



# **Warrant Officer Basic Course**

# **CLASS 1-22 INFORMATION PACKET**

**The Basic School  
24164 Belleau Ave.  
Quantico, Virginia 22134**

**Updated: 20 Sep 2021**

## **WARRANT OFFICER BASIC COURSE (WOBC) 1-22 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 WOBC 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 to serve as a platoon commander in a support role.

### **WOBC 1-22 Key Dates:**

All inbound students are encouraged to check the WOBC 1-22 Moodle page for possible changes to dates. Your company leadership will inform you once the WOBC 1-22 Moodle page is active. The dates below are accurate as of the day noted on the cover page.

Report Date: NET 0600, 10 Jan 2022; NLT 1200, 10 Jan 2022

Appointment Ceremony: 1 Feb 2022

Graduation: 12 May 2022

### **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 squad and platoon level) and planning are used as the means, or vehicle, to teach and assess this process. Since all students are assessed on leadership as Marine Officers, physical and mental 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 leader of exemplary character selflessly devoted to leading Marines 24/7
2. Proficient in individual to platoon-level warfighting skills, weapons, and tactics
3. A leader with a bias for action able to adapt to the environment, rapidly decide, communicate, and act in the 'fog

of war’

4. Embraces our naval character, expeditionary nature, and the Corps’ warrior ethos
5. Mentally 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 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, as applicable, 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. A quick search on any web browser will allow you to find the following publications. Of note, do not wait for the WOBC to begin; start reading now.

- a. MCDP 1 Warfighting
- b. The Armed Forces Officer, dated 2017
- c. MCDP 1-3 Tactics
- d. MCDP 6 Command and Control
- 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 and will be disseminated to you via your company staff. 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 required that 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](mailto:TBS_Student_Liaison_Officers@usmc.mil).

### **Additional Training Requirements:**

Students must arrive at TBS with a current rifle, pistol, swim (to include WSI), MCMAP qualification, and gas chamber. The students will not qualify on the rifle, pistol, swim, MCMAP, or gas chamber during their time with WOBC 1-22.

### **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:

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

b. **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 assess understanding and memorization of material, written and performance-based examinations test the conceptual application of course material to practical scenarios.

c. **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:**

Selectees shall check-in in serviceable woodland utility uniform with sleeves down on 10 January. Per 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 2022. NAVMC 763 (Appointment Acceptance and Record) forms will be issued at The Basic School upon appointment.

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.

### **Appointment Requirements:**

Those selected to attend the active duty WOBC 1-22 will be appointed on 1 February 2022 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/](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 1 February 2022, selectees will be appointed warrant officers at a ceremony held in Quantico. The appointment ceremony will be conducted in Officer Service “A” uniform. Specific coordinating instructions (location, timeline) will be disseminated via the company staff as check-in day approaches.

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 and company staff.

### **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.

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. Additional guidance will be passed on the mess night and graduation uniform.

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 combat boots for PT events.

Finally, you will need to bring both woodland and 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. Additionally, all newly appointed/commissioned officers will receive a \$400 (lump sum, non-taxable) initial uniform allowance and most reservists will also receive a \$200 additional uniform allowance.

### **Uniform Vendor Points of Contact:**

The Marine Shop  
300 Potomac Ave Quantico, VA 22134  
703-640-7195

\*Additional guidance will be disseminated with respect to the TBS Uniform Shop since it has moved.

### **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.

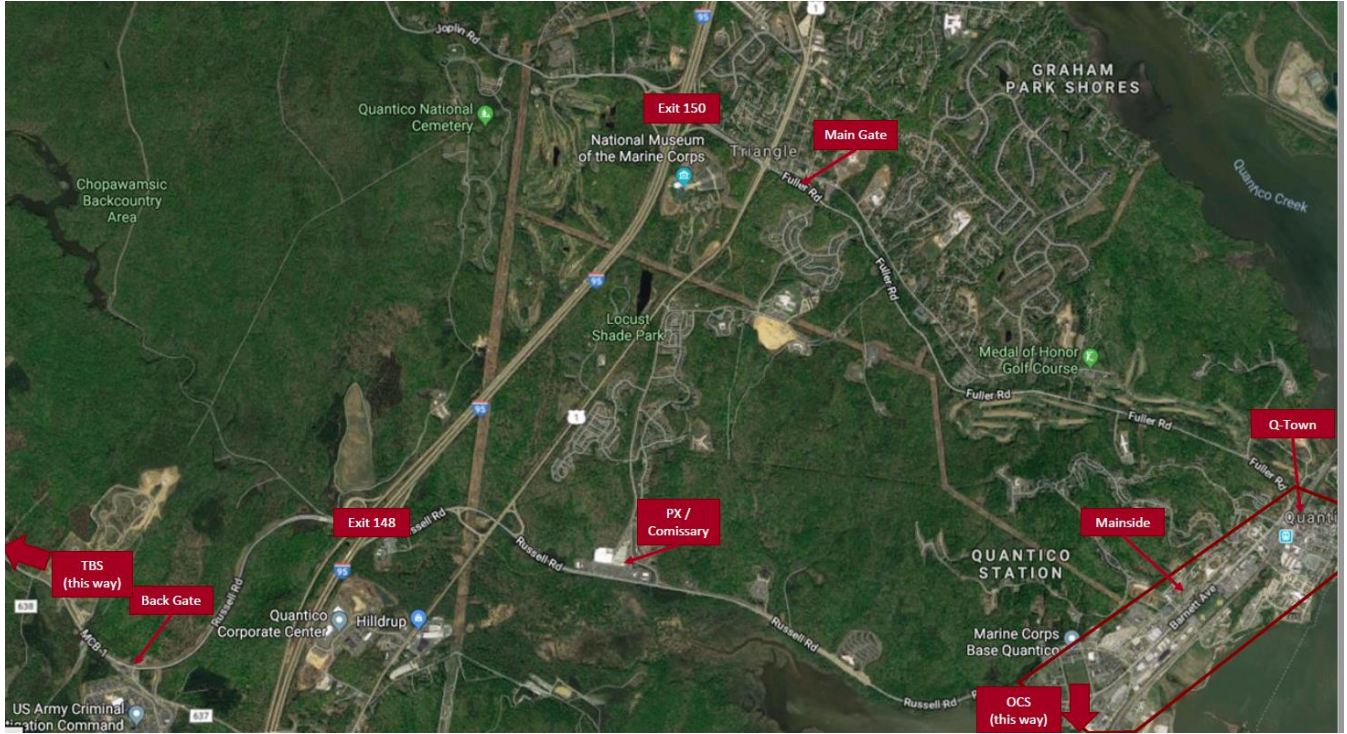
c. **Footwear:** Footwear must be commensurate with the attire being worn. Plastic shower shoes are not

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.

## 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. Any updates to the check-in scheme of maneuver will be communicated to you via your company staff.

