



TRAINING OFFICER MANUAL

RCT to PVT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-PVT	PO1 – EO1, EO2, EO3, EO4, EO11 PO2 – EO1a, EO2, EO3a, EO4a, EO6a-b, EO8a (terms in grey shade only) PO3 – EO1b, EO8 PO4 – EO2 PO5 – EO1a PO6 – None required for this rank PO7 – EO1, EO4 PO8 – EO3, EO4 PO9 – EO1, EO2, EO4, EO5a-c	Quarterly DDR Training	N/A	Basic PFT (if applicable) Honor Graduate (if applicable)	N/A	26 hours, Recruit Training	Must be registered in YM Database before first day of training!
PVT to PFC	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-PFC	PO1 – EO5, EO6, EO7, EO8, EO9 PO2 – EO1b-d, EO4b-c, EO6c-d, EO8b (terms in white only) PO3 – EO1a, EO2, EO9, EO10, EO11 PO4 – EO1 PO5 – EO1a PO6 – None required for this rank PO7 – EO2 PO8 – EO1, EO2 PO9 – EO3, EO4, EO5d-f	Quarterly DDR Training	N/A	Basic First Aid	N/A	N/A	
PFC to LCPL	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-LCPL	PO1 – EO10 PO2 – EO3b-c, EO5, EO6e-f, EO7 PO3 – EO3, EO4, EO5, EO6, EO7, EO12 PO4 – EO3, EO4 PO5 – EO1a-b PO6 – EO1, EO2 PO7 – EO3 PO8 – EO5 PO9 – EO4	Quarterly DDR Training	N/A	Community Service Drug Demand Reduction PFT	Basic Guidebook Examination (Database printout)	N/A	
	* = Required Billet Database must report two (2) PFT's per year (Jan-Jun / Jul-Dec)						

TRAINING OFFICER MANUAL

LCPL to CPL	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-CPL	PO1 – EO1, EO2, EO3, EO4, EO5, EO6, EO7, EO8 PO2 – EO1, EO3a-d, EO4a-h PO3 – EO1a, EO3a, EO4a-b, EO5a, EO6a, EO7a-b PO4 – EO2, EO3, EO4, EO6 PO5 – EO1a, EO2 PO6 – EO1, EO2a PO7 – EO1, EO2, EO5, EO6, EO9 PO8 – EO1a, EO2a-b, EO3a-b PO9 – EO1, EO2, EO5a	Quarterly DDR Training	Guidon Bearer* Team Leader*	CPR	N/A		
CPL to SGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-SGT	PO1 – EO9, EO10, EO11, EO12, EO13, EO14 PO2 – EO2, EO3e-i, EO4i-o PO3 – EO1b, EO2, EO3b-c, EO4c, EO5b-c, EO6b, EO7c-e PO4 – EO1, EO5, EO7 PO5 – EO1b-c, EO3 PO6 – EO2b PO7 – EO3, EO4, EO7, EO8 PO8 – EO1b-c, EO2c-d, EO3c PO9 – EO3, EO4, EO5b	Quarterly DDR Training	Assistant Squad Leader* Plus <u>Select one:</u> * Color Guard Squad Leader	Advance First Aid Junior Leadership DDR w/ ★	Junior Guidebook Examination (Database printout)	Junior Leadership School (JLS)	
SGT to SSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-SSGT	PO1 – EO1, EO2, EO6, EO13, EO14, EO16, EO19 PO2 – EO1, EO2, EO4 PO3 – EO1, EO4 PO4 – EO1, EO2 PO5 – EO1, EO2 PO6 – EO1, EO2, EO4 PO7 – EO1, EO2, EO4, EO6a-b, EO7 PO8 – EO1, EO2 PO9 – EO1a-c, EO2a-e, EO2m, EO2o, EO3	Quarterly DDR Training	Squad Leader* Platoon Guide*	Conservation	N/A	N/A	
	* = Required Billet Database must report two (2) PFT's per year (Jan-Jun / Jul-Dec)						

TRAINING OFFICER MANUAL

SSGT to GYSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-GYSGT	PO1 – EO3, EO4, EO5, EO7, EO8, EO9, EO10, EO11, EO12, EO15, EO17, EO18 PO2 – EO3, EO5 PO3 – EO2, EO3 PO4 – EO3 PO5 – EO3, EO4 PO6 – EO3, EO5, EO6, EO8a-b, EO9a-b PO7 – EO3, EO5, EO6c, EO8, EO9 PO8 – EO3, EO4 PO9 – EO1d-e, EO2f-l, EO2n	Quarterly DDR Training	Platoon Sergeant*	Senior Leadership DDR w/ 	Senior Guidebook Examination (Database printout)	Senior Leadership School (SLS)	
GYSGT to MSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-MSGT	PO1 – EO1, EO2 PO2 – EO1, EO4 PO3 – EO1, EO2 PO4 – EO1, EO2 PO5 – EO1, EO3, EO4 PO6 – EO1, EO2, EO3, EO7, EO9 PO7 – EO1, EO3 PO8 – EO1a-e PO9 – EO1 PO10 – EO1, EO3	Quarterly DDR Training	Unit Gunnery Sergeant* Unit Supply Assistant*	DEA device 	N/A	N/A	
MSGT to MGYSGT	PO / EO	DDR	Billet	Ribbons	Exam	School	In Addition to:
YM-MGYSGT	PO1 – EO3, EO4 PO2 – EO2, EO3 PO3 – EO3, EO4, EO5 PO4 – EO3, EO4 PO5 – EO2, EO5, EO6 PO6 – EO4, EO5, EO6, EO8 PO7 – EO2, EO4 PO8 – EO1f, EO2a-e, EO3 PO9 – EO2, EO3 PO10 – EO2, EO4	Quarterly DDR Training	YM First Sergeant* Plus <u>Select one:</u> * Unit Adjutant Assistant Unit Paymaster Assistant Unit Training Assistant	Advance Leadership Current CPR trained DDR (4 TH Award)	Advance Guidebook Examination (Database printout)	Advance Leadership School (ALS)	
<p>* = Required Billet Database must report two (2) PFT's per year (Jan-Jun / Jul-Dec)</p>							