

CMF 38B (Civil Affairs) Reclassification Packet Instructions

The purpose of this information is to assist you in preparing an application packet for consideration to reclass your current MOS to CMF 38B Civil Affairs Specialist. Our objective is to find the best Soldiers that meet the qualifications and submit their packet to Human Resources Command Career Advisor/Assignment Manager. Please complete all required documents for your packet and any additional enclosures that you may find relevant to your packet.

When sending your packet via email, fax or in person use the below listed items as a guideline. Once I receive the documents, I'll review it for accuracy and completeness. **Incomplete packets will not be accepted.** I'll transport your packet to the CMF Career Advisor/ Assignment Manager at Human Resources Command. If you appear to be a good candidate, you will be brought to Fort Bragg for a **7 Day assessment course/Civil Affairs selection board.** **The next /assessment/board is TBD.** If you are selected at the quarterly board HRC request a release from your current MOS. This is normally not a problem.

Finally, the CMF Advisor/ Assignment Manager will process you for reclassification and put you on assignment instructions. Additional training, i.e. Airborne training, will also be scheduled at this time. Your local PSB will see that you are on assignment and cut the orders.

Enlisted Civil Affairs Specialist Qualifications

1. Rank SPC –SFC
 - a. SPC no less than 1 year TIS and no more than 4 years TIS and 3 years TIG
 - b. SGT no less than 2 year TIS and no more than 8 years TIS and 4 years TIG
 - c. SSG no less than 3 year TIS and no more than 12 years TIS and 4 years TIG
 - d. SFC no more than 14 years TIS and no more than 2 year TIG
2. Must have WLC
3. ASVAB TECH Score of at least 96. If Soldier took ASVAB before 1 Jan 02 must have at least 100.
4. APFT card within 90 days & DA Form 5500R Body fat content worksheet if needed.
5. ERB
6. PULHES 111221 or better
7. Security Verification, Interim Secret
8. DLAB score of 65 or higher (study guide can be purchased at www.deltagear.us/Kit&Tools/Kit/DLAB.htm) or current DLPT 1/1 or higher with results within 12months if you are language qualified.
9. Pass SERE physical current within a year. **If not Airborne must also be stamped for Airborne in block 74a on DD Form 2808.**
10. Civil Affairs volunteer statement.

For more information on Civil Affairs Specialist contact MSG Saulsberry at otis.saulsberry@usarec.army.mil , SFC Gbani at Trenica.gbani@usarec.army.mil or www.bragg.army.mil/ca.



**DEPARTMENT OF THE ARMY
 UNITED STATES ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL
 FORT BRAGG, NORTH CAROLINA 28307-5000**

AOJK-SP-R

DATE _____

MEMORANDUM FOR Commander USAJFKSWCS, Attn: AOJK-SP-R, Fort Bragg, NC 28307-5000

SUBJECT: Civil Affairs Volunteer Statement (Enlisted)

1. I hereby volunteer for Civil Affairs (CA) training. If not already airborne qualified, I hereby volunteer for Airborne training and/or assignment under provisions of chapter 6, AR 614-200. Failure to successfully complete Airborne training will disqualify me from Civil Affairs training.
2. Upon successful completion of Civil Affairs Qualification Course (CAQC) and prior to my departure from my losing command, I agree to reenlist or extend my enlistment to meet the 36 month remaining service obligation.
3. Are you a U.S. Citizen? Yes ___ No ___ Non US citizens or personnel that hold dual citizenship are ineligible for a Secret Security clearance and may not attend CA training.
4. Are you currently on assignment or have you received notification of assignment? Yes ___ No ___
 If yes, when is your PCS date? _____ Where are you PCS'ng to? _____ Soldiers on assignment may not be allowed to attend CAQC without their branch's prior approval (DA Fm 4187). Soldiers who volunteer for CAQC prior to receiving assignment notification will be deferred to allow CAQC attendance. For CAQC volunteers, assignment to the CAQC will take precedence over any assignment conflict. Stabilization of current drill sergeants and detailed recruiters will not be broken.
5. Have you been convicted by a court-martial or have disciplinary action under UCMJ (Article 15) in your official military personnel file? Yes _____ No _____ If so, why and when did you receive the Article 15?

6. Soldiers that have disciplinary action noted in their official military personnel file may not apply. This provision can only be waived by the Commanding General, United States Army Special Warfare Center and School on a case by case basis.
8. Have you ever applied for and/or attended CAQC/CASC ? Yes ___ No _____. If so, When? _____
9. Have you attended a Civil Affairs briefing? Yes ___ No ___ If so, when/where? _____
10. I agree if I received a reenlistment bonus I will pay back the unearned portion of the bonus to be eligible for reclass in 38B Civil Affairs Specialist. _____
11. Upon successful completion of CAQC, I request reclassification from my present PMOS of _____ to 38B-Civil Affairs Specialist.

Assessment and Selection class: _____ GT Score: _____ Tech Score: _____ Rank _____

Last Name: _____ First Name: _____ MI: _____ Signature _____

SSN _____ Unit, Post, and Zip Code _____

Duty Phone:() _____ Home Phone:() _____ Cell Phone: () _____

E-MAIL ADDRESS _____

****DATA REQUIRED BY THE PRIVACY ACT OF 1974**** AUTHORITY: Title 10, USC 3013; PRINCIPLE PURPOSE: To serve as applications for Military Information Support Operations training. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary; failure to disclose requested information will have a negative impact on individual's application applications for ARSOF training.

OFFICE SYMBOL

DATE_____

MEMORANDUM THRU Commander, Special Operations Recruiting Company,
USAJFKSWCS,
ATTN:AOJK-SP-R, Fort Bragg, NC 28307-5000

FOR Commander, U.S. Army John F. Kennedy Special Warfare Center and School,
ATTN: AOJK-SP, Fort Bragg, NC 28307-5000

SUBJECT: Request for Moral Waiver For UCMJ

1. I, _____, request exception to policy to AR 614-200, Chapter 5, Paragraph 5a.(6).
2. List the circumstances behind your receiving punishment under UCMJ proceedings.
3. List any significant data explaining why you should be granted an exception to policy (waiver) for attendance to CAQC.
4. List all positions you have served in, example; Squad leader, Team leader, etc. List all awards received and reasons you received them.
5. This memorandum should be type written as outlined. All soldiers are **strongly encouraged** to submit letters of reference from chain of command or from anyone that knows your personal moral and ethical character. If you are experiencing lack of support from members of your chain of command and they refuse to submit letters of reference on your behalf, your application will still be submitted for review.

JOHN P. DOE
SGT, USA
Your current position

Information For Course 5D-F11/570-F24

School: 331 **Location:** P.O. BOX 70696, FT BRAGG, NC
Course: 5D-F11/570-F24 **Phase:**
Course Title: CIVIL AFFAIRS ASSESSMENT AND SELECTION
Academic Hours: 82 **DL Academic Hours:** 0
Military Career Development Crs Completion (Resident): EGS - CIVIL AFFAIRS ASSESSMENT AND SELECTION
Military Career Development Crs Completion (DL):

 Class Schedule
  Nonconducted Classes
  Cancelled Classes
  Rescheduled Classes
 View

Class Schedule

FY: 2012 **School:** 331 **Course:** 5D-F11/570-F24 **Phase:** **Course Length:** 1 Weeks 2.0 Days
Course Title: CIVIL AFFAIRS ASSESSMENT AND SELECTION
Class Maximum: 108 **Class Optimum:** 96 **Class Minimum:** 36

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
001	View	19 Oct 2011	22 Oct 2011	28 Oct 2011	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
002	View	14 Dec 2011	17 Dec 2011	23 Dec 2011	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
003	View	25 Jan 2012	28 Jan 2012	03 Feb 2012	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
004	View	21 Mar 2012	24 Mar 2012	30 Mar 2012	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
005	View	18 Apr 2012	21 Apr 2012	27 Apr 2012	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
006	View	16 May 2012	19 May 2012	25 May 2012	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
007	View	20 Jun 2012	23 Jun 2012	29 Jun 2012	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
008	View	22 Aug 2012	25 Aug 2012	31 Aug 2012	111	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000
009	View	19 Sep 2012	22 Sep 2012	28 Sep 2012	109	Resident	P.O. BOX 70696	FT BRAGG	NC	283070000

Classes that have been nonconducted or cancelled or rescheduled have been excluded

Course Scope And Special Information

 [Currently Effective 2011-11-17](#)

Course Scope:

Screens volunteers for attributes and competencies required to be a member of a Civil Affairs Team. During this course, candidates will be screened psychologically, intellectually, and physically; screenings consist of individual physical fitness/confidence events, intelligence/psychological exams, and problem solving (dilemma based) team activities.

Special Information:

This course is designed to screen Civil Affairs personnel for future CAQC attendance, based on the needs of the force. All soldiers must be selected for attendance through the authority of the Directorate of Special Operations Proponency (DSOP) using current recruiting parameters approved by CG USAJFKSWCS; Any variation from the above standards requires a waiver from the CG, USAITKSWCS; Active Anny Soldiers successfully completing this course (attaining selection) will qualify for subsequent Civil Affairs Qualification Course classes; Submit all requests for exception to the prerequisites to Commander, USAJFKSWCS, ATTN: AOJK-QP, Fort Bragg, NC 28310.

As part of ARSOF, the CA Force is moving to implement an Assessment and Selection course to ensure the readiness of Soldiers in the force to meet the operational challenges they will face, now and into the future. Soldiers scheduled to attend the CA Qualification Course for the remainder of FY10 should expect to attend a Pilot Assessment and Selection Course which will assist the branch's generating force in designing the best possible assessment and selection. The Pilot Course is designed to assess a candidate's character, courage, commitment and intellect. The course will provide the candidate valuable feedback to assist in their personal professional development as they transition from their previous branch to become a member of the CA Regiment.

This is not Special Forces Assessment and Selection. Nor is this intended to be the start of your CA training.

We will be testing you on skills and in situations that approximate some of the types of challenges you may face as a CA operator in the future. You are not being evaluated your knowledge of CA as it stands right now. You will be evaluated on many of the skills and character traits you will need to succeed on future missions.

You will be treated as a professional. You will be expected to complete a series of challenging tasks to complete under various conditions.

You should prepare yourself to do the following:

- Score a minimum of 210 on the APFT with 70 points or higher in each event.

- Run 3-6 miles at a sustained 9 minute/mile pace.

- Demonstrate the skills to lead a small team during periods of mental and physical stress

- Demonstrate the ability to research and analyze a problem and develop a solution, both individually and as a member of team.

- Demonstrate the ability to communicate both orally and in writing.

MSG Stephen Starbuck

Civil Affairs Assessment/Selection NCOIC Directorate of Special Operations

Proponency USAJFKSWC Ft Bragg, NC 28310-9610

E-Mail: starbucs@ahqb.soc.mil

38B - CIVIL AFFAIRS SPECIALIST

Description

Civil Affairs Soldiers operate in teams in support of special operations forces. Civil Affairs specialists identify critical requirements needed by local citizens in combat or crisis situations. They also locate civil resources to support military operations, mitigate non-combatant injury or incident, minimize civilian interference with military operations, facilitate humanitarian assistance activities, and establish and maintain communication with civilian aid agencies and organizations.

Civil Affairs Specialists are primarily responsible for researching, coordinating, conducting and participating in the planning and production of civil affairs related documents, while enabling the civil-military operations of the supported commander. Some of your duties as a Civil Affairs Specialist may include:

- Helping to plan U.S. government interagency procedures for national or regional emergencies
- Assisting with civil-military planning and support
- Coordinating military resources to support reconstitution or reconstruction activities
- Supporting national disaster, defense or emergency assistance and response activities
- Fostering and maintaining dialogue with civilian aid agencies and civilian relief and assistance organizations
- Establishing mechanisms for emergency coordination and administration where political-economic structures have been incapacitated
- Providing emergency coordination and administration where political-economic structures have been incapacitated

Training

For Soldiers reclassing to Civil Affairs, job training begins with three weeks of Airborne training, where you'll learn basic Airborne skills, which will be followed by 37-46 weeks of MOS Training, where you'll learn the skills of a Civil Affairs specialist and be assigned to a Civil Affairs unit. The MOS training program will include language, negotiations and regional training. Some of the other skills you'll learn in Civil Affairs training include:

- Acquiring analytical skills and ability to conduct research using a variety of methods to include standard library research, use of web browsers and other search engines and services
- Conducting civil-military operations that includes humanitarian assistance, disaster relief and populace and resource control
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- Obtaining computing and advanced communication skills
- Training with equipment to include vehicles, weapon systems and other Civil Affairs unique systems
- Conducting an area assessment
- Preparing maps and charts
- Conducting a negotiation

Skills

Helpful attributes include:

- An interest in working with foreign militaries or government agencies
- An ability to learn a foreign language and deal effectively with a foreign culture
- An interest in operating as a member of a small team in an austere environment in both semi-permissive and hostile environments
- An interest in conducting assessments of civil preparedness and infrastructures to assure proper reconstitution, and governmental and economic stability
- An ability to organize and analyze information
- An ability to write clearly and concisely

Responsibilities

Advanced level Civil Affairs Specialists and Noncommissioned Officers coordinate for and supervise the execution of civil-military and Civil Affairs operations in support of military and non-military organizations. Experienced Civil Affairs operators will find themselves operating overseas in small teams working with host-nation officials or foreign militaries on programs designed to strengthen democratic institutions, increase stability, deter conflict or relieve human suffering.

Civilian Related

The skills you learn as a Civil Affairs Specialist will help prepare you for a future with educational institutions, government offices, social services and commercial businesses. You'll be qualified to pursue a career as a historian, case worker, educational specialist, office manager, field representative or intelligence research specialist.

Training Pipeline:

