



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 12 April 2006

REPLY TO  
ATTENTION OF:

ATZK-AGM (614)

12 April 2004

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 4-04 – Drill Sergeant Candidate Management  
Procedures

1. References.

a. AR 614-200, Enlisted Assignment and Utilization Management, 30 April 2003  
Paragraph 8-15.

b. AR 600-9, The Army Weight Control Program, 10 June 1987.

c. AR 601-280, Army Retention Program, 31 March 1999.

2. The purpose of this memo is to provide the following policies for drill sergeant candidates:

a. Military Personnel Division, Strength Management Branch.

(1) Drill Sergeant Candidates will be scheduled for attendance to Drill Sergeant School by Drill Sergeant Branch, Human Resources Command, in coordination with the installation Drill Sergeant Manager.

(2) Notify unit of Soldier's class date and school location approximately 90 days before school start date.

(3) Reassign Soldier to 1<sup>st</sup> Armor Training Brigade not earlier than 45 days before Drill Sergeant School start date.

(4) Issue DD Form 1610 (travel orders) after DA Form 705 is verified by installation Drill Sergeant Manager and within 10 days of school start date.

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b. Battalion Commander.

(1) Verify soldier meets prerequisites for Drill Sergeant School per AR 614-200 and TAPC-EPMD Form 8, Commanders Checklist, dated 18 Sep 03.

(2) Verify Soldier meets the height/weight requirements per AR 600-9.

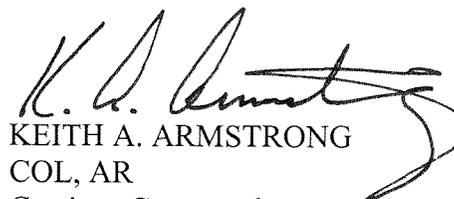
(3) Ensure Soldier reenlists/extends to meet service remaining requirement of 2 years upon completion of Drill Sergeant School per AR 601-280.

(4) Reply by memorandum to this command (ATZK-AGM), 20 days before school start date, that Soldier is fully qualified for school attendance with height/weight statement attached.

3. Upon completion of Drill Sergeant School, the Soldier will provide the Drill Sergeant Manager, building 5101, room 218 a copy of DA Form 1059 (Academic Evaluation Report) and a copy of Primary Military Occupational Specialty (PMOS) order for start of Special Duty Assignment Pay. Drill Sergeant Manager will issue orders for Special Duty Assignment Pay to the Drill Sergeant and forward a copy to finance to start pay.

4. Upon completion of Drill Sergeant School, Soldier will be placed in an authorized Drill Sergeant position.

FOR THE COMMANDER:

  
KEITH A. ARMSTRONG  
COL, AR  
Garrison Commander

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