

XVIII AIRBORNE CORPS & FORT LIBERTY 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 three (3) NCO Evaluation Reports (NCOER)	
Service School Academic Evaluation Report from Last PME Course Attended	
Essay	
Letter of Recommendation	
ACFT Card	
Email Correspondence (MOS Branch Manager)	
Valid Secret Security Clearance (S2)	

I have read and met the requirements for this position in accordance with Army Regulation 600-214, Chapter 6.

Candidate's Signature



XVIII AIRBORNE CORPS AND FORT LIBERTY NONCOMMISSIONED OFFICER ACADEMY INSTRUCTOR CANDIDATE PACKET INFORMATION AND INSTRUCTIONS

AS OF 17 MAY 23

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 solicitations 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 (BLC) Instructor Candidate packet requires the following documents:

- a. Current Soldier Records Brief (SRB)
- b. Three most recent Noncommissioned Officer Evaluation Reports (NCOERs)
- c. Academic Evaluation Reports (DA Form 1059s) from all NCO Professional Military Education (PME) schools attended.
- d. Current Army Combat Fitness Test (ACFT) (DA Form 705) and body fat content worksheet (DA Form 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 about: "Why would you be a great facilitator? What value will you add to the team?" The format must be in APA format, title and reference page with a minimum of two (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 Liberty if he/she is selected as a Small Group Leader (SGL).
- h. A MFR from your S2 stating that you have a favorable NACLC or higher investigation. (A Secret security clearance is required to be an instructor).



2. Candidates will email their packet to the Commandant's Administrative Assistant, Ms. Claudia Rodriguez at claudia.i.rodriguez12.civ@army.mil or the Deputy Commandant, MSG Jim C. McKinzie jim.c.mckinzie2.mil@army.mil. Or they can hand deliver it to the NCOA, Building A4375 on East Deglopper Street, room 153. When scanning, ensure both sides of each NCOER are scanned. Compile the packet into one PDF packet when emailing. If you have questions or concerns about the packet, you can email or call the administrative assistant at (910) 396-9320 or the Deputy Commandant at (910) 396-7855.

3. The Academy First Sergeant will review the packet to ensure that the NCO meets the requirements to perform duties as a SGL and then forward the packet and his/her 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 SGLs:

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 Combat Fitness Test (ACFT).

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 actions.

h. Must have and maintain a SECRET security clearance.

i. Must display good military bearing, demonstrate outstanding performance, and possess unquestionable dependability, initiative, dedication, personal integrity, maturity, and responsiveness.

j. Must have no discernable speech impediment and be able to verbally communicate clearly and effectively.

k. Must not be on or pending reassignment.



l. Must possess a valid family care plan (if applicable).

m. Must not have a history of investigated and founded IG, SHARP, or EO complaints and have no record of conviction by special or general courts-martial.

n. 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 regard to alcohol and drug abuse, this restriction does not apply to Soldiers declared a rehabilitation success under the Army Substance Abuse Program (ASAP).

o. Must not be required to register or be registered as a sexual offender IAW AR 27-10.

p. 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 ACFT 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.