



Civil Affairs NCO Course Welcome

1. **Orientation.** The Marine Corps Civil Affairs Noncommissioned Officer Course (0531) is the MOS qualifying course for active and reserve component Marine Corps Noncommissioned Officers (NCOs). The purpose of the course is to provide NCOs the knowledge and skills necessary to plan, coordinate and integrate CMO into MAGTF operations, and serve as a Civil Affairs NCO.

2. **Reporting.** Students report in the seasonal MARPAT Utility uniform to Director, Marine Corps Civil-Military Operations School (MCCMOS), Bldg. 3094T Upshur Ave, Quantico, VA 22134, no later than 0730 on the course convening date. Government quarters and messing are directed. Government transportation is not available.

- Students must bring 2 copies of their orders
 - DTS orders are acceptable
- **DO NOT SCHEDULE A RETURN FLIGHT PRIOR TO 1630 ON FRIDAY, THE LAST DAY OF THE COURSE.**

3. **Lodging/Meals.** Use of government lodging is required. Once you are registered for the course please contact us via email: **TECOM_MCCMOS@usmc.mil** and we will send you details about your lodging. During week four you are required to check out of your lodging on Monday since you will be in a "field" status. Billeting in the field is in Quonset huts with racks and mattresses. You may secure your personal belongings in a wall locker at Camp Upshur.

4. **Website.** All other pertinent information relating to the course is online <http://www.trngcmd.marines.mil/MCCMOS>.

- ➔ Student Information
- ➔ Administrative Material
 - Map to MCCMOS
 - Memorandum of Understanding
 - Welcome Aboard Packet
- ➔ Academic Material
 - Download class schedule
 - Download course material

CONTACT INFORMATION

Director LtCol Steve Brzostowski (703) 784-1356 stephen.brzostowski@usmc.mil	Deputy Director Mr. James Jabinal (703) 784-2585 james.jabinal@usmc.mil	Admin Chief Sgt Gina Franco-Chaparro (703) 784-4759 gina.franco-chaparro@usmc.mil	Ops Chief GySgt Mario Pucci (703) 432-5325 mario.pucci@usmc.mil
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COURSE PREREQUISITES

1. Students desiring to attend a course at MCCMOS must meet the following criteria:

a. Civil Affairs Officer (0530) MOS Course.

(1) Officer must be currently filling a CA billet.

b. Civil Affairs Noncommissioned Officer (0531) MOS Course.

(1) **Must be a Corporal or above.**

(2) **Student must be currently filling a CA billet.**

c. Civil-Military Operations (CMO) Planner Course.

(1) Must have completed a Civil Affairs MOS qualifying course.

(2) Must be a Gunnery Sergeant or above.

(a) Waiverable for Staff Sergeants PME Complete for grade.

2. Training Chiefs shall screen all applicants prior to registering a seat into MCTIMS.

3. Marines failing to meet the prerequisites or submit the required waivers will not be allowed to attend the course and will be returned to their parent command.

WAIVER SUBMITTAL

Requests for waivers will be addressed to the Director, MCCMOS and sent to Mr. James Jabinal, Deputy Director, MCCMOS. He can be reached at (703) 784-2585 and james.jabinal@usmc.mil.

REGISTRATION AND SEAT MANAGEMENT

Seat allocations and registration are managed by Mr. Bob Bayer, Deputy Director/C476 Quota Sponsor Academics Management Section, Weapons Training Battalion. He can be reached at robert.w.bayer@usmc.mil and (703) 784-6682.

WAIVER REQUEST EXAMPLE
INSERT UNIT LETTERHEAD

SSIC
Code/Serial %
Date

From: Commanding Officer, Unit
To: Director, Marine Corps Civil-Military Operations School
Subj: WAIVER REQUEST ICO RANK FNAME MI LNAME DODID#/MOS FOR NAME OF
COURSE XXX-201X

1. Rank LName does not meet the pre-requisites for COURSE-XXX which is set forth by the Marine Corps Civil-Military Operations School CDD/POI. It is requested that SNM be granted a waiver for the following reason(s).

a. You must provide strong justification why a waiver should be considered and approved.

b. Only stating that you request a waiver is not strong justification.

c. Grade waivers (0531) must state why SNM should attend a course that the MOS Manual requires the knowledge and maturity associated with NCOs. Ex - Time to next rank, college degree/GPA, etc. provide supporting documentation.

d. Civil Affairs MOS waivers for CMO Planner Course must explain why SNM should attend a MOS progression course without having the MOS.

2. I certify these conditions to be true and factual. Contact information. (NOTE: Request must include justification beyond points listed above. Lack of substantiating justification is grounds for immediate denial.)

NAME OF SIGNER

Lodging, Messing, and Transportation Details

1. LODGING:

Use of government lodging is required. Once you are registered for the course please contact us via email TECOM_MCCMOS@usmc.mil and we will send you details about your lodging. Please note that you must obtain a certificate of non-availability (CNA) to if not using government lodging. During week four you are required to check out of your lodging on Monday since you will be in a "field" status. Billeting in the field is in Quonset huts with racks and mattresses. You may secure your personal belongings in a foot locker at Camp Upshur.

2. MESSING:

Government messing is available at the Main Side Mess Hall [Bruce Hall].

3. TRANSPORTATION:

Per MARADMIN 178/10, it is the responsibility of the parent command to fund/provide their student with daily transportation between billeting and the schoolhouse. Note, officer and enlisted students may not have the same billeting, if you are traveling with an Officer from your unit you will need two vehicles. **The enlisted and officer courses are two different courses** that do not mirror each other and have different administrative movements that require vehicles. Ensure you know all Marines from your unit and their travel arrangements to coordinate transportation from the airport to lodging facilities.

MOS COURSE GEAR LIST

Field Equipment:

Sleeping Bag System (or sheets)
Poncho Liner
Camelback w/small patrol pack (something to carry water in is crucial)
Towel
Hygiene Gear
Shower shoes
Sea Bag/Pack
Beanie/poly-pro/gloves
Gore-Tex parka/trousers

Clothing:

Service Bravo or Charlie Uniform depending on season (worn on Fridays)
2 sets Marpat utilities, Woodland or Desert depending on season
Boots, combat (2 Pair)
Eight Point Cover
Boonie Cover
Garrison Cover
5 Green T-shirts
5 Pair boot socks
2 White T-Shirts
2 Pair dress socks
Corframs, (1 Pair)
Appropriate Civilian attire (Khaki trousers (or similar), collared shirt

PT gear: Green on green

Reflective belt (required between 1600 and 0800)

Misc:

Personal Laptop
Thumb Drive
2 Black Pens
2 #2 Pencils
1 Highlighter
Padlock(s)

The FEX takes place in a "permissive" environment so students do NOT need LBV/LBE, Kevlar, body armor, etc.

Coffee Cup w/Lid (if you are a coffee drinker you need a coffee cup with a lid in our classrooms).

TAD students to MCB Quantico **cannot** draw gear from the base.

DRIVING DIRECTIONS

NOTE: Google Maps WILL recognize "15 Liversedge Hall Quantico, VA"
Physical Address for Mapping: 15 Liversedge Drive Quantico, VA 22134

1. Driving Direction from Reagan Washington International National Airport to Liversedge Hall:

STEP	DIRECTIONS	DISTANCE
1	Leave Reagan Washington International Airport	
2	Go North on Reagan National Airport Rd	0.2 miles
3	Take George Wash Memorial Pwky North Ramp	2 miles
4	Take I-395 S (Richmond) exit on the Right	10.4 miles
5	Continue onto I-95 South	26.5 miles
6	Take exit 150A (Marine Corps Base Quantico) on the right	0.3 miles
7	Take Fuller Road to Liversedge Drive	2.8 miles
8	Turn right onto Liversedge Drive	

2. Driving Directions from Dulles International Airport:

STEP	DIRECTIONS	DISTANCE
1	Go East on Saarinen Circle	12.8 miles
2	Take I-495 (VA-123, Exit 18-19, Baltimore/Richmond)	
3	Take exit 18 (I-495 Richmond/Balt) on right	0.1 miles
4	Take I-495 S (Richmond, Alex) ramp on right	10.4 miles
5	Take exit 57A (I-95 S, Rich) on the right	0.6 miles
6	Take I-95 S (Richmond) ramp on the right	9.7 miles
7	Continue on I-95 S	12.7 miles
6	Take exit 150A (Marine Corps Base Quantico) on the right	0.3 miles
7	Take Fuller Road to Liversedge Drive	2.8 miles
8	Turn right onto Liversedge Drive	

3. Driving Direction from points south of MCB Quantico

STEP	DIRECTIONS	DISTANCE
1	Take I-95 N (Richmond/Washington DC)	
2	Take exit 150 (Marine Corps Base Quantico) on the right	0.6 miles
3	Continue onto Fuller Road	2.1 miles
4	Turn right onto Liversedge Drive	

NOTE: Google Maps will NOT recognize "MCCMOS" or "Civil Affairs School"

Physical Address for Mapping: 3094T Upshur Ave, Quantico, Va 22134

4. Driving Direction from Reagan Washington International National Airport to MCCMOS:

STEP	DIRECTIONS	DISTANCE
1	Leave Reagan Washington International Airport	
2	Go North on Reagan National Airport Rd	0.2 miles
3	Take George Washington Memorial Pwky North Ramp	2 miles
4	Take I-395 S (Richmond) exit on the Right	10.4 miles
5	Continue onto I-95 South	26.5 miles
6	Take exit 150A (Marine Corps Base Quantico) on the right	0.3 miles
7	Merge onto Fuller Rd	.3 miles
8	Fuller road becomes Barnett Ave as you continue on the base	3.7 miles
9	Turn Right onto Martin Street	.2 miles
10	Enter traffic circle and take second exit onto Broadway st	.1 miles
11	MCCMOS building will be on right in trailer. Parking available in lot.	

*** Shuttle/taxi services are available to/from Reagan Washington International to the MCB Quantico area for approx \$100-\$140. Maintain receipts for these expenses as they are reimbursable via travel claim.**

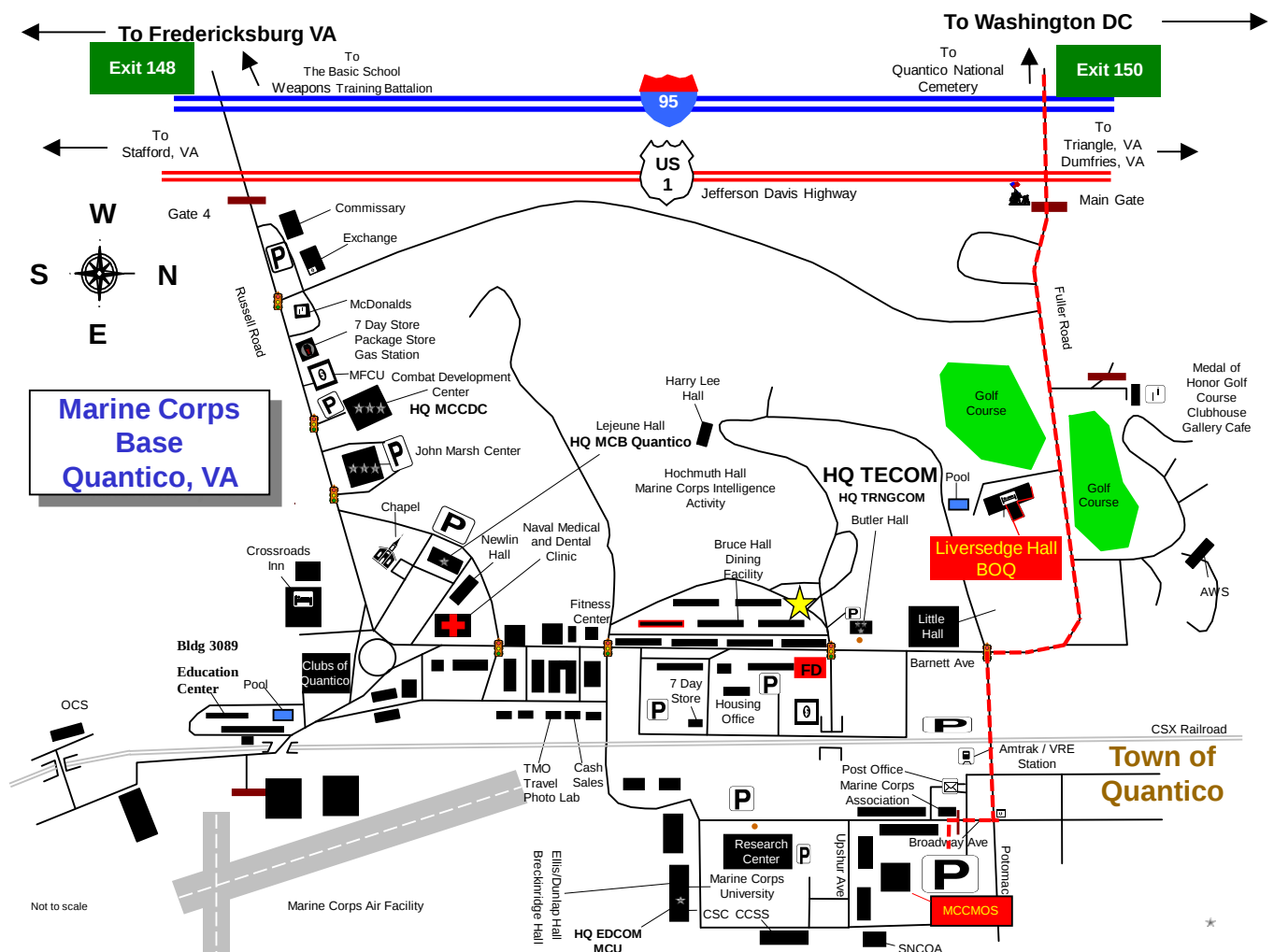
5. Driving Directions from Dulles International Airport:

STEP	DIRECTIONS	DISTANCE
1	Go East on Saarinen Circle	12.8 miles
2	Take I-495 (VA-123, Exit 18-19, Baltimore/Richmond)	1.1 miles
3	Take exit 18 (I-495 Richmond/Baltimore) on	0.1 miles
4	Take I-495 S (Richmond, Alex) ramp on the right	10.4 miles
5	Take exit 57A (I-95 S, Richmond) on the right	0.6 miles
6	Take I-95 S (Richmond) ramp on the right	9.7 miles
7	Continue on I-95 S	12.7 miles
6	Take exit 150A (Marine Corps Base Quantico) on the right	0.3 miles
7	Merge onto Russell Rd	.3 miles
8	Fuller road becomes Barnett Ave as you continue on the base	3.7 miles
9	Turn Right onto Martin Street	.2 miles
10	Enter traffic circle and take second exit onto Broadway	.1 miles
11	MCCMOS building will be on right in trailer. Parking available in lot.	

*** Shuttle/taxi services are available to/from Dulles International to the MCB Quantico area for approx \$100-\$160. Maintain receipts for these expenses as they are reimbursable via travel claim**

6. Driving Direction from points south of MCB Quantico

STEP	DIRECTIONS	DISTANCE
6	Take I-95 N (Richmond/Washington DC)	
6	Take exit 148 (Marine Corps Base Quantico) on the right	
7	Turn right onto USMC Truck Hwy	.3 miles
8	USMC Truck Hwy will become Russell Rd, which will become Barnett Ave	3.7 miles
9	Turn Right onto Martin Street	.2 miles
10	Enter traffic circle and take second exit onto	.1 miles
11	MCCMOS building will be on right in trailer. Parking available in lot.	



Map to MCCMOS via main gate

Physical address for GPS is 3094 Upshur Ave, Quantico VA