



**NORTH DAKOTA NATIONAL GUARD**  
**JOINT FORCE HEADQUARTERS**  
**PO BOX 5511**  
**BISMARCK, ND 58506-5511**

NGND- LCC-SCSM

20 February 2025

**MEMORANDUM FOR RECORD**

**SUBJECT: North Dakota National Guard Professional Development Library Submission Requirements**

1. **PURPOSE:** The NDNG Professional Development Library is designed to be a collection of training resources where leaders can download pre-made presentations for NCO/OPD. The downloadable materials can be edited and modified as needed by a presenter.

2. **REQUIREMENTS:** The presentation needs to be complete with the following.

a. **Title Page.** Including the main idea or topic of the class, short description of the class, date it was created, and expected timeframe for the class. (30-60 minutes)

b. **Learning Objectives.** At or near the beginning of the presentation include a slide to mention the purpose/importance of learning the material.

c. **Pictures/Videos.** Captivating presentations require more than just using words.

d. **Presenter Notes.** Each slide needs to include suggested statements or prompted questions/answers. Dialogue can make it easy to facilitate learning experiences.

e. **Instructional Intervals in Notes.** Make timeframes clear within your slide notes. Time intervals can make time management predictable and achievable.

3. **OTHER SPECIAL INSTRUCTIONS:** Approved presentations will be posted to the NDNG public website. A Common Access Card (CAC) is required to submit a presentation. Submit your presentation using the link on the NDNG public website.

4. **POINT OF CONTACT:** For question and concerns regarding the submission requirements or the process to submit contact CPT Jacob Sommerfeld at [Jacob.a.sommerfeld.mil@army.mil](mailto:Jacob.a.sommerfeld.mil@army.mil) or 701-333-3137.

**ERIC B. BINSTOCK**  
**State Command Sergeant Major**  
**NDARNG**