, and how it is organized, in addition to what each service contributes to the defense of our nation.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

Complete the Military Organization student reading.

[The student reading provides information on National Security, the Combatant Commands, the two distinct chains of command, as well as the primary roles, functions, and capabilities of the services.]

LESSON NAME: UNCONSCIOUS BIAS

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Explain the concept of unconscious bias.
2. Explain the impact that unconscious biases have in an organization.
3. Discuss strategies for overcoming unconscious biases in self and others.

LESSON OVERVIEW

Overview: This lesson is intended to equip individuals with the awareness that biases exist in everyone. Students will learn how to uncover and overcome their own biases and incorporate this knowledge into their leadership style to create a trusting environment that incorporates diverse perspectives.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

Read provided PDF: “Proven Strategies for Addressing Unconscious bias in the Workplace”.

LESSON NAME: TRUST

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Understand the factors that impact trust.
2. Understand the impact different levels of trust have on an organization.

3. Explain how to build and maintain trust.

LESSON OVERVIEW

Overview: This lesson is essential in creating healthy relationships with members of an organization and enhancing the culture of Airmanship. It covers the behaviors that contribute towards high trust relationships and low trust relationships as well as the impact each has on an organization.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

Kamena, Gene C, and Aron R Potter. "The Emotional Constructs of Trust: A Practical Approach." *The Journal of Character & Leadership Integration*

https://www.usafa.edu/app/uploads/JCLI_Winter2016.pdf

[This article seeks to add to the existing body of knowledge about trust; but more specifically, it attempts to increase a leader's self-awareness by examining a seldom considered aspect of trust – the emotional construct.]

LESSON NAME: JOINT FORCES OVERVIEW

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Lead diverse teams in the joint environment to integrate air power into joint operations.

LESSON OBJECTIVES

1. Identify the typical command, organization, & formation structure for each military service.

LESSON OVERVIEW

Overview: This lesson aids the students in becoming more knowledgeable of the other military services by examining the formation and organizational structure of each service in addition to their unique customs and courtesies.

CONTACT HOURS: 2.0-hour seminar

REQUIRED READINGS

None

LESSON NAME: COMMITMENT

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Explain the different levels of commitment.
2. Give examples of the different levels of commitment.
3. Summarize what actions can be taken to improve the commitment level of others.

LESSON OVERVIEW

Overview: This lesson is intended to equip individuals with an understanding of the six levels of commitment, how to determine the level of commitment of someone with examples and summarize how a leader can potentially improve the commitment of others.

CONTACT HOURS: 2.0-hours

REQUIRED READINGS

None

LESSON NAME: LEADERSHIP AND MANAGEMENT

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Explain the skills and traits necessary for effective leadership and management.
2. Give examples of how leadership and management impact organizational performance.
3. Summarize the relationship between leadership and management.

LESSON OVERVIEW

Overview: This lesson introduces students to the various skills and behavior traits that may be required for effective leadership and management of teams and organizations. Students will examine the different roles that leaders and managers have as well as how to develop their own method to be effective leaders/managers. It also introduces students to the Enlisted Desired Leader Attributes defined in CJCSI 1805.01C. An understanding of these leader attributes is imperative to developing leaders (both self and others) who embody the knowledge, skills, and attributes necessary to succeed in a volatile, uncertain, complex, and ambiguous battlespace.

CONTACT HOURS: 7.0-hours

REQUIRED READINGS

Prior to the beginning of this lesson students should complete the Leadership and Management Student Reading.

LESSON NAME: FOLLOWERSHIP

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Identify characteristics of effective followership.
2. Describe challenges to effective followership and how to overcome them.

LESSON OVERVIEW

Overview: This lesson provides students with a deeper understanding of effective followership and the various characteristics that can be used to build followership in themselves and their subordinates. This lesson shows that there is not a “one-size-fits-all” approach and that everyone should develop their own method to be effective followers.

CONTACT HOURS: 2.0-hours

REQUIRED READINGS

None

LESSON NAME: MISSION COMMAND

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Lead diverse teams in the joint environment to integrate air power into joint operations.

LESSON OBJECTIVES

1. Explain the concept of Mission Command.
2. Explain the role of NCOs & SNCOs within Mission Command.
3. Comprehend the use of Mission Command to conduct military operations.

LESSON OVERVIEW

Overview: This lesson enables students to better understand their role in the execution of mission command. Specifically, students will examine the NCOs role in translating commander’s intent into executable actions to achieve mission objectives.

CONTACT HOURS: 2.0-hours

REQUIRED READINGS

Students must read: Air Force Doctrine Publication 1-1, *Mission Command*.

https://www.doctrine.af.mil/Portals/61/documents/AFDP_1-1/AFDP_1-1_Mission_Command.pdf

Upon completion of the reading students will answer the following questions and be prepared to discuss their answers in class:

- a. What is Mission Command?
- b. How does your commander establish and exercise Mission Command?
- c. What roles do NCOs have in executing Mission Command?

LESSON NAME: ETHICAL LEADERSHIP

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Explain the impact of ethical leadership on organizations and unit culture.
2. Explain how ethical leadership leads to mission effectiveness in the achievement of national strategic objectives.

LESSON OVERVIEW

Overview: This lesson helps students understand why ethical leadership is important for all military professionals, and how ethics can influence the military leader. This lesson establishes that societies, not individuals determine most distinctions between right and wrong. The lesson then expands this understanding by examining that the Air Force “society” has established procedures for determining right and wrong and that Air Force members are responsible for adhering to those determinations.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

Prior to the lesson students should complete the Ethical Leadership Student Reading.

LESSON NAME: ETHICAL DECISION MAKING

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Explain the NCOs role in promoting ethical decision making.
2. Describe the impact of ethical decision-making based on the values and standards of the Profession of Arms.

LESSON OVERVIEW

Overview: This lesson aids the students in understanding the importance for military leaders to make ethically sound decisions and how their decisions impact mission success.

Students will examine the implications decisions have in a war-time environment, the role NCOs have in making decisions, and how the choices they make could result in the loss of life in order to secure a military victory.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

Students must read:

- A Profession of Arms: Our Core Values (the “Blue Book”).
https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BlueBook.pdf.
- Joint Publication 1, Appendix B (Provided as separate PDF).

[The “Blue Book” provides information on the Air Force Core Values. It will help to prepare students for in-class discussion. Appendix B provides students information on the Profession of Arms: character and competence, values, and teamwork.]

LESSON NAME: JOINT OPERATIONS

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Lead diverse teams in the joint environment to integrate air power into joint operations.

LESSON OBJECTIVES

1. Recall the fundamentals of both traditional and irregular warfare.
2. Describe how the U.S. military is organized to plan, execute, sustain, and train for joint operations.
3. Recall the components of the Joint Operations and Planning System (JOPES).
4. Describe principles of Joint Operations and Functions.
5. Recall the fundamentals of Operations in the Information Environment.
6. Describe the nature of globally integrated operations in the information environment.

LESSON OVERVIEW

Overview: This lesson introduces students to concepts about operating in a joint environment and how they are applied to the planning and conduct of warfare operations.

CONTACT HOURS: 4.0-hours

REQUIRED READINGS

Students must read:

- Joint Operations Student Reading.

[The student reading covers information on the joint environment, organizing for joint operations, organizing the joint force, and operations in the information environment.]

- AF Doctrine Document - The Joint Team “The Purple Book”, Chapter 4 & 5 (pages 24-34)
https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/PurpleBook.pdf

[The “Purple Book” explains the Joint Force. It is built upon the foundation of contextual knowledge of joint doctrine, the National Defense Strategy, and the National Military Strategy. This guide helps Airmen internalize what it means to fight jointly, understand the missions of the Joint Force, appreciate the joint organizations that are leading the fight, comprehend how to integrate in a joint warfighting environment, and identify how the Air Force fits into the joint construct.]

LESSON NAME: OERATIONAL CULTURE

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Identify elements of the dominant culture in each of the world’s major regions.
2. Explain the importance of regional and cultural awareness in a joint environment.
3. Explain how non-state actors influence world regions and military operations.
4. Explain how international organizations influence world regions and military operations.

LESSON OVERVIEW

Overview: This lesson prepares students to successfully operate in a global joint environment by introducing the concept of cross-cultural competence and how key elements of cultures may influence their ability to operate in and understand the world’s major regions. This lesson also examines the impact violent extremist organizations and non-state actors have on military operations.

CONTACT HOURS: 5.0-hours

REQUIRED READINGS

Students must complete one or both of the following options:

OPTION 1: Complete the *Developing Cross-Cultural Competence* course developed by AFCLC and watch the following videos on the AFCLC app:

- a. A Brief History of Terrorism (41 minutes)
- b. Social Media and Violent Extremist Organizations (17 minutes)
- c. Post 9/11 Violent Extremist Organizations (32 minutes)

OPTION 2: If students cannot access the course or do not wish to download the app to their personal device, complete the following readings:

- i. Read: AFCLC Guide to Principles of Culture and Cross-Cultural Communication.
- ii. Read: AFCLC Cross-Cultural Competence Fact Sheet.
- iii. Read: AFCLC Introduction to the Twelve Domains of Culture.
- iv. Read: Student Reading – Violent Extremist Organizations

- v. Read: Combating the Influence of Non-State Organizations' Deep Reach, section Defining the Violent Non-State Organization (pgs. 9-16)

[The course, videos, and associated readings provide information on the principles of culture, the twelve domains of culture, and provides a background for students to participate in classroom discussions and activities.]

LESSON NAME: SHAPING ORGANIZATIONS

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Differentiate between healthy and unhealthy attributes of a culture.
2. Describe general practices that lead to effective change management.
3. Interpret organizational factors that impact the success of organizations.

LESSON OVERVIEW

Overview: This lesson introduces the students to the importance of identifying traits of a healthy and unhealthy organizational culture and how to obtain a healthy organizational culture or maintain an existing healthy culture.

CONTACT HOURS: 6.0-hours

REQUIRED READINGS

None

LESSON NAME: LEADING TEAMS

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Explain concepts that are essential to leading diverse teams.
2. Explain how to overcome the barriers to and dysfunctions of effective teams.

LESSON OVERVIEW

Overview: This lesson develops the students understanding that the diversity of our Nation and our Air Force team is what contributes to our success. Students will examine how the building of diverse and inclusive teams leads to the generation of innovative ideas and contributes to mission success.

CONTACT HOURS: 8.0-hours

REQUIRED READINGS

None

LESSON NAME: AGILE COMBAT EMPLOYMENT

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Lead diverse teams in the joint environment to integrate air power into joint operations.

LESSON OBJECTIVES

1. Define ACE terms and concepts.
2. Explain ACE Enablers and how they correlate to tactical operations.
3. Explain the elements of the ACE Operations Framework.

LESSON OVERVIEW

Overview: This lesson helps students understand their role in the Agile Combat Employment (ACE) operations concepts and the importance of the maneuver in future war. Students will understand that the U.S. faces adversaries capable of wielding a disruptive and dangerous operational reach with mass, precision, and speed in all domains.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

AFDN 1-21, *Agile Combat Employment*, and AFDP 3-99, Appendix B (pgs. 24-25).

LESSON NAME: CRITICAL THINKING

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Explain the components of critical thinking.
2. Explain concepts and skills needed to perform critical thinking.
3. Define the pitfalls/barriers and explain how to avoid them.

LESSON OVERVIEW

Overview: This lesson enables students to develop an understanding on what critical thinking is, skills and traits needed to become an effective critical thinker, and the pitfalls and hinderances that prevent an individual from critical thought. Through research, discussions, experiential, and activities, students should be able to evaluate their own ability to perform critical thinking, identify weak and strong areas of critical thinking within their own self and their organization, and appreciate how critical thinking is essential to mission effectiveness.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

None

LESSON NAME: TYPES OF THINKING

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Describe various types of thinking.
2. Give examples of the types of thinking.

LESSON OVERVIEW

Overview: This lesson provides students an understanding of the differing types of thinking, provide examples of the types, and aid student in understanding how the multiple types of thinking can increase a leader's ability to effectively solve problems. Additionally, this lesson serves to help students think about and understand the "Big Picture" as it applies to solving problems.

CONTACT HOURS: 3.0-hours

REQUIRED READINGS

Read the Types of Thinking student reading.

[The student reading provides background information on the seven types of thinking and provides a basic understanding of each. It prepares students for the classroom discussion.]

LESSON NAME: RISK MANAGEMENT

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Lead diverse teams in the joint environment to integrate air power into joint operations.

LESSON OBJECTIVES

1. Explain risk management and use of key performance indicators.
2. Explain how to identify, assess, and mitigate risk.
3. Communicate risk with stakeholders.

LESSON OVERVIEW

Overview: This lesson introduces students with the concept of risk management and how to identify risk in their organizations. Students will learn how to incorporate this knowledge into their leadership roles and develop an awareness to risk that enables them to mitigate and communicate risk in their organizations.

CONTACT HOURS: 5.0-hours

REQUIRED READINGS

Students must complete the following readings:

- “The 5 Components or Risk Management” <https://kirkpatrickprice.com/blog/5-components-risk-management/>.
- “What is a Key Performance Indicator” <https://www.qlik.com/us/kpi>.
- “How to Communicate Risk to Project Stakeholders” <https://www.safran.com/blog/how-to-communicate-risk-to-project-stakeholders>.
- AFI90-802, 1 APRIL 2019, *RISK MANAGEMENT* Chapter 3, pgs. 14-24 https://static.e-publishing.af.mil/production/1/af_se/publication/afi90-802/afi90-802.pdf.

[The Risk Management student readings prepare students for classroom discussions and activities.]

LESSON NAME: PROBLEM SOLVING

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Explain the use of the problem-solving process to identify possible solutions to tactical and operational level problems.
2. Define and demonstrate the use of the OODA Loop

LESSON OVERVIEW

Overview: This lesson introduce students to the Joint Planning Process for Air, which is the problem-solving process the Air Force uses to plan and analyze air operations. This lesson enables students to identify, understand, and apply the problem-solving process to solve tactical level problems and develop COAs for use by their command staff. This will help NCOs solve problems more effectively and efficiently while preparing them to deliver information to key decision makers.

CONTACT HOURS: 7.0-hours

REQUIRED READINGS

Complete the problem-solving student reading.

[The problem-solving processes covered aren't the only ones one can be used when solving a problem, but they will give you a good foundation to build upon. If you use specific tools and processes now that are effective, continue to use those. If you learn new problem-solving tools and techniques, you feel are better suited for you, easier to understand, and are still effective, use them.]

LESSON NAME: NEGOTIATIONS

Method of Engagement: Guided Discussion

ASSOCIATED COURSE OUTCOME

Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.

LESSON OBJECTIVES

1. Give examples of the use of negotiation strategies and their impact on mission effectiveness.
2. Differentiate between integrative and distributive types of negotiations.
3. Demonstrate negotiation skills in a simulated situation.

LESSON OVERVIEW

Overview: This lesson is intended to build the student's confidence and expand their mindsets on the fundamental terms, phrases, and frameworks as it relates to negotiating various problems. It enables students to analyze collaborative negotiation processes and apply integrative agreements likely to create order, stability, and the fostering of social harmony.

CONTACT HOURS: 6.0-hours

REQUIRED READINGS

Complete the negotiations student reading.

[The student reading provides students a basic understanding of the key terms and phrases used in negotiations. It introduces them to the Trust, Information, Power, and Options (TIPO) model. In order to take advantage of the TIPO model, we also need to assess who we are dealing with, know what is at stake, and know the criticality of the current situation. This information provides the prerequisite knowledge for classroom discussion and activities.]

LESSON NAME: MISSION EXERCISE

Method of Engagement: Guided Discussion, Performance

ASSOCIATED COURSE OUTCOMES

- Articulate the relationships between the instruments of national power and the strategic impact of tactical level actions.
- Lead diverse teams in the joint environment to integrate air power into joint operations.
- Deliberately lead others to achieve positive outcomes in a wide range of contexts.

LESSON OBJECTIVES

1. Demonstrate problem solving skills using scenarios based on real-world events.
2. Reinforce and reflect on lesson concepts across the NCOA curriculum.

LESSON OVERVIEW

Overview: The intent of this exercise is to subject students to a variety of scenarios in which they have to make important decisions on the acquisition, organization, and employment of various resources in support of an operation. Through this process, students will be required to engage with other students supporting the same operation and determine what combination of resources, skills, capabilities, and other factors are best suited for the operation. They will be required to take a collaborative approach to ensure the proper alignment of resources, sound justification for all decisions, and problem solving.

CONTACT HOURS: 24.0-hours

REQUIRED READINGS

None

Note: The staff reserves the right to make slight adjustments in the sequence, pace, or schedule of topics or assignments depending on the needs of the class.

SEE FLIGHT INSTRUCTOR FOR CLASS SCHEDULE.