



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2014

MEMORANDUM FOR Prospective Small Group Leaders

SUBJECT: Policy Memorandum #21 - Small Group Instructor Selection

1. REFERENCE. TRADOC Reg. 600-21, Instructor Development and Recognition Program

2. General: Research indicates that students taught by effective instructors achieve more than those taught by less effective instructors, and researchers have identified qualities of effective instructors. The goal is to select Soldiers who demonstrate those qualities by following an evidence-based selection process. NCOAs should use the selection process (when feasible) described below prior to a Soldier being assigned to the NCOA in order to separate Soldiers that have more potential to be effective instructors from those with less potential. The process consists of two phases.

3. Instructor Selection Phase I.

a. Phase I includes basic eligibility requirements. Interested Soldiers will complete an Instructor Application Packet and submit it with supporting documentation to the Cyber CoE NCOA Deputy Commandant. The Application Packet will include:

- (1) A copy of the Soldier's ERB.
- (2) Last three noncommissioned officer evaluation reports (NCOER).
- (3) A copy of the Soldier's Academic Evaluation Report from the last NCOES course attended.
- (4) A Letter of Recommendation written by a current superior who will attest to the Soldier's character and potential as an instructor.
- (5) A Letter of Intent, written by the applicant stating why they want to become an instructor.
- (6) A signed acknowledgement that the Soldier has reviewed and meets the basic eligibility requirements IAW AR 614-200, chapter 6.
- (5) DA Form 705 within the last six months.
- (6) DA Form 5500 or 5501 (if applicant did not meet the screening weight) within seven days of the DA Form 705.

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b. Once the Cyber CoE NCOA receives the complete Application Packet, they will evaluate the Soldier using the criteria listed in the Screening Worksheet (See TRADOC Reg. 600-21 Appendix B, Part II). The Soldier will be notified of their eligibility results and if qualified will progress to Phase II.

3. Instructor Selection Part II.

a. Phase II consists of an interview that can be conducted via telephone, video teleconference, or face-to-face. The interview is a way to assess the remaining instructor qualities that cannot be assessed from the application packet. The Teacher Quality Index-Military (TQI-M) interview protocol is aligned with the International Board of Standards for Training, Performance, and Instruction (ibstpi®)<sup>1</sup> competencies INCOPD used in this program.

b. The TQI-M Instructor Interview Protocol (see TRADOC Reg. 600-21 Appendix C) includes instructions for conducting the interview and rating the applicant's responses. A minimum of two people should conduct the interview; the Cyber CoE NCOA commandant and his/her designated personnel. The team will select the questions to be asked prior to the interview. All applicants will be asked the same questions in their interview and rated according to the scoring rubric. For Soldiers who do not have prior teaching experience, the interviewer should prompt the Soldier to give examples from unit training situations and other accomplishments in his/her career. Once a Soldier is selected, the commandant will follow DA and local policies and procedures for getting the Soldier assigned to the NCOA.

4. The point of contact for this memorandum is the Deputy Commandant, 1SG Thomas M. Gonzales at 706-791-7882 or [thomas.m.gonzales.mil@mail.mil](mailto:thomas.m.gonzales.mil@mail.mil).

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