



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5720.5A
5D

FEB 11 2003

DEPOT ORDER 5720.5A

From: Commanding General
To: Distribution List

Subj: WESTERN RECRUITING REGION (WRR) EDUCATORS WORKSHOP PROGRAM
(EWP)

Ref: (a) SECNAVINST 5720.44A
(b) MCO 5720.75

Encl: (1) Conduct of the Educators Workshop
(2) Guest Selection Criteria
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1. Situation. This Order is published for instruction and policy guidance for all Marine Corps activities within MCRD/WRR in the conduct of the EWP. Twelve times per year MCRD/WRR hosts approximately 80 high school and junior college educators, counselors and administrators. Each visit lasts one week, with the educators arriving on Monday afternoon and departing after graduation on Friday. During their stay, workshop participants visit the

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MCRD, Weapons and Field Training Battalion, MCB, Camp Pendleton, and MCAS, Miramar.

2. Cancellation. DepO 5720.5.

3. Mission. The EWP was established to enable selected educators to gain firsthand knowledge of Marine Corps recruit training, job skills, opportunities, and educational benefits available to Marines. The program is specifically designed to impress upon educators the continuing need to recruit highly qualified, motivated young men and women.

4. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

5. Execution. The EWP is a multi-level project. Close coordination among Headquarters MCRC, MCRD/WRR San Diego, 8th, 9th and 12th Marine Corps Districts, and Recruiting Stations (RS's) is paramount.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent is to assist the recruiting service in influencing and educating their target market, i.e., educators who work with high school seniors and other prospective Marine Corps applicants.

(2) Concept of Operations. Each RS will conduct one workshop per year. Two RS's will share a trip and each will bring up to 40 educators. Each RS will be responsible for providing three to four Marines to accompany educators on the trip, including at least one recruiter.

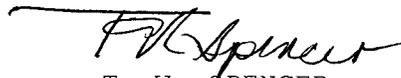
b. Subordinate Element Missions. The enclosures to this Order address the procedures to be followed in conjunction with the EWP for the WRR.

6. Administration and Logistics. The EWP is funded by MCRC and executed by the WRR. Air transportation of visitors will be handled via commercial air.

7. Command and Signal

a. Command. This Order is applicable to MCRD and WRR.

b. Signal. This Order is effective on the date signed.


T. W. SPENCER
Chief of Staff

DISTRIBUTION: G

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CONDUCT OF EDUCATORS WORKSHOP

1. MCRD/WRR SAN DIEGO. The MCRD/WRR PAO will provide the following support for each Educators Workshop visit.

a. Ensure that all logistical support is in place to support each visit.

b. Ensure that each visitor receives a Certificate of Completion and a Letter of Continuing Education Credits prior to departing San Diego.

c. Ensure that a guest welcome aboard package is prepared for each visitor.

2. District Headquarters. The District Headquarters will act as the coordinating link between the RS's and MCRD/WRR. Each District Headquarters will be responsible for the following:

a. Reference (a) designates the District as the sponsoring command. The PAO is the cognizant staff officer assigned to coordinate and supervise the EWP.

b. The District PAO will contact each RS for primary and secondary dates to conduct the visit and consolidate the requests. The request will then be forwarded to the MCRD/WRR PAO. The MCRD/WRR PAO, the District and the RS will coordinate decisions concerning conflicting dates. Once all dates have been received by MCRD/WRR PAO, the list will then be forwarded to HQMC, via Marine Corps Recruiting Command, for approval. The dates for the FY03 season are included as enclosure (22).

c. The District PAO will be responsible for booking all commercial flights through Scheduled Airline Ticket Office for each RS.

d. Coordinate the submission of guest rosters with the RS and forward a copy of such rosters to the established hotel and MCRD/WRR PAO. The RS Marketing Public Affairs Marine should NOT submit rosters directly to the hotel or MCRD/WRR PAO. The rosters should first go through the District in order to ensure that all guest criteria are met, as established in Enclosure (2). The final guest roster should arrive at MCRD/WRR PAO no later than the Wednesday prior to departure. Sample guest and hotel rosters are included as Enclosures (17) and (18). Districts are to ensure that the formats for submitting rosters are followed by each RS.

e. The District will ensure that the Blanket Purchase Agreement (BPA) for the lodging is in place for each visit no later than the Monday one week prior to the visit.

f. The District should maintain close liaison with the RS's to ensure that the seats on aircraft are adequately filled. If one RS is having difficulty filling seats, those extra seats should be offered to the RS sharing the visit if feasible.

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g. The District will assign a Public Affairs Representative to act as the District Command Representative for each visit. District personnel's primary place of duty throughout the week is with the educators.

h. The District should adequately brief the command group of each RS on the conduct and execution of the EWP.

i. The District will coordinate with the established hotel to coordinate all rooms. This will ensure coordination and room reservations.

j. A rental vehicle, arranged by the District, will follow the MCRD/WRR bus transportation during the workshop to act as a safety vehicle. Only one driver is needed and no educators will be allowed in the vehicle unless in an emergency situation. Coolers for the workshop may also be transported in the safety vehicle at the discretion of the MCRD/WRR escort.

3. RS. The RS CO is responsible for providing the correct number of guests who meet the criteria as listed in Enclosure (2). The CO is responsible for the items listed below:

a. The RS will issue invitations in the name of the Commandant of the Marine Corps to prospective educators as outlined in Enclosure (2). The RS will ask for referrals to be given in the event a visitor cannot attend. Enclosure (8) is a sample letter that should be used when issuing invitations. Included with the initial invitation should be a Visitor Response Form. The educators, to indicate their desire to take part in the program, must use this form. A sample Visitor Response Form is included as Enclosure (9).

b. As invitation acceptances are received, an Electronic Fund Transfer Form (Enclosure 25), a Liability Waiver Form for Transportation (Enclosure 14), a Next of Kin Record (Enclosure 15) and a Tentative San Diego Itinerary (Enclosure 19) will be sent to each guest. As Next of Kin Records (Enclosure 15) are returned, two additional copies should be made - one to be maintained at the RS and one to be faxed to MCRD/WRR prior to departure of the flight.

c. Once the guest list is confirmed, the RS will send out a Letter of Instruction (Enclosure 10). This letter outlines where the visitors will be staying, where to meet the aircraft or where they will be picked up. The letter should also remind the visitors they are required to have photo identification.

d. The RS should make every attempt to contact each visitor just prior to departure (Wednesday or Thursday) to reconfirm participation and answer any last minute questions.

e. The final guest and hotel rosters will be forwarded to the District PAO at least five (5) working days prior to departure. This final guest list will ensure maximum use of available aircraft seats.

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f. RS's are encouraged to offer promotional items to the visitors (ball caps, water bottles). However, these items should not be given while in San Diego, unless both RSs are offering the same items. If the RS's are bringing different items, those items should not be given out until the conclusion of the trip.

g. Because of limited government funding, the RS should make every effort to utilize the Recruiting Substation recruiters for picking up visitors and delivering them to the aircraft point of departure.

h. The RS will ensure that each visitor is provided with a nametag. If the RS is sharing a visit, coordination should be made between the two RS's to ensure that the visitors are equipped with the same type of nametag. The visitors will be asked to wear nametags throughout the visit.

i. The RS will provide four Marine representatives to accompany the educators on the workshop. The RS representatives who accompany the educators will include the RS Executive Officer, RS MPA Marine and Marines assigned to recruiting duty only. No reservists or support personnel should attend the workshop.

j. The MPA Marine will prepare a flight manifest (4 copies) for each pick up point. The MPA Marine will have complete Next of Kin records (Enclosure 15) for all visitors and Marines prepared for the aircraft manifest. A copy of the forms should be kept at the RS and faxed to MCRD/WRR before the flight in the event an accident occurs.

k. RS's MPA Marine will provide a list of recruits currently in training from their area no later than Monday the week prior to the workshop. As the recruits will introduce themselves and the high school they attended, it is preferred recruits are screened by the RS to be from the schools where the educators work.

l. RS personnel's primary place of duty is with the educators for the duration of the workshop.

m. RS MPA Marine will provide at least one form of credit card or plan to purchase last-minute commercial airline tickets. The credit card must have adequate credit available and at least one RS Marine on the workshop must have authorization to make the charge.

n. RS MPA Marine will provide luggage tags on each educators luggage for identification. Each RS is required to have a different color luggage tag so each arrival/departure point luggage can be loaded accordingly. RS personnel will be responsible for all loading and unloading of luggage.

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GUEST SELECTION CRITERIA

1. Primary Guests. The purpose of the EWP is to enable educators, who have not been exposed to the Marine Corps, to gain firsthand knowledge of the Marine Corps' offerings such as job skills, opportunities and educational benefits available to today's youth. As such, it is the educators that are in direct contact with our target recruiting market that would benefit from the workshop. Therefore, the below list outlines the categories from which invitations to visit MCRD/WRR can be issued. The guests are listed in order of precedence. Lists must be approved by RS CO.

- a. High school counselors.
- b. High school teachers.
- c. High school principals.
- d. Educators from community colleges.
- e. University professors.
- f. School board members.
- g. **There may be no repeat visitors.**

2. Secondary Guests. Participants can be invited to attend the Educators Workshop from the secondary list once all means have been exhausted to attract participants from the primary category. The only exception to this would be participation by the media. It is highly recommended that media be invited, however, media requests must be coordinated with MCRD/WRR Public Affairs prior to confirmation with media guests. The number of media allowed will be restricted to one media crew per RS, thus prior approval is imperative. For example, each RS may bring one television crew, a reporter and cameraman; or one print media crew, a reporter and photographer; or one radio disc jockey. MCRD/WRR PAO may allow additional media on a case-by-case basis. MCRD/WRR must be notified of confirmed or probable media guests at least one week prior to the workshop. Confirmed media names and phone numbers will be provided to MCRD/WRR no later than Thursday prior to the workshop to allow the MCRD/WRR media escorts an opportunity to make preliminary arrangements with the media crew. The following list outlines the secondary category from which invitations can be issued.

- a. Television media.
- b. Print media.
- c. Radio media.

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3. Waivers. A waiver can be requested by the RS CO through the District CO to the CG MCRD/WRR (PAO) for individuals in the below list. Waivers will only be considered if it is deemed that all efforts have been made to fill the seats with individuals who meet the primary guest list criteria.

a. Youth leaders; to include Boy Scout leaders, YMCA and Boys and Girls Club leaders.

b. Civic Leaders; to include influential members of the community and law enforcement agencies.

4. Additional Instructions. One must remember that the EWP is not intended to be used as a means of offering a reward for someone who is supportive of the recruiting mission. There are other ways to recognize these individuals. This program is not to be used as a reunion avenue for local military support organizations. **It is important to remember that former Marines are already knowledgeable about the Marine Corps and support it. Their participation in the workshop should be nonexistent.** The only time that former Marines are invited is if they are from the primary guest category and have not served in the Marine Corps since 1996.

ENCLOSURE (2)

Invitational Travel Orders (ITOs)

1. Page two of this enclosure is a sample of the ITO. Each RS will ensure that an ITO is filled out for each guest prior to the group departing for MCRD/WRR San Diego. The chargeable account mentioned at the end of the form will be the respective District, since the District is making all payments.

2. The guests will be asked to sign a travel voucher during the first reception. The forms, along with the electronic fund transfer form, will be collected by District PAO during the first reception, and will be turned into MCRD Disbursing on the next morning. All claim settlements will be made prior to departure on Friday. As a reminder, it should be understood that each visitor only rates 75% of the daily per diem allowance for both Monday and Friday, since these are travel days. The total amount they will receive is approximately \$205.

ENCLOSURE (3)

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FEB 1 2 0000

UNITED STATES MARINE CORPS
U.S. Marine Corps Recruiting Station
1234 Marine Way
Your City, Your State 12345-6789

1300
SSIC
DD Mmm YY

From: Commanding Officer, U.S. Marine Corps Recruiting Station,
Your City, YC

To: School Teacher 123 45 6789

Address: Marine Corps Recruiting Station, 1234 Marine Way, Your
City, YC 12345-6789

Date Approved: DD Month YYYY

You are invited to proceed from Your City's Airport by 1000, DD Month YYYY for the purpose of participating in the Educators Workshop at San Diego, CA for approximately 5 days. Upon completion of the mission, you will return to the point of origin. Transportation will be provided at the government's expense.

Itinerary:

Depart: DD Month YYYY Your City's Airport, YC

Arrive: DD Month YYYY San Diego, CA

Depart: DD Month YYYY San Diego, CA

Arrive: DD Month YYYY Your City's Airport, YC

ESTIMATED COST: PER DIEM: 207.00 TRAVEL: 0.00 TOTAL: 207.00

Receipts and ticket stubs will be required to substantiate your claim for the cost of transportation and for subsistence for items \$75.00 or more.

You will be entitled to a per diem to cover your expenses for meals and incidentals. Lodging is provided under government contract and at no cost to the traveler. While traveling and performing the mission, you will be authorized a per diem allowance of \$46.00 per day (75% of the rate for first and last days) for meals and incidental expenses, not to exceed amount prescribed in the JTR, Vol 2, Appendix A or B; then only the maximum per diem rate will be authorized.

Submission of a claim for travel will be made at MCRD/WRR San Diego, CA. If claims are not submitted at MCRD/WRR San Diego upon completion of the trip, submit the claim within three working days to RS Your City, 1234 Marine Way, Your City, YC 12345-6789.

Address any inquiries regarding this travel order to: Commanding Officer, Headquarters, Your Marine Corps District, 1234 Marine Street, District City, MC 98765-4321.

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The travel authorized herein has been determined to be in the public interest and is chargeable to FUND ADMINISTRATOR EW.

Appropriation Data: XX 1234567.89XX 00 12345 0 123456 7X XXXX12
X123456XXX12

Order Authorizing official or Authentication
Current FY STD DOC NO: X12345XXX12

ENCLOSURE (3)

SPECIAL REQUESTS FOR MEDIA

1. Definition. A special request is defined as any activity that is not on the scheduled itinerary as specified in enclosure (20). All special requests must be submitted to MCRD/WRR PAO via District PAO prior to the group's arrival in San Diego, in order to allow for supportability. Special Requests include specific Marines or recruits with whom an educator would like to visit.

2. Media

a. Having local media on the Educators Workshop, to include both print and broadcast, is a great way to tell the Marine Corps story to local communities. When MCRD/WRR PAO has been notified of media attendance, a schedule is automatically drafted to support the visit as indicated in enclosure (20). Confirmed media names and their phone numbers will be provided to MCRD/WRR no later than one week prior to the workshop to allow the MCRD/WRR media escorts an opportunity to make preliminary arrangements with the media crew.

b. If there are requests outside of what is published in enclosure (20), then a written request must be submitted to the MCRD/WRR PAO at least 14 days prior to the visit. This timeline allows MCRD/WRR Public Affairs to work the request and ensure that each visit is structured to meet the needs of the media outlet.

c. During the workshop the Marketing and Public Affairs Marine's sole priority is the educators. MCRD/WRR is solely responsible for the media escort and coordination for the media throughout the workshop. It is imperative that the MPA does not promise the media any specific shot or interview as it may not happen as the MPA promised. The MPA is authorized to provide a copy of the itinerary (enclosure 20) to media but should remember that it is subject to change.

d. In order for the media to get the most out of their visit and find the story angle they are looking for, here are some tips provided to help the RS and the media plan a successful trip:

(1) Print/Photo Journalist

(a) Bring plenty of film.

(b) Plan on walking a lot.

(c) Bring a flash.

(d) Plan on doing interviews on Tuesday. Questions should be formatted prior to Tuesday morning.

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(2) TV Journalist/Camera Person

(a) Bring plenty of film.

(b) Plan on walking a lot.

(c) Bring minimal light. Most of what will be shot will be lit to its maximum allowance and added light can distract from the atmosphere.

(d) Plan on doing interviews Monday night and Tuesday. Bring plenty of tapes.

(e) In order to get that perfect shot; the cameraperson may have to set the camera on the ground. Bring the appropriate cleaning or protective gear for the camera.

(3) Story Angles. What they are going through here and why?

(a) Recruit Training. The media will have the opportunity to witness almost every portion of recruit training. They can get ample footage and photos of recruits and the training process. Interviews with recruits and DI's will be made available.

(b) Educators Workshop. What the educators are doing here and why.

(c) Localize Recruit Training. If requested seven days in advance, the media will have the opportunity to interview recruits and possibly DI's from their local area. Obtain the list of recruits in training from the local recruiters and forward to MCRD/WRR for research and approval. No recruit in the first two weeks of training will be made available for tours or interviews without a waiver routed through MCRD/WRR. If the media knows of a Marine stationed at one of the nearby Marine Corps installations, an interview may be set up with that Marine if the request is made far enough in advance.

(d) Marine Corps as a whole. If the journalist requests to write a story about the Marine Corps, they can use MCRD/WRR as a supporting factor in this angle. The media escort can provide the media with enough footage of MCRD, Camp Pendleton and Miramar to complete this goal.

3. If a RS wants to request something out of the ordinary (such as helicopter flights or hands-on type training) the MCRD/WRR PAO must receive a written request at least 30 days prior to the scheduled visit. If the request is not received at least 30 days, MCRD/WRR PAO may deny it based on time.

4. If a RS thinks they may have media attending, but has not gotten confirmation from the station, a request should still be submitted. It is always easier to cancel an event than to create one.

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UNIFORM REQUIREMENTS

1. Uniform Requirements. The District representative and RS escorts are directed to wear the prescribed uniform of the day for recruiting duty and adhere to the seasonal guidelines (the utility uniform w/sleeves up or down) as set by MCRD/WRR PAO. If unsure of the "seasonal" uniform for the time period in which your group will visit MCRD, contact the MCRD/WRR PAO prior to the visit.
2. Uniform of the Day. The Uniform of the Day will be worn at all times while in an official capacity with the Educator Workshop group. All Marines will wear the respective uniform for all functions with the educators to include the Monday evening reception at the hotel. Below is a uniform schedule:
 - a. Monday, the Dress Blue "D" uniform will be worn to dinner.
 - b. Tuesday, Dress Blue "D" uniform will be worn.
 - c. Wednesday, utilities will be worn to MCB Pendleton, CA.
 - d. Thursday, Dress Blue "D" uniform worn to MCAS Miramar and MCRD San Diego.
 - e. Friday, Dress Blue "D" uniform will be worn.
3. Utility Uniform. The Utility uniform will be worn on Wednesday for the MCB Camp Pendleton portion of the workshop. Some of the duties Monday and Friday include the loading and unloading of luggage, therefore the utility uniform or civilian attire is appropriate. The escorts from the RS will be expected to help with loading luggage on and off the luggage truck upon arrival and before departure from San Diego.

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COLLECTION OF DEPOSITS

1. Deposits. It is the responsibility of the RS to ensure that the appropriate amount of money (also known as deposit) is collected to cover the cost of the below listed items. The deposit from each individual, which also includes **all Marines acting as escorts**, will be refunded through the settlement of each ITO.

- a. In-flight Meal to San Diego: \$5.00.
- b. Monday evening dinner : \$15.00.
- c. Tuesday lunch at MCRD: \$3.25.
- d. Wednesday continental breakfast/Crucible: \$1.60.
- e. Wednesday lunch at Camp Pendleton: \$3.25.
- f. Brunch at the Bay View: \$7.25.
- g. Soda/Coffee mess: \$5.50.
- h. In-flight Meal home: \$6.50 (as requested).
- i. **Total Cost: \$47.35.**

2. Refunds. RS's should be aware of the amount of money collected from each visitor and Marine. Every precaution should be taken to ensure that excess money is NOT collected from the participants. Since each participant will be on ITOs, what they spend will be refunded.

3. Collections. Upon arriving in San Diego, the MCRD escort will need a check from each RS MPA. The amount for the check will be the equivalent of \$5.50 for each educator and Marine to cover the cost of sodas and snacks provided on the buses for the participants.

4. Responsibility. RS MPA is responsible for paying for each educator and Marine for every meal listed above during the workshop.

ENCLOSURE (6)

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RESPONSIBILITIES OF MARINE ESCORTS

1. MCRD/WRR Escorts. The MCRD/WRR PAO will ensure there are escorts assigned to each Educators Workshop. The following escorts will accompany each visit.
 - a. MCRD/WRR Public Affairs Escorts. The escorts assigned from the MCRD/WRR PAO will act as the overall coordinator for the visit. The PAO escorts will be responsible for ensuring the educators and media follow the itinerary and will act on behalf of the MCRD/WRR PAO on all matters concerning the visit and media.
 - b. MCRD/WRR PAO. A representative will brief all Marines participating in the workshop on maintaining professionalism. This mandatory brief is given Monday evening at the welcome dinner.
 - c. Command Representative. The CG will assign a senior field grade officer to act as the Command Representative for each visit. The Command Representative is the senior Marine on the visit and will act on the CG's behalf on matters pertaining to the visit.
 - d. DI Escorts. The RTR will assign two DI escorts for each visit. The Dis will stay with the group throughout each day of the visit and will make themselves available to answer questions concerning recruit training. Each DI will be given the schedule of events at the confirmation brief prior to the beginning of the Educators Workshop. The DI escorts will not meet the group until Tuesday morning during the Receiving portion of the schedule.
2. District Escort. When a District has a RS represented on an Educators Workshop, the District will provide one Marine to act as the representative from that District. The District representative will act on behalf of the CO of the District on all matters pertaining to the visit. The District representative will be responsible for ensuring the accommodations at the hotel are ready for the visitors, that all the hotel and MCRD rosters are submitted, and that aircraft arrival and departure information is available to all concerned parties.
3. RS Escorts. Each RS should provide enough escorts (generally three to four Marines for a group of 40 people) to adequately handle the group. Escorts will include the RS XO, RS MPA and active recruiters only. Reserve Support Officers, supply, or other RS Marines should not attend workshop in lieu of recruiters. The RS escorts should remember that being TAD on the visit constitutes a place of duty. All escorts will remain with the visitors throughout each day of the visit. Each escort will make themselves available to answer questions that may arise during the visit to include all briefs. The RS escorts will also be expected to help load and unload luggage, tag luggage, and help the MCRD/WRR PAO escort maintain control of the group.

ENCLOSURE (7)

LETTER OF INVITATION (SAMPLE)

HEADING

SSIC
Office Code
Date

Mr. A. B. Seay
(Insert complete mailing address)

Dear (insert name i.e., Mr. Seay),

Subj: Letter of Invitation

Congratulations! On behalf of the Commandant of the Marine Corps, you have been nominated to attend this year's Educators Workshop held in San Diego and sponsored by the U.S. Marines. Each year, we fly about 40 select educators from Utah, Idaho, Nevada and Montana on this unique five-day, four-night workshop so they may witness a world rarely seen by the outside public -- the making of Marines.

Last year, about 1,000 young men and women from schools such as yours in **insert appropriate states** made the decision to become Marines. As we only allow the very best possible candidates into our Corps, these fine young men and women are truly testaments to the dedication and expertise of educators such as yourself and your fellow educators.

We, as Marines, feel that we are your partners in education. This is why we feel that it is important for America's educators to have the opportunity to learn not only more about how we make Marines, but to learn about the myriad of educational opportunities available to today's Marine; to witness the vast variety of occupational skills taught; to see what our Marines teach recruits and to observe teaching techniques that transform civilians into U.S. Marines in a short 12 weeks.

Obviously, we are proud of our product - today's Marine. But we do not want to just tell you about it; we want to show you so you can make up your own mind. We believe so strongly in what we do that we want to fly you to the Marine Corps Recruit Depot in San Diego from (**insert dates**) - free. We will even pick up the bill for food and lodging.

Monday, you will fly in and have a welcoming dinner with us. Tuesday you will observe recruits at the Marine Corps Recruit Depot, have a seminar on educational benefits, see how and where recruits live, talk with Drill Instructors and even have lunch and talk with recruits undergoing training. Wednesday, we will take you to Camp Pendleton to witness a character-building event known as the "Crucible." After the Crucible, you will have the chance to meet Marines who are now applying the skills they have learned since recruit training. Thursday, it is off to Marine Corps Air Station at

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Miramar where you will see the vast array of the Corps' aviation assets - and the high-tech jobs Marines learn to support them. Then, we will return to the Depot to observe the Emblem Ceremony, where each recruit is called Marine for the first time. Friday culminates with the moving ceremony of recruit graduation. Then it's back home.

As you can see from the brief overview of the schedule I just provided, the week presents some mildly strenuous physical activity. The group is transported by bus between major locations, but there will be a fair amount of walking between events at each location.

Seating is very limited. Please RSVP as soon as possible. If you can not go this year, but know an associate in your school who you would like to see attend, please contact my Marketing Public Affairs Representative, Sgt PA OOH. Again, congratulations on this unique opportunity. We hope to see you soon.

Sincerely,

(insert name)
(insert rank), U.S. Marine Corps
Commanding Officer

*Note: This is the first item mailed

ENCLOSURE (8)

VISITOR RESPONSE FORM (FORMAT)

UNITED STATES MARINE CORPS EDUCATORS WORKSHOP PROGRAM
(insert dates)

Name: _____ Dr./Mr./Mrs./Ms./Miss
 LAST FIRST M.I. (Circle)

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone: (W) _____ (H) _____

_____ I DO wish to be part of this visit.

_____ I DO NOT wish to be part of this visit, but would like to be considered for a future visit.

_____ I DO NOT wish to participate in the Educators Workshop Program, but I recommend

Mr./Mrs/Ms.: _____

Address: _____

Telephone: (H) _____ (W) _____

Signature

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LETTER OF INSTRUCTION TO VISITORS (FORMAT)

Dear _____:

Thank you for your prompt acceptance of our invitation to visit (command) during (date) to (date). _____ will be the escort officer for visitors from your area and will accompany you on the trip. He/She will contact you in the near future to coordinate final arrangements for your trip. Present plans provide for transportation via military aircraft. The Marine Corps escort will meet you at (airport, time and date). The party is expected to arrive at (command to be visited) at approximately _____.

If you need transportation to and from the airport, please let us know as soon as possible so arrangements can be made.

Please bring a form of **photo identification** with you on the trip. In the event we use commercial transportation photo identification will be required to board.

At (location), you will be housed at (billeting site). They are located at _____ and can be reached at _____.

I am enclosing a Biographical Data Form, Liability Waiver Form, Next of Kin Record, Electronic Fund Transfer Form and a Tentative Schedule of Events. Please fill out and return the Biographical Data Form, Liability Waiver Form, Next of Kin Record and Electronic Fund Transfer Form in the enclosed envelope as soon as possible.

According to the projected schedule, we should complete the trip the evening of (insert date). We will contact you in the event of any last minute schedule changes. If you will not be available the week prior to departure, please leave a point of contact with (insert name) (insert phone number). Also, do not hesitate to call if you have any questions.

Sincerely,

(insert name)
(insert rank), U.S. Marine Corps
Commanding Officer

ENCLOSURE (10)

FEB 11 2003

LETTER OF CONTINUING EDUCATION CREDIT (SAMPLE)

Date

Dear Educator,

Thank you for taking time out of your busy schedule to visit the Marine Corps Recruit Depot, San Diego. It is very gratifying to see concerned citizens show a keen interest in the United States Marine Corps, thus providing us the opportunity to show community leaders our commitment to excellence.

The Recruit Depot's mission is the making of Marines. In the 76 years of doing just that, a robust training program has been our mainstay. We infuse our training with our proven triad of success--the core values of Honor, Courage and Commitment. We continue to take the best that our Nation offers and make them even better.

As part of your visit, you have had the opportunity to observe and participate in a variety of training evolutions:

SUBJECT	HOURS
Educational Benefits	1
Marine Corps History	2
Marine Corps Occupational Opportunities	1
Recruit Training Techniques	2
Physical Training and Conditioning Instruction	2
Marine Corps Drill and Ceremony	2
Marine Corps Amphibious Doctrine	1
Weapons Safety and Marksmanship Techniques	2
Military Tactics	2
Tactical Aircraft Familiarization	1

I am hopeful that you have found this experience to be both rewarding and educational. On behalf of the Marines aboard the Depot and the Western Recruiting Region, thank you again for taking your time to learn more about our mission.

Sincerely,

JAN HULY
Major General, U.S. Marine Corps
Commanding

ENCLOSURE (11)

United States Marine Corps

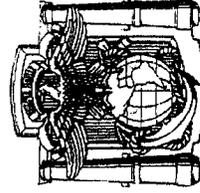


*The Commanding General
Marine Corps Recruit Depot/Western Recruiting Region
takes pleasure in presenting this*

Certificate of Completion

to

for successfully completing
**Marine Corps Recruit Depot San Diego's
Educator Workshop**




Jan Huly
Major General, United States Marine Corps
Commanding General, MCRD/WRR

ENCLOSURE (12)

DepO 5720.5A
FEB 11 2003

BIOGRAPHICAL QUESTIONNAIRE (FORMAT)

PLEASE PRINT OR TYPE

*Name: [Mr] [Mrs] [Miss] [Ms]

*Telephone-Home: _____ Work: _____ Email: _____

*Fax: _____ Social Security No: _____

*Organization (include job title): _____

*Military background or experience: _____

*Prior Educator Workshop visits: _____

*I will board the plane at: [Insert place of departure] _____

*Advance payment of \$46.85 enclosed: [Check No. _____] [Money Order]

(Please make check payable to XXX, NO CASH PLEASE)

*Special Rooming Instructions: _____

*I understand that I will be offered a DOUBLE HOTEL ROOM

*I would like to share a room with: _____

*I prefer to have a: (Circle One) [NON-SMOKING] [SMOKING] room.

***Note: Every effort will be made to accommodate guests who smoke when making room assignments, but smoking accommodations are not guaranteed.**

*I have the following medical limitations (i.e. medical conditions that limit physical activity, allergies, medications that may interrupt a regimented schedule) _____

*Health Insurance provider: _____

ENCLOSURE (13)

DepO 5720.5A
FEB 11 2003

*Special Requests (Someone or something to see.)

***Person to be notified in case of an emergency:**

Name/Relationship: _____

Address: _____

Telephone

Home: _____ Work: _____

*PRIVACY ACT STATEMENT (By authority of MCO P5720.60): PRINCIPAL PURPOSE - To obtain information required to adequately manage the Marine Corps Educators Workshop Program. ROUTINE USE - To maintain a record of individuals participating in the Educators Workshop Program, to include emergency data on next of kin. DISCLOSURE IS VOLUNTARY - If information is not furnished, the individual will not be eligible to participate in the program.

ENCLOSURE (13)

LIABILITY WAIVER FOR TRANSPORTATION (FORMAT)

Date: _____

Full Name: _____

Home Address: _____

In consideration of receiving free transportation from the Department of Defense, United States Marine Corps by commercial aircraft from **[Insert place of departure]**, **[Insert place of departure]**, to Lindbergh Field, San Diego California, and return, including such other ground or air transportation by this and other means that may be reasonably required throughout this period, commencing on or about **[Insert departure date of trip]** and ending on or about **[Insert return date of trip]**, I hereby release the United States Government, including all of its subdivisions, officers, military personnel, employees and agents from all liability for any injuries or negligence or otherwise. I understand that in transporting me, the United States Government is not acting as a common carrier for hire and does not bear the liabilities attaching to that status. I acknowledge that I voluntarily accept the above transportation and that I am under no compulsion to do so. I understand that by accepting such transportation, I incur no obligation towards the United States Government except as imposed by this release. I agree that this release not only binds myself, but also my family, heirs, assigns, administrators, and other executors.

Signature/Date _____

Signature of Witness/Date _____

Signature of Witness/Date _____

NEXT OF KIN RECORD (FORMAT)

Flight Number: _____ Destination: _____

Name of Traveler: _____ Date: _____

Social Security Number: _____

Please fill in the information below:

Name of next of kin: _____

Relationship: _____

Address: _____

Phone number: _____

1. I certify that I do not have any of the following prohibited articles in my baggage or personal effects:

- a. Magnetrons (articles containing a permanent magnet.)
- b. Pets (including dogs, cats, birds, etc.)
- c. Inflammables (matches, lighter fluid or disposable lighters.)
- d. Flash bulbs.
- e. Live ammunition, grenades, or other explosives.
- f. Weapons.
- g. Radioactive material.
- h. Narcotics.
- i. Alcoholic beverages.

(Signature)

ENCLOSURE (15)

CRITIQUE SHEET (SAMPLE)

1. How and when were you contacted about this trip? _____

2. Was the trip long enough or too short? _____

3. Based upon our trip, what events do you think should be restructured?

4. Based upon our trip, what single aspect of the Marine Corps would you like to see?

5. Were the briefings and explanations comprehensible?

6. Was transportation suitable? _____ if not, check one, Air _____ Bus _____

7. Were meals satisfactory at Camp Pendleton? _____ MCRD? _____

8. Was there enough free time? _____

9. Was the trip worthwhile to you and would you recommend it to others in similar positions? _____

10. What was your favorite event during the trip?

11. Other comments: _____

12. Names of friends or associates who you recommend we invite (please include telephone number if known) for next visit: _____

HOTEL GUEST ROSTER (FORMAT)

[Insert name of Recruiting Station]
[Insert dates for visit]

Double

1. Gary Isakson	-	Dennis Green	Non-smoking
2. Jerry Gill	-	Elizabeth Gill	Non-smoking
3. Kaye Morrow	-	Sarah Taitch	Non-smoking
4. Merle Allen	-	Richard Thomas	Request RM 407

Total number of visitors: 8

NOTE: All your totals should include Marine escorts on the visit and the two numbers when added together should equal the total number you are bringing on the plane, including Marines.

ATTENDEE LIST (FORMAT)

[Insert name of Recruiting Station]
[Insert dates of visit]

<u>NAME</u>	<u>OCCUPATION</u>	<u>PRIORITY HS</u>	<u>HOMETOWN</u>
1. Capt. Gungho	RS XO	N/A	Kansas City, KS
2. SgtMaj. Leather	RS SgtMaj	N/A	New Orleans, LA
3. SSgt. Pao	RS MPA Marine	N/A	San Antonio, TX
4. SSgt. Numbers	RS Recruiter	N/A	Tulsa, OK
5. Sgt. Mission	RS Recruiter	N/A	Boise, ID
6. Gary Isakson	College Professor	1	Connell, WA
7. Gary Coe	H.S. Principal	1	Loon Lake, WA
8. Elizabeth Gill	H.S. Counselor	2	Pilot Station, AK
9. Jerry Gill	H.S. Principal	2	Pilot Station, AK
10. Char Tait	H.S. Teacher	2	Redmond, WA
11. Kaye Morrow	H.S. Counselor	2	Seattle, WA
12. Douglas Cook*	H.S. Counselor	2	Everett, WA
13. Steve Bridge	H.S. Athletic Dir.	2	Montesano, WA
14. Sarah Taitch	H.S. Teacher	3	Spokane, WA
15. Steven Anderson	H.S. Principal	3	Issaquah, WA
16. Randy Kramer	H.S. Assist. Prin.	3	Lacy, WA

*Denotes the person is prior military.

**Denotes retired rank of Colonel (no one is above that rank in this group.)

ENCLOSURE (18)

ITINERARY FOR RS EDUCATORS' WORKSHOP WEEK (SAMPLE)

MONDAY

TIME	DESCRIPTION	COG	LOCATION
0900-1000	MCRD Personnel Confirmation Brief	PAO	G-3 Conference Room
1400-1500	Visitors Arrive at Lindbergh Field	PAO	Lindbergh Field
1500	Depart for Hotel	Enroute	
1530-1600	Hotel Check-in	Hotel	Hotel
1600-1700	Personal Time		Hotel
1700-1730	Welcome by Hotel	Hotel	Hotel
1730-1800	Dinner at Hotel	Hotel	Hotel
1800-1830	PAO Brief	PAO	Hotel
1830-	Travel Claim Completion	MPA	Hotel

*Uniform for Marines traveling is appropriate civilian attire. Marines will be expected to load and unload luggage upon arrival in San Diego. The uniform for dinner is Dress Blue "D." The uniform for Depot Marines is Service "C."

ENCLOSURE (19)

DepO 5720 5A
FEB 11 2003

TUESDAY

TIME	DESCRIPTION	COG	LOCATION
0630-0715	Breakfast		Hotel
0715-0720	Load Buses	PAO	Hotel
0720-0745	Enroute	PAO	Buses
0745-0830	Yellow Footprints	RTR	Receiving Barracks
0840-0910	WRR/MCRD CG Welcome	PAO	CPAC 100
0910-1000	Swim Tank/Conf. Course	RTR	ITC
1000-1015	Comfort Break	PAO	CPAC
1015-1050	Recruiting/Education	AC/S RCTG	MOT Classroom
1050-1100	Comfort Break	PAO	CPAC
1100-1150	CO RTR Welcome/Brief	RTR	MOT Classroom
1200-1315	Lunch with Recruits	FOOD SVC	MH 569
1320-1400	Core Values/Squadbay	RTR	Squadbay
1400-1445	Recruit Exchange Call	PAO	Recruit PX
1445-1500	Group Photo	CVIC	Bldg. 31
1500-1600	Museum Tour	PAO	Museum
1615	Depart for Hotel		

*Uniform for Depot Marines is Service "C."

*Uniform for Recruiting Station Marines is Blue Dress "D."

ENCLOSURE (19)

FEB 11 2003

WEDNESDAY

TIME	DESCRIPTION	COG	LOCATION
0550	Load Buses	PAO	Hotel
0600	Enroute to WFTBn	Enroute	Buses
0645-0705	Cont. Breakfast/Break		WFTBn
0745	Split Groups	WFTBn	Bn Classroom
0745-0845	Group 1: Obstacle Demo	WFTBn	
	Group 2: ISMT	WFTBn	
	Group 3: Crucible	WFTBn	
0845-0945	Group 1: Crucible	WFTBn	
	Group 2: Obstacle Demo	WFTBn	
	Group 3: ISMT	WFTBn	
0945-1045	Group 1: ISMT	WFTBn	
	Group 2: Crucible	WFTBn	
	Group 3: Obstacle Demo	WFTBn	
1100-1200	Lunch at WFTBn	WFTBn	WFTBn Messhall
1200-1215	Comfort Break	PAO	WFTBn Messhall
1215-1230	Enroute to AAV	PAO	Buses
1230-1315	AAVS Display	AAVS	AAVS
1315-1400	AAVS Brief	AAVS	AAVS
1415	Dpart for Hotel		

*Uniform for all Marines is appropriate civilian attire.

ENCLOSURE (19)

DepO 5720.5A
FEB 11 2003

THURSDAY

TIME	DESCRIPTION	COG	LOCATION
0630-0715	Breakfast		Hotel
0715-0725	Load Buses/Enroute to MCAS Miramar	PAO	Buses
0750-0815	Arrive/Comfort Break	Mir PAO	Wing Auditorium
0815-0915	Welcome/Panel	Mir PAO	Wing Auditorium
0920	Enroute to Flightline		Buses
0930-1015	Aircraft Squadron Visit	Mir PAO	
1015-1045	Enroute to MCRD		Buses
1045-1100	Comfort Break	PAO	Bldg. 31
1100-1200	Emblem Ceremony	RTR	Parade Deck
1215	Enroute to Hotel	PAO	Buses

*Uniform for Depot Marines is Service "C."

*Uniform for RS/District Marines is Blue Dress "D."

ENCLOSURE (19)

FEB 11 2003

FRIDAY

TIME	DESCRIPTION	COG	LOCATION
0700-0725	Load Luggage	PAO	Hotel
0725	Depart Hotel		Buses
0740-0745	Seating for Morning Colors	PAO	Bldg. 31
0745-0830	Morning Colors	PAO	Bldg. 31
0830-0935	Brunch/Farewell by CG or Command Rep.		Bay View
0940-1000	Graduation Seating/ Comfort Break	PAO	Parade Deck
1000-1130	Graduation	RTR	Parade Deck
1130	Depart for North Island		Buses

*Uniform for Depot Marines is Service "C."

*Uniform for RS/District Marines is Dress Blue "D." Marines traveling with group should have utilities available as they will be expected to load and unload luggage.

ENCLOSURE (19)

MEDIA ITINERARY (SAMPLE)

Time	Description	Location
<u>Monday</u>		
1955	Arrival	Gate 5
2000-2100	Receiving Barracks	Bldg 622
2100-2130	Basic Daily Routine	TBD
2130-0200	Receiving Barracks	Bldg 622
0200	Depart	
<u>Tuesday</u>		
0500-0600	Reveille/Morning Clean-up	TBD
0600-0700	Chow	
0700-1045	Physical Training Events	TBD
1045-1115	Interview Recruits	MH 569
1115-1240	Lunch	MH 569
1245-1355	Targets of Opportunity	TBD
<u>Wednesday</u>		
0700-0800	Transportation to Pendleton	Pendleton
0800-1200	Filming Crucible/ Educators	Pendleton
1200-1300	Lunch	Pendleton
1300	Targets of Opportunity	MCRD
<u>Thursday</u>		
0630	Depart Hotel	
0930-1030	Film Display at MCAS Miramar	Miramar
1100-1200	Emblem Ceremony	MCRD

ENCLOSURE (20)

DepO 5720.5A
FEB 11 2003

Friday

0700-1130	Follow Workshop Itinerary	
0730	Arrive	
0730-0810	Friday Morning Colors	Bldg. 31
0815-0945	Chow at Bay View	
0945-1115	Graduation	Parade Deck
1120	Depart	

ENCLOSURE (20)

FEB 11 2003

AFTER ACTION REPORT (FORMAT)

From: Commanding Officer, Recruiting Station, Seattle
To: Commanding Officer, XXth Marine Corps District (PAO)

Subj: EDUCATORS WORKSHOP AFTER ACTION REPORT

1. Visit background information:
 - a. Recruiting Station conducting visit/include joint Recruiting Station
 - b. Dates
 - c. Visit Itinerary (commands visited)
 - d. Number of visitors, enclose guest list, include RS personnel.
2. Highlights of visit.
3. Negative comments.
4. Suggestions.
 - a. Date requested for following FY Educators Workshop visit.
5. Estimated value of visit to the recruiting efforts in your area.

The above is an outline to use for submitting your report to District Headquarters. The actual after action report will be written by District Headquarters, using the information provided and forwarded to WRR and MCRC. The RS report must be received by District Headquarters no later than 10 days following the visit, and the District report should be submitted to MCRD PAO within 14 days of the visit.

ENCLOSURE (21)

FY03 Educator Workshop Schedule

February 2003

10-14 WRR RS Chicago/RS Milwaukee
24-28 WRR RS Twin Cities/RS Des Moines

March 2003

3-7 WRR RS Seattle/RS Portland
24-28 WRR RS San Diego/RS Los Angeles

April 2003

7-11 WRR RS Salt Lake/RS Orange
14-18 WRR RS Kansas City/RS St. Louis
21-25 WRR RS Lansing/RS Indianapolis

June 2003

2-6 WRR RS Dallas/RS Fort Worth
16-20 WRR RS Albuquerque/RS Phoenix
16-20 WRR RS Sacramento/RS San Francisco

July 2003

7-11 WRR RS Denver/RS Oklahoma City
14-18 WRR RS San Antonio/RS Houston

ENCLOSURE (22)

MEDICAL CARE

1. It is important the RS fully screen candidates for the workshop in order to ensure that no medical conditions exist that would interfere with the tour. Due to the busy schedule and the current medical regulations, *medical care is not immediately available at all times.*
2. Life threatening emergency medical care for the workshop participants will be available through the Naval Medical centers. Medical care will be authorized for anyone taken to the clinic with severe, life-threatening or potentially disabling conditions that require immediate intervention to prevent either undue suffering or loss of life or limb.
3. Full service health care for routine, non-urgent, non-emergency conditions to those otherwise ineligible for government health benefits will not be provided. The participant's own health coverage will be used at a civilian facility of the participant's choice.
4. The current practice, in the event that patients not otherwise eligible for government health benefits present for care, will be "triage, stabilize, refer to regular caregiver." Specifically, such patients are initially screened to determine the urgency of their condition. All emergency conditions as defined above are fully treated. Non-emergency or routine conditions are further screened for the presence of potentially unstable factors likely to deteriorate in the immediate future if left unaddressed. In cases exhibiting such factors, stabilization sufficient to protect the condition from further deterioration is applied while the member awaits definitive treatment through his/her regular health provider.
5. Marines are to meet the needs of the participants in a reasonable manner to help the comfort level of the participant. Marines can transport participants to stores to purchase over-the-counter medicines as necessary. The additional vehicles that follow in trace of the MCRD/WRR buses are to be used in such instances.
6. Any participant who is unable to complete the tour will be provided immediate transportation back to their home of record.

ENCLOSURE (23)

LIST OF RECRUITS IN TRAINING (FORMAT)

1. Each RS MPA Marine will provide a list of at least 25 recruits currently in training. Lists should be received at MCRD/WRR no later than the Monday one week prior to the Educators Workshop. Recruit lists will be the primary source used for requesting recruits who attend the Educators Workshop lunch at MCRD on Tuesday. Every effort should be made to include recruits who attended the schools workshop participants are from. This list should include any special request recruits, i.e. former student of one of the educators, as Tuesday chow is the ideal if not only time educators will have the opportunity to meet with recruits.

2. The following is the format for submitting names of recruits from the RS area currently in training.

<u>Recruit Name</u>	<u>SSN</u>	<u>Platoon</u>	<u>Date shipped</u>	<u>RS/RSS shipped</u>
Joe, Smokin'	123456789	2000	000101	PoDunk, USA
Marine, Iwann	987654321	MRP	000101	City, USA

ENCLOSURE (24)

ELECTRONIC FUNDS TRANSFER FORM

Name: _____
(Last, First, MI)

SSN: _____

My alternate account information is provided below:

Name of financial institution: _____

Bank routing number: _____
(9 digits)

Account number: _____
(Include all suffixes)

CHECKING or SAVINGS
(Circle one)

By signing below, I understand that if this request is not legible or incomplete, payment may not be made to my direct deposit account.

SIGNATURE _____ Date _____

RS (insert appropriate RS's) ITINERARY (SAMPLE)

WEDNESDAY

<u>TIME</u>	<u>DESCRIPTION</u>	<u>COG</u>	<u>LOCATION</u>
0700	Load Buses	PAO	Humphrey's
0715	Depart for MCRD		Buses
0730-0900	Breakfast and Welcome Aboard	PAO	Bay View
0910	Yellow Footprints Tour		
0945	Enroute to WFTBn		
1030	WFTBn Welcome/Comfort Break		WFTBn
1050	Observe Crucible		WFTBn
1145	ISMT		WFTBn
1245	Lunch at Messhall		WFTBn
1330	Depart WFTBn		
1400	AAV School Demonstration		AAV school ,
1500	AAV School Brief		AAV school PT Fields
1530	Depart for Hotel		

*Uniform for Marines is Utilities.

ENCLOSURE (26)

DepO 5720 5A
FEB 11 2003

THURSDAY

<u>TIME</u>	<u>DESCRIPTION</u>	<u>COG</u>	<u>LOCATION</u>
0700	Load Buses	PAO	Humphrey's
0715	Depart for MCRD San Diego		
0745	ITC/Swim Tank Tour	RTR	ITC
0820	Comfort Break	PAO	Museum
0840	Recruiting Brief	AC/S	Museum
0930	Comfort Break	PAO	Museum
0950	Recruit PX	MCCS	Museum
1130	Emblem Ceremony	RTR	Parade Deck
1215	Lunch with Recruits	RTR	MH 569
1315	Depart for MCAS Miramar	PAO	
1345	Miramar Welcome Aboard	PAO	MAG HQ
1445	Squadron Tour/Display		
1530	Depart MCAS Miramar		

*Uniform for RS/District Marines is Dress Blue "D".

ENCLOSURE (26)

DepO 5720.5A
FEB 11 2003

FRIDAY

<u>TIME</u>	<u>DESCRIPTION</u>	<u>COG</u>	<u>LOCATION</u>
0710-725	Load Buses	PAO	Humphrey's
0725	Depart Hotel	Enroute	
0740-0745	Seating for Morning Colors PAO		Bldg 31
0745-0830	Morning Colors	PAO	Bldg 31
0830-0935	Brunch/Farewell by or Command Rep	CG	Bay View
0940-1000	Graduation Seating	PAO	Parade Deck
1000-1130	Graduation	RTR	Parade deck
1130	Educators Depart		

*Uniform for District/RS Marines is Dress Blue "D."

ENCLOSURE (26)

FEB 11 2003

NON-GRADUATION ITINERARY (SAMPLE)

MONDAY - WEDNESDAY schedules are stated in Enclosure (19.)

THURSDAY

<u>TIME</u>	<u>DESCRIPTION</u>	<u>COG</u>	<u>LOCATION</u>
0630-0715	Breakfast		
0715-0725	Load Buses	PAO	
0725	Depart Hotel		
0755-0815	Arrive Miramar/Comfort Break	Mir PAO	Wing Aud.
0815-0915	Welcome/Panel	Mir PAO	Wing Aud.
0920	Enroute to Flightline		Enroute
0930-1045	Aircraft Squadron Display	Mir PAO	TBD
1045	Depart for Hotel		

*Uniform for Depot Marines is Service "C."

*Uniform for Recruiting Station Marines is Dress Blue "D."

ENCLOSURE (27)

DepO, 5720, 5A
FEB 11 2003

FRIDAY

<u>TIME</u>	<u>DESCRIPTION</u>	<u>COG</u>	<u>LOCATION</u>
0700-0725	Load Luggage	PAO	Humphrey's
0725	Depart Hotel		Enroute
0740-0745	Seating for Morning Colors	PAO	Bldg. 31
0745-0830	Morning Colors	PAO	Bldg. 31
0830-0935	Brunch/Farewell by CG or Command Rep		Bay View
0940	Main Exchange/Rec Center	MCCS	
1100	Departure to Lindbergh Field		

*Uniform for Marines is Dress Blue "C" or "D" (seasonal.)

ENCLOSURE (27)

FEB 11 2003

THANK YOU LETTER (SAMPLE)

UNITED STATES MARINE CORPS
Recruiting Station

10302 N.W. PRAIRIE VIEW RD
KANSAS CITY, MO 64153-1350

Dear Mrs. Bolen,

Thank you for taking time out of your busy schedule to join Recruiting Station Kansas City on our annual Educators Workshop. It is very gratifying to see concerned citizens show a keen interest in the United States Marine Corps, thus providing us the opportunity to show community leaders our commitment to excellence.

The Marine Corps makes Marines and wins battles. In nearly 227 years of doing this, a robust training program has been our mainstay. We infuse our training with our proven triad of success - the core values of Honor, Courage and Commitment. We continue to take the best that our nation offers and make them even better.

I am hopeful that you have found this experience to be both rewarding and educational. On behalf of the Marines of Recruiting Station Kansas City, thank you for taking your time to learn more about our mission.

If you have any questions or need further assistance at any time, feel free to call my Public Affairs Marine, Sgt. Ronney Phillips at (816) 891-0969 or toll free at 1-800-335-9623, ext. 17, then ext. 12.

Sincerely,

G. S. Johnston
Commanding Officer

ENCLOSURE (28)