



Series Commander Personal Checklist

Welcome to Drill Instructor School, Series Commander Course. Below is a checklist of things you should have before you step on deck and are underway:

- Read the book: *The U. S. Marine Corps in Crisis Ribbon Creek and Recruit Training* by Keith Fleming.
- **Mameluke Sword:** You will use your sword often while at Parris Island.
- **Black belt:** You will need this for OOD and graduations. You can check out black belts to include the entire *Sam Browne* belt ensemble from Organizational Clothing.
- **Organizational PT Shirts:** Sign for 2 short sleeve shirts and 1 sweatshirt from O-Clothing marked with your billet on the back. It is recommended (especially during hot weather conditions) to have an additional short sleeve shirt.
- **Name Tags:** Order name tags and your hatch plate from the Engraving Shop on base (or through your Battalion S-4). They are the black and white name tags with two prongs. The Engraving Shop has the forms for you to fill out and will know what you need. It is suggested to order at the very least four name tags. Your hatch plate is your identifier as Series Commander outside the Series Office (get with your company to see if your plate is all capitalized or not). It takes **roughly** two to four days for this order to be complete.
- **Duty Shirts:** (Females) To look nice and squared away, it is suggested your service “B” and “C” be tailored to fit to be tucked into your trousers/skirt. You will tuck in your shirts while standing duty/graduation and a tailored shirt creates a polished look...*do not have your items tailored too tight as to where you could not wear it untucked...*
- **Shirt Stays:** (Females) Shirt stays will assist in keeping your service shirts tucked into your trousers and keep them from creeping up. The stirrup shirt stays (ones that wrap around the entire leg) are recommended however the sock to shirt stays are available as well.
- **Pictures:** You will need to have command photos taken by Combat Camera. Speak with your Battalion with regard to the uniform requirements. You will also need to go to Recruit Photo for a picture for the Recruit/Series Cruise Book. Ensure your pictures match the rest of your company.
- **The Book:** A small journal comes in handy to track your training schedule and keep a diary of daily events. This comes in extremely helpful to refer back to notes on events/specific recruits/learning points, etc. Once your first cycle is done, you can transpose valuable notes to your next journal.
- **Arm Band:** Purchase an ID card arm band (or two). You will use this for PT events to hold your ID card and count cards. *TIP: put electrical tape at the end of the Velcro strap to prevent snagging of your PT shirt.*

- **Glow Belt:** Suggested to have more than one on hand, you can keep one on your pack so it is always ready to go and one in your locker, camel back, or wherever else you find it handy at the last minute. Plastic yellow glow belts only...no stretch/fabric glow belts.