



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
COMMAND SERGEANT MAJOR
7 FENWICK ROAD
FORT MONROE, VIRGINIA 23651-1049

REPLY TO
ATTENTION OF

ATCM

S: 15 April 2004

5 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 2004 United States Army Active Component and Reserve Component Drill Sergeants of the Year (DSOY) Competition

1. Purpose. To prescribe procedures for selecting the DSOY for the Active and Reserve Components of the United States Army. The DSOY competition will be conducted at HQ, TRADOC, Fort Monroe, VA, 14-18 June 2004.

2. Participants.

a. Installations and U.S. Army Reserve (USAR) Training Divisions that conduct Initial Entry Training (IET), Basic Combat Training (BCT), One Station Unit Training (OSUT), or Advanced Individual Training (AIT) will nominate one Drill Sergeant (DS) to represent their installation or Training Division IAW TRADOC Regulation 350-16, Chapter 4, dated 20 September 2002. Nominees failing to meet the eligibility criteria of TRADOC Regulation 350-16, will be disqualified. In the event the nominee cannot attend, installations and USAR **will** nominate an alternate candidate.

b. Installations that have a DS listed on their Table of Distribution and Allowance (TDA), but have assigned the DS to a distant location to perform DS duties, will ensure the DS is considered in the DSOY selection process at the installation that has a proponency.

3. Nominee Packet. **No points will be awarded for the packet.** Each packet will be placed in a one-inch plain white binder and will only contain the following items, each item placed in a separate document protector:

a. Table of contents.

b. One certified copy of the Enlisted Record Brief and DA Form 2-1.

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- c. Biography one page typed using Microsoft Word. (see example biography at <http://www.usaac.army.mil/drillsgt>).
- d. One original copy of TRADOC Form 298-R, Drill Sergeant of the Year Nominee, completely filled out (Enclosure 1).
- e. One photograph in Class A uniform (DA photo).
- f. DD FORM 2266, Hometown News Release, completely filled out.
- g. Ten color photographs of the nominee conducting DS duties (for example, executing the conditioning obstacle course or providing a pugil demonstration with another DS). Pictures should show the candidate in action (not in a classroom environment). Only hard copies (3x5) photos will be accepted. Photos of all candidates will be shown at a dinner on 17 June 2004. Photos will not be mounted or affixed to paper, framework, or returned to the candidates.
- h. One DA Form 638, Recommendation for Awards, with blocks four through nine filled out with the competitor's current information.
- i. Nominee's packet must arrive not later than 15 April 2004. Nominee's packet will be reviewed by all CSMS on the board. Send packet to: Command Sergeant Major, ATTN: DS Miranda, HQ TRADOC, Fort Monroe, VA 23651-1049.
- j. In order to maximize time for preparation, Installations should hold their board prior to the end of March.
- k. Installations or Training Divisions not sending a representative will notify the United States Army Drill Sergeant of the Year, SFC Miranda at billie.Miranda@usaac.army.mil.

4. Events. Each nominee will:

- a. Take an Army Physical Fitness Test (APFT). Candidates will be weighed and taped (if applicable), prior to the APFT.

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Candidates who exceed the body fat screening table IAW AR 600-9, will be disqualified from the DSOY competition in accordance with TRADOC Regulation 350-16, Chapter 5.

b. Be evaluated on four of the performance tasks listed at Enclosure 2. The performance tasks are selected from basic core subjects taught and reinforced to all IET soldiers by DSs, regardless of BCT, OSUT, or AIT assignment and can be found in TRADOC Pamphlet 600-4.

c. Appear before a board of Command Sergeants Major (CSMs). **Sponsors are required to attend all events with their candidate.**

5. Selection Procedures. Following the receipt of nominations at HQ TRADOC, a board will be conducted (composed of selected CSMs and the TRADOC CSM). The board will select a winner for both the Active and Reserve Components based on the following:

a. The nominee's performance on the APFT.

b. The nominee's performance on hands-on tasks conducted at TRADOC (Enclosure 2).

c. The nominee's performance and ability to answer questions before a board of CSMs.

d. A nominee will be terminated from the competition for those issues listed in TRADOC Regulation 350-16, Chapter 4, 4-3 (5)(a-d).

6. Uniform. The prescribed uniform is listed for each event:

a. Summer Improved Physical Fitness Uniform (IPFU) with running shoes will be worn for registration/weigh in and the APFT event.

b. BDUs with boots, pistol belt and campaign or bush hat will be worn during all performance tasks and at the rehearsal for the awards ceremony.

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c. Class A uniform with long or short-sleeved shirt with all authorized awards and decorations will be worn during board procedures and final ceremony. The campaign and bush hat will be used for transportation purposes only and will not be carried into the board. **The uniform for the sponsor is optional Class A or B uniform.**

d. Class A uniform with short-sleeved shirt, campaign or bush hat, and all authorized awards and decorations for the TRADOC DSOY ceremony. If temperature warrants, the uniform will be Class B with all authorized awards and decorations.

e. Female competitors will wear slacks with low quarters during the board appearance as well as the awards ceremony to ensure uniformity of appearance. No skirt required.

f. Attire for Icebreaker on 14 June 2004: Civilian Casual, no tennis shoes, jeans or shorts.

g. Attire for everyone attending the dinner on 18 June 2004: Dinner dress/coat and tie or pantsuit.

7. Administrative Information.

a. Nominees arriving by commercial air should fly into Norfolk International Airport, VA or Newport News-Williamsburg International Airport, VA. Proceed directly to the **QUALITY INN** Hotel, Hampton Roads VA.

b. Nominees traveling via POV will travel directly to the **QUALITY INN** Hotel, Hampton Roads VA.

c. On 14 June 2004, in the lobby of the Quality Inn Hotel Portsmouth Room, registration will be from 1200-1400; weigh-in from 1400-1500 and the in-brief from 1530-UTC. The uniform will be the summer Improved Physical Fitness Uniform (IPFU). **Everyone must report for registration at 1200 hours.**

d. Travel orders will indicate travel to Fort Monroe, VA. Travel orders should include the Lodging Success Program Group Nonavailability Number ham-3262.

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e. Schedule return flights to depart on 18 June 2004, not earlier than 1500. This will allow for additional travel time after the ceremony if you arrived by commercial air.

f. The DSOY winners will stay an additional night to fulfill requirements. They may depart anytime on 19 June 2004.

g. Call SFC Miranda at DSN 680-5839 or (757) 788-5839, billie.miranda@usaac.army.mil, to confirm receipt of this MOI or to ask questions pertaining to the DSOY competition.

h. Copies of the MOI can be found at the following website: <http://www.usaac.army.mil/drillsgt>.

i. TRADOC Form 298-R is at Enclosure 1.

j. Performance tasks are at Enclosure 2.

k. General information is at Enclosure 3.

l. Itinerary of scheduled events is at Enclosure 4.

8. Once again, congratulations on being selected to represent your organization.

FOR THE COMMANDER:

4 Encls

1. TRADOC Form 298-R
2. Performance tasks
3. General Information
4. Itinerary

//Original Signed//
ANTHONY J. WILLIAMS
Command Sergeant Major, USA

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Commander

- U.S. Army Field Artillery Center and Fort Sill, ATTN: ATSF-K
- U.S. Army Signal Center and Fort Gordon, ATTN: ATZH-TB
- U.S. Army Intelligence Center & Fort Huachuca, ATTN: ATZI-TB
- U.S. Army Aviation Center & Fort Rucker, ATTN: ATZQ-AB

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U.S. Army Training Center & Fort Jackson, ATTN: ATZJ-PT,
ATZJ-PCC, ATZJ-C, ATSC-MT

U.S. Army Armor Center & Fort Knox, ATTN: ATZK-PT, ATZK-BA

U.S. Army Maneuver Support Center & Fort Leonard Wood, ATTN:
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U.S. Army Infantry Center & Fort Benning, ATTN: ATZB-IT,
ATSH-TDB

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U.S. Army Air Defense Artillery Center & Fort Bliss, ATTN:
ATSA-TP

U.S. Army Transportation Center & Fort Eustis, ATTN: ATSP-CMT,
ATSP-BD

U.S. Army Soldier Support Institute, ATTN: ATSG-CG

U.S. Army Combined Arms Support Center & Fort Lee, ATTN: ATZM

U.S. Army Medical Department Center & School, Fort Sam Houston,
TX

U.S. Army John F. Kennedy Special Warfare Center and School,
ATTN: AOJK-GP-C

U.S. Army Ordnance Center and School, ATTN: ATSL

80TH USAR DIVTNG Richmond, VA, ATTN: AFRC-TVA-OP

84TH USAR DIVTNG Milwaukee, WI, ATTN: AFRC-TWI-OP

95TH USAR DIVTNG Oklahoma City, OK, ATTN: AFRC-TOK-OP

98TH USAR DIVTNG Rochester, NY, ATTN: AFRC-TNY-OP

100th USAR DIVTNG Louisville, KY, ATTN: AFRC-TKY-OP

104th USAR DIVTNG Vancouver, WA, ATTN: AFRC-TWA-OP

108th USAR DIVTNG Charlotte, NC, ATTN: AFRC-TNC-OP

Commandant

U.S. Army Ordnance Missile & Munitions Center and School, ATTN:
ATSK-BX, ATSQ-AP