

*Updated March 11, 2019*

## **Maritime Staff Operators Course (MSOC) Need to Know Information**

Course begins promptly at 0800. Report to Evans Hall (bldg. 1284) between 0730-0745.

### **Quota Information**

Course capacity: 28 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 I until 1 Oct 2019 or Type III/Service Khaki or service equivalent.

Enlisted NWU Type I until 1 Oct 2019 or Type III/Navy Service Uniform.

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.**

**Last day of class: Business Casual (definition below) is an authorized option for military.**

Civilian: **Business Casual** 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 summer (approx. mid-June through Labor Day), casual attire is authorized.** Casual attire differs from the above in that the collared shirt may be of polo or similarly relaxed style. Though denim and denim-look materials are still not acceptable, slacks, pants/skirts, and dresses may be constructed of a more relaxed or rugged material. Likewise, shoes of a more casual style are acceptable. Though sandals are acceptable in casual attire, flip-flops or other thong type sandals and tennis-style shoes are not. Additionally, shorts/skorts, micromini skirts, and clothing that may distract or cause embarrassment to coworkers or is a safety hazard are examples of what is not considered appropriate.

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

## **Schedule and Other Information**

- Course begins promptly at 0800. Report to Evans Hall (bldg. 1284) between 0730-0745
- 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: not before 1400 on last day of the course.
- **Currently, there are no passport agent(s) at Naval Station Newport.** Passport assistance is provided at the local post office or at NSB New London (Groton, CT).

### **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.