

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

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
Facilitator Candidate Packet Information and Instructions
As of 05 October 2022

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 a facilitator 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 Master Leader Course (MLC) Facilitator 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 (DA 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 to the Academy commandant recommending the NCO for the Academy).
 - f. Letter of intent from facilitator candidate (a Memorandum for Record [MFR] written by the candidate) outlining her or his desire and qualifications to be a Master Leader Course facilitator. The letter must include the candidate's military email address and at least one valid point of contact phone number.
 - g. A copy of email correspondence (or other proof) between the facilitator 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, SFC Jeter, Vicky N., 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:

vicky.n.jeter@army.mil and fred.r.adams.mil@army.mil

Point of contact phone numbers are (910) 396-9320 (SFC Jeter) 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 MLC Small Group Leaders:

- a. Must receive a strong recommendation from their brigade Command Sergeants Major.
- b. Must be a SFC (P) or MSG with prior assignment experience in the appropriate skill level position(s) as evidenced by their evaluation reports.
- c. Must be a graduate of Master Leader Course (MLC), must have completed ABIC (FIFC), SGITC (IFSC), Faculty Development Program (FDP) 1 and 2 as appropriate, CFD-IC (or equivalent facilitator course with similar content but different naming convention).
- 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 be flagged or pending any UCMJ or disciplinary action.
- g. Must display good military bearing, demonstrate outstanding performance, and possess unquestionable dependability, initiative, dedication, personal integrity, maturity, responsiveness, and dedication.
- h. Must have no discernable speech impediment and be able to verbally communicate clearly and effectively.
- i. Must not be on or pending reassignment.
- j. Must possess a valid family care plan (if applicable).
- k. 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.
- l. 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).
- m. Must not be required to register or be registered as a sexual offender IAW AR 27-10.
- n. 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 will proceed to the NCOA upon receiving orders and clearing their unit.

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