



ADMINISTRATIVE REQUIREMENTS/INFORMATION

1. The first thing you should do as a student is review MARADMIN 029/11. This MARADMIN should clarify what kind of orders you should receive. The three types of orders are TAD (Temporary Additional Duty), TEMINS/PCS (Temporary Duty Under Instruction/Permanent Change of Station Orders), or PCA (Permanent Change of Assignment). It is **your responsibility** to bring the following with you when reporting in:

a. **Service Record Book** (If it is not scanned in to your OMPF) with the following inside:

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

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

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

b. **Medical Record** Physical Exam within the last 12 months. Standard Forms 2807-1 and 2808 must be certified by a Medical Officer, that you are medically qualified for Drill Instructor duty. This is an exam to see if you are physically fit to meet the rigors of Drill Instructor duty. If you have any problem with pull-ups, push-ups, running, or you have been hurt recently you need to bring this up with a Medical Officer before detaching. Pre-existing or existing Mental Health issues must be addressed immediately upon arriving and Marines must be cleared by a MCRD San Diego Mental Health Care Provider. Pre-existing medical issues are the number one reason for Marines being dropped from Drill Instructor School.

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

2. **Pay Entitlements:**

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

b. **BAS** Your **BAS will not stop when you transfer** from your parent command. You will still receive BAS while attending Drill Instructor School. You will notice a **pay shortage on your first pay check after school starts**. This is due to the MCTFS system that takes a cycle to process your join. On your second pay check, you will be credited any shortage of pay that you had on your first pay check and all your entitlements should be restarted.

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

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

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

3. **Per Diem** Advance per diem is encouraged. All students residing in government quarters while attending Drill Instructor School will receive two payments of per diem. You will **only receive 80% of the per diem while attending Drill Instructor School**. The remainder of your per diem will be credited to you when you complete your travel voucher or travel claim.

4. **Family** You are not authorized to move your family members while attending Drill Instructor School. If you move your family members before completing the school, the government will not reimburse you for the move. Upon successful graduation from Drill Instructor School, you will be afforded the opportunity to take up to 30 days leave in order to move your family members. If you are coming from the local

area (PCA), you will be required to check into your assigned battalion the day of graduation. At that time, your battalion will grant you leave at the battalion commander's discretion. You are not advised to obtain a lease or mortgage until after graduation from Drill Instructor School.

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

RANK NAME

DI SCHOOL CLASS #

3800 HOCHMUTH AVENUE

SAN DIEGO, CA 92140

6. **Billeting** All students will be provided billeting upon arrival. Students that are TAD will be billeted in Transient Quarters. The cost per day is \$18.00. **Students will be paid two per diem payments throughout the course and are expected to pay for their rooms upon receipt of each payment.** Your billeting account must be paid in full prior to checking out of your room. Each room has the following: TV, microwave, coffee pot, refrigerator, two racks, two wall lockers, clock radio, iron, ironing board, and two desks. Linen, towels, and limited maid service are provided. When not in the rooms, all blinds will be left open and nothing will be left adrift.

7. **General Information** If you travel by air you will be flying into the San Diego International Airport, approximately 3.8 miles from MCRD San Diego. There is no military transportation available. A public cab costs approximately \$20.00 (students will have to pay out of pocket). Ensure you get a receipt and annotate this expense on your travel claim. Also, you will need to bring your driver's license.

8. **Check-In Procedures** **Uniform for checking in is Service Alphas with Barracks Cover.** Check-in hours are between 0800-1630 on the date of check-in. You are not authorized to check-in early. For those Marines who encounter a **serious pay problem** before checking in, call the Admin Chief at DSN 524-4410 or Commercial (619) 524-4410.



DRILL INSTRUCTOR SCHOOL OVERVIEW

1. **Drill Instructor Duty** The primary duty of the Drill Instructor is to produce a basic Marine who has embraced our Core Values and has been transformed by our Corps' shared legacy. Drill Instructors instill discipline into their recruits which ensures respect for authority and instant, willing obedience to orders. Additionally, the Drill Instructor develops a recruit's proficiency in basic military subjects, rifle marksmanship, basic warrior training, and physical fitness. Drill Instructors develop individual self-confidence, initiative, determination, moral integrity, and a strong sense of duty, responsibility, and a love of Corps and Country in each recruit by instilling the Core Values of Honor, Courage, and Commitment.

2. **Organization of Drill Instructor School** The school staff consists of a Director (Major), Assistant Director (Capt), First Sergeant (1stSgt), Squad Instructors (GySgts/SSgts), and Administrative Chief (Sgt). Each Instructor is a current Drill Instructor who has distinguished themselves from their peers throughout the Recruit Training Regiment. They are closely screened and individually selected.

a. **Mission** To further develop the leadership, command presence, instructional ability, knowledge, and physical condition of selected Noncommissioned and Staff Noncommissioned Officers to successfully perform the duties of a Drill Instructor.

b. **Scope** The scope and concept of the School's training syllabus is four-fold:

(1) **First and foremost**, it is a LEADERSHIP SCHOOL. Although an initial, comprehensive review of the basic leadership skills is provided, the focus is on **further** development of the student's leadership abilities. The future of our Corps dictates that we "Lead from the front and by example" at all times.

(2) **Second**, it is designed to provide the student with the knowledge, skill, and ability to instruct recruits in Core Values and those basic military subjects covered in recruit training.

(3) **Third**, it gives the student a thorough knowledge of the rules, regulations, and procedures which govern recruit training.

(4) **Fourth**, it prepares the student to lead and instruct recruits during combat conditioning.

3. Curriculum

a. Listed below are the curriculum Academic hours:

<u>Subject</u>	<u>Hours</u>
Close Order Drill	95.00
Combat Conditioning	68.00
Depot Regulations	208.00
Apply Instructional Techniques	13.50
Life Saving Techniques	4.00
Reinforce Core Values	42.50
Marine Corps Common Skills	21.50
Reinforce Field Training	27.50
<u>Evaluation</u>	<u>62.00</u>
Total Academic Hours	542.00