



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1326.1D

1D1

15 DEC 1995

DEPOT ORDER 1326.1D

From: Commanding General  
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR DRILL INSTRUCTOR SCHOOL AND RECRUITERS  
SCHOOL STUDENT DISENROLLMENTS/GRADUATES

Ref: (a) MCO P1080.40 (PRIM) (NOTAL)  
(b) MCO 1326.6B (NOTAL)  
(c) MCO P1040.31G (NOTAL)  
(d) MCO 1300.20H (NOTAL)  
(e) MCO 7130.1J (NOTAL)

1. Purpose. To establish uniform procedures for the administrative processing of students disenrolled/graduated from Drill Instructor School and Recruiters School.

2. Cancellation. DepO 1326.1C

3. Background. Disenrollments from these schools are closely monitored by this Headquarters and Headquarters Marine Corps. Because some disenrollments may cause noncompliance letters to be sent to the transferring commands, all pertinent information is to be documented and included in the Marine's disenrollment package in accordance with this Order. Any deviation from these procedures may cause a duplication of effort and delay the processing of disenrolled students.

4. Action. Requirements set forth by references (a) through (d) will remain unchanged for reporting separation and training.

a. Director, Recruiters School

(1) Screen all Marines reporting for attendance at Recruiters School for compliance with reference (b). Report each incident of noncompliance to the Commandant of the Marine Corps (MMEA-85) via this Headquarters (Military Personnel Office) within 10 days after the Marine's reporting date. A copy of this report will also be forwarded to the transferring command, stating the reason the Marine was not qualified.

(2) Submit a complete class roster to this Headquarters (Military Personnel Office) within two working days after the convening date of each class, to include name, grade, SSN/MOS, date, and time reported aboard.

(3) Forward a complete disenrollment package to this Headquarters (Military Personnel Office) within two days of disenrollment. Disenrollment packages must include:

(a) Director, Recruiters School letter of reason for disenrollment and recommendations.

(b) Recommendation on voiding extension of enlistment in accordance with reference (d).

(c) Financial or medical statement, if applicable.

15 DEC 1995 (d) Copy of original orders and all endorsements thereto.

(4) Retain all students disenrolled from Recruiters School until disposition instructions are received.

(5) Notify the Commandant of the Marine Corps (MMEA-85) and the Directors of Marine Corps Districts via this Headquarters (Military Personnel Office) of the names and number of graduating students.

(6) Notify the Traffic Management Officer immediately if any student is dropped or changes of assignment within the final week of training.

(7) Submit reports related to in-service courses of training.

b. Director, Drill Instructor School

(1) Screen all Marines reporting for attendance at Drill Instructor School for compliance with reference (b). Report each incident of noncompliance to the Commandant of the Marine Corps (MMEA-85) via this Headquarters (Military Personnel Office) within 10 days after the Marine's reporting date. A copy of this report will also be forwarded to the transferring command, stating the reason why the Marine was not qualified.

(2) Submit a complete class roster to this Headquarters (Military Personnel Office) within two working days after the convening date of each class to include name, grade, SSN/MOS, date and time reported aboard.

(3) Forward a complete disenrollment package to this Headquarters (Military Personnel Office) within two days of disenrollment. Disenrollment packages will be prepared to include:

(a) Director, Drill Instructor School letter of reason for disenrollment and recommendations.

(b) Recommendation on voiding extension of enlistment in accordance with reference (c).

(c) Financial or medical statement, if applicable.

(d) Copy of original orders and all endorsements thereto.

(4) Students who are dropped from one class and are recommended to be recycled to the next class will be identified to this Headquarters (Military Personnel Office) in writing, along with a copy of original orders and all endorsements thereto.

(5) Retain all students disenrolled from Drill Instructor School until disposition instructions are received.

(6) Submit reports related to in-service course of training.

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c. Military Personnel Officer

(1) Direct all students to the appropriate school for billeting and screening.

(2) Endorse the orders of all students who are disenrolled as follows:

(a) Students found disqualified for Drill Instructor/Recruiters School will be retained at that school and orders requested from the Commandant of the Marine Corps if their last command was overseas or independent duty. Those students whose last command was within the continental United States and not independent duty will be returned to their parent commands in accordance with reference (e).

(b) Drill Instructor students who are recycled to the next available class will be identified to Headquarters Marine Corps and modification of their orders will be requested. If approved, the student's orders will be modified.

(3) Notify the Commandant of the Marine Corps (MMEA-85) and the appropriate MOS monitor, by message, whenever a student is disenrolled from a school or recycled to a later class. Provide appropriate rationale.

(4) Screen all packages requesting to drop students for completeness. Packages must include all information required by subparagraph 4a(4) above for Recruiters School students, and subparagraph 4b(4) above for Drill Instructor School students.

(5) Type reassignment orders for all graduating Drill Instructor School students and deliver them to the Director, Drill Instructor School when approved by CMC.

(6) Within five working days of receipt of assignments from the Marine Corps Districts, complete permanent change of station orders on all graduating Recruiters School students and deliver them to the Director, Recruiters School.

(7) Release all messages notifying the Commandant of the Marine Corps of Drill Instructor School and Recruiters School disenrollments.

(8) Forward copies of orders issued/modified to CMC of disenrolled Marines from Recruiters School or Drill Instructor School, if returning to former command in accordance with reference (e).

  
J. M. GUERIN  
Chief of Staff

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