



Civil Affairs NCO and Civil Affairs Specialist Welcome Aboard

1. **Orientation.** The Marine Corps Civil Affairs Noncommissioned Officer Course (0531) and CA Specialist Course (0532) 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.

- a. Students must bring 2 copies of their orders.
 - (1) DTS orders are acceptable.
 - (2) Reservists without orders will be turned away.

b. DO NOT SCHEDULE A RETURN FLIGHT PRIOR TO 1600 ON THE LAST DAY OF THE COURSE.

c. Students attending MCCMOS are not permitted to miss any scheduled training. Failure to adhere to this will result in academic disenrollment.

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

On the right hand side of the website click on 'CA Enlisted (0531/0532) MOS Courses'. There you will find the following:

- a. Memorandum of Understanding
- b. Map to MCCMOS
- c. Welcome Aboard & Gear List
- d. 0531/0532 Academic Material (pdf)

CONTACT INFORMATION

Director

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Deputy Director

Mr. James Jabinal
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Admin Chief

SSgt Gina Franco-Chaparro
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0531 AND 0532 MOS COURSE PREREQUISITES

1. Students desiring to attend the CA NCO and CA Specialist course at MCCMOS must meet the following criteria:
 - a. Must be a Corporal or above.
 - b. Must be currently filling a CA billet.
2. Training Chiefs shall screen all applicants prior to registering a student 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 sent back 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 james.jabinal@usmc.mil and (703) 784-2585.

REGISTRATION AND SEAT MANAGEMENT

Seat allocations and registration are managed by Mr. Bob Bayer, Deputy Academics Director and 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**

From: Commanding Officer, Unit
To: Director, Marine Corps Civil-Military Operations School
Subj: WAIVER REQUEST ICO RANK FNAME MI LNAME DODID#/MOS FOR
CIVIL AFFAIRS NCO OR SPECIALIST 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, or other supporting documentation.

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:

NCOs. Use of government lodging is required. When registered for the course you must contact us via email at TECOM MCCMOS@usmc.mil two (2) weeks prior to the course convene date.

SNCOs. SNCOs are required to secure lodging at Liversedge Hall. If none is available it is the Marine's responsibility to obtain a certificate of non-availability (CNA). 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.

a. Liversedge Hall (Quantico BOQ), 703-784-3149. If billeting is unavailable a non-availability number/CNA must be obtained from Liversedge Hall and will be required when the student submits their DTS request/travel claim.

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.

4. UNIFORM:

Uniform of the day throughout the course will be MARPAT utility uniform (Woodland or Desert depending on season). Please be advised Marine Corps Base Quantico ONLY utilizes Service uniforms on the last Friday of the month and during course graduation.

MOS COURSE GEAR LIST

Field Equipment:

Sleeping Bag System or sheets
Poncho Liner
Pillow
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 (it rains all year long in Quantico)

Clothing:

Service Bravo or Charlie Uniform depending on season
2 sets Marpat utilities, Woodland or Desert depending on season
Boots, combat
Eight Point Cover
Boonie Cover (optional for the field)
Garrison Cover
5 Green T-shirts
5 Pair boot socks
2 White T-Shirts
2 Pair dress socks
Corframs, (1 Pair)
Appropriate Civilian attire

PT gear:

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 base.

DRIVING DIRECTIONS

Physical Addresses for Mapping:

Liversedge Hall

15 Liversedge Drive, Quantico, VA 22134

MCCMOS

3094 Upshur Ave, Quantico, VA 22134

