

**UNITED STATES ARMY ADVANCED INDIVIDUAL TRAINING SCHOOL  
UNIT COMMANDER'S CANDIDATE CHECKLIST (August 2013)**

**Mail or scan and 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, 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**

- |  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| a. Rank of SSG with 2 years TIG thru SFC   | _____      | _____     |
| b. Incur a 24-month obligation for AIT PSG duty.   | _____      | _____     |
| c. Minimum physical profile (PULHES) 111221<br>(Some conditions may be allowed via medically approved waiver.) | _____      | _____     |
| d. If over 40, physical attached   | _____      | _____     |
| e. High school graduate or GED equivalency   | _____      | _____     |

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

- |  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| f. SLC graduate for SSG (P) (HRC only is the waiver authority)   | _____      | _____     |
| g. Qualified with the M16A2 in the last 6 months<br>(Attach copy of scorecard, DA Form 3595-R)   | _____      | _____     |
| h. Minimum of 4 years total Active Federal Service (AFS)   | _____      | _____     |
| i. Meets the height/weight criteria of AR 600-9.   | _____      | _____     |
| j. Be able to pass the APFT (no substitution of event  | _____      | _____     |
| k. Displays good military bearing; has demonstrated the<br>capability to perform in positions of increased responsibility  | _____      | _____     |
| l. No record of emotional instability as determined by screening<br>of health records and clinical evaluation by a competent mental health<br>officer. Evaluation/interview must be attached.* | _____      | _____     |
| m. Documented speech impediment*   | _____      | _____     |
| n. No record of misconduct during current enlistment, or in the last 5<br>years, whichever is longer:*   | _____      | _____     |

- (1) Article 15's or other disciplinary action during past 5 years? \_\_\_\_\_
- (2) Any record of a court martial conviction in the PSGs career, provided it has not been reversed by a higher court? \_\_\_\_\_
- (3) Record of conduct in violation of the Army's policy on participation in extremist organizations or activities? \_\_\_\_\_
- (4) Record of assault on a subordinate, spouse, or child? \_\_\_\_\_
- (5) Record of misconduct during the PSGs career involving moral turpitude \_\_\_\_\_

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

- |  | <b><u>Yes</u></b> | <b><u>No</u></b> |
|--|-------------------|------------------|
| (6) Record of misconduct to include the following offenses:                                |                   |                  |
| (a) Driving under the influence (DUI)  | _____             | _____            |
| (b) Assault (other than subordinate, spouse, or child which is permanent disqualification) | _____             | _____            |
| (c) Any drug related offense   | _____             | _____            |
| (d) Larceny/theft  | _____             | _____            |
| (e) Traffic violations with six or more points assessed                                    | _____             | _____            |
| (f) Court-martial convictions  | _____             | _____            |
| o. Observed negative reaction to stress*   | _____             | _____            |
| p. Any reason that this candidate could not adjust to PSG duty                             | _____             | _____            |

**\*NOTE: A response of "No" to question "n", or a "Yes" in "o" in Section II will eliminate a candidate from consideration for the AIT PSG Program. Supporting documentation must be included. NCOs that receive a positive mental health evaluation following a negative mental health evaluation can be allowed into the AIT PSG program.**

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

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

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

6. Additional Remarks: *(Commander comments should include (but are not limited to), leadership abilities; motivation to be a Platoon Sergeant; if determined that candidate could not adjust to PSG duty, why; character/integrity; financial problems; physical fitness; temporary medical profiles; observed reaction to stress; and incidents of spouse, soldier or child abuse. 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 (continued)**

6. Additional Remarks (continued):

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7. I verify that the application for the above mentioned candidate is accurate and complete.

a. Please **PRINT NAME ON LINE AND SIGN ABOVE AND PHONE # BELOW SIGNATURE BLOCK.**

\_\_\_\_\_  
1SG, USA (USAR)  
First Sergeant  
EXT#\_(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
CPT, \_\_\_\_\_  
Commanding  
EXT#\_(\_\_\_\_\_)\_\_\_\_\_

8. Upon the completion and reviewing of this packet, I verify that the above mentioned candidate was screened and is recommended for enrollment into the AIT PSG Program.

\_\_\_\_\_  
CSM, USA Command Sergeant Major  
EXT#\_(\_\_\_\_\_)\_\_\_\_\_

9. I endorse the above mentioned candidate for enrollment into the AIT PSG Program.

\_\_\_\_\_  
LTC, \_\_\_\_\_  
Commanding  
EXT#\_(\_\_\_\_\_)\_\_\_\_\_