



# **MARINE CORPS CIVIL-MILITARY OPERATIONS SCHOOL**

**CIVIL RECONNAISSANCE COURSE  
(0531 MOS)**

**CIVIL AFFAIRS SPECIALIST COURSE  
(0532 MOS)**

**WELCOME ABOARD**

**DIRECTOR: LTCOL MATTHEW CHAMBLISS**  
UPDATED: 8 OCT 2020

# Orientation

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The Marine Corps Civil Reconnaissance Course (0531) and Civil Affairs Specialist Course (0532) are the MOS qualifying course for active and reserve component Marine Corps Noncommissioned Officers (NCOs). The purpose of the courses are to provide NCOs the knowledge and skills necessary to plan, coordinate and integrate civil affairs operations (CAO) into MAGTF operations, and serve as a Civil Affairs NCO.

## Reporting

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Students report in the seasonal MARPAT Utility uniform to Director, Marine Corps Civil-Military Operations School (MCCMOS), Bldg. 3094 Upshur Ave, Quantico, VA 22134, no later than 0730 on the course convening date. Government quarters and messing are directed. Reserve component students must bring a copy of their orders. Government transportation is not available.

## Lodging, Meals, & Transportation

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Use of government lodging is required. If government lodging is unavailable you must 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 at Camp Upshur. Billeting during the field exercise (FEX) is in Quonset huts with racks and mattresses. You may secure your personal belongings in a footlocker at Camp Upshur.

Reservists must present orders to eat at mess halls aboard MCB Quantico.

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.

# Course Prerequisites

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Enlisted students desiring to attend 0531/0532 course must meet the following criteria:

**Must be a Corporal or above.**

**Must possess a minimum general technical (GT) score of 100.**

Parent commands shall screen all applicants prior to registering a seat into MCTIMS.

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.

## Registration & Waivers

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Mr. Mark Jerry, MCCMOS Academics Manager, manages seat allocations and registration. He can be reached at [mark.jerry@greencellconsulting.com](mailto:mark.jerry@greencellconsulting.com).

Requests for waivers will be addressed to the Director, MCCMOS and sent to Mr. Ted Yntema, Deputy Director, MCCMOS. He can be reached at (703) 784-2585 and [theodore.yntema2@usmc.mil](mailto:theodore.yntema2@usmc.mil).

## Points of Contact

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### **Director**

LtCol Matthew Chambliss  
(703)784-1356  
[Matthew.chambliss@usmc.mil](mailto:Matthew.chambliss@usmc.mil)

### **Deputy Director**

Mr. Ted Yntema  
(703) 784-2585  
[theodore.yntema2@usmc.mil](mailto:theodore.yntema2@usmc.mil)

### **Operations Officer**

Maj Dell Robinson  
(703) 784-1351  
[dell.robinson@usmc.mil](mailto:dell.robinson@usmc.mil)

### **Academics Officer**

Capt Cordon Miller  
(703) 432-8373  
[cordon.miller@usmc.mil](mailto:cordon.miller@usmc.mil)

### **Admin Chief**

SSgt Korina Archilamejia  
(703) 784-4759  
[korina.archilamejia@usmc.mil](mailto:korina.archilamejia@usmc.mil)

### **Academics Chief**

SSgt Shawon Clark  
(703) 784-2541  
[shawon.clark@usmc.mil](mailto:shawon.clark@usmc.mil)

# Gear List

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## **Field Equipment:**

The FEX takes place in a “permissive” environment. Students do **NOT** need LBV/LBE, Kevlar, body armor, etc.

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

## **Clothing:**

- Face Covering
- Service Bravo or Charlie Uniform depending on season (worn on Fridays)
- 2 sets seasonal MARPAT utilities
- Boots, combat
- Eight Point 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

## **PT gear:**

- Reflective belt (required between 1600 and 0800)

## **Optional:**

- Personal Laptop
- Thumb Drive
- Padlock for field footlocker
- Coffee Cup w/Lid

\*TAD students to MCB Quantico cannot draw gear from base issue facilities.\*

# Example Waiver Letter

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**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 OFCOURSE XXX-201X

1. Rank LName does not meet the pre-requisites for COURSE-XXX which is set forth by the MOS Manual and/or 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.)

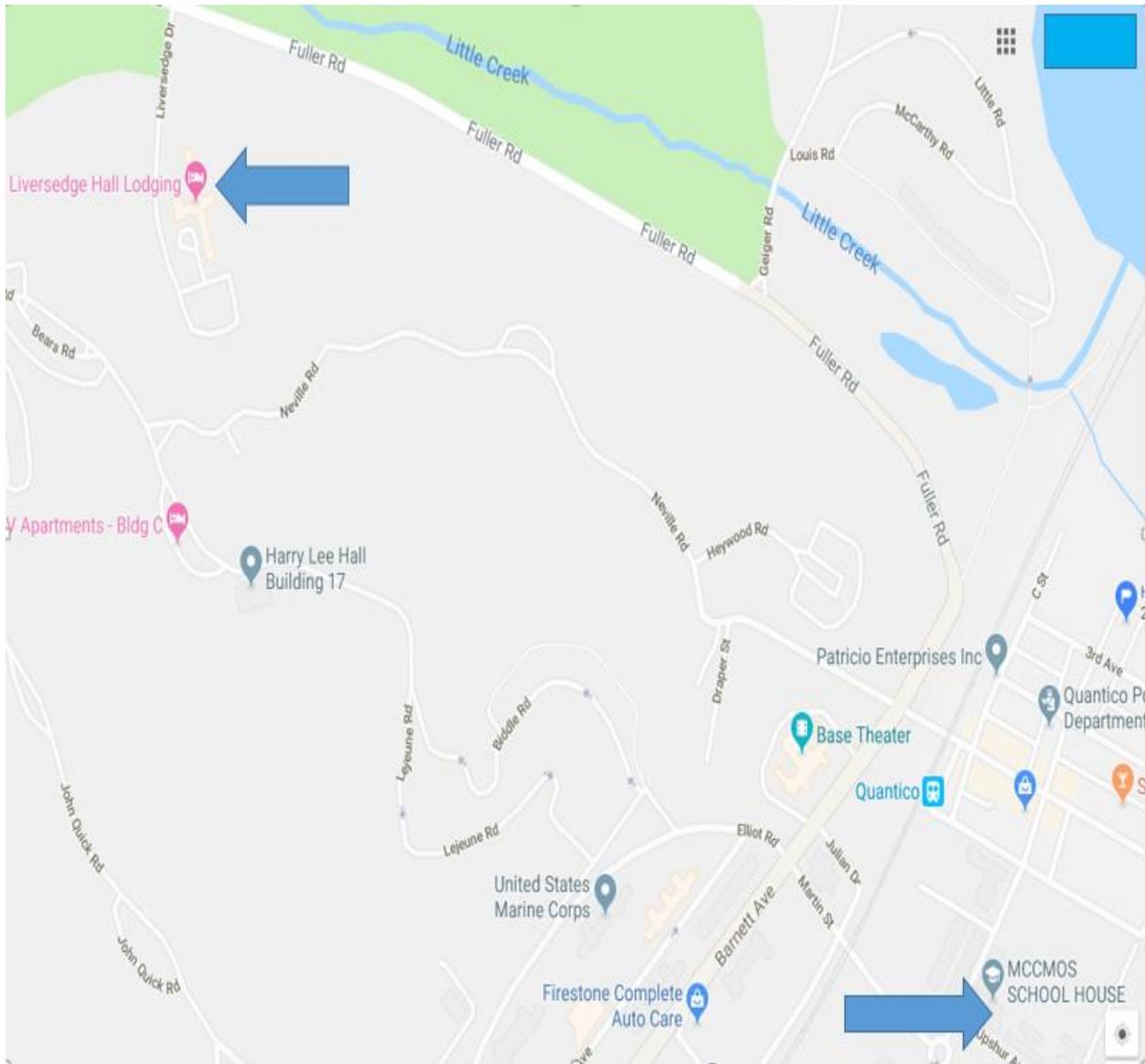
NAME OF COMMANDING OFFICER

# Driving Directions

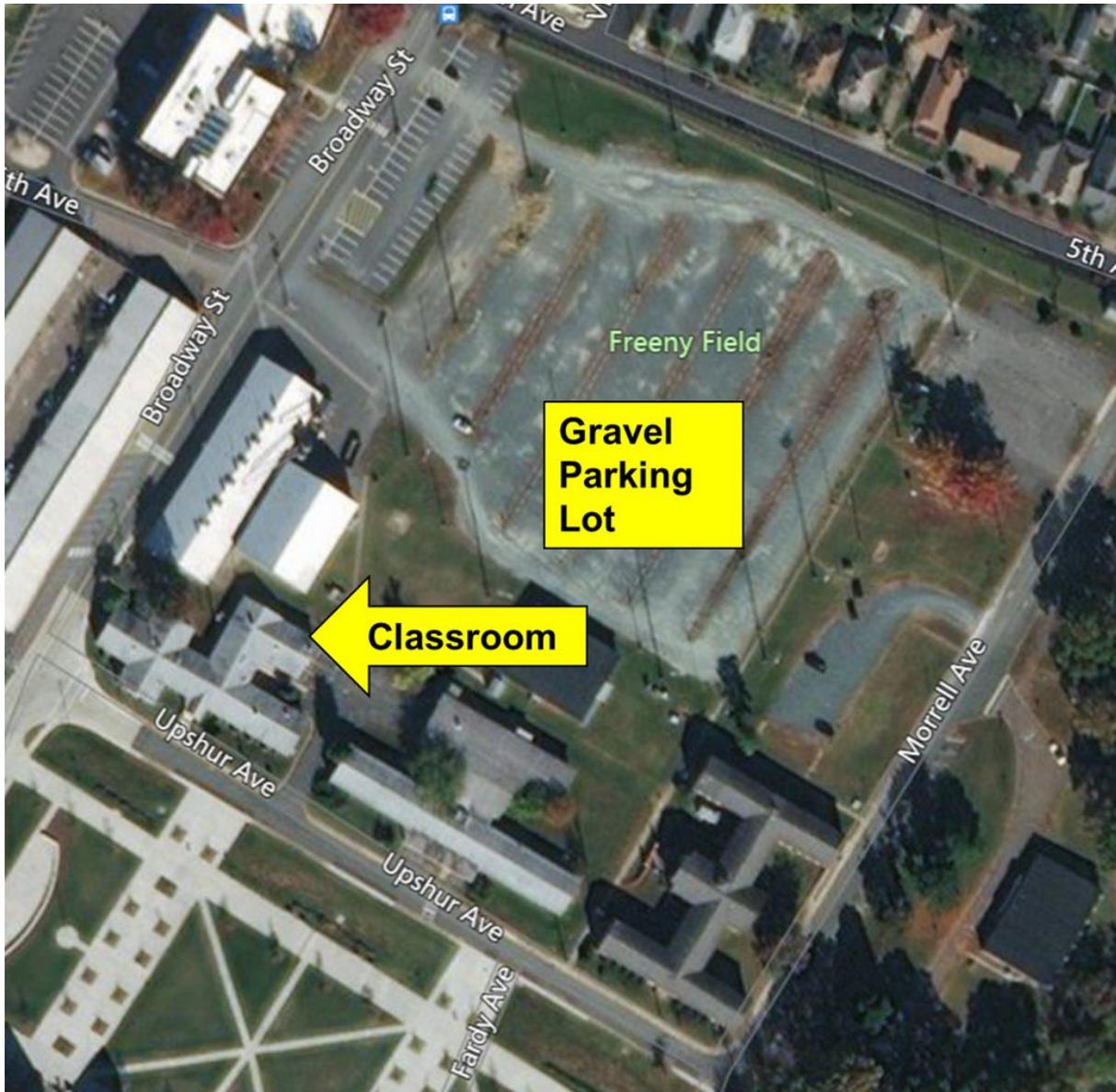
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**Lodging- Liversedge Hall Physical Address:** 15 Liversedge Drive Quantico, VA 22134.

**MCCMOS Physical Address:** 3094 Upshur Ave, Quantico, VA 22134



**\*More base maps are available via Google search or at MCB Quantico's website <https://www.quantico.marines.mil>.**



Leaving Liversedge, turn right onto Fuller road. As you pass the base theater on your right you will take your next left through the tunnel to the Marine Corps University. Proceed through the traffic circle taking the second exit. On your right hand side you will see the gravel student parking lot.

**\*MCCMOS is located at 3094 next to the gravel parking area.**