



CMO Planner Officer and CMO Planner Chief Welcome Aboard

1. **Orientation.** The Marine Corps Civil-Military Operations Planner (CMOP) Course is the MOS progression course for active and reserve component Civil Affairs Marines (0530/0531/0532). The purpose of the course is to provide Marine Corps officers the knowledge and skills necessary to integrate CMO into MAGTF operations throughout the ROMO.

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 1930 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 'CMO Planner Course'. There you will find the following:

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

CONTACT INFORMATION

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

CMO PLANNER OFFICER AND CMO PLANNER CHIEF COURSE PREREQUISITES

1. Students desiring to attend the CMO Planner Officer or CMO Planner Chief Course at MCCMOS must meet the following criteria:

a. Officers. Grade criteria: Major.

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

(2) Possession of the 0530 FMOS.

(3) Must be currently filling a CA billet.

b. SNCOs. Grade criteria: Gunnery Sergeant.

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

(2) Possession of the 0531 FMOS or 0532 PMOS.

(3) 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

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

Seat allocations and registration are managed by Mr. Bob Bayer, Deputy Academics Director and C476 Quota Sponsor Academics Management Section, Weapons Training Battalion. He can be reached at robert.w.bayer@usmc.mil and (703) 784-6682.

**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.

c. MOS waivers 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 SIGNER

Lodging, Messing, and Transportation Details

1. LODGING:

Students in the CMO Planner Officer and CMO Planner Chief Course 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). 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. Ensure you know all Marines from your unit and their travel arrangements to coordinate transportation from the airport to lodging facilities.

3. UNIFORMS:

Uniform of the day throughout the course will be MARPAT utility uniform (Woodland or Desert depending on season). Please be advised Marine Corps Base Quantico ONLY utilizes Service uniforms on the last Friday of the month.

MOS COURSE GEAR LIST

Clothing:

Service Bravo or Charlie Uniform depending on season
2 sets Marpat utilities, Woodland or Desert depending on season
Boots, combat
Eight Point Cover
Garrison Cover
Green T-shirts
Boot socks
White T-Shirts
Dress socks
Corframs
Appropriate Civilian attire
Gortex (it always rains at Quantico)

PT gear:

Reflective belt (required between 1600 and 0800)

Misc:

Personal Laptop
Thumb Drive
2 Black Pens
2 #2 Pencils
1 Highlighter
Padlock(s)

Coffee Cup w/Lid (if you are a coffee drinker you need a coffee cup with a lid in our classrooms).

DRIVING DIRECTIONS

Physical Addresses for Mapping:

Liversedge Hall

15 Liversedge Drive, Quantico, VA 22134

MCCMOS

3094 Upshur Ave, Quantico, VA 22134

