



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 1513.6G
G-3
9 JAN 2019

DEPOT ORDER 1513.6G w/Ch 6

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Ref: (a) SECNAVINST 5212.5D Navy Marine Corps Records Disposition Manual
(b) NAVMC 3500.18C Entry Level Training (ELT) Training and Readiness Manual
(c) MCO 1130.76D Conduct of Recruiting Operations
(d) MCO 1500.54B Marine Corps Martial Arts Program
(e) MCO 1500.56 Marine Corps Values Program
(f) MCO 1510.32F Recruit Training
(g) MCO 1553.2C Marine Corps Formal School Management Policy
(h) MCO P1900.16 w/Ch 1 Separation and Retirement Manual
(i) MCO 3570.1C Range Safety
(j) MCO 3574.2L Marine Corps Combat Marksmanship Programs
(k) MCO 4400.201 (Vol 13) Management of Property in the Possession of the Marine Corps
(l) MCO 5100.19F Marine Corps Traffic Safety Program
(m) MCO 5800.16 and MCO P5800.16A Legal Support and Administration Manual
(n) MCO 6100.13 w/Ch 2 Marine Corps Physical Fitness Program
(o) MCO 6110.3A w/Ch 1 Marine Corps Body Composition and Military Appearance Program
(p) MCO 11000.22 w/Ch 1 Marine Corps Bachelor and Family Housing Management
(q) TECOMO 1513 Recruit Training Order
(r) DepO 1300.5C Drill Instructor Administration
(s) DepO 1500.10E Marine Corps Water Survival Training Program
(t) DepO 1513.8B Crucible Order
(u) DepO 1550.25E Academic Order
(v) DepO 1601.1D Interior Guard Standard Operating Procedures (SOP)
(w) DepO 1640.11 Standing Operating Procedures for Confinement and Release of Prisoners to the Naval Consolidated Brig Charleston SC
(x) DepO 3504.2A Commander's Crucial Information Requirements and Reporting Procedures
(y) DepO 1910.10K w/Ch 1 Processing of Recruit Personnel for Discharge
(z) DepO 2000.1C w/Ch 1 Mass Notification System (MNS)
(aa) DepO 6620.3K Dental Health and Operational Readiness Program
(ab) DepO 3400.3D Chemical, Biological, Radiological and Nuclear (CBRN) Defense Training
(ac) DepO 6710.3C Control of Drugs Prescribed for Recruits
(ad) DepO 8000.3L Standing Operating Procedures for Ground Ordnance
(ae) DepO P5000.6E Organization and Functions Manual
(af) DepO 5100.16F w/Ch 1 Force Preservation (Safety) Program
(ag) DepO 5110.1G Standing Operating Procedures for Mailing and Handling of United States Mail

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- (ah) DepO 5740.1G Event/Incident Reports
- (ai) DepO 6200.2R Heat Injury Prevention Program
- (aj) DepO 6200.9 Administration of Personnel Testing Positive for the Human Immunodeficiency Virus (HIV) Antibody
- (ak) WFTBnO 3000.1P SOP for Range Operations and Field Training
- (al) JAGINST 5800.7F Manual of the Judge Advocate General
- (am) PT Playbook
- (an) MOA with Beaufort Jail
- (ao) MOA with Charleston Brig
- (ap) NAVMED P-117 Manual of the Medical Department
- (aq) NAVMED P-5010 Manual of Preventive Medicine
- (ar) MCO 3040.4 Marine Corps Casualty Assistance Program (MARCORCASASTPRO)

Encl: (1) LOCATOR SHEET

1. Situation. This order reflects major policy changes for the conduct of recruit training at Marine Corps Recruit Depot (MCRD) Parris Island and should be reviewed in its entirety. Reference (f) provides guidance on the conduct of recruit training. It further directs that the Commanding General of each Recruit Depot promulgate detailed procedures for the conduct of recruit training.

2. Cancellation. DepO P1513.6F.

3. Mission. The mission of MCRD/Eastern Recruiting Region (ERR) Parris Island is to make Marines by recruiting quality young men and women and transforming them through the foundations of rigorous basic training, our shared legacy, and a commitment to our Core Values, preparing them to win our Nation's battles in service to the country.

4. Execution

a. Commander's Intent. Transforming civilians into basically trained Marines, who are imbued with our core values, **is our mission.** The time-tested rigors of Marine Corps basic training will continue to teach entry level military knowledge and skills, all the while instilling the foundations of spirit, discipline, physical and mental toughness, strength of character, honor and integrity, and selfless commitment and respect for fellow Marines. We will develop critical thinking abilities in our new Marines through Socratic teaching, guided discussions, and dialog between recruits and their Drill Instructors (DI), which also enables the evolution of DIs from instructor and disciplinarian to a coach and mentor. Our desired end-state is we take care of each other while producing basically trained Marines who are prepared for follow-on training and the challenges of service in the Operating Forces.

b. Concept of Operations. **Recruit training is the second phase of a six phase transformation process (recruiting, recruit training, school of infantry, Military Occupational Specialty (MOS) Training, unit cohesion/stability, and sustainment).** It is based on an intensive 13 week entry-level training program that transforms recruits into basic Marines through a thorough indoctrination to our history, customs and traditions and by imbuing them with the mental, moral and physical foundation necessary for successful service to Corps and Country. Recruit training consists of receiving, processing, forming, training, and graduation.

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(1) During receiving, Marine shippers arrive by air or ground transportation. Following arrival, these new recruits are given their initial indoctrination into Marine Corps culture. Receiving includes the "yellow footprints speech" and the initial telephone call by the recruit to their Next of Kin/guardian to notify them of their safe arrival at MCRD Parris Island.

(2) Processing consists of administrative procedures to ensure recruits are prepared to begin training. Processing includes initializing pay, medical and dental records, dental examinations, medical evaluations, and drug screening. Additionally, recruits will receive a basic issue of uniforms and equipment, which includes the service rifle.

(3) Forming marks one of the most important milestones in the recruits' accession process. Recruits are formed into their platoons and introduced to the Drill Instructors (DIs) who will guide and mentor them through recruit training.

(4) Training consists of 70 training days divided into 4 phases. It is a progressive program designed to build upon basic mental, moral, physical, and cultural competencies.

(a) **First Phase** focuses on core values, character development, discipline, physical fitness, martial arts, marching/drill, and introduction to basic academic instruction on first aid, the Uniform Code of Military Justice (UCMJ), leadership, customs, courtesy and traditions, and history of the Marine Corps.

(b) **Second Phase** builds upon the competencies introduced in the first phase and provides initial leadership training, combat water survival and marksmanship qualification.

(c) **Third Phase** continues the progressive education and training focus of the previous two phases. It provides Basic Warrior Training, final physical fitness and academic tests, personnel inspections, and challenges recruits during a final core values/field training exercise known as "The Crucible". Recruits who have successfully completed The Crucible are formally welcomed into our Corps as Marines during the Emblem ceremony.

(d) **Fourth Phase**, to the extent possible within the recruit training environment, has been designed around Socratic teaching such that there is a dialogue between new Marines and their DI. The DI plays the role of the logical equivalent of the inner critical voice to enable new Marines to develop critical thinking abilities. It occurs through guided discussions and question and answer opportunities in a limited lecturing environment intended to check for understanding, stimulate critical thinking and reinforce a new Marine's comprehension of topics under the six functional areas of Marine Leader Development: fidelity; fighter; fitness; family; finances; and future. This allows new Marines to embrace and grow into their newly-earned identities. The perspective and knowledge gained during Fourth Phase equips new Marines for success once they leave Parris Island. These goals are accomplished through reaffirmation of our core values, practical guidance on avoiding common pitfalls faced by junior Marines, and further development of the warrior ethos. **Fourth phase concludes with a formal graduation ceremony.**

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c. Tasks

(1) Assistant Chief of Staff (AC/S) Manpower and Human Resources (G-1)

(a) Exercise staff cognizance over manpower, and general and personnel administrative services in support of recruit training.

(b) Operate the recruit reception center at the Aerial Port of Debarkation (APOD).

(2) AC/S Operations and Training (G-3)

(a) Exercise staff cognizance over all planning, operations, training, academics, and security matters.

(b) Maintain the recruit training schedule.

(c) Ensure Programs of Instruction (POI) are current and meet mission essential training requirements.

(d) Provide staff cognizance of the Quality Assurance Evaluator (QAE) Program.

(e) **Exercise staff cognizance over the mass notification system.**

(3) AC/S Installations and Logistics (G-4)

(a) Coordinate logistics support and services.

(b) Exercise staff cognizance over ordnance, maintenance support, billeting, facilities maintenance, motor transport, emergency services fire and emergency medical services, environmental compliance, and supply and services.

(4) AC/S Communications Information Systems (G-6)

(a) Coordinate communications support and services.

(b) Exercise staff cognizance over hand-held radio devices, Information Technology and audio visual assets, and Telephone services.

(c) Conduct service support and base operations in order to sustain efforts of Marine Corps Parris Island.

(d) **Exercise staff cognizance over the Automated Heat Stress System (AHSS).**

(5) AC/S G-7 Command Inspector General (CIG)

(a) Conduct inspections, investigations, and/or inquiries into any and all matters of importance aboard MCRD, Parris Island, SC (involving assigned personnel) received within the CIG office via White House Liaison Office (WHLO) correspondence, Congressional correspondence, Inspector General of the Marine Corps (IGMC) correspondence, and appropriate Hotline Complaint (TECOM, MCRC, MCRD) or as directed by the CG, MCRD/ERR, Parris Island, SC.

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(b) Conduct analysis of information obtained through investigations and inspections conducted by either the CIG Office or MCRD Major Subordinate Elements in order to identify areas of weakness within the command that relate to matters of discipline, integrity, efficiency, and readiness and to provide appropriate recommendations for improvement. Develop a reporting mechanism for such statistical and trend analysis and provide such information on a recurring basis.

(c) Conduct periodic inspections of MCRD, Parris Island subordinate commands to ensure compliance with standards set forth in this order.

(6) AC/S Comptroller (G-8). Provide financial service to include military pay and allowances and travel entitlements.

(7) AC/S Religious Ministry (RM). Exercise staff cognizance over the conduct and administration of RM and associated activities.

(8) AC/S Recruiting (RCTG)

(a) Exercise staff cognizance over all planning and execution of recruiting throughout the ERR.

(b) Coordinate with the Marine Corps Districts from ERR for both male and female recruits and the Western Recruiting Region (WRR) for female recruits.

(c) Exercise staff cognizance over the operation of the Recruit Liaison Section (RLS).

(9) Staff Judge Advocate (SJA). Provide legal advice to the command.

(10) Communication Strategy and Operations (COMSTRATOPS)

(a) Provide internal coverage and coordinate external civilian media coverage of recruit training operations as required.

(b) Operate the Visitors' Center.

(11) Commanding Officers, Recruit Training Regiment (RTR) and Weapons & Field Training Battalion (WFTBN)

(a) Conduct training in accordance with this Order.

(b) Ensure training is conducted with the utmost professionalism and safety.

(c) Ensure all personnel are familiar with the provisions of this Order.

(d) Coordinate with adjacent commanders and external agencies for the conduct of training.

(e) Identify and report to the Commanding General training schedule conflicts and/or inconsistencies that affect training effectiveness, efficiency and/or safety.

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(f) Submit changes to the training schedule for approval to the Commanding General (Attn: G-3).

(g) Ensure training organizations, down to the platoon level, maintain a copy of this Order.

(h) Route all Command Investigations (CI) and Preliminary Inquiries (PI) via the directed chain of command, per the Judge Advocate General Manual.

(i) Submit copies of completed Command Investigations (CI) and Preliminary Inquiries (PI) to the Command Inspector General's Office for the purpose of assessing trends, organizational readiness, discipline, morale, welfare, and integrity.

(12) Commanding Officer, Headquarters and Service Battalion (HQSVCBN). Conduct service support and base operations in order to sustain the efforts of MCRD Parris Island.

d. Coordinating Instructions

(1) Recommendations concerning the contents of this order are encouraged. Recommendations will be forwarded to the Commanding General via the AC/S G-3 and the appropriate chain of command.

(2) A joint MCRD Parris Island and MCRD San Diego review and update to this order occurs biennially (every two years) and is led by the AC/S G-3. The purpose of the biennial directed review is to examine and exchange best practices across both Depots.

(3) All personnel involved in recruit training will use this order as the reference for recruit training and will be knowledgeable of its contents.

(4) This order has been substantially revised and synchronized with MCRD San Diego with administrative changes throughout. Accordingly, the order should be reviewed in its entirety.

5. Administration and Logistics. Recommendation concerning the contents of this order may be forwarded to the AC/S G-3 via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the MCRD/ERR, Parris Island.

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



J. F. GLYNN

DISTRIBUTION: A



UNITED STATES MARINE CORPS
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IN REPLY REFER TO:
DepO 1513.6G Ch 1
G-3
29 MAR 2019

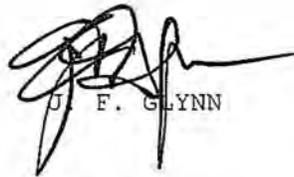
DEPOT ORDER 1513.6G Ch 1

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Encl: (1) New page insert to DepO 1513.6G

1. Situation. To transmit new page insert to the basic Order.
2. Mission. To change the requirement for a commissioned officer to serve as Officer of the Day (OOD) within 4th Recruit Training Battalion.
3. Execution. Remove page 1-6 and replace with the corresponding page contained in the enclosure.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.



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IN REPLY REFER TO:
DepO 1513.6G Ch 2
G-3

JUN 25 2019

DEPOT ORDER 1513.6G Ch 2

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Encl: (1) New page Section 1016 to insert into DepO 1513.6G
(2) New page Section 2007 to insert into DepO 1513.6G

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. To change the procedures in the event of a recruit unauthorized absence (UA) and adjust the procedures for the execution of the Initial Strength Test (IST).
3. Execution.
 - a. Remove Section 1016 on pages 1-21 and 1-22 and replace with the corresponding pages contained in enclosure (1).
 - b. Remove subparagraphs b. and c. from Section 2007 (11) on page 2-13 and replace with the corresponding paragraphs contained in enclosure (2).
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.



C. RODRIGUEZ
Chief of Staff

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IN REPLY REFER TO:
DepO 1513.6G Ch 2 (A)
G-3

DEC 5 2019

DEPOT ORDER 1513.6G Ch 2 (Amended)

From: Commanding General
To: Distribution List

Subj: ADMINISTRATIVE CORRECTION TO TRANSMITTAL CHANGE 2 OF THE RECRUIT
TRAINING ORDER

Encl: (1) Amended new pages to insert into DepO 1513.6G

1. Situation. To amend and transmit corrected new page insert to the basic Order.
2. Mission. To amend the new page inserts of change 2 which omitted portions of paragraph 1015, sub paragraph b; and sub paragraphs c and d.
3. Execution. Remove former change 2 page replacements and replace with enclosure (1). Pages 1-21, 1-22, and 1-23 will be dated 25 June 2019, the date of change 2, and pages 1-24 and 1-25 will be dated 9 January 2019, the date of the basic order.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the change 2.


J. N. ROCCO
By direction

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IN REPLY REFER TO:
DepO 1513.6G Ch 3
G-3

NOV 20 2010

DEPOT ORDER 1513.6G Ch 3

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Encl: (1) New page insert to DepO 1513.6G

1. Situation. To transmit a new page insert to the basic order.
2. Mission. To change hygiene procedures while in the field.
3. Execution. Remove 3-8 and replace with the new page 3-8 in the enclosure.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


C. J. WILLIAMS
Chief of Staff



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DepO 1513.6G Ch 4
G-3

MAR 09 2020

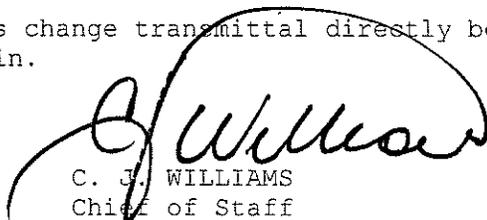
DEPOT ORDER 1513.6G Ch 4

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Encl: (1) New page inserts to DepO 1513.6G

1. Situation. To transmit a new page insert to the basic order.
2. Mission. To change the hygiene procedures while in the field.
3. Execution. Remove page 3-8 and replace with the new page 3-8 in the enclosure.
3. Filing Instructions. File this change transmittal directly behind the signature page of the basic bulletin.


C. J. WILLIAMS
Chief of Staff



UNITED STATES MARINE CORPS
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PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 1513.6G Ch 5
G-3
05 MAY 2021

DEPOT ORDER 1513.6G Ch 5

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Encl: (1) New pages 1-23 and 1-24 to insert into DepO 1513.6G

1. Situation. To direct a change insert to the basic Order in order to reflect Master Training Schedule changes that have impacted manning requirements.
2. Mission. To change the manning and supervision requirements.
3. Execution. Remove Figure 1-1 Recruit Training Supervision Matrix on pages 1-23 and 1-24 and replace with the corresponding section contained in enclosure (1).
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


M. J. Henderson
By direction



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PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 1513.6G Ch 6
G-3

29 JUL 2021

DEPOT ORDER 1513.6G Ch 6

From: Commanding General
To: Distribution List

Subj: RECRUIT TRAINING ORDER

Encl: (1) New pages 1-9, 1-19, 1-23 and 1-24 to insert into DepO 1513.6G

1. Situation. To direct three change inserts to the basic Order in order to clarify policy.
2. Mission. To provide clarification on prohibited activities, Series Officer training requirements and Grass Week supervisory requirements.
3. Execution. Remove pages 1-9, 1-19, 1-23 and 1-24 and replace with the corresponding section contained in enclosure (1).
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


M. J. Henderson
By direction

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CHAPTER 1

THE RECRUIT TRAINING ENVIRONMENT

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1000. GENERAL. This chapter defines the scope, objectives, and concept of the recruit training environment. It also sets forth the policy for the conduct of all Marines, Sailors, and government employees when dealing with recruits.

1001. SCOPE AND OBJECTIVES

1. Scope. Recruit training is predicated upon an intensive 13 week entry-level training program designed to transform recruits into Marines through a thorough indoctrination to our history, customs, and traditions by imbuing them with the mental, moral, and physical foundation necessary for successful service to Corps and Country.

2. Objectives. The objective of recruit training is to produce a basic Marine who has embraced our core values and is transformed by our Corps' shared legacy. A basic Marine represents the epitome of personal character, selflessness, and military virtue, and has demonstrated mastery of the following areas:

a. Character Development. Exhibit an understanding of Marine Corps' core values of honor, courage, and commitment and those principles essential to values-based decision making, while stressing teamwork and leadership.

b. Discipline. Achieve a state of discipline that ensures respect for authority, instantaneous obedience to orders, and the self-reliance to maintain or improve those traits that exemplify a Marine: obedience, fidelity, and zeal.

c. Military Bearing. Properly wear and maintain uniforms; demonstrate military presence and personal awareness that a Marine is a Marine twenty-four hours a day, seven days a week; and practice a high degree of personal hygiene.

d. Esprit de Corps. **Exhibit** the warrior ethos, which inspires mental/physical toughness, devotion, pride, initiative, determination, and an intense desire to work with and for others towards excellence in achieving common goals.

e. Entry Level Training (ELT). Achieve mastery of and proficiency in basic entry level training skills, per reference (b).

f. Combat Conditioning. Achieve and maintain physical fitness, endurance, proper body composition, and promote the concept of fitness and wellness as a way of life.

1002. RECRUIT TRAINING

1. Recruit training is inherently stressful. Stress for recruits is produced initially by the stark change in their personal lifestyle, acculturation into military routine, and fear of the unknown. Later, it comes from fear of failure and the pursuit of excellence as DIs endeavor to teach, train, mentor, and lead the recruits throughout training.

2. This training environment has proven successful throughout our history. Not only does this environment produce Marines shaped by the experience of rigorous training and prepared to face the challenges of military life, but it also instills in them those traits that make better citizens.

3. All activities in recruit training must be designed to accomplish a legitimate training goal or illustrate a specific learning point, not merely actions taken to confuse, disorient, or anger. Training methodologies aim to instill discipline and respect for authority, to ensure adherence to uncompromising standards, and to ensure recruits develop a mindset that everything done is relevant and important. All training methods must accomplish these legitimate ends and not be intended solely to create an intimidating environment.

4. DIs and all others who are directly involved with recruits will conduct training within the parameters set forth in this order.

5. Recruit training must remain demanding, formal, and challenging in order to achieve the desired end state: a basically trained Marine. These basic Marines must be instilled with the discipline to obey orders, respect authority, and uphold our warrior ethos.

6. Billeting Considerations

a. **Marine Corps policy is to billet recruits by gender.**

b. Under no circumstances will any male civilian, officer, or enlisted servicemember enter female recruit billeting areas, heads, or areas designated as off limits to males by the Commanding Officer, Fourth Recruit Training Battalion (4th RTBn), or Commanding Officer, Support Battalion (SPTBN), unless given previous authorization and accompanied by a female escort. Likewise, no female personnel will enter male recruit billeting areas unless previously authorized and properly escorted.

c. Where male and female recruits are billeted in the same building, males and females will be assigned to separate billeting areas and heads, with separate entrances. Permanent walls will separate billeting areas and security watches will be posted.

1003. PERSONAL CONDUCT

1. All personnel aboard this Depot bear some responsibility for recruit training either through direct or indirect interaction with recruits. For this reason, all personnel will, at a minimum, be trained on our core values, the mission of the Depot, and pertinent contents of this order.

2. Personnel directly involved in the recruit training process must always remember that they share responsibility for the welfare of the recruits under their charge. Because the recruit is totally dependent on their leaders and the chain of command, every Marine involved in the recruit training process must continually monitor the welfare of recruits.

3. Officers. Officers are an active part of the process of training recruits. They have a vital role in leading and supervising training, enforcing regulations, and properly leading and caring for drill instructors and recruits.

a. Officers must concern themselves with ensuring the welfare and safety of each recruit in their care. They must ensure that their unit is effectively organized, trained, and led. **The Company Commander will ensure that each recruit is given every reasonable opportunity to become a Marine.**

Conversely, officers must recognize when it is no longer fair to the recruit or to the Marine Corps to continue training them.

b. Officers must provide positive leadership to the Marines assigned to them for duty. Officer supervision is an integral part of recruit training and their supervision of scheduled and unscheduled training and activities ensures the highest standards of military training and conduct. Seldom has the need to demonstrate "Know your Marines and look out for their welfare" been more important.

c. Officers must support by both example and authority the letter and spirit of this order. The officer must be the model of professionalism and ensure that recruits understand the functional distinction between officers and enlisted Marines. Officers must be careful to not, in any way, assume the role or mannerisms of the DI. However, through their bearing and professionalism, an officer's interactions with recruits will reinforce the expectation of discipline and obedience for recruits as set by their drill instructors.

4. Drill Instructors. The DI is the central figure for recruits and the leadership bedrock upon which we base recruit training. The DI's role is to lead by example as a teacher, scholar, leader, and mentor; and to be totally immersed in the process of making a basically trained Marine. DIs must conduct themselves in a manner consistent with the spirit of the Drill Instructor Creed. DIs must provide leadership by example, foregoing fear and intimidation, in order to foster the trust and confidence of subordinates. Since the recruit will constantly strive to emulate their DIs, and because fidelity and discipline are the foundation of our Core Values, it is imperative that each DI, through daily example, comply with this **and other applicable orders.**

a. Drill instructors will treat each other with dignity and respect. Hazing of drill instructors by fellow drill instructors, or "hat hazing," and its associated practices, is strictly prohibited. Zero tolerance exists for this behavior. Under no circumstances will a DI be denied the equal use of any facility or accommodation on account of their inexperience as a DI. Under no circumstances will DIs be disciplined in a manner that is visible to recruits. In the presence of recruits, interactions between DIs will be formal and professional. Outside the presence of recruits, DI's are expected to interact in a manner that fosters teamwork, open communication, and mentorship.

b. Leaders, specifically SDIs, CDIs, 1stSgts, and company officers, must ensure all drill instructors are given an opportunity to excel through treatment that is dignified and respectful.

5. WFTBN Instructors. Field Instructors, Primary Marksmanship Instructors, Combat Marksmanship Trainers, and Combat Marksmanship Coaches will maintain high standards of conduct. These personnel will take the Recruit Training Order (RTO) test annually based upon the date of their initial test, and will conduct themselves in accordance with all applicable aspects of this order. Test results will be maintained by the unit for a period of two years.

1004. SUPERVISORY RESPONSIBILITIES. Supervision is the final and most important of the troop leading steps. It is the key to the proper execution and safe conduct of recruit training. Constant supervision by commanders,

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officers, SNCOs, and supervisors on the Depot is essential. Supervisors at all levels must be constantly alert for recruits with physical injuries, illnesses, or an altered mental state. Recruits demonstrating injury, illness, or other maladies will be queried regarding the nature of their problem and referred for a medical evaluation so competent medical authorities can determine if the recruit should continue training. At no time should recruits or DIs provide medical treatment beyond basic first aid (e.g. blister care) in the squad bays. Specific supervisory requirements by event are contained in Figure 1-1.

1. Depot Command Duty Officer (Depot CDO). The Depot CDO is the Commanding General's direct representative. The Depot CDO will tour RTR, to include receiving barracks, and WFTBN recruit billeting areas twice during their tour of duty. Details and further guidance are contained in reference (v).

2. Quality Assurance Evaluator (QAE) Program

a. The recruit training environment requires extraordinary diligence to ensure adherence to standards. For this reason, the QAE Program supplements the commander's internal inspection program and is established within the G-3 office as a means to evaluate recruit training and to provide direct feedback to the Commanding General. The QAE program does not usurp a commander's authority nor relieve a commander of the responsibility for proper supervision. To ensure effectiveness, the evaluators will be given unrestricted and unannounced access to all recruit training.

b. QAE Duties. Observe the process of recruit training and make recommendations for improving the process through data collection and analysis. Evaluators will:

(1) Comment on periods of instruction to include: a comparison of the instruction provided to information contained within the Lesson Plan, the effectiveness of the training, time allotted, relevance of the training, and recommendations for the improvement of academic periods of instruction.

(2) Conduct daily observations of training to ensure compliance with all elements of this order.

(3) In accordance with reference (u), provide courtesy copies of completed SATE (Systems Approach to Training and Education) Checklists to the G-3 and respective commands.

(4) Analyze and review all Recruit Training Regiment Command Investigations (CIs) and Preliminary Inquiries (PIs) for trends and completeness.

(5) Report violations of the RTO to both the subordinate command within which the offense took place as well as to the G-3.

(6) Assist Investigating Officers appointed within RTR by providing relevant information on investigative trends and data analysis. The QAE will provide prior PIs/CIs relevant to an investigation only with permission from the Inspector General and the Staff Judge Advocate.

(7) Serve as the CIG's subject matter expert and inspector for the Commanding General's Inspection Program (CGIP) by inspecting Close Order

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Drill, Uniforms, Color Guard, and Sword Manual for all formal Unit Inspection Programs (UIP).

(8) Work in coordination with the Depot Safety Office by reporting any observed safety concerns aboard the Depot per reference (af) (e.g., flag conditions, unsafe squad bay facilities, unsafe training events such as Obstacle Courses and the Confidence Course, etc.).

(9) Teach, train, and mentor all Drill Instructor School Students and all Drill Instructors (during "Pick-Up Week") by providing a Period of Instruction (POI) on trends, data analysis, and proper Request Mast procedures within the recruit training environment.

3. RTR Officer of the Day (RTR OOD). The RTR OOD will tour RTR and WFTBN recruit billeting areas nightly during the conduct of Basic Daily Routine (BDR) and after taps. Additionally, on Sundays and holidays, the RTR OOD will tour RTR and WFTBN recruit billeting areas twice during daylight and once after taps. The RTR OOD will report significant events to the Depot CDO in a timely manner.

4. Recruit Training Battalion OOD (BN OOD). Battalion Commanders will ensure the following minimum BN OOD duties are conducted:

- a. Observe reveille and taps for those companies in garrison.
- b. Observe such activities as Core Values Guided Discussions (CVGDs), Senior Drill Instructor (SDI) time, mail call, hygiene inspections, and devotions.
- c. Conduct at least one tour of all company areas, to include those billeted at WFTBN, after taps nightly.
- d. Conduct at least two daytime tours of the company areas, to include those billeted at WFTBN, on Sundays and holidays.
- e. Observe meals served in their mess hall.
- f. The Bn OOD will be a commissioned officer and will not be allowed to serve in any other capacity during this posting. The only exception is within 4th Recruit Training Battalion, a Staff Non-commissioned Officer (SNCO) can serve as the Bn OOD.

5. Company Officer of the Day (CO OOD). The duties and responsibilities of the CO OOD are essential to effective and safe execution of the training schedule. The CO OOD will be in the uniform of the day and touring the squad bays 15 minutes before reveille and for at least 15 minutes after taps. The CO OOD will be a CDI or above.

- a. The duties of the CO OOD include:
 - (1) Observing reveille and morning basic daily routine.
 - (2) Observing Developmental Exercise.
 - (3) Observing mail call.
 - (4) Supervising each meal.

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(5) Observing "free time" to confirm recruits are receiving 60 minutes of uninterrupted free time unless otherwise directed and IAW the training schedule.

(6) Observing at least one platoon's daily hygiene inspection.

(7) Observing evening devotions and taps.

(8) Following "lights out," ensuring proper fire watch and security procedures are being conducted.

(9) Interacting with each Duty DI to ensure the well-being of the DI and the platoon.

b. During 1st Phase, the requirement is one series officer per series in the uniform of the day and touring the squadbays 15 minutes before reveille and for at least 15 minutes after taps. One of the series officers can stand concurrent duty as the CO OOD.

c. During 2nd, 3rd, 4th Phase the requirement is one CO OOD per Company. The CO OOD will be in the uniform of the day and touring the squad bays 15 minutes before reveille and for at least 15 minutes after taps. The requirements for CO OOD continue until graduation.

6. Duty DI. Between taps and reveille, the duty DI assigned to a platoon will remain in the platoon area except for attending series meetings, posting guards, returning mail, and other official duties. They will remain on deck, awake, and in uniform for 15 minutes after taps and 15 minutes prior to reveille the following day with the DI rack made. At no time should the duty DI have visitors in the squad bay.

1005. STANDARDS OF CONDUCT. Everyone directly involved in recruit training must remember that they bear responsibility for the welfare of the recruits in their charge. The Marine Corps has placed great faith and trust in those selected to train recruits, and has delegated the necessary authority to carry out this task. Because the recruit is dependent on the chain of command, everyone involved in the recruit training process must continually monitor recruit welfare. Anyone who cannot or will not discharge their responsibilities will be immediately removed from the recruit training environment. Failure to carry out these responsibilities will not be tolerated. Personnel within this command:

1. Will only address recruits by their rank, last name, billet, or "recruit." Upon receipt of the Eagle, Globe, and Anchor, they will be referred to as Marines, and will be addressed by their rank or last name.
2. Will not consume alcohol for eight hours prior to duty.
3. Will not allow alcohol to be provided to any recruit.
4. Will not use tobacco products in the presence of recruits and will ensure tobacco products are not provided to any recruit.
5. Will not use profane, obscene, or unprofessional language, as it is offensive, detracts from the training environment, and reflects poorly on the Marine Corps. This includes all language which is sexually explicit or

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demeaning to any race, gender, ethnicity, heritage, sexual orientation, or religion.

6. Will not allow recruits to perform personal services.

7. Will not solicit recruits for donations or for anything else on behalf of any non-federal entity. Nor will any person endorse a non-federal entity (e.g. credit unions, banks, investment associations, etc.). Exceptions to this prohibition include:

a. A commissioned officer's solicitation during the fund drive for the Navy and Marine Corps Relief Society (NMCRS).

b. A commissioned officer's solicitation during the Combined Federal Campaign (CFC). During the CFC, the soliciting officer will not solicit for, or endorse, any specific non-federal entity.

c. A commissioned officer's solicitation during any other fund drive authorized by the Commanding General.

8. Will not allow recruits to enter any river, swamp, marsh, or areas designated off-limits for training.

9. Will not allow recruits, including recent graduates and their visitors, to negotiate the obstacle, confidence, or circuit courses, except during scheduled training.

10. Will not attempt to develop or form a social, personal, or business relationship with a recruit or a member of Basic Marine Platoon (BMP).

11. Will not solicit or accept any item of value from a recruit, or from a recruit's relatives, friends, visitors, or guests. If an item of value is found under circumstances indicating it was left by recruits for anyone other than another recruit, the following actions will be taken:

a. The person who found the gift will report the incident to an officer in the chain of command.

b. The person who found the gift and the officer to whom the gift was reported will assemble the suspected donors and attempt to return the gift. They will explain the prohibition against accepting gifts, then explain that if the gift cannot be returned, it will be turned over to the NMCRS.

12. Will not haze or maltreat recruits, in compliance with reference (f). Hazing does not include command authorized training at the Marine Corps Recruit Depot as authorized in the RTO.

13. Will not counsel recruits in any closed space or visually restricted area. Exceptions to this are:

a. When a recruit is receiving counseling in the DI office, from an SDI or above. During such counseling, the hatch may be closed, but window blinds will remain open.

b. Conducting interviews with series commanders or higher-ranking Marines.

14. Will not deny a recruit the right to a head call. The recruit will request permission from their DI, or the senior Marine, to make a head call.

15. No one will threaten physical harm to any recruit, either verbally or through the use of physical gestures, nor move toward a recruit in an abrupt manner as to suggest a threat to the recruit.

16. Photography. Photographing and video recording of recruits and permanent personnel performing duties in the presence of recruits at MCRD Parris Island is permitted for official purposes only, or with the approval of the Commanding General. All Marines and Sailors aboard the Depot are directed to enforce this policy.

a. This policy is intended to protect the privacy of recruits and prevent unauthorized and inappropriate images from entering public forums.

b. The following events and evolutions constitute "official purposes" for photography and video recording: Initial Drill, Final Drill, PFT, CFT, Moto Runs, Emblem Ceremonies, Recruit Graduations, promotion ceremonies, reenlistments, retirements, change of command ceremonies, post and relief ceremonies, Depot G-3 approved visitor groups and educators workshops. Photographing and video recording conducted by personnel from MCRD COMSTRATOPS, as well as by news and media teams escorted by the MCRD Office of Communication, by definition, have the approval of the Commanding General and are authorized. Permanent personnel not performing duties in the presence of recruits may consent to being photographed or video recorded so long as video/images are tasteful, portray professional and responsible behavior, and are not embarrassing to the Marine Corps. The posting of video or images of recruits or permanent personnel performing duties in the presence of recruits or recruit training to any unofficial public forum, such as non-DOD web sites, blog sites, etc. is strictly prohibited.

17. Loyalty Lectures Prohibited. Efforts to persuade or imply to recruits that they owe greater loyalty to an individual or individuals rather than to lawful regulations is known as a "Loyalty Lecture." The only instruction recruits will be given is that they have a duty to testify truthfully. Attempts to sway a recruit or group of recruits to forsake this duty by appeals to loyalty to an individual or individuals is prohibited.

18. Such activities as "trashing the house", "blanket and/or green belt parties", or other "named" events meant to primarily create chaos, frustration and confusion are strictly prohibited.

1006. RECRUITS' RIGHTS. Certain rights are fundamental to the welfare of all recruits and will not be denied. All recruits have the right to:

1. Three meals per day with 20 minutes to consume each meal, except during the Crucible event. (Reference the WFTBN Crucible Handbook)

2. Make head calls as necessary.

3. Eight hours of uninterrupted sleep except during authorized conduct of interior guard/fire watch, while aboard WFTBN during the Crucible, and during authorized BWT night training events.

4. Maintain proper hygiene on a daily basis.

5. Attend sick call, follow-up appointments, and use medication prescribed by a medical or dental officer, in accordance with the prescription directions.

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6. One hour of free time daily, except during processing, forming, BWT, and the Crucible.
7. Send mail and receive all mail on the day it is received by the recruit's company and maintain privacy of both incoming and outgoing correspondence without censorship or review. See paragraph 1013 if a recruit is suspected of receiving unauthorized items or contraband.
8. **Attend scheduled religious services and be allowed to receive private counseling from the Chaplain at other times during training upon request.**
9. Make and receive emergency telephone calls and receive emergency messages.
10. Receive visitors when approved by the company commander and when it will not interfere with the training schedule.
11. Maintain authorized personal belongings to include cash, personal financial documents, bucket issue items, and issued uniforms without destruction or theft by permanent personnel.
12. Request Mast via the chain of command.
13. Request to see a Victim Advocate (VA).

1007. PHYSICAL CONTACT WITH RECRUITS. Any contact made for the below authorized reasons must be executed with the minimum force necessary to accomplish the task at hand. DIs should strive to remain the distance of "one arm's length" from each recruit and will maintain a minimum distance of 12 inches from every recruit. No part of the DI's body, to include the campaign cover and fingers when pointing, will be within 12 inches of a recruit unless engaged in one of the eight authorized instances of physical contact:

1. Correct a recruit's position.
2. Correct a recruit's movement.
3. Adjust the arrangement of a recruit's clothing or equipment.
4. Conduct an inspection of a recruit's person, clothing, or equipment.
5. Conduct a demonstration during authorized training. During Marine Corps Martial Arts Program (MCMAP) drills, instructors will not engage in such drills with recruits **except** to correct a recruit's position or movement. If a demonstration is required, the instructor will demonstrate by using a DI and not a recruit.

NOTE: The practice of DIs teaching "drill correction" classes, or using MCMAP to justify or disguise unauthorized contact with recruits, is strictly prohibited.

6. Prevent injury to a recruit.
7. Attend to an injured recruit.

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8. Defend oneself from an assault by a recruit.

1008. AUTHORIZED TECHNIQUES FOR INSTILLING DISCIPLINE

1. In teaching discipline and respect, certain methods are authorized for use by recruit trainers.

a. Firm guidance and direct counseling executed in a fair and dignified manner. Sound judgment and flawless example are paramount. Repetition should include performance feedback to the recruit upon each iteration of the task.

b. Insistence upon instant obedience and response to commands and orders.

c. Instilling a sense of urgency in accomplishing all tasks.

d. Continuous reinforcement and mentoring on the importance of discipline and good order as a fundamental element of individual and unit esprit and Marine Corps culture.

2. Extra Military Instruction (EMI). EMI is an authorized method to instill knowledge, military bearing, and instant obedience to orders. Recruits not performing satisfactorily in authorized training may receive EMI. **The Company Commander is the approving authority for EMI.** The following criteria applies:

a. EMI will directly relate to and address the recruit's deficiency.

b. EMI will be given only to recruits who require such instruction and will be supervised by a DI.

c. EMI will be conducted during free-time, SDI time or at a time that does not conflict with scheduled training.

d. EMI will not be conducted on the recruit's Sabbath.

e. EMI will not last more than two hours per day and will be completed prior to taps.

3. Incentive Training (IT). Incentive Training provides DIs with a tool to aid in instilling discipline and motivation. Incentive Training assists in correcting minor infractions. Serious disciplinary infractions, however, will be referred to the Series Commander.

a. Authority. A recruit may only receive IT from a DI assigned to their platoon unless the IT is administered by that recruit's Chief Drill Instructor (CDI). DIs must scrupulously adhere to the time, Training Day, and exercise limitations published in the IT card in Chapter 3.

b. Limitations. The following guidance supports the positive application of IT:

(1) Recruits will not be abused nor pushed beyond their legitimate physical capabilities. No recruit may be administered IT more than once during a one hour period.

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(2) All recruits will receive an IT brief from their Company First Sergeant or CDI during forming. A recruit will not be administered IT until they have received this brief.

(3) IT may be administered beginning on T-1. IT may only be administered to recruits who have completed their initial medical evaluation during processing.

(4) IT may be administered to individuals and groups, series size and smaller. Only CDIs may conduct IT for the entire series. Only SDIs may conduct IT for their entire platoon. Group IT will not be conducted as a result of a single recruit's actions.

(5) DIs may administer IT to a maximum of 10 recruits at a time. DIs may not **circumvent these restrictions by "island hopping" or "round robin"** recruits by administering IT to a group of 10 recruits while another group of recruits is on stand-by.

(6) Prior to administering IT, the DI will require the recruits to remove eyeglasses, empty their pockets and place the contents in their covers. Recruits receiving IT will be in a PT or utility uniform with blouse removed. Running shoes and boots must be laced and tied. Recruits will remove sweatshirts prior to performing IT.

(7) While administering IT, the DI will use a watch to monitor the duration of each exercise with the IT card in hand. Exercises and repetitions will be administered in a manner that permits proper technique and correct execution.

(8) Starting IT in one location and ending in another or going from pit to pit, (Island Hopping & Company tour) is forbidden.

(9) IT during 3rd phase should only be used to correct minor deficiencies in performance or conduct.

(10) IT is not authorized following commencement of the Crucible. Any disciplinary action required will be in accordance with appropriate judicial and/or administrative actions.

(11) Due to safety considerations, DIs are not allowed in the pit during IT.

(12) IT will not be performed at the following times:

(a) 30 minutes prior to meals or less than 60 minutes following a meal; 30 minutes before or after scheduled PT/MCMAP; 30 minutes prior to a haircut appointment; 60 minutes prior to a medical/dental appointment.

(b) While a recruit is in a medical or dental restricted status (i.e. light duty). Following inoculations, recruits may not be administered IT for 8 hours. Recruits may not be administered IT until 18 hours after blood donation.

(c) 60 minutes prior to the CS gas practical application or until a shower is taken after the CS gas application.

(d) 18 hours prior to an evaluated PFT or CFT.

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(e) During liberty, free time, after evening showers or before reveille, to include recruits standing fire watch.

(f) During hours of darkness, outdoor IT is not authorized unless in a permanent IT pit.

(g) During scheduled training.

(13) IT will not be performed in the following locations:

(a) Outdoors in red or black flag. Outdoor IT is also prohibited in yellow flag for recruits from T-1 through T-11.

(b) Inside a squad bay, unless IT is administered on the quarterdeck only, and to no more than 10 recruits at any one time.

(c) On the MCRD parade deck.

(d) In standing water or on terrain that is hazardous for this training (gravel, hills, brush, etc.).

(e) In confined spaces where a recruit might be injured (e.g., closets, heads, showers, DI duty hut, or passageways).

(f) In any location or environment which is unsafe and could possibly cause a recruit to be injured (e.g., on a roadway, on any firing range, in rifle range target area while firing is in progress, etc.).

(g) North of Wake Boulevard in the WFTBN area.

(h) In the rappel tower/fast rope area.

4. Recruit Adjustment and Motivation Program (RAMP). RAMP is used to re-motivate or provide a sense of direction to recruits who appear to be able to overcome the challenges of recruit training, but are experiencing either self-doubt, a lack of motivation, or are falling behind their peers. The Company First Sergeant conducts RAMP with the support of the senior leaders of the battalion. Some of the motivational tools that may be used to reinforce the goal of becoming a Marine are:

a. Allowing RAMP recruits to observe a graduation ceremony.

b. Having the RAMP recruits participate in a Chaplain-led seminar on coping with the day-to-day stresses of recruit training.

c. Facilitating discussions between RAMP recruits and recruits who have succeeded after overcoming similar challenges.

d. Allow the RAMP recruits to view motivational films.

e. Allow the RAMP recruits to participate in a question and answer period with Marines and recruits from the training battalion.

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5. Trial Training

a. Trial Training is a program for recruits who demonstrate reluctance to respond to orders and instructions or an inability to progress towards the objectives of recruit training and where the recruit receives positive reinforcement, close supervision, and meaningful direction from the SDI and the company officer.

b. Trial Training impresses on a recruit the specific nature of the recruit's deficiencies and the adverse action that may occur if the recruit does not improve. MHU Trial Training will be covered under Chapter 4 (Medical) of this order.

c. Company officers may place recruits on Trial Training for 5 to 10 training days.

d. Trial Training will not begin before T-6.

e. Companies will not assign recruits to Trial Training after the start of 3rd phase without the specific approval of the Battalion Commander.

f. Upon assigning a recruit to Trial Training, a company officer will contact the recruit's Recruiting Station (RS) to inform them of the situation and solicit assistance to help the recruit overcome deficiencies. Additional contacts will be made to inform the recruiter of the recruit's status at the conclusion of Trial Training. A Marine Corps Training Information Management System (MCTIMS) entry will be made specifying who, by name, was contacted at the RS.

g. A company officer will personally counsel a recruit placed on Trial Training and serve the recruit a Written Notice of Deficiencies (WNOD). WNODs will be used to ensure the recruit receives the proper training counseling. A WNOD does not meet the counseling requirement of paragraph 6105 of reference (h) for use in an administrative separation proceeding. A signed copy of the WNOD will be placed in the recruit's drop folder. The counseling will cover the specific nature of the recruit's deficiencies and will be entered into MCTIMS.

h. The recruit's SDI will provide the recruit with additional assistance and counseling to help the recruit overcome deficiencies. The SDI will make an entry on the evaluation card every training day covering two points:

(1) Counseled the recruit on their progress to date.

(2) Listed positive and negative aspects of the recruit's efforts to overcome identified deficiencies.

i. A company officer will review the recruit's progress midway through the period, provide additional counseling, and make an appropriate MCTIMS entry.

j. At the conclusion of Trial Training, the company officer will counsel the recruit on their status. Company officers have four options:

(1) If the recruit has made satisfactory progress, remove the recruit from Trial Training and allow them to continue training with their platoon.

(2) If the recruit has not made satisfactory progress, but shows the potential to quickly reach an acceptable level of performance, the recruit may be transferred to another platoon within the company for further evaluation and possible re-assignment to Trial Training.

(3) If the recruit has not made satisfactory progress, but shows the potential for further service, recycle the recruit to another company at an appropriate stage of training.

(4) If the recruit does not make satisfactory progress, and has no potential for further service, the Company Commander shall issue the proper 6105 counseling detailing the deficiency and process the recruit for Entry Level Separation (ELS) due to Incapability (INC), Lack of Reasonable Effort (LRE), or Failure to Adapt (FTA), per reference (h) as defined in paragraph 7007.2b of this order. The recruit will receive no additional WNOD.

k. All disciplinary actions will be complete before recycle or discharge as Trial Training failures. Disciplinary action before discharge proceedings may change the discharge from ELS/LRE to ELS/Minor Discipline Infraction (MDI).

6. Use of the recruiter as a tool. The recruiter knows what motivated the recruit to join the Marine Corps and is familiar with the recruit's background. Every recruit assigned to Trial Training will be required to visit RLS **within the first week** into the Trial Training period. A recruit may not continue with Trial Training until the visit to RLS is made. A MCTIMS entry will be made, including the date and time the recruit visited RLS. RLS will complete a Trial Training interview sheet for each recruit. Each recruiter has a vested interest in the recruit, and in many instances, can re-motivate a recruit who is having second thoughts with a simple phone call. Company commanders will ensure their staffs:

a. Identify those recruits who may have motivational problems.

b. Ensure that recruits are afforded the opportunity to speak with their recruiter when necessary to assist with a motivational or disciplinary problems.

c. Once recruiter contact is made, a counseling entry will be made in MCTIMS that specifies with whom the notification was made.

d. The above actions do not apply when a recruit refuses to follow orders or becomes belligerent, refuses to train, and is being processed for ELS. Neither do they apply when recruits are being separated as a result of medical diagnosis (e.g., FTA, Physical Evaluation Board (PEB), etc.). In such instances, recruiter notification will be made for the purpose of information rather than to solicit support/assistance.

7. Furling Guidons. To note poor platoon performance, the SDI may authorize a platoon's guidon to be furled anytime from the beginning of training to the start of the Crucible. Guidons will be furled in a neat appearance using boot bands.

1009. MILITARY POLICE (MP) INVOLVEMENT WITH BELLIGERENT RECRUITS

1. Employment of MPs is intended to provide the DI with a tangible, visible, and immediate means to handle an exceptional situation. It is not intended

1. Employment of MPs is intended to provide the DI with a tangible, visible, and immediate means to handle an exceptional situation. It is not intended to serve as a routine disciplinary tool or to be employed for effect at the beginning of each training cycle.
2. DIs and company officers will not be subjected to abusive behavior from recruits; nor will recruits be subjected to abusive behavior.
3. Refusal to train and disorderly conduct. If the authorized techniques for instilling discipline are not successful and the recruit becomes combative or physically abusive, then the MPs will be contacted to apprehend the recruit.
4. DIs or company officers will notify Provost Marshal's Office (PMO) and report any of the following incidents:
 - a. Any serious crime that constitutes a violation of the UCMJ that results in serious injury, bodily harm, or jeopardizes the safety and security of personnel.
 - b. Physical assault (includes pushing, striking, etc.) upon a recruit, a civilian or Marine.
 - c. The threat of physical assault or retaliation by a recruit, civilian, or Marine.
 - d. Recruit medical emergency, to include suicidal gestures or attempts.
5. MP Actions. MPs will respond appropriately and determine investigative jurisdiction. MP actions may include, but is not limited to the following:
 - a. Conduct an investigation.
 - b. Apprehend the recruit for the applicable UCMJ violation and transport the recruit to PMO for processing.
 - c. Obtain a statement from the complainant. Witness statements will also be obtained unless impracticable.
 - d. At PMO, the recruit will be advised of their rights and will be provided an opportunity to make a written statement.
 - e. MPs will ensure any recruit in custody is supervised at all times.
 - f. MPs will complete a police report in accordance with the LE Manual and SOP.
 - g. MPs will make notifications to the RTR Commanding Officer/RTR OOD and Depot CDO.
 - h. Once processing is complete, MPs will release the recruit to the unit representative for disposition.
6. After command notification by PMO, RTR will report the incident to the Depot CDO.

7. In addition to any Military Police report or Criminal Investigation, the Battalion Commander retains the authority to conduct a command investigation.

1010. PUNISHMENTS. Actions that may be taken include formal counseling, free time suspension via EMI, Page 11 entries, training recycle to another company, and Non-judicial Punishment (NJP). Those recruits who fail to respond should be processed for ELS. In addition, the full spectrum of disciplinary options per the UCMJ may be initiated, including courts-martial. Questions on courts-martial should be directed to the Staff Judge Advocate or Military Justice Section of the Legal Services Support Team.

1011. CONFINEMENT

1. A recruit may be transported to the brig to be confined in a pre-trial restraint status upon authority of the Battalion Commander. Prior to initiating pre-trial confinement, the commander must have reasonable grounds to believe that an offense that could be tried by court-martial has been committed; that the individual to be confined committed it, that confinement is necessary to ensure the individual's presence at trial or prevent further serious misconduct, and that less severe forms of restraint are inadequate. As the Depot and Marine Corps Air Station (MCAS) holding cells can only be used for short periods, confinement of more than 24 hours requires approval of the Chief of Staff. Recruits are to be transported to other facilities as soon as possible. Male recruits will be transported and admitted to the Charleston Brig in accordance with reference (w), while female recruits will be transported and admitted to the Beaufort County Jail per standing Memorandum of Agreement (MOA) with Beaufort County, reference (an). A copy of the "to" and "from" confinement order will be submitted to RAB by the recruit's training battalion upon the recruit's entry and exit from the brig.

2. Prior to confinement, the recruit must receive a confinement physical and obtain all gear required for confinement. Confinement physicals are to be performed at BHC during normal working hours, NHB UCC during their hours (1500-2200 M-F or 0800-1900 on weekends/holidays) or transported to Trident Medical Center, 9330 Medical Plaza Drive, Charleston, SC., after hours. The member may be placed in the local holding cell until the next morning if the brig physical can wait. Beaufort Memorial Hospital Emergency Room does NOT conduct brig physicals.

3. The responsible training battalion will provide chasers to transport the recruit and must present the recruit's confinement order signed by the Battalion Commanders to the hospital staff.

4. The Battalion Commander will ensure that, within 48 hours after a member of their command is placed into pre-trial confinement, they conduct a probable cause review and complete a 72-hour memorandum in accordance with Rule 305 of the Rules for Courts-Martial. A single letter can meet both the 48 hour and 72 hour requirements. Battalion Commanders should consult with trial counsel on the contents of the letter. As soon as possible, but no later than 72 hours, the Battalion Commander must provide a report to the Commanding General via the Commanding Officer, RTR.

5. The Battalion responsible for pre-trial confinement will ensure that weekly visits are conducted pursuant to reference (w) as applicable.

1012. SERVICE OF CIVIL AND CRIMINAL PROCESS. When a Battalion Commander receives notification that any local, state, or federal government agency

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intends to serve a civil or criminal process upon a recruit, the Battalion Commander will immediately contact the Staff Judge Advocate's office at the **Depot Legal Services Support Team**. Service of a civil or criminal process will be in accordance with references (m) and (al). Administrative discharge proceedings will not commence until after the Staff Judge Advocate is consulted. The Recruit Administrative Branch will be notified once it is determined the recruit will be processed for an administrative discharge.

1013. SEARCHES AND SEIZURES

1. General. Recruits have an extremely limited expectation of privacy. The transformation from civilian to United States Marine requires constant DI supervision of every aspect of a recruit's daily activities. The possibility that recruits may receive, or come into possession of contraband, should be a matter of continuing concern at all levels of command and supervision. Recruits do have an expectation of privacy for items contained in their valuables bag, luggage packed prior to graduation, personal mail, and unopened packages.

2. Inspections. Routine inspections designed to ensure discipline, operational readiness, or maintain security are not searches within the scope of laws pertaining to search and seizure. An example is a footlocker inspection conducted as a part of the nightly hygiene inspection. Seeking evidence of a crime is not an inspection, but rather a search and should follow the procedures outlined in the following section.

3. Search and Seizure

a. Search and seizure of evidence is lawful only under certain circumstances. Failure to follow procedural rules may violate a recruit's constitutional rights, likely rendering any evidence obtained, and the fruits of that evidence, inadmissible at a court-martial.

b. Only Battalion Commanders or the Regimental Commander, based on a "probable cause" determination, may authorize a search of persons or places under their command and seizure of property pursuant to a lawfully authorized search. DIs will not conduct searches. If a DI believes a search is necessary, the DI must secure areas to be searched in order to preserve any possible evidence and notify the first officer in the chain of command who will then notify the Battalion Commander, via the Company Commander, for appropriate determination and authorization. The Provost Marshal and the Staff Judge Advocate must be included in the notification, and will advise and assist the Battalion Commander in the proper search and seizure process. DIs should be prepared to provide reliable and timely information to the aforementioned individuals to assist them in making decisions. Searches are not to be confused with inspections, as described in Paragraph 2 above.

1014. PRIVACY ACT DATA

1. Privacy Act Data Handling. All Marine Corps personnel will employ the following procedures to ensure the proper handling of Privacy Act data.

a. Full Social Security Numbers (SSNs) will not be included as part of any printed personnel reports, rosters, award certificates, correspondence, or local forms, unless required under the provisions of USC 552A. The only authorized SSN derivative that may be used is the last four digits. When

b. It is expressly forbidden to post privacy act data to publicly accessible web sites. Internal Marine Corps websites providing access to Privacy Act data will be secure socket layer and public key infrastructure enabled.

c. Privacy Act data will not be stored on a removable storage device, thumb drive, floppy disk, CD-ROM, DVD or laptop unless encrypted and password protected.

d. Privacy Act data will not be maintained on personal computers/devices.

e. Documents containing Privacy Act information will be marked "FOR OFFICIAL USE ONLY" and shredded when no longer required.

f. All personnel are required to password-protect Privacy Act data maintained on network shared drives.

g. Individuals who handle Privacy Act data must complete Privacy Act training prior to gaining access to Privacy Act records. Web-based basic Privacy Act training packages are available on the DON Privacy Act office website at www.privacy.navy.mil.

h. Documents containing Personally Identifiable Information (PII) will be disposed of by cross-cut shredding. Placing documents in a recycling bin is not sufficient for disposal of PII.

1015. TRAINING REQUIREMENTS FOR RTR PERSONNEL

1. Cardiopulmonary Resuscitation (CPR). All company officers, DIs, and enlisted staff will possess a current cardiopulmonary resuscitation (CPR) certification. CPR certifications will be renewed 30 days prior to expiration. Personnel whose certification expires will not be permitted to perform duties directly involving the training of recruits.

2. Officers

a. RTR officers must complete the Series Commander's Course (SCC) at DI School before executing the supervisory duties of a series commander. **In the event there is a gap between assignment to duty and the completion of the Series Officer Course, CO RTR is delegated the authority to assign in writing those designated supervisory events a non-trained Series Officer may and may not fulfill providing subject officers pass the RTO test. Such delegation is only temporary and will not be extended past the first iteration of the Series Officer Course following assignment to duty.**

b. Company officers will adhere to requirements listed in Figure 1-1.

3. DIs. DIs are tasked with providing supervision during all instruction, as well as conducting reinforcement training and remedial instruction. A DI will be in close proximity to their platoon at all times and will adhere to the requirements listed in Figure 1-1.

4. Non-DI Recruit Supervisors. This pertains to any individual, regardless of status, who routinely exercises directive authority over recruits. Commanding Officers will ensure that all non-DI recruit supervisors, to include Navy, Marine, and civilian personnel, have successfully completed the Non-DI Recruit Supervisors test and obtain a re-certification annually.

a. RTR will conduct a test monthly, or by special appointment, coordinated through the RTR S-3.

b. RTR will coordinate test dates and annual re-certification dates.

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a. RTR will conduct a test monthly, or by special appointment, coordinated through the RTR S-3.

b. RTR will coordinate test dates and annual re-certification dates.

c. Personnel failing the test, or not completing their annual re-certification, will be removed from the recruit training environment until such time they demonstrate mastery.

d. The recruit supervisor card must be carried by all non-DI recruit supervisors.

5. SDI/CDI Course and SCC. DI School will convene a SDI/CDI course and SCC training as dictated by the training battalions' needs. DI School will also conduct additional informal training such as Company Commander's Course as required.

6. RTO Re-Certification. RTO re-certification testing will be conducted as follows:

a. CO, RTR. Ensure all personnel assigned to recruit training companies, Support Battalion companies, and all 0911s regardless of assignment within RTR, are tested on their knowledge of training procedures, requirements, and restrictions contained in this order.

(1) Prepare, administer, score, and post the results of the test.

(2) Develop a program of remediation and re-testing for test failures. Procedures for dealing with personnel who fail the re-certification are contained in reference (q).

(3) Ensure those personnel returning from quota outside of RTR are re-certified prior to resuming duties as a DI.

(4) Ensure all DI School students are certified prior to their graduation.

b. CO, WFTBN. Coordinate with CO, RTR, to ensure all DIs on quota at WFTBN take the re-certification test quarterly. Personnel failing the test will be removed from the recruit training environment until such time they can demonstrate mastery.

7. PICK-UP WEEK TRAINING FOR TRAINING COMPANIES

a. Given the complexities of the recruit training environment, all RTR training companies must begin the training cycle with a common understanding of standards, expectations, resources available, and emergent requirements associated with recruit training.

b. Recruit Training Battalions will establish pick-up week training schedules for their assigned recruit training companies that include, at a minimum, the below list of required instruction and training events. Companies conducting back-to-back training cycles, or executing a pick-up week shortened due to a CG, MCRD/ERR approved holiday liberty period, may execute an abbreviated pick-up training schedule with the Battalion Commander's approval:

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- (1) RTR CO/SgtMaj brief
- (2) DI School RTO re-testing/certification
- (3) CPR/AED recertification/refresher
- (4) Preventive Medicine (Medical) brief
- (5) Sexual Assault Response Coordinator (SARC) Brief
- (6) Sports Medicine and Injury Prevention Brief
- (7) Dental Brief
- (8) Mental Health Unit Brief
- (9) Battalion Chaplain
- (10) Family Advocacy
- (11) Marine Corps Family Team Building (Stress and Anger Management)
- (12) Substance Abuse Control Officer*
- (13) Recruit Administrative Branch*
- (14) Property Control Office/Clothing*
- (15) Special Training Company brief
- (16) Instructional Training Company brief
- (17) Installation Financial Institution (Bank/Credit Union)*
- (18) Battalion Athletic Trainer*
- (19) Battalion S-3 Operations Brief (master recruit training schedule review)*
- (20) S-4 (Facilities/Maintenance)
- (21) Post Office (Mail Handling Procedures)
- (22) Armory
- (23) Food Services
- (24) Recruit Liaison Section
- (25) Drill Master
- (26) Behavioral Health/Stress Management
- (27) Suicide Prevention; Self-Harm/Suicide Ideation Procedures
- (28) Company Corpsman/Recruit Sick-call Procedures
- (29) First Aid Demo
- (30) Depot Supervisor Safety/Mishap Brief
- (31) Navy/Marine Corps Relief Society*
- (32) Company Liberty Plan brief to all company staff and Drill Instructors (after liberty plan is approved by the Battalion Commander; includes guidance on when Drill Instructors can leave training).

* NOTE: Events marked with an asterisk "*" are eligible to be removed from a shortened pick-up week.

c. Battalion Commanders have the option to add to the required instruction list at their discretion.

d. Per reference (ai), additional pick-up training on injury prevention is required during "HOT SOP."

1016. UNAUTHORIZED ABSENCE (UA) RECRUIT

1. Discovering Unit's Actions. In the event that a recruit's whereabouts are unknown, that recruit will be considered missing. A missing recruit will also be reported as UA. When a recruit is discovered or reported missing, the following procedures will be implemented (see Figure 1-2 below for DI immediate actions):

- a. Notify the Provost Marshal's Office (PMO).
- b. Conduct an immediate search of the recruit's last known location.

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c. If the recruit is not located, contact the Branch Medical Clinic (BMC) and the Fire Department to see if the subject has been admitted, or has been transported to an off-site medical facility or other location.

d. Once the immediate area has been searched, and the recruit has not been found at BMC or otherwise located, notify the G-3 Emergency Operations Chief at (843) 228-2034 (during working hours) or the Command Duty Officer (CDO) at (843) 228-3712 after hours or on non-working days.

2. PMO Actions

a. PMO will notify the gate sentries and mobile military police (MP) units.

b. PMO will assess the situation, and determine follow-on actions in accordance with MCO 5580.2B W/CH 2 Law Enforcement Manual, Section 11900: Missing Persons.

3. G-3 / CDO Actions. Upon notification of a missing recruit, the G-3/CDO will notify the Headquarters and Service Battalion (HQSVCBN), Recruit Training Regiment (RTR), Weapons and Field Training Battalion (WFTBN), and Eastern Recruiting Region (ERR) S-3 offices during normal working hours, or the respective unit's Officer of the Day (OOD) outside of normal working hours.

a. Based on PMO procedural and support requirements, G-3/CDO will assign units to search their designated areas of responsibility.

b. The S-3 office or unit OOD will conduct subsequent notifications of subordinate units to initiate searches.

4. Areas of Responsibility

a. HQSVCBN. The battalion will internally coordinate with G-4 and Marine Corps Community Service (MCCS) representatives to facilitate searches of all assigned areas.

b. RTR. Units with recruits in training at locations not assigned to them, such as Page Field or Leatherneck Square, will assist with searches in those areas through coordination with the owning unit.

c. WFTBN. WFTBN will put all ranges in a "check-fire" status and conduct a search of the impact areas, coastal regions, and waterways. After the search has been completed, WFTBN S-3 will notify PMO, G-3/CDO, and RTR S-3 of the search results and their intention to place the ranges into a "hot" status. Prior to resuming live-fire training, an announcement will be made over the range loudspeakers that firing is about to begin or resume.

5. If the missing recruit is not located after all units have reported completion of searches in their assigned areas, the Emergency Operations Center (EOC) may be stood up to coordinate a more thorough search in the wilderness areas of the Depot. PMO will coordinate with external agencies to support broader area searches or investigations.

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6. Actions upon Finding a Missing Recruit. Once the missing recruit is found, notification of all parties will occur in the same order outlined above.

DI Immediate Action Checklist	
<input type="checkbox"/>	Notify the Provost Marshal's Office (PMO).
<input type="checkbox"/>	Search recruit's last known location. If not found then...
<input type="checkbox"/>	Contact BMC and the Fire Department. If not found then...
<input type="checkbox"/>	Contact G-3 Emergency Operations Chief or Command Duty Officer (CDO).

Figure 1-2

Manning and Supervision

EVENTS		PISC SUPERVISION MATRIX				
		OFFICER	1STSGT	CDI	SDI/PLT	DI/PLT
GENERAL	BDR / SDI Time	1 ¹			S ¹⁰	1
	DI ESCORT F1-T18					1
	SATO					1/SER
	RECRUIT APPOINTMENTS					1/SER
	PLATOON PICK-UPS	ALL			ALL	
	ACADEMIC INSTRUCTION	1			S	1
	NATURALIZATION INTERVIEWS					1/SER
	CLOTHING				S	1
	CLOSE ORDER DRILL (COD)			1	1	ALL ²
	MEALS	1			S ³	1
	TESTING	1			S	1
	INITIAL SWIM BRIEF	1	1		ALL	
	SWIM TRAINING	1 ⁴			S	1/SER
	COMMAND INSPECTIONS	ALL			ALL	
	FAMILY DAY/GRADUATION	ALL			ALL	
ADMINISTRATIVE MOVEMENTS	1			S	1	
PHYSICAL TRAINING	SCHEDULED PT	1		1	1	ALL
	CONDITIONING MARCH	ALL			ALL	
	MCMAP	1	1		1	ALL
	PUGIL STICKS	1	1		1	ALL
	CONFIDENCE COURSE	1	1		1	ALL
	RAPPELLING	1	1 ⁵		ALL	
	BUS MOVEMENT TO/FROM WFTBn					1 PER BUS
	GRASS WEEK/SNAP IN	1/SER			S	1 ¹¹
	TABLE 1/2 FIRING LINE	1/RANGE ⁶			1	1
	TABLE 1/2 PITS	1/RANGE ⁷				1
	MTP FIRING LINE	1/RANGE ⁶			S	1/CO
	MTP PITS	1/RANGE ⁷				1/CO ⁸
COMPANY LINE OUT	1	1		ALL		
FIELD TRNG	GAS CHAMBER, DAY/NIGHT MVMNT, BWT, LAND NAV.	1 ⁹	1		1	ALL
	CRUCIBLE	ALL ¹⁰			ALL	

LEGEND:

S = DUTY SDI ONLY

ALL = ALL AVAILABLE

Figure 1-1 - Recruit Training Supervision Matrix

General:

- All Available: Marines will be allowed to be absent from said listed events to escort recruits to medical and dental appointments, directed working parties, drop-required appointments, and any legitimate reason cleared through the Series Officer present.
- Training shall not commence until the required number of recruit trainers are present.
- Instructors will notify the S-3 of the battalion concerned if the required recruit trainers are not present within five minutes after the prescribed instruction is scheduled to commence.
- If the required recruit trainers are not present after 15 minutes, instructors will notify RTR S-3.
- Recruit trainers will provide similar notification if the prescribed instructor(s) fail(s) to appear.
- If a CDI is not a requirement for an event, they may fulfill the requirement of an SDI.

Notes:

1. During first phase, the requirement is one CDI or SERCO for series duty and one CDI or above for company duty. After first phase, there will only be a company duty officer (CDI or above). The expectation is the officer remain in the vicinity of one of the platoons in the series/company as the platoons may be in different locations during SDI time.
2. Only one DI per platoon is required for non-scheduled COD (e.g., Sundays, holidays, and SDI time).
3. The SDI requirement is waived for 4th Bn.
4. The officer requirement will be fulfilled by one company officer from either of the companies.
5. At least one company officer must be located on the top of the rappel tower.
6. The senior SNCO/Officer on the range will satisfy this requirement. When two companies are firing on the same range only one CDI or higher, drawn from either company, is required on the firing line.
7. Marines in the billet of CDI or higher will fulfill this requirement throughout firing week or MTP, and serve as certifying officer during pre-qualification, qualification, and scored MTP firing. When two companies are firing on the same range only one CDI or higher, drawn from either company, is required in the pits.
8. One pit verifier for every ten targets.
9. During field training events, a series officer must remain overnight and be present for morning and evening BDR.
10. 4th Bn. Requirement for one SDI per series present for BDR removed after 1st phase.
11. One DI per platoon. Additionally, all DIs will be present on TD30 for both the Weapons Handling Test Certification and the administration of Weapons Handling Test. All Training Company CMC/CMTs will be present on TD31 and TD32 to administer part 2 and part 3 of the Weapons Handling Test respectively.

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CHAPTER 2

RECEIVING, PROCESSING, FORMING

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2000. GENERAL. This chapter defines the organization of RTR; the actions conducted during Receiving, Processing, and Forming; the introduction of the service rifle; and initial indoctrination into military life. A detailed organizational breakdown can be found in reference (ae), Depot Order P5000.6E Organization and Functions Manual.

2001. RECRUIT TRAINING REGIMENT (RTR). RTR provides enlisted reception and basic training upon their admission or accession into the Marine Corps. RTR also provides training, certification, and professional development for DIs and series officers. RTR consists of a regimental HQ, four numbered recruit training battalions, a Support Battalion, and Drill Instructor School.

1. RTR Headquarters (HQ). HQ consists of staff sections ranging from administration to operations and logistics staffed to provide command and control of the subordinate battalions and DI School.

2. Recruit Training Battalions (1st, 2nd, 3rd, and 4th). The battalions consist of a HQ Company and three to four Recruit Training Companies that conduct the prescribed training for assigned recruits. Company and platoon assignments by battalion are:

<u>RTBn</u>	<u>Companies</u>	<u>Platoons</u>
1st	A, B, C, D	1000-1200
2nd	E, F, G, H	2000-2200
3rd	I, K, L, M	3000-3200
4th	N, O, P	4000-4050

3. Support Battalion (SPTBN). Provides reception, processing, training, medical rehabilitation, and separations for recruits. SPTBN includes the following units:

a. HQ Company. HQ Section consists of S-1, S-3, S-4, and Chaplain section. The Recruit Screening Office (RSO) from Marine Corps Intelligence Agency (MCIA) is responsible for: screening and processing all intelligence MOS and Sensitive Compartmented Information (SCI) security clearance matters for recruits and coordinating with the Marine Barracks Washington, D. C. (Marine Barracks 8th and I) election team for the Presidential Support Program.

b. Recruit Processing Company (RPC). RPC is composed of Recruit Screening Office (RSO), Receiving Section, and Recruit Separations Platoon (RSP).

(1) Provides entrance and exit processing of recruits to include preparing them administratively for recruit training and follow-on assignment or separation/discharge.

(2) Supervises the medical and dental liaisons at BHC and NHB to assist the medical/dental, battalion, and company staffs with all aspects of recruit supervision, accountability, and appointment tracking while recruits receive medical and dental care.

(3) RSP holds all recruits awaiting completion of the separation process.

c. Special Training Company (STC). STC is composed of Physical Conditioning Platoon (PCP), Evaluation Holding Platoon (EHP), Basic Marine

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Platoon (BMP), Medical Rehabilitation Platoon (MRP), and Female Readiness Platoon (FRP).

(1) MRP and PCP provide for the medical rehabilitation and physical conditioning of male recruits that are unable to continue training. Female recruits that require the same care are members of either Medical Rehabilitation Section (MRS) or Physical Conditioning Section (PCS). These sections are maintained within FRP.

(2) EHP provides support to male recruits that require further physical evaluation prior to their return to training or their discharge. Female recruits that require further physical evaluation belong to Medical Holding Section (MHS). Recruits who require mental health evaluations are retained by the training company until the evaluations are complete.

(3) Battalion commanders will transfer recruits to MRP/EHP/FRP only after reviewing the recruit's record.

(4) A recruit may be assigned to STC more than once.

(5) A recruit assigned to MRP/EHP/FRP who is cleared by a medical provider to return to training may be assigned to PCP/PCS for physical conditioning prior to reassignment to a training company.

(6) BMP rehabilitates recently graduated Marines who are not able to attend the School of Infantry (SOI) due to medical conditions and have been placed in a graduation hold status by their recruit training battalion.

d. Instructional Training Company (ITC). Provides academic, MCMAP, and Water Survival-Basic/Basic+ instruction and monitors academic testing. ITC also provides support to STC in order to motivate and speed the recovery of recruits.

4. DI School

a. Further develops the knowledge, command presence, physical conditioning, leadership, and instructional abilities of selected SNCOs and NCOs to successfully perform the duties of a DI.

b. Provides company grade officers with the orientation, education, and training necessary to successfully perform the duties of a series commander.

c. Provides career enhancement and sustainment training to company officers, First Sergeants, and DIs.

d. Provides other academic instruction as necessary.

2002. RECEIVING. Receiving commences with a recruit's arrival at the Depot and represents the first step in the process of joining a recruit to the Marine Corps.

1. Since the receiving and processing periods are often under strict time constraints due to circumstances beyond the Depot's control (e.g., late shipping, external agency support, weather delays, and flight cancellations) the Commanding Officer, SPTBN, may suspend free time, authorize late taps, or, in extreme situations, receive and process throughout the entire period.

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2. Receiving personnel are responsible for the initial processing of recruits. Upon completion of processing, recruits are formed and delivered, or dropped, to their assigned training company.

a. Receiving personnel will begin the indoctrination to military life by introducing the following basic military knowledge:

- (1) Mess hall procedures.
- (2) Head call procedures.
- (3) Customs and courtesies.
- (4) Squad bay security procedures.
- (5) Basic weapons handling to include the four safety rules.
- (6) Sexual Assault Prevention and Response brief.

b. Close Order Drill (COD) taught during receiving and processing will only be those drill movements necessary to move a platoon to and from administrative appointments.

c. The receiving SDI will accomplish the following tasks:

(1) Ensure each recruit calls home on the first night aboard the Depot notifying NOK of their arrival on Parris Island. If a recruit is unable to reach the NOK, a logbook entry will be made. The SDI will afford a recruit additional opportunities throughout processing week until contact is made with NOK.

(2) Conduct of Receiving Brief. The SDI will conduct the "yellow footprints" speech in a precise, ceremonial, positive fashion. Presentations will be made in a loud and clear manner as follows:

"YOU ARE NOW ABOARD MARINE CORPS RECRUIT DEPOT PARRIS ISLAND, SOUTH CAROLINA AND YOU HAVE JUST TAKEN THE FIRST STEP TOWARD BECOMING A MEMBER OF THE WORLD'S FINEST FIGHTING FORCE -- THE UNITED STATES MARINE CORPS.

YOU SHOULD BE STANDING AT THE POSITION OF ATTENTION; THAT MEANS YOUR HEELS ARE TOUCHING; FEET AT 45 DEGREE ANGLE; THUMBS ALONG THE TROUSER SEAMS; PALMS ROLLED INBOARD; FINGERS IN THEIR NATURAL CURL; HEAD AND EYES STRAIGHT TO THE FRONT; AND YOUR MOUTH IS SHUT, I'LL SAY IT AGAIN YOUR MOUTH IS SHUT. THIS IS THE ONLY POSITION FROM WHICH YOU WILL SPEAK TO ANY MARINE, SAILOR, OR CIVILIAN PERSONNEL DURING YOUR STAY ON PARRIS ISLAND.

AS A CIVILIAN YOU WERE SUBJECT TO CIVILIAN LAWS, AS A UNITED STATES MARINE CORPS RECRUIT, YOU ARE NOW ALSO SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE. FOR NOW, YOU NEED TO BE AWARE OF THREE IMPORTANT ARTICLES; EACH OF WHICH IS PUNISHABLE AT COMMANDING OFFICER'S NON-JUDICIAL PUNISHMENT OR COURT MARTIAL.

FIRST: ARTICLE 86: "UNAUTHORIZED ABSENCE," YOU WILL BE WHERE YOU ARE SUPPOSED TO BE, AT THE PROPER TIME, AND IN THE PROPER UNIFORM. DO YOU UNDERSTAND? SECOND: ARTICLE 91: "DISRESPECT," YOU WILL BE RESPECTFUL TO ALL MARINES, SAILORS, AND CIVILIANS ABOARD THIS DEPOT. DISRESPECT; WHETHER IT IS THROUGH WORDS, FACIAL EXPRESSIONS, OR GESTURES WILL NOT BE

TOLERATED. DO YOU UNDERSTAND? THIRD: ARTICLE 92: "DISOBEDIENCE OF A LAWFUL ORDER," YOU WILL DO WHAT YOU ARE TOLD TO DO, WHEN YOU ARE TOLD TO DO IT -- WITHOUT QUESTION. DO YOU UNDERSTAND?

TO YOUR RIGHT IS THE RECEIVING CENTER. HERE, YOU WILL BE INTRODUCED TO YOUR RECEIVING DRILL INSTRUCTORS WHO WILL LEAD YOU THROUGH YOUR INITIAL PROCESSING. YOU WILL SPEND THE NEXT 3 TO 5 DAYS WITH THEM. SHOULD YOU BECOME ILL OR EXPERIENCE ANY MEDICAL OR PHYSICAL PROBLEMS DURING YOUR TIME AT RECEIVING, YOU WILL IMMEDIATELY NOTIFY YOUR DRILL INSTRUCTOR OR A SENIOR DRILL INSTRUCTOR AT RECEIVING. AT THE END OF THIS WEEK, YOU WILL BE TURNED OVER TO A TEAM OF DRILL INSTRUCTORS WHO WILL TRAIN YOU FOR THE NEXT TWELVE WEEKS.

THE MARINE CORPS' SUCCESS DEPENDS ON TEAMWORK. TEAMWORK, THEREFORE, IS AN ESSENTIAL PART OF YOUR TRAINING HERE AT PARRIS ISLAND. STARTING NOW, YOU WILL TRAIN AS A TEAM. YOU WILL LIVE, EAT, SLEEP, AND TRAIN AS A TEAM. THE WORD "I" WILL NO LONGER BE A PART OF YOUR VOCABULARY. DO YOU UNDERSTAND?

TENS OF THOUSANDS OF MARINES BEGAN OUTSTANDING SERVICE TO OUR COUNTRY ON THE VERY FOOTPRINTS WHERE YOU ARE STANDING. YOU WILL CARRY ON THEIR PROUD TRADITION."

(3) Ensure recruits mark issued uniform and clothing items with laundry numbers.

(4) Record each recruit's lock combination.

(5) Inform all recruits upon arrival of the importance of safeguarding their money and valuables.

(6) Collect money serial lists within 24 hours of a recruit's arrival.

(7) Ask recruits to evaluate their personal items and valuables to determine their monetary value. Recruits with items valued at \$100 or more (including, but not limited to, jewelry, wedding rings, necklaces, or watches) will send these items home, with the exception of religious medallions that will be evaluated on a case by case basis. Recruits with personal items not suitable for recruit training (including, but not limited to, cell phones, personal music players, or video players) will choose between sending these items home or storing them in their brown bag. Personal valuables valued at less than \$100 will be placed in their "money valuable bag." Inventory sheets will be completed for each item group.

(a) Recruits who have items valued at or above \$100 will inventory these items and address an envelope to send them home. The inventory sheet will have three copies. One copy of the inventory sheet will be placed with the item, the second given to the receiving SNCOIC, and the third given to the training company SDI. The recruit will place the items and one copy of the inventory sheet in the envelope themselves and sign their payroll signature on the seal. The envelope and one inventory sheet will be given to the receiving SDI. The receiving SDI will secure these envelopes in a footlocker behind the receiving counter until the receiving SNCOIC arrives. Once the receiving SNCOIC is on deck, the envelopes and inventory sheet will be given to the receiving SNCOIC for postal delivery and the inventory sheet for their records. The receiving SNCOIC will place these envelopes in a secured footlocker in the office until the envelopes are taken to the post

office. Items that are unsuitable for recruit training that the recruit chooses to send home will follow this same procedure.

(b) Recruits will be taken to the post office during processing to mail their envelopes. If, by chance, a recruit does not have any money available to pay for the postage, receiving will use the recruit's RS FEDEX code, obtained from AC/S Recruiting, to send the package home or use official mail.

(c) Valuables that are valued at less than \$100 but cannot be retained by the recruit and items that are not suitable for training but were not sent home will be inventoried and sealed in an envelope. All electrical or battery operated devices must have batteries removed, except watches. One copy of the inventory sheet will be placed with the item, the second given to the receiving SNCOIC, and the third given to the training company SDI. The envelope will be placed in the recruit's brown bag and turned in with their personal effects.

(d) Money and valuables valued at less than \$100 will be maintained by the recruit in their "money valuable bag". The money valuable bag will be placed in the bottom section of their footlocker. Recruits will utilize their sea bag until a serviceable footlocker is available. A money seriallist will be maintained for currency in these bags.

(8) Conduct a positive check of all contents in the money valuable bag during both morning and evening BDR.

(9) Inform recruits to report the loss of money or valuables to a DI immediately.

(10) Instruct recruits on hot and cold weather casualty prevention measures, the importance of truth in reporting medical conditions during training, and the identification of cellulitis.

(11) Pick up alpha rosters, evaluation card labels, and one set of four recruit labels after 1200 on the Friday of Receiving and Processing Week. Ensure all recruit names are correctly spelled.

(12) Instruct recruits on natural and wildlife hazards aboard Parris Island.

(13) Instruct recruits on the purpose and proper use of Hibiclens.

(14) Demonstrate proper stretching techniques and the proper way to execute the Initial Strength Test (IST).

d. Supervision. Processing platoons are billeted in the squad bays of their respective training company. One DI may satisfy the supervisory requirement for both platoons if the squad bays are adjoining. If the squad bays are separated, there will be one DI for each squad bay. Throughout the evening and during the day, the Receiving DIs will ensure male and female recruits are kept apart at all times.

e. Coordination

(1) Processing platoons will not carry a guidon or staff.

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(2) Prior to platoon delivery, the gaining SDI will conduct a joint inventory of each recruit's gear with the receiving SDI. The receiving SDI will ensure receipt of recruit rifles from the Depot Armory.

(3) The money serial lists and lock combinations will be turned over to the gaining SDI at delivery.

2003. RECEIVING INSPECTION AND INVENTORY

1. Contraband. Receiving will conduct an inventory/inspection of a recruit's personal property upon reporting to MCRD Parris Island. Upon discovery of contraband, receiving will dispose of the items. The following items are designated as contraband:

a. Armed Forces Identification (ID) Cards will be collected and turned in to RAB for proper disposition.

b. Airline, bus line, hotel, or motel property.

c. Combustibles, matches, lighters, or any flammable materials (expensive lighters can be emptied and will be mailed home).

d. Food, candy, gum, or tobacco products.

e. Prophylactics (condoms).

f. Subversive literature.

g. Magazines and newspapers (books may be placed in storage). Recruits may keep recruiter handouts and religious material.

h. All medications (prescription and non-prescription, to include birth control pills), will be collected by the receiving DI and brought to the Branch Health Clinic and must be evaluated by medical personnel at BHC to ensure the recruit is not being treated for an undisclosed medical condition. Once medical personnel have evaluated all medications, BHC will return the approved medications to the recruits. Receiving DIs will ensure that recruits are not denied their medications, especially birth control.

i. All electrical or battery-operated devices must have batteries removed, except for watches.

j. Gambling devices.

k. Hygiene products; does not include feminine hygiene products.

l. Pornographic materials.

m. Drug paraphernalia.

n. Any intoxicating substances, including alcoholic drinks, mouthwash, cough medicine, and all performance enhancing supplements, to include vitamins.

o. Ammunition (refer all ammunition to the Commanding Officer, Recruit Processing Company).

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- p. Weapons.
 - q. Any other items designated by the Commanding Officer, RTR.
2. Recruits will be given the opportunity to mail a letter home describing what contraband cannot be sent while in recruit training.

2004. RIFLE ISSUE, SECURITY, SAFETY, RESPONSIBILITIES, AND TURN-IN

1. Rifle Issue

- a. Each recruit will be issued a service rifle from the depot armory.
- b. Recruits will retain individual control of their respective rifles and SL-3 gear during training. The SDI will ensure that a recruit's weapon is promptly returned to the Depot Armory and that they receive a receipt for the weapon when a recruit is:

(1) Hospitalized in excess of 48 hours or on emergency leave over 48 hours.

(2) UA in excess of 48 hours.

2. Rifle Security. Continuous security of rifles within the Regiment demands the constant vigilance of each commander, the highest degree of attention from every series commander and DI, and the unfaltering conscientiousness of the individual recruit. Each DI and recruit must thoroughly understand and comply with the rifle security rules listed below.

- a. General. Weapons will remain locked in the rifle racks in the squad bay, with a minimum of a two-man guard, when not needed for training or when not being cleaned. See Figure 2-1.

- b. Rifle rack locks are permanently assigned to each Company and will not be removed from their assigned squad bays. Keys to the rifle racks locks will be maintained in the locked DI storage locker located within the DI duty hut. Keys must be secured in the DI storage locker when not in use. Keys will not leave the squadbay during training. If rifle keys are lost, misplaced, or stolen their associated locks will not be removed from their assigned squad bays.

- c. Keys to the rifle racks will not be removed from the squad bay until after all the rifles have been turned-in to the Depot Armory; only then may the keys be turned into the Bn S-4.

- d. The SDI will ensure that only combination locks are used to secure the DI storage locker. The combination to the lock will be known only by the members of that DI team. Under no circumstance will recruits be provided the combination.

- e. Prior to assuming their post, security or fire-watch recruits will be instructed to allow no one to remove a rifle from its secured position without the presence of their series commander or platoon DI.

- f. Between the hours of taps and reveille, each recruit fire watch will conduct a weapons count at least twice during their watch.

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3. Rifle Safety. Within 24 hours after being issued a rifle or when assuming duties, each recruit must be thoroughly briefed on their responsibilities regarding rifle security, safety, and handling. Compliance with these procedures aboard the Depot requires active supervision. Specifically:

a. Recruits shall be indoctrinated in the traditional relationship between a Marine and their rifle.

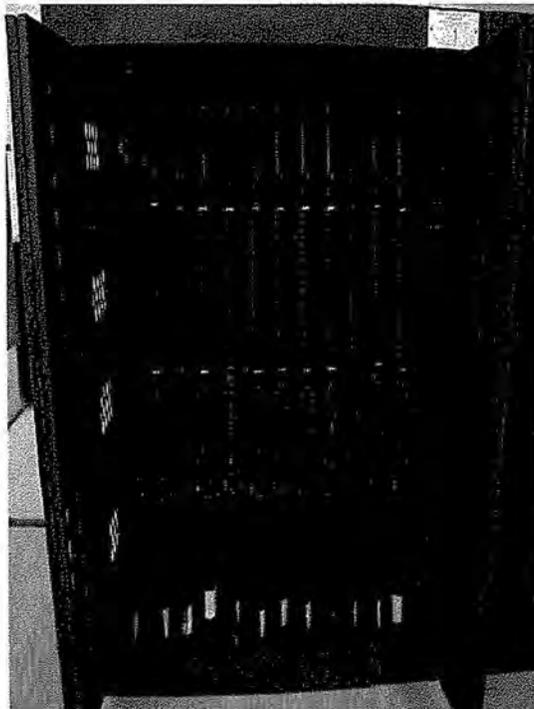
b. Recruits shall be advised regarding legal and financial liability pertaining to rifle security.

c. Recruits shall be thoroughly instructed in the principles of safe weapon handling, the four safety rules, and muzzle awareness.

d. Rifle selector levers shall remain on "safe" except when required to be on "semi" for firing, training, maintenance, or required drill movements.

e. Any time one or more rifles remain unattended, a guard will be posted consisting of at least two recruits or one DI. Recruits will not move outdoors alone while in possession of a weapon.

f. During periods of academic instruction or training, recruits will maintain personal custody of assigned weapons where practical. If a guard must be posted, efforts will be taken by the DIs to ensure assigned recruits miss as little training as possible. The minimum number of recruits required to ensure security will be posted, and not for more than one hour. For academic classes only, DIs will serve as the weapons guard in order to ensure that no recruits miss any instruction.



Secured Rifle rack
FIGURE 2-1 RIFLE SECURITY

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4. Responsibility. Commanders will:

a. Establish rifle security and accountability procedures, ensure compliance with these instructions, and direct such other prudent actions as may be required.

b. Provide amplifying directions as required, to include posted instructions for the rifle security watches in each squad bay.

c. Continuously reinforce safe weapons handling procedures.

5. Rifle Turn-in

a. Service rifles and SL-3 gear will be returned to the Depot Armory prior to graduation in accordance with the training schedule.

b. A recruit's rifle will be returned to the Depot Armory for repair or exchange within 24 hours if it is defective or damaged. During live firing, the duty armorer may repair or exchange defective weapons and optics.

c. Company Commanders will ensure recruit weapons are cleaned in accordance with the procedures specified in TM 05538D/10012B-12/1 (M16A4 Operator's Manual and DepO 8000.3) prior to turn-in. Weapons and magazines must be visually clean, rust-free, and coated with a light coat of Cleaner, Lubricant, and Preservative (CLP) prior to turn-in to the Armory.

2005. RIFLE CARE AND CLEANING

1. Company officers and DIs will emphasize the importance of weapons preventive maintenance primarily through close supervision. Series commanders must take advantage of any time available in the training schedule to reinforce rifle maintenance.

2. Company commanders will ensure service rifles are clean prior to all live-firing at WFTBN, with special care given to the bolt, bore, and chamber.

3. Recruits will have weapon cleaning gear available at all times. The M16 has a buttstock compartment for cleaning gear. Those without an M16 will have cleaning gear in their packs or on their person.

4. The service rifle will be cleaned for three consecutive days after firing. DIs will inspect service rifles after each cleaning.

5. During field training, emphasis will be placed on ensuring cleanliness of weapons. Recruits will be instructed to focus their cleaning effort on the functional parts of the rifle.

6. CLP is the only cleaning/lubricating agent authorized for use on service rifles.

7. Bulk cleaning of weapon parts is not authorized. DIs will ensure that weapon parts, particularly bolts, are not interchanged. If there is any reason to believe that a bolt may have been changed with another, contact the Armory to have the suspect weapons re-inspected to check for proper headspace.

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8. Battalions are responsible for supplying adequate quantities of expendable cleaning gear (rags, and pipe cleaners).
9. Throwing, deliberately dropping, or otherwise abusing weapons is not authorized. Evidence of abuse, unauthorized disassembly, unauthorized cleaning gear/agents, deliberate damage to render a weapon unserviceable, or missing weapons parts will be reported as required for investigation and appropriate disciplinary action.
10. When authorized by the Company Commander, weapons that have been immersed in salt water or are caked with mud will be rinsed with clean hot water in accordance with reference (ad). This procedure is to be used only for the removal of salt, mud or excess dirt from recruit rifles. It is not to be used as a substitute for standard cleaning procedures. All hot water washings of M16A4 rifles will be closely supervised and conducted under the direct supervision of a DI.
11. The compensator and crown of the weapon may only be cleaned with the all-purpose brush and cotton swabs. The scraping of carbon from the crown of the weapon with cleaning rods, firing pins or other metal objects is prohibited.

2006. HAZARDOUS MATERIALS (HAZMAT)

1. CLP is considered a non-regulated hazardous waste and must be handled accordingly. DIs and company officers will teach recruits to dispose of these materials responsibly.
 - a. Q-tips, pipe cleaners, patches, and any other materials used to clean rifles which absorb small amounts of CLP will be disposed of with the normal trash.
 - b. Rags saturated with CLP will be turned into Depot laundry. Units may turn-in bundles of rags for cleaning during the unit's regularly scheduled recruit fluff laundry call. The rags will be listed on a separate Combined Work Request and Receipt Form (NAVMC Form 10192), weighed, laundered, and returned in bundles. The rags will not be sorted or counted.
2. Rifle Combat Optic (RCO). RCOs will be cleaned with the provided optic brushes, not with CLP. RCOs are not considered a radiological hazard, therefore, they are authorized to be stored in the barracks. While remote, the RCO does pose a health threat if the tritium leaks due to severe damage. The following precautionary measures will be utilized if an RCO is damaged:
 - a. The RCO will be double bagged and delivered to the Armory.
 - b. If the leak occurs inside a building, the surrounding area will be washed with hot soapy water.
 - c. Immediately notify the Depot Safety Office at ext. 1805/3213 and complete and turn-in the User Incident Report Sheet found on the safety tab of the MCRD PI SharePoint address:
<https://eis.usmc.mil/sites/mcrdpi/sitepages/home.aspx>. Continue to Depot Operations tab at top of page and then click on Safety Link on left of page.
 - d. All personnel that potentially could have been exposed to a leak of tritium will be sent to medical for evaluation.

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2007. PROCESSING. Processing includes accessing recruits into the Marine Corps Total Force System (MCTFS) and Marine Corps Training Information Management System (MCTIMS), the initiation of medical and dental screening, and completion of administrative matters. Processing is completed once all required administrative and logistical matters listed below have been satisfied and the platoon is delivered with initial equipment and service rifles to the assigned company.

1. Entry into MCTFS and MCTIMS.
2. Initial medical and dental examinations accomplished.
 - a. Required corrective dental work identified.
 - b. Medical evaluation completed and certified to continue training.
3. Review of enlistment contracts completed.
4. Servicemembers Group Life Insurance (SGLI) election, completing the W-4's, and tax exemption form.
5. Pay Class. Recruits will pay for their first nine haircuts; recruit signatures are required to start payroll Direct Deposit.
6. EZ Pay cards will be issued to all recruits. Recruits will be instructed to keep their cards and Personal Identification Numbers (PINs) secured at all times.
7. Initial clothing and equipment issue.
 - a. Each recruit will receive a basic issue of organizational equipment for use in training from the Bucket Issue activity of Depot Property Control.
 - b. Unserviceable equipment will be exchanged at Bucket Issue.
 - c. Additional procedures regarding clothing and equipment are as follows:
 - (1) Supplemental field gear will be issued to the training companies, as necessary, during Team Week for the remainder of the training cycle. Upon completion of the training cycle, all gear will be returned to Bucket Issue.
 - (2) Recruits are responsible for issued equipment and will turn-in their equipment prior to graduation or separation. If any gear is lost, damaged, or destroyed, it must be replaced, or a Missing Gear Statement will be submitted to Bucket Issue before graduating. The Missing Gear Statement is filled out and routed through the battalion chain of command, it will be submitted to Bucket Issue for appropriate disposition.
8. Inventory and delivery of recruit personal effects to Depot Clothing for storage.
9. Urinalysis testing.
10. Recruit photos taken for their Department of Defense Identification / Common Access Card (DODID/CAC).

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11. Initial Strength Test (IST). The IST is the culminating event of the receiving process. The IST is a pass/fail event and is designed to ensure that newly arrived recruits can meet the physical demands of training. RPC will administer the IST prior to T-1.

a. The DD Form 2808 (Report of Medical Examination), DD Form 2807-1 (Report of Medical History), previously completed at Military Entrance Processing Station (MEPS), and voluntary statements will be reviewed on each recruit prior to the IST. Medical processing will not be conducted on any recruit missing their medical MEPS package. Any limiting medical conditions will be forwarded for consultation to BHC prior to a recruit participating in the IST.

b. Each male recruit must test to the following minimum standards: 3 pull-ups from a dead hang or 34 push-ups in two minutes, 44 crunches in 2 minutes, and a 1.5 mile/2.4 kilometer run in 13:30. **The recruit will execute the pull-up event first. If the recruit does not attain a passing score on pull-ups, the recruit will be afforded the opportunity to execute the push-up portion on the event.**

c. Each female recruit must test to the following minimum standards: 1 pull-up or 15 push-ups, 44 crunches in 2 minutes, and a 1.5 mile/2.4 kilometer run in 15:00 minutes. **The recruit will execute the pull-up event first. If the recruit does not attain a passing score on pull-ups, the recruit will be afforded the opportunity to execute the push-up portion on the event.**

d. IST Failures. IST failures will be issued a WNOD and tracked for statistical purposes. IST failures will remain in SPTBN at PCP or PCS until they meet the standards prescribed in this order, or they may be dropped to a training company at the discretion of the recruit training company commander and Recruit Processing Company Commander. Recruits who fail two or more events must be assigned to PCP.

e. Recruits dropped to PCP/PCS as a result of failing the IST will not count as original drops. Recruits joined from STC prior to T-1 will count as originals.

f. Training companies may observe the IST, but will not interfere.

2008. FORMING

1. Purpose. Forming commences when a platoon is dropped to a recruit training company in preparation for T-1.

2. Platoons will be transferred by receiving DIs to the parent training battalion IAW the master recruit training schedule. Recruits will remain in the same squad bays utilized for receiving and processing. Prior to dropping the recruits to the training company, the receiving DIs will ensure that:

a. Rifles are secured in the rifle racks and sea bags stowed.

b. Recruits have made head calls and are seated in the center of the squad bay facing the quarterdeck.

3. Pick-up will be conducted in a precise and positive fashion with the company commander, series commander and SDI cast in key roles. Presentations will be made in a loud and clear manner so that every recruit can understand the presentations in their entirety.

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a. Company Commander. The company commander will introduce themselves, their staff, and turn the platoon over to the Series Commander.

b. Series Commander. The Series Commander will receive the platoons from the Company Commander. The Series Commander will provide a short presentation, then introduce the SDI and present the platoons to them for training. The Series Commander's presentation will address:

- (1) Chain of command.
- (2) Handling of personal problems.
- (3) Disciplinary actions.
- (4) A summary of the recruit training cycle.
- (5) Responsibilities of recruits.
- (6) Administering the DI Creed to the Platoon's DIs.

c. Senior Drill Instructor (SDI). The SDI's speech is a critical element of the recruit transformation process; therefore, emphasis will be placed on clarity and pronunciation. The SDI speech will be delivered as follows:

"My name is (rank and name). I'm your Senior Drill Instructor. I am assisted in my duties by (rank and name) and (rank and name). Our mission is to train each one of you to become a United States Marine.

A Marine is characterized as one who possesses the highest military virtues. They obey orders, respect their seniors, and strive constantly to be the best in everything they do. Discipline and spirit are the hallmarks of a Marine. Each of you can become a Marine if you develop discipline and spirit. We will give every effort to train you, even after some of you have given up on yourselves. Starting now, you will treat me and all other Marines with the highest respect, for we have earned our place as Marines and will accept nothing less than that from you. We will treat you as we do our fellow Marines, with firmness, fairness, dignity, and compassion. Physical or verbal abuse by any Marine or recruit will not be tolerated.

If anyone should abuse or mistreat you, I expect you to report such incidents immediately to me or one of my Drill Instructors. Furthermore if you feel I have mistreated you, I expect you to report such incidents to your Series Commander. My Drill Instructors and I will be with you every day, everywhere you go. I have told you what my Drill Instructors and I will do.

From you we demand the following:

You must give 100% of yourself at all times.
Obey all orders, quickly, willingly, and without question.
Treat all Marines and recruits with courtesy and respect.
You will not physically abuse or verbally threaten another Marine or recruit.
Be completely honest in everything you do. A Marine never lies or cheats.
Respect the rights and property of all others. A Marine never steals.
You must work hard to strengthen your body, your spirit and your mind.
Be proud of yourself and the uniform you wear.
Above all else, never quit or give up!

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We offer you the challenge of recruit training and the opportunity to earn the title United States Marine!"

4. Immediate Requirements

a. The SDI/DI will administer the following briefs:

- (1) Hydration and nutrition.
- (2) Service Rifle.
- (3) SAPR/UVA and hazing

b. Prior to taps on FD-1, SDIs will:

(1) Ensure recruits receive proper instructions on rifle security and fire watch procedures.

(2) Ensure recruits are instructed on proper fire drill procedures.

(3) Ensure recruits have current money serial lists after pick-up, after any financial transactions, and upon receipt of money by mail.

(4) Ensure recruits verify the contents of their money valuables bag.

(5) Secure both the money serial list and lock combinations in a locked container.

(6) Review procedures for the security of valuables with their recruits.

c. Within 24 hours of pick-up, SDIs will:

(1) Verify recruit personal data is correct.

(2) Have each recruit write a letter to their NOK.

d. Within 24 hours of pick-up, company commanders will ensure that fire drill procedures are conducted in each squad bay.

5. Coordination

a. Platoons in Forming will carry the guidon staff only.

b. While in Forming, the SDI will instruct recruits on hot/cold weather casualty prevention, foot care, the recruit evaluation process, the Small Unit Leadership Program, weapons handling, and maintenance of the Service Rifle.

c. Buddy System. Once the platoon is picked-up from RPC, it will be organized into squads. Recruits within the same squad will be paired as rack mates and will be assigned as each other's "buddy." The purpose of the buddy system is primarily to assist the recruit in adjusting to the recruit training environment. It also provides a framework to assist recruits who may need additional instruction. After buddies have been paired up, the platoon will be instructed on the responsibilities buddies have to look out for each other's welfare and to provide a source of assistance and

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camaraderie. Recruits who arrived at Parris Island on the Buddy Program will remain as buddies, as long as they progress through training at the same pace.

d. Squad Bay Capacity. A minimum of 72 square feet of living space for each recruit in a squad bay is required per reference (aq). Maximum platoon sizes that correspond with this guidance are outlined in column 3 of Figure 2-2. However, RTR routinely will need to form larger platoons than are allowed in order to accomplish the MCRD/ERR mission. In these cases, the following applies:

(1) When possible, RTR will not exceed platoon sizes per Maximum Capacity (column 4 of figure 2-2)

(2) When circumstances require deviation from the prescribed capacity (column 3 of Figure 2-2), RTR is authorized to organize platoons per maximum waiverable capacity (column 4 of Figure 2-2).

(3) When circumstances require deviation from maximum waiverable capacity, G-4 will request a waiver from Headquarters Marine Corps.

e. Squad Bay Organization. Per-Person Space Requirements. The current space allocation guideline is 72 square feet of floor space per recruit to minimize disease agent transmission. See Figure 3-1.

(1) Bunks will be made head to toe and staggered rack to rack.

(2) Bunks will have "deck guards" on the legs.

(3) Bunks will not have markings or graffiti of any kind on them.

(4) Wet field tarps will be stored in heads until dry.

(5) Swabs will be stored outside in designated racks.

(6) DI shields will be posted outside each squad bay with the platoon number and DI names attached.

Squad-bay Capacity Chart

Bldg #	Responsible Unit	Prescribed per bay (72 sf per person)	*Waiverable level per bay (60 sf per person)	# Bays	Bldg total
589	1stBn	76	91	12	1092
591	1stBn	76	91	12	1092
599	2ndBn	76	91	12	1092
601	2ndBn	76	91	12	1092
681	3rdBn	92	98	6	588
682	3rdBn	92	98	6	588

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683	3rdBn	92	98	6	588
684	3rdBn	92	98	6	588
737	RTR	60	73	3	219
738	RTR	60	73	3	219
938	4thBn	53	64	4	256
941	4thBn	53	64	4	256
943	4thBn	64	77	4	308
934	4thBn	53	64	4	256
6000	SPTBN	75	90	4	360
6004	SPTBN	75	90	7	630
7003	RTR	91	98	9	882
7022	RTR	92	98	6	588

Figure 2-2 Squad-Bay Capacity Chart

*NOTE. Max waiverable calculations consider acceptable supervisory ratios in addition to maintaining a minimum of 60 square feet of living area per person. MCO P11000.22 directs the minimum health criteria of 72 square feet of net living area per person as prescribed in NAVMED P-117, Manual of the Medical Department. When situations occur that require deviation from this standard, a waiver may be granted by the installation commander after consultation with the local preventive medicine unit. Waiver of the minimum health standards should be limited to emergency situations and avoided.

f. Sanitation of Recruit Billeting Areas. DIs will ensure recruit billeting areas are properly ventilated and disinfected in accordance with paragraph 3004.3.e (3)(e) of this order, and reference (aq), by using a bleach water solution.

(1) DIs will ensure that recruits are wearing the appropriate personal protective equipment (PPE), gloves, and splash protection. DIs will monitor the proper mixing of the bleach water solution and application of the solution.

(2) Battalion S-4s will ensure that sufficient amounts of supplies are available for barracks cleaning.

(3) Dusting of decks will only be accomplished with brooms or scrub brushes. Recruits will not duck walk while cleaning the decks.

(4) Only swabs with the minimum amount of water content necessary to lift the dirt from decks will be used for cleaning decks. Swabs should be sufficiently wrung out as to not cause puddling when swabbing. At no time will water be poured directly on the squad bay decks or pressure washers be used on the interior of the facility or the connecting breezeways.

(5) Company commanders will ensure that the cleaning supplies are properly used and not wasted. Cleaning supplies will be properly secured to prevent unsupervised and/or inappropriate use.

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(6) Neither DIs nor recruits will purchase or contribute to the purchase of cleaning supplies.

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CHAPTER 3

CONDUCT OF RECRUIT TRAINING

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3000. GENERAL. This chapter provides information and regulations for the conduct of recruit training at MCRD Parris Island.

3001. PROGRAM OF INSTRUCTION (POI). Training is defined through the POI. The recruit training POIs establish the skills and tasks drawn from the seven graduation requirements. Reference (u) identifies responsibility for the maintenance of Master Lesson Files (MLF), curriculum evaluation, and instructional staff development. TECOM approves the POI. **POI lesson plans, PowerPoint presentations and Core Values Guided Discussions can be located on the MCRDPI share drive "DepotFinalRTRAIU" folder.**

3002. TRAINING SCHEDULES

1. Training schedules will be executed as published.

a. The G-3 is responsible for publishing and maintaining all training schedules and schedule changes.

b. Requests for formal/permanent schedule changes will be forwarded via the chain of command to the Commanding General (Attn: G-3) with appropriate endorsements and justification.

c. Once approved, schedules will be posted electronically by the G-3 as "read only" files on the Depot SharePoint → under the G-3 tab → G-3 Shared Documents → G-3 Scheduling.

2. Temporary suspension of the training schedule or changes to the training schedule may be approved by the company commander in emergency situations (e.g., L-5, severe weather, extreme heat, or serious injury). These suspensions or changes must be immediately forwarded to the G-3 via the chain of command. All other training schedule change requests must be forwarded to the G-3 via the chain of command for approval.

3003. RECRUIT TRAINING CYCLE. A cycle consists of Receiving, Processing, Forming, Training, and Graduation. Training within the cycle is organized into four phases. Phase one focuses on building discipline, physical fitness, close order drill, and mastery of Marine Corps common skills. Phase two covers water survival, Table 1 marksmanship qualification, and small unit leadership. Phase three training includes field training, table 2 marksmanship training, and the Crucible. Fourth Phase instruction will revolve around the six functional areas outlined by the Lejeune Leadership Institute's leadership development program. These functional areas are: Fidelity, Fighter, Fitness, Family, Finances, and Future. Every Fourth Phase event will strengthen one or more of these functional areas with the intent of preparing new Marines for the opportunities and challenges that lie ahead of them.

3004. TRAINING DAY

1. A training day is one on which formal training per the approved POI takes place. The training days will be numbered consecutively from the first training day and will not include processing days, forming days, or Sundays.

The length of a training day is defined as the period of time beginning with the first period of instruction and ending with the conclusion of the last period of instruction. In this regard, the training day can include non-academic hours as well as academic hours. The length of the training day

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will not normally exceed 10 hours with the exception of weapons and field/combat training and the Crucible. The training day includes time scheduled for the noon meal, but does not include Basic Daily Routine (BDR), other meals, barracks cleanup, or devotional services.

a. Full **training days** require total Depot support and normally occur Monday through Saturday.

b. Partial training days require support in specific areas as identified in the recruit training schedules published by the Depot. As a guideline, these days do not require general Depot support, but rather limited support for such services as medical, dental, clothing appointments, exchange visits, uniform and equipment issue, rifle issue, travel appointments, motor transport, and haircuts. Several variations of the partial training day exist although they are typically held on weekends or days preceding or immediately after federal holidays per the current DepBul 5330.

c. Sunday routine requires limited Depot support and the morning schedule normally consists of free time to allow for recruits to attend religious services if they desire, and the afternoon schedule normally is dedicated to academic classes, academic remediation, and core values instruction.

d. Holiday routine days require limited or no Depot support, except emergency services.

2. Academic Hours. Academic hours consist of hours in the training day used to master military knowledge, values, and skills. RTR will provide remediation for written and practical application tests and make provisions for recruits with language barriers.

3. Non-Academic Hours

a. SDI Time. Senior Drill Instructor (SDI) Time is the time periodically scheduled during the training day to enable DIs the opportunity to address instructional remediation, Core Values reinforcement, mentorship, coaching and future training preparation. SDI time is critical to instilling the intangibles of leadership in the recruits and is conducted in a decentralized environment that permits instructional flexibility. The effective use of SDI time allows for the maturation of both the teacher (SDI) and the scholar (recruits) in the overall pursuit of training to become a basically trained Marine.

b. Free Time

(1) The purpose of free time is to allow recruits to read and write letters, watch instructional media, and take care of other personal needs and hygiene deficiencies. It is a period when recruits do not receive training and the drill instructor (DI) conducts no instruction. It is intended to be a relief period from close, constant association for both recruits and DIs. Incentive Training is not authorized during free time.

(2) During this period, the duty DI will normally be in the duty hut and available to provide any assistance that might be requested. DIs will neither solicit recruits to come forward to the quarterdeck, nor will they carry out any duties other than those normally associated with preservation of good order within the unit.

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c. Basic Daily Routine (BDR). The BDR accounts for the hours between reveille and the first scheduled training activity and between the last training activity and taps. BDR does not include meals or free time. This time is designed specifically for the unit to prepare for the next day's training, accountability of personnel and weapons, evening devotions, housekeeping chores, and hygiene/inspection.

d. Mail. Mail is to be handled in accordance with reference (ag).

(1) Mail call will be held daily except on Sundays and holidays. A DI with a valid DD Form 285 will hold mail call during BDR at a platoon formation (normally in the platoon squad bay) and will deliver mail directly to the addressee. Mail will be delivered during BWT week when the schedule allows.

(2) DIs will be on the alert for the possible shipment of contraband through the mail. Suspicious mail (bulky letters, packages, express mail, etc.) will be opened and emptied by the recruit in the presence of the DI.

(3) Mail call will not be held during the Crucible. Mail will be kept at the parent battalion mailroom until it can be delivered the day the company completes the Crucible.

(4) Mail will be held in the mailroom for recruits hospitalized for less than 48 hours. Mail will be delivered to recruits hospitalized for more than 48 hours.

(5) Any mail addressed to a recruit via the U.S. Postal Service (USPS) will be processed by Recruit Battalion mailrooms. United Parcel Service (UPS), FEDEX, and DHL items will be processed by the Battalion S-1.

(6) Only personnel who possess a current DD Form 285 (Mail Orderly Appointment Card) or PS Form 3801 (Standing Delivery Form) are authorized to handle, deliver, and process recruit mail. Mail will not be transported in privately owned vehicles (POVs) without the approval of the Depot Postal Chief.

(7) Undelivered recruit mail will not be left adrift or stored in the squad bay, DI office, platoon area, or vehicles. It will be returned by the drill instructor or mail orderly to the unit mail room (UMR) immediately after mail call. Additionally, all persons are prohibited from reading a recruit's mail except at the request of the recruit concerned or pursuant to a prior command authorization for search and seizure.

(8) Privacy of mail and postal records will not be violated. Mail clerks/orderlies will not break the seal of any mail. Information regarding mail or postal records will be referred to the Unit Postal Officer for appropriate action.

(9) A recruit's mail is addressed as follows:

Recruit _____
 ___ Co, 1st RTBN Platoon _____
 Box 16145
 Parris Island, SC 29905-6145

Recruit _____
 ___ Co, 2nd RTBN Platoon _____
 Box 16245
 Parris Island, SC 29905-6245

Recruit _____

Recruit _____

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____ Co, 3rd RTBN Platoon _____
 Box 16345
 Parris Island, SC 29905-6345

____ Co, 4th RTBN Platoon _____
 Box 16445
 Parris Island, SC 29905-6445

Recruit _____
 _____ Co, Supt Bn
 Box 15001
 Parris Island, SC 29905-5001

(10) Postal Violations. Suspected violations will be reported via the chain of command to the battalion commander, who will notify the RTR Postal Officer and the AC/S G-1.

(11) Rework Mail. For readdressing of undeliverable mail, a note attached to the mail will be used to indicate forwarding instructions. At no time will DIs write anything directly on the mail. Undeliverable mail will be returned to the battalion mailroom the same day it is received. Mail will not be retained overnight. Packages or parcels that will not fit through the slot in the mailroom door must be checked for deliverability prior to leaving the mailroom. OODs are not authorized to accept mail or packages unless they possess a valid DD Form 285.

(12) Food Packages. When a recruit receives unopened, commercially packaged food in the mail, the DI will allow the recruit to eat as much of the contents as desired. No home-baked goods will be consumed. These items will be disposed of immediately or returned to sender. All unopened, commercially packaged food will be consumed during free time with the remainder transferred to a trash receptacle outside of the squad bay prior to taps on the same day the package was delivered. The DI will also inform the recruit that the food may be shared with other members of the platoon. If a recruit officially designated as overweight receives unopened, commercially packaged food, the recruit may consume or share it with platoon members or throw it away.

(13) Nutritional Supplements. Protein or carbohydrate based supplementation received in the mail will not be consumed. These supplements will be disposed of or will be returned to sender.

(a) Vitamins will be prescribed by medical only. Recruits must dispose of all vitamins received in the mail.

(b) Under no circumstances will RTR personnel solicit, recommend, or suggest that recruits ask their families or friends to mail nutritional supplementation of any kind.

(c) Food packages that are voluntarily committed for platoon use will not be stored and locked in the platoon's respective area.

(14) When a recruit receives a prohibited, inedible item with a value of \$10.00 or more in the mail, the recruit will mail the item(s) to a destination of their choice. If the item has a value of less than \$10.00, the recruit has the choice of returning or disposing of it. If the recruit obtains prohibited items through other means, the command may take action as deemed necessary.

(15) If a recruit receives mail and has not arrived on Parris Island yet, the battalion will place a disposition form on it and deliver it the day the recruit arrives or no later than Forming Day-1.

(16) Mail will be delivered from Forming Day-1 to M-11. Mail will not be held under any circumstance except in accordance with paragraphs 3004.3.d.3 and 3004.3.d.4 above.

e. Hygiene

(1) Initial/Weekly Hygiene Inspection. Immediately following platoon pick-up, a company officer will conduct an initial hygiene inspection, and weekly hygiene inspections thereafter, to check the fitness, health, hygiene, and any physical abnormalities of every recruit. The hygiene inspection will be conducted in a dignified manner as prescribed by the company commander. To avoid embarrassment, recruits will be freshly showered and dressed in white skivvies or green PT shorts (males) or brassiere and underpants (females). For the initial inspection only, the schedule for the inspection should be coordinated with BMC in order to allow medical personnel to participate. Prior to the execution of the Initial Hygiene Inspection, the inspecting officer will brief the recruits, ensuring that each of the following points is covered:

(a) The Initial Hygiene Inspection is necessary to ensure each recruit is able to begin the physical rigors of recruit training.

(b) The recruits will receive a Hygiene Inspection every day by the Drill Instructors, and once a week by a company officer. The inspection will be from head to toe with special focus on the armpits and inner thighs/groin areas for red and inflamed skin.

(c) It is the recruit's responsibility to identify any medical issues to the DI or company officer.

(d) Specific medical issues that must be identified include, but are not limited to:

1. Undressed wounds, skin redness (streaking), skin sores with pus, jock itch, athlete's foot, foot pain/swelling, skin discoloration, abnormal bruising, breathing problems, or other physical abnormalities.

2. Any history of loss of consciousness, heart problems, psychological disorders, heat related illnesses, allergies, major scars, or eye problems.

3. Any piercings.

4. Any medical condition that was not covered that may prevent the recruit from beginning training.

(e) All recruits with noted medical problems will be referred to Recruit Sick-call or the Battalion Health Annex (BHA) or the Acute Care Area (ACA) for a medical examination.

(f) Company officers will also screen for racist, gang, or explicit tattoos that may have been overlooked previously. If identified, these items will be addressed with the recruit in private.

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(g) The inspecting officer will forward the initial hygiene inspection results to the company commander within 24 hours.

(2) Daily Hygiene/Inspection

(a) Throughout processing, forming, and training, sufficient time will be allotted to enable recruits to attend to personal hygiene requirements. At a minimum, recruits will brush their teeth twice daily. Recruits will wash their hands after each head call and before each meal. They will be afforded the opportunity and mechanism to do so. DIs will enforce compliance.

(b) Recruits will attend to personal hygiene requirements during the evening BDR. Hygiene will be completed prior to free time activities and will include, at a minimum, a full, uninterrupted five minute shower, brushing of teeth, and preparation of uniforms supervised by a DI. Those recruits identified with defects in cleanliness during the nightly hygiene inspection will be afforded appropriate time to correct those deficiencies. Hygiene inspections do not have to be held by DIs on days when the weekly inspection is conducted by a company officer.

(c) Male recruits will be dressed in their undershorts. Female recruits will wear a bra and underpants.

(d) Each recruit will be inspected for the same indicators as the initial hygiene inspection as well as the following:

1. Clean and trimmed finger and toenails.
2. Clean ears.
3. Clean teeth.
4. Eyes clear and not draining.
5. Body rinsed and free from soap under armpits and crotch.
6. Blisters, open sores, bruising.
7. Ticks.

(e) At least one full, uninterrupted shower per day of at least five minutes in duration while in garrison or in the field. On PT days, an additional shower is required to aid in the prevention of cellulitis. Recruits will only use those towels that have been issued to them for personal use and not share towels with other recruits. In an effort to reduce Soft Tissue Skin Infections/Cellulitis and Methicillin Resistant Staphylococcus Aureus (MRSA) infections, the following additions to hygiene requirements will be implemented prior to the IST and on T-16, S-5, T-34, T-40, T-53, M-1 and M-4:

1. Each recruit will be provided time to complete a full soap and water shower to remove dirt and debris.

2. After completely rinsing off all soap, the recruit will be provided the time to completely wash/cover the body (except the face and genitalia) with Hibiclens soap (obtained through the BHA or BHC).

3. Hibiclens will remain on the skin for three minutes before the final rinse and the completion of the shower. When used correctly, Hibiclens provides approximately 48-72 hours of protection against cellulitis.

4. Additional hygiene/showers using this procedure are recommended if a platoon or unit is experiencing increased incidences of cellulitis.

5. Educational support is available through NHB's Preventive Medicine Department, the BHA, or BHC.

(f) Cellulitis is a condition of inflammation of the skin characterized by redness, warmth, swelling, fever, and tenderness. Nausea and vomiting could indicate a more serious infection. If not appropriately treated, complications such as abscess formation and bone/joint infections could arise. Early recognition of cellulitis is crucial to adequate treatment.

(g) Recruits may be directed to attend to any hygiene discrepancies during their free time.

(h) Uniforms, including utilities, belts, boots, and covers, to be worn the next day will be inspected while displayed on the racks or footlockers.

(i) A platoon logbook entry will be made reflecting the time the inspection was conducted and whether there was an adequate supply of hygiene supplies on deck.

(j) A mass counselling entry will be made in MCTIMS to reflect the completed task after each required event.

(k) Male recruits will shave once per day. **Each recruit will maintain their own razor and it will NOT be shared between recruits.**

(3) Operational Preventive Medicine

(a) Personal Measures

1. Hand Hygiene

a. At a minimum, recruits are required to wash hands immediately prior to entering any dining facility, after head calls, and during any operational pause where time permits, either in garrison or in the field. Proper hand washing requires at least 20 seconds with soap and water or, if hands are not visibly soiled, an appropriate hand sanitizing gel. Instructors will require, not merely encourage, hand washing at every opportunity as part of recruit training and discipline.

(1) Recruits and training staff should be periodically provided education on the importance and execution of proper hand hygiene.

(2) Hand washing compliance should be enhanced with direct supervision and continued enforcement. DIs will utilize the recruit chain of command to ensure recruits clean hands prior to entering the chow hall or other areas.

b. Training Companies will ensure heads are supplied with soap and paper towels. Liquid soap will eliminate contamination problems associated with bar soap. When hands are not visibly soiled or hand washing facilities are not available, alcohol-based hand wipes or gel sanitizers may be used. If using gel, rub hands together until dry. The gel does not need water to work; the alcohol in it kills the germs. Wash hands with soap and water before using hand sanitizers if they are visibly soiled.

2. Cough/Sneeze Etiquette

a. Instruct recruits to sneeze into their upper sleeve or blouse, not into their hands.

b. Instruct recruits to clean hands after coughing or sneezing.

c. Recruits must wash hands with soap and water for at least 20 seconds and/or use an alcohol-based hand sanitizer.

3. Administrative Controls

a. Leadership emphasis at all levels must support and emphasize the preventive medicine recommendations prescribed in this order to prevent or reduce communicable disease.

b. Isolation of Infectious Cases

(1) When directed by medical personnel, infectious persons should be separated from the general population for the period specified on the individual's sick-call chit, to include meal times.

(2) If a facility has not already been designated for this purpose, a separate area with a designated sink and toilet in the squad bay will be utilized if possible as one infectious person can easily infect a large percentage of the platoon.

(3) Exercise caution when establishing an isolation area for infectious individuals and involve the installation preventive medicine authority at all levels of planning.

c. Staggered Bunk Arrangement and Head-to-Toe Sleeping will be maintained throughout training. **See Figure 3-1.**

(1) Where possible, ensure at least three feet (approximately one foot locker length) between bunks.

(2) Arrange recruits to sleep head-to-toe, which involves alternating rack arrangements so that recruits sleep in a formation of racks alternating head and foot positions. This arrangement provides greater breathing space for each recruit and reduces the risk for disease transmission (see diagram below).

(3) Extra bunks that would extend the bay occupancy beyond what is recommended (72 sq. ft. per person) should be removed to allow for maximum spacing between the remaining bunks.

PER-PERSON SPACE REQUIREMENTS

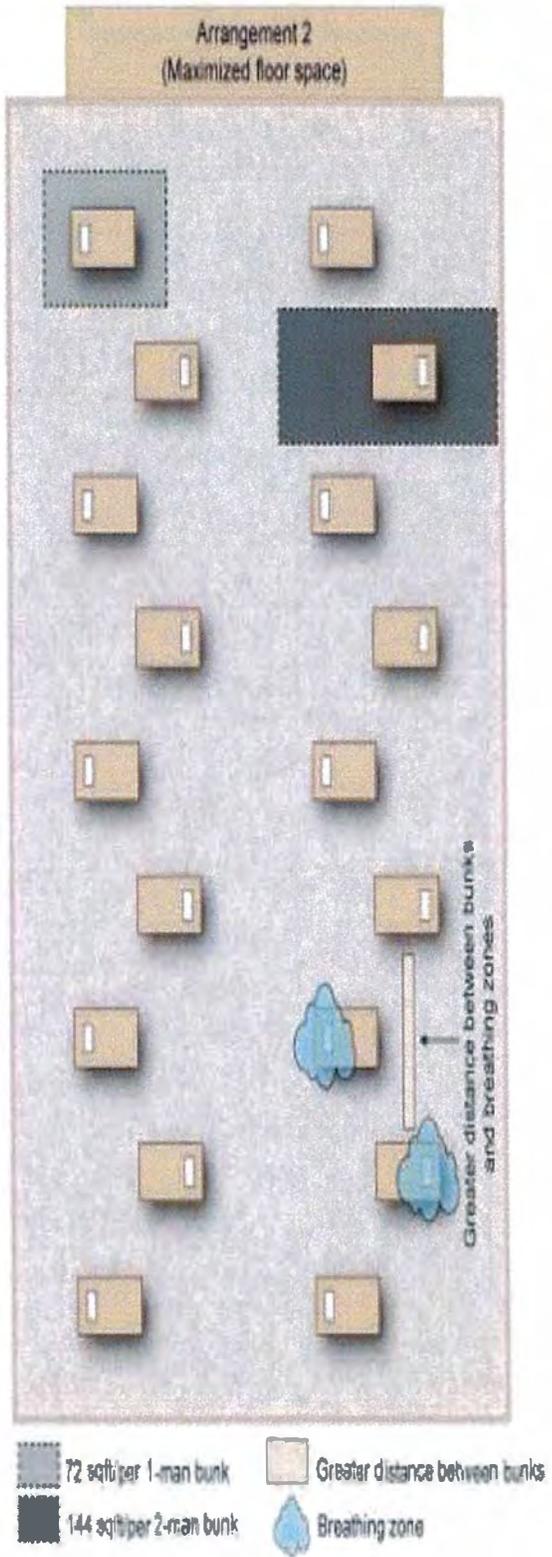


FIGURE 3-1

(b) Barracks Hygiene

1. Mold is an indicator of a moisture problem and in the recruit training environment can almost always be attributed to not maintaining the building envelope (doors, windows, A/C boundaries not shut), introducing excess moisture/humidity into the squad bay, or HVAC malfunction. When mold is discovered, it should be treated rapidly and appropriately by the tenant using the approved cleaning solutions described hereafter. Once identified, mold should be immediately cleaned.

a. Immediately clean and sanitize the surface to kill the active mold growth; areas less than 10 contiguous square feet are the unit's responsibility for cleaning. Mold growth greater than 10 contiguous square feet will be immediately reported to the Battalion Commander via the chain of command and an urgent work request submitted via the Bn S-4 clearly identifying mold growth greater than 10 contiguous square feet. Areas greater than 100 square feet will be remediated by contract.

b. Identify and report to maintenance any moisture issues; leaks, high humidity levels, broken A/C equipment (in humid months).

c. Monitor the treated area. If the mold returns, immediately contact FMD.

2. Daily disinfection of heads with bleach is essential for prevention of infectious disease. The required equipment for head disinfection includes:

- a. 5% household bleach
- b. Clean cool running water source
- c. Measuring cup capable of measuring one cup
- d. Two mops per head
- e. Two mop buckets per head
- f. Two brooms per head
- g. Two dust pans per head
- h. Three clean rigid toilet scrub brushes
- i. Safety goggles/eye protection
- j. Rubber gloves or Nitrile gloves(non-latex)
- k. Three, one pint spray bottles

3. Steps for head disinfection:

a. Recruits will wear personal protective equipment including goggles and gloves when mixing bleach/water. Do not mix bleach with other cleaning products, toilet bowl cleaner, or ammonia. Avoid spilling bleach on uniform. Make fresh solutions daily.

b. Fill each mop bucket with 4 gallons of clean, cool water from spigot and 1 cup of household bleach. Mix bleach and water in a well ventilated area and avoid inhaling fumes.

c. Fill a 1 pint spray bottle with cool clean water. Mix 1 part bleach and 9 parts water in the 1 pint bottle. Make sure cap is secured tightly. Mix bleach and water in a well ventilated area and avoid inhaling fumes.

d. Use the pint bottle of bleach/water mixture to spray the sinks, toilets, toilet seats, urinals, door handles, and high touch areas to wet until glistening. Allow the solution to remain for at least three minutes. Dry with a paper towel or air dry. Do not use "scuz towels" for cleaning or drying.

e. Use broom to sweep dirt and other debris out of the head and into a dust pan, then place contents into a trash bag.

f. Using a clean mop, dip into the mop bucket, mop the entire floor, and allow to air dry. Secure access to head until floor is dry.

g. Rinse mop head or wash towel with clean water. Empty remaining mop water from mop bucket by pouring down a drain. Place wet mops in a mop rack to air dry.

h. Wash hands with soap and water.

4. Cleaning Cycle

a. Daily. Disinfect bathroom floors, sinks, showers, toilets, doorknobs, handles, light switches, and other high-touch surfaces (e.g., pull up bars); clean other visible dirt on floors and surfaces as necessary. Under no circumstances will ventilation ducting, windows or screens be disassembled for cleaning.

b. Weekly. Launder all soiled laundry and linens; mop floors and clean all horizontal surfaces with soap and water. Dry wipe only the exterior ventilation return and air diffusers. Do not use deodorizing/sanitizing materials on ducting.

c. Every Three Weeks. Turn in blankets for laundering.

d. End of Training Cycle. Turn-in blankets, wipe down mattresses with disinfectant solution, launder mattress pads (if applicable), clean all walls, blinds, windows, and areas not routinely cleaned with soap and water.

e. Out Post. Company or battalion personnel need to conduct daily operational inspections of the barracks to identify maintenance issues: no AC/or heat, leaking pipes/showerheads, and lights.

(c) Education. Individuals cannot be expected to perform the multidisciplinary preventive measures recommended in this order without being trained. Local preventive medicine assets should be contacted to assist in regular training for all drill instructors at least annually and preventive medicine consultations as needed.

(4) Inspection Procedures

(a) Individual unit leaders should conduct periodic inspections to ensure compliance with the recommendations contained in reference (aq).

(b) Unit leaders should incorporate all hygiene and sanitation procedures into regular training cycles; ensure command emphasis is strong, sustained, and frequently communicated to subordinates; and enforce hygiene and sanitation standards at all levels of the organization.

(c) Local Preventive Medicine assets will inspect areas where individuals are living and training in close quarters at least quarterly to ensure compliance with the recommendations set forth in reference (aq).

f. Muster. Muster will be conducted at reveille, immediately following meals, and approximately 10 minutes prior to taps. Each muster will reflect an accurate account of recruits and rifles. During the final muster, a count of recruits, rifles, and a check of valuables will be conducted.

g. Devotions and Religious Observances. Devotions will be conducted prior to taps. During devotions, recruits who desire to participate will be allowed at least 5 minutes for religious observances. Recruit Prayer Leaders will lead devotions in an informal manner. Recruits will assemble into their religious denominational groups and move to specified areas within the squad bay where the Prayer Leader will lead the devotion/prayer. Forcing recruits against their will into a devotional group is prohibited.

h. Taps. Taps will be held 8 hours prior to reveille, except as specified in Chapter 1 of this order. Once recruits have entered their bunks, the day will conclude on a positive note, with the reading of an award, singing the Marines' Hymn, or recitation of the Rifleman's Creed.

i. Administrative Time. Administrative Time is the time required to accomplish non-academic administrative requirements such as: haircuts, exchange calls, storage of personal effects, yearbook/photos, blood donations, inoculations, preparation of military identification cards, rifle and equipment issue, clothing appointments, movement time, dental recall, preparation of hometown news releases, pay, issuance of orders, defense language aptitude testing, special duty screening, and making travel arrangements.

3005. DAILY UNIFORM FOR RECRUITS. The daily uniform is the utility uniform with cartridge belt, associated gear and field tarp. Companies may carry required gear in their day packs. Equipment may be grounded during appropriate times.

1. Blousing of Trousers. Recruits will not blouse their utility trousers prior to the day of initial drill and will be bloused for the execution of Initial Drill. At the SDI's discretion, the trousers may be un-bloused as a motivational tool for no more than one day per week between the end of First Phase and the start of the Crucible. For safety purposes, recruits will blouse their trousers when negotiating the obstacle course, confidence course, and during conditioning hikes.

2. Boots.

a. During processing and forming, recruits will wear running shoes.

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b. From T-1 through T-23, the Marine Corps Combat Boot, Temperate Weather (ICB), and Marine Corps Combat Boot, Hot Weather (JDB) will be worn alternately to allow time for break-in and to identify problems with fit. Boots determined to be ill-fitting will be exchanged no later than T-24. Boot exchanges after T-16 will only be considered for manufacture defects or improper fit endorsed by medical providers from BMC or BHA MCRD Parris Island. All exchanges after T-16 require Depot Clothing Officer approval.

c. Beginning on Training Day 24, one pair of boots will be prescribed and worn.

d. Boots with manufacturer defects will be exchanged prior to graduation. Defective boots may be exchanged at Depot Clothing, Bldg. 6000, weekly on Tuesday - Thursday from 0800 - 1630 and Fridays from 0800 - 1300. Boot exchanges for more than ten recruits require an appointment by contacting the SNCOIC at (843) 228-3064.

e. Boots will be laced through the top eyelets, left over right, with a bridge between the first two eyelets on either side, and with the ends of the tied laces tucked into the top of the boots.

3. Cold Weather Gear. Appropriate cold weather gear will be worn at the discretion of the company commander. Recruits will render a hand salute when wearing the watch cap and utility uniform.

4. Jewelry and Religious Items. With the exception of the below provisions, recruits are not authorized to wear jewelry.

a. Religious medallions which are conservative and neat in appearance may be worn during a recruit's designated religious services on Sundays. At all other times, such items will be stowed in the recruit's valuables bag.

b. Wedding rings may be worn following completion of the Crucible unless such wear interferes with a scheduled event.

c. Should a recruit request any other religious accommodation (e.g., wearing a religious item during chow), company staff will ensure that the recruit has the opportunity to discuss their request with the battalion chaplain, who will then advise the company commander on whether and how to accommodate the request in light of concerns about training, safety, and uniformity.

5. Initial Turn-In. Inclement weather gear, such as gortex tops, can be retained. However, the All Weather Coat can be used in order to not overburden the training companies with extraneous gear to turn in after graduation. Any gear not returned to bucket issue during initial turn-in will be returned by the company on the morning of Family Day.

3006. DAILY UNIFORM FOR RECRUIT TRAINERS

1. Training Company Personnel. The seasonal service uniform of the day with ribbons and name tags or the utility uniform will be worn by DIs under the guidance of the Regimental Commander.

2. Cell Phones. Cell phones may be carried by those personnel whose official duties require such devices. Personal use of cell/smart phones is

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strictly prohibited in the vicinity of recruits, but may be used as a secondary means of communication.

3. Campaign Cover. The campaign cover will be worn squarely on the head, **approximately 1-inch** above the eyebrow, with the head strap adjusted to the back of the wearer's head in such a manner as to keep the cover in position.

a. Eccentricities, such as replacing nylon headbands with headbands of different shades, curling the hat brim, or molding the top into a point ("Thumper Peak") are prohibited.

b. Authorized Wear. The campaign cover may be worn by the following Marines:

- (1) Depot Sergeant Major.
- (2) Sergeants Major of RTR, WFTBN, RTBN and SPTBN.
- (3) RTR Company First Sergeants.
- (4) Primary Marksmanship Instructors.
- (5) Range Officers.
- (6) Drill Instructors serving in a 0911 billet.

c. Specific Guidelines

(1) DIs will not wear the campaign cover when conducting training at WFTBN, with the exception of the rifle range.

(2) DIs under arms will remove their campaign cover when entering a space where meals are served or religious services are being conducted.

(3) DIs will remove the campaign cover while off-duty/off-base and while at social functions such as SNCO calls and PMEs where alcohol is available.

(4) The CO, RTR must submit a waiver to authorize DIs to wear the campaign cover at specified official off-base events, on a case-by-case basis.

(5) The cover is authorized for wear in the blue dress "Bravo", "Charlie" and "Delta" uniforms, but is not authorized for the blue dress "Alpha" uniform.

(6) DIs will wear their respective battalion colored PT uniform shirt with green PT short or utility trousers when conducting PT. The battalion colored PT uniform shirt will have the billet of the DI or officer on the back in appropriate colored letters, centered four inches below the collar, and stenciled with two inch letters.

4. Duty Belts. SDIs will wear the leather service belt. Series CDIs, DI School Instructors, and Drill Masters will wear the leather service belt only for appropriate official duties and ceremonies (e.g., pick-up, emblem ceremonies, graduations, etc.). Other DIs will wear the pistol belt with MP waist plate.

a. Leather service belts will not be worn over the web belt, but will be threaded through rear loops and two side loops in lieu of the web belt.

b. The leather service belt or duty belt will be worn over the service coat in place of other belts.

c. When the service sweater is worn, the leather service belt or duty belt will be worn outside the sweater.

d. During PT when the prescribed uniform is boots, utility trousers, and PT shirt and/or sweatshirt, all DIs, regardless of billet, will wear their respective MCMAP belt.

3007. MESSHALL PROCEDURES. The Battalion S-3s and the WFTBN S-3 will publish the mess schedules on a weekly basis. Series officers, BN OODs, and the RTR OOD will supervise the mess routine and ensure meals are properly served and are sufficient in quantity and quality. They will ensure units arrive at the proper time and are allowing recruits adequate time to consume their meals. Discrepancies will be immediately reported to the mess hall manager and the BN OOD as required.

1. Entering the Mess Hall. Platoons or individual recruits will not sound off while in the mess hall. A DI will sign the Meal Signature Ration Report (NAVMC Form 1070) reflecting the platoon number and the actual number of recruits entering the mess hall for the meal. The DI will give the order to move the platoon into the mess hall. Upon entering, recruits and DIs will remove their covers and wash their hands in the sink or sanitize their hands utilizing the hand sanitizer at the entrance of the mess hall.

2. Movement through the Mess Hall. Recruits will move to the tray rack and through the mess line in an orderly manner. Recruits will be allowed a minimum of 20 minutes to consume their meal, not including the time needed to wash their hands or move through the serving line. When directed to do so, they will select their own tray from the rack and proceed through the mess line. Trays will be held horizontally at waist level. Recruit billet holders may, under the supervision of their DIs, assist in directing the platoon in the mess hall. Recruits who finish their meal in less than 20 minutes may be directed to leave the dining facility in order to allow room for other recruits. At no time will a recruit be prevented from completely consuming their meal if they have not had a full 20 minutes.

3. Meals. Series officers and DIs shall remain cognizant of the objective of recruit meal periods is to afford recruits proper nutrition to support personal health and to fuel and strengthen the body to meet the demands of training. To that end, officers must observe for proper chow line procedures and that recruits under their charge are afforded full access to foods and beverages, and that recruits are afforded sufficient time to consume each meal. **Recruits will be encouraged to adhere to the traditional Marine Corps policy of "take all you want, but eat all you take."** Recruits will be allowed to use both hands and all utensils when consuming a meal. Recruits who are under their minimum weight or over the maximum weight and body fat will be counseled on how to make healthy food choices to increase lean muscle mass and/or lose excess body fat, as appropriate. Mess hall staff will identify menu items that contain the least/most calories to assist recruits in the decision making process. Leaders will observe and remind recruits to make smart food choices in the chow hall.

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4. Seating. Recruits will not be required to wait until a table is filled to sit or begin eating.

5. Table Manners. From Forming through the completion of the Crucible, recruits will not talk and the DI will correct recruits' table manners in a conversational tone. Starting with the Warrior Breakfast, the new Marines may hold quiet conversations with others seated adjacent to them at their table. Recruits will not talk or respond with food in their mouth. Recruits will police their tables upon completion of each meal. When ready to leave the mess hall, recruits will move to the scullery to dispose of trays, utensils, cups, and trash.

6. Leaving the Mess Hall. Recruits will proceed out of the mess hall to their respective platoon formation areas. In the event of heavy rainfall, recruits will properly dispose of utensils and trash, return to their tables, and will leave as a unit.

3008. WEIGHT CONTROL

1. Initial Weigh-In. All recruits will have height and weight measurements taken during receiving week.

a. Any recruit who fails to meet USMC weight or body composition standards on T-12 will have the appropriate entry entered in MCTIMS to annotate that the recruit was counselled on the deficiency. Recruits who are out of standards (over their maximum weight and body fat or under their minimum weight) will be counseled on proper nutrition and strategies to gain lean muscle mass and/or lose excess body fat, and an appropriate entry will be made in MCTIMS.

b. The Medical Officer (MO) will evaluate and provide a recommendation to the training battalion commander whether those recruits outside the established height/weight standards should be placed on a weight control program designed to increase or decrease a recruit's weight as necessary.

2. Subsequent Weigh-Ins

a. Recruits who are over their maximum weight and body fat or under their minimum weight will be taped and/or weighed weekly. Any recruit who meets weight or body fat standards will no longer be weighed/taped weekly. Recruits who are over their max weight and body fat and fail to make progress will be counseled and an appropriate entry will be made in MCTIMS.

b. Additionally, all recruits will have their height and weight measurements taken at the initial and final PFTs (and body composition if over their maximum weight). If outside USMC weight and body fat standards, the appropriate entry will be entered in MCTIMS to annotate that the recruit was counselled on the deficiency. The recruit will also be counseled on proper nutrition and strategies to gain lean muscle mass and/or lose excess body fat, and an appropriate entry will be made in MCTIMS.

3. Graduation Requirements. Recruits must meet Marine Corps (USMC) weight and body composition standards to graduate or qualify for a Body Composition Program (BCP) waiver/exception per reference (o). Recruits who do not meet these standards prior to the Crucible will be recycled to STC until they meet height/weight or body composition standards.

3009. SECURITY WATCH AND FIRE-WATCH

1. Security Watch. All squad bay areas in which recruits are billeted will maintain a two recruit security watch while the platoon is not present unless there are no weapons present in the squad bay. Security watches will be given special orders on emergency procedures by their DI.

2. Fire-watch. All squad bays where recruits are billeted will maintain a fire-watch of three recruits from taps to reveille.

a. Posts. Three recruits will be on post in the squad bay at all times. One recruit must be posted at the front hatch, the second at the rear hatch, and the third recruit will roam the squad bay to include the head and laundry room. The front hatch post will maintain the log book for all personnel entering and exiting the squad bay by name and rank. It is the responsibility of the fire-watch to track and maintain accountability of all recruits in the head after taps and prior to reveille. All female squad bay hatches will be secured from taps until reveille.

b. Fire-watch will immediately wake the duty DI in all actual or suspected instances of fire, theft, altercations between recruits, recruit UA, suspected statements/attempts of self-harm, injuries, symptoms of extreme illnesses to include vomiting, or any other unusual behavior or event. The fire-watch will not be armed. Fire-watch may launder and dry recruit PT gear as well as fold and distribute the gear.

c. The fire-watch will be rotated at one or two hour intervals.

d. Fire-watch will check recruit, weapon, and footlocker accountability and security upon assumption of their post. Fire-watch will conduct a second check midway through their duty period.

3. Watch Standing Limitations

a. Recruits will not stand more than a single two-hour period of guard, security, or fire-watch within a 24 hour period. Three recruits will be on duty at any given time, except during the scheduled periods of interior guard evaluation.

b. Recruits on light or limited duty may be assigned to fire/security watch, provided their medical evaluations permit such duty. Light or limited duty recruits are not to be assigned watches together. If required, these recruits are authorized to sit on footlockers.

c. FRP. Three FRP recruits will stand fire-watch when there are 24 recruits or more in the platoon. When the FRP count on deck drops below 24 recruits, then two FRP recruits will be required to stand fire-watch from taps to reveille. One recruit will post at the front hatch and one recruit will post at the rear of the last row of occupied racks. The recruit posted to the rear of the racks will have special instructions to roam, specifically to check on recruits making head calls.

3010. CORE VALUE GUIDED DISCUSSIONS (CVGD)/MENTORING/SMALL UNIT LEADERSHIP PROGRAM

1. CVGDs are designed to enhance the recruits' understanding of our core values and leadership principles by building off the knowledge base already

provided in the classroom. The CVGDs are administered in an informal setting by the SDI or DI to the platoon where through scenarios and questioning the SDI or DI can observe and reinforce each individual recruit's grasp of the concepts presented in accordance with reference (e).

2. The Mentoring/Small Unit Leadership Program is designed to enhance the leadership instruction given to each recruit. It is not intended to relieve DIs of their responsibility to ensure the health, welfare, and safety of recruits. This program will:

- a. Expose recruits to the fundamentals of leadership.
- b. Allow recruits to exercise limited leadership responsibilities.
- c. Allow for a more complete evaluation of each recruit's performance and abilities.
- d. Instill a sense of responsibility in the individual recruits.
- e. Ensure lines of communications within the training platoons.
- f. Enhance overall platoon performance.

3. Each platoon will establish a Mentoring/Small Unit Leadership Program along the following criteria:

a. The SDI will give a small unit leadership class to the entire platoon during forming. As leadership billets are changed, the SDI will provide additional instruction to those recruits assigned to leadership positions to ensure each understands the concepts and responsibilities associated with being a small unit leader.

b. Guide/Squad Leader Assignment. The guide and squad leaders will be assigned by the SDI following pick-up of the platoon and will be rotated at their discretion.

c. Fireteam Establishment. Fireteams will be established during Forming by pairing sets of buddies within each squad. Rack mates will not be separated in order to create these fireteams. Fireteam leaders will be rotated to ensure that all recruits have had an opportunity to hold the billet. Permanent fireteam leaders will be assigned prior to the Crucible. No fireteam leader should be relieved for cause during the one-week tour; however, exceptions due to extreme disciplinary problems may be made. Removal of the permanent billet holders may occur for cause, with an appropriate counseling entry being made to document the deficiency.

d. Counseling. All billet assignments will be recorded in MCTIMS. Each recruit billet holder will be counseled on performance while in the billet and appropriate counseling entries made.

e. Identification. Platoon guides will wear a colored brassard with platoon number. The brassard will not be worn with either the service or dress uniforms.

4. SDIs are the key to success of the Mentoring/Small Unit Leadership Program and will make the program a beneficial one through application of a positive, concerned, and enthusiastic leadership approach. Supervision,

encouragement, mentoring, and counseling of the small unit leaders are required to ensure mission accomplishment. As recruits become more confident and competent leaders, the platoon will function more effectively. The benefits of a well-designed and implemented mentoring/small unit leadership program are:

- a. Marines enter follow-on schooling with more confidence and initiative.
- b. Builds unity/cohesion within platoons/squads/teams.
- c. Provides a safer training environment with recruits watching out for each other.
- d. Learning is facilitated through practical application and from observing others' mistakes.
- e. Establishes the leadership foundation that will be built upon at SOI.

3011. RECRUIT EVALUATION. A basic Marine is one who has embraced our core values and is transformed by our Corps' shared legacy. A basic Marine represents the epitome of personal character, selflessness, and military virtue. Recruit evaluations must encompass the entire recruit training process and evaluate the "whole recruit," morally, mentally, and physically.

1. General. In accordance with reference (g), MCTIMS is used to capture empirical data such as MCMAP, Water Survival, Rifle Qualification, CFT, PFT and academics as well as the intangible attributes such as core values and discipline. The recruit's background information, performance, and training results are all maintained in MCTIMS.

- a. All events for graduation will have their scores recorded in MCTIMS. Final rifle qualification, CFT, and PFT will be entered into "Service Directed Requirement" and submitted to the respective S-3 office via MCTIMS for certification no later than M-4.
- b. The date and training day will be included with each entry.
- c. Obscene language is prohibited, except when quoting verbatim.
- d. Entries must be factually accurate and objective. Examples should be used to clarify the entry.
- e. MCTIMS entries will be reviewed weekly by the series commander to ensure all evaluations and training entries have been completed.

2. Evaluation, Phase 1, 2, 3. At the end of each designated Training phase, the SDI will evaluate and document each recruit's performance, attitude, and conduct, to include their understanding and application of core values, via MCTIMS entries using **Figures 3-2, and 3-3 as a guide.**

- a. Each recruit will receive a "word picture" evaluation in the "notes" section of their individual evaluation card in MCTIMS.
- b. Each recruit will receive an evaluation marking in both the "attitude" and "conduct" areas of the "events" section of MCTIMS. Utilizing the drop-down box, the marking will be one of the following: outstanding,

excellent, above average, below average, unsatisfactory, or unacceptable. Guidelines for these markings are contained in MCTIMS.

c. 3rd Phase evaluations will be completed prior to the beginning of the Crucible.

3. Crucible Completion. Evaluate and document each recruit's performance and conduct at the Crucible via Crucible Evaluation Card per reference (t) and MCTIMS entries. All evaluations will be completed prior to Family Day.

a. A pass/fail entry will be made in MCTIMS for each recruit in the View and Record Admin tasks section.

b. Any recruit not completing the Crucible will have all evaluations completed prior to their recycle or separation.

4. Battalion Commander's Inspection Evaluation. RTR will ensure each recruit receives a pass/fail evaluation for the inspection in the "events" section of MCTIMS.

Figure 3-2 SAMPLE MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM

BELOW AVERAGE RECRUIT

1st Phase: SNR does not demonstrate a willingness to take action in the absence of specific direction. SNR does not understand core values. SNR does not demonstrate maturity, mental agility and discipline or stability under pressure.

2nd Phase: SNR does not demonstrate a willingness to take action in the absence of specific direction. SNR does not understand our core values. SNR does not demonstrate maturity, mental agility, discipline or stability under pressure. SNR does not seek self-improvement and is not a team player. SNR does not display integrity when questioned about deficiencies.

3rd Phase: SNR seems to lack a sense of belonging with the Marine Corps. SNR does not demonstrate a willingness to take action in the absence of specific direction. SNR does not understand our core values. SNR does not demonstrate maturity, mental agility, discipline or stability under pressure. SNR shows an apathetic attitude towards training. SNR does not produce quality results from performance and has no time management. SNR does not seek help from peers. SNR is neither motivated nor proactive.

AVERAGE RECRUIT

1st Phase: SNR is an average recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays a basic understanding of our core values. SNR demonstrates maturity, mental agility and has the potential to exhibit discipline and stability under pressure. Judgment and effective problem solving skills are present but time is needed to develop them to their fullest.

2nd Phase: SNR is an average recruit who demonstrates a willingness to take action in the absence of specific direction. SNR displays an understanding of our core values. SNR demonstrates maturity, mental agility and exhibits discipline and stability under pressure. Judgment and problem solving skills

are evident. SNR seeks self-improvement. SNR produces quality results from performance and attempts to make effective use of time and resources.

3rd Phase: SNR has a sense of belonging with the Marine Corps. SNR is an average recruit who demonstrates a willingness to take action in the absence of specific direction. SNR displays an understanding of our core values. SNR demonstrates maturity, mental agility and exhibits discipline and stability under pressure. Judgment and problem solving skills are evident. SNR seeks self-improvement. SNR produces quality results from performance and attempts to make effective use of time and resources. SNR is motivated and proactive. SNR wears the uniform with pride and fulfillment. SNR possesses the moral courage to stand for what is right. SNR has the foundation of a new Marine.

ABOVE AVERAGE RECRUIT

1st Phase: SNR is an above average recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays an understanding of our core values. SNR leads by example, demonstrates maturity, mental agility and displays discipline. Judgment and initiative are further developed than that of their peers.

2nd Phase: SNR is an above average recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays an understanding of our core values. SNR leads by example, demonstrates maturity, mental agility and displays discipline and stability for their peers to follow. Judgment and initiative are forth coming. SNR continues to seek self-improvement and sets an example that encourages other recruits' efforts.

3rd Phase: SNR is an above average recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays an understanding of our core values. SNR leads by example, demonstrates maturity, mental agility and displays discipline and stability. Judgment and initiative are further developed than that of their peers. SNR continues to seek self-improvement and sets an example that encourages other recruits' efforts. SNR consistently works to improve performance and make proper use of time and resources. SNR is highly motivated and not afraid to take charge when assigned tasks. SNR wears the uniform with pride and fulfillment. SNR possesses the moral courage to stand for what is right and to do what is right. SNR has the solid foundation of a new Marine.

EXCELLENT RECRUIT

1st Phase: SNR displays a genuine feeling for Marine Corps traditions and customs. SNR is an excellent recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays a solid understanding of our core values. SNR leads by example, demonstrates maturity, mental agility and displays discipline and stability for their peers to follow. Judgment and initiative are forth coming.

2nd Phase: SNR is an excellent recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays a solid understanding of our core values. SNR leads by example, demonstrates maturity, mental agility and displays discipline and stability for their peers to follow. Judgment and initiative are forth coming. SNR continues to seek self-improvement and sets an example that encourages other recruits'

efforts. SNR consistently works to improve performance and make proper use of time and resources.

3rd Phase: SNR is an excellent recruit who demonstrates the ability to take action in the absence of specific direction. SNR displays a genuine feeling for Marine Corps traditions and customs. SNR displays a solid understanding of our core values. He leads by example, demonstrates maturity and mental agility, and displays discipline and stability for peers to follow. Judgment and initiative are forth coming. SNR continues to seek self-improvement and sets a professional example that encourages other recruits' efforts. SNR consistently works to improve performance and make proper use of time and resources. SNR wears the uniform with pride and fulfillment. SNR is highly motivated and not afraid to take charge when assigned tasks. SNR possesses the moral courage to stand for what is right. SNR has the solid foundation of a new Marine.

OUTSTANDING RECRUIT

1st Phase: SNR is an outstanding recruit who demonstrates a willingness to take action in the absence of specific direction. SNR displays an exceptional understanding of our core values. SNR consistently demonstrates maturity and mental agility, and exhibits discipline and stability under pressure. Judgment and effective problem solving skills are evident.

2nd Phase: SNR is an outstanding recruit who demonstrates a willingness to take action in the absence of specific direction. SNR displays an exceptional understanding of our core values. SNR consistently demonstrates maturity and mental agility, and exhibits discipline and stability under pressure. Judgment and effective problem solving skills are evident. SNR actively seeks self-improvement and the dedication to professional example encourages other recruits' self-improvement efforts. SNR consistently produces quality results from performance and habitually makes effective use of time and resources.

3rd Phase: SNR is an outstanding recruit who demonstrates a willingness to take action in the absence of specific direction. SNR displays a genuine feeling for Marine Corps traditions and customs. SNR displays an exceptional understanding of our core values. SNR consistently demonstrates maturity and mental agility, and exhibits discipline and stability under pressure. Judgment and effective problem solving skills are evident. SNR actively seeks self-improvement and the dedication to professional example encourages other recruits' self-improvement efforts. SNR consistently produces quality results from performance and habitually makes effective use of time and resources. SNR is highly motivated and proactive. SNR encourages initiative among fellow recruits. He provides instructions and directs execution of tasks. SNR wears the uniform with pride and fulfillment. SNR possesses the moral courage to stand for what is right and to do what is right. SNR has the solid foundation of a new Marine.

Figure 3-3 - Core Value Guidelines for Recruit Evaluations (Below)

Honor: The Recruit demonstrates:

Integrity (doing the right thing even when no one is looking).

Responsibility (personally accepting the consequences for decisions and actions).

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Honesty (does not lie, cheat, or steal).

Tradition (wears the uniform with pride; respects authority, possesses military bearing).

Courage: The Recruit demonstrates:

Self-Discipline (endurance in completion of physical tasks, obstacles, or PT events; overcomes the effects of fatigue and muscle pain).

Patriotism (willingness to support and defend the Constitution of the United States).

Loyalty (setting the example and standing up for what is right).

Valor (boldness, determination, the daily commitment to excellence; maintaining composure/stability under pressure).

Commitment: The Recruit demonstrates:

Competence (Maintaining and improving one's skill level and demonstrating initiative).

Teamwork (individual effort in support of other team members; motivation and enthusiasm).

Selflessness (putting the needs of others before your own).

Concern (regardless of race, nation of origin, religion, or gender).

Spiritual Heritage (maintains spiritual health and growth).

5. Other Required Entries. Entries are made by all platoon DIs as a means to record a recruit's progress. The entries are used to document recruit problems so they may be counseled on performance deficiencies. Required entries are as follows:

- a. Pick-ups and drops, with reason indicated.
- b. Series officer entries regarding drops/reassignment should include notes on personal interview, potential for future service, last training day completed, recommended training day recruit return, confirmation of NOK and RS notification.
- c. Performance evaluations (training phase evaluations).
- d. Disciplinary infractions.
- e. Record of NJP.
- f. Officer/DI counseling, academic performance, and conduct.
- g. Assignment to, daily counseling, and removal from Trial Training. Indicate if a WNOD was issued.
- h. Commendations to the recruit.

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- i. Recommendations for commissioning programs.
- j. Assignment to, and performance in, recruit billets.
- k. Special pay authorization and justification.
- l. Weight control assignment, problems, progress.
- m. Recommendations for meritorious promotion and/or honor graduate.
- n. Record of free time being suspended and the reason.
- o. Referrals to MHU. The company staff will take all possible precautions to protect PII and HIPAA sensitive information in the MCTIMS entry, e.g. noting that the recruit was seen by a medical provider but not providing a specific diagnosis.

3012: CLOSE ORDER DRILL (COD). COD is an important means by which a recruit develops a high state of discipline, confidence, and respect for authority, teamwork, unit esprit, and instant willingness to obey orders.

- 1. Outside scheduled COD events, it may be conducted for a maximum of two hours on Sundays and holidays during SDI Time.
- 2. Evaluation. Drill will be evaluated during initial and final drill. Drill is a unit effort and requires participation from every recruit.
- 3. Drill Waiver. All recruits should participate in each drill evaluation. A recruit requiring a medical waiver will be sent to BMC for evaluation. If the recruit has a medical condition that prevents participation in drill, BHA will complete a sick call slip and mark the appropriate duty restriction block. The signed sick-call chit will be presented to the Drill Master.

3013. RECRUIT MOVEMENTS

1. Administrative movements are conducted within battalion areas and WFTBN area.

2. Platoon/Squad/Individual Movement

a. Unit Movement

(1) Starting with Swim Week, recruits may march in recruit led details of not more than 10 recruits, including the recruit in charge of the detail. Two or more recruits in a detail will march in formation. Recruits will march in step while on hard surfaces.

(2) Recruit details and formations will not use the sidewalk along Boulevard de France between the BHC and/or Religious Ministries Center (RMC) and Building 602. Those sidewalks are not wide enough for formations and the recruit marching the formation to pass. Recruit details and formations will cross at intersections or marked pedestrian crossings. At no time will recruit details or formations from training battalions pass through the Support Battalion area.

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(3) Details will move about the Depot along Boulevard de France whenever possible. Under no circumstances will details enter other training battalion areas as a short cut to the BHC or pool.

(4) Recruits on crutches should be transported in safety vehicles for unit movements outside the battalion area.

b. Double Time

(1) During the below listed movements, recruits in formation may march at double time:

(a) Moving to and from scheduled periods of PT and MCMAP at the discretion of the officer supervising the instruction.

(b) When crossing Boulevard de France or Wake Boulevard.

(c) As directed during field training. Per WFTBN SOP, reference (ak), double time during marksmanship training is prohibited.

(d) Run distances in boots will not exceed 800 meters. The running pace will not exceed the established pace for that point in training.

(2) Recruits will not double time indoors or on ladder wells.

(3) Recruits will not double time to BMC, clothing, or administrative appointments.

3. Company/Series Size Movements

a. When crossing roads, formations will cross in column. Formations will cross roads at cross walks or intersections when reasonably available and under streetlights during hours of darkness.

b. Whenever a company formation must cross a road, a sufficient interval between series shall be maintained to prevent the blocking of traffic for an extended period.

c. When necessary to march recruits on a roadway, formations shall be marched at close intervals on the far right side of the road so as not to impede traffic flow in the opposite lane.

d. Formations should avoid construction areas where possible. If a formation has to pass through a construction zone, then the formation should be kept as far as possible from the construction as possible while still remaining on the road/sidewalk.

4. Movement to Religious Services

a. Protestant and Roman Catholic Services. DIs will march recruits in platoon-size details to their respective places of worship ensuring they arrive at least 15 minutes before the service begins. After First Phase, recruits can march in recruit-led formations.

b. Other Services/Instruction. Recruits attending instruction or services other than Protestant or Roman Catholic will move to and from the designated place of worship in squad size details.

5. Safety Procedures

a. Recruits proceeding in formation will march on the far right side of roads and walkways so not to impede traffic. Recruits will have the right-of-way over all vehicular traffic, except emergency vehicles.

b. Recruit led buddy teams or larger formations will follow standard traffic safety practices.

c. Road guards will be posted to stop traffic whenever formations cross roads.

d. All recruits will travel in at least buddy pairs when sent outside the battalion area after 1700 or during the hours of darkness.

e. During the hours of darkness

(1) All recruits shall wear reflective belts and carry lighted clear lens flashlights when outdoors except during field training. The reflective belt will be worn bandoleer style, left shoulder to right hip, while the recruits are wearing the utility uniform. It will be worn around the waist of all personnel during periods of PT in accordance with references (l) and (af).

(2) Recruits in the first and fourth squads shall turn flashlights outboard.

(3) Road guards, when positioned, shall slowly move their flashlights from side-to-side, pointing at oncoming traffic.

(4) Recruits in the rear shall carry flashlights pointed to the rear of the formation.

(5) DIs shall carry lighted flashlights or strobe lights in their outboard hand during the hours of darkness.

f. When a platoon or series must cross a road, a DI must physically enter the road and stop traffic before road guards are posted. A DI will remain in the road until all road guards have returned to their position in formation. While road guards are being posted and recalled, the DI will have the platoon halt, double time in place, or mark time.

g. During Hot Weather Conditions, quick time march is the most effective method of movement to reduce heat injuries. All administrative movements will be conducted in quick time march during red and black flag conditions. Route Step in red and black flag is permitted in the field, on the rifle range, and during the receiving process.

QT = Quick Time (120) 30 inch steps/min

RS = Route Step not in cadence, but maintain cover and alignment

3014. GRADUATION CRITERIA. Reference (f) sets the recruit graduation requirements as:

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1. Water Survival (WS) Test. Qualify at the Water Survival Basic (WS-B) level.
2. Marksmanship. Qualify with the service rifle per reference (j).
3. Physical Fitness Tests. Pass the Physical Fitness Test (PFT) and the Combat Fitness Test (CFT) per reference (n) and meet established height and weight or body composition standards per reference (o). Recruits assigned service-designated Preferred Enlistment for (PEF) codes must meet the specific physical fitness requirements for that PEF code or the recruit will be reassigned a new Military Occupational Specialty (MOS) code by RLS.
4. ELT Training and Readiness (T&R) Manual. Achieve mastery of 80 percent of assigned 1000 level tasks from the ELT T&R Manual reference (b).
5. Marine Corps Martial Arts Program (MCMAP). Pass the MCMAP tan belt examination per reference (d).
6. The Crucible. All recruits must complete the Crucible. However, in a situation where the recruit is unable to complete the Crucible due to illness or injury, the Battalion Commander will make the decision to either retain or recycle the recruit based on their assessment of the recruit's overall performance during the Crucible and the amount of total training missed. A recruit who does not complete the Crucible and is pending a PEB determination will not graduate. Prior to the Crucible (no later than T-56), battalion S-3s will certify the "Service Directed Requirements" rosters in MCTIMS for each company's final CFT, PFT and Rifle Qualification. In the event that there is no certifier available, the G-3 MCTIMS administrators will certify the roster.
7. Battalion Commander's Inspection. In addition to uniform wear and fit, self-discipline, military bearing, esprit de corps, and knowledge of general military subjects will be evaluated during the Battalion Commander's Inspection. During the conduct of the inspection, the recruit training battalion commander will determine whether a recruit possesses these attributes and is qualified to graduate.
8. The Battalion Commander will make the determination whether to recycle, reassign, or transfer any recruit who fails to complete a graduation requirement. **The Battalion Commander will make the recommendation to the RTR Commander consistent with standing policy** to separate a recruit if that recruit fails to complete a graduation requirement and the Battalion Commander feels the recruit has no potential for future service. Prior to graduation, all required evaluation entries and training scores pertaining to graduation requirements will be entered into MCTIMS. See **par 3016** of this order for further guidance on recycle, reassignment or transfer of recruits.

3015. GRADUATION HOLDS

1. STC will notify RAB when a graduation hold Marine is prepared for transfer to SOI. The Marine will be transferred within 48 hours of that notification. Basic Marines in a graduation hold status are not authorized assignment to the Permissive Recruiters Assistance Support Program (PRASP).
2. Basic Marines are dropped from their graduation company and joined to Basic Marine Platoon immediately upon graduation.

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a. Most basic Marines are identified no later than M-8. The graduating company will provide BMP and RAB with a by name list of currently identified graduation holds. This list will include name, Electronic Data Interchange Personal Identifier (EDIPI), and type of injury.

b. Basic Marines identified after M-8 require immediate notification to STC and RAB.

c. All basic Marines will report to BMP at 1400 on Wednesday (M-10) prior to graduation with all their gear. They will check-in and receive a new join brief by SPTBn.

d. Company commanders will ensure basic Marines identified after 1400 Wednesday (M-10) report to BMP and the RAB prior to leaving Parris Island, regardless of travel arrangements.

e. After the graduation ceremony is completed, all basic Marines will be escorted by a DI and must report to the RAB by 1100 on M-12. Upon completing administrative requirements, they will be released to BMP to check out on leave and receive additional guidance before departing the depot.

3016. RECYCLES, REASSIGNMENTS, WAIVERS, AND SEPARATIONS

1. All recycles, reassignments, and transfers will be effected through the battalion and run on the recruit morning report which is delivered to RAB by 0730 daily.

2. Recycles. When a recruit fails to master a graduation requirement, fails Trial Training, or when otherwise approved by the battalion commander, the recruit must either be recycled or be required to undergo additional instruction in order to correct the deficiency. The objective is to provide a deficient recruit the opportunity to achieve the standards necessary for graduation from recruit training. Every attempt will be made to allow recruits to complete the graduation requirements.

a. Recycle is authorized in the following circumstances:

(1) Academic. Recruits that fail academic testing three times will be considered for recycle. If the recruit continues to fail, the commander will assess the recruit's capabilities and either recycle once again, or submit for ELS. Recruits will be given a minimum of 24 hours to review/remediate prior to the initial retest after failing the written examination.

(2) Combat Conditioning. If a recruit does not meet the physical requirements or fails the PFT/CFT.

(3) Training. Inability to demonstrate the required level of training performance shown by failure at inspections, failure of Trial Training, receipt of NJP, or failure to meet standards.

(4) Missed Training

(a) Loss of 3 or more days within a 30 day period. These days need not be consecutive. Recycles for missed training will be at the battalion commander's discretion.

(b) During Grass Week, missing any full day of instruction, the

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grouping exercise, or the data book class. Drop recommendations will be made by the PMI via WFTBN S-3 for recruits who miss mandatory Grass Week periods of instruction.

(5) Medical Issues. Recycling of recruits with medical issues will be determined on a case-by-case basis.

(6) Body Composition. Failure to comply with Marine Corps body composition standards or not showing satisfactory progress may result in the recruit being reassigned to another training company or to the Physical Conditioning Platoon/Physical Conditioning Section of Female Readiness Platoon, or Recruit Separations Platoon.

b. Recycle necessitates a WNOD except in the case of medical and missed training recycles.

c. When a recruit is recycled or reassigned, a company officer from the originating unit will ensure the recruit's NOK and the recruit's RS are informed of the recruit's change in status. Completion of this notification will be recorded in an individual counseling in MCTIMS.

d. Property Control/Bucket Issue must be notified that the recruit has been recycled to a different platoon.

3. Reassignment

a. Reassignment of a recruit returned to training after missing three or more **training days** will normally be as close as possible to the same **training day** on which training was interrupted. This decision will depend on the length of the recruit's absence from training, the proximity of the series closest to the desired **training day**, and the judgment of the battalion commander. Commanders will ensure recruits reassigned in training are processed in a timely manner not to exceed one working day.

b. Company commanders may transfer a recruit from one series/platoon to another within the company if it is in the best interest of the recruit.

c. Reassigned recruits who are judged to have a potential for difficulty on the ranges will be identified and briefed to training staffs during the in-briefs and coordination meeting.

d. Recruits who need special training or any recruit that fails to show satisfactory progress may be reassigned to STC. Such reassignments will be effected in the normal manner.

4. Integration of Recruits from STC and other Training Companies

a. Recruits who join a training company from STC, or are dropped back from another training company, are historically more prone to be separated or recycled. While there are a variety of legitimate causes for this attrition, many can be prevented by demonstrating professional, compassionate leadership at the platoon level. The SDI's focus should be to develop a command climate that maximizes motivation from all recruits and prevents re-aggravation of previous injuries or illnesses. Every effort must be taken to reintegrate these recruits into the recruit training environment.

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b. An approach in which our Marines view a recruit from STC or another company with less respect or value than any other recruit does nothing to motivate recruits to successfully rejoin training and is counterproductive to the mission of making Marines. The below minimum steps will be taken with all STC and recycled recruits who join a new training company. A commander can extend the timelines or implement further steps at their discretion, as long as they are in concert with the intent of safely and effectively reintegrating recruits into the training process.

(1) Newly joined recruits will not be administered IT as an initiation or welcoming to the platoon.

(2) Newly joined recruits will be counseled by their SDI at the earliest opportunity, not later than 24 hours after arrival, and treated as a legitimate member of the receiving platoon.

(3) Newly joined recruits will be assigned a recruit buddy who will provide the joining recruit with the particular aspects of the platoon he is joining.

5. Counseling. Continuous counseling provides the best opportunity to maintain a recruit's motivation while assigned to STC. Counseling identifies deficiencies, establishes expectations, and provides encouragement for the recruit to improve performance and/or conduct. Leaders will document formal counseling in MCTIMS.

a. Each recruit will be formally counseled by an STC officer upon assignment and when transferred from STC. The Series Commander will ensure that the recruit understands the expectations and goals of STC.

b. The SDI will formally counsel each recruit upon pickup and drop and as required. Recruits will be closely monitored during their first week in STC and counseled every other day by a DI. After the first week, the recruit will be formally counseled at least weekly. Initial and formal weekly counseling will be documented in MCTIMS.

6. Training. STC DIs provide a variety of training opportunities targeted at motivating recruits to return to training in a timely manner. DIs also provide instruction in all areas of basic military skills, combat lifesaving, personal hygiene, close order drill, weapons care and maintenance, and the traditions and history of the Marine Corps. Recruits will also be placed in combat water survival training whenever possible.

7. Waivers. Rare situations might arise where otherwise fully qualified recruits could be technically barred from graduation. In such instances, the Commanding General has delegated the authority for waivers to the Commanding Officer, RTR.

8. Separation. When attempts to bring deficient recruits to satisfactory levels of knowledge, conditioning, behavior, discipline, or skill have failed, such as failure of a recruit on the Crucible for moral reasons, the recruit will be separated, see chapter 7.

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3017. COMPETITION

1. Competition can enhance esprit de corps. However, if uncontrolled, it can compromise the recruit training environment. For that reason, commanders will ensure that competition is conducted in a prudent manner that contributes solely to the motivation of the recruits.
2. Under no circumstances will competition be implemented in any MCMAP training activities **with the exception of body sparring and pugil sticks.**
3. During each training cycle, platoons will be recognized for superior achievement in: conduct of initial drill, rifle marksmanship, conduct of final drill, physical fitness, and academics.
4. Honor Platoon Selection. RTR will provide guidance on the criteria for honor platoon selection.

3018. COMBAT CONDITIONING (CC)

1. CC refers to the Marine Corps physical training (PT) and nutrition programs developed to raise a recruit's physical fitness to the level required to succeed in combat. The program's goals include the traditional health related physical adaptations such as cardiovascular endurance, muscular strength, and muscular endurance, as well as performance related adaptations necessary for the modern military environment such as power, speed, agility, balance, and coordination. The program will be conducted in accordance with the published training schedule and the Physical Training Manual for Recruit Training (short title: PT Play Book), reference (am).
2. CC will be evaluated by the following events:
 - a. IST
 - b. PFT
 - c. Water Survival Qualification
 - d. Obstacle Course and Confidence Course
 - e. MCMAP
 - f. Conditioning Marches
 - g. CFT
 - h. The Crucible
3. The following general instructions govern recruit PT:
 - a. Recruits will not perform PT 30 minutes before or 60 minutes after a meal. All battalion S-3s will ensure the meal schedules do not conflict with PT. Company commanders have the authority to adjust the 60 minute requirement to 45 minutes in the event that the meal schedule cannot be modified.
 - b. PT Recovery Time (PTRT). This is time devoted to cool down, showers, personal hygiene, and uniform change. After PT, 30 minutes will be allocated

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to PTRT. PTRT is not scheduled after CWS, the confidence course, or MCMAP instruction except when MCMAP takes place directly following combat conditioning. At no time will PTRT take the place of daily hygiene. PT recovery also includes the use of issued Post Exercise Nutritional Supplementation (PENS) consumed immediately after designated physical training events and the Performance Nutrition Pack (PNP) issued on a daily basis after the evening meal.

c. There will be no sounding off at PT prior to 0630 in the vicinity of family housing.

d. There will be no running or sprinting in the squad bays.

4. Physical Fitness Activities. The conduct of each PT event from warm-up, through execution, to cool-down are governed by the PT playbook, reference (am).

5. PT Uniform. The company team will wear organizational PT shirts and gym shorts. Organizations will be identified by the following colored PT shirts: 1st Battalion - red; 2nd Battalion - gold; 3rd Battalion - blue; 4th Battalion - burgundy, SPTBn - green. Organizational PT shirts, with the Marine's billet on the back, can be checked out from Organizational Clothing Issue in building 159. If a Marine changes billets, the old shirts can be exchanged for shirts with the new billet on the back. Any additional shirts must be purchased at the individual's expense through the Marine Corps Exchange (MCX).

a. Cold Weather. The prescribed recruit PT uniform for cold weather conditions is green T-shirt, PT shorts, sweatshirt, and sweat pants.

b. Hot Weather. The prescribed recruit PT uniform for hot weather conditions is green T-shirt worn with green PT shorts.

c. Athletic Supporters. Male recruits have the option of wearing athletic supporters when participating in PT events. Extended use should be discouraged out of concern for chaffing and Tinea Cruris (fungal infection).

d. Athletic Bras. Female recruits are required to wear athletic bras during all physical fitness activities.

e. Recruits at Physical Risk. Recruits are considered a higher risk when they fall into any of the following categories and will be identified through markings on their PT uniform. Uniforms will be marked in accordance with **Figure 3-4**. These require increased supervision.

(1) Overweight or high body fat percentage.

(2) Male recruits who run the IST in 13 minutes and 30 seconds or slower.

(3) Female recruits who run the IST in 15 minutes or slower.

(4) Recruits with previous heat and/or cold injuries.

(5) Recruits identified by any company team member as "high risk" based on complexion, performance, or other applicable factors such as having a previous diagnosis for pneumonia/URI or having the sickle cell trait.

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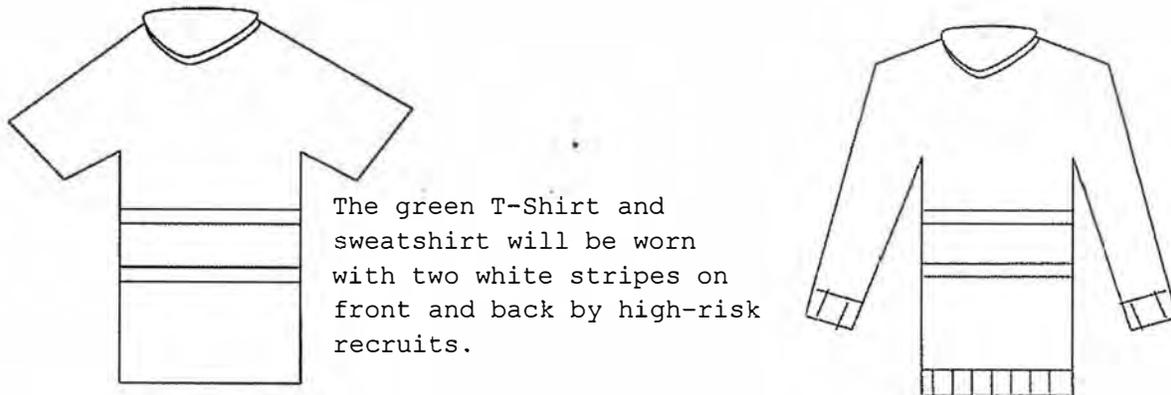


Figure 3-4 - High Risk PT Shirt/Sweat Shirt Marking Diagram

6. PFT/CFT

a. Those recruits who are unable to meet the minimum standards set forth in reference (n) for the inventory PFT and inventory CFT may be considered for reassignment to PCP/PCS or recycled. Inventory PFT/CFT failures continue in training at the discretion of the recruit training company commander.

b. Those recruits who fail the final PFT/CFT will be assigned to PCP/PCS, recycled, or separated.

c. Recruits who fail the IST, inventory PFT/CFT, or final PFT/CFT must pass the failed event once before being reassigned to a training platoon. After ninety days in PCP, recruits will be evaluated for separation under the incapability category. Recruits who have not completed the Crucible, but have successfully completed Table 2/BWT, will be returned to a training company on the same training day they were dropped to STC. However, T-50 is the last day that a recruit who has not completed the Crucible can be returned to a training company. That recruit's STC exit PFT/CFT will be counted as their final PFT/CFT. Their score will not affect the gaining platoon's final PFT/CFT average. The gaining training company is invited to send representation to the STC exit PFT/CFT to observe their prospective recruits.

(1) Recruits who pass the final PFT/CFT, but sustain injuries during the event, will be evaluated by BMC to determine if the recruit is fit to continue training.

(2) Any recruit who misses the final PFT/CFT on its scheduled training day and is in a full duty status will be given the opportunity to complete the final PFT/CFT prior to the Crucible. If the recruit cannot complete the final PFT/CFT prior to the Crucible, the recruit can be retained or will be dropped to STC or recycled in training at the company commander's discretion. If retained, the last completed scores will be used as the final score.

d. RTR will be responsible for ensuring proper monitoring and quality control for the final PFT/CFT. A company officer will confirm the CFT courses and equipment are in compliance with reference (n) to include 30

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pound ammunition cans and 11 ounce weighted baseballs/inert training grenades and proper course measurements.

3019. MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP). Only certified martial arts instructor trainers (MAIT) or martial arts instructors (MAI) currently assigned to the Martial Arts Instruction Section, ITC will present the course material to recruits with assistance from DIs and series officers.

1. All MCMAP training will be conducted strictly in accordance with references (d), (u), and appropriate lesson plans.
2. MCMAP remediation will be conducted under the direct supervision of a MAIT, MAI, or a DI who is a gray belt or higher.
3. The LNS MAIT/MAI will enter the MCMAP Qualification scores in MCTIMS Student Management, "Service Directed Requirements" and submit the score sheets for certification no later than T-25.
4. MCMAP belts are awarded to recruits upon completion of MCMAP qualification.
5. Incentive training is not authorized during MCMAP training.

3020. CHEMICAL, BIOLOGICAL, NUCLEAR and RADIOLOGICAL (CBRN) TRAINING. The following procedures are in effect for recruit CBRN training in addition to those identified in reference (ab).

1. Chamber and Safety Officer. While recruits are being exposed to chlorobenzamalonitrile (CS) gas, one company officer or CDI will remain inside the gas chamber to act as the chamber safety officer. Upon observing an unsafe condition, the chamber safety officer will direct the CBRN primary instructor to terminate training until the problem is resolved. No physical training will be conducted in the chamber.
2. SDI. All SDIs will enter the gas chamber with their respective platoons. They are to assist the CBRN primary instructor in the conduct of training inside the gas chamber.
3. Recovery Area Safety NCO. While recruits are recovering from exposure to CS gas, one DI will remain at the decontamination site and assist WFTBN personnel in the proper recovery of CBRN equipment.
4. Any additional DIs will ensure the recruits enter and leave the gas chamber in a quick and orderly fashion.

3021. RAPPEL AND FASTROPE. During rappel training, recruits are taught how to tie a rappel seat, inspect their equipment, and how to apply breaking techniques. During fast rope training, recruits are taught how to inspect their equipment and brace for landing. Recruits will conduct two rappels and two fast ropes. All training will be conducted in accordance with the approved POI and the WFTBN Standard Operating Procedures.

1. A qualified HRST or SRST Master will serve as the Tower Safety Officer for Rappel training and Fast Rope training. Company Officer can confer with the Safety Insert Officer (SIO) if they observe unsafe conditions.

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2. Series personnel are required to receive rappel and fast rope briefs prior to conducting the respective events.
3. DIs will serve as the belay for rappel training.
4. If a recruit misses any portion of a safety brief or class related to rappelling or fast roping, that recruit may receive remedial training if approved by the Safety Insert Officer (SIO).
5. IT will not be administered during rappelling or fast roping.
6. Companies will ensure all recruits have a serviceable pair of gloves issued to them by WFTBN prior to conducting rappel/fast rope training.
7. Every effort will be made to encourage all recruits to rappel. However, no recruit will be forced to rappel. A MCTIMS counselling entry will be written for those who do not rappel and an assessment for height phobia will be requested.

3022. WATER SURVIVAL (WS)

1. Marine Combat Instructors of Water Survival (MCIWS) and Marine Combat Instructor Trainers of Water Survival (MCITWS) conduct WS training for all recruits in accordance with the POI and reference (s). MCIWS/MCITWS will provide remedial instruction as required. The pool facility is designated a low stress environment.
2. Recruits who fail to meet the requirement of WS-B by the end of swim week will be recycled to a follow-on company. When a recruit fails to qualify at WS-B with three different training companies, they will be processed for separation.
3. Swim Training Scheduling
 - a. Each series will be scheduled for at least four swim time blocks. Recruits self-identified as lacking swim confidence will be afforded an additional swim time block prior to the commencement of swim week by means of swim familiarization program "Iron Duck."
 - b. Swim time blocks are established in the master training schedule.
 - c. Swim events take priority over all other training events. The only exception is recruit sick call.
 - d. Unqualified recruits will be afforded additional time to swim. These recruits will attend the time blocks of the opposite series.
 - e. Iron Duck Program

(1) Training companies will:

(a) Poll recruits prior to the execution of the Iron Ducks to determine which recruits have an inherent fear of water, have limited or no swimming experience, and would benefit from this program.

(b) Ensure attendance at the coordination meeting with the combat water survival section.

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(c) Provide a roster to the combat water survival section of all recruits identified for the program NLT 1100 on the Friday prior to the commencement of Iron Ducks.

(d) Ensure all recruits identified attend the Iron Ducks training session.

(2) Coordinating Instructions

(a) Recruits placed in this program will have the opportunity to qualify at WS-B during the session.

(b) Any recruit who does not qualify at WS-B during the Iron Duck session will be placed in an unqualified status until they qualify at WS-B.

(c) Any recruit who does not qualify by the last scheduled day of the WS training will be recycled to the next available training company.

(d) The only reason for any recruit not to attend the Iron Ducks training session, once they have been identified and placed in the program, is if they are receiving medical treatment, in a light duty status, or no duty status.

(e) Supervisory requirements will be the same as remedial swim blocks.

4. No later than T-25, MCIWS personnel will enter the Water Survival completion scores into MCTIMS. These scores will be entered into the "Service Directed Requirements" section and submitted for certification once complete.

3023. TEAM WEEK

1. Team Week tests team-building efforts and allows recruits to work in an environment of minimal supervision. Additionally, it provides time to conduct extensive dental treatment without a significant loss of training time, and opportunity for recruits to heal from minor injuries incurred from earlier training. The uniform for Team Week will be the utility uniform.

2. Authorized Work Assignments. Supervisors of recruit work details will:

a. Limit work details to the following

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

(2) Sweeping, scrubbing, waxing decks, and cleaning windows, sills, bulkheads, and doors.

(3) Polishing bright work.

(4) Cutting and trimming grass, trash collection, and disposal.

(5) Minor land, shrubbery, and drainage improvement.

b. Ensure recruits use only hand tools that do not require a high level of skill for operation and are not a safety hazard to the operator or others. The following power tools are authorized:

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(1) Non-riding lawnmowers and engine powered edgers and trimmers.

(2) Compactors, vacuum cleaners, and floor polishers.

c. Supervisors will also ensure that operators of all tools demonstrate the necessary skill to operate the equipment safely and economically prior to permitting operation of such equipment.

3. Work Restrictions. Supervisors will observe the following restrictions in assigning work details:

a. Recruits will not be employed as office workers.

b. Supervisors will strictly conform to flag conditions and work/rest cycles for recruit working parties.

c. Recruits will not be permitted to perform personal services.

d. Recruits will wear personal protective equipment in accordance with reference (af) when operating any power device.

e. Recruits will be required to wear protective clothing to prevent undue wear, soiling, or damage to their uniforms when performing exceptionally dirty or rough work.

f. Recruits will not be allowed to climb ladders or work on the exterior of buildings above the first deck.

g. Recruit working parties will not be allowed to leave the Depot.

h. Recruit labor may be used to maintain facilities in which Non-Appropriated Fund (NAF) services are provided or in the commissary re-sale outlet. Recruits may not be used in the direct operation of NAF or commissary services.

3024. OBSTACLE COURSE. Company commanders will ensure their staff has demonstrated mastery of the course prior to execution. The following safety requirements will be completed:

1. Series commanders will negotiate the obstacle course prior to the recruits and inspect the entire course for serviceability and dryness of all obstacles.

2. RTR will ensure wood chip impact and rubber impact material under each obstacle throughout the training areas are at the appropriate depth as identified by manufacturer guidelines. In the absence of MFGR guidelines, attenuation standards prescribed in the Consumer Product Safety Commission's "Public Playground Safety Handbook" will be utilized.

3. Loose-fill materials will compress at least 25% over time due to use and weathering.

4. Series commanders will ensure impact material (sawdust/wood chips/rubber) are raked and in place prior to execution.

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5. RTR and Unit Safety Officers/Unit Safety Representatives will conduct monthly inspections of the impact media and annotate in the required monthly inspections.

6. Incentive training is not authorized during obstacle course training.

3025. CONFIDENCE COURSE. Completion of the obstacles builds the confidence of the recruit.

1. Series commanders will negotiate the confidence course prior to the recruits and inspect each obstacle for serviceability using the Confidence Course Safety/Maintenance Checklist contained in reference (af).

2. The confidence course is a PT event, therefore, no IT will be conducted between obstacles.

3. **The confidence course may be negotiated under red flag or higher. Stretches and route step are permitted between obstacles.**

4. Recruits will not be forced to attempt any obstacle. If a recruit refuses to attempt an obstacle, it will be noted in MCTIMS.

5. Incentive training is not authorized at Leatherneck Square (LNS).

3026. CONDITIONING MARCHES. Conditioning marches will be conducted at a speed of approximately 4.8 kilometers per hour (KPH) to preserve unit integrity, prevent running, and maintain a reserve of responsiveness in accordance with reference (n). Any recruit who falls out will not be left unattended. Neither DIs nor other recruits will physically push, shove, drag, or carry a recruit in order for them to keep up with or finish a march.

1. Conduct of the March

a. Road guards will be assigned for all conditioning marches. Assigned recruits will be equipped with reflective belts and, in periods of decreased visibility, flashlights. At no time will a road guard run from the rear of the formation to the front of the formation. Leaders should plan the number of road guards needed for road crossings between stopping points.

b. Communications will be maintained between the formation's front and rear, and the battalion command post (CP).

c. During hot weather conditions, conditioning marches may start at 0530 on partial training days to minimize the impact of heat conditions. The Director, BMC, will ensure that the Cool Room is open and operating in time to support conditioning marches.

d. During cold weather conditions, start time for conditioning marches may be delayed in order to allow the temperature to rise or the winds to subside.

e. Company commanders will ensure conditioning marches will not occur under a red or black flag. See Figure 3-7.

f. If a red or black flag condition occurs after the commencement of the march, the company/series will form for a slow administrative movement back to the starting point, or intended destination, whichever is closer.

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g. If a Corpsman evacuates a recruit to BMC, the unit can continue to move administratively until the corpsman returns.

h. If L5 is sounded, recruits will move to the nearest covered area.

2. Conditioning March Support. Company commanders will ensure that all logistical requirements are met prior to the commencement of conditioning marches. At least one of the vehicles will follow in trace of the march formation for the entire march.

3027. VEHICLE SUPPORT FOR PT ACTIVITIES

1. Figure 3-6 details the safety vehicle requirements for training events. Pick-up trucks/vans without back seats and with rear doors that open will be used to support all PT events. GEM Cars may be used as the second vehicle for a two-vehicle requirement only if an additional van is not available.

2. Drivers. As long as PT is being conducted on a PT field or at the pool, vehicles and drivers will remain within the vicinity of the PT event.

3. Loss of Vehicle or Absence of Corpsman. PT will stop except for stretching exercises, PUs/FAH, push-ups, crunches, warm-up exercises, and MCMAP reinforcement whenever the corpsman or required safety vehicles are not present. Suspected heat illness in the absence of a corpsman will be handled per Figure 4-1.

4. Equipment. Each vehicle will have a minimum of 2 coolers (with ice and sheets), 5 water jugs, and a stretcher.

5. At no time will recruit weapons be transported off base. Nor will recruit weapons be transported in POVs.

3028. WEAPONS AND FIELD TRAINING DUTIES AND RESPONSIBILITIES. WFTBN provides marksmanship and individual combat skills training and qualification to recruits IAW references (i) and (ak). In addition, WFTBN runs a formal marksmanship training center to certify Marines as combat marksmanship trainers and combat marksmanship coaches.

1. Per references (ak) and (t), WFTBN will conduct marksmanship and field training, in accordance with the POI and Training Schedule. It will consist of the following:

a. Headquarters Company. Provide required logistical support to conduct and sustain recruit training operations on the rifle ranges, Basic Warrior Training, and the execution of the Crucible.

b. Marksmanship Training Company. Conducts rifle marksmanship and weapons training for recruits and requalification training for MCRD permanent personnel and other units as directed.

c. Field Training Company (FTC). In accordance with the POI, provides training and facilities for rappelling, fast rope, BWT, and the Crucible.

2. Recruit Training Company

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- a. Ensure DI supervisory requirements for classroom instruction, snapping-in, and firing are met in accordance with Figure 1-1 to ensure remediation and reinforcement complement the provided instruction.
- b. Provide the Certifying Officer when recruits are firing for score. A series Chief Drill Instructor or above may be assigned this duty.
- c. Ensure all series personnel are familiar with the range procedures prior to reporting to the range. Provide security for weapons at all times.
- d. DIs conduct line-out process and ensure all recruits are thoroughly inspected using metal detection wands and patted down for live ammunition or blank casings prior to leaving the ranges IAW reference (ad). Inspections include a search of all clothing and equipment. The Range must be notified that the training company has completed the shakedown/inspection of all personnel.
- e. Inform the Range Officer in Charge (ROIC) of any recruits who have been seen by MHU or who have given any indication that they intend to injure themselves or others. Recruits who fall into the above categories will not be given live ammunition unless they have a written recommendation to do so from MHU. The Range Officer will be told about any recruit experiencing increased emotional stress, so that appropriate levels of watchfulness can be maintained.
- f. Attend scheduled Table 1, Table 2, BWT, and Crucible in-briefs/de-briefs with minimum of each of the following: series commander, series chief drill instructor, and SDIs.
- g. In order to allow the recruits to focus on marksmanship training, the entire range area is considered a low stress environment and there will be no IT administered north (on the range side) of Wake Boulevard.
- h. The series commander will be present during all BWT training events at all times, to include overnight.
- i. The recruit training company is responsible for supplying the working parties to stow gear and conduct a cleanup of all facilities/training areas used during BWT.
- j. When the training company has completed cleanup of the training areas, a company representative will coordinate with FTC for inspection. Once the areas pass the inspection, WFTBN resumes responsibility for the cleanliness and maintenance of the BWT facilities and training areas.

3029. PREPARATORY MARKSMANSHIP TRAINING (GRASS WEEK)

1. Preparatory Marksmanship Training is a one week period of instruction designed to teach recruits basic marksmanship fundamentals and safety while they prepare to fire Table 1 Fundamental Marksmanship Training.
2. The Primary Marksmanship Instructor (PMI) must coordinate with the SDI/CDI to ensure that:
 - a. Marksmanship training takes priority over all other recruit training during designated marksmanship blocks of training.

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- b. Extra marksmanship training time is allocated when necessary.
 - c. DIs will continually reinforce marksmanship training in accordance with PMI instruction.
3. PMI. During Grass Week, assigned PMIs are responsible for instructing their respective platoons in the basic marksmanship training skills necessary for each recruit to qualify with the service rifle.
4. Dry Fire Training During Black Flag. Snapping-in will be conducted under available shade. If shade is not available, PMIs will take periodic breaks in training to ensure appropriate hydration is maintained.
5. Eyeglasses
 - a. Recruits who have not received their military issue eyeglasses may wear civilian eyeglasses during rifle qualification. The use of contact lenses is authorized for those recruits who possess neither military nor civilian glasses.
 - b. Not all recruits who meet DoD standards for vision are capable of seeing clearly at the 300/500-yard lines. Recruits with uncorrectable vision must still qualify with the rifle. If a recruit fits into this category, the OIC will be notified immediately. If a recruit cannot see well enough to qualify, they will be processed for separation.
6. Recruit Attendance Requirements. Recruits are required to attend classes on Fundamentals of Marksmanship, Range Data Books, and Grouping to be eligible to conduct Table 1 training.
 - a. PMIs will work with the SDIs to ensure the recruit are present for instruction each day. When possible, PMIs and SDIs will coordinate the provision of make-up or remedial instruction for recruits who missed training due to illness or necessary medical treatment.
 - b. If a recruit misses any full day of instruction, zeroing the RCO, or the Data Book class, they may be recycled to the next company/series assigned to Grass Week. PMIs will make drop recommendations to WFTBN S-3 via the Bn Gunner for recruits who miss mandatory periods of instruction.
7. Required Gear. SDIs and DIs will ensure all shooters have the proper gear, to include: cartridge belt, one canteen, poncho or field tarp, Service Rifle, sling, magazine pouch, 4 magazines, hearing protection, and Data Books, and eye protection (j). DIs will ensure recruits who wear glasses have the PT strap fastened. Training units will adjust their gear list based on the weather conditions.
8. Weapons Handling Test. Recruits who fail the Weapons Handling test during Grass Week will be remediated by their PMI and then retested by the Drill Instructor(s). Recruits will have two opportunities to remediate. After the third test failure, the recruit will be interviewed and, through collaboration between the PMI and company staff, a determination made whether to provide additional remediation or to drop the recruit to the next Recruit Company. Recruits will not proceed to Table 1 firing until they successfully pass the Weapons Handling test.

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3030. MARKSMANSHIP TRAINING

1. Personnel requirements for the operation of ranges. The following personnel are required to safely conduct live firing:

a. Range Officer in Charge (ROIC). The ROIC will be physically present on the range and is responsible for the conduct of all training and adherence to governing regulations and guidance.

b. Range Safety Officer (RSO). The RSO will be physically present on the range and is responsible for the enforcement of all service, installation, and unit safety regulations on the range.

c. Line NCO. The range SNCOIC or the line NCO will remain on the line during all firing.

d. Tower NCO. The tower NCO will remain in the range tower at all times, unless relieved by the ROIC or the line NCO.

e. Pit NCO. A minimum of one pit NCO will be stationed in the pit sound shed during all firing.

f. Block NCO. There will be one block NCO per group of up to 13 targets.

g. Combat Marksmanship Coach (CMC). A minimum of one coach will be assigned to every four recruit targets.

h. Certifying Officer. A series officer or series chief drill instructor will be assigned as the certifying officer on pre-qualification and qualification days.

i. Pit Verifiers. There will be a minimum of one verifier assigned to monitor a block of 10 consecutive targets. Pit Verifiers must be a DI. DIs will not verify for their own series. The use of two-way communication devices (cell phones, radios, etc.) is not permitted in the pits during pre-qualification and qualification firing days.

j. Scorekeepers. The scorekeeper will be one of the target pullers assigned to the target.

k. Pit Recruit Series Official. A series officer or a series chief drill instructor is required to be in the pits during live fire.

2. Table 1 Fundamentals of Marksmanship Training. Recruit Table 1 rifle qualifications will be conducted over a minimum of four firing days.

a. Recruits must demonstrate mastery of weapons instruction to include: safe handling, employment, and cleaning.

b. Recruits must successfully complete Table 1 prior to conducting Table-2.

c. Recruits rate at least 1 but no more than 5 remediation relays to achieve a minimum qualifying score of 190 on Table 1. However, the number of remedial attempts may be limited by the training schedule.

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3. Table 2 Basic Combat Shooting Skills

a. The purpose of Table 2 is to teach recruits how to apply marksmanship fundamentals, to build confidence in their marksmanship skills, and develop decisiveness when presented a target. Table 2 consists of classroom instruction, position refinement, day training, pre-evaluation, and evaluation firing.

b. Recruits must score 60 points (out of 100 possible) or better with the service rifle on Table 2. Recruit final marksmanship scores will be determined by an aggregate scoring between their Table 1 and Table 2 scores per reference (j).

c. Recruits who do not qualify during their initial Table 2 qualification will be provided remedial training and additional opportunities to qualify. Recruits who twice fail their remedial qualifications will be dropped to the next company in the training cycle.

d. Firing counts are needed at the tower for each ELT task that is fired. The tower NCOs will meet with SDIs on a daily basis to review alpha rosters.

e. Upon completion of all live firing, a thorough line-out will be conducted by the Block NCOs. End of the day shakedowns must be completed prior to leaving the range by the training company leadership supervised by CDI or higher.

f. Parking for Khe Sahn range and classrooms will be in the Nak Tong pistol range parking lot. There will be no DI parking of POVs past Nak Tong; a safety vehicle can be parked by the classroom or Khe Sahn range. Parking on Hue City will be in the dirt parking lot by the 500-yard line only. The company safety vehicle can park near the firing line.

g. During inclement weather, all recruits on Hue City firing line will go to the thunderdome. Recruits on Khe Sahn range will go to the classrooms. Recruits in the pits on Hue City will stay in the pits.

4. Supporting Requirements. Each Recruit will have a full set of cleaning gear and four serviceable magazines for all marksmanship training. WFTBN will provide flak jackets. An in-brief will be conducted prior to Table 2 in the WFTBN S-3 conference room.

3031. MARKSMANSHIP SAFETY

1. Weapons will be maintained in Condition 4 except in the following instances:

- a. When live firing is in progress.
- b. During scheduled snapping-in.
- c. When cleaning weapons.
- d. During the bolt and bore safety check.

2. Flag safeties will be used at all times when not firing or snapping-in during Marksmanship Training.

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3. Recruits will move onto and depart the firing line only when directed.
4. Prior to exiting the range complex, all firing personnel will execute unload, show clear procedures. Recruits will then make a Condition 4 weapon.
5. Prior to firing each day a bolt and bore safety check and user serviceability inspection will be conducted. Bolt and bore checks by DIs in no way absolve the recruit of overall responsibility for employing correct weapons handling procedures.
6. Recruits will load their weapons only when directed by range personnel and keep the muzzle of the weapon pointed down range.
7. Ranges will not commence firing until authorized by Range Control.
8. Rifles will be oriented at the ground at all times except when preparing for the next stage of fire, at which time the muzzles will remain oriented downrange, or during Table 2 when rifles are required to be carried in the alert carry.
9. Shooters will not depart the firing line until their weapons are inspected by range personnel and have magazine removed and a flag safety inserted.
10. **No one will be allowed forward of the ready benches without earplugs, sound suppressors and approved eye protection.**
11. Firing at unauthorized targets (e.g., birds, benches, towers, number boards, barrels, etc.) is prohibited and will result in the recruit being dropped from the range and recycled in training.
12. Anyone observing a potentially unsafe condition will immediately call for cease-fire.
13. All dry firing on the range will be conducted on the firing line during preparation time or during live fire.
14. Upon completion of firing and prior to departing the range, DIs will conduct a brass and ammunition shakedown of all recruits, to include metal wand detector use. Every recruit will give a verbal declaration and be thoroughly searched for live ammunition or expended ammunition after all live firing exercises. Once a recruit has received a final shakedown, they will not be permitted back on the range. The series commander and CDI are responsible for the conduct and execution of the shakedown.
15. Range Control will maintain contact with the G-3, Depot CDO, or MCAS Beaufort weather station to monitor the proximity of lightning. If L5:
 - a. WFTBN S-3
 - (1) Call cease-fire on all ranges.
 - (2) Halt all field training.
 - (3) Notify all companies to move personnel to the closest battalion area as quickly as possible.

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(4) Direct Marksmanship Training Unit (MTU) to move the Preparatory Marksmanship Training Company and CMTs indoors. Weapons will be stacked at least 25 meters from sheds.

(5) Notify Tower and Boat Watches of lightning.

(6) Notify Duty NCO at Page Field.

(7) Notify RTR and G-3 of interruption in training.

b. ROICs

(1) Have recruits unload and show clear. Coaches will conduct the secondary chamber inspection and collect all ammunition.

(2) Move units to the closest lightning shelter. Weapons will be carried with muzzles down.

(a) Hue City and Chosin will move to the thunderdome directly south of their respective ranges.

(b) Starlite will move to the thunderdome directly south of its range.

(c) Inchon will move to the thunderdome to the southwest of its range.

(3) Once at the shelter, perform unload and show clear with DIs doing the secondary inspection, stack arms at least 25 meters from recruits, and conduct a shake-down.

3032. BASIC WARRIOR TRAINING (BWT). BWT introduces the recruit to individual field skills and provides an opportunity to develop their self-confidence. BWT consists of the day and night movement courses, day and night land navigation, introduction to improvised explosive devices (IEDs), camouflage, cover and concealment, fire team formations, and introduction to hand and arm signals.

1. On the Monday prior to conducting BWT, all series chief drill instructors will check-in with the designated Field Training Platoon SNCO in order to conduct an initial inspection of the Sea Huts, bivouac sites, recruit heads, Port-O-Johns, and training area.

2. All training will be conducted per Field Training Company Standard Operating Procedures and Master Lesson Files.

3. Weapons will be free of any muzzle / compensator obstructing devices i.e. tape or compensator covers.

4. The series commander will be present during all BWT training events at all times, to include overnight.

5. The recruit training company is responsible for supplying the working parties to stow gear and conduct a clean-up of all facilities/training areas used during BWT.

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6. When the training company has completed clean-up of the training areas, a company representative will coordinate with FTC for inspection. Once the areas pass the inspection, FTC resumes responsibility for the cleanliness and maintenance of the BWT facilities and training areas.

7. The training companies are responsible for providing cleaning gear. Recruits will arrive at BWT with gear needed to bivouac at Page Field, plus 1 protractor, 1 black map pen, 1 camouflage paint compact, black gloves, Kevlar with seasonal cover, and weapon with cleaning kit.

8. If an injury occurs during training, face all recruits away from the casualty and call medical personnel.

3033. CRUCIBLE. The Crucible is a 54-hour event that occurs during week 10 of the recruit training cycle. It consists of six major training events comprised of multiple military problem solving exercises executed in accordance with the Crucible order, reference (t). The Crucible events are designed to collectively challenge teamwork skills, physical fitness, and test the honor, moral and physical courage, and commitment of the recruits. A thorough screening process of recruits will be conducted prior to the Crucible. The Crucible is the catalyst by which an individual recruit completes the transformation to become a United States Marine. The Crucible imbues the concepts of selflessness and teamwork in overcoming hardship. The Crucible is the defining experience—a rite of passage—that builds the trust a Marine has in themselves, their fellow Marines, and the Corps. Here the recruit learns that the core values of Honor, Courage, and Commitment are not just words but that they are the essence of the warrior ethos that defines our Corps.

1. We must be "vested" in the Crucible process. All personnel will be physically and emotionally engaged in the conduct of the event from start to completion. While WFTBN instructors will maintain the lead on the mechanical execution of each Crucible event, it is the training company staff who must provide the detailed interaction, mentoring, and after action critiques. All companies will maintain minimum personnel requirements as defined in the current WFTBN SOP. Battalion commanders are authorized to augment company staffs from other units within their battalion in order to meet minimum personnel supervisory requirements as set forth in the WFTBN SOP.

2. DIs will assume the role of "Squad Leader" during the execution of the Crucible. Beginning with reveille in the barracks, DIs will remove their campaign covers and replace them with soft covers. This demonstrates a visual transition in the role of the DI from instructor to leader. The manner with which our officers and DIs approach their recruits will be one of teacher and scholar in accordance with General Lejeune's model of leadership. Critiques and after actions should be delivered in constructive manner.

3. Upon completion of each event, a meaningful discussion will occur to include self-evaluations, instructor critiques, and references to the core values/history/traditions significant to the obstacles cleared. Unit leaders (DIs) will speak to the unit from a perspective of what they would do, what they have done in the past, and what they would do in the future if the opportunity presents itself.

3034. EMBLEM CEREMONY

1. RTR will publish detailed guidance on the conduct of the Emblem Ceremony.

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2. Upon completion of the Crucible, recruits will be recognized as Marines at a formal, yet intimate Emblem Ceremony conducted by their drill instructors. From that point, the new Marines will be addressed as Marine, their last name, or rank. They no longer have to use the third person when they speak. The new Marines will address their DIs by their rank and last name.

3. Marines receiving a contract promotion will be recognized and promoted by a company officer the day of the Emblem Ceremony in accordance with the published training schedule. Marines selected for meritorious promotion will be recognized and promoted by a company officer during Marine Week in accordance with the published training schedule. Marines will wear their appropriate rank from the time they are promoted.

3035. **FOURTH PHASE.** **The purpose of the fourth phase is to provide a transition that makes basically** trained Marines who are better prepared for follow-on training and the challenges of service in the Operating Forces. The key to success in this phase is to reinforce and provide context for the Core Values and leadership instruction the new Marines were taught earlier in training. They must demonstrate comprehension of the bedrock principles that make us Marines. We must demand they embrace our Core Values, demonstrate mutual respect for their fellow Marines, and understand the importance of displaying leadership, maturity and initiative. Reinforcement of these principles will make them better prepared for follow on training and service in the Operating Forces.

1. **The dynamics of the fourth phase will naturally foster** a more receptive learning environment as Drill Instructors will interact with their new Marines not as recruits, but as fellow Marines of junior rank. Throughout recruit training Drill Instructors and Series Commanders serve as coaches and mentors to their recruits, and this Phase provides opportunities to interact with the new Marines as they would relate to a junior Marine in the Operating Forces. As importantly, the new Marines will understand what will be expected of them as a member of the Operating Forces.

2. During this phase Drill Instructors will use small group guided discussions as the primary means of teaching, coaching, mentoring, and checking for understanding. Instruction will focus on making a **better Marine** by utilizing the Marine Corps Leadership Development framework of Fidelity, Fighter, Fitness, Family, Finances and Future. We will accelerate their development as Marines by readdressing each of these areas in an environment more conducive to comprehension--making them more ready and confident as they continue through the entry level training pipeline. Drill Instructors will also supplement their discussions with additional MOS specific information. **When on track with Fourth Battalion, OccFld Breakouts will occur together with both units.**

3. In this phase, the term "transition" applies equally to both the leaders and the led. Company officers and Drill Instructors will demonstrate, by their own example, what their new Marines can expect of their officer and senior enlisted leadership in the Fleet. While Drill Instructors are always mentors and coaches to their recruits, their role as a "trainer" and "disciplinarian" naturally takes greater prominence during the initial phases of training, when imparting discipline into the recruit is paramount. The leadership methods of the Drill Instructor must change as a recruit matures and develops self-discipline by progressing through training. During this phase the Drill Instructor's roles of "Coach" and "Mentor" are the priority,

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and they must interact with the new Marines in a way that supports the transformation from recruit into a basically trained Marine.

4. **The fourth phase** is especially important for junior Drill Instructors, who will lead their new Marines as they would their squad or section in the operating forces. The Senior Drill Instructor retains the role of primary importance in this Phase and will exemplify what the new Marines can expect of their platoon sergeant in the Operating forces. Series Commanders will continue to demonstrate the qualities of a platoon commander and focus on providing Lejeune style leadership to both the Drill Instructors and new Marines.

5. The new Marines should be provided opportunities to exhibit leadership and initiative within the bounds of safety, and the regulations contained in this order. Officer and Drill Instructor guidance and supervision will always be present and engaged. All new Marines should be provided the opportunity to serve in a leadership billet over the course of the training cycle. New Marines should be carefully coached and mentored as they assume leadership positions, and encouraged to exhibit the self-confidence and initiative expected of a junior Marine in the operating forces.

6. Success in this phase is defined by graduating new Marines capable of articulating and displaying an understanding of our Core Values, demonstrating comprehension of our Warrior Ethos, and possessing the knowledge to be successful in their follow on training and service in the Operating Forces. This phase will end with a graduation ceremony and movement to follow on entry level training.

7. General Guidance

a. New Marines do not have any authority over recruits and will not interact with them.

b. IT will cease at the commencement of the Crucible. Disciplinary action required will be handled in accordance with appropriate judicial and or administrative actions.

c. All permanent personnel will ensure new Marines are recognized and treated as Marines.

d. New Marines will be authorized to wear watches.

e. DIs will march their platoons to all graduation appointments and to chow; new Marines may march back in formations no larger than 10 Marines.

f. When a recruit company's superior performance warrants, the RTR commander may waive some supervisory requirements during Marine weeks. When waived, the following reduced requirements apply:

(1) One DI per platoon is required in the squad bay as the platoon duty DI from 15 minutes prior to reveille until the conclusion of evening chow.

(2) For **1st, 2nd and 3rd battalions**, one SDI and one DI per company are required to be present for duty in the squad bay between the conclusion of evening chow and reveille.

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(3) When additional platoons require split-company locations, an additional DI is required per platoon at the dislocated location as the duty DI.

(4) For 4th Battalion, one DI per series is required in the squad bay as duty DI between evening chow and reveille.

g. New Marines will be posted as fire watch from taps to reveille.

h. New Marines will receive 2 hours of free time each evening except when prohibited by the published training schedule.

8. Liberty

a. Liberty will be conducted on S-10 (Base liberty-1), the Sunday prior to graduation (M-7 Base liberty-2), and on Family Day (M-11).

b. Warrior Preservation. The SDI or 1stSgt will conduct the Warrior Preservation brief, which encompasses all the core values training the Marines have had as recruits in order to focus the new Marine into applying their newly mastered skills in their everyday life.

c. The uniform for liberty will be at the discretion of the RTR commander. Marines may wear authorized jewelry. DIs will inspect their platoons prior to sounding liberty.

d. The new Marines will be supervised by their DIs for proper conduct while on liberty.

e. Companies will conduct a liberty brief and inform the new Marines of appropriate liberty conduct and the locations they will be allowed to visit/patronize. The new Marines will not be allowed to depart Parris Island.

f. Battalion commanders are authorized to suspend an individual's liberty as a result of minor disciplinary infractions.

g. Marines are authorized to go to a movie at the Depot Theater during liberty.

h. Company commanders will ensure Family Day letters are mailed out by Training Day 41.

9. Battalion Commander's Inspection. See graduation criteria para 3013.

10. Graduation Appointments. The following appointments require all-hands participation:

a. Final pay

(1) Payment of Marine Corps Community Services (MCCS) bills.

(2) EZ Pay/SMART card cleared of remaining funds/closed.

b. Equipment/rifle turn-in.

c. RAB out-post on M-8.

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(1) Out-post brief, orders issuance, and verification and/or corrections to other administrative records.

(2) Identification card issuance.

11. Share the Legacy/Recovered Warrior Programs

a. The Share the Legacy or Once a Marine, Always a Marine Program occurs prior to graduation in order to familiarize the new Marines with how our core values influenced the experiences of retired, active, and former Marines. These guest speakers will focus on experiences that emphasize our core values of honor, courage, and commitment. The program will be conducted in accordance with the training schedule and as coordinated by the G-3.

b. Recovered Warrior Ceremony. Company commanders will ensure that graduating Marines who were in STC attend the Recovered Warrior Ceremony at 1400 on M-10 in STC's spaces. Liaison will be made with STC Operations to confirm the date and time of the ceremony.

12. School of Infantry (SOI) Brief/New Marine Five Paragraph Order. Representatives from SOI provide a brief to the new Marines on what to expect upon arrival at SOI. This is followed by the issuing of a five paragraph order by the SDI to their platoon that details the Marine's mission and expected conduct while on boot leave.

13. Family Day Liberty

a. Conducted from 1000-1500, the same on base liberty guidance pertains from paragraph 3035.8 above.

b. During Family Day and graduation ceremonies, the graduating battalion(s) will provide a safety vehicle for use in the event an active duty ceremony participant requires transportation to BMC. The safety vehicle and driver will be located between the 1st Recruit Training Battalion mess hall and HQ building. For civilians, medical care will be provided by EMS via a 911 call.

14. Graduation. The prescribed uniform for all Marines graduating will be the Dress Blue Bravo, Dress Blue Charlie or Dress Blue Delta uniform.

3036. TRANSPORTATION BY VEHICLE AND SAFETY VEHICLE REQUIREMENTS

1. Transportation by a Motor Vehicle

a. Personnel will ensure that neither recruits nor equipment exceed the rated capacity of any vehicle. The transportation capacities will be located on the dash of each vehicle. The following standards and limits apply:

<u>VEHICLE TYPE</u>	<u>MAX PASSENGERS</u>
Troop Transporter	98
Passenger Bus	44
Truck 1 ton (flatbed) and above	2 in cab with driver 4 in cargo area (seated)
Truck (Small Pick-up)	2 in cab with driver 3 in cargo area (seated)
Truck (Full-size Pick-up)	2 in cab with driver

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Passenger Van	3 in cargo area (seated)
Cargo Van	1 per set of seat belts
GEM Cars	3
	Use only fixed seating

Fig: 3-5 Maximum Passengers Allowed (Vehicle)

(1) Bus passengers are not allowed to sit or stand in front of the painted line on the floor. The bus driver will not proceed until all passengers, including Drill Instructors, are safely seated.

(2) Passengers are allowed to carry only that material and equipment that they are able to keep under their control during vehicle movement. Aboard buses and cattle cars the largest packs allowable are day packs.

b. Personnel will ensure recruits are seated prior to and during vehicle operation.

c. POVs will not be used to transport recruits except in an emergency when Emergency Medical Services (EMS) is not able to respond.

d. Recruits will be transported in vans or buses with fixed seating. If it is necessary to transport personnel aboard the Depot in stake-bed trucks, pick-ups, or cargo vans without fixed seating the following guidance is to be followed:

(1) All personnel will be seated on the deck with their complete body inside the confines of the vehicle. In trucks and pick-ups, they will sit against the back of the cab facing to the rear of the vehicle.

(2) The operator will not exceed 25 MPH/40 KPH while transporting individuals without fixed seating.

(3) Marines, corpsman, or recruits will not be transported in vehicles together with equipment unless they are in fixed seating.

e. Unless weather conditions preclude safe walking, all transportation requests to the Motor Transport division should be for distances of 1 mile or greater.

2. Safety Vehicle Requirements. Figure 3-6 depicts the minimum safety vehicle requirements.

3037. RISK MANAGEMENT (RM)

1. General. RM is an integral part of training and planning at all levels of command. Commanders have the fundamental responsibility to safeguard personnel and material, and accept only the minimal level of risk necessary to accomplish an assigned mission. Risk can be assessed using the following two methods:

a. In-Depth RM. Commanding officers will conduct a formal, documented analysis of every recruit training event. The identified hazards, risk assessment, and implemented controls will be completed on an RM worksheet and approved only by the respective commander.

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b. Time Critical RM. This type of RM is an assessment conducted by the on-site safety officer or unit commander, either mentally or orally, in order to review the risks associated with an event during or prior to its conduct.

2. Responsibilities. All leaders shall ensure risk mitigation strategies are included in the planning and execution of all activities regardless of complexity or familiarity. Apply the RM process to all aspects of command operations and activities to include the following components of the RM strategy:

a. All commanders will become thoroughly indoctrinated on all facets of RM.

b. Within 30 days of assuming command, commanding officers will review and approve all completed RM worksheets.

c. Commanders will establish a master hazard list and assign a risk assessment code for each recruit training event.

d. An RM worksheet will be completed on all hazards associated with recruit training that have a Risk Assessment Code of 1, 2, or 3.

e. Commanders will maintain RM worksheets on all recruit training or supporting events.

f. Commanders will ensure all supervisory and support personnel are trained on the implementation of RM.

g. All unit commanders and on-site safety officers will review all RM worksheets prior to conducting any event or the negotiation of any new or existing obstacle.

3. Annual Safety Inspection. The Depot Safety Office is required to inspect all Depot facilities annually and all high risk areas semi-annually. Inspection results will be forwarded to the appropriate Commanding Officer for corrective actions.

Figure 3-6 - Minimum Vehicle Support Requirements (Below)

Event	# of Vehicles	Responsible Unit
Administrative unit movements	1 per series	RTR
IST		
Company/Series PT ⁽¹⁾		
Obstacle Course		
Confidence Course		
Conditioning Marches	2	RTR
MCMAP (including pugil sticks) ⁽²⁾	2	RTR
Rappel/Fast Rope, Gas Chamber	1	RTR
	1	WFTBN
Marksmanship training (Grass Week, Table 1 and Table 2)	1 per series	RTR
BWT ⁽³⁾	1	RTR
	1	WFTBN
Crucible ⁽³⁾	4	WFTBN

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	2	RTR
Family Day/Graduation	1	RTR

Notes:

1. STC requires two safety vehicles during all PT events.
2. If one safety vehicle is dispatched during MCMAP, training will continue with one safety vehicle.
3. During field skill training, WFTBN and RTR will both provide safety vehicles in general support of all events.

Figure 3-7 - Recruit Training IT Card (Below)

TRAINING ALLOWED UNDER WBGT FLAG CONDITIONS:

* YES COMMENCING T-11	FORMING THRU 1 st PHASE			2 nd THRU 3 rd PHASE			4 th PHASE		
	GREEN	YELLOW	RED	GREEN	YELLOW	RED	GREEN	YELLOW	RED
DRILL	YES	YES	YES	YES	YES	YES	YES	YES	YES
DOUBLE TIME MARCHING	YES	NO*	NO	YES	YES	NO	YES	YES	NO
MARCH TO CLASS & APPOINTMENTS	YES	YES	YES	YES	YES	YES	YES	YES	YES
INSTRUCTION OUT OF CLASSROOM/SHADE	YES	YES	NO	YES	YES	NO	YES	YES	NO
SCHEDULED PT (INCL CONDITIONING HIKES)	YES	NO*	NO	YES	YES	NO	YES	YES	NO
INCENTIVE TRAINING (OUTDOORS)	YES	NO*	NO	YES	YES	NO	YES	YES	NO
OUTSIDE TRAINING (OUTDOORS)	YES	NO*	NO	YES	YES	NO	YES	YES	NO
MARKSMANSHIP TRAINING	N/A	N/A	N/A	YES	YES	YES	YES	YES	YES

BLACK FLAG APPLIES TO ALL PERSONNEL - ALL STRENUOUS ACTIVITIES WILL BE SUSPENDED.

ALLOWED UNDER ALL FLAG CONDITIONS:

- A. MOVEMENT TO AND FROM APPOINTMENTS AT QUICK TIME MARCH. ROUTE STEP IS PROHIBITED DURING RED/BLACK FLAG EXCEPT AT THE RIFLE RANGE, IN THE FIELD, AND DURING RECEIVING.
- B. SNAPPING-IN UNDER AVAILABLE SHADE AND FIRING AT WEAPONS TRAINING BATTALION
- C. MCMAP TRAINING CAN BE CONDUCTED UNDER THE THUNDERDOME UNDER ALL FLAG CONDITIONS.
- D. BWT. RECRUITS CAN **REMOVE** THEIR BLOUSES DURING PERIODS OF REST.
- E. CRUCIBLE.
- F. CONFIDENCE COURSE OBSTACLES. MAY BE NEGOTIATED UNDER RED FLAG OR HIGHER WITH THE RECRUITS IN ROUTE STEP WITH NO PHYSICAL ACTIVITY BETWEEN OBSTACLES. CONDUCT ALL TRAINING WITH EXTRA CAUTION AND GIVE CLOSE ATTENTION TO THE PHYSICAL CONDITION OF RECRUITS. REGARDLESS OF THE TIME OF YEAR, HEAT CASES WILL BE ACCOMPANIED BY A CORPSMAN AND DI TO THE ACA AT THE BHC, FOLLOWED BY A REGIMENTAL INCIDENT REPORT (RIR), WHICH WILL BE SUBMITTED THROUGH THE CHAIN OF COMMAND.
- G. FINAL DRILL EVALUATION.

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H. MOVEMENT IN RED/BLACK FLAG WILL BE CONDUCTED IN THE MOST DIRECT AND EFFICIENT MANNER, I.E. NO TO THE REAR MARCH, STATIONARY MANUAL DRILL, OR SPONTANEOUS COD PERIODS.

BE ALERT FOR:

A. HEAT EXHAUSTION = SKIN IS SWEATY, MOIST, AND PALE.

B. HEAT STROKE = SKIN IS HOT, SWEATY OR DRY; FLUSHED; RCT APPEARS CONFUSED, HAS MENTAL CHANGES OR IS FAINT.

C. SUNBURN = USE SUNBURN PREVENTATIVE MEASURES ON RECRUITS WITH FAIR OR REDDISH COMPLEXION, AND HAVE SUNBURNED RECRUITS WEAR UTILITY JACKETS WITH SLEEVES DOWN.

D. HYPONATREMIA = APPEARS CONFUSED, WITH NAUSEA AND VOMITING, MAY HAVE SEIZURE.

IN THE ABSENCE OF MEDICAL PERSONNEL DIAL 911. LOWER THE HEAT CASUALTY'S BODY TEMPERATURE AS QUICKLY AS POSSIBLE BY MOVING THEM TO A SHADED AREA, REMOVING EXCESS CLOTHING, COVER WITH ICE SHEETS AND FANNING THEM VIGOROUSLY. NOTIFY BHC (OR CALL 911 FOR TRANSPORT TO BEAUFORT MEMORIAL HOSPITAL AFTER HOURS) OF INCOMING POTENTIAL HEAT CASUALTIES.

DURING HOT WEATHER CONDITIONS, A 5-MINUTE BREAK WILL BE GIVEN AFTER EACH 25 MINUTES OF DRILL.

ADMINISTRATIVE BLACK FLAG CONDITIONS (ABFC):

A. AN ABFC EXISTS WHEN THE BRANCH HEALTH CLINIC CANNOT PROPERLY TREAT ADDITIONAL HEAT CASUALTIES OR WHEN ALL THREE AMBULANCES, MEDIC 1, 2, AND 3 ARE EMPLOYED/RESPONDING TO A 911 CALL AND/OR ARE OFF THE DEPOT.

B. THE ABFC REQUIRES ALL PHYSICAL TRAINING, FIELD TRAINING, AND WEAPONS FIRING TO BE SUSPENDED. ALL PERSONNEL ARE REQUIRED TO USE EXTREME CAUTION TO ENSURE NO ADDITIONAL HEAT INJURIES OCCUR. IF EXPOSED TO DIRECT SUNLIGHT, MOVE RECRUITS TO A SHADED AREA WHEN POSSIBLE.

C. IF THE TRAINING COMPANY, WHEN CONDUCTING TRAINING, EXPERIENCES AN UNUSUALLY HIGH NUMBER OF HEAT CASUALTIES, A COMPANY OFFICER WILL INITIATE ABFC PROCEDURES. THE OFFICER MAKING THE CALL MUST COORDINATE THROUGH THE BATTALION S-3 OR OOD TO ESTABLISH WHETHER OR NOT BHC HAS IN FACT DESIGNATED ABFC. ONCE THE DETERMINATION HAS BEEN MADE, CONTINUE TO TRAIN OR CONTINUE TO STAND DOWN.

INCENTIVE TRAINING

THE ONLY TYPES OF EXERCISES AUTHORIZED FOR INCENTIVE TRAINING (IT) ARE THE PHYSICAL AND **RIFLE EXERCISES** LISTED BELOW. IT WILL BE CLOSELY SUPERVISED AND WILL CONSIST OF A COMBINATION OF AT LEAST THREE OF THE BELOW EXERCISES WITH A MINIMUM OF TEN (10) REPETITIONS BEFORE CHANGING EXERCISES. DIS CAN USE ANY COMBINATION OF THE BELOW EXERCISES. DIS MUST UTILIZE A LEANING REST EXERCISE IN ORDER TO TRANSITION BETWEEN STANDING AND GROUND EXERCISES. ALL IT SESSIONS WILL BEGIN WITH A STANDING EXERCISE. RECRUITS WILL CALL OUT CADENCE AND REPETITIONS DURING EVERY IT SESSION. A BREAK WILL BE GIVEN HALF WAY THROUGH THE SESSION. RECRUITS WILL NOT BE REQUIRED TO REPEAT AN EXERCISE ONCE THEY LACK THE STRENGTH TO PERFORM IT CORRECTLY. RECRUITS WILL REPEAT THE COMMAND FOR THE NEXT EXERCISE FROM THE CURRENT EXERCISE POSITION.

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TIME LIMITATIONS ARE AS FOLLOWS:

T-1 THRU T-18: 3 MIN EXERCISE-30 SEC BREAK-3 MIN EXERCISE
 T 19 THRU T-56: 4 MIN EXERCISE-30 SEC BREAK-4 MIN EXERCISE

<u>EXERCISES</u>	<u>T 1-18</u>	<u>T 19-56</u>
STANDING EXERCISES		
SIDE STRADDLE HOPS	25	50
STATIONARY DOUBLE-TIME (SEC)	30	60
STEAM ENGINES	20	30
ARM ROTATIONS	30	60
LEANING REST EXERCISES		
PUSH-UPS (SHOULDER WIDTH)	20	30
MOUNTAIN CLIMBERS	20	30
FRONT PLANK (SEC)	30	60
GROUND EXERCISES		
CRUNCHES (FEET FLAT ON DECK, NOT HELD 2 COUNT)	40	50
BICYCLE CRUNCHES	40	50
<u>RIFLE EXERCISES</u>		
FORE UPS, BEHIND NECK	15	20
UP AND FORWARD	15	20
UP 4 ON SHOULDER* (4 COUNT)	15*	30*
RIFLE EXTENSION* (PALMS UP)	60*	60*

* - TWO (2) ITERATIONS OF THE EXERCISE MAY BE COMPLETED WITH A 30 SECOND REST PERIOD BETWEEN EACH ITERATION

ALL EXERCISES ARE A FOUR COUNT AND DONE AT A QUICK TIME CADENCE

Figure 3-7 - Recruit Training IT Card (cont.)IT GUIDELINES

1. A RECRUIT MAY ONLY RECEIVE IT FROM THEIR DI/SDI/CDI.
2. DIS MUST SCRUPULOUSLY ADHERE TO THE ABOVE TIME, TRAINING DAY, AND EXERCISE LIMITATIONS.
3. RECRUITS WILL NOT BE ABUSED NOR PUSHED BEYOND THEIR LEGITIMATE PHYSICAL CAPABILITIES.
4. NO RECRUIT MAY BE ADMINISTERED IT MORE THAN ONCE DURING A ONE HOUR PERIOD.
5. PLATOON/SERIES IT WILL NOT BE CONDUCTED FOR A SINGLE RECRUIT'S ACTIONS.
6. DIS MAY ADMINISTER IT TO A MAXIMUM OF 10 RECRUITS AT A TIME. DIS MAY NOT "ROUND ROBIN" RECRUITS BY ADMINISTERING IT TO A GROUP OF 10 RECRUITS WHILE ANOTHER GROUP OF RECRUITS IS ON STAND-BY.
7. RECRUITS WILL EMPTY THEIR POCKETS AND PLACE THE CONTENTS IN THEIR COVERS. RECRUITS WILL BE IN A PT OR UTILITY UNIFORM WITH BLOUSE AND/OR SWEATSHIRT REMOVED. RUNNING SHOES AND BOOTS MUST BE LACED AND TIED.
8. DIS WILL USE A WATCH TO MONITOR THE DURATION OF EACH EXERCISE WITH THE IT CARD IN HAND.
9. IT AFTER T-42 SHOULD ONLY BE USED TO CORRECT MINOR DEFICIENCIES IN PERFORMANCE OR CONDUCT. IT IS NOT AUTHORIZED FOLLOWING COMMENCEMENT OF THE CRUCIBLE.

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10. DUE TO SAFETY CONSIDERATIONS, DIS ARE NOT ALLOWED IN THE PIT DURING IT.

11. IT WILL NOT BE PERFORMED AT THE FOLLOWING TIMES:

30 MINUTES PRIOR TO MEALS OR LESS THAN 60 MINUTES FOLLOWING A MEAL; 30 MINUTES BEFORE OR AFTER SCHEDULED PT/MCMAP; 30 MINUTES PRIOR TO A HAIRCUT APPOINTMENT; 60 MINUTES PRIOR TO A MEDICAL/DENTAL APPOINTMENT. WHILE A RECRUIT IS IN A MEDICAL OR DENTAL RESTRICTED STATUS (I.E. LIGHT DUTY). FOLLOWING INOCULATIONS, RECRUITS MAY NOT BE ADMINISTERED IT FOR 8 HOURS. RECRUITS MAY NOT BE ADMINISTERED IT UNTIL 18 HOURS AFTER BLOOD DONATION. 60 MINUTES PRIOR TO GAS CHAMBER AND UNTIL A SHOWER AFTER GAS CHAMBER. 18 HOURS PRIOR TO AN EVALUATED PFT OR CFT. DURING LIBERTY, FREE TIME, AFTER EVENING SHOWERS OR BEFORE REVEILLE, TO INCLUDE RECRUITS STANDING FIRE WATCH. DURING HOURS OF DARKNESS, OUTDOOR IT IS NOT AUTHORIZED UNLESS IN A PERMANENT IT PIT. DURING SCHEDULED TRAINING (PT, MCMAP, ETC.) EXCEPT DRILL PERIODS.

12. IT WILL NOT BE PERFORMED IN THE FOLLOWING LOCATIONS: OUTDOORS IN RED OR BLACK FLAG. OUTDOOR IT IS ALSO PROHIBITED IN YELLOW FLAG FROM T-1 THROUGH T-11. INSIDE A SQUAD BAY, UNLESS IT IS ADMINISTERED ON THE QUARTERDECK ONLY AND TO NO MORE THAN 10 RECRUITS AT ANY ONE TIME. ON THE MCRD PARADE DECK. IN STANDING WATER OR ON TERRAIN THAT IS HAZARDOUS FOR THIS TRAINING (GRAVEL, HILLS, BRUSH, ETC.). IN CONFINED SPACES WHERE A RECRUIT MIGHT BE INJURED, E.G., CLOSETS, HEADS, SHOWERS, DI DUTY HUT, OR PASSAGEWAYS. IN ANY LOCATION OR ENVIRONMENT WHICH IS UNSAFE AND COULD POSSIBLY CAUSE A RECRUIT TO BE INJURED (E.G., ON A ROADWAY, ON ANY FIRING RANGE, IN RIFLE RANGE TARGET AREA WHILE FIRING IS IN PROGRESS, ETC.). NORTH OF WAKE BOULEVARD IN THE WFTBN AREA. IN THE RAPPEL TOWER/FAST ROPE AREA.

INSTRUCTIONAL RIFLE HANDLING (IRH) - DROPPED WEAPONS

<u>EXERCISE</u>	<u>1st PHASE</u>	<u>2nd PHASE</u>	<u>3rd PHASE</u>
PUSHUPS (2 COUNT)	15	20	30

Instructional Rifle Handling (IRH) Exercise. Drill Instructors may require recruits/Marines to perform push-ups to help remind them of the negative consequences of dropping a weapon. Do not combine with other IT.

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CHAPTER 4

MEDICAL AND DENTAL SUPPORT

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4000. BRANCH HEALTH CLINIC (BHC) ORGANIZATION. The BHC consists of the Branch Medical Clinic (BMC) and Branch Dental Clinic (BDC). The BMC consists of one main clinic and six Battalion Health Annexes (BHAs). The BDC consists of one clinic. Naval Hospital Beaufort (NHB) is the primary Military Treatment Facility (MTF) used for illnesses and injuries beyond the capability of the BHC.

4001. BRANCH MEDICAL CLINIC (BMC)

1. The primary mission of the BMC is to provide routine and acute medical care to recruits during normal working hours, Monday through Friday, and acute/urgent care on Saturday. The BMC is not designed or staffed to function as an emergency department.

2. After normal BMC working hours, individuals requiring attention for acute/urgent medical situations shall be evaluated and treated by emergency medical services. Emergency medical services can be requested by dialing 911.

3. Support outside the designated clinic hours requires coordination with the G-3.

4002. BATTALION HEALTH ANNEX (BHA). The primary mission of the BHA is to provide quality health care to the recruit population at **their respective** battalion, reducing lost training hours due to routine illnesses. The BHA will be staffed to a level, as determined by the Officer-in-Charge (OIC) BMC, in order to accomplish the mission.

4003. SICK CALL. No recruit will be refused the right to prompt and adequate medical/dental attention. Any recruit who either displays physical symptoms of a medical/dental disorder or personally expresses a medical/dental problem will be promptly referred to medical authorities. Each BHA is staffed from 0630-1130 and 1230-1530, except for Thursday afternoons, which are reserved for **inspections** and medical staff training at BMC.

1. Sick Call Chit

a. When recruits are released from medical appointments, the DI has the responsibility to know the recruit has received proper medical care and is being returned to full duty or to an altered duty status as noted on the sick call chit.

b. Clinic personnel, as well as leaders and DIs, will ensure each recruit returning from a routine medical evaluation at the BMC has their own sick call chit documenting an understandable diagnosis or findings of the visit, a recruit duty status recommendation, and the name of the supervising provider. If a DI is not certain of the medical or duty status of their recruit, the DI will contact the clinic in which the recruit was seen.

c. Except in an emergency, each recruit departing for sick call at BMC will possess a properly completed sick call chit. A new sick call chit will be prepared for each **sick call visit** at BMC or BHA.

2. BHA/BMC Check-In Hours. Sick call check-in hours are as follows

a. **Battalion BHA sites:**

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0630-1130 Mon-Fri
 1230-1530 Mon-Wed, & Fri
 Closed Thu Afternoon/Sat/Sun
 (Thu afternoon is reserved for inspections and staff training at BMC)

b. BMC Recruit Sick Call Clinic:

0630-0730 Mon-Fri (Sick Call)
 1230-1330 Mon-Wed, Fri (Sick Call)
 0630-1000 Sat (Duty Sick Call)
 Closed Thu Afternoon & Sun
 (Thu afternoon is reserved for medical staff training.)

c. Acute Care Area

0600- 1700 Mon-Fri
 0530-1600 Sat
 (All recruits must be picked up from ACA prior to the closing times listed above)

d. Urgent Care Clinic at NHB

1500-2200 Mon-Fri
 0800-1900 Sat-Sun, Holidays
 (Urgent care will not be used for routine sick call)

(1) During Saturday sick call hours, recruits requiring routine medical care will enter through the double doors on the loading dock.

(2) The BHA and BMC doors will not be opened for medical care prior to the duty MO being present. Dental care and dental in-processing may be conducted under the direction of an onboard Dental Officer, and does not require the presence of the duty MO.

(3) If a recruit presents to the BMC after 1630, an initial assessment may be completed to determine if care can be completed prior to 1730. If it is deemed that the condition will require an extensive medical work-up, the recruit may be redirected to NHB Urgent Care or to the Beaufort Memorial Hospital Emergency Department.

e. Partial Training Days. On partial training days, BMC will hold sick call from 0630-0730, for acute patients only. All patients will be triaged and non-acute cases will be scheduled for the next regular workday. Emergency cases occurring after sick call will be transported to Beaufort Memorial Hospital (BMH). BMC will not hold sick call on non-training days.

f. Follow-Up Visits. When medical/dental authorities direct a return visit, the recruit will complete the visit at the time and date directed unless prior arrangements with medical have been made. The "Follow-up Log" will be generated daily by BHC for use by the recruit training battalion to track appointment requirements. Return appointments have priority over routine medical/dental schedules and training events.

g. Accountability. Duty DIs will contact their battalion OOD concerning the location of recruits (if any) who have attended sick call that day, but who have not returned to their platoon. The battalion OOD will contact the Marine Liaison, BHC at extension 3478, after 1600 to determine the status of

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these recruits and will monitor their status until they return or until the battalion OOD is notified of the recruit's disposition. The NHB Marine Liaison shall be contacted concerning a recruit's whereabouts when attending appointments off base. Medical personnel from the BHC, BHA, Crucible Aid Station (CAS), or Beaufort Memorial Hospital (BMH) will contact the Marine Liaison prior to sending a recruit to another medical facility for care. In the case of an emergency requiring immediate action, the recruit's chain of command will be notified as soon as possible, especially after hours.

4004. MEDICAL SUPERVISION FOR RECRUITS. All recruits will be provided a same sex medical standby upon request when a provider conducts a sensitive exam, procedure, or follow-up. If a non-sensitive exam becomes a sensitive exam, the exam may not continue until a standby is present. Examples of sensitive exams are exams of the breasts or genitalia.

4005. PHYSICAL SCREENINGS

1. Initial Medical Screening. Upon arrival, recruits will undergo a limited medical screening based on the MEPS physical exam. If any questions arise regarding fitness to train, the recruit will be referred to the appropriate clinic for further evaluation and may be **transferred to STC.**

2. Recruit Rosters. Receiving DIs are responsible for ensuring an accurate platoon roster with Department of Defense Identification number (DODID), and complete MEPS packages that includes all physical examination documents for each recruit, are provided to the Recruit Medical Readiness department representative prior to the commencement of medical in-processing. Receiving DIs will ensure all recruits within their platoon are present during initial physicals.

3. 92-Day Reservist/Split Increment Physicals. The Training Company will coordinate with the BMC to ensure 92-day/split increment reservists receive their Release from Active Duty (RELAD) physicals prior to out post.

4006. DUTY RESTRICTIONS. Recruits will adhere to the following duty restrictions:

1. Limited/Light Duty. Recruits will be restricted from participating in training events/official duties unless otherwise specified on the chit. This duty status will be in effect for the date/time specified on the chit. Recruits in a light duty status will wear running shoes as a visual indicator of their status.

2. Bed Rest/Sick in Quarters (SIQ). Recruits will be restricted from participating in any training events/official duties as stated on the **medical** chit. Recruits will be allowed to stay in their assigned rack until such date/time as the chit specifies. Recruits will be permitted to leave their rack from time to time to make head calls, hygiene, and consume hot trays on the squad-bay quarterdeck. Recruits are allowed to sleep.

3. Return to Full Duty. Expiration of a restricted duty chit does not automatically mean a recruit is fit to return to **full** duty. A recruit remains on a restricted duty status until a **Health Care Provider (HCP)** clears the recruit to return to full duty.

4. Immunizations and Blood Donations. Close observation of recruits is necessary after every immunization, inoculation, and blood donation period.

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Recruit supervisors must be alert to possible adverse reactions (e.g., dizziness, fever, etc.). These conditions can be aggravated by physical activity. Recruits will not participate in strenuous physical activity (scheduled PT) for two hours following immunizations. IT will not be administered for eight hours after immunizations. Recruits will wear running shoes the 18 hours immediately following as a visual indicator of their inoculation status.

4007. MENTAL HEALTH UNIT (MHU)

1. Purpose. The BHC Mental Health Unit (MHU) provides psychological assistance in the evaluation and counseling of recruits and other active duty personnel.

2. Referrals. Series commanders and SDIs are encouraged to communicate with the MHU staff or the specific mental health care provider concerning any recruit under their supervision. A recruit may be referred to MHU by company staff, battalion chaplains, or medical personnel when there is a question of psychological fitness or suitability for duty. Recruits who have thoughts of harming themselves, reveal a current mental health problem, or reveal a past history of mental health problems will be referred to MHU.

a. Commanders and DIs will send a completed MHU referral form, and copies of recruit MCTIMS entries with the recruit when the recruit is brought to MHU for evaluation. These documents accompanying the recruit to MHU provide required background detail concerning the recruit's training performance, reason for referral, and other relevant history.

b. The company staff will provide an SDI or above to escort a recruit to MHU for a referral that occurs during normal working hours.

c. MHU is staffed from 0630-1600. Non-urgent recruit cases should be brought to MHU before 0800. Every effort should be made to bring acute recruit cases before 1430 to ensure time for evaluation and disposition. If the MHU referral occurs after normal working hours (0630-1600), the company staff will provide an escort, SDI or above, and immediately transport the recruit to Beaufort Memorial Hospital Emergency Department for evaluation and possible admission.

3. MHU Trial Training. MHU Trial Training is a tool that can be used in lieu of a discharge when a recruit is having difficulty adjusting/adapting but who the company commander and MHU believe has the potential to continue training. MHU may recommend assignment to MHU Trial Training for a period not to **exceed 10 days**. Upon a recommendation of assignment to MHU Trial Training, the company staff will execute the following actions:

a. When a recruit is placed on MHU Trial Training, the recruit is considered to be on full duty for physical activities, exceptions to this are if the recruit is injured, sick or if MHU has given specific guidance as to the recruit's training limitations.

b. Recruits placed on MHU Trial Training will receive daily counseling by the platoon SDI. This daily counseling will be recorded in MCTIMS.

c. The series commander will conduct a mid-point counseling which will be documented in MCTIMS. **The assessment will document** the recruit's performance midway through the MHU Trial Training period.

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d. If the recruit is transferred to another company during the MHU Trial Training period, the transferring company will coordinate with the gaining company to ensure continuity of the MHU Trial Training (e.g., the recruit is physically injured in the training company during the MHU Trial Training period and is transferred to Medical Rehabilitation Platoon, Special Training Company. STC would ensure continuity of the MHU trial training plan).

e. At the completion of MHU Trial Training, the recruit will be referred back to MHU for a final evaluation. If MHU recommends return to full duty, the recruit will be cleared to continue training with follow-up appointments at MHU as needed.

4. MHU Separations

a. MHU Recommendation for Entry Level Separation (ELS). If MHU recommends a recruit for standard timeline entry level separation, (whether after an initial consultation, at the completion of MHU Trial Training, or at any point in time while a recruit is assigned to RTR) the company commander must forward the MHU recommendation to the battalion commander with their own recommendation and justification.

b. MHU Recommendation for Expedited ELS. The company commander will immediately inform the Bn CO/XO and the RAB of expedited ELS recommendations from MHU **especially for any recruit assessed to require more than normal assistance to return home safely due to a mental state of diminished capacity (SDC)**. The Bn XO will coordinate an expedited ELS in accordance with chapter 7.

c. Recruits recommended for ELS by MHU will not be kept in training nor billeted in their parent company's squad bay for further observation unless expressly approved by the battalion commander.

d. Occasionally, a Health Care Provider (HCP) will make a recommendation for separation while the recruit training company commander recommends retention. If the battalion commander desires to retain the recruit, the battalion commander will ensure the following:

(1) The Bn CO/XO will discuss mitigating factors contributing to the recommendation disagreement with the MHU Director or the HCP recommending separation. The purpose of this discussion is to determine if any strategies might be appropriate to promote retention (e.g., possible assignment to MHU Trial Training or employing other resources such as the chaplain).

(2) If the recruit is retained by the Bn CO, the recruit will, at a minimum, be contracted for safety, complete a one-on-one interview with an officer, be placed on 48 hours of light duty, and assigned to company Trial Training for at least seven days. The 48 hours light duty **period will run concurrent with the first two days of trial training** and is defined as not participating in the following training events: Physical Training (PT), Incentive Training (IT), Rappel Tower, Confidence Course, Obstacle Course, or Live Fire Training. The recruit will receive a follow-up MHU appointment after completing company Trial Training or immediately if new mental health or safety concerns arise.

e. See paragraph 7012.4 of this order for additional guidance on RTR obligations for recruits recommended by MHU for Expedited ELS, to include providing an RTR escort for the recruit to the point of departure from MCRD

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Parris Island. The recruit's designated family member(s) will be notified that the recruit's entry level separation is based on a serious mental health issue **only when the recruit authorizes RTR to do so in writing.**

5. Suicide/Self-harm Prevention

a. Goals. Most recruits adapt to the challenging training environment; however, others become overwhelmed and act in a negative or self-destructive manner. The goal is to ensure the safety of recruits and staff who interact with recruits. This goal is met by identifying those recruits who require further evaluation, counseling, or access to higher levels of care.

b. Suicide/Self-harm Screening

(1) Moment of Truth. During the "Moment of Truth," Recruit Liaison Section recruiters question all recruits about any past mental or emotional problems that may hinder or prevent their successful completion of recruit training. A positive answer in these areas, including history of suicide/self-harm related behaviors, will result in a referral to MHU for evaluation (also see paragraph 4007.2 for MHU referrals).

(2) Live Ammunition Screening. Prior to a recruit having access to live ammunition, the SDI will screen each recruit for adjustment problems. The Recruit Survey, MCRD 1510/6 EG (REV. 6-00), provides a useful tool to evaluate potential problems. The series commander will personally interview each recruit with an identified personal problem that could interfere with live-fire training. If previously unidentified safety concerns arise during this interview, the recruit will be transported to MHU for further evaluation as soon as practical or to BMH emergency department if after hours.

c. Self-Harm Warning Signs. Because of their close and constant supervision with recruits, DIs may be able to detect mood swings and other warning signs of self-harm early. Some warning signs include:

(1) Unexplained mood changes or depression (e.g., unpredictable anger outbursts, unexplained extreme happiness and elation, or unpredictable crying episodes).

(2) Statements about thoughts of **suicide/self-harm.**

(3) Unusual interest in death (in conversations, letters, or actions).

(4) Significant relationship, marital, family, or personal problems (e.g., sick or injured family member, receiving break up letter from a significant other).

(5) Decline in job performance or personal appearance.

(6) Changes in appetite or sleep pattern.

(7) Social withdrawal or isolation, or social exclusion and ostracism by fellow recruits.

(8) Accessing items with potential to cause self-harm at times not expected (e.g., possessing cleaning supplies after hours, tying together boot laces during free time, possession of broken razor blades after Basic Daily Routine).

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(9) Giving away possessions or writing/articulating feelings of hopelessness with no positive outlook for the future.

(10) Family history of suicide/self-harm.

(11) Previous suicide/self-harm attempt.

(12) Unpredictable changes in personality or behavior.

(13) Any other statements or behaviors outside of expected reactions to the recruit training environment.

d. Actions to Prevent Suicide/Self-harm. After recognizing the warning signs of self-harm, action is the key to prevention. Any recruit who makes a suspected self-harm attempt or verbalizes any thoughts about self-harm must be treated as a medical emergency. The following immediate action process will be followed:

(1) If the suspected statement or attempt of self-harm occurs during normal working hours, the company staff will immediately escort the recruit to MHU, Branch Health Clinic, MCRD Parris Island for evaluation. If the suspected statement or attempt of self-harm occurs after working hours, the company staff will immediately transport the recruit to Beaufort Medical Hospital Emergency Department.

(2) If the recruit is returned to full duty by MHU and the recruit is not recommended for separation for other reasons, then the recruit will, at a minimum, be contracted for safety, complete a one-on-one interview with a company officer, be placed on 48 hours of light duty, and assigned to company Trial Training for at least seven days. The 48 hours of light duty in this instance (concurrent with the first two days of trial training) is defined as not participating in the following training events: Physical Training (PT), Incentive Training (IT), Rappel Tower, Confidence Course, Obstacle Course, or Live Fire Training.

(3) If the suspected statement or attempt of self-harm is confirmed by competent medical authority to be a bona fide suicide ideation or suicide attempt, the recruit's battalion must follow HQMC Serious Incident Report/OPREP-3 reporting procedures IAW MCO 3504.2.

(4) If the recruit is returned by MHU with a recommendation for separation due to a confirmed suicide ideation or confirmed suicide attempt, then the recruit will be contracted for safety and reassigned to Recruit Separations Platoon until separated and sent home. While awaiting separation, all MHU safety recommendations will be implemented.

e. Immediate MHU referrals. Any recruit who is identified as being a possible psychiatric emergency will be immediately referred to MHU or transported to BMH once safety has been established. Competent medical authority will determine the recruit's capacity to manage their mental health status. Some possible indicators of an impending psychiatric emergency are:

(1) A recruit "hears voices" and appears to respond to people and things not physically present.

(2) A recruit's ability to respond appropriately to the recruit training environment deteriorates over time instead of improves.

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f. Battalion Commander Action. Battalion commanders will ensure:

(1) All Marines in the battalion are aware of the self-harm warning signs.

(2) All suicide/self-harm statements or attempts by recruits are treated as a medical emergency.

(3) Recruits who have reported an intent to engage in self-harm, and who subsequently resolve any situational stressors after speaking with their DI, will still be referred to MHU for evaluation immediately or BMH if after hours.

6. Recruit Mental Health Training

a. The Commanding Officer, Recruit Processing Company will ensure that all recruits receive a presentation on the adjustment to recruit training during processing. Series commanders will ensure that the pickup speech reinforces the idea that recruits are expected to request assistance when they are confronted with personal problems.

b. SDIs will institute a "buddy program" during Forming. A "buddy" will be immediately replaced if one transfers out of the platoon. The SDI will instruct recruit billet holders to be especially attentive to the welfare of their fellow recruits and emphasize the importance of open communication.

c. Recruits will be taught that one of the basic principles of the Marine Corps is that Marines take care of each other. Recruits have an obligation to look after each other. The SDI will charge all recruits to alert a DI when they observe another recruit with a significant problem or displaying any of the symptoms that could result in a suicide ideation or otherwise destructive behavior.

4008. MEDICAL OR DENTAL EMERGENCIES AND NON-EMERGENCIES1. Emergency Responders

a. 911 will be called in the event of any medical or dental emergency, e.g., unconsciousness; head, neck, or back injury; compound fracture; gunshot wound; self-injury event or gesture, any situation requiring cardiac or pulmonary resuscitation; any situation where a Marine, Corpsman, or civilian deems it necessary. In accordance with reference (ar):

b. DIs or field coverage corpsman will administer first aid until EMS arrives and assumes responsibility for treatment.

c. During training events without corpsman coverage, individuals will call 911 for emergency medical services.

2. Escorts Required for Recruits Receiving Medical Attention

a. Commanders will ensure a Marine escorts any recruit evacuated from training or garrison due to a medical emergency or other serious or unusual circumstances. If the recruit is evacuated by EMS/ambulance and cannot be escorted, a Marine will follow to monitor the situation and lend assistance.

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The purpose of this escort/monitor is to ensure the recruit's arrival at and induction into the medical treatment facility, to reassure and assist the recruit, and to ensure the recruit reports all information regarding their medical status.

b. The Marine escort/monitor will remain with the recruit until such time as either a Medical Officer (MO) indicates the recruit is not at risk or until relieved by the chain of command. Ideally, escorts/monitors will come from the recruit's training company; however, the situation may dictate a Marine being dispatched from a battalion headquarters.

c. Guidelines for determining which recruits require escorts:

(1) Escort any recruits whose suspected injuries or illness are of unknown severity or could threaten life or limb (e.g., unconsciousness; head, neck, or back injury; compound fracture; severe heat or cold injury; gunshot wound; self-injury attempt; etc.).

(2) Escorts are not normally needed for recruits attending scheduled sick call or being removed from a training activity for treatment of routine illness or injury (e.g., overuse injury, minor stitches, head cold, etc.).

(3) If in doubt, an escort will be provided to ensure supervision of the injured recruit during the medical process. In the event a recruit is evacuated by air and a Marine escort is prevented from going due to space, the company commander will ensure a Marine meets the recruit as soon as possible.

(4) Any recruit who makes a suspected self-harm attempt or verbalizes any thoughts about self-harm will be escorted to MHU for evaluation or to BMH after hours (see para 4007).

(a) Suicide Ideation/Self Injury Expression. Includes verbal expressions, or expressions of thoughts, which, if acted upon, will cause bodily harm or death to oneself.

(b) Suicide Gesture/Self Injury Gesture. Includes physical actions that denote intent to cause bodily injury or death to oneself.

(c) Suicide Attempt/Self Injury Event. Includes any action which clearly expresses willful intent to kill oneself.

4009. HOSPITALIZATION OF RECRUITS

1. Notification of NOK. Recruit training battalions will notify recruits' NOK in not seriously ill/injured (NSI) casualty statuses only. Battalions are required to report hospitalizations to the executive officer or commanding officer of the RTR. Seriously Ill/Injured (SI) or Very Seriously Injured (VSI) Casualty statuses will be reported to Casualty Branch HQMC for initial notification to NOK. This will ensure travel arrangements and lodging are reserved for NOK during their time at bedside. The contact information for Casualty Branch HQMC is casualty.section@usmc.mil or (703)-784-9512.

2. Planned Admission to NHB. DIs will ensure recruits reporting to the BMC for admission to NHB possess the following items:

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- a. A minimum of two changes of underclothing to include boot socks.
 - b. Stationery (pen, writing paper, envelopes, and stamps).
 - c. Toilet articles (toothbrush, toothpaste, and soap).
 - d. Recruit Knowledge Book.
 - e. Money valuables bag.
 - f. Religious devotional reference (if desired).
3. Unplanned Admission to NHB. In the event of an emergency, company commanders will ensure health and comfort items listed above are delivered to the hospitalized recruit within 48 hours of the recruit's admission. Medical personnel from BMC, BHA, or CAS will contact the Medical Liaison, RTR, or battalion S-3 or OOD. A voice message is not an acceptable form of contact.
4. Storage of Personal Effects. Company personnel will ensure recruits who are hospitalized in excess of 48 hours have personal effects inventoried and stored.
5. Command Visits. The battalion commander is responsible for ensuring all hospitalized recruits are visited at least once weekly by a company officer. Visitation representatives will verify during visits that patients possess their own health and comfort items. If these items have not been delivered to the hospital, company commanders will be advised so corrective action may be taken. Recruits will be provided a receipt for their personal effects after 24 hours.
4010. HEARING AND SIGHT CONSERVATION. The hearing and sight conservation program is designed to protect all recruits and Marines. Recruits will be issued earplugs and eye protection prior to each daily live firing event at the rifle range. They will wear them while firing, in the butts, and during any training which involves weapons training, to include the Crucible. Recruits will wear earplugs during Team Week, as required by reference (af). All activities shall maintain an adequate, readily accessible supply of hearing protection. Hearing Protection Devices (HPDs) shall be replaced as necessary whenever they become dirty or damaged and are to be provided at no charge to the recruit.
4011. CONTROL OF DRUGS AND MEDICAL PRESCRIPTIONS. Per reference (aa), Marine and Navy personnel work closely to ensure that inadvertent wastage of medications is minimized while simultaneously ensuring that all controlled medications are properly accounted for. Additionally, the unique environment of recruit training requires extra vigilance in regards to administering medications. For this reason, all controlled medications for recruits will be stored and dispensed by the DI.

1. Medical and Dental Provider

- a. Reduce risk of injury and waste by prescribing medications in small quantities.
- b. Annotate the prescription on the sick call chit (dosage amount and

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frequency will be recorded on the medication container).

c. All authorities that dispense controlled medications or "finish all" medications to a recruit will mark the containers as such. Those medications that are not marked as controlled medications or "finish all" will become the responsibility of the individual recruit after T-23.

2. Recruits. All recruits will pick-up prescribed medications at the BAS/BMC pharmacy prior to leaving the clinic and will hand carry the medications and sick call chit to their DI for safekeeping.

3. Drill Instructor

a. Check the sick call chit for the prescribed medications and verify that the recruit received the prescribed medication, maintain the medication for the recruit, and ensure the recruit is administered medications as prescribed between Forming and T-23. Recruits will retain on their person all creams, ointments, topical dressings, EpiPens, and inhalers. Female recruits will maintain possession of their birth control pills throughout training.

b. DIs will maintain recruit medication between Forming and T-23. It is the recruit's responsibility to remind the DI to ensure the medication is taken at the appropriate time. At no time will other recruits be placed in charge of medication lockers or be given the responsibility of issuing medications to fellow recruits.

c. Medications will be placed in a secure location (locked wall locker or foot locker) in the platoon duty hut. Individual recruit medications will be kept in separate zip-lock bags with a copy of the sick call chit attached to the bag or enclosed in the bag.

d. All prescribed medications labeled as a controlled medication or "finish all" will be documented in the SDI Medical Logbook and maintained in a secure container for the entire training cycle.

e. All prescribed medications that are not labeled as a controlled medication or "finish all" will be maintained in a secure container *only* between Forming and T-23. These items do not need to be documented in the SDI Medical Logbook.

f. At the conclusion of Training Day 23, SDIs will return all prescribed medications that are not labeled as a controlled medication or "finish all" to the recruit.

g. Any Recruit that wishes to discontinue use of a "finish all" medication at any time throughout the training cycle must be sent to their respective BAS for a consult with the Medical Officer or IDC. Such instances will be logged into the SDI Medical Logbook.

h. Any Recruit that wishes to discontinue use of a controlled medication will be escorted by a DI to the medical collection point located in the battalion headquarters in order to ensure proper disposal and security of unused medications.

i. Only controlled medications will be placed in the medication collection points. Drill instructors will use 2-person integrity rule when

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putting controlled medication into the collection point and will write the date, time and number of pills remaining on the container before putting them into the bin. All other medication will be thrown in a trash bin not readily accessible to recruits. Collection point containers will be emptied at least semi-annually (2-person integrity) and the collected medication will be taken to the Naval Hospital and placed in the anonymous collection bin at the Quarterdeck. Empty prescription containers will not be turned into the collection point. Since disposal cannot accept containers, the Training Battalion is responsible for emptying the containers prior to disposal. All prescription containers must have all personally identifiable information removed before being thrown into the trash. DIs and recruits will not throw actual medication into any other trash receptacle or flush them down any head. Any medications that are found in the squad bay after graduation will be disposed of by two DIs in order to ensure the proper disposal and security of unused medications. Such medication will be returned to the battalion headquarters medication collection point.

j. DIs will not provide or allow other recruits to provide any medication, prescription, or over the counter drugs to recruits not prescribed by medical.

4. DISPOSAL PROCEDURES

a. Medications which are no longer required will be disposed of in accordance with the instructions on the container of medication (if available). If instructions for disposal are not provided on the medication label, medication will be disposed of in accordance with instructions outlined in this paragraph. "No longer required" is determined by the recruit only when instructions state that the medication is taken "PRN" or "as needed". Otherwise, "no longer required" is determined by competent medical authorities.

b. Medications left unclaimed following the separation or unauthorized absence of a recruit will be inventoried by two Marines, at least one of whom will be a commissioned officer. The Marines will dispose of medication in accordance with this paragraph. The disposal of medications will be annotated in the platoon medications log.

c. Disposal of all other medications that are considered "no longer needed" as defined in this paragraph can be completed by a drill instructor in the recruit's chain of command or by the recruit for which the medication was prescribed to, under the supervision of a drill instructor. Drill instructors will use 2-person integrity when putting medications into the designated disposal bin/containers. The disposal of medications will be annotated in the platoon medications log. Medications will not be thrown in the trash. Medications will not be flushed down any head. Medical and Dental personnel are not responsible for repossession or disposal of recruit medications.

d. If at any time a Marine in the recruit's chain of command suspects that a recruit is at an elevated risk for self-harm, the recruit should be escorted to MHU and the prescription medication will also be brought to the attention of the MHU provider to determine if continued access to the medications is a risk to the recruit. If the MHU provider determines there is a risk, then the remainder of the prescription will be disposed of by a DI

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and officer in the recruit's chain of command using the 2-person integrity rule.

e. Multiple medication disposal receptacles are located at the BHC or its health annexes. A medication disposal bin is located in the BHC outside of the pharmacy window. Access to this disposal bin is the same as the pharmacy operating hours. Use of medication disposal bin outside of pharmacy operating hours is not permitted. Tampering with the medication disposal bin is not permitted.

f. A receptacle labeled "Rx Destroyer" will be located at each Battalion Health Annex (BHA); 1st, 2nd, 3rd, and 4th. Use of "Rx Destroyers" will be limited to each BHA's operating hours. Use of the "Rx Destroyer" outside of BHA operating hours is not permitted. Tampering with the "Rx Destroyer" is not permitted.

g. Medication pills, tablets, capsules, etc. should be dumped out of its container and into the medication disposal bin or "Rx Destroyer" container. Disposal bin/Rx Destroyers cannot accept containers. The prescription label with the patient's personally identifiable information (PII) should be disposed of in a secure manner to protect their privacy information. The empty medication container/bottle with no PII can be discarded in a normal trash bin.

h. Narcotics are the only prescriptions which require immediate disposal. When a recruit's narcotic medications are no longer required, the DI will escort the recruit to the BHC or BHA for proper disposal of medication into the medication disposal bin at the pharmacy or the Rx Destroyer at the BHA. The disposal of medications will be annotated in the platoon medications log. For any question concerning identification of narcotic medication, contact BHC pharmacy at x2249. Examples of narcotic prescriptions include but are not limited to Percocet (oxycodone with acetaminophen), Vicodin (hydrocodone), Tylenol with codeine (acetaminophen with codeine), Darvocet (dextropropoxyphene), Robitussin AC (guaifenesin with codeine), and valium (diazepam).

4012. SPORTS MEDICINE INJURY PREVENTION (SMIP) PROGRAM

1. General. The mission of the SMIP Program is to decrease attrition and lost training time associated with musculoskeletal injuries through the use of Certified Athletic Trainers (ATCs) in the physical training area and through injury surveillance. SMIP ATCs are tasked with injury prevention, recognition, assessment, field treatment, and rehabilitation of injuries sustained by recruits and Marines during recruit training. ATCs are recognized by the American Medical Association and specialize in the prevention, evaluation, treatment, management, rehabilitation, and reconditioning of athletic injuries and illnesses. The NHB/BMC provides a sports medicine fellowship trained physician to clinically supervise the care provided by the SMIP ATCs.

2. Objective. To have individual battalion SMIP ATCs that provide injury prevention education and primary and secondary injury prevention measures to include the immediate care of recruits that have sustained musculoskeletal injuries.

3. Assignment. One SMIP ATC is assigned as support staff to each training battalion and to SPTBn. The battalion SMIP/ATCs will be present at PT

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events. If two events are occurring simultaneously, the battalion SMIP ATC will attend the event they deem most high risk. For this reason, the battalion SMIP ATC will not be interchangeable with the requirement to source trained hospital corpsman in support of training events.

4013. CORPSMAN SUPPORT REQUIREMENTS

1. All training events that require corpsman support/coverage will be scheduled through the BMC Operations Department. To schedule, the training battalion S-3s will submit a request to BMC Ops no later than Thursday the week prior to the requirement. Any conflicts between corpsman requirements and corpsman coverage capabilities will be forwarded up the chain of command to the Operations Officer, BMC. Events not listed in figure 4-2 do not require corpsman coverage.

2. Corpsman Support/Recruit Handler Responsibilities. During PT events, assigned corpsman are responsible for initial medical assessment, recommendations, initial treatment, and establishing radio contact with the BMC for treatment triage guidance if needed. Company officers are ultimately responsible for the welfare of their recruits and for the timely and proper handling of casualties; they will always err on the side of safety when a recruit shows symptoms of distress. Recommendations will be provided to the company officer with regard to the treatment/transport recommendations from the ACA via the coverage corpsman. If a corpsman wishes to examine a recruit for illness or injury, the corpsman will ask a DI to pull the specific recruit to the side, the DI will then pull the recruit for examination.

a. Suspected Heat Casualties. All suspected heat casualties, regardless of the event or time of year, will be handled in accordance with the Flow Chart for Initial Field Management of Heat Casualties (Figure 4-1). Heat casualties can be treated by using the Field Cooling System, the BMC cool room, or CAS during the crucible.

b. Field cooling systems will be used during HOTSOP. The systems will be brought to coverage corpsman by medical staff per guidelines.

c. Transport of Patients. During all training events, corpsman and company personnel will assess recruits brought to them and determine a course of action based upon the requirement of routine, non-urgent medical treatment or emergency medical treatment requiring advanced cardiac life support (ACLS) via radio with the BMC. If a recruit requires treatment, a determination will be made as to whether or not the recruit will be transported to BMC via the safety vehicle or Fire Rescue/EMS ambulance. When in doubt, dial 911. However, per reference (ap), the following require treatment and transport by EMS:

(1) Cardiac arrest

(2) Penetrating injuries to head, neck, chest, abdomen, groin, or extremities proximal to the knee or elbow

(3) Amputation above the fingers, or involving multiple fingers, or involving any extremity

(4) Unconsciousness

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- (5) Unstable heat cases; drowning/near drowning
- (6) Shortness of breath
- (7) Allergic reaction
- (8) Chest pain
- (9) Severe burns
- (10) Fractures or suspected fractures of the pelvis
- (11) Fractures exhibiting obvious deformity and/or loss of pulse to parts of the extremity below the fracture
- (12) Gunshot wounds
- (13) Ejection from within a motor vehicle
- (14) Pedestrian thrown from a vehicle or run over
- (15) Motorcycle crash greater than 20 mph
- (16) Auto pedestrian/bicycle injury
- (17) Falls from heights greater than 10 feet or twice the body height
- (18) Motor vehicle accident with major vehicle deformity
- (19) Death of person in same passenger compartment
- (20) Limb paralysis

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Suspected Heat Cases

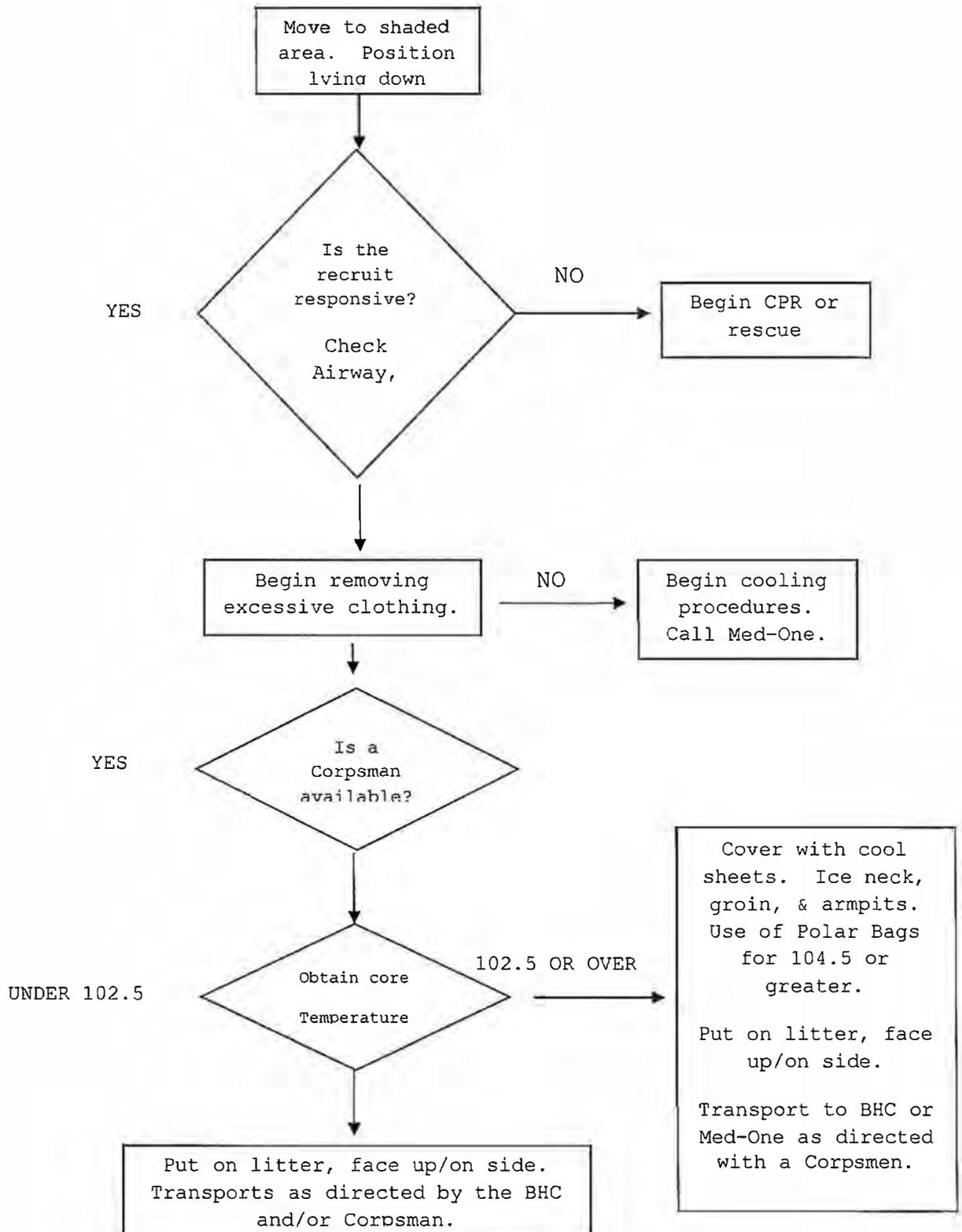


Figure 4-1 – Field Management of Heat Casualties

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Corpsman Support Requirements

Event	Corpsman
PT	1 per series (Note 1, 2)
Field Meet	1 per company (Note 3)
IST	1 per company (Note 1)
Conditioning Marches	2 per company (Note 1)
Combat Endurance Course	1 per series
Off PT Field	1 per series (Note 1,4)
Obstacle Course	1 at course (Note 1)
LNS	1 (Note 1,5,9)
WFTBN	
Day/Night Movement Course	1 per event (Note 1)
Live Fire Ranges	2 (Note 1,6,)
Fast Rope/Rappel Tower	1 at tower
Ceremonies	0 (Note 1,7)

Figure 4-2 - Corpsman Support Requirements

Notes:

1. Either a Marine or a corpsman will escort non-urgent injuries to BMC via a safety vehicle. All urgent injuries will be transported via Medic 1 or 2 Fire Rescue/EMS.
2. Defined as Combat Conditioning, PFT, CFT, 880/440, MCMAP Endurance Course, Combat Endurance Course, formation or company runs. Indoor PT will not be covered if a landline is available.
3. Corpsman support may be requested for field meets but they are only required for the one mile formation run, half mile relay, and the obstacle course relay.
4. "Off PT Field" constitutes any event that leaves the designated PT field. For example, a formation run from the 3rd Battalion PT Field to the Community Center, via Pond and Vieques Roads, having left the PT field, are considered "Off PT Field."
5. LNS events (the Obstacle/Confidence Course, MCMAP, and Pugil Sticks) will be covered by two corpsman regardless of number of series or companies present.
6. **LNS coordinates all Corpsman support for activities in their AO.**
7. Corpsman will provide range coverage during all live firing.
 - a. During daytime hours of the Monday-Friday firing week, two corpsman will staff the WFTBn BHA and are required to perform roving patrols of the ranges during all live fire activities.

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b. During weekends, holidays, and off hours when WFTBn BHA is closed, two corpsman will be present behind the range with a safety vehicle and will report to the Range Officer thirty minutes before the commencement of firing.

8. Corpsman coverage requirements for ceremonies will be determined on a case-by-case basis with considerations of location, environmental factors, and duration of event. Two corpsman will support Family Day and Graduation ceremonies. Requests will be submitted to the G-3 via the RTR S-3.

9. Two corpsman are the coverage requirement for conditioning marches.

10. MCMAP retesting must occur during a scheduled training event at LNS. Pugil sticks and MCMAP conducted at sites other than LNS require one Corpsman and require notification to BMC by the RTR S-3.

Figure 4-2 - Corpsman Support Requirements (cont.)

4014. COVERAGE CORPSMAN DUTIES. The primary duties of the coverage corpsman are first aid and identification and communication of health/safety hazards at the training site. Using established protocols, they will render first line stabilization in a timely manner and will move patients to BMC/BHA/Medic 1 in a timely manner. They are not to be used for sick call evaluation. All personnel requiring routine medical care must report to the BMC or BHA during clinic hours. Corpsman assigned coverage corpsman duties will be capable of performing the following tasks:

1. Evaluating and rendering primary first aid to include administering an Epi-Pen when indicated for an anaphylactic reaction.
2. Manually stabilizing any suspected fracture or C-Spine injury prior to transport.
3. Evaluating and beginning initial cooling of any suspected heat injury.
4. Evaluating and beginning initial warming of any suspected hypothermia.
5. Conducting CPR if required.
6. Obtaining vital signs (blood pressure, pulse, temperature, and respiration).
7. Establishing radio contact with BMC for guidance as needed and patient disposition from the field. Contact with the ACA should not delay care of the patient. Medical or Marine personnel should never delay in calling 911. Following transport, a MO, PA, NP, or Independent Duty Corpsman (IDC) must evaluate all patients that have been radioed in.
8. Communicating with BMC Acute Care Area MO, PA, NP, or Registered Nurse (RN) as needed for concerns related to treatment and disposition of the patient.
9. In the event of an identified health hazard, **making** recommendations to the event leader to mitigate the risk hazard.

4015. HIGH RISK RECRUITS. Certain recruits are susceptible to the effect of weather, the strenuous activities of training, or both. Recruits identified

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as "High Risk" recruits will be identified with distinctive markings on their PT uniform per Chapter 3 and closely monitored. High risk recruits include:

1. Overweight recruits
2. IST failures
3. Recruits with previous heat and cold injuries
4. Fair skinned recruits. Recruits will be closely observed for sunburn during training and will obtain sun block from the MCX on an as-needed basis.
5. Recruits with the Sickle Cell Anemia/Trait

4016. HEAT INJURIES. A heat injury in and of itself is not necessarily a disabling condition. Disability will be determined by other factors (e.g., the body's reaction to the heat and time required for recovery). In cases where a return to duty is not made by BMC, recruits will be transported by medical personnel to BMH or NHB.

1. Heat Cramps

- a. Heat cramps may accompany heat exhaustion or may be the only symptom of heat illness. Recruits with heat cramps should be referred to sick call.

- b. Allow the recruit to rest and sip water. Heat cramp casualties may require 2-3 days to replenish water and electrolytes before resuming training.

- c. Heat cramps are painful, brief muscle cramps. Muscles may spasm or jerk involuntarily. Heat cramps can occur during exercise or work in a hot environment or begin a few hours later. Heat cramps usually involve muscles that are fatigued by heavy work such as calves, thighs, and shoulders. Recruits are most at risk during the first two weeks of training, especially if the weather is hot.

2. Heat Exhaustion

- a. Heat exhaustion may occur in hot, humid climates. The symptoms are: pale appearance; cool, moist, clammy skin; profuse sweating; feeling faint or collapsing; muscle cramps; headache; weakness; thirst; nausea; and an elevated core temperature (usually more than 100°F).

- b. The same treatment measures apply for heat exhaustion as with heat stroke except that if the recruit is completely alert/conscious, he may be given sips of water while awaiting evacuation to the BMC.

- c. Heat exhaustion is a condition that often occurs when recruits exercise in a hot, humid place and their body fluids are lost through sweating, causing the body to overheat.

3. Heatstroke. Heatstroke can cause permanent injury or death.

- a. The symptoms of heatstroke are: a markedly abnormal mental status (may be unconscious); flushed, hot, and dry skin; dizziness, confusion, or delirium; hyperventilation; and a core temperature of 104.5°F or more.

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b. If the recruit displays heatstroke symptoms, Emergency Medical Services must be activated immediately. The casualty should be placed in the shade whenever possible and external cooling measures should be applied immediately. Remove excess clothing, wet the body surface, and fan. Never attempt to give fluid orally to an unconscious victim.

c. Heat stroke is a life-threatening condition in which the recruit's cooling system, which is controlled by the brain, has stopped working, and the internal temperature has risen to the point where brain damage or damage to other internal organs may result.

4. Heat exhaustion or stroke require immediate medical evaluation and treatment and are considered medical emergencies. Heat cramps require medical attention if the symptoms do not go away with rest and after restoring fluid and electrolytes.

4017. UNCONSCIOUS RECRUITS. If a recruit becomes unconscious or has been unconscious, or develops a condition that renders the recruit unable to communicate the nature of the problem, the following immediate action will be taken:

1. **Immediately call 911.**
2. Provide first aid and CPR, if necessary, until ambulance arrives.
3. A Marine escort will accompany the recruit to BMC, NHB, or BMH.
4. Fill out a Regimental Incident Report (RIR).

4018. Branch Dental Clinic (BDC). The mission of BDC is to promote total dental health and maximize operational dental readiness for all recruits, Marines, and Sailors at MCRD Parris Island. This is accomplished by providing comprehensive examinations, quality treatment, and patient education. Normal working hours are Monday through Friday 0700-1130 and 1230-1345. Urgent or acute care situations can be seen in the Acute Care Clinic during these same hours. The clinic is closed on weekends and federal holidays. The Dental Watch Officer can be accessed through the main reception desk during off duty hours.

1. Process. Dental care for recruits occurs in two stages.

a. Stage One. The first stage of recruit dental care is conducted at the Dental In-Processing Facility and provides the basis for determining all future dental appointments. This stage includes dental record establishment, complete dental examination, and oral health education.

b. Stage Two. The second stage is treatment. This stage gives priority to all urgent care **cases**, provides dental services to recruits designated as Dental Class 3 (non-deployable), and establishes preventative therapy for those recruits identified **with** a higher than normal risk for dental **problems requiring** a comprehensive treatment plan. The goal and mission of BDC is 100% recruit dental readiness upon graduation.

4019. DENTAL APPOINTMENTS

1. The punctual arrival of recruits at all scheduled appointments is an RTR responsibility. All dental treatment periods are scheduled through the RTR S-3 and are reflected in the training schedule. Dental appointments have

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priority over training, with the exception of graduation requirement evaluations. Every effort will be made to prevent the dental appointments of two or more series from overlapping.

2. Recruits with pending dental appointments who are transferred or recycled out of their platoon will have their dental appointment slips attached to the Recruit Drop Folder.

3. The BDC will provide appointment rosters for recruit dental treatment to each Battalion S-3 and series CDI for distribution to the companies. Company commanders will ensure that:

- a. Series are properly informed of recruit appointments.
- b. Recruits and their uniforms, to include footwear, are clean and that recruits are dispatched in a timely manner for dental appointments.
- c. Recruits bring their knowledge books to each appointment.

4. In those exceptional cases where a recruit or platoon cannot attend a dental appointment, the DI is authorized direct liaison with the BDC through the Marine Liaison NCO, BDC, the front desk, or the managed care coordinator. DI assistance in rescheduling appointments is required. Advance notice of any changes involving large numbers of recruits is required.

5. Dental officers may refer recruits to MHP and recommend graduation hold. The recruit's battalion commander will make the final decision.

4020. PREVENTIVE MEDICINE. Given the close nature of the recruit training environment, recruits are highly susceptible to communicable diseases especially respiratory infections. Supervisors must be familiar with the symptoms of these diseases as well as the measures used to reduce illnesses of this type. Respiratory diseases are spread among recruits by discharge from the throat and nose of infected persons. In addition to the procedures identified in chapter 2 and 3 concerning hand washing and barracks hygiene, the below procedures will be followed.

1. Canteen Disinfection Process. Canteen disinfection is an effort to prevent the transmission of disease causing organisms among the recruit population. After the completion of the canteen disinfection process, a mass counselling entry will be entered on each recruit in MCTIMS. The following disinfection procedure will be completed on all canteens weekly:

a. Equipment

- (1) Two 32-gallon plastic containers
- (2) 5% household bleach
- (3) Clean running water source
- (4) One measuring cup capable of measuring ounces
- (5) One clean rigid scrub brush

b. Steps

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- (1) Fill two 32-gallon plastic containers with clean water to fill line.
- (2) Add 16 ounces of household bleach to the water.
- (3) Use the bleach solution and a scrub brush to clean the interior of the cap to include the rubber gasket and external threads on top of the canteen.
- (4) Remove the rubber gasket to ensure the inside gets cleaned.
- (5) Submerge the canteen(s) in the solution for not less than two minutes.
- (6) Rinse the canteens thoroughly at the clean running water source, ensuring a minimum of three complete water exchanges.
- (7) Allow the canteens to air dry upside down on a clean surface.

2. Gas Mask Disinfection Process. To ensure proper disinfection of the gas mask in order to eliminate the risk of cross contamination of viral or bacterial diseases, the following procedures will be followed after use of the mask:

a. Equipment

- (1) Thirteen 32-gallon plastic water containers
- (2) Three rinse water containers
- (3) Sodium hypochlorite (household bleach)
- (4) Portable water source
- (5) Chlorine test strips

b. Solution Preparation Steps

- (1) Fill clean (note 1) 32 gallon containers with water to the fill line (approx. 25 gallons).
- (2) Add 1/2 teaspoon of sodium hypochlorite and mix for at least two minutes.
- (3) Fill three rinse buckets
- (4) Duty Corpsman will test chlorine/bleach concentration:
 - (a) Remove chlorine test strip from vial (note 2)
 - (b) Dip into water for one second
 - (c) Remove strip and immediately compare to the color chart on the label.

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(d) If test strip color indicates less than 200 parts per million (ppm) then repeat step number two above, agitate and retest after two minutes.

c. Gas Mask Disinfection Steps. Upon completion of the gas chamber training, the SDI will instruct their platoon on the proper techniques for disinfecting their masks.

(1) Remove the air filter from the mask.

(2) Pull the straps over the front of the mask.

(3) Submerge the mask in the calcium chlorite water solution.

(4) While keeping the mask submersed for at least two full minutes, use fingers to agitate the solution into all corners of the mask.

(5) Dip the mask into the rinse water buckets.

(6) Remove from rinse buckets and rinse mask thoroughly under running water at the hard water point.

(7) For drying, place the mask in the gas mask storage area on flat trays or hang up, ensuring the masks do not drip onto each other.

Notes:

1. Containers must be clean, free from dirt and maintained in a sanitary condition.

2. Chlorine test strip: Franklin Machine Product (FMP) 142-1362.

3. MCMAP Equipment Disinfection Process. To ensure proper disinfection of MCMAP equipment the following procedures will be followed after each use:

a. A sanitizing solution of sodium hypochlorite (household bleach) and water will be used to sanitize all gear that comes in direct contact with the skin. Hockey helmets & gloves, MCMAP pads, boxing head gear and gloves that come in direct contact with the skin.

b. Gear not in direct contact with the skin i.e. groin protection, Pugil stick, and Flak Jacket will be sprayed down with a disinfectant prior to being stowed away.

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5000. HOT AND COLD WEATHER PERIODS. The period from the 3rd Monday in October until the 3rd Monday in April is known as Cold Weather Conditions; the period from the 3rd Monday in April until the 3rd Monday in October is known as Hot Weather Conditions. Even during the winter, the possibility exists that unseasonably warm weather conditions might occur; therefore, all commanders must be prepared to activate Hot Weather procedures year round.

5001. INCLEMENT WEATHER DEFINED. The following definitions are provided for inclement weather:

1. Cold Weather. Conditions for cold weather exist whenever the outside temperature is 50 degrees Fahrenheit (F) or below, or the wind-chill factor is 50 degrees F or below.
2. Hot Weather. Conditions for hot weather exist whenever the Wet Bulb Globe Temperature Index (WBGTI) reaches 75 degrees F or above.
3. Wet Weather. Conditions for wet weather exist when ground or facilities are wet due to precipitation.

5002. TYPES OF HAZARDOUS WEATHER AND WARNINGS

1. Warm Weather Hazardous Conditions. The following conditions occur frequently (but not exclusively) during hot weather:

a. Lightning within 5 miles: Lightning is occurring or is imminent within 5 miles of MCRD/ERR PI. All outdoor activity will cease and personnel moved indoors. The following actions will be taken:

(1) All outdoor activity will be suspended until conditions improve and the storm condition is lifted.

(2) Move recruits immediately to the nearest covered shelter, avoiding movement across large open areas (e.g., parade deck) and standing water, if possible.

(3) Stack weapons at least 25 meters away from personnel if seeking cover outdoors or under a thunderdome.

(4) Conduct administrative movements of short distances only as necessary.

(5) Coordinate buses for administrative movements of longer distances.

(6) Recruits at main side will not carry weapons while outdoors.

(7) Guidons will not be carried.

(8) If caught outdoors, recruits will move to cover with weapons at sling arms, muzzle down.

b. Thunderstorm Condition II. Destructive wind and accompanying thunderstorms are within 25 nautical miles or expected to form within 6 hours. Associated lightning/thunder, torrential rain, hail, severe downbursts, and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

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No disruption of training is required.

c. Thunderstorm Condition I. Destructive wind and accompanying thunderstorms are within 10 nautical miles or expected to form within 1 hr. Associated lightning/thunder, torrential rain, hail, severe downbursts, and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required. If lightning is within 5 miles, all outdoor activity will cease and personnel moved indoors.

d. Severe Thunderstorm Condition II. Severe Thunderstorms are within 25 nautical miles or expected to form within 6 hours. Severe thunderstorms are defined as having gusts of wind greater than 57 miles per hour, hail with diameter greater than three quarters of an inch, and/or tornadoes. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

e. Severe Thunderstorm Condition I. Severe Thunderstorms are within 10 nautical miles or expected to form within 1 hour. Severe thunderstorms are defined as having gusts of wind greater than 57 miles per hour, hail with diameter greater than three quarters of an inch, and/or tornadoes. If lightning is within 5 miles, all outdoor activity will cease and personnel moved indoors.

f. Tornado Watch. Tornadoes are within 25 nautical miles or are expected within six hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

g. Tornado Warning. Tornadoes are within 10 nautical miles or expected within 1 hour. All outdoor activity will cease and personnel moved indoors.

2. Cold Weather Hazardous Conditions. Freezing conditions (especially when combined with precipitation) require special precautionary measures such as **issuing special clothing or curtailing/modifying outside training.**

a. Frost/Freeze Warning. This condition will exist any time temperatures are forecasted to fall below 32 degrees Fahrenheit.

b. Hard Freeze Warning. The condition will exist when temperatures are forecast to be below 32 degrees Fahrenheit for more than 24 hours or the temperature is forecasted to fall below 20 degrees Fahrenheit.

c. Freezing Precipitation Advisory. This condition will exist when temperatures are forecasted to be 32 degrees Fahrenheit or lower with an accumulation of up to 1/4 inch of ice or snow.

d. Freezing Precipitation Warning. This condition will exist when temperatures are forecasted to be 32 degrees Fahrenheit or lower with an accumulation of ice or snow greater than 1/4 inch.

e. Light to Moderate Snow Advisory. This condition will exist when temperatures are forecasted to be 32 degrees Fahrenheit or lower with an accumulation of up to 1 inch of snow in 12 hours; or up to 2 inches of snow in 24 hours.

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5003. HEAT STRESS MONITOR STATIONS. Heat stress monitor stations will be operated at various locations throughout the Depot, per reference (ai).

1. Recording of Index Readings. The WBGTI reading will be recorded on a WBGTI Log Sheet for each location either manually or through an automated system.

2. WBGTI Notification Procedures. During the **training day**, commanders are responsible for monitoring the WBGTI per the reference (ai). Changes in flag conditions will take place upon notification from the G-3, Emergency Operations Center (EOC).

3. Operation of Heat Stress Monitor Stations

a. Periods of Operation. Stations will operate between 0630 and 2000 daily from the 3rd Monday in April to the 3rd Monday in October, and whenever outside temperatures exceed 75 degrees F.

b. Frequency of Index Readings. Index readings will be taken hourly. However, when the index reaches 84 degrees F, readings will be taken every 30 minutes until it falls below 84 degrees F or until 2000. A WBGTI log is automatically generated by the Automated Heat Stress System.

4. Flag Conditions and Instructions. All activities during hot weather conditions are governed by the WBGTI. As the WBGTI increases, so do the restrictions upon training activities and events. Restrictive heat conditions are designated and announced by colored flags. Commanders at all levels will modify their training based on unusually high numbers of heat casualties regardless of flag conditions. Current flag conditions may be viewed at the Depot Intranet site: <http://205.110.252.219:35533/>.

a. Heat Condition Flag Descriptions

(1) Green Flag (WBGTI of 75 degrees F to 84.9 degrees F). Training of recruits, particularly un-acclimatized recruits (those with less than 18 days aboard Parris Island), will be conducted with caution.

(2) Yellow Flag (WBGTI of 85 degrees F to 87.9 degrees F). Strenuous exercises for un-acclimatized recruits will be suspended. Outdoor instruction and inspections will be conducted in the shade.

(3) Red Flag (WBGTI 88 degrees F to 89.9 degrees F). All PT will be suspended for un-acclimatized recruits. Outdoor instruction and inspections will be conducted standing or sitting in the shade.

(4) Black Flag (WBGTI 90 degrees F or above). All strenuous, non-essential outdoor physical activity will be suspended. Essential outdoor physical activity will be conducted at a level commensurate with personnel acclimatization.

b. Display of Heat Condition Flags. Commanders will ensure the appropriate colored flag is flown for the highest heat condition reading aboard Parris Island. Current flag conditions may be viewed at the Depot Intranet site: <http://205.110.252.219:35533/> (Ex. If a Black Flag is the reading at Leather Neck Square and the readings at 1st and 4th RTBN's are yellow; then a Black Flag will be flown in all areas on base.

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5004. ADMINISTRATIVE BLACK FLAG CONDITIONS (ABFC)

1. The Administrative Black Flag Condition exists when either of the following occurs aboard MCRD Parris Island.

a. All three ambulances (Medic 1, 2 and 3) are employed/responding to a 911 call and/or are off the Depot.

b. BHC has reached capacity in the designated cool room and cannot properly treat additional heat casualties.

2. In the event of an ABFC, the following actions are to occur:

a. The BHC will notify the EOC at extension 3712 or 3351 immediately upon determining that an ABFC exists as a result of medical capability. EOC personnel will immediately activate the mass notification system per reference (z), and notify all subordinate commands.

b. Fire Dispatch will notify the EOC at extension 3712 or 3351 immediately upon determining that an ABFC exists as a result of Medic 1, 2 and 3 all responding to a 911 situation or being off the Depot. EOC personnel will immediately activate the mass notification system per reference (z), and notify all subordinate commands.

3. To designate an ABFC, a black flag is flown below the current heat condition flag. If no flag condition is in effect, a black flag will be displayed under a green flag to avoid confusion with the normal black flag condition.

5005. HEAT CASUALTY PREVENTION. Reference (ai) will be posted on every company or section bulletin board.

1. Fluid Replacement

a. Hydration Policy. Recruits will be encouraged to drink liberal amounts of water and sports drink at appropriate times, and to incorporate this process into their daily regimen. Recruits will also drink sports drink at night and during meal periods when it is available. RTR will emphasize that water consumption is a preventative measure for dehydration, which can occur in both hot and cold weather conditions. RTR will emphasize that sports drink consumption will help maintain adequate amount of sodium (salt) in the body. Under-hydration can lead to significant internal organ damage, seizures, coma, and death.

b. Hydration Guidance. Drink no less than six quarts (canteens) of water per day as a baseline. Drink an additional one canteen per day for each hour of hard physical exercise. Intake should not exceed one canteen per hour. Over hydration with plain water can lead to hyponatremia. Target fluid intake during hot weather procedures is 12-14 canteens per day. Cold weather conditions target is 10-12 canteens per day. Recruits should monitor their urine color and frequency: clear to light yellow with frequency of once every two to three hours is optimum. See figure 5-1.

FLUID REPLACEMENT GUIDELINE FOR HOTSOP				
		<u>Work Intensity</u>		
		Easy or Low	Moderate	Strenuous or High
		Water per hour	Water per hour	Water per hour
<u>Flag Condition</u>	Green	½ Qt	¾ Qt	1 Qt
	Yellow	¾ Qt	¾ Qt	1 Qt
	Red	¾ Qt	¾ Qt	1 Qt
	Black	1 Qt	1 Qt	1 Qt
<p>Fluid replacement volumes will sustain performance and hydration for at least 4 hours of work in the specified heat category. Individual water needs will vary ±¼ quart per hour.</p> <p><i>Example: Recruits working at moderate intensity during Yellow flag should consume around ¾ Qt of water/hour.</i></p>				
EXAMPLES OF WORK INTENSITY				
Easy Work		Moderate Work		Strenuous Work
-Weapon maintenance		-Walking loose sand at 2.5		-Walking loose sand at 2.5
-Manual of Arms		mph, no load		mph with load
-Marksmanship training		-Walking hard surface at 3.0		-Walking hard surface at 3.0
-Close Order Drill		mph, no load		mph, with load
-Movement to classroom or appointments		-Calisthenics including IT		-running and participating in physical training
-Instruction out of classroom / shade		-Patrolling		-Field assaults
		-Individual movement techniques, e.g., low crawl,		
		-Defensive position		
		-Double time marching		
<p>Use these examples as guidelines for determining work intensity of other undescribed recruit training tasks.</p> <p>Activities that extend beyond 60 minutes, should be considered a higher work intensity, e.g. Close Order Drill over 60 minutes is Moderate Work.</p>				

Fig. 5-1 FLUID REPLACEMENT GUIDELINES FOR HOTSOP

2. Hyponatremia

a. Cause. Hyponatremia (low blood sodium) is a potentially life-threatening condition that occurs when the level of sodium in the blood decreases. It is caused by a combination of overly aggressive water intake (greater than one canteen per hour of plain water), excessive salt loss

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through increased sweating, and inadequate salt replacement. The consequences of rapid dilution of blood sodium level below 120 mg/dL can be severe, and include seizures and death.

b. Prevention. Care must be taken to avoid persistent over-hydration during training. Adequate food intake is as vital in preventing over-hydration as water intake is in preventing dehydration. Recruits are to be monitored on food intake especially during high risk training activities such as BWT and the Crucible. Dietary salt should be provided to replace salt lost in sweat and urine. Battalion commanders will ensure table salt is available in the mess hall and recruits are allowed to salt their food to taste.

5006. HOT AND COLD WEATHER PROCEDURES EVALUATION. Hot and cold weather procedures will be evaluated on the RTO and Series Officer Course test.

5007. CONDITIONS AND REPORTING. RTR and WFTBn will monitor the temperature and wind-chill factor when the outside temperature is 50 degrees F or lower. When the outside temperature is 32 degrees F or below, or an equivalent wind-chill factor exists, RTR and WFTBn will notify the G3 and make recommendations to mitigate the potential impacts to training.

5008. MODIFICATION/CANCELLATION OF TRAINING. The authority to adjust training based on inclement weather has been delegated to the on-scene or responsible commander. However, for Depot-level events the decision to cancel or move indoors will be made by the Commanding General. For events such as the Emblem Ceremony and Graduation, the RTR Commander will make a recommendation to the Commanding General by 0630 the morning of the ceremony concerning the decision to cancel the ceremony or move it indoors. The decision to conduct an emergency march-off will be made by the RTR Commanding Officer.

1. COD and Parades

- a. Instruction on individual movements may be conducted indoors.
- b. Drill evaluations may be conducted indoors.
- c. Parades and ceremonies may be moved indoors or canceled, if necessary.

2. Inspections. Inspections will be conducted indoors or outdoors at the commander's discretion.

3. Combat Conditioning. Recruits will not be permitted to perform physical training in standing water or soft muddy ground unless it is part of an approved obstacle. STC recruits may, at the discretion of the STC CO, run on Chicken Farm Road when it is wet upon approval by the STC CO, after inspection by an STC officer. The STC CO will establish controls to ensure STC recruits do not run through standing water.

4. Marksmanship Training. Recruits may wear watch caps and will be closely observed in order to prevent cold weather injuries.

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CHAPTER 6

RECRUIT TRAINING COMPANY ADMINISTRATION

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6000. GENERAL. This chapter discusses recruit training company administrative requirements.

6001. DAILY PLATOON LOG (DPL). A DPL will be opened on FD-1 by the SDI using the DPL Sheet. It will be closed just prior to the graduation company outpost. Series chief drill instructors and commanders will review the DPL daily and sign where indicated digitally. A hard copy will be maintained in the company office. An example DPL is shown in Figure 6-2.

6002. REGIMENTAL INCIDENT REPORT (RIR). Incidents of a critical nature or of immediate command interest will be reported to the RTR through the chain of command by telephone as rapidly as possible, but no later than 60 minutes after they occur or after discovery of the incident. A written RIR will be submitted through the chain of command within 24 hours of the initial telephonic report. All RIRs will be submitted to the RTR Organization Mailbox PARR_MCRDPI_RIR within 24 hours of their occurrence. The G-3 will have administrative access to this information (sample form, Figure 6-1).

1. Examples of reportable incidents are listed below:

- a. All incidents of recruit UA.
- b. Any potential life threatening or communicable disease within RTR (Meningitis, Hepatitis, etc.).
- c. All self-harm attempts, self-harm gestures, self-harm threats, or self-harm expressions.
- d. All heat and cold weather casualties that require medical care beyond corpsman aid.
- e. Any accident/injury that may cause a recruit to be absent from their training unit for more than a 24 hour period while they are receiving medical attention (e.g., hospitalization).
- f. All classes of mishap reports.
- g. The loss or theft of a service rifle (in addition to notifying RTR, immediately telephone PMO).
- h. Any case where EMS or PMO is requested.

2. Mishap Reports

- a. Report all recruit mishaps to the RTR by means of the standard RIR form. Completed RIRs will serve as a local mishap report and be emailed from the battalion to the RTR Service Mailbox (SMB) within 24 hours (PARR_SMB_MCRDPI_RIR).
- b. Notify the chain of command in the event of a suspected class A/B mishap within one hour. If the event occurs after hours, notify the OOD. Battalions are responsible for verbally reporting Class A/B mishaps to the RTR Commanding Officer and the RTR Safety Officer. The RTR CO is responsible for notifying the CG MCRDPI. Requirements for submission of written reports remain constant.

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c. Company officer's will have immediate access to a Mishap Report Binder at all training events at Page Field, Leatherneck Square, battalion physical training fields, during water survival training, and at live fire exercises. The Mishap Report Binder is a guide to classify mishaps, collecting pertinent safety information, and ensuring timely reporting. The final mishap classification will be made by the Depot Safety Office in accordance with MCO P5102.1B, Navy & Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual.

(1) Class A Mishap. An injury and/or occupational illness that results in a fatality or permanent total disability.

(a) Fatality/Fatal Injury. Mishap or complications of a mishap, that results in a death.

(b) Permanent Total Disability. A non-fatal injury or occupational illness which in the opinion of a competent medical authority permanently incapacitates someone also, the loss of the following body parts or the use thereof during a single mishap is a permanent total disability:

1. Both hands
2. Both feet
3. Both eyes
4. A combination of any two of these body parts.

(2) Class B Mishap. An injury and/or occupational illness that results in permanent partial disability or when three or more personnel are hospitalized for inpatient care (which, for accident reporting purposes only, does not include just observation and/or diagnostic care) as a result of a single accident.

(a) Permanent Partial Disability. An injury or occupational illness that results in permanent impairment or loss of any part of the body. Exceptions include the following:

1. Loss of teeth
2. Loss of tips of fingers/toes without bone loss
3. Repairable hernia
4. Disfigurement
5. Sprains or strains that do not cause permanent limitation of motion

(3) Class C Mishap. A nonfatal injury that causes any loss of time from training beyond the day or shift on which it occurred; or a nonfatal occupational illness that causes loss of time from training or disability at any time and all heat related injuries. Examples are all injuries that remove a recruit from training beyond the date of injury.

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REGIMENTAL INCIDENT REPORT

Mishap Classification (A,B,C) _____ Date of Incident _____ Time of Incident _____ Location of Incident _____

Recruit's Temperature _____ Flag Condition _____ Weather Condition _____
 (If heat illness)

Identification of person involved:

Rank	Last Name	Initial	Last 4 SSN	Age/DOB	Sex	PLT	Company	TD	Training Event

Medical Treatment Received: BMC Ambulance Corpsman Other _____

If ambulance called: Time Called _____ Time Arrived _____

Was PPE damaged? Yes No N/A

If Yes explain:

Description of incident (Explain in detail and be specific as to what occurred – what, where, when, why, how):

Diagnosis: _____

Final Disposition (Check only one):

Return to duty Admitted to _____

Duty Status (Check only one):

Full Duty Light duty From _____ To _____ Bedrest From _____ To _____

Follow-up Date: _____ Location: _____

Reported to:

	Name/Rank	Time	Date	Reported by (Name/Rank)
Company	_____	_____	_____	_____
Battalion	_____	_____	_____	_____
Regiment	_____	_____	_____	_____

Report Prepared by: _____

Name/Rank (Print) _____ Date: _____

Point of contact for additional information (Full name, rank, phone): _____

Figure 6-1 - REGIMENTAL INCIDENT REPORT FORM

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6003. OUTPOST LOG BOOK

1. General. Utilizing the DPL, an outpost log for each platoon will be assembled at the end of the training cycle. After review and certification by the series commander and the company commander, the logs will be forwarded to the Battalion S-1. Outpost platoon logs will be kept on file for two years.

2. Format. Outpost logs will be composed of two sections:

a. Left Side (Top to Bottom)

(1) Pickup/Drop Log. Entries in order from FD-1 to Outpost.

(2) Recruit Individual Training Day Status Sick Call Log Sheets. Entries in order from FD-1 to Outpost. Information from sick call chits will be transferred to a sick call log sheet.

(3) Platoon roster of graduates.

(4) Regimental Incident Reports (RIRs), Figure 6-2.

b. Right Side (Top to Bottom)

(1) Completion of Platoon Log Cover Letter.

(2) DPL Sheets; Outpost on top, FD-1 on bottom.

(3) Copies of completed platoon Swim Qualification, MCMAP, Rifle Scores, Combat Fitness Score and Final Physical Fitness Test results.

DAILY PLATOON LOG (DPL) EXAMPLE

DATE: DD MO YR T-DAY: T-XX DUTY DI: SSGT SMITH
STANDBY: SGT JONES

At 0700, I have assumed the duties as the Duty Drill Instructor for Platoon XXXX. The count on deck is 50 recruits and 50 rifles.

DROPS: 0 PICKUPS: 0 MEDICAL: 0
DENTAL: 0 NO DUTY/BR: 0 LIGHT DUTY: 0 HOSPITAL: 0

*DETAILED INFORMATION FOR THE ABOVE CATEGORIES CAN BE FOUND IN THE APPROPRIATE PLATOON LOG. THEREFORE, ONLY NUMBERS ARE REQUIRED FOR THE ABOVE INFORMATION.

NOTES: (USE THIS PORTION TO EXPLAIN IN DETAIL ANYTHING THAT HAPPENED OUT OF THE ORDINARY FOR THE DAY, IE. EARLY REVEILLE, EARLY TAPS, PICK-UPS, DROPS, WPNS PICK-UPS, WPNS DROPS, OR RIR'S)

TIME TIME
MONEY/VALUE CHECK: 0500 HYGIENE INSPECTION: 1900

RIFLE COUNT # RECRUIT MUSTER #

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R: 50
 B: 50
 L: 50
 D: 50
 T: 50

R: 50
 B: 50
 L: 50
 D: 50
 T: 50

CHURCH COUNT

PROT: 0CATH: 0OTHER: 0

At 0700, I have been relieved of all duties as Duty Drill Instructor for the Platoon by SGT ROBERTS, L.

Respectfully submitted,

SDI SIGNATURE_____
SC SIGNATURE

Figure 6-2 - DPL Example

6004. RECRUIT PERSONAL INTERVIEWS

1. Each recruit will receive an individual, personal interview with their series commander at least once during the training cycle. Series commanders will conduct the interview in a manner that establishes rapport with the recruit while emphasizing the importance of the recruit's truthfulness in the interview. This interview will provide the recruit the opportunity to discuss personal problems, performance levels, and to voice grievances without fear of reprimand or intimidation. This interview also affords the opportunity to emphasize the importance of accepting and demonstrating mastery of our core values. During these interviews, no DIs will be present. The company officer will report any allegations of abuse or maltreatment through their chain of command.
2. Interviews will follow a structured questioning format. Upon completion of the interviews, the appropriate entry will be annotated into MCTIMS within admin tasks stating the results of the interview.
3. In recruit training companies, company officers will interview a minimum of one third of their recruits during each Training Phase. All interviews will be completed prior to the crucible.
4. All recruits will be interviewed prior to exiting Special Training Company (STC).
5. Following all interviews, the officer will make a clear, concise entry in MCTIMS.
6. Recruits who have been diagnosed by a competent medical authority with Rhabdomyolysis will be the subject of an additional personal interview by the series commander. During this interview, the series commander will explore the recruit's physical fitness history, physical conditioning while at recruit training, and specifically inquire into the frequency and type of incentive training experienced.

6005. RECRUIT DROP FOLDER

1. General. A Recruit Drop Folder is prepared whenever a recruit is transferred from one unit to another. The unit to which the recruit is

attached holds the recruit record books. This unit will transfer control of the record book to the receiving unit.

2. Contents and Format. The Recruit Drop Folder will be uniform throughout the RTR and will be formatted in the following manner:

a. Top Left Side (top to bottom):

(1) Chit that indicates reason for drop. Examples include recommendation from MHU, BHA, WFTBN, or Med Boards depending on the kind of drop.

(2) Gear Inventory Forms and Clothing Shortage Forms.

(3) Disposition and Evaluation Sheet.

(4) Weight Control/Distribution Program.

(5) Recruit Questionnaire Sheet.

(6) Custody Receipt for Medical Records.

b. Stapled on the Lower Left Side (left to right):

(1) Memorandum Receipt for Individual Weapons and Accessories (NAVMC Form 10576).

(2) Memorandum Receipt for Individual/Garrison Equipment (NAVMC Form 10577).

(3) Baggage claim check.

c. Upper right side of folder (top to bottom):

(1) Recruit Evaluation Card.

(2) WNOD.

d. Lower right side of folder (top to bottom):

(1) Sick call chits with list of medications and/or dental appointment slips attached, if applicable.

(2) Lock combinations (sealed in envelope).

(3) Money Serial List (sealed in envelope).

(4) Identification Card or a lost letter.

e. Recruit Drop Folders for all 92-day reservists will have the words "92-day reservist" printed in red ink next to the recruit's name on the folder tab.

6006. EMERGENCY LEAVE

1. Battalion commanders are authorized to grant recruits up to ten days of leave for emergencies that have been verified by the Red Cross.

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2. The following steps will be taken in the event of a recruit being placed on emergency leave:

a. Battalion OOD receives a Red Cross Message, contacts company commander per Chapter 9 and calls the battalion Executive Officer (XO) to inform them of the message. The company commander then contacts the Battalion Chaplain, if necessary, to assist in delivering the Red Cross Message to the recruit.

b. Company staff advises the Battalion OOD/XO if the recruit is requesting emergency leave and whether the recruit has in their possession either a military ID (preferred) or a picture ID (e.g., driver's license). The company staff also indicates whether the recruit will be purchasing travel arrangements or is going to request assistance through the American Red Cross or Navy-Marine Corps Relief Society.

c. Company commander contacts battalion commander for authorization of up to 10 days of emergency leave. Company commander advises battalion OOD when authorization is approved.

d. Battalion OOD contacts S-1 recall personnel for processing of emergency leave papers. Emergency leave papers will be prepared by the battalion S-1 during all hours (including weekends and holidays). S-1 will notify and provide signed leave papers to the RAB of all recruits who have completed emergency leave.

e. When an ID card has not yet been issued due to the close proximity to receiving, an ID card is not mandatory as long as the recruit has some form of picture ID. However, if the recruit does not have some form of picture ID, call the Recruit Administration Branch OIC. An expedited military ID card can be generated. Battalion OOD contacts the RAB OIC. If the RAB OIC is unavailable, contact the RAB SNCOIC.

f. The SDI will arrange for a proper uniform, waiver for storage of personal effects (10-Day Letter), transportation, leave authorization, ID card, special pay, and instructions on proper behavior while on leave.

g. Male clothing will be contacted at (843) 228-2651 during normal working hours or through the H&S Battalion OOD number (843) 228-3318 during non-working hours. Female clothing will be contacted at (843) 228-2490 or through the H&S Battalion OOD number (843) 228-3318 during non-working hours. The recruit's name, platoon number, and appointment time will be provided to ensure that a fitter and tailor will be available. NAVMC Form 604 is required to obtain a uniform and must accompany each recruit taken to the clothing section for issue of a uniform.

h. An escort DI will be assigned to accompany the recruit around the Depot and to the point of departure such as the bus station or airport. This same methodology will be used upon the recruit's return.

i. Once emergency leave paperwork is initiated and/or complete, the escort DI/battalion OOD may call during routine working hours either: CWT SATO Travel (866) 441-2987 if the recruit is paying directly out of pocket or, in the event the recruit requires financial assistance for emergency travel, the Navy-Marine Corps Relief Society at (843) 228-3512/2765. The Navy-Marine Corps Relief Society can arrange travel through American Express Travel Service or make payment for services obtained through CWT SATO Travel.

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If assistance is required after normal working hours, weekends, or holidays, travel arrangements can still be made with SATO at (866) 950-1640 or through the Navy-Marine Corps Relief Society through the American Red Cross Armed Forces Emergency Service (AFES) (877) 272-7337. An ID card is required for Navy-Marine Corps Relief Society services.

j. Once complete, all travel information is then passed from battalion OOD to company staff, RTR OOD, and battalion XO.

k. RTR OOD will be advised by the battalion OOD when all above steps are complete and RTR OOD will contact RTR XO to debrief.

6007. PERSONNEL CASUALTY REPORT (PCR) AND OPERATIONAL REPORT-3/SERIOUS INCIDENT REPORT (OPREP-3/SIR). In the event that a recruit dies, becomes seriously ill/injured, or is in a special patient status for any reason, the appropriate form(s), PCR's and OPREP-3/SIR's must be submitted in accordance with MCO 3040.4 (Casualty Manual) and MCO 3504.2a (OPRE-3/SIR Order).

6008. REPORTS/ALLEGATIONS OF RTO VIOLATIONS. Allegations of violations can come from many sources (e.g., recruit interviews, congressional inquiries, parental concern, inspector reports, or eyewitness reports), and must be resolved quickly, accurately, and impartially.

1. Any person who observes or becomes aware of any violation of this order, or observes harmful or unethical behavior, shall report the violation as soon as practicable to an officer in the chain of command. Failure to make such a report is a violation of this order and Article 92 of the UCMJ. The company commander is responsible for ensuring reports are forwarded to the battalion commander.

2. Recruit Abuse Allegations. The battalion commander will conduct a preliminary inquiry or command investigation on all recruit abuse allegations and provide a report to the RTR Commanding Officer.

a. The investigating officer must come from a different company than the individual alleged to have committed the violation. A preliminary inquiry shall normally be completed within 72 hours.

b. If while conducting a preliminary inquiry (PI) a point is reached where you must read someone their rights, the PI will stop, the Directing Authority will be updated, and the matter will be handled as a Command Investigation (CI) from that point forward.

c. The subject of the allegation will be administratively suspended until all investigations and subsequent corrective actions have been completed. Administrative suspension is not an assumption of guilt. The purpose of administrative suspension is to protect all parties involved with the allegation. Administrative suspension will include the following:

(1) Removal of the subject of the investigation from direct involvement or interaction with recruits.

(2) Special Duty Assignment (SDA) Pay will not be affected by administrative suspension.

(3) A DI may only be reinstated to full duties by the battalion commander or higher.

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d. Substantiated incidents of recruit abuse, specifically incidents of hazing and maltreatment, will be promptly reported via the chain of command to the Depot CG.

3. Command investigations involving recruit maltreatment or abuse will be routed in accordance with the Manual of the Judge Advocate General, including review by the Commanding General, MCRD Parris Island.

a. Any hazing incident will be properly documented and reported in accordance with MCO 1700.28A CH 1.

b. Substantiated violations of the RTO that do not exceed the threshold for hazing shall be adjudicated at an appropriate command level.

c. The results of PIs and CIs regarding maltreatment and hazing in the recruit training environment will be compiled by the Inspector General's office.

d. The results of PIs and CIs into allegations of drill instructor misconduct, regardless of findings, will be documented in the DI Evaluation Folder, also known as the DI Training Jacket, and maintained within the battalion for a minimum of two years.

e. Battalion commanders will perform trend analysis of findings gathered from PIs and CIs for the purposes of identifying practices contrary to established regulations and to inform remedial and corrective training. Trends will be reported through the Depot chain of command.

6009. PROFICIENCY AND CONDUCT (PRO/CON) MARKS. The company commander submits the approved pro/con roster via MOL no later than M-8 for entry into MCTFS. Duty proficiency marks below 3.0 and conduct marks below 4.0 will be supported by appropriate entries in the recruit evaluation folder. Pro/Con marks will be annotated on the Pro/Con Roster as follows:

1. Proficiency marks are based on performance in the areas of marksmanship, CWS, COD, physical fitness, academic tests, and inspections.

2. Conduct marks are based on acceptance of our core values, conformance to accepted usage and customs, positive contributions to the unit and Corps, general bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, and moral fitness.

a. The majority of marks should be in the 4.0 - 4.4 range. An average recruit should be given a mark of 4.2.

b. Recruits who are considered for meritorious promotion should be marked in the 4.5 - 4.8 range.

c. Honor Graduates should be marked in the 4.9 - 5.0 range.

d. Each series commander will ensure that proficiency and conduct marks are entered in the Service Record Book of each new Marine.

6010. RECRUIT MERITORIOUS PROMOTION. Meritorious promotions recognize and reward exceptional performance during recruit training. Company commanders will ensure original promotion certificates, awards, and page 11s are

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provided to the RAB so that they can make appropriate entries in the individual's SRB.

1. To Private First Class (PFC)

a. Marines will be selected for meritorious promotion to PFC based upon the following criteria:

(1) Consistently demonstrated superior proficiency in physical fitness, marksmanship, academics, field skills, motivation, and leadership.

(2) Have no NJPs or convictions by courts-martial.

b. Battalion commanders may meritoriously promote 10 percent of each graduating series to PFC. Marines guaranteed promotion to PFC will not be counted when computing the 10 percent selected for meritorious promotion. The computation of guaranteed and meritorious promotions ends on T-56. Any contract promotions that arrive after this day do not affect the meritorious promotion count from T-56.

2. To Lance Corporal (LCpl). Recruits who are under contract to be promoted upon graduation to PFC and are graduating as a platoon honor graduate may be promoted to LCpl at the discretion of the battalion commander. Honor graduates who have been promoted to the rank of LCpl do not count towards PFC allocations.

6011. RECRUIT HONOR GRADUATES

1. Selection Criteria. Honor graduates will be selected based on their standing with peers in the graded events that are completed by the date of selection and their demonstration of self-discipline, military bearing, and esprit de corps.

2. Company Commander Endorsement. The company commander will endorse nominations for the honor graduate in each platoon and submit each nominee's evaluation card to the battalion commander for consideration.

3. Recognition. Honor graduates will receive an appropriate award from the Marine Corps Association (MCA) and will be recognized during graduation ceremonies. The Company Honor Graduate will be selected from among the Platoon Honor Graduates.

4. The names of the honor graduates will be reported to the RTR S-3 NLT M-2 in order to procure the appropriate plaques.

5. The names of the honor graduates and all meritorious PFCs will be given to Depot clothing NLT M-3 by the Battalion S-1.

6012. RECRUIT AWARDS

1. Physical Excellence Award. The recruit in the company with the highest combined final PFT/CFT score will receive a certificate denoting this achievement. If two recruits are tied for the highest score under 600, the recruit with the fastest PFT run time will receive the award. All recruits scoring 285 points or above will receive an appropriate certificate.

2. High Shooter Award. The recruit in the company with the highest rifle qualification score will receive a certificate. If two recruits are tied for the high score, the recruit with the highest score at the 500-yard line will receive the award. If there is a tie at the 500-yard line, the shooter with the highest score at the 300-yard line rapid fire will receive the award. This process will be continued in the reverse order of fire until one recruit receives a higher score than another. If the recruits achieved identical scores at each yard line, then both recruits will be designated "High Shooter."

3. Leatherneck Magazine Awards. "Leatherneck Magazine" provides awards for rifle marksmanship proficiency. The high shooter from each platoon will receive a marksmanship certificate.

4. Molly Marine Award (4th Bn). The Woman Marines Association sponsors the Molly Marine Award. This award is presented to the one recruit from each platoon that has most demonstrated all the qualities expected of an exemplary Marine. The recruits within each platoon select the recipient.

CHAPTER 7

RECRUIT ADMINISTRATION

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7000. MISSION. The mission of Recruit Administration **Branch** is to provide administrative support to all recruits aboard the Depot. This support includes accessions, unit diary entries, dependent entitlements, Service Record Books, orders generation, and discharge processing. The administrative process starts immediately upon the recruit's arrival on the yellow footprints and continues to graduation or discharge.

7001. RECRUIT ADMINISTRATION BRANCH (RAB). The RAB is divided into four sections. Below is a general description of each section and its scope of responsibilities.

1. Accessions Section:

a. Each recruit has a record created in Marine Corps Training Information Management System (MCTIMS) by their recruiter. This record has basic information about the recruit. The Accessions Section establishes an electronic military record in MCTFS for each recruit. This allows the RAB to continue to build a complete official military record for each recruit via both MCTIMS and MCTFS.

b. Each recruit also arrives with basic files which include the recruit's military contract, medical documents, a record of emergency data, and other administrative documents. The Accessions Section will sort through the documents to create a SRB and distribute the remainder of the documents accordingly.

c. Accessions Section is also responsible for classroom instruction regarding W-4, State of legal residence, Serviceman's Group Life Insurance (SGLI), Record of Emergency Data update, accession worksheets, financial institution election, disclosure accounting form, and the recruit/trainee prohibited activities acknowledgement form.

2. Service Record Book, Unit Diary, and Orders (SUDO) Section:

a. Military records continue to update, change, or be modified during recruit training. The SUDO section is responsible to ensure each record is accurate and up-to-date. Some of the areas of responsibility include dependent information, identification/allergy tags (2 each), MGIB/Post 9-11 election, recording of blood types, TSP election, initial page 11, contract and meritorious promotions, recording when recruits are admitted to the hospital, and much more.

b. Any medical information, to include allergies and any other permanent definitive diagnosis that would place a recruit in danger if normal courses of treatment were **not** conducted, will be provided by BHC to the RAB and the respective company. Recruits will be issued three medical alert tags during processing week. One medical alert tag will be laced into the right tennis shoe and **one into** the right boot. A third medical alert tag will be maintained in the recruit folder. Recruits will be issued two identification tags and one neck chain during the week of graduation.

c. Upon completion of recruit training each recruit will be transferred to either the School of Infantry East or West. The SUDO Section conducts a transfer out brief for each recruit, ensuring the Recruit Transfer Orders and other administrative documents are up-to-date and accurate. The SUDO Section ensures there is constant communication between the RAB and each Recruit Training Company (RTC) to verify the location and duty status of each recruit

(i.e. if a recruit is dropped to another company/platoon, is on medical hold after graduation, is in the hospital, etc.).

d. The battalion of any recruit who has been subpoenaed to appear in court as a witness will coordinate with the Law Center. Upon receipt of a request from the Law Center, the orders section will complete temporary additional duty (TAD) orders for the affected recruits.

e. Split Increment Reservists (**92-day Reservists**) will be transferred to their respective reserve unit upon completion of recruit training. Regular active duty reserves will be transferred to Marine Combat Training (MCT) or School of Infantry (SOI) as appropriate upon completion of recruit training.

f. Each RTC is responsible to document all recruit training events via MCTIMS in accordance with **this order**. The SUDO section will coordinate with each company/battalion to have missing training data recorded; no recruit will transfer with missing training data.

g. Marine Online will be utilized by each RTC to record Transfer Proficiency and Conduct markings for each recruit prior to the Monday before graduation (M-8).

3. Discharge Processing Unit (DPU) Section. Discharging a recruit requires coordination between the RTC and/or battalion, the recruit, military travel (SATO), Disbursing, DPU, and at times Headquarters Marine Corps and **BMC/NHB**. There are two types of discharges a recruit may receive during recruit training; administrative and medical.

a. There are several scenarios in which a recruit can be administratively separated such as fraudulent enlistment, positive urinalysis test, failure to adapt, medical conditions that are not disabilities, and many more. DPU will separate each recruit once the Regimental Commander has found that a discharge is necessary and approves the discharge.

b. At times recruits will become injured during recruit training and require a Physical Evaluation Board (PEB). DPU is responsible to separate these recruits once the PEB board has approved a discharge, the recruit accepts the findings, and Headquarters Marine Corps has modified the recruit's expiration of active **duty** service date.

c. The individual battalions are responsible for preparation of the Unit Punishment Book (UPB) when recruits are charged under the UCMJ. The UPB and supporting documents must be provided to RAB within 24 hours of completion of a NJP.

d. The individual battalions will monitor the status of UA recruits and coordinate with the RAB to ensure that required SRB entries are made.

e. The individual battalions are responsible for the administration and processing of all matters related to stop and go orders for recruits. Support Battalion will issue stop orders for those recruits that test positive for drug use.

4. Identification (ID) Card Section

a. During receiving week every recruit will be processed for a Common Access Card (CAC), which is submitted electronically through Defense

Management Data Center (DMDC). Due to the volume of recruits and the length of time to print a CAC for each recruit, a CAC will not be printed and issued during this time. The CACs are printed by the Central Issuing Facility at DMDC and mailed to the RAB. Each recruit will sign for and receive their CAC during outpost on the Monday before graduation (M-8).

b. The RAB will provide an ID card discrepancy report by T-5 to the training company that contains the names of recruits that must return to the ID card section prior to T-46.

c. During receiving week a Disbursing representative will coordinate with the RAB to issue and activate the EZ Pay/SMART card for each recruit, allowing the recruit \$300 advance pay.

7002. RAB APPOINTMENTS

1. All recruits must be present at RAB appointments.
2. While at the RAB, recruits are under the control of RAB personnel. DIs will wait in the lounge after delivering the platoon to the RAB.
3. Figure 7-1 shows the order of RAB appointments and what is accomplished at each.
4. RAB must be updated on recruit information throughout the training cycle. This update is accomplished by direct information exchange between the company and the RAB using the roster in Figure 7-2.

7003. SPECIAL CATEGORIES

1. Recruit Screening Office (RSO). RSO conducts background investigation interviews for recruits who require Top Secret (TS) clearance eligibility. RSO also screens infantry recruits for eligibility for Presidential Support duty and Marine Security Guard (MSG) duty.
2. Eastern Recruiting Region (ERR)
 - a. Recruit Liaison Section (RLS). RLS acts as a conduit for information to and from the recruiter. Among their duties are the validation and resolution of recruit administrative issues.
 - b. Reserve Training Liaison (RTL). RTL monitors the progress of reserve recruits during recruit training. Particular attention must be paid to recruits on Incremental Initial Active Duty for Training (IIADT), commonly called 92-day reservists or Split Increment Reservists. To recycle one of these recruits, or if a contract question arises, the company must contact the RTL section. Receiving will inform the company of all 92-day reservists prior to dropping them from Receiving.

7004. RECRUIT PAY SYSTEM. All recruits will be paid as follows:

1. Initial Pay. All recruits receive EZ Pay cards upon arrival at Parris Island to purchase necessary items while in processing. Additionally, recruits are automatically enrolled in direct deposit with a financial institution aboard the Depot. Recruits will make their election during the Recruit Direct Deposit Class.

2. Final Pay/Pay Bills/EZ Pay Zero Balance. At Final Pay/Pay Bills recruits obtain account balances, pay bills, and purchase airline, bus, or train tickets to go on leave. Recruits are mandated to utilize their EZ Pay card to the maximum extent possible to pay final bills. Recruits should zero out the EZ Pay card balance at Final Pay/Pay Bills. If after Final Pay/Pay Bills a Recruit still has a balance on their EZ Pay card, they must go to their **financial** institution before graduation to receive the remaining balance on their EZ Pay card. In the event that a recruit is being discharged prior to graduation, the receipt from the point of sale device must be printed and retained in order to process the discharge and final payment.

3. Special/Emergency Payment. If, at any time, it becomes necessary for a recruit to have additional funds beyond those outlined above, a special pay authorization signed by the company commander will be utilized.

7005. RECRUIT FINANCIAL TRANSACTIONS

1. General. Authorized collection agents will conduct all monetary transactions directly with individual recruits. Upon receiving a call from a creditor looking for a recruit, the name and number of the person and/or company will be provided to the recruit. The recruit will attempt to solve the problem. If the problem cannot be resolved between the DI, the recruit, and the creditor, contact the Staff Judge Advocate's office for assistance. Only commissioned officers are authorized to act as collection agents for financial transactions involving recruits. Voluntary collection of money from recruits is authorized for the following items and services:

a. Voluntary payment for lost or damaged Government property in accordance with reference (a).

b. Voluntary purchase of platoon or individual photographs.

c. Voluntary purchase of traveler's checks and commercial travel tickets.

d. Voluntarily religious offerings in conjunction with religious services.

2. Navy-Marine Corps Relief Society and Combined Federal Campaign (CFC). All recruits are authorized to voluntarily contribute donations to the Navy-Marine Corps Relief Society and CFC. Those entering the reserves are not authorized donations by allotment.

7006. SOLICITATION BY DEALERS, AGENTS, OR VENDORS

1. Dealers, agents, and vendors are prohibited from entering recruit areas and from soliciting or selling to recruits.

2. Any unauthorized dealer, agent, vendor, or tradesman found soliciting or selling to recruits shall be escorted to the RTR Adjutant/RTR OOD. The Provost Marshal and the G-3 shall then be notified.

7007. SEPARATIONS

1. 6105 Counseling Requirement. Certain separations require counseling in accordance with paragraph 6105 of reference (h) to afford a "reasonable

opportunity" to overcome a deficiency. The following guidance is provided for issuing this counseling:

a. The company commander shall issue a 6105 counseling when it has been determined that there is a deficiency that will interfere with the recruit's ability to successfully complete recruit training.

b. The 6105 counseling will be placed in the recruit's drop folder when issued and remain in the drop folder until the recruit has been processed through RSP, at which time the RAB is responsible for ensuring the 6105 counseling is entered in the recruit's SRB.

c. A "reasonable opportunity" to overcome a deficiency is determined by the commanding officer. There is no certain amount of time required prior to processing, only evidence that the deficiency still exists at the time of processing.

2. References (h) and (w) detail the definitions and processes involved with recruit separation. In general, the following are reasons for separation:

a. Defective Enlistment. Discharge due to defective enlistment may be directed due to underage, erroneous enlistment, or fraudulent enlistment. Notification will come from AC/S, Recruiting. Counseling with a WNOD or a 6105 counseling is not required for separation under this basis.

(1) Underage. If a recruit is under the age of 17, the enlistment contract is void and the individual shall be separated with an order of release from the custody and control of the Marine Corps.

(2) Erroneous Enlistment. A recruit may be separated on the basis of erroneous enlistment if the enlistment would not have occurred had the relevant facts been known or had appropriate directives been followed. Erroneous enlistment is not the appropriate basis for discharge if there was fraudulent conduct on the part of the applicant. Typical examples of erroneous enlistment include the following:

(a) Being pregnant at the time of enlistment.

(b) Being granted an unauthorized or inappropriate waiver of a pre-enlistment defect.

(c) Not having the requisite qualifications for an enlistment option that was granted.

(d) Not meeting the pre-enlistment educational standards.

(e) Positive Human Immunodeficiency Virus (HIV), Hepatitis (Hep) B or Hep C Test. **These** recruits will be rapidly processed for Erroneous Enlistment **and** will be provided medical support and counseling as required by the NHB. Reference (aj) provides specific guidance for the discharge of recruits who test positive for HIV.

(3) Fraudulent Enlistment. A recruit may be separated for procuring a fraudulent enlistment. An enlistment is fraudulent when deliberate material misrepresentations, including the omission or concealment of facts, which, if known at the time, would have reasonably been expected to have precluded, postponed, or otherwise affected the recruit's enlistment. Such

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misrepresentations may include deliberate failure to disclose pre-service drug use, prior military service, pre-service police record, juvenile record or criminal convictions, suicide attempts or psychiatric treatment, marriage or **having** dependents, and undisclosed disqualifying medical conditions.

b. Entry Level Performance and Conduct. Separations under this general basis are authorized during the first 179 days of service when it is determined the individual is unqualified for further military service by reason of unsatisfactory performance or conduct (or both). All separations under this basis require counseling in accordance with paragraph 6105 of reference (h) at the time the deficiency is discovered. When it is determined that the recruit cannot or will not correct the stated deficiency, the recruit should be processed for involuntary administrative separation. An additional 6105 is not required prior to discharge proceedings. The following discharges require a 6105:

(1) Incapability (INC). INC is assigned to recruits who demonstrate, by their performance, they are either morally, physically, or mentally unable to meet the demands of training and are considered incapable of successfully completing recruit training. They have been afforded the opportunity to improve their physical capability by assignment to the PCP/PCS and either are unable to complete the process or, when they have completed the process, were unable to keep up with their platoon upon return to training. A small number of recruits in this category are unable to assimilate the instruction given to them by their leaders and fail academic testing, CWS, or fail to qualify with the service rifle.

(2) Lack of Reasonable Effort (LRE). LRE includes recruits who appear to have the capability, but who, by their performance, display they are unwilling to put forth the effort necessary to complete training. Many who experience minor physical or mental difficulties have the capacity to overcome them. However, when informed that they are going to be setback or recycled to afford them the opportunity to overcome their deficiencies, they either give up on themselves or refuse to train.

(3) Failure to Adapt (FTA). FTA is assigned to recruits who are capable and appear to be putting forth reasonable effort, but are unable to tolerate the emotional demands of training and fail to adapt to a military environment. Recruits in this category have been evaluated by MHU and categorized as having an adjustment disorder. In some cases, the disorder is immediately recognizable, quickly manifests itself, and the recruit is rapidly removed from training. In other cases, it is manifested by sad or tearful behavior **and frequently includes** self-directed violence or ideations. Recruits in this category often appear overwhelmed by the demands of **recruit training**.

(4) Minor Disciplinary Infractions (MDI). MDI is assigned to recruits who appear to have the capability to complete recruit training but simply refuse to obey instructions or become resentful. Most often this behavior is manifested in outward hostility and belligerence toward leaders. These recruits refuse to accept counseling and appropriate leadership, and disciplinary action cannot force them to conform. They have an extremely disruptive effect on the unit and often openly interfere with the actions of platoon billet holders. There must be a documented series (through WNODEs and MCTIMS counseling entries) of at least three minor disciplinary infractions during the current enlistment, of a nature which have been or would have been appropriately disciplined under Article 15, UCMJ, Non-Judicial Punishment.

Prior to processing a recruit under this provision, the individual must have been formally counseled via 6105 concerning deficiencies, given recommendations for corrective action, and given an explanation of the consequences of failure to correct deficiencies.

c. Convenience of the Government (COG). A recruit may be processed under COG when the primary basis for separation is Condition Not a Disability that materially interferes with the recruit's ability to complete recruit training. When a company officer suspects that there is a physical or mental condition, they shall refer the recruit to medical for evaluation. Upon receiving diagnosis of a physical or mental condition not a disability, the company commander shall counsel the recruit and include this counseling in the recruits drop folder for consideration by the battalion commander. This basis does not require a 6105 counseling. Typical examples of physical conditions not a disability include sleepwalking, bedwetting, shaving bumps (pseudo-folliculitis barbae), allergies, heat injuries which are likely to recur, or any injury, which is likely to re-occur and thus precludes completion of training. Typical examples of mental conditions not a disability are adjustment disorders, anxiety, and depressed mood disorders. If the condition was not diagnosed prior to enlistment **but is found to have been** evident prior to enlistment, and **is** aggravated by service, the recruit may be processed for Erroneous Enlistment.

d. Disability. Recruits who suffer a serious injury and receive a medical board are processed under this basis. This basis does not require a 6105 counseling.

e. Misconduct: Commission of a Serious Offense. A recruit may be separated for commission of a serious military offense if the specific circumstances warrant separation and a punitive discharge would be authorized for that offense under the UCMJ. This basis does not require a 6105 counseling.

f. Recruit Initiated Separation. The circumstances in which a recruit has the right to request a separation are below:

(1) When charged with a violation of the UCMJ for an offense for which a punitive discharge could be awarded, the recruit can request, after consulting with a defense counsel, a separation in lieu of trial (SIIT).

(2) When a 92 day reservist is unable to complete training in sufficient time to meet a college convening date.

(3) When a recruit is informed the Marine Corps cannot honor a contractual agreement.

(4) When a hardship exists a recruit may request discharge. Appropriate documentation must be submitted prior to drop to RSP.

g. 150 Day Report. STC will review the records of STC recruits who have been on Parris Island for 150 days or more and will consider whether to recommend their separation. The STC Company Commander will provide a weekly 150-day report to SPTBn that includes, at a minimum, the name, number of days on active duty, medical status and the PT day number, diagnosis, and SDI recommendations. All recruits over 150 days will receive a separation physical from BMC. Recruits over 150 days will be evaluated weekly by

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medical to examine progress. If a recruit is not progressing, a recommendation should be made to separate the recruit prior to 179 days.

h. In accordance with reference (h), the General Court-Martial Convening Authority (GCMCA) is the separation authority for all administrative separation actions involving any Marine who made an unrestricted report of a sexual assault or any Marine who was the victim of sexual assault (whether or not an unrestricted report was made) that occurs within one year of final disposition of the sexual assault case.

i. In accordance with reference (h), the GCMCA is the separation authority for all administrative separation actions for Marines processed for separation per paragraph 6203.3 (personality disorder) and 6210.4 (sexual misconduct).

j. In accordance with reference (h), the GCMCA is the separation authority for all administrative separation actions for Marines diagnosed with PTSD or TBI where a determination has been made by an appropriately privileged medical provider such as a physician, clinical psychologist, psychiatrist, licensed clinical social worker, psychiatric advanced practice registered nurse, or other health-care professional, as appropriate, that PTSD or TBI was a contributing factor to one or more of the basis for separation.

3. Administrative Processing. Recommendations for separation will be noted in MCTIMS by each level in the chain of command, all WNOD and 6105 counseling shall remain in the recruit drop folder until they are processed through RSP, at which time the RAB will ensure that 6105 entries are entered into the recruit's SRB.

a. A company officer will notify both the recruit's RS and NOK of the recommendation. Names of those contacted at the RS and the NOK will be specified. Completion of this notification will be recorded in MCTIMS. The company personnel will not give an estimated date of separation.

b. RSP will notify the NOK of the date of release from active duty and the mode of transportation. RSP will also ensure a separations physical is complete and the recruit is fit mentally and physically for discharge. RSP DIs will continue to be responsible for all RSP recruits up to and including boarding conveyance for departure to their final destination.

c. All recruits must be seen by RLS before being sent to RSP in order to make a statement that will be put into the Recruit Drop Folder. The purpose behind this is for each recruit to be screened for erroneous or fraudulent enlistments.

d. The Recruit Drop Folder will include any documents pertaining to erroneous/fraudulent enlistment placed on the top right hand side.

4. Expedited Administrative Separation Process. If, in the professional opinion of MHU, a recruit is in a mental State of Diminished Capacity (SDC) and the possibility exists that the recruit may require more than normal assistance to return home safely, MHU will notify the recruit's chain of command and annotate on the evaluation form that the recruit should be treated as a SDC, per Chapter 4.

a. When notified by MHU that a recruit is a SDC, the recruit's chain of command will transfer the recruit to RSP using the below procedures. The recruit's commander will inform RSP that the recruit requires an expedited separation and will make an entry in MCTIMS, including time, date, and name of the RSP personnel contacted.

(1) Expedited ELS/COG. When a recruit returns from a BMC appointment with a recommendation for expedited separation, the company commander shall issue any required ELS 6105 counseling. The company or battalion RAD Section will send the recruit to RSP to sleepover. Every effort will be made to separate the recruit within 48 hours. When circumstances preclude meeting this timeline, a follow-up evaluation will be conducted by the referring department prior to the recruit's actual separation.

(2) Recruits who are sleepovers must have health and comfort items.

(3) The sending unit will ensure the recruit has returned their service rifle to the Depot Armory prior to their arrival at RSP.

(4) A DI from the unit sending the recruit to RSP will conduct a face-to-face turnover with the RSP DI.

(5) The sending unit will ensure the recruit has eaten required meals prior to arrival.

(6) The sending unit will ensure the recruit has returned their 782 gear prior to arrival, with the exception of:

(a) Cartridge/Sub Belt

(b) Two canteens with covers

(c) Field tarp

(d) Gortex Parka (only during cold weather)

b. Once the SDC recruit has been processed for separation, RPC will coordinate departure and travel arrangements of the SDC recruit with the CTO.

c. RTR is responsible for escorting the SDC recruit to the departure terminal. The MCD that recruited the SDC recruit is responsible for meeting the recruit at the arrival terminal and for escorting them home.

d. RSP will coordinate the arrival of the SDC recruit with the MCD/RS responsible for shipping the recruit to Parris Island.

e. If, in the judgment of MHU, the health of an SDC recruit dictates that they must travel by air and/or have a personal escort throughout movement, or needs to travel to a location other than home of record (HOR), RTR will request CTO coordinate with Distribution Management Office (DMO) for such authorization.

7008. CONSCIENTIOUS OBJECTORS. Voluntary enlistment implies each recruit is willing to accept combat. Therefore, claims that a recruit is a conscientious objector must be examined carefully. Company commanders will refer such recruits to their battalion chaplain for comment and evaluation. The recruit will then be sent to MHU. If indicated by the chaplain and MHU,

the company commander will treat the recruit as a conscientious objector and begin the process of separation.

7009. SEPARATED RECRUITS AWAITING TRANSPORTATION. All separating recruits will be counseled that they remain on active duty and subject to the Uniform Code of Military Justice until 2359 of the date of separation and must conduct themselves accordingly. Commanders will also make a reasonable effort to ensure separating recruits are not loitering for an extended period of time in Beaufort, SC.

RAB APPOINTMENTS		
<u>TRAINING TITLE</u>	<u>ACTIVITIES</u>	
Processing	1. Accessions	W-4, State of Legal Residence, Serviceman's Group Life Insurance (SGLI), Record of Emergency Data update, accession worksheets, financial institution election, disclosure accounting form, and the recruit/trainee prohibited activities acknowledgement form
	2. BAH	BAH/FSA/DEERS
	3. Pay class	Recruits are instructed that a direct deposit account will be established during training.
	4. EZ Pay/ SMART Cards (Disbo Rep)	Recruits are issued EZ Pay/SMART Cards by the Finance Office. EZ Pay/SMART cards provide recruits \$300 to cover necessary purchases required during recruit training.
T-2	GI Bill Class	Recruits choose to accept/reject GI Bill
M-11	SRB/Dog Tags/ HCC Cards	SRBs ready for pick-up day prior to graduation 1300-1600. *Note: pick-up will not be authorized until the RAB receives all grad packs with 100% accuracy.

Figure 7-1 - RAB Appointments

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REQUIRED ROSTERS

<u>Type of roster and use</u>	<u>Action required by recruit training companies</u>
Platoon Roster	The company will provide an updated add/drop roster each Friday that will contain the recruit's name, EDIPI, and platoon dropped from added to information.
Quality Control Roster for RAB (also known as Grad Pack)	Battalions provide completed grad packs to the SUDO section on M-8. This will contain current platoon roster, meritorious promotion warrants and calculation worksheets, honor graduate page 11, grad hold letters, awards, and all training will be certified in MCTIMS. *SRBs will not be released to the company until the above listed documents are received/certified with 100% accuracy.
SRB Transmittal Roster (Used to show that each recruit has an SRB)	Companies provide platoon rosters and pick up SRBs at 1300 on T 69.
Grad Hold Letter	Graduation Hold Letter must be provided with the grad packs. Updated letters will be provided daily by the company if needed for Marines with medical status changes.
Training	All training is the responsibility of each battalion and will be certified in MCTIMS no later than M-8. SRBs will not be released to the company until all training is certified in MCTIMS.

Figure 7-2 - Required Rosters

CHAPTER 8
SUPPORT ACTIVITIES

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8000. GENERAL. This Chapter discusses Depot level support activities.

8001. CLOTHING ISSUE

1. Title 37, United States Code, directs all services to provide enlisted service members with all required uniforms. This begins by issuing (at government cost) all recruits the Initial Clothing Allowance, commonly known as the "sea bag." The authorized allowances are published annually in Marine Corps Bulletin 10120. Each SDI will ensure each recruit graduates with a complete issue of properly fitting uniforms (as outlined in TM 10120-15/1B) and clothing items. The following sequence of clothing and uniform issue and fitting appointments will be used:

a. O1 Clothing Appointment. The Phase 1 Initial Issue clothing section issues recruits all initial issue allowance clothing and uniform items with the exception of service and dress uniforms. The Receiving DI is responsible for ensuring that each recruit receives a complete, properly fitting issue of required uniforms prior to FD-1. For recruits that identify problems due to improper fit, material defect, or experience significant weight loss, the section will coordinate exchange uniform items with the Phase 1 SNCOIC. All exchanges will be considered on a case-by-case basis. Additionally, coordination is required with the Phase 1 SNCOIC to schedule uniform exchanges for five or more recruits to ensure sufficient personnel are available to complete the exchange in a timely manner. Boot exchanges after T-24 will only be considered for material defects or improper fit endorsed by NHB (Orthopedics). All exchanges after T-24 require Depot Clothing Officer approval.

(1) Name and Service Tapes: Issue and Initial Alteration. Name and Service Tapes for each recruit's Marine Corps Combat Utility Uniform (MCCUU) will be requisitioned by the Depot Clothing section on T-3. The SDI is responsible for ensuring MCTIMS reflects the proper spelling of each recruit's last name on the roster. The SDI shall inventory and sign for Name and Service Tapes no later than T-19 at the second deck conference room located in Bldg #6007. Two sets of the recruit's seasonally appropriate MCCUUs will be picked-up in the designated company area by the alterations contractor on T-20 and will be available for pick-up by the company from Bldg #6007 no later than T-28. The alterations contractor has the right to refuse any recruit uniforms which are not clean, dry, serviceable, or properly unbuttoned and/or prepared (bundled and tagged).

(2) Final Name and Service Tape Alteration. The three sets of each recruit's remaining MCCUUs will be picked-up in the designated company area by the alterations contractor on T-33 and will be available for pick up by the company from Bldg #6007 no later than T-44. The alterations contractor has the right to refuse any recruit uniforms which are not clean, dry, serviceable, or properly unbuttoned and/or prepared (bundled and tagged).

b. O2 Clothing Appointment. The Phase 2 Male (P2M) and Phase 2 Female (P2F) clothing sections will ensure recruits are properly fitted and issued all required service and dress uniforms in accordance with Marine Corps Bulletin 10120 and TM 10120-15/1B. This service and dress uniform fitting appointment will take place on T-26 and T-27. Any make-up appointments will be completed no later than T-28 and coordinated with the P2M/P2F SNCOIC. The alterations contractor will return all uniform items no later than T-45.

c. 03 Clothing Appointment. The Phase 2 Male (P2M) and Phase 2 Female (P2F) clothing sections will re-fit all required service uniform and clothing items on T-48 and T-49. All tailored items will be returned no later than M-3. Meritorious promotion rosters are due to Depot Clothing NLT T-56. All garments of Marines graduating with meritorious PFC and LCpl promotions will be returned no later than M-5.

d. 04 Clothing Appointment. A third service and dress uniform fitting appointment for recruits with fitting discrepancies will take place immediately following the battalion commander's inspection on M-6. All service and dress uniforms submitted for alterations will be returned by the alterations contractor no later than the day prior to graduation.

2. Manufacturing Defects. The SDI must closely supervise all uniform items throughout training to ensure any manufacturing defects are identified and reported to the issuing section immediately for appropriate action. Continued wear of an item suspected of being a manufacturing defect may result in voiding of the manufacturer's warranty and the item not being accepted for exchange. The Officer in Charge (OIC), Depot Clothing section will make final approval of all exchanges due to manufacturing defects.

3. Holiday Schedule. Changes to normal operating schedules will be conducted as coordinated by the Depot G-3. Coordination between the SDI and appropriate clothing section SNCOIC should be conducted to confirm schedule changes.

8002. SPECIAL MEASUREMENT CLOTHING. It is the responsibility of the Recruiting Station (RS) to identify recruits requiring special measurement order clothing and uniform items for exceptionally tall or short recruits prior to shipping. The RS should identify recruits who are taller than 6'6" or those shorter than 5'0", as well as those with a shoe size larger than size 16 or smaller than a size 5, and contact Officer-in-Charge, Depot Clothing at (843) 228-2261 to verify uniform availability prior to shipping. Due to the required time most manufacturers require to make special order items, it is imperative these recruits are identified to the Depot Clothing section immediately. Should the special measurement item not arrive prior to graduation, a due member certificate will be placed in the recruit's SRB by the Depot clothing section identifying the shortage. The Depot clothing section will forward the item to the recruit at the next duty station.

8003. STANDARD SIZE CLOTHING SHORTAGES. Any standard size clothing or uniform item which cannot be issued to the recruit prior to graduation due to supply system shortages will result in a due member certificate being placed in the recruit's SRB by the Depot Clothing section. The due member certificate will allow the Marine to be issued the item that was not available during recruit training by a local retail uniform facility.

8004. REPLACEMENT OF CLOTHING

1. Uniforms damaged or lost through circumstances that are the responsibility of RTR, Depot Laundry, Clothing Division, or the alterations contractor will be replaced at the expense of the responsible organization.

2. Uniforms damaged through neglect, carelessness, or other circumstances, which are clearly not the responsibility of RTR, Depot Laundry, Depot Clothing Division, or the alterations contractor, will be replaced at the expense of the recruit.

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8005. ADDITIONAL GUIDANCE ON ALTERATIONS AND REPLACEMENT OF CLOTHING

1. Articles of outer uniform clothing provided to the recruit from government supply sources will be altered at the time of sale or issue to fit the recruit at the expense of the government. However, such alterations shall not be made if the cost exceeds fifty percent of the standard price of the item being issued or sold.
2. Marines are authorized required alterations to initial issue uniform items at government expense up to six months after reporting to their first permanent duty assignment.

8006. DEPOT LAUNDRY

1. RTR will coordinate schedules for the collection and laundering of recruit clothing and linen.
2. Laundry will be collected the night prior to the scheduled laundry day. DIs will instruct recruits to empty all pockets before turning in their laundry. DIs will ensure laundry is correctly counted before being placed in laundry bags.
3. All utility uniforms will be marked with the recruit's name and laundry number in indelible ink. Trousers will be marked on the inside of the left back pocket and jackets will be marked on the inside of the left breast pocket. Markings will be made in a manner that will ensure that utilities will not be unserviceable.
4. Nylon mesh bags used by recruits must be serviceable and have no tears or holes. Each bag will be secured with a laundry pin or properly tied.
5. Nylon mesh bags and utilities will be placed in separate laundry bags for delivery to the Depot laundry. They will be properly secured and accounted for at all times prior to and after receipt from Depot Laundry.
6. All articles except utilities will be placed in individual nylon mesh bags.
7. The following articles are authorized for laundering:

7 Briefs or PT shorts	1 Wash cloth
2 Utility trousers	2 Towels (green or white)
7 Undershirts (green or white)	1 Utility cover
10 Pair green/white socks	2 Utility coats
2 Sweat shirts	2 Sweat pants

8. The following items can be turned in by the recruits but must be split between two (2) mesh bags:

<u>1st Mesh Bag</u>	<u>2nd Mesh Bag</u>
7 Briefs or PT shorts	7 Undershirts (green or white)
5 Pairs green/white socks	5 Pairs green/white socks
1 Wash cloth	1 Towel (green or white)
1 Towel (green or white)	1 Utility cover

9. Winter underwear (long johns) and cleaning rags can be turned in with the recruit laundry, but must be separated.

10. Counting, collection, and distribution of the laundry will be directly supervised by a DI. A continuous chain of accounting will be maintained until laundry is delivered to the Depot Laundry and until laundry is returned to the recruits.

11. A platoon DI will list the total number of nylon mesh bags and total sets of utility uniforms on separate Combined Work Request and Receipt Forms (NAVMC Form 10192) (original and two copies).

12. A DI will report lost items immediately to the CDI. The CDI will report lost items, along with the owner's name and SSN, via the chain of command to the battalion S-4.

13. When a platoon misses a laundry call, the respective battalion will notify RTR and the laundry exchange officer.

8007. SQUAD-BAY LAUNDRY FACILITIES. Squad bay washing and drying machines are provided for the laundering of recruit PT gear only. The following guidance will be observed:

1. Winter underwear is organizational clothing and will be turned-in to and laundered by Depot facilities.

2. 4th Battalion recruits may wash their undergarments in squad bay machines.

3. Members of the company team may use the machines for laundering of their organizational PT gear so long as such usage does not interfere with recruit laundry.

4. Washers/dryers may be used to clean/dry recruit clothing, under emergency conditions, as determined by the company commander and the availability of Depot laundry facilities. If the machines are used under emergency conditions, then clothing must be rinsed of all sand and mud before washing to avoid damaging the machines.

5. Needed repairs to washers/dryers will be reported to Depot Property Control. Needed repairs for facilities infrastructure for washers and dryers (outlet, piping, power) will be reported to Facilities Maintenance Division.

8008. MALE HAIRCUTS

1. Male recruits will be administered one hair cut during Forming and 10 additional haircuts throughout the remainder of the training cycle for a total of 11 haircuts.

2. Recruits will receive "buzz" style haircuts through week 10. Buzz haircuts will have all hair clipped to the scalp.

3. Male recruits will be provided with a "high and tight" haircut during weeks 11 and 12.

4. When reporting for haircuts, recruits hair and scalp will be clean (free of sand, dirt, and sweat).

5. DIs will ensure haircut arrangements are made for recruits who have missed a scheduled haircut appointment.

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6. Recruits will pay for their first nine haircuts as part of the initial bucket issue. Additional haircuts will be paid for during final "pay bills."

8009. FEMALE HAIR MAINTENANCE

1. Female recruits will be well groomed at all times and will abide by the established Marine Corps hair regulations.
2. Those recruits who need or desire hair appointments during training will be scheduled to see the beautician during SDI time when it coincides with the operations hours of the Beauty Shop located within the 4th Battalion area. Recruits will be charged for the service.

8010. RECRUIT EXCHANGE PROCEDURES. Recruits will make scheduled visits to the Recruit Exchange during training. Company commanders will ensure the following procedures are followed:

1. One DI will supervise each platoon at the Recruit Exchange.
2. Lists of items to be purchased by recruits will be kept to a minimum and purchase lists will be reviewed by the series and company leadership prior to the exchange visit. The purchase of laundry detergent to be used in the laundering of recruit personal clothing is permitted.
3. Items collected from the recruits by the SDI that are to be stored in the gear locker will be properly secured and marked with the name or laundry number of the recruit.

8011. RECRUIT PURCHASES

1. EZ Pay cards will be used first to make purchases.
2. The EZ Pay card is only valid for three months and can only be used during recruit training. When the \$300 available on the EZ Pay card has been exhausted, recruits should use their debit card.
3. EZ Pay cards will be accepted for recruit purchases at the following activities:
 - a. Retail and Services Branch
 - (1) Recruit Exchanges
 - (2) Main Exchange
 - b. Theater concession
 - c. Telephone Center
 - d. Subway
 - e. Food Court
 - f. No recruit will purchase their own PPE

8012. EMERGENCY CASH PROCEDURES. Recruits requiring cash for emergency reasons will be taken to the bank for a cash withdrawal. A DI will accompany the recruit to the bank to verify/assist with all transactions.

8013. PROCEDURES FOR PROCESSING AND STORING OF RECRUIT PERSONAL EFFECTS

1. Preparation. Recruits will sort and store personal effects as follows:

a. Store civilian clothing and non-essential/valuable items (electric razors, documents, cameras, radios, etc.) in the Personal Effects Warehouse (PEW).

b. Medications recruits bring with them to the Depot will be collected by an SDI at Receiving and placed in a bag that is labeled with their name and platoon number. A roster including the recruit's name, platoon number, and medication will be forwarded to the Department Head, Recruit Medical Readiness (RMR), and BHC for review and disposition no later than the day following the recruit's arrival. The MO will examine all medications brought to recruit training and make a determination if a military prescription needs to be issued or whether the recruit can keep the medication they brought with them. If the medication is not required, the MO will direct the recruit to dispose of their medication in the presence of the MO and the recruit's processing DI.

c. Flammable materials will be disposed of per current fire regulations.

d. Recruits will store civilian clothing and non-essential personal effects while undergoing recruit training. Absolutely no perishable, consumable, or breakable items will be stored with recruit personal effects. Each recruit is required to turn-in their own personal effects. No other individual may be authorized to turn-in a recruit's personal effects without specific written authorization from the battalion commander. Recruits will not be authorized to miss their scheduled personal effects appointment unless due to medical or dental appointments.

e. The PEW hours of operation are Monday through Friday from 0730-1600. A roster of recruits needing to turn-in or pick-up personal effects will be provided in alphabetical order showing the individuals' DODID and original platoon number. Following each scheduled appointment, the SDI will schedule any required make-up appointments with the PEW manager. Special circumstances which require operations up to one hour prior to normal working hours or up to one hour after normal working hours will be coordinated with the PEW Manager at (843) 228-2661.

2. Inventory. The NAVMC Form 10154 will be used in duplicate to inventory and record personal effects for stowage in the PEW. The PEW Manager will retain the original form on file.

3. Packaging

a. Recruits will place their personal effects into the paper bag or handbag/suitcase with one copy of the personal effects inventory form. Recruits will secure personal effects baggage with fiber tape.

b. Recruits will be issued two bar-coded stickers one of which will be attached securely to the personal effects parcel.

4. Turn-in Procedures

a. The Receiving DI will coordinate the turn-in time with the PEW manager. The Receiving DI will ensure the PEW manager receives a copy of the inventory form and the second bar-coded sticker.

b. Under the direction of the duty DI, recruits will carry personal effects to the PEW.

c. The PEW manager will spot-check inventories for completeness. Recruits will assemble in alphabetical order in the designated processing area. The PEW manager will instruct recruits on the procedure for turn-in of personal effects.

d. The PEW Manager will:

(1) Ensure the first bar-coded sticker is attached to each piece of baggage.

(2) Collect the second bar-coded sticker and return to the Receiving DI upon appointment completion.

(3) Receive the sealed parcels and place them in assigned storage area locations.

5. Records. PEW personnel will file inventory forms and indicate storage location.

8014. PROCEDURES FOR PERSONAL EFFECTS PICK-UP DURING THE LAST WEEK OF RECRUIT TRAINING

1. Preparation. Recruits will pick-up their own personal effects. No other individual may pick-up a recruit's personal effects without specific written authorization from the battalion commander. Recruits will not be authorized to miss their scheduled personal effects appointment unless due to medical or dental appointments. The SDI will schedule any required make-up appointments with the PEW manager.

2. Pick-Up Procedures

a. Drill Instructors will provide PEW personnel an alphabetical roster of graduating recruits with DODID and original platoon number. PEW personnel will return original inventory forms to recruits. Drill instructors will also ensure the second bar-coded sticker is issued to each recruit.

b. The PEW personnel will direct recruits to the platoon's storage area and then issue personal effects baggage after verifying the bar-coded sticker information number and name. Recruits will sign and date the NAVMC Form 10154 Recruit Personal Effects Inventory Form showing receipt of personal effects. The PEW personnel will retain the original personal effects inventory form.

c. Recruits will not open personal effects baggage within the PEW unless there are obvious signs of pilferage or damage. If pilferage or damage is suspected, the DI and PEW manager will verify the shortage/damage with the recruit by comparing the items in the baggage with the enclosed copy of the personal effects inventory form. If the DI and recruit substantiate a

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shortage or damage of personal effects, the recruit will be referred to the Depot Law Center for assistance in filing a claim for reimbursement.

3. Records. PEW personnel will file the original personal effects inventory form in the completed file. The completed file will be maintained for a period of two years after date of delivery. The second bar-coded sticker will be destroyed.

8015. PERSONAL EFFECTS PICK-UP FOR RECRUIT SEPARATION PLATOON (RSP) RECRUITS. RSP will forward to the PEW manager a roster of recruits who must pick-up their personal effects. RSP will give one day's advance notice. The roster will be in alphabetical order showing the individuals' DODID and original platoon number. Pick-up time will be coordinated with the PEW manager.

8016. PROCESSING OF UNCLAIMED/RECYCLED RECRUIT PERSONAL EFFECTS

1. Upon completion of each platoon's personal effects pick-up, the PEW manager will check any unclaimed personal effects against the alpha roster to determine the present status of the owning recruits.

2. If a recruit has been recycled, the PEW manager will relocate the recruit's personal effects to the correct storage location. The second bar-coded sticker and the personal effects inventory form will be placed in the appropriate file.

8017. PROCESSING PERSONAL EFFECTS OF RECRUITS IN A NON-DUTY STATUS

1. If a recruit is deceased, hospitalized, UA, or otherwise not able to receipt for their personal effects on their own behalf, the recruit's personal effects will be recovered by Property Control section. An inventory officer will be appointed in writing by the battalion commander to collect all of the recruit's personal effects and government property.

2. The inventory officer will get the original copy of the personal effects inventory form and a copy of the second bar-coded sticker from the individual's SRB at the RAB. The PEW manager will issue the recruit's personal effects after verifying the information on the inventory form and bar-coded sticker. The inventory officer will sign and date the second portion of the baggage identification check. A copy will be kept on file along with the inventory officer's appointment letter.

3. All of the recruit's personal effects and issued government property will be inventoried by the inventory officer with the guidance of the Property Control section. The personal effects will be receipted for by the Property Control section and processed per reference (k). The inventory officer will return all remaining government property to the appropriate issuing sections.

4. The Property Control section will retain the documentation for a period of two years after the date of delivery.

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CHAPTER 9

RELIGIOUS ACTIVITIES

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9000. CHAPLAIN SERVICES

1. Chaplain Support. The religious program is a commander's program and commanders assume responsibility for its proper execution. Each battalion has a chaplain to conduct divine services and religious education, and to provide spiritual counsel and personal advice. A recruit may request an appointment with the battalion chaplain through their SDI.
2. No recruit will be refused permission to see a chaplain. The recruit will make a request through the chain of command who will arrange an appointment with the battalion chaplain.
3. Should a situation require assistance from a chaplain or civilian clergy of another faith, the battalion chaplain will facilitate a referral to the appropriate official.

9001. EMERGENCY NOTIFICATIONS. During working hours, family emergency messages may be received from multiple sources. Significant emergencies will be verified through the American Red Cross. The Company Commander, or the designated representative, should notify the recruit with the support of the Battalion Chaplain.

1. Red Cross Notification. During working hours, a notification may be received by multiple sources. The American Red Cross will be the source for casualty message verification.

- a. Upon receipt and validation of the Red Cross Message, the appropriate command will be immediately notified.

- b. The command will **contact** the chaplain's office. The Chaplain will provide such assistance as is necessary to comfort and aid the recruit.

2. During non-working hours, or in the absence of the battalion chaplain, the message will be referred to the duty chaplain via the CDO or the RTR OOD.

9002. RELIGIOUS SERVICES

1. Religious Worship and Religious Education. Religious worship and religious education will be conducted between 0700 - 1200 each Sunday.

- a. The Sunday worship schedule may be altered when field firing takes place on Sunday. RTR will coordinate with RM to allow for adequate time for religious services.

- b. Schedules of religious activities will be announced in sufficient time to permit the timely arrival of recruits at services. Depot bulletins will announce religious services and instruction, holy days, and special religious events.

- c. Recruits will not be intimidated by suggesting they will miss instruction, jeopardize their training progress, fail an inspection, or compromise themselves to prevent their attendance. Recruits will be allowed to attend the worship service and/or religious education service of their **choosing** every Sunday while at recruit training unless the published training schedule prohibits it. Recruits will not be forced to attend **any** particular worship service against their will.

d. During religious worship or religious education classes, the chaplain will supervise recruits and Religious Program Specialists assigned to the event.

e. Chaplains will dismiss recruits from services in accordance with the training schedule.

(1) DIs will not remove recruits from religious services until dismissed by chaplains.

(2) Recruits will arrive at the religious facility entrance fifteen minutes prior to the scheduled start time for the service.

f. Attendance statistics for recruit religious activities will be forwarded weekly to respective battalion chaplains by the DIs.

g. DIs should maintain an appropriate dignified demeanor and respect the Sunday worship atmosphere when moving recruits to/from the chapel or the RMC. DIs should not raise their voices in the vicinity of the chapel and/or RMC immediately before, during, or immediately after worship service.

h. Recruit Separation Platoon (RSP) recruits and Basic Marine Platoon (BMP) personnel **will not** attend worship services provided for **recruits in training**. RSP recruits and BMP personnel **will** attend worship services provided for permanent party personnel or services specifically **scheduled for** RSP recruits and BMP personnel.

2. Religious Accommodation. Whenever possible and practical, without negatively impacting good order and discipline or training requirements, recruits of all faith groups will be afforded the opportunity to practice their faith.

3. Attendance. Recruit worship services and religious education classes are intended to facilitate the recruits' right to the free exercise of their religious beliefs. DIs and staff members of RTR, WFTBn, and the recruit training battalions are welcome to attend recruit religious services. Visitors are prohibited from attending recruit worship services.

9003. PRAYER LEADER PROGRAM

1. This program provides an opportunity for recruits to participate in daily religious activities, receive spiritual support, and develop leadership skills. It provides a foundation for recruit prayer leaders to become **prayer** leaders in the Operating Forces.

2. It is preferred that each platoon have a minimum of one Protestant and one Catholic prayer leader appointed by the battalion chaplain. The SDI may make appointments with the chaplain's concurrence. Prior to their appointment, the respective battalion chaplain will interview potential prayer leaders.

3. Prayer leaders assist chaplains in religious worship, act as a liaison between the chaplain and their platoons, and conduct evening devotions. Prayer leaders will report to their respective service no later than 15 minutes prior to the start of the service.

4. Recruits who successfully complete this program will receive appropriate recognition prior to graduation, and an SRB entry annotating their training. Prayer leaders will evaluate their experience and the program by completing a Prayer Leader Evaluation Questionnaire.

9004. CHOIR AND RELIGIOUS DISCUSSION GROUPS. Spiritual development plays an important role in the instilling of core values in recruits' lives. Recruits may join a recruit choir and religious discussion/instruction groups including religious education classes on Sunday mornings in conjunction with worship services, **free time**, and evening devotions in the squad bay.

9005. RESTRICTIONS ON SUPPORT TO RECRUITS

1. Civilian prayer leaders and their assistants are prohibited from receiving and passing mail to recruits. Any mail received by a civilian prayer leader or their assistant for a recruit will be turned over to a RM staff member for proper routing through the appropriate battalion S-1.

2. Food will not be provided to recruits by civilian prayer leaders or their assistants, except food items that are required in the course of religious worship. All requests to provide food to recruits during religious activities are to be submitted to RM for approval.

3. Volunteer prayer leaders and contractors who take part in recruit religious activities must receive a course of instruction provided by RM.

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