

# MSOC Need to Know Information

*(Updated as of 20 March 2025)*

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

- Email at [MSOCAdmin@usnwc.edu](mailto:MSOCAdmin@usnwc.edu) and/or Phone (401) 856-5810.
- Please keep MSOC Admin abreast of any changing contact information (email and phone) enroute.

## Personal laptop requirements

- MSOC requires the use of a laptop Wi-Fi capable laptop with CAC reader if able to access class materials via BlackBoard and to complete certain homework assignments.
- If unable to bring your own laptop, MSOC will provide a temporary laptop loaner. Identify your need for a temporary laptop when you contact MSOC Admin.
- **NOTE:** NMCI is not available at the Naval War College. 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.

## Curriculum Reading

- Read Ahead located on the MSOC website 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 BlackBoard.

## Rental cars

- **A rental car or POV is highly recommended while attending this course.** There are limited dining options within timely walking distance from Evans Hall and most on-base billeting location.

## 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 RPD'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. **Students without confirmed quotas will not be allowed to attend. No exception!** Email [MSOCAdmin@usnwc.edu](mailto:MSOCAdmin@usnwc.edu) and/or Phone (401) 856-5810 to confirm you have a quota before traveling to Newport.

- **Active Duty PCS personnel** planning to attend MSOC enroute to their next command should contact their detailee 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.

- **Active Duty TDY personnel** requesting MSOC quota requests must be worked through the MSOC POC listed below.
  - PHONE (401) 856-5810
  - EMAIL: MSOCadmin@usnwc.edu
- **Reserve Component personnel** assigned to Numbered Fleet/JFMCC/JFACC/HQ Units may attend via ADT schools funding as authorized by COMNAVRESFOR N7. All must obtain an MSOC quota through 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.
  - FY 25 Primary CNRFC N7 POC: [CNRFC\\_MSOC-MOPC\\_Requests@us.navy.mil](mailto:CNRFC_MSOC-MOPC_Requests@us.navy.mil)
  - FY 26 Primary POC: PHONE (401) 856-5810, EMAIL: MSOCadmin@usnwc.edu
- **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) 856-5810
  - EMAIL: MSOCadmin@usnwc.edu

#### CIN/CDP

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

#### Security Clearance

- **MSOC is a SECRET level course and thus requires a SECRET clearance** to attend, and to access to NWC facilities at Evans Hall. 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 (DISS users SMO code is 001244). For non-DISS 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) 856-5810.

#### Attire / Uniform Policy

##### Military:

- Officers NWU Type III/Service Khaki or other service equivalent.
- Enlisted NWU Type III/Navy Service Uniform or other service equivalent.
- **Seasonal dress uniforms** (service dress blue/white, summer white, and winter blue) and civilian professional attire are **not** required for MSOC attendance.
- **Fleet Attire** may be worn only on authorized "Fleet Attire Fridays" as listed in NWC Plan of the Week (e.g., **light suits/2POCs are only authorized for wear on Fleet Attire Fridays**).

##### 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.
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## 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

## Schedule and Other Information

- **Day 1 of Class:** *Report to Evans Hall (Bldg. 1284) and enter the classroom NET 0715 and NLT 0745. Class begins promptly at 0800.*
- 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.
- **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.