



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 14, Formal Instructor Evaluations

1. Keep instructors abreast of new changes and that they continue to use correct instructional techniques is essential to the mission of this Academy. Instructor Evaluations will be conducted **a minimum** of once per quarter. **This includes Senior Small Group Leaders and other qualified instructors.** The following is a list of responsibilities to ensure the Academy's instructors are evaluated.

a. **Chief of Training:** The Chief of Training will monitor all Instructor Evaluations place them in the instructor records. The Chief of Training will provide a list to the Commandant of instructors that are due Instructor Evaluations at the weekly staff call meeting. The Chief of Training will report to the Commandant any Instructor Evaluations not completed by the end of that month. Turn in the initial evaluations for each new instructor of Field Artillery and Air Defense Artillery MOS technical training in memorandum format for inclusion to Installation FA/ADA Instructor Database.

b. **School Chief:** The School Chiefs will monitor all Instructor Evaluations. School Chiefs turn in the Instructor Evaluations to the Chief of Training for filing in the instructor records. School Chiefs conduct remedial training for instructors having deficiencies on their Instructor evaluations. If remedial training is required for a Senior Small Group Leader the School Chief will personally conduct this training.

c. **Senior Small Group Leader:** Senior Small Group Leaders will conduct Instructor Evaluations in a timely manner. Senior Small Group Leaders will conduct remedial training for instructors having deficiencies on their Instructor Evaluations and report results of the re-training to the Chief of Training.

2. Conduct subsequent evaluation by different evaluators in order to ensure non-biased evaluations.

3. The following personnel have the authority to conduct Instructor Evaluations:

- a. Commandant or Deputy Commandant
- b. Chief of Training
- c. Any School Chief/1SG
- d. Senior Small Group Leaders overseeing Small Group Leaders

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4. Use the evaluations to identify strengths, weaknesses and ways to improve, not just a check the block action. Formal evaluations need not be announced.
5. Questions, comments and suggested improvements to this program should be addressed to the Chief of Training.



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Commandant