



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY DRILL SERGEANT ACADEMY  
9574 MARION AVENUE  
FORT JACKSON, SC 29207-6400

REPLY TO  
ATTENTION OF

ATMT-DS-XO

30 June 2015

MEMORANDUM FOR

Command Sergeants Major, U.S. Army Training Centers (ATC), Fort Leonard Wood, MO 65473

Command Sergeants Major, U.S. Army Training Centers (ATC), Fort Sill, OK 73503  
Command Sergeant Major, 108<sup>th</sup> Training Command, Charlotte, NC 28204

SUBJECT: Memorandum of Instruction (MOI) for Drill Sergeant Leader Assessment and Selection, 17 - 21 August 2015

1. BACKGROUND. The United States Army Drill Sergeant Academy, Drill Sergeant Course and AIT Platoon Sergeant Course, conducts semi-annual assessment and selection events. These events are conducted generally in the spring and autumn timeframes.
2. PURPOSE. To provide detailed guidance for selection of Drill Sergeants as Drill Sergeant Leaders and AIT Platoon Sergeants as AIT Platoon Sergeant Leaders.
3. GENERAL. The United States Army Drill Sergeant Academy will conduct Drill Sergeant Leader interviews at the US Army Fires Center of Excellence, Ft. Sill, OK on 18 August 2015 and at the US Army Maneuver Support Center of Excellence, Ft. Leonard Wood, MO on 20 August 2015. The mission is to select the most qualified Drill Sergeants from amongst active component and US Army Reserve Drill Sergeants for the position of Drill Sergeant Leader and AIT Platoon Sergeants as AIT PSG Leaders.
4. DSL REQUIREMENTS BY ATC.
  - a. Fort Leonard Wood—Required 16; Assigned 10; Losing 3; **Need 9 DSLs**
  - b. Fort Sill—Required 10; Assigned 7; Losing 1; **Need 4 DSLs**
5. ELIGIBILITY. The following criteria apply to candidates:
  - a. Be the rank of SSG or SFC.
  - b. Have 12 months but not more than 20 months (if USAR, minimum of two Annual Training periods) of successful service in an IET environment with no record of disciplinary action.

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c. Passing the APFT with a minimum standard score of 210 with 70 points in each event.

6. UNIFORM REQUIREMENTS. The uniform requirements during the selection process are as follows:

a. Candidates will wear the Army Combat Uniform during the interview.

b. The seasonal physical fitness uniform with reflective vest will be worn for the APFT.

7. SCHEDULE OF EVENTS.

a. Day 1 – 17 AUG travel to Ft. Sill, OK; in-brief/orientation

b. Day 2 – 18 AUG 0500 – 0530 report/accountability  
0530 – 0730 APFT and HT/WT  
0730 – 0900 personal hygiene/chow/movement to interview site  
0830 – 1200 interview process  
1200 – 1300 lunch  
1300 – 1600 interview process cont'd  
1600 – 1630 out-brief

c. Day 3 – 19 AUG travel to Ft. Leonard Wood, MO; in-brief/orientation

d. Day 4 – 20 AUG 0500 – 0530 report/accountability  
0530 – 0730 APFT and HT/WT  
0730 – 0900 personal hygiene/chow/movement to interview site  
0830 – 1200 interview process  
1200 – 1300 lunch  
1300 – 1600 interview process cont'd  
1600 – 1630 out-brief

e. Day 5 – 21 AUG travel to Ft. Jackson, SC

8. NOMINATION PACKET. Brigades will submit candidate nomination packets. A digital copy will be sent to the US Army Drill Sergeant Academy S-1, MSG Koahou, [sonny.a.koahou.mil@mail.mil](mailto:sonny.a.koahou.mil@mail.mil). Five hard copies will be hand carried to the interview. Packet suspense is not later than 12 August 2015. Each packet will consist of the following items in the order listed:

- a. DA Photo
- b. Bio
- c. Last three NCOERs
- d. ERB or 2A/2-1 for USAR
- e. Letter of recommendation from battalion or brigade CSM
- f. DA FORM 1059 from Drill Sergeant School

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- g. DA FORM 705
- h. DA FORM 5500/5501 if applicable
- i. All candidates must hold a secret security clearance or be eligible to receive one.
- j. All Army Reserve candidates will have a DA Form 4651 signed by their commander as part of their packet. RC candidates selected to become DSLs will execute Tour of Duty packets.

9. ATC RESPONSIBILITIES.

- a. Provide conference room for in-brief, interview panel, and out-brief
- b. Provide training area and 2 mile track IOT conduct APFT
- c. Provide location to conduct HT/WT and private area for AR 600-9 body fat assessment (taping).
- d. Provide the following equipment for the APFT: two stopwatches, copies of DA 705s for each candidate, four clipboards, mats for sit up event, an approved Deliberate Risk Assessment Worksheet, scale, water, CLS bag, AED, ice sheets, and a copy of FM 7-22.

10. COORDINATING INSTRUCTIONS. Lodging support is requested on behalf of the 108<sup>th</sup> Training Command for Army Reserve DSL candidates at each location. Anticipate direct coordination by the 108<sup>th</sup> TC for lodging support and number required. Points of contact (POC) are MSG Thomas Brailsford, [Thomas.brailsford@us.army.mil](mailto:Thomas.brailsford@us.army.mil) or SGM Gary Little [gary.m.little4.mil@mail.mil](mailto:gary.m.little4.mil@mail.mil) or (704) 215-3647 x5186.

11. The primary point of contact for this action is MSG Sonny Koahou, [sonny.a.koahou.mil@mail.mil](mailto:sonny.a.koahou.mil@mail.mil) or (803) 751-6699 or the undersigned at [Edward.roderiques.mil@mail.mil](mailto:Edward.roderiques.mil@mail.mil) or (803) 751-6011.

6/30/2015

**X** Edward Roderiques

Edward Roderiques, Jr.

Deputy Commandant

Signed by: RODERIQUE.EDWARD.JR.1008765525

**EDWARD RODERQUES, JR.**

**SGM, USA**

**Deputy Commandant**

Encls

- 1. TRADOC TASKORD IN13442
- 2. Recommend to Interview Matrix