

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

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

Marine,

Congratulations on your selection to attend the Basic Career Planner Course.

The Marine Corps has two primary career force objectives:

- a. To create a career force inventory by grade and MOS that supports staffing of all authorized career force billets.
- b. To standardize promotion tempo across all MOSs.

Career Planners are the key to achieving these objectives.

Our mission is to provide Career Planner students with the basic core capabilities necessary to execute Marine Corps enlisted retention policies. During our 37 training days, you can expect a challenging formal school setting. Training includes detailed instruction in coaching and counseling, communication skills, sales and administrative career planner duties. The course also incorporates many new ideas that have evolved from the Recruiting and Retention Training and Readiness (T&R) Manual, Enlisted Retention Task Force and Sergeants Major Symposiums.

Our course is located on Marine Corps Recruit Depot San Diego and within the Marine Corps Recruiters School (Building 27). BCPC classrooms and offices are in the West Wing of the schoolhouse on the second deck. We look forward to your arrival. If you have any questions after reading through this welcome aboard information packet, please do not hesitate to call one of the Career Planner Course staff listed in Enclosure (5).

MSgt Bryant P. Lodge
Course Head

Enclosures:

1. Welcome aboard Information
2. Required Uniform Items and UOD Information
3. Messing and Billeting Instructions
4. Directions and MCCA Information
5. Student Action Checklist

WELCOME ABOARD INFORMATION

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

Students will report to the Career Planner Course, located on the second deck of Bldg 27 Recruiters School, in the Service Alpha uniform NLT 0730 on pick-up day.

Students will complete personnel screening. This includes, but is not limited to, height / weight / body fat and urinalysis. **Marines not within height and weight / body fat standards will be dropped from the course and returned to their units with an adverse fitness report.**

Completed “TD” Fitness Report: Per MCO 1610.7A, Sergeants and above must arrive with a “to temporary duty” (TD) report ending the day before you leave for the school (per Chapter 3). Upon graduation, a “from temporary duty” (FD) report will be generated. Corporals will arrive with TD Pro and Con marks assigned.

Medical/Dental: All Marines should check out their medical/dental records in case of an emergency. Students are encouraged to reschedule any appointments during Basic Career Planner Course to avoid missed class time and minimize the effect on the student’s grade. Students must bring documentation for any appointments, which take place during the course. While we do understand emergencies arise, we ask students are to make every attempt to avoid missed class time.

GTCC: Marines must have a valid GTCC or advance per diem issued prior to departing their parent command. A GTCC, or advanced per diem, will not be issued here at Recruiters School. It is the responsibility of the parent command to ensure this occurs prior to the Marine’s departure.

Physical Training: PT is scheduled while at Basic Career Planner Course. Students wear green PT shorts and the Career Planner PT-shirt for PT while at BCPC. A sample of the shirts is shown below. The sizes are SM, MED, LG, XL, XXL; sizes run about size smaller than your normal shirts. *** It takes approximately (2) weeks for the shirts to arrive once ordered. We ask each Marine to respond with their SIZE and QUANTITY. It is recommended that students purchase at least two PT shirts (\$11.00 each).



Graduation: the uniform for graduation is Dress Blue “B” (ribbons and badges). For uniformity, female Marines will wear slacks and oxfords for graduation. The graduation schedule is from 0800 - 1000 on graduation day. Do not plan for return flights prior to 1300.

REQUIRED UNIFORMS AND UOD INFORMATION

The following are the minimum required uniform items students must bring to BCPC (LatMove students will be issued the Blue Dress uniform while at the course).

Minimum Required Uniforms:

-  Two (2) Short Sleeve Khaki Shirts **
-  Two (2) Long Sleeve Khaki Shirt **
-  One (1) tie with tie clasp
-  One (1) Neck Tab, Green/Black)**
-  One (1) Garrison Cover
-  Two (2) Green MARPAT Combat Camouflage Uniforms
-  Two (2) Service Trousers
-  Service Cover, Frame, White and Service Crown
-  Combat Boots
-  Dress and boot socks
-  Dress Shoes, Oxford
-  Two (2) sets - PT Gear, green shorts & green t-shirts (no logos)
-  Marine Corps running suit
-  Running shoes
-  PT socks - **WHITE**
-  One (1) Tanker Jacket (optional)

Collateral Duty Career Planners will not be issued Dress Blue items and are required to bring the following in addition to the above-required items.

-  Two (2) Dress Blue Trousers
-  Dress Blue Coat
-  White Shirt for Dress Blue Coat

Uniform of the Day for Recruiters School (unless otherwise stated):

March-November:

Monday – Thursday: Woodland MARPAT MCCUU with sleeves up from. Friday: Service “C”

November – March:

Monday – Thursday: Woodland MARPAT MCCUU with sleeves down from. Friday: Service “B”

** If attending the course during both periods, bring both sets of uniforms.

MESSING AND BILLETING INSTRUCTIONS

Government lodging is available and directed for Marines on funded orders. Students reporting to the Career Planner Course on funded orders are required to maintain a room and will draw partial per diem. Cost for room for those on funded orders is \$30.00 per day.

Students from Camp Pendleton, MCAS Miramar, or MCRD San Diego will not be assigned a room, nor receive per diem. If local students desire to obtain a room, they must check with billeting and either submit a request to their commands for funding or will pay out of pocket.

Billeting for students is located next to the Mess Hall. This is approximately 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 day prior to the Convene Date (per MCTIMS). Reservations will be made for each student who is reporting on funded orders prior to the Reporting Date. Any student who arrives prior to the Reporting Date needs to contact the MCRD Transient Billeting at (619) 524-4401. The DSN prefix is 524.

Government messing is available and directed for Marines on funded orders.

Mess Hall meal prices are as follows:

Breakfast:	\$3.45
Lunch:	\$5.60
Dinner:	\$4.85

Weekend:	
Breakfast Brunch:	\$6.25
Dinner Brunch:	\$7.65

Holiday:	
All Meals	\$9.05

Funding/Orders

To access funding letter complete the following steps:

- Step 1- MCTIMS Homeport page <https://mctims.usmc.mil/Homeport/Default.aspx>
- Step 2- My modules tab - REG Student Register Link
- Step 3- Search Course by CID (Course Identification Number)
- Step 4- Class list/Dates will come up, Chose appropriate Class
- Step 5- Class roster will come up, on left side of names will be a down arrow (click for drop down box)
- Step 6- If approved for funding, In drop down box - Generate Funding letter
- Step 7- Funding letter generated

THE FUNDING LETTER DOES NOT CONSTITUTE AUTHORITY TO EXECUTE TRAVEL IN THE ABSENCE OF A PROPERLY ENDORSED TRAVEL AUTHORIZATION.

Marines stationed at local units are required to bring no cost TAD orders from the respective S-1 in order to attend the course.

Directions and MCCS Information

Students are recommended to fly into San Diego, Lindbergh Field Airport. Students are required to take public transportation to MCRD (ex: Uber, Lyft, taxi, shuttle). Estimated cost is \$15.00; save receipt for DTS travel claim for reimbursement upon graduation.

For additional information, see our website at:

<https://www.mcrc.marines.mil/Unit-Home/Recruiters-School/Career-Planners-Course/>

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

www.mcrdsd.usmc.mil

www.mccsmerd.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 Bryant P. Lodge	(619) 524-8475	Bryant.lodge@usmc.mil
Course Chief	GySgt Antoinette A. Reyna	(619) 524-8391	Antoinette.reyna@usmc.mil
Instructor	GySgt Craig W. Harriman	(619) 524-8391	Craig.harriman@usmc.mil
Instructor	GySgt Adalberto Diaz	(619) 524-8391	Adalberto.diaz@usmc.mil

STUDENT ACTION LIST

- Respond to the CPC Course Head verifying review of the Welcome aboard Letter to rdsdcareerplannersch@usmc.mil
- Replied to the Course Head with PT shirt size and quantity at rdsdcareerplannersch@usmc.mil
- Activated Government Travel Charge Card (GTCC) or Advance Per Diem.
- Printed DTS orders, if funded or Detachment Endorsement, if non-funded.
- Required uniforms prepared.
- Recertified checklist within 60-45 days of reporting into school.
- Ht/Wt/BF verified to ensure student is within standards.
- "TD" Fitness Report completed.
- Student has 24 months of obligated service upon graduation.
- Student is not on limited or light duty.
- Valid/Activated Common Access Card (CAC) in possession.
- TFRS Account activated.
- Authorized backpack or tote to carry all course materials to and from class.
- Student has appropriate civilian attire and casual business attire.
- Student sufficient luggage space to transport all additional course materials with them upon graduation.
- Medical and Dental Records