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Headquarters United States Army
Training and Doctrine Command
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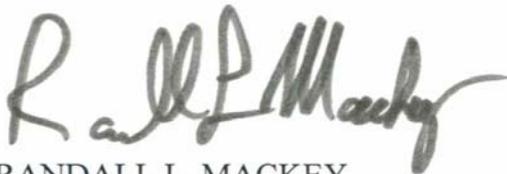
Training

DRILL SERGEANT PROGRAM

FOR THE COMMANDER:

OFFICIAL:

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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.

Summary. This regulation prescribes policies and procedures and establishes responsibilities for managing the Drill Sergeant Program (DSP).

Applicability. This regulation applies to all Army Training Centers; activities authorized drill sergeants; U.S. Army Reserve (USAR) Training Command (Initial Entry Training); brigades; and all Active Army and USAR Drill Sergeant Schools.

Proponent and exception authority. The proponent of this regulation is Deputy Chief of Staff, G-3/5/7. 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.

*This regulation supersedes TRADOC Regulation 350-16, 16 February 2005; Change 1 dated, 10 August 2006; Change 2, dated 1 February 2007; TRADOC Form 298-R-E, dated February 2000; TRADOC Form 350-E, dated January 2005; TRADOC Form 369-E, dated February 2005; TRADOC Form 603-R-E, dated August 2002; and TRADOC Form 603-1-E, dated January 2005.

Management and control process. This regulation contains management control provisions in accordance with 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 Director, Initial Entry Training Division (ATTG-I), 5 Fenwick Road, Fort Monroe, VA 23651-1049.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Training Center and Fort Jackson, Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 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>.

Summary of Change

TRADOC Regulation 350-16
Drill Sergeant Program

This rapid action revision, dated 20 March 2008-

- 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 four years” (para 2-2d(1)).
- o Includes administrative updates to include references, uniform resource locations, acronyms, terms, tables, and figures.

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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 and drill sergeant candidate (DSC) status for the Active Army (AA), the United States 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 and DSs.
 - (2) Serving as the approval authority for DS application requests.
 - (3) Approving third-year DS extensions.
 - (4) Managing the number of DSs needed to support the AA's worldwide mission.
 - (5) Coordinating with career management field (CMF) personnel proponent offices regarding DS ratios concerning their CMFs, while establishing a reasonable treatment policy to task for DSs.
 - (6) Conducting background screenings for all DSCs and noncommissioned officers (NCOs) assigned as platoon sergeants in the training base 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 selection for personnel fills of AA DS positions.
 - (b) Establish female requirements for DS ratios and military occupational specialty (MOS) structure in basic combat training (BCT) and one station unit training (OSUT).
 - (c) Respond to requests for exceptions to policy on the assignment and use of DSs.
 - (2) Deputy Chief Staff, G-3/5/7 as the proponent for this regulation in conjunction with the Drill Sergeant Program Proponent (DSPP) will coordinate the annual training (AT) requirements

(via the Army Training Requirements and Resource System (ATRRS)) for the AA Drill Sergeant Schools (DSS) in coordination with HRC and TRADOC schools.

(3) TRADOC Command Sergeant Major (CSM) will conduct the annual Drill Sergeant of the Year (DSOY) Program competition in accordance with (IAW) paragraphs 4-2a through 4-2d.

c. Commander, U.S. Army Training Center (USATC) and Fort Jackson, as the TRADOC DSPP will-

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

(2) Manage the creation, maintenance, conduct, and execution of the Drill Sergeant School Course (DSSC) program of instruction (POI) IAW Army Regulation (AR) 350-1 and TRADOC Regulation (Reg) 350-70 to meet the criteria of the Army's accreditation standards.

(3) Identify the critical tasks that must be performed by the DS and provide quality control and standardization of DSSs.

(4) Serve as the proponent for the skill qualification identifier (SQI) "X."

(5) Design and develop the DSSC to provide efficient and effective learning and establish certification of personnel as a drill sergeant leader (DSL) IAW [paragraph 6-2](#) of this regulation.

(6) Validate all learning material and conduct training assistance visits to AA and USAR DSSs IAW TRADOC Reg 350-70 and [paragraph 3-2](#) of this regulation.

(7) Respond to HQ TRADOC (ATTG-I) 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 provided education and training. Establish criteria and approval authority for DS proponenty to accredit DSSs and reports findings to the HQ TRADOC Quality Assurance Program.

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

(10) Produce student performance measurements/tests IAW TRADOC Reg 350-70 and ensure the DSSC is conducted IAW the approved DSSC courseware (lesson plans, course management plan, student evaluation plan, test administration guidance, and course map).

d. Commander, USATC will provide USAR DSS the education and training materials to support the conduct of the DSSC IAW U.S. Army Forces Command (FORSCOM) [FORSCOM/TRADOC Reg 140-3](#), appendix B and TRADOC Reg 350-70.

e. Army Training Center (ATC) commanders and commandants will-

(1) Ensure DSCs meet prerequisites of AR 614-200, chapter 8, section III.

- (2) Manage assignment and utilization of DSCs IAW [paragraph 2-7](#).
 - (3) Ensure personnel attend the specific DSSC listed on their orders. DS strength requirements direct the number of scheduled DSSCs. Obtain approval from HRC prior to deviating from personnel orders to attend a specific DSSC.
 - (4) Include the training ammunition requirements listed in the DSSC POI in the installation forecast IAW AR 5-13, paragraph 1-4g.
 - (5) 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.
 - (6) Conduct an annual internal evaluation of the DSS IAW TRADOC Reg 350-70, paragraph 3-3b.
 - (7) Take action IAW [AR 614-200](#), paragraph 8-17d, and this regulation, as appropriate, to remove DSCs and DSs from the Drill Sergeant Program (DSP).
 - (8) Make formal recommendations to HRC in reference to personnel removed from the DSSC to reschedule their attendance in the future.
 - (9) Conduct DS recertification training IAW [paragraph 5-2](#).
 - (10) Assign DSs to positions IAW [AR 614-200](#), paragraph 3-3d and this regulation.
 - (11) Encourage brigade commanders to establish a flexible cadre/DS wellness program. Base this program upon each brigade commander's guidance and mission, equipment, time, and troops, to allow all DSs to have a break and rejuvenate upon completion of the first and second year in the position as a DS.
 - (12) Ensure brigade commanders and CSMs conduct interviews with the DS and their spouse when there is a request to extend or they are involuntarily extended for a third year of duty as a DS in the DSP.
- f. USAR Training Commands (Individual Entry Training) will-
- (1) Ensure DSCs meet prerequisites of AR 614-200, paragraph 8-14.
 - (2) Manage the DSS IAW this regulation, TRADOC Reg 350-70, and the TRADOC DSSC courseware to include the lesson plans, course management plans, course map, student evaluation plan, and the POI.
 - (3) Conduct internal evaluation of the DSS IAW paragraph 3-3b.
 - (4) Take action IAW [AR 614-200](#), paragraph 8-17, and this regulation, as appropriate, to remove DSCs and DSs from the DSP.

(5) Conduct DS recertification training IAW [paragraph 5-2](#).

(6) Assign DSs to positions IAW AR 614-200, paragraphs 2-4 and 3-3, and paragraph [2-9](#) of this regulation.

g. DSS commandants will-

(1) Manage the operation of the DSS and conduct training IAW this regulation and the TRADOC DSSC provided courseware and POI.

(2) Confirm that DSCs meet the prerequisites IAW AR 614-200, paragraphs 8-14 and 8-15 prior to beginning the DSSC, and remove those candidates identified as unqualified arrivals.

(3) Initiate action to remove candidates from the DSSC/DSP IAW AR 614-200, paragraph 8-17, and paragraphs [2-5](#) and [2-6](#) of this regulation, when required.

(4) Complete Department of the Army (DA) Form 1059 (Service School Academic Evaluation Report) for all DSCs, upon completion of or removal from the DSSC. Unqualified arrivals do not require DA Form 1059, unless the DSC fails to meet the height/weight composition IAW [AR 600-9](#), table 3-1.

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

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

(7) Supervise the training certification of DSLs for the DSS IAW [paragraph 6-2](#).

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

(9) Review and analyze DSC critiques and course attrition.

(10) Send a copy of TRADOC Form 350-E (Drill Sergeant Course Performance) to Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315 and Division Chief, Initial Entry Training Division (ATTG-II), 5 Fenwick Road, Fort Monroe, VA 23651-1049 upon completion or removal from the course.

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

h. Senior commanders will-

(1) Designate a DSP point of contact (POC) to coordinate with HRC and HQ TRADOC on all matters relating to the DSP.

(2) Submit a monthly AA DS Report (see [para 2-11](#)) to the DSPP.

Chapter 2 Drill Sergeant Program (DSP) Administration

2-1. Entry into the DSP

a. DA may involuntarily select AA Soldiers or Soldiers may volunteer for DS duty IAW AR 614-200, paragraph 8-14. A DSC is an AA, U.S. Army Reserve Active Guard/Reserve (AGR), U.S. Army Reserve Troop Program Unit (TPU) member, Army National Guard of the United States (ARNGUS) AGR, ARNGUS drilling members, and Individual Ready Reserve (IRR) Soldiers who expend Government funds in compliance with AA, U.S. Army Reserve AGR, U.S. Army Reserve TPU members, ARNGUS AGR, ARNGUS drilling members, and IRR 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](#), paragraphs 8-14 and 8-15. All personnel in the rank of sergeant (SGT) through sergeant first class (SFC) receive the SQIs “X” and “8” upon completion of DSS.

c. On declaration of general war or full mobilization, provisions of AR [AR 614-200](#), chapter 8, section III, remain unchanged.

d. DSCs will complete DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) during the initial orientation at the DSS (also applicable for USAR and ARNG whether attending the AA DSS or a USAR DSS) IAW [AR 614-200](#), paragraph 8-13e. When an AA, USAR AGR, or ARNG AGR Soldier 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) Soldier attending either the AA or USAR DSS indicates possible misconduct on the DA Form 7424, that Soldier’s respective command will make the final determination to remove them from the DSP.

e. Soldier’s who refuse to complete DA Form 7424 are subject to further background screening and/or removal from the DSS IAW [AR 614-200](#), paragraph 8-13f. A Soldier’s refusal to complete the DA Form 7427 and report any adverse information requested on the DA Form 7424 and later discovered during the investigation will be reported to HRC. The Soldier’s chain of command will be notified for final disposition and the notification will be sent to the DSS if the Soldier will be removed from the school.

2-2. Entry into the U.S. Army Reserve (USAR) DSP

a. Qualified USAR personnel may enter the program by either volunteering or enlisting for DS vacancies in the USAR Training Commands (Initial Entry Training (IET)). The USAR DSC must meet the prerequisites outlined in AR 614-200, paragraph 8-14 to qualify for the program. Candidates will attend either the DSS of their assigned training command or an AA DSS. All DSCs must be graduates of the Warrior Leader Course prior to attending the USAR DSS.

NOTE. ARNG personnel may apply for entry into either an AA DSS or a USAR DSS, but must meet the prerequisites. Prior service personnel, instructor qualified in the Navy, Marines, or Air Force, must still attend the required AA or USAR DSS.

- 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 in the rank of SGT through SFC may volunteer and be selected for attendance at an AA DSS. DSS commandants will coordinate when a USAR DSC attends an AA DSS. DSCs must have the required uniforms and adequate funds to cover expenses during the period of training.
- d. USAR DSCs may have the following requirements waived:

- (1) It is possible to waive and or reduce the time in service requirement to 3 years; however, effective 1 October 2009, the time in service waiver will be removed and the time in service requirement will then be 4 years.

- (2) DSCs must have the minimum rank of corporal (Soldiers in the rank of specialist must be laterally appointed to the rank of corporal prior to entry into the course). To attend an AA DSS, Soldiers must be a prior service training candidate, appointed as acting SGT.

2-3. Drill Sergeant School Course (DSSC)

- a. The Commander, TRADOC approves the DSSC. Do not implement changes or deviations to the DSSC without the written approval of the Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315.
- b. The USATC and DSPP will act as the proponent and approval authority for the content and execution of the DSSC. The DSPP is responsible for keeping the DSSC current.
- c. The DSSC is conducted IAW 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 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. 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 and Director, Initial Entry Training Division (ATTG-I), 5 Fenwick Road, Fort Monroe, VA 23651-1049.
- e. Submit recommendations for changes on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DSSC material to Director, Basic Combat Training, Doctrine

and Training Development (ATZJ-DTD), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315 for review and approval.

2-4. New-start program (Active Army (AA) and USAR)

a. Commandants require prior approval and coordination for new-start candidates who fail to achieve course standards from the Commander, USATC. Forward a request for a new-start to Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315. For AA DSCs, the DSPP will forward a copy to Commander, HRC (AHRC-EPC-D), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455. For USAR AGR DSCs, the DSPP will forward a copy of the request to Commander, HRC-RC (AHRC-AR), 1 Reserve Way, St. Louis, MO 63132-5200. Send the original request for all new-starts to the DSPP Office (the approval authority for new-starts). 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 IAW AR 614-200 and this regulation.

b. Complete all new-start reassignments, regardless of circumstances, within 60 training days for AA and 6 months for USAR. Commandants may grant a one-time only fourth attempt to new-start Soldiers experiencing difficulty in one course area on a case-by-case basis. Make reassignment to the first available class (AA or USAR) 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

c. Commandants will release DSCs whose reassignments are not completed within 60 training days for AA and 6 months for USAR IAW [AR 614-200](#), chapter 8, and this regulation (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 next available class.

d. 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. However, they must complete the DSSC within an 18-month period. Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315 will approve these circumstances on a case by case basis.

e. Do not new-start DSCs failing their final attempt of the Army physical fitness test (APFT).

2-5. Removal of drill sergeant candidates (DSCs) 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 (AER) with a cover memorandum and student acknowledgement on a counseling form. The DSC's endorsement must indicate their intent with regard to appeal.

c. Commanders (senior commanders, USATC, separate brigade, and 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 (Soldiers that do not meet the course prerequisites IAW [AR 614-200](#), paragraphs 8-14, and body composition requirements in AR 600-9, table 3-1).

(2) Failure to pass the APFT.

(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, table 3-1 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.

(9) Medical reasons (including pregnancy), when the condition prevents the Soldier from performing DS duties. Soldiers 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 IAW [AR 623-3](#), paragraph 3-35b. 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 circumstance of the removal.

(10) Hardship or family issues that prevent the Soldier from performing DS duties. Soldiers released from a course of instruction through no fault of their own (such as medical or compassionate reasons) will receive a DA Form 1059 IAW [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 circumstance of the removal.

(11) Soldiers 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](#), para 8-17a(11)).

d. Procedures for removal action:

(1) The DSS commandant evaluates all DSCs recommended for removal from the DSSC (the commandant can delegate this authority to the remote school sites in the USAR). In cases where the commandant determines that removal is warranted the following procedures apply-

(a) The DSS commandant will notify the DSC in writing via elimination notice of the proposed action, basis for the action, consequences of disenrollment, and their right to appeal. DSCs must submit an appeal within 48 hours for AA and 30 days for USAR after receipt of written notification. When a USAR DSC attends an AA school, the AA rule for appeals applies.

(b) The DSS commandant must receive a hand written endorsement from the DSC that acknowledges a counseling session was held, the elimination notice was received, and indicates their intent with regard to appeal.

(c) Refer all adverse 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 IAW [AR 614-200](#), paragraph 8-17k. 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 DSSC and the DSP, the commandant will execute the DSC removal packet and then refer it to the ATC commandant with the recommendation to remove the DSC from the DSP IAW [AR 614-200](#), paragraph 8-17.

(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 DSSC to their units. HRC, Chief, Combat Arms Career Division is the removal authority for AA Soldiers 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 IAW [AR 614-200](#), paragraph 3-3.

(4) When removing a USAR DSC from an AA DSS, the AA DSS commandant will initiate a DA Form 1059 IAW [AR 623-3](#), paragraph 3-18 and [DA PAM 623-3](#), paragraph 3-18 and notify the DSC's command. When matters involve judicial or nonjudicial 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 DSSC/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 DSSC/DSP to HRC, Chief, Combined Arms Division (AHRC-EPA-I), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455, IAW [AR 614-200](#), paragraph 8-17, and Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.

e. Appeals process:

(1) The appeal and reinstatement approval authority for DSCs removed from the DSP is the first general officer in the Soldier'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, HRC (AHRC-EPA-D), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455 within 20 calendar days from the date of the Soldier's removal from the DSP IAW [AR 614-200](#), paragraph 8-14. Forward DSC appeals not acted upon within the allotted time period (48 hours for AA and 30 days for USAR) to the Commander, HRC (AHRC-EPA-D), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455 for decision/action. Submit appeals requiring HRC action, as indicated in paragraph (1), to the Commander, HRC (AHRC-EPA-D) within 20 calendar days of the date of the Soldier'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 (ODCS), G-1 will act as the appeal and reinstatement authority. Submit these appeals to the HQDA ODCS, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300 within 20 calendar days from the date of the Soldier's removal.

g. Process appeals submitted to the Commander, HRC, and the HQDA ODCS, G-1 through the highest general officer on the installation who is an appeal authority and is in the Soldier's chain of command.

h. A DSC's failure to complete the DSSC in 9 weeks and 2 days will result in academic removal IAW the DSSC course management plan and this regulation.

i. DSC must complete the USAR 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 commandants 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](#), paragraph 8-14 and this regulation, paragraphs 2-5 and 2-6 establish reasons for removal and report procedures.
- b. The designated approval authorities to remove DSCs from the DSP is the respective ATC 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/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, HRC (AHRC-EPC-D), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455, IAW 614-200, paragraph 8-17, and Director, Basic Combat Training, Doctrine and Training Development (ATZJ-DTD), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315.
- f. DSS commandants will administer a 100 percent urinalysis test to AA, USAR, and ARNG DSCs, within 3 training days after reporting to the DSS. Process and collect the specimens IAW [AR 600-85](#) and U.S. Army Drug and Alcohol Operations Agency standing operating procedure. Remove Soldiers with a confirmed positive urine test from performing DS duties or in DSC status IAW [AR 614-200](#), paragraph 8-17a(6).

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. Senior commanders have the option to assign a DSC to a training unit. They 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) Not (at any time), 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, marching Soldiers, counseling Soldiers, or acting in the capacity of primary instructor. Furthermore, do not use the DSC in the following capacities; however, the DSC may accompany a DS (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) Kitchen police pusher.

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 in paragraph 2-7b(2).

2-8. Relief of DSs from DS duties

a. Commanders (senior commanders, USATC, separate brigade, and their appropriate equivalent) may remove AA Soldiers from the DSP (while in DSC status or while assigned DS duties). (See [AR 614-200](#), paragraph 8-17, for specific reasons for removing Soldiers 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, IAW [AR 140-10](#), paragraph 2-19.1. Upon mobilization a USAR DS is subject to the removal provisions of [AR 614-200](#), paragraph 8-17. 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 IAW [AR 614-200](#), paragraphs 8-17d(1) through 8-17d(5), and they are restricted from wearing the DS badge IAW [AR 600-8-22](#), paragraph 8-42c.

c. Reassign DSs removed from DS duties for cause, except for medical reasons (such as include 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](#), paragraph 8-17.

d. For disposition of a DS when a serious incident occurs requiring an investigation, see [AR 614-200](#), chapter 8. Guidelines for continuation of special duty assignment pay (SDAP) for

Soldiers temporarily reassigned and undergoing investigation are found in [AR 614-200](#), chapter 3.

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

a. AA and USAR 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) or course manager position (USAR only) are also entitled to SDAP. These individuals must remain current in all required certifications. Assign and use DSs in authorized DS positions only.

Commanders/commandants 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, 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 SGT (E-5) will be assigned as DS per platoon.

f. Successful graduates of DSS incur a 24-month obligation for DS duty. Soldiers (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/First Sergeant 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 DSOYs will receive SDAP for the duration of their assignment.

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

The DSP POC at each DSP installation will submit TRADOC form 603-R (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 HQTRADOC, IET Division (ATTG-II), not later than (NLT) the 22nd day of the month following the cutoff. Negative reports are required.

2-12. Drill sergeant school (DSS) organization

a. All DSSs (AA and USAR) are approved by the DSPP and will teach the approved DSSC POI.

b. The DSS commandant, CI, and course manager (USAR) must be DS qualified. The CI will be a 1SG or hold the rank of MSG. In the absence of a qualified MSG (E-8), the CI position may be filled with a qualified SFC contingent upon proponent approval.

c. Female DS authorizations for the AA DSS are shown in table 2-1.

**Table 2-1
Number of female DS minimum authorizations for DSS**

SCHOOL	AUTHORIZATION
Fort Jackson	8 each

2-13. Training assistance and support for the USAR DSS

a. Affiliation between the AA DSS and the USAR DSS is highly encouraged in order to provide continuous support to the USAR DSS.

b. Specific benefits of the affiliation includes:

(1) DSL training. The USAR commandant may request a mobile training team from the AA DSS to assist in DSL training.

(2) Staff assistance visits. The AA DSS commandant is encouraged to visit the USAR DSS during the active duty for training missions and their inactive duty training sites to provide comments and recommendations to the USAR commandant.

c. Send a copy of all mobile training team after actions reports requesting resource assistance (for example, shortages of required equipment, personnel, etc.) to Commander, USATC and Fort Jackson (ATZJ-CG), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315.

2-14. DS assignment ratios

TRADOC installations are resourced DS requirements based upon the following:

a. BCT/OSUT. Assign twelve DSs per company (three per platoon) in order to sustain ratio within the range of one DS to 17-20 Soldiers in training.

b. DSS. Staff DSLs IAW 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 DSs will continue to have the option to extend out to the 42 months while on status IAW paragraph 2-9g.

2-15. 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 (CA) 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 battalion, see table 2-1.

b. In OSUT, 100 percent of the DS requirements/authorizations are CMF trained; from CA and combat service MOSs. In OSUT, (combat service support MOS) will have a DS mix of 67 percent CMF and 33 percent CA DSs, with at least 50 percent of CA mix as infantry. This further breaks down to four CA DSs and eight CMF DSs per company. That is one CA DS per platoon (total of four per company), a minimum of four female CMF DSs per company, and five non-gender specific CMF 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 tables of distribution and allowance female positions with any available MOS until such time that females with the specific CMF/MOS become available for DS duty.

c. The U.S. Army John F. Kennedy Special Warfare Center and School provides DS support to the DSS, Fort Jackson, through the following DS requirements/authorizations, utilizing CMF 37F, see table 2-2.

**Table 2-2
CMF 37F DSS support**

LOCATION	CURRENT MOS	QUANTITY	PROPOSED FISCAL YEAR MOS	QUANTITY
Fort Jackson	11B3X	4	37F3X	4

d. ATC 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.

e. Code the personnel identification column "I" (interchangeable) on the authorization document for all non-CA MOSs.

2-16. DSC/DS/Drill sergeant leader (DSL) uniform requirements

a. The regular working uniform for DSs/DSLs consists of the Army combat uniform and campaign/bush hat. The commander has the option to direct the wear of the stripped pistol belt with black plastic latches.

b. DSs/DSLs will wear the campaign/bush hat with the Class A and the Class B uniform on appropriate occasions; however, the pistol belt is not part of the Class A or Class B uniform.

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

d. The pistol belt is not worn on the outside of the parka cold/wet weather universal or other wet weather gear, but is worn on the inside; however, the pistol belt is worn on the outside of the field jacket.

e. DSs/DSLs will wear a white band on the ballistic helmet.

f. DSs/DSLs will wear the physical training reflective vest. DSCs receive the vest upon graduation from DSS to ensure uniformity.

Chapter 3 DSP Quality Assurance Program

3-1. Guidelines

Commander, USATC and Fort Jackson is responsible for establishing and maintaining a standardized, relevant, efficient, and effective DSP. This responsibility requires the application of internal and external evaluations, obtaining accreditation from HQ TRADOC Quality Assurance Office (QAO), and assisting AA and USAR DSSs in their education and training mission.

3-2. Establish a U.S. Army Training Center Quality Assurance Office (QAO)

The USATC QAO reports directly to the installation Commander, USATC with the autonomy and credibility needed to function as the eyes and ears of the commander. The USATC QAO 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 QAO will:

- (1) Document staffing in the appropriate staffing guide.
 - (2) Document the entire training development and instructional workload in the appropriated automation workload support system.
 - (3) Ensure tests are controlled and administered IAW TR 350-70 and DSSC test administration guidelines.
 - (4) Guide and assist the DSP proponent in the conduct of the DSS self-assessment.
 - (5) Provide assistance during proponent visits to the AA/USAR Training Command (IET) DSSs, ensuring the applicable accreditation standards are met.
- c. Document the verification that DSSC instructors meet qualifications and are certified to teach the course IAW TR 350-16, chapter 2. The USATC QAO will:
- (1) Confirm the stabilization of DSLs.
 - (2) Verify the instructor established selection, qualification, and certification procedures are in compliance with established guidelines for the DSSC.
- d. Validate that DSS education and training is presented IAW the TRADOC DSSC provided courseware to include the lesson plans, course management plan, course map, and student evaluation plan.
- e. Assist the proponent in the oversight of the DSC program to ensure:
- (1) DSCs meet prerequisites IAW AR 614-200, paragraph 8-14.
 - (2) DSC AERs are prepared and completed IAW AR 623-3, paragraph 3-18, as required.
 - (3) DSC 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 DSSs and a primary function of the TRADOC's Quality Assurance Program.

- 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 IAW TRADOC Reg 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 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/commandants of external evaluations ensures that the DSS will efficiently and cost-effectively produce DS graduates who meet established job performance requirements IAW the DSS POI. Evaluations determine if the DS needs training or meets the requirements outlined in the course material. External evaluations are a quality improvement process, ensuring DS 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 were trained to perform individual DS critical tasks to prescribed standards IAW the DSS course map.

3-4. DSS accreditation

DSPP will support and actively participate in the Army's accreditation program. Accreditation is a proponent quality assurance program function to assure the Commander, USATC and Fort Jackson, and external training center commanders that their DSs meet the competency needs of today's Army IAW TR 350-70. It is a forcing function that focuses the commander's attention on the state of the DSP and processes against the TRADOC approved accreditation standards IAW TR 350-70.

3-5. DSS self-assessments

A self-assessment serves as a catalyst to improve communication both internally and between external headquarters and the proponent. Self-assessment reports are prepared and submitted to the DSS proponent office in advance of a school's accreditation. AA/USAR Training Command (IET) DSSs will prepare a self-assessment of their operation IAW paragraph 3-3b of this regulation and provide a copy to the DSPP in preparation for their accreditation.

Chapter 4

Drill Sergeant of the Year (DSOY) Program

4-1. Eligibility criteria

Commander, TRADOC, will select a DSOY for both the AA and USAR.

a. As a minimum, nominees for AA DSOY will-

- (1) Be in the rank of SGT, staff sergeant (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 not previously received the Stephen Ailes Award.
- (5) Have 1 year remaining on current enlistment or have a letter of extension approved.
- (6) Take an APFT (administered as part of the competition). Soldiers prohibited from taking an APFT due to a medical profile will not compete in the competition at HQ TRADOC.

b. 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) After completing DSS, have served 1 year on DS status, to include attendance at AT as a DS, and currently serving as a DS as of the date of nomination.
- (4) Have not previously received the Ralph E. Haines, Jr. Award.
- (5) Have 1 year remaining on current enlistment or have a letter of extension approved.
- (6) Take an APFT (administered as part of the competition). Soldiers prohibited from taking an APFT due to a medical profile will not compete in the competition at HQ TRADOC.
- (7) Be allowed to compete only once at the TRADOC level competition.

4-2. Selection procedures

a. For AA, each commander authorized DSs will conduct a board to select an installation DSOY nominee (normally from each of the five ATCs), and submit the nominees IAW the annual HQ TRADOC DSOY Memorandum of Instruction (MOI). Satellite installations will send their nominee to a regional board conducted at the installation that holds proponency (as listed in the annual HQ TRADOC DSOY MOI). Complete TRADOC Form 298-R-E (Drill

Sergeant of the Year Nominee) and forward it with packet requirement to TRADOC CSM (ATCM), ATTN: DSOY, 7 Fenwick Road, Fort Monroe, VA 23651-1049.

b. USAR Training Commands (IET) will conduct boards to select their DSOY nominees, and submit the nominees IAW the annual HQ TRADOC MOI. Complete TRADOC Form 298-R-E and forward it with packet to TRADOC CSM (ATCM), ATTN: DSOY, 7 Fenwick Road, Fort Monroe, VA 23651-1049.

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

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

(2) The DSOY nomination packet forwarded from their installation or organization. The DSOY nominees will bring an updated enlisted record brief or DA Form 2-1 (Personnel Qualification Record), 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 conducted in front of evaluators at HQ TRADOC. These are tasks from the DSSC POI learned in DSS.

d. TRADOC CSM has the authority to terminate DSOY nominees from the competition when nominees:

(1) Have failed the administered APFT.

(2) Are not in compliance with AR 600-9, table 3-1.

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

(4) Are in violation of the UCMJ.

4-3. Duties of the AA DSOY

The AA DSOY will-

a. Perform special assignments for the Commander, TRADOC.

b. Assist U.S. Army Accessions Command in recruiting program assets, as requested, when duties do not conflict with TRADOC tasked DSOY responsibilities.

c. Participate in IET assistance and assessment visits when duties do not conflict with TRADOC tasked DSOY responsibilities.

d. AA DSOY will relocate to HQ TRADOC, Fort Monroe, VA, to fulfill the requirements of the AA DSOY for a minimum of one year. A second year of duty is possible serving as an

advisor to the U.S. Army Accession Command CSM on matters relevant to the DSP, as well as providing continuity to the program.

4-4. AA status of installation DSOY nominees not selected as the TRADOC DSOY

AA installation DSOY nominees not selected as the TRADOC DSOY will continue to serve as a DS in their assigned company until their commitment is complete.

4-5. Recommended duties of the USAR DSOY

The USAR DSOY will-

- a. Meet with the training command commander and CSM to discuss DS performance, IET issues, and solutions, as possible.
- b. Visit IET units within the division to observe training and make recommendations for improvement.
- c. Perform as guest speaker for civilian and military functions, as possible.
- d. Conduct monthly DS seminars within the division and provide feedback to the commander and CSM.
- e. Travel with the AA DSOY to ATC assistance and assessment visits, as possible.
- f. Serve for a period of 1 year only.

4-6. Types of awards

- a. AA and USAR DSOYs.

(1) The individual selected as the AA DSOY 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 TRADOC Reg 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 IAW regulations mentioned above.

- b. HQ, TRADOC. Commander, TRADOC, will present appropriate awards to both the AA and USAR DSOYs in a joint ceremony culminating the DSOY Program at Fort Monroe, VA.

- c. HQDA. The Chief of Staff, 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. Commander, TRADOC will coordinate the dates for the HQDA ceremony upon announcement of the DSOY winners.

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

Chapter 5

DS Recertification Training

5-1. General

This chapter provides guidance for conducting recertification training for qualified NCOs returning to DS status. The recertification training, outlined in the Drill Sergeant Recertification Course (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, do not have to attend the DSRC; however, the DSR that deployed for a period of 12-18 months prior to serving in an authorized DS position will attend the 2-week DSRC, once redeployed back to continental U.S. and placed on assignment for DS duty.

5-2. Training

DSRs that completed 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 IAW AR 614-200, paragraph 8-16.

a. AA DSs returning to DS duty must attend DSRC training at the Fort Jackson DSS, and USAR DSs may attend any of the USAR DSSs for this training. The DSS will conduct the following certification training:

(1) Administer the APFT within the first 24 hours of the DSRs arriving. 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. Take height and weight measurements prior to administering the APFT.

(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 standardized physical training session.

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

c. USAR commanders will establish recertification training programs IAW paragraphs 5-2a and 5-2b.

5-3. Special duty assignment pay for Drill Sergeant Recertification Course (DSRC)

After completion of recertification training, the DSS commandant/battalion commander will submit a copy of the DSR's file and a memorandum requesting reinstatement of SDAP to the installation DS manager. The installation DS manager will process the request IAW 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.

5-4. 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 Noncommissioned Officer Academy/DSS or battalion S-1 for a minimum of 2 years.

Chapter 6

DSL Certification Requirements

6-1. DSL selection

a. DSs currently on DS status may volunteer for DSL duty, or their CSM or 1SG may nominate DSs; 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. DSs in the rank of 1SG/MSG will serve as CIs and/or course managers (USAR).

b. DSS commandants require the following for AA/USAR DSL selection:

(1) AA DSs will have one year 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 in each event) within 45 days after reporting to the DSS.

(2) DSs 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 will serve a minimum of 2 years as a DSL, including certification time. DSLs 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 is met when a prospective DSL serves the required minimum of 12 months as a DS in IET.

(4) Soldiers returning to DS duties and under consideration as a prospective DSL will attend DS recertification training (see [chap 5](#)). The DSS commandant will sign the DS recertification training (not DSL certification) for DSLs to reinstate SDAP.

(5) USAR DSs will have successfully served two complete AT periods as a DS in the IET environment.

c. DSS commandants will-

(1) Not allow DSLs who fail to maintain prescribed level of fitness, proper weight and body composition, and personal appearance IAW AR 600-9, table 3-1 and 3-2 to instruct, until the DSL achieves the prescribed standard.

(2) Identify replacement CI/Drill Sergeant Leader Candidate (DSL/C) personnel prior to the departure of a qualified CI/DSL NLT 90 days for AA and 14 months for USAR. Senior commanders will establish a policy that allows a 90-day/14-month overlap between the outgoing CI/DSL and their replacement. The DSL/C will not be included in the DSC to DSL ratio.

6-2. DSL certification training

a. The DSS commandant will-

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

(2) Ensure each DSL is qualified and meets the eligibility and training requirements criteria as outlined in paragraphs 6-1 and 6-2, prior to assignment as a primary instructor in DSS.

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

(4) Request each DSL/C's certificate of training. The commandant will submit a memorandum, with name, grade, social security number (SSN), and start/finish dates of the certification training to Director, Basic Combat Training, Doctrine and Training Development Division (ATZJ-DTD), 4325 Jackson Blvd, Fort Jackson, SC 29207-5315.

(5) Use TRADOC Form 369-E (Drill Sergeant School Cadre Evaluation Sheet) to evaluate each DSL once every 90 calendar days, and place a copy of the evaluation in the DSL's file and provide developmental counseling, as needed. The CI and senior DSL will assist in performing these evaluations.

(6) Maintain a file on each DSL (see DSSC course management plan for specific content).

(7) Terminate USAR DSL status when recertification is not as paragraph 6-2c directs.

b. The DSL certification training is 47 days for AA and is a minimum of 47 days for USAR. AA DSL/Cs should begin their certification training on day 1 of the cycle, but may begin their certification training on any training day within a cycle, but must complete the entire 47 day training cycle. USAR DSL/Cs must begin their certification training at the beginning of either an AT or an active duty for training mission, and this must be day 1 of the cycle, as well. AA and USAR DSL/Cs must attend all training events. The DSS commandant may decide to grant more time on a case-by-case basis. Training will include:

(1) The CI will counsel the DSL/Cs on the DSSC materials. The DSL/C will understand the methodology outlined in the DSSC provided courseware 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 will administer all performance and written tests IAW the test administration guidance. The DSL/Cs will meet the course completion requirements detailed in the student evaluation plan. Retesting will be conducted IAW the DSSC student evaluation plan.

c. Upon completion of a 36-month tour as a certified DSL, USAR DSLs will recertify on the current and approved warrior tasks and battle drills by attending either a 14-day AT period or seven inactive duty training periods. USAR DSLs not recertifying as this paragraph directs, commander will have their DSL status terminated upon the completion of a 60-month tour.

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 JONES, JOHN J.	GRADE SSG	CLASS 08-01	DATE 20080201	
LOCATION U.S. ARMY DRILL SERGEANT SCHOOL, FORT SCHOOL, LOCATION 12345				
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:				

Figure 6-1. Sample DSS Cadre Evaluation Sheet

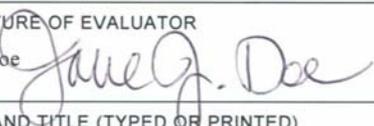
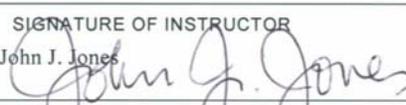
SECTION II: EVALUATION POST CHECK						
PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS		
A. COMMUNICATION TECHNIQUES.						
1. Speech/Language.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can be heard and understood. Uses correct grammar.		
2. Demeanor.	<input checked="" 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 Jane J. Doe 			DATE 20080201		
	NAME AND TITLE (TYPED OR PRINTED) DOE, JANE J., 1SG CHIEF INSTRUCTOR					
TO BE COMPLETED BY EVALUATOR						
SIGNATURE OF INSTRUCTOR John J. Jones 			NAME AND TITLE (TYPED OR PRINTED) JONES, JOHN J., SSG			DATE 20080201

Figure 6-1. Sample DSS Cadre Evaluation Sheet, continued

Appendix A
References

Section I
Required Publications

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

AR 600-9
The Army Weight Control Program

AR 614-200
Enlisted Assignments and Utilization Management

AR 623-3
Academic Evaluation Reporting System

DA PAM 623-3
Evaluation Reporting system

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

TRADOC Reg 350-6
Initial Entry Training Policies and Administration

TRADOC Reg 350-70
Systems Approach to Training Management, Processes, and Products

Section II
Related Publications

AR 5-13
Training Ammunition Management

AR 40-501
Standards of Medical Fitness

AR 140-158
Enlisted Personnel Classification, Promotion, and Reduction

AR 350-1
Army Training and Leader Development

AR 570-5
Manpower Staffing Standards System

AR 600-8-22
Military Awards

AR 600-85
Army Substance Abuse Program (ASAP)

AR 611-5
Army Personnel Selection and Classification Testing

TRADOC Reg 350-10
Institutional Leader Training and Education

TRADOC Reg 350-18
The Army School System (TASS)

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

Section III
Prescribed Forms

TRADOC Form 298-R-E
Drill Sergeant of the Year Nominee (Prescribed in para 4-3.)

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

TRADOC Form 369-E
Drill Sergeant School Cadre Evaluation Sheet (Prescribed in para 6-2a(4).)

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

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

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 Completing TRADOC Form 350-E, Drill Sergeant Course Performance

B-1. Purpose of form. TRADOC Form 350-E records the attrition rate for the AA/USAR DSS for each graduating class.

- a. Item 1: Enter the DSS name, location.
- b. Item 2: Enter the class number.
- c. Item 3: Enter the class date (start and end dates), for example DD/MM/YY.
- d. Item 4: SCHEDULED. Enter the number of candidates who started the class (provided from HRC), which will include new-starts.
- e. Item 5: ACTUAL INPUT. Enter the number of candidates that started the class. If a Soldier was a new-start, do not include in actual input. This section may or may not equal item 4, because no-shows and nonqualified arrivals are not subtracted in item 4.
- f. Item 6: RANK. Enter the number of candidates that started the class, by grade and component, to include new-starts.
- g. Item 7: INITIAL APFT FAILURES. Enter, by component, the number of candidates failing the initial APFT retest.
- h. Item 8: CLASS GRADUATION. Enter, by gender, the number of candidates graduating from the course (item 6 minus items 7, 9, 10, 11, 12, 13, 14, 15, and 16).
- i. Item 9: NO SHOWS. Enter, by gender, the number of no shows that did not report to the school, but were scheduled on ATRRS. Use item 17 to record by name, SSN, unit, and reason.

j. Item 10: UNQUALIFIED ARRIVALS. Enter, by gender, the number of, and reason for, unqualified arrivals. Do not include unqualified arrivals as actual input in item 5.

k. Item 11: FINAL APFT FAILURES. Enter, by gender, the number of final APFT failures. Enter reason (for example, push-ups, etc.), Soldier's name, SSN, unit, and whether the Soldier was a volunteer or a DA select. For tracking purposes, enter the candidate's installation (AA) or the unit (USAR) from which the candidate arrived as a permanent change of station to attend school. Use item 17 for continuation.

l. Item 12: ACADEMIC ATTRITION. Enter, by gender, the number of Soldiers released for academics. Enter the reason, Soldier's name, SSN, unit, general technical score, and whether the Soldier was a volunteer or a DA select. Use item 17 for continuation.

m. Item 13: ADMINISTRATIVE ATTRITION. Enter, by gender, the number of Soldiers released for administrative reasons. Enter the reason, Soldier's name, SSN, unit, and whether the Soldier was a volunteer or DA select. Use item 17 for continuation.

n. Item 14: DISCIPLINARY ATTRITION. Enter, by gender, the number of Soldiers released for disciplinary reasons, to include lack of motivation. Enter the reason, Soldier's name, SSN, unit, and whether the Soldier was a volunteer or a DA select. Use item 17 for continuation.

o. Item 15: MEDICAL. Enter, by gender, the number of medically released Soldiers. Enter the reason, Soldier's name, SSN, unit, and whether the Soldier was a volunteer or DA select. For candidates medically released, include whether the conditions existed prior to school. Use item 17 for continuation.

p. Item 16: OTHER CODES. Enter, by gender and reason code, candidates released for other reasons (that is, positive urinalysis, overweight, new-start). Do not count new-start Soldiers in actual input IAW item 5, above. Enter the reason, Soldier's name, SSN, unit, and whether the Soldier was a volunteer or a DA select. Use item 17 for continuation. Count new-start Soldiers in attrition rate.

q. Item 17: ADDITIONAL COMMENTS. List additional information supporting items 10 through 16 (for example, new-start). Provide any additional information or comments in regard to the DSSC, policies, and regulations.

B-2. Additional information. New-starts entering the course are calculated in ATRRS data in item 4. List these new-start Soldiers in item 17. A new-start that does not graduate is reflected in item 8 accordingly.

Appendix C

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

C-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 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.

C-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.

C-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 F; and section II, block C).

Appendix D

Instructions for Completing TRADOC Form 603-R, Active Army Drill Sergeant Report

D-1. Categories.

a. Authorized (A). Enter the number of DSs authorized in proposed, projected, or approved table of distribution and allowance documents; include HQDA-approved Directed Military Overstrength and Training Resources Arbitration Panel actions. Report authorizations as male/female (that is, 40/2). When authorizations are proposed or projected to change (see instructions for line "S" below), report the new figures in the column immediately to the right of reporting installation, using lines A, C, E, G, I, K, and N.

b. Operating (O). Enter number of DSs currently assigned. Do not include DSs pending relief/removal from the program, personnel in transit, or DSCs attending or waiting to attend DSS. Report operating strength as male/female (for example, 39/3). See paragraph D-2f below.

c. Pending Relief. Qualified DSs relieved/removed from duty and pending action to relieve/remove from the DSP.

d. Reliefs (Cause). DSs relieved/removed from the DSP for failure to maintain high standards of conduct, professionalism, appearance, UCMJ action, etc.

e. Reliefs (Other). DSs relieved/removed from the DSP for reasons other than "cause" (that is, medical profile, including pregnancy, family hardships, promotion to MSG, etc.).

D-2. Report format.

- a. FROM. Enter complete address of headquarters submitting the report, including zip code.
- b. POC. Enter data for the installation DS manager.
- c. Period Ending. Enter day, month, and year for data reporting month (always the last day of each month).
- d. Lines A, C, E, G, I, and K. Enter number of DSs authorized (male/female) for appropriate category of training.
- e. Lines B, D, F, H, J, and L. Enter number of DSs operating (male/female) for appropriate category of training. Do not include those DSs reported in line M as pending relief from the DSP.
- f. Line M. Enter number of DSs (male/female) relieved/removed from DS duties and pending approval action to relieve/remove them from the DSP prior to completion of their DS tour. Do not include as operating in lines B, D, F, H, J, and L. Do include total in line O.
- g. Line N. Enter the total DSs authorized (sum of lines A, C, E, G, I, and K (male/female)). Line N must agree with installation total reported on TRADOC Form 603-1-E.
- h. Line O. Enter the total operating DS (sum of lines B, D, F, H, J, L, and M (male/female)). Line O must agree with installation total reported on TRADOC Form 603-1-E.
- i. Line P. Enter percentage of total operating versus total authorized (line O divided by line N).
- j. Line Q. Enter projected gains (male/female) of qualified DSs in next 180 days. Include prior qualified DSs and projected DSS graduates (less attrition). Line Q must agree with installation total projected gain reported on TRADOC Form 603-1-E.
- k. Line R. Enter projected losses (male/female) of operating DSs in next 180 days. Line R must agree with installation total projected losses reported on TRADOC Form 603-1-E.
- l. Line S. Enter same number as shown on Line N. If authorizations are proposed or projected to change within the next 180 days, enter the proposed or projected number authorized (male/female). See paragraph D-1a above.
- m. Line T. Enter projected (male/female) operating strength (Lines O plus Q minus R).
- n. Line U. Enter percentage of total projected operating versus projected authorized (line T divided by line S).
- o. Line V. Enter cumulative total of DSS graduates (male/female) for current fiscal year. Only those installations with a DSS will report graduate figures.

p. Line W. Enter cumulative total of DSs candidates (male/female) eliminated from the DSSC for the current fiscal year. Only those installations with a DSSC will report candidate elimination numbers.

q. Line X. Enter cumulative total of DSs (male/female) relieved/removed from the DSP for cause for the current fiscal year.

r. Line Y. Enter cumulative total of DSs (male/female) relieved/remove from the DSP for reasons other than "for cause."

s. Line Z. Enter total number of DSs on initial tour on status 0-6 months.

t. Line AA. Enter total number of DSs on initial tour from 7-12 months, plus DSs that reentered the DSP and were reinstated at this pay level.

u. Line BB. Enter total number of DSs on initial tour that completed over 12 months, plus DSs that reentered the DSP and were reinstated at this pay level.

Appendix E

Instructions for Completing TRADOC Form 603-1-E, Active Army Drill Sergeant Report by Grade and Military Occupational Specialty

E-1. General instructions. This report is an addendum to TRADOC Form 603-R. Attach to the back of TRADOC Form 603-R.

E-2. Contents of form.

a. Installation. Enter installation and state only.

b. Date. Enter day, month, and year for data reporting month (, for example DD/MM/YY for the last day of each month (same as entered on TRADOC Form 603-R)).

c. Page number. Number consecutively and enter as "1 of 7," "2 of 7," etc.

d. Line column. Number consecutively all lines with data entered in columns 'a' through 'p.'

e. MOS (column 'a'). Enter in numerical order the three-digit MOS.

f. Authorized (columns 'b' through 'e'). Enter current authorization in upper half of block, proposed or projected authorizations in lower half.

g. Operating Strength (columns 'f' through 'j'). Enter current operating strength in appropriate grade columns. This number will include those DSs pending relief/removal from the DSP.

h. Projected Gains/Losses (columns 'k' through 'o'). Enter projected gains/loses for 180 days subsequent to date of report.

i. Projected Operating Strength (column 'p'). Enter the 180-day projected operating strength. Column 'j' plus column 'o' gains, minus column 'o' losses.

j. Page Total. Enter page total on each page for columns 'b' through 'p.'

k. Installation Total. Enter installation total (add page totals) on last page of the report for columns 'b' through 'p.' Installations submitting a one-page report may omit these numbers if page total columns are entered. Columns 'e,' 'j,' 'o,' and 'p' must agree with appropriate line entries on TRADOC Form 603-R.

Appendix F

DS Wellness Program

1. Applicability. This program is applicable to all units with DSs assigned or attached who meet the criteria listed below.

2 Purpose. To provide guidance for the DS wellness program.

3. General. The DS wellness 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.

4. Procedures. DSs 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.

5. General Guidelines.

a. DSs will not perform CQ or staff duty the weekend prior to ordering the DS wellness week (10 consecutive days).

b. DSs will have appointments made for them or they will have priority when attending to business on the installation during DS wellness week.

c. Every effort will be made to ensure all appointments are scheduled NLT 1300 hours in an effort to afford DSs maximum time with their family.

d. DSs 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 want to.

e. The DS wellness week trail break will be conducted between the 10th and 14th month. Commanders can choose to conduct another DS wellness week between the 22nd and 26th month for DSs serving a third year.

6. Religious Support Component.

a. The unit ministry team is the commander's executive agent in support of the DS wellness program.

b. Training brigade commanders should coordinate with their unit ministry team to provide DS 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 (BSRF)/Strong Bonds training, and/or Prevention and Relationship Enhancement Program (PREP) training.

7. Medical Component.

a. Training brigade commanders should coordinate with their supporting medical treatment facility commanders to develop the medical component of the DS wellness program. The coordination may be made through the IET health care committee (see TRADOC Reg 350-6, paragraph 3-38).

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

(b) DSs 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 TRADOC Reg 350-6 and TRADOC Reg 350-16.

Glossary

Section I Abbreviations

1SG	first sergeant
AA	Active Army
AER	academic evaluation report
AGR	active guard/reserve
APFT	Army physical fitness test
ARNG	Army National Guard
AR	Army regulation
ARNGUS	Army National Guard of the United States
AT	annual training
ATC	Army Training Center
ATRRS	Army Training Requirements and Resource System
BCT	basic combat training
CA	combat arms
CI	chief instructor
CMF	career management field
CSM	command sergeant major
DA	Department of the Army
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	U.S. Army Drill Sergeant School
DSSC	Drill Sergeant School Course
FORSCOM	United States Army Forces Command
HQ	headquarters
HQDA	Headquarters, Department of the Army
HRC	U.S. Army Human Resources Command
IAW	in accordance with
IET	initial entry training
MOI	memorandum of instruction
MOS	military occupational specialty
MSG	master sergeant
NCO	noncommissioned officer
NLT	not later than
ODCS	Office of the Deputy Chief of Staff
OSUT	one station unit training
POC	point of contact
POI	program of instruction

reg	regulation
SDAP	special duty assignment pay
SFC	sergeant first class
SGT	sergeant
SQI	skill qualification 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
USATC	United States Army Training Center

Section II

Terms

accreditation

A formalized assessment of each TRADOC and USAR DSS that focuses on compliance with approved AR 614-200, AR 623-3, this regulation, and the POI, as Commander, USATC and Fort Jackson (ATZJ-DTD) determines. This determination is followed by an issuance of certificate of accreditation of the DSS by the Commander, USATC and Fort Jackson.

Army physical fitness test

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 commandants 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

A DSC is an AA, U.S. Army Reserve AGR, U.S. Army Reserve TPU member, Army National Guard U.S. (ARNGUS) AGR, ARNGUS drilling members, and Individual Ready Reserve (IRR) Soldiers who expend Government funds in compliance with AA, U.S. Army Reserve AGR, U.S. Army Reserve TPU members, ARNGUS AGR, ARNGUS drilling members, and DSS assignment orders.

Drill Sergeant School Course

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

drill sergeant leaders

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

Drill Sergeant of the Year

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

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

drill sergeant returnee

A DS that successfully completed a tour of duty as a DS in a previous assignment and volunteered and was accepted for a subsequent DS tour.

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

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

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 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

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

recertification training

The minimum training required for previous DSs who return to active status in IET.

reserve components

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

satellite schools

Separate and remote locations for DS training within the USAR

skill qualification identifier

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

standardized physical training

Standardized physical 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.

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

The physical location the DSC is taught (AA and/or USAR).

Section III

Special Abbreviations and Terms

This section contains no entries.

DRILL SERGEANT OF THE YEAR NOMINEE

For use of this form, see TRADOC Reg 350-16;
the proponent is the Deputy Chief of Staff, G-3/5/7.

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)

SSN

SPOUSE (Last, First, Middle)

HOME PHONE NUMBER (Area Code)

DUTY PHONE NUMBER (DSN)

HOME MAILING ADDRESS

DUTY MAILING ADDRESS

BDE CSM

PHONE NUMBER (DSN)

POST/DIV CSM

PHONE NUMBER (DSN)

WILL YOUR SPOUSE ACCOMPANY YOU TO HQ TRADOC?

YES

NO

DRILL SERGEANT COURSE PERFORMANCE

For use of this form, see TRADOC Reg 350-16; proponent is the Deputy Chief of Staff, G-3/5/7.

REQUIREMENTS
CONTROL SYMBOL
ATTG -35 (R -2)

1. DSS		2. CLASS NUMBER		3. CLASS DATES			
				FROM: _____ TO: _____			
4. SCHEDULED	5. ACTUAL INPUT		6. RANK			7. INITIAL APFT FAILURES	
	MALE:		Active Army		USAR		Active Army
			SFC		SFC		
	FEMALE:		SSG		SSG		USAR
			SGT		SGT		
8. CLASS GRAD	MALE:	FEMALE:	9. NO SHOWS		MALE:	FEMALE:	
10. UNQUALIFIED ARRIVAL	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
11. FINAL APFT FAILURE	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
12. ACADEMIC	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
13. ADMINISTRATIVE	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
14. DISCIPLINARY	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
15. MEDICAL	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
16. OTHER CODES	REASON			UNIT		VOLUNTEER/ DA SELECTED	
MALE							
FEMALE							
REASON CODES: P = POSITIVE URINALYSIS; O = OVERWEIGHT; N = NEW START							

DRILL SERGEANT COURSE PERFORMANCE

17. ADDITIONAL INFORMATION/COMMENTS.

INSTRUCTIONS

- (1) The DSS name and location.
- (2) Class Number.
- (3) Class Dates (Start and End Dates).
- (4) SCHEDULED. Enter the number of candidates programmed to start class (provided from Human Resources Command).
- (5) ACTUAL INPUT. Enter number of candidates that started the class. (If a soldier was new started from the class, do not include in *Actual Input*.)
- (6) RANK. Enter the number of candidates by rank and component that started the class.
- (7) Enter the number of candidates (by component) failing the initial APFT retest.
- (8) Enter the number of candidates graduating from the course.
- (9) Enter the number and reason for any no shows (utilize Item 17 for entries), and do not include no shows as *Actual Input* in Item 5.
- (10) UNQUALIFIED ARRIVALS. Enter, by gender, the number and reason for unqualified arrivals. Do not include unqualified arrivals as *Actual Input* in Item 5.
- (11) FINAL AFPT FAILURES. Provide reasons for each failure (for example, push-up, etc.). For tracking purposes, enter the candidate's unit (USAR) or the installation (Active Army) from which the candidate moved through Permanent Change of Station to attend school, and whether the soldier volunteered or was DA selected for DSS.
- (12) ACADEMIC ATTRITION. Enter the number, reason, and unit period GT Score for each failure.
- (13) ADMINISTRATIVE ATTRITION. Enter the number, reason, and unit for candidates who are released for administrative reasons.
- (14) DISCIPLINARY ATTRITION. Enter the number, reason, and unit for candidates released due to disciplinary reasons, to include lack of motivation.
- (15) MEDICALLY RELEASED. Enter the number, reason, and unit for candidates medically released. Include whether the conditions existed prior to school.
- (16) OTHER CODES. Enter the number, reason (code) and unit for candidates released for other reasons (for example, Positive Urinalysis, Overweight, New Start). Do not count new started soldiers in attrition (IAW Item 5, above).
- (17) List additional information supporting the appropriate blocks, including recommendations for policy and program changes.

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	GRADE	CLASS	DATE
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LOCATION

SECTION I: EVALUATION OF SMALL GROUP INSTRUCTION METHODS

PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS
A. INTRODUCTION.				
1. Learning Objectives.	<input 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows lesson guide and discussion input. Discussions support the learning objective.
2. Technique.	<input 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 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 type="checkbox"/>	

COMMENTS:

SECTION II: EVALUATION POST CHECK							
PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS			
A. COMMUNICATION TECHNIQUES.							
1. Speech/Language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can be heard and understood. Uses correct grammar.			
2. Demeanor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses direct eye contact. Appears confident and prepared; well refined.			
3. Questioning Techniques.	<input 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment is set up correctly, focused, and ready to use.			
c. Materials.	<input 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). <i>(Specify local standard(s), if any, and check appropriate block. Otherwise, check NA.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Has evaluator reviewed lesson plan and associated course materials?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I certify that the instructor evaluated was critiqued immediately after evaluation.	SIGNATURE OF EVALUATOR					DATE	
	NAME AND TITLE (TYPED OR PRINTED)						
TO BE COMPLETED BY EVALUATOR							
SIGNATURE OF INSTRUCTOR				NAME AND TITLE (TYPED OR PRINTED)			DATE

ACTIVE ARMY DRILL SERGEANT REPORT
 For use of this form, see TRADOC Reg 300-16.
 the proponent is the Deputy Chief of Staff, G-3/57.

TO: TRADOC Drill Sergeant Manager
 (ATBO-BE), 11 Bernard Road,
 Fort Monroe, VA 23651-1048

FROM:

POC (Name, Grade, Title, Phone Number)
 REQUIREMENTS CONTROL SYMBOL
 ATBO-20(R4)
 PERIOD ENDING:

CATEGORY		INSTALLATION PERSONNEL STATUS										
		APG	BENNING	BLISS	BRAGG	KNOX	LACKLANC	EUSTIS	GOODFELLOW	GORDON	HUACHUCA	JACKSON
A	ACTIVE	A										
B	STRENGTH	O										
C	BCT	A										
D	AIT	O										
E	OSUT	A										
F	O	O										
G	DSSNET	A										
H	CADRE/PRE-	O										
I	CMO	A										
J	RECEPTION	O										
K	STATION ESL	A										
L	FTU	O										
M	PENDING RELIEF											
N	AUTHORIZED											
O	OPERATING											
P	PERCENTAGE											
Q	PROJECTION											
R	(100 DAYS)											
S	GAINS											
T	LOSSES											
U	AUTHORIZED											
V	OPERATING											
W	PERCENTAGE											
X	SCHOOL DATA											
Y	GRADUATES											
Z	ELIM (DSS)											
AA	RELIEFS (CAUSE)											
BB	RELIEFS (OTHER)											
	SDA PAY											
	0-6 MONTHS											
	7-12 MONTHS											
	OVER 12 MONTHS											

TRADOC FORM 603-R-E, FEB 2008 PREVIOUS EDITIONS ARE OBSOLETE.

8.5 x 11

