



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5310.3
C 011/k
5 May 94

MARINE CORPS BASE ORDER 5310.3

From: Commanding General
To: Distribution List

Subj: SUMMER AUGMENTATION REQUIREMENT FOR OFFICER CANDIDATES
SCHOOL (OCS)

Encl: (1) Schedule of Events
(2) Personnel Assignment Considerations for OCS Summer
Augmentation Program
(3) Screening Criteria for Drill Instructors Assigned to
Augment OCS

1. **Purpose.** To publish policy and procedures for staffing the Summer Augmentation Program at OCS.

2. **Cancellation.** MCCDCO 5310.4.

3. **Summary of Revision.** Specific changes were made to this Order pertaining to MOS 8511 voidance/retention recommendations and prioritization of billets.

4. **Information.** Each summer OCS incurs a significant additional workload as officer candidate programs expand their student input and place a strain on the personnel support assets normally available. Since much of the additional workload is the result of training requirements levied by the Commandant of the Marine Corps (CMC), this Command is augmented in those areas where additional personnel support is required. The cyclic nature of officer candidate training and associated support causes significant changes to manpower requirements. The annual personnel requirement is based on the expected candidate load for the summer program. A Letter of Instruction (LOI) is published annually by the CMC and serves as the basis for a more efficient coordination effort.

5. **Action**

a. **Director, Manpower Division**

(1) Coordinate the events listed in enclosure (1).

(2) Staff OCS with the augmentation personnel announced in the annual CMC LOI using the guidelines established in enclosure (2).

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(3) Coordinate the screening of drill instructors (DI) (MOS 8511) within Marine Corps Combat Development Command (MCCDC) and prioritize the mission essential billets.

b. Military Personnel Officer

(1) Monitor and compile a listing of all Marines carrying additional MOS 8511 assigned to **MCC's** 012 and 068.

(2) Upon reporting to **MCC's** 012 and 068, ensure Marines carrying additional MOS 8511 are made aware via endorsement to their orders of the likelihood of duty in support of the OCS summer program. Additionally, Marines reporting to **MCC's** 012 and 068 will check-in with OCS as part of their initial check-in process.

(3) Publish a MCCDC bulletin providing information and guidance relative to the assignment of **DI's** in a TAD status to support the OCS summer program.

c. Commandins Officer, Officer Candidates School

(1) Convene a Screening Board to screen Marines who carry additional MOS 8511 using the criteria established in enclosure (3).

(2) Report results of the Screening Board to the CG MCB **(C 011)** I identifying the Marines selected, and not selected.

(3) Marines with MOS 8511 who report to MCCDC subsequent to the annual Screening Board will be individually screened. The Military Personnel Officer, Military Personnel Branch, Manpower Division will provide instructions via reporting endorsements to their permanent change of station orders.

d. President, Marine Corps University (MCU). Determine priority billets encompassing all activities and organizations as a whole, within the MCU and submit to the CG MCB (C 011) when directed.

e. Marine Corps Base, Division Head/Organizational Commanders. Determine priority billets for activities/branches within respective divisions/organizations and submit to the CG MCB (C 011) when directed. Priority submissions will be made regarding the division/organization as a whole vice separate sections or branches within the larger structure.



M. C. BUNTON
By direction

DISTRIBUTION: A

SCHEDULE OF EVENTS

<u>MONTH</u>	<u>EVENT</u>	<u>ACTION</u>	<u>REMARKS</u>
September	Review the CMC Letter of Instruction for OCS Summer Augmentation	Dir, Manpower Div	Route to MCCDC Staff/OCS as required
October	Submit summer augmentation requirements for personnel to CG MCB (C 01)	co, ocs	
November	Forward summer augmentation requirements to HQMC	Dir, Manpower Div	
December- January	Screen all available drill instructors (MOS 8511) aboard MCCDC for duty at OCS	CO, OCS	Inform CG MCB (C 011) of results of screening
	Identify and prioritize essential billets currently filled by personnel (MOS 8511)	President, MCU MCB, Div Heads/organizational commanders	CG MCB (C 01) will determine exemptions authorized
January	Conference with HQMC	Dir, Manpower Div	Attended by representatives from Manpower and ocs
February- April	Verify requirements and program status; advise HQMC as required	Dir, Manpower Div	
May	Report date for OCS augmentation personnel	Manpower, co, ocs	
June-August	Execute OCS Summer Program	co, ocs	

PERSONNEL ASSIGNMENT CONSIDERATION FOR
OCS SUMMER AUGMENTATION PROGRAM

1. Officers. Officer augmentation support is normally provided by those graduating from or awaiting assignment to the Amphibious Warfare School, Marine Corps Command and Staff College, or Advanced Communication Officers School. It is recognized that an overlap exists concerning the school dates and Summer Augmentation Program. The President, Marine Corps University is tasked with coordinating class schedules and officers availability in mutual support of all concerned.
2. Enlisted. Priority staffing will be provided for those augmentation billets which directly relate to candidate training and safety. Every effort will be made to staff drill instructor (DI) billets at 100 percent.
 - a. Personnel to meet the augmentation requirement normally will be assigned from inbound personnel reporting during December-May of each year.
 - b. Augmentation personnel may be assigned to other organizations aboard MCCDC prior to the commencement of the Summer Augmentation Program. During May, the Military Personnel Officer will publish temporary additional duty (TAD) orders for all augmentation personnel directing TAD at OCS for the summer. Upon completion of the summer program, augmentation personnel will return to their parent activity/command and resume regular duties.
3. Assignment of Drill Instructors (MOS 8511)
 - a. Marines (GySgt/below) having additional MOS 8511 have been ordered to MCCDC in almost every case to provide sufficient **DI's** for support of the program. These Marines may be assigned critical billets aboard MCCDC; however, assignments cannot be compensated for with additional overstaffs during the program.
 - b. The Director, Manpower Division, will publish instructions concerning the screening of **DI's** for the Summer Augmentation Program. The Screening Board will normally be composed of representatives from OCS and will screen the **DI's** annually using the screening guide contained in enclosure (3). The Screening Board will prepare for each Marine found not qualified a recommendation for **voidance** or retention of MOS 8511. The recommendation will be addressed to the CG MCB (C 01) via the chain of command. Recommendations will be consolidated by the Military Personnel Officer, Military Personnel Branch, Manpower Division, and forwarded to the CG MCB (C 01) for action.
 - c. Billets filled by Marines having additional MOS 8511 should be reviewed. Prioritized billets will be submitted to the CG MCB

ENCLOSURE (2)

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(C 011) as directed. The CG MCB (C 01) will determine exemptions as a result of the prioritized billets and final DI requirement.

d. All DI's of this Command are eligible for assignment to the OCS Summer Augmentation Program and will be assigned to the Program unless they fail the screening process or are excused as being mission essential.

ENCLOSURE (2)

SCREENING CRITERIA FOR DRILL INSTRUCTORS
ASSIGNED TO AUGMENT OCS

1. All Marines assigned to fill 8511 drill instructor (DI) billets at OCS must be able to function in a candidate company. This requirement is the fundamental assignment consideration on which the following criteria are based.
 - a. Not overweight. Present a representative military appearance.
 - b. No medical problem which prevents participation in physical training, marches, and/or field duty.
 - c. Not under medical treatment - regardless of seriousness - that requires regular visits to medical facilities, i.e., more frequent than once a month.
 - d. Not under treatment for alcohol or drug abuse.
 - e. No history of alcohol/drug abuse within one year of assignment.
 - f. No serious personal or family problems or history of same. Not participating or pending participation in the Family Advocacy Program.
 - g. Adequate arrangements for dependent care.
 - h. Candidate runs start at an eight minute per mile pace. Company staff must be able to keep up with an eight minute pace. **DI's** assigned to OCS should be able to run three miles in under 24 minutes.
 - i. Not pending administrative discharge action.
 - j. Not pending disciplinary or adverse administrative action.
 - k. Normally, no nonjudicial punishment or more serious disciplinary action within 12 months of assignment to OCS.