



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
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MARINE CORPS BULLETIN 5580

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MINIMUM TRAINING STANDARDS FOR LAW ENFORCEMENT PERSONNEL  
ASSIGNED TO PROVOST MARSHAL OFFICES AND MARINE CORPS POLICE  
DEPARTMENTS

Ref: (a) MCO 5580.2B CH-2  
(b) NAVMC 3500.10D  
(c) DoDI 5525.15 CH-2, "Law Enforcement (LE) Standards and  
Training in the DoD," May 20, 2019  
(d) MCO 3574.2L  
(e) MCO 1752.5C  
(f) MCO 5100.19F  
(g) MCO 5110.1D  
(h) MCO 6100.13A CH-1  
(i) DTG 011115Z, "Marine Corps Law Enforcement Instructor  
Certification Requirements and Training Resources,"  
May 2019  
(j) DTG 031159Z, "Marine Corps Law Enforcement Field Training  
Program," June 2019  
(k) SECNAV M-5210.1 CH-1  
(l) MCO 5210.11F  
(m) 5 U.S.C. 552a  
(n) SECNAVINST 5211.5F

Encl: (1) Minimum Training Standards for Law Enforcement Personnel  
Assigned to Provost Marshal Offices and Marine Corps Police  
Departments  
(2) Designated Marksman Qualification Target/Score Card

1. Situation. Interim policy is required to establish the minimum training standards for civilian and military law enforcement personnel assigned to Provost Marshal Offices and Marine Corps Police Departments until reference (a) is updated and approved. This Bulletin is in accordance with references (a) through (n).

2. Mission. This Bulletin serves as interim policy, consolidates training requirements, ensures these standards meet the minimum

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requirements of reference (c), and clarifies training standards for personnel assigned to perform law enforcement duties.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provost Marshal Offices and Marine Corps Police Departments update training plans to comply with this Bulletin.

#### (2) Concept of Operations

(a) Enclosures (1) and (2) are applicable to both military and civilian law enforcement personnel, and remain effective until reference (a) is updated.

(b) Enclosure (1) establishes the policy for the minimum training standards required to perform law enforcement duties. Enclosure (2) is to be used for special reaction team designated marksman/observer target and scoring. References (a) and (b) are still applicable for training standards, which are not clarified within this Bulletin.

(c) Provost Marshals and Police Chiefs shall ensure training requirements of this Bulletin are conducted and recorded in the Data Housing and Reports Tool.

#### b. Subordinate Element Missions

(1) Assistant Deputy Commandant, Plans, Policies and Operations, Security Division (ADC PS)

(a) Serve as the office of primary responsibility for this Bulletin.

(b) Waiver authority for these training standards reside with PS, Law Enforcement, Investigations, and Corrections Branch (PSL). Waivers will be evaluated on a case-by-case basis.

(2) Reporting Units, Organizations, and Installations. Ensure compliance with this Bulletin.

c. Coordinating Instructions. Seek clarification from Headquarters Marine Corps (HQMC), Plans, Policies and Operations (PP&O), Security Division (PS), for training discrepancies between the references and this Bulletin.

### 4. Administration and Logistics

a. Records Management. Records created as a result of this Bulletin shall be managed according to National Archives and Records

Administration (NARA)-approved dispositions per reference (k) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (l) for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (m)] and implemented per reference (n).

c. Cancellation Contingency. This Bulletin is cancelled one year from the date of publication or when incorporated into reference (a), whichever occurs first.

d. Electronic copies of this Bulletin can be found on the official Marine Corps Publications Electronic Library <http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

## 5. Command and Signal

a. Command. This Bulletin is applicable to Provost Marshal Offices and Marine Corps Police Departments.

b. Signal. This Bulletin is effective the date signed.



G. W. SMITH JR.  
Deputy Commandant for  
Plans, Policies and Operations

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Training Standards for Law Enforcement Personnel Assigned to Provost  
Marshal Offices and Marine Corps Police Departments

1. Required Training Timelines. All training is required to be completed during the identified timelines and shall be entered into the Data Housing and Reports Tool (DHART).

a. Triennial. Triennial training is defined as every three years from the last date of certification or completion.

b. Biennial. Biennial training is defined as every two years from the last date of certification or completion.

c. Annual. Annual training is defined as every (12) months or (365) calendar days from the last date of certification or completion.

d. Semi-annual. Semi-annual training is defined as every six months, from the last date of certification or completion. Typically, these are identified as 1 January through 30 June, and 1 July through 31 December.

e. Quarterly. Quarterly training is defined as every three months from the last date of certification or completion.

f. Monthly. Monthly training is defined as occurring every month.

g. Other. Some training standards fall outside the parameters of the preceding timelines, and will be annotated within this Bulletin, where applicable.

2. Minimum Training Standards

a. Use of Force/Deadly Force (annual). Use of force/deadly force sustainment training shall be conducted annually. Use of force/deadly force sustainment training consists of classroom instruction, written examination, and use of force/deadly force acknowledgement memorandum. Use of force/deadly force course, available through MarineNet, satisfies the classroom instruction and written examination requirements of this training standard.

b. Weapons Qualification. Personnel who are not qualified or fail to sustain proficiency with the specific weapons capability in the following subparagraphs (1) through (6), shall not be issued or carry that weapon, and shall be annotated on the do not issue list within the Provost Marshal Office (PMO)/Marine Corps Police Department (MCPD) arms room or ready for issue, as applicable.

(1) Pistol (annual). The only authorized qualification course for the pistol is the Marine Corps Combat Pistol Program (MCCPP), table I, course of fire per reference (d). Marine Corps civilian police have two years from the date of this Bulletin to comply with

this requirement. Waivers and exemptions listed in reference (d) do not satisfy the minimum standard to perform armed law enforcement duties. Pistol sustainment training shall be conducted quarterly using an approved course of fire in references (a) or (b).

(2) Shotgun (annual). Shotgun qualification shall be conducted using the Shotgun Practical Weapons Course of Fire per reference (a).

(3) Rifle (annual). Rifle qualification shall be conducted using the police officer rifle qualification course per reference (a) or the Marine Corps Annual Rifle Qualification (ARQ) per reference (d). Waivers and exemptions listed in reference (d) do not satisfy the minimum standard to carry the rifle while performing law enforcement duties.

(4) Baton (annual). Baton training shall be conducted annually, either in conjunction with Law Enforcement Defensive Tactics (LE DEFTAC), or as standalone block of instruction.

(5) Oleoresin Capsicum (OC) (annual). Oleoresin Capsicum (OC) training shall be conducted annually. OC training consists of drawing, carrying, and engagement techniques. Additionally, personnel are required to be capable of handling subjects that have been exposed to OC, as well as decontamination and medical procedures.

(6) Human Electro-Magnetic Incapacitation (HEMI) Device (biennial). Human Electro-Magnetic Incapacitation (HEMI) training shall be conducted biennially. Sustainment consists of firing at least two 25 foot extended range cartridges. Further, personnel must maintain proficiency in applicable medical procedures, and handling of subjects that have been exposed to a HEMI device.

c. Further Sustainment Training

(1) Law Enforcement Defensive Tactics (LE DEFTAC) (annual). LEDEFTAC training shall be conducted annually per the approved program of instruction. LE DEFTAC, developed by Military Police Instruction Company and the Martial Arts Center of Excellence, is the only authorized program of instruction for DEFTAC. LE DEFTAC sustainment may also satisfy baton and restraint device sustainment training if those portions are taught concurrently.

(2) Restraint Devices (annual). Handcuffing and restraint device training shall be conducted annually.

(3) Active Shooter (annual). Active shooter response training shall be conducted annually.

(4) Fingerprint and Deoxyribonucleic Acid (DNA) (annual). Fingerprint and Deoxyribonucleic Acid (DNA) collection, and submission of criminal fingerprints training shall be conducted annually.

(5) First Responder Aid (biennial). First responder aid training shall be conducted biennially. First responder aid will include first aid, cardio pulmonary resuscitation, automated external defibrillator, blood-borne pathogens, and gunshot wound management.

(6) Incident Response (annual). Incident response training shall be conducted annually.

(7) Domestic Dispute and Assault Response (annual). Domestic response training shall be conducted annually. Domestic response sustainment training must include simulated responses where children are involved.

(8) Sexual Assault Response (annual). Sexual assault response training shall be conducted annually per appendices (L) and (M) of reference (e).

(9) Emergency Vehicle Operators Course (EVOC) (triennial). Emergency Vehicle Operators Course (EVOC) certification shall be conducted triennially per reference (f).

(10) Blood Alcohol Concentration (BAC) Devices (other). Blood Alcohol Concentration (BAC) sustainment training/certification shall be conducted every 18 months per reference (g) or as the state/territory dictates.

(11) Speed Measuring Devices (Light Detection and Ranging [LIDAR]/Radio Detection and Ranging [RADAR]) (triennial). Light Detection and Ranging (LIDAR)/Radio Detection and Ranging (RADAR) certification shall be conducted triennially per reference (g) or as the state/territory dictates.

(12) Driving Under the Influence (DUI) Identification and Processing (other). Driving Under the Influence (DUI) detection and processing training shall be conducted every 18 months per reference (g) or as the state/territory dictates.

(13) National Incident Management System (NIMS). National Incident Management System (NIMS) training will be completed within one year of assuming duties.

(a) IS-100.C: Introduction to the Incident Command System, ICS 100. All personnel are required to complete IS-100.C.

(b) IS-700.B: An Introduction to the National Incident Management System. All supervisory personnel (staff non-commissioned officer and above, government series-9 and above) are required to complete IS-700.B.

d. Special Reaction Team (SRT)

(1) Physical Fitness Standards (semi-annual)

(a) Special Reaction Team (SRT) personnel must maintain a current first class score on Marine Corps physical fitness standards per reference (g).

(b) SRT personnel that fail to meet first class physical fitness standards for either the PFT or CFT shall be given no more than 30 days to achieve compliance before removal from the SRT.

(2) Special Reaction Team (SRT) Firearms Qualifications (quarterly)

(a) Pistol. SRT personnel shall maintain an expert qualification on the MCCPP, table I, quarterly.

(b) Shotgun. SRT personnel shall maintain qualification on the shotgun practical weapons course of fire on an annual basis in accordance with paragraph 1.c above.

(c) Rifle. SRT personnel shall maintain an expert qualification on the police officer rifle qualification course of fire or ARQ quarterly.

(d) Precision Weapon. Designated Marksmen (DM) shall qualify on their assigned precision weapon monthly using enclosure (2). The DM qualification course is engagement of a three-inch bullseye target from the prone position at a range of 100 meters, hitting five separate bullseyes out of five shots with no time limit.

e. Exemptions. PMO/MCPD shall not use the DHART training exemption function to excuse personnel from training requirements based on billet. The DHART training exemption function is intended to account for personnel incapable or restricted from performing training on a temporary basis.

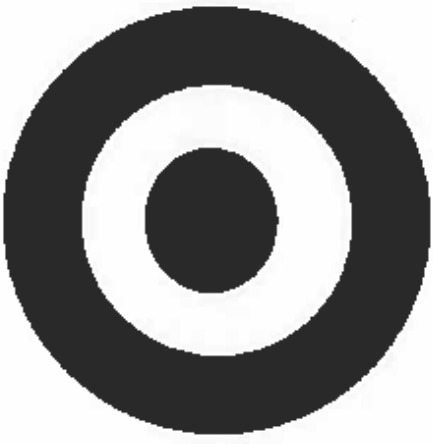
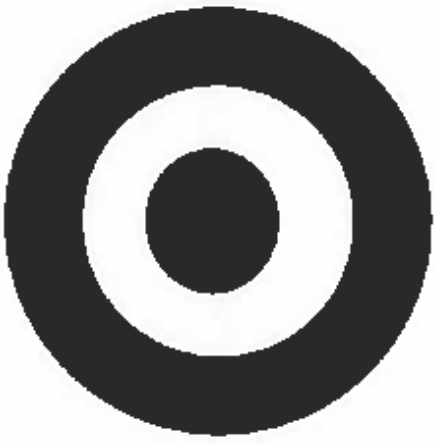

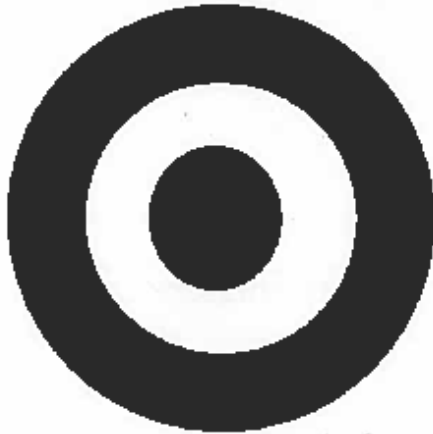

(1) Examples of appropriate training exemptions are medical, legal, psychological or other related issues that prevent the individual from performing their duties.

(2) Training exemptions granted for these types of issues will be reviewed by the Provost Marshal/Police Chief, or his/her designee, at a minimum of every 6 months.

3. Law Enforcement Instructor Certification Requirements. LE instructors (civilian and military) will adhere to the provisions set forth in reference (i).

4. Field Training Program (FTP). PMO/MCPD will develop and sustain a Field Training Program (FTP) in accordance with reference (j).

Designated Marksman Qualification Target/Score Card

Military Police	Weapon System Qualification			Shooter's Name: _____
				Date: _____
				Evaluator: _____



APPENDIX A

Glossary of Terms and Abbreviations

ADC PS	Assistant Deputy Commandant, Plans, Policies and Operations, Security Division
ARQ	Annual Rifle Qualification
BAC	Blood Alcohol Concentration
DHART	Data Housing and Reports Tool
DM	Designated Marksmen
DUI	Driving Under the Influence
EVOC	Emergency Vehicle Operators Course
FTP	Field Training Program
HEMI	Human Electro-Magnetic Incapacitation
LE DEFTAC	Law Enforcement Defensive Tactics
LIDAR	Light Detection and Ranging
NIMS	National Incident Management System
MCCPP	Marine Corps Combat Pistol Program
MCPD	Marine Corps Police Department
OC	Oleoresin Capsicum
PMO	Provost Marshal Office
PSL	Law Enforcement, Investigations, and Corrections Branch
RADAR	Radio Detection and Ranging
SRT	Special Reaction Team