

23 January 2015

Training

**DRILL SERGEANT AND ADVANCED INDIVIDUAL TRAINING PLATOON
SERGEANT PROGRAMS**

FOR THE COMMANDER:

OFFICIAL:

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History. This is an administrative change to United States (U.S.) Army Training and Doctrine Command (TRADOC) Regulation 350-16, dated 11 December 2013.

Summary. This regulation establishes policies, procedures, and responsibilities for managing the Drill Sergeant Program (DSP) and Advanced Individual Training Platoon Sergeant Program (AITPSGP).

Applicability. This regulation applies to all U.S. Army Training Centers, Centers of Excellence (CoEs), activities authorized drill sergeants or AIT platoon sergeants; U.S. Army Reserve (USAR) Training Command (Initial Entry Training), and the U.S. Army Drill Sergeant School.

Proponent and exception authority. The proponent of this regulation is U.S. Army Center for Initial Military Training (ATCG-MT). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing to a division chief with the proponent agency or its direct reporting unit, or field operating agency in the grade of colonel, or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. The commander or senior leader of the requesting activity will endorse all waiver requests before forwarding them through higher headquarters to the policy proponent.

Management and control process. This regulation contains management control provisions in accordance with [Army Regulation \(AR\) 11-2](#), but it does not identify key management controls to evaluate.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without approval from TRADOC DCG-IMT (ATCG-MT), 210 Dillon Circle, Fort Eustis, VA 23604-5701

Suggested improvements. Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Victory College, Proponent and Doctrine Integration Division, 4325 Jackson Blvd., Fort Jackson, SC 29207-5315. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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Summary of Change

TRADOC Regulation 350-16
Drill Sergeant and Advanced Individual Training Platoon Sergeant Programs

Change 1, dated 23 January 2015-

- o Changes paragraph 5-7 to read “The AIT instructor’s primary duty is instructor/course writer. Squad leader is an additional duty. AIT instructors who are assigned the additional duty of squad leader will serve as a first line leader and augment the efforts of the AITPSG. Squad leaders will assist AITPSGs, at a minimum, with conducting physical readiness training.”
- o Removes paragraph 5-8 in its entirety.

Department of the Army
Headquarters United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23651-1047

*TRADOC Regulation 350-16

11 December 2013

Training

**DRILL SERGEANT AND ADVANCED INDIVIDUAL TRAINING PLATOON
SERGEANT PROGRAMS**

FOR THE COMMANDER:

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History. This regulation is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change. This regulation includes content from United States Army Training and Doctrine Command (TRADOC) Regulation 350-37.

Summary. This regulation prescribes policies and procedures and establishes responsibilities for managing the Drill Sergeant Program (DSP) and Advanced Individual Training Platoon Sergeant Program (AITPSGP).

Applicability. This regulation applies to all United States (U.S.) Army Training Centers Centers of Excellence (CoE); activities authorized Drill Sergeants or AIT Platoon Sergeants; U.S. Army Reserve (USAR) Training Command (Initial Entry Training) and the U.S. Army Drill Sergeant School.

Proponent and exception authority. The proponent of this regulation is TRADOC Initial Military Training Center of Excellence (IMT-CoE) (ATCG-MT). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of Colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include

*This regulation supersedes TRADOC Regulation 350-16, dated 20 July 2010, and TRADOC Regulation 350-37, dated 11 April 2011.

formal review by the activity's senior legal officer. The commander or senior leader of the requesting activity will endorse all waiver requests before forwarding them through higher headquarters to the policy proponent.

Management and control process. This regulation contains management control provisions in accordance with [Army Regulation \(AR\) 11-2](#), but it does not identify key management controls to evaluate.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without approval from TRADOC DCG-IMT (ATCG-MT), 210 Dillon Circle Fort Eustis, VA 23604-5701

Suggested improvements. Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Victory College, Proponent and Doctrine Integration Division, 4325 Jackson Blvd., Fort Jackson, SC 29207-5315. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Distribution. This publication is only available on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/>.

Summary of Change

TRADOC Regulation 350-16
Drill Sergeant Program

This rapid action revision, dated 11 December 2013-

- o Changes the title of the regulation from “Drill Sergeant Program” to “Drill Sergeant and Advanced Individual Training Platoon Sergeant Programs.”
- o Replaces “Commandants” with “Commandant” throughout the document.
- o Removes “United States Army Reserve Drill Sergeant School” throughout the document.
- o Replaces “Drill Sergeant Schools” with “Drill Sergeant School” throughout the document.
- o Replaces “Active Army Drill Sergeant School” with “United States Army Drill Sergeant School” throughout the document.
- o Updates the address for Human Resources Command throughout the document.
- o Replaces “Director, Basic Combat Training” with “Training Support and School Directorate” throughout the document.

- o Replaces “Commander, United States Army Training Center and Fort Jackson” with “Training and Doctrine Command Deputy Commanding General for Initial Military Training” throughout the document.
- o Replaces “United States Army Accession” with “Initial Military Training Center of Excellence” throughout the document.
- o Updates the purpose of the regulation as follows: “This regulation establishes objectives, policies, and responsibilities for training and use of personnel in drill sergeant positions, Drill Sergeant Candidate, Advanced Individual Training Platoon Sergeant, and Advanced Individual Training Platoon Sergeant Candidate status for the Active Army, the United States Army Reserve, and Army National Guard as prescribed by the U.S. Army Training and Doctrine Command” (para 1-1).
- o Changes “Drill Sergeant” to “Drill Sergeant/Advanced Individual Training Platoon Sergeant” (chap 1).
- o Changes “Drill Sergeant Candidates” to “Drill Sergeant Candidates/Platoon Sergeant Candidates” (chap 1).
- o Changes paragraph 1-4 b(3) to read: “Initial Military Training Center of Excellence will conduct the annual Drill Sergeant/AIT Platoon Sergeant of the Year Program competition in accordance with chapter 8 of this regulation.”
- o Changes paragraph 2-3a to read: “The Training and Doctrine Command Deputy Commanding General for Initial Military Training approves the Drill Sergeant School Course. Changes or deviations to the DSSC require the written approval of the Training and Doctrine Command Deputy Commanding General for Initial Military Training . Request for changes or deviations to the Drill Sergeant School Course must be forwarded to: Training Support and School Directorate , Doctrine Training and Development Division , Drill Sergeant Program Proponent , 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.”
- o Adds subparagraph e to paragraph 2-3 as follows:
 - e. The Drill Sergeant School Course is a three phase course for all candidates. This allows greater flexibility to accommodate new starts. Candidates will have 18 months to complete all three phases. Phases must be completed in order 1, 2 then 3 no other sequence is accepted or authorize. Candidates who fail to complete the course within the 18 months will be considered a course failure and a DA 1059 will be generated to indicate those candidates as such. Those candidates will be required to start the course from the beginning as long as they haven’t been removed from the Drill Sergeant Program.
- o Changes paragraph 2-13 to read: “Basic Combat Training/ One Station Unit Training. Assign 10-12 Drill Sergeants per company (2-3 per platoon) in order to sustain a ratio of one Drill Sergeant to a maximum of 20 Soldiers in training. Minimum of one female Drill Sergeant per platoon (except where gender pure is required).”

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- o Changes paragraph 2-14 b to read: “In Combat Arms One Station Unit Training (11B/C; 19D/K), 100 percent of the Drill Sergeant requirements and authorizations are from the Career Management Field trained.”

- o Adds subparagraphs (1) and (2) to paragraph 2-14b as follows:

- (1) In Combat Support/Combat Service Support One Station Unit Training (12B/C; 31B), two Drill Sergeants will be infantry, two will be any Combat Arms, for a total of four Combat Arms Drill Sergeants - one per platoon.

- (2) The remainder of the Drill Sergeant will be from the Career Management Field trained, with a minimum of four female Drill Sergeant per company. When the Army provides a female Drill Sergeant with a Career Management Field/Military Occupational Specialist not documented on the installation's Table of Distribution and Allowance, installations can document their Table of Distribution and Allowance female positions with any available MOS until such time that females with the specific Career Management Field/Military Occupational Specialty becomes available for Drill Sergeant duty.

- o Changes chapter title from “Drill Sergeant Program Quality Assurance Program” to “Drill Sergeant Program/Advanced Individual Training Platoon Sergeant Program Quality Assurance Program” (chap 3).

- o Changes “Drill Sergeant Program” to “Drill Sergeant Program/ Advanced Individual Training Platoon Sergeant Program” (chap 3).

- o Changes chapter title from “Drill Sergeant of the Year Program” to read “Drill Sergeant Recertification Program” (chap 4).

- o Adds “Advanced Individual Training Platoon Sergeant Program Administration” (chap 5).

- o Adds “Advanced Individual Training Platoon Sergeant Course Administration” (chap 6).

- o Adds “Drill Sergeant Leader/Platoon Sergeant Leader Certification Requirements” (chap 7).

- o Adds “Drill Sergeant/Advanced Individual Training Platoon Sergeant of the Year Program” (chap 8).

This rapid action revision, dated 20 July 2010-

- o Throughout document, replace "Wellness" with "Resiliency."

- o Replaces "Commander U.S. Army" and "USATC and Fort Jackson" with "TRADOC Deputy Commanding General for Initial Military Basic Combat Training Center of Excellence, (DCG-IMT) (ATCG-MT) (paga 1-4.c).

- o Replaces "Army Training Center" replaced with "Center of Excellence" (para 1-4.e).

- o Removes "Manage the DSS IAW TRADOC Reg 350-70, this regulation, the TRADOC DSSC approved courseware (lesson plans, course management plan, student evaluation plan, test administration guidance, and course map), and the POI" (para 1-4.e(5)).
- o Removed "Conduct an annual internal evaluation of the DSS IAW TRADOC Reg 350-70, paragraph 3-3b" (para 1-4.e(6)).
- o Replaces "USAR training commands (Individual Entry training) will" with "108TH Training Command, IET (USAR) will" (para 1-4.f).
- o Adds "Maintain student attendance by using the ATRRS class roster (R2) or TRADOC attendance record TRADOC Form 270-R-E IAW TR 350-18" (para 1-4.g(2)).
- o Changes to read "TRADOC DCG-IMT (ATCG-MT) approves the DSSC. All changes or deviations to the DSSC require the written approval of the TRADOC DCG-IMT (ATCG-MT), 11 Bernard Road, Fort Monroe, VA 23651" (para 2-3.a).
- o Replaces "USATC" with "TRADOC DCG-IMT (ATCG-MT)" (para 2-3.b).
- o Changes to read "DSS commandants will monitor the execution of the DSSC and report candidate attrition during each class on TRADOC Form 350-E. Instructions for completion are on the second page of the form (AA only). DSS commandants will also conduct a complete review of any course with an overall attrition over 12 percent to determine the cause(s). This review is a tool for quality control and product improvement; do not use the attrition rate as an attempt to lower the standards. Forward the review analysis (with TRADOC Form 350-E) to Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315" (Para 2-3.d).
- o Replaces "Not (at any time)" in line one, deletes "furthermore, do not use" in line four with "Never place the DSC in positions that allow total control of and require the DSC to assume responsibility for IET Soldiers. This includes, but is not limited to, counseling Soldiers, or acting in the capacity of primary instructor. DSCs may be permitted to march Soldiers in formation under the supervision of their DS sponsor. DSCs may accompany a DS (sponsor) in the performance of following duties:" (para 2-7.b(2)).
- o Replaces "Commander, USATC and Fort Jackson (ATZJ-CG), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315" with "Directorate of Basic Combat Training (DBCT), Doctrine and Training Development (ATZJ-DTD), Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315" (para 2-13.c).
- o Changes to read "DSS Commandant, Deputy, DSLs and DSs will wear the blue physical training reflective vest. A white name tape with black block letters (IAW AR 670-1, one-inch wide name tape with ¾ inch high black block letters) will be worn on the front and back of the reflective vest (centered on the first row of reflective tape). DSCs receive the vest upon graduation from DSS to ensure uniformity" (Para 2-16.f).
- o Replaces "Commander, USATC and Fort Jackson" with "TRADOC DCG-IMT, through the DSPP" (para 3-1).

- o Changes to read "The TRADOC DCG-IMT QAO reports directly to the TRADOC DCG-IMT with the autonomy and credibility needed to function as the eyes and ears of the TRADOC DCG-IMT. The TRADOC DCG-IMT QAO (DSPP) will" (para 3-2).
- o Replaces "U.S. Army Accession" with "TRADOC DCG-IMT" (para 4-3.d).
- o Replaces the word "do" with "does" and adds subparagraphs a, b, c, and d (para 5-1).
- o Changes to read "USAR DSs will have served a minimum of 12 months as a certified DS, in a valid DS position and completed a minimum of two complete AT periods as a DS in the IET environment prior to being eligible for consideration for assignment as a DSL" (para 6-1.b(5)).
- o Replaces "Request each DSLC's certificate of training. The commandant will submit a memorandum, with name, grade, and start/finish dates of the certification training to the Directorate of Basic Combat Training (DBCT), Doctrine and Training Development (ATZJ-DTD), Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315," with "Request for DSL certificate of training. The commandant will submit a memorandum requesting a certificate of training once a DSLC completes all required training. The request will include name, grade, and start/finish dates of the certification training. A complete copy of the DSLC certification packet will accompany the request. This request and all required documentation will be sent to the Directorate of Basic Combat Training (DBCT), Doctrine and Training Development (ATZJ-DTD), Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315" (para 6-2.a(4)).
- o Changes "47" to "54" referring to training days (para 6-2.b).
- o Adds DSLCs must complete the following for certification: (para 6-2.d).
 - (1) Qualify for award of SQI-8 (upon completion of all Army Basic Instructor Course requirements).
 - (2) Small Group Instructor Training Course.
 - (3) Renew the instructor certification if the instructor has not taught within 3 years.
 - (4) Combat lifesaver certification.
 - (5) Modern Army Combatives certified (minimum skill level 1).
- o Adds Evaluation of drill and ceremonies testing/grading procedures (para 6-2.e).
 - (1) First, the DSLC will observe the testing procedures of their mentor.
 - (2) Next, the DSLC will simultaneously evaluate a DS candidate with the mentor as the primary grader.

(3) The DSLC will conduct three MOI evaluations (talk-through, by the numbers, and step-by step) and will receive counseling and feedback from the DSL on their grading procedures.

(4) Use the DSLC as a primary instructor after conducting counseling for that method of instruction.

(5) Evaluation of the methods of instruction and instruction in small group concept. Prior to their use as a primary instructor, the DSLC must complete certification; however, the DSLC may present drill and ceremony modules and demonstrations. The CI or the senior drill sergeant leader in the absence of the CI (with all available DSLs forming the class) will evaluate the DSLC's presentation ability on a tactics, PRT, navigate IET leadership challenges and human relations lessons. These presentations will be the last task to be completed in DSL certification. The CI/SDSL will select the lesson the DSLC will present, providing ample time to prepare for instruction. The CI/SDSL will document all evaluations on TRADOC Form 369-E (DSS Cadre Evaluation Sheet). Use the DSLC as an instructor only after the DSLC receives a "GO" rating on TRADOC Form 369-E for that series of instruction. Never leave a DSLC instructing a class without a certified DSL present.

o Adds "Note: IAW Health Insurance Portability and Accountability Act (HIPAA), do not disclose information derived directly from Soldier's medical records" (para B-1.0).

o Inserts after second sentence "All personnel, sergeant through sergeant first class, who complete the U.S. Army Drill Sergeant School are awarded skill qualification identifiers "X" (Drill Sergeant) and "8" (Instructor) (para 2-1b).

o Changes the sentence to read "All United States Army Reserve personnel, sergeant through sergeant first class, who complete drill sergeant school and are assigned to a training unit, are awarded skill qualification identifiers "X" and "8"(para 2-2b).

o Adds to the end of the first sentence "however; effective 1 October 2009, the time in service, waiver will be deleted and the time in service, requirement will increase to 4 years" (para 2-2d(1)).

o Includes administrative updates to include references, uniform resource locations, acronyms, terms, tables, and figures.

o Remove TRADOC Forms 350-E, 603-R-E, 603-1-E, and 270-R-E due to obsolete forms.

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Chapter 1

Introduction

1-1. Purpose

This regulation establishes objectives, policies, and responsibilities for training and use of personnel in drill sergeant (DS) positions, DS candidate (DSC), Advanced Individual Training Platoon Sergeant (AITPSG), and Advanced Individual Training (AIT) Platoon Sergeant Candidate (PSC) status for the active Army (AA), the United States (U.S.) Army Reserve (USAR), and Army National Guard (ARNG) as prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A .

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The U.S. Army Human Resource Command (HRC), DS Branch, is responsible for:

- (1) Developing assignment policy for DSCs, DSs, PSCs and AITPSGs.
- (2) Serving as the approval authority for DS/AITPSG application requests.
- (3) Approving third-year DS/AITPSG extensions.
- (4) Managing the number of DS/AITPSGs needed to support the AA's worldwide mission.
- (5) Coordinating with career management field (CMF) personnel proponent offices regarding DS/AITPSG ratios concerning their CMFs, while establishing a reasonable treatment policy to task for DS/AITPSGs.
- (6) Conducting background screenings for all DSC/PSCs and noncommissioned officers (NCOs) assigned as DSs or AITPSGs at the training locations to include AA, USAR, and ARNG.

b. Headquarters (HQ), TRADOC.

- (1) Deputy Chief of Staff, G-1/4 will-
 - (a) Coordinate with HRC to ensure DSC/PSC selection for personnel fills of AA DS and AITPSG positions.
 - (b) Establish female requirements for DS/AITPSG ratios and military occupational specialty (MOS) structure in basic combat training (BCT), One Station Unit Training (OSUT), an AIT.

(c) Respond to requests for exceptions to policy on the assignment and use of DS/AITPSGs.

(2) Deputy Chief Staff, G-3/5/7 in conjunction with the DS program proponent (DSPP), will coordinate the annual training (AT) requirements (via the Army Training Requirements and Resource System (ATRRS)) for the U. S. Army Drill Sergeant School (DSS) in coordination with HRC and TRADOC schools.

(3) Initial Military Training (IMT)-Center of Excellence (CoE) will conduct the annual Drill Sergeant of the Year (DSOY)/AIT Platoon Sergeant of the Year (PSOY) competition in accordance with chapter 8 of this regulation.

c. IMT-CoE, (ATCG-MT) as the TRADOC Drill Sergeant Program (DSP) and AITPSG Program (AITPSGP) Proponent will:

(1) Write, update, and approve the content of this regulation.

(2) Manage the creation, maintenance, conduct, and execution of the DS School Course (DSSC), DS Recertification Course (DSRC), and AITPSG Course (AITPSGC) programs of instruction (POI) in accordance with Army Regulation (AR) 350-1 and TRADOC Regulation (TR) 350-70 to meet the criteria of the Army's accreditation standards.

(3) Identify the critical tasks that must be performed by the DS/AITPSG and provide quality control and standardization within the DSS.

(4) Serve as the proponent for the skill qualifications identifier (SQI) "X" and "Y"

(5) Design and develop the DSSC, DSRC, and AITPSG Course to provide efficient and effective learning and establish certification of personnel as a DS leader (DSL) and AITPSG Leader (PSL) in accordance with chapter 4 of this regulation.

(6) Approve all learning material and conduct training assistance visits to DSS in accordance with TR 350-70 and chapter 3 and of this regulation.

(7) Respond to requests for exceptions to policy this regulation establishes, excluding those pertaining to personnel actions.

(8) Conduct internal and external evaluations and apply results to improve the education and training provided. Establish criteria and approval authority for DSPP to accredit DSS and AITPSGC and report findings to the TRADOC IMT-CoE Quality Assurance Program.

(9) Establish a requirement to provide a cadre/DS/AITPSG resiliency program.

(10) Produce student performance measurements/tests in accordance with TR 350-70 and ensure the DSSC, DSRC, and AITPSGC is conducted in accordance with the approved DSPP Course ware (lesson plans, course management plan, student evaluation plan, test administration guidance, and course map).

d. Brigade commanders will:

- (1) Ensure DSC/PSCs meet prerequisites of AR 614-200.
- (2) Manage assignment and utilization of DSC/PSCs in accordance with chapter 2 and chapter 5 of this regulation.
- (3) Ensure personnel attend the specific DSSC or AITPSGC listed on their orders. DS and AITPSG strength requirements direct the number of scheduled DSSCs and AITPSGCs. Obtain approval from HRC prior to deviating from personnel orders to attend a specific DSSC or AITPSGC.
- (4) Take action in accordance with AR 614-200, and this regulation, as appropriate, to remove DSCs, DSs, AITPSGs, and PSCs from the DS Program (DSP) or AITPSGP.
- (5) Make formal recommendations to HRC in reference to personnel removed from the DSSC or AITPSGC to reschedule their attendance in the future.
- (6) Conduct DS and AITPSG recertification training in accordance with chapter 4 and chapter 6 of this regulation.
- (7) Assign DSs to positions in accordance with AR 614-200, and this regulation.
- (8) Designate a DSP point of contact to coordinate with HRC and DSPP on all matters relating to the DSP/AITPSGP.
- (9) Submit a monthly AA DS report (see chapter 2) to DSPP.
- (10) Include the training ammunition requirements listed in the DSSC and AITPSGC POIs in the installation forecast in accordance with AR 5-13.
- (11) Establish a flexible cadre/DS/AITPSG resiliency program. Base this program upon each brigade commander's guidance, mission, equipment, time, and troops, to allow all DS/AITPSGs to have a break and rejuvenate upon completion of the first and second year in the position as a DS/AITPSG.
- (12) Brigade commanders and command sergeants major (CSMs) will conduct interviews with the DS/AITPSG and their spouse when there is a request to extend or they are involuntarily extended for a third year of duty as a DS/AITPSG in the DSP or AITPSGP.

e. 108th Training Command, Initial Entry Training (IET) (USAR) will:

- (1) Ensure DSCs meet prerequisites of AR 614-200.
- (2) Take action in accordance with AR 614-200, and this regulation, as appropriate, to remove DSCs and DSs from the DSP as recommended by the DSS Commandant.

(3) Assign DSs to positions in accordance with AR 614-200 and chapter 2 of this regulation.

f. DSS Commandant will:

(1) Manage the operation of the DSS and conduct training in accordance with this regulation and the TRADOC DSSC and AITPSGC provided course ware and POIs.

(2) Confirm that DSC/PSCs meet the prerequisites in accordance with AR 614-200, prior to beginning the DSSC or AITPSGC, and remove those candidates identified as unqualified arrivals. Maintain student attendance by using the ATRRS class roster (R2) or TRADOC attendance record TRADOC Form 270-R-E in accordance with TR 350-18.

(3) Initiate action to remove candidates from the DSSC/DSP or AITPSGC/AITPSGP in accordance with AR 614-200 and chapter 2 and chapter 6 of this regulation, when required.

(4) Complete Department of the Army (DA) Form 1059 (Service School Academic Evaluation Report) for all DSCs and PSCs, upon completion of or removal from the DSSC or AITPSGC. Unqualified arrivals do not require DA Form 1059, unless the DSC/PSC fails to meet the height/weight composition in accordance with AR 600-9.

(5) Initiate action through HRC to replace projected DSL and PSL losses.

(6) Select the most qualified nominee for the DSL/PSL replacement.

(7) Supervise the training certification of DSLs and PSLs for the DSS in accordance with chapter 7 of this regulation.

(8) Maintain a copy of DSC and PSC critiques for 1 year.

(9) Review and analyze DSC and PSC critiques and Course attrition.

(10) Send a copy of TRADOC Form 350-E See Appendix B (Drill Sergeant Course Performance) to Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315 upon completion or removal from the course.

(11) Provide comments and recommended changes to the DSSC and AITPSGC Course material on DA Form 2028 annually or when necessary.

Chapter 2

Drill Sergeant Program (DSP) Administration

2-1. Entry into the DSP

a. DA may involuntarily select AA NCOs or NCOs may volunteer for DS duty in accordance with AR 614-200. A DSC is an AA, USAR Active Guard/Reserve (AGR), USAR troop program unit (TPU) member, ARNG AGR, ARNG drilling members, and individual ready reserve NCO who expend Government funds in compliance with AA, US Army Guard and Reserve, USAR TPU members, ARNG AGR, ARNG drilling members, and individual ready reserve DSS assignment orders. The AA NCOs that HRC identifies and notifies for attendance at DSS will not begin their candidate status more than 45 days prior to their class start date.

b. AA, USAR, and ARNG DSCs from all career fields are considered for selection and assignment into the DSP. All DSCs must meet the requirements outlined in AR 614-200 and be in the rank of sergeant (SGT) through sergeant first class (SFC). Graduates of the course will be awarded the SQIs "X" and "8" upon completion of DSS.

c. On declaration of general war or full mobilization, provisions of AR 614-200 remain unchanged.

d. DSCs will complete DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) during the initial orientation at the DSS in accordance with AR 614-200. When an AA, USAR AGR, or ARNG AGR NCO indicates possible misconduct within the previous 12 months (which could be a disqualifier from DS duty) on the DA Form 7424, HRC will make the final determination to remove them from the DSP and will notify the DSS. When an USAR (not AGR) or ARNG (not AGR) NCO attending DSS indicates possible misconduct on the DA Form 7424, that NCOs respective command will make the final determination whether to remove them from the DSP.

e. NCOs who refuse to complete DA Form 7424 are subject to further background screening and/or removal from the DSS in accordance with AR 614-200. An NCO's refusal to complete the DA Form 7424 and report any adverse information requested on the DA Form 7424 and later discovered during the investigation will be reported to HRC. The NCO's chain of command will be notified for final disposition and the notification will be sent to the DSS if the NCO will be removed from the school.

2-2. USAR entry into the DSP

a. Qualified USAR personnel may enter the program by either volunteering or enlisting for DS vacancies in the USAR Training Commands (IET). The USAR DSC must meet the prerequisites outlined in AR 614-200 to qualify for the program. Candidates must attend the DSS. All DSCs must be graduates of the Warrior Leader Course prior to attending.

Note: ARNG personnel may apply for entry into the DSS, but must meet the prerequisites. Prior service personnel, instructor qualified in the Navy, Marines, or Air Force, must still attend the DSS prior to being assigned to a DS assignment.

b. All USAR personnel, SGT through SFC, who complete DSS and are assigned to a training command, are awarded the SQIs "X" and "8."

c. USAR DSCs must have the minimum rank of sergeant to attend DSS.

2-3. Drill Sergeant School Course (DSSC)

a. The TRADOC Deputy Commanding General (DCG)-IMT approves the DSSC. Changes or deviations to the DSSC require the written approval of the TRADOC DCG-IMT. Request for changes or deviations to the DSSC must be forwarded to: Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd. Fort Jackson, SC 29207-5315.

b. The Proponent and Doctrine Integration Division will act as the proponent for the content and execution of the DSSC. The Proponent and Doctrine Integration Division is responsible for keeping the DSSC current.

c. The DSSC is conducted in accordance with the DSSC course material with small group instruction (squads consisting of 8 to 16 assigned candidates). The DSLs will lead and instruct their squads throughout the course (two DSLs per squad).

d. DSS Commandant will monitor the execution of the DSSC and DSRC. Report candidate attrition during each class on TRADOC Form 350-E (Drill Sergeant Course Performance). Instructions for completion of this form are located on the second page of the form. DSS Commandant will also conduct a complete review of any Course with an overall attrition over 12 percent to determine the cause(s). This review is a tool for quality control and product improvement; do not use the attrition rate as an attempt to lower the standards. Forward the review analysis (with TRADOC Form 350-E) to: Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.

e. The Drill Sergeant School Course is a three phase course for all candidates. This allows greater flexibility to accommodate new starts. RC Candidates will have 18 months to complete all three phases. Phases must be completed in order 1, 2 then 3 no other sequence is accepted or authorize. RC Candidates who fail to complete the course within the 18 months will be considered a course failure and a DA Form 1059 will be generated to indicate those candidates as such. Those candidates will be required to start the course from the beginning as long as they haven't been removed from the DSP.

f. Submit recommendations for changes on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DSSC material to: Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315 for review and approval.

2-4. New-start

a. The DSS Commandant is the approving authority for new starts, and will inform Drill Sergeant Branch, HRC, of the restart for candidates who fail to achieve course standards For AA DSCs; the DSS will forward a copy to Commander U.S. Army Human Resources Command, ATTN: KNOX-HRC-EPD-D, 1600 Spearhead Division Avenue, Fort Knox, KY 40121.

b. For USAR AGR DSCs, forward a copy of the request to Commander, HRC-RC (AHRC-AR), 1 Reserve Way, St. Louis, MO 63132-5200.

c. For the NG DSCs, the DSS will forward a copy to Commander, HRC National Guard Bureau, 1411 Jefferson Davis Highway Arlington VA 22202-3231.

d. HRC will grant authorization to new-start a DSC (for failing to achieve course standards) on a one-time only basis. If the candidate still fails to achieve the standards after the new-start (reassignment), the Commandant will remove the candidate from the DSSC in accordance with AR 614-200 and this regulation.

e. The DSS Commandant may grant a one-time only fourth attempt to new-start DSCs experiencing difficulty in one course area on a case-by-case basis. Make reassignment to the first available class that provides the candidate the opportunity to continue from the necessary block of training. Return the DSC to training as soon as possible after the new-start is authorized.

Note: Do not permit new-starts after personnel have failed the fourth and final attempt.

f. The Commandant will release DSCs whose reassignments are not completed within 60 training days (administrative release). DSCs that miss training due to emergency leave or hospitalization (and do not complete the course with their initial class), become new-starts to the same phase as they left.

g. USAR and ARNG DSCs unable to attend two AT periods due to a conflict (for example, civilian job, civilian school, etc.) are eligible for new-start at the beginning of the Phase of training they were attending. However, they must complete the DSSC within an 18-month period.

2-5. Removal of DSC from the DSSC

a. DSCs removed from the DSSC may remain in the DSP, be considered for DS duty in the future, and given a new DSS class date.

b. The DSS Commandant is the designated approval authority to remove DSCs from the DSSC, provided they are not recommended for removal from the DSP (see para 2-6 for removal). Forward adverse academic evaluation report with a cover memorandum and student acknowledgement on a counseling form. The DSC's endorsement must indicate their intent with regard to appeal.

c. CoE commanders separate brigade, or their appropriate equivalent, may remove Soldiers from the DSP (while in candidate status or while assigned DS duties). Removal authority is delegated to the grade of colonel or above. The following actions represent reasons for removal from the DSSC:

(1) Arriving unqualified to DSS (NCOs that do not meet the course prerequisites in accordance with AR 614-200 and body composition requirements in AR 600-9.

(2) Failure to pass the three event Army Physical Fitness Test (APFT) in accordance with AR 614-200 Para. 8-14 (b1).

(3) Academic failure.

(4) Temporary medical reasons that will prevent Soldier from completing the DSSC in the specified time.

(5) Administrative issues, such as emergency leave, execution of a DA Form 4991-R (Declination of Continued Service Statement), separation due to expiration term of service, promotion to master sergeant (MSG), or approved reclassification. HRC, Director of Enlisted Personnel, must approve all other administrative removals.

(6) Failure to maintain high standards of military appearance, courtesy, bearing, conduct and professionalism, including noncompliance with body composition requirements in AR 600-9 and testing positive for drugs.

(7) Infractions of training policies or violations of the Uniform Code of Military Justice (UCMJ).

(8) Lack of proper motivation (provided individual counseling was unsuccessful), including failure to enter/start or complete DSS to include DSC's lacking the skills, attributes and demeanor of a DS (e.g. disrespect to classmates or cadre, repeatedly late to formation, unprofessional conduct)

(9) Medical reasons (including pregnancy), when the condition prevents the NCO from performing DS duties. NCOs released from a course of instruction through no fault of their own (such as medical or compassionate reasons) or resignation from the service will receive a DA Form 1059 in accordance with AR 623-3. The DA Form 1059 will not identify personal medical reasons or be referred to the unit commander, item 11 (performance summary block) will be left blank, and item 14 (comments block) will fully explain the circumstances of the removal.

(10) Hardship or family issues that prevent the NCO from performing DS duties. NCOs released from a course of instruction through no fault of their own (such as medical or compassionate reasons) will receive a DA Form 1059 in accordance with AR 623-3, paragraph 3-35b. The DA Form 1059 will not be referred to the unit commander, item 11 (performance summary block) will be left blank, and item 14 (comments block) will fully explain the circumstances of the removal.

(11) NCOs in a DSC status or serving as a DS, may submit applications for attendance to service schools, such as Warrant Officer Candidate School, Special Forces Assessment and Selection, and Battle Staff upon completion of 18 months of their stabilization period (see AR 614-200).

d. Procedures for removal action:

(1) The DSS Commandant will evaluate all DSCs recommended for removal from the course. In cases where the Commandant determines that removal is warranted, the following procedures apply:

(a) The DSS Commandant will provide the DSC with written notice of the proposed action, basis for the action, consequences of disenrollment, right to submit rebuttal matters, and the right to appeal. DSCs must submit rebuttal matters within 48 hours.

(b) The DSS Commandant must receive a handwritten endorsement from the DSC that acknowledges a counseling session was held; the elimination notice was received, and indicates the DSC's intent with regard to submission of rebuttal matters.

(c) Refer all adverse academic evaluation reports (AERs) to the DSC with counseling memorandum for acknowledgement and comment.

(d) The reviewing authority for cases regarding appeals is the approval authority for removal from the DSP. The DSS Commandant will review all appeals for accuracy and format, before sending the removal packet to the approval authority in accordance with AR 614-200. The DSS Commandant will forward the entire appeal packet after completion to the approval authority. If the case involves removal of the DSC from both the course and the DSP, the Commandant will execute the DSC removal packet and then refer it to the CoE Commander/Commandant with the recommendation to remove the DSC from the DSP in accordance with AR 614-200.

(2) Intermediate levels of command will not delay the recommendations from reaching the approval authority. Not more than 72 hours will lapse between transmittal of the DSS Commandant's recommendation and receipt at the approval authority. DSCs should remain in training until the approval authority notifies the Commandant of the final decision. Remove DSCs from training during the 72 hour timeframe if they are disruptive, interrupt the environment conducive to learning, or elect not to appeal the dismissal.

(3) Return AA NCOs removed from the course to their units. HRC, Chief, Readiness Division (AHRC-EPD-D) is the removal authority for AA NCOs stationed in the continental U.S. who become unqualified for DS assignment/duties after graduation from DSS and prior to departing the current installation (other than DS installation) on DS assignment instructions in accordance with AR 614-200.

(4) When removing a USAR DSC from the DSS, the Commandant will initiate a DA Form 1059 in accordance with AR 623-3 and DA PAM 623-3, and notify the DSC's command. When matters involve judicial or non judicial punishment, the AA commander with jurisdiction should consult with the DSC's command to coordinate pursuit of actions.

(5) The DSS Commandant will notify the unit CSM of each DSC's removal from the course and or DSP. A letter from the approval authority will specify the reason(s) for removal.

(6) The DSS Commandant will submit a copy of the removal packet for every DSC removed from the course /DSP to Commander, U.S. Army Human Resources Command ATTN: KNOX-HRC-EPD-D 1600 Spearhead Division Avenue Fort Knox, KY 40121.

e. Appeals process:

(1) The appeal and reinstatement approval authority for DSCs removed from the DSP is the first General Officer in the NCO's chain of command and is always a General Officer higher in grade than the designated removal authority.

(2) DSS Commandant must act on appeals for DSC removal actions, and provide final decision to Commander, U.S. Army Human Resources Command ATTN: KNOX-HRC-EPD-D 1600 Spearhead Division Avenue Fort Knox, KY 40121 within 20 calendar days from the date of the Soldier's removal from the DSP in accordance with AR 614-200. Forward DSC appeals not acted upon within the allotted time period (48 hours for AA and 30 days for USAR) to the Commander, U.S. Army Human Resources Command ATTN: KNOX-HRC-EPD-D 1600 Spearhead Division Avenue Fort Knox, KY 40121 for decision/action. Submit appeals requiring HRC action, as indicated above, to the Commander, HRC (AHRC-EPD-D), within 20 calendar days of the date of the NCO's removal from the DSP.

f. When the Commander, HRC directs removal from the DSP, the Headquarters, Department of the Army (HQDA) Office of the Deputy Chief of Staff, G-1 will act as the appeal and reinstatement authority. Submit these appeals to the Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300 within 20 calendar days from the date of the NCO's removal.

g. Process appeals submitted to the Commander, HRC, and the HQDA Office of the Deputy Chief of Staff, G-1 through the highest General Officer on the installation who is an appeal authority and is in the NCO's chain of command.

h. A DSC's failure to complete the DSS Course in 9 weeks will result in academic removal in accordance with the DSSC course management plan and this regulation.

i. DSC must complete the DSSC within 18 months and meet all Course requirements by the DSS scheduled class graduation date.

j. Medically remove DSCs in cases of illness, injury, or a medical profile resulting in unreasonable delays in training or loss in training time. The DSS Commandant will determine the potential of the DSC to make up the missed training. DSCs must meet all Course requirements by the scheduled class graduation date.

2-6. Removal of DSC from DSP

a. Commanders may remove DSCs from the DSP for cause before or during DSS. DSCs removed from the DSP are not considered for DS duty in the future. AR 614-200 and paragraphs 2-5 and 2-6 of this regulation establish reasons for removal and reporting procedures.

b. The designated approval authorities to remove DSCs from the DSP are the respective CoE or USAR Training Command (IET) commanders. Commanders may delegate this authority to subordinate commanders in the grade of Colonel or higher with removal authority.

c. The approval authority will promptly review the circumstances of the case and decide upon the DSC's removal from the DSP. The entire action, from the DSS submittal to the approval authority disposition, will not exceed 5 training days.

d. The DSS Commandant will notify the CSM of each DSC's unit of their removal from the DSSC and/or recommended removal from the DSP. The approval authority will make notification through a letter, specifying the reason(s) for removal.

e. The Commandant will submit a copy of the removal packet for every DSC removed from the DSSC/DSP to: Commander, U.S. Army Human Resources Command, ATTN: KNOX-HRC-EPD-D, 1600 Spearhead Division Avenue, Fort Knox, KY 40121, and Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.

f. DSS Commandant will administer a 100 percent urinalysis to AA, USAR, and ARNG DSCs within three training days after reporting to the DSS. Process and collect the specimens in accordance with AR 600-85 and U.S. Army Drug and Alcohol Operations Agency standing operating procedure. Remove NCOs with a confirmed positive urine test from performing DS duties or in DSC status in accordance with AR 614-200.

2-7. Assignment and use of DSC

a. Unit commanders will ensure DSCs have no personal, financial, or medical issues that would prevent successful completion of DS tour of duty. If the unit commander finds the DSC is not prepared to attend DSS as scheduled (for example, prospective APFT failure, a limiting physical profile, overweight, etc.), the commander will then arrange for class deferment with the installation DS strength manager. The commander will make a determination on whether to eliminate the DSC from the DSSC/DSP if the candidate is still not prepared to attend the next available class.

b. When a DSC is assigned to a training unit, the unit will-

(1) Assign a DS sponsor to DSCs (AA, USAR, or ARNG) to help prepare the DSC for DSS and monitor their activity in the unit. The DS sponsor will ensure that DSCs obtain/attend the appropriate certification requirements applicable to the installation before attending DSS (for example, driver's safety, range safety, etc.). The sponsor will continually check the DSCs' progress while in DSS.

(2) Never place the DSC in positions that allow total control of and require the DSC to assume responsibility for IET Soldiers. This includes, but is not limited to, counseling Soldiers, or acting in the capacity of primary instructor. DSCs may be permitted to march Soldiers in formation under the supervision of their DS sponsor. DSCs may accompany a DS (sponsor) in the performance of the following duties:

(a) Charge of quarters.

(b) Staff duty NCO.

(c) Sergeant of the guard.

(d) Commander of the relief.

c. DSCs must meet the following requirements during their assignment. They will:

(1) Spend the maximum amount of time preparing for DSS, by closely observing unit training and participating in as many training activities as time allows.

(2) Accompany a DS sponsor in the performance of the duties listed above.

2-8. Relief of DSs from DS duties

a. CoE and separate brigade commanders, or their appropriate equivalent may remove AA NCOs from the DSP (while in DSC status or while assigned DS duties). See AR 614-200 for specific reasons for removing NCOs from the DSSC; DSs from their duties and the DSP; and withdrawing the SQI "X." The approval authority designated to remove a USAR DS from the DSP is the USAR Training Command (IET) Commander, in accordance with AR 140-10. Upon mobilization, a USAR DS is subject to the removal provisions of AR 614-200. The commander may delegate this authority to the USAR Training Command (IET) Adjutant General, but no lower. Removal authority is the grade of Colonel or higher, including Commanders/Commandants of other services.

b. DSs may lose the SQI "X" when they are removed for disciplinary reasons from the DSP in accordance with AR 614-200 which restricts them from wearing the DS badge in accordance with AR 600-8-22.

c. Reassign DSs removed from DS duties for cause, except for medical reasons (such as illness or injury), to other duties that do not include contact with IET Soldiers. For further guidance reference disposition of DSs suspended from DS duties, see AR 614-200.

d. For disposition of a DS when a serious incident occurs requiring an investigation, see AR 614-200. Guidelines for continuation of Special Duty Assignment Pay (SDAP) for NCOs temporarily reassigned and undergoing investigation are found in AR 614-200.

2-9. DS assignment, use, and tour of duty

a. DSS graduates assigned in DS positions are authorized SDAP (to include USAR performing DS duties on active duty for training missions and inactive duty training). DS qualified first sergeants (1SGs) and MSGs filling a chief instructor (CI) position at the DSS are also entitled to SDAP. These individuals must remain current in all required certifications. Assign and use DSs in authorized DS positions only. Commanders / Commandant will not assign DSs to perform major additional duties that divert them from their primary duties as a DS. Examples of authorized additional company duties are: nuclear, biological, and chemical NCO, physical security NCO, and equal opportunity representative.

b. When a DS is assigned to a non-DS position for 90 days, SDAP is lost for the length of time assigned in the non-DS duty position. An exception to this policy is when a specific operational tasking (outside the IET environment) requires assignment of a DS, currently serving as an AA/USAR DSs, then SDAP will continue.

c. A unit without an assigned 1SG may temporarily appoint a DS (in the grade of SFC) to the 1SG position, for a period not to exceed 90 days. The DS must maintain their primary position as a DS in order to continue to receive SDAP.

d. AA DSs selected for duty at reception battalions must possess a 1 year minimum of DS experience. USAR DSs selected for duty at a reception battalion must have attended a minimum of two AT periods as a DS.

e. Only one DS in the rank of sergeant will be assigned per platoon.

f. Successful graduates of DSS incur a 24 month obligation for DS duty. NCOs (AA, USAR, and ARNG) must take appropriate action (reenlist or extend) to meet the length of service requirement prior to attending DSS.

g. AA DS tour of duty will not normally exceed 36 months. DSLs have the option to extend for an additional 6 months beyond the current 36 month assignment, not to exceed a total of 42 months.

h. AA DSs assigned as DSs to execute IET Leader and Cadre Training Programs, such as TRADOC Pre-Command Course, Company Commander/1SG Course, Cadre Training Course, Support Cadre Training Course, and Installation Support Cadre Training Course, may extend for an additional 6 months beyond the current 36 month assignment, not to exceed a total of 42 months.

i. The AA and USAR DSOY will receive SDAP for the duration of their assignment.

j. AA BCT/OSUT brigades will provide DSLCs to the DSS in accordance with HRC manning requirements.

2-10. Annual DS certification

Commanders who have DSs assigned will evaluate and certify those DSs assigned to BCT/OSUT units annually, on all current and approved hands-on warrior tasks and battle drills. In addition, DSs will certify each time the BCT/OSUT POI is changed. Commanders may use the IET cadre to administer the certification.

2-11. Reporting requirements

a. The Drill Sergeant Manager at each installation will submit TRADOC Form 603-R-E See Appendix E (Active Army Drill Sergeant Report) and TRADOC Form 603-1-E (Active Army Drill Sergeant Report by Grade and Military Occupational Specialty) to the TRADOC DS manager via computer program on a monthly basis. The 15th day of each month is the report cutoff and the report must arrive at HQ TRADOC, IET Division (ATTG-II), not later than the 22nd day of the month following the cutoff. Negative reports are required.

b. DSS Commandant will submit TRADOC Form 350-E (Drill Sergeant Course Performance) report for each DSSC and DSRC class to: Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315. DSSC and DSRC are separate courses; do not place information on the same form.

c. National Guard students, other service students; Air Force, Navy, Marine, Coast Guard, and international military students, attending the DSSC or DSRC must be recorded on the TRADOC Form 350-E (Drill Sergeant Course Performance) report. Place information on second page of this report including name rank unit/country/travel order number/time in service, date completed course and or date a reason being released from the course. Submit completed form to: Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.

2-12. Drill Sergeant School (DSS) organization

- a. The DSS is approved by the DSPP and will teach the approved DSSC POI.
- b. The DSS Commandant, Deputy Commandant and CI must be DS qualified. The CI will be a 1SG or hold the rank of MSG. In the absence of a qualified MSG, the CI position may be filled with a qualified SFC contingent upon proponent approval.
- c. The DSS will maintain a minimum of 12 female DSLs.
- d. The DSS Commandant and /or Deputy Commandant will interview all DSLCs prior to selection.

2-13. DS assignment ratios

TRADOC installations are resourced DS requirements based upon the following:

- a. BCT/OSUT. Assign 10-12 DSs per company (2-3 per platoon) in order to sustain a ratio of one DS to a maximum of 20 Soldiers in training. Minimum of one female DS per platoon (except where gender pure is required).
- b. DSS. Staff DSLs in accordance with the instructor manpower model.
- c. Pre-Command Course /Cadre Training Course. Authorized use of DSs based on the local table of distribution and allowance. These courses will coordinate with the DSS for the use of DSLs for those blocks of instruction requiring a DS perspective.

2-14. DS military occupational specialty (MOS) structure

The DS MOS structure and assignment of DS at TRADOC installations are as follows (not for USAR):

a. In BCT, 33 percent of DS requirements/authorizations are from CMF 11, 17 percent are from other combat arms MOSs, 25 percent are from combat support MOSs, and 25 percent are from combat service support MOSs. Installations conducting BCT are authorized four female DSs in each training company to include the reception battalions.

b. In Combat Arms OSUT (11B/C; 19D/K), 100 percent of the DS requirements and authorizations are from the CMF trained.

(1) In Combat Support/Combat Service Support OSUT (12B/C; 31B), two DSs will be infantry, two will be any combat arms, for a total of four combat arms DSs - one per platoon.

(2) The remainder of the DS will be from the CMF trained, with a minimum of four female DSs per company. When the Army provides a female DS with a CMF/MOS not documented on the installation's TDA, installations can document their TDA female positions with any available MOS until such time that females with the specific CMF/MOS become available for DS duty.

c. CoE commanders will determine the DS CMF structure within fitness training units and reception battalions, using MOSs authorized at their installation and the approved TRADOC staffing guidance for reception battalions/fitness training units. These DSs must have at least one year of DS duty prior to being assigned to reception battalions or fitness training Units

d. Code the personnel identification column "I" (interchangeable) on the authorization document for all non-combat arms MOSs.

2-15. DSC/DS/Drill Sergeant Leader (DSL) uniform requirements

a. The regular working uniform for DSS Commandant, Deputy Commandant, CIs, DSLs and DSs consists of the Army combat uniform and campaign/bush hat.

b. DSS Commandant, Deputy Commandant, CIs, DSLs and DSs will wear the campaign/bush hat with the Class A and the Class B uniform on appropriate occasions.

c. DSCs are awarded the campaign/bush hat and DS identification badge upon graduation from DSS.

d. DSS Commandant, Deputy Commandant, CIs, DSLs and DSs will wear a white band on the ballistic helmet.

e. DSS Commandant, Deputy Commandant, CIs, DSLs and DSs will wear the blue physical training reflective vest. A white name tape with black block letters (in accordance with AR 670-1, one-inch wide name tape with ¾ inch high black block letters) will be worn on the front and back of the reflective vest (centered on the first row of reflective tape). DSCs receive the vest upon graduation from DSS to ensure uniformity.

f. DSS Commandant, Deputy Commandant, CIs, DSLs will wear Pistol Belt and DS belt buckle.

Chapter 3

DSP/Advanced Individual Training Platoon Sergeant Program (AITPSGP) Quality Assurance Program

3-1. Guidelines

TRADOC DCG-IMT, through the Director of Proponent and Doctrine Integration Division, is responsible for establishing and maintaining a standardized, relevant, efficient, and effective DSP and AITPSGP. This responsibility requires the application of internal and external evaluations, obtaining accreditation from HQ TRADOC Quality Assurance Office, and assisting the DSS in their education and training mission.

3-2. Initial Military Training (IMT) Center of Excellence (CoE) Quality Assurance Office

The DS /AITPSG Proponent will:

- a. Keep the chain of command informed on the status of the functions within the doctrine, organization, training, material leader education, personal and facilities domain that promote and maintain a DSS of excellence.
- b. Provide assistance in the evaluation and validation of the DSSC to include, but not limited to, management procedures, production process, conduct of training and support of the course.

The Quality Assurance Office will:

- (1) Verify the entire training development and instructional workload in the appropriated automation workload support system.
 - (2) Ensure tests are controlled and administered in accordance with TR 350-70 and DSSC/AITPSGC test administration guidelines.
 - (3) Guide and assist the DSPP in the conduct of the DSS self-assessment.
 - (4) Ensure the applicable accreditation standards are met in the DSS.
- c. Document the verification that DSSC /AITPSGC instructors meet qualifications and are certified to teach the course in accordance with the DSSC and AITPSGC POIs and verify the instructor established selection, qualification, and certification procedures are in compliance with established guidelines for the DSSC/AITPSGC.
 - d. Validate that DSS education and training is presented in accordance with the TRADOC DSSC/AITPSGC provided courseware to include the lesson plans, course management plan, course maps, and Individual Student Assessment Plan (ISAP)
 - e. Assist the proponent in the oversight of the DSC and AITPSGC programs to ensure:
 - (1) DSC/PSCs meet prerequisites in accordance with AR 614-200.
 - (2) DSC/PSC AERs are prepared and completed in accordance with AR 623-3 as required.
 - (3) DSC/PSC release and appeal process and procedures are in place and used appropriately.

3-3. Conduct of evaluations

Evaluations are the proponent's quality control mechanisms of the DSS and a primary function of the TRADOC Quality Assurance Program.

TRADOC Regulation 350-16

a. Evaluations.

(1) Identify deficiencies and efficiencies in DSS operations, for example, management; and process (to include conduct of training and training support when appropriate) education and training implementation, products, and material.

(2) Determine the value, content, validity, and effectiveness of the DSS education and training.

(3) Provide the means for the DSS to assess and improve the provided education and training, management, and products.

(4) Include internal and external evaluations and accreditation.

b. Conduct of internal evaluations. Internal evaluations include daily/routine quality assurance/quality control measures within the management and conduct of DSS, as well as formal self-assessment against the TRADOC accreditation standard in accordance with TR 350-70. Use internal evaluations to:

(1) Evaluate the DSS management and provide education and training.

(2) Improve the quality and effectiveness of the DSS.

(3) Identify weaknesses/problems, as well as strengths of the DSSC and AITPSGC to include training development and instructional systems.

c. Conduct of external evaluations. External evaluation is the evaluation process that provides the DSS the means to determine if the education and training received meets the needs of the Army. Acknowledgement by commanders/Commandant of external evaluations ensures that the DSS will efficiently and cost-effectively produce DS/AITPSG graduates who meet established job performance requirements in accordance with the DSSC and AITPSGC POIs. Evaluations determine if the DS/AITPSG needs training or meets the requirements outlined in the course material. External evaluations are a quality improvement process, ensuring DS/AITPSGs meet established job performance requirements. External evaluations include, but are not limited to:

(1) Managing training feedback programs (that is, providing feedback to improve education and training and supporting products). Proactively acquire feedback from course graduates/first line supervisors and studies.

(2) Determining if DSs/AITPSGs were trained to perform individual DS/AITPSG critical tasks to prescribed standards in accordance with the DSSC and AITPSGC maps.

3-4. DSS accreditation

IMT-CoE Quality Assurance Office, with assistance from DSPP, will perform the visits and functions for the Army's accreditation program. Accreditation is a quality assurance program function to assure the TRADOC DCG-IMT and CoE commanders that their DSs and/or AITPSGs meet the competency needs of today's Army in accordance with TR 350-70. It is a forcing function that focuses on the state of the DSP, AITPSGP and processes against the Army Enterprise Accreditation Standards.

3-5. DSS Self-assessments

A self-assessment serves as a catalyst to improve communication both internally and between external HQ and the proponent. Self-assessment reports are prepared and submitted to the DSPP office in advance of the school's accreditation. The DSS will prepare a self-assessment of their operation in accordance with paragraph 3-3 of this regulation and provide a copy to the DSPP in preparation for their accreditation.

Chapter 4

DS Recertification Course

4-1. General

This chapter provides guidance for conducting the Drill Sergeant Recertification Course for qualified NCOs returning to DS status. The recertification training, outlined in the DSRC and this chapter, will be complete prior to reinstatement of SDAP. The Drill Sergeant Returnee (DSR) who deployed in support of operational requirements, across the force, for a period of less than 12 months, does not have to attend the DSRC; however, the DSR that deployed for a period of 12 months or longer prior to serving in an authorized DS position will attend the 2-week DSRC, once redeployed back to the continental U.S. and placed on assignment for DS duty.

- a. Do not implement changes or deviations to the DSRC without the written approval of the DCG-IMT.
- b. The DSPP will act as the proponent and approval authority for the content and execution of the DSRC. The DSPP is responsible for keeping the DSRC current.
- c. The DSRC is conducted in accordance with the DSRC Course material with small group instruction (squads consisting of 8 to 16 assigned candidates). The DSLs will lead and instruct their squads throughout the course (two DSLs per squad).
- d. DSS Commandant will monitor the execution of the DSRC and report candidate attrition during each class on TRADOC Form 350-E to the Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.

4-2. Training

NCOs who complete a successful tour as a DS must serve not less than 36 months in a valid career progression table of organization and equipment assignment before re-entering the DSP and attending the 2-week DSRC in accordance with AR 614-200.

a. All NCOs regardless of component returning to DS duty, must attend DSRC training at the DSS. The DSS will conduct the following certification training and issue a DA Form 87 upon successful completion of the following:

(1) Administer the APFT within the first 24 hours of the DSRs arriving. Take height and weight measurements prior to administering the APFT. The DSR must achieve 60 points per event with a minimum total score of 180 points. Retest any DSR who fails to meet the 180 standard (60 points on each event) on the APFT on day 12. Release from the DSRC any DSR that fails to meet the 180 standard on the APFT retest or fails to meet the Army body composition standards in accordance with AR600-9.

(2) Conduct the DSRC to ensure DSRs have the opportunity to pass all performance exams with a "GO."

(3) Instruct the DSRC to ensure DSRs have the opportunity to receive a "GO" on all methods of instruction presented.

(4) Evaluate DSRs on leading a minimum of one physical readiness training session.

b. See the DSRC POI for additional training requirements of recertification training.

4-3. Special duty assignment pay (SDAP) for DS Recertification Course (DSRC)

After completion of recertification training, the DSS Commandant/battalion commander will submit a copy of the DSR's DA Form 87 for the DSRC and a memorandum requesting reinstatement of SDAP to the installation DS manager. The installation DS manager will process the request in accordance with local procedures and forward to the Defense Finance and Accounting Office to reinstate the DSR's SDAP. For USAR DSRs, submit DA Form 4187 (Personnel Action) through their chain of command to the Training Command Deputy Chief of Staff for Personnel G-1, 108th Training Command (IET), 1330 Westover Street, Charlotte, NC 28205.

4-4. Recertification

Maintain records of recertification training for each DSR on the record of training plotter found in the DSC's Course management plan at the NCO Academy/DSS or battalion S-1 for a minimum of 2 years.

Chapter 5

AITPSGP Administration

5-1. Scope

a. HRC may involuntarily select NCOs or NCOs may volunteer for AITPSG duty. AITPSGs are authorized only for the specific purpose of training—

- (1) Soldiers undergoing AIT.
- (2) PSCs at AITPSG Course (DSS)

b. During the initial orientation at the AITPSG COURSE, PSCs will be asked to provide the Commanders Checklist and Mental Evaluation to ensure no Type I or Type II Reports of Unfavorable Information exist within the previous 5 years. Forms will be forwarded to HRC (KNOX-HRC-EPD-D). If a NCO indicates possible misconduct that could be a disqualifier from AITPSG duty, HRC will make the final determination and notify the AITPSG COURSE if the NCO will be removed from the Course.

c. NCOs who fail to provide completed Commanders Checklist and Mental Evaluation are subject to further background screening and/or removal from the AITPSG Course. HRC (KNOX-HRC-EPD-D) will make the final determination and notify the AITPSG Course if the NCO will be removed from the Course.

5-2. Entry into the AITPSGP

a. A PSC is a NCO that volunteers for or HRC identifies and notifies for attendance at the AITPSG Course.

b. NCOs from all career fields are considered for selection and assignment into the AITPSGP. All PSCs must meet the requirements outlined in paragraph 5-3 below.

5-3. Platoon Sergeant Candidate (PSC) prerequisites

a. PSCs must meet the following prerequisites:

(1) Have a commander's evaluation by a Lieutenant Colonel (LTC) or higher. Commander (LTC or higher) will personally interview the NCO (this may not be delegated) and ensure NCO meets the prerequisites. Commanders will consider the "whole NCO" when making their recommendation. Input should include, but is not limited to: demonstrated leadership ability and potential, physical fitness, character/integrity, the NCO's ability to perform in stressful situations, and any incidents of abuse. All negative evaluations must include a full explanation.

(2) Be physically fit (maximum profile guide is 111221); however, some conditions may be allowed via waiver; meet body composition requirements in AR 600-9, and be able to pass the APFT upon arrival at AITPSG Course. Substitution of APFT events is not permitted.

(3) If age 40 years or older, must have the appropriate medical clearance (see AR 40–501) at the time of request. Medical clearance should state that NCO is medically cleared for AITPSG duty.

(4) Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer. (NCOs initially receiving a negative behavioral health evaluation, that is subsequently reversed by a competent, licensed, doctoral-level mental health provider, may be re-nominated for AITPSG duty). Positive evaluation must be from a licensed, doctoral-level mental health provider.

(5) Have no speech impediment.

(6) Be a high school graduate or possess the general education development equivalent.

(7) Display good military bearing.

(8) Have demonstrated leadership ability during previous tours of duty and have demonstrated capability to perform in positions of increasing responsibility.

(9) Have had no court-martial convictions.

(10) Have no record of disciplinary action, to include letters of reprimand, or time lost under 10 USC 972 during current enlistment or in last 5 years, whichever is longer.

(11) Hold the rank of staff sergeant (SSG) through SFC. SSG must have a minimum of 2 years time in grade and be a graduate of the Advanced Leaders Course (ALC completion maybe waived by HRC only).

(12) Have a minimum of 5 years total active Federal service.

b. Background screening.

(1) Background screenings (conducted by HRC) determine NCOs' suitability to serve in sensitive duty positions. Processes and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, an NCO who possesses a top secret clearance may not be cleared during the background screening process.

(2) All PSCs will have a thorough background screening completed by their component's background screening authority prior to reporting to AITPSG Course. However, on a case by case basis, the Director, Enlisted Personnel Management Directorate, may authorize an PSC to begin training at the AITPSG Course based on a favorable interim screening determination, while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the AITPSG Course only.

(3) NCOs granted interim screening approval will not be assigned or authorized to perform duties as an AITPSG until a favorable background screening determination has been completed. NCOs assigned to and attending AITPSG Course based on interim background screening, who later receive a final background screening disqualification for such duty may be reassigned. Authority for reassignment determination or waiver for NCOs in this category is the Director of Enlisted Personnel, HRC.

5-4. Qualification criteria

a. NCOs stationed outside the continental United States (OCONUS) may submit application no earlier than 14 months and no later than 10 months prior to their date eligible for return from overseas.

(1) A curtailment of OCONUS tour for the sole purpose of entry in the AITPSGP will not be granted.

(2) NCOs selected, and in receipt of assignment instruction for the AITPSGP will not be extended OCONUS.

b. NCOs based in the continental United States (CONUS) must complete at least 16 months at their current installation prior to submitting an application. NCOs will not have a permanent change of station until completion of at least 24 months time on station. However, as an exception, NCOs may submit an application earlier when they are assigned to an installation where AITPSG positions are authorized.

c. NCOs must successfully complete the Army AITPSG Course at Fort Jackson prior to performing AITPSG duties.

(1) NCOs based in the CONUS will attend the AITPSG Course in a temporary duty (TDY) and return status.

(2) NCOs returning from OCONUS will be assigned to the installation where they will serve as an AITPSG and will attend the Course in a TDY and return status.

(3) HRC will schedule NCOs in ATRRS to attend the Master Resilience Training Course prior to attending the AITPSG Course, effective 1 October 2013. For those PSCs classes that do not have an Master Resilience Training Course class immediately following (for example, an AITPSG Course conducted just before holiday block leave), units must send AITPSGs to Master Resilience Training Course within 180 days of assignment.

5-5. AITPSG Roles and duties

AITPSGs are charged with bridging the leadership gap from DSs in BCT and first line supervisors in operational units. As such, AITPSGs have a critical role in shaping our future Soldiers.

5-6. AITPSG minimum responsibilities will include, but not limited to:

- a. Lead a platoon.
- b. Health and welfare of all Soldiers assigned to the platoon.
- c. Utilize available squad leaders as first line supervisors for squads.
- d. Organization and control of the platoon.
- e. Reinforcement of values, skills, and tasks.
- f. Reinforcement of warrior tasks and battle drills.
- g. Personal, professional, and academic counseling.
- h. PRT.
- i. Hold formations and maintain accountability.
- j. Management of logistical and administration requirements.
- k. Monitor morale, discipline, and motivation.
- l. Provide guidance and instructions to squad leaders, instructors, and other cadre.
- m. Provide all necessary support to Soldiers' issues (such as finance, personal, legal, professional, etc.)

5-7. AIT Squad Leader roles and duties

Squad leaders are the AIT Instructors and will be fully integrated into all aspects of the AIT daily mission. They serve as a first line leader and augment the efforts of the AITPSG. Squad Leaders will assist the AITPSGs in conducting formations, physical training, counseling, administrative tasks, inspections and all aspects of the transformation process.

5-8. AIT Squad Leader responsibilities

in accordance with TRADOC guidance and directives, instructors are assigned the additional duty of Squad Leader and are charged with, but not limited to, the following responsibilities:

- a. Trains squad on individual and collective tasks.
- b. Manages logistical and administrative needs of the squad.
- c. Inspects condition of Soldiers' weapons, clothing, and equipment.
- d. Maintains accountability of Soldiers and equipment.

- e. Submits requests for awards and decorations.
- f. Ensures material and supplies are distributed to Soldiers in squad.
- g. Keeps AITPSG informed on squad status and requirements.
- h. Assists AITPSG in the execution of PRT.
- i. Conducts performance counseling for his/her squad.

5-9. AITPSG tour of duty

- a. Upon successful completion of the AITPSG Course, AITPSGs will:

- (1) Be awarded SQI "Y".

- (2) Incur a 24 month obligation for AITPSG duty. The 24 month obligation begins on the actual reporting date to the gaining unit. NCOs must take appropriate action to meet the length of service requirement prior to attending the Course (see AR 614-200, Table 3-1, Rule 4).

- b. All AITPSGs will be stabilized for 24 months. The stabilized tour will begin the month the Soldier reports to the AITPSG position (gaining unit), and will terminate 24 months later on the last day of the month from the actual reporting day. (Ex: if start date is 20070113, termination date will be 20090131). AITPSGs can request up to a 12 month extension on a one time basis, for a total tour of duty not to exceed 36 months. HRC (KNOX-HRC-EPD-D) is the approval authority for all requests. Normally, the AITPSG tour will not exceed 36 months; however, some conditions may be allowed via waiver approved by HRC.

- c. NCOs will serve only one tour as an AITPSG.

- d. The AIT PSOY will be assigned to HQ, IMT-CoE, Fort Eustis, VA.

- e. Reassignment after a tour of AITPSG duty outside the NCO's primary MOS/career progression MOS is prohibited.

- f. AITPSGs who are selected for promotion to MSG will continue to serve in authorized AITPSG positions until the last day of the month prior to promotion. PSCs who have already started or graduated from AITPSG Course when selected for promotion to MSG will continue to comply with AITPSG AIs.

Chapter 6

AITPSG Course Administration

6-1. New-Start Program

- a. The DSS Commandant is the approval authority for New-start candidates and will notify HRC DS Branch for new-start candidates who fail to achieve Course standards.
- b. PSCs that miss training due to emergency leave or hospitalization, and do not complete the Course with the initial class, become new-starts in the next available class.

6-2. Removal of PSCs from the AITPSG Course

- a. PSCs removed from the AITPSG Course may remain in the AITPSGP, be considered for AITPSG duty in the future, and given a new AITPSG Course date.
- b. The DSS Commandant is the designated approval authority to remove candidates from the AITPSG Course. Primary reasons for removal from the Course are:
 - (1) Arriving unqualified to the AITPSG Course (NCOs not meeting the Course prerequisites, such as failure to pass the entrance APFT, not meeting body composition requirements in AR 600-9, or arriving with a temporary or permanent profile).
 - (2) Academic failure.
 - (3) Temporary medical reasons that will prevent the NCO from completing the AITPSG Course in the specified time.
 - (4) Failure to maintain high standards of military appearance, courtesy, bearing, conduct, and professionalism.
 - (5) Administrative issues, such as emergency leave.
 - (6) Infractions of training policies or violations of the UCMJ.
 - (7) Lack of proper motivation, provided individual counseling has been unsuccessful.
 - (8) Hardship or Family problems that prevent the NCO from completing the AITPSG Course.
- c. Procedures for removal action.

- (1) The DSS Commandant will evaluate all PSCs recommended for removal from the PSC. In cases where the Commandant determines that removal is warranted, the following procedures apply:

(a) The DSS Commandant will provide the PSC with written notice of the proposed action, basis for the action, consequences of disenrollment, right to submit rebuttal matters, and the right to appeal. PSCs must submit rebuttal matters within 48 hours.

(b) The DSS Commandant must receive a handwritten endorsement from the PSC that acknowledges a counseling session was held; the elimination notice was received, and indicates the PSC's intent with regard to submission of rebuttal matters.

(c) Refer all adverse AERs to the PSC with counseling memorandum for acknowledgement and comment.

(d) The reviewing authority for cases regarding appeals is the approval authority for removal from the AITPSGP. The DSS Commandant will review all appeals for accuracy and format, before sending the removal packet to the approval authority in accordance with AR 614-200. The DSS Commandant will forward the entire appeal packet after completion to the approval authority. If the case involves removal of the PSC from both the PSC and the AITPSGP, the Commandant will execute the PSC removal packet and then refer it to HRC with the recommendation to remove the PSC from the AITPSGP in accordance with AR 614-200.

(2) Intermediate levels of command will not delay the recommendations from reaching the approval authority. Not more than 72 hours will lapse between transmittal of the DSS Commandant's recommendation and receipt at the approval authority. PSCs should remain in training until the approval authority notifies the Commandant of the final decision. Remove PSCs from training during the 72 hour timeframe if they are disruptive, interrupt the environment conducive to learning, or elect not to appeal the dismissal.

(3) Return PSCs removed from the PSC to their units. HRC, Chief, Readiness Division (AHRC-EPD-D) is the removal authority for NCOs stationed in CONUS who become unqualified for AITPSG assignment/duties after graduation from PSC and prior to departing the current installation (other than AITPSG installation) on AITPSG assignment instructions in accordance with AR 614-200.

(4) The LDT&TS Director will submit a copy of the removal packet for every candidate removed from the AITPSG Course to Commander, HRC, ATTN: KNOX-HRC-EPD-D, 1600 Spearhead Division Avenue, Fort Knox, KY 40121.

(5) The DSS Commandant will notify the unit CSM of each PSC's removal from the PSC/AITPSGP. A letter from the approval authority will specify the reason(s) for removal.

(6) The DSS Commandant will submit a copy of the removal packet for every PSC removed from the AITPSGP to Commander, U.S. Army Human Resources Command ATTN: KNOX-HRC-EPD-D 1600 Spearhead Division Avenue Fort Knox, KY 40121 Resources Command ATTN: KNOX-HRC-EPD-D 1600 Spearhead Division Avenue Fort Knox, KY 40121, Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.

6-3. Removal from the AITPSGP

a. CoEs/Installations, separate brigade, and/or appropriate equivalent commanders may remove NCOs from the AITPSGP (while in candidate status or while assigned to AITPSG duties). The minimum removal authority is Colonel-level command. Commanders may delegate this authority to subordinate commanders or deputy commanders/commandants in the grade of Colonel or higher, including commanders/commandants of other services. Any of the following represent reasons for removal:

(1) Arriving unqualified to the AITPSG Course (NCOs not meeting the Course prerequisites, such as failure to pass the entrance APFT, not meeting body composition requirements in AR 600-9, or arriving with a profile greater than 111221).

(2) Failure to pass the APFT.

(3) Academic failure (AITPSG Course).

(4) Administrative reasons: execution of a Declination of Continued Service Statement; separation due to end of term in service; promotion to MSG; or approved reclassification. All other administrative removals must be approved by the Director of Enlisted Personnel, HRC.

(5) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct and/or professionalism—including noncompliance with body composition requirements in AR 600–9 and testing positive for drugs.

(6) Infractions of training policies or violations of the UCMJ.

(7) Lack of proper motivation, provided individual counseling has been unsuccessful, including failure to enter or complete the AITPSG Course.

(8) Medical reasons, including pregnancy, when condition prevents the NCO from performing AITPSG duties.

(9) Hardship or Family problems that prevent NCO from performing AITPSG duties.

b. NCO in an PSC status, or serving as an AITPSG, may submit applications for attendance to service Courses such as Warrant Officer Candidate Course and Special Forces Assessment and Selection upon completion of 18 months of their stabilization period. If selected for attendance to these or any other service courses, the NCO will receive a class date after termination of their AITPSG stabilization period. NCOs may request a waiver of the stabilization period from HRC.

c. In accordance with AR 623-3, NCOs released from a Course of instruction through no fault of their own (such as medical or compassionate), approved retirement, or resignation from the service, will receive an AER, and item 11 will be left blank. The AER will not be referred and the circumstance will be fully explained in Item 14, "Comments," (DA Form 1059).

d. HRC (KNOX-HRC–EPD-D) is the removal authority for NCOs who are stationed in CONUS and who become unqualified for AITPSG assignment/duties after graduation from AITPSG Course and prior to departing current installation (other than AITPSG installation) on AITPSG assignment instructions. Request for removal will be forwarded through current installation command channels to HRC (KNOX-HRC–EPD-D) and will include recommendation (approval/disapproval) from the first commander in rank of Colonel. Requests will include all supporting documentation as appropriate.

e. When a serious incident occurs requiring an investigation, the AITPSG will be temporarily reassigned. Mere occurrence of an incident or the conduct of an investigation is not intended to be a basis for removal from the program. Decisions on removal must be based on the circumstances or the completed investigation. Reports of removal are not required if AITPSGs are cleared and returned to AITPSG duty. (AITPSGs who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) AITPSG strength.) When AITPSGs are removed from the AITPSGP, they will:

- (1) Be removed from the Course or unit.
- (2) Be assigned other duties at the installation (if possible).
- (3) Have SQI "Y" removed for reasons listed above.

f. AITPSGs removed from the AITPSGP for pregnancy will receive AIs to report back to AITPSG duties or Course, as applicable, normally 6 months after anticipated delivery, unless the AITPSG had completed 12 months or more of AITPSG status when removed.

g. Removal packets are required when AITPSGs are removed from the AITPSGP. As a minimum, the following must be included:

- (1) Letter of intent to remove.
- (2) AITPSG's acknowledgment statement or a statement by removal authority as to why acknowledgement statement is not included.
- (3) AITPSG's rebuttal statement, if provided.
- (4) All chain of command correspondence.
- (5) Approval correspondence signed by approval authority with removal paragraph and reason cited.
- (6) Justification—copies of formal counseling, Article 15, Court Martial orders, temporary or permanent physical profiles (when pregnancy is reason include expected delivery date), as applicable.
- (7) Copy of orders revoking SQI "Y" (when applicable).

h. NCOs removed from the AITPSGP for reasons listed above, when medical profile is permanent or is based on mental evaluation, are not eligible for reentry in the program.

i. The appeal and reinstatement approval authority for NCOs removed from the AITPSGP will be no lower than the first General Officer in the NCO's chain of command and will always be a General Officer higher in grade than the designated removal authority.

j. Appeals to AITPSG removal actions must be acted upon and final decision provided to HRC (KNOX-HRC-EPD-D) within 20 calendar days from the date of the NCO's removal from the AITPSGP. An appeal that is not acted upon within the allotted time period must be forwarded to the Commanding General (CG), HRC for action. Appeals that must be acted upon by the CG, HRC must be submitted within 20 calendar days of the date the NCO was removed from the AITPSGP.

k. When removal from the AITPSGP is HRC directed, the DCS, G-1 will act as the appeal and reinstatement authority. These appeals must be submitted to the DCS, G-1 (DAPE-MPE) within 20 calendar days from the date of the NCO's removal.

l. Appeals submitted to the CG, HRC and the DCS, G-1 must be processed through the highest General Officer on the installation who is an appeal authority and is in the NCO's chain of command.

6-4. AITPSGC assignment, use, and tour of duty

a. Unit commanders will ensure the PSC has no issues that would prevent successful completion of an AITPSG tour of duty (that is, personal, financial, or medical). If in the opinion of the unit commander, a PSC is not prepared to attend AITPSG Course as scheduled (for example, prospective APFT failure, a limiting physical profile, overweight, etc.), the commander will arrange for class deferment with HRC, Enlisted Personnel Management Directorate, Detailed Assignment Branch.

b. Senior mission commanders have the option to assign a PSC to a training unit. The PSC must meet the following requirements during their assignment:

(1) Assign a serving AITPSG to sponsor the PSC to monitor their activities in the unit as well as help them prepare for the AITPSG Course. The PSC will spend the maximum amount of time preparing for the AITPSG Course, closely observing unit training, and participating in as many training activities as possible. If time allows, the sponsor will assist the PSC with completing the appropriate certification requirements applicable to the installation before attending the AITPSG Course (for example, range certification, mail handler, driver's safety, etc.). The sponsor will also check the candidate's progress while in the AITPSG Course.

(2) Do not, at any time, place the PSC in positions that allow total control and responsibility for IET Soldiers. This includes, but is not limited to, marching Soldiers, counseling Soldiers, or acting in the capacity of a primary instructor. Furthermore, do not use the PSC in the following capacities listed below. However, the PSC may accompany a serving AITPSG (sponsor) in the performance of these duties:

- (a) Charge of quarters.
- (b) Staff duty NCO.
- (c) Sergeant of the guard.
- (d) Commander of the relief.
- (e) Funeral detail NCO.

6-5. AITPSG assignment, use, and tour of duty

a. Assign and use AITPSG only in authorized AITPSG positions; if a AITPSG is moved into a non-AITPSG position, HRC will be notified immediately. AITPSGs will not perform major additional duties that divert them from their primary duties of an AITPSG. Additional company duties such as physical security NCO or equal opportunity representative are authorized.

b. A unit without an assigned 1SG may temporarily appoint an AITPSG to act in the 1SG position, for a period not to exceed 90 days. However, the AITPSG must maintain their primary position as an AITPSG.

c. Successful graduates of AITPSG Course incur a 24 month obligation for AITPSG duty. NCOs must take appropriate action to meet the length of service requirement prior to attending the AITPSG Course.

d. The tour of duty as an AITPSG normally will not exceed 36 months. AITPSG Course instructors have the option to extend for an additional 6 months beyond the current maximum of 36 months, not to exceed a total of 42 months.

6-6. Annual AITPSG certification

Unit commanders will ensure AITPSGs are evaluated and certified on local AITPSG requirements (including commandant-mandated warrior tasks and battle drills). In addition, train and certify AITPSGs whenever common core requirements change (that is, changes to the TRADOC AITPSG Course POI, changes to TR 350-6, changes to commandant-mandated warrior tasks and battle drills, etc.).

6-7. AITPSG assignment ratios

- a. AIT. AITPSG to Soldier ratio is 1:40.
- b. AITPSG Course. AITPSG Course instructors to student ratio is 1:8.

c. AITPSG Female Ratio. Two female AITPSGs per company based on nine TDA authorizations. (Example: Total TDA authorizations of 20 divide that by 9 which equate to 2.2 and multiply 2.2 by 2 (representing the 2 female requirements) and that equates to a requirement of 4.4 or 4 female AITPSG authorizations. A total of 20 AITPSG TDA authorizations would require 4 female and 16 male AITPSGs). DSS will maintain one female PSG instructor at the PSG Course.

6-8. AITPSG/candidate/AITPSG Course instructor uniform requirements

Two sets of ACUs (coat and trousers) and one pair of boots (hot weather, tan). The supplemental allowance is a one-time issue for NCOs who have served at least 6 months as an AITPSG. These items will be requested at the installation of assignment upon meeting the 6-month requirement. Items will be issued from the clothing initial issue point, if available, or the Army Military Clothing Sales Store.

Chapter 7 DSL/AITPSG Leader (PSL) Certification Requirements

7-1. DSL/PSL selection

a. DSs and AITPSGs currently on assignment may volunteer for DSL/PSL duty, or their CSM or 1SG may nominate them; however, the final word of acceptance rests with the DSS Commandant. Only DSs in the grade of SSG and SFC are eligible to serve as DSLs. To serve as CI, individual must be in the rank of 1SG/MSG and have completed DSS and served as a DS for a minimum of one year in an IET BCT unit.

b. DSS Commandant requires the following for DSL and PSL selection:

(1) AA DSs and AITPSGs will have 12 months of successful service in an IET environment, with no record of disciplinary action, and pass an APFT with a minimum standard score of 210 (70 points in each event).

(2) DSs and AITPSGs will maintain the physical fitness standard during their entire tenure as a DSL (70 points in each APFT event, for a total minimum score of 210 points).

(3) DSs and AITPSGs will serve a minimum of 2 years as a DSL/PSL, including certification time. DSLs and PSLs then have the option to extend for an additional 6 months beyond the current maximum of 36 months, not to exceed a total of 42 months.

Note: The minimum 2 year requirement as a DSL and PSL is met when a prospective DSL or PSL serves the required minimum of 12 months on assignment in IET.

(4) NCOs returning to DS duties and under consideration as a prospective DSL will attend DS recertification training (see chapter 4). The DSS Commandant will sign the DS recertification training (not DSL certification) for DSLs to reinstate SDAP.

(5) USAR DSs will have served a minimum of 12 months as a certified DS, in a valid DS position and completed a minimum of two complete AT periods or equivalent as a DS in the IET environment prior to being eligible for consideration for assignment as a DSL.

c. DSS Commandant will:

(1) Not allow DSLs or PSLs who fail to maintain prescribed level of fitness, proper weight and body composition, and personal appearance in accordance with AR 600-9 to instruct, until the DSL or PSL achieves the prescribed standard.

(2) Identify replacement CI/Drill Sergeant Leader Candidate (DSL/C)/AITPSGL Candidate (PSLC) personnel prior to the departure of a qualified CI/DSL not later than 90 days for AA and 120 days for USAR. Senior commanders will establish a policy that allows a 90-day/14-month overlap between the outgoing CI/DSL/PSL and their replacement. The DSL/C or PSLC will not be included in the DSC to DSL/PSL ratio and will not be utilized as a DSL or PSL until certification has been completed.

7-2. DSL/PSL certification training

a. The DSS Commandant will:

(1) Appoint a qualified DSL or PSL to monitor the progress of each DSL/C/PSLC.

(2) Ensure each DSL/PSL is qualified and meets the eligibility and training requirements criteria as outlined in chapter 7 of this regulation, prior to assignment as a primary instructor in DSS/AITPSGC.

(3) Track each DSL/PSL's progress beyond the certification program and maintain a post progress plotter in their packets.

(4) Request for DSL/PSL certificate of training. The Commandant will submit a memorandum requesting a Certification Certificate be issued once a DSL/C or PSLC completes all required training. The request will include name, grade, and start/finish dates of the certification training. A complete copy of the DSL/C/PSLC's certification packet will accompany the request. This request and all required documentation will be sent to the Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315. The Certification Certificate will be completed by the proponent and returned to the Commandant for issue to the Certified DSL/PSL.

(5) Use TRADOC Form 369-E See appendix C (Drill Sergeant School Cadre Evaluation Sheet) to evaluate each DSL and PSL once every 90 calendar days, and place a copy of the evaluation in the DSL/PSL's file and provide developmental counseling, as needed. The CI, senior DSL, and senior PSL will assist in performing these evaluations. These evaluations will only be performed by current DSL/PSL certified, DSS cadre. The evaluation must be an evaluation of the individual presenting a block on instruction, to a current DSS/AITPSGC class from the current TRADOC approved DSS/AITPSGC POI.

(6) Maintain a file on each DSL and PSL (see DSSC/AITPSGC management plan for specific content).

(7) Terminate USAR DSL status when recertification is not as this regulation directs.

b. The DSL/PSL certification training is a maximum of 30 days in length. DSLCs and PSLCs begin their certification training on any training day within a cycle, but must be complete within the maximum of 30 training days. The decision to condense or extend the certification time rests with the DSS Commandant on a case-by-case basis. Training will include:

(1) The CI will counsel the DSLCs and PSLCs on the DSSC or AITPSG Course materials. The DSLC and PSLC will understand the methodology outlined in the DSS provided course ware to include the lesson plans, course management plan, course map, and student evaluation plan to include counseling, grading standards, procedures, and the small group instruction concept.

(2) The senior DSL or PSL will administer all performance and written tests in accordance with the test administration guidance. The DSLCs and PSLCs will meet the course completion requirements detailed in the student evaluation plan. Retesting will be conducted in accordance with the DSS student evaluation plan.

c. DSLCs and PSLCs must complete the following for certification:

(1) Qualify for award of SQI-8 (upon completion of all Army Basic Instructor Course requirements).

(2) Small Group Instructor Training Course.

(3) Renew the instructor certification if the instructor has not taught within 3 years.

(4) Combat Lifesaver certification.

(5) Modern Army Combatives certified (minimum skill level 1 for DSL only).

(6) Evaluation of drill and ceremonies testing/grading procedures:

(a) First, the DSLC/PSLC will observe the testing procedures of their mentor.

(b) Next, the DSLC/PSLC will simultaneously evaluate a DSC/PSC with the mentor as the primary grader.

(c) The DSLC/PSLC will conduct three methods of instruction evaluations (talk-through, by the numbers, and step-by-step) and will receive counseling and feedback from the DSL/PSL on their grading procedures.

(d) Use the DSLC/PSLC as a primary instructor after conducting counseling for that method of instruction.

(7) Evaluation of the methods of instruction and instruction in small group concept. Prior to their use as a primary instructor, the DSLC/PSLC must complete certification; however, the DSLC/PSLC may present drill and ceremony modules and demonstrations. The CI or the senior DSL/PSL in the absence of the CI (with all available DSLs forming the class) will evaluate the DSLC/PSLC's presentation ability on a tactics, PRT, navigate IET leadership challenges and human relations lessons. These presentations will be the last task to be completed in DSL/PSL certification. The CI/Senior DSL/PSL will select the lesson the DSLC/PSLC will present, providing ample time to prepare for instruction. The CI/Senior DSL/PSL will document all evaluations on TRADOC Form 369-E (DSS Cadre Evaluation Sheet). Use the DSLC/PSLC as an instructor only after the DSLC/PSLC receives a "GO" rating on TRADOC Form 369-E for that series of instruction. Never leave a DSLC or PSLC instructing a class without a certified DSL/PSL present.

Chapter 8

Drill Sergeant/AIT Platoon Sergeant of the Year Program (PSOY)

8-1. Eligibility criteria

Commander, TRADOC, will select a DSOY for the AA and USAR. Additionally, a PSOY will be selected.

- a. Be allowed to compete only once at the TRADOC level competition.
- b. As a minimum, nominees for AA DSOY will:
 - (1) Be in the rank of SGT, SSG, or SFC.
 - (2) Be a graduate of DSS.
 - (3) Have served 1 year on DS status prior to selection and currently serving as a DS as of the date of nomination.
 - (4) Have 1 year remaining on current enlistment or have a letter of extension approved.
 - (5) Be able to complete an APFT with no alternate events. NCOs prohibited from taking an APFT due to a medical profile will not compete in the TRADOC competition.
- c. As a minimum, nominees for USAR DSOY will:
 - (1) Be in the rank of SGT, SSG, or SFC.
 - (2) Be a graduate of DSS.

(3) Will have served a minimum of 12 months as a certified DS, in a valid DS position and completed a minimum of two complete AT periods or equivalent as a DS in the IET environment at the time of nomination.

(4) Have 1 year remaining on current enlistment or have a letter of extension approved.

(5) Be able to pass an APFT with no alternate events. NCOs prohibited from taking an APFT due to a medical profile will not compete in the TRADOC competition.

d. As a minimum, nominees for AIT PSOY will:

(1) Hold the rank of SSG or SFC.

(2) Be a graduate of the AITPSG Course.

(3) Have served 1 year on AITPSG status prior to selection and currently serving as an AITPSG as of the date of nomination.

(4) Have 1 year remaining on current enlistment or have a letter of extension approved.

(5) Be able to pass an APFT with no alternate events. NCOs prohibited from taking an APFT due to a medical profile will not compete in the TRADOC competition.

8-2. Selection procedures

a. For AA, each commander authorized DSs will conduct a board to select an installation DSOY nominee (normally from each of the CoEs), and submit the nominees in accordance with the annual HQ TRADOC DSOY memorandum of instruction. Complete TRADOC Form 298-R-E (Drill Sergeant of the Year Nominee) See Appendix G and forward it with packet to the current DSOY at 210 Dillon Circle, Fort Eustis, VA 23604-5701.

b. USAR Training Commands (IET) will conduct boards to select their DSOY nominees, and submit the nominees in accordance with the annual HQ TRADOC memorandum of instruction. Complete TRADOC Form 298-R-E and forward it with packet to the current Reserve DSOY at 210 Dillon Circle, Fort Eustis, VA 23604-5701.

c. Each CoE or separate brigade commander authorized AITPSGs will conduct a board to select an installation AIT PSOY and submit the names in accordance with the annual HQ TRADOC memorandum of instruction. Satellite installations will send their representative to a regional board conducted at the installation that holds proponency. Complete TRADOC Form 298-R-E and forward it with packet to the current PSOY at 210 Dillon Circle, Fort Eustis, VA 23604-5701.

d. When the Commandant receives nominations and the DSOY/PSOY nominees arrive at the DSS, a board of individuals selected by the TRADOC CSM is convened to select the DSOY (one from the AA and one from the USAR) and a PSOY. The DSOY/PSOY selection criteria are:

(1) A written performance of each nominee is presented before the board.

(2) The DSOY/PSOY nomination packet forwarded from their installation or organization. The DSOY/PSOY nominees will bring an updated enlisted record brief, a copy of any orders received which were not previously in their packet, and a current DA photograph.

(3) The performance of each nominee on the APFT administered as part of the competition.

(4) The performance oriented tests will be conducted in front of evaluators at the DSS. These are tasks from the DSS/AITPSG Course POI learned in DSS.

d. IMT-CoE Command Sergeant Major, has the authority to terminate DSOY/PSOY nominees from the competition when nominees:

(1) Have failed the administered APFT.

(2) Are not in compliance with AR 600-9.

(3) Refuse to attempt or demonstrate the performance oriented test.

(4) Are in violation of the UCMJ or have otherwise had favorable personnel actions suspended in accordance with AR 600-8-2.

e. Installation DSOY/PSOY nominees not selected as the TRADOC DSOY/PSOY will continue to serve as a DS/AITPSG in their assigned company until their commitment is complete. (If they are not being utilized and slotted as DS's they are not authorized SDAP awards).

8-3. Duties of the Active Army (AA) Drill Sergeant of the Year (DSOY)

The AA DSOY will-

a. Perform special assignments for the Commander, TRADOC.

b. Assist IMT-CoE in recruiting program assets, as requested, when duties do not conflict with TRADOC tasked DSOY responsibilities.

c. Participate in IMT quick look visits when duties do not conflict with TRADOC tasked DSOY responsibilities.

d. AA DSOY will relocate to IMT-CoE HQ to fulfill the requirements of the AA DSOY for a minimum of 1 year. A second year of duty is possible serving as an advisor to the IMT-CoE CSM on matters relevant to the DSP.

8-4. Recommended duties of the USAR DSOY

The USAR DSOY will:

- a. Advise the IMT-CoE CSM about DS issues, and recommend changes needed to improve DS program
- b. Assist IMT during the IMT quick look process
- c. Serve for a period of one year but no longer than 18 months.
- d. Perform as a guest speaker for military or civilian functions as needed
- e. Discuss issues with USAR Training Command (IET) CSM biannually
- f. Be liaison between reserve DS and IMT-CoE
- g. Plan ICW Active DSOY for annual DSOY/PSOY competition.

8-5. Duties of the United States (U.S.) Army Training and Doctrine Command (TRADOC) PSOY

The TRADOC PSOY will:

- a. Be available to perform special assignments for the DCG-IMT, when appropriate.
- b. Assist IMT-CoE in recruiting program assets, as requested, when duties do not conflict with TRADOC tasked PSOY responsibilities
- c. Participate in IMT assistance/assessment visits.
- d. Assist IMT during the IMT quick look process.
- e. The AIT PSOY will relocate to the IMT-CoE HQ to fulfill the requirements of the PSOY for a minimum of 1 year.

8-6. Types of awards

- a. DSOYs/PSOY.

(1) The individual selected as the AA DSOY/PSOY will receive appropriate recognition for exceptional achievement. Senior commanders may award recognition, as they deem appropriate, consistent with AR 600-8-22, AR 672-20, and TR 672-6.

(2) The individual selected as the USAR DSOY will receive recognition for exceptional achievement. The USAR Training Command (IET) commanders may award recognition, as they deem appropriate in accordance with regulations mentioned above.

b. HQ, TRADOC. Commanding General, TRADOC, will present appropriate awards to both the AA and USAR DSOYs and PSOY in a joint ceremony culminating the DSOY/PSOY Program at the DSS, Fort Jackson, South Carolina.

c. HQDA. The Chief of Staff, of the Army will present the Stephen Ailes Award to the AA DSOY and the Ralph E. Haines, Jr. Award to the USAR DSOY at HQDA in a joint ceremony. The PSOY will receive the SFC Finnis D. McCleery Award. Commander, TRADOC will coordinate the dates for the HQDA ceremony upon announcement of the DSOY/PSOY winners.

d. Resources. Local commanders will provide travel, lodging, and subsistence funds for their DSOY/PSOY nominees. Incumbent DSOY/PSOY nominees' respective commands provide temporary duty funds.

Appendix A

References

Section I

Required Publications

AR 140-10
Assignments, Attachments, Details, and Transfers

AR 600-9
The Army Body Composition Program

AR 614-200
Enlisted Assignments and Utilization Management

AR 623-3
Evaluation Reporting System

DA PAM 623-3
Evaluation Reporting System

United States Army Forces Command (FORSCOM)/TRADOC Regulation 140-3
United States Army Reserve (USAR) Division (Institutional Training) Training Management and Policies

TR 350-6
Enlisted Initial Entry Training Policies and Administration

TR 350-70
Army Learning Policy and Systems

Section II
Related Publications

AR 5-13
Training Ammunition Management

AR 40-501
Standards of Medical Fitness

AR 350-1
Army Training and Leader Development

AR 600-8-22
Military Awards

AR 600-85
Army Substance Abuse Program (ASAP)

AR 611-5
Personnel and Classification Testing

TR 350-10
Institutional Leader Training and Education

TR 350-18
The Army School System (TASS)

TRADOC Pam 350-70-5
Systems Approach to Training: Testing

Section III
Prescribed Forms

TRADOC Form 270-R-E
Institutional Attendance Register (Prescribed in para 1-4f. (2).)

TRADOC Form 298-R-E
Drill Sergeant of the Year Nominee (Prescribed in para 8-2.)

TRADOC Form 350-E
Drill Sergeant Course Performance (Prescribed in paras 1-4f(10) and 2-3d.)

TRADOC Form 369-E
Drill Sergeant School Cadre Evaluation Sheet (Prescribed in para 7-2a(5).)

TRADOC Form 603-R-E
Active Army Drill Sergeant Report (Prescribed in para 2-11a.)

TRADOC Form 603-1-E
Active Army Drill Sergeant Report by Grade and MOS (Prescribed in para 2-11a.)

Section IV
Referenced Forms

DA Form 2-1
Personnel Qualification Record, Part II

DA Form 1059
Service School Academic Evaluation Report

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 2796
Post-Deployment Health Assessment

DA Form 4187
Personnel Action

DA Form 4991-R
Declination of Continued Service Statement

DA Form 7424
Sensitive Duty Assignment Eligibility Questionnaire

ERB
Enlisted Record Brief

Appendix B

Instructions for Using TRADOC Form 369-E, Drill Sergeant School Cadre Evaluation Sheet

B-1. Sections of form

TRADOC Form 369-E presents the DSSC POI performance standards for preparing and conducting training, using the instruction in small group methods. The evaluation must be conducted by qualified personnel currently assigned to the DSS (DSLs, CI, course manager (USAR), Deputy Commandant or Commandant) and be an evaluation of the presentation of current TRADOC-approved DSS POI material in a current DSS class. The evaluation sheet contains the following sections:

- a. Section I: Evaluation of Small Group Instruction Methods.

- b. Section II: Evaluation Post Check. Evaluate all presentations using Section II, which presents additional generic standards for training delivery.

B-2. Grading

To receive an overall "GO" for a graded presentation, the DSL/DSC must receive a "GO" for each of the applicable performance areas listed in the left-hand column of the evaluation sheet. The performance standards are listed in the right-hand column on the sheet. These standards are provided to inform the cadre member of the performance requirements and to assist evaluators in determining the basis for a "GO" for any given performance area.

B-3. Standards

The standards listed in both sections are the minimum HQ TRADOC performance standards. However, additional locally established standards may be added in each section under "Other Standards" (section I, block B(4) and section II, block C).

DRILL SERGEANT SCHOOL CADRE EVALUATION SHEET For use of this form, see TRADOC Reg 350-16; the proponent is Deputy Chief of Staff, G-3/5/7.				
INSTRUCTOR DOE, JOHN A.	GRADE E-7	CLASS J1002 Conduct of IET	DATE 20130519	
LOCATION UNITED STATES ARMY DRILL SERGEANT SCHOOL				
SECTION I: EVALUATION OF SMALL GROUP INSTRUCTION METHODS				
PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS
A. INTRODUCTION.				
1. Learning Objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	States complete objective, either from the advance sheet or lesson guide, in terms consistent with approved TLOs/ELOs (Lesson Development Sheet).
2. Orientation Statement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explains or shows how task relates to a job a DSC will perform (why training is necessary).
3. Subject Matter Expert.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor is fully prepared. Instructor contributes to learning environment with personal experiences, rather than keeping attention focused only on the lesson guide, without facilitating classroom discussion.
4. Observer Process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourages input from all group members. Does not judge or put down member comments. Picks up on nonverbal clues (for example, member wishes to make input; member does not understand point) and responds appropriately.
B. FACILITATION.				
1. Discussion Coverage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows lesson guide and discussion input. Discussions support the learning objective.
2. Technique.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asks questions, restates or summarizes points, or makes clarification to keep discussion on track with learning objective. Does not interject opinions. Raises issues only when it is apparent group members will not. Guides group to consensus when necessary.
3. After Action Reviews/Summary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restates learning objectives (given in summary). Guides class discussion of what students learned. Encourages participation and summarizes learning.
4. Other Standards (Locally Determined). <i>(Specify local standard(s), if any, and check appropriate block. Otherwise, check "NA.")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COMMENTS: Used expert power base to ensure complete understanding by all students Indicated the gravity of the topic through personal anecdotes and stories from IET Conducted checks on learning periodically to ensure student understanding of key points				

Figure B-1. Sample TRADOC Form 369-E – Drill Sergeant School Cadre Evaluation Sheet

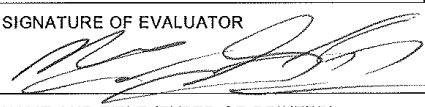


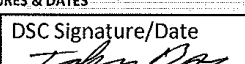
SECTION II: EVALUATION POST CHECK				
PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS
A. COMMUNICATION TECHNIQUES.				
1. Speech/Language.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can be heard and understood. Uses correct grammar.
2. Demeanor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses direct eye contact. Appears confident and prepared; well refined.
3. Questioning Techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses the Ask-Pause-Call techniques as outlined in DSS POI. Does not put down members for incorrect answer; instead, redirects into the group for assistance and comes back to those members in the group discussions.
B. CLASSROOM MANAGEMENT.				
1. Learning Conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classroom is neat and clean. Seating arrangement is proper for type of training. Effort is made to correct/compensate adverse conditions; for example, poor lighting and climate extremes. All students can see and hear demonstrations and training aids.
2. Equipment and Materials.				
a. Training Equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is adequate training equipment for proper equipment-to-student ratio. Equipment works properly.
b. Training Aid Equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment is set up correctly, focused, and ready to use.
c. Materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides sufficient handouts and other written materials for all students (for example, Summary Sheets, PEs, etc.)
C. OTHER STANDARDS (LOCALLY DETERMINED). (Specify local standard(s), if any, and check appropriate block. Otherwise, check NA.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has evaluator reviewed lesson plan and associated course materials?				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
I certify that the instructor evaluated was critiqued immediately after evaluation.	SIGNATURE OF EVALUATOR 			DATE 20130519
	NAME AND TITLE (TYPED OR PRINTED) SFC SRAYB, MICHAEL C., SENIOR DRILL SERGEANT LEADER			
TO BE COMPLETED BY EVALUATOR				
Very professional demeanor; portrayed a great amount of confidence				
Emphasized the critical nature of the subject matter for a potential Drill Sergeant				
Avoided filler words and distracting mannerisms				
Needed to utilize the Ask-Pause-Call method more often				
SIGNATURE OF INSTRUCTOR 		NAME AND TITLE (TYPED OR PRINTED) DOE, JOHN A. DRILL SERGEANT LEADER CANDIDATE		DATE 20130519

Figure B-1. Sample TRADOC Form 369-E continued

Appendix C
Candidate Record of Training (CRT)

012-SQIX-DSS PHASE 1 CANDIDATE RECORD OF TRAINING (CRT)							
SECTION I: IDENTIFICATION							
DSC's NAME: <u>SSG DOE</u>			PHASE START DATE: <u>25 Sep 13</u> END DATE: <u>15 Oct 13</u>				
DSL's NAME: <u>SFC Yont</u>			CLASS #: <u>515-12</u> PLATOON: <u>1st</u>		SQUAD: <u>2nd</u>		
SECTION II: WRITTEN EXAMINATIONS							
A	PHASE 1 EXAMINATION		SCORE	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>95</u>	<u>16/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
SECTION III: PERFORMANCE EVALUATIONS							
B	SET 1 - METHOD OF INSTRUCTION: <u>TALK-THROUGH</u> MOVEMENT: <u>POSITION OF ATTENTION</u>		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>4/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
C	SET 1 - METHOD OF INSTRUCTION: <u>TALK-THROUGH</u> MOVEMENT: <u>REST POSITIONS AT THE HALT</u>		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>No Go</u>	<u>4/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT		<u>Go</u>	<u>5/10/2013</u>	<u>CA</u>		
	THIRD ATTEMPT						
D	SET 1 - METHOD OF INSTRUCTION: <u>TALK-THROUGH</u> MOVEMENT: <u>HAND SALUTE</u>		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>5/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
E	SET 2 - METHOD OF INSTRUCTION: <u>by the numbers</u> MOVEMENT: <u>face to the rear</u>		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>11/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
F	SET 3 - METHOD OF INSTRUCTION: <u>Step by Step</u> MOVEMENT: <u>15 in Step Backward</u>		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>17/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
G	PHYSICAL READINESS TRAINING (PRT) INSTRUCTOR EVALUATION - (STRENGTH AND MOBILITY)		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>17/10/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
H	PHYSICAL READINESS TRAINING (PRT) INSTRUCTOR EVALUATION - (ENDURANCE AND MOBILITY)		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT						
	SECOND ATTEMPT						
	THIRD ATTEMPT						
I	ARMY PHYSICAL FITNESS TEST (APFT)		SCORE	GO/ NO GO	DATE (DD/MM/YYYY)	DSL INITIALS	
	FIRST ATTEMPT						
	PU:	SU:					RUN:
	<u>44</u> <u>65</u> <u>63</u> <u>79</u>	<u>1342</u>					<u>96</u>
	<u>240</u>	<u>Go</u>					<u>27/09/2013</u>
SECOND ATTEMPT							
PU:	SU:	RUN:					
THIRD ATTEMPT							
PU:	SU:	RUN:					
SECTION IV: SIGNATURES & DATES							
DSL Signature/Date  <u>15 Oct 13</u>			DSC Signature/Date  <u>15 Oct 13</u>				



AS OF 3/25/2013

Figure C-1. Sample Candidate Record of Training (CRT)

012-SQIX DSS PHASE 2 CANDIDATE RECORD OF TRAINING (CRT)							
SECTION I: IDENTIFICATION							
DSC's NAME: <i>SSG Doe</i>			PHASE START DATE: <i>16 Oct 13</i> END DATE: <i>5 Nov 13</i>				
DSL's NAME: <i>SFC Yont</i>			CLASS #: <i>515-12</i> PLATOON: <i>1st</i> SQUAD: <i>2nd</i>				
SECTION II: WRITTEN EXAMINATIONS							
A	PHASE 2 EXAMINATION		SCORE	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<i>82</i>	<i>6/11/2013</i>	<i>MY</i>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
SECTION III: PERFORMANCE EVALUATIONS							
B	Army Basic Instructor Course (ABIC) - 20 Minute class		GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<i>Go</i>	<i>21/10/2013</i>	<i>MY</i>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
B	M16 QUALIFICATION SCORE		SCORE	GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS	
	FIRST ATTEMPT		<i>37</i>	<i>Go</i>	<i>25/10/2013</i>	<i>MY</i>	
	SECOND ATTEMPT						
	THIRD ATTEMPT						
C	PHYSICAL READINESS TRAINING (PRT) INSTRUCTOR EVALUATION - (STRENGTH AND MOBILITY)		GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT						
	SECOND ATTEMPT						
	THIRD ATTEMPT						
D	PHYSICAL READINESS TRAINING (PRT) INSTRUCTOR EVALUATION - (ENDURANCE AND MOBILITY)		GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<i>Go</i>	<i>23/10/2013</i>	<i>MY</i>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
E	SET 4 - METHOD OF INSTRUCTION: <i>Talk Through</i> MOVEMENT: <i>Salute at sling Arms</i>		GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<i>Go</i>	<i>25/10/2013</i>	<i>MY</i>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
F	SET 5 - METHOD OF INSTRUCTION: <i>By the Number's</i> MOVEMENT: <i>L shoulder / R shoulder arms</i>		GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<i>Go</i>	<i>3/10/2013</i>	<i>MY</i>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
G	SET 6 - METHOD OF INSTRUCTION: <i>Talk Through</i> MOVEMENT: <i>Form, Align, dismiss a squad</i>		GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<i>Go</i>	<i>7/11/2013</i>	<i>MY</i>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
H	ARMY PHYSICAL FITNESS TEST (APFT)		SCORE	GO/NO GO	DATE (DD/MM/YYYY)	DSL INITIALS	
	FIRST ATTEMPT						
	PU:	SU:	RUN:				
	<i>62</i>	<i>92</i>	<i>85</i> <i>100</i> <i>1315</i> <i>100</i>	<i>292</i>	<i>Go</i>	<i>21/10/2013</i>	<i>MY</i>
	SECOND ATTEMPT						
THIRD ATTEMPT							
PU:		SU:	RUN:				
THIRD ATTEMPT							
PU:		SU:	RUN:				
THIRD ATTEMPT							
SECTION IV: SIGNATURES & DATES							
DSL Signature/Date <i>[Signature]</i>			DSC Signature/Date <i>[Signature]</i>				

AS OF 3/20/2013

Figure C-1. Sample Candidate Record of Training (CRT) continued

SECTION I: IDENTIFICATION							
DSC's NAME: <u>SSG Doe</u>			PHASE START DATE: <u>6 Nov 13</u> END DATE: <u>26 Nov 13</u>				
DSL's NAME: <u>SFC Yant</u>			CLASS #: <u>515-12</u> PLATOON: <u>1st</u> SQUAD: <u>2nd</u>				
SECTION II: WRITTEN EXAMINATIONS							
A	COMBAT LIFE SAVER (CLS) EXAMINATION		SCORE	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>95%</u>	<u>12/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
SECTION III: PERFORMANCE EVALUATIONS							
B	MODERN ARMY COMBATIVES - SKILL LEVEL 1		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>15/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
C	Army Basic Instructor Course (ABIC) - 40 Minute class		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>06/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
D	Army Basic Instructor Course (ABIC) - 50 Minute class		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>7/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
E	SET 7 - METHOD OF INSTRUCTION: <u>Step by Step</u> MOVEMENT: <u>PLI to the left flank</u>		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>14/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
F	LAND NAVIGATION (DAY)		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>18/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
G	LAND NAVIGATION (NIGHT)		GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS		
	FIRST ATTEMPT		<u>Go</u>	<u>18/11/2013</u>	<u>MY</u>		
	SECOND ATTEMPT						
	THIRD ATTEMPT						
H	ARMY PHYSICAL FITNESS TEST (APFT)			SCORE	GO / NO GO	DATE (DD/MM/YYYY)	DSL INITIALS
	FIRST ATTEMPT						
	PU:	SU:	RUN:	263	Go	8/11/2013	MY
	<u>59</u>	<u>81</u>	<u>65</u>				
	<u>82</u>	<u>1309</u>	<u>100</u>				
	SECOND ATTEMPT						
	PU:	SU:	RUN:				
THIRD ATTEMPT							
PU:	SU:	RUN:					
SECTION IV: SIGNATURES & DATES							
DSL Signature/Date  <u>26 Nov 13</u>			DSC Signature/Date  <u>26 Nov 13</u>				

AS OF 3/20/2013

Figure C-1. Sample Candidate Record of Training (CRT) continued

Appendix D

DS/AITPSG Resiliency Program

D-1. Applicability

This program is applicable to all units with DSs and AITPSG's assigned or attached who meet the criteria listed below.

D-2 Purpose

To provide guidance for the DS/AITPSG resiliency program.

D-3. General

The DS/AITPSG resiliency program is intended to provide all mid-tour and third-year DSs the opportunity to spend quality time with their family, attend various classes, update personal information and records, and undergo dental, medical, and mental evaluations.

D-4. Procedures

DS/AITPSGs are an essential element of the training base and the management of their reception, orientation, development, and the use of their great talent is essential to our success.

D-5. General guidelines

- a. DS/AITPSGs will not perform charge of quarters or staff duty the weekend prior to conduct of the DS resiliency week (10 consecutive days).
- b. DS/AITPSGs will have appointments made for them or they will have priority when attending to business on the installation during DS/AITPSG resiliency week.
- c. Every effort will be made to ensure all appointments are scheduled not later than 1300 hours in an effort to afford DS/AITPSGs maximum time with their family.
- d. DS/AITPSGs will be given a 3 or 4-day weekend in conjunction with the scheduled week. They can choose to attend a chaplain retreat during this time if they so desire and one is scheduled.
- e. The DS/AITPSGs resiliency week trail break will be conducted between the 10th and 14th month of DS/AITPSG duty. Commanders will conduct another DS/AITPSG resiliency week between the 22nd and 26th month for DS/AITPSGs serving a third year.

D-6. Religious support component

- a. The unit ministry team is the commander's executive agent in support of the DS/AITPSG resiliency program.
- b. Training brigade commanders should coordinate with their unit ministry team to provide DS/AITPSG with the following training:

- (1) Suicide prevention/intervention training.
- (2) Family enrichment classes.
- (3) Single Soldier retreat.

(4) Marriage/Family retreat. Retreats should include the following: Myers-Briggs personality traits training, Building Strong and Ready Families/Strong Bonds training, and/or Prevention and Relationship Enhancement Program training.

D-7. Medical component

a. Training brigade commanders should coordinate with their supporting medical treatment facility commanders to develop the medical component of the DS/AITPSG resiliency program. The coordination may be made through the IET health care committee (see TR 350-6).

b. The medical components of a DS/AITPSG resiliency program will include:

- (1) Individual medical readiness elements, to include:
 - (a) Periodic physical examination (every 5 years).
 - (b) Well woman's examination, as applicable (annual).
 - (c) Immunizations (especially influenza [seasonal], tetanus-diphtheria [every 10 years]).
 - (d) Hearing test (annual).
 - (e) Vision examination and status of protective mask inserts (every 3 years).
 - (f) Human immunodeficiency virus test (every 2 years).
 - (g) Confirm deoxyribonucleic acid specimen on file.

(2) Follow-up on any health-related condition identified previously, especially if identified on the DD Form 2796 (Post-Deployment Health Assessment).

- (3) Dental examination (annual).
- (4) Behavioral health education and professional screening.
 - (a) All DS/AITPSGs should receive behavioral-health related briefings. The briefing will:
 - Cover stress, depression, post-traumatic stress disorder, stress management, and anger management.
 - Be conducted by a professional behavioral health provider (psychiatrist, psychologist, or social worker) or a chaplain.

TRADOC Regulation 350-16

- Emphasize the point that seeking help is a sign of strength, not of weakness.
- Include a means (questionnaire, observation, etc.) by which DS/AITPSGs may be identified for follow-up interviews with behavioral health professionals, as necessary.

(b) DS/AITPSGs who have returned from deployment anytime within the past 3 years should receive one-on-one interviews with a behavioral health professional within the first 60 days of assignment.

(5) Other appointments/classes to be completed:

(a) Power of attorney and will updated (if needed).

(b) DA photo (if needed).

(c) Records update for promotion board (if needed).

(d) Anger management.

(e) Appointments or classes with brigade commander, brigade CSM, and chaplain as needed.

(f) Inspector general overview.

(g) Overview of updates to TR 350-6 and this regulation.

Appendix E
TRADOC Form 298-R-E, Drill Sergeant/AIT Platoon Sergeant of the Year Nominee

DRILL SERGEANT OF THE YEAR NOMINEE <small>For use of this form, see TRADOC Reg 350-16; the proponent is the Deputy Chief of Staff, G-3/5/7.</small>		RCS EXEMPT para 5-2h(1), AR 335-15	
PRIVACY STATEMENT			
1. AUTHORITY: TITLE 5, US Code 301 2. PRINCIPAL PURPOSE(S): To provide HQ TRADOC the nominee information sheet to enter Drill Sergeant of the Year competition. 3. ROUTINE USES: To provide to PAO and HQ TRADOC the necessary information needed for the Drill Sergeant of the Year competition. 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION. Voluntary failure to provide information may result in applicant's non-selection.			
NAME (Last, First, Middle) DOE, JOHN, SMITH		SSN 123-45-6718	
SPOUSE (Last, First, Middle) DOE, JANE, SMITH			
HOME PHONE NUMBER (Area Code) 555-867-5309		DUTY PHONE NUMBER (DSN) 636-555-3226	
HOME MAILING ADDRESS 1234 YOUR STREET ANY TOWN, VA 12345		DUTY MAILING ADDRESS 1234 POST ADDRESS ANY TOWN, SC 12345	
BDE CSM CSM DEFEND, THIS WE'LL		PHONE NUMBER (DSN) 555-123-4567	
POST/DIV CSM CSM END, TIL THE		PHONE NUMBER (DSN) 123-555-9876	
WILL YOUR SPOUSE ACCOMPANY YOU TO HQ TRADOC?		<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO

TRADOC FORM 298-R-E, MAR 2008

PREVIOUS EDITIONS ARE OBSOLETE.

8 1/2 x 11

Figure E-1. Sample TRADOC Form 298-R-E – Drill Sergeant of the Year Nominee

Glossary

Section I Abbreviations

1SG	first sergeant
AA	active Army
AER	academic evaluation report
AGR	Active Guard Reserve
AIT	Advanced Individual Training
AITPSG	Advanced Individual Training Platoon Sergeant
AITPSGC	AIT Platoon Sergeant Course
AITPSGP	AIT Platoon Sergeant Program
AITPSGPP	AIT Platoon Sergeant Program Proponent
APFT	Army Physical Fitness Test
ARNG	Army National Guard
AR	Army regulation
ARNGUS	Army National Guard of the United States
AT	annual training
ATRRS	Army Training Requirements and Resource System
BCT	basic combat training
CG	commanding general
CI	chief instructor
CMF	career management field
CoE	Center of Excellence
CSM	command sergeant major
DA	Department of the Army
DCG	deputy commanding general
DS	drill sergeant
DSC	drill sergeant candidate
DSL	drill sergeant leader
DSLCL	drill sergeant leader candidate
DSOY	Drill Sergeant of the Year
DSP	Drill Sergeant Program
DSPP	Drill Sergeant Program Proponent
DSR	Drill Sergeant Returnee
DSRC	Drill Sergeant Recertification Course
DSS	United States Army Drill Sergeant School
DSSC	Drill Sergeant School Course
HQ	Headquarters
HQDA	Headquarters, Department of the Army
HRC	Human Resources Command
IET	Initial Entry Training
IMT	Initial Military Training
MOS	military occupational specialty

MSG	master sergeant
NCO	noncommissioned officer
OSUT	One Station Unit Training
POI	program of instruction
PSC	AIT Platoon Sergeant Candidate
PSL	AIT Platoon Sergeant Leader
PSLC	AIT Platoon Sergeant Leader Candidate
PSOY	Platoon Sergeant of the Year
SDAP	special duty assignment pay
SFC	sergeant first class
SGT	sergeant
SQI	skill qualifications identifier
SSG	staff sergeant
SSN	social security number
TPU	troop program unit
TRADOC	United States Army Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
U.S.	United States
USAR	United States Army Reserve

Section II

Terms

Accreditation

A formalized assessment of DSS that focuses on compliance with AR 614-200, AR 623-3, this regulation, and the POI, as determined by the TRADOC DCG-IMT Quality Assurance Office. This determination is followed by an issuance of certificate of accreditation of the DSS by the DSPP.

Advanced Individual Training (AIT) Platoon Sergeants Course (PSC)

Functional course providing qualified NCOs specialized training resulting in the awarding of SQI "Y".

Advanced Individual Training (AIT) Platoon Sergeant Program

Designed to provide highly motivated, qualified professionals to serve as cadre in AIT.

Army Physical Fitness Test (APFT)

Three-event test designed to measure the basic components of fitness and evaluate Soldier's ability to perform physical tasks.

Assistance Visit

A formalized evaluation, training, and program improvement process designed to provide DSS Commandant detailed proponent guidance in the areas of DSS administration, operations, and training.

Certification

Process of determining the quality and standardization of training.

Drill Sergeant Candidate (DSC)

A DSC is an AA, USAR AGR, USAR TPU member, ARNG AGR, ARNG drilling members, and individual ready reserve Soldiers who expend Government funds in compliance with AA, USAR AGR, USAR TPU members, ARNG AGR, ARNG drilling members, and DSS assignment orders.

Drill Sergeant School Course (DSSC)

Functional course providing qualified AA, ARNG, and USAR NCOs specialized training resulting in the awarding of SQIs "X" and "8."

Drill Sergeant Leader (DSL)

Selected DS that receives additional specialized training to perform duties as an instructor, mentor, and coach in a DSS.

Drill Sergeant of the Year (DSOY)

AA and USAR DSs that special selection boards at AA installations and USAR Training Command (IET) nominate and select to compete at the annual HQ, TRADOC competition.

Drill Sergeant Program (DSP)

HQDA program designed to provide highly motivated, qualified professionals to serve as cadre in IET.

Drill Sergeant Returnee (DSR)

A DS that successfully completed a tour of duty in a previous DS assignment, volunteered and was accepted for a subsequent DS tour after serving a minimum of 36 months in a valid career progression table of organization and equipment assignment.

Fitness Training Unit

A special training unit at a BCT/OSUT ATC designed to bring new enlistees in poor physical condition up to a minimum level of fitness, prior to starting BCT/OSUT. It is not a remedial training program for Soldiers already in BCT/OSUT/AIT.

United States Army Human Resources Command (HRC)

The U.S. Army Human Resources Command integrates and coordinates military personnel systems to develop and optimize the utilization of the Army's human resources in peace and war.

Initial Entry Training (IET)

Training presented to new enlistees with no prior military service. It is designed to produce disciplined, motivated, physically fit Soldiers ready to take their place in the Army in the field. This training consists of BCT, AIT, and OSUT.

Military Occupational Specialty (MOS) Structure

The specific mix of DS MOS required in BCT and OSUT to improve the quality of training.

New-Start

A Soldier placed in a class behind the original class. This procedure supports Soldiers experiencing personal, medical, physical, or academic problems, but with outstanding potential as a DS.

One Station Unit Training (OSUT)

IET conducted at one installation, in one unit, under the same cadre, with an integrated POI tailored to a specific MOS.

Physical Readiness Training

Physical Readiness Training emphasizes progressive conditioning of the entire body and fosters the development and sustainment of a high state of proficiency and readiness among Soldiers and units throughout the Army.

Platoon Sergeant Course Instructor

Selected AITPSG that receives additional specialized training to perform duties as an instructor, mentor, and coach in the PSC.

Platoon Sergeant of the Year (PSOY)

AITPSG that special selection boards at installations nominate and select to compete at the annual DCG-IMT competition.

Reserve component

Members and units of the Army National Guard and Army Reserve.

Skill Qualification Identifier (SQI)

The fifth character of a Soldier's MOS that identifies qualification in a special skill.

Unqualified Arrival

A DSC that reports to DSS unable to meet the established criteria of AR 614-200 and this regulation. This includes failing weight standards, service remaining requirements, prerequisites for enrollment, etc.

U.S. Army Drill Sergeant School (DSS)

The physical location the DSC is taught.