

XVIII AIRBORNE CORPS & FORT BRAGG NONCOMMISSIONED OFFICER ACADEMY INSTRUCTOR CANDIDATE CHECKLIST

Instructions: The applicant must complete and sign Part 1 and forward it along with the documents listed in Application Packet Checklist below. Incomplete packet will not be evaluated.

Part 1

Applicant's Name: _____ **Date:** _____

Unit _____

Address: _____

Phone: _____ **Email:** _____

Instructor Position Sought: _____

Application Packet Checklist

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|---|--|
| Soldier Record Brief (SRB) | |
| Last (3) NCO Evaluation Records (NCOER) | |
| Service School Academic Evaluation Report from last NCOES course attended. | |
| Essay | |
| Letter of Recommendation | |
| APFT Card | |
| Email Correspondence | |

I have read and meet the requirements for this position IAW AR 600-214, Ch 6.

Signature



XVIII Airborne Corps and Fort Bragg Noncommissioned Officer Academy
Instructor Candidate Packet Information and Instructions
As of 20 May 2020

Note: NCOs must inform and receive consent from their battalion and brigade Command Sergeants Major prior to making inquiries with the NCO Academy regarding instructor positions or submitting an instructor candidate packet. Direct solicitation for NCOA positions without NCO support channel knowledge and consent is unauthorized.

References: TRADOC Regulation 350-10, TRADOC Regulation 350-18, TRADOC Pamphlet 350-70-3, Army Regulation 614-200, Army Regulation 27-10, and the USASMA Instructor Certification Program.

1. A Basic Leader Course Instructor Candidate packet requires the following documents:
 - a. Current Soldier Record Brief (SRB).
 - b. Three most recent Noncommissioned Officer Evaluation Reports (NCOERs).
 - c. Academic Evaluation Reports (DA Form 1059s) from all NCO Professional Development schools attended.
 - d. Current Army physical fitness card (DA 705) and body fat content worksheet (DAF 5500/5501) if screening table weight is exceeded.
 - e. Letter of recommendation from **Brigade** Command Sergeant Major (a Memorandum for Record [MFR] written and signed by the candidate's brigade CSM recommending the NCO to the Academy Commandant).
 - f. Write 2-3 pages (not including title or reference page) Essay, Why would you be a great facilitator? What value you will add to the team? APA format, title and reference page with 2 sources.
 - g. A copy of email correspondence (or other proof) between the instructor candidate and his or her MOS branch manager stating that the candidate will be stabilized on Fort Bragg if he or she is selected as a Small Group Leader.
2. Candidates will deliver their packet to the Commandant's Administrative Assistant, Mrs. Frierson, Kimesha, at the NCOA HQs building (BLDG A4375 on East DeGlopper Street, room 153-first office to the right as you enter the front door of the NCOA), or the Deputy Commandant, SGM Fred R. Adams (same building, room 153A). The packet can also be scanned (ensuring both sides of the NCOERs are scanned) into one PDF file and e-mailed to the following addresses:

kimesha.r.cooperfrierson.civ@mail.mil and fred.r.adams.mil@mail.mil

Point of contact phone numbers are (910) 396-9320 (Mrs. Frierson) and 910-396-7855 (SGM Adams).

3. The Academy First Sergeant will review the packet to ensure that the NCO meets the requirements to perform duties as a Small Group Leader (SGL) and then forward the packet and his recommendation to the Deputy Commandant and Commandant. If the Commandant chooses to proceed with the interview process, the Commandant's Administrative Assistant will contact the candidate to schedule an interview.

4. The following non-waivable standards are required of all BLC Small Group Leaders:

- a. Must receive a strong recommendation from their battalion and brigade Command Sergeants Major.
- b. Must be a SSG or SFC with prior assignment experience in the appropriate skill level position(s) as evidenced by their evaluation reports.
- c. Must be a Basic Leader Course graduate.
- d. Must meet Army body composition standards IAW AR 600-9.
- e. Must be able to pass the Army Physical Fitness Test.
- f. Must not possess a physical profile that precludes them from performing all of their duties as an instructor (i.e. running, marching, or wearing of required equipment, etc.).
- g. Must not be flagged or pending any UCMJ or disciplinary action.
- h. Must display good military bearing, demonstrate outstanding performance, and possess unquestionable dependability, initiative, dedication, personal integrity, maturity, responsiveness, and dedication.
- i. Must have no discernable speech impediment and be able to verbally communicate clearly and effectively.
- j. Must not be on or pending reassignment.
- k. Must possess a valid family care plan (if applicable).
- l. Must not have a history of investigated and founded IG, SHARP, or EO complaints and have no record of conviction by special or general court martial.
- m. Must not have personal habits or character traits that are questionable from a security standpoint such as financial irresponsibility, unusual foreign holding or interest, heavy drinking, drug abuse, gambling, emotional instability, etc. In regards to alcohol and drug abuse, this restriction does not apply to Soldiers declared a rehabilitation success under the Army Substance Abuse Program (ASAP).
- n. Must not be required to register or be registered as a sexual offender IAW AR 27-10.
- o. Must have 3 years remaining time in service or be able to reenlist or extend to meet requirement upon date of attachment to the Academy.

5. NCOs selected by the Commandant through the interview process to proceed with certification must pass a diagnostic APFT and attend the Common Faculty Development

Instructor Course (CFD-IC, total of 80 hours over ten working days). The CFD-IC is taught at the NCOA. After successful completion of the CFD-IC, the NCOA First Sergeant will assign the instructor candidate to a BLC platoon to complete the required 40 hours of assistant instructor time, followed by 40 evaluated hours as a primary instructor. Lastly, the candidate will be assessed for suitability through a certification board. The Commandant will release to their parent units NCOs that fail to meet all certification requirements.

6. Personnel selected as NCOA BLC instructors will be attached or assigned to the NCOA for 27 months, beginning with the designated report date to the Academy.