



**AIT PLATOON SERGEANT UNIT COMMANDER'S
CANDIDATE CHECKLIST**



Mail or email completed checklists to:

Commander

U.S. Army Human Resources Command

ATTN: KNOX-HRC-EPD-D

1600 Spearhead Division Avenue

Fort Knox, KY 40121

Scan and email: usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil

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

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

SECTION I – Candidate Identification Data

NAME: _____ SSN: _____ RANK: _____

UNIT: _____ REPORT DATE: _____ DOR: _____

SECTION II - Eligibility Criteria

Yes No

- a. Is Soldier rank of SSG with 2 years TIG thru SFC?
- b.If over 40, physical must be attached. **(See Note 1)**
- c.Does Soldier have enough time remaining in current enlistment to meet the 24-month obligation for AITPSG duty? **(See Note 2)**
- d.Does Soldier have a minimum physical profile (PULHES) 111221?
(See Note 3)
- e. Is Soldier a high school graduate or have a GED equivalency?
- f. Has Soldier graduated from ALC?
(HRC is the only waiver authority)
- g.Has Soldier qualified with the M16A2 or M4 in the last 6 months?
(Attach copy of Scorecard, DA Form 3595-R)
- h.Does Soldier have a minimum of 5 years total Active Federal Service?
- i. Does Soldier meet the height/weight criteria of AR 600-9?**(See Note 4)**

SECTION II - Eligibility Criteria (continued)

Yes **No**

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

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

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

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

n. Does Soldier have a documented speech impediment?*

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

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

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

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

(4) ANY illegal drug use, prescription or synthetic?

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

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

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

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

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

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

(3) Larceny/theft/fraud or burglary?

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

(5) Court-martial convictions?

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

SECTION II - Eligibility Criteria (continued)

Yes **No**

q. Observed negative reaction to stress?*

r. Does the Soldier have any extremist, indecent, sexist, or racist tattoos?*(See Note 7)

s. Any reason that this candidate could not adjust to DS duty?*(Explanation must be attached.)*

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

SECTION III – Verification, Comment, and Endorsement

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

a. Does meet selection criteria

b. Does not meet selection criteria

c. Supporting documentation is attached if applicable

2. Additional Remarks:

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

SECTION III – Verification, Comment, and Endorsement

2. Additional Remarks (continued):

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

First Sergeant
Phone:

Commander
Phone:

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

Command Sergeant Major,
Phone:

DATE: _____

I have personally interviewed and endorse the above mentioned Candidate for enrollment into the AITPSGP.

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

LTC,
Commanding
Phone:

DATE: _____

SECTION IV – Notes

NOTES:

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