



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
THE U.S. ARMY DRILL SERGEANT SCHOOL  
9574 MARION AVENUE  
FORT JACKSON, SC 29207-6400

ATCG-MTT-V

MEMORANDUM FOR Drill Sergeant Candidates

SUBJECT: Welcome Letter

1. As the Commandant of the United States Army Drill Sergeant School, congratulations on your selection to attend this course. Selection to Drill Sergeant School is a true testament of your excellence in past performance and potential enabling you to become a role model and trainer for Initial Entry Training (IET) Soldiers.
2. Your course curriculum is challenging, exciting, and meaningful. The school operates under the basic concept of a proud Soldier; proud to be here and proud to return to your parent unit applying this concept. Each course objective is designed to further develop your confidence, responsibility, leadership techniques and higher personal and professional standards. Ultimately, we will teach you the standards expected of Noncommissioned Officers while performing duties as a United States Army Drill Sergeant.
3. Your attitude, diligence, and cooperation with others are significant factors in the degree of your success and professional improvement.
4. Drill Sergeant School standards are high. We expect you to have a positive attitude, be personally committed to succeed and obtain a complete understanding of the "how and why", and not just "what" we teach. Upon graduation, you will be assigned as a Drill Sergeant in an Initial Entry Training Unit.
5. Upon arrival to Fort Jackson, all Candidates must report to the USADSS Barracks located in Building 9576 to sign for a room. Candidates will be housed at the USADSS Barracks.
6. Upon reporting incoming Candidates will be provided with first formation information for the following morning.
7. When reporting, ensure that you have the following items:
  - a) Five copies of your TDY orders or DD Form 1610.
  - b) Two copies of your Mental Evaluation (MEDCOM FORM 699-R no later than 6 months).
  - c) Two copies of your Unit Commander's Candidate Checklist.
  - d) Two updated copies of ERB (RA) or DA2-1 and DD214 (USAR/ARNG) Personnel file will be updated within 30 days of class enrollment.
  - e) Composite Risk Management Basic Course completion certificate - please refer to the DSS Candidate guide, page 9 for more information.
  - f) DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire.
  - g) Candidates are highly encouraged to bring a personal or Army-issued laptop. I highly recommend you bring a personal or Army-issued Laptop.

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h) Government meals are provided and directed at no expense to the student in a TDY status IAW ALARACT 308/2012. Students' stationed at Fort Jackson, SC will pay the standard government meal rate. Daily meal rate for FY13 is \$11.55 Per DoD Financial Management Regulation, Volume 7A, Chapter 25; Soldiers will retain their subsistence allowance while on temporary duty. All candidates in a TDY status will be required to live in the barracks at no cost.

8. You must have all of your paperwork to be enrolled in the course. Additional information for the USADSS can be accessed at the following link: <http://www.jackson.army.mil/sites/dss/>

9. You must meet the U.S. Army HT/WT standards and pass an APFT with 60 points in each event with a total score of 180 points to be accepted into the course. This is a physically demanding course, therefore Drill Sergeant Candidates (DSCs) should arrive in a high state of physical fitness.

10. Drill Sergeant Candidates (DSCs) are required to know Drill and Ceremony IAW **TC 3-21.5**. To facilitate in their basic knowledge it is recommended that they read chapters 2-3 and become familiar with the first three basic movements and positions: Position of Attention, Rest Positions at the Halt, and the Hand Salute, before they arrive. Go to <http://www.jackson.army.mil/sites/dss/> here you will find videos demonstrating these three positions/movements. Drill Sergeant Candidates (DSCs) should also be familiar with **FM 3-22.9 Rifle Marksmanship M16/M4 Series Weapons (including Change 1)** and **FM 7-22 Army Physical Readiness Training**.

11. Drill Sergeant Candidates (DSCs) are required to bring all basic issue items (i.e. uniforms, boots, gloves, and outer garments). I **strongly recommend** that DSCs bring their OCIE with them (please refer to the optional items portion of the packing list).

12. While assigned to the United States Army Drill Sergeant School (USADSS) you are prohibited from riding motorcycles.

13. You are welcome to join our official Facebook page. It is for all past, present, and future Drill Sergeants and their families. Log on to Facebook, then use this link: <http://www.facebook.com/usadss>.

14. There will be a Drill Sergeant Spouse's Forum on the last Tuesday of graduation week at the USADSS from 1230-1600. All spouses and family members are encouraged to attend. Spouses are encouraged to plan accordingly as child care will not be provided.

15. If you have any questions concerning the school visit the USADSS website at <http://www.jackson.army.mil/sites/dss/> or you can call DSN 734-6232/6011 and Commercial (803) 751-6232/6011 Cell (803) 319-4712.

//ORIGINAL SIGNED//  
MICHAEL S. MCCOY  
CSM, USA  
Commandant