



**Marine Corps Recruit Depot  
Parris Island, SC**

**ADMINISTRATIVE REQUIREMENTS/INFORMATION**

1. **Orders and Records.**

a. **Orders.** Review MARADMIN 029/11 as it clarifies what type of orders you are required to report under. The three types of orders are TAD (Temporary Additional Duty), TEMINS/PCS (Temporary Duty Under Instruction/ Permanent Change of Station Orders), or PCA (Permanent Change of Assignment Orders). Reporting with the incorrect type of orders results in significant pay and administrative problems so please ensure yours are correct.

b. **Service Record Book (Should be electronic).**

(1) **Original Orders** with appropriation data, original signature from the Commanding General/Commanding Officer or their direct representative and stamped "ORIGINAL ORDERS". Without this you will not receive per diem while attending school.

(2) **Original Copy of Commanding Officer's Checklist** must be complete with the Commanding Officer's signature and recertified no later than 45 days prior to detaching your parent command.

(3) **Waivers from CMC** (i.e. age/GT etc.), **you must bring a copy of the approval.**

c. **Medical Record.**

(1) **Physical Exam** within the last 12 months. **You must have a hard copy of forms 2807 and 2808 when reporting and they must be certified by a Medical Officer that you are medically qualified for Drill Instructor duty.**

d. **Dental Record.** You must have your dental record when checking into Drill Instructor School.

## 2. Pay Entitlements.

a. BAH. If you are receiving **BAH at the "with dependent rate"** for your wife, child or parent for whom you are claiming, you will continue to receive BAH. If you are receiving "**BAH Own Right**" you will continue to receive it until checking into your battalion as an active Drill Instructor. Upon checking in, you have to request to retain your BAH Own Right status through an AA form. You cannot occupy government quarters and receive BAH Own Right once you have checked into your assigned battalion.

b. BAS. Per MCO 10110.47A all Marines attending DI School will stop receiving BAS and be issued a meal card. However, there is currently an exemption signed by TECOM which allows students to receive partial BAS.

c. Family Separation Allowance (FSA). All married Marines and single parents with custody of their children will receive FSA if your family is not within commuting distance (over 50 miles). Your family separation allowance will start on the 31st day of school and be backdated to the day of check in.

d. COLA. **All COLA will stop upon transfer** from your parent command. If you are in receipt of **COLA with dependents and your family still resides at your former duty station**, you will continue to receive it. COLA Own Right and COLA barracks will not be credited to those Marines who were receiving it.

e. Incentive Pay. Incentive pay such as Flight Duty Pay, Sea Pay etc., will stop the effective date you transferred from your parent command. You will not be entitled to Incentive Pay while attending Drill Instructor School.

3. Per diem. Per Diem and M&IE rates will be determined by type of orders you report under. You will **only receive 80% of the per diem** while attending Drill Instructor School. The remainder of your per diem will be credited to you when you complete your travel voucher or travel claim. For questions contact DI School Administration at 843-228-2956.

4. Family. **You are not authorized to move your family members while attending Drill Instructor School.** If you move your family members before completing the school, the government will not reimburse you for the move. Upon successful graduation from Drill Instructor School, you will be afforded the opportunity to take up to 30 days leave in order to move your family members. If you are coming from the local area (PCA), you will be required to check into your assigned battalion the day of graduation. At that time, your battalion will grant you leave at the battalion commander's discretion. You are not advised to obtain a lease or mortgage until after graduation from Drill Instructor School.

5. **Mailing address while attending Drill Instructor School**

RANK NAME  
DI SCHOOL CLASS #  
BOX 16001  
PARRIS ISLAND, SC 29905

6. **Billeting**. Students will be billeted in Transient Quarters. The cost per day is based off the current Per Diem rate (Depending on your orders). **Students will be paid two (2) per diem payments throughout the course and are expected to pay for their rooms upon receipt of each payment.** Your billeting account must be paid in full prior to checking out of your room. Each room has the following: TV, microwave, coffee pot, refrigerator, two racks, three wall lockers, clock radio, iron and ironing board, and two desks. Linen, towels and limited housekeeping services are provided.

7. **Air Travel**. If you travel by air you will be flying into Savannah, GA, approximately 44 miles from Parris Island. There is no military transportation available. Ensure you get a receipt and annotate taxi expense on your travel claim.

8. **Check-in Procedures**. It is recommended you check-in to the Osprey Inn at least a day prior to the published check-in date in order to allow time to organize and have a place to change into your Service Alphas for reporting. You are not required to be in uniform.

a. **Uniform**. Service Alphas with Garrison Cover. You will be inspected when reporting.

b. **Location**. You will report for check-in at Drill Instructor School Building 942. Enter the school through the rear entrance and proceed as directed by the Drill Instructor School staff.

c. **Time**. Students will be processed between the hours of 0800-1200 and 1300-1700 of check-in day (AD-1). After-hour arrivals will report to the RTR OOD and will be in Service Alphas for TD-1.

9. **Uniforms**. Students reporting to Drill Instructor School must have their basic military issue as set forth in Marine Corps Bulletin 10120 Fiscal Year Individual Clothing Allowances for Enlisted Personnel. All clothing must be serviceable (that is, no frayed collars or cuffs; no spots or mending on any part of the uniform) and clothing **must fit properly**. Every article of uniform clothing must be plainly marked in accordance with MCO 1020.34 (Marine Corps Uniform Regulations). The Blue Dress "A" uniform with white or blue trousers (seasonal for SNCO's) is the required uniform for Mess Night.

10. **Preparations Prior to Reporting for Drill Instructor School.**

a. **Combat Conditioning /Physical Fitness.** The CC/PT program is demanding and progressive in nature. Students should prepare themselves for this program by increasing their upper/lower body strength while developing a high level of cardiovascular endurance. Historically, students experience problems negotiating obstacles due to a lack of upper body strength and maintaining proper interval during formation runs in boots. In order to reduce lower leg injuries, at least one pair of solid running shoes (not court shoes or cross-trainers) is required.

b. **Gear and Equipment.** The following items are required prior to training day one. The Military Clothing Store stocks the items specifically required by DI students. It is recommended that students have at least \$200.00 on hand to purchase miscellaneous items. It is also recommended that students bring with them a pair of broken in boots for conditioning marches.

- (1) Green PT shorts X 3 (No logo or side pockets).
- (2) Plain set of Marine Corps issue green sweats.
- (3) White ankle high socks (no logos)
- (4) Proper shoes for the conduct of P.T. are required.
- (5) Green elbow type flashlight
- (6) Five black plastic name tags, last name in 1/2" block letters (These name tags must be purchased at the Engraving Shop on Parris Island).
- (7) (2) Plain neon yellow glow straps (reflective belt).

**Selected Depot Telephone Numbers**  
**Marine Corps Recruit Depot**  
**Parris Island, SC**

Area Code	843
All Emergencies (On Base)	911
Operator Assistance from Off-Base	(843) 228-0111
MCRD Prefix (DSN and Commercial)	DSN: 335 Comm: 228
Director	3000
Assistant Director	2657
First Sergeant	3352
Drill Instructor School Admin Office	3158/2956
RTR Duty Officer	3273
Military Police	3444
Depot Consolidated Admin Center	2307/2406
RTR Chaplain	2755
RTR Career Planner	2264
Base Locator	2111
Credit Union	3801
Housing Referral	2853
Library	1671
Marine Corps Exchange	1538
Family Service Center	3351/3791
MCCS	3301
Cleaners	1520
Hours: 0700-1800 Mon-Fri	
0900-1300 Sat	
Barber Shop - Bldg #204	3550
Hours: 0800-1700 Mon-Fri	
1000-1600 Sat 1200-1600 Sun	
Engraving Shop	1501
Hours: 0700-1700 Mon-Fri	

## REPORTING CHECKLIST

- NAVMC 11705 (01-19), Commanding Officer's Screening/Interview Guide
- NAVMC 11711, Commanding Officer's Financial Worksheet
- Original orders
- Verified Ph# for BN/Squadron Commander and SgtMaj
- Medical forms 2807 and 2808 hardcopy signed by a **Medical Officer**
- Medical/Dental records
- Waivers
- Complete clothing issue