



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

**CIVIL AFFAIRS OFFICER COURSE  
(0530 MOS)**

**CIVIL RECONNAISSANCE COURSE  
(0531 MOS)**

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

**WELCOME ABOARD**

**DIRECTOR: LTCOL MATTHEW CHAMBLISS**

UPDATED: JULY 2021

# Orientation

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The Marine Corps Civil Affairs Officer Course (0530) is the MOS qualifying course for active and reserve component Marine Corps officers. 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 and officers the knowledge and skills necessary to plan, coordinate and integrate civil affairs operations (CAO) into MAGTF operations, and serve as a Civil Affairs NCOs and officers,

# Reporting

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Students report in the seasonal MARPAT Utility uniform to Director, Marine Corps Civil-Military Operations School (MCCMOS), **Bldg. 2301 Little Rd, Quantico, VA 22134, no earlier than 0700 and 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 may need two vehicles. **The enlisted and officer courses are two different courses** that do not always 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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Officers desiring to attend the Civil Affairs Officer Course must meet the following criteria:

**Must be a Major, Captain, First Lieutenant, or Second Lieutenant of any MOS.**

**Majors with more than four years time-in-grade are ineligible for initial CA qualification training.**

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) and (703) 784-1114.

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

**Deputy Director**

Mr. Ted Yntema  
(703) 784-2585  
theodore.yntema2@usmc.mil

**Operations Officer**

Maj Dell Robinson  
(703) 784-1351  
dell.robinson@usmc.mil

**Academics Officer**

Capt Cordon Miller  
(703) 432-8373  
cordon.miller@usmc.mil

**Admin Chief**

SSgt Korina Archilamejia  
(703) 784-4759  
korina.archilamejia@usmc.mil

**Academics Chief**

GySgt Matthew LaRoche  
(703) 432-1662  
Matthew.p.laroche@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
- Low-quarter patent leather/leather shoes (1 Pair)
- Appropriate civilian attire

## **PT gear:**

- Reflective belt (required between 1600 and 0800)

## **Optional:**

- Personal Laptop
- 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.

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

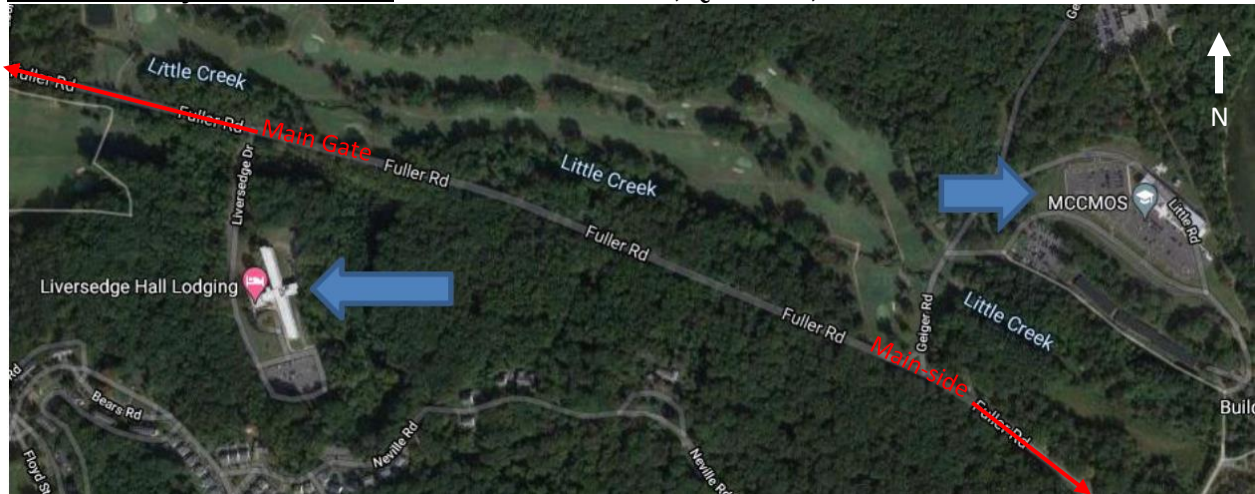
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# Driving Directions

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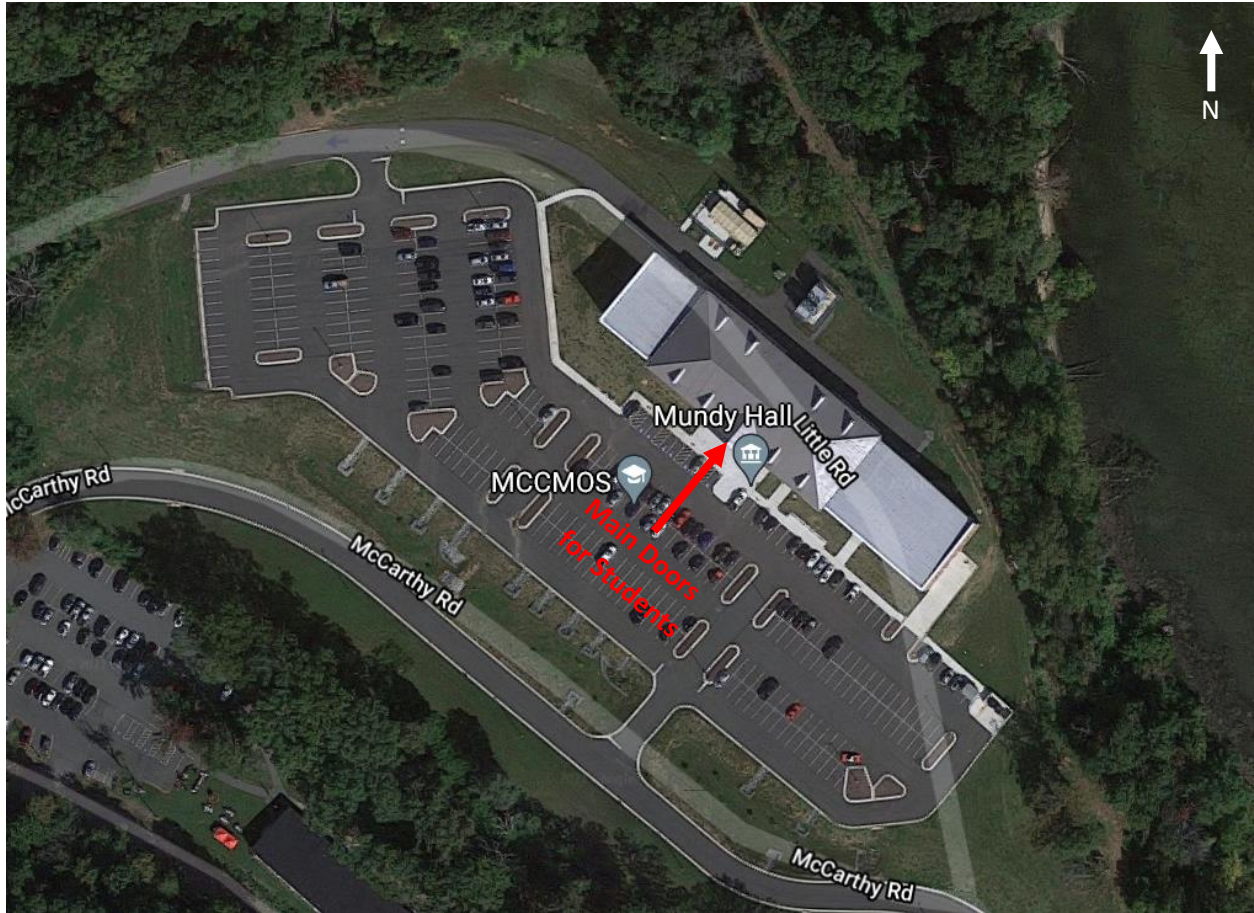
**Lodging- Liversedge Hall Physical Address:** 15 Liversedge Drive Quantico, VA 22134.

**MCCMOS Physical Address:** BLD 2301 Little Rd, 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 golf course you will turn left onto Geiger Rd. Proceed over Geiger bridge and take your second right onto Little Road. Students may park in any unmarked parking spot, and enter through the big glass doors in the center of the building.

**\*MCCMOS is located at 2301 Little Rd, the building name is Mundy Hall.**