U.S. ARMY

DRILL SERGEANT SCHOOL

DRILL SERGEANT CANDIDATE GUIDE

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U.S. Army Drill Sergeant School
Fort Jackson, SC 29207
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DEPARTMENT OF THE ARMY
THE U.S. ARMY DRILL SERGEANT SCHOOL
9574 MARION AVENUE
FORT JACKSON, SC 29207-6400

REPLY TO
ATTENTION OF

ATCG-MTT-V

MEMORANDUM FOR Drill Sergeant Candidates

SUBJECT: Welcome Letter

1. As the Commandant of the United States Army Drill Sergeant School, congratulations on your selection to attend this course. Selection to Drill Sergeant School is a true testament of your excellence in past performance and potential enabling you to become a role model and trainer for Initial Entry Training (IET) Soldiers.

2. Your course curriculum is challenging, exciting, and meaningful. The school operates under the basic concept of a proud Soldier; proud to be here and proud to return to your parent unit applying this concept. We emphasize individual dignity of every Soldier. Each course objective is designed to further develop your confidence, responsibility, leadership techniques, and higher personal and professional standards. Ultimately, we will teach you the standards expected of Noncommissioned Officers while performing duties as a United States Army Drill Sergeant.

3. Your attitude, diligence, and cooperation with others are significant factors in the degree of your success and professional improvement.

4. Drill Sergeant School standards are high. We expect you to have a positive attitude, be personally committed to succeed, and obtain a complete understanding of the "how and why", and not just “what” we teach. Upon graduation, you will be assigned as a Drill Sergeant in an Initial Entry Training Unit.

5. Upon arrival to Fort Jackson, all Candidates must report to the USADSS Staff Duty located in Bldg# 9574 to sign for a room. Candidates will be housed at the USADSS Barracks.

6. The first formation for incoming Candidates is on the report date listed in ATRRS (a link to ATRRS can be found in AKO under Self Service, My Education). The location for the formation will be on track in front of the Drill Sergeant School Barracks. You must bring your Military ID Card, ID Tags (no exceptions) and a black ink pen. The Candidate in-processing uniform will be the IPFU (seasonal).

7. In-processing will begin immediately following the formation. Ensure that you have the following items:

a) Five copies of your TDY orders or DD Form 1610.

b) Two copies of your Mental Evaluation (MEDCOM FORM 699-R no later than 6 months).

c) Two copies of your Commander’s Checklist.

d) Two updated copies of ERB (RA) or DA2-1 and DD214 (USAR/ARNG) Personnel file will be updated within 30 days of class enrollment.

e) Composite Risk Management Basic Course completion certificate - please refer to the DSS Candidate guide, page 9 for more information.

f) DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire.

g) I highly recommend you bring a personal or Army-issued Laptop.

h) Meals are provided for the all students. Student's BAS will be stopped IAW ATRRS instructions. All candidates will be required to live in the barracks and will not receive per diem while assigned to the school.

i) Complete and bring the Global Assessment Tool (GAT) at https://www.sft.army.mil.

j) Complete and bring the Authentic Happiness (VIA) assessment: http://www.authentichappiness.sas.upenn.edu/ (have to register to complete, take the VIA Strength of Character Strengths survey).

8. You must have all of your paperwork to be enrolled in the course. Additional information for the USADSS can be accessed at the following link: http://www.jackson.army.mil/sites/dss/

9. The Drill Sergeant School is not a Noncommissioned Officer Education School. Therefore, the height and weight requirements for NCOES do not apply. You must meet the U.S. Army HT/WT standards and pass an APFT with 60 points in each event along with a total score of 180 points to be accepted into the course. This is physically demanding course, therefore Drill Sergeant Candidates (DSCs) should arrive in a high state of physical fitness.

10. Drill Sergeant Candidates (DSCs) are required to know Drill and Ceremony IAW **TC 3-21.5**. To facilitate in their basic knowledge it is recommended that they read chapters 2-3 and become familiar with the first three basic movements and positions: Position of Attention, Rest Positions at the Halt, and the Hand Salute, before they arrive. Go to **http://www.jackson.army.mil/sites/dss/** here you will find videos demonstrating these three movements. The only manual used for learning Drill and Ceremony will be **TC 3-21.5**. Drill Sergeant Candidates (DSCs) should also be familiar with **FM 3-22.9 Rifle Marksmanship M16/M4 Series Weapons (including Change 1)** and **TC 3-22.20 Army Physical Readiness Training**.

11. Drill Sergeant Candidates (DSCs) are required to bring all basic issue items (i.e. uniforms, boots, gloves, and outer garments). I **strongly recommend** that DSCs bring their OCIE with them (please refer to the optional items portion of the packing list).

12. While assigned to the United States Army Drill Sergeant School (USADSS) you are prohibited from riding motorcycles.

13. You are welcome to join our official Facebook page. It is for all past, present, and future Drill Sergeants and their families. Log on to Facebook, then use this link: http://www.facebook.com/usadss.

14. There will be a Drill Sergeant Spouse's Forum on the last Wednesday of graduation week at the USADSS from 1230-1600. All spouses and family members are encouraged to attend. Spouses are encouraged to plan accordingly as child care will not be provided.

15. During the block leave period (14 Dec-3 Jan) the United States Army Drill Sergeant School (USADSS) will be on half-day schedule. Incoming DSCs at this time of year should plan their travel arrangements accordingly.

16. If you have any questions concerning the school visit the USADSS website at **http://www.jackson.army.mil/sites/dss/**or you can call DSN 734-6232/6011 and Commercial (803) 751-6232/6011 Cell (803) 319-4712.

//ORIGINAL SIGNED//
MICHAEL S. MCCOY
CSM, USA
Commandant

HISTORY OF THE DRILL SERGEANT

In late 1962, the Secretary of the Army directed Stephen Ailes, the Assistant Secretary, to conduct a survey of recruit training in the Army. This survey was conducted over a long period of time and included a wide variety of experienced personnel. To insure his report would be valid, Secretary Ailes made a comprehensive survey, comparing the training techniques of the Marines, Army, Navy, and Air Force. The final report, as submitted to the Department of the Army, contained five principle findings, with appropriate recommendations and suggestions for eliminating the problems encountered. The comparisons of the training centers of the three services with those of the Army demonstrated the attitude of the noncommissioned officers within the Army training centers was very poor. There were contributing reasons, including the long working hours, the difficulty of the demanding nature of the work and lack of free time for family concerns. Much of this was caused by inadequate staffing in the training centers. In addition, it was determined that the caliber of noncommissioned officers being assigned to the Army training centers was far below the standards required by the other services. Another problem was the negative attitude of the trainer which had a demoralizing affect on the trainee and resulted in a mental block between the recruit, and the trainer, and thus caused a negative impact on the qualified trainer and the quality of training presented. During the period April - June 1963, Pilot Trainer Courses were conducted at Fort Jackson, South Carolina, for selected officers and noncommissioned officers to participate in testing the revised concept of recruit training. Immediately following in July and August, this new training concept was tested with a training battalion at Fort Jackson and a training company at Ft Gordon, Georgia. The success of these tests resulted in the adoption of the new concept, to include the formation of Drill Sergeant Schools throughout CONARC. This was the beginning of the Drill Sergeant and was the first Drill Sergeant used to train recruits in the entire history of the recruit training programs throughout the Army. The Third U.S. Army Drill Sergeants School was officially given its name on 1 January 1967. The school has since been named the United States Army Drill Sergeant School.

CAMPAIGN HAT

A Veteran of numerous campaigns in the field, steeped in traditions, and in active service in various styles from 1850 through 1939, the campaign hat is a most appropriate symbol for a Drill Sergeant. The campaign hat appeared on t he scene again in early 1964. The present style of the campaign hat, evolved from the straw or felt slough “Hardee Hat” of the 1850’s through the center crease designs of the 1880’2, to the present day modified “Montana Peak” which was adopted in 1911.

FEMALE DRILL SERGEANT HAT

In late 1971, Headquarters, Continental Army Command (CONARC) received approval from the Chief of Staff of the Army for permission to include women in the Drill Sergeant Program. In February 1972, six Women’s Army Corps (WAC) Non commissioned Officers from Fort McClellan, Alabama were enrolled in the Drill Sergeant Program at Fort Jackson, South Carolina. Upon graduation, the women were authorized to wear the female drill sergeant hat. BG Mildred C. Bailey designed the female drill sergeant hat. The design was taken from the Australian bush hat. The first female drill sergeant hat was beige in color. The beige hat was replace by a dark green female drill sergeant hat, style unchanged. The green hat was put in to use in January 1983. After the green drill sergeant hat appeared, the beige hat was slowly phased out of the system. IN 1982-85, a proposal was made for females to switch to the drill sergeant hat worn by male drill sergeants. Female drill sergeants at Training and Doctrine Command posts opposed this idea. In June 1985, General John A. Wichham Jr., Army Chief of Staff, stated that female drill sergeants will continue to wear the original female drill sergeant hat.

BADGE

The crest is the symbol of the Army Training Center. Before, 1958, it was the regimental crest with a maroon background. In 1958, it was adopted as the training center’s crest and the background was changed to green. It was designed by the Heraldic Division of the Quartermasters General’s Office. The 13 Stars represent the thirteen original Colonies. The snake is a symbol of preparedness and is grasping the scroll on one end with his mouth and the other end with his tail. On the scroll is printed the motto, “THIS WE’LL DEFEND”, one of the many

mottos used in colonial days such as “DON’T TREAD ON ME,” “LIBERTY” and many others which were carried on flags and banners. The armored breastplate is a symbol of strength and the green background is a vestment worn under the armored breastplate. It is called a Jupon, which represents the Army. The torch is a symbol of liberty that shines over all.

DRILL SERGEANT CREED

I am a Drill Sergeant.

I will assist each individual in their efforts to become a highly motivated, well disciplined, physically and mentally fit Soldier, capable of defeating any enemy on today's modern battlefield.

I will instill pride in all I train, Pride in self, in the Army, and in country.

I will insist that each soldier meets and maintains the Army standards of military bearing and courtesy, consistent with the highest traditions of the U.S. Army.

I will lead by example, never requiring a Soldier to attempt any task I would not do myself.

But first, last, and always, I am an American Soldier, sworn to defend the Constitution of the United States against all enemies, both foreign and domestic.

I am a Drill Sergeant.

SOLDIER’S CREED

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

WARRIOR ETHOS

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

COURSE OVERVIEW

1. Purpose: The Drill Sergeant School Course (DSSC) is designed to provide selected Noncommissioned Officers (NCOs) the skills and information necessary to perform duties as Basic Combat Training (BCT) Drill Sergeant (DS) such as: Performs Drill Sergeant duties in a Basic Combat Training Company; responsible for training approximately 60 Initial Entry Training Soldiers every ten week cycle; responsible for maintaining the highest level of military standards while teaching the basics of Soldiering; developing discipline, and ensuring the good health and morale of assigned Soldiers; conducts tactical and situational training during one, three, and seven day field exercises; instills the Warrior Ethos, and produces Soldiers through innovative training; assists the Commander in the execution of training.

2. Emphasis: The course will build on the experience and knowledge of the DSCs to ensure they have the ability to develop IET Soldiers who are adaptable, physically prepared, and consistently trained in core initial military skills and their basic military occupational (MOS) skills; understand and embrace the Army values; internalize the Warrior Ethos; and are prepared to contribute as a member of a team upon arrival at their first unit of assignment. The course provides qualified Non-Commissioned Officers (NCOs) with specialized training resulting in the awarding of the two, Skill Qualification Identifiers: "X" Drill Sergeant and “8” Instructor. The DSSC also certifies Candidates in Combatives Skill Level I, and Combat Lifesaver Certification.

3. Leadership: A Candidate Chain of Command will be established after 72 hours. Candidates will be responsible for conducting coordination meetings and ensuring all Candidates are where they need to be in the right uniform time, and place. Candidates will be coached, mentored, and evaluated daily by their Drill Sergeant Leader (DSL). Drill Sergeant Leaders and Candidates are expected to be professionals at all times. Candidates will learn from their DSLs on what it means to be a Drill Sergeant. Upon graduation they are expected to enforce the basic standards taught and learned while enrolled in the course.

4. Phases: Drill Sergeant School subjects are sequenced and taught in relation to the three phases of Basic Combat Training (BCT). The purpose of phasing is oriented towards establishing short-term objectives. Each Candidate will be provided detailed performance counseling upon completion of each phase. The course provides the Candidate firsthand experience in the phase training concept employed in IET. The Candidate’s personal experience with performance counseling and goal setting should assist him/her in employing these techniques in IET with new Soldiers.

   A. **Phase I (Red)** - Begins with the arrival of the Candidates at the DSSC with (Initial Counseling) and ends with the completion of the 3rd week for Active Army (AA), or 14–15 academic days of Phase I for Option 3 USAR.

   1. Candidate Goals during Phase I, weeks 1-3
      a. Discipline, attention to detail and maintain professional conduct
      b. Establish good study habits
      c. Develop self confidence
      d. Adherence to the Army Values and Warrior Ethos
      e. Motivates self and peers daily
      f. Conduct and pass all daily inspections
      g. Improve physical fitness, working toward set goal of 70 points in each event
      h. Receive a GO on all performance and written examinations
      i. Receive a GO on garrison leadership evaluation
      j. Successful completion of all academic requirements of Phase I

   B. **Phase II (White)** - Starts with the beginning of the 4th week and with the end of Phase I counseling, and ends with the completion of the 6th week for Active Army (AA), or 10-15 academic days of Phase II for Option 3 USAR. The Candidate will receive an end of phase counseling with established goals

for the next phase at the end of each phase. This plan of action will be followed up with an assessment at the end of each phase.

1. Candidate Goals during PHASE II weeks 4-6
a. Maintain Phase I accomplishments
b. Continue to demonstrate leadership traits, Army Values, Warrior Ethos
c. Increase leadership development and responsibility
d. Properly conduct all Drill and Ceremonies movements to standard
e. Demonstrate understanding of Gender Integrated training
f. Adherence to the Army Values (AV) and Warrior Ethos
g. Demonstrate understanding of Leadership and Human Relations
h. Demonstrate knowledge and proficiency in training of Basic Rifle Marksmanship (BRM) and Advanced Rifle Marksmanship (ARM) fundamentals
i. Increase physical ability working toward Phase II fitness goals of 70 points in each event
j. Receive a GO on all performance and written examinations
k. Receive a GO on garrison leadership evaluation
l. Receive a GO on tactical leadership evaluation
m. Successful completion of all academic requirements of Phase II

2. **Phase III (Blue)** – Starts with the beginning of the 7th week, and ends at Candidate graduation. At the end of each phase the Candidate will receive an end of phase counseling with established goals for tour as a Drill Sergeant in the IET arena.
3. Candidate Goals during PHASE III weeks 7-9
1) Maintain Phase I and II accomplishments
2) Sustain progressive fitness program able to push IET Soldiers at 50 points in each event
3) Continuation of daily inspections (by candidate leaders with close supervision by DSLs)
4) Continue to demonstrate the principles of Gender Integrated Training
5) Able to live and articulate the Army values and Warrior Ethos to others
6) Reinforce First Aid training received in Phase II
7) Master knowledge and training on Warrior Tasks and Battle Drills (WTBD)
8) Demonstrate knowledge on U.S Weapons Systems through instruction and practical exercise
9) Pass final APFT (compliance with Drill Sergeant School Graduation Requirements)
10) Receive a GO on all performance and written examinations
11) Receive a GO on garrison leadership evaluation
12) Receive a GO on tactical leadership evaluation

ARRIVAL INFORMATION

1. Fort Jackson is located in Columbia, South Carolina. The city is located in the center of the state and is accessible from three major highways – I-20, I-26, and I-77. I-95 and I-85 are a short drive away. Fort Jackson is located at exit #12 off of I-77. The nearest airport is the Columbia Metropolitan Airport located about 25 minutes from Fort Jackson. An option is to fly into Charlotte, North Carolina which is about one and a half hours away.

2. Greyhound bus service has a terminal located approximately 6 miles outside the main gate downtown Columbia to serve patrons arriving and departing. On post taxis are readily available.

3. There will be an accountability formation for all reporting Drill Sergeant Candidates at 0800 on the report date. The formation will be held at the Drill Sergeant School Barracks, next to the PT Track (ref. Appendix C). **REPORT DATE is the day prior to the START DATE of your class as stated in ATRRS.** All Candidates must report in IPFUs (seasonal) as they will be administered a Height and Weight assessment as part of their in-processing. Candidates will also have all required paperwork needed to enroll in the course (see DSS website for further details: http://www.jackson.army.mil/sites/dss). For additional assistance the DSS Staff Duty can be contacted by calling (803) 319-4712 / (803) 751-6011.

HOUSING AND BILLETING

1. All Candidates will report to the USA-DSS Barracks, located at 9576 Pickens Ave., for room assignment prior to reporting to the DSSC. You will need a copy of your orders and Military ID when checking in. After receiving your key and room number, you may unload your luggage in your assigned room. Candidates will be housed at the Barracks for the duration of the course. Candidates assigned to Fort Jackson are not required to check-in at the USA-DSS Barracks prior to the report date.

2. No family members or friends are authorized to stay or live in the barracks rooms provided while the Candidate is attending the DSSC.

3. Candidate rooms will be kept clean and neat at all times. Any billeting or room issues will be brought to the immediate attention of their respective DSL and DSS Cadre.

4. Laundry facilities are located throughout the barracks area free of charge.

5. If you have any questions and/or concerns please contact the Drill Sergeant School at (803) 751-6011, DSN 734-6011.

6. **Laptop Computers are authorized and highly encouraged at the Drill Sergeant School; however, at this time, no Wi-Fi or internet connection is available. DSCs should plan accordingly.**

INPROCESSING

1. Candidates must meet all prerequisites IAW AR 614-200, AR 350-1, and TRADOC Regulation 350-16. In order to facilitate a smooth transition all DSC issues should have been resolved with Drill Sergeant Branch (HRC) prior to arrival and enrollment into the DSSC.
2. During in processing, all Candidates will have the following in their possession:
    a. Five copies of orders or 1610 (TDY Orders)
    b. Two copies of your Commander's Checklist signed by your BN CDR and CSM with 30 days of reporting for the DSSC (See Appendix D).
    c. Two copies of your Mental Evaluation (MEDCOM FORM 699-R no later than 6 months).
    d. Two copies of ERB (NLT 30 days) MUST HAVE NCOES, GT Score, PULHES, ANY SQIs annotated correctly. USAR Candidates will have same information reflected on DA 2-1 and last DD 214.
    e. Proof of extension or reenlistment (if ERB does not show correct ETS)
    f. Army Values card/tag
    g. Valid CAC/ID card and ID tags
    h. Know your current UIC
    i. Course Completion certificates for Combatives Level 1, 2, 3, or 4, SQI 8, and DA1059 for any NCOES not annotated on your ERB.
    j. **Composite Risk Management Basic Course completion certificate**- Candidates are required to complete this training prior to attending the DSSC.

    To enroll and complete the course:
    -Log on to https://www.atrrs.army.mil/. **Note: You need a CAC with a valid PIN to register for an ATRRS course.**
    -Click on "**Self Development**" in the ATRRS Channels Directory.
    -Put course number/ title in appropriate search blocks (**2G-F97_DL / Composite Risk Management Basic**).
    -Click search.
    -Click "Register".

-Click on the CAC selector then LOGIN.
-After ATRRS notifies you that you are registered, login to the ALMS at https://www.lms.army.mil.
-Select Current Enrollments and complete training.
-Once training has been completed, print the completion certificate.

3. **IAW AR 614-200, your ETS date must be at least two years from the last day of the month of graduation from Drill Sergeant School. Your ETS date must be reflected on your ERB or you must have a copy of your extension or reenlistment papers to show the dates.**

4. **Candidates will not be enrolled in the DSSC if they have less than 90 days back from redeployment. A record APFT cannot be administered IAW AR 350-1, paragraph 1-24, f (3a) which states: "Upon return from deployment Soldiers will be administered a record APFT no earlier than three months for AA and six months for Reserve Component Soldiers." Candidates who do not meet this requirement will be deemed as an unqualified arrival and will be given a release packet which will be forwarded by the Commandant to Human Resources Command.**

5. Candidates will have a valid CAC (ID Card) and know their PIN number upon arriving to the DSSC.

6. Candidates will have an active AKO account and AKO password.

7. **IMPORTANT NOTICE: DSCs must DELETE their home station domain computer accounts before arriving to the DSSC.** Additionally, Information Assurance Awareness Training **must be current for 90 days after proposed completion of the DSSC.** This will facilitate the creation of a student computer account at the DSSC that will remain active for the duration of the course. **Failure to do so will make it EXTREMELY difficult for the DSC to access student materials in the classrooms to enhance learning.**

IMPROVED PHYSICAL FITNESS UNIFORM (IPFU)

1. The Improved Physical Fitness Uniform (IPFU) is the only authorized uniform for PRT. The IPFU must be IAW AR 670-1 and have a NSN number. Second hand store bought or commercial physical fitness uniforms are unauthorized.

2. Gray or black spandex shorts are authorized and highly encouraged for wear under the IPFU shorts and **must be free of logos**; spandex must either be black or gray.

3. Above-the-ankle or calf-length white socks are the only socks authorized for wear and **must be free of logos**.

4. The gray fleece cap and black gloves are prescribed for wear during the winter months.

5. Gloved shoes / toe shoes are not authorized while conducting Physical Readiness Training (PRT) or the APFT. The only authorized footwear while conducting PRT is running shoes or combat boots (IAW AR 350-1).

ARMY PHYSICAL READINESS TRAINING

1. The APFT will be administered within the first 72 hours from the course start date. **Effective 01 June 2011** Candidates who fail to meet a score of 180 on the APFT with 60 points in each event **will not receive a**

retest. Candidates will be given a release packet to include an adverse DA Form 1059 IAW AR 623-3. A memorandum addressing their failure to maintain standards will be forwarded by the Commandant to Human Resources Command.

2. Army Physical Readiness Training (PRT) will be conducted every training day of the course. Once PRT introductions are complete, Candidates will be required to lead two PRT sessions.

3. A Candidate led APFT will be conducted at the end of Phase I. The purpose is to provide the Candidates practical exercise in administering the APFT, provide feedback on their progress toward set goals, and to provide the Commandant feedback on the effectiveness of the physical fitness program. Candidates are encouraged to use this as a self-assessment leading towards the graduation requirement of 70% in each event.

4. Candidates are required to obtain 70 points per event with a minimum total score of 210 on the final APFT to graduate from DSSC. A retest may be allowed no earlier than 48 hours and no later than 72 hours after the initial failure. Candidates who fail to meet 60 points in each event and a total score of 180 will not be given a retest. Candidates will be given a release packet to include an adverse DA Form 1059 IAW AR 623-3. A memorandum addressing their failure to maintain standards will be forwarded by the Commandant to the first General Officer in the Candidate's chain of command. The final APFT will be administered during Phase III.

HEIGHT AND WEIGHT STANDARDS

Candidates who fail to meet any Height and Weight assessment standards outlined in AR 600-9 within 72 hours of reporting to the DSSC will be returned immediately to their unit of assignment as an unqualified arrival IAW AR 614-200, para 8-17a(1). Any Candidate who fails to meet the standards throughout the remainder of the course will be removed from the DSSC and be returned immediately to their unit of assignment. Candidates will be issued a release packet to include an adverse DA Form 1059 IAW AR 623-3 and a memorandum addressing their failure to maintain standards will be forwarded by the Commandant to Human Resources Command.

BOOTS GUIDELINES

Candidate will wear combat boots IAW AR 670-1 and the approved combat boot list while attending Drill Sergeant School Course.

FORMATIONS

The DSC chain-of-command and Drill Sergeant School cadre conduct formations at times and locations indicated on the training schedule and at any other time as directed by the cadre. All formations will be supervised by a DSL to ensure that they are conducted IAW TC 3-21.5.

INSPECTIONS

Candidates will conduct daily in-ranks inspections IAW AR 670-1 and TC 3-21.5 as indicated on the training schedule and at any other time as directed by the cadre. DSLs will supervise to ensure standards are being enforced.

MAIL CALL PROCEDURES

Incoming mail will be distributed by COB the day received. Outgoing mail may be dropped in the mailbox located inside the administrative offices of the DSS. Your address during the DSSC is:

RANK FIRST MI. LAST
Platoon and Class # (ie. 1st Plt, 01-11)
U.S. Army Drill Sergeant School
9574 Marion Avenue
Fort Jackson, SC 29207

SICK CALL PROCEDURES

Sick call is conducted Monday through Saturday from 0700 to 1700, at the McWethy Troop Medical Clinic (TMC) Bldg. 4575 located between Moncrief Army Community Hospital and Caldwell Dental Clinic. After duty sick call is also available Monday through Saturday from 1600-1730 and Sunday from 1200-1800. For emergencies, or visits after normal sick call hours, visit the hospital's Urgent Care Clinic (UCC). ARNG and USAR Candidates must have a DA 2173 (Line of Duty Form) filled out by the administrative section of the clinic if the clinic deems it necessary. Candidates will then return the form to S-1 so that further actions can be taken. **Candidates who miss more than 72 consecutive or cumulative hours of training may be dropped from the DSSC.**

LEAVES AND PASSES

1. Candidates may travel anywhere within a 150 mile radius to Columbia, SC without a signed pass request and DA Form 31. Those that choose to travel more than 150 but less than 350 miles must request and receive a DA Form 31, signed by the Commandant or an assigned representative prior to departure. Requests to travel over 350 miles from Columbia SC will be reviewed by the Commandant and approved on a case-by-case basis.

2. All leaves and passes are privileges and must be approved by the Commandant at least 14 days in advance.

3. Family Emergencies will be addressed to the Cadre immediately. Red Cross notification procedures remain the same while enrolled in the DSSC. Family members must go through the Red Cross if a situation arises that requires a Candidate being removed from training. The number for Red Cross is (877) 272-7337.

FINANCE/STUDENT PAY

Candidates will arrive to the DSSC with a valid Government Travel Card and sufficient funds to defray any unexpected costs such as lodging, uniform repair and/or purchases before arriving. The Fort Jackson Finance Office can no longer issue advance checks to TDY Candidates from other locations attending courses at Fort Jackson. **All partials will be requested via fax through appropriate unit finance office. DSCs will utilize the Defense Travel System (DTS) when making arrangements for all official travel. DSCs must understand that DTS is a unit and individual responsibility. The DSS will provide limited assistance when possible.**

1. Candidates with pay problems will notify their DSL immediately.

2. DSCs are authorized $2.00 a day for laundry expenses. DSCs will not be authorized lodging expenses when not in transit (i.e. for the duration of the course). DSCs will not be authorized in and around mileage as official transportation is provided.

3. Candidates will eat at the DSS or designated dining facilities regardless of the installation of assignment. Candidates BAS will be stopped IAW ATRRS instructions.

MILITARY COURTESY AND DISCIPLINE

1. The Commandant of the United States Army Drill Sergeant School has command authority and operational control of the Drill Sergeant School Course. The Commandant is a Command Sergeant Major and will be addressed as Sergeant Major.

2. Only the highest standards of conduct, appearance, bearing, courtesy, and attitude will be accepted at the DSS.
    a. When you pass a DSL or DSS cadre, you will sound off with the greeting of the day.
    b. All movements will be crisp and precise.
    c. When moving from point A to point B, you will do so with a sense of urgency.
    d. There will be no running or horseplay in the buildings at any time.

3. The Deputy Commandant will be addressed as Sergeant Major and is responsible for the command, control and the daily operations of the DSSC.

4. The Chief Instructor (Company 1SGs) will be addressed as First Sergeant.

5. The Course Directors (Platoon Sergeants) will be addressed as Senior Drill Sergeant (SDSL).

6. Squad Drill Sergeant Leaders (DSLs) will be addressed as Drill Sergeant.

7. Civilian staff members will be addressed as Mister or Miss/ Mrs., sir or ma'am, as appropriate.

8. **The use of profanity is strictly forbidden** in the DSSC and in the IET environment.

9. Candidates will display proper military bearing and a positive attitude at all times. Conduct unbecoming of a Noncommissioned Officer will not be tolerated and may be subject to release from the DSSC.

10. Candidates will treat all permanent party Cadre and IET Soldiers on Fort Jackson with dignity and respect when making corrections. Any issues concerning corrections will be addressed to their respective DSL.

11. Candidates will read and adhere to all DSS policies and procedures. Any infractions will be addressed according to the Drill Sergeant School Course Management Plan (CMP).

BANKING FACILITIES

1. Fort Jackson has two banks located within minutes of the billeting area. The All South Federal Credit Union has two branches on post- near the corner of Lee Road and Hill Street close to the Commissary, and on Jackson Avenue near the corner of Strom Thurmond Avenue, close to the Emergency Services Center. You may contact them at (803) 782-9830 or visit their website at www.fjfcu.org. Wells Fargo Bank is located on the corner of Lee Road and Imboden Street near the entrance to the housing area. The number is (803) 790-8345 or visits their website at www.wellsfargo.com. Numerous ATM are located throughout the installation for your convenience.

2. Personal checks for an amount up to $300.00 and a two part check up to $100.00 may be cashed daily at the Post Exchange. There is a $100.00 maximum for 2 party checks.

DINING FACILITY

1. The DSS Dining Facility is available within the DSS area of operation. The DSS DFAC hours are 0700-0830 for breakfast, 1130-1300 for lunch and 1700-1830 for dinner Monday thru Friday. 3rd BN, 34th IN REGT (BCT) DFAC will be utilized on the weekends and holidays which operate from 0700-0900 for breakfast, 1130-1300 for lunch and 1600-1730 for dinner. Candidates will check the DFAC weekly schedule as times and locations are subject to change without notice.

2. The appropriate duty uniform (ACU, Class A/ASU) and civilian attire is the only authorized clothing to be worn in the dining facility. **The Improved Physical Fitness Uniform (IPFU) is not authorized for wear in the DFAC.**

3. Personnel wearing civilian attire will be properly dressed. The following will apply:

    a. No tank tops / T-shirts exposing the armpits or midriff / navel will be worn.

    b. Footwear will enclose the toenails (sneakers / sandals). No shower shoe-type footwear will be worn.

    c. No bathing suits will be worn.

    d. No headgear will be worn

    e. Denim jeans are authorized but must be presentable (no tears / excessive wear).

    f. Conservative shorts and T-shirts may be worn.

PROHIBITED ITEMS

1. The following items are prohibited and may be confiscated and could result in disciplinary action if introduced into the DSS area:

    a. Personal firearms

    b. Knives with a locking blade or a blade length over 3 inches

    c. Pyrotechnics or fireworks

    d. Ammunition

    e. Bow and arrows

    f. Switchblade knives

    g. Throwing knives

    h. Nunchakus or oriental fighting instruments

    i. Pets

    j. Unauthorized prescription drugs

    k. Incense or Candles

    l. Motorcycles

m. Hot Plates, Slow Cookers, etc. (**The only authorized cooking items in the barracks are the microwave ovens and stove tops - DSCs are responsible for cleanliness and safety while cooking in the barracks!**)

PRIVATELY OWNED VEHICLES (POVs)

1. DSC parking is allowed only in the DSS Complex in areas directly adjacent to the Barracks. All official travel will be provided for by the DSS cadre and will be IAW the training schedule. DSCs will be allowed to operate POVs at the end of the duty day. DSCs will not use their POV to support any DSS mission. DSCs will not park in areas designated for DSS Cadre or other units.

2. Parking on grass or seeded areas is unauthorized and will warrant repairing of any damage to the area as well as recommendation for disciplinary action.

3. A DSL will inspect all POVs prior to training holiday weekends and passes/leave request. Failure to maintain proper safety standards will result in loss of driving privileges until repairs are made and the vehicle is re-inspected. Operating the vehicle prior to re-inspection could result in a derogatory counseling and recommendation for release from DSSC.

4. **Candidates will not bring or drive any motorcycles while attending the DSSC.**

ON/OFF-POST TRANSPORTATION

1. Commercial taxis are available on and off post. (Refer to local community telephone book)

2. Greyhound bus service has a terminal located approximately 6 miles outside the main gate downtown Columbia. On post taxis are readily available.

PHYSICAL SECURITY/CRIME PREVENTION

1. Crime prevention is the responsibility of all personnel assigned or attached to the DSSC.

2. In the event of a break in or theft, immediately notify the Military Police and the Staff Duty. The individual suffering the loss will also notify their DSL and PSG.

3. Billeting rooms will be locked at all times.

4. Government issued equipment (TA-50) will be secured at all times and will not be left unattended in POVs.

5. Personal property will not be left unattended.

6. POVs will be locked at all times.

7. DSCs are not allowed to carry more than $100.00 cash on their person.

ALCOHOL POLICY

1. **DSCs are not authorized to store or consume any alcoholic beverages anywhere in the DSS Complex at any time, to include POVs!**

2. DSCs are forewarned that alcohol related incidents **are not tolerated and will be grounds for dismissal from DSSC**. Incidents will be assessed and dealt with on a case-by-case basis. **Bottom line: incidents on or off post that involve alcohol and present an unprofessional image should be avoided at all cost.**

3. DSCs arrested by civilian police or apprehended on post by the Military Police for any alcohol related events will be subject to disciplinary action and disenrollment from the DSSC. It is a violation of South Carolina State law to operate a vehicle while carrying an open alcoholic beverage container.

EQUAL OPPORTUNITY/SEXUAL HARASSMENT POLICY

1. The Commandant's policies on Equal Opportunity and Sexual Harassment / Assault Response and Prevention Program (SHARP) are posted on the unit bulletin boards and in the DSS area. Every DSC is required to read and adhere to the EO and SHARP policies.

2. Complaint procedures and applicable phone numbers are also posted on the unit bulletin boards.

USE OF TOBACCO PRODUCTS

1. DSCs are allowed to utilize tobacco products only in designated areas.

2. DSCs will not tobacco products while in formation areas or in any Government building.

3. Tobacco products are prohibited in the vicinity of IET/AIT soldiers.

4. Tobacco products are prohibited in individual rooms.

5. Tobacco products on ranges will be limited to meal times or at the 1SG/SDSLs discretion in designated areas only.

6. Tobacco products are not authorized in the common use areas of the billets or the DSS building.

OFF-LIMIT AREAS

Off limits areas include but are not limited to all Basic Combat Training (BCT) and Advanced Individual Training (AIT) areas and the 120th Reception Center. Candidates are prohibited from going to these areas without a DSL escort.

STUDY HALL

1. Candidates will conduct one hour of study hall in their rooms daily. This time is set aside and used to prepare for the next day's block of instruction in order to become familiar with the required material.

Candidates are highly encouraged to develop good study habits with peers and those that are having academic difficulty with the course.

2. A mandatory study hall or remedial training will be conducted for all written and performance examinations where a DSC has failed to meet the standard. The study hall/ remedial training will be a minimum of one hour in duration and supervised by a DSL.

DRILL SERGEANT SCHOOL AWARDEES

THE COMMANDANT'S LIST:

The Commandant's List is reserved for no more than the top 20% of the class of whom the Commandant considers deserving.

This 20% is for those Drill Sergeant Candidates whose overall course achievement is significantly above the standards of the course.

Drill Sergeant Candidates may achieve all superior ratings on their DA Form 1059 and **NOT** exceed the course standards.

There is **NO** policy stating there has to be 20% on the Commandant's List. Drill Sergeant Candidates must meet all the standards listed below to be eligible for the Commandant's List.

a. Must achieve **100%** first time GO on all Oral Presentations.
b. Must achieve **100%** time GO on all Written Exams with an average of 90% or higher.
c. Must achieve **100%** time GO on all other Performance Exams (to include Qualifying on the M16A2 Rifle).
d. Must score a minimum of **270** total points and **90** points for each of the three events on the final APFT.
e. Receive **NO** negative counseling during the entire cycle.
f. Receive a minimum of **three** Superior Ratings on the DA From 1059 (one must be in Leadership).
g. Must not be a new start from any previous Drill Sergeant School Course.
h. Final selection will be approved by the Senior Drill Sergeant Leader and Chief Instructor.

THE HONOR GRADUATE:

The Soldier with the highest Academic Average who meets the following guidelines will be selected as the Honor Graduate.

a. Must achieve **first** time GO on all Oral Presentations.
b. Must achieve **first** time GO on all Written Exams with an average of 90% or higher.
c. Must achieve **first** time GO on all other Performance Exams (to include Qualifying on the M16A2 Rifle).
d. Must score a minimum of **270** total points and **90** points for each of the three events on the final APFT.
e. Receive a minimum of **three** Superior Ratings on the DA Form 1059 (one must be in Leadership).
f. Receive **NO** negative counseling during the entire cycle.
g. Must not be a new start from any previous Drill Sergeant School Course.
h. Final selection will be approved by the Senior Drill Sergeant Leader and Chief Instructor.

THE LEADERSHIP AWARD RECIPIENT:

One Drill Sergeant Candidate from each Squad will be recommended by the other members of that Squad. A leadership board will be convened before Week 7 consisting of the SDSL and 4-5 DSL's from that platoon who will select the winner.

a. Must meet all criteria for the Commandant's List.
b. Final selection will be approved by the Senior Drill Sergeant Leader and Chief Instructor.

* At minimum questions will be asked from the following categories: Drill and Ceremony, Physical Readiness Training, TRADOC Regulation 350-6, Basic Rifle Marksmanship, and Warrior Tasks & Battle Drills.

IRON DRILL SERGEANT AWARD:

a. Identified by the Senior Drill Sergeant Leader for outstanding bearing, appearance, and the highest score on the End of Cycle APFT.
b. Receive **NO** negative counseling during entire cycle.
c. Must not be a new start from any previous Drill Sergeant School Course.
d. Final selection will be approved by the Senior Drill Sergeant Leader and Chief Instructor.

GRADUATION

1. Upon DSSC completion, a graduation ceremony will be conducted to recognize each DSCs accomplishments. Family members, guests, friends and unit members are cordially invited to attend.

2. The uniform for graduation will be in ASU/Dress Uniform (International Students), Drill Sergeant Hat and Drill Sergeant Badge. The Drill Sergeant hat and badge will be issued in the last week along with supplemental issue to insure proper wear and fit of the headgear.

3. Graduation will be held on the last day of the course at 1300 in the Post Theater.

4. A Drill Sergeant Spouse's Forum will be held on the last Wednesday of Graduation week at the DSS from 1230-1600. All Candidate spouses and family members are encouraged to attend. Spouses are encouraged to plan and prepare accordingly, as child care will not be provided.

KEY TELEPHONE NUMBERS

Place	Telephone #
DSS	DSN 734-6011
CMD Section	Comm. (803) 751-6011/6012
S-1	Comm. (803) 751-3350
S-3	Comm. (803) 751-6232
QA	Comm. (803) 751-0745
Staff Duty Cell	(803) 319-4712
FAX	(803) 751-6840

ANNEX A: PACKING LIST Effective 01 June 2012

ITEM	**QTY**
1. DUFFLE BAG	1 EA
2. LAUNDRY BAG	1 EA
3. PATROL CAP, UNIVERSAL PATTERN (ACU) with rank	1 EA
4. BERET	2 EA
5. COAT (SHIRT), ACU	4 EA
6. TROUSERS (PANTS), ACU	4 EA
7. COAT, COLD WEATHER, FIELD (FIELD JACKET) or GORTEX JACKET, ACU	1 EA
8. BOOTS, COMBAT (IAW AR 670-1)	2 PR
9. BRUSH, SHOE/ SUEDE BOOT CLEANING KIT	1 EA
10. T-SHIRT, COTTON, TAN	7 EA
11. SOCKS, WOOL or COTTON/NYLON BLEND (OD, or TAN)	7 EA
12. DRAWERS, COTTON, OD or WHITE	7 EA**
13. BRA	3 EA*
14. PANTIES	7 EA*
15. COMPLETE CLASS A UNIFORM OR ARMY SERVICE UNIFORM (SEE **NOTE 3**)	1 EA
16. COAT, ALL WEATHER, BLACK WITH LINER	1 EA
17. GLOVES, DRESS (FOR ASU / CLASS A UNIFORM)	1 EA
18. T-SHIRT, COTTON, WHITE	1 EA**
19. SOCKS, BLACK, COTTON or NYLON (FOR ASU / CLASS A UNIFORM)	2 EA
20. SLIPS	2 EA*
21. NYLONS	2 PR*
22. BELT, RIGGERS (TAN)	2 EA
23. BELT, WEB (FOR ASU / CLASS A UNIFORM)	1 EA
24. BUCKLE, BRASS (FOR ASU / CLASS A UNIFORM)	1 EA
25. NECK TIE, BLACK 4-IN-HAND (NO CLIP-ON)	1 EA
26. FEMALE NECK TAB	1 EA*
27. SHOES, OXFORD, BLACK (SEE **NOTE 3**)	1 PR
28. SHOES, PUMPS, BLACK (SEE **NOTE 3**)	1 PR
29. TAGS, IDENTIFICATION, WITH LONG&SHORT CHAIN and VALUES TAG	1 SET
30. UNIFORM BRASS, BRANCH & US	1 EA
31. ALL AUTHORIZED RIBBONS AND BADGES (ACU and Dress Uniform)	1 EA
32. BRASS GRADE INSIGNIA	1 SET
33. SHOULDER BOARDS (FOR CLASS A/ASU SHIRT)	1 SET
34. NAME PLATES	1 PR
35. DINSTINCTIVE UNIT INSIGNIA	2 EA
36. REGIMENTAL DISTINCTIVE INSIGNIA	1 SET
37. GLOVES, MEN and WOMENS, LEATHER, LIGHT DUTY, BLACK OR GREEN	1 PR
38. INSERTS, GLOVES, WOOL (OD, BLACK OR BROWN)	1 PR
39. SHOES, RUNNING (NO HIGH TOPS OR "TOED/GLOVED/FINGERED")	2 PR
40. JACKET, GRAY, IPFU	1 EA
41. PANTS, BLACK, IPFU	1 EA
42. CAP, SYNTHETIC MICROFLEECE, GREEN	1 EA
43. T-SHIRT, GRAY, SHORT SLEEVE, IPFU	2 EA
44. T-SHIRT, GRAY, LONG SLEEVE, IPFU	2 EA
45. SHORTS, BLACK , IPFU	2 EA
46. SOCKS, ATHLETIC, WHITE, ANKLE OR CALF LENGTH	7 PR
47. SHOES, SHOWER	1 PR
48. PADLOCK	1 EA
49. SOAP, BAR	1 EA
50. TOOTHBRUSH and TOOTHPASTE	1 EA
51. COMB/BRUSH	1 EA
52. RAZOR	3 EA

53. CREAM, SHAVING	1 EA
54. POWDER, BODY/FOOT	1 EA
55. FLASHLIGHT W/BATTERIES & RED LENS (L-SHAPE, GREEN)	1 EA
56. CAT EYE BAND, ACU COLORED WITH NAME TAPE SEWN ON	1 EA
57. MARKERS (10-COLORS, BROAD LINE RECOMMENDED)	1 SET
58. MOUTHPIECE	1 EA
59. BLACK INK PEN, BLUE INK PEN, PENCIL	1 EA
60. BALLISTIC EYEWEAR (MUST BE APEL APPROVED)	1 EA
61. HEARING PROTECTION	1 EA
62. PARKA, WET WEATHER W/ RANK (NO GREEN TAB RANK AUTHORIZED)	1 EA
63. PADS, ELBOW	1 PR
64. PADS, KNEE	1 PR
65. M16 WEAPONS CLEANING KIT (COMPLETE)	1 EA

THE FOLLOWING ITEMS ARE OPTIONAL FOR THE COURSE:

66. SUNSCREEN	1 EA
67. FRONT SIGHT ADJUSTER (M16/M4) (HIGHLY RECOMMENDED)	1 EA
68. ACU COLORED 550 CORD	1 EA
69. CAMELBACK	1 EA

70. LAPTOP (lodging will provide internet access for Candidates)

*** indicates female only** **** indicates male only**

NOTE 1: This clothing list is the minimum required for the course. All Candidates are required to bring and utilize Basic Clothing Bag Issue items. Flame Retardant ACUs (FRACU) are authorized and encouraged to be used if issued; however, RFI items such as vehicle crew ACUs and Army Combat Shirts are unauthorized. It is the Candidate's responsibility to maintain or replace items not in serviceable condition as needed (i.e. berets, ACUs, and boots).

NOTE 2: All additional winter issue items are required during winter months (Oct-Apr).

NOTE 3: Effective OCT 10 BCT Drill Sergeants will be issued the new Army Service Uniform (ASU). We strongly recommend if you have the Army Service Uniform to bring them; if not, bring the complete Class A uniform. This means jacket, pants (male/female), skirt (female), short sleeve and long sleeve shirt with appropriate tie (male/female) for the ASU or Class A uniform. Candidates will also bring all awards, appurtenance, and badges. The ASU will be worn by all Candidates during graduation. All Candidates will wear low quarters, regardless of home duty station or gender. Female Candidates will bring pumps for ASU fitting.

NOTE 4: Candidates are required to bring a copy of their individual CIF record. Any TA-50 which is not on the CIF record and is required by the DSSC will be issued by the USADSS. Candidates can obtain a copy of their individual CIF record by:
1) Log onto AKO
2) Click Self Service drop down
3) Click on My Clothing - Click on My Clothing Record link

NOTE 5: It is highly encouraged for DSCs to bring all OCIE issued items, to include (but not limited to):
-HELMET, ARMY COMBAT
-BODY ARMOR, INTERCEPTOR or VEST, IMPROVED OUTER TACTICAL
-VEST, LOAD BEARING or CARRIER, FIGHTING LOAD (must be capable of carrying seven 30-round M16/ M4-series magazines, two practice fragmentation grenades and two 1-quart canteens)
-PACK, ASSAULT, MOLLE
-RUCKSACK, MOLLE (complete with sleeping system carrier and sustainment pouches)
-SLEEP SYSTEM, EXTREME COLD WEATHER, COMPLETE (Patrol Bag, Intermediate Weight Bag, Bivy Bag, Stuff Sack) (FROM 1 OCTOBER TO 30 MARCH)

Kemper St
DSC Parking
Kemper St
Cadre Parking Area ONLY!
Pickens Ave
DSC Parking
DSS Barracks
Formation Area
Formation will be held in courtyard of barracks at 0800 on report date. Have copies of all required documents and note-taking materials. Uniform is IPFU.
DSS
Manon Ave
DSS DFAC
DSC Parking
Cadre Parking Area ONLY!

FROM JULY-OCT (TENATIVE DATE)
-Enter Ft. Jackson from Gate #1
(Exit #10 from I-77)
-Proceed through traffic circle
-Proceed north on Marion Ave,
cross Strom Thurmond Blvd.,
continue on Marion Ave.
-Turn Left on Kemper St.
-USA-DSS is on the left
GATE #2 WILL BE CLOSED!
Forest Lake
Veterans M
Patton Stadium
Imboden St
Palmetto Falls Water Park
Marion Ave
Semmes Lake
Semmes Rd
Veterans Memorial Fwy
Upper Legion Lake
Lower Legion Lake
Washington Rd
77
12

Gate 2
(main gate)
PX
24 Hr Shoppette
Patton Stadium
Kemper St.
Imboden St.
Strom Thurmond Blvd
Marion Ave.
Pickens Ave.
Palmetto Falls Water Park
Garnett
Forest Dr
Dellwood Dr
-From I-77, Enter Gate 2 (100% ID check)
-Proceed East on Strom Thurmond Blvd.
-Turn left (North)on Marion Ave (3rd light from Gate 2)
-Turn left on Kemper St.
-USA-DSS is on the left
1000 ft