

Coaching Culture Facilitator Course Employee Statement of Interest/Memorandum of Understanding (MOU)

TO BE COMPLETED BY APPLICANT:

Name:			
DAF Employing Agency – AF or USSF			
MAJCOM/SPOC:			
Organization:		Functional Area/Job Series/AFSC:	
Work Email Address:		Work Phone Number:	
Alternate Email Address:		Alternate/Telework Phone Number:	
Current Title:		Work Location/Address:	
Rank/GS Level:			
Supervisor Name:		Supervisor Email:	
Supervisor Title:		Supervisor Phone:	
Are you a Maj (O4), MSgt (E7), or a GS-12 or equivalent?			Yes <input type="checkbox"/> No <input type="checkbox"/>

I fully understand the requirements and time commitment needed to engage in this training program:

Applicant's Signature

Date

Supervisor Approval

The undersigned agrees to allow _____ to participate in the Coaching Culture Facilitator Course. This program requires participation in **80 hours** of live and virtual coach-specific training, practice, assignments over a **16 week period**. An official course syllabus will be distributed after approval of enrollment.

Trainees must attend a **1 hour 45 minute** virtual-classroom training every Tuesday & Thursday from **1000 to 1145 EST** and a **1-hour 30 minute** virtual-classroom training every Wednesday from **1000 to 1130 EST** on the following dates:

- **Orientation: 7 February 2023**
- **February 2023: 7, 8, 9, 14, 15, 16, 21, 22, 23, 28**
- **March 2023: 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, 30**
- **Apr 2023: 4, 5, 6, 11, 12, 13, 18, 19, 20, 25, 26, 27**
- **May 2023: 2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25**
- **Graduation: 25 May 2023**

I acknowledge that the Coaching Culture Facilitator Course is a rigorous 16-week program that will prepare participants to educate, promote, and foster a coaching culture within the Department of the Air Force and agree to support the participation of my employee to the best of my ability.

I understand this agreement in no way limits my ability to schedule his/her work. Further, I understand that s/he will keep me informed about the Coaching Culture Facilitator Course assignments and requirements.

I understand that after graduation, each Coaching Culture Facilitator Coach commits to coach other DAF employees in support of establishing a culture of coaching throughout the DAF. All future coaching engagements need to be approved by me based on organizational priorities. All coaching activities in no way will affect the classification of official duties of positions under my direct supervision.

I also understand this program is at no cost to the employing agency and training will be conducted in a virtual environment. Applicant understands they may need to access virtual training space via personal device, if agency firewall does not permit access to training using government-issued device.

I understand that 100% attendance is mandatory; however, should an unexpected emergency arise, participants cannot miss any more than three sessions (regardless of the length of the session). Participants are required to make up missed session through asynchronous learning within two weeks (10 Business Days) of any absence. If participants miss more than three sessions or do not make up the sessions through asynchronous learning within two weeks (10 Business Days) of any absence, they are subject to dismissal and could be required to reimburse the Department of the Air Force \$1900.00 for the cost of the course.

Supervisor Signature:		Date:	
------------------------------	--	--------------	--

Applicant Signature:

Date: