



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
P.O. BOX 18001
PARRIS ISLAND, SOUTH CAROLINA 29905-8001

DepO 1300.1
G-1

0 8 AUG 2022

DEPOT ORDER 1300.1

From: Commanding General
To: Distribution List

Subj: PERSONNEL ASSIGNMENTS AND REPORTING PROCEDURES

Ref: (a) DODI 8260.03 (Global Force Management Data of 19 Feb 2014)
(b) MARADMIN 182/12 (Marine Corps Total Force System Reporting of 2 Apr 2012)
(c) MCO 1000.6 (ACTS Manual of 3 Jul 2013)
(d) NAVMC 3500.3E (Training and Readiness Manual of 3 Apr 2020)
(e) MARADMIN 097/20 (Changes to Reporting System of 21 Feb 2020)
(f) MCO 5311.1E (Total Force Structure Process of 18 Nov 2015)
(g) DepO 5000.12F (IPAC SOP of 12 Jun 2020)
(h) MARADMIN 193-21 (Inbound Interview Process of 9 Apr 2021)
(i) MCO 5320.12H (Precedence Levels for Manning and Staffing of 20 May 2019)

Encl: (1) Definitions
(2) Billet Identification Code Assignments and Management Business Rules, Responsibilities and Considerations
(3) Depot New Joins Assignment and Reporting Process Flow Chart
(4) Depot Reassignment and Reporting Process Flow Chart
(5) Training Officer and Drill Instructor Assignments, Reliefs and Transfer Policy
(6) Matrix of Billets External to RTR
(7) Depot and ERR New Join and Reassignments Checklist
(8) Sample Command Special Orders and Form 1610
(9) Format for Good of Service Relief Package
(10) Format for Relief for Cause Relief Package

1. Situation. Per the references, unit commanders are responsible for ensuring the appropriate data is reported in Marine Corps Total Force System (MCTFS) and Marine OnLine (MOL) for each member of their command in a timely and accurate manner, especially since many training and recruiting billets are tied to pay. However, due to the unique nature of managing and assigning personnel in both the recruit training and recruiting environments, a codified standard process for assigning and reporting administrative data on personnel in MCTFS and MOL is a necessity. This standard process will assist unit commanders in ensuring that appropriate data is reported in MCTFS and MOL for each of its members in a timely and accurate manner.

2. Cancellation. DepO 1300.5C

3. Mission. Marine Corps Recruit Depot Parris Island (MCRD PI) Commanders will implement the processes and procedures in this Order, and all personnel tasked with personnel management shall comply with the policies and procedures contained herein and within the references.

4. Execution

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a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide Commanders with a method for ensuring compliance with Commandant of the Marine Corps (CMC) administrative directives, avoid pay and entitlement errors to the greatest extent possible, and accurately report on assigned personnel in Marine Corps administrative systems by standardizing the personnel assignments and reporting processes.

(2) Concept of Operations. This Order (enclosures (1) through (10)) should be used in conjunction with the applicable references to ensure compliance with policies and procedures established by the CMC and higher headquarters.

b. Subordinate Element Missions

(1) Recruit Training Regiment Commanding Officers. Comply with this Order as outlined in the enclosures, except for enclosure (6).

(2) Headquarters and Service Battalion Commanding Officer. Comply with this Order as outlined in the enclosures, except for enclosure (6).

(3) Weapons and Field Training Battalion Commanding Officer. Comply with this Order as outlined in the enclosures, except for enclosure (6).

(4) District Commanding Officers. Ensure all personnel comply with guidance and direction set forth in enclosures (2) and (6).

(5) Chief of Staff, MCRD PI. Maintain overall staff oversight of the assignments process to ensure efficient use and accurate reporting of personnel across the Depot.

(6) Assistant Chief of Staff (AC/S) Recruiting

(a) Work in coordination with the G-1 to ensure compliance with the relevant contents of this Order for Eastern Recruiting Region (ERR) Districts.

(b) Oversee and manage the Basic Recruiter's Course (BRC) assignments process.

(c) Serve as the Commanding General's authority for Intra-district Transfer Assignments and budget.

(7) AC/S G-1

(a) Ensure compliance with the contents of this Order in coordination with Depot and ERR Commands and AC/S ERR.

(b) Provide oversight of the administration, maintenance, and validation of Billet Identification Code (BIC) data provided via the MOL interface.

(c) Develop a means to assess compliance with this Order and overarching regulations, and provide recurring reports detailing inaccurate or erroneous BIC assignments to counterparts assigned to Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE).

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c. Coordinating Instructions. Leaders who are in charge of personnel shall assist the Commander by ensuring all supervised personnel are reported in a timely manner and accurately.

5. Administration and Logistics

a. Recommendations for changes to administrative processes and procedures contained in this Order are invited and should be directed to the G-1 Manpower Management Division via the appropriate chain of command.

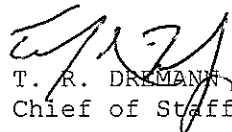
b. Inquiries and/or assistance regarding any case not covered by procedures herein will be addressed via the chain of command to G-1 Manpower Management Division.

c. Tools and references to assist in assigning BICs are available on Microsoft Teams® in the "MCRD PI Admin Resources" Channel. Access is available upon request with the MCRD PI Military Manpower Branch.

6. Command and Signal

a. Command. This Order is applicable to units under the administrative control of MCRD PI and ERR.

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


T. R. DREMAN,
Chief of Staff

DISTRIBUTION: A

Definitions

****Note:** These definitions are provided to establish common language between MCRDPI/ERR commands and the G-1 and Recruiting departments when discussing manpower management and assignments. When slating personnel the below manpower terms will be used in its proper context.

Accession Pipeline	Marines who are checking into their first Permanent Duty Station (PDS). These Marines are required to check into IPAC with a command reporting endorsement and Service Record Book.
Authorized Strength Report (ASR)	The ASR is a resource allocation tool managed by Deputy Commandant, Combat Development and Integration (DC CD&I) (TFSD) and is used to determine affordable manning for the USMC. The ASR, which is published semi-annually, allocates resources across the Total Force in concert with CMC priorities in reference (i).
Billet Description	The proper long name of a billet. The billet description is tethered to BICs.
Billet Identification Code (BIC)	A unique eleven character, alphanumeric field consisting of the six character Unit Identification Code (UIC) to which a respective billet belongs, followed immediately by the five character numeric billet identifier (Example: MO223100001). BICs are used across the Joint Force to identify billets designated for Service Members - Active or Reserve Component - as well as federal government civilian employees.
Command Special Orders (CSO)	<p>These Orders will only be issued as a change to a Marines assigned unit within the Depot.</p> <ul style="list-style-type: none"> • Depot Special Orders (DSO). These orders are issued by the G-1 Manpower Office, typically for Officers being reassigned across the Depot. • Regiment Special Orders (RSO). These orders are issued by the Recruit Training Regiment to Marines being reassigned within the Regiment from Battalion to Battalion. • Battalion Special Orders (BSO). These orders are issued by Battalion S-1 to reassign Marines within the Battalion. <p>Refer to Enclosure (7) for sample Orders.</p>
Command Staffing Report (CSR)	Report used by manpower professionals that depicts a monitored command code (MCC) unit's modified staffing requirement, staffing goals, on hand strength by MOS and grade.
Manning	The portion of a unit's T/O&E which, within budgetary constraints, is authorized to be filled with Marines. The ASR determines the USMC manning.

Military Occupational Specialty (MOS)	<p>A skill for related duties that extend over one or more skills. Each MOS consists of a four digit code with a descriptive title.</p> <ul style="list-style-type: none"> • PMOS - used to identify the primary knowledge skills of a Marine. • BMOS - used to identify the knowledge and skills required of a Marine in a specific billet.
Monitor Command Code (MCC)	<p>The three-digit alphanumeric code that identifies the unit to which Manpower Management at HQMC will assign its available inventory. The CSR shows how Marines are to be assigned by MCC and not Reporting Unit Code, even though commanders with a RUC may own BICs that are within the MCC.</p>
Multiple Incumbent	<p>Occurs when more than one qualified individual is placed in a particular BIC. This is a normal occurrence - albeit temporary - when a billet incumbent and designated successor are co-located for purposes of billet turnover.</p>
Modified Staffing Requirement (MSR)	<p>The ASR, following modifications to apply assignable inventory to Free Military Occupational Specialties (FMOS), Overstaff Requirements, requirements modifications for organizational development and changes, and model management to achieve optimal application of service inventory to produce staffing goals. Published following staffing goal model production.</p>
Peak Permanent Change of Station (PCS) Season	<p>For the purposes of this Order, peak permanent change of station season includes the months of June, July, August and September.</p>
Active Duty Operational Support (ADOS)	<p>Reservists who are on active orders. These Marines are required to check into IPAC with a command reporting endorsement.</p>
Staffing	<p>The portion of manning to be filled with assignable inventory in accordance with the priorities established by the CMC.</p>
Staffing Goal	<p>Assignments target produced by MM Staffing Goal Models through comparing current and assignable military inventory with the authorized requirement; published semi-annually for enlisted and annually for officers, allocates resources across the Total Force in concert with CMC priorities in reference (i).</p>
Table of Organization and Equipment (T/O&E)	<p>Each UIC has an assigned T/O&E which details the unit's Total Force Structure (TFS) requirement, consistent with its requirement in capability, to accomplish its assigned Mission Essential Tasks (METs).</p>

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Temporary Additional Duty (TAD) in Excess	Temporary Additional Duty is any temporary duty performed at a location away from the Marine's parent command. These type of orders will only be issued if the commands intent is for the Marine to return back to their parent command. Only authorized form for non-funded TAD excess Orders aboard the Depot is the DD Form 1610 (enclosure (7)).
Temporary Duty Under Instruction (TEMINS)	These orders are issued to Marines who conduct training at a formal school enroute to their next duty station. These Marines are required to check into IPAC with a command reporting endorsement.
Utilization Tour	Certain designated individuals are expected to serve a utilization tour upon conclusion of a resident educational program. Regardless of primary MOS, these individuals shall be placed in BICs commensurate with their utilization tour billet MOS.

Billet Identification Code Assignments and Management
Business Rules, Responsibilities and Considerations

1. INTRODUCTION

a. Every Marine, Sailor, and federal employee assigned within the MCRD PI/ERR requires a BIC commensurate with their grade, military occupational specialty (MOS), and experience within the MCC to which they were assigned by Headquarters, U.S. Marine Corps Manpower & Reserve Affairs (M&RA).

b. Timely and accurate BIC reporting - the assignment of "faces to spaces" - is a critical factor to develop and retain a clear articulation of manpower requirements across the force. In order to establish and maintain a personnel-specific common operational picture, commanders will prioritize timely and accurate BIC reporting.

c. BIC assignments will be made in a timely and accurate manner. Achieving this will require teamwork - harnessing the dedication, talent, and energy of leaders at all levels - from individual actions to a commander's follow-up. The intent is to achieve and maintain an acceptable, attainable error rate.

2. UNIT COMMANDERS RESPONSIBILITIES

a. Establish policies, procedures, and training to facilitate compliance with this Order within the respective commands.

b. Appoint primary and alternate BIC managers who, in accordance with this order and governing regulations, will be the primary unit representative responsible for providing oversight, synchronization, and alignment of systems and processes in support of an organization-wide assignments reporting requirement.

3. G-1 (ADMINISTRATION AND MANPOWER) DEPARTMENT RESPONSIBILITIES

a. The AC/S G-1 shall be the principal agent ensuring compliance with the contents of this Order.

b. Provide oversight of the administration, maintenance, and validation of BIC data provided via the MOL interface.

c. Develop a means to assess compliance with this Order and overarching regulations, and provide recurring reports detailing inaccurate or erroneous BIC assignments to unit commanders.

d. Provide expertise and advice regarding changes and adjustments to personnel structure through T/O&E Change Requests (TOECRs), if warranted, and as directed by reference (c).

4. DEPOT BIC MANAGER

a. Serve as the principal Points of Contact (POCs) between the higher headquarters and the supported units regarding BIC assignments and reporting.

b. Ensure that personnel are assigned to valid BICs commensurate with their grade and MOS per reference (c).

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c. Strive for a BIC error rate of not more than seven percent (plus an additional +/- three percent during peak PCS season).

d. Provide a listing of BIC errors and discrepancies to the Unit BIC Managers on a monthly basis for corrective action.

5. BIC MANAGEMENT BUSINESS RULES

a. Authorities. Per reference (b), MCTFS is the authoritative source to assign personnel to a BIC for each member of a command. Similar to a morning report, BIC assignment is reported through a MOL interface. Commanders and designated supporting staff are charged with ensuring policy and processes are understood and enforced at all levels of their command.

b. Installation Personnel Administration Center (IPAC) Relationship. Commanders have an inherent relationship with the IPAC. The MCRD PI IPAC Director and their designees have the authority to modify billet descriptions outside of the normal TOECR process.

c. Each person in the Command must be assigned a unique BIC on the commands table of organization based on Billet MOS (BMOS), billet grade, and billet description. No two people will be assigned or occupy the same BIC unless there are multiple incumbents due to turnover. Therefore, any inbound personnel who report before the current BIC holder departs the unit will be assigned the same BIC as the outbound personnel due to permanent change of station (PCS) or permanent change of assignment rotations. It is possible to have duplicate BICs for up to 90 days. Additionally, those Marines that require an excess BIC reported may be duplicated in accordance with the reference (c).

d. Personnel will be assigned to a BIC to which they are filling.

e. Billet Description. The billet description is tethered to BICs. Unless IPAC modifies the billet description manually, the billet description will default to the one created upon a respective unit's T/O&E inception or of the last approved TOECR. If a billet description is not reflected accurately, a TOECR must be submitted in TFSMS to modify it.

f. Billet MOS and Grade Match

(1) BMOS Match. To the greatest extent possible, active duty Marine personnel will be assigned to a billet that MMOA/MMEA intended for the Marine to fill, per the CSR. However, if a Marine is best suited to fill a BIC of another MOS then that Marine will be assigned to the most appropriate BIC (e.g., an enlisted active duty Marine intended to fill a PMOS/BMOS of 0933, per the CSR, is re-assigned by the unit Commander to a billet of 3043, MOL will reflect where the Marine is actually assigned by the unit, which in this case is the 3043 BIC). Note: AC/S G-1 will be responsible for maintaining MMOA/MMEA intended assignments for reference and analysis.

(2) Grade Match. Assignments may be made one grade above/below that of the grade required by the BIC, with the exception of a private who is authorized to fill a vacant lance corporal or Non Commissioned Officer (NCO) BIC. Other exceptions include:

(a) Reservists (active, ADOS, IMA) will only be assigned to BICs identified in their relevant Orders.

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(b) Civilians will only be assigned to BICs identified in their position descriptions.

(c) Sailors will only fill Navy designated BICs.

(d) Utilization Tour "PAY BACK TOUR". Personnel assigned to a BIC on their utilization tours will only be assigned to those BICs (e.g. BMOS 8831, environmental officer). These officers attend special schools and they are on a pay back tour of two to three-year's time on station requirements.

g. Commands are directed **not** to create unique BICs. The BIC is either on the T/O or conditions are met to assign personnel to excess BICs.

h. Excess BIC Indicator (EBI) Codes

(1) Commanders will minimize excess joins or MOS/grade mismatches for personnel attached/assigned to their units; however, unconventional administrative circumstances sometimes necessitate such assignments. When such an occurrence exists, commanders will consult with higher headquarters on what BIC will be assigned.

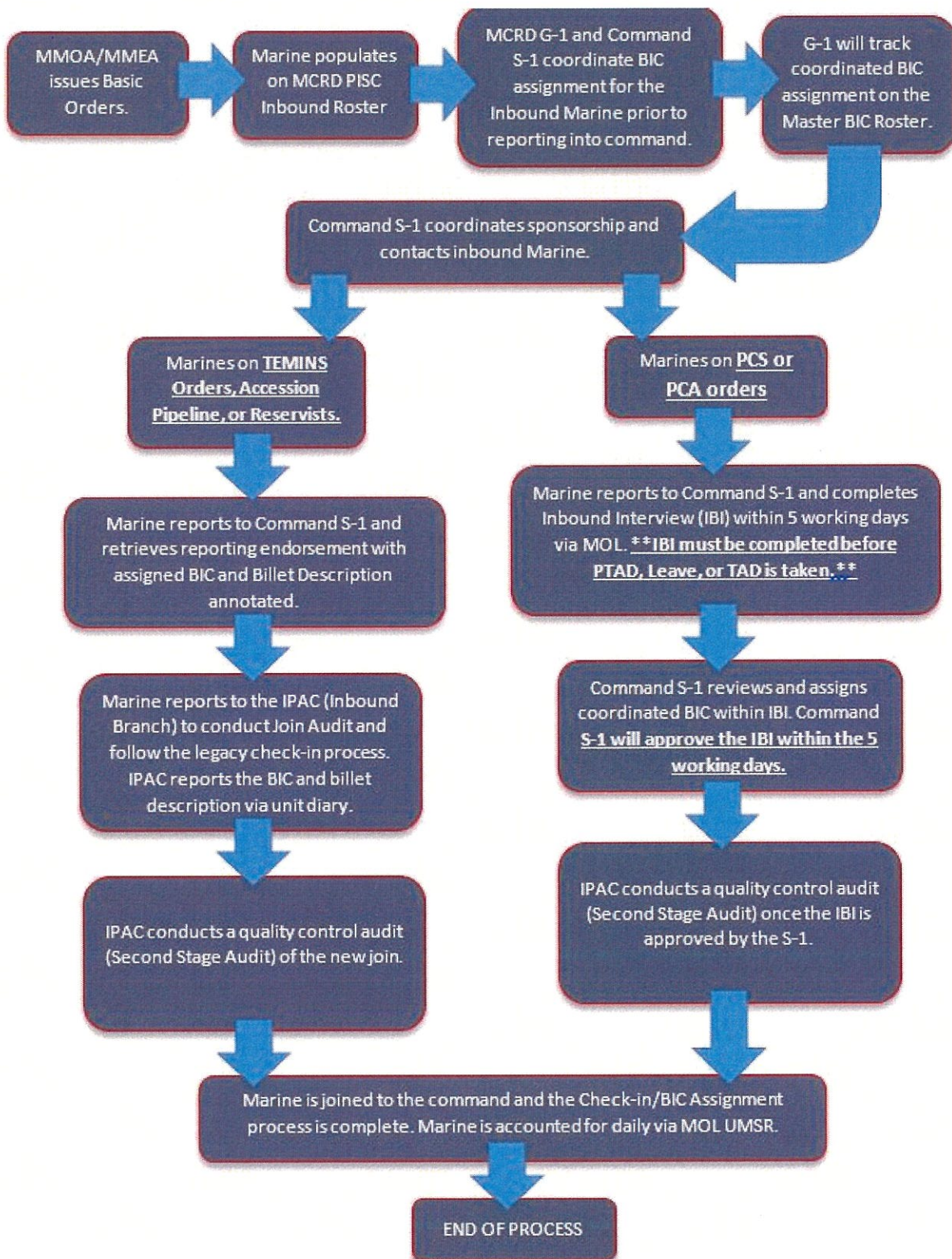
(2) Excess BICs are assigned as follows (for active duty and reservists, refer to reference (b)). Marines will be reported in MOL with the EBI of M[UIC#][RELEVANT EBI CODE BELOW] (e.g. RTR has no additional BICs to place two staff sergeants 0911 active duty Marines in 3D Battalion, therefore based on the EBI rules, both Marines will be assigned M32006EX101):

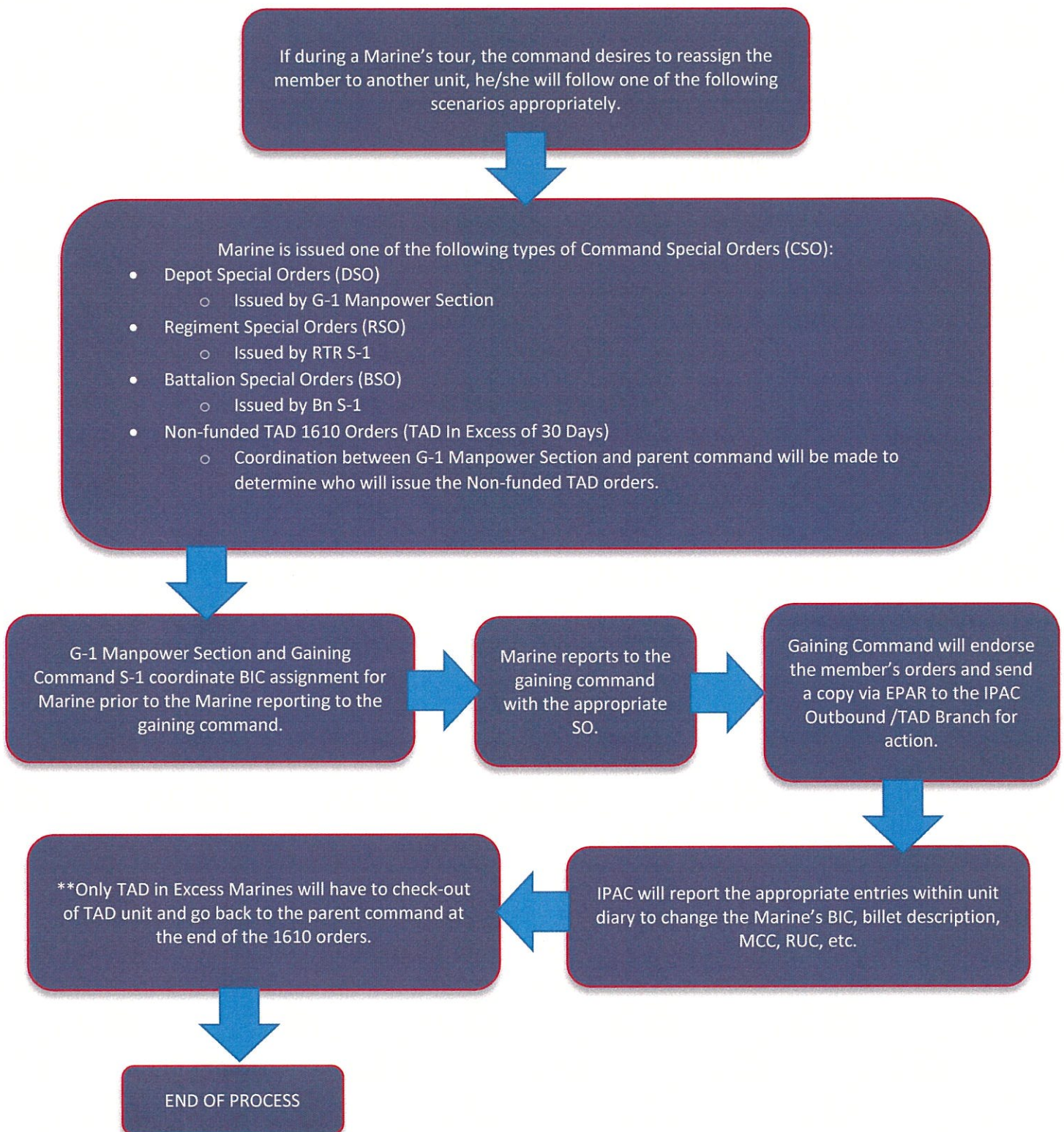
EXCESS BIC INDICATOR ASSIGNMENT RULES FOR ACTIVE COMPONENT		
Code	Condition	Example Scenario
EX101	MOS and Grade Match	SDA MOS S/NCO in excess
EX102	MOS match, but not Grade Match	0102 LtCol in excess for UIC M32001
EX103	No MOS nor Grade Match	No BIC on the T/O exist for this Billet
EX104	Administrative Join/Attached	Personnel does not operate within the unit but administratively attached (e.g. MOI, MECEP)

Figure 1.1-EBI Table (Sample, refer to reference (b) for full listing.

i. Internal Reassignment of Personnel. With every change in BIC to match MCC/RUC/grade/MOS, IPAC will be notified to make updates to the Marine's record and to MCTFS.

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Depot New Joins Assignment and Reporting Process Flow Chart

Depot Reassignment and Reporting Process Flow Chart

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Training Officer and Drill Instructor Assignments, Reliefs and Transfer Policy

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

2. ROLES AND RESPONSIBILITIES

a. Commanding Officers will:

(1) Report drill instructors initial assignment to IPAC one week prior to graduation from Drill Instructor School.

(2) Ensure all DI school students TAD or TEMINS orders are terminated after graduation.

(3) Verify (to include prompt termination and reinstatement) of special duty assignment pay (SDA) pay levels and BIC assignments to avoid over or under payment of SDA pay.

(4) Provide annual certification of SDA pay for DIs assigned to Military Occupational Specialty (MOS) 0911 billets.

b. Assistant Chief of Staff G-1

(1) Oversee proper administration of pay and entitlements for drill instructors.

(2) Ensure appropriate entries are made in MCTFS and MOL.

3. DRILL INSTRUCTOR INITIAL ASSIGNMENTS POLICY

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

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

c. The day Recruit Training Regiment has joined the Marine to its Command will be the Marine's date current tour began (DCTB) and date joined present unit (DJPU). Note: All Marines who have Permanent Change of Assignment (PCA) orders from the local area will receive a new DCTB.

d. In accordance with enclosure (2) of this Order, all drill instructors serving in a drill instructor role (i.e., not subject to the exclusions set forth in paragraph 4.b. of this enclosure) will be assigned to a BIC designated for BMOS "0911" unless a situation exists to place the Marine an excess BIC.

e. If a drill instructor is placed on an excess BIC, the commander must verify to IPAC via naval correspondence that the Marine is authorized to receive SDA pay. Reminder: No two Marines will occupy the same BIC.

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4. SPECIAL DUTY ASSIGNMENT PAY

a. SDA Pay Termination. SDA pay will be terminated upon the following:

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

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

(3) Confinement

(4) Separation from active service

(5) Second period of Limited Duty

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

b. SDA Pay Temporary Termination. Temporary Termination of SDA pay for poor performance as a DI is not authorized. As such, the threat of terminating SDA pay is a negative motivator and will not be used. If a DI continually fails to respond to guidance and direction, they should be processed for RFC.

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

5. EXTERNAL BILLET ASSIGNMENTS FOR TRAINING OFFICERS AND DRILL INSTRUCTORS. A billet requiring a Marine with the 8006 or 0911 additional MOS operating in direct support of the recruit training mission, but not in Recruit Training Regiment. For assignment of these billets, the following applies.

a. Commanding Officer, RTR will manage the distribution and provide general information about each billet. Additionally, the CO, RTR is directed to:

(1) Provide Marines for the external billets per enclosure (6).

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

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

(4) Resolve any conflicts regarding these assignments.

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

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c. Commanding Officers of WFTBn and HQSVCBn will attach TAD Marines for external billets per the matrix on enclosure (6).

d. Qualification Criteria.

(1) Officer Billets. Six weeks prior to the incumbent's last year of tour, qualified Marine Officers will be screened for the following criteria:

(a) Have at least one year time on station.

(b) Be of, or selected for, appropriate rank.

(c) Have ample time remaining on station to complete a full tour.

(d) Officers chosen to fill external billets will be announced via message by the AC/S G-1 or Protocol Officer.

(2) Drill Instructors. Unless otherwise stated, DIs nominated for assignment to these billets should have:

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

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

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

6. REQUEST FOR EXTENSION

a. The standard tour of duty for a DI is 36 months commencing on the recorded DCTB. However, a DI may request a tour extension for up to one year. Extensions of more than one year are normally not considered in the best interest of the Marine or the Marine Corps.

b. DIs who desire a tour extension will submit their requests via the chain of command to the CMC Manpower Management Enlisted Assignments Branch 25 (MMEA-25) no later than six months prior to the end of the standard 36-month tour. An extension request submitted with less than three months remaining on the DI's tour may disrupt assignments projected by the MOS monitors and therefore will usually not be endorsed favorably.

c. The Commanding Officer's endorsement will indicate the Marine's future duty assignment and the extent of the Marine's primary MOS experience prior to assignment to DI duty. In addition to voluntary extensions, non-voluntary extensions may be initiated by the command as required, subject to CMC (MMEA) approval.

7. RELIEF OR TRANSFER OF DRILL INSTRUCTORS

a. Good of the Service Relief. Relief for GOS is made without prejudice to the DI and should not reflect unfavorably on their record. They are generally based on matters beyond the control of the DI. The following are considered justification for a relief for GOS:

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

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

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

b. Humanitarian Transfer. Requests for transfer for reasons of convenience or hardship are, in effect, requests for humanitarian transfer. Therefore, they must be submitted in accordance with reference (g). When submitting a relief for the GOS, the relief package must include:

(1) A statement of justification from the battalion commander and a recommendation for either voidance or retention of the 0911 Military Occupational Specialty (MOS).

(2) A statement concerning the Marine's future suitability for special assignments (e.g., Marine Security Guard duty, Recruiting duty, Inspector-Instructor, etc).

(3) A statement from the originator and all endorsers concerning the Marine's potential for reenlistment and future service.

(4) Mental health unit evaluations when cases involve mental or behavioral peculiarities. Similarly, a competent medical authority will document physical disorders, to include assignment to limit duty, if applicable.

c. Relief for Cause. RFCs are made with prejudice to the DI and will reflect unfavorably on their record, therefore the following applies:

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

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

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

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(4) RFCs are made under the following circumstances:

- (a) Malpractice
- (b) Personal misconduct
- (c) Refusal to conduct training activities
- (d) Misuse of government property or funds
- (e) Loss of confidence by the regimental or battalion commander to effectively perform in a recruit supervisory or training role
- (f) Failure to meet professional standards.

d. Relief Involving Alcohol Abuse. Commanders should be thoroughly familiar with procedures for processing a DI for the alcohol treatment program. As such, battalion commanders will adhere to the following guidance when determining whether to submit RFC or GOS for alcohol abuse:

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

(2) RFC. A DI will be submitted for RFC for the following alcohol related incidents:

(a) Failure to successfully complete an alcohol treatment program.

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

(c) If a DI received non-judicial punishment for any actions as the result of alcohol use.

8. RELIEF PROCESS AND PROCEDURES

a. Enclosures (9) and (10) will be used to route all recommendations for GOS or RFC, respectively.

b. Submission at each level after the 30-day deadline requires a mandatory comment on the endorsement providing rationale for the delay (disciplinary process ongoing, etc.).

c. Once received at MCRD PI/ERR, the AC/S G-1 is responsible for routing the RFC/GOS for delivery to the Staff Secretary within seven (7) days.

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

e. When relieving a DI for GOS, use the format shown in enclosure (9).

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f. When relieving a DI for RFC, use the format shown in enclosure (10). RFC packages will include supporting documents justifying the recommendation. Supporting documentation includes investigation(s), Unit Punishment Book entry, 6105(s), and/or charge sheet. Additionally the DI folder will accompany the package as reference material.

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

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

(2) RFC packages are submitted to the CG, MCRD PI/ERR in standard naval letter format from the battalion via the regimental commander. The battalion commander will ensure that all required documents accompany the request for relief and voidance of 0911 MOS prior to forwarding the package to the CG, MCRD PI/ERR via the AC/S G-1. In addition, the request for relief, and endorsements thereof, will include a separate paragraph stating the Marine's potential for reenlistment and future service.

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

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

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

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Matrix of Billets External to RTR

RTR will provide 0911s to fill the following billets to HQSVCBn and WFTBn:

UNIT	RUC	BIC	RANK	BILLET	REQUIREMENT
Officer Billets					
HQSVCBn	32001	M3200100012	Capt	Staff Secretary	
HQSVCBn	32001	M3200100005	Capt	Aide-De-Camp	
HQSVCBn	32001	M3200100144	Capt	Training Officer	
HQSVCBn	32001	M3200101069	Capt	S-3 Officer	
HQSVCBn	32001	M3200101081	Capt	HQ Company Commander	
HQSVCBn	32001	M3200101087	Capt	Service Company Commander	
HQSVCBn	32001	M3200101027	Capt	Recruit Liason Officer	
Enlisted Billets					
HQSVCBn	32001	M3200101093	SSgt	Protocol Chief (SSEC)	
HQSVCBn	32001	M3200101094	Sgt	Quality Assurance Evaluator (G3)	See note 7
HQSVCBn	32001	M3200101095	Sgt	Quality Assurance Evaluator (G3)	See note 7
HQSVCBn	32001	M3200101096	SSgt	Quality Assurance Evaluator (G3)	See note 7
HQSVBN	32001	M32001EX107	GySgt	Emergency Operations Center Chief	
WFTBn	32091	M3200900217	Sgt	Ops Planner	
WFTBn	32091	M3200900218	Sgt	FTC Repel Master/Gas Chamber	
WFTBn	32091	M3200900219	Sgt	FTC Crucible/BWT Instructor	See note 7
WFTBn	32091	M3200900220	Sgt	FTC Crucible/BWT Instructor	See note 7
WFTBn	32091	M3200900221	Sgt	FTC Crucible/BWT Instructor	See note 7
WFTBn	32091	M3200900222	Sgt	FTC Crucible/BWT Instructor	See note 7
WFTBn	32091	M3200900223	Sgt	FTC Crucible/BWT Instructor	See note 7

Notes:

1. All billets are subject to 1-up/down grade staffing.
2. Standard tour length shall not exceed 12 months without approval of the RTR CO.
3. Standard turnover period will not exceed two (2) weeks.
4. Quality Assurance Evaluators (this includes A/CS G-3 Emergency Operations Center/Visits) billets will be filled by Gunnery Sergeants (Staff Sergeants acceptable when Gunnery Sergeants are not available).
5. The Marines assigned to these billets will be moved via Regimental Special Order from their respective recruit training battalion into Support

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Battalion. Support Battalion will then prepare TAD orders to move those DIs to their quota billet. IPAC will run a Temporary Reporting Unit Code entry on these Marines reflecting their TAD assignment. Their Reporting Unit Code will remain that of Support Battalion, 32091.

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

7. As required, certain billets require female supervision, therefore at least one female 0911 is required for the billet identification code (BIC) annotated by "see note 7" in the remarks column.

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Depot New Joins and Reassignments Checklist

The following checklist provides the minimum required action for proper assignment in MCTFS. Commands shall establish their own internal control procedures to ensure each step of this checklist is adhered to.

Note: For CSR and T/O in assigning Billet Identification Codes (BICs), billet descriptions, billet MOS, and billet grade, manpower managers are advised to use the "MCRD PI Admin Resources" Channel in Microsoft Teams®. For access, contact MCRD PI/ERR G-1 Military Manpower Branch.

BIC Manager (Unit Level)

___ 1. Has the unit commander assigned a BIC manager to manage assignments of BICs?

___ 2. Has the assigned BIC manager for the unit read and understood the contents of this Order and is familiar with the references herein?

Orders Issuance and Assignments Process

___ 3. For E-8 and above, did S-1 refer to the MCRD PI/ERR inbound slate for the appropriate BIC to be assigned upon checking in? Note: G-1 Manpower Management Division will disseminate or make available the MCRD PI/ERR Inbound Slate, as required.

___ 4. Was the Marine assigned to the appropriate BIC in accordance with enclosure (2)?

___ 5. As applicable, did IPAC receive supporting documentation (i.e. reporting endorsement); or was the inbound interview submitted to update MCTFS within (5) business days of the Marine checking in (refer to enclosures (3) and (4))?

Verification of Assignments in MCTFS

___ 6. Did the S-1 verify that MCTFS was properly updated with BIC, billet description, BMOS, and unit IAW enclosure (2) within 30 working days of the Marine reporting in?



UNITED STATES MARINE CORPS
COMMANDING GENERAL
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
POST OFFICE BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-6001

1326/1
G-1/1-22
1 Jan 22

DEPOT SPECIAL ORDER
NUMBER.....1-22

1. The following reassignment is directed.

Name	Organization	ED	To	Remarks
Sgt John A. Smith 1234567890/0111/0911 USMC	M&S Bn	20220101	WFTBn	For du w/CO, WFTBn RUC 32300 BIC M3200900086 Billet Description

I. A. Adminchief
Gunnery Sergeant, United States Marine Corps
By direction of the Commanding Officer
Recruit Training Regiment

Distribution: G-1 Manpower Section, CO, BnS-1; DIR, IPAC (Unit Diary); Files

1. Depot Special Orders (DSO) Example

Command Special Orders

Depo 1300.1
0 8 AUG 2022



UNITED STATES MARINE CORPS
BATTALION
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
POST OFFICE BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-6001

1326/1
BN/1-22
1 Jan 22

BATTALION SPECIAL ORDER
NUMBER.....1-22

1. The following reassignment is directed.

Name	Organization	ED	To	Remarks
Sgt John A. Smith 1234567890/0111/0911 USMC	Svc Company	20220101	HQ Company	For du w/CO, HQ Co RUC 32001 BIC M3200900086 Billet Description

I. A. Adminchief
Gunnery Sergeant, United States Marine Corps
By direction of the Commanding Officer
Recruit Training Regiment

Distribution: G-1 Manpower Section, CO, BnS-1; DIR, IPAC (Unit Diary); Files

2. Regimental Special Orders (RSO) Example

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)				1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL					
2. NAME (Last, First, Middle Initial)		3. SOCIAL SECURITY NUMBER		4. POSITION TITLE AND GRADE/RATING	
5. LOCATION OF PERMANENT DUTY STATION (PDS)			6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code)
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE (See JTR, Appendix H)		10a. APPROX. NO. OF TDY DAYS (Including travel time)	
				b. PROCEED DATE (YYYYMMDD)	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED					
12. TRANSPORTATION MODE					
a. COMMERCIAL		b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE
					SHIP
				CAR	TAXI
				RENTAL	OTHER
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE	
				<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR		b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST					
a. PER DIEM		b. TRAVEL		c. OTHER	
\$		\$		\$	
				d. TOTAL	
				\$ 0.00	
15. ADVANCE AUTHORIZED					
\$					
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)					
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)			18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)		
AUTHORIZATION					
19. ACCOUNTING CITATION					
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)				21. DATE ISSUED (YYYYMMDD)	
				22. TRAVEL AUTHORIZATION NUMBER	

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 55201, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

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Format for DI Relief for GOS Packages

Command Letterhead

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

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

Ref: (a) DepO 1300.5_

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

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

Signature of Commanding Officer

0 8 AUG 2022

Format for DI RFC Packages

Command Letterhead

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

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

Ref: (a) DepO 1300.5_

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

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

Signature of Commanding Officer