

# THE BASIC SCHOOL Preparation Guide



## **TABLE OF CONTENTS**

### **SECTION I: Introduction**

### **SECTION II: Reporting**

### **SECTION III: Mike Company**

**-Introductory Flight Screening, IFS**

### **SECTION IV: Parking**

### **SECTION V: Packing List**

**-Banks**

### **APPENDIX A: CHECKLIST FOR STUDENT CHECK-IN**

### **APPENDIX B: ANTICIPATED EXPENSES WHILE AT THE BASIC SCHOOL**

### **APPENDIX C: BOQ ROOM STANDARDS**

### **APPENDIX D: AUTOBIOGRAPHY TEMPLATE**

### **APPENDIX E: TBS DIRECTIONS**

### **REFERENCES:**

- TBS Website  
<https://www.tbs.usmc.mil/>
- Student-To-Student Guide  
[https://www.tbs.usmc.mil/Pages/Officer\\_Courses/Check\\_In/Guide%20.doc](https://www.tbs.usmc.mil/Pages/Officer_Courses/Check_In/Guide%20.doc)
- Marine Online  
<https://tfas.mol.usmc.mil/TFAS/login.do>
- MyPay  
<https://mypay.dfas.mil/mypay.aspx>
- USAA  
[www.usaa.com](http://www.usaa.com)
- Navy Federal Credit Union  
<http://www.navyfcu.org/>
- Marine Federal Credit Union  
<http://www.marinefederal.org/>

### ***TBS MISSION:***

*Train and educate newly commissioned or appointed officers in the high standards of professional knowledge, esprit-de-corps, and leadership required to prepare them for duty as company grade officers in the operating forces, with particular emphasis on the duties, responsibilities and war fighting skills required of a rifle platoon leader.*

### **Introduction:**

Information is power; so the more information, the better. As a new Marine Lieutenant, it is your job to keep yourself apprised of your situations. All Lieutenants will report to TBS, however all Lieutenants are not created equal. Utilizing your time prior to reporting will aid your efforts at TBS. Two excellent sources of information are:

#### **The TBS Website**

The **Student-to-Student Guide** located on the TBS website

Note that all preparation is NOT just PT'ing your body and IP'ing your cammies. Ensure that your Financial and Social life is in order before you report. Soak up all the information possible from available sources and talk to officers who have already graduated.

### **Reporting:**

The uniform to report in is either Service Alphas or a Suit and Tie. After reporting in, the uniform of the day is Cammies.

**1<sup>st</sup> – 7<sup>th</sup> of the month      DESERT CAMMIES**

**8<sup>th</sup> – END of the month      WOODLAND CAMMIES**

The only uniforms that are required you bring are your cammies.

\*\*Appropriate cammies must be packed conveniently to change into after reporting in. Proper NAMETAPES and RANK MUST be worn.

### **Mike Company:**

Mike Company is the transition company at TBS. You will be in Mike Company before you begin training with a company, after you graduate TBS, if there is a delay in your transition to your MOS school, and if you are injured or dropped for any other reason. Information about Mike Company is best explained in the TBS website. **Make Sure that you read through the website to learn about various TBS policies. Don't be the Lieutenant who has to explain that he or she didn't know because he or she didn't do the research.**

It is recommended that you take care of the following items prior to picking up with a training company:

- ❑ Purchase utility uniforms, nametapes and have them sewn on your utilities.
- ❑ DOD vehicle registration
- ❑ Familiarize yourself with E-Course, PFT Course (3 person Minimum)
- ❑ Read Warfighting MCDP 1
- ❑ **Take care of Personal / Financial / Legal issues**
- ❑ **Get in Shape** (PFT-1<sup>st</sup> week of In-Processing! 1<sup>st</sup> Class PFT is required to begin training)

### **Introductory Flight Screening, IFS**

The purpose of IFS is to evaluate and screen future aviators. IFS picks up either 70 days prior to TBS or 70 days after. All officers report into Mike Co as per their orders and will be further instructed upon arrival.

IFS is a civilian contracted flight school that gets the potential aviator 25 flight hours and by the end he/she will solo cross-country.

### **Parking:**

All students assigned to TBS must obtain a TBS parking sticker from the S-4 office, Heywood Hall Room 207. There are two parking lots authorized for TBS students to park in; The Parade Deck, and the Graves / O'Bannon parking (no "brown baggers"). The following areas are not authorized for parking:

- ❑ Spaces marked "reserved" in black w/ white lettering on the ground
- ❑ Spaces marked with red company billet signs
- ❑ Any area roped off or blocked by traffic cones/barriers
- ❑ Side of any road
- ❑ Grass
- ❑ Marine Federal **customer** parking areas

As a rule, most reserved parking spaces are in the rows closest to the buildings or facing MCB-3 (facing the armory and instructor battalion). It may be tempting, but do not create parking spaces in parking aisles or at the ends of parking rows. Parking in the BOQ lot may be further limited by construction; so be prepared to park on the Parade Deck. "Brown baggers" must park on the parade deck. Students are NOT AUTHORIZED to park in the staff parking lot (across the street from IOC on Chosin Road). Just as with the BOQ parking lot, do not create parking spaces in parking aisles or at the ends of parking rows!

Parking violators can expect one or more of the following actions:

- ❑ An "interview" with the Mike Company Commander
- ❑ An "interview" with the TBS Executive Officer
- ❑ Having your vehicle towed at your expense
- ❑ Having your parking privileges revoked

## **Packing List:**

Most equipment and accessories will be issued / provided. However, the following outlines some of the suggested additional items.

<b>Quantity</b>	<b>Item</b>
3	3 inch binders (Black or White Only)
1	1 inch binder (Black or White Only)
1	Computer
1	Printer
1	Good Military Map Protractor
2	Good Mapping Pens
2	Camo Paint
2	Waterproof Notepads
optional	Binoculars / Monocular for use on the rifle range
4 Sets	Woodland Digital Cammies*
2 Sets	Desert Digital Cammies*
	Cold Weather PT gear
	Green Sweats w/ Back EGA
	Warm Weather PT gear
	Green Shorts & Green t-shirt

\* Green / Tan Nametapes and Rank properly positioned on cammies

## **Banks:**

There are 4 primary options for managing your money.

1. Your personal bank
2. USAA
3. Navy Federal
4. Marine Federal

The three military affiliated banks provide options and plans that are specific to members of the armed services and one of these financial institutions may prove to be a viable option to consider.

## **Uniforms:**

There are 4 places to get uniforms. It is suggested that you shop around to get the best deal.

1. The Marine Shoppe [www.marineshop.com/](http://www.marineshop.com/)
2. PX <http://www.usmc-mccs.org/uniforms/catalog.cfm>
3. Cash Sales
4. Thrift Shop

**\*\*Reminder – The only uniforms required to have prior to arrival at TBS is you  
cammies\*\***

## APPENDIX A:

### CHECKLIST FOR STUDENT CHECK-IN

#### Forms

Make a copy of all forms you are given.

#### Student Personnel

Direct Deposit

Travel Claim

Allotments

ID Card (if necessary)

Navy Mutual Aid Loan ) if desired— if you do not know what it is, ask) 1-800-628-6011

Get base pay and BAH amounts (for income/expense worksheet) from sheets on admin's counter at time of check in.

#### At the Marine Corps Exchange (Camp Barrett)

Uniform fittings:

Alphas, Charlies, Blues, Sword and accessories

[ask sales person about using the interest free Deferred Payment Plan (DPP) uniform option and get your uniforms now if you are able.]

Necessary items for TBS:

Green sweats (sweatshirt with USMC on front, no lettering on back)

Green shorts and swim trunks, whistle, flashlight.

#### Vehicle Registration

TBS temporary Department of Defense tags will be issued to the entire group shortly after the company picks up. If you are going to be in Mike Company for a long time, you may obtain a temporary tag from Mainside Provost Marshall Office prior to pickup.

Motorcycles riders MUST wear: Boots, pants, gloves, and reflective vest while onboard military installations, ¾ length or longer sleeves are also required when not in uniform.

#### Pet Registration

Personnel residing in Family Housing aboard MCCDC must register all pets with PMO. **Pets must be insured.**

#### Personal Weapons

Personnel residing in Family Housing aboard MCCDC must register all weapons with PMO.

Personnel residing in the BOQ must check their personal weapons into the TBS armory.

## **APPENDIX B:**

### **ANTICIPATED EXPENSES WHILE AT THE BASIC SCHOOL**

The below is a list of anticipated expenses you will encounter while at The Basic School. Although only an estimate, it will give you some idea of the things for which you will need. Meeting personal financial obligations is expected of every Marine. Students are also reminded this is only an estimate based on average actual costs of recent companies.

1. COMPANY OPERATIONAL FUND (\$50-\$65/MONTH) The fund pays for Mess Night, cruise book, company parties, social events, flowers, and miscellaneous other items. An additional note on mess nights is that a "personal guest" is the responsibility of the individual who invites him/her. Average cost per person is about \$40.00.		\$390
2. FOOD This figure includes the Hanson Room, Snack Bar, Meals Ready to Eat (MREs), and moderate dining out. This average is obviously dependent on the type of meals eaten.	Non-married Married	\$200-250/mo \$250+/mo
3. UNIFORMS Basic issue uniforms will normally be purchased with a loan plan. The maintenance cost includes laundry and dry cleaning, new rank devices, boot polish, etc.	Basic Issue Maintenance Cold Weather Haircuts	\$3200.00 \$60.00/mo \$83.00 \$30.00/mo
4. PT GEAR Basic issue PT gear will include green shorts, green USMC sweat shirt, green sweat pants, plain white socks, And a black knit watch cap. Co/Plt T-shirt may be optional	Basic Issue Running shoes Co/Plt T-Shirt	\$45.00 \$35-75+ \$15.00
5. PROFESSIONAL BOOKS PME books do not have to be purchased; however, They must be read. Most students choose to buy them. MCA membership is also optional, but strongly encouraged. It includes a subscription to the <u>Marine Corps Gazette</u> or <u>Leatherneck</u> as well as discounts on purchases made at the MCA Bookstore on Mainside.	2 Books MCA mbrship	\$30.00 \$23.00/yr
6. LIVING EXPENSES (Estimated and may differ for each officer)	Car Payments Car Insurance Cable TV (Off base) (On base) Phone (excluding long distance) (Off base) (On base) Rent (Off base) Electric (Off base) Pet Insurance	\$300.00/mo \$84.00/mo \$35.00/mo \$36-70/mo \$80.00/mo \$20.00/mo \$660.00/mo \$78.00/mo Varies
7. OFFICER'S CLUB DUES	Dues	\$13.00/mo
8. MARINE CORPS BIRTHDAY BALL* Annual birthday ball held in November of Each year is a mandatory event for the officer	Tickets (per person) Hotel room (nightly)	\$60.00 \$140.00

Student. Cost includes tickets, pictures, parking, Hotel room, and moderate number of drinks. Families needing baby-sitting services must add An appropriate amount of money to the total cost.

9. MISCELLANEOUS TRAINING COSTS Total \$200-300

A large number of small items will be necessary To meet some of the training requirements to TBS. Some of the items include cammie paint, alcohol Pens, rolls of electrical tape and duct tape, zip-lock Bags, 550 cord, helmet pad, mouth guard, mesh laundry bag, acetate sheet, notebooks, paper memo books, pens, batteries, small flashlight, towels, and wash cloths. All items are available at the Camp Barrett PX, Base PX Or the Fort Belvoir military sales exchange.

10. OPTIONAL EXPENSES	Lamination of Plt. Cmdr.'s Notebook	\$24.00
	Map Lamination	\$4.00
	Cold Weather Gear	\$10-\$300.00

(Students in the companies training in the winter months often choose to purchase their own cold weather garments.)

\*NOTE: APPLIES ONLY TO COMPANIES ON BOARD DURING THE MONTH OF NOVEMBER.

## **APPENDIX C: BOQ Room Standards**

1. **General Guidance.** A unit's morale and proficiency are judged in part by appearance of its area. The company area will be kept neat and policed at all times.
2. **Specific Guidance.** The intent is for the officer student to be allowed the maximum comfort level, which is consistent with good order and discipline. High standards of cleanliness will be maintained.
  - a. Rooms and furniture will be arranged as per Company SOP. Furniture will not be placed in front of hatches. **FURNITURE IS NOT TO BE REMOVED FROM THE INDIVIDUAL ROOMS-** it is considered part of the building. This includes the refrigerators.
  - b. Decks will be swept daily, cleaned and swabbed regularly. Decks should be waxed at least once a month and for all announced formal room inspections.
  - c. Rugs will be kept clean and serviceable. They are not to be glued or affixed to the deck.
  - d. Dust and dirt are **NOT** to be swept into the passageway nor underneath any rugs.
  - e. Racks will be made with sheets and blankets tucked in. Personal blankets are to be stowed away during the day. Racks will be uniform.
  - f. Squad leaders are responsible for the passageways within their respective squad billeting areas as is the Student Platoon Commander for the platoon area.
  - g. Blinds will be dust-free, clean, and open at ½ mast. On certain occasions, which will be announced, all blinds will be lowered all the way and closed.
  - h. Ensure AC/Heater units are left on low speed at all times to prevent mold build up during summer and freezing during winter. All windows will be kept closed unless air conditioning is nonfunctional. Outside air vents can be opened. Control valves are located in the air conditioning units.
  - i. **Hot plates, toasters, toaster ovens, and other equipment with exposed heating elements are fire hazards and are not allowed.** Most other electrical devices are authorized; however, breakers are easily overloaded, so equipment (to include computers) should be off when not in use. Surge protectors are allowed but extension cords are not. Antennas will not be extended out the windows.
  - j. Trash cans will be emptied **daily** in the dumpsters around the BOQ and cleaned as needed.
  - k. Desks and dressers will be dusted, clean, and not excessively cluttered with paraphernalia. Items such as toilet articles, shoe and brass shining gear or room cleaning gear should be stowed in medicine cabinets, closets or drawers. Drawers will be closed; mirrors will be cleaned.
  - l. Closets will be arranged in accordance with Company SOP. Clothes will be stowed neatly.

- m. Muddy boots will be cleaned in cleaning racks outside the BOQ. DO NOT clean boots in the shower, sink, toilet as heavy debris may cause clogging in the plumbing system.
- n. Fan cages will be dusted.
- o. Valuables will not be left adrift but will be secured in a locked container.
- p. Bulkheads may be decorated with pictures, posters, etc. General good taste and common sense should govern in selection of decorations. Bulkheads should not appear excessively cluttered. All decorations should be affixed to the walls with tape only. (No nails or adhesive tape “stick-em” tape picture hangers).
- q. Security
  - (1) Ensure each room is locked any time it is not occupied.
  - (2) WEAPONS WILL BE SECURED PROPERLY. LOCK CYLINDERS REMAIN IN RACKS. KEYS SEPARATE. LOST RIFLE RACK KEYS WILL BE REPORTED IMMEDIATELY SO THE ELOCK CYLINDERS CAN BE REPLACED. This is of UTMOST IMPORTANCE. Absolutely no other weapons are allowed in the BOQ.
  - (3) If locked out of a room, report to the company training office. Lost keys can be replaced at the BOQ office.
  - (4) Deadbolts are not to be utilized to keep the doors ajar. This damages the doors and requires them to be replaced at the occupants expense.
- r. Sink area
  - (1) Sink clean
  - (2) Mirror clean
  - (3) Medicine cabinet squared away
  - (4) Towels and washcloths hung neatly
  - (5) Water faucets turned completely off
- s. Heads
  - (1) Serviceable shower curtains
  - (2) Shower walls and shower curtains free of mildew or soap buildup (A white scum will build up on walls after awhile- this must be scrubbed off)
  - (3) All mops stowed handle down, mop head up so as to allow drying
  - (4) In, around, and behind commodes cleaned
  - (5) Fans should never be unplugged. This will reduce mildewing.
- t. Alcohol and food are allowed in the BOQ, but all food must be kept in a sealed container or a refrigerator.
- u. Do not have anything hanging out of windows at any time! Drying racks are provided outside the BOQ. Keep security in mind as you dry gear outside.
- v. Maintenance
  - (1) If a simple repair is needed, tools and parts are available at the BOQ office for “self-help.” Light bulbs are also available.
  - (2) Any maintenance, which requires immediate attention or compromises safety or sanitation, is considered emergency maintenance. These should be called in to the BOQ during working hours or to the OOD during non-working hours.
  - (3) All maintenance requests should go to your BOQ rep. The BOQ rep will submit work requests to the BOQ for action.
- w. No pets or plants of any kind are authorized in the BOQ.

## **APPENDIX D: Autobiography Template**

UNITED STATES MARINE CORPS  
The Basic School  
Marine Corps Combat Development Command  
Quantico, Virginia 22134-5019

000  
C405  
-  
1<sup>1</sup>  
Date<sup>2</sup>

From: Second Lieutenant I. M. Marine SSN/MOS USMCR

To: Commanding Officer, The Basic School

Via: (1) Commanding Officer, Company \_\_<sup>3</sup>

(2) Staff Platoon Commander, \_\_<sup>4</sup> Platoon

Subj: SUBMISSION OF AUTOBIOGRAPHY

1. Date and place of birth and sibling information including: Said Name Officer's (SNO's) placement among and number of siblings.
2. Parent and sibling information including names, ages, residence and occupation.
3. SNO's academic history to include high school and college/university, degree(s), major, GPA, sports, extra curricular activities, and hobbies.
4. SNO's employment experience prior to commissioning. Include month/year from/to prior enlisted experience and achievements.
5. SNO's interests in the Marine Corps Occupational Specialty (MOS) and why.
6. SNO's reason and motivation for joining the Marine Corps.
7. SNO's immediate plans and goals for the near future (next three years).
8. SNO's plan and goals for the long term.
9. SNO's expectations of TBS.
10. What do you hope to gain from attending The Basic School?
11. Who, if anyone, inspired or encouraged SNO to join the Marine Corps and why?

I.M.MARINE<sup>5</sup>

<sup>1</sup> *Company's Letter (i.e. Company A).*

<sup>2</sup> *dd Mmm yy format (i.e. 29 Jul 99).*

<sup>3</sup> *Company's Letter (i.e. Company A).*

<sup>4</sup> *Platoon Number (i.e. 1st, 2nd, 3rd).*

<sup>5</sup> *Your first initial, middle initial, last name; (do not type your entire name)*

#### *Notes*

*a. The bio should be written in the first person.*

*b. Should a second page be needed start second page as such:*

*c. Signature Block is not centered, but rather starts at the center of the page four spaces below the completed bio.*

*d. Font is Courier New, size 10 or 12 pt.*

*e. Margins are 1" all around.*

## **APPENDIX E: TBS DIRECTIONS**

- From I-95 take Exit 143B (Rte 610/Garrisonville Rd West).
- Follow Rte 610 West to the fifth traffic light (Onville Road). (Seven/Eleven on Right)
- Turn right onto Onville Road and follow it through the rear gate of Camp Barrett (MCB-3).
- Turn right at Gilbert Road and follow to the stop sign across from Ray Hall (TBS Branch Medical Clinic).
- Turn left and Heywood Hall will be ahead on the left hand side.
- Parking is available in Lot 14 to the right side.
- Enter the front hatch of Heywood Hall and locate the Officer of the Day (OOD) inside and to the left.