

98th Training Division (IET)

Drill Sergeant School Checklist

SOLDIER NAME: _____

SSN: _____

CLASS # & DATE REQUESTED: _____

UNIT: _____ UIC: _____

BDE: _____

PACKET RECEIVED: _____

PACKET RETURNED: _____

PACKET FORWARD: _____

ATRRS APPLICATION STATUS: _____

RFO STATUS: _____

ORDER STATUS: _____

DTS STATUS: _____

REMARKS: _____

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1. **USADSA COMMANDER'S CHECKLIST – WITH ALL SIGNATURES - _____**
 - a. Ensure this document is read and answered correctly.
 - b. If the Soldier is not a SGT through SFC then letter "a" should be "NO".
 - c. If the GT is not a minimum 100 then letter "e" should be "NO".
 - d. Letter "n" should always be "NO".
 - e. Letter "o" should always be "NO"
 - f. There should be a circle in Section III 5 a (does meet selection criteria).
 - g. If the person signing as the Battalion Commander is not an O-5 or above, an assumption of command letter is required.
2. **DA FORM 2A - _____**
 - a. Is the Soldier over 40 - If so an over 40 waiver is required
 - b. Is the Soldier an NCO (E-5 – E-7) - If not, is the Soldier on the Active JPPRL
 - c. Does the candidate have 4 years' time in service?
 - d. Do the PULHES meet the requirement per AR 614-200 Chapter 8-14? Minimum (PULHES -111221).
 - e. Is the PHA within 12 months of class start date?
 - f. Is the HIV within 24 months of class start date?
 - g. Is the ETS 24 month past the graduation date of the anticipated class attending?
 - h. Is the APFT / HT-WT within 6 months of class start date?
 - i. Does the Soldier have NACLC Check?
 - j. Does the Soldier meet the NCOES requirement? (WLC grad)
 - k. Does the Soldier meet the civilian education? (HS grad or GED)
 - l. Is the Soldier in a drill sergeant position? (X position)
 - m. Is the document signed or certified?
3. **DA FORM 2-1 (MUST HAVE LINE SCORES) or ARB - _____**
 - a. Are the line scores present?
 - b. Is the GT score minimum 100? If not a GT waiver is required (see GT waiver request memo)
 - c. Is the document signed or certified?
4. **DA FORM 3822 – MENTAL HEALTH EVALUATION (WITHIN 6 MONTHS OF SCHOOL REPORT DATE) - _____**
 - a. Must state cleared for Drill Sergeant Duty
5. **DA FORM 7424 – SENSITIVE DUTY ASSIGNMENT ELIGIBILITY QUESTIONNAIRE - _____**
6. **COMPOSITE RISK MANAGEMENT CERTIFICATE - _____**
7. **DA FORM 705 – (WITHIN 6 MONTHS OF SCHOOL REPORT DATE) - _____**
8. **DA FORM 5500/5501 (IF REQUIRED) - _____**
9. **DA FORM 4856 – DEVELOPMENTAL COUNSELING FORM – WITH ALL SIGNATURES - _____**
10. **DD FORM 2870 - MEDICAL OR DENTAL INFORMATION - WITH ALL SIGNATURES - _____**

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CONDITIONALLY REQUIRED DOCUMENTS:

1. GT WAIVER - _____

- a. A remark in the remarks section of the United States Army Drill Sergeant School Unit Commander's Candidate Checklist or a separate memorandum to the CG addressing Soldier's ability to perform as a Drill Sergeant. Note: the entire packet is sent to the CG for review for the GT waiver so the packet has to be otherwise good to go (2A, 2-1 correct, checklist correct, etc.)

2. OVER 40 MEDICAL WAIVER - _____

- a. It is important that all the documents listed on the med waiver request are attached. That document is your guide to ensure you have all documents.

3. PULHES MEDICAL WAIVER - _____

- a. The profile listing the PULHES not within AR 614-200 and any supporting documentation must be attached with the waiver request memorandum. (Ex. A PULHES of 211111 due to shaving profile must be waived. Only the profile is required however the surgeon's office may request additional documents. They are requested directly from the unit once the surgeon's office reviews the waiver packet.

4. ASSUMPTION OF COMMAND MEMORANDUM (IF BN CDR IS NOT LTC OR HIGHER) - _____

5. SPC ON ACTIVE PPRL - _____

- a. Any E-4 has been boarded and is on one of the RSC's Active PPRL.