

5 May 2020

Training  
Drill Sergeant Program

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Commanding



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**History.** This publication is a major revision. The portions affected by this revision are listed in the summary of change.

**Summary.** This United States (U.S.) Army Training and Doctrine Command Regulation 350-16 establishes policies, procedures, and responsibilities for managing the Drill Sergeant Program.

**Applicability.** This regulation applies to all U.S. Army Training Centers, Centers of Excellence, activities authorized drill sergeants, U.S. Army Reserve Training Command (Initial Entry Training), and the U.S. Army Drill Sergeant Academy. Paragraph 2-16 of this regulation is punitive. Soldiers who violate paragraph 2-16 may be subject to punishment under the Uniform Code of Military Justice.

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

**Management and control process.** This regulation contains management control provisions in accordance with Army Regulation 11-2, but it does not identify key management controls to evaluate.

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\*This regulation supersedes TRADOC Regulation 350-16, dated 21 May 2018.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without approval from the U.S. Army Center for Initial Military Training (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701

**Suggested improvements.** Send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Center for Initial Military Training (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701.

**Distribution.** This regulation is available in electronic media only at the [TRADOC Administrative Publications website](#).

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## Summary of Change

TRADOC Regulation 350-16  
Drill Sergeant Program

This major revision, dated 5 May 2020-

- o Updates office symbols and addresses (throughout).
- o Removes references to U.S. Army Training and Doctrine Command Form 350-E (throughout).
- o Rescinds U.S. Army Training and Doctrine Command Form 369-E and replaces references to it with U.S. Army Training and Doctrine Command Form 600-21-1 (throughout).
- o Updates roles and responsibilities (para 1-4).
- o Adds records management requirements (para 1-5).
- o Changes the general technical score requirement for drill sergeant candidates in accordance with Army Regulation 614-200 (para 2-1f).
- o Adds the Proponent Development Integration Division as being responsible for managing the Training Requirements Analysis System products in support of the Drill Sergeant Course and the Drill Sergeant Recertification Course (para 2-3b).
- o Changes instructor-to-student ratio from two drill sergeant leaders per squad to 1:8 (para 2-3c).
- o Adds the Army Combat Fitness Test as a graduation requirement for the Drill Sergeant Course and gives the U.S. Army Drill Sergeant Academy Commandant limited waiver authority (para 2-5d(2)).
- o Updates drill sergeant assignment, usage, and tour of duty (para 2-9).

- o Changes drill sergeant certification requirements (para 2-10).
- o Changes ratios and updates assigned personnel requirements (drill sergeants and officers) to meet those ratios (para 2-13).
- o Authorizes Army training center/center of excellent commanders to change the color of the vest worn by their drill sergeants as long as uniformity is maintained across the Army training center/center of excellence (para 2-15e).
- o Adds punitive paragraph regarding prohibited relationships between U.S. Army Drill Sergeant Academy cadre and students (para 2-16).
- o Updates quality assurance requirements for the Drill Sergeant Program (paras 3-1, 3-3b, and 3-4).
- o Adds the Army Combat Fitness Test as a graduation requirement for the Drill Sergeant Recertification Course and gives the U.S. Army Drill Sergeant Academy Commandant limited waiver authority (para 4-2a(1)).
- o Changes the fitness test standards for drill sergeant leaders (para 5-1b).
- o Updates drill sergeant leader certification requirements (paras 5-2)..
- o Significantly updates Drill Sergeant of the Year guidance (chap 6).
- o Updates the list of required and related publications and prescribed and referenced forms (app A).
- o Removes Appendix B (Instructions for Using U.S. Army Training and Doctrine Command Form 369-E, U.S. Army Drill Sergeant Academy Cadre Evaluation Sheet) and Figure B-1 because U.S. Army Training and Doctrine Command Form 369-E is rescinded.
- o Removes Appendix C (Candidate Record of Training) and Figure C-1 because the form is a local form, not a U.S. Army Training and Doctrine Command form.
- o Adds the dental treatment facility commander as an additional individual brigade commanders should coordinate with to develop the medical component of the drill sergeant resilience program (para B-7a).
- o Removes Appendix E (U.S. Army Training and Doctrine Command Form 298-R-E, Drill Sergeant of the Year Nominee) and Figure E-1.

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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) and DS candidate status for the active Army (AA), United States (U.S.) Army Reserve (USAR), and Army National Guard (ARNG) as prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

#### **1-2. References**

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

#### **1-3. Explanation of abbreviations and terms**

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

#### **1-4. Responsibilities**

a. As prescribed in Army Regulation (AR) 614-200, U.S. Army Human Resource Command (HRC), DS Branch, is responsible for:

- (1) Developing assignment policy for DS candidates 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 DS candidates and noncommissioned officers (NCOs) assigned as DSs at the training locations to include AA, USAR, and ARNG.

b. Headquarters (HQ), TRADOC.

(1) Deputy Chief of Staff, G-1/4 will:

(a) Coordinate with HRC to ensure DS candidate 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), one station unit training (OSUT), and advanced individual training (AIT).

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

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

c. U.S. Army Center for Initial Military Training (USACIMT), as the DSPP, will:

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

(2) Conduct the annual Drill Sergeant of the Year (DSOY) competition in accordance with Chapter 6 of this regulation.

(3) Manage the creation, maintenance, conduct, and execution of the DS Course and Drill Sergeant Recertification Course (DSRC) programs of instruction (POIs) in accordance with AR 350-1 and U.S. Army Training and Doctrine Command Regulation (TR) 350-70 to meet the criteria of the Army's accreditation standards.

(4) Ensure critical tasks are performed by DSs in accordance with TR 350-70, Chapter 4, and provide quality control and standardization within the U.S. Army Drill Sergeant Academy (DSA).

(5) Serve as the proponent for skill qualifications identifier (SQI) X.

(6) Ensure the DS Course and DSRC provides efficient and effective learning, and certify personnel as drill sergeant leaders (DSLs) in accordance with Chapter 5 of this regulation.

(7) Approve all learning material and conduct training assistance visits to the DSA in accordance with TR 350-70 and Chapter 3 of this regulation.

(8) Respond to requests for exceptions to policy established by this regulation, excluding those pertaining to personnel actions.

(9) Conduct internal and external evaluations, applying results to improve the education and training provided. Report findings to the TRADOC Quality Assurance Program.

(10) Establish a requirement to provide a cadre/DS resilience program.

(11) Ensure student performance measurements/tests are in accordance with TR 350-70. Ensure the DS Course and DSRC are conducted in accordance with the approved DSPP courseware (POI, lesson plans, course management plan (CMP), individual student assessment plan (ISAP), and test administration guidance).

d. Brigade commanders will:

(1) Ensure DS candidates meet the prerequisites of AR 614-200.



(2) Manage assignment and utilization of DS candidates in accordance with Chapter 2 and Chapter 5 of this regulation.

(3) Ensure personnel attend the specific DS Course listed on their orders. DS strength requirements direct the number of scheduled DS Courses. Obtain approval from HRC prior to deviating from personnel orders to attend a specific DS Course.

(4) Take action in accordance with AR 614-200, and this regulation, as appropriate, to remove DS candidates and DSs from the Drill Sergeant Program (DSP).

(5) Make formal recommendations to HRC in reference to personnel removed from the DS Course to reschedule their attendance in the future.

(6) Conduct DS recertification training in accordance with Chapter 4 of this regulation.

(7) Assign DSs to positions in accordance with AR 614-200 and this regulation.

(8) Designate a DSP point of contact to coordinate with the TRADOC DSP manager and the DSPP on all matters relating to the DSP.

(9) Submit a monthly AA DS report (see Chapter 2) to the TRADOC DSP manager.

(10) Establish a flexible cadre/DS resilience program. Base this program on each brigade commander's guidance, 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.

(11) Brigade commanders and command sergeants major (CSMs) will conduct interviews with the DS and their spouse when there is a request to extend or they are involuntarily extended. Document attempts to contact the spouse, and/or the spouse's refusal, if the spouse does not participate in the interview.

e. 108<sup>th</sup> Training Command, Initial Entry Training (IET) (USAR) will:

(1) Ensure DS candidates meet prerequisites of AR 614-200.

(2) Take action in accordance with AR 614-200, and this regulation, as appropriate, to remove DS candidates and DSs from the DSP as recommended by the DSA Commandant.

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

f. The DSA Commandant will:

(1) Manage the operation of the DSA and conduct training in accordance with this regulation and the DS Course POIs and CMPs.

(2) Confirm that DS candidates meet the prerequisites in accordance with AR 614-200 prior to beginning the DS Course, and remove those candidates identified as unqualified arrivals. Maintain student attendance by using the ATRRS class roster (R2).

(3) Initiate action to remove candidates from the DS Course/DSP in accordance with AR 614-200 and Chapter 2 of this regulation, when required.

(4) Complete DA Form 1059 (Service School Academic Evaluation Report) for all DS candidates upon completion of or removal from the DS Course. Unqualified arrivals do not require DA Form 1059, unless the DS candidate fails to meet 60 points in each event on the initial Army Physical Fitness Test (APFT) (effective 1 October 2020: fails to meet the Gold standard in each event on the initial Army Combat Fitness Test (ACFT)) or the height/weight composition in accordance with AR 600-9. In these instances the DS candidate will receive a “Failed to Achieve Course Standards” DA Form 1059.

(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 and for the DSA in accordance with Chapter 5 of this regulation.

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

(9) Review and analyze DS Course critiques and course reports for attrition.

(10) Include the training ammunition requirements listed in the DS Course POIs in the installation forecast in accordance with AR 5-13.

(11) At the completion of each class send a course performance report to: USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

### **1–5. Records management requirements**

As required by AR 25-400-2, the records management (recordkeeping) requirements for all record numbers, associated forms, and reports are included in the Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in RRS-A at: <https://www.arims.army.mil>.

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## **Chapter 2**

### **Drill Sergeant (DS) Program (DSP) Administration**

#### **2-1. Entry into the DSP**

a. DA may involuntarily select AA NCOs, or NCOs may volunteer, for DS duty in accordance with AR 614-200. A DS candidate is an AA, USAR Active Guard Reserve (AGR), USAR troop program unit member, ARNG AGR, ARNG drilling member, and individual ready

reserve NCO who expend Government funds in compliance with AA, U.S. Army Guard and Reserve, USAR troop program unit members, ARNG AGR, ARNG drilling member, and individual ready reserve DSA assignment orders. The AA NCOs that HRC identifies and notifies for attendance at DSA will not begin their candidate status more than 45 days prior to their class start date. Candidates will use the 45 days prior to their class start date to prepare for training by practicing physical readiness training (PRT), drill and ceremonies, and beginning module preparation. Specific preparation guidance can be found at: <https://www.milsuite.mil/book/groups/usadsa>.

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

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

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

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

f. DS candidates must have a minimum GT score of 100. This requirement may be waived to not less than 90 on a case-by-case basis. See AR 614-200 for waiver requirements.

## **2-2. United States Army Reserve (USAR) entry into the DSP**

a. Qualified USAR personnel may enter the program by either volunteering or enlisting for DS vacancies in the USAR Training Commands (IET). The USAR DS candidate must meet the prerequisites outlined in AR 614-200 to qualify for the program. USAR DS candidates must attend the DSA and be graduates of the Basic Leader Course prior to attending the DS Course.

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

c. All USAR personnel, SGT through SFC, who complete the Drill Sergeant Course and are assigned to a training command, are awarded the SQI X.

d. USAR DS candidates must have the minimum rank of sergeant (E-5) to attend the DS Course.

### **2-3. DS Course**

a. The USACIMT approves the DS Course. Changes or deviations to the DS Course require the written approval of the Commanding General, USACIMT. Request for changes or deviations to the DS Course must be forwarded thru: Leader Training Brigade (LTB), Proponent Development Integration Division (PDID) (ATCG-MTT-D), 3216 Magruder Avenue, Fort Jackson, SC 29207-5315.

b. The LTB, PDID will act as the proponent for the content and execution of the DS Course. The PDID is responsible for keeping the DS Course current. The PDID is responsible for managing the Training Requirements Analysis System (TRAS) products in support of the DS Course and the DSRC.

c. The DS Course is conducted in accordance with the DS Course material using small group instruction (squads consisting of 8 to 16 assigned candidates). The DSLs will lead and instruct their squads throughout the course maintaining the instructor-to-student ratio of 1:8.

d. The DSA Commandant will monitor the execution of the DS Course and DSRC. Report candidate attrition during each class to USACIMT. The DSA Commandant will conduct a complete review of any class with an overall attrition over 12 percent to determine the cause(s). This review is a tool for quality control, quality assurance and product improvement. Do not use the attrition rate as an attempt to lower the standards. Forward the review thru: Leader Training Brigade (LTB), Proponent Development Integration Division (PDID) (ATCG-MTT-D), 3216 Magruder Avenue, Fort Jackson, SC 29207-5315.

e. The DS Course consists of three phases for all candidates. This allows greater flexibility to accommodate phase inserts. Candidates will have 18 months to complete all three phases. Phases must be completed in order 1, 2 then 3; no other sequence is accepted or authorized. Candidates who fail to complete the course within the 18 months will be considered a course failure and a DA Form 1059 will be generated to indicate those candidates as such. Those candidates will be required to start the course from the beginning as long as they were not removed from the DSP.

f. Submit recommendations for changes to the DS Course on DA Form 2028 (Recommended Changes to Publications and Blank Forms) thru: Leader Training Brigade (LTB), Proponent Development Integration Division (PDID) (ATCG-MTT-D), 3216 Magruder Avenue, Fort Jackson, SC 29207-5315, for review and approval.

**2-4. New start**

a. The DSA Commandant is the approving authority for new starts and will inform the DS Branch, HRC, of the restart for candidates who fail to achieve course standards for AA DS candidates. The DSA will forward a copy to: Commander, U.S. Army Human Resources Command (AHRC-EPD-D), 1600 Spearhead Division Avenue, Fort Knox, KY 40121.

b. For USAR AGR DS candidates, forward a copy of the request to: Commander, U.S. Army Resources Command (AHRC-ARE), 1600 Spearhead Division Avenue, Fort Knox, KY 40121.

c. For the ARNG DS candidates, the DSA will forward a copy to: Commander, National Guard Bureau, ARNG Recruiting and Retention Division (ARNG-HRR), 111 S. George Mason Dr., Arlington, VA 22204-1373.

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

e. The DSA Commandant may grant a one-time only fourth attempt to DS candidates experiencing difficulty in one course area on a case-by-case basis. Make reassignment to the first available class that provides the candidate the opportunity to continue from the necessary block of training. Return the DS candidate to training as soon as possible after the new-start is authorized. Candidates who have failed the fourth and final attempt will not be permitted a new start.

f. The DSA Commandant will release DS candidates whose reassignments are not completed within 60 training days (administrative release). DS candidates that miss training due to emergency leave or hospitalization (and do not complete the course with their initial class) will be inserted into the appropriate phase that aligns with their training path upon their return.

**2-5. Removal of DS candidate from the DS Course**

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

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

c. Army training center (ATC)/center of excellence (CoE), training division, and separate brigade commanders, or their appropriate equivalent, may remove Soldiers from the DSP (while in candidate status or while assigned DS duties). Removal authority is delegated to the grade of colonel or above.

d. The following actions represent reasons for removal from the DS Course:

(1) Failure to meet body composition requirements in AR 600-9.

(2) Failing the APFT/ACFT.

(a) Until 30 September 2020: Failure to pass the initial APFT by scoring 60 points or better in each event, or failure to pass the final ACFT by meeting the Gold standard in each event. The DSA Commandant may waive one ACFT event if the DS candidate met the Gold standard on the other five ACFT events and scored 70 points or higher in each event on the APFT.

(b) Starting 1 October 2020: Failure to pass the initial ACFT by meeting the Gold standard in each event, or failure to pass the final ACFT by meeting the Grey standard in each event. The DSA Commandant may waive one event provided the DS candidate achieved the Gold standard in that event.

(3) Academic failure.

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

(5) Administrative issues, such as emergency leave, execution of a DA Form 4991 (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.

(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 the DS Course, to include DS candidates lacking the skills, attributes and demeanor of a DS (for example, disrespect to classmates or cadre, repeatedly late to formation, unprofessional conduct).

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

(10) Hardship or family issues that prevent the NCO from performing DS duties. NCOs released from a course of instruction through no fault of their own (such as medical or compassionate reasons) will receive a DA Form 1059 in accordance with AR 623-3. The DA

Form 1059 will not be referred to the unit commander, item 11 (performance summary block) will be left blank, and item 14 (comments block) will fully explain the circumstances of the removal.

(11) NCOs in a DS candidate 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).

e. Procedures for removal action:

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

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

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

(c) Refer all adverse academic evaluation reports to the DS candidate 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 DSA Commandant will review all appeals for accuracy and format before sending the removal packet to the approval authority in accordance with AR 614-200. The DSA Commandant will forward the entire appeal packet after completion to the approval authority. If the case involves removal of the DS candidate from both the course and the DSP, the Commandant will execute the DS candidate's removal packet and then refer it to the ATC/CoE commander with the recommendation to remove the DS candidate from the DSP in accordance with AR 614-200.

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

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

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

(5) The DSA Commandant will notify the unit CSM of each DS candidate's removal from the course. A letter from the approval authority will specify the reason(s) for removal.

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

f. Appeals process:

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

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

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

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

i. A DS candidate's failure to complete the DS Course in 9 weeks will result in academic removal in accordance with the DS Course management plan and this regulation.

j. DS candidates must complete the DS Course within 18 months and meet all course requirements by the DS Course scheduled class graduation date.



k. Medically remove DS candidates in cases of illness, injury, or a medical profile resulting in unreasonable delays in training or loss in training time. The DSA Commandant will determine the potential of the DS candidate to make up the missed training. DS candidates must meet all course requirements by the scheduled class graduation date.

## **2-6. Removal of DS candidate from the DSP**

a. The Commander, U.S. Army Central Personnel Security Clearance Facility or Commanding General, TRADOC may remove DS candidates from the DSP for cause before or during the DS Course. DS candidates removed from the DSP are not considered for DS duty in the future. AR 614-200 and paragraphs 2-5 and 2-6 of this regulation establish reasons for removal and reporting procedures.

b. The designated approval authorities to remove DS candidates from the DSP are the respective ATC/CoE or USAR Training Division (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 DS candidate's removal from the DSP. The entire action, from the DSA submittal to the approval authority disposition, will not exceed 5 training days.

d. The DSA Commandant will notify the CSM of each DS candidate's unit of their recommended removal from the DSP when removed from the DS Course. The approval authority will make notification through a letter specifying the reason(s) for removal.

e. The DSA Commandant will submit a copy of the removal packet for every DS candidate removed from the DS Course/DSP to: Commander, U.S. Army Human Resources Command (AHRC-EPD-D), 1600 Spearhead Division Avenue, Fort Knox, KY 40121; and Leader Training Brigade (LTB), Proponent Development Integration Division (PDID) (ATCG-MTT-D), 3216 Magruder Avenue, Fort Jackson, SC 29207-5315.

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

g. Soldiers removed from DSP for pregnancy will receive additional instructions to report back to DS duties or school, as applicable, normally 6 months after anticipated delivery, unless Soldier had completed 18 months or more status when removed.

## **2-7. Assignment and use of DS candidates**

a. Unit commanders will ensure DS candidates have no personal, financial, or medical issues that would prevent successful completion of DS tour of duty. If the unit commander finds the DS candidate is not prepared to attend the DSA as scheduled (for example, prospective

APFT/ACFT 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 DS candidate from the DS Course/DSP if the candidate is still not prepared to attend the next available class.

b. When a DS candidate is assigned to a training unit, the unit will:

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

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

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

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

- (1) Spend the maximum amount of time preparing for the DS Course by closely observing unit training and participating in as many training activities as time allows.
- (2) Accompany a DS sponsor in the performance of the duties listed above.

## **2-8. Relief from DS duties**

a. ATC/CoE and separate brigade commanders, or their appropriate equivalent, may remove AA NCOs from the DSP (while in DS candidate status or while assigned DS duties). See AR 614-200 for specific reasons for removing NCOs from the DS Course; 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 Division (IET) commander in accordance with AR 140-10. Upon mobilization, a USAR DS is subject to the removal provisions of AR 614-200. The commander may delegate this authority to the USAR Training Division (IET) Adjutant General, but no lower. Removal authority is the grade of colonel or higher, including commanders/commandants of other services.

b. DSs may have their badge revoked in accordance with AR 600-8-22 and AR 614-200. Revocation of the badge may result in the withdrawal of the SQI X.

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

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

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

a. DS Course graduates assigned in DS positions are authorized SDAP-4 (to include USAR performing DS duties on active duty for training missions) upon graduation of the DSA. DS qualified first sergeants (1SGs) and MSGs filling a chief instructor (CI) position at the DSA are also entitled to SDAP-4. Army DSs are eligible to advance to SDAP-5 after successful completion of their unit's DS certification program (see para 2-10 of this regulation), 12 months service as a DS, and the company commander's favorable recommendation and endorsement. DSs will receive SDAP-4 effective the date assigned to an authorized DS position.

b. Commanders/commandants will not assign DSs to perform major additional duties that divert them from their primary duties as a DS. Commanders/commandants must exercise sound judgment when assigning DSs additional duties. Below are examples of additional duties that can/cannot be assigned to DSs. The examples are not all-inclusive and are only intended to help guide the commander/commandant during the decision-making process.

(a) Authorized additional duties: company chemical, biological, radiological and nuclear NCO, physical security NCO, arms room NCO, and equal opportunity representative.

(b) Unauthorized additional duties: operations/training NCO, supply sergeant, gate/access control guard (unless in support of family day/graduation or a major security incident), crossing guard (unless in support of training), or bus driver (unless in support of training that will occur outside of the installation's Training Management Office supported hours).

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

d. 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.

e. All DSs (AA or USAR) serving in the reception battalion should be among the top 20 percent of DSs across the enterprise. All DSs selected for assignment to the reception battalion will be recommended by their current brigade CSM/DSA Commandant and interviewed by the

reception battalion CSM before assignment to the reception battalion to maintain the proper balance of experienced and professional DSs for processing trainees. No DS assigned to the reception battalion straight from the DSA will serve longer than 12 months at the reception battalion.

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

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

h. AA DSs currently on assignment may volunteer for DSL duty as early as their 9<sup>th</sup> month of assignment. If selected, the initiation of reassignment from the ATC/CoE will occur as early as the 12<sup>th</sup> month in order to allow smooth transition of family members and to execute the DSL certification. DSs that are selected to become a DSL at the DSA will extend to meet the mandatory service remaining requirement (SRR) of 42 months.

i. AA DSs assigned as DSs to execute IET leader and cadre training programs, such as the TRADOC Pre-Command Course and Company Commander/First Sergeant Course, may extend for an additional six months beyond the current 36 month assignment, not to exceed a total of 42 months.

j. The DSOY will receive SDAP for the duration of their assignment, not to exceed a total of 42 months of SDAP.

k. AA BCT/OSUT/AIT brigades will provide drill sergeant leader candidates (DSLCS) to the DSA in accordance with HRC manning requirements.

l. Commanders who have DSs assigned will implement and inspect their DS work to rest cycles to ensure risk mitigation. This is for all training and continuous operations exceeding 18 hours to include, but not limited to, charge of quarters, staff duty, and field training exercises.

## **2-10. DS certification**

a. Commanders who have DSs assigned will implement a unit DS certification program to be executed within one month of assignment for all DSs assigned to BCT/OSUT/AIT. This DS certification will not exceed one week, and will consist of, at a minimum, the following areas:

(1) PRT review.

(2) ATC/CoE/unit policies and procedures specific to the installation.

(3) TR 350-16 review.

(4) Legal/inspector general/equal opportunity (EO)/Sexual Harassment Assault Response and Prevention (SHARP) briefs.

- (5) ATC/CoE CSM brief.
- (6) Range Safety Officer Course.
- (7) Hot/cold weather injury prevention and treatment.
- (8) Mail handler certification.
- (9) Ready and Resilient brief.
- (10) Fitness training unit/Warrior Training Rehabilitation Program brief.
- (11) Injury prevention brief (athletic trainer/physical therapist).

(12) ATC/CoE/unit specific requirements (tactical/non-tactical vehicle licensing, engagement skills trainer certification, TADSS certification, OSUT/AIT additional certifications).

b. Commanders who have DSs assigned will evaluate and certify those DSs assigned to BCT/OSUT/AIT units annually. This annual certification will consist, at a minimum, of the following areas:

- (1) TR 350-6 review.
- (2) EO training.
- (3) SHARP.
- (4) Suicide prevention (ACE).
- (5) Hot/cold weather injury prevention.
- (6) BCT/OSUT/AIT POI.
- (7) Instructor preparation.
- (8) Resilience training (goal setting, attention control, energy management, mental skills, building confidence and family enrichment).
- (9) APFT/ACFT and height and weight screening.
- (10) PRT evaluation (strength and mobility and endurance mobility session).
- (11) Drill and ceremonies methods of instruction (step-by-step, by the numbers, and talk through).
- (12) Warrior tasks and battle drills (Request a Medical Evacuation and React to Contact).

(13) Demonstrate proficiency with the Wet Bulb Globe Temperature Kit.

(14) Demonstrate proficiency in teaching: prone supported, prone unsupported and kneeling firing positions; Treat a Casualty; and Characteristics, clear, disassemble, assemble and functions check of a M16/M4 Series Rifle/Carbine.

(15) Hold current certification in Combat Lifesaver's Course, range safety officer, and confidence tower.

(16) Qualify with M16/M4 Series Rifle/Carbine.

c. **Combatives.**

(1) BCT battalions will maintain a minimum of two Tactical Combatives Course certified DSs per company in order to facilitate combatives training for trainees.

(2) OSUT battalions will maintain a minimum of two Tactical Combatives Course certified DSs per company, with at least two Master Combatives Trainer Course certified DSs in the battalion, in order to facilitate certification of Basic Combatives Course for trainees.

(3) AIT battalions will maintain a minimum of one Tactical Combatives Course certified DSs per company, with at least two Master Combatives Trainer Course certified DSs in the battalion, in order to facilitate certification of Basic Combatives Course for trainees.

d. Commanders will certify DSs each time the BCT/OSUT/AIT POI is changed. Commanders may use the IET cadre to administer the certification.

**2-11. Reporting requirements**

a. The DS manager at each installation will submit an AA DS Report by grade and military occupational specialty to the TRADOC DSP manager via computer program on a monthly basis by the 6<sup>th</sup> day of each month.

b. The DSA Commandant will submit a report for each class to: USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701. The DS Course and DSRC are separate courses requiring a separate report for each class.

c. ARNG students, other service students (Marine Corps, Navy, Air Force, Coast Guard), and international military students attending the DS Course or DSRC must be recorded on the report. Place information on this report including name, rank, unit/country/travel order number/time in service, date completed course, and/or date a reason being released from the course. Submit completed report to: USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

**2-12. U.S. Army Drill Sergeant Academy (DSA) organization**

a. The DSA is approved by USACIMT and will teach the approved DS Course POI.

b. The DSA Commandant, Deputy Commandant and CIs must be DS qualified. The CIs will be a 1SG or hold the rank of MSG. In the absence of a qualified MSG, the CI position may be filled with a qualified SFC contingent upon proponent approval.

c. The DSA will maintain a minimum of 12 female DSLs.

d. The DSA Commandant and/or Deputy Commandant will interview all DSLCs prior to selection.

### **2-13. DS assignment ratios**

TRADOC installations are resourced DS requirements based upon the following:

a. BCT/OSUT. Assign 16 DSs per company (4 per platoon) in order to sustain a ratio of one DS to a maximum of 15 Soldiers in training. A minimum of one female DS per platoon and no less than four per company. Minimum of one officer per platoon to sustain a ratio of 1:12 leader-to-led.

b. AIT. The AIT DS to Soldier ratio is 1:20. Female DS authorizations are based on the total number of DS authorizations of the company. To determine the number of female DSs required in a company divide the total DS authorizations for the company by 9, multiply the result by 2, and then round the final result to the nearest whole number. For example, a company is authorized 20 DSs:  $20/9 = 2.2$ ;  $2.2 \times 2 = 4.4$ ; 4.4 rounded = 4 female DSs; a company authorized 20 DSs requires 4 female DSs and 16 male DSs.

c. DSA. Staff DSLs in accordance with the instructor manpower model.

d. The Pre-Command Course and Cadre Training Course are authorized the use of DSs based on the local table of distribution and allowances (TDA). These courses will coordinate with the DSA for the use of DSLs for those blocks of instruction requiring a DS perspective.

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

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

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

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

c. In combat support/combat service support OSUT (12B/C; 31B), two DSs will be Infantry and two will be any combat arms for a total of four combat arms DSs - one per platoon. The remainder of the DSs will be from the CMF trained, with a minimum of four female DSs per company. When the Army provides a female DS with a CMF/MOS not documented on the

installation's TDA, installations can document their TDA female positions with any available MOS until such time that females with the specific CMF/MOS become available for DS duty.

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

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

## **2-15. DS uniform requirements**

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

b. The DSA Commandant, Deputy Commandant, CIs, DSLs and DSs will wear the campaign/bush hat with the Army Service Uniform on appropriate occasions.

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

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

e. The DSA Commandant, Deputy Commandant, CIs, DSLs and DSs will wear the blue physical training reflective vest. A white name tape with black block letters (in accordance with AR 670-1, one-inch wide name tape with  $\frac{3}{4}$  inch high black block letters) will be worn on the front and back of the reflective vest (centered on the first row of reflective tape). ATC/CoE commanders may change the color of the physical training reflective vest worn by their DSs, provided uniformity across the ATC/CoE is maintained.

f. The DSA Commandant, Deputy Commandant, CIs, DSLs and DSOY will wear the DS Pistol belt. The DSOY will also wear the DS belt buckle.

## **2-16. Prohibited relations**

This paragraph is punitive. Soldiers who violate this policy may be subject to punishment under the UCMJ. Subparagraphs 2-16b(1)-(13) govern prohibited conduct by DSA cadre members. Subparagraphs 2-16c(1)-(9) govern prohibited conduct by DSA students. For the purposes of this paragraph, DSA cadre member is defined as any military or civilian member responsible for planning, organizing, or conducting courses taught at the DSA and DSA student is defined as any military or civilian member in a course of instruction at the DSA.

a. The DSA Commandant may grant exceptions to paragraphs 2-16b and 2-16c below on a case-by-case basis to accommodate relationships that existed before the start of formal training at the DSA. All exceptions must be documented in writing.

b. DSA cadre members will not:



(1) Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a DSA student. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication. This prohibition does not apply to official unit-sponsored social media pages directed at conveying official Army information, communications, or activities used for official/professional communication.

(2) Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from any DSA student.

(3) Make sexual advances toward, or seek or accept sexual advances or favors from, any DSA student. In addition, DSA cadre members will report all offers of sexual favors or sexual advances by any DSA student to appropriate military authorities.

(4) Allow a DSA student to enter a DSA cadre member's dwelling or residence, or share accommodations with a DSA student in a hotel, motel, or similar dwelling.

(5) Establish a common household with any DSA student; that is, share the same living area in an apartment, house, or other dwelling. This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.

(6) Allow entry of any DSA student into a DSA cadre member's privately owned vehicles. Exceptions are permitted for unquestionably official business or when the safety or welfare of a DSA student is at risk.

(7) Consume alcohol with a DSA student on a personal social basis. This prohibition does not apply to the practice of participation in religious services, rites, or rituals.

(8) Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with any DSA student.

(9) Play cards, games of chance, or gamble with any DSA student.

(10) Lend money to, borrow money from, or otherwise become indebted to any DSA student.

(11) Solicit donations from any DSA student.

(12) Hire or otherwise employ, in an unofficial or personal capacity, any DSA student (for example, babysitting or maintenance jobs).

(13) Accept personal goods, in an unofficial or personal capacity, from a DSA student for storage or any other reason.

c. DSA students will not:

(1) Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a DSA cadre member. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication. This prohibition does not apply to official unit-sponsored social media pages directed at conveying official Army information, communications, or activities used for official/professional communication.

(2) Make sexual advances toward, or seek or accept sexual advances or favors from, any DSA cadre member. In addition, DSA students will report all offers of sexual favors or sexual advances by any DSA cadre member to appropriate military authorities.

(3) Allow a DSA cadre member to enter a DSA student's dwelling or residence, or share accommodations with a DSA cadre member in a hotel, motel, or similar dwelling.

(4) Allow entry of any DSA cadre member into a DSA student's privately owned vehicle, absent compelling reasons, such as when the safety or welfare of a DSA student is at risk.

(5) Establish a common household with any DSA cadre member; that is, share the same living area in an apartment, house, or other dwelling. This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.

(6) Consume alcohol with a DSA cadre member on a personal social basis. This prohibition does not apply to the practice of participation in religious services, rites, or rituals.

(7) Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with any DSA cadre member.

(8) Play cards, games of chance, or gamble with any DSA cadre member.

(9) Lend money to, borrow money from, or otherwise become indebted to any DSA cadre member.

d. Soldiers whose conduct violates a punitive article of the UCMJ may be subject to nonjudicial punishment (under UCMJ, Article 15) or courts-martial. Nonjudicial punishment may be announced at the next unit formation after punishment is imposed or, if appealed, after the decision on the appeal. Commanders are encouraged to post nonjudicial punishment results on the unit bulletin board in accordance with AR 27-10. Courts-martial convictions may be published in installation newspapers and/or posted in the unit area where deemed appropriate.

e. This paragraph is not intended to eliminate all DSA cadre and student external classroom professional development and mentorship opportunities, as these opportunities are important to the learning process. The DSA Commandant is responsible for setting the right climate and providing guidelines for outside the classroom mentoring and team-building activities.

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## **Chapter 3**

### **DSP Quality Assurance Program**

#### **3-1. Guidelines**

USACIMT, through LTB, is responsible for establishing and maintaining a standardized, relevant, efficient, and effective DSP. This responsibility requires the application of internal and external evaluations in order to obtain Army accreditation, and to assist the DSA in their education and training mission.

#### **3-2. Quality Assurance**

a. The DSPP will:

(1) Keep the chain of command informed on the status of the functions within the doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy domains that promote and maintain a DSA of excellence.

(2) Provide assistance in the evaluation and validation of the DS Course to include, but not limited to, management procedures, production process, conduct of training and support of the course.

(3) Document the verification that DS Course/DSRC instructors meet qualifications and are certified to teach the course in accordance with the DS Course and DSRC POIs. Verify the instructor established selection, qualification, and certification procedures are in compliance with established guidelines for the DS Course/DSRC.

(4) Validate that DSA education and training is presented in accordance with the TRADOC DS Course/DSRC provided courseware to include the POI, lesson plans, CMP, and ISAP.

(5) Assist the proponent in the oversight of the DS Course/DSRC programs to ensure:

(a) DS Course/DSRC meet prerequisites in accordance with AR 614-200.

(b) DS Course academic evaluation reports (DA Form 1059) are prepared and completed in accordance with AR 623-3 as required.

(c) DS Course release and appeal processes and procedures are in place and used appropriately.

b. The LTB Quality Assurance Office (QAO) will:

(1) Verify the entire training development and instructional workload in the appropriated automation workload support system.

(2) Ensure tests are controlled and administered in accordance with TR 350-70 and DS Course/DSRC test administration guidelines.

- (3) Supervise the conduct of DSA self-assessments (internal evaluations).
- (4) Ensure the applicable accreditation standards are met in the DSA.

### **3-3. Conduct of evaluations**

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

a. Evaluations:

- (1) Identify deficiencies and efficiencies in DSA operations and processes (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 DSA education and training.
- (3) Provide the means for the DSA 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 DSA, as well as formal self-assessment against the TRADOC accreditation standard in accordance with TR 11-21. Use internal evaluations to:

- (1) Evaluate the DSA management and provide education and training.
- (2) Improve the quality and effectiveness of the DSA.
- (3) Identify weaknesses/problems, as well as strengths of the DS Course/DSRC to include training development and instructional systems.

c. Conduct of external evaluations. External evaluation is the evaluation process that provides the DSA 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 DSA will efficiently and cost-effectively produce DS graduates who meet established job performance requirements in accordance with the DS Course/DSRC POIs. Evaluations determine if the DS needs training or meets the requirements outlined in the course material. External evaluations are a quality control and 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 in accordance with the DS Course/DSRC maps.

### **3-4. DSA accreditation**

The TRADOC QAO will perform the visits and functions for the Army's accreditation program. Accreditation is a quality assurance program function to assure the USACIMT and ATC/CoE commanders that their DSs meet the competency needs of today's Army in accordance with TR 350-70. It is a forcing function that focuses on the state of the DSP and processes against the Army Enterprise Accreditation Standards.

### **3-5. DSA self-assessments**

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

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## **Chapter 4**

### **Drill Sergeant Recertification Course (DSRC)**

#### **4-1. General**

This chapter provides guidance for conducting the DSRC for qualified NCOs returning to DS status. The recertification training, outlined in the DSRC and this chapter, will be complete prior to initiation of SDAP. Any drill sergeant returnee (DSR) who has not performed duties as a DS for a period of 12 months or longer will attend the two-week DSRC before assuming DS duties.

- a. Do not implement changes or deviations to the DSRC without the written approval of the Commanding General, USACIMT.
- b. The DSPP will act as the proponent and approval authority for the content and execution of the DSRC. The DSPP is responsible for keeping the DSRC current.
- c. The DSRC is conducted in accordance with the DSRC material using 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. The DSA Commandant will monitor the execution of the DSRC and report candidate attrition during each class to: USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

#### **4-2. Training**

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

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

(1) APFT/ACFT.

(a) Until 30 September 2020. Administer the APFT within the first 24 hours of DSRs arriving. Take height and weight measurements prior to administering the APFT. The DSR must achieve 60 points per event with a minimum total score of 180 points. Release from the DSRC any DSR who fails to meet the 180 standard on the APFT or fails to meet the Army body composition standards in accordance with AR 600-9. Administer the ACFT as a graduation requirement. Release any DSR who fails to meet a minimum of the Gold standard on each ACFT event. The DSA Commandant may waive one ACFT event if the DS candidate met the Gold standard on the other five ACFT events and scored 70 points or higher in each event on the APFT.

(b) Starting 1 October 2020. Administer the ACFT within the first 24 hours of DSRs arriving. Take height and weight measurements prior to administering the ACFT. The DSR must achieve the Gold standard. Release from the DSRC any DSR who fails to meet the Gold standard on the ACFT or fails to meet the Army body composition standards in accordance with AR 600-9. Administer the ACFT as a graduation requirement. Release any DSR who fails to meet the Grey standard on the ACFT. The DSA Commandant may waive one event provided the DS candidate achieved the Gold standard in the event.

(2) Conduct the DSRC to ensure DSRs have the opportunity to pass all performance exams with a minimum score of 70% on their rubric evaluation assessment forms.

(3) Instruct the DSRC to ensure DSRs have the opportunity to achieve a minimum score of 70% on their rubric evaluation assessment forms on all methods of instruction presented.

(4) Evaluate DSRs on leading a minimum of one PRT session.

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

#### **4-3. Special duty assignment pay for DSRC**

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

#### **4-4. Recertification**

Maintain records of recertification training for each DSR on the record of training plotter found in the DS candidate's CMP at the DSA or battalion S-1 for a minimum of 2 years.

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## Chapter 5

### DSA instructor certification requirements

#### 5-1. Drill Sergeant Leader (DSL) selection

a. Current serving DSs may volunteer for DSL duty, or their CSM or 1SG may nominate them; however, final approval is the DSA Commandant's. Only DSs in the grade of staff sergeant (SSG) and SFC are eligible to serve as DSLs. To serve as a CI, the individual must be in the rank of 1SG/MSG, completed DSA, and served as a 1SG for a minimum of one year in an IET unit.

b. The DSA Commandant requires the following for DSL selection:

(1) AA DSs will have a minimum of nine months of successful service in an IET environment, with no record of disciplinary action, and pass an ACFT at the Grey standard.

(2) DSs will maintain the physical fitness standard during their entire tenure as a DSL.

(3) DSs will serve a minimum of two years as a DSL. AA DSs currently in a DS assignment may volunteer for DSL duty as early as their 9<sup>th</sup> month of assignment. If selected, the initiation of reassignment from the ATC/CoE will occur as early as their 12<sup>th</sup> month in order to allow smooth transition of family members and to execute to the DSL certification. DSs that are selected to become a DSL at the DSA will extend to meet the mandatory SRR of 42 months. DSLs have the option to request early termination of not beyond 6 months through HRC, DS Branch.

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

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

c. The DSA Commandant will:

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

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

## **5-2. DSL certification training**

a. The DSA Commandant will:

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

(2) Ensure each DSL is qualified and meets the eligibility and training requirements criteria as outlined in Chapter 5 of this regulation prior to assignment as a primary instructor in DS Course.

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

(4) Submit a memorandum requesting a certification certificate be issued once a DSLC completes all required training. The request will include the DSLC's name and grade and start/finish dates of the certification training. A complete copy of the DSLC certification packet will accompany the request. This request and all required documentation will be sent to: Leader Training Brigade (LTB), Proponent Doctrine Integration Division (PDID) (ATCG-MTT-D), 3216 Magruder Avenue, Fort Jackson, SC 29207-5315. The certification certificate will be completed by PDID and returned to the DSA Commandant for issue to the certified DSL.

(5) Use TRADOC Form 600-21-1 (Instructor Observation Rubric) to evaluate each DSL once every 90 calendar days, and place a copy of the evaluation in the DSL's file. CIs will provide developmental counseling, as needed. The CIs and senior drill sergeant leaders (SDSLs) will assist in performing these evaluations. These evaluations will only be performed by current CIs/SDSLs. The evaluation must be an evaluation of the individual presenting a lesson from the current TRADOC approved DS Course POI.

(6) Maintain a file on each DSL (see the DS CMP for specific content).

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

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

(1) The CI will counsel the DSLCs on the DS Course materials. The DSLC will understand the methodology outlined in the DSA provided courseware to include the lesson plans, CMP, course map, and ISAP to include counseling, grading standards, procedures, and the small group instruction concept.

(2) DSLCs must complete all phase examinations outlined in the DS Course POI. The CI will conduct these evaluations and may be delegated to the SDSL in their absence. DSLCs must receive at least 80 percent on all Phase examinations. DSLCs receiving a failing grade will be granted a retest to be proctored by the CI. If a DSLC fails an examination a second time, the DSA Commandant, on a case-by-case basis, may grant a third and final attempt.



c. DSLCs must complete the following for certification:

(1) Qualify for award of SQI 8 (upon completion of Common Faculty Development Program - Instructor Course requirements). Note: in accordance with TR 350-70, all previous instructor training courses completed prior to 2 May 2018 remain valid for five years from the completion date. Also, TR 350-70 covers recertification requirements if a DSLC has been awarded SQI 8 previously.

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

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

(b) Next, the DSLC will simultaneously evaluate a DS candidate with the mentor as the primary grader.

(c) The DSLC will conduct one presentation for each of the three methods of instructions (talk-through, by the numbers, and step-by-step). Presentations will be evaluated by a certified DSL, who will conduct a counseling and provide feedback about their grading procedure and assessment.

(d) Use the DSLC as a primary instructor after counseling for the method of instruction is conducted.

(3) The DSLC will conduct and be evaluated on a leadership class, a PRT class, an injury prevention class, and a tactics class. These lesson plans will be the last tasks to be completed in DSL certification. The CI will select the lesson the DSLC must present and provide the DSLC ample time to prepare for the instruction. All available DSLs will form a simulated small group class and will evaluate the DSLC's instruction. All of these evaluations will be documented on TRADOC Form 600-21-1. A DSLC can only be used as an instructor after the DSLC receives a minimum score of 12 on TRADOC Form 600-21-1 for that period of instruction.

## **Chapter 6**

### **Drill Sergeant of the Year (DSOY) Program**

#### **6-1. Eligibility criteria**

Commander, TRADOC, will select a DSOY.

a. Nominees for DSOY will only be allowed to compete once at the TRADOC level competition.

b. At a minimum, nominees for DSOY will:

(1) Be in the rank of SGT, SSG, or SFC.

(2) Be a graduate of the DS Course.

(3) Have served 12 months on DS status prior to selection and currently serving as a DS as of the date of nomination. USAR nominees will have served a minimum of 12 months as a certified DS, in a valid DS position, and completed a minimum of two complete annual training periods or equivalent as a DS in the IET environment at the time of nomination.

(4) Have 12 months remaining on current enlistment or have a letter of extension approved.

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

## **6-2. Selection procedures**

a. For AA, each commander authorized DSs will conduct a board to select an installation DSOY nominee (normally from each of the ATCs/CoEs) and submit the nominees in accordance with the annual HQ TRADOC DSOY memorandum of instruction (MOI). Complete TRADOC Form 298-R-E (Drill Sergeant of the Year Nominee) and forward it with the packet to the current DSOY at: U.S. Army Center for Initial Military Training (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

b. USAR Training Commands (IET) will conduct boards to select their DSOY nominees and submit the nominees in accordance with the annual HQ TRADOC DSOY MOI. Complete TRADOC Form 298-R-E and forward it with the packet to the current DSOY at: U.S. Army Center for Initial Military Training (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

c. Each ATC/CoE or separate brigade commander authorized DSs in an AIT location will conduct a board to select an installation DSOY and submit the names in accordance with the annual HQ TRADOC DSOY MOI. Satellite installations will send their representative to a regional board conducted at the closest installation that holds proponency. Complete TRADOC Form 298-R-E and forward it with the packet to the current DSOY at: U.S. Army Center for Initial Military Training (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

d. Local commands are responsible for funding their DSOY nominees' temporary duty for the DSOY competition.

e. Once the incumbent DSOY and USACIMT CSM receive the nominations and the DSOY nominees arrive at the determined location for the DSOY competition, a board of individuals selected by the USACIMT CSM will be convened to select the DSOY. The DSOY selection criteria are:

(1) A written evaluation of each nominee's performance, which may be presented before the board.

(2) The DSOY nomination packet submitted by the installation or organization. The DSOY nominees will bring an updated Soldier Record Brief, all packing list items outlined in the DSOY MOI, 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 ACFT administered as part of the competition.

(4) The performance-oriented tests will be conducted in front of evaluators at the determined location for the DSOY competition. These are tasks from the DS Course POI taught at the DSA.

f. The USACIMT CSM has the authority to terminate DSOY nominees from the competition when nominees:

(1) Have failed the administered ACFT.

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

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

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

g. Installation DSOY nominees not selected as the TRADOC DSOY will continue to serve as a DS at their assigned unit (BCT, OSUT, or AIT training company or the DSA) until their commitment is complete. DSOY nominees will not serve as special program or training administrators, administrative NCOs, or command team assistants. DSs not slotted and utilized as DSs are not authorized SDAP.

### **6-3. Duties of the U.S. Army Training and Doctrine Command (TRADOC) DSOY**

The TRADOC DSOY will:

a. Perform special assignments for the Commander, TRADOC.

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

c. Participate in USACIMT staff assistance visits when duties do not conflict with TRADOC-tasked DSOY responsibilities.

d. The DSOY will relocate to USACIMT to fulfill the requirements of the DSOY for a minimum of one year, not to exceed 42 months total time in a DS status.

### **6-4. Types of awards**

a. The individual selected as the 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 TR 672-6.

b. The Commanding General, TRADOC, will present appropriate awards to the DSOY in a ceremony culminating the DSOY competition at the determined location.

c. The Chief of Staff of the Army will present the Stephen Ailes-Ralph E. Haines, Jr. Award to the DSOY. The Commanding General, TRADOC will coordinate the dates for the HQDA ceremony upon announcement of the DSOY winner.

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## **Appendix A**

### **References**

ARs, DA Pamphlets and DA and DD forms are available at the [Army Publishing Directorate website](#). TRADOC publications and forms are available at the [TRADOC Administrative Publications website](#).

### **Section I**

#### **Required Publications**

AR 5-13

Total Army Munitions Requirements and Prioritization Policy

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 600-8-22

Military Awards

AR 600-85

The Army Substance Abuse Program

AR 600-9

The Army Body Composition Program

AR 614-200

Enlisted Assignments and Utilization Management

AR 623-3

Evaluation Reporting System

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

AR 672-6

Incentive Awards

DA PAM 623-3

Evaluation Reporting System

TR 11-21  
TRADOC Implementation of the Army Quality Assurance Program

TR 350-6  
Enlisted Initial Entry Training Policies and Administration

TR 350-18  
The Army School System (TASS)

TR 350-70  
Army Learning Policy and Systems

TR 672-6  
Military Coins

**Section II**  
**Related Publications**

AR 27-10  
Military Justice

AR 40-501  
Standards of Medical Fitness

AR 350-1  
Army Training and Leader Development

AR 611-5  
Personnel and Classification Testing

TR 600-21  
Faculty Development and Recognition Program

TP 350-70-3  
Staff and Faculty Development

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

**Section III**  
**Prescribed Forms**

TRADOC Form 298  
Drill Sergeant of the Year Nominee

**Section IV**  
**Referenced Forms**

DA Form 87  
Certificate of Training

DA Form 1059  
Service School Academic Evaluation Report

DA Form 2028  
Recommended Changes to Publications and Blank Forms

DA Form 4187  
Personnel Action

DA Form 4991  
Declination of Continued Service Statement

DA Form 7424  
Sensitive Duty Assignment Eligibility Questionnaire

DD Form 2796  
Post-Deployment Health Assessment (PDHA)

TRADOC Form 270  
Institutional Attendance Register

TRADOC Form 600-21-1  
Instructor Observation Rubric

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**Appendix B**  
**Drill Sergeant Resilience Program (DSRP)**

**B-1. Applicability**

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

**B-2 Purpose**

To provide guidance for the Drill Sergeant Resilience Program (DSRP).

**B-3. General**

The DSRP 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.

**B-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.

**B-5. General guidelines**

- a. DSs will not perform charge of quarters or staff duty the weekend prior to the conduct of, or during, the DS resilience 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 resilience week.
- c. Every effort will be made to ensure all appointments are scheduled not later than 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 so desire and one is scheduled.
- e. The DSs resilience week trail break will be conducted between the 10<sup>th</sup> and 14<sup>th</sup> month of DS duty. Commanders will conduct another DS resilience week between the 22<sup>nd</sup> and 26<sup>th</sup> month for DSs serving a third year.

**B-6. Religious support component**

- a. The unit ministry team is the commander's executive agent in support of the DSRP.
- b. 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.
  - (5) To build strong and ready families, the retreats above should include Strong Bonds training (as appropriate for that particular retreat). Personality traits training, such as Myers-Briggs, may also be conducted during the retreats.

**B-7. Medical component**

- a. Brigade commanders should coordinate with their supporting medical and dental treatment facility commanders to develop the medical component of the DSRP. The coordination may be made through the IET health care committee (see TR 350-6).

b. The medical components of a DSRP 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] and 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 (DNA) 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 briefings 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.

#### **B-8. Other appointments/classes**

Other appointments/classes to be completed during the DSRP are:

a. Power of attorney and will updated, if needed.

b. DA photo, if needed.

c. Records update for promotion board, if needed.



- d. Anger management.
  - e. Appointments or classes with brigade commander, brigade CSM and chaplain, as needed.
  - f. Inspector general overview.
  - g. Overview of updates to TR 350-6 and this regulation.
- 

## Glossary

### Section I

#### Abbreviations

1SG	first sergeant
AA	Active Army
ACFT	Army Combat Fitness Test
AGR	Active Guard Reserve
AIT	advanced individual training
APFT	Army Physical Fitness Test
ARNG	Army National Guard
AR	Army regulation
ATC	Army training center
BCT	basic combat training
CI	chief instructor
CMF	career management field
CoE	center of excellence
CMP	course management plan
CSM	command sergeant major
DA	Department of the Army
DS	drill sergeant
DSA	U.S. Army Drill Sergeant Academy
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
DSRP	Drill Sergeant Resilience Program
HQ	headquarters
HQDA	Headquarters, Department of the Army
HRC	U.S. Army Human Resources Command
IET	initial entry training
LTB	Leader Training Brigade
MOI	memorandum of instruction
MOS	military occupational specialty

## TRADOC Regulation 350-16

MSG	master sergeant
NCO	noncommissioned officer
OSUT	one station unit training
PDID	Proponent Development Integration Division
POI	program of instruction
PRT	physical readiness training
SDAP	special duty assignment pay
SFC	sergeant first class
SGT	sergeant
SQI	skill qualifications identifier
SSG	staff sergeant
TR	United States Army Training and Doctrine Command regulation
TRADOC	United States Army Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
USACIMT	United States Army Center for Initial Military Training
USAR	United States Army Reserve

## **Section II**

### **Terms**

#### **Accreditation**

A disciplined approach to ensuring standardization across the Army. It assures the command that training institutions meet accepted standards and higher headquarters guidance; it addresses the quality of graduates and other concerns from the field. It is the result of an evaluative process that certifies an institution meets the required percentage of TRADOC Accreditation standards with a focus on quality current and relevant training and education that meets the needs of the Army.

#### **Army Combat Fitness Test (ACFT)**

Six-event test designed to assess all components of physical readiness required to build combat lethality and predict Soldier performance of Warrior Tasks and Battle Drills.

#### **Army Physical Fitness Test (APFT)**

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

#### **Assistance visit**

A visit to an organization by a person or team having expertise in a particular area to help the organization identify its strengths and weaknesses and to make recommendations for improvement.

#### **Certification**

A formal written confirmation by a proponent organization or certifying agency that an individual or team can perform assigned critical tasks to prescribed standard.

**Drill sergeant candidate**

A DS candidate is an AA, USAR AGR, USAR troop program unit member, ARNG AGR, ARNG drilling members, and individual ready reserve Soldiers who expend Government funds in compliance with AA, USAR AGR, USAR troop program unit members, ARNG AGR, ARNG drilling members, and DSA assignment orders.

**Drill Sergeant Course (DS Course)**

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

**Drill sergeant leader (DSL)**

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

**Drill Sergeant of the Year (DSOY)**

DS that competes and wins the annual HQ, TRADOC competition.

**Drill Sergeant Program (DSP)**

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

**Drill sergeant returnee (DSR)**

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

**Fitness training unit**

Organization established to assist Soldiers to physically, mentally, and psychologically prepare to return to training after successful rehabilitation and/or reconditioning. Unit is responsible for all medical non-training population to include the Warrior Training Rehabilitation Program, AFPT-I, convalescing leave, sick in quarters, and etc.

**Initial entry training (IET)**

Training presented to new enlistees with no prior military service. This training is designed to produce disciplined, motivated, physically fit Soldiers ready to take their place in the Army in the field. This training includes BCT, OSUT, AIT, DLIFLC, and pre basic training courses (FTU, DLIELC-ESL). Individuals are considered IET status until they graduate and are awarded an MOS.

**Lesson plan (LP)**

A lesson plan is the detailed development of information and resources used by instructors/facilitators to execute the instruction prescribed in one lesson within the prescribed time limits using the specified resources. A lesson plan includes the content and supporting information for only one lesson which supports the learning and assessment of one terminal learning objective.

**Military occupational specialty (MOS) structure**

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

**New-Start**

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

**One station unit training (OSUT)**

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

**Physical readiness training**

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

**Program of instruction (POI)**

A POI is a TRAS document that covers a course/phase. It provides a general description of the course content, the duration of instruction, the methods of instruction, and the delivery techniques. It also lists resources required to conduct peacetime and mobilization training.

**Reserve component**

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

**Skill qualifications identifier (SQI)**

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

**Unqualified arrival**

A DS candidate that reports to the DS Course 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 Academy (DSA)**

The physical location where DS Courses are taught.

**United States Army Human Resources Command (HRC)**

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

<b>DRILL SERGEANT OF THE YEAR NOMINEE</b> For use of this form, see TRADOC Reg 350-16; the proponent is the Deputy Chief of Staff, G-3/5/7.		<b>RCS EXEMPT</b> para 5-2h(1), AR 335-15	
<b>PRIVACY STATEMENT</b>			
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?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO