

MSOC Need to Know Information

COVID-19 ALERT!

(Updated as of 24 Nov 2020)

All Students MUST contact MSOC ADMIN prior to attending for latest check-in and course Need-to-Know information updates!

- Email at MSOCadmin@usnwc and/or Phone (401) 841-3685/1483
- Keep MSOC Admin abreast of your current contact information (email and phone).
- **Until further notice, all attendees thru June 2021 will require CVR.mil accounts. Accounts were created for all Navy personnel and initial welcome emails were sent back in May 2020. If you did not receive a welcome email or have not activated your account, recommend going to the CVR Self-Service Portal to verify the status of your account. ([https://disa.deps.mil/ext/cop/gsd/cvr/index.html#/\) If you are unable to ENABLE or activate your account, please verify your Duty Org/Sub Org and Personnel / Work Email in MilConnect here: <https://milconnect.dmdc.osd.mil/> If your Work/Personnel Email is incorrect, please contact RAPIDS / PSD to update your CAC Email certificate. For additional questions and resources, visit <https://www.cloud.mil/CVR/Resources/> or contact MSOC directly for assistance.](https://disa.deps.mil/ext/cop/gsd/cvr/index.html#/)**
- Be prepared to ROM for initial 2 weeks in immediate area to receive 2 weeks online academics. Last 3 weeks of the course will be conducted in Evans Hall (bldg. 1284).
- **Students must bring their own masks**
- Recommend you bring own Wi-Fi capable laptop device with CAC reader if able. Minimum PC laptop (or MAC equivalent) specifications required to support online course
 - Processor: i3 8th GEN or greater (e.g., i5 or i7)
 - Memory RAM: 8GB or greater
 - Hard Drive: 128GB or greater
 - Operating Systems: Windows 10
 - Web Cam / Microphone: Yes
 - Full size keyboard recommended
 - 15.6" Screen Size recommended
 - MS Office Suite: 2016
 - MS Teams App installed
- Students will receive on morning of first day of class from TBA location:
 - IPAD with course materials (readings, student sessions guides, scenario, templates
 - Laptop (with aforementioned specs) with CAC reader if unable to bring your own
 - Please advise prior to arrival if you need a laptop with CAC reader, or just a CAC reader.
 - Course ADMIN folder with Check-in paperwork, Class schedule, latest NWC COVID-19 guidelines, etc.
- All on-base billeted students will receive CMR rate due to lack of on-base subsidized eating option.
- All off-base billeted students will receive an endorsement to purchase premium WiFi service at commercial billeting (if offered) in order to support course Online Curriculum requirements.
- **Students will require a rental car or POV.** During initial 2-week ROM restrictions, students are not authorized to access base facilities (i.e., commissary, dining options), as well on-base eating options after ROM are not within timely walking distance from Evans Hall and most billeting locations.
- Please check with your current command, gaining command, and BUPERS to determine if you require a waiver to travel to Newport based on current DON policies. If waiver is required, ensure NWC is info'ed on the waiver message.

Family Separation Allowance (FSA)

All Students **except those noted below** must submit a copy of their updated/ signed **Page 2** upon check-in in order to have their FSA processed and paid while attending MSOC. Of note, Reservists (non-mobilized) FSA is processed through the Naval War College OSO's office. Those who fail to submit on time, will be required to process their FSA at their ultimate duty station. **MSOC is unable to process FSA for the following students:**

- IA MOB (any student coming via ECRC): Must submit request through gaining command or inquire at ECRC if you can submit it through them.
- US Air Force, US Army, US Coast Guard, US Marine Corps students: parent service/command will process upon return
- Civilians: Not authorized FSA
- On TAD orders: Student will process upon return to their parent command.

Quota Information

Course capacity: 30 Quotas per class.

Active Duty personnel planning to attend MSOC enroute to their next command should contact their detailer or major staff placement. PERS-442B (901-874-4123, DSN 882-4123) to incorporate this TEMDUINS period into PCS orders. Commands desiring to send assigned personnel to MSOC should make quota requests directly to MSOC POC listed below.

Reserve Component personnel interested in obtaining an MSOC quota must coordinate with their Supported Command's Operational Support Officer (OSO) and CNRFC N72. With 050 approval, CNRFC N72 will secure a quota with MSOC staff by providing the Fleet HQ coded billet position along with billet description, designation and rank the prospective student is currently filling. CNRFC N72 will then provide prospective students with NROWS funding from ADT-Schools fund. MSOC staff will then provide additional information and reporting instructions once orders are routed in NROWS.
Primary CNRFC N7 POC: Tel: (757) 322-6592, Fax: (757) 444-1061

Personnel assigned to Numbered Fleet/JFMCC/JFACC/HQ Units may attend via ADT schools funding as authorized by COMNAVRESFOR N7.

Non-Navy personnel requesting MSOC quotas may be admitted on a space available basis. Quota requests should be worked through the MSOC POC listed below.

- PHONE (401) 841-3685/1483
- FAX (401) 841-1446
- EMAIL: MSOCadmin@usnwc.edu

CIN/CDP

MSOC CIN: H-2G-1001, MSOC CDP: 04RF.

Information / Read Ahead

Located at <https://usnwc.edu/college-of-maritime-operational-warfare/Core-Curriculum/Maritime-Staff-Operators-Course>

Daily required readings and reference publications will be accessible via locally issued iPad.

Security Clearance

MSOC attendance requires a SECRET clearance for access to NWC facilities at Evans Hall. MSOC attendees must have a valid SECRET clearance to attend. Your clearance will be verified by the administrative department prior to your course start date. If there are concerns related to a clearance, please feel free to contact us. For non-Navy attendees, a security clearance verification/visit request must be submitted from the member's security officer to the Naval War College security office (JPAS users SMO code is 001244). For non-JPAS users please submit your clearance information via fax (401) 841-3004. Include in your fax, the member's name, type of clearance, closed date, IT level and NATO read-in information if any. This form must be on a company letterhead and signed by the security manager. For more information, please contact us at (401) 841-3685/1483.

Attire / Uniform Policy

Military:

Officers NWU Type III/Service Khaki or service equivalent.
Enlisted NWU Type III/Navy Service Uniform.

Civilian:

Business Casual attire is the service khaki equivalent and includes a dress quality collared shirt or turtleneck and dress slacks for men and either a dress or dress blouse and pants/skirt for women. Turtlenecks are acceptable but do not include collarless shirts or flight deck jerseys and do not contain logos on the collar or extreme logos elsewhere on the garment. Denim and dock side shoes and sandals are prohibited.

For the online portion of the course (Weeks 1 and 2), in lieu of wearing service khaki/service uniform equivalent/NWU Type IIIs, students are authorized to wear "casual summer attire" which is collared shirt (polo or similarly relaxed style), or blouse equivalent, or flight suit. In all cases no tee-shirts, gym shirts, tank tops, sports bras, tops with exposed midsections.

Fleet Attire may be worn only on authorized "Fleet Attire Fridays" as listed in NWC Plan of the Week. **Green flight suits are authorized for wear only on fleet attire days.**

Seasonal dress uniforms (service dress blue/white, summer white, and winter blue) and civilian professional attire are not required however, if you anticipate attending a special event at NWC or another local command (SWOS, NAPS, etc.), it is recommended you check on the dress code as many commands prescribe dress uniforms for specific events. Dress uniforms are usually required to attend distinguished visitor (Service secretaries, etc.) lectures. Civilian Professional Attire consists of coat or sweater and tie, dress-quality collared shirt and dress slacks for men and either a dress or sport coat, dress blouse, and pants or skirt for women. Shoes are of a dress quality with both closed toe and heel. Sling back shoes are an acceptable alternative for women.

Mail and E-mail

Your mailing address at the College is: (example)
ATTN: CDR JOHN Q. SMITH (MSOC XX-XX)
US NAVAL WAR COLLEGE
EVANS HALL
686 CUSHING ROAD
NEWPORT, RI 02841-1207

The NWC Library has several public computers to access personal email. At this time, Evans Hall does not provide computer access to MSOC Students. NMCI is not available at the Naval War College and SIPRNET accounts will not be established.

Schedule and Other Information

- **CHECK with ADMIN prior to arrival for latest Check-in requirements due to COVID-19.**
- **Day 1 of Class COVID-19 Operations: Report to Evans Hall (Bldg. 1284) parking lot between approximately 0730-0930 to pick up course issued materials mentioned earlier via "no contact check-in" protocols. Faculty Team Lead will provide exact times via email.**
- *****Once we return to OPS Normal (i.e., post COVID-19 pandemic): Report to Evans Hall (bldg. 1284) between 0730-0745 and Course begins promptly at 0800 on Day 1*****
- Classes are scheduled for all workdays, including the days immediately ahead of and following Federal holidays.
- No watches or other duties are assigned during the MSOC training period.
- There are no specific provisions for spouses due to the short duration of this course, but the NWC Student Guide has helpful information for those whose spouses are also traveling to Newport.
- [Directions](#) to NWC from TF Green Airport (Providence - PVD)
- The Newport Shuttle (Orange Cab affiliate) runs daily from the Providence Airport to the Naval Station (Gate 1). Reservations are recommended. Call (401) 841-0020. Additionally, Rainbow Cab (401) 849-1333 and Orange Cab (401) 841-0030 provide transportation to and from the airport.
- Personnel with NMCI accounts are advised that in order to remotely access NMCI, they must consult their systems administrator to obtain the necessary OWA privileges. Due to the absence of NMCI at the NWC, personnel are encouraged to ensure successful remote access prior to arriving at MSOC.
- **Returning flights: do not schedule departure from T.F. Green Airport (PVD) before 1400, or 1600 from Logan Airport (BOS) on last day of the course.**

Parking

Please park in the large lot across the street from the Chalet and BOQ. If staying off base, park in the lots marked "student parking" while on the NWC campus. Admin will provide a placard at check-in.

UIC

The Naval War College staff and student UICs are 00124 and 30486, respectively.