



**VOLUME 1**



**ATDM<sup>®</sup>**

ACCELERATED  
TRAINING IN DEFENSE  
MANUFACTURING

**2024 CATALOG**





A DIVISION OF



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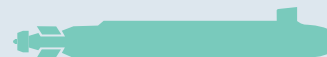
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## ABOUT ATDM

The Accelerated Training in Defense Manufacturing (ATDM) program is a collaborative effort, between the Naval Sea Systems Command (NAVSEA) Shipbuilding Task Force and the Office of Secretary of Defense Industrial Base Analysis and Sustainment (IBAS) Program Office. Launched in 2020, the purpose of the program is to develop a fast-track program for training skilled workers at scale for the submarine industrial base (SIB). It is NAVSEA's flagship workforce development program initially designed to fill critical skills gaps that are stressing the ability of the SIB to support the construction of COLUMBIA and VIRGINIA class submarines and the sustainment of our current submarine force. Recently, the focus has expanded to support the Maritime Industrial Base (MIB). The Navy's National Training Center is scheduled to open in late 2025. It will train approximately 1,000 skilled workers annually in Additive Manufacturing, CNC Machining, Metrology (Quality Control), Non-destructive Testing and Welding.

### ***MISSION***

ATDM's mission is to train the nation's workforce in critical skills to make an immediate impact on the U.S.A.'s defense industrial base.

### ***VISION***

Our vision is to lead workforce development for the defense industrial base and to expand our curriculum and processes across the nation.

## ATDM VALUES AND DEI STATEMENT

At ATDM, we believe diversity within our workforce brings out the most creative and effective solutions. We foster an educational environment of inclusivity and respect, guiding our students and employees to bring their best selves to their work. Our doors are open to individuals from all backgrounds, embracing diverse skill sets and experiences regardless of race, ethnicity, color, religion, disability, nationality, sexual orientation, gender identity, age, and veteran status. We embrace diversity among our team and students as the key to reaching the peak potential of America's workforce.

ATDM is designed to cultivate an environment where everyone can perform to the best of their ability, unimpeded by institutional or individual biases. Our work in maintaining an environment of equal opportunity ensures that merit, ability, performance, and potential lead to future success.

# LEADERSHIP

## INSTITUTE FOR ADVANCED LEARNING AND RESEARCH (IALR)

- **Telly Tucker** — President, 20 years in state/regional economic development, education and workforce development
- **Jason Wells** — Executive VP Manufacturing Advancement, 30 years in high-performance manufacturing including P&L C-suite leadership
- **Amanda Hylton** — VP Strategic initiatives, 20 years education, 10+ years strategic development and execution of workforce training programs including grants, contract management, and leveraging community partnerships
- **Christa Reed** — VP ATDM, 30 years of plant operations, material recovery operations, program management, quality control, and nuclear criticality safety experience
- **Dr. Debra Holley** — Director, 30 years in community college education, primarily academic leadership.
- **Troy Simpson** — Senior advisor to President Tucker, former Director of Manufacturing Advancement at IALR, 30+ years workforce development and training
- **Ray Montgomery** — Industry Relations Consultant, 30+ years in Navy shipbuilding industry and supply chain management
- **Albert Riner** — Manufacturing Consultant, 40+ years BWXT Nuclear Operations Group, leading manufacturing engineers and leading innovation in manufacturing technology i.e., precision machining

## SPECTRUM Group

- **Mr. Charlie Dale** — Managing partner, retired Navy, 25 years as strategic advisor to the DOD and defense industry on major defense program development and execution
- **RDML Tom Kearney, USN, Ret** — Lead consultant for Navy and industry relations, 34-year navy career in submarines and as NAVSEA executive and program manager
- **VADM Norb Ryan, USN, Ret** — Lead consultant for external partnerships and congress, 35-year Navy career in aviation, legislative affairs and manpower and personnel

## PHILLIPS CORPORATION

- **Mr. John Harrison** — Sr. VP Global Additive, Technical advisor, 25+ years in advanced manufacturing industry
- **Mr. Rick Morgan** — Director, Co-chairman ATDM Senior Advisory Council, 30+ years in banking, corporate finance and economic development

## BWX Technologies

- **Mr. Gary Camper** — Chief Operating Officer for BWXT Nuclear Operations Group, Inc., Co-chairman ATDM Senior Advisory Council, 37+ years in operations and leadership

# HISTORY

Beginning with the 2017 National Security Strategy of the United States, successive high-level government documents have pointed to the need for concerted action to address skills gaps and build capacity and capability in the manufacturing workforce. The Strategy made addressing critical skills and labor gaps in the manufacturing industrial base a national security imperative.

Following suit, the Industrial Base Analysis and Sustainment (IBAS) program developed the National Imperative for Industrial Skills initiative (the Skills Imperative) in 2018-2019, and launched it in March 2020, to address critical defense industrial base (DIB) workforce development issues. ATDM is one of the initiatives designed to help meet immediate skilled workforce needs in DIB-dense regions in the U.S.

U.S. manufacturing, as a whole, is experiencing workforce shortages and skills gaps. Two million jobs were lost between 1980 and 2000. Then, the manufacturing employment fell by approximately 5.5 million additional jobs between 2000 and 2017. Only a portion of the job loss is due to automation, robotics, and overseas competition. There is also a decline in trades participation by prime-age eligible workers. Seventy-two percent of the 662 manufacturing firms responding to a 2017 National Association of Manufacturers study reported the inability to attract and retain workforce a top business challenge. A 2017 gap analysis found strong demand for entry level skilled workers (more than 2,500 per year) with industry reporting "extreme difficulty" filling these positions. For jobs requiring education above high school, the analysis indicated over 3,300 opening per year with only 1,500 graduates available in the region. These skilled workforce shortfalls are reducing manufacturing capacity and capabilities, putting at risk the ability of the public and private sector industrial base to support our nation's military.

For the Navy to achieve its current goal of annually building one Columbia class submarine and two Virginia class submarines, it estimates needing 100,000 additional tradespersons in the submarine industrial base between 2023 and 2033. Additionally, the Shipbuilders Council of America trade association estimates the shipbuilding industry will need to add between 18,000 and 25,000 jobs to execute Navy's 2021 shipbuilding plan calling for an 18% increase in the number of ships over the current fleet.



## WHY ATDM?

In 2020, as part of the Department of Defense's (DOD) National Imperative for Industrial Skills (NIIS) initiative, the Office of Secretary of Defense Industrial Base Analysis and Sustainment (IBAS) Program Office and the Naval Air System Command partnered in a multi-year effort called Accelerated Training in Defense Manufacturing (ATDM), to develop a fast-track training program to train workers to fill critical skills gaps that exist in the Defense Industrial Base (DIB) in traditional manufacturing trades which now includes

- Additive Manufacturing
- CNC Machining,
- Non-Destructive Testing
- Quality Control Inspection/Metrology
- Welding



## ATDM GOALS

ATDM aims to increase overall manufacturing capacity and capability by expanding the labor pool, making it more mobile, filling skill gaps, reducing time-to-talent, modernizing the workforce, and diversifying the work force at velocity and scale.

## ATDM ATTRIBUTES

The ATDM training program has several key attributes that differentiate it from traditional training approaches, such as apprenticeships or two-year community college programs:

1. **Rigorous and Intensive Training Program.** Fully developed, ATDM trains student cohorts on multiple skill tracks in 8-hour sessions, 3 sessions a day, 5 days per week. Skill tracks train to specific gaps in the DIB such as welding and machining. Students receive 600 hours of instruction comprised of a core curriculum of skills to achieve nationally recognized certifications and course content tailored to unique requirements of industry in the target defense sector. At scale, an ATDM “regional training center” could train 800-1000 students annually on 4-6 skill tracks, graduating student cohorts every 4 months;
2. **Adult Learners and Career Transition Programs.** ATDM targets adult learners, who have the maturity and commitment to succeed in the rigorous and fast-paced ATDM training environment. Student sourcing includes veterans, transitioning military and incumbent workers needing to up-skill or re-skill;
3. **Aligned with the Critical Skill Gaps that Exist in the DIB.** ATDM provides advanced manufacturing training to support industrial skill areas identified in the NIIS Statement of Objectives. The pilot project proposed in this whitepaper will train on four tracks: CNC machining, metrology/quality assurance, welding and additive manufacturing;
4. **Applied Learning with Hands-on Training.** ATDM uses applied learning and hands-on training, which has been proven the most effective method of delivery for mature, adult learners;
5. **Core plus Customized Curriculum.** ATDM trains to the core requirements needed for national certifications in each skill area and to specific requirements in DIB sectors such as aviation, combat vehicles, and shipbuilding;
6. **Nationally Recognized Certifications.** ATDM trains to nationally recognized certifications that are portable and stackable. For example, the CNC machining track will lead to Level 2 NIMS certifications;
7. **Extensive Industry Involvement.** Full industry participation in all aspects of the training program is a cornerstone of ATDM. Participation by industry represents a significant in-kind contribution to the project; and
8. **Strategic Alignment with DoD Workforce Development Objectives and Initiatives.** ATDM responds to the call to action in DoD’s September 2018 report on strengthening the manufacturing and DIB to “accelerate workforce development efforts” to grow domestic trade skills. It provides a fast-track training program to produce skilled manufacturing trades at the scale and speed needed to “move the needle” and close the industrial skill gaps in the DIB. Such a rigorous program does not currently exist.



# TRAINING PROGRAMS

All training programs are non-credit programs. Students earn a certificate of completion and nationally recognized certifications. Some community colleges may articulate the national certifications into credit-bearing programs.

**All programs are 16 weeks and 600 hours.**

## ADDITIVE MANUFACTURING

Additive Manufacturing is a process that uses 3D printing to create physical objects from a digital model. The process involves adding material in layers and using a fusing application, such as a heated printhead or laser, to bind the layers. Completers from this program typically work in entry-level additive manufacturing roles supporting new construction or sustainment efforts for the maritime industrial base. This includes the shipyards (public and private) and the supporting supply chain.

### OSHA – Occupational Health & Safety

- Applied Math & Geometry
- Precision Measurement
- Engineering Drawings
- CAD/CAM – Computer Aided Design/Manufacturing
- Lean Manufacturing, 6σ, Soft Skills
- Composite 3D Printing (FDM)
- Metal 3D Printing (FDM)
- Laser Scanning & Reverse Engineering
- Machining Setup & Operation (Milling, Post-processing)
- DED – Laser Metal DED, Wire Arc Additive Manufacturing
- Design for Additive Manufacturing
- Soft Skills and Employability

### Certification Opportunities

- Autodesk – Certified Associate in CAD for Mechanical Design
- OSHA 10 General Industry
- Lean Six Sigma Yellow Belt
- Haas Mill Operator – Haas Automation
- NIMS CNC Mill Operator – National Institute of Metal Working Skills
- NIMS Milling: Programming, Setup, and Operations Lv.1 – National Institute of Metal Working Skills

## CNC MACHINING

A computer numerical control machine (CNC) is a tool that forms materials to a desired shape for parts and component requirements. CNC machines use pre-programmed software to control the movements of complex machinery, including grinders, lathes, mills, and other cutting tools used to remove material. These computer-aided manufacturing techniques can perform a wide range of complex and precise CNC machining tasks to create manufactured products and specifically designed parts for today's nuclear submarines. Completers from this program typically work in entry-level machining roles supporting new construction or sustainment efforts for the maritime industrial base. This includes the shipyards (public and private) and the supporting supply chain.

- OSHA – Occupational Health & Safety
- Applied Math & Geometry
- Precision Measurement
- Engineering Drawings
- Soft Skills and Employability
- CNC Lathe Operations
- CNC Mill Operations

### Certification Opportunities

- OSHA 10 General Industry
- Haas Mill Operator – Haas Automation
- Haas Lathe Operator – Haas Automation
- NIMS CNC Mill Operator – National Institute of Metal Working Skills
- NIMS CNC Lathe Operator – National Institute of Metal Working Skills
- NIMS Turning: Programming, Setup, and Operations Lv.1 – National Institute of Metal Working Skills
- NIMS Milling: Programming, Setup, and Operations Lv.1 – National Institute of Metal Working Skills





## NONDESTRUCTIVE TESTING

NDT is a testing and analysis technique used by industry to evaluate the properties of a material, component, structure, or system for characteristic differences or welding defects and discontinuities without causing damage to the original part. NDT is also known as non-destructive examination (NDE), non-destructive inspection (NDI), and non-destructive evaluation (NDE). Completers from this program typically work in entry-level Nondestructive Testing roles supporting new construction or sustainment efforts for the maritime industrial base. This includes the shipyards (public and private) and the supporting supply chain.

- Visual Testing (VT)
- Magnetic Particle Testing (MT)
- Dye Penetrant Testing (PT)
- Radiographic Testing (RT)
- Ultrasonic Testing (UT)
- Radiation Safety
- Specs and Standards
- Defect Metallurgy
- Soft Skills and Employability

### Certification Opportunities

- OSHA – 10

All coursework will meet Naval Sea Systems Command (NAVSEA) non-destructive testing (NDT) training requirements, as complemented by American Society of Non-destructive Testing (ASNT) requirements, and adhering to the allotted time frame, while satisfying all classroom theory and partial application of method requirements.

## QUALITY CONTROL INSPECTION/METROLOGY

Quality control inspection (metrology) is the scientific study of measurement used to inspect parts. It involves both theoretical and practical aspects of measuring. The mission of metrology is to provide accurate and reliable measurements for all types of industries, but it is especially important in precision engineering like submarine manufacturing, where products need to meet strict tolerances. Completers from this program typically work in entry-level metrology roles supporting new construction or sustainment efforts for the maritime industrial base. This includes the shipyards (public and private) and the supporting supply chain.

## OSHA – Occupational Health & Safety

- Applied Math & Geometry
- Precision Measurement
- Engineering Drawings
- Coordinate Measuring Machines
- “In-the-shop” Inspection

### Certification Opportunities

- OSHA 10 General Industry
- Mitutoyo MCOSMOS C1
- Mitutoyo MCOSMOS C2\*
- GD&T Basics: Print Reading & Tolerances
- GD&T Basics: GD&T Fundamentals

## WELDING

Welding is a process that unites multiple pieces of metal or thermoplastic materials by skillfully melting and fusing them together using energy sources ranging from gas flames and electric arcs to precise lasers and powerful electron beams. This process plays an integral role in submarine manufacturing. Completers from this program typically work in entry-level welding roles supporting new construction or sustainment efforts for the maritime industrial base. This includes the shipyards (public and private) and the supporting supply chain.

- OSHA 10 – Occupational Health & Safety (Construction)
- Applied Math for Welding
- Shop Drawings & Weld Procedure Specifications
- Shipbuilding Project & Terminology
- Shielded Metal Arc Welding
- Fluxed-Core Arc Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Soft Skills and Employability

### Certification Opportunities

American Welding Society D1.1 Certifications in 2G, 3G, 4G:

- FCAW
- GMAW
- GTAW
- SMAW\*
- 6G Pipe\*

*\*Optional*

# COHORT DATES

COHORT#	START DATE	END DATE	PROGRAM AREAS
<b>24C</b>	July 9, 2024	October 25, 2024	Additive Manufacturing
			CNC Machining
			Nondestructive Testing
			Welding
<b>24D</b>	August 19, 2024	December 13, 2024	CNC Machining
			Quality Control Inspection/Metrology
			Welding
<b>24E</b>	November 12, 2024	March 14, 2025	Additive Manufacturing
			CNC Machining
			Nondestructive Testing
			Welding
<b>25A</b>	January 13, 2025	May 6, 2025	CNC Machining
			Quality Control Inspection/Metrology
			Welding
<b>25B</b>	April 7, 2025	July 29, 2025	Additive Manufacturing
			CNC Machining
			Nondestructive Testing
			Welding
<b>25C</b>	May 29, 2025	September 19, 2025	CNC Machining
			Nondestructive Testing
			Quality Control Inspection/Metrology
			Welding
<b>25D</b>	July 14, 2025	November 9, 2025	Welding
<b>25E</b>	August 18, 2025	December 14, 2025	Additive Manufacturing
			CNC Machining
			Nondestructive Testing
			Quality Control Inspection/Metrology
<b>25F</b>	September 2, 2025	January 9, 2026	Welding
<b>25G</b>	October 6, 2025	February 13, 2026	CNC Machining
			Nondestructive Testing
			Quality Control Inspection/Metrology
<b>25H</b>	October 20, 2025	February 27, 2026	Welding
<b>26A</b>	January 8, 2026	May 8, 2026	Additive Manufacturing
			CNC Machining
			Nondestructive Testing
			Quality Control Inspection/Metrology
			Welding
<b>26B</b>	February 9, 2026	June 3, 2026	Welding

COHORT#	START DATE	END DATE	PROGRAM AREAS
26C	March 2, 2026	June 23, 2026	CNC Machining
			Nondestructive Testing
			Quality Control Inspection/Metrology
26D	April 13, 2026	August 5, 2026	Welding
26E	May 18, 2026	September 4, 2026	Welding
26F	May 28, 2026	September 25, 2026	Additive Manufacturing
			CNC Machining
			Nondestructive Testing
			Quality Control Inspection/Metrology
26G	June 29, 2026	October 28, 2026	Welding
26H	August 24, 2026	December 16, 2026	Welding

# HOLIDAYS

## LEGAL HOLIDAYS

IALR and ATDM acknowledge the following holidays annually:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break (3 days)
- Winter Holiday Break (1 or 2 weeks)

## STUDENT HOLIDAYS

Bi-monthly breaks are built into each cohort schedule giving students a day off every two weeks. These holidays will be provided to the student at the time of acceptance for a particular cohort.

# ADMISSIONS

Admission to the ATDM Program requires that the individual:

1. Be seeking employment within the Maritime Industrial Base (MIB) or Defense Industrial Base (DIB).
2. Be 18 years old at the time of enrollment.
3. Be a high school graduate or have earned a GED.
4. Be a U.S. citizen or residing in the U.S. with a work visa allowing the person to live and work permanently in the U.S.
5. Can pass a drug screening and background check for employment.
6. Achieves a competitive score on the Wonderlic career assessment (link sent after completed application).
7. Have access to the internet and email address to complete application materials and acceptance documents online.
8. Be willing to relocate for training and/or employment.

## ATDM ADMISSIONS POLICY

The Accelerated Training in Defense Manufacturing (ATDM) program is committed to developing a skilled workforce for the Submarine Industrial Base/Defense Industrial Base (SIB/DIB). To ensure that our participants are well-prepared and eligible for opportunities within this sector, we have established the following admissions criteria:

1. **Employment Intent:** Applicants must demonstrate an interest in seeking employment within the Maritime Industrial Base (MIB) or the broader Defense Industrial Base (DIB). Applicants should be willing to accept positions that align with the mission and goals of the ATDM program.
2. **Employee Sponsorship and Articulated Agreements:** Applicants to ATDM who are participating through an employee sponsorship or an articulated agreement with their organization may be exempt from some or all of the standard admission requirements. These exemptions depend on the specific terms outlined in the sponsorship or agreement, or if similar processes have already been conducted by the employer or organization. This policy is intended to facilitate the enrollment of individuals whose participation is supported or arranged by their employer or partner organization.
3. **Age Requirement:** Applicants must be at least 18 years old at enrollment. This age requirement ensures that all participants can engage in professional training and employment within the Maritime Industrial Base (MIB) or the broader Defense Industrial Base (DIB). Applicants may be required to provide proof of age, such as a valid government-issued identification card or birth certificate, as part of the application process.
4. **Educational Background:** Applicants must be high school graduates or have earned a General Education Diploma (GED) certificate. This requirement ensures that all participants possess a level of education necessary for understanding and completing the ATDM's technical and theoretical coursework. Applicants may be required to provide a copy of their high school diploma or GED certificate as part of the application process. Additionally, transcripts or other relevant academic records may be requested to verify the completion of this educational requirement.
5. **Veteran Applicants (DD 214):** Veteran applicants to the ATDM Program are required to provide a copy of their DD 214 form as part of the application process. The DD 214 form serves as official documentation of their military service, including dates of service, discharge status, and any awards or commendations received. This information is essential for verifying the applicant's military background and ensuring eligibility for any veteran-specific benefits within the program.





6. **Citizenship/Residency Status:** Applicants must be U.S. citizens or individuals residing in the U.S. with a work visa that permits them to live and work permanently in the U.S. This requirement ensures that all participants are legally eligible to work in the country, which is critical for securing employment within the Defense Industrial Base (DIB). Applicants may be required to provide appropriate documentation to verify their status, such as a U.S. passport, birth certificate, Certificate of Naturalization, or a valid Permanent Resident Card (Green Card). Those with work visas must provide a copy of their visa along with any supporting documents that confirm their authorization to reside and work permanently in the U.S. This verification is crucial to maintain compliance with federal regulations and to ensure all participants can transition from training to employment.
7. **Screening Requirements:** Applicants must successfully pass both a drug screening and a background check as part of the application process. The drug screening ensures that applicants are not using substances that could impair their ability to perform safely and effectively during the 16-week training and employment within the Maritime Industrial Base (MIB) or the broader Defense Industrial Base (DIB). The background check is essential to verify that applicants have a history that meets the security and integrity standards required for positions in defense-related roles. This includes checking for any felony convictions or pending violent felonies, previous employment verification, and other relevant background information. Providing consent for these screenings and checks is mandatory, and the results must align with the program's eligibility criteria to ensure the safety and reliability of all participants.
8. **Assessment Performance:** Applicants must achieve a competitive score on the Wonderlic career assessment as part of the application process. The Wonderlic assessment measures cognitive abilities and motivation, which are essential for success in the ATDM Program and subsequent employment within the Defense Industrial Base (DIB). A competitive score indicates that the applicant possesses the necessary intellectual and analytical skills required to excel in the rigorous training and technical tasks involved. Applicants will receive a link to complete the assessment after their initial application submission, and their scores will be evaluated against program area benchmarks to ensure they meet the standards required for successful participation and employment.
9. **OSHA Certification:** Applicants must achieve a passing score on the OSHA (Occupational Safety and Health Administration) certification. This certification verifies that applicants understand essential workplace safety regulations and practices, which are critical for their success and safety within the Defense Industrial Base (DIB). Applicants who have achieved OSHA certification within the past three years and provide documented proof will be waived from taking the certification as part of their entrance. Proof of OSHA certification with a passing score must be provided during the application process.
10. **Technical Accessibility:** Applicants must have reliable access to the internet and a functioning email address to complete and submit all application materials and acceptance documents online. This requirement is essential because ATDM utilizes online platforms for application processing, communication, and document management.
11. **Willingness to Relocate:** Applicants must be prepared to relocate for training and/or employment as necessary. This flexibility is essential for fulfilling ATDM requirements in securing positions within the Defense Industrial Base (DIB). Relocation may be required to accommodate training locations and job placement opportunities. Applicants should consider their ability to move to different locations as part of their commitment to ATDM and career opportunities.

Prospective applicants who meet these criteria are encouraged to apply and join the ATDM program. This program offers comprehensive training and education designed to provide participants with the skills and knowledge required for a successful career within the Maritime Industrial Base (MIB) and the broader Defense Industrial Base (DIB). By joining the ATDM program, participants will receive specialized instruction and hands-on experience, preparing them for entry-level opportunities in these critical sectors. This training will enhance their employability and enable them to contribute effectively to national defense and security initiatives.

## APPLY

[ATDM Enrollment Application | The Institute for Advanced Learning and Research](#)

## FINANCES

This program currently offers full tuition, housing, and materials scholarships for the entire four-month training period.

## VETERANS

We offer veterans full scholarships and housing during our 16-week training program that provides an easy transition from service to a great-paying jobs in hundreds of major cities across the United States.

For SkillBridge inquiries, contact the ATDM Admissions office at [admissions@atdm.org](mailto:admissions@atdm.org) or 434-766-6680.

For VA benefit inquiries, contact Dr. Sherlina Thomas at [sherlina.thomas@ialr.org](mailto:sherlina.thomas@ialr.org) or 434-766-6638.

## CAREER SERVICES

The Career Services team works with students to match them to a Maritime Industrial Base employer and job that fits their skills sets. The team works with students on the following skills.

- **Mock-Interviews** — This service helps students learn how to answer difficult questions, develop interview strategies, improve communication skills, and reduce stress before an actual interview.
- **Resume Assistance** — This service provides one-on one-support to help students brainstorm, edit, and format the layout of a resume. Students will leave the program with a professionally completed resume.
- **Job Relocation Assistance** — Non-sponsored career seeking students who complete the Accelerated Training in Defense Manufacturing (ATDM) program may be eligible to receive financial assistance when relocating from the ATDM program to a full-time SIB/DIB job.
- **Job Interviewing Assistance** — Non-sponsored students who are seeking employment in the SIB/DIB industry may be eligible for financial assistance and support with the job interview process.







# ***ATDM POLICIES***





# ATDM CODE OF CONDUCT

**There may be immediate dismissal for violation of any of the conduct violations listed below, depending on the severity of the offense.**

1. Rude, unprofessional, disrespectful, or uncooperative behavior towards classmates, instructors, technicians or anyone affiliated with the ATDM program.
2. Use of profanity.
3. Unauthorized solicitation.
4. Offensive Clothing.
5. Gambling.
6. Gang Activity.
7. False report of a bomb, fire, or other emergency.
8. Intimidation/Harassment/Bullying.
9. Unauthorized use of keys or keycards.
10. Sexual Misconduct.
11. No vaping or smoking within 25 feet of the building. Smoking and vaping are only allowed in designated areas (where there is a smoking pod for disposing of cigarettes.) Never inside the facility or immediately outside of doorways, in walkways or entrances.
12. Misuse or abuse of equipment.
13. Use or possession of ammunition, firearms, or other weapons on ATDM/IALR-related sites. IALR policy states that no firearm is allowed on the campus, either on one's person or in one's car.
14. Pocketknives may not be longer than 3 inches.
15. Possession of ignition devices, fireworks, flammable liquids, or objects, which could cause damage by fire or explosion on ATDM/IALR-related properties.
16. Creating or participating in disturbances on ATDM/IALR-related property or at an ATDM activity resulting in the disruption of ATDM activities.
17. Inappropriate classroom behavior. Any behavior that distracts other students or impedes learning ability.
18. Stealing, destroying, defacing, damaging, or misuse of IALR property or property belonging to another person.
19. Conducting oneself in a manner that endangers the health or safety of self-and/or another person.  
Running, horseplay, careless handling of equipment or tools.
20. Being intoxicated or in possession of intoxicating substances during ATDM activities.  
Students who smell of alcohol or marijuana will be asked to leave the premises.
21. Failing to adhere to the Participant Agreement of ATDM-provided apartments.
22. Failing to adhere to Rules and Regulations for Off-Campus Living and Behavior.
23. Failing to adhere to the program syllabus provided by program instructor.
24. Receiving a citation from Security Officer.





# ATDM JOB OPPORTUNITY POLICY

## ARRANGEMENTS FOR JOB OPPORTUNITIES OFF-CAMPUS

Non-sponsored career seeking students who are enrolled in the Accelerated Training in Defense Manufacturing (ATDM) program may be excused from class when interviewing or participating in onboarding activities for full-time positions within the defense industry. Onboarding activities may include drug tests, physicals, weld tests, etc. However, it is highly recommended to arrange interviews and onboarding activities outside of class hours or on student holidays if possible. Industry sponsored students are not eligible for this support. Industry sponsored students include incumbents, pre-hires, or new hires who have made a commitment to a company prior to starting the ATDM program.

**The following criteria must be met to be excused from class:**

1. Job interviews and onboarding activities are in the defense industry.
2. Application with request is received at least 72 hours prior to interview/onboarding activity date.
3. Effort has been made to schedule interview/onboarding activity during a timeframe that minimizes time off from regularly scheduled classes.
4. Student produces notification from employer for interview or onboarding activity.
5. Student is in good standing with attendance and academics.
6. Instructor has been notified by Career Services Coordinator and arrangements to make up work has been confirmed.
7. Career Services Coordinator gives final approval and puts note in student's file.

## ASSISTANCE FOR JOB OPPORTUNITIES OFF-CAMPUS

*(This assistance can only be utilized while attending ATDM.)*

**Non-sponsored career seeking students** who are enrolled in the Accelerated Training in Defense Manufacturing (ATDM) program may be eligible to receive financial assistance when interviewing or participating in onboarding activities for full-time positions within the defense industry. Onboarding activities may include drug tests, physicals, weld tests, etc. Industry sponsored students are not eligible for this support. **Industry sponsored students include incumbents, pre-hires, or new hires who have made a commitment to a company prior to starting the ATDM program.**

Each cohort is budgeted a specified amount which varies according to the amount received by ATDM's funding sources. Funds will be disbursed until they are unavailable. Utilizing this benefit may reduce the amount available for relocation assistance. Requests for financial assistance can be submitted up until the first job offer. If a student decides not to take the first job offer, ATDM will not provide additional financial assistance for subsequent job interviews.

**The following criteria must be met to be considered for financial assistance once the student is excused from class:**

1. Notification from prospective company stating what they can or cannot pay for the travel and related expenses to the interview or onboarding activity.
2. Requested documentation has been submitted by student for review. This may include quotes for transportation, lodging, related expenses, etc.
3. Final approval from ATDM Assistant Director/ATDM Vice President.



### Application Process:

1. Submit request application via link posted on Canvas – Industry Connections Course. Please allow 72 hours to process requests.
2. Assigned Career Services Coordinator will review and meet with student and notify Instructor.
3. Career Services Coordinator will approve the absence upon satisfactory documentation and notifying the Instructor.
4. If student requests financial assistance, the Senior Support Specialist will schedule a meeting with student to confirm financial needs and date and time of job interview or onboarding activity once Career Services Coordinator approves absence.
5. Financial assistance will be based on minimum need to ensure fiduciary responsibility.
6. Senior Support Specialist will put together financial package to submit to finance and ATDM Assistant Director/ATDM Vice President.
7. ATDM Assistant Director/ATDM Vice President will grant final approval on assistance.
8. Senior Support Specialist will make final arrangements.

### For students who opt for reimbursement:

1. Must provide receipts to ATDM staff within 48 hours of returning to class. Receipts should reflect the quote taking into account taxes and fees.
2. Must submit a W9 form (staff can assist with this form).
3. Reimbursement for lodging may not exceed the standard federal rate and the interview/onboarding activity must be at least 120 miles from Danville, VA.
4. Gas will be reimbursed for receipts during the trip and upon returning to Danville, VA.

The application must be completed in full, with nothing left blank with all documents attached to be considered.

The Institute for Advanced Learning and Research who manages the ATDM program is not responsible for damages incurred while staying at a hotel nor assumes responsibility for vehicle damages or broken-down vehicles.

## RELOCATION TO A JOB FROM THE ATDM PROGRAM

**Non-sponsored career seeking students** who complete the Accelerated Training in Defense Manufacturing (ATDM) program may be eligible to receive financial assistance when relocating from the ATDM program to a full-time SIB/DIB job. Relocation assistance will be awarded on a first come, first served basis and will be a one-time, limited support. Each cohort is budgeted a specified amount which varies according to the amount received by ATDM's funding sources. Funds will be disbursed until they are unavailable.

**Sponsored students** are not eligible for this support and include incumbents and new hires who have made a commitment to a company prior to starting the ATDM program. Pre-hires will be considered if they meet the criteria outlined on this application.





**The following criteria must be met to be eligible for financial assistance:**

1. The student must accept a job with a SIB/DIB company approved by NAVSEA.
2. Application and supporting documents must be submitted to the ATDM program via the online portal on the atdm.org website. ***The official offer letter must be dated prior to the student's completion date or within 90 days after the student's completion date.***
3. The student must accept a job that is at least 50 miles from the address listed on their ATDM enrollment application.
4. If any sign-on bonuses are part of the employment package, the offer letter must state that it is paid after the start date of employment.

**Support will only be considered for the student's initial job after graduation and will not be considered for a student changing jobs.**

**Eligible students who complete the ATDM program may select one of the following options:**

1. Two month's rent on an apartment or other type of housing.

*The lease agreement must be in the student's name. The ATDM program is managed by the Institute for Advanced Learning and Research (IALR). IALR is not responsible for any payments outside of the offer presented or liabilities associated with the rental of an apartment or other form of housing. IALR is also not liable for any recommendations on housing locations. Money will be paid directly to the apartment complex or rental property.\**

2. Moving/shipping expenses — moving van or freight charges through a reputable company.

*The moving/shipping invoice must be in the student's name. The ATDM program is managed by the Institute for Advanced Learning and Research (IALR). IALR is not responsible for any payments outside of the offer presented or liabilities associated with the rental of a moving truck/van or damages in shipping. Money will be paid directly to the moving or freight company.\**

**List of documents to be submitted:**

1. Relocation assistance application, which is located on the ATDM.org website under Student Portal.
2. Official signed offer letter or employment contract from the SIB/DIB company.
3. Option 1 — Apartment Assistance:
  - Copy of the rental agreement or lease
  - W9 from rental company (cannot process the funds without this document — NO EXCEPTIONS)
4. Option 2 — Moving Expenses:
  - Copy of moving or shipping invoice
  - W9 from moving company (cannot process the funds without this document — NO EXCEPTIONS)

***Please note that it can take up to 10 business days to process.***

*\*IALR can submit funds via check or ACH.*



## DIVERSITY EQUITY AND INCLUSION

As a subdivision of the Institute for Advanced Learning and Research (IALR), ATDM supports the IALR value of Diversity and Inclusion which states that “We know the best outcomes are born out of a diversity of talent, ideas, and perspectives. We seek to ensure our organization mirrors the community it serves.”

At ATDM, we believe diversity within our workforce brings out the most creative and effective solutions. We foster an educational environment of inclusivity and respect, guiding our students and employees to bring their best selves to their work. Our doors are open to individuals from all backgrounds, embracing diverse skill sets and experiences regardless of race, ethnicity, color, religion, disability, nationality, sexual orientation, gender identity, age, and veteran status. We embrace diversity among our team and students as the key to reaching the peak potential of America's workforce.

ATDM is designed to cultivate an environment where everyone can perform to the best of their ability, unimpeded by institutional or individual biases. Our work in maintaining an environment of equal opportunity ensures that merit, ability, performance, and potential lead to future success.

## SERVICE ANIMAL POLICY

ATDM does not discriminate against individuals with disabilities who use a service animal. Service animals must be trained to perform a task directly related to the individual's disability; they are not required to be certified or wear a vest or other “service animal” identification. Service animals must be licensed and vaccinated. Allowing a service animal at ATDM as an accommodation will be considered on a case-by-case basis. In considering such a request, ATDM staff will confirm with the individual making the request that the service animal is required because of a disability and may ask what work/task the animal is trained to perform. Proof of up-to-date vaccinations for the animal may also be required. ATDM staff will not request any documentation about the individual's disability or that the animal is registered or certified as a service animal and will not require that the animal demonstrate its task.

ATDM will not allow a service animal if the dog's presence would fundamentally alter the nature of the program (e.g., allowing an animal in a dangerous high-risk area could create a safety risk for the animal and others present in that area).

Individuals who are provided service animal accommodations are responsible for the animal at all times while on ATDM premises. Service animals may be removed from ATDM if the animal is not housebroken or becomes out of control.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

FERPA rights and responsibilities within ATDM are:

1. The right to inspect and review the student's education records within 45 days of the day ATDM receives a request for access. Students should submit a written request to the ATDM Vice President that identifies the record(s) they wish to inspect. The Vice President will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. Students have the right to request ATDM amend a record that they believe is inaccurate or misleading. They should clearly identify in writing the part of the record they want change and specify why it is inaccurate or misleading. If the ATDM decides not to amend the record as requested by the student, ATDM will notify the student of the decision and advise the student of the student's right to a hearing regarding the requested amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.







3. The right to consent to disclosures of personally identifiable information contained in the student's education records, including address, telephone number, and/or email addresses, except to the extent that FERPA authorizes disclosure without consent. These non-consensual disclosures are specified in FERPA regulations at 34 CFR & 99.31 and are summarized below:
  - To ATDM officials, provided that the official has a "legitimate educational interest" in the information. Officials include professors, instructors; administrators, counselors, attorneys; clerical staff; and ATDM committee members and disciplinary boards.
  - To another school in which a student seeks to enroll.
  - To officials for the purpose of determining financial aid for which a student has applied.
  - To parents of a student, and other appropriate parties, when in connection with a health or safety emergency.
  - To the parents of a student regarding the student's violation of Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.
  - To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs; To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
  - To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
  - To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including the victim or witness, without the written consent of that other student.
  - To comply with Ex Parte orders in connection with the investigation or prosecution of terrorism crimes. To comply with Lawfully Issued Subpoenas and Court Orders.
  - In connection with a health or safety emergency to protect the health or safety of the student or other individuals. Disclosure from campus law enforcement unit records to anyone-including federal, state, or local law enforcement authorities.
  - Information pertaining to F-1 visa status and provisions may be disclosed to the Immigration and Naturalization Service.
4. ATDM defines such directory information to include student's name; student's address; family member's address; social security number; and information that could link a student to any of the above. Students who wish to prevent disclosure of directory information may do so in writing addressed to the ADTM Vice President.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ATDM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

For more information, visit the U.S. Department of Education's [FERPA General Guidance for Students](#), the [Family Educational Rights and Privacy Act Regulations](#), or the [Family Policy Compliance Office website](#).



# ATDM STUDENT GRIEVANCE POLICY

A grievance is a difference or dispute between a student and an ATDM employee regarding the following:

- Grades
- Issue with a class instruction
- Attendance
- Inappropriate behavior by an instructor, technician, or ATDM staff

This process was created for current enrolled students in the ATDM Training Program to address any academic and non-academic grievances (see list above). Each grievance submitted will be carefully reviewed by the ATDM Vice President, Assistant Director of Student Services and/or the Director for Training (if an instructor is part of the complaint) with the sole purpose of resolution and agreement of the resolution by all parties involved. Retaliation against any individual who files a complaint or participates in the grievance process is prohibited.

## Current enrolled students who would like to report a grievance will follow this procedure:

1. A student with a grievance must first identify the grievance and discuss the matter at hand with the staff member with whom they have the complaint. Every reasonable effort should be made by all parties to resolve the matter at this first step. Instructor/staff member and student will document that a meeting has taken place, however; a written record will not be placed in the student or instructor/staff member's file at this step.
  - a. *If the student is unable to meet with the person with whom there is the complaint, due to the nature of the complaint (i.e., sexual harassment allegation), the student must submit in writing a request to meet with the Assistant Director of Student Services regarding the grievance. The Assistant Director of Student Services will schedule a time to meet separately with the student and the staff/instructor to determine the nature of the grievance and attempt to come to a resolution.*
2. If no resolution of the grievance was achieved during that first step, the student is required to request, in writing, by submitting the Student Grievance Form (located in Canvas). A meeting will be scheduled between the student, the Assistant Director of Student Services, the Director for Training (if an instructor is a part of the complaint), and the staff/instructor who is party to the grievance. The student is required to request this meeting within one week of the date on which the grievance occurred. The student will make clear in their documentation that there is a grievance matter, and that the issue was unresolved in a meeting with the staff/instructor with whom they had the complaint. The meeting will be set up by the Assistant Director within one week of receiving the Student Grievance Form. At this meeting, the grievance issue(s) must be identified. The Assistant Director will facilitate an attempt to resolve the grievance.
3. If no resolution of the grievance is achieved at the second step, the student may request a formal hearing of the grievance by the ATDM Vice President. The request must be in writing and presented within one week of the meeting between the Assistant Director of Student Support, Director for Training (if an instructor is a part of the complaint), and staff/instructor. A detailed statement with supporting evidence of the facts must accompany the hearing request. The ATDM Vice President will decide their jurisdiction over the issues identified by the grieving student. The ATDM Vice President will notify all parties concerned, in writing, of their decision and the recommendations.





# ATDM HOUSING POLICIES

1. This policy outlines the expectations and guidelines for students residing in off-campus housing during the duration of the 16-week training program. It aims to promote a safe, respectful, and conducive living environment for all participants.
2. The Institute for Advanced Learning and Research may take disciplinary action against students whose off-campus behavior impedes or disrupts the community relationship, and/or undermines or threatens the welfare of the Institute for Advanced Learning and Research.
3. Students living in ATDM provided houses or apartments can impact, whether positively or negatively, “community” relations. We want that impact to be positive; therefore, the Institute for Advanced Learning and Research encourages all students to be good citizens of their neighborhood. In addition, it involves being knowledgeable of and abiding by applicable laws and city ordinances.
  - Students must conduct themselves in a manner that reflects positively on themselves and the program.
  - Respect for neighbors, property, and local laws is mandatory at all times.
  - Engaging in illegal activities, disruptive behavior, or actions that disturb the peace of the neighborhood is strictly prohibited.
  - Excessive noise, parties, or gatherings that disturb the community are prohibited. Property management will issue noise violation notices, which may result in penalties.
  - Maintaining cleanliness and tidiness both inside and outside the property is required.
  - The participant is responsible for any damages inside the property that are not documented on the move-in checklist, excluding normal wear and tear.
  - Consumption of alcohol must be done responsibly and in accordance with legal drinking age regulations.
  - Illegal drug use or possession is strictly prohibited.
  - Students are responsible for adhering to all state and local laws regarding the use of alcohol and substances.
  - Students are responsible for the conduct of their visitors and guests while on the premises.
  - Overnight guests are permitted with prior permission from all housemates and ATDM staff to ensure mutual respect and comfort. Any unapproved guest will result in a penalty.
  - Students must prioritize personal safety and security by locking doors and windows when leaving the property or going to bed.
  - Participants must promptly report any safety concerns, maintenance issues, or suspicious activities to program authorities.
  - Participants may not keep any animal or pet in the unit without approval from the property management group and IALR. Only service animals and emotional support animals are permitted with prior approval.
  - Unattended burning of wax/candles is prohibited due to fire and safety hazards.
  - Participants must move to their newly assigned apartment within the designated timeframe set by the housing support specialist.
  - The student must complete the move-in checklist within 48 hours of arrival. Failure to do so will make the participant liable for any damages to the property and/or furniture.



## ATDM INTERIM COHORT APARTMENT POLICY

Students are required to move out of the ATDM-provided apartment within three (3) calendar days following the last day of class. Exact move-out dates and times will be provided to students.

On rare occasions, a student may stay in the apartment between cohorts and pay the daily rate under the following conditions:

1. If there is space available.
2. If the student's cohabitating spouse, significant other, or immediate family is entering the cohort following the student's and the couple wishes to remain in the same apartment.\*
3. If the student is attending a second discipline track due to employer sponsorship.  
(See policy on attending a second discipline track.)

*\*Note that anyone living with the ATDM student must sign a lease during the ATDM student check-in process.*

## INCLEMENT WEATHER AND MAKEUP

The objective of this policy is to establish guidelines for addressing class cancellations due to inclement weather for periods exceeding one day. Its purpose is to guarantee that students attain the required instructional hours and adequate preparation for certification testing by conducting makeup classes.

This policy applies to all courses and programs offered through the Accelerated Training in Defense Manufacturing (ATDM) program where students are required to complete a specified number of instructional hours.

1. **Inclement Weather Notification:** In the event of class cancellations due to inclement weather, the Accelerated Training in Defense Manufacturing (ATDM) program will make every effort to provide timely notification to students. Cancellation notifications will be communicated through official channels, such as email or text messages.
2. **Makeup Class Requirement:** If classes are canceled due to inclement weather for a period exceeding one day, makeup classes will be scheduled to compensate for the missed instructional hours.
3. **Makeup Class Transportation:** If classes are canceled due to inclement weather for a period exceeding one day, transportation, where applicable, will be provided for students.
4. **Makeup Class Scheduling:** ATDM will promptly communicate the schedule of makeup classes to affected students.

Makeup classes will be scheduled at times that minimize disruption to students' regular schedules and take into consideration the availability of both students and instructors. Classes may be made up by scheduling a class on a Student Holiday, scheduling a class on a Saturday, or by adding time before and after class until the hours are made up. Students will receive points for non-attendance on makeup days and are accountable for activities and assignments assigned on makeup days.

Efforts will be made to reschedule makeup classes within a reasonable timeframe to ensure timely completion of the course.

5. **Alternative Instructional Methods:** In cases where physical makeup classes are not feasible due to ongoing weather, alternative instructional methods such as online classes, recorded lectures, or other appropriate methods may be used to make up for missed instructional hours.
6. **Tracking Makeup Attendance:** Attendance in makeup classes will be monitored, and students are required to attend the scheduled makeup sessions to fulfill the instructional hour requirements.
7. **Certification Testing Eligibility:** Students who fail to attend makeup classes or complete alternative instructional methods as required may face dismissal from the program. It is the responsibility of the student to ensure compliance with the makeup class requirements.
8. **Enforcement:** Failure to comply with this policy may result in consequences such as dismissal from the ATDM program.





# ADTM CAUSES FOR DISMISSAL AND ACTION

Students will be dismissed from the ATDM program due to unsatisfactory academic performance, failure to complete OSHA training, attendance violations, conduct violations, or failing to adhere to any policies pertaining to the ATDM program.

## ACADEMIC PERFORMANCE

Students are required to maintain a passing grade (70%) in all ATDM courses throughout the duration of the training.

Students will adhere to a 7-point grading scale. Any grade below 70% is failing. Instructors are required to maintain current grades in the Canvas Learning Management System (LMS) within 1-week of assignment due dates.

Course Grade Audits will take place on weeks 3,5,7,9,11,13 and 15, which consist of live grade reports pulled from Canvas, highlighting students with failing grades.

The following procedure will be conducted during course grade audits:

1. The initial grade audit will occur in three weeks of the start of the class. Students flagged for **failing grades** for the first time will be given an initial performance warning by the instructor. The student must pull their grades up to passing scores and submit any missing assignments before the next scheduled grade audit, which will occur in two weeks.

Students with failing grades are required to attend available tutoring sessions offered. It is the student's responsibility to sign up for tutoring sessions.

Students who do not do well on the initial math assessment, given at the beginning of the class, will be required to attend tutoring to brush up or learn math skills that will be required to successfully complete the program.

After receiving a Performance Violation Notification, students are required to pull all grades up to passing scores, submit any missing assignments, and complete any additional requested improvement plans before the next grade audit, which will occur in two weeks. Failure to do so by the specified date will result in immediate dismissal from the program.

### INSTRUCTORS WILL

1. Meet with the student to complete the **Performance Violation Form**, adding actions to be taken to help improve the grades.
2. Meet with the Educational Compliance Advisor who will address any needs or concerns.
2. Students flagged for failing grades in any class in the program, for the **second time** will be dismissed from the program.
3. **Failure to Meet Progress Expectations:**  
Students who *at any time* fail to make adequate progress, consistently make errors after receiving proper instruction and/or correction, or demonstrate unsafe practices, may be dismissed from the program.

# ACADEMIC DISHONESTY

Students will be dismissed immediately for the first incident of any of the following:

1. Copying another student's answers while completing any class assignment or during in-class and take-home examinations.
2. Using notes, books, or any unauthorized aids during an examination, including online resources.
3. Discussing answers during in-class examinations;
4. Submitting another student's work as one's own.
5. Stealing another student's work.

# OSHA

1. Students must complete the required OSHA training prior to the first day of class or established due date.
2. All students must upload proof of completed OSHA-10 General Industry (OSHA-10 Construction for Welding) with a valid receipt date within three years from the cohort start date.
3. All students will be notified and can complete free OSHA-10 training three weeks ahead of the cohort start date.
4. Students are required to upload proof of their OSHA-10 certification by the first day of the 2nd week of class to continue within ATDM. Completion of the provided OSHA training constitutes proof of OSHA-10. Students in violation of this policy will be released from the program on the first day of week 2.

# ATTENDANCE

Regular attendance is critical for the completion of ATDM. The following procedure will be applied to students who are not present during morning and evening roll call (or timeclock clock-ins). Note that absences accumulate regardless of approvals and excuse notes.

**When a student reaches 6 points by any combination of absences and/or tardiness, the student is released from the program for violation of attendance policy.**

**Regardless of points accumulated, students missing a cumulative total of 6 days (48 hours) of excused/unexcused instruction will be removed from the program.**

**Absence = 2pt, Tardy = 1pt**

- **Absence** is 15 minutes or more of unaccounted time and/or class absence including late arrival/early departure of class or scheduled tutoring session. This also includes students being asked to leave the class/lab by the Instructor for reasons including improper use of PPE, negligence/improper use of equipment, disrespect towards students/instructors, and other reasons that may violate ATDM Conduct or Safety Policies.
- **Tardy** is up to 15 minutes of unaccounted time and/or class absence including late arrival/early departure of class or scheduled tutoring session. This also includes times when students do not report to class with their mandatory Student ID Badge and must leave class to purchase another.



## INSTRUCTORS ARE TO

1. Document when a student reaches 4 points by having the student sign the **Attendance Notification Form** indicating the notification of attendance points or days missed.
2. Send a copy of the form to the Educational Compliance Advisor.

Very limited circumstances may be considered for policy exemptions, on a case-by-case basis. Limited exceptions include the following:

- A doctor's note for illness/major medical surgery/COVID is provided to the instructor immediately upon return. This does not include regular appointments.
- Documented bereavement provided to the instructor immediately upon return.
- Court Appointments with documentation provided immediately upon return.

Students with pre-approved absences for job interviews with a SIB/DIB company will be excused from instruction during these scheduled hours and will neither collect points nor missed instruction days. Students must contact the job placement team for consideration and pre-approval.

Attendance is recorded from a time clock system with reports distributed weekly to instructors. **However, it is the student's responsibility to maintain awareness of their absence/points accumulation with respect to this policy.**

**Students missing days will receive zero assignment placeholders for all assignments missed** until they complete make-up work, which may require additional time spent by the student outside of normal class hours. Note that some lab assignments may be unable to be made-up.

In the event of attendance policy violation, students will be informed of program release and be given up to 72 hours to vacate the apartment and return keys to the ATDM office.



# ATDM DISMISSAL PROCEDURES

## ACADEMIC PERFORMANCE VIOLATIONS

For academic performance violations, ATDM personnel and/or instructors will have a conversation with the student and provide the opportunity to make corrective action before dismissal. Each step will be documented using the Performance Notification Form. The following procedures will be followed:

1. When the first grade audit occurs during week 3, (or when an instructor identifies a student is having difficulty), the instructor will meet with the student to discuss concerns and outline a corrective action.

If the student appears on the Course Grade Audit, a Performance Notification Form will be completed by the instructor. The instructor will check the box that reads: ***“This is your first warning; you have until the next grade audit to improve your grade.”***

If the poor performance is related to missing assignments, the instructor will select the box that reads: ***“This is your first warning; you have until the next grade audit to submit any missing assignments.”***

2. If the problem persists at the next Course Grade Audit (Week 5), the student will be dismissed from the program by the Educational Compliance Advisor.

Students who wish to appeal the decision can file a grievance following procedures outlined in the **ATDM Student Grievance Policy**.

## CONDUCT VIOLATIONS

For conduct violations, ATDM personnel and/or Instructor will have a conversation with the student and provide an opportunity for the student to correct the behavior to avoid dismissal. The severity of the violation may warrant immediate dismissal. Discussions pertaining to conduct violations will be documented on the **Conduct Notification Form**. The following procedure will be followed:

1. When a violation occurs, the instructor will complete the Conduct Notification Form, describing the violation and corrective action required.

If the violation does not warrant immediate dismissal, the instructor will select the box that reads ***“First Warning: This is the first warning; you agree to take corrective action immediately.”***

For the first offense, the Instructor and the Educational Compliance Advisor will meet with the student to explain the warning and concerns about the violation.

Corrective action to avoid dismissal will be defined and explained. The Instructor and Educational Compliance Advisor will monitor the student's behavior to ensure the behavior is corrected.

2. If the problem persists, the instructor will complete the Conduct Notification Form again.

The instructor will select the box that reads, ***“This is your second and final violation. You will be dismissed from the ATDM program.”***

When a student receives the second warning, the instructor is to inform the Educational Compliance Advisor, who will meet with the student to dismiss them from the program.

Students who wish to appeal the decision can file a grievance following procedures outlined in the ATDM Student Grievance Policy.

## ATTENDANCE VIOLATIONS

For attendance violations, ATDM personnel and/or Instructor will have a conversation with the student and provide an opportunity for the student to correct the attendance issue to avoid dismissal. Discussions pertaining to attendance will be documented on the **Attendance Notification Form**. The following procedure will be followed:

1. When a student has reached (or is in danger of reaching) points or absences that could lead to dismissal from the program, the instructor will have a conversation with the student to make them aware of their points or absences. This will be documented on the Attendance Notification Form, describing the days or points the student has accumulated.
2. When the student has reached 4 days, or 4 points, the instructor will have them sign the Attendance Notification Form indicating they have been warned about attendance or points.

If the warning is regarding points, the instructor will check the box that reads, ***“Attendance (Points)”***, and complete the space to document the number of points the student currently has. The instructor and the student will sign the form.

If the warning is regarding days missed, the instructor will check the box that reads, ***“Attendance (Days)”***, and complete the space to document the number of days the student currently has missed. The Instructor and the student will sign the form.

3. When 6 points have been reached, the Educational Compliance Advisor will meet with the student to dismiss them from the program.

Regardless of points accumulated, students missing a cumulative 6 days (48 hours) of missed instruction will be dismissed from the program.

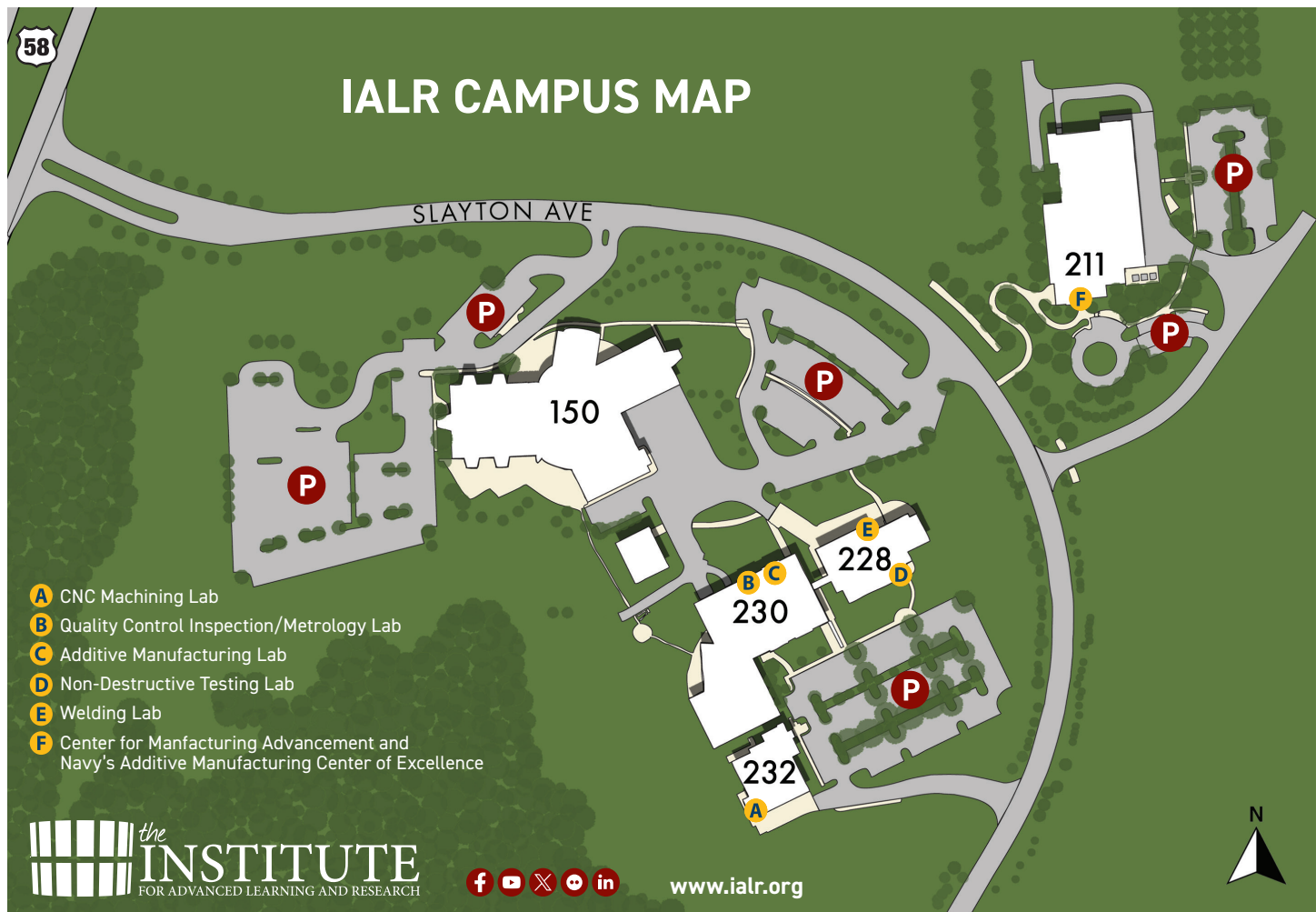
In the event of attendance policy violation, students will be informed of program release by the Educational Compliance Advisor. The student will be given 72 hours to vacate the apartment and return keys.

Students who wish to appeal the decision can file a grievance following procedures outlined in the **ATDM Student Grievance Policy**.



# INSTRUCTIONAL FACILITIES

Students entering an ATDM program in January 2025 or later will attend classes and labs in the newly built 107,000 square foot National Training Center. Students entering classes prior to January 2025 will attend classes in the temporary facilities which are also located on the IALR campus. The current facilities are indicated on the map below.



## CHANNEL PARTNERS

- 50Strong
- Afghan Resettlement Agencies
- Army Career Skills Program
- Chief of Navy Recruiting
- Department of Labor VETS Employment Navigator Pilot Program (ENPP)
- Department of Labor Women's Bureau
- Hampton Roads Workforce Center
- High School CTE Network
- Hire Our Heros (U.S. Chamber of Commerce)
- Hire Vets Now
- Manufacturers Associations
- Marines for Life
- Mountaineer Challenge Program
- National Guard Associations
- National Guard Youth Challenge Program
- NextOp
- Paralyzed Veterans of America (PVA)
- Recruit Military
- Reserves
- Sea Cadets
- Skill Bridge
- Soldiers for Life
- Talent Pipeline Program
- Transition Assistance Program (TAP)
- United Service Organizations, Inc. (USO)
- U.S. Army Reserve Public Partnership Program Office (P3)
- VA's Vet Resources Community Network (VCRN)
- Virginia Manufacturing Association
- Virginia Maritime Association
- Virginia Regional Vets Employment
- Virginia Values Veterans (V3)
- Veteran Affairs' National Employment
- Wounded Warrior Project (WWP)

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