

Course Catalog



SSD
STRUCTURED SELF DEVELOPMENT

SSD Highlights

☞ SSD bridges the operational and institutional domains of Army training for enlisted Soldiers

☞ From Private to Command Sergeant Major, SSD will ensure learning is continuous and enduring

Table of Contents

Mission Statement 2

Defined 3

Policy 4

Layout 5

Courses of Instruction 6

SSD I 7

Advanced Leaders Course–Common Core 10

SSD III 11

SSD IV 13

SSD V 15

Institutional Training 18

Operational Training 18

Operational Assignment 18

Self Enrollment 19

Soldier’s Creed 21

Correspondence Directory 22

Responsible for promoting, designing, developing, delivering, and maintaining Distributed Learning (dL) and Interactive Multimedia Instruction (IMI) products for Structured Self Development (SSD) and Noncommissioned Officer Education System (NCOES) that will fully engage Soldiers cognitively; providing a blended learning environment for our Army Active Duty, Army Reserve, and Army National Guard Soldiers; providing IMI courseware NCOs can use anytime and anywhere in the world; preparing Soldiers to meet the challenges of the Contemporary Operational Environment (COE); developing effective, adaptive, agile, and critical thinking Soldiers for the Army Force Generation (ARFORGEN).

Mission Statement

Defined . . .



STRUCTURED SELF DEVELOPMENT

A planned, goal-oriented learning that reinforces and expands the depth and breadth of an individual's knowledge base, self-awareness and situational awareness; compliments institutional and operational learning; enhances professional competence and meets personal objectives.

GUIDED SELF DEVELOPMENT

Set of recommended, but optional learning progressively sequenced across a career.

PERSONAL SELF DEVELOPMENT

Self-initiated learning where the individual defines the objective, pace and process.

SSD Policy

SUBJECT: ALARACT 288/2010 Structured Self Development (SSD) governance: Implementation of SSD policy

SSD I. Effective 1 OCT 10, Soldiers will be enrolled in SSD I automatically upon completing BCT/OSUT. Beginning FY13, Soldiers must complete SSD I 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.

THERE IS NO SSD BETWEEN WLC AND ALC.

SSD III. Effective 1 May 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.

SSD IV. Effective 1 May 11, SSGs (P), SFCs, and MSGs will be enrolled automatically into SSD IV upon completion of SLC. Effective 1 May 13, completion of SSD IV is a prerequisite for attendance to SMC.

SSD V. Effective 1 May 11, MSGs (P) and SGMs will be enrolled automatically into SSD V 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.

SSD I**PVT – SPC**

Soldiers will be automatically enrolled in SSD I upon completing Basic Combat Training (BCT) / One Station Unit Training (OSUT). PVT – CSM can self enroll.

ALC-CC**SGT – SSG**

Advance Leaders Course – Common Core (ALC-CC). Enrollments are DA select. NGB, in conjunction with the states; will schedule their Soldiers according to their specific requirements. USARC will schedule their Soldiers according to their specific requirements.

SSD III**SGT(P) – CSM**

Soldiers will be automatically enrolled in SSD III upon completing all phases of Advance Leaders Course (ALC). SGT (P) – CSM who are graduates of ALC can self enroll.

SSD IV**SSG(P) – CSM**

Soldiers will be automatically enrolled in SSD IV upon completing Senior Leaders Course (SLC). Current graduates of SLC can self enroll.

SSD V**MSG(P) – CSM**

Soldiers will be automatically enrolled in SSD V upon completing Sergeants Major Course (or equivalent).



Courses of Instruction



SSD

STRUCTURED SELF DEVELOPMENT

SSD Educational Outcome

- ⌘ Adaptive,
- ⌘ Competent,
- ⌘ Motivated to serve,
- ⌘ Trained in the Full Spectrum of Operations,
- ⌘ Educated to successfully dominate any environment

SSD I tasks are primarily focused at the team level and common leader and tactical skills.

Module 1

- SSD-111 Identify Self-Directed Learning Fundamentals
- SSD-112 The Army Writing Style
- SSD-113 Employ the CRM Process and Principles and show how they apply to Performance
- SSD-114 Detainee Operations
- SSD-115 Fratricide Avoidance Methods
- SSD-116 Basic Personnel Recovery Principles
- SSD-117 Prepare and Submit a Situation Report (SITREP)
- SSD-118 Recognize Post Traumatic Stress Disorder and Mild Traumatic Brain Injury
- SSD-119 History of the NCO

Module 2

- SSD-121 Counterinsurgency Principles
- SSD-122 Cultural Effects on Military Operations
- SSD-123 Customs, Courtesies, and Traditions of the Service (CCTS)
- SSD-124 How War and Multiple Deployments Affect Subordinates
- SSD-126 Apply the Military Problem Solving Process
- SSD-127 Physical Readiness Training
- SSD-128 Identify the Troop-Leading Procedures

SSD I

Private – Specialist / Corporal

Module 3

- SSD-131 The NCOs Casualty Assistance Process (CAP)
- SSD-132 Conflict Management
- SSD-133 Lean Six Sigma Fundamentals
- SSD-134 NCOs Role in Recruiting & Retention
- SSD-135 Prepare a Brief
- SSD-136 Primary Roles and Functions of the Military Services in Joint Operations, Homeland Defense and Civil Support.
- SSD-137 Identify Principles of Effective Management
- SSD-138 Supply Activities in a Unit
- SSD-139 Types of Rehearsals



Module 4

- SSD-141 After Action Reports (AAR)
- SSD-142 The Army Ethic
- SSD-143 Communicate History of the U.S. Army
- SSD-144 Identify the Procedures for Conducting Squad Drill
- SSD-145 Identify Financial Readiness Actions
- SSD-146 Host-Nation, Federal, State, and Local Environmental Laws and Regulations
- SSD-147 Task Organize a Squad for a Mission
- SSD-148 Time Management Plan

SSD I

Private – Specialist / Corporal

Preparing unit and subordinate elements for peace, wartime missions, and contingencies. Previously known as the Basic Noncommissioned Officers Course (BNCOC).

Module 1

- L301–ALC–CC Communicate Effectively at the Direct Leadership Level
- L302–ALC–CC Communicate in writing
- L303–ALC–CC Standing Operating Procedure (SOP)
- L304–ALC–CC Army Family Team Building
- L305–ALC–CC The Army's Equal Opportunity/Sexual Harassment Policies
- L306–ALC–CC Enlisted Aspects of Command Policies
- L307–ALC–CC Integrate Newly Assigned Soldiers

Module 2

- L309–ALC–CC The Army Safety Program
- L310–ALC–CC Operations Security Measures (OPSEC)
- L311–ALC–CC The Uniform code of Military Justice
- L312–ALC–CC Counsel Subordinate NCOs
- L313–ALC–CC Enlisted Joint Professional Military Education
- L314–ALC–CC Senior Rater's Portion of the NCOER
- L315–ALC–CC The History of the NCO



ALC–CC Educational Outcome

☞ Teach all SGTs and SSGs leadership skills, NCO duties, responsibilities and authority, and how to conduct performance-oriented training. Produce battle competent NCOs who are qualified squad/section sergeants, team/section leaders, evaluators, counselors, conductors or participants in individual and collective training, and performers/teachers of leader values, attributes, skills, and actions.

Module 3

T301–ALC–CC	Serious Incident Report
T302–ALC–CC	Develop a Fitness Schedule for a Squad or Section
T303–ALC–CC	Supervise Range Operations
T304–ALC–CC	Combat Stress
T305–ALC–CC	Training for Full Spectrum Operations
T306–ALC–CC	Maintenance Operations

Module 4

W301–ALC–CC	Anti–Terrorism
W302–ALC–CC	Cross–Cultural Competency
W303–ALC–CC	Electronic Warfare
W304–ALC–CC	Detainee Operations
W305–ALC–CC	Counterinsurgent (COIN) Concepts
W306–ALC–CC	Execute Media Awareness
W307–ALC–CC	Analyze Terrain Products

Module 5

W308–ALC–CC	Interpret Plans, Orders, and Annexes
-------------	--------------------------------------

SSD III tasks are primarily focused at the platoon level. SSD III will be completed after ALC and prior to the Senior Leaders Course (SLC); previously known as the Advanced Noncommissioned Officers Course (ANCOC).

Module 1

- SSD-311 The Army Substance Abuse Program
- SSD-312 Apply Ethical Leadership Decision-Making Process at Small Unit Level
- SSD-313 Positive Command Climate
- SSD-314 Measures to Reduce Combat Stress
- SSD-315 Develop a Unit Physical Security Plan
- SSD-316 Information Operations
- SSD-317 The Army Family Team Building (AFTB) Program
- SSD-318 Full Spectrum Operations



SSD III

Sergeant (Promotable) – Sergeant First Class

Module 2

- SSD-321 Develop a Mentorship Program
- SSD-322 Develop Organizational and Leadership Skills
- SSD-323 Develop Standing Operating Procedures (SOPs)
- SSD-324 Platoon Drill and Ceremony
- SSD-325 Civil Affairs/Civil Military Operation
- SSD-326 Supervise a Noncommissioned Officer Development Program (NCODP)
- SSD-327 Coordinate Unit Deployment Readiness Activities
- SSD-328 Casualty Assistance Officer (CAO) Duties
- SSD-329 Supervise the Setup of Ceremonies

Module 3

- SSD-331 Army Systems of Record
- SSD-332 Plan a Research Paper
- SSD-333 Develop an Essay

Module 4

- SSD-341 Develop a Mission Essential Task List (METL)
- SSD-342 Joint Forces Capabilities
- SSD-343 Preventive Medicine Program
- SSD-344 Conduct and Preparation of Troops for Media Engagement
- SSD-345 Army Force Generation (ARFORGEN) and You

SSD IV tasks are primarily focused at the battalion level. United States Army Sergeants Major Academy (USASMA) highly recommends that SSD IV be completed prior to assuming duties as a First Sergeant.

Module 1

- SSD-411 Develop a Mission Essential Task List (METL) for Battalion Level and Higher Level Headquarters
- SSD-412 Evaluate and Manage a Preventive Medicine Program
- SSD-413 Describe the Relationships Between Interagency Operations and Host-Nation Support
- SSD-414 Army Systems of Record

Module 2

- SSD-421 Create Mentorship Strategies
- SSD-422 Critique and Validate a Standing Operating Procedure (SOP)
- SSD-423 Operational Art (Formally Operational Continuum)
- SSD-424 Capabilities of the Media/Public Affairs and the Significance of Portraying and Maintaining a Positive Image

Module 3

- SSD-431 Introduction to Negotiations and Mediations
- SSD-432 METL Development and ARFORGEN

SSD IV

Staff Sergeant (Promotable) – Master Sergeant / First Sergeant

Module 4

- SSD-441 Evaluate the Execution of Ceremonies
- SSD-442 Joint Forces (Government and Non Governmental Agencies on Battlefield Capabilities)
- SSD-443 Synthesize Critical Reasoning Skills to Solve a Problem



SSD IV

Staff Sergeant (Promotable) – Master Sergeant / First Sergeant

SSD V tasks are focused at nominative and joint staff levels.

Module 1

- SSD-511 The Civilian Hiring Process
- SSD-512 Special Senior Enlisted Positions
- SSD-513 DA Civilian Professional Development Program
- SSD-514 The Human Dimension of Leadership
- SSD-515 Joint Leadership Issues
- SSD-516 Analyze the Strategic Level of Leadership
- SSD-517 Conflict Management Resolution
- SSD-518 Describe Proper Protocol at the Strategic Level



SSD V

Master Sergeant (Promotable) – Sergeant Major / Command Sergeant Major

Module 2

- SSD-521 Manage Information in Operation Centers
- SSD-522 Apply Leader Media Skills
- SSD-523 Analyze JSOFT/CJSOTF from different Area of Operations
- SSD-524 The Operational Environment
- SSD-525 The Joint Targeting Process
- SSD-526 Information Operations Campaigns
- SSD-527 Employ Nation Building through Stability Operations

Module 3

- SSD-531 Stewardship of Resource Management
- SSD-532 Describe the POM
- SSD-533 Formulate MTOE/TDA
- SSD-534 Funding Joint Operations
- SSD-535 Negotiate Support Agreements with Foreign Governments
- SSD-536 Recommend Input On Civil Affair/Civil Military Operations
- SSD-537 Describe the Effectiveness of Host Nation Support to the Allied or Joint Commander



SSD V

Master Sergeant (Promotable) – Sergeant Major / Command Sergeant Major



BRIDGING THE GAP



SSD I tasks are primarily focused at the team level and are designed to provide the necessary skills and knowledge to address the needs of the Special Source Detachment. Soldiers will be enrolled in SSD I Mathematical, Non-Combat, and Basic Combat Training (BCTI) One-Station Unit Training (OSUT). Beginning Fiscal Year 2013, Soldiers must complete SSD I prior to attending Warrior Leader Course. Those who do not complete SSD I prior to attending Warrior Leader Course / OSUT, but not WLC, prior to 1 SEP, 10 are automatically enrolled.

There is not an SSD level between Warrior Leader Course and ALC-CC. ALC-CC is a level of SSD II. ALC-CC focuses on preparing unit and subordinate elements for peace, wartime missions and contingencies. Previously known as the Basic Noncommissioned Officers Course (BNCO).

SSD III tasks are primarily focused at the platoon level. SSD III tasks are primarily focused at the platoon level. Soldiers will be enrolled in the Senior Leader Course (SLC) and the Advanced Non-Combat mission Officers Course (ANCO). Effective 1 MAY11, all Sergeants and Staff Sergeants who are graduates of ALC or BNCO will be automatically enrolled in SSD III. Sergeants and Staff Sergeants will be automatically enrolled in all phases of ALC.

SSD IV tasks are primarily focused at the battalion level. United States Army Sergeants Major (USASM) will be automatically enrolled in SSD IV upon completion of USASM training. USASM will be automatically enrolled in SSD IV upon completion of USASM training. USASM will be automatically enrolled in SSD IV upon completion of USASM training. USASM will be automatically enrolled in SSD IV upon completion of USASM training.

SSD V tasks are focused at normative and joint staff levels. USASM will be automatically enrolled in SSD V upon completion of the Sergeant Major Course or its equivalent. Beginning 1 MAY, 13, completion of SSD V is a prerequisite to be considered for normative and joint assignments.

SSD AT AGLANCE
 SSD soldiers who are trained in traditional training and operational planning and are authorized to perform the duties of a Sergeant Major (SM) in the System (MOS). The Operational domain provides "real world" experience in problem-solving.

CREATING BROADLY SKILLED NONCOMMISSIONED OFFICERS





INSTITUTIONAL TRAINING

Institutional training domain focuses on education and transitioning through Noncommissioned Officer Educational System (NCOES)

- Warrior Leaders Course (WLC)
- Advanced Leaders Course (ALC)
- Senior Leaders Course (SLC)
- Sergeants Major Course (SMC)
- Sergeants Major Non-Residents Course (SMNRC)

OPERATIONAL TRAINING

Operational domain provides “real world” experience in problem solving

- Chemical, Biological, Radiological and Nuclear (CBRN)
- Field Sanitation
- Inspector General (IG)
- Equal Opportunity (EO)
- Recruiter
- Drill Instructor (DI)

OPERATIONAL ASSIGNMENT

- Squad Leader (SQD LDR)
- Platoon Sergeant (PSG)
- First Sergeant (1SG)
- Operations Sergeant Major (Ops SGM)
- Command Sergeant Major (CSM)

From the AKO Website

-*- After LOGON -*-

1. Click on Self Service and Go to My Training.
2. On the ATRRS Student Center Click on Take Self Development Courses.

3. In the Course Number Block type the SSD course number and click search.

SSD Course Numbers --

SSD I: 1-250-C49-1

SSD III: 1-250-C49-3

SSD IV: 1-250-C49-4

SSD V: 1-250-C49-5

4. Click the REGISTER button on the course schedule.
5. Click the I AGREE button.
6. Choose either CAC or AKO LOGIN.
7. Fill In and Validate the Training Application and SUBMIT.
8. Your application will be processed soon and you will be notified of the result by email. Please wait for the email before submitting another application for this course. Please allow 24 hours before contacting the ATRRS Help desk.

From the ATRRS Homepage

<https://www.atrrs.army.mil/>

1. Go to the Channels Directory – ARMY and Click on Self Development.
2. In the Course Number Block copy or type the SSD course number and click search.

SSD Course Numbers --

SSD I:	1-250-C49-1
SSD III:	1-250-C49-3
SSD IV:	1-250-C49-4
SSD V:	1-250-C49-5

3. Click the REGISTER button on the course schedule.
4. Click the I AGREE button.
5. Choose either CAC or AKO LOGIN.
6. Fill In and Validate the Training Application and SUBMIT.
7. Your application will be processed soon and you will be notified of the result by email. Please wait for the email before submitting another application for this course. Please allow 24 hours before contacting the ATRRS Help desk.

Soldier's Creed



I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States, and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.



Structured Self Development Course Catalog

2011 | Fort Bliss, Texas



The Structured Self Development (SSD) course catalog is published by the United States Army Sergeants Major Academy (USASMA). This catalog contains available announcements about courses and related regulations. Catalog information is also available online at <https://usasma.bliss.army.mil/ssd>.

SSD Correspondence Directory

<https://usasma.bliss.army.mil/ssd>

☞ SSD Director

ATSS-DAD@conus.army.mil

DSN: 915.621.1202

☞ SSD Level V Writer

ATSS-DAD@conus.army.mil

DSN: 915.744.8909

☞ SSD Course Manager

ATSS-DAD@conus.army.mil

DSN: 915.744.2031

☞ SSD Level I Writer

ATSS-DAD@conus.army.mil

DSN: 915.744.8799

☞ ALC-CC Director

ATSS-DAB@conus.army.mil

DSN: 915.744.2925

☞ SSD Level III Writer

ATSS-DAD@conus.army.mil

DSN: 915.744.8799

☞ SSD Level IV Writer

ATSS-DAD@conus.army.mil

DSN: 915.744.8909

Structured Self Development
United States Army Sergeants Major Academy
Attn: ATSS-DAD
11292 SGT E. Churchill St.
Fort Bliss, Texas 79918-8002

