

UNITED STATES MARINE CORPS
RECRUITERS SCHOOL
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.

At the Career Planner Course, our mission is to provide Career Planner students with the basic core capabilities necessary to execute Marine Corps enlisted retention policies. During our 38 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, Curriculum Content Review Board, 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 are in the center 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 David Dooley
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. Instructor Staff Contact Information
6. Student Roster
7. Student Action Checklist

WELCOME ABOARD INFORMATION

1. Checking-In:

Report to billeting in appropriate civilian attire NLT 2359 on the day 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.

2. For Marines traveling outside the local area, bring copy of hotel receipt on day of check-in. This is used to determine the day you checked in for per-diem purposes.

3. Students will report to the Career Planner Course, located on the second deck of Bldg. 27 Recruiters School, in the Service Alpha uniform NLT **0700** on pick-up day, 29 August 2023. Initial check in will be on the basketball courts.

4. Students will complete personnel screening. All students must meet requirements in accordance with MCO 1040.31, Commanding Officers Screening Guide for Career Planners. This includes, but is not limited to, **FULL Duty** status, height, weight and body fat. **Marines not within height and weight / body fat standards may be subject to disenrollment from the course and returned to their units with an adverse fitness report and/ Pg 11 (6105).** Exception only applies to BCPC Marines on Post-Partum/Pregnancy. Must have substantiating documents present in order for exception to apply. Post-Partum and Pregnant Marines are allowed to attend the Basic Career Planner Course and will not be required to run PFT/CFT or meet HT&WT standards. **Any additional light/limited duty should contact the Course Head directly.**

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.

Medical/Dental: All Marines should check out their medical/dental records in case of an emergency (not required to attend). 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. The sizes are SM, MED, LG, XL, XXL. It is encouraged that students purchase at least one PT shirt (\$15.00 each); Two are recommended.















Recruiters School Social Event: During the week of graduation, it is customary for the Recruiters School to hold a social event. For this event, all students and staff will be required to wear business casual attire. You are advised to bring this attire with you or purchase it locally. Dress shoes are required, no jeans. The cost for the meal at this event is approximately \$20.00 per student.

Graduation: The uniform for graduation is typically the Dress Blue “B” (ribbons and badges). For uniformity, female Marines wear slacks and oxfords for graduation. Unless otherwise specified, the graduation for this class is scheduled for 19 October 2023 starting at 1030. **Do not plan for return flights prior to 1500 on the date of graduation, 19 October 2023.**

REQUIRED UNIFORMS AND UOD INFORMATION

The following are the minimum required uniform items students must bring to BCPC (**Lateral Move 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
-  Service A Uniform (Coat, Trouser and accessories)
-  Two (2) Blues 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, ankle high.**
-  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 – Wednesday: Woodland MARPAT MCCUU with sleeves up. Thursday and Friday: Blue Dress “D”

November – March:

Monday – Wednesday: Woodland MARPAT MCCUU with sleeves down. Thursday and Friday: Blue Dress “C”

** 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. For Marines on funded orders, cost for double room is \$45.50 and cost for single room is \$91.00 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.

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

2023 Mess Hall meal prices are as follows:

Breakfast:	\$3.85
Lunch:	\$6.15
Dinner:	\$5.35

Holiday: All Meals	\$10.05
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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 MCCA 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 \$20.00; save receipt for DTS travel claim for reimbursement upon graduation.

For additional information, see our website at:

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




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

www.mcrdsd.usmc.mil

www.mccsmcrd.com

CAREER PLANNER COURSE LEADERSHIP

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

BILLET	INFORMATION
Course Head 	MSgt David Dooley (843) 271-2545 Cell David.m.dooley@usmc.mil
Course Chief Instructor- Group A 	GySgt Andrew J. Watson (714) 658-3864 Cell andrew.j.watson@usmc.mil
Instructor- Group B 	GySgt Anthony M. Gabriel (828) 699-2552 Cell anthony.m.gabriel@usmc.mil

BASIC CAREER PLANNER COURSE 2-23
STUDENT ROSTER

Grade	Last Name	First Name	MI
E4	AMAYA	TERESA	D
E4	BOYD	JUSTICE	C
E4	BRUFFEY	EMMA	R
E5	CUENY	JEFFREY	P
E4	ENSMAN	JESSE	R
E4	ERICSON	NOAH	A
E4	ESQUIVEL	JEANETTEDIANA	M
E4	FRIASGUZMAN	MANUEL	
E4	GIRON	ANDY	B
E4	HAYES	STEVIE	E
E5	HERNANDEZ	EVELYN	S
E4	JOHNSON	CHARLES	H
E4	KORPAL	ELIAS	S
E4	LEACOCK	JELANI	N
E5	LOPEZ	LINTON	H
E5	LUGO	ISABELLE	M
E4	MARTINEZSALGUERO	CARLA	
E4	MCGREGOR JR	MARK	A
E5	MENAGARCIA	WILSON	G
E5	PAGANMARTINEZ	YANIELIS	
E4	RAMIREZ	ALEXIS	I
E4	RAMOS	SARA	D
E4	RIVERALOPEZ	BRENDA	J
E5	SPENNER	KASSIDY	N
E4	SWANSON	NATHAN	G
E5	UWAEZUOKE	NMA	C

Roster is subject to change any time before check-in date

STUDENT ACTION LIST

- Activated Government Travel Charge Card (GTCC) or Advance Per Diem.
- Required uniforms prepared.
- Ht/Wt/BF verified to ensure student is within standards.
- Student has 24 months of obligated service upon graduation date.
- 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 to include **dress shoes**.
- Student has sufficient luggage space to transport all additional course materials with them upon graduation.
- Medical and Dental Records
- The copies of following documents are required to be turned in when checking in:
 - Completed "TD" Fitness Report (Sgt's and Above)
 - DTS orders, if funded or Detachment Endorsement, if non-funded.
 - Recertified screening guide within 60-45 days of reporting into school.
 - Recertification PFT NAVMC (signed and dated)
 - Clearance eligibility letter.
 - COVID-19 Vaccination card (Fully vaccinated)
- Respond to the Career Planner Course Staff verifying review of the Welcome aboard Letter to any of the course leadership located above.