



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

In reply refer to:
DepO 5312.1P

I&L
APR 13 2009

DEPOT ORDER 5312.1P

From: Commanding General
To: Distribution List

Subj: STANDING WEEKLY ASSIGNMENTS FOR TEAM WEEK RECRUITS

Ref: (a) DepO P1513.6B
(b) DepO 6200.2N

Encl: (1) Standing Team Week Assignments

1. Situation. Many Depot support and maintenance functions rely on recruits to accomplish associated tasks. Per reference (a), a one week period is programmed into the recruit training schedule so that recruits may be remediated, as required, to complete graduation requirements (i.e., rifle and swim qualifications). Recruits not involved in remediation efforts, or other administrative or medical requirements, may be assigned to Depot support duties.

2. Cancellation. DepO 5312.1N.

3. Mission. To establish policies and guidance, and to assign responsibilities for the use of recruits in training for maintenance and support functions aboard the Depot.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reference (a) establishes one week within the recruit training cycle for recruits to complete graduation, medical, dental, and administrative requirements. This also provides recruits an opportunity to start working together in small and large teams to complete support tasks at the Depot. Assignment to maintenance and support tasks will be in accordance with the priority of work in the enclosure and controlled by the Recruit Training Regiment (RTR) S-4.

(2) Concept of Operations

(a) Any unit provided with recruits must ensure recruits are continually supervised at all times by a qualified individual. Anyone, Marine, Navy, or civilian, who is not a working drill instructor and is serving in a direct supervisory role over recruits, must have attended the Non-Drill Instructor Recruit Supervisor's Course offered by the RTR S-3. Individuals who have completed the course will be issued a "Non-Drill Instructor Recruit Handler Card" which they must carry any time they are in charge of recruits. Non-Drill Instructor Recruit Supervisors must attend annual refresher training to renew their cards.

(b) Reference (b) outlines the Depot's Heat Casualty Prevention Program, the Wet Bulb Globe Temperature Index, and Flag Condition Warning System. Recruit Supervisors will strictly adhere to the following provisions, which are also contained within the references:

1. Flag conditions. Recruits will cease all nonessential or strenuous activity during black flag, or administrative black flag conditions.

2. Proper Hydration. Baseline water needs are 6 quarts per day. Ensure recruits drink an additional 1 canteen per day for each hour of hard physical exercise. Intake will not exceed 1 canteen per hour, as any more than that will lead to hyponatremia, stomach distention, vomiting, or cardiac problems. Target fluid intake during HotSOP is 12-14 canteens per day. Cold weather conditions target is 10-12 canteens per day. Thirst is not a reliable guide to water needs since it lags behind water deficits by at least a quart. Ideally, personnel should drink until their urine is clear to light yellow. Optimal frequency of urination is once every two to three hours.

3. Salt replacement. The average diet provides 15-20 grams of salt per day. Supplemental salt, not to exceed half a teaspoon per day, should only be used in extreme situations under the supervision of a medical officer. Extra salt should be consumed with water to prevent gastric irritation and nausea.

4. Rest, sleep, and recreation. Schedules should provide a 10-minute break every hour. The hour immediately following meals must involve only non-strenuous training or work.

5. Clothing. The wearing of headgear will increase body heat, but will reduce direct sun exposure.

(c) Authorized Recruit Work Assignments. The following work assignments are authorized:

1. Moving, loading, and unloading supplies and materials.

2. Sweeping, scrubbing, and waxing floors; cleaning windows, sills, bulkheads, and doors.

3. Polishing bright work/brass.

4. Cutting and trimming grass; trash collection and disposal; minor land, shrubbery, and drainage improvement.

5. Operation of the following power tools:

a. Non-riding lawn mowers.

b. Edgers, trimmers, and leaf blowers.

c. Vacuum cleaners.

d. Floor polishers.

6. Cleaning bathrooms or heads (Parade Deck, All Weather Training Facility (AWTF), Lyceum, and Recruit Heads at E-Beach).

(d) Recruit Work Restrictions. Recruits will not be employed in the following manner:

1. Acting as office workers.

2. Operating equipment not specifically authorized by this Order.

3. Working in details with military or civilian prisoner working parties.

4. Working in details not strictly conforming to flag conditions during HotSOP.

5. Performing personal services, such as maintaining or cleaning personally owned vehicles, BOQ/BEQ rooms or common areas, or family housing units.

6. Climbing ladders or working on the exterior of buildings above the first deck.

7. Conducting any work outside of the Depot.

8. Operation of the following power tools is prohibited:

a. Vehicles (government or privately-owned).

b. Riding lawn mowers/tractors.

c. Trash and recycle compactors.

d. Power saws, drills, or chain saws.

b. Subordinate Element Mission

(1) Commanding Officer, RTR

(a) Provide recruits for support and maintenance duties in accordance with reference (a) and the enclosure to this Order. The enclosure provides a prioritized list of standing and on-call weekly assignments for Team Week recruits. This list is the master reference when determining priority of recruit assignment in the event of conflicting requests.

(b) A daily count sheet must be sent to RTR S-4, no later than 0800 each morning, tracking non-available recruits (i.e. Marksmanship Training Platoon (MTP), dental, sick call, light duty, travel/photo). Recruits returning from appointments must return to their squad bay.

(c) Ensure that the company(ies) providing Team Week recruits to Depot Laundry assigns a Drill Instructor (DI) to accompany the recruits to Depot Laundry on their assigned days. The recruits will be picked up at their company office at 0530 each morning. Each battalion is still accountable for their

laundry and will have a representative there when laundry is counted and turned in to Depot Laundry, and when laundry is picked up. It is the responsibility of the Team Week company(ies) to ensure box lunches are delivered to Depot Laundry for those recruits.

(d) On weeks during which there are no Team Week recruits available, the RTR S-4 will coordinate with RTR battalion(s) to ensure recruits are provided to support laundry work.

(e) If Team Week companies are staying in main side barracks, Team Week recruits will be dropped off by a DI at the AWTF no later than 0700 daily. The exceptions are the two weekly Combat Conditioning (CC) days in which the Lead Series and Follow Series split for CC. On CC days, half of the Team Week recruits arrive at 0700 and half arrive at 0900.

(f) If Team Week companies are staying at Weapons and Field Training Battalion (WFTBn) barracks, Team Week recruits will muster at 0700, bldg. 739, where an RTR S-4 representative will oversee distribution of the Team Week recruits. The male Team Week recruit availability schedule is as follows:

1. Monday: All Team Week recruits muster at 0700.
2. Tuesday: CC Day; half muster at 0700 and half muster at 0900.
3. Wednesday: CC Day; half muster at 0700 and half muster at 0900.
4. Thursday: Half muster at 0700. The other half spends the day taking care of administrative requirements (pay, travel, etc.)
5. Friday: Same schedule as Thursday, but the half that completed administrative requirements is provided.

(g) The Team Week company(ies) will ensure box lunches are dropped off at the RTR S-4, bldg. 288 no later than 1100 each day (laundry's box lunches will be dropped off separately at 1130).

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(h) In conjunction with the AC/S, O&T, establish a course of instruction for Non-Drill Instructor Supervisors.

(2) Assistant Chief of Staff (AC/S), Operations and Training (O&T). Coordinate the scheduling of personnel to attend the course of instruction for the Non-Drill Instructor Recruit Supervisor's Course provided by the RTR S-3.

(3) AC/S, Installation and Logistics (I&L). Assume cognizance and oversight of recruit assignment to facilities and maintenance duty. Ensure divisions within the G-4 using Team Week recruits have qualified non-Drill Instructor supervisors.

c. Coordinating Instructions

(1) Ensure recruits operating authorized power tools wear appropriate safety equipment. Operators of lawn mowers, power edgers, and trimmers will wear protective metal toe boots, protective goggles, and hearing protection. Recruits will be given proper instruction prior to operation of power tools.

(2) It is the responsibility of the receiving organizations to ensure that the Team Week recruits are provided a box lunch. Receiving organizations go to the RTR S-4 and pick up one box lunch and one beverage for each Team Week recruit. Lunches will be picked up between 1130 and 1245.

(3) Supervise the use of all cleaning products to ensure the recruit is using the correct product and wearing the proper protective equipment.

(4) Organizations receiving Team Week recruits must return those recruits to their squad bays no later than 1630 each day.

(5) Organizations receiving STC recruits must pick-up and sign for those recruits at Building 6004 and return them no later than 1630 each day.

(6) Organizations receiving recruits will provide transportation as needed for the most efficient employment of Team Week recruits.

5. Administration and Logistics

a. The RTR S-4 is responsible for processing requests and making recruit assignments to Team Week duties.

b. In general, all recruits in training will be afforded the opportunity to remediate graduation requirements during Team Week, including rifle qualification, swim qualification, and academic testing. Other medical and administrative requirements may be accomplished during this period. Recruits not otherwise involved in training or administrative requirements will be assigned to maintenance duties during the prescribed Team Week period. Normally, there are about 100 recruits assigned to Team Week.

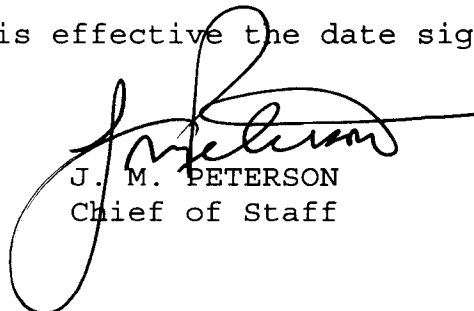
c. Organizations requiring recruits will contact the RTR S-4, via e-mail, or by calling x3174. At least 24 hour advance notice is required. Recruits assigned may be Team Week recruits, or may be from STC. RTR S-4 will inform requesting organizations of the source of their recruits, to facilitate pick-up and drop-off by the requesting organization.

d. Submit requests for the addition of new Team Week assignments, or the deletion of a scheduled assignment, to the Commanding General (AC/S, I&L) who will coordinate with the RTR S-4.

6. Command and Signal

a. Command. This Order is applicable to all personnel aboard Marine Corps Recruit Depot, Parris Island.

b. Signal. This Order is effective the date signed.



J. M. PETERSON
Chief of Staff

DISTRIBUTION: A

Standing Team Week Assignments

(IN PRIORITY ORDER)

<u>ASSIGNMENT</u>	<u>BLDG</u>	<u># REQUIRED</u>
DEPOT LAUNDRY	159	30
WFTBn TARGET FACTORY	798	35
DEPOT G-4	151	6
H&S BN	144	10
RTR S-4 (PARADE DECK/AWTF/BEQ)	288	10
GRAD BATTALION(S) (WED-FRI)		10-16
PMO (FRI & SUN EVENING COLORS)	154	20
(Company will contact PMO at x3444 for time)		
RECYCLING	867	4
4RTBN S-4	927	4
1RTBN S-4	615	4
2RTBN S-4	649	4
3RTBN S-4	405	4
SUPTBN S-4	642	4
RMC	854	3

On-Call Assignments for Team Week Recruits

(IN PRIORITY ORDER)

<u>ASSIGNMENT</u>	<u>BLDG</u>	<u># REQUIRED</u>
BUCKET ISSUE	654	10
DI SCHOOL	942	3
RTF	6011	6
MAI	6100	6
MUSEUM	111	2
VISITORS CENTER	283	2
ARMORY	6001	4
FACILITIES	450	4
AC/S, SUP&SVC	159	2
COMBAT TRNG POOL	6008	5
6THMCD S-4	903	4
HOUSING/BILLETING	402	5
DIR, MCCA	406	4