DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS BULLETIN 3502

From: Commandant of the Marine Corps
To: Distribution List

Subj: INTERIM SERVICE-LEVEL POLICY FOR THE CERTIFICATION OF MARINES CONDUCTING SURF OBSERVATION (SUROB) REPORTS

Ref: (a) NAVMC 3500.2D
(b) NAVMC 3500.38D
(c) AHMS Message, "Interim Training Requirements for the Resumption of Amphibious Combat Vehicle (ACV) Waterborne Operations," September 22, 2022
(d) SECNAV M-5210.1
(e) MCO 5210.11F
(f) 5 U.S.C. § 552a
(g) SECNAVINST 5211.5F
(h) MCO 5215.1K w/Admin CH-1

Encl: (1) Sample Instructor Assignment Letter
(2) Sample Instructor Certification Letter
(3) Surf Observation (SUROB) Training Standards

1. Situation. Historically, the Marine Corps' approach to conducting Surf Observation (SUROB) Reports has been ad hoc and inconsistent across the force. The nuances of maneuvering a new platform, the Amphibious Combat Vehicle (ACV), across challenging littoral environments has revealed that the detailed information contained within the SUROB is more relevant than ever. This is a complex problem, as multiple specialties across the Marine Corps (e.g., reconnaissance and infantry scout swimmers, assault amphibians, and intelligence personnel), our naval partners (e.g., beachmasters; Sea, Air, and Land teams), the joint force, and the combined force (e.g., North Atlantic Treaty Organization) have differing tactics, techniques, and procedures regarding the conduct of SUROBs. At this time, SUROBs are a critical gap in our training continuum. To close this gap, we must establish a rigorous, repeatable, and standardized method of conducting SUROBS across the service. Furthermore, the means of training and then certifying those individual Marines entrusted with conducting SUROBs must be codified.

2. Mission. This Bulletin establishes the service-level training and certification standards for SUROBs, so that all Marines conducting SUROBs are appropriately trained, certified, and current, ensuring that the conduct of SUROBs is accurate and consistent across the force to enable safe, lethal, and effective littoral operations. This Bulletin is in accordance with references (a) through (h).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To enable safe, lethal, and effective littoral operations.

(b) Method. Commanders, Marine Forces Command, Marine Forces Pacific, Marine Forces Reserve, Marine Forces Special Operations Command (MARFORSOC), and commanders/officers in charge of units performing SUROBs will ensure all SUROBs are conducted in accordance with this Bulletin. All safety-related reporting will also be submitted as required.

(c) Endstate. The SUROB Reports submitted by Marines are accurate and consistent across the force, which will result in a commander having standardized information to inform their decision for transit through surf zones using unit-specific platforms.

(2) Concept of Operations. This is interim guidance. Details within this Bulletin will be further refined and codified in a Marine Corps Order (MCO) and/or the upcoming Assault Amphibian Training and Operations Procedures and Standardization (AATOPS).

(a) Train. All Marines tasked with the conduct of SUROBs will be initially trained during entry-level training, Military Occupational Specialty (MOS) progression training, or through managed on-the-job training in accordance with the relevant Training and Readiness (T&R) event contained in reference (a). Marines will then be required to conduct training semi-annually in accordance with enclosure (1).

1. In accordance with paragraph 3.b.(2)(a) of reference (c), officers who have graduated from the Assault Amphibian Officer Course, who hold the primary MOS of 1803, and who are serving in the Fleet Marine Force (FMF) are required to conduct subject bi-annual training and annual certification.

2. In accordance with paragraph 3.b.(2)(b) of reference (c), Staff Non-Commissioned Officers (SNCOs) who have graduated from the Assault Amphibian Unit Leader Course, who hold the primary MOS of 1833, and who are serving in the FMF are required to conduct subject bi-annual training and annual certification.

3. In accordance with paragraph 3.b.(2)(c) of reference (c), Non-Commissioned Officers or above who have graduated from the Basic Reconnaissance Course (BRC) and are serving in the FMF are required to conduct subject bi-annual training and annual certification.

4. All other Marines serving across the FMF who may be required to conduct SUROBs will conduct subject bi-annual training and annual certification in accordance with this Bulletin.

(b) Evaluate

1. Marines tasked with and trained to conduct SUROBs will be evaluated in accordance with the Performance Evaluation Checklist in reference (a).

2. Officers or SNCOs who have demonstrated a superior understanding of, and have extensive proficiency in, the conduct of SUROBs, will be selected to serve as SUROB Instructors. Marines, who will be assigned in writing by their respective O-5 commanding officers, will be authorized to supervise and execute subject training and then conduct the requisite evaluation. See enclosure (1) for a sample assignment letter.

(c) Certify. All Marines who have been trained and passed the evaluation criteria in reference (a) will be certified annually in writing by their respective commanding officers in accordance with paragraphs 2.b.(2)(d) and 2.b.(2)(e) of reference (c). See enclosure (2) for a sample certification letter.

(d) Retain. Local commands will maintain SUROB Certification Letters for three years and ensure training records and certifications are updated in Marine Corps Training Integrated Management System (MCTIMS) and/or Marine Sierra Hotel Aviation Readiness Program (M-SHARP).

b. Subordinate Element Missions

(1) Commanding General of Training and Education Command (CG TECOM). Develop and execute a certification program in support of SUROBs and ensure that the details within this Bulletin are included in the appropriate MCO or future AATOPS.

(a) Update relevant T&R standards to reflect changes in the conduct of SUROBs.

(b) Revise, direct the revision of, or coordinate the revision of doctrinal publications relevant to the conduct of SUROBS to include, but not limited to:

1. NTTP 3-59.3M / MCRP 2-10.3 U.S. Naval Amphibious Surf Manual (Draft).

2. AATOPS.

(c) Support the development of technical solution to capture annual SUROB training and certifications / recertification to be documented in the training record (i.e., MCTIMS).

(2) Deputy Commandant for Plans, Policies, and Operations (DC PP&O)(Future Operations Branch). Determine which MOSs (e.g., 1803, 1833, 0303, 0313, 0321, and 0363) may be, or are required to, conduct SUROBs in the performance of their respective duties. Ensure that the information in this Bulletin is incorporated into the T&R of relevant MOSs, and that applicable portions of this Bulletin are incorporated into AATOPS.

(3) Deputy Commandant for Information (DC I). Determine which MOSs (e.g., 0202, 0203, 0231, 6802, and 6842) may be, or are required to, conduct SUROBs in the performance of their respective duties. Ensure that the information in this Bulletin is incorporated into the T&R of relevant MOSs.

(4) Commander, Marine Forces Special Operations Command (MARFORSOC). Determine which MOSs (e.g., 0370 and 0372) may be required to conduct SUROBs in the performance of their respective duties and ensure compliance with this Bulletin. Ensure that the information in this Bulletin is incorporated into the T&R of relevant MOSs.

(5) Commanding General (CG), Training Command. In coordination with the relevant occupational field sponsors and Course Content Review Board Process, update programs of instruction at Assault Amphibian School, BRC, and at any other formal learning centers where SUROBs are taught to support uniform training for SUROBs across the service.

(6) Commander, Marine Corps Systems Command (MARCORSYSCOM). Coordinate with stakeholders, including Program Executive Office Land Systems (PEO-LS), Training Command, and FMF, to acquire the service-level materiel solution to support the conduct of SUROBs during training and operations.

(7) Program Executive Office Land Systems (PEO-LS). Support MARCORSYSCOM in the identification and acquisition of the service-level materiel solution to support the conduct of SUROBs during training and operations.

(8) Unit Commanders. Commanders are responsible for ensuring that all unit SUROBs are accomplished per this Bulletin. Additional responsibilities include, but are not limited to the following:

(a) Ensure only certified and current Marines conduct unit SUROBs for littoral operations.

(b) Ensure all SUROB refresher training, certification, and recertification dates are properly annotated in each Marines' formal record as appropriate, and MCTIMS and/or M-SHARP.

c. Coordinating Instructions

(1) All semi-annual SUROB training will be conducted in accordance with enclosure (3).

(2) All annual SUROB evaluations will be conducted in accordance with reference (a) and enclosure (3).

(3) To improve standardization across the force, include the following SUROB documents:

(a) SUROB Report.

(b) 100 Wave Count Table.

(c) Significant Breaker Height Table.

(d) Average Breaker Period Computation Table.

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 in reference (d), SECNAV M-5210.1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the 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 (e), MCO 5210.11F, 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 reference (f), the Privacy Act of 1974 (5 U.S.C. § 552a), as amended, and implemented in reference (g), SECNAVINST 5211.5F.

c. Forms. There are no forms used in this Bulletin.

d. Recommendations. Recommendations concerning the contents of this Bulletin are welcomed and may be forwarded to CG TECOM via the appropriate chain of command.

e. Cancellation Contingency. This Bulletin is cancelled when incorporated into AATOPS.

5. Command and Signal

a. Command. This Bulletin is applicable to the Marine Corps Total Force.

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

K. M. IIAMS
By direction
Commanding General
Training and Education Command

DISTRIBUTION: PCN 10255306100

Sample Instructor Assignment Letter

Command Letterhead

3502
Date

From: Commanding Officer
To: Sgt I.M. Marine, xxxxxxxxxx (EDIPI)/18xx USMC

Subj: ASSIGNMENT AS COMMAND SURF OBSERVATION (SUROB) REPORT INSTRUCTOR

Ref: (a) MCBul 3502 dtd 3 Aug 2023
(b) MCRP 2-10.3. U.S. Naval Amphibious Surf Manual
(c) NAMVC 3500.2D Assault Amphibian Training and Readiness Manual

1. Per references (a) through (c), you are hereby assigned as a Command Surf Observation (SUROB) Report Instructor effective _____. As a Command SUROB Instructor, you are responsible for the planning, conduct, supervision, and evaluation of subject training for the command. Your training and evaluation will support my final decision as to which Marines will be certified to conduct SUROBs for training and operations. As such, you are directly responsible to me for the accurate conduct of the subject SUROBs in accordance with references (a) through (c).

2. This assignment is based on your qualification and currency as detailed in references (a) through (c). Failure to meet the training and certification standards set forth in references (a) through (c) will result in the automatic termination of this assignment.

3. Your assignment is valid upon signature and must be certified annually by the S-3. Your assignment will be terminated if you are found to be no longer qualified, upon transfer from this command, or if otherwise revoked base on valid justification.

I. M. COMMANDER

3502
Date

FIRST ENDORSEMENT

From: Sgt I.M. Marine, xxxxxxxxxx (EDIPI)/18xx USMC
To: Commanding Officer

Subj: ASSIGNMENT AS COMMAND SURF OBSERVATION (SUROB) REPORT INSTRUCTOR

1. I have read and understand the references listed above. As a Command SUROB Instructor, I am aware that my training must be completed semi-annually, and my qualification must be validated annually.

2. I hereby assume the duties and responsibilities as a [UNIT NAME] SUROB Instructor.

I. M. MARINE

Sample Instructor Certification Letter

Command Letterhead

3502
Date

From: Commanding Officer
To: Sgt I.M. Marine, xxxxxxxxxx (EDIPI)/18xx USMC

Subj: COMMAND CERTIFICATION TO CONDUCT SURF OBSERVATION (SUROB) REPORTS

Ref: (a) MCBul 3502 dtd 3 Aug 2023
(b) MCRP 2-10.3. U.S. Naval Amphibious Surf Manual
(c) NAMVC 3500.2D Assault Amphibian Training and Readiness Manual

1. Per references (a) through (c), you are hereby certified to conduct SUROBs effective _____. This certification confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible for the accurate conduct of the subject SUROBs in accordance with references (a) through (c).

2. This certification is based on your qualification and currency as detailed in references (a) through (c). Failure to meet these standards will result in the automatic termination of this certification.

3. This certification is valid for one year from the date of signature.

I. M. COMMANDER

3502
Date

FIRST ENDORSEMENT

From: Sgt I.M. Marine, xxxxxxxxxx (EDIPI)/18xx USMC
To: Commanding Officer

Subj: CERTIFICATION TO CONDUCT SURF OBSERVATION (SUROB) REPORTS

1. I have read and understand the references listed above. I am aware that my training must be completed semi-annually and that my qualification must be validated annually.

2. I hereby assume the duties and responsibilities to conduct SUROB Reports for [UNIT NAME].

I. M. MARINE

Surf Observation (SUROB) Training Standards

1803AAV-AMPH-1010: Produce a Surf Observation (SUROB) Report

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: Up-to-date assessments of surf conditions are key to major decisions concerning the safe transit of forces through a surf zone. Therefore, it is essential that submitted reports on existing surf conditions be accurate and timely. Various qualified individuals such as SEAL team members, underwater construction team, or force reconnaissance personnel, depending upon the specific operation, can collect and submit requisite initial observational data on surf conditions via specifically formatted messages known as SUROB Reports. These personnel are tactically sent in prior to a landing in order to take these initial observations until conditions permit a beachmaster representative to assume that responsibility. The subsequent duties of the beachmaster representative are to maintain direct communications and provide Commander Amphibious Task Force (CATF) and the primary control ship with SUROBs at hourly intervals or intervals designated by CATF. Beachmasters must also promptly advise if any surf conditions materialize which can adversely affect future landings. Beachmasters must also be prepared to utilize appropriate emergency visual signals for "turn-away."

MOS PERFORMING: 1803

BILLET(S): Platoon Commander

GRADES: 2NDLT, 1STLT

INITIAL LEARNING SETTING: FORMAL

CONDITION: You are the leader of a team located on a Beach Landing Site and must conduct SUROBs within the designated Splash Point/Landing Point, during both day and night operations to create a SUROB Report. You have an operation order with operations overlay, the scheme of maneuver from the supported maneuver force, a map of the area of operations, a lensatic compass, a 100 Wave count table, breaker period computation table, significant breaker height computation table, and a SUROB Report Form from NTTP 3-59.3M.

STANDARD: Make observations in the time provided. Document observed data on the appropriate worksheet or table. Compile necessary data to complete the SUROB Report Form. Transmit the SUROB.

PERFORMANCE STEPS:

1. Select a vantage point.

2. Record observations on the 100 Wave Count Table.

    a. Record beach location.

    b. Record date and time the observation began.

c. Observe breakers (100 breaker count for Admin/Peacetime Survey, 50 breaker count for combat, or hostile environment).

(1) Record data as the observer calls out the breaker height.

(2) Record type(s) of breakers (spilling, plunging, or surging).

(3) Measure and record the time between breakers.

d. Record the time the observations are complete.

3. Calculate Breaker Period (line CHARLIE), using Breaker Period (line CHARLIE) Computation Table.

a. Calculate time difference to the nearest ½ second, between start time of observation and stop time of observation.

b. Divide calculated time difference by 100 (50 for combat or hostile environment).

4. Calculate Significant Breaker Height (line ALPHA).

a. From the 100 Wave Count Table, count the number of times that the highest breaker height occurred.

b. Enter the highest breaker height and number of times it was observed in the Significant Breaker Height (line ALPHA) Computation Table.

c. Count the number of times the next highest breaker height occurred.

d. Enter the second highest breaker height and number of occurrences on the table.

e. Continue this process until the “Number of Occurrences” column total is 33.

f. Multiply values in Wave Height column by Number of Occurrences column and enter product in the Product column.

g. Add the values of the Product column.

h. Divide the Product column total by 33.

i. Record result on line Alpha of SUROB Report Form in the nearest ½ foot.

j. Record the highest breaker height on line BRAVO of the SUROB Report Form to the nearest ½ foot.

5. Calculate percentage of breaker types (line DELTA).

a. From 100 Wave Count Table, count the number of recorded plunging waves.

b. Divide number of plunging waves by total number of observed waves (100 or 50 based on situation).

c. Record result on line DELTA of SUROB Report Form.

d. From 100 Wave Count Table, count the number of recorded spilling waves.

e. Divide the number of spilling waves by the total number of observed waves (100 or 50 based on situation).

f. Record result on line DELTA of SUROB Report Form.

g. From 100 Wave Count Table, count the number of recorded surging waves.

h. Divide number of surging waves by total number of observed waves (100 or 50 based on situation).

i. Record result on line DELTA of SUROB Report Form.

6. Calculate breaker angle (line ECHO) and their direction relative to the beach (towards right or left).

a. Shoot an azimuth (degrees) down the beach and record.

b. Shoot an azimuth (degrees) along the breaker line and record.

c. Subtract the two recorded azimuths.

d. Record the difference between the two azimuths, in degrees, as the breaker angle, line ECHO of the SUROB Report Form.

e. Circle either right or left as the direction towards which the breaker is moving relative to the beach, either right or left, as the breaker direction, on line ECHO of the SUROB Report Form.

7. Calculate littoral current (line FOXTROT) and the direction relative to the beach (towards right or left).

a. Throw current marker (e.g., tennis ball, bright, floatable object, or dog retriever toy) as far offshore as possible.

b. Pace off and record the distance in feet the distance current marker moves in one minute.

c. Divide distance in feet by 10 and record as one-tenth knot (example: 80 feet = 0.8 knots).

d. Record the direction the current marker moved, relative to the beach, either right or left, as seen from boats, or landing craft approaching the beach.

e. Repeat steps a. through d. several times.

f. Average the observed current velocities.

g. Record the average observed current velocities, in knots, as the littoral current, line FOXTROT of the SUROB Report Form.

h. Circle either right or left for the direction towards which the current is moving as seen from approaching the beach, for the littoral current direction, on line FOXTROT of the SUROB Report Form.

8. Calculate width of surf zone and number of lines of breakers (line GOLF).

a. Measure and record, in feet, the width of the surf zone on line GOLF of the SUROB Report Form.

b. Count and record the number of lines of breakers within the surf zone, on line GOLF of the SUROB Report Form

9. Calculate and record remarks (line HOTEL).

a. Estimate, or measure using anemometer, wind speed in knots.

b. Record reading as Relative Wind Speed in line HOTEL of SUROB Report Form.

c. Calculate wind direction.

(1) Shoot an azimuth (degrees) towards the direction the wind is coming and record.

(2) Shoot an azimuth (degrees) down the beach and record.

(3) Subtract the two azimuths and record as Relative Wind Direction in line HOTEL of SUROB Report Form.

d. Circle ONSHORE or OFFSHORE on Relative Wind Direction and Speed, based on whether wind is blowing onshore or offshore.

e. Circle RIGHT or LEFT on Relative Wind Direction and Speed, based on the flank toward which the wind is blowing.

f. Estimate and record the visibility in miles and obstructions to vision on Weather line.

g. Record presence of rain, thunderstorms, lightning, etc. on Weather line.

h. Record Secondary Wave System height, period, and angle, if applicable.

i. Record location of debris in surf zone, if applicable.

j. Record any additional dangerous conditions or significant factors that might influence successful operations.

10. Ensure content is correct and all required lines of SUROB Report Form are complete.

11. Submit/transmit report.

12. Repeat steps 1-14 hourly during operations, when weather or sea state conditions change, or when directed by higher authority due to significant event changes during craft landings/launches.

REFERENCES:

1. BnO P3000.1, "Standing Operating Procedures for Assault Amphibious Operations"

2. NTTP 3-59.3, "Naval Amphibious Surf Manual"

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS:

1803AAV-AMPH-1002	1803AAV-AMPH-1011	1803AAV-SUPT-1001
1803ACV-AMPH-1002	1803ACV-AMPH-1011	1803ACV-SUPT-1001
1803ACV-SUPT-1002	AA-AMPH-3002	

SUPPORT REQUIREMENTS:

RANGE/TRAINING AREA:

Facility Code 17411 Maneuver/Training Area, Amphibious Forces

APPENDIX A

Glossary of Acronyms and Abbreviations

AATOPS	Assault Amphibian Training and Operations Procedures and Standardization
ACV	Amphibious Combat Vehicle
BRC	Basic Reconnaissance Course
CATF	Commander Amphibious Task Force
CG	Commanding General
CG TECOM	Commanding General of Training and Education Command
DC I	Deputy Commandant for Information
DC PP&O	Deputy Commandant for Plans, Policies, and Operations
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
EDIPI	Electronic Data Interchange Personal Identifier
FMF	Fleet Marine Force
MARCORSYSCOM	Marine Corps Systems Command
MARFORSOC	Marine Forces Special Operations Command
MCO	Marine Corps Order
MCRP	Marine Corps Reference Publication
MCTIMS	Marine Corps Training Integrated Management System
MOS	Military Occupational Specialty
M-SHARP	Marine Sierra Hotel Aviation Readiness Program
NARA	National Archives and Records Administration
NTTP	Naval Tactics, Techniques, and Procedures
PEO-LS	Program Executive Office Land Systems
PII	Personally Identifiable Information
SNCOs	Staff Non-Commissioned Officers
SUROB	Surf Observation
T&R	Training and Readiness
TECOM	Training and Education Command