



**UNITED STATES ARMY DRILL SERGEANT SCHOOL  
UNIT COMMANDER'S CANDIDATE CHECKLIST**



**Mail or email completed checklists to:**

**Commander**

**U.S. Army Human Resources Command**

**ATTN: KNOX-HRC-EPD-D**

**1600 Spearhead Division Avenue**

**Fort Knox, KY 40121**

**Scan and email: [usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil)**

**For additional assistance on completing this application reference AR 614-200 or please call**

**HRC at: Commercial: (502) 613-5870 DSN: 983-5870**

**SECTION I – Candidate Identification Data**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ DOR: \_\_\_\_\_

**SECTION II - Eligibility Criteria**

**Yes    No**

- a. Is Soldier rank of SGT thru SFC?
- b. Is Soldier 40 years of age or older? **(See Note 1)**
- c. Is Soldier more than 45 years old and **NOT** volunteering for DS duty?  
**(See Note 1)**
- d. Does Soldier have enough time remaining in current enlistment to meet the 24-month obligation for DS duty? **(See Note 2)**
- e. Does Soldier have a minimum GT Score of 100? (may be waived by the commander of HRC to not less than 90 on a case-by-case basis)
- f. Does Soldier have a minimum physical profile (PULHES) 111221?  
**(See Note 3)**
- g. Is Soldier a high school graduate or have a GED equivalency?
- h. Is Soldier a Warrior Leader Course (WLC) graduate?(HRC is the only waiver authority)
- i. Has Soldier qualified with the M16A2 in the last 6 months?(Attach copy of Scorecard, DA Form 3595-R)
- j. Does Soldier have a minimum of 4 years total Active Federal Service?
- k. Does Soldier meet the height/weight criteria of AR 600-9?**(See Note 4)**

**SECTION II - Eligibility Criteria (continued)**

**Yes**      **No**

l. Is Soldier able to pass the APFT (no substitution of events)?(See Note 5)

m. Has Soldier displayed good military bearing and demonstrated the capability to perform in positions of increased responsibility as reflected on NCOERs?

n. Has Soldier had any Article 15's or other disciplinary actions in the past 5 years? Explanation must be attached.\*

o. Does Soldier have any record of emotional instability as determined by screening of health records and clinical evaluation? (Evaluation from a licensed doctoral level mental health provider must be attached.)\*

p. Does Soldier have a documented speech impediment?\*

q. Does Soldier have any record of the following type 1 violations:

(1) Any record of a court martial conviction in the Soldier's career, provided it has not been reversed by a higher court?

(2) Any record of conduct in violation of the Army's policy on participation in extremist organizations or activities?

(3) Any record of assault on a subordinate, spouse, or child?

(4) **ANY** illegal drug abuse, prescription or synthetic?

(5) Any record of misconduct during the Soldier's career involving moral turpitude? (See Note 6)

(6) An initial enlistment waiver for derogatory information related to any Type 1 information listed above?

(7) Two or more offenses listed in "r" below?

r. Record of misconduct to include the following offenses in the last 5 years:

(1) Alcohol Abuse (as defined in AR 600-85)?

(2) Assault (other than subordinate, spouse, or child)?

(3) Larceny/theft/fraud or burglary?

(4) Traffic violations with six or more points assessed?

(5) Court-martial convictions?

(6) Relief for cause NCOER while in current grade or past 5 years, whichever is longer.

**SECTION II - Eligibility Criteria (continued)**

**Yes**      **No**

- s. Observed negative reaction to stress?\*
  
- t. Does the Soldier have any extremist, indecent, sexist, or racist tattoos?  
(See Note 7)
  
- u. Any reason that this candidate could not adjust to DS duty?  
Explanation must be attached.\*

**\*NOTE: A response of “Yes” in “o/p/q/r/s” in Section II will eliminate a Soldier from consideration for the Drill Sergeant Program (DSP). Supporting documentation must be included. NCOs that receive a positive mental health evaluation AFTER receiving a negative mental health evaluation can be allowed into the DS program.**

**SECTION III – Verification, Comment, and Endorsement**

1. IAW AR 614-200, Chap 8, the above Soldier (Mark appropriate responses)

- a. Does meet selection criteria
  
- b. Does not meet selection criteria
  
- c. Supporting documentation is attached if applicable

2. Additional Remarks:

(Commander comments should describe leadership abilities and future potential as a drill sergeant. If candidate **should not** be a DS state, why with detailed examples e.g. lack character/integrity, financial problems, physical fitness, temporary medical profiles, or observed reaction to stress. Consider the “whole Soldier” in your recommendation, and describe someone that possesses the ability to effectively communicate. Attach additional sheets if required.)

**SECTION III – Verification, Comment, and Endorsement**

2. Additional Remarks (continued):

3. I verify that the application for the above mentioned DSC is accurate and complete.  
a. **PLEASE PRINT NAME AND SIGN ABOVE. INCLUDE PHONE # BELOW SIGNATURE BLOCK.**

\_\_\_\_\_  
First Sergeant  
Phone:

\_\_\_\_\_  
Commander  
Phone:

4. Upon the completion and reviewing of this packet, I verify that the above mentioned DSC was screened for enrollment into the DSP.

\_\_\_\_\_  
Command Sergeant Major,  
Phone:

DATE: \_\_\_\_\_

I have personally interviewed and endorse the above mentioned DSC for enrollment into the DSP.

I            DO            DO NOT endorse the above mention Soldier for enrollment into the DSP.

\_\_\_\_\_  
LTC,  
Commanding  
Phone:

DATE: \_\_\_\_\_

## **SECTION IV – Notes**

### **NOTES:**

1. Drill Sergeant Candidates 40 years old or older are required to be medically cleared for DS duty if DA selected as drill sergeant candidates. Volunteers may be 45 years old or older, provided they have also been medically cleared for DS duty (See AR 40-501) at the time of request medical clearance must state that Soldier is medically cleared for DS duty.
2. Drill Sergeant Candidates must take appropriate action to meet the length of service requirement prior to attending school. The 24-month obligation begins on the actual reporting date to the gaining unit for Active Army; and for the Army Reserve, the 24-month obligation begins the day immediately following graduation.
3. A Drill Sergeant Candidate may possess certain medical conditions that would give him/her a lower PULHES rating than the minimum of 111221. Possessing a lower rating does not necessarily preclude a Soldier from performing duties as a DS. Prospective Drill Sergeant Candidates that possess a lower PULHES rating than the minimum will be medically evaluated to make the determination if their condition would hinder their abilities to perform as a DS. If medically cleared to perform the duties as a DS, an exception to policy must be submitted to the Drill Sergeant Program Proponent for approval to enter the DSP.
4. If the Drill Sergeant Candidate is overweight, action must be taken to ensure he/she is within compliance with AR 600-9, prior to class start date. If Drill Sergeant Candidate is separated from active duty or barred from reenlistment for overweight status please notify this headquarters immediately. If this requirement is the basis for determining that a Drill Sergeant Candidate does not meet the selection criteria for the DSP, a copy of the appropriate personnel action (flag or bar to reenlistment) must accompany this packet.
5. If the Drill Sergeant Candidate is having difficulty passing the APFT, action must be taken to ensure he/she can pass the APFT prior to class start date. If this requirement is the basis for determining that a Drill Sergeant Candidate does not meet the selection criteria for the DSP, a copy of the appropriate personnel action (flag or bar from reenlistment) must accompany this packet.
6. Moral turpitude involves misconduct of the following nature: incest, bestiality; adultery; sexual activity with subordinate Soldiers; pandering; prostitution; fraternization; sexual harassment; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see ALARACT 188/2014 AND FRAGO to HQDA EXORD 194-14).
7. Soldiers who have inappropriate tattoos per AR 670-1 Chapter 3-3 b. will not be allowed to attend the United States Army Drill Sergeant Academy.
8. Deletion and deferments request must be submitted through your installation/reassignments manager or scan and email to [usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil).
9. For questions about Drill Sergeant School Course contact the USADSA S3 at (803)751-6232 or go to <http://jackson.armylive.dodlive.mil/about/armyschools/usadss/>