

# Fort Bliss NCOA Instructor Recruitment Packet



**Email Mail Applications to:**

**Fort Bliss NCOA**

**Attn: Chief of Training**  
**[schelton.r.purnell.mil@army.mil](mailto:schelton.r.purnell.mil@army.mil)**

**Attn: NCOA First Sergeant**  
**[michael.j.camacho10.mil@army.mil](mailto:michael.j.camacho10.mil@army.mil)**

**Attn: Deputy Commandant**  
**[daniel.p.martinez.mil@army.mil](mailto:daniel.p.martinez.mil@army.mil)**

**Questions/Concerns Call:**

**(915) 568-4744 DSN 978-4744**

**(915) 568-1090 DSN 978-1090**

# Qualifications & Application Instructions

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*Listed below are some of the special duty qualifications for PME IAW AR 614-200,*

1. *Be a high school graduate or possess the GED equivalent.*
2. *Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regards to alcohol and drug abuse, this restriction does not apply to Soldiers declared rehabilitation successes under the SUDCC.*
3. *Possess mature judgment and initiative.*
4. *Have served at least 3 years of active Federal Service in any branch of the Armed Forces.*
5. *Have 3 years time remaining in-service upon arrival at assignment or be able to reenlist or extend to meet the requirement.*
6. *Have a security clearance consistent with that required to attend the requisite instructor course.*
7. *Meet minimum reading grade level and language grade level (measured by Test of Adult Basic Education (see AR 350-1) required for attendance to the requisite instructor course.*
9. *Display good military bearing.*
10. *Meet the body composition requirements in AR 600-9.*
11. *Be able to pass the ACFT.*
12. *Be fully qualified in the MOS for which instructor duty is desired and have at least 1 year of experience in that MOS.*
13. *Have recently held a leadership assignment.*
14. *Have a demonstrated ability to be an instructor.*
15. *Have a demonstrated ability to write IAW AR 25-50, Army Writing Style.*

**Fort Bliss NCOA Application requirements:**

\* **Incomplete packages will not be considered.**

- Cover letter/memo (letter of intent to apply for NCOA Instructor duty) containing applicant's name, rank, SSN, current unit, duty-phone, and signature block (example is provided in this packet)
- Copy of Soldier Record Brief dated within 2 weeks of application with Photo
- Copy of completed NCOA Instructor Applicant Questionnaire (attached below)
- Copies of last five NCOER's
- Signed recommendation by unit commander containing the following statement:  
*A review of the member's records conform with AR 614-200 on formal training courses which prohibits perpetrators of sexual harassment and/or unlawful discrimination from instructing. To my knowledge, member is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action.(i.e Article 15, LOR, or any other punitive/nonpunitive measures)*
- Copies of all DA Form 1059's from NCOPDS and any other school that issues a DA Form 1059 (Battle Staff, Master Gunner, ect.)
  
- *Current* DA Form 5500/5501 if applicable
  
- Current DA Form 705
  
- Submit an Informative Essay 750-1250 words stating "Why you want to be a facilitator". Font will be Arial, with a point size 12. You will use standard 1 inch margins and double spacing utilizing the 5 paragraph format.



## Fort Bliss NCOA Instructor Applicant Questionnaire

<b>Applicant Name (Last, First, MI)</b>		<b>Rank</b>	<b>DOR</b>	<b>MOS</b>
<b>Date on Station / ETS</b>		<b>TIS</b>	<b>TIG</b>	<b>DOB</b>
<b>Unit/Base of Assignment</b>		<b>Years at Current Duty Station:</b>	<b>Duty Phone</b>	<b>Home Phone</b>
<b>Married (Y/N)</b>	<b>Children</b>	<b>Highest Education Level</b>		<b>Promotion Line #</b>
<b>Have three years time remaining in-service upon arrival at assignment to attend the requisite instructor course.</b>				

### PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. CHAPTER 11, SECTIONS 275, 504, 505, 508, 510:  
U.S.C. 8012 EXECUTIVE ORDER 9397

PRINCIPLE PURPOSE: USED TO VERIFY ELEGIBILITY AND QUALIFICATION FOR ASSIGNMENT AS  
PME INSTRUCTOR AT PNCOA

ROUTINE USES: USED TO VERIFY ELEGIBILITY AND QUALIFICATION

DISCLOSURE IS VOLUNTARY: FAILURE TO PROVIDED DATA MAY PREVENT THE SCHOOL FROM  
OBTAINING NEEDED INFORMATION, AND MAY DISQUALIFY APPLICANT FOR THE SELECTION  
PROCESS

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**Please answer the following questions to the best of your ability.**

1. List all levels of PME you have attended, and when did you graduate?  
Include any awards you won.
2. Have you considered applying for Drill Sergeant, Recruiter duty, AIT  
Platoon Sergeant duty, or AIT Instructor?

3. What do you like or dislike about your current job?
  
  
  
4. Briefly describe your family life.
  
  
  
5. How do you spend your off duty time?
  
  
  
6. What are your physical fitness goals?
  
  
  
7. How would you describe your military bearing?
  
  
  
8. Why do you want to be a PME Instructor?
  
  
  
9. What specific administrative skills can you offer?
  
  
  
10. What public speaking experience do you have?
  
  
  
11. What supervisory experience do you have? How many evaluations have you written?
  
  
  
12. What deployment experiences do you have (give specific examples)?

13. Will you have any issues working Monday through Saturday?

14. What would be your greatest challenge as an instructor?

Letter of Recommendation

*Letter head*

*Office Symbol*

*Date*

MEMORANDUM FOR Commandant, US Army Fort Bliss Noncommissioned Officer Academy, ATTN: Deputy Commandant, Bldg. Sheridan Rd, Fort Bliss, TX 79916

SUBJECT: NCOA BLC Instructor Recommendation, SSG/SFC *your name here*

1. I fully support the nomination of SSG/SFC *your name here* for placement as an Instructor at the Fort Bliss NCOA. He has demonstrated the qualities of leadership and commitment to his students for which this award was established.
2. SSG/SFC *your name here* excels as an *your job position* and demonstrates tactical and technical knowledge, ethical behavior on and off duty. As *your job position* he was recognized ..... *list accomplishments and any information that you find significant for the commandant to know.*
3. A review of the member's records conform with AR 614-200 on formal training courses which prohibits perpetrators of sexual harassment and/or unlawful discrimination from instructing. To my knowledge, member is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action.(i.e Article 15, LOR, or any other punitive/nonpunitive measures)
4. POC for this memo is the *recommenders name phone number and email address...*  
*usually the 1SG or CSM in your chain of command.*

*Recommender  
Signature  
Block*

Letter of Intent

**(Unit Letterhead)**

**(Office Symbol)**

**(Date)**

MEMORANDUM THRU Deputy Commandant, Fort Bliss NCOA BLC, Bldg. 2E, Fort Bliss, TX, 79916

FOR Fort Bliss NCOA Commandant

SUBJECT: Letter of Intent for Selection Basic Leader Course Instructor  
**(LAST NAME, First Name, MI, SSN, Unit)**

1. Letters should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.
2. Include comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments that relate to why you are qualified to become a Small Group Leader (SGL) or Senior Small Group Leader (SSGL).
3. Generic comments are not effective in communicating your attributes to board members.
4. If you have additional questions, please feel free to contact me via email at  
[xxxx.xxxx.mil@mail.mil](mailto:xxxx.xxxx.mil@mail.mil) or (XXX) XXX-XXXX.

**(Signature)**

**(Signature Block of Soldier)**