



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**  
**DEPUTY COMMANDING GENERAL, INITIAL MILITARY TRAINING**  
**210 DILLON CIRCLE**  
**FORT EUSTIS, VIRGINIA 23604-5701**

REPLY TO  
ATTENTION OF

ATCG-MT

28 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 2012 United States Army Active Component and Reserve Component Drill Sergeant of the Year (DSOY) Competition

1. Purpose.

To prescribe procedures for selecting the DSOY for the Active and Reserve Components of the United States Army. The DSOY competition will be conducted at Ft. Eustis, in Newport News, VA from 23-30 June 2012.

2. Participants.

Forts Jackson, Leonard Wood, Benning, Sill and U.S. Army Reserve (USAR) Training Divisions that conduct Initial Entry Training (IET), e.g., Basic Combat Training (BCT) or One Station Unit Training (OSUT) will nominate one Drill Sergeant (DS) to represent their Center of Excellence; installation or Training Division IAW TRADOC Regulation 350-16, Chapter 4, dated 20 July 2010. Nominees failing to meet the eligibility criteria of TRADOC Regulation 350-16 will be disqualified. Each CoE/Division will nominate a runner up to fill the competing position if primary nominee fails to meet the eligibility criteria mentioned above.

3. Nominee's packet must **arrive no later than 22 April 2012**. Send packet to: Deputy Commanding General, Initial Military Training (ATTN: **Drill Sergeant Heslin**), 210 Dillon Cr. Bldg. 210, Fort Eustis, VA 23604-5701. Each packet will contain the following items:

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- a. Table of contents.
- b. One certified copy of the Enlisted Record Brief (AC) or DA Form 2-1 and 2A (RC).
- c. One page typed biography using Microsoft Word. (See example at <http://www.tradoc.army.mil/CSM/Forms.htm> )
- d. One original copy of TRADOC Form 298-R-E dated March 2008 completely filled out to include the complete unit address with zip code. (The form is located at <http://www.tradoc.army.mil/tpubs/TRADOCforms.htm> )
- e. One 8" x 10" Standard DA photograph in Class A uniform. **(Photographs will be in the Army Service Uniform)**
- f. DD Form 2266, Hometown News Release, completely filled out.
- g. Electronic file copies of: ERB or DA Form 2-1 and 2A (RC only), Biography (Word document), DA Form 298-R-E, DA photo (JPG), and DD Form 2266 (unsigned) emailed to [john.heslin@us.army.mil](mailto:john.heslin@us.army.mil) and [andrew.j.palmer@us.army.mil](mailto:andrew.j.palmer@us.army.mil), no later than 22 April 2012.

4. CoE's/Training Divisions should hold their board prior to the end of March to allow maximum time for preparation. If an organization does not plan to participate in the competition, they will notify DCG-IMT, CSM and SSG Heslin on reasons why they are not supporting the competition no later than 22 April 2012, using the POC information provided in paragraph 8 of this memorandum.

5. Events. Each nominee will:

- a. Take an Army Physical Fitness Test (APFT) and have weight/height screened. Candidates will also be taped if applicable. Those who exceed the body fat screening table or fail the APFT will be disqualified from the DSOY competition in accordance with TRADOC Regulation 350-16, Chapter 4-2d.

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b. Be evaluated on selected performance tasks listed in Enclosure 1. The performance tasks are selected from basic core subjects, found in TRADOC Pamphlet 600-4, STP 21-1 SMCT and the BCT POI.

c. Appear before a board of Sergeants Major.

d. Not authorized to bring a sponsor, family member or significant other.

e. Arrive on Saturday, 23 June 2012.

f. Not authorized/reimbursed for a rental car.

Note: All transportation requirements will be provided by Shuttle Buses and detail drivers. Drivers will transport all competitors to and from the appointed places.

**POV's are not authorized for use during the competition. But are authorized prior to and after the completion of events.**

6. Selection Procedures. Following the receipt of nominations and completion of the Hands-on portion of the competition, a board will be conducted (composed of selected Sergeants Major). Each nomination packet will be reviewed by all CSMs on the board. The board will select a winner for both the Active and Reserve Components based on the following:

a. The nominee's performance on the APFT.

b. The nominee's performance on hands-on tasks selected from the list provided in enclosure 1.

c. The nominee's performance and ability to answer questions before a board of Sergeants Major.

7. Uniform. See Enclosure 2.

**ATCM**

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8. Points of Contacts for this memorandum are as follows:
  - a. SSG John L. Heslin (AC DSOY) at DSN 501-7013, COM 254-449-1843, CELL 757-813-9974, E-MAIL: [john.heslin@us.army.mil](mailto:john.heslin@us.army.mil)
  - b. SSG Andrew J. Palmer (RC DSOY) at DSN 501-7020, CELL 757-268-4164, E-MAIL: [andrew.j.palmer@us.army.mil](mailto:andrew.j.palmer@us.army.mil)
9. Use the above contact information to confirm receipt of this MOI or to address any questions or concerns pertaining to the 2012 DSOY Competition.
10. Once again, congratulations on being selected to represent your organization.

John R. Calpena  
CSM, USA  
DCG-IMT Sergeant Major

- 3 Encls
1. Performance and Hands-On
  2. General Information
  3. Packing List

DISTRIBUTION:

CSM,  
U.S. Army Initial Military Training Command, Ft. Eustis, VA  
U.S. Army Field Artillery Center & Ft. Sill, Ft. Sill, OK  
U.S. Army Training Center & Ft. Jackson, Ft. Jackson, SC  
U.S. Army Maneuver Support Center & Ft. Leonard Wood, Ft.  
Leonard Wood, MO  
U.S. Army Maneuver Center of Excellence & Ft. Benning, Ft.  
Benning, GA  
108<sup>th</sup> USAR TC, Charlotte, NC  
98<sup>th</sup> Division, Oklahoma City, OK  
95<sup>th</sup> Division, Rochester, NY

## PERFORMANCE AND HANDS-ON TASKS

1. Board References. Subject areas with current changes that may be used by board members for questions are:

a. TRADOC Regulations:

350-6 Enlisted IET Policies and Administration (28 Jan 11)  
 350-16 Drill Sergeant Program (20 Jul 10)

b. Army Regulations:

350-1 Army Training and Leader Development (Ch 3&4) (04 Aug 11)  
 600-8-22 Military Awards (15 Sep 11)  
 600-9 The Army Weight Control Program (27 Nov 06)  
 614-200(Chap 8, Section III) Enlisted Assignments and Utilization Management (26 Feb 09)  
 635-200 Active Duty Enlisted Admin. Separations (06 Jun 05)  
 670-1 Wear and Appearance of Army Uniform/insignia (03 Feb 05)

c. Field Manuals:

3-22.9 Rifle Marksmanship (12 Aug 08)  
 3-21.5 (INCL C-1) Drill and Ceremonies (07 Jul 03)  
 6-22 Army Leadership (12 Oct 06)  
 7-0 Training for full Spectrum Operations (23 Feb 11)

d. Other Publications:

STP 21-1 SMCT Warrior Skill Level 1 (02 May 11)  
 TRADOC PAM 600-4 IET Soldier's Handbook (09 Jun 10)  
 TC 3-22.20 Physical Readiness Training (20 Aug 10)

e. The Drill Sergeant, NCO, and Soldier's Creed, Army Support Organizations, the BCT POI, Drill Sergeant School Module Book, Warrior Tasks and Battle Drills, and all Training Support Packages may also be included.

2. The performance tasks evaluated will be selected from the following list:

- a. All Warrior Tasks and Battle Drills
- b. Land Navigation
- c. Basic Rifle Marksmanship (M16A2)
- d. Modern Army Combatives
- e. BCT POI
- f. Modules. All modules are subject to evaluation, examples include:

- 1) The Bend and Reach
- 2) The Pull-Up
- 3) The Leg Tuck and Twist
- 4) Rest Positions at the Halt
- 5) Facing to the Rear
- 6) 30 inch step from the Halt and the Halt
- 7) Marching in Place
- 8) Order Arms
- 9) Port Arms from Order Arms and Order Arms from Port Arms
- 10) Inspection Arms from Order Arms and Order Arms from Inspection Arms
- 11) Left Shoulder Arms from Right Shoulder Arms and Right Shoulder Arms from Left Shoulder Arms
- 12) Changing the Direction of a Column from the Halt, Column Left
- 13) Forming, Aligning, and Dismissing the Squad
- 14) Aligning the Platoon in a Line Formation
- 15) Counter Column

### 3. Grading.

a. The APFT will be graded IAW TC 3-22.20 standards.

b. The performance and hands on tasks are conducted to the same standard as IET Soldier training in BCT/OSUT, using the performance measures out of TRADOC Pam 600-4, STP 21-1 SMCT and the BCT POI.

c. When modules are assigned/ selected, they will be graded in the same manner as in Drill Sergeant School, with the exception of not being told to "Close out your method of instruction" or that "You are becoming ineffective." You will simply receive point deductions for missed pertinent points. The candidate will recite the module from steps one through three only once.

## GENERAL INFORMATION

### 1. Arrival to Fort Eustis.

a. All nominees will arrive NLT 1700 hrs on 23 June 2012 to ensure sufficient preparation time for the competition. Registration will begin NLT 0600 hrs on 24 June 2012. Summer IPFU with reflector vest (no spandex) is required for registration.

b. If arriving by air, arrive at the Newport News International Airport **ONLY**. Competitors must arrange for transportation to the hotel by providing their flight information to SSG Heslin or SSG Palmer, NLT 25 May 2012.

c. The location on or around Ft. Eustis for reporting has not been determined. Detailed instructions will be provided at a later date. Competitors are required to have a Government Credit Card prior to the competition.

### 2. Billeting.

a. Competitors are required to stay in selected Hotel or billeting identified by MOI. Billeting/hotel will be chosen at a later date.

b. Transportation will be provided throughout the week.

c. Competitors will receive a welcome packet upon arrival.

3. Meals. Fees for the DSOY Dinner will be collected during registration. The price of the dinner is not yet determined. Competitors will be able to pay in cash or by check. A receipt will be issued for all funds. The dinner is **mandatory** for all candidates.

### 4. Ceremony.

a. The 2012 Drill Sergeants of the Year will be announced during the Drill Sergeant of the Year ceremony on 29 June 2012.

b. The uniform for the ceremony is ACU, Campaign/Bush hat.

- c. The 2012 DSOY's will be honored by HQ, Department of the Army, at a later date to receive the Stephen Ailes and Ralph E. Haines Award.
5. Uniform Requirements. The below listed uniforms will be required for the competition:
- a. Class A uniform (The Army Service Uniform) with long sleeve shirt. (Female, pants, No skirt)
  - b. Army Combat Uniform complete.
  - c. Army Physical Fitness Uniform (summer) with running shoes and reflective vest (IPFU).
  - d. No unit or personal physical fitness uniforms are authorized for the APFT, weigh-in, body fat taping or the DSOY Run.
  - e. Civilian casual attire (**Males: slacks, open collar shirt/ Females: dress or pantsuit**).
6. Departure.
- a. Departure may take place any time after 1200, 30 June 2012. Allow 2 hours for travel to the airport.
  - b. The winners will be conducting interviews and fulfilling administrative requirements immediately following the ceremony. The winners will also attend a dinner hosted by the 2011 AC/RC DSOY's on the night of 29 June 2012.

ENCL 3

## PACKING LIST

KEVLAR OR ACH W/COVER and CAMOUFLAGE BAND (No Reflector Band)  
LBV/LCE  
PATROL CAP (ACU)  
2 CANTEENS WITH COVER  
1 CANTEEN CUP  
2 AMMO POUCHES  
1 FLASHLIGHT W/RED LENS AND BATTERIES (Standard L-Shape)  
FIRST AID POUCH WITH DRESSING or IFAK (**IFAK IS PREFERRED**)  
LARGE RUCKSACK WITH FRAME  
EAR PLUGS WITH CASE (TRIPLE FLANGE)  
WEAPONS CLEANING KIT COMPLETE  
CAMELBAK HYDRATION SYSTEM (ACU PATTERN OUTER SHELL)  
WET WEATHER TOP  
WET WEATHER BOTTOMS  
1 WET WEATHER BAG  
SLEEPING BAG  
7 UNDERSHIRTS  
7 PAIR SOCKS  
7 PAIR UNDERWEAR (CAN BE SUBSTITUTED WITH APPROPRIATE UNDERGARMENTS)  
4 PAIRS ACU'S  
2 PAIR OF BOOTS  
2 PAIR TRUNKS, RUNNING BLACK  
2 T-SHIRTS, GRAY, SHORT SLEEVE  
3 PAIR CALF OR ANKLE LENGTH PLAIN WHITE SOCKS  
RUNNING SHOES  
I.D. TAGS/ I.D. Card  
1 PT REFLECTIVE VEST  
CLASS A'S/ ASU COMPLETE WITH LONG SLEEVE SHIRT (NO SKIRT REQUIRED)  
CAMPAIGN HAT OR BUSH HAT  
PENS/MECHANICAL PENCILS  
SHOWER SHOES  
TOWEL and WASH CLOTH  
PADLOCK OR COMBINATION LOCK  
8 ½ IN X 11 IN NOTEBOOK  
POCKET NOTEBOOK  
PERSONAL HYGIENE ITEMS (ENOUGH FOR THE ENTIRE COMPETITION)  
COMPASS  
PROTRACTOR  
MAP MARKERS  
WHISTLE  
MOUTHPIECE  
SUN TAN LOTION  
FOOT POWDER  
INSECT REPELLANT  
MOLESKIN (OPTIONAL)  
ZIP LOCK BAGS (OPTIONAL)

### NOTES

LCE/LBV AND RUCKSACK MAY BE REPLACED OUT FOR THE NEW MOLLE SYSTEM RUCKSACK AND FLC. COMPETITORS MAY BRING ADDITIONAL ITEMS, AND ASK FOR APPROVAL DURING THE TIME OF IN PROCESSING.