

**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 Course students with the core capabilities required to execute enlisted retention policies.

Headquarters Marine Corps, has the following two primary reserve career force objectives:

1. To create and sustain a career force inventory within the Marine Corps Reserve by grade and MOS that supports staffing of all authorized career force billets with the highest quality Marines possible.
2. To provide career force Marines with “career equitability,” defined as equal promotion opportunity through the grade of Master Gunnery Sergeant/Sergeant Major.

The Career Planning program and Career Planners are the key to achieving these objectives. Training includes detailed instructions in screening, interviewing, processing retention requests, benefits, sales, and administration necessary to ensure your Marines' retention needs are met.

We are located on the 2nd deck in the west wing of Recruiters School (Bldg 27) and training takes place in a state of the art classroom. If you have any questions, please don't hesitate to call one of the Career Planner Course staff listed in this welcome aboard letter.

B. P. LODGE
MSgt, United States Marine Corps
Course Head











CHECK-IN, REQUIRED UNIFORMS, AND UOD INFORMATION

Check -In

Students will report to Recruiters School, Bldg 27, Rm 201 on training day one between 0700-0730. The uniform for check-in is MARPAT.

The following are the minimum required uniform items students must bring to RCPC.

Minimum Required Uniforms:

-  Two (2) Short Sleeve Khaki Shirts **
-  One (1) Garrison Cover
-  Two (2) Green MARPAT Combat Camouflage Uniforms
-  Two (2) Service Trousers
-  Combat Boots
-  Dress and boot socks
-  Dress Shoes, Oxford
-  Two (1) set - PT Gear, green shorts & green t-shirts (no logos)
-  Running shoes
-  PT socks - **WHITE**

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

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

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. 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:

Weekdays	Weekends	Holidays
Breakfast: \$3.45	Breakfast Brunch: \$6.25	All Meals: \$9.05
Lunch: \$5.55	Dinner Brunch: \$7.45	
Dinner: \$4.85		

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 cannot issue advance per diem while you are TAD, it must come from your parent command.

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 8390. DSN prefix is 524. Our fax number is (619) 524-8389.

BILLET	NAME	PHONE	EMAIL
Course Head	MSgt Bryant Lodge	(619) 524-8475	bryant.lodge@usmc.mil
Course Chief	GySgt Billy McKee	(619) 524-8390	billy.mckee@usmc.mil
Instructor	GySgt Antoinette Reyna	(619) 524-8390	antoinette.reyna@usmc.mil
Instructor	GySgt Craig Harriman	(619) 524-8390	craig.harriman@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 Goode to 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 all uniform items listed above.
- 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 have in my possession and will hand carry to school:

- Complete Set of Orders.
- Detaching Endorsement from parent command.
- Medical Record.
- Dental Record.
- Career Planner's checklist
- GTCC