

UNITED STATES MARINE CORPS
RECRUITERS SCHOOL
CAREER PLANNER COURSE
MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CALIFORNIA 92140

**WELCOME ABOARD INFO
FOR RESERVE CAREER PLANNER COURSE**

Dear Student,

Welcome to the Reserve Career Planner Course (RCPC). Expect a challenging but very rewarding and educational 10 training days. Our mission is to provide Reserve Career Planner students with the core capabilities required to execute enlisted retention policies. Headquarters Marine Corps, has two primary reserve career force objectives: 1) To create a career force inventory within the Selective Marine Corps Reserve (SMCR) and the Individual Ready Reserve (IRR) by grade and MOS that supports staffing of all authorized career force billets, and 2) to standardize promotion tempo across all MOS. Career Planners are the key to achieving these objectives. Training includes detailed instructions in screening, interviewing, processing, benefits, sales, and administration necessary to implement the "contact to contract" process.

We look forward to your arrival at the Career Planner Course. The course incorporates many new ideas that have evolved from the Enlisted Retention Task Force, Sergeants Major Symposiums. We are located on the 2nd deck in the west wing of Recruiter School (Bldg 27) and training takes place in a state of the art classroom and group rooms. If you have any questions after reading this welcome aboard information, please don't hesitate to call one of the Career Planner Course staff listed in this welcome aboard letter.

C. E. DAVIS
Major, United States Marine Corps
Director

Enclosures:

1. Quick Information
2. Messing and Billeting Instructions
3. Directions and MCCA Information
4. Student Action Checklist

Quick Information

Class Numbers: RCPC 1-16/2-16
Travel Date: RCPC 1-16 Sunday, 31 July 2016 and 13 Aug
RCPC 2-16 Sunday, 14 Aug 2016 and 27 Aug

Report Day 1: RCPC 1-16 Monday, 01 Aug 2016 @ 0630
RCPC 2-16 Monday, 15 Aug 2016 @ 0630

Graduation Date: RCPC 1-16 Friday, 12 Aug 2016 @ TBD
RCPC 2-16 Friday, 26 Aug 2016 @ TBD

Note: Report to billeting in appropriate civilian attire NLT 2359 on the Sunday prior to your processing/check-in date to secure your room. Marines stationed at Camp Pendleton, MCAS Miramar or MCRD San Diego are not authorized billeting.

All students will check-in to the school wearing Green on Green PT gear uniform NLT 0630.

You will report to the 2nd deck of Bldg 27 (Recruiters School), West Wing, Rm 201.

Minimum Required Uniforms:

-  Two (2) Short Sleeve Khaki Shirts
-  One (2) Service Trousers (Men)
-  One (1) Dress Trousers (Dress Blue, Men)
-  Two (2) Desert Combat Camouflage Uniforms
-  One (1) Service Trousers (Women)
-  One (1) Dress Trousers (Dress Blue, Women)
-  Service Cover, Frame, White and Service Crown
-  Garrison Cover
-  Combat Boots
-  Dress and boot socks
-  Dress Shoes, Oxford
-  One (1) set PT Gear, green shorts & green t-shirts (no logos), Marine Corps running suit (if issued)
-  One (1) pair running shoes
-  Three (3) pair plain white PT socks
-  One (1) Tanker Jacket (optional)

ENCLOSURE (1)

Appropriate civilian attire is required: This is defined as follows; for men, shirt w/ collar, belt, trousers, and shoes; for women, dress pants/slacks or a proper-length skirt with an appropriate top/blouse. Note: as a student assigned to the Reserve Career Planner Course your appearance will directly reflect upon your fellow Marines in the course and the Director of Recruiters School.

The uniform of the day at Recruiters School (unless stated otherwise) is the **Desert Camouflage Uniform** from Monday – Wednesday. The uniform of the day for Thursday – Friday is Summer Blue Dress “D”.

*** We run PT several times a week. Be prepared!**

Graduation will be in the Blue Dress “D” uniform. For uniformity, female Marines will wear slacks and oxfords for graduation. Time: TBD (do not plan for return flights any earlier than 1800).

Supplies:

On the first day of class, you will be provided with a highlighter, pen, pencil, and student outlines.

Bring extra highlighters, pens and pencils.

Students Must Have:

Complete Set of Orders
Copy of MARFORRES Message assigning them to RCPC
Detaching Endorsement from their parent command
Medical and Dental Records
Career Planner Checklist

Messing and Billeting Instructions

- Students assigned to Recruiters School from outside the San Diego/Camp Pendleton area are required to maintain a room, and will draw partial per diem. Students assigned from MCAS Miramar or MCRD San Diego will not be assigned a room, nor receive per diem.
- Government lodging is available and directed. Government messing is available and directed. Student billeting is located next to the Mess Hall and is a 5-10 minute walk from Recruiters School. Civilian attire is appropriate for check-in with billeting. The BEQ is located in building 625 on MCRD. It is suggested Marines check in on the Sunday prior to class Report Date. Reservations have already been made for the day before your class reporting date. If you will be arriving prior to that date, you will need to contact MCRD Transient Billeting at (619) 524-4401. DSN prefix is 524. Room cost is \$22.00.

Government messing is available.

Mess Hall meal prices are as follows:

Breakfast:	\$3.45
Lunch:	\$5.55
Dinner:	\$4.85

Weekend:	
Breakfast Brunch:	\$6.25
Dinner Brunch:	\$7.45

Holiday:	
All Meals	\$9.05

Government Travel Charge Card (GTCC): You must have a valid GTCC or advance per diem before you depart your command. Government charge cards **will not** be issued here at Recruiters School. **It is the responsibility of your parent command to obtain your card.**

If you are not qualified for a GTCC, ensure that you have adequate funds to cover the cost of your billeting expenses. The school house can not issue advance per diem while you are TAD, it must come from your parent command.

If you are not within height and weight (body fat) standards, you may be sent back to your unit.

Directions and MCCS Information

You should be flying into San Diego, Lindbergh Field Airport, and you will be required to take public transportation (i.e. taxi, shuttle) to billeting/the school. Estimated cost is \$15.00, save your receipts for reimbursement.

For additional information, see our website at:
https://www.marines.usmc.mil/rs/pages/cpc/cpc_home.html

Directions to MCRD, maps and MCCS information/events are available from the following websites:

www.mcrdsd.usmc.mil

www.mccsmcrd.com

If you have any questions concerning the course or this material, please contact any of the Career Planner Course Instructor Staff listed below at (619) 524-8391 or 8475. DSN prefix is 524. Our fax number is (619) 524-8389.

BILLET	NAME	PHONE	EMAIL
Course Head	MSgt Paul Phelps	(619) 524-8391	paul.phelps1@usmc.mil
Course Chief	GySgt Jeffrey Cochran	(619) 524-8475	jeffrey.cochran@usmc.mil
Group "A" Advisor	GySgt Xavier Romanrivera	(619) 524-8391	savier.romanrivera@usmc.mil
Group "B" Advisor	GySgt Ruby Devillo	(619) 524-8391	ruby.devillo@usmc.mil

Note: Students are encouraged to avoid scheduling any appointments during the regular training day. Missed class time will not be remediated & can affect your grade when tested. While we understand emergencies may arise, students are to make every attempt to avoid missed class time.

You will be returning with a large amount of course material, so plan accordingly with your luggage. Bring a backpack or tote bag to carry your course material to & from class each day.

Student Action Checklist

- I have responded to MFR Career Planner, MSgt Hansen verifying receipt of this welcome aboard letter.
- I have a valid GTCC and it has been activated.
- If I do not qualify for the GTCC, I have requested and received advance per diem.
- I have in my possession all items listed in the “students must have” section above.
- I have all uniform items listed above.
- I have all supplies listed in the supply section above.
- I am currently within height and weight standards.
- My CP checklist has been recertified within 30 days of reporting to the school.
- I have the school phone numbers in my possession.
- I have a valid ID (CAC) card in my possession and I have verified my PIN number works.**
- I am not on limited or light duty.
- I have sufficient luggage space to transport a large amount of additional course materials back with me.
- I have in my possession and will hand carry to school:**
 - Complete Set of Orders.
 - Copy of MARFORRES Message assigning me to RCPC.
 - Detaching Endorsement from parent command.
 - Medical Record.
 - Dental Record.
 - Career Planner’s checklist