LEADERSHIP BADGE SERIES

Overview

The Leadership Badges are based on an analysis of military courses and training completed within a service member's first **four years of service (first enlistment)**. These foundational skills reflect core leadership principles and professional development experiences gained during this period

Eligibility Criteria

To receive a Foundational Leadership Badge in any skill, service members and veterans must meet specific eligibility requirements. These criteria ensure that recipients have gained foundational leadership skills through military service and training.

- **Military Service:** The individual must be currently serving or have previously served in the U.S. military, including Active Duty, National Guard, Reserve, or Veteran status.
- **Branch of Service:** All military branches are eligible – Army, Navy, Marine Corps, Air Force, and Coast Guard.
- **Rank Requirements:**
  - **Army:** Must have held a rank of **E-2 or above** to receive any badge. No one below **E-2** is eligible. This eligibility is based on an evaluation of a service member's mandatory basic training and leadership development courses at these ranks.
  - **Navy, Marine Corps, Air Force, and Coast Guard:** Must have held a rank of **E-3 or above** to receive any badge. No one below **E-3** is eligible. This eligibility is based on an evaluation of a service member's mandatory basic training and leadership development courses at these ranks.

Badge Content: The skills associated with each badge are as follows:

Accountability

Achievement of the Foundational Accountability badge requires the knowledge, understanding, and application of the basic expectations and principles in taking ownership for one's actions, decisions, and outcomes, both individually and collectively. It involves consistent, transparent behavior that meets established standards, maintains

Requirements/Criteria:

- *Consistency and Quality of Task Completion* - Completes tasks on time, communicates openly to meet deadlines, and delivers expected outcomes as described in job tasks or training materials.
- *Adherence to Policies and Ethical Standards* - Follows procedures, rules, and codes of conduct in job tasks or training.
- *Proactive Problem-Solving and Corrective Actions* - Takes initiative to identify and corrects errors, confronts problems quickly, implements improvements, and engages in continuous improvement.

Collaboration and Teamwork

Achievement of the Foundational Collaboration and Teamwork badge requires the knowledge, understanding, and application of the basic expectations and principles in the ability to work effectively and cooperatively with others towards achieving shared goals. This skill encompasses open and constructive communication, shared responsibility, mutual accountability, trust-building, and partnership. It leverages the diverse strengths and perspectives of team members to enhance group outcomes. It includes fostering an inclusive and supportive environment that values input, promotes mutual respect, and encourages active engagement, adaptability, and flexibility in roles, ultimately driving team cohesion and effective problem-solving.

Requirements/Criteria:

- *Collaborative Communication* - Demonstrates clear and open communication specifically geared toward facilitating group tasks, sharing relevant information, and promoting team alignment.
- *Collective Problem Solving and Initiative* - Works with others to identify challenges, brainstorm solutions, and reach consensus on the best approach. Demonstrates adaptability and resourcefulness in collaborative decision-making. Engages in team-based problem-solving by actively contributing ideas, facilitating brainstorming sessions, and encouraging others to participate in finding solutions.
- *Fostering Inclusivity and Trust* - Creates a team environment where members feel comfortable contributing ideas, voicing concerns, and participating in discussions, thus building trust and inclusivity. Promotes shared responsibility in team success.

Communication

Achievement of the Foundational Communication badge requires the knowledge, understanding, and application of the basic expectations and principles in the ability to effectively convey, receive, and interpret information, ideas, and emotions across various channels, including written, verbal, non-verbal, and digital forms. It involves clear and concise articulation, logical organization, and adaptability to the audience, purpose, and context. Through active listening, it fosters mutual respect and understanding, enabling collaborative problem-solving and consensus-building. Effective communication builds trust and rapport, allows for persuasion and influence, and facilitates conflict resolution to achieve shared goals. It requires sensitivity to cultural and situational contexts and skill in presenting complex ideas in a coherent and accessible manner, promoting understanding, collaboration, and shared objectives.

Requirements/Criteria:

- *Clarity and Articulation* - Conveys information in a clear, concise, and organized manner across various platforms, including written and verbal communication. Adapts language and style based on the audience's level of understanding.
- *Active Listening and Responsiveness* - Demonstrates active listening by asking clarifying questions, paraphrasing, or providing feedback to ensure mutual understanding. Adapts responses based on received information and the context of the communication.
- *Persuasion and Influence* - Uses communication to build consensus, persuade others, or gain cooperation. Demonstrates the ability to negotiate and address stakeholder concerns effectively.
- *Written Communication and Documentation* - Produces written documents that are structured, error-free, and tailored to the intended audience and purpose. Demonstrates attention to detail and proper grammar, syntax, and formatting.

Integrity and Ethical Behavior

Achievement of the Foundational Integrity and Ethical Behavior badge requires the knowledge, understanding, and application of the basic expectations and principles in the consistent practice of honesty, fairness, and moral conduct. It involves adhering to ethical principles, demonstrating transparency, responsible decision-making, maintaining trust, and upholding commitments in all professional actions, even in challenging situations.

Requirements/Criteria:

- *Honesty and Transparency* - Communicates truthfully and openly, maintaining transparency in interactions and decision-making, and avoids misleading or deceptive behaviors, always prioritizing accuracy and honesty.
- *Ethical Decision-Making* - Makes decisions that align with ethical principles, even when facing personal or professional consequences. Evaluates potential moral dilemmas and chooses actions that adhere to established codes of conduct or moral guidelines.
- *Consistency and Fairness* - Demonstrates fairness in interactions, treating others equitably and making objective decisions. Consistently follows established rules and models ethical behavior, maintaining the same standards across situations.
- Trustworthiness and Responsibility - Takes responsibility for personal actions and outcomes, admitting mistakes and correcting them. Maintains confidentiality where required and follows through on commitments, ensuring dependability.

Interpersonal Skills

Achievement of the Foundational Interpersonal Skills badge requires the knowledge, understanding, and application of the basic expectations and principles in the ability to interact effectively with others through communication, empathy, emotional intelligence, and professionalism. It involves building and maintaining relationships, demonstrating tact and respect, adapting to diverse social dynamics, resolving conflicts constructively, and fostering trust through ethical and tactful behavior.

Requirements/Criteria:

- *Communication and Relationship Building* - Engages in active listening, demonstrating openness and responsiveness in conversations. Communicates clearly, accurately, and effectively, adjusting style based on the audience and context. Builds trust and rapport with others, fostering collaborative and constructive relationships.
- *Empathy and Emotional Intelligence* - Demonstrates an understanding of others' emotions and perspectives, responding with compassion and support. Recognizes, regulates, and appropriately applies one's own emotions in various interactions. Adapts communication style to fit the emotional needs of the audience, using empathy to build connections and resolve conflicts.
- *Professionalism and Tact* - Maintains a respectful, courteous, and tactful demeanor in all interactions, regardless of circumstances. Demonstrates ethical behavior, fairness, and integrity while interacting with diverse groups. Adheres to professional boundaries, remaining calm and composed under pressure.
- *Conflict Resolution and Adaptability* - Identifies and addresses conflicts in a constructive manner, finding common ground and maintaining positive relationships. Demonstrates flexibility in interactions,

adapting to changing social dynamics or team structures. Uses problem-solving skills to mediate conflicts and facilitate cooperation among team members.

Problem Solving and Decision Making

Achievement of the Foundational Problem Solving and Decision Making badge requires the knowledge, understanding, and application of the basic expectations and principles in the ability to systematically identify and analyze challenges, evaluate potential solutions using critical thinking and evidence-based reasoning, and implement effective decisions. It encompasses creativity, ethical considerations, and adaptability in addressing complex situations, ensuring alignment with objectives in both team-based and individual contexts. Problem-solving and decision-making promote innovation, collaboration, and adaptability, helping to ensure success, mitigate risks, and achieve organizational goals.

Requirements/Criteria:

- *Analytical and Critical Thinking* - Ability to break down complex problems, evaluate data, and identify the root cause using logical and evidence-based methods. Reflects the military emphasis on situational analysis and prioritization in decision-making processes. Identifies key information and filters irrelevant data during mission planning or problem-solving exercises. Develops logical connections between identified challenges and potential solutions. Utilizes structured problem-solving methods (e.g., root cause analysis) in training scenarios.
- *Strategic and Ethical Decision-Making* - Focuses on selecting courses of action that balance mission objectives, risks, and ethical considerations. Highlights the importance of assessing consequences and aligning decisions with organizational values and goals. Considers ethical principles and mission impact when evaluating options during decision-making drills. Communicates decisions with clear justification based on evidence and situational factors. Prioritizes competing objectives, ensuring decisions align with the greater mission purpose.
- *Adaptability and Implementation* - Demonstrates flexibility in responding to changing circumstances, reassessing solutions, and implementing actionable plans. Captures military scenarios requiring quick responses to evolving situations while maintaining mission integrity. Reassesses plans based on new information or situational changes during simulated exercises. Implements chosen solutions effectively, adjusting as needed to ensure mission success. Reflects on decision outcomes to identify lessons learned and improve future actions.