



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 1300.2A
1D1:CMS
29 May 1987

DEPOT ORDER 1300.2A

From: Commanding General
To: Distribution List

Subj: Assignment Policies and Procedures

Ref: (a) MCO 5320.12 (NOTAL)
(b) MCO 7130.1H (NOTAL)

1. Purpose. To publish the policy for personnel assignments and reassignments within this Command.

✓ 2. Cancellation. DepO 1300.2.

3. Background

a. Headquarters Marine Corps' staffing guidance is contained in reference (a). Personnel are staffed to field commands based upon the Authorized Strength Report (ASR) and the type of command:

(1) Excepted Commands - Commands that are staffed at authorized strength by grade and skill, providing there are at least that number of the specific grade/Military Occupational Speciality (MOS) combinations in the Marine Corps chargeable inventory. Grade substitution is acceptable up to 10 percent of Table of Organization (T/O) requirements.

(2) Priority Commands - Commands that are to be staffed at 100 percent of authorized strength in gross numbers and that are to receive a fair share of the inventory of short MOS's.

(3) Proportionate Share Commands - Commands that absorb the fluctuations of the gross chargeable personnel inventory of the Marine Corps. These commands will be targeted to be short in the aggregate for certain periods of the year but over in other periods of the year. Proportionate share commands are staffed at the MOS level quite similarly to priority commands; the major difference between priority and proportionate share commands is in the total fill target of the organization.

b. Because of the nature of the Depot's mission, Marine Corps Recruit Depot (MCRD) San Diego is a mixed command. Excepted precedence is established for instructor billets in Monitored Command Codes (MCC) 041 (Recruit Training Regiment), 038 (Weapons Training Battalion), and JAA (Sea School and Recruiters School). Priority precedence is established for training support personnel in MCC's 017 (Recruit Training Regiment) and JAA (Sea School and Recruiters School). All other billets are on a proportionate share basis.

c. Headquarters Marine Corps establishes an ASR for each MCC. For non-FMF commands, the ASR is the current T/O as revised by an annual Letter of Allowance. Headquarters Marine Corps also establishes a staffing goal for each command, which is a target to aid in the distribution of available manpower assets. The staffing goal considers four significant factors:

(1) Gross numbers.

(2) Distribution by grade and skill.

(3) Distribution of non-primary MOS billets ("B" billets).

(4) Distribution of assets to commands with small requirements for a specific grade or skill.

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d. Staffing goals constantly change in direct proportion to overall inventory and authorized strength. Staffing goals for officers are published three times a year and contain targets 12 months in the future. Staffing goals for enlisted personnel are computed monthly and contain targets six months in the future.

4. Information

a. General

(1) A turnover period of five to ten days is considered adequate. Reassignment of replacements will not normally exceed this period.

(2) Except for authorized turnover periods, valid billet requirements will not be overstaffed unless approved by this Headquarters (Assistant Chief of Staff, G-1).

b. Officer Assignments

(1) Unrestricted company grade officers will normally be assigned to Recruit Training Regiment for duty. Company grade officers with service support MOS's and restricted officers will normally be assigned on a one-for-one basis to staff valid billet requirements.

(2) The assignments of field grade officers will be approved by the Commanding General.

c. Enlisted Assignments

(1) The assignment of sergeants major and first sergeants will be made by the Assistant Chief of Staff, G-1 after coordination with the Depot Sergeant Major.

(2) Remaining enlisted assignments will normally be assigned to fill valid billet requirements within their occupational field. When necessary, service support assignments will be coordinated with the cognizant assistant chief of staff.

(3) Assignments to billets within Recruit Training Regiment and Headquarters and Service Battalion will be to the appropriate commanding officer "for duty." Assignments to and reassignments between Depot Staff Sections, and reassignments to billets at Camp Pendleton, will be made by this Headquarters.

(4) All enlisted personnel, not required to serve in their primary MOS as a result of a reenlistment bonus, are eligible for assignment to category "B" billets. Such assignments may be made to both incoming personnel as well as those previously assigned to the Depot. Although the preferred assignment will be from Marines whose MOS are in an over status aboard the Depot, all MOS's are eligible for assignment to category "B" billets. Assignments to category "B" billets will normally be for at least one year. Reassignment of personnel within that time will be considered on a case-by-case basis.

d. Assignments to Recruit Field Training Division (RFTD) and Rifle Range Liaison Office (RRLO) at Camp Pendleton

(1) T/O 7221 identifies the billets for RFTD and RRLO. Those billets identified with a 8511 billet MOS and all officer billets will be filled by the Commanding Officer, Recruit Training Regiment, with available assets within the Regiment. Reference (b) authorizes the Commanding General to move 20 Marines per year to these billets on a voluntary basis, that is, not subject to any reimbursement. These assignments will be directed by a Depot Special Order (DSO) upon the request of the Commanding Officer, Recruit Training Regiment.

(2) Those billets not filled by drill instructors or officers will be filled by this Headquarters. Reference (b) authorizes this Command to modify orders of incoming personnel for further assignment to RFTD. Filling billets in this manner will normally cause the billet to remain filled for two to three years and is the preferred method. However, these billets may also be filled by volunteers already on board the Depot who possess the requisite MOS and grade.

(3) Personnel assigned to RFTD and RRLO face certain peculiarities in their assignments. Since they have been assigned to the Commanding General, MCRD, San Diego for duty by Headquarters Marine Corps, San Diego is considered their permanent duty station. If the Marine receives reassignment orders (as opposed to permanent change of station orders) to another facility in the San Diego area at the completion of his tour (i.e., Landing Force Training Command Pacific, Marine Barracks, North Island, or any ship's detachment home ported in San Diego), he will not be eligible to permanent change of station entitlements. These include dislocation allowance, dependents travel, movement of household goods, and delay in connection with orders. Accordingly, the Marine will sign the following statement of understanding prior to preparation of reassignment orders to RFTD or RRLO: "I have read and understand the provisions of the current edition of Depot Order 1300.2 and I hereby elect to accept assignment to RFTD/RRLO at no cost to the government. This authorization is not reversible after execution of the orders." The Commanding Officers of Headquarters and Service Battalion and Recruit Training Regiment are responsible for ensuring Marines are properly counselled to this effect prior to submission of their signed statements of understanding attached to the request for reassignment.

5. Action

a. Commanding Officer, Recruit Training Regiment

- (1) Staff valid officer and enlisted requirements with personnel provided by this Headquarters.
- (2) Support the reassignment requirements of officers and enlisted personnel as announced by separate correspondence by this Headquarters.
- (3) Monitor internal assignments to prevent excessive turnover periods and overstaffing of existing billets.
- (4) Establish procedures to identify expected losses of non-8511 personnel at RFTD and RRLO to this Headquarters (Military Personnel Office).
- (5) Establish procedures to identify all 8511 billets of RFTD and RRLO. These assignments will be requested at least five working days before the effective date. Requests for reassignment orders will contain a statement of understanding signed by the individual and will indicate the line number to which assigned.
- (6) Counsel all Marines requesting reassignment to RFTD and RRLO concerning the contents of paragraph 4d of this Order.

b. Commanding Officer, Headquarters and Service Battalion, Assistant Chiefs of Staff, Depot Inspector, Public Affairs Officer, and Directors of Recruiters and Sea Schools

- (1) Staff valid officer and enlisted requirements with personnel provided by this Headquarters.
- (2) Support the reassignment requirements of officers and enlisted personnel as announced by separate correspondence by this Headquarters.
- (3) Monitor internal assignments to prevent excessive turnover periods and overstaffing of existing billets.
- (4) When a member of Headquarters and Service Battalion volunteers for a billet at RFTD or RRLO, submit the request in accordance with the procedures established in paragraph 4d.

c. Assistant Chief of Staff, G-1

- (1) Assign/reassign officers and enlisted personnel in accordance with the guidance contained herein.

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(2) Solicit nominations from subordinate organizations to staff necessary reassignments within this Command.

(3) Monitor assignments to category "B" billets.

(4) Monitor the staffing of billets at RFTD and RRLO. Effect liaison, as necessary, to maintain adequate staffing of these sections. Issue a DSO and direct the reassignment of officers, drill instructors, and other volunteers to these sections. Retain a copy of the Marine's statement of understanding for such assignments and file with the DSO.


J. V. SULLIVAN
Chief of Staff

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