FOR THE COMMANDER:

OFFICIAL:  THEODORE D. MARTIN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

BRETT E. REISTER
Colonel, U.S. Army
Acting Deputy Chief of Staff, G-6

History. This is a major revision to United States (U.S.) Army Training and Doctrine Command (TRADOC) Regulation 350-16, dated 11 December 2013, and Change 1, dated 23 January 2015.

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

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

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

*This regulation supersedes TRADOC Regulation 350-16, dated 11 December 2013, and Change 1, dated 23 January 2015.*
Management and control process. This regulation contains management control provisions in accordance with Army Regulation (AR) 11-2, but it does not identify key management controls to evaluate.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without approval from United States Army Center for Initial Military Training (USACIMT) (ATCG-MT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

Suggested improvements. Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the United States Army Center for Initial Military Training (USACIMT) (ATCG-MT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

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

Summary of Change

TRADOC Regulation 350-16
Drill Sergeant Program

This major revision, dated 21 May 2018-

o Changes the title of the regulation from “Drill Sergeant and Advanced Individual Training Platoon Sergeant Programs” to “Drill Sergeant Program.”

o Replaces “U.S. Army Drill Sergeant School (DSS)” with “U.S. Army Drill Sergeant Academy (DSA)” throughout the document.

o Replaces “Drill Sergeant School Course (DSSC)” with “Drill Sergeant Course” throughout the document.

o Replaces “Initial Military Training (IMT) Center of Excellence (COE)” with “United States Army Center for Initial Military Training (USACIMT)” throughout the document.

o Updates the address for United States Army Center for Initial Military Training throughout the document.

o Removes Advanced Individual Training Platoon Sergeant, Platoon Sergeant Candidate, Platoon Sergeant Leader, and Platoon Sergeant Course from the regulation.

o Removes Chapter 5 “AIT Platoon Sergeant Program Administration.”

o Removes Chapter 6 “AIT Platoon Sergeant Course Administration.”
o Changes the purpose of the regulation to read as follows: “This regulation establishes objectives, policies, and responsibilities for training and use of personnel in DS and DSC status for the Active Army (AA), the United States (U.S.) Army Reserve (USAR), and Army National Guard (ARNG) as prescribed by the U.S. Army Training and Doctrine Command (TRADOC).” (para 1-1).

o Updates the address for Drill Sergeant Program Proponent throughout the regulation.

o Removes award of skill qualifications identifier 8 upon graduation of the DS Course (para 2-1.b).

o Adds the following paragraph “DSCs must have a minimum GT score of 90. This requirement may be waived to not less than a 80 on a case-by-case basis by the commanding general of CIMT. For waiver requirements, reference AR 614-200.” (para 2.1.f).

o Removed the award of SQI 8 upon graduation of the DS Course (para 2-2.b).

o Clarifies the revocation of the badge and SQI “X” for relief from DS duties (para 2-8.b).

o Changes the authorization for special duty assignment pay from “DSA graduates assigned in DS positions are authorized SDAP (to include USAR performing DS duties on active duty for training missions and inactive duty training). DS qualified first sergeants (1SGs) and MSGs filling a chief instructor (CI) position at the DSA are also entitled to SDAP. These individuals must remain current in all required certifications. Assign and use DSs in authorized DS positions only” to “DS Course graduates assigned in DS positions are authorized SDAP-4 (to include USAR performing DS duties on active duty for training missions and inactive duty training) 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 would be eligible to advance to SDAP-5 after successful completion of their unit’s DS certification program (see para 2-10), 12 months service as a DS, and company commander’s favorable recommendation approved by battalion commander. DSs will receive SDAP-4 effective the date assigned to an authorized DS position.” (para 2-9.a).

o Adds the requirement for DS assigned to AIT locations to be the rank of Staff Sergeant (SSG) through Sergeant First Class (SFC) (para 2.9.f).

o Provides minimum requirements for Annual DS Certification (para 2-10).

o Changes reporting requirements from “The Drill Sergeant Manager at each installation will submit TRADOC Form 603-R-E See Appendix E (Active Army Drill Sergeant Report) and TRADOC Form 603-1-E (Active Army Drill Sergeant Report by Grade and Military Occupational Specialty) to the TRADOC DS manager via computer program on a monthly basis. The 15th day of each month is the report cutoff and the report must arrive at HQ TRADOC, IET Division (ATTG-II), not later than the 22nd day of the
month following the cutoff. Negative reports are required.” to “The Drill Sergeant Manager at each installation will submit monthly reports in the form of a MS Excel Spreadsheet Template developed by TRADOC, G-1/4, AG. Spreadsheets are due to the TRADOC DS/AIT PSG Program Manager via computer on a monthly basis. The 30th (or 31st) cutoff day of each month is the report cutoff and the report must arrive at HQ TRADOC, G-1/4, AG (ATBO-BO), not later than the 10th of the month following the cutoff.” (para 2-11.a).

- Changes reference from “the Class A and the Class B uniform” to the “Army Service Uniform” (para 2-15.b).

- Adds guidance for the DSOY to wear the DS pistol belt with the DS belt buckle (para 2-15.f).

- Adds the following paragraph to Chapter 4-1 “Previous AIT Platoon Sergeants (AITPSG) who deployed in support of operational requirements, across the force, for a period of 36 months or more and want to become a Drill Sergeant, will attend the standard 9 week Drill Sergeant Course. This is not required for those that are supporting the 2018 AITPSG to DS Conversion.” (para 4-1.a).

- Changes guidance for conducting DSRC from “Conduct the DSRC to ensure DSRs have the opportunity to pass all performance exams with a "GO."” to “Conduct the DSRC to ensure DSRs have the opportunity to pass all performance exams with a minimum score of 70% on their Rubric evaluations assessment forms.” (para 4-2.a).

- Changes “Army Basic Instructor Course” to “Foundation Instructor Facilitator Course.” (para 5-2.c(1)).

- Changes “Small Group Instructor Training Course” to “Intermediate Facilitator Skills Course” (para 5-2.c(2)).

- Changes “conducting counseling for that method of instruction” to “counseling for the method of instruction is conducted” (para 5-2.d(4(d))).

- Changes para 5-2.d(5) to read “The DSLC must complete certification prior to performing as a primary instructor of lesson plan material. However, the DSLC may present drill and ceremony MOIs and demonstrations prior to certification. Evaluations of DSLC lesson plan instruction will be conducted using the small group concept. The CI or the senior DSL (in the absence of the CI), with all available DSLs forming a simulated class, will evaluate the DSLC’s instruction of a minimum of two lesson plans. The CI/Senior DSL will select the lesson the DSLCs will present and providing ample time to prepare for instruction. The CI/Senior DSL will document all evaluations on TRADOC Form 369-E (DSA Cadre Evaluation Sheet). Use the DSLC as an instructor only after the DSLC receives a “GO” rating on TRADOC Form 369-E for the series of instruction. Never leave a DSLC instructing a class without a certified DSL present.”

- Renamed Chapter 6 to “Drill Sergeant of the Year (DSOY) Program.”
o Adds guidance that in order to compete in the DSOY program, “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 AT periods or equivalent as a DS in the IET environment at the time of nomination.” (para 6-1.b(3))

o Renames para 6-3 “Duties of the United States (U.S.) Army Training and Doctrine Command (TRADOC) DSOY.”

o Removes all references to the United States Army Reserve DSOY.

o Removes all references to the United States Army AIT Platoon Sergeant of the Year (PSOY).

o Changes para 6-4.c to read “The Chief of Staff, of the Army will present the Stephen Ailes-Ralph E. Haines, Jr. Award to the DSOY.”
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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 (DSC) status for the Active Army (AA), the United States (U.S.) Army Reserve (USAR), and Army National Guard (ARNG) as prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

1-2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

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

(1) Developing assignment policy for DSCs and DSs.

(2) Serving as the approval authority for DS application requests.

(3) Approving third-year DS extensions.

(4) Managing the number of DSs needed to support the AA’s worldwide mission.

(5) Coordinating with career management field (CMF) personnel proponent offices regarding DS ratios concerning their CMFs, while establishing a reasonable treatment policy to task for DSs.

(6) Conducting background screenings for all DSCs and noncommissioned officers (NCOs) assigned as 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 DSC selection for personnel fills of AA DS positions.

(b) Establish female requirements for DS ratios and military occupational specialty (MOS) structure in basic combat training (BCT), 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.
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(2) Deputy Chief Staff, G-3/5/7 in conjunction with the DS program proponent (DSPP), will coordinate the annual training (AT) requirements (via the Army Training Requirements and Resource System) for the U. S. Army Drill Sergeant Academy (DSA) in coordination with HRC and TRADOC schools.

(3) U.S. Army Center for Initial Military Training (USACIMT) will conduct the annual DS of the Year (DSOY) competition in accordance with Chapter 6 of this regulation.

c. USACIMT, (ATCG-MT) as the TRADOC DS Program (DSP) Proponent will:

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

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

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

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

(5) Design and develop the DS Course and DSRC to provide efficient and effective learning and establish certification of personnel as a DSL in accordance with Chapter 4 of this regulation.

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

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

(8) Conduct internal and external evaluations and apply results to improve the education and training provided. Establish criteria and approval authority for DSPP to accredit DSA and report findings to the USACIMT Quality Assurance Program.

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

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

d. Brigade commanders will:

(1) Ensure DSC meet prerequisites of AR 614-200.
(2) Manage assignment and utilization of DSCs 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 DSCs and DSs from the 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 HRC and DSPP on all matters relating to the DSP.

(9) Submit a monthly AA DS report (see Chapter 2) to DSPP.

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

(11) Establish a flexible cadre/DS resiliency program. Base this program upon 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.

(12) 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.

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

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

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

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

f. DSA Commandant will:

(1) Manage the operation of the DSA and conduct training in accordance with this regulation and the TRADOC DS Course provided course ware and POIs.
(2) Confirm that DSC 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 Army Training Requirements and Resource System class roster (R2) or TRADOC attendance record TRADOC Form 270-R-E in accordance with TR 350-18.

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

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

(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 7 of this regulation.

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

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

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

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

Chapter 2
Drill Sergeant Program (DSP) Administration

2-1. Entry into the DSP

a. DA may involuntarily select AA NCOs or NCOs may volunteer for DS duty in accordance with AR 614-200. A DSC is an AA, USAR Active Guard Reserve (AGR), USAR troop program unit member, ARNG AGR, ARNG drilling members, and individual ready reserve NCO who expend Government funds in compliance with AA, US Army Guard and Reserve, USAR troop program unit members, ARNG AGR, ARNG drilling members, 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.
b. AA, USAR, and ARNG DSCs from all career fields are considered for selection and assignment into the DSP. All DSCs must meet the requirements outlined in AR 614-200 and be in the rank of sergeant (SGT) through sergeant first class (SFC). Graduates of the course will be awarded the SQIs "X" upon completion of the DS Course.

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

d. DSCs will complete DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) during the initial orientation at the 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 an USAR (not AGR) or ARNG (not AGR) NCO attending DSS 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 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. DSCs must have a minimum GT score of 90. This requirement may be waived to not less than a 80 on a case-by-case basis by the commanding general of CIMT. For waiver requirements, reference AR 614-200.

2-2. United States (U.S.) 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 DSC must meet the prerequisites outlined in AR 614-200 to qualify for the program. Candidates must attend the DSA. All DSCs must be graduates of the Basic Leader Course prior to attending.

   Note: 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 assignment.

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

   c. USAR DSCs must have the minimum rank of sergeant to attend DSA.
2-3. Drill Sergeant (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 to: Leader Training Brigade, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd. Fort Jackson, SC 29207-5315.

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

   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 (two DSLs per squad).

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

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

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

2-4. New start

   a. The DSA Commandant is the approving authority for new starts, and will inform Drill Sergeant Branch, HRC, of the restart for candidates who fail to achieve course standards for AA DSCs; the DSA will forward a copy to Commander U.S. Army Human Resources Command, ATTN: KNOX-HRC-EPD-D, 1600 Spearhead Division Avenue, Fort Knox, KY 40121.
b. For USAR AGR DSCs, forward a copy of the request to Commander, HRC-RC (AHRC-AR), 1 Reserve Way, St. Louis, MO 63132-5200.

c. For the NG DSCs, the DSA will forward a copy to Commander, HRC National Guard Bureau, 111 S. George Mason Dr., Arlington, VA 22204-1373.

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

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

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

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

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

2-5. Removal of DS Candidate (DSC) from the DS Course

a. DSCs 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 DSCs 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 DSC’s endorsement must indicate their intent with regard to appeal.

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

1. Arriving unqualified to DS Course (NCOs that do not meet the course prerequisites in accordance with AR 614-200 and body composition requirements in AR 600-9).
TRADOC Regulation 350-16

(2) Failure to pass the three event Army physical fitness test (APFT) in accordance with AR 614-200 Para. 8-14 (b1).

(3) Academic failure.

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

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

(6) Failure to maintain high standards of military appearance, courtesy, bearing, conduct and professionalism, including noncompliance with body composition requirements in AR 600-9 and testing positive for illicit drugs IAW AR 600-85.

(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 DS Course to include DSC’s lacking the skills, attributes and demeanor of a DS (e.g. disrespect to classmates or cadre, repeatedly late to formation, unprofessional conduct)

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

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

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

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

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

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

(d) The reviewing authority for cases regarding appeals is the approval authority for removal from the DSP. The 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 DSC from both the course and the DSP, the Commandant will execute the DSC removal packet and then refer it to the CoE Commander/Commandant with the recommendation to remove the DSC from the DSP in accordance with AR 614-200.

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

(3) Return AA NCOs removed from the course to their units. HRC, Chief, Readiness Division (AHRC–EPD-D) is the removal authority for AA NCOs stationed in the continental U.S. who become unqualified for DS assignment/duties after graduation from 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 DSC from the DSA, the Commandant will initiate a DA Form 1059 in accordance with AR 623-3 and DA PAM 623-3, and notify the DSC’s command. When matters involve judicial or non judicial punishment, the AA commander with jurisdiction should consult with the DSC’s command to coordinate pursuit of actions.

(5) The DSA Commandant will notify the unit CSM of each DSC’s removal from the course and or DSP. A letter from the approval authority will specify the reason(s) for removal.
(6) The DSA Commandant will submit a copy of the removal packet for every DSC removed from the course /DSP to Commander, U.S. Army Human Resources Command ATTN: KNOX-HRC-EPD-D 1600 Spearhead Division Avenue Fort Knox, KY 40121.

   e. Appeals process:

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

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

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

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

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

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

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

2-6. Removal of DSC from DSP

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

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

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

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

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

f. DSA Commandant will administer a 100 percent urinalysis to AA, USAR, and ARNG DSCs 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 DSC status in accordance with AR 614-200.

g. Soldiers removed from DS Program for pregnancy will receive AIs 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 DSC

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

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

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

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

(a) Charge of quarters.

(b) Staff duty NCO.

(c) Sergeant of the guard.

(d) Commander of the relief.

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

(1) Spend the maximum amount of time preparing for 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 of from DS duties

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

b. DSs may 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 would be 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 company commander’s favorable recommendation approved by battalion commander. DSs will receive SDAP-4 effective the date assigned to an authorized DS position. Commanders/Commandant will not assign DSs to perform major additional duties that divert them from their primary duties as a DS. Examples of authorized additional company duties are: chemical, biological, radiological and nuclear NCO, physical security NCO, arms room NCO and equal opportunity representative.

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

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

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

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

f. DS assigned to AIT only locations will be the rank of Staff Sergeant (SSG) through SFC.

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

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

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

2-10. Annual DS certification
Commanders who have DSs assigned will evaluate and certify those DSs assigned to BCT/OSUT/AIT units annually. This annual certification will consist, at a minimum, of the following areas:

a. Equal Opportunity Training

b. Sexual Harassment Assault Response and Prevention

c. Suicide prevention

d. Hot/cold weather injury prevention

e. BCT POI

f. Opportunity Training

g. Instructor Preparation

h. Resiliency Training (Goal setting, attention control, energy management, mental skills, building confidence and family enrichment)

i. Medical/Dental/Legal and records update

j. Army Physical Fitness Test/Height and Weight screening

k. Physical Readiness Training Evaluation (Strength and Mobility and Endurance Mobility Session)

l. Drill and Ceremony Methods of Instruction (Step by Step, By the Numbers and Talk Through)

m. Warrior Tasks and Battle Drills (Request a Medical Evacuation and Teach React to Contact)

n. TR 350-6 Exam (80% or better, 50 question, open book exam)

o. Demonstrate proficiency with Wet Bulb Globe Temperature Kit

p. Demonstrate proficiency in teaching: prone supported, prone unsupported and kneeling firing positions; Treat a Casualty; Characteristics, clear, disassemble, assemble and functions check of a M320 Grenade Launcher; Characteristics, clear, disassemble, assemble and functions
check of a M249 and Characteristics, clear, disassemble, assemble and functions check of a M16/M4 Series Rifle/Carbine.

q. Hold current certification in Combat Lifesaver’s Course, Range Safety Officer, and Confidence Tower

r. Qualify with M16/M4 Series Rifle/Carbine (DA Form 3595-R)

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

2-11. Reporting requirements

a. The Drill Sergeant Manager at each installation will submit Active Army Drill Sergeant Report and Active Army Drill Sergeant Report by Grade and Military Occupational Specialty (Excel Spreadsheet) to TRADOC DS manager via computer program on a monthly basis by 6th day of each month. monthly reports.

b. DSA Commandant will submit TRADOC Form 350-E (Drill Sergeant Course Performance) report for each DS Course and DSRC class to: Leader Training Brigade, Proponent Development Integration Division, Drill Sergeant Program Proponent (DSPP), 3216 McGruder Avenue, Fort Jackson, SC 29207-5315. The DS Course and DSRC are separate courses; do not place information on the same form.

c. National Guard students, other service students; Air Force, Navy, Marine, Coast Guard, and international military students, attending the DS Course or DSRC must be recorded on the TRADOC Form 350-E (Drill Sergeant Course Performance) report. Place information on second page of this report including name rank unit/country/travel order number/time in service, date completed course and or date a reason being released from the course. Submit completed form to: Leader Training Brigade, Proponent Development Integration Division, Drill Sergeant Program Proponent (DSPP), 3216 McGruder Avenue, Fort Jackson, SC 29207-5315.

2-12. Drill Sergeant Academy (DSA) organization

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

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

c. The 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 10-12 DSs per company (2-3 per platoon) in order to sustain a ratio of one DS to a maximum of 20 Soldiers in training. Minimum of one female DS per platoon (except where gender pure is required).

b. AIT. AIT DS to Soldier ratio is 1:40. Two female DSs per company based on nine TDA authorizations. (Example: Total TDA authorization of 20 divide that by 9 which equates to 2.2 and multiply 2.2 by 2 (representing the 2 female requirements) and that equates to a requirement of 4.4 or 4 female AIT DS authorizations. A total of 20 AIT DS TDA authorizations would require 4 female and 16 male AIT DSs).

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

d. Pre-Command Course /Cadre Training Course. Authorized use of DSs based on the local table of distribution and allowance. These courses will coordinate with the 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 battalions.

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

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

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

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

d. Code the personnel identification column "I" (interchangeable) on the authorization document for all non-combat arms MOSs.
2-15. **DSC/DS/Drill Sergeant Leader (DSL) uniform requirements**

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

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

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

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

e. 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 ¾ inch high black block letters) will be worn on the front and back of the reflective vest (centered on the first row of reflective tape). DSCs receive the vest upon graduation from the Drill Sergeant Course to ensure uniformity.

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

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**Chapter 3**

**Drill Sergeant Program Quality Assurance Program**

3-1. **Guidelines**

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

3-2. **U.S. Army Center for Initial Military Training (USACIMT) Quality Assurance Office**

The DS Proponent will:

a. Keep the chain of command informed on the status of the functions within the doctrine, organization, training, material leader education, personal and facilities domain that promote and maintain a DSA of excellence.

b. 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.

c. The Quality Assurance Office will:
(1) Verify the entire training development and instructional workload in the appropriated automation workload support system.

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

(3) Guide and assist the DSPP in the conduct of the DSA self-assessment.

(4) Ensure the applicable accreditation standards are met in the DSA.

d. 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 and verify the instructor established selection, qualification, and certification procedures are in compliance with established guidelines for the DS Course/DS Recertification Course.

e. Validate that DSA education and training is presented in accordance with the TRADOC DS Course/DSRC provided courseware to include the lesson plans, course management plan, course maps, and Individual Student Assessment Plan (ISAP).

f. Assist the proponent in the oversight of the DS Course/DSRC programs to ensure:

(1) DSC/DSRC meet prerequisites in accordance with AR 614-200.

(2) DSC/DSRC academic evaluation reports are prepared and completed in accordance with AR 623-3 as required.

(3) DSC release and appeal process and procedures are in place and used appropriately.

3-3. Conduct of evaluations
Evaluations are the proponent’s quality control mechanisms of the DSA and a primary function of the TRADOC Quality Assurance Program.

a. Evaluations.

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

(2) Determine the value, content, validity, and effectiveness of the 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 350-70. 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/Commandant 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 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**

USACIMT Quality Assurance Office, with assistance from DSPP, will perform the visits and functions for the Army’s accreditation program. Accreditation is a quality assurance program function to assure the USACIMT and 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 DSPP office 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.
Chapter 4
DS Recertification Course

4-1. General
This chapter provides guidance for conducting the Drill Sergeant Recertification Course for qualified NCOs returning to DS status. The recertification training, outlined in the DSRC and this chapter, will be complete prior to reinstatement of SDAP. The DS Returnee (DSR) who deployed in support of operational requirements, across the force, for a period of less than 12 months, does not have to attend the DSRC; however, the DSR that deployed for a period of 12 months or longer prior to serving in an authorized DS position will attend the 2-week DSRC, once redeployed back to the continental U.S. and placed on assignment for DS duty.

a. Previous AIT Platoon Sergeants (AITPSG) who deployed in support of operational requirements, across the force, for a period of 36 months or more and want to become a Drill Sergeant, will attend the standard 9-week Drill Sergeant Course. This is not required for those that are supporting the 2018 AITPSG to DS Conversion.

b. Do not implement changes or deviations to the DSRC without the written approval of the Commanding General, USACIMT.

c. 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.

d. The DSRC is conducted in accordance with the DSRC 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 (two DSLs per squad).

e. DSA Commandant will monitor the execution of the DSRC and report candidate attrition during each class on TRADOC Form 350-E to the Victory College, Proponent Development Integration Division, Drill Sergeant Program Proponent (DSPP), 3216 McGruder Avenue, Fort Jackson, SC 29207-5315.

4-2. Training
NCOs who complete a successful tour as a DS must serve not less than 36 months in a valid career progression table of organization and equipment assignment before re-entering the DSP and attending the 2-week DSRC in accordance with AR 614-200.

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

(1) Administer the APFT within the first 24 hours of the DSRs arriving. Take height and weight measurements prior to administrating the APFT. The DSR must achieve 60 points per event with a minimum total score of 180 points. Retest any DSR who fails to meet the 180 standard (60 points on each event) on the APFT on day 12. Release from the DSRC any DSR that fails to meet the 180 standard on the APFT retest or fails to meet the Army body composition standards in accordance with AR 600-9.
(2) Conduct the DSRC to ensure DSRs have the opportunity to pass all performance exams with a minimum score of 70% on their Rubric evaluations assessment forms.

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

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

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

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

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

4-4. Recertification

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

Chapter 5

DSA Instructor Certification Requirements

5-1. DSL selection

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

b. DSA Commandant requires the following for DSL selection:

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

(2) DSs will maintain the physical fitness standard during their entire tenure as a DSL (70 points in each APFT event, for a total minimum score of 210 points).
(3) DSs will serve a minimum of 2 years as a DSL, including certification time. DSLs then have the option to extend for an additional 6 months beyond the current maximum of 36 months, not to exceed a total of 42 months. Note: The minimum 2 year requirement as a DSL is met when a prospective DSL serves the required minimum of 12 months on assignment in IET.

(4) NCOs returning to DS duties and under consideration as a prospective DSL will attend DS recertification training (see chapter 4). The 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 AT periods or equivalent as a DS in the IET environment prior to being eligible for consideration for assignment as a DSL.

c. 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/Drill Sergeant Leader Candidate (DSLC) 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 DSC 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 7 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) Request for DSL certificate of training. The Commandant will submit a memorandum requesting a Certification Certificate be issued once a DSLC completes all required training. The request will include name, grade, and start/finish dates of the certification training. A complete copy of the DSLC certification packet will accompany the request. This request and all required documentation will be sent to the Victory College, Proponent Doctrine Integration Division, Drill Sergeant Program Proponent (DSPP), 4325 Jackson Blvd., Fort Jackson, SC 29207-5315. The Certification Certificate will be completed by the proponent and returned to the Commandant for issue to the Certified DSL.
(5) Use TRADOC Form 369-E See appendix C (Drill Sergeant Academy Cadre Evaluation Sheet) to evaluate each DSL once every 90 calendar days, and place a copy of the evaluation in the DSL’s file and provide developmental counseling, as needed. The CI and senior DSL will assist in performing these evaluations. These evaluations will only be performed by current DSL certified, DSA cadre. The evaluation must be an evaluation of the individual presenting a block on instruction, to a current DS Course class from the current TRADOC approved DS Course POI.

(6) Maintain a file on each DSL (see DS Course management plan 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 course ware to include the lesson plans, course management plan, course map, and student evaluation plan to include counseling, grading standards, procedures, and the small group instruction concept.

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

c. DSLCs must complete the following for certification:

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

(2) Intermediate Facilitator Skills Course (IFSC).

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

(4) 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 DSC with the mentor as the primary grader.

(c) The DSLC will conduct one presentation for each of the three Methods of Instructions (MOI). (Talk-through, By the Numbers and Step-by-Step). Presentations will be evaluated by
certified DSL, who will conduct a counseling and provide feedback about their grading procedure and assessment.

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

(5) The DSJC must complete certification prior to performing as a primary instructor of lesson plan material. However, the DSJC may present Drill and Ceremony MOIs and demonstrations prior to certification. Evaluations of DSJC lesson plan instruction will be conducted using the small group concept. The CI or the senior DSL (in the absence of the CI), with all available DSLs forming a simulated class, will evaluate the DSJC’s instruction of a minimum of two lesson plans. The CI/Senior DSL will select the lesson the DSJC will present and providing ample time to prepare for instruction. The CI/Senior DSL will document all evaluations on TRADOC Form 369-E (DSA Cadre Evaluation Sheet). Use the DSJC as an instructor only after the DSJC receives a “GO” rating on TRADOC Form 369-E for the series of instruction. Never leave a DSJC instructing a class without a certified DSL present.

---

Chapter 6
Drill Sergeant of the Year (DSOY) Program

6-1. Eligibility criteria
Commander, TRADOC, will select a DSOY.

a. Be allowed to compete only once at the TRADOC level competition.

b. As 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 AT 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 APFT with no alternate events. NCOs prohibited from taking an APFT 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 CoEs), and submit the nominees in accordance with
the annual HQ TRADOC DSOY memorandum of instruction. Complete TRADOC Form 298-R-E (Drill Sergeant of the Year Nominee) See Appendix G and forward it with packet to the current DSOY at 9574 Marion Ave, Fort Jackson, SC 29207.

b. USAR Training Commands (IET) will conduct boards to select their DSOY nominees, and submit the nominees in accordance with the annual HQ TRADOC memorandum of instruction. Complete TRADOC Form 298-R-E and forward it with packet to the current DSOY at 9574 Marion Ave, Fort Jackson, SC 29207.

c. Each 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 memorandum of instruction. Satellite installations will send their representative to a regional board conducted at the installation that holds proponency. Complete TRADOC Form 298-R-E and forward it with packet to the current DSOY at 9574 Marion Ave., Fort Jackson, SC 29207.

d. When the Commandant receives nominations and the DSOY nominees arrive at the DSA, a board of individuals selected by the USACIMT CSM is convened to select the DSOY. The DSOY selection criteria are:

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

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

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

4. The performance oriented tests will be conducted in front of evaluators at the DSA. These are tasks from the DS Course POI learned in DSA.

d. USACIMT Command Sergeant Major, has the authority to terminate DSOY nominees from the competition when nominees:

1. Have failed the administered APFT.


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

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

e. Installation DSOY nominees not selected as the TRADOC DSOY will continue to serve as a DS in their assigned company until their commitment is complete. (If they are not being utilized and slotted as DS’s they are not authorized SDAP awards).
6-3. Duties of the United States (U.S.) Army Training and Doctrine Command (TRADOC) DSOY

The 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 assisted visits when duties do not conflict with TRADOC tasked DSOY responsibilities.

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

6-4. Types of awards

a. DSOY. 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. HQ, TRADOC. Commanding General, TRADOC, will present appropriate awards to the DSOY in a ceremony culminating the DSOY Program at the determined location.

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

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

Appendix A

References

Section I

Required Publications

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

AR 600-9
The Army Body Composition Program
Section II
Related Publications

AR 5-13
Training Ammunition Management

AR 40-501
Standards of Medical Fitness

AR 350-1
Army Training and Leader Development

AR 600-8-22
Military Awards

AR 600-85
Army Substance Abuse Program

AR 611-5
Personnel and Classification Testing

TR 350-10
Institutional Leader Training and Education

TR 350-18
The Army School System (TASS)
TRADOC Regulation 350-16

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

Section III
Prescribed Forms

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

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

TRADOC Form 350-E
Drill Sergeant Course Performance (Prescribed in para 1-4f(10) and 2-3d.)
TRADOC Form 369-E
Drill Sergeant Academy Cadre Evaluation Sheet (Prescribed in para 7-2a(5).)

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

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

Section IV
Referenced Forms

DA Form 2-1
Personnel Qualification Record, Part II

DA Form 1059
Service School Academic Evaluation Report

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 2796
Post-Deployment Health Assessment

DA Form 4187
Personnel Action

DA Form 4991-R
Declination of Continued Service Statement

DA Form 7424
Sensitive Duty Assignment Eligibility Questionnaire
Appendix B
Instructions for Using TRADOC Form 369-E, Drill Sergeant Academy Cadre Evaluation Sheet

B-1. Sections of form
TRADOC Form 369-E presents the DS Course POI performance standards for preparing and conducting training, using the instruction in small group methods. The evaluation must be conducted by qualified personnel currently assigned to the DSA (DSLs, CI, course manager (USAR), Deputy Commandant or Commandant) and be an evaluation of the presentation of current TRADOC-approved DSA POI material in a current DSA class. The evaluation sheet contains the following sections:


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

B-2. Grading
To receive an overall "GO" for a graded presentation, the DSL/DSC must receive a "GO" for each of the applicable performance areas listed in the left-hand column of the evaluation sheet. The performance standards are listed in the right-hand column on the sheet. These standards are provided to inform the cadre member of the performance requirements and to assist evaluators in determining the basis for a "GO" for any given performance area.

B-3. Standards
The standards listed in both sections are the minimum HQ TRADOC performance standards. However, additional locally established standards may be added in each section under "Other Standards" (section I, block B(4) and section II, block C).
**DRILL SERGEANT SCHOOL CADRE EVALUATION SHEET**

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

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>GRADE</th>
<th>CLASS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE, JOHN A.</td>
<td>E-7</td>
<td>J1002</td>
<td>20130519</td>
</tr>
<tr>
<td>LOCATION</td>
<td></td>
<td>Conduct of IET</td>
<td></td>
</tr>
</tbody>
</table>

UNITED STATES ARMY DRILL SERGEANT SCHOOL

### SECTION I: EVALUATION OF SMALL GROUP INSTRUCTION METHODS

<table>
<thead>
<tr>
<th>PERFORMANCE AREAS</th>
<th>GO</th>
<th>NO GO</th>
<th>NA</th>
<th>STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. INTRODUCTION.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Learning Objectives.</td>
<td>✓</td>
<td></td>
<td></td>
<td>States complete objective, either from the advance sheet or lesson guide, in terms consistent with approved TLOs/LELOs (Lesson Development Sheet).</td>
</tr>
<tr>
<td>2. Orientation Statement.</td>
<td>✓</td>
<td></td>
<td></td>
<td>Explains or shows how task relates to a job a DSC will perform (why training is necessary).</td>
</tr>
<tr>
<td>3. Subject Matter Expert.</td>
<td>✓</td>
<td></td>
<td></td>
<td>Instructor is fully prepared. Instructor contributes to learning environment with personal experiences, rather than keeping attention focused only on the lesson guide, without facilitating classroom discussion.</td>
</tr>
<tr>
<td>4. Observer Process.</td>
<td>✓</td>
<td></td>
<td></td>
<td>Encourages input from all group members. Does not judge or put down member comments. Picks up on nonverbal clues (for example, member wishes to make input; member does not understand point) and responds appropriately.</td>
</tr>
</tbody>
</table>

### B. FACILITATION.

<table>
<thead>
<tr>
<th>PERFORMANCE AREAS</th>
<th>GO</th>
<th>NO GO</th>
<th>NA</th>
<th>STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discussion Coverage.</td>
<td>✓</td>
<td></td>
<td></td>
<td>Follows lesson guide and discussion input. Discussions support the learning objective.</td>
</tr>
<tr>
<td>2. Technique.</td>
<td>✓</td>
<td></td>
<td></td>
<td>Asks questions, restates or summarizes points, or makes clarifications to keep discussion on track with learning objective. Does not interrupt students. Raises issues only when it is apparent group members will not. Guides group to consensus when necessary.</td>
</tr>
<tr>
<td>4. Other Standards (Locally Determined),</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Specify local standard(s), if any, and check appropriate block. Otherwise, check &quot;NA&quot;)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

Used expert power base to ensure complete understanding by all students

Indicated the gravity of the topic through personal anecdotes and stories from IET

Conducted checks on learning periodically to ensure student understanding of key points

---

Figure B-1. Sample TRADOC Form 369-E – Drill Sergeant Academy Cadre Evaluation Sheet
### SECTION II: EVALUATION POST CHECK

<table>
<thead>
<tr>
<th>PERFORMANCE AREAS</th>
<th>GO</th>
<th>NO GO</th>
<th>NA</th>
<th>STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COMMUNICATION TECHNIQUES.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demeanor.</td>
<td>✔</td>
<td></td>
<td></td>
<td>Uses direct eye contact. Appears confident and prepared; well refined.</td>
</tr>
<tr>
<td>3. Questioning Techniques.</td>
<td>✔</td>
<td></td>
<td></td>
<td>Uses the Ask-Pause-Call techniques as outlined in D33 POI. Does not put down members for incorrect answer; instead, redirects the group for assistance and comes back to those members in the group discussions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. CLASSROOM MANAGEMENT.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learning Conditions.</td>
<td>✔</td>
<td>Classroom is neat and clean. Seating arrangement is proper for type of training. Effort is made to correct/compenesse adverse conditions; for example, poor lighting and climate extremes. All students can see and hear demonstrations and training aids.</td>
</tr>
<tr>
<td>2. Equipment and Materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Training Equipment.</td>
<td>✔</td>
<td>There is adequate training equipment for proper equipment-to-student ratio. Equipment works properly.</td>
</tr>
<tr>
<td>b. Training Aid Equipment.</td>
<td>✔</td>
<td>Equipment is set up correctly, focused, and ready to use.</td>
</tr>
<tr>
<td>c. Materials.</td>
<td>✔</td>
<td>Provides sufficient handouts and other written materials for all students (for example, Summary Sheets, PEs, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. OTHER STANDARDS (LOCALLY DETERMINED).</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify local standards). (If any, and check appropriate block. Otherwise, check NA.)</td>
<td></td>
<td></td>
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</table>

Has evaluator reviewed lesson plan and associated course materials?  

YES ✔ NO 

I certify that the instructor evaluated was critiqued immediately after evaluation.  

SIGNATURE OF EVALUATOR  

DATE  

20130519  

NAME AND TITLE (TYPED OR PRINTED)  

SFC SRAYB, MICHAEL C., SENIOR DRILL SERGEANT LEADER  

TO BE COMPLETED BY EVALUATOR:  

Very professional demeanor; portrayed a great amount of confidence  

Emphasized the critical nature of the subject matter for a potential Drill Sergeant  

Avoided filler words and distracting mannerisms  

Needed to utilize the Ask-Pause-Call method more often  

SIGNATURE OF INSTRUCTOR  

DATE  

20130519  

NAME AND TITLE (TYPED OR PRINTED)  

DOE, JOHN A., DRILL SERGEANT LEADER CANDIDATE  

TRADOC FORM 369-E, MAR 2008  

Previous editions are obsolete.  

Page 2 of 2  

Figure B-1. Sample TRADOC Form 369-E continued
## Appendix C
### Candidate Record of Training (CRT)

![Candidate Record of Training (CRT)](image-url)

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

<table>
<thead>
<tr>
<th>SECTION III: PERFORMANCE EVALUATIONS</th>
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<tbody>
<tr>
<td><strong>A</strong> Combat Lifesaver (CLS) Examination</td>
<td><strong>B</strong> Modern Army Combatives - Skill Level 1</td>
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<tr>
<td><strong>FIRST ATTEMPT</strong></td>
<td><strong>FIRST ATTEMPT</strong></td>
</tr>
<tr>
<td>95%</td>
<td>Go</td>
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<td><strong>DATE</strong></td>
<td><strong>DATE</strong></td>
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<tr>
<td>12/11/2013</td>
<td>15/11/2013</td>
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<tr>
<td><strong>DSL INITIALS</strong></td>
<td><strong>DSL INITIALS</strong></td>
</tr>
<tr>
<td>M.Y.</td>
<td>M.Y.</td>
</tr>
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<table>
<thead>
<tr>
<th><strong>C</strong> Army Basic Instructor Course (ABIC) - 40 Minute Class</th>
<th><strong>D</strong> Army Basic Instructor Course (ABIC) - 50 Minute Class</th>
</tr>
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<tbody>
<tr>
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<td><strong>FIRST ATTEMPT</strong></td>
</tr>
<tr>
<td>Go</td>
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</tr>
<tr>
<td><strong>DATE</strong></td>
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<tr>
<td>06/11/2013</td>
<td>07/11/2013</td>
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<td><strong>DSL INITIALS</strong></td>
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<td>M.Y.</td>
<td>M.Y.</td>
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<table>
<thead>
<tr>
<th><strong>E</strong> SET 2 - METHOD OF INSTRUCTION: Step by Step Movement PLT to the Left flank</th>
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<tbody>
<tr>
<td><strong>FIRST ATTEMPT</strong></td>
<td><strong>SECOND ATTEMPT</strong></td>
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<tr>
<td>Go</td>
<td>Go</td>
</tr>
<tr>
<td><strong>DATE</strong></td>
<td><strong>DATE</strong></td>
</tr>
<tr>
<td>14/11/2013</td>
<td>18/11/2013</td>
</tr>
<tr>
<td><strong>DSL INITIALS</strong></td>
<td><strong>DSL INITIALS</strong></td>
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<tr>
<td>M.Y.</td>
<td>M.Y.</td>
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<table>
<thead>
<tr>
<th><strong>F</strong> Land Navigation (Day)</th>
<th><strong>G</strong> Land Navigation (Night)</th>
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</thead>
<tbody>
<tr>
<td><strong>FIRST ATTEMPT</strong></td>
<td><strong>FIRST ATTEMPT</strong></td>
</tr>
<tr>
<td>Go</td>
<td>Go</td>
</tr>
<tr>
<td><strong>DATE</strong></td>
<td><strong>DATE</strong></td>
</tr>
<tr>
<td>18/11/2013</td>
<td>18/11/2013</td>
</tr>
<tr>
<td><strong>DSL INITIALS</strong></td>
<td><strong>DSL INITIALS</strong></td>
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<tr>
<td>M.Y.</td>
<td>M.Y.</td>
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<table>
<thead>
<tr>
<th><strong>H</strong> Army Physical Fitness Test (APFT)</th>
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<tbody>
<tr>
<td><strong>FIRST ATTEMPT</strong></td>
<td><strong>SECOND ATTEMPT</strong></td>
</tr>
<tr>
<td><strong>PU</strong></td>
<td><strong>SU</strong></td>
</tr>
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<td>59</td>
<td>81</td>
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<tr>
<td>C.B.D</td>
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AS OF 3/20/2013
Appendix D
DS Resiliency Program

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

D-2 Purpose
To provide guidance for the DS resiliency program.

D-3. General
The DS resiliency program is intended to provide all mid-tour and third-year DSs the opportunity to spend quality time with their family, attend various classes, update personal information and records, and undergo dental, medical, and mental evaluations.

D-4. Procedures
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.

D-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 resiliency 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 resiliency 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. DS 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 resiliency week trail break will be conducted between the 10th and 14th month of DS duty. Commanders will conduct another DS resiliency week between the 22nd and 26th month for DSs serving a third year.

D-6. Religious support component
   a. The unit ministry team is the commander’s executive agent in support of the DS resiliency program.
   b. Training brigade commanders should coordinate with their unit ministry team to provide DS with the following training:
      (1) Suicide prevention/intervention training.
(2) Family enrichment classes.

(3) Single Soldier retreat.

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

D-7. Medical component

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

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

(1) Individual medical readiness elements, to include:

(a) Periodic physical examination (every 5 years).

(b) Well woman's examination, as applicable (annual).

(c) Immunizations (especially influenza [seasonal], tetanus-diphtheria [every 10 years]).

(d) Hearing test (annual).

(e) Vision examination and status of protective mask inserts (every 3 years).

(f) Human immunodeficiency virus test (every 2 years).

(g) Confirm deoxyribonucleic acid specimen on file.

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

(3) Dental examination (annual).

(4) Behavioral health education and professional screening.

(a) All DSs should receive behavioral-health related briefings. The briefing will:

- Cover stress, depression, post-traumatic stress disorder, stress management, and anger management.
- Be conducted by a professional behavioral health provider (psychiatrist, psychologist, or social worker) or a chaplain.
- Emphasize the point that seeking help is a sign of strength, not of weakness.
• Include a means (questionnaire, observation, etc.) by which DSs may be identified for follow-up interviews with behavioral health professionals, as necessary.

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

(5) Other appointments/classes to be completed:

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

(b) DA photo (if needed).

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

(d) Anger management.

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

(f) Inspector general overview.

(g) Overview of updates to TR 350-6 and this regulation.
Appendix E
TRADOC Form 298-R-E, Drill Sergeant of the Year Nominee

| DRILL SERGEANT OF THE YEAR NOMINEE | RCS EXEMPT  
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>NAME (Last, First, Middle)</td>
<td>para 5-2h(1), AR 335-15</td>
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<tr>
<td>DOE, JOHN, SMITH</td>
<td>SSN 123-45-6718</td>
</tr>
<tr>
<td>SPOUSE (Last, First, Middle)</td>
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<tr>
<td>DOE, JANE, SMITH</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE NUMBER (Area Code)</td>
<td>DUTY PHONE NUMBER (DSN)</td>
</tr>
<tr>
<td>555-867-5309</td>
<td>636-555-3226</td>
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<tr>
<td>HOME MAILING ADDRESS</td>
<td>DUTY MAILING ADDRESS</td>
</tr>
<tr>
<td>1234 YOUR STREET</td>
<td>1234 POST ADDRESS</td>
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<tr>
<td>ANY TOWN, VA 12345</td>
<td>ANY TOWN, SC 12345</td>
</tr>
<tr>
<td>BDE CSM</td>
<td>PHONE NUMBER (DSN)</td>
</tr>
<tr>
<td>CSM DEFEND, THIS WE’LL</td>
<td>555-123-4567</td>
</tr>
<tr>
<td>POST/DIV CSM</td>
<td>PHONE NUMBER (DSN)</td>
</tr>
<tr>
<td>CSM END, TIL THE</td>
<td>123-555-9876</td>
</tr>
<tr>
<td>WILL YOUR SPOUSE ACCOMPANY YOU TO HQ TRADOC?</td>
<td>YES</td>
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</table>

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

#### Section I
#### Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1SG</td>
<td>first sergeant</td>
</tr>
<tr>
<td>AA</td>
<td>active Army</td>
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<tr>
<td>AGR</td>
<td>Active Guard Reserve</td>
</tr>
<tr>
<td>AIT</td>
<td>Advanced Individual Training</td>
</tr>
<tr>
<td>APFT</td>
<td>Army Physical Fitness Test</td>
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<tr>
<td>ARNG</td>
<td>Army National Guard</td>
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<tr>
<td>AR</td>
<td>Army regulation</td>
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<tr>
<td>AT</td>
<td>annual training</td>
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<tr>
<td>BCT</td>
<td>basic combat training</td>
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<tr>
<td>CI</td>
<td>chief instructor</td>
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<tr>
<td>CMF</td>
<td>career management field</td>
</tr>
<tr>
<td>CoE</td>
<td>Center of Excellence</td>
</tr>
<tr>
<td>CSM</td>
<td>command sergeant major</td>
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<tr>
<td>DA</td>
<td>Department of the Army</td>
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<tr>
<td>DS</td>
<td>drill sergeant</td>
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<tr>
<td>DSA</td>
<td>United States Army Drill Sergeant Academy</td>
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<tr>
<td>DSC</td>
<td>drill sergeant candidate</td>
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<tr>
<td>DSL</td>
<td>drill sergeant leader</td>
</tr>
<tr>
<td>DSLC</td>
<td>drill sergeant leader candidate</td>
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<tr>
<td>DSOY</td>
<td>Drill Sergeant of the Year</td>
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<tr>
<td>DSP</td>
<td>Drill Sergeant Program</td>
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<tr>
<td>DSPP</td>
<td>Drill Sergeant Program Proponent</td>
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<tr>
<td>DSR</td>
<td>Drill Sergeant Returnee</td>
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<tr>
<td>DSRC</td>
<td>Drill Sergeant Recertification Course</td>
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<td>HQ</td>
<td>headquarters</td>
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<td>HQDA</td>
<td>Headquarters, Department of the Army</td>
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<tr>
<td>HRC</td>
<td>Human Resources Command</td>
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<tr>
<td>IET</td>
<td>initial entry training</td>
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<tr>
<td>MOS</td>
<td>military occupational specialty</td>
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<tr>
<td>MSG</td>
<td>master sergeant</td>
</tr>
<tr>
<td>NCO</td>
<td>noncommissioned officer</td>
</tr>
<tr>
<td>OSUT</td>
<td>One Station Unit Training</td>
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<tr>
<td>POI</td>
<td>program of instruction</td>
</tr>
<tr>
<td>SDAP</td>
<td>special duty assignment pay</td>
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<td>SFC</td>
<td>sergeant first class</td>
</tr>
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<td>SGT</td>
<td>sergeant</td>
</tr>
<tr>
<td>SQI</td>
<td>skill qualifications identifier</td>
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<td>SSG</td>
<td>staff sergeant</td>
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<td>TRADOC</td>
<td>United States Army Training and Doctrine Command</td>
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<tr>
<td>UCMJ</td>
<td>Uniform Code of Military Justice</td>
</tr>
<tr>
<td>U.S.</td>
<td>United States</td>
</tr>
<tr>
<td>USACIMT</td>
<td>United States Army Center for Initial Military Training</td>
</tr>
<tr>
<td>USAR</td>
<td>United States Army Reserve</td>
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</tbody>
</table>
Section II
Terms

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

Army physical fitness test (APFT)
Three-event test designed to measure the basic components of fitness and evaluate Soldier’s ability to perform physical tasks.

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

Certification
Process of determining the quality and standardization of training.

Drill Sergeant Candidate (DSC)
A DSC is an AA, USAR AGR, USAR 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 cadre in IET.

Drill Sergeant Returnee (DSR)
A DS that successfully completed a tour of duty in a previous DS assignment, volunteered and was accepted for a subsequent DS tour after serving a minimum of 36 months in a valid career progression table of organization and equipment assignment.
**Fitness Training Unit**
A special training unit at a BCT/OSUT ATC designed to bring new enlistees in poor physical condition up to a minimum level of fitness, prior to starting BCT/OSUT. It is not a remedial training program for Soldiers already in BCT/OSUT/AIT.

**United States Army Human Resources Command (HRC)**
The U.S. Army Human Resources Command integrates and coordinates military personnel systems to develop and optimize the utilization of the Army’s human resources in peace and war.

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

**Military Occupational Specialty (MOS) Structure**
The specific mix of DS MOS required in BCT and OSUT to improve the quality of training.

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

**One Station Unit Training (OSUT)**
IET conducted at one installation, in one unit, under the same cadre, with an integrated POI tailored to a specific MOS.

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

**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 DSC 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 the DS Courses are taught.