



Warrant Officer Basic Course

Class 1-21 INFORMATION PACKET

**THE BASIC SCHOOL
24164 BELLEAU AVE.
QUANTICO, VIRGINIA 22134**

Updated: 09 Nov 2020

WARRANT OFFICER BASIC COURSE (WOBC) 1-21 INFORMATION

Congratulations on your selection as a Warrant Officer of Marines. You are about to embark upon a truly remarkable journey. That journey begins with your successful completion of the Warrant Officer Basic Course at The Basic School (TBS) in Quantico, Virginia.

Warrant Officers and Title 10:

Warrant Officer (WO) is an appointed rank, vice a commissioned one. Chief Warrant Officers (Marine Gunners and Recruiting Officers) are commissioned.

All Chief Warrant Officers and Warrant Officers must successfully complete the WOBC in order to retain their appointment or commission. Title 10 U.S.C. Section 1165 states:

THE SECRETARY OF THE NAVY HAS THE AUTHORITY TO TERMINATE THE REGULAR APPOINTMENT OF ANY PERMANENT REGULAR WO AT ANY TIME WITHIN THREE YEARS AFTER THE DATE WHEN THE OFFICER ACCEPTED HIS ORIGINAL PERMANENT APPOINTMENT. A MARINE WHOSE APPOINTMENT IS TERMINATED MAY, UPON HIS REQUEST AND AT THE DISCRETION OF THE SECRETARY OF THE NAVY, BE ENLISTED IN A GRADE NOT LOWER THAN THAT HELD IMMEDIATELY PRIOR TO APPOINTMENT.

THEREFORE, THE FIRST THREE YEARS AS A WO IS A PROBATIONARY PERIOD AND THE APPOINTMENT TO WO WILL BE TERMINATED IF A MARINE DOES NOT COMPLETE THE REQUIREMENTS OF THE WOBC.

WOBC Mission Statement:

Train and educate newly appointed and commissioned warrant officers in the high standards of professional knowledge, esprit de corps, and leadership required to transition from enlisted Marine to officer, with particular emphasis on the duties, responsibilities and warfighting skills required of a rifle platoon commander.

WOBC 1-21 Key Dates: All inbound students are encouraged to check the WOBC 1-21 MOODLE page for possible changes to dates. The dates below are accurate as of the day noted on the cover page.

Report Date: NET 0600, 15 Jan 2021; NLT 1200, 15 Jan 2021

Appointment Ceremony: 11 Feb 2021

Graduation: 19 May 2021

The Warrant Officer Basic Course:

The WOBC is an eighteen-week course that focuses on the transition from enlisted Marine to Marine Officer. TBS and the WOBC focus on five horizontal themes that define expectations of all Marine Officers (found below). The course will teach the science and art required for service of Marine Officers with an emphasis on decision-making. Infantry tactics (at the platoon level) and planning are used as the means, or vehicle, to teach and evaluate this process. Since all students are evaluated on leadership as Marine Officers, physical, mental, and emotional stress are incorporated throughout the course in order to develop the ability to lead in chaotic and stressful environments. Some individuals will be pushed close to their failing point, but the WOBC is designed to give students an opportunity to practice positive leadership qualities in the face of adversity.

The five horizontal themes of officership are:

1. A man/woman of exemplary character
2. Devoted to leading Marines and Sailors 24/7
3. Able to decide, communicate, and act in the fog of war
4. A Warfighter who embraces our Naval character and the Corps' warrior ethos
5. Mentally strong and physically tough

The WOBC is a course designed to provide students with the learning experiences necessary to effectively transition to service as a Marine Officer. **Students who do not successfully complete the course may face a variety of administrative actions, including repetition of the course, recycle to a six month lieutenant Basic Officer Course (BOC), revocation of appointment, or separation from the service.**

The WOBC curriculum is an academically rigorous program of instruction (POI) which consists of approximately 935 hours of formal instruction. The POI includes classroom instruction, field exercises, sand table exercises, tactical decision games, and discussion groups. Classroom instruction is designed around the flipped classroom model. Students are expected to read the student handouts and watch instructional videos prior to class and arrive to instruction with questions on course material. Dedicated student preparation and study time is allotted regularly throughout the schedule, but each student is responsible for engaging in a well-planned deliberate study effort in advance of the upcoming lessons.

Pre-course work

Selectees are also required to read and review the following publications, which can be found on the WOBC Moodle site, prior to check in:

- a. MCDP 1 Warfighting
- b. MCDP 1-3 Tactics
- c. MCDP 6 Command and Control
- d. The Armed Forces Officer, dated 2017
- e. MCWP 6-10 Leading Marines

Military Autobiography: Each student will write his/her military autobiography detailing family and educational backgrounds, reason(s) for becoming an officer, and complete military background. Military background shall include important dates, accomplishments, duty stations, assignments, and future aspirations. The template is on the WOBC Moodle site. All students must submit their autobiography prior to check in via Moodle. Ensure that you bring a hard copy as well.

Moodle:

Course materials and some assessments will reside on Moodle, an online learning management system. We do have a computer lab however, it is highly recommended you bring a personal laptop computer/device to utilize in support of the course. Approximately 60 days prior to your report date, you will be enrolled and have access to your course in Moodle. You can access Moodle by logging into MarineNet. Once you have logged into Marinenet, you will see MarineNet Moodle listed on the left hand side of the screen. Click on the MarineNet Moodle button and this will take you to your Moodle Dashboard.

Once we have enrolled you, you will see WOBC listed a course under your course tab. If you are experiencing any issues with Moodle please contact the TBS Student Liaison Office at TBS_Student_Liaison_Officers@usmc.mil.

Additional Training Requirements:

Students are encouraged to arrive at TBS with a current rifle, pistol, swim, MCMAP qualification, and gas chamber. The students will not qualify on the rifle, pistol, swim, MCMAP, or gas chamber during their time with WOBC 1-21.

WOBC preparation:

Students who adequately prepare and maintain personal excellence in the following areas throughout the WOBC POI will be set up for success. However, these areas can quickly become a common pitfall if individual focus is not applied:

1. **Physical preparation:** Selectees are required to pass a PFT with a first class score during the first week of training (after ROM). Selectees must obtain a first class PFT prior to the appointment ceremony on 11 February. Performance on

the PFT and CFT are not sufficient indicators of readiness for the physical rigors of the course. Students should prepare for dismounted movement under load at a 3-mile per hour pace up to 10 miles. Students can anticipate multiple individual land navigation events and unit field exercises on uneven terrain in daylight and darkness within areas up to 20 square kilometers. Students can also anticipate running a double USMC obstacle course, as well as the TBS Endurance Course. Selectees are encouraged to arrive at TBS with a pair of broken in boots and in peak physical condition, prepared for the physical requirements of the course.

2. Academic preparation for lessons: Students who struggle in the academic portion of the course typically do not read the student materials or watch the requisite videos before the lesson, setting them behind during the lesson and beyond. Staying ahead of upcoming lessons is a constant challenge that requires effective time management and consistent study skills. Those that fall behind early academically will find it increasingly difficult to recover as the POI progresses. While quizzes taken prior to the class evaluate understanding and memorization of material, written and performance-based examinations test the conceptual application of course material to practical scenarios.

3. Personal affairs: The WOBC is a demanding course which will take the full measure of a student's time and effort through graduation. Prior to coming to the course, students should set personal affairs in order to the maximum extent reasonable, to include completing any necessary Power of Attorney forms for family members or spouses and generating a family care plan to cover contingencies that may arise during the course of the POI. This will free students to focus on best efforts in the course.

Check-In Procedures:

1. Selectees shall check-in in serviceable woodland utility uniform with sleeves down on 15 January. Selectees will complete a 14-day Restriction of Movement (ROM) period upon check-in after completing a limited check-in. While in ROM, chow will be delivered as well as the optional MCX Delivery Service. Throughout the 14 day period you will interact with Company staff using Adobe Connect. This is free app download for cell phones and personal computers. Per paragraph 5 through 8 of the selection MARADMIN, parent commands that are issuing TAD, TEMINS or PCS (Gunners) orders to WOBC are responsible for issuing a DD Form 214 prior to detachment which covers their entire enlisted period of service through 31 January 2021. NAVMC 763 (Appointment Acceptance and Record) forms will be issued at The Basic School upon appointment.

2. Selectees should arrive to TBS fully medically ready to train. This includes completion of all medical requirements (HIV blood draw, immunizations, dental screening, PHA, optometry, audiogram, etc.) prior to arrival. Selectees must bring medical and dental records and be certified as medically ready to train prior to arrival at TBS. Any known medical issues should be identified to TBS medical personnel immediately upon arrival for check-in.

3. The following is the prescribed gear list for your two-week period in a restriction of movement (ROM) status from 15 through 28 January. Additional items that you will bring to TBS but do not need during ROM (i.e. service and dress uniform items) can be left locked in your vehicles and retrieved after completing ROM.

4. Uniform Items: (Minimum)

- Camouflage Utilities: (Check-In)
 - Woodland Garrison Cap (Cover)
 - 2 x Woodland Blouse
 - 2 x Woodland Trousers
 - Hot Weather Boots (Pair)
 - 7 x Coyote Socks (Pair/Boot Socks)
- Physical Training (PT): (Daily)
 - Green Sweatshirt
 - Green Sweatpants
 - 7 x Green Cotton Undershirt (Skivy Shirts)
 - 7 x General Purpose Trunks (Skivy Shorts)
 - 7 x Athletic White Socks (Pairs)

- 2 x Athletic Footwear (Running/Cross Training)
- Additional: (As Needed)
 - Duffel Bag (Seabag)
 - 1 set x Appropriate Civilian Attire
 - Shirt: Collared shirt (Polo/Button Up)
 - Trouser
 - Slacks - *males – Must have belt loops
 - Belt
 - Footwear: Close toed
 - 3 sets x Appropriate PT Attire (or More/to mirror PT uniform)
 - Shirt - Sleeved shirts (No tanks or cut offs, must have midriff coverage)
 - Short/Pants (Appropriate length)
 - Footwear (same as athletic footwear prescribed above)

5. ROM Items:

- Office/Study Material:
 - Any stationary supplies to support online learning/studying/training
 - Note taking gear
 - Personal Laptop/Computer (you will need a wifi-enabled device with a microphone capability as a student at TBS)
 - Printer (Paper) (Recommended)
 - Headphones with microphone (or compatible device)
 - Reading Material/Audio Books
 - Link to new Commandant's Reading List:
<https://grc-usmcu.libguides.com/usmc-reading-list-2020>
- Personal Hygiene:
 - Any additional personal hygiene/sanitation supplies to ensure the safety, cleanliness and timely start of training during and post ROM.
 - Personal Protective Equipment/Sanitization Items (FACEMASK, hand sanitizers, Hibiclens or equivalent “Antimicrobial/Antiseptic” soaps/washes)
 - Towels (2 or more)
 - Showering toiletries (soap/scrub/hair products)
 - Shaving supplies (razors/creams)
 - Toilet supplies (**toilet paper**/baby wipes/feminine products)
 - Cleaning/Field Day Supplies (hard floor cleaners/wipes/disinfectants/antibacterials)
 - Laundry detergent (PODS!)
 - Mess Laundry Bag and Pin
- Dietary Items:
 - You will be provided 3 meals/day during your 14-days of ROM on weekdays and 2 meals/day on weekends (due to chow hall schedule). However, recommend bringing any additional food to supplement your diet, keeping in mind to stay within height and weight standards. Microwave and refrigerator will be available.
 - Microwavable dishes/plates/bowls/cutlery/storage containers
 - Specific Diet (Keto/I.F./Gluten/Carno/Vegan etc.)

- Hydration/Water (Bottles/Gallons/*Highly recommend portable water filter containers (Brita, Pur, Zerowater, etc.) for sink only water source
 - Snacks/Mixes
 - Supplemental/Recovery/Health Support
 - Coffee makers are allowed
- Medical:
 - Prescription medication to last you the entirety of the 14 day ROM period. (Have current prescription available to justify medication)
 - Allergy over-the-counter medication. (If needed)
 - If you use contact lenses, ensure that you bring enough lenses/solution for 14 day ROM period.
 - Physical Training:
 - No access to a gym during the ROM period. Physical preparedness is still a high demand and can be maintained through effective means and with additional resources. You will have a one hour window each day for unit PT outside. Recommend supplementing in room with bodyweight exercises.

****Linens will be provided****

Appointment Requirements:

Those selected to attend the active duty WOBC 1-21 will be appointed on 11 **February 2021** after meeting the following requirements:

- a. Appointees must be found physically qualified for appointment by the Chief, Bureau of Medicine and Surgery (BUMED) in accordance with the requirements outlined in MARADMIN 647/20 prior to arrival at The Basic School.
- b. Appointees must pass the physical fitness test (PFT) with a first class score. Selectees must achieve a first class score prior to appointment. Those unable to do so will be dropped from the course. Appointees must also be within Marine Corps height/weight standards in accordance with Marine Corps orders. Information pertaining to physical fitness standards, to include scoring and Body Composition and Military Appearance (BCP/MAP) standards, can be found at the following link:

https://www.fitness.marines.mil/PFT-CFT_Standards17/

- c. Appointees must complete the requirements outlined in pages 4 and 5 of this document prior to arrival for check-in.

Appointment Ceremony:

On 11 February 2021, selectees will be appointed warrant officers at a ceremony held in Quantico. The appointment ceremony will be conducted in Officer Service "A" uniform. Current COVID-19 restrictions allow maximum capacity of 250 in Little Hall. Appointment Ceremony coordinating instructions will be provided closer to execution. Anticipate staggered Appointment Ceremony times and limited guests.

Following the official appointment ceremony, students will be provided the opportunity to be pinned individually at their discretion. Under Title 5, U.S. Code 2903, a commissioned officer must administer the oath. The staff at TBS is aware of the significance of this event and will make every attempt to accommodate all invitees and desires for his/her individual appointment ceremony. A deadline will be established for students to inform the TBS Protocol Office, through their staff chain-of-command, of their list of invitees for both the official ceremony and the following individual pinning ceremony. More details regarding the Appointment Ceremony will be released at a later date by the TBS

Protocol Officer.

Accommodations:

While attending the WOBC, students will be required to maintain a room in the Student Officer Quarters (SOQ) at TBS unless they are TAD from the national capital region or TEMINS in route. Warrant officers who reside in Quantico and the local area of northern Virginia are authorized to maintain their residences until the completion of WOBC and the receipt of orders. Do not bring your family if you are on TAD orders. You will not receive a BAH waiver to Quantico unless this is your follow on duty station. All Marines will be entitled to BAH rate retention upon appointment to warrant officer should their BAH rate decrease with the associated grade change.

The rooms are not large and contain a bathroom, racks, dressers, desks, and a small refrigerator. It is recommended that students are conservative with the personal belongings they bring with them. Students may bring a laptop computer, a small TV, iron, and ironing board. In the SOQ, many living expenses are optional for students. Phones, cable television, and internet service are available and must be ordered and paid for by the individual rooms.

Expenses:

In addition to the room amenity items discussed above and the expense of officer uniforms, expect to contribute about \$50 per month for the student- operating fund (informal fund). This fund pays for the company mess night, cruise books, photos, mixers, and other functions the company will hold. Be prepared to pay for all housekeeping items (mops, brooms, toilet paper, etc.). Room cleanliness is the individual student's responsibility. Field rations and MREs will be provided during field exercises. Pay will be checked accordingly. Be sure to bring personal checks to TBS as cash and credit cards will not be accepted by certain agencies.

Selectees are not entitled to a lump-sum leave (LSL) payment for the enlisted-to-officer transition. All leave is carried over from the enlisted leave balance.

The Navy Mutual Aid Association and the Marine Corps Federal Credit Union offer low interest "career starter" loans to students upon arrival, (\$5,000 at approx. 2%). Also, the Marine Corps Exchange and the Marine Shop each have a uniform payment plan for students. MCX, for example, will provide an interest-free loan on uniforms for up to 18 months.

Computers:

Students will bring a personal computer to TBS as student handouts will be provided in digital format only and quizzes will be taken electronically. Additionally, it is recommended that students bring a personal printer for student handouts and course assignments, in addition to various office supplies. If available, students should bring a CAC card reader and compatible computer. Internet access in the student barracks is available at the student's own expense. Students will be expected to generate MS Word and Excel documents throughout the POI.

Uniforms:

Students are required to possess appropriate Officer Service "A" uniform prior to the appointment ceremony. Students are required to possess all officer uniforms prior to WOBC graduation. The minimum uniform requirements are identified in the current edition of MCBUL 10120. Staff Platoon Commanders will inspect them all required items throughout the POI.

The uniform of the day is the utility uniform, although the service "B" and "C" uniforms are worn periodically. Females will have the option to wear either skirts or slacks with the service uniform.

Students are strongly encouraged to purchase uniforms prior to reporting. Uniforms purchased at other Marine Corps Exchanges can be tailored free of charge at the TBS Uniform Shop, provided the student has a letter attesting to this agreement. Be wary of used uniforms; they must pass inspection at TBS. This will not be a problem if the item is 100% serviceable and fits correctly.

If students desire to convert an enlisted uniform to officer specifications, they are advised to first have the uniform inspected at TBS to establish its serviceability. In the past, officers have brought a converted uniform to TBS only to have noticeable defects pointed out during an initial inspection. Many defects and blemishes render the uniform unserviceable and will result in unforeseen expenses. If students want to convert their Service Alpha blouse, it must be inspected for fading around chevrons/hash marks and must not have been damaged by sewing these items onto the uniform. Long and short sleeve khaki shirts must be inspected as well. Students are required to wear the Dress Blue “B” uniform to the mess night.

Students are required to possess a standard PT uniform. At TBS, this will consist of green shorts (silkie are not authorized), a green T-shirt, Marine Running Suit (top and bottom), a pair of running shoes, and a reflective running belt. These items are available at the Camp Barrett Exchange and exchanges throughout the base. Students will also need a pair of well-worn in combat boots for PT events.

Finally, you will need to bring desert utilities as they will be used in the field for force-on-force as well as desert/woodland boonie covers. You will receive a full student IIF issue.

Final enlisted clothing maintenance allowance will be paid out in full in February once selectees’ accepted appointment posts in MCTFS.

Uniform Vendor Points of Contact:

TBS Uniform Shop 1- 866-559-6227 703-432-6455	The Marine Shop 300 Potomac Ave Quantico, VA 22134 1- 877-640-7195 703-640- 7195
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Civilian Attire:

Per the TBS Standard Operating Procedures (SOP), the following guidance is applicable to all selectees with regard to wear of appropriate civilian attire while at TBS:

a. **Blouse:** Males will wear collared shirts without rips, tears, or frays. In colder months, males may forego the collared shirt in lieu of a sweater or fleece. Females will wear conservative blouses without rips, tears, or frays. Females will not be required to have a collar on their blouse. Males and females are not required to tuck in their shirt if it has a tailored edge.

b. **Trousers:** Denim jeans, khaki trousers, and dress trousers are acceptable for both males and females. Trousers will be free of rips, tears, frays, and will fit appropriately. If the trousers have belt loops, a belt must be worn. Shorts are authorized and must be conservative in length and free of rips, tears, and frays, as well as composed of the same material of appropriate trousers. Trousers and shorts will be worn at the waist with no undergarments showing. Skirts are authorized for females and must be conservative in length. Sweatpants and track pants are not authorized as civilian attire.

c. **Footwear:** Footwear must be commensurate with the attire being worn. Plastic shower shoes are not authorized footwear, but sandals/flip-flops are authorized.

d. **Headgear:** Headphones are not authorized while walking/running aboard MCB Quantico. Hats, such as baseball caps or beanies, are authorized but must be removed when entering any government building. Any other head gear (handkerchiefs, doo rags, etc.) are not authorized.

e. **Professional Business Attire:** During the course you will have a professional business attire day, please see the following guidance and ensure you have the proper clothing for participation.

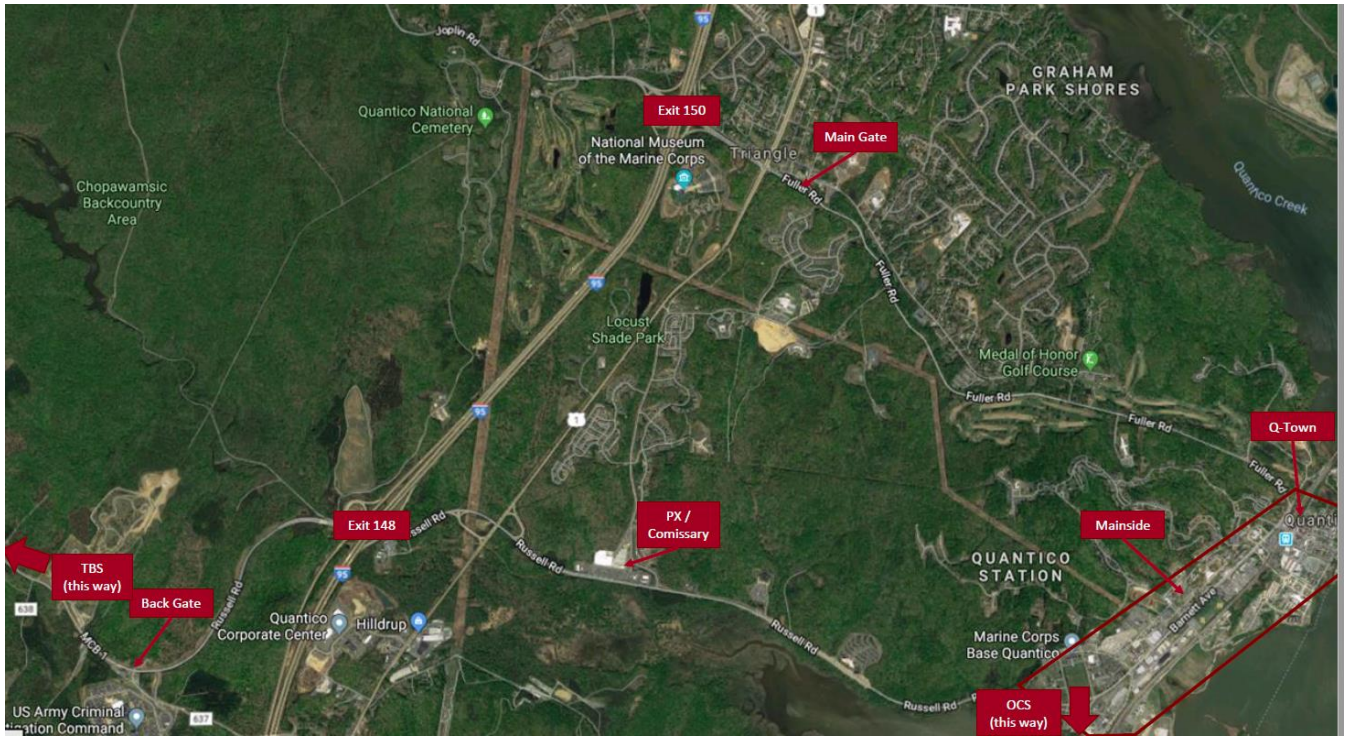
- **Men-** In addition to matching pants and jacket, men should wear a button-up collared shirt, paired with a tie. Refrain from wearing bold and bright colors or patterns in dress shirts; white, beige or

light blue are “safe” colors for collared shirts. Choose a tie with colors and tones that match your suit and dress shirt; bolder colors and patterns are acceptable for ties

- Women- A dress pant or skirt with matching jacket is considered business formal for women. Depending on the season, jackets may be ¾ length or short sleeve. A collared blouse or dress-material top is recommended, and should either be tucked in or fall just below your waistline. Tops should never hang below the hem of your suit jacket, or be so short that they show your stomach. Always be cautious that dress shirts are not too revealing in any business setting. Pantyhose are not required, however during the fall and winter seasons, darker pantyhose or tights are recommended when wearing skirts.
- Accessories- Depending on the color or tone of your suit, a black or brown belt should be worn. Colored or white belts are not recommended. Never wear white socks with a suit. Dress socks should always be worn, preferably in a tone matching your suit and shoes. When in doubt, wear black dress socks. Optional accessories for men include cufflinks or a pocket-square. The material should match the tie. If desired, women may wear simple and tasteful jewelry; chunky and/or bright accessories are not recommended
- Footwear- Shoes, boots, flats, open-toed and closed-toed shoes in a leather or dress material are appropriate and should be clean.

Area Maps

Marine Corps Base Quantico, Mainside:



Camp Barrett:

24164 Belleau Avenue, Quantico, VA, 22134.

Directions to India Co Check-In:

Upon arrival at Camp Barrett, proceed to the parade deck annotated below by “Check-In Parking”. Walk, following the yellow line depicted below, to Heywood Hall. Your check-in will go in one of the large classrooms. You are expected to check-in wearing woodland cammies.

