

Appendix C

NROTC/SSO COURSE REVISION PROCESS

The Course Coordinator Action Officer shall review the current course curriculum guide at least once every three years, or more frequent if necessitated by other factors (e.g., new technology, revised textbooks, mandates by higher authority, etc.).

1. If no changes are warranted, the Course Coordinator Unit Commanding Officer shall notify NSTC OD3 that a comprehensive review of the course was conducted with no change action necessary.
2. If a simple revision is warranted and can be accomplished with pen-and-ink changes:
 - a. The Course Coordinator Unit Commanding Officer shall notify NSTC OD3 of the plan to revise the curriculum, along with an estimated time of completion.
 - b. The Course Coordinator Action Officer shall draft the information to be included in the Official Change.
 - c. The Course Coordinator Unit Commanding Officer shall endorse the draft document and submit to NSTC OD3, with a summary of the changes made to the original curriculum guide.
 - d. NSTC OD32 will review the draft for completeness.
 - (1) Noted problems and/or questions are referred to Course Coordinator Action Officer for action.
 - (2) After necessary changes are made, the revised document shall be forwarded by the Course Coordinator Action Officer back to NSTC OD32.
 - e. NSTC OD32 will compile the information into an official message and route through the chain of command for approval and signature and distribute to all units.
3. If a change is warranted that involves a major portion of the curriculum guide:

a. The Course Coordinator Unit Commanding Officer shall notify NSTC OD3 of the plan to revise the curriculum, along with an estimated time of completion.

b. The Course Coordinator Action Officer shall develop the revised curriculum.

(1) It is the responsibility of the Course Coordinator, with inputs from the field, pending NSTC OD approval to determine the extent to which the required competencies are covered and which additional information is added.

(2) The format must remain the same as the current curriculum guide.

(3) The Course Coordinator Action Officer shall:

(a) Ensure all Professional Core Competencies (PCCs) and learning objectives currently in the course are covered in the revision.

(b) Review and ensure relevancy of all texts and instructional aids currently in the course, deleting those that are no longer needed and recommending new publications, aids or other resources that should be added in the course revision.

(c) Proofread and correct grammatical, spelling and format errors.

c. The Course Coordinator Unit Commanding Officer shall forward the draft revision to three other Unit Commanding Officers for chop and feedback. (NOTE: Draft revisions of the Evolution of Warfare and Amphibious Warfare courses shall be forwarded to three USMC COs for review.)

d. The Course Coordinator Action Officer shall finalize the revision, as appropriate, based on the feedback received from the other units.

e. The Course Coordinator Unit Commanding Officer shall forward the final draft to NSTC OD3 with an official endorsement, along with: (1) a summary of the changes that were made to the original curriculum guide, and (2) an explanation of the final review process that occurred, including a list of those who participated in the review.

f. NSTC OD32 shall review the revision for correct format, currency of materials listed in the bibliography and instructional aids list and inclusion of appropriate PCCs.

(1) Noted problems and/or questions shall be referred to Course Coordinator Action Officer for action.

(2) The Course Coordinator Unit Commanding Officer shall forward a revised draft to NSTC OD32 after modifications are made.

g. NSTC OD32 will approve a final draft and route through the chain of command for approval/signature, along with a summary of the changes that were made to the original curriculum guide.

h. After the revision is signed, NSTC OD3 shall promulgate the course revision to all units.

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