



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

DepO 1300.5C
G-1
06 MAR 2021

DEPOT ORDER 1300.5C

From: Commanding General
To: Distribution List

Subj: DRILL INSTRUCTOR ADMINISTRATION

Ref: (a) DepO P1513.6G
(b) MCO 7220.12R
(c) SECNAVINST 1650.1J
(d) MCO 1326.6
(e) DepO 1400.2P
(f) MCO P1400.32D W/CH 1-2
(g) MCO P1000.6G

Encl: (1) General Administration of Drill Instructors
(2) Relief or Transfer of Drill Instructors
(3) External Drill Instructor Billets
(4) Assignment of Chief Drill Instructors and Senior Drill Instructors

1. Situation. This Order provides detailed procedures for the conduct of Drill Instructor (DI) administration.

2. Cancellation

a. DepO 1300.5B is cancelled.

b. Summary of Changes. This Order has been revised and should be viewed in its entirety. Major changes include updates to required documentation for Relief for Cause (RFC) and Good of Service (GOS), billet identification codes added to the matrix of billets external to Recruit Training Battalion (RTR) and standard turnover for those billets has been extended.

3. Mission. Establish DI administration in accordance with this Order.

4. Execution. The procedures contained in this Order are for use in conjunction with reference (a).

a. Commander's Intent. This Order provides Marines aboard Marine Corps Recruit Depot Parris Island (MCRDPI) how to process drill instructor administration. Detailed procedures, templates, and policies are contained in the enclosures.

b. Concept of Operations. Commanders should ensure Marines assigned to billets listed within this Order adhere to the detailed instructions including general administration, relief or transfer due to GOS/ RFC Assignment to chief drill instructor (CDI) or senior drill instructor (SDI).

c. Subordinate Element Missions

(1) Commanding Officers (COs). Ensure all personnel in your units comply with this Order.

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(2) Director, Installation Personnel Administration Center. Ensure compliance and provide assistance to individuals and commanders with the execution of responsibilities listed in this Order.

(3) Assistant Chief of Staff (AC/S) G-1. Execute all duties and responsibilities covered by this Order and process all GOS, RFC and general administration pertaining to this Order within seven business days.

(4) Staff Judge Advocate. Review and process all GOS and RFC packages for legal sufficiency within seven business days.

5. Administration and Logistics

a. The AC/S G-1 is the sponsor for this Order.

b. Recommendations for changes or modifications to this Order will be provided to the AC/S G-1. The AC/S G-1 will staff this Order to the appropriate subordinate commands and staff sections for consideration and will implement any changes or revisions.

c. Electronic versions of MCRDPI directives can be found on the G-1 SharePoint site at
<https://eis.usmc.mil/sites/mcrdpi/g1/Shared%20Documents/Forms/AllItems.aspx>

6. Command and Signal

a. Command. This Order is applicable to the Marines aboard Marine Corps Recruit Depot Parris Island.

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


J. L. NETHERCOT

DISTRIBUTION: A

06 MAR 2009

General Administration of Drill Instructors

1. Administrative Procedures. This Order contains detailed instructions on the assignment, reassignment, and relief of Drill Instructors (DIs) as well as information on special duty assignment pay and promotions.

2. Assignment to DI Duty

a. One (1) week prior to DI School graduation, the Director of DI School (DISC) will prepare a roster of all Marines expected to graduate and submit this roster to the Director, Installation Personnel Administration Center (IPAC).

b. Prior to detaching, DISC will issue endorsements to the new DIs terminating their Temporary Additional Duty (TAD) orders or Temporary Duty Under Instruction (TEMINS) orders.

c. The Marine's date current tour began (DCTB) and date joined present unit (DJPU) as a DI will be the actual date the Marine is joined by the RTR. This may be the day following graduation from DISC, or after returning via Permanent Change of Station (PCS) orders, the DCTB and DJPU will be the day the Marine reports for duty following completion of travel. All Marines that have Permanent Change of Assignment (PCA) orders from the local area will receive a new DCTB.

3. Special Duty Assignment (SDA) Pay

a. Reference (b) authorizes and requires annual certification of SDA pay for DIs assigned to Military Occupational Specialty (MOS) 0911 billets. Commanders are responsible for accurate verification (to include prompt termination and reinstatement) of SDA pay levels and Billet Identification Code assignment to avoid over or under payment of SDA pay.

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b. SDA pay will be terminated upon the following:

(1) Submission of recommendation for Relief for Cause (RFC) or Good of Service (GOS) package.

(2) Commandant of the Marine Corps-directed reassignment or PCS

(3) Confinement

(4) Separation from active service

(5) Second period of Limited Duty

(6) Marines that have exceeded their 36 month tour of duty and are no longer executing the duties of a 0911 due to medical, legal, or administrative hold type matters and any Marine that cannot execute Permanent Change of Assignment (PCA), PCS, or End of Active Service orders.

c. In the event a RFC package is disapproved by the Commanding General (CG), Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region (MCRD PI/ERR), SDA pay will be reinstated the same date as previously terminated

06 MAR 2014

d. Temporary termination of SDA pay for poor performance as a DI is not authorized. As a matter of policy, the threat of termination of SDA pay is a negative motivator and will not be used. If a DI continually fails to respond to guidance and direction, they should be processed for RFC.

4. Marine Corps Drill Instructor Ribbon (MCDIR)

a. Reference (c) established the criteria for awarding the MCDIR.

b. The Commanding Officer of Recruit Training Regiment, Support Battalion or one (1) of the Recruit Training Battalions will review service records to ensure only officers and DIs meeting the established criteria are awarded the MCDIR.

c. The Director of IPAC will verify the eligibility of the Marine by reviewing the Marine's service record along with other Navy and Marine Corps directives.

d. The Assistant Chief of Staff (AC/S) G-1 has cognizance over all waiver requests and will prepare the appropriate response to the originator.

5. Meritorious Promotion. Reference (e) and (f) establishes procedures for nominating DIs for meritorious promotion to the grades of Gunnery Sergeant and Staff Sergeant.

6. Tour of Duty and Request for Extension. The standard tour of duty for a DI is 36 months commencing on the recorded DCTB. DIs who desire a tour extension will submit their requests via the chain of command to the CMC Manpower Management Enlisted Assignments Branch 25 (MMEA-25). Extensions of more than one year are normally not considered in the best interest of the Marine or the Marine Corps. All requests for extension must be submitted no later than six months prior to the end of the standard 36-month tour. An extension request submitted with less than three months remaining on the DI's tour may disrupt assignments projected by the MOS monitors and therefore will usually not be endorsed favorably. The Commanding Officer's endorsement will indicate the Marine's future duty assignment and the extent of the Marine's primary MOS experience prior to assignment to DI duty. In addition to voluntary extensions, non-voluntary extensions may be initiated by the command as required, subject to CMC (MMEA) approval.

06 MAR 2021

Relief or Transfer of Drill Instructors

1. General. DIs may be transferred at the completion of a standard tour or relieved upon request of the Battalion or Regimental Commander. Termination prior to the completion of a standard tour will be for the GOS or RFC.

2. Timeliness. Unnecessary delay in routing and action on RFCs results in the command carrying ineffective Marines on their rolls and creates perceptions of tolerance for those who violate rules and standards. The due date for receipt of RFC packages to the CG, MCRDPI/EER is no later than 30 days from the date the findings of the investigation are approved by the CG, MCRD PI/ERR. In instances where disciplinary action and/or due process is anticipated to take longer than 30 days, at their discretion, commanders may cite the facts as substantiated in the investigation, and immediately initiate the RFC.

a. Enclosure (2) will be used to route all recommendations for RFC or GOS. Submission at each level after the 30 day deadline requires a mandatory comment on the endorsement providing rationale for the delay (disciplinary process ongoing, etc.). Once received at MCRDPI, the AC/S G-1 is responsible for routing the RFC/GOS for delivery to the Staff Secretary within seven (7) days.

b. Commanders at each level are responsible for the overall coordination and expeditious handling of RFC/GOS packages.

3. Relief for GOS. Relief for GOS is made without prejudice to the DI and should not reflect unfavorably on their record. They are generally based on matters beyond the control of the DI.

a. Justification. The following are considered justification for a relief for GOS:

(1) The DI conscientiously applies themselves; however, due to personality defects that are justified and recommended by a Medical Health Provider via Limited Duty Assignment, they are incapable of effectively performing in the recruit training environment. Commanders will monitor a DI's performance, and identify such mis-assignments anytime during the Marine's tour.

(2) The DI has personal/family problems (i.e. loss of an immediate family member, exceptional family member, negative finding by the Incident Determination Committee).

(3) The DI is involved in an incident for which they are not found guilty of negligence or wrongdoing, but local publicity of the incident serves to detract from their ability to continue their assignment as a DI.

b. Humanitarian Transfer. Requests for transfer for reasons of convenience or hardship are, in effect, requests for humanitarian transfer. Therefore, they must be submitted in accordance with reference (g).

c. Required Information. When submitting a relief for the GOS, the relief package must include a statement of justification from the battalion commander and a recommendation for either voidance or retention of the 0911 Military Occupational Specialty (MOS). The GOS relief package must include a statement concerning the Marine's future suitability for special assignments

06 MAR 2021

(e.g., Marine Security Guard duty, Recruiting duty, Inspector-Instructor, etc). Cases involving mental or behavioral peculiarities will include mental health unit evaluations. Similarly, a competent medical authority will document physical disorders, to include assignment to limit duty if applicable. In addition, the request for relief, and endorsements thereof, will include a separate paragraph stating the Marine's potential for reenlistment and future service.

d. Routing. The Battalion Commander will ensure that all required documents accompany the request for relief and voidance or retention of the 0911 MOS prior to forwarding the package to the Commanding Officer, Recruit Training Regiment (RTR) via the RTR S-1. The Regimental Commander will forward the package to the CG, MCRDPI/ERR via the AC/S G-1.

4. RFC. RFCs are made with prejudice to the DI and will reflect unfavorably on their record.

a. Policy

(1) Commanders must immediately establish that they will not tolerate illegal or immoral conduct from members of the command regardless of rank or position. The necessity for setting a positive example, as well as the normal requirement for good order and discipline in the command requires strong consideration for relief for cause and disciplinary action. The regimental commander will inform the CG, MCRD PI/ERR of DI misconduct, and provide periodic updates on DI misconduct cases as they are being adjudicated.

(2) DIs involved in gross malpractice or drug abuse will be submitted for relief for cause unless a waiver is granted by the CG, MCRDPI/ERR.

(3) DIs relieved for cause will not be assigned to any billet involving the supervision of recruits while awaiting permanent change of station/permanent change of assignment (PCS/PCA) orders. This includes assignment as Officer/Staff Noncommissioned Officer of the day.

b. Justification. RFCs are made under the following circumstances:

- (1) Malpractice
- (2) Personal misconduct
- (3) Refusal to conduct training activities
- (4) Misuse of government property or funds
- (5) Loss of confidence by the regimental or battalion commander to effectively perform in a recruit supervisory or training role
- (6) Failure to meet professional standards.

c. Required Information. RFC packages will include supporting documents justifying the recommendation. Supporting documentation includes investigation(s), Unit punishment book entry, 6105(s), and/or charge sheet. Additionally the DI folder will accompany the package as reference material.

d. Routing. RFC packages are submitted to the CG, MCRDPI/ERR in standard naval letter format from the battalion via the regimental commander.

06 MAR 2021

The battalion commander will ensure that all required documents accompany the request for relief and avoidance of 0911 MOS prior to forwarding the package to the CG, MCRDPI/ERR via the AC/S G-1. In addition, the request for relief, and endorsements thereof, will include a separate paragraph stating the Marine's potential for reenlistment and future service.

5. Relief of DIs Involving Alcohol Abuse

a. Battalion commanders will adhere to the following guidance when determining whether to submit RFC or GOS for alcohol abuse.

(1) GOS. A DI will be submitted for relief for GOS upon successful completion of an alcohol in-patient treatment program. The CG, MCRD PI/ERR may elect to retain Marines who successfully complete an alcohol treatment program on DI duty.

(2) RFC. A DI will be submitted for RFC for failure to successfully complete an alcohol treatment program.

(a) If a DI is involved in any type of activity which is alcohol related, either directly or indirectly, and causes adverse publicity or places the Marine Corps in a high visibility status which is adverse in nature, the DI should be submitted for RFC, not GOS. Additionally, the relief package should address the completion (successful/unsuccessful) of treatment as appropriate.

(b) DIs may be submitted for RFC if they received non-judicial punishment for any actions as the result of alcohol use.

b. Battalions should be thoroughly familiar with procedures for processing a DI for the alcohol treatment program.

6. Relief Packages

a. When relieving a DI for GOS, use the format shown on page 2-5 of enclosure (2).

b. When relieving a DI for RFC, use the format shown on page 2-6 of enclosure (2).

c. The Marine will be afforded the opportunity to submit a statement along with the relief package, addressing only the issues noted in the relief package.

d. When a DI's relief package is signed by the CG, MCRDPI/ERR, the AC/S G-1 will provide copies of the signed endorsement to the Commanding Officer, RTR and the Director, Installation Personnel Administration Center (IPAC).

(1) The Commanding Officer, RTR will coordinate with MMEA to initiate PCS/PCA orders for the former DI moving him or her out of the RTR unless judicial or administrative action is still pending. Upon completion of the judicial or administrative action, the Commanding Officer, RTR will arrange for orders out of the RTR.

(2) The Director, IPAC will run a change to the former DI's BMOS to 8014 and billet description of GOS or RFC effective upon CG, MCRDPI approval of relief package.

Format for DI Relief for GOS Packages

Command Letterhead

From: Commanding Officer, # Recruit Training Battalion
To: Commanding General, Marine Corps Recruit Depot/Eastern
Recruiting Region, Parris Island
Via: Commanding Officer, Recruit Training Regiment
Subj: RELIEF FOR THE GOOD OF THE SERVICE IN THE CASE OF SERGEANT IGNACIO M.
MARINE EDIPI/0193/0911 USMC

Ref: (a) DepO 1300.5_

Encl: (1) SNM's Statement
(2) Supporting Documentation (limited duty chit, recommendation from a
healthcare provider, or any other supporting documentation that
forms the basis of the recommendation)
(3) SRB pages 3, 11, 12, BTR, BIR
(4) Drill Instructor Evaluation Folder
(5) SDA Pay Termination letter

1. [RANK][NAME] is recommended for relief for the good of the service for _____.
2. [Battalion commander's narrative.]
3. [Any disciplinary action taken.]
4. [Describe SNM's suitability for future special duty assignments.]
5. [Potential for reenlistment/future service]
6. [Status of SNM's SDA pay to include date terminated if applicable.]
7. [Recommendation on whether SNM should retain or lose 0911 AMOS]

Signature of Commanding Officer

Format for DI RFC Packages

Command Letterhead

From: Commanding Officer, # Recruit Training Battalion
To: Commanding General, Marine Corps Recruit Depot/Eastern
Recruiting Region, Parris Island
Via: Commanding Officer, Recruit Training Regiment

Subj: RELIEF FOR CAUSE IN THE CASE OF SERGEANT IGNACIO M.
MARINE EDIPI/0193/0911 USMC

Ref: (a) DepO 1300.5__

Encl: (1) SNM's Statement
(2) Supporting Documentation (limited duty chit, recommendation from a
healthcare provider, or any other supporting documentation that
forms the basis of the recommendation)
(3) SRB pages 3, 11, 12, BTR, BIR
(4) Drill Instructor Evaluation Folder
(5) SDA Pay Termination letter

1. [RANK][NAME] is recommended for relief for cause for _____.
2. [Battalion commander's narrative.]
3. [Any disciplinary action taken.]
4. [Describe SNM's suitability for future special duty assignments.]
5. [Potential for reenlistment/future service]
6. [Status of SNM's SDA pay to include date terminated if applicable.]

Signature of Commanding Officer

23 MAR 2021

External Drill Instructor Billets

1. Definition. An external billet requiring a 0911 MOS, located outside of the Recruit Training Regiment (RTR), and in direct support of the recruit training mission.

2. Policy

a. External Drill Instructor (DI) billets will be managed by the Commanding Officer, RTR. The matrix on page three of enclosure (3) depicts the distribution and provides general information about each billet. Conflicts will be directed to the Commanding Officer, RTR for resolution.

b. Marines that are going from a training battalion to Support Battalion are required to have a Regimental Special Order (RSO). Marines that are going to Weapons Field Training Battalion (WFTBN) or Headquarters and Service Battalion (HQSVBN) are required to have non-funded Temporary Additional Duty (TAD) orders.

3. Qualification Criteria. Unless otherwise stated, DIs nominated for assignment to these billets should have:

a. Completed 3 full recruit training cycles (9 months) filling a drill instructor billet.

b. An entry in the DI Folder written by the series and company commanders which describes performance to date when the assignment occurs during a training cycle.

c. The time remaining on station to complete a full tour.

4. Action

a. Commanding Officer, RTR

(1) Provide Marines for external billets per the matrix on page 3-2 of enclosure (3).

(2) Prepare TAD orders to send Marines to fill these billets.

(3) Ensure Marines are detached early enough to report to their assignments on the indicated "by" date.

b. Commanding Officers of WFTBN and HQSVBN will attach TAD Marines for external billets per the matrix on page 3-2 of enclosure (3).

External Drill Instructor Billets

RTR will provide 0911s to fill the following billets to HQSVBN and WFTBN:

LN	UNIT	RUC	BIC	RANK	BILLET	REQUIREMENT
1	HQSVBN	32001	M3200101093	GySgt	Protocol Chief (SSEC)	
2	HQSVBN	32001	M3200101094	GySgt	Quality Assurance Evaluator (G3)	See note 7
3	HQSVBN	32001	M3200101095	SSgt	Quality Assurance Evaluator (G3)	See note 7
4	HQSVBN	32001	M3200101096	SSgt	Quality Assurance Evaluator (G3)	See note 7
5	HQSVBN	32001	M3200100012	Capt	Staff Secretary	
6	HQSVBN	32001		GySgt	Vists Staff NCO	
7	HQSVBN	32001	M3200100005	Capt	Aide-De-Camp	
8	HQSVBN	32001	M3200101207	Sgt	Airport Liaison	Driver's License
9	HQSVBN	32001	M3200101208	Sgt	Airport Liaison	Driver's License
10	HQSVBN	32001	M3200101209	Cpl	Airport Liaison	Driver's License
11	HQSVBN	32001	M3200100267	Capt	Facilities Maintenance Officer	MOS:1302
12	HQSVBN	32001	M3200100246	Capt	Plans Officer/Assistant OpsO	
13	HQSVBN	32001	M3200100144	Capt	Training Officer	
14	HQSVBN	32001	M3200101069	Capt	S-3 Officer	
15	HQSVBN	32001	M3200101081	Capt	HQ Company Commander	
16	HQSVBN	32001	M3200101087	Capt	Service Company Commander	
17	HQSVBN	32001	M3200101027	Capt	Recruit Liason Officer	
18	WFTBN	32091	M3200900217	SSgt	Ops Planner	
18	WFTBN	32091	M3200900218	SSgt	FTC Repel Master/Gas Chamber	
19	WFTBN	32091	M3200900219	Sgt	FTC Crucible/BWT Instructor	See note 8
20	WFTBN	32091	M3200900220	Sgt	FTC Crucible/BWT Instructor	See note 8
21	WFTBN	32091	M3200900221	Sgt	FTC Crucible/BWT Instructor	See note 8
22	WFTBN	32091	M3200900222	Sgt	FTC Crucible/BWT Instructor	See note 8
23	WFTBN	32091	M3200900223	Sgt	FTC Crucible/BWT Instructor	See note 8

Notes:

1. All billets are subject to 1-up/down staffing.
2. Standard tour length shall not exceed 12 months without approval of the RTR CO.
3. Standard turnover period will not exceed two (2) weeks.
4. Quality Assurance Evaluators (this includes A/CS G-3 Emergency Operations Center/Visits) billets will be filled by Gunnery Sergeants (staff sergeants acceptable when gunnery sergeants are not available).

06 MAR 2021

5. The Marines assigned to these billets will be moved via Regimental Special Order from their respective recruit training battalion into Support Battalion. Support Battalion will then prepare TAD orders to move those DIs to their quota billet. IPAC will run a Temporary Reporting Unit Code entry on these Marines reflecting their TAD assignment. Their Reporting Unit Code will remain that of Support Battalion, 32091.

6. RTR will also provide one DI to serve as the Naval Hospital Beaufort liaison. This DI will remain on Support Battalion's rolls.

7. Line numbers 2-4 require at least one female 0911 for supervision.

8. Line numbers 21-23 require at least one female 0911 for supervision.

Assignment of Chief Drill Instructor (CDI) and Senior Drill Instructors (SDI)

1. Responsibilities. The Commanding Officer, RTR will ensure personnel management policies are in place to monitor the assignment of CDI and SDIs.

2. Chief Drill Instructor

a. The billet of CDI will normally be filled by a Gunnery Sergeant

b. Prior to assuming the duties as a CDI, the DI must complete two (2) full cycles as a DI and one (1) full cycle as an SDI. The Commanding Officer, RTR is authorized to grant waivers for second tour DIs.

c. If a Commanding Officer determines that a Gunnery Sergeant with equal or less time as a Drill Instructor than Marines of junior rank is not prepared to assume the duties as CDI, then the Gunnery Sergeant will be formally counseled and provided additional training as required. The counseling will be recorded in the DI's folder.

d. If a Gunnery Sergeant is not assigned as a chief drill instructor, then they should be assigned to a company or series where they will not be the senior Marine.

e. Staff Sergeants will only be assigned as CDI when they are no more qualified than available Gunnery Sergeants within a battalion. The Battalion Commander is the approval authority for Staff Sergeants to serve as CDI.

3. Senior Drill Instructor

a. The billet of SDI will normally be filled by a Gunnery Sergeant or Staff Sergeant. However, the billet will be filled by the best and most qualified Marine.

b. Prior to assuming the duties as a SDI, a DI must complete at least two (2) full cycles. The Commanding Officer of the respective battalion is authorized to grant waivers for exceptionally qualified second tour DIs.

c. If a Commanding Officer determines that a Gunnery Sergeant or Staff Sergeant is not prepared to assume the duties as an SDI, over a Sergeant with equal or less time as a DI, then he or she will be formally counseled and provided additional training as required. The counseling will be recorded in the DI Folder.

d. If a Gunnery Sergeant or Staff Sergeant does not have the potential to become an SDI, then he or she should be assigned to a series or platoon where he or she will not be the senior Marine.

e. In the event that a Sergeant is required to serve as an SDI, the Battalion Commander will recommend an experienced DI sergeant to the Commanding Officer, RTR for approval authority.