



## Civil Affairs Officer Welcome Aboard

1. **Orientation.** The Marine Corps Civil Affairs Officer Course (0530) is the MOS qualifying course for active and reserve component Marine Corps officers. The purpose of the course is to provide Marine Corps officers the knowledge and skills necessary to plan, coordinate and integrate CMO into MAGTF operations. This course is designed for Captains serving as Civil Affairs Team Leaders.

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 Officer (0530) MOS Course'. There you will find the following:

- a. Memorandum of Understanding
- b. Map to MCCMOS
- c. Welcome Aboard & Gear List
- d. 0530 Academic Material (pdf)

## **CONTACT INFORMATION**

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**Director**  
LtCol Stephen Brzostowski  
(703) 784-1356  
stephen.brzostowski@usmc.mil

**Deputy Director**  
Mr. James Jabinal  
(703) 784-2585  
james.jabinal@usmc.mil

**Admin Chief**  
SSgt Gina Franco-Chaparro  
(703) 784-4759  
gina.franco-chaparro@usmc.mil

## **0530 MOS COURSE PREREQUISITES**

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1. Students desiring to attend the CA Officer Course at MCCMOS must meet the following criteria:

a. Grade criteria: Captain.

(1) Grade prerequisite for the course is a Captain in MCTIMS. This allows for one up/one down.

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**

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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**

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Seat allocations and registration are managed by Mr. Donald Aschinger. He can be reached at donald.aschinger.ctr@usmc.mil and (703) 784-2877.

**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 SNO 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.

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**

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### 1. LODGING:

Officers 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. Students must arrange their own billeting by contacting the following in order:

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.

b. On/Off base commercial lodging. This can be completed in DTS and a non-availability number will be required as a substantiating record to justify commercial lodging. Please note, Crossroads Inn (Quantico Commercial Lodging), 703-630-4444 or 1-800-965-9511.

### 2. 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.

### 3. UNIFORMS:

MCB Quantico wears the Woodland MARPAT utility uniform year round Monday - Thursday. The uniform for Friday is either the service bravo or Charlie depending on the season.

## **MOS COURSE GEAR LIST**

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### **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 Woodland Marpat utilities  
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

