

**UNITED STATES ARMY
DRILL SERGEANT ACADEMY**



**AIT PLATOON SERGEANT
CANDIDATE GUIDE**

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY DRILL SERGEANT ACADEMY
9574 MARION AVENUE
FORT JACKSON, SC 29207-5015

ATCG-MTT-C

1 June 2014

MEMORANDUM FOR United States Army Drill Sergeant School (USADSS) and Advanced Individual Training Platoon Sergeant (AITPSG) Candidates

SUBJECT: Welcome Letter

1. Congratulations on your selection and welcome to the United States Army Drill Sergeant Academy (USADSA) at Fort Jackson, South Carolina. Your selection to serve as a Drill Sergeant (DS) or as an Advanced Individual Training Platoon Sergeant (AITPSG) indicates the Army's trust and confidence in your leadership abilities.
2. Our mission and goal while you are assigned to the USADSA is to provide you with a challenging institutional based environment. We will provide education, training, and mentorship for you to assume your role as a DS or AITPSG within the Initial Military Training (IMT) environment. You must consistently demonstrate strict adherence to Army Standards and be able and willing to maintain a positive attitude. Ensure you take time and prepare in advance for your travel to the Academy. There will be an Army Physical Fitness Test (APFT) administered upon course initiation and you will want to be well rested prior to the APFT.
3. The DS and the AITPSG Courses are very demanding. Whichever course you will be attending, will require you to be fully prepared mentally and physically. You will accomplish this through a seamless, full spectrum approach to learning, as you synchronize individual and collective learning experiences in a persistent learning environment.
4. All candidates are highly encouraged to look at the Fort Jackson link (<http://jackson.armylive.dodlive.mil/about/armyschools/usadss>) and the Army Training Network link (https://atn.army.mil/dsp_template.aspx?dplD=127) for Drill and Ceremony and Physical Readiness Training videos. Check these links for updates or changes prior to your arrival at the USADSA.
5. We look forward to you confidently accepting this challenge as part of your continued professional development. Upon completion of the course, you will be recognized as an innovative, competent and confident Noncommissioned Officer (NCO) capable of transforming today's volunteers into Soldiers who can and will contribute to their first unit of assignment. This We'll Defend!
6. I can be contacted at the following numbers; office (803) 751-6672, BB: (803) 553-2241.


LAMONT CHRISTIAN
CSM, USA
Commandant

HISTORY OF THE AIT PLATOON SERGEANT

On July 31, 2007, the role of the Advanced Individual Training (AIT) Platoon Sergeant was initiated. Prior to this, Drill Sergeants were responsible for managing AIT Soldiers. The Army replaced AIT Drill Sergeants as a way of allowing AIT Instructors to serve in leadership roles as Squad Leaders, further enabling the Platoon Sergeant to manage the Platoon in the same manner he or she would in a line unit. It also allowed Soldiers to feel more comfortable addressing both personal and professional issues with the Platoon Sergeant. The leadership style of Army Drill Sergeants seemed better suited for developing new recruits in Basic Training. AIT Platoon Sergeants do not wear the signature campaign hat that their predecessor Drill Sergeants wore before them. "Pilot programs for the position were tested at Fort Lee, VA; Fort Bliss, TX; and Fort Jackson, S.C."

BADGE



Symbolism: The badge consists of 7 stars representing the seven Army Values and seven rays of light representing the seven letters in "PLATOON". The torch, burning brightly, in the center symbolizes liberty. The NCO sword represents mastery of formations while the musket represents mastery of Soldier Tasks. The green background is a vestment worn under a breastplate, called a Jupon, which represents the new Army. The bottom edge is inscribed with the words "Standards and Discipline," to indicate exactly what an AITPSG must embody and enforce. The green and gold colors summarize the meaning of all the symbols on the Drill SGT and Recruiter badges, depicting the transformation process from civilian to Soldier through recruitment, basic and then advanced training.

AIT PLATOON SERGEANT CREED

I AM AN AIT PLATOON SERGEANT

I embody the Army Values and adhere to the highest standards of ethical conduct. I will share my knowledge and experience, and enforce the Army Standards in every Soldier by demonstrating character, competence and commitment.

I will reinforce Warrior Task and Battle Drills, ensuring all Soldiers are prepared to win the wars of this great nation.

I am physically fit, an effective communicator and a sound administrator. I will never ask my Soldiers to do anything I would not do myself.

It is an honor to guide Soldiers through the transformation process. I am a leader and will always conduct myself as a professional.

I AM AN AIT PLATOON 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.

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.

WARRIOR ETHOS

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

AITPSG COURSE OVERVIEW

1. Purpose: The Advanced individual Training Platoon Sergeant Course (AITPSG Course) is designed to provide selected Noncommissioned Officers (NCOs) the skills and information necessary to perform duties as AITPSG such as: Performs AITPSG duties in an Advanced Individual Training Company; mentors and directly supervises squad leaders and 70 to 150 Soldiers; mentors, and reinforces Warrior Task and Battle Drills, Advanced Weapons Immersion and Physical Readiness Training while maintaining the highest level of military standards; reinforces the basics of Soldiering; developing discipline, and ensuring the good health and morale of assigned Soldiers; conducts tactical and situational training through a detailed script of outcomes based training and education ; 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 PSCs 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 Skill Qualification Identifier: "Y" AIT Platoon Sergeant.
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 Platoon Sergeant Leader (PSL). PSL's and PSC's are expected to be professionals at all times. PSC's will learn from their PSLs on what it means to be an AIT Platoon Sergeant. Upon graduation they are expected to enforce the basic standards taught and learned while enrolled in the course.
4. **Before reporting to the AITPSGC you are REQUIRED to know Drill and Ceremony IAW TC 3-21.5.** To facilitate a basic knowledge it is recommended that all candidates read chapters 2-3 and are able to **pitch** the first three basic movements and positions: **Position of Attention, Rest Positions at the halt, and the Hand Salute**; before they arrive. Evaluations are normally on 2nd week of training. **Candidates should also be prepared to demonstrate a detailed understanding by being a primary instructor and assistant instructor of Physical Readiness Training IAW FM 7-22.**

PLATOON SERGEANT CANDIDATE (PSC) PREREQUISITES

1. Have a commander's evaluation by a Lieutenant Colonel (LTC) or higher. Commander (LTC or higher) will personally interview the NCO (this may not be delegated) and ensure NCO meets the prerequisites. Commanders will consider the

"whole NCO" when making their recommendation. Input should include, but is not limited to: demonstrated leadership ability and potential, physical fitness, character/integrity, the NCO's ability to perform in stressful situations, and any incidents of abuse. All negative evaluations must include a full explanation.

2. Be physically fit (maximum profile guide is 111221); however, some conditions may be allowed via waiver and meet body composition requirements in AR 600-9. Candidates must be able to pass the APFT upon arrival at AITPSG Course with a minimum of 60 points in each event. Candidates must pass an end of course APFT with a minimum of 70 points in each event. Substitution of APFT events is not permitted.
3. If age 40 years or older, must have the appropriate medical clearance (see AR 40–501) at the time of request. Medical clearance should state that NCO is medically cleared for AITPSG duty. **(Make sure the medical clearance the “AITPSG is cleared for AITPSG duty”)**
4. Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer. (NCOs initially receiving a negative behavioral health evaluation, that is subsequently reversed by a competent, licensed, doctoral-level mental health provider, may be re-nominated for AITPSG duty). Positive evaluation must be from a licensed, doctoral-level mental health provider.
5. Have no speech impediment.
6. Be a high school graduate or possess the general education development equivalent.
7. Display good military bearing.
8. Have demonstrated leadership ability during previous tours of duty and have demonstrated capability to perform in positions of increasing responsibility.
9. Have had no court-martial convictions.
10. Have no record of disciplinary action, to include letters of reprimand, or time lost under 10 USC 972 during current enlistment or in last five years, whichever is longer.
11. Hold the rank of staff sergeant (SSG) through SFC. SSG must have a minimum of two years time in grade and be a graduate of the Advanced Leaders Course (ALC completion maybe waived by HRC only).

12. Have a minimum of five years total active Federal service.

BACKGROUND SCREENING.

1. Background screenings (conducted by HRC) determine NCOs' suitability to serve in sensitive duty positions. Processes and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, an NCO who possesses a top secret clearance may not be cleared during the background screening process.

2. All PSCs will have a thorough background screening completed by their component's background screening authority prior to reporting to AITPSG Course. However, on a case by case basis, the Director, Enlisted Personnel Management Directorate, may authorize a PSC to begin training at the AITPSG Course based on a favorable interim screening determination, while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the AITPSG Course only. TRADOC Regulation 350-16 33

3. NCOs granted interim screening approval will not be assigned or authorized to perform duties as an AITPSG until a favorable background screening determination has been completed. NCOs assigned to and attending AITPSG Course based on interim background screening, who later receive a final background screening disqualification for such duty may be reassigned. Authority for reassignment determination or waiver for NCOs in this category is the Director of Enlisted Personnel, HRC.

QUALIFICATION CRITERIA

1. NCOs stationed outside the continental United States (OCONUS) may submit application no earlier than 14 months and no later than 10 months prior to their date eligible for return from overseas.

- a. A curtailment of OCONUS tour for the sole purpose of entry in the AITPSGP will not be granted.
- b. NCOs selected, and in receipt of assignment instruction for the AITPSGP will not be extended OCONUS.

2. NCOs based in the continental United States (CONUS) must complete at least 16 months at their current installation prior to submitting an application. NCOs will not have a permanent change of station until completion of at least 24 months time on station. However, as an exception, NCOs may submit an application earlier when they are assigned to an installation where AITPSG positions are authorized.
3. NCOs must successfully complete the Army AITPSG Course at Fort Jackson prior to performing AITPSG duties.
 - a. NCOs based in the CONUS will attend the AITPSG Course in a temporary duty (TDY) and return status.
 - b. NCOs returning from OCONUS will be assigned to the installation where they will serve as an AITPSG and will attend the Course in a TDY and return status.
 - c. HRC will schedule NCOs in ATRRS to attend the Master Resilience Training Course **AFTER** attending the AITPSG Course, effective 1 October 2015. For those PSCs classes that do not have an Master Resilience Training Course class immediately following (for example, an AITPSG Course conducted just before holiday block leave), units must send AITPSGs to Master Resilience Training Course within 180 days of assignment.

MASTER RESILIENCE TRAINING COURSE (MRTC)

1. The Master Resilience Training Course is a course that will produce PSC's with the capability to teach proven resilience skills to the Soldiers in their AIT companies in order to enhance their performance and increase their resiliency, both individually and collectively. PSC's will learn resiliency and performance enhancing skills and how to teach them. HRC will schedule PSC's in ATRRS to attend the MRTC after attending the AITPSG Course, effective 1 October 2015. If you do not have a course reservation for MRTC you need to contact the DS Branch at 502-613-5175. If you have already attended the MRTC you will report to the AITPSG Course on the report date, however you need contact the course prior to arriving and provide a MRTC certificate.

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. AIT Platoon Sergeant Candidates will report to the Drill Sergeant Academy Barracks to receive a room and further guidance on the report date. REPORT DATE is the day prior to the START DATE of your class as stated in ATRRS. First formation all reporting AIT Platoon Sergeant Candidates at 0440 on the start date. The formation will be held at the Drill Sergeant Academy Barracks, in front of the metal awning (ref. Appendix B). All Candidates must report in ACUs or OCPs. Candidates will also have all required paperwork needed to enroll in the course (see AITPSG Course website for further details: <http://www.jackson.army.mil/sites/aitpsg/>). For additional assistance the AITPSG Course can be contacted by calling (803) 751-3347 (Chief Instructor) (803) 751-6395 (Operations) or contact the DSA Staff Duty at (803) 751-6011 and by fax (803) 751-8204.

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 AITPSG Course. 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 AIT PSG and MRT 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 AITPSG/MRT Course.

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 PSL and Barracks NCO.

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 Academy at (803) 751-6011, DSN 734-6011.

6. Laptop Computers/Tablets are authorized and highly encouraged at the AITPSG Course; however, at this time, no Wi-Fi or internet connection is available. **PSCs should download FM 7-22, TC 3-21.5, AR and DA PAM 670-1 and TRADOC Regulation 350-6.**

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 PSC issues should have been resolved with Drill Sergeant Branch (HRC) prior to arrival and enrollment into the AITPSG Course.

2. During in processing, all Candidates will have the following in their possession:

- 1) 2 copies of your orders or 1610 (TDY Orders)
- 2) 2 copies of your Commander's Checklist signed by your BN CDR and CSM within 30 days of reporting for the AITPSG Course.
- 3) 2 copies of your Mental Evaluation (DA Form 3822 within than 6 months).
- 4) 2 copies of ERB (NLT 30 days) MUST HAVE NCOES, GT Score, PULHES, ANY SQIs annotated correctly and photo visible. USAR Candidates will have same information reflected on DA 2-1 and last DD 214.
- 5) Proof of extension or reenlistment (if ERB does not show correct ETS)
- 6) 40 and Over Physical (Make sure it states that the "AITPSG is cleared for AITPSG duty")
- 7) Valid CAC/ID card and ID tags
- 8) Know your current UIC
- 9) 2 copies of DA 7424 Sensitive Duty Assignment Eligibility Questionnaire
- 10) Candidates are required to complete the Composite Risk Management Basic Course and the Injury Prevention through Leadership Course in ATRRS prior to attending the AITPSG Course:

To enroll and complete the course

- 1) -Log on to <https://www.atrrs.army.mil/>. Note: You need a CAC with a valid PIN to register for an ATRRS course.
- 2) -Click on "Self Development" in the ATRRS Channels Directory.
- 3) -Put course number/ title in appropriate search blocks
- 4) (2G-F97_DL / Composite Risk Management Basic)/ (2G-F105_DL/ Injury Prevention through Leadership).
- 5) -Click search.

- 6) -Click "Register".
- 7) -Click on the CAC selector then LOGIN.
- 8) -After ATRRS notifies you that you are registered, login to ALMS at <https://www.lms.army.mil>.
- 9) -Select Current Enrollments and complete training.
- 10)-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 the AITPSG Course. 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 AITPSG Course 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 AITPSG Course.

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

7. **IMPORTANT NOTICE: PSCs must have their home station domain computer accounts put into a DELETED STATUS before arriving to the AITPSG Course. You will have a new account in Fort Jackson's domain.** Additionally, Information Assurance Awareness Training must be current for 90 days after proposed completion of the AITPSG Course. This will facilitate the creation of a student computer account at the AITPSG Course that will remain active for the duration of the course. **Failure to do so will make it EXTREMELY difficult for the PSC to access student materials in the classrooms to enhance learning within the first two weeks.**

PHYSICAL FITNESS UNIFORM

1. The Improved Physical Fitness Uniform (IPFU) and the Army Physical Fitness Uniform (APFU) are the only authorized uniforms for PRT. The IPFU/APFU 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/APFU shorts and must be free of logos; spandex must either be black or gray.
3. Above-the-ankle or calf-length white or black socks are the only socks authorized for wear and must be free of logos.
4. The gray/black fleece cap and black gloves are prescribed for wear during the winter months. Mixing of the Standard and Commercial issue APFU ensemble is authorized.
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 initial APFT will be administered on day 2 after your report date to the DSA at 0440. **Candidates who fail to meet a score of 180 on the APFT with 60 points in each event, will be released from the course.** A retest is up to the determination of the Commandant. **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 and at times twice a day. Once PRT introductions are complete, Candidates will be required to lead PRT sessions.

HEIGHT AND WEIGHT STANDARDS

Candidates who fail to meet any Height and Weight assessment standards outlined in AR 600-9 upon reporting to the AITPSG Course will be returned immediately to their unit of assignment as an unqualified arrival IAW AR 614-200, para 8-17a(1). 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 the AITPSG Course. See packing list.

FORMATIONS

The PSC chain-of-command and Drill Sergeant Academy 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 PSL 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. PSLs 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 AITPSG Course is:

RANK FIRST MI. LAST
AITPSG Course
U.S. Army Drill Sergeant Academy
9574 Marion Avenue
Fort Jackson, SC 29207

SICK CALL PROCEDURES

Sick call is conducted Monday through Friday from 0500 to 0700, at the McWethy Troop Medical Clinic (TMC) Bldg. 4575 for acute care only, located between Moncrief Army Community Hospital and Caldwell Dental Clinic. No routine care will be seen during these hours. 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 AITPSG Course. In order to get a same day appointment with a provider, PSC must call before 0700 at 751-4464. For other appointments call 751-2273 between 0730 and 1600.

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 AITPSG Course. 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 AITPSG Course 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. PSCs will utilize the Defense Travel System (DTS) when making arrangements for all official travel. PSCs must understand that DTS is a unit and individual responsibility.

MILITARY COURTESY AND DISCIPLINE

1. The Commandant of the United States Army Drill Sergeant Academy has command authority and operational control of the AITPSG 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 and AITPSG Course.

1) **When you pass DSA cadre, you will sound off with the greeting of the day which is (Good Morning, Afternoon, Evening), title (Drill Sergeant, Platoon Sergeant, Senior DS, Senior PSG; “Victory Starts Here”; cadre response “This We’ll Defend”.**

2) All movements will be crisp and precise.

3) When moving from point A to point B, you will do so with a sense of urgency.

4) 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 DSA.

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

5. The Chief Instructor (AITPSG Course) will be addressed as Chief Instructor.

6. Senior Drill Sergeant Leaders will be addressed as Senior Drill Sergeant (SDSL).

7. Platoon Sergeant Leaders (PSLs) and Drill Sergeant Leaders (DSLs) will be addressed as Platoon Sergeant and Drill Sergeant.
8. Civilian staff members will be addressed as Mister or Miss/ Mrs., sir or ma'am, as appropriate. All other cadre member not wearing a belt will be address by their rank.
9. The use of profanity is strictly forbidden in the DSA and in the IET environment.
10. 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 AITPSG Course.
11. 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 PSL.
12. Candidates will read and adhere to all DSS policies and procedures. Any infractions will be addressed according to the AITPSG 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 or PT uniform) and civilian attire is the only authorized clothing to be worn in the dining facility. The IPFU and APFU is not

authorized for wear in the DFAC if extremely soiled or dirty.

3. Personnel wearing civilian attire will be properly dressed

The following will apply:

- 1) No tank tops / T-shirts exposing the armpits or midriff / navel will be worn.
- 2) Footwear will enclose the toenails (sneakers / sandals). No shower shoe-type footwear will be worn.
- 3) No bathing suits will be worn.
- 4) No headgear will be worn
- 5) Denim jeans are authorized but must be presentable (no tears / excessive wear).
- 6) 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:

- 1) Personal firearms
- 2) Knives with a locking blade or a blade length over 3 inches
- 3) Pyrotechnics or fireworks
- 4) Ammunition
- 5) Bow and arrows
- 6) Switchblade knives
- 7) Throwing knives
- 8) Nunchakus or oriental fighting instruments
- 9) Pets
- 10) Unauthorized prescription drugs
- 11) Incense or Candles
- 12) Motorcycles

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

PRIVATELY OWNED VEHICLES (POVs)

1. PSC parking is allowed only in the DSA Complex in areas directly adjacent to the Barracks. Official travel will be provided for by the AITPSG Course cadre during duty day activities as much as possible. PSCs will be allowed to operate POVs at the end of the duty day. PSCs will not use their POV to support any DSA mission unless there is no other option. PSCs will not park in areas designated for DSA Cadre or other units. PSCs will not park in the fuel efficient parking spaces in front of the barracks if their POV is not fuel efficient. PSCs caught parking illegally will receive administrative action.
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 PSL 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 AITPSG Course.
4. Candidates will not bring or drive any motorcycles while attending the AITPSG Course.

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 AITPSG Course.
2. In the event of a break in or thefts, immediately notify the Military Police and the Staff Duty. The individual suffering the loss will also notify their PSL and Chief Instructor.
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. PSCs are not allowed to carry more than \$100.00 cash on their person.

ALCOHOL POLICY

1. **PSCs are not authorized to store or consume any alcoholic beverages anywhere in the DSS Complex at any time, to include POVs!**
2. PSCs are forewarned that alcohol related incidents are not tolerated and will be grounds for dismissal from AITPSG Course. 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. PSCs 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 AITPSG Course. 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 PSC 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. PSCs are allowed to utilize tobacco products only in designated areas.
2. PSCs will not use tobacco products while in formation areas or in any Government building.
3. Tobacco products are prohibited in the vicinity of IET Soldiers.
4. Tobacco products are prohibited to be utilized in individual rooms.

5. Tobacco products on ranges will be limited to meal times or at the Chief Instructor's 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 PSL 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 PSC has failed to meet the standard. The study hall/ remedial training will be a minimum of one hour in duration and supervised by a PSL.

AITPSG COURSE 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 AIT Platoon Sergeant Candidates whose overall course achievement is significantly above the standards of the course. AIT Platoon Sergeant Candidates may achieve all superior ratings on their DA Form 1059 and NOT exceed the course standards. Platoon Sergeant Candidates must meet all the standards listed below to be eligible for the Commandant's List.

- 1) Must achieve first time GO on all Oral Presentations with an average of 90% or higher.
- 2) Must achieve first time Go on all Written Exams with an average of 90% or higher.
- 3) Must achieve first time Go on all other Performance Evaluation with an average of 90% or higher.
- 4) Must score a minimum of 250 total points and 80 points for each of the three events on the final APFT.

- 5) Receive NO negative counseling during the entire cycle.
- 6) Receive a minimum of one Superior Ratings on the DA Form 1059
- 7) Must not be a new start from any previous AITPSG Course.
- 8) Final selection will be approved by the Senior Platoon 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.

- 1) Must achieve first time GO on all Oral Presentations with an average of 90% or higher.
- 2) Must achieve first time GO on all Written Exams with an average of 90% or higher.
- 3) Must achieve first time GO on all other Performance Evaluation with an average of 90% or higher.
- 4) Must score a minimum of 270 total points and 90 points for each of the three events on the final APFT.
- 5) Receive a minimum of two Superior Ratings on the DA Form 1059.
- 6) Receive NO negative counseling during the entire cycle.
- 7) Must not be a new start from any previous AITPSG Course.
- 8) Final selection will be approved by the Senior Platoon Sergeant Leader and Chief Instructor.

IRON PLATOON SERGEANT AWARD

- a. Identified by the Chief Instructor for outstanding bearing, appearance, and the highest score on the final APFT for male and female PSCs.
- b. Receive NO negative counseling during entire cycle.
- c. Must not be a new start from any previous AITPSG Course.
- d. Final selection will be approved by the Chief Instructor.

GRADUATION

1. Upon AITPSG Course completion, a graduation will be conducted to recognize each PSCs accomplishment
2. The uniform for graduation will be in ASU's and Enlisted Service Cap.
3. Graduation will be held on the last day of the course. locations and times are TBD.

KEY TELEPHONE NUMBERS

- 1) DSA DSN 734-6011
- 2) CMD Section Comm. (803) 751-6011/6012
- 3) S-1 Comm. (803) 751-3350
- 4) S-3 Comm. (803) 751-6232
- 5) QA Comm. (803) 751-0745
- 6) Staff Duty Cell (803) 319-4712
- 7) AITPSG Course Chief Instructor (803) 751-3347
- 8) AITPSG Course Operations (803) 751-2691
- 9) FAX (803) 751-6840

ANNEX A: PACKING LIST

PACKING LIST EFFECTIVE JANUARY 2016

QUANTITY REQUIRED FOR AIT PLATOON SERGEANT COURSE

- 1 EA DUFFLE BAG
- 1 EA LAUNDRY BAG (Green Army issued)
- 1EA PATROL CAP, UNIVERSAL PATTERN (ACU) UCP or OCP (NOTE 3)
- 1 EA BERET (Maroon/Tan/Green authorized if applicable)
- 4 EA COAT, ACU (UCP or OCP) (NOTE 3)
- 4 EA TROUSERS (PANTS), ACU (UCP or OCP) (NOTE 3)
- 2PR BOOTS, COMBAT (NOTE 1)
- 2 EA ISSUED BELT, RIGGERS (TAN/SAND)
- 7 EA T-SHIRT, COTTON, (TAN/SAND)
- 7 EA SOCKS, WOOL or COTTON BLEND (GREEN, TAN, BLACK)
- 7 EA UNDERGARMENTS
- 1 EA ARMY SERVICE UNIFORM with all Awards and Decorations
- 1 EA SERVICE CAP, BLUE ENLISTED (Complete) (NOTE 2)
- 2 EA T-SHIRT, COTTON, WHITE
- 1 EA SHIRT, WHITE (Short Sleeve and Long Sleeve)
- 2 EA SOCKS, BLACK, COTTON or NYLON (FOR SERVICE UNIFORM)
- 1 EA BELT, WEB w/ BRASS TIP
- 1 EA BUCKLE, BRASS
- 1 EA MALE NECK TIE, BLACK 4-IN-HAND
- 1 EA FEMALE NECK TAB
- 1 EA SHOES, OXFORD (NOTE 4)
- 1 PR TAGS, IDENTIFICATION, w/CHAIN
- 1 SET COMPLETE SET APFU OR IPFU (1 x Jacket, 1 x pants, 2 x short sleeve shirts, 1 x long sleeve shirt, 2 x shorts and fleece cap) **
- 7 PR CALF OR ANKLE SIZE SOCKS (Black or white)
- 1EA PADLOCK
- 1 EA WET WEATHER JACKET & TROUSERS
- 3 EA BLACK INK PEN
- 1 EA ADVANCED COMBAT HELMET (ACH) with cover
- 1 EA MOLLE VEST FIGHTING LOAD CARRIER (FLC)
- 2 EA AMMO POUCH
- 1 EA ISSUED ASSAULT PACK (Remove Individual unit Identification)
- 1 SET SAFETY GLASSES (APEL) w/CLEAR & DARK LENSES + HEARING PROTECTION
- 1 PR KNEE PADS
- 1 PR BLACK LEATHER GLOVES W/ INSERTS
- 1 EA L SHAPE FLASHLIGHT WITH RED LENSES
- 1 EA LEVEL III (ECWCS) FLEECE JACKET
- 1 EA BOOT CLEANING KIT
- 1 PR RUNNING SHOES

ADDITIONAL (OPTIONAL ITEMS) HIGHLY ENCOURAGED

- Additional IPFU/APFU clothing, PRT is conducted twice a day on most days
- Additional Army issued or commercial intermediate cold weather gloves
- Weapon Cleaning Kit
- Laptop/Tablet
- Elbow Pads
- Army Issue Camelback (ACU or OCP)
- Complete Set of Linen for a twin size bed and blanket(s) -- **Govt Issued linnen will be provided**
- Silk weight undergarments
- Printed copy of TRADOC REG 350-6, FM 7-22 and TC 3-21.5
- Highlighters

-Cold Weather boots during winter season as part of the required boots on the packing list

NOTE 1: Ensure that boots are IAW DA PAM 670-1, see attachment for further guidance.

Additionally; NCOs in current jump status are not required to bring their dress uniform boots nor the backing for their parachutist wings.

NOTE 2: Make every effort to purchase the Enlisted Service Cap from your current installation Military Clothing and Sales. If not available, it will be required to be purchased at the Ft Jackson Military Clothing and Sales. It will be worn at a minimum for class photo and graduation (Approximate price \$60.00) to pay for items and alterations.

NOTE 3: Uniforms and headgear will be clean and serviceable. (No “cook white” ACUs or Unserviceable OCP Uniforms. The “ARMY” logo must be clearly legible on PT shorts.)

NOTE 4: Female NCO will only be required to bring ASU trousers and oxford shoes. The skirt and pumps are not required nor will it be worn.

NOTE 5: OCIE items such as wet weather gear, Fleece jacket, MOLLE FLC, and Assault Pack may be of ACU or OCP and is not required to match the current uniform worn (during transition period).

NOTE 6: Ensure your ASU fits appropriately and if necessary tailored prior to arrival date and its dry cleaned. All awards and decorations can remain on uniform.

ANNEX B: DIRECTIONS TO THE USADSA AND AITPSG COURSE



FROM I-77, ENTER GATE 2 (100% ID CHECK)

- 1) -PROCEED EAST ON STROM THURMOND BLVD
- 2) -TURN LEFT (NORTH) ON MARION AVE (3RD LIGHT FROM GATE2)
- 3) -TURN LEFT ON PICKENS
- 4) -USADSA BARRACKS BLDG 9576 IS ON THE RIGHT

ANNEX C: AITPSG COURSE FORMATION AREA

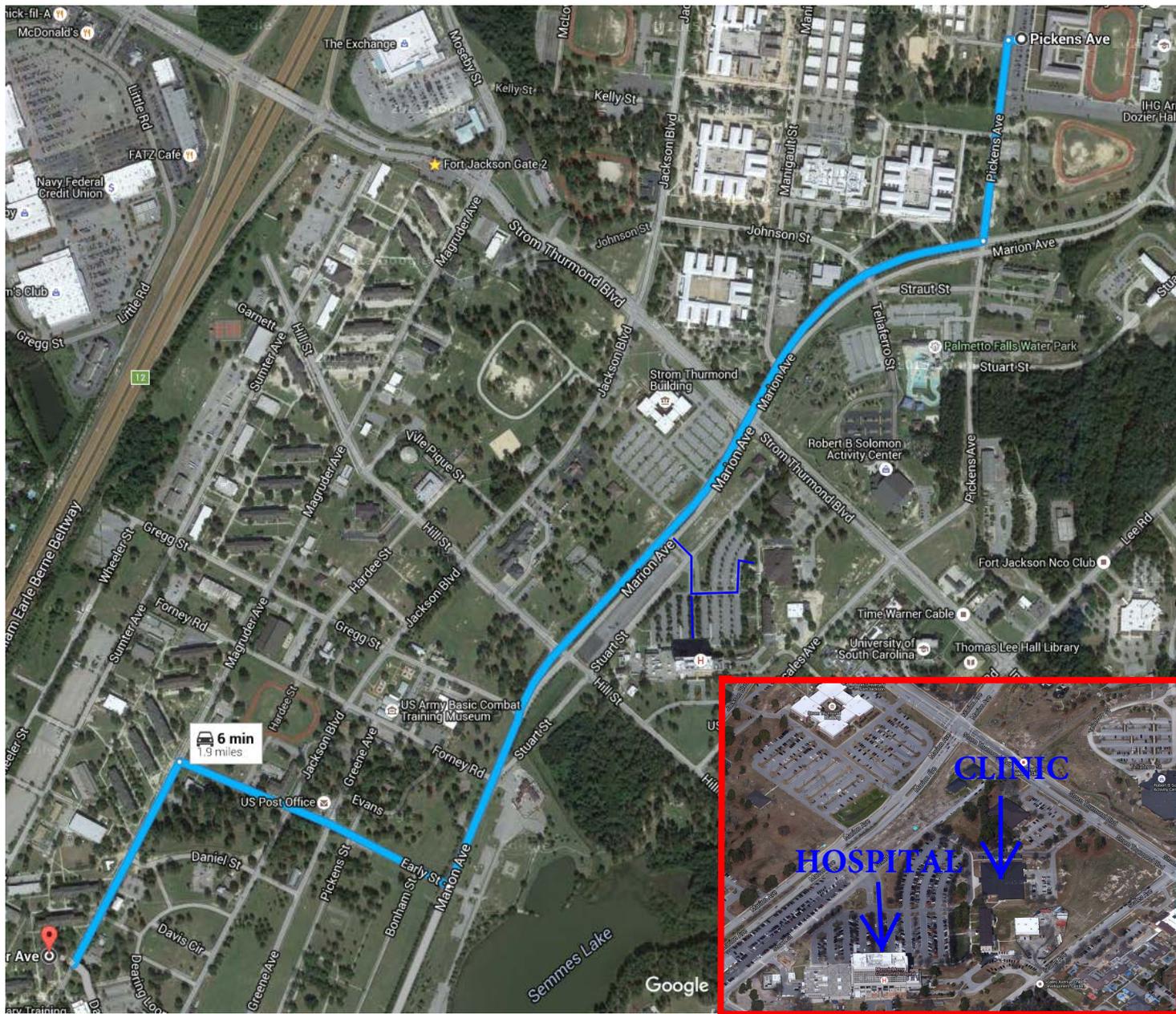


1. Report to the DSA Barracks NET 1200 on report date, and see the Barracks NCO (1st floor in green area for room assignment, issue linen, key and furniture inventory).
2. Formation for class start date is in ACU/OCP uniform with all required inprocessing documents IAW page 11 of this guide.

Areas highlighted in red is the designated parking area for all candidates.

Formation on the large side of hallway facing the barracks by the awning in the blue shaded area

ANNEX D: DIRECTIONS TO MRTC AND MONCRIEF HOSPITAL AND MCWEALTY CLINIC



FROM THE USADSA DRIVE SOUTH WEST ONTO MARION AVE

- 1) -TURN LEFT ON TO PICKENS AVE
- 2) -TURN RIGHT ONTO MARION AVE
- 3) -TURN RIGHT ONTO EARLY STREET
- 4) TURN LEFT ON MAGRUDER AVE

ANNEX E: MRTC AREA AND 187TH DFAC



MRTC PARKING AREA LAYOUT

-ENSURE YOU DO NOT PARK IN THE AREA DESIGNATED FOR THE MOTORCYCLE SAFETY COURSE

-ON FAMILY DAY AND GRADUATION DAY THE THEATHER PARKING LOT WILL BE FULL