

**Annex F-7**

					<b>FY26 INSTRUCTOR</b>			
1st BN (11B)	2nd BN (BLC)	OCS	RTSM (91B)	INITIAL	MINIMUM REQUIREMENT/DOCUMENTATION	HARD COPY	IPERMS	
X	X	X	X		1. This checklist (signed by Soldier and certified by First Line Leader).	X		
X	X	X	X		2. Validated Selection Board Record Brief (grayed out version).	X		
X	X	X	X		3. DA Form 705, Army Combat Fitness Test Scorecard (most current).	X		
X	X	X	X		4. DA Form 5500/5501, Body Fat Content Worksheet for last three years (as required).	X		
X	X	X	X		5. DA Form 3349, Physical Profile (if applicable); Possess "1" or "2" under "E".	X		
X	X	X	X		6. Evidence of a recently held leadership assignment on NCOER or SRB.	X		
X	X	X	X		7. Evidence of at least 1 year leadership position documented on NCOER or SRB. (ie. acted as Squad leader and/or Section Sergeant on NCOER).	X		
X					8. Evidence of at least 1 year 11B relevant Squad Leader time, Combat experience; preferably 11B Squad Leader time document on NCOER or SRB.	X		
			X		9. Have had an assignment to a MTO&E unit within the last two years on NCOER or SRB.	X		
X	X				10. For consideration to E-7/E-8 Instructor – Evidence of at least 2 years rated Instructor time on NCOER.	X		
X	X				11. For consideration to E-7/E-8 Instructor – Must have documented Instructor Certification from Infantry SME Cell (1ST BN) or NCOLCoE (2ND BN).	X		
X	X	X	X		12. DA Form 1059, Service School Academic Evaluation Report for all required NCOPDS.		X	
X					13. DA Form 1059, *Must be able attend/graduate 11B30 ALC/BNCOC.		X	
		X	X		14. DA Form 1059, *Must be a graduate of ALC/BNCOC.		X	
X					15. Must hold 11B MOS.		X	
X	X	X	X		16. Hold the rank of SSG or above (Promotion Order).			
X	X				17. Hold the rank of SGT or above (Promotion Order).		X	
X	X	X	X		18. Verify no drug abuse through G-1 Drug Testing Coordinator (DTC) Memorandum *Unless declared rehabilitation success under the SAP through Alcohol Drug Control Officer (ADCO).	X		
X	X	X	X		19. Security Clearance Memo	X		

**ADDITIONAL GUIDANCE:**

- (1) Assignment and initial selection criteria for Multi-Function Training Regiment (MFTR) instructor duty is established by Training and Doctrine Command (TRADOC) and National Guard Regulation (NGR) 600-200. Interested Entry-Level Soldiers must be able to obtain the SQI "H" / SQI "8" / ASI "5K" Identifiers, or can provide documented proof (certificate of training) of having completed the Common Faculty Development Instructor Course (CFD-IC), Entry-Level - 1ST BN, SSG/E-6; 2ND BN, SSG/E-6; OCS, SFC/E-7; RTS-M, SFC/E-7.
- (2) Upon selection, Soldier must have 3 years time remaining in-service upon arrival at assignment or be able to reenlist or extend to meet the requirement, IAW AR 614-200, para 6-9h. Soldier assigned to these positions will be stabilized for a period of 36 months, IAW AR 614-200, para 6-7.
- (3) Additional guidance regarding Suspension of Instructor Certification:  
 (a) for selection at 1ST BN, 298TH REGT, MFTR per 1-298TH REGT SOP: If an instructor/facilitator was certified previously and has not performed instructional duties, facilitated a class within 5 years, they must be recertified within 60 days of assuming the instructor/facilitator duty."  
 (b) for selection at 2ND BN, 298TH REGT, MFTR per NCOLCoE Instructor Certification Plan (ICP): If an instructor/facilitator was certified previously and has not performed instructional duties, facilitated a class within 5 years, they must be recertified within 60 days of assuming the instructor/facilitator duty."
- (4) Upon receipt of completed instructor packet, applicants will be contacted to be scheduled for in-person/voice interview.
- (5) Instructor packet not required for Soldier's currently assigned to 298th REGT, MFTR/RTSM Instructor position.

**SOLDIER CERTIFICATION**

I certify that I read and understand the requirements to be an instructor. I understand that it is my sole responsibility to ensure my packet is complete, accurate, and submitted no later than the established suspense date.

RANK, FULL NAME	SIGNATURE	DATE

**FIRST LINE LEADER CERTIFICATION**

I certify that I read and understand the requirements to be an instructor. I understand that it is my sole responsibility to provide guidance and assistance in ensuring my Soldier's packet is complete, accurate, and submitted no later than the established suspense date.

RANK, FULL NAME	SIGNATURE	DATE