

**Chief Instructor / Writer**  
**Skill Level 5 (MSG)**

A Chief Instructor/Writer is responsible for management of courses of instruction and/or schools. They are responsible for managing courseware and the instructors that teach course materials. While serving in this position, a Chief Instructor/Writer assists in the annual doctrinal review of course material, researches, writes and coordinates the review of doctrinal literature for relevancy and course implementation. When available, the Chief Instructor/Writer participates in periodic Critical Task Site Selection Boards (CTSSB), working groups, special projects, decision review boards, and the integration of new systems, as required. The effort put forth while serving in this position directly influences the quality of instructors within the schoolhouse as well as the quality of Soldier that is produced and sent to the force.