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MARINE CORPS ORDER 3500.42C

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS HELICOPTER/TILTROTOR ROPE SUSPENSION TECHNIQUES (HRST)
AND CAST OPERATIONS POLICY AND PROGRAM ADMINISTRATION

Ref: (a) MCO P5102.1B
(b) MCO 1553.1B
(c) MCO 1553.2B
(d) MCO 3500.27C
(e) MCO 3502.3B
(f) MCRP 3-11.3A
(g) MCRP 3-11.4A
(h) TM 72101A-14 (NOTAL)
(i) SOCOM 350-6 Special Operations Forces Baseline Interoperable Standards (Rotary Wing and Tiltrotor Insertion/Extraction Training Standards)
(j) SECNAV M-5210.1
(k) OPNAVINST 5102.1D
(l) NAVAIR 13-45-2
(m) OPNAVINST 3500.43
(n) DoD Directive 5410.18 "Public Affairs Community Relations Policy," November 20, 2001
(o) DoD Instruction 5410.19 "Public Affairs Community Relations Policy Implementation," November 13, 2001
(p) COMNAVSPECWARCOMINST 3000.3B
(q) 5 U.S.C. 552a
(r) SECNAVINST 5211.5E
(s) MCO 3900.15B
(t) DoD 5500.07-R, "Joint Ethics Regulation (JER)," August 30, 1993
(u) JAGINST 5800.7E
(v) SECNAV M-5214.1

Encl: (1) HRST and Cast Operations Procedures

Report Required: Helicopter/Tiltrotor Rope Suspension Techniques Equipment Malfunctions and Incidents Report (Report Control Symbol EXEMPT) Chap. 10, para. 3

1. Situation. HRST is the collective term for rappel, fast rope, and Special Patrol Insertion/Extraction (SPIE) operations. HRST systems were developed as a means to insert and/or extract, by helicopter/tiltrotor aircraft, ground forces into or from rough terrain, urban areas or water. HRST is designed to be used in situations where aircraft landings are impractical due to terrain or tactical situation. The policies and procedures described herein are intended to maximize unit and individual combat effectiveness, interoperability, and safety. Commanders and authorized personnel will ensure that unit and activity programs are

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administered in accordance with this Order and references (a) through (u). Requests to waive any criteria or coordinate permanent changes to this Order, must be submitted via the chain of command to Deputy Commandant, Plans, Policies & Operations (POG-40) for approval.

2. Cancellation. MCO 3500.42B.

3. Mission. Establish policy designating assigned responsibilities for the conduct of the Marine Corps HRST programs. HRST skills apply to insertion/extraction by helicopter/tiltrotor aircraft and include the developmental preliminary training conducted from static towers. HRST gives the unit the ability to conduct helicopter/tiltrotor aircraft insertions or extractions where aircraft landings are impractical.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders, Marine Forces Central, Marine Forces Command, Marine Forces Pacific (MARFORPAC), Marine Forces Reserve, Marine Special Operations Command (MARSOC), and Commanders/Officers in Charge of units performing HRST operations will conduct all HRST operations and training in accordance with this Order and other applicable directives. All safety related reporting will also be submitted as required.

(2) Concept of Operations

(a) Rappelling. Rappelling from aircraft shall only be conducted by units whose operational requirements dictate insertion by that means.

(b) Special Patrol Insertion/Extraction (SPIE). SPIE shall be conducted by units whose operational requirements dictate insertion/extraction by that means.

(c) Fast Roping. Fast roping from aircraft shall be conducted by units whose operational requirements dictate insertion by that means.

(d) Cast Operations. Units, whose operational requirements dictate insertion by that means, shall conduct cast training from aircraft.

(e) Ladder. Units, whose operational requirements dictate extraction by that means, shall conduct Ladder training from aircraft.

(f) Night Operations. Units, whose operational requirements dictate the necessity for insertion and extraction from aircraft; during periods of limited visibility; employing rappelling, SPIE, fast roping, cast, and Ladder techniques.

b. Subordinate Element Missions

(1) DC PP&O (POG-40)

(a) Serve as the Headquarters Marine Corps functional expert in all reconnaissance and HRST related issues. Additionally, serve as the Reconnaissance Occupational Field Manager, Reconnaissance Military Occupational Specialty Specialist, and the Marine Corps proponent lead for HRST.

(b) Serve as a proponent in the Combat Developmental System, assisting in the development of Marine Air Ground Task Force organization, training, equipment and doctrine related to reconnaissance, HRST and related special reconnaissance capabilities/skills.

(c) Consolidate, submit, and/or monitor reports as required in this Order and initiate Marine Corps-wide corrective/preventive action as required.

(d) Establish, enforce and monitor policy to ensure standards are being met.

(2) Commanding General, Marine Corps Combat Development Command (MCCDC)/ Deputy Commandant, Combat Development and Integration (DC CD&I)

(a) CG, Training and Education Command (TECOM) (C 46)

1. In coordination with DC PP&O (POG-40) and CG MCCDC (Total Force Structure Division), conduct annual validation of all Marine Corps HRST school requirements.

2. Develop, publish, and review as required, Marine Corps training policy and standards (Infantry Training Standards (ITS), Mission Performance Standards and/or Training & Readiness Manual) related to HRST.

3. Evaluate the effectiveness of current and proposed training programs, review and approve Programs of Instruction (POI), inspect and identify deficiencies and forward recommendations DC PP&O (POG-40) measures to correct noted deficiencies.

4. Standardize HRST training in the Marine Corps.

5. Ensure the standardization of HRST courses in instruction (HRST Master and Unit Refresher Training). Review and approve Programs of Instruction submitted by lead agencies.

(b) Fires and Maneuver Integration Division (FMID), Capabilities Development Directorate

1. In conjunction with DC PP&O (POG-40), serve as the User Representative for all HRST equipment related issues. Coordinate with operating forces, supporting establishments, higher headquarters, and inter-service and government agencies to ensure current equipment deficiencies are corrected and desired HRST capabilities support Marine Corps Required Operational Capabilities.

2. In coordination with Commander, Marine Corps Systems Command (COMMARCORSSYSCOM), maintain inter-service liaison to ensure equipment inter-operability and facilitate requirement development to support HRST operations.

(3) Commander, Marine Corps Systems Command

(a) Coordinate and manage all HRST equipment research, development, and acquisition as identified by DC CD&I.

(b) Provide for Marine Corps-wide coordination and standardization of all approved and fielded systems.

(c) Serve as the HRST Equipment Sponsor, responsible for developing technical operational procedures, refining employment techniques, updating equipment and monitoring compliance with applicable safety procedures.

(d) Provide assistance to DC PP&O (POG-40) and DC CD&I (FMID) with regard to safety, procedures and techniques as requested.

(4) Commander, Naval Safety Center

(a) Evaluate all HRST equipment malfunctions/HRST incidents and related mishaps. As directed by Director, Safety Division and DC PP&O (POG-40), participate in the conduct of safety mishap review boards, as a board member and technical advisor, providing technical and procedural expertise for class A, B, and selected C and D, HRST mishap investigations.

(b) Provide assistance to DC CD&I (FMID) with regards to safety, procedures, and techniques, pertaining to HRST equipment and operations.

(c) Maintain a data repository for all HRST equipment malfunction/incident reports. Analyze compiled data for trends in personnel and equipment performance and procedural adequacy. Annually distribute statistics to all commands that conduct HRST operations.

(d) Provide a safety assessment on all HRST equipment under research, development and acquisition as identified by CG MCCDC (C 443) and validated by DC PP&O (POG-40).

(e) Conduct a HRST equipment inspection on all Marine Corps units authorized to conduct refresher training at least once every 2 years. Conduct assistance inspections requested by the commanding officer or directed by DC PP&O (POG-40).

(f) Conduct High Risk Training Safety Inspections on all Marine Corps Units/Activities authorized to conduct HRST Master Instructor Training at least once every 2 years.

(5) CG, II Marine Expeditionary Force (II MEF), Expeditionary Operations Training Group (EOTG)

(a) II MEF EOTG is designated the lead agency for HRST courses of instruction and shall submit to CG TECOM (C 46) for review and approval all required and appropriate documentation for HRST Master and Unit HRST Refresher Training.

(b) In coordination with those Units and Activities authorized to instruct/train HRST courses, develop and submit POIs for the HRST Master Course and Unit HRST Refresher Training to CG TECOM (C 46) for review and approval.

(c) Upon approval of HRST Programs of Instruction (HRST Master and Unit HRST Refresher Training) provide a complete Master Lesson File (one copy each of: POI, lesson plans, student outlines, class instructional support material) to each activity and unit authorized to instruct and CG TECOM (C 46).

(d) Establish and convene a Course Content Review Board (CCRB), and coordinate participation by all authorized HRST training sites and Units

per reference (c). At the conclusion of the CCRB, submit a Record of Proceedings via the chain of command to CG TECOM (C 46) and provide copies as required to DC PP&O (POG-40) and the Naval Safety Center.

(e) Maintain an information base of all current and ongoing HRST developments with COMMARCORSYSCOM on new equipment, procedures, and items of safety for HRST operations.

(6) Commander, Marine Special Operations School

(a) Marine Special Operations School is designated the lead agency for HRST courses of instruction at MARSOC and shall submit to CG TECOM for review and approval all required and appropriate documentation for HRST Master and Unit HRST Refresher Training.

(b) Upon approval of HRST Program of Instruction (HRST Master) provide a complete Master Lesson File (one copy each of: POI, lesson plans, student outlines, class instructional support material) to each activity and unit authorized to instruct and CG TECOM (C 46).

(c) Establish and convene a CCRB, and coordinate participation by all authorized HRST training sites and Units per reference (c). At the conclusion of the CCRB, submit a Record of Proceedings via the chain of command to CG TECOM (C 46) and provide copies as required to DC PP&O (POG-40) and the Naval Safety Center.

(d) Maintain an information base of all current and ongoing HRST developments with COMMARCORSYSCOM (CBG) on new equipment, procedures, and items of safety for HRST operations.

(7) Commander, Naval Facilities Engineering Command

(a) Provide recurring safety-of-use inspections and certifications of Navy HRST and helicopter/tiltrotor aircraft cast recovery operations training apparatus per the DoD and industry standards, and immediately report any deficiencies to the parent command.

(b) Provide engineering guidance for all naval facilities requiring HRST and helicopter/tiltrotor aircraft cast recovery training apparatus repairs, modifications, improvements and new construction.

(c) Commands should coordinate with their installation Public Works Officer (PWO) to accomplish a facility certification at the frequency determined by the PWO.

(8) Training Activities/Unit Commanders. Commanders will ensure the safe conduct of all HRST training/operations. All HRST operations will use Risk Management (RM) procedures for mitigating risk in accordance with reference (d).

(a) Maintain HRST Master Lesson Files provided by the lead agency.

(b) Ensure HRST operations within the unit are conducted and supervised by a certified and current HRST Master and Safety Insert Officer (SIO). Marine Corps Recruit Depots shall ensure Static Rope Suspension Techniques Training (SRST) is conducted and supervised by a certified and current SRST Master and SIO.

(c) Ensure HRST Refresher Training, certification and recertification dates are properly annotated in each Marine's Basic Training Record (BTR) as appropriate.

(d) Ensure all personnel conducting HRST from a helicopter/tiltrotor aircraft have successfully completed static tower training within the previous 60 days for rappelling operations, and 120 days for fast rope operations per page 5-1 of Chapter 5, paragraph 2d of this Order.

(e) Ensure all HRST equipment is properly maintained, inspected, and stowed after use, per references (h).

(f) Ensure only a certified and current HRST Master maintains the HRST storage locker.

(g) Ensure all HRST Master Refresher Training is conducted in accordance with this Order and the Master Lesson File for HRST Master Refresher Training.

(h) Submit recommended additions and/or changes to this Order to DC PP&O (POG-40).

(i) In coordination with the lead agency for course of instruction, participate in HRST CCRBs. At any time submit recommended changes to courses of instruction to lead agency.

(9) Unit Commanders. The Commander is responsible for ensuring that all HRST within the unit is accomplished per this Order. Additional responsibilities include, but are not limited to the following:

(a) Ensure HRST operations within the unit are conducted and supervised by a certified and current HRST Master and SIO.

(b) Ensure all HRST Refresher Training, certification and recertification dates are properly annotated in each Marines' Officer Qualification Record or Service Record Book as appropriate, and the Training Record.

(c) Ensure all personnel conducting HRST from a helicopter/tiltrotor aircraft have successfully completed static tower training within the previous 60 days for rappelling operations and 120 days for fast rope operations per page 5-1 of Chapter 5, paragraph 2d of this Order.

(d) Ensure that all HRST equipment assigned on the unit's Table of Equipment (T/E) is properly maintained, inspected and stowed after use, per references (a) through (p).

(e) Ensure only a certified and current HRST Master maintains the HRST storage locker.

(f) Ensure that all HRST Master Refresher Training is conducted per this Order.

(g) Submit any recommended additions or changes to this Order to DC PP&O (POG-40).

(h) Always use reference (d) to properly conduct Risk Management.

(i) MARSOC will use reference (i) to incorporate SOCOM specific requirements.

5. Administration and Logistics

a. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (j) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. The generation, collection or distribution of Personally Identifiable Information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (q) and (r). Any unauthorized review, use, disclosure or distribution is prohibited.

c. Department of Defense (DoD) forms mentioned in this Order are available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>. Department of the Navy (DoN) forms i.e. SECNAV, OPNAV, etc. and Marine Corps forms (NAVMC) are available at <https://navalforms.documentservices.dla.mil>.

d. Exceptions to Policy. Requests to waive or permanently change any portion of this Order will be submitted via the first O-5 in the chain of command to DC PP&O (POG-40) per Chapter 4 of this Order.

6. Command and Signal

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

b. Signal. This Order is effective on the date signed.



R. L. BAILEY
Deputy Commandant for
Plans, Policies and Operations

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Chapter 1

Proponency

1. General. This chapter provides detailed information on the authority, definition and scope of proponency of Marine Corps HRST program.

2. Authorization. Only those Marines who have graduated from a USMC authorized course of instruction for HRST Master or other service training courses for helicopter/tiltrotor aircraft rope suspension may be designated as a HRST Master. The Marine Corps trains to meet only valid operational requirements. Quotas to these courses will be assigned to authorized Units/Activities only. The following are the only training organizations authorized to qualify HRST Masters in the Marine Corps:

- a. EOTG
- b. Division Schools, 1ST Marine Division
- c. Division Schools, 2ND Marine Division

d. Marine Special Operations School, Marine Corps Forces, Special Operations Command (MARSOC) Certified HRST Master Instructors will teach HRST courses. Per reference (e), the only authorized training organization for HRST Master Instructor certification is the formal school houses listed in this paragraph. Foreign and civilian HRST or related specialties are not recognized courses of instruction because course content and training standards may be different from those of the Marine Corps.

3. Authorized Units/Activities. Only those units/activities having mission essential requirements, as indicated by their T/O mission statement and appropriate allowance in their T/E are authorized to possess the equipment for the conduct of HRST operations. Requests for changes to current T/Os and mission statements will be forwarded via the chain of command to their designated advocate at HQMC, Washington DC for review and final endorsement/approval. Only the following units/activities are authorized to conduct HRST operations and maintain appropriate equipment. Authorized HRST units include the following:

- a. Active Component and Reserve, Force Reconnaissance Companies
- b. Active Component and Reserve, Reconnaissance Battalions
- c. Active Component and Reserve, Air Naval Gunfire Liaison Companies
- d. Radio Battalion, Radio Reconnaissance Platoons
- e. Marine Corps Systems Command, Infantry Weapons Systems, PdM Raid Reconnaissance Section
- f. EOTG
- g. Division Schools, 1ST Marine Division
- h. Division Schools, 2ND Marine Division
- i. Marine Corps Recruit Depots (Tower Only, See Chapter 5)

- j. Training Command (TBS, IOC)
- k. Infantry Battalions
- l. Marine Security Force Regiment
- m. Marine Special Operations School
- n. Marine Raider Regiment
- o. Marine Raider Battalions
- p. Military Police Special Reaction Teams

4. Authorized HRST Master Refresher Training

a. The HRST Master Refresher Training is designed to keep certified HRST Masters current in their skills. In order to teach the refresher training the unit must be one of the authorized Units/Activities list below and have the equipment listed on the unit T/E.

- (1) EOTG
- (2) Active Component and Reserve, Force Reconnaissance Companies
- (3) Active Component and Reserve, Reconnaissance Battalions
- (4) Marine Raider Regiment
- (5) Marine Raider Battalions
- (6) Marine Special Operations School
- (7) Marine Security Force Regiment
- (8) Radio Battalion, Radio Reconnaissance Platoons

b. The Commanding Officer will appoint, in writing, a senior, current HRST Master as the HRST Master Refresher Instructor and will ensure that the refresher training is taught in accordance with this Order, and the approved Learning Objectives from II MEF EOTG HRST POI. All requirements listed below must be met before a non-current HRST Master is recertified. The course will be documented with a signed LOI and attendance roster, and reflect training received. The unit shall maintain these files for two years. The course may be tailored to the individual HRST Master needing specific currency training. During the training, HRST Masters will be expected to:

- (1) Demonstrate knowledge and proficiency in proper storage, preventative maintenance, marking, rope logs, shelf/service life requirements, current authorized modifications to equipment, equipment serviceability requirements, equipment malfunction and incident reporting, and HRST operation administrative requirements.
- (2) Demonstrate knowledge and proficiency in rope management and knots.

(3) Demonstrate knowledge and proficiency in the briefing and debriefing of all individuals participating in HRST operations to include pilots.

(4) Demonstrate knowledge and proficiency in equipment, tower inspection, and helicopter/tiltrotor aircraft inspection.

(5) Properly rig a rappelling tower for all rappelling and Fast Rope training.

(6) Properly rig and master from a tiltrotor or rotary wing aircraft for rappelling, fast rope or SPIE operations.

5. Definition. DC PP&O (POG-40) is responsible for coordination of all aspects of the development, sustainment, and maintenance of this capability and is vested with the authority to organize and direct appropriate actions to accomplish such objectives.

6. Scope. Common tasks associated with USMC HRST proponenty include, but are not limited to the following:

a. Advocacy. Within DC PP&O (POG-40) purview, shall:

(1) Serve in the role of lead advocate in the development of HRST capabilities per reference (s).

(2) Serve in the role of HRST advocate in the development of aviation capabilities per reference (s).

(3) Conduct inter-service coordination and liaison for Marine Corps HRST operations and training.

(4) Establish, direct, enforce and monitor Marine Corps Integrated Process Teams (IPTs) to identify and resolve issues related to HRST operations, training and equipment.

(5) Co-sponsor the USMC Parachute and HRST Capabilities Conference per chapter 3 of this Order.

(6) Serve in the role of Marine Corps HRST proponent in all matters associated with DoD executive agents.

b. Policy. Within DC PP&O (POG-40) purview, shall:

(1) Establish, enforce and monitor policy to ensure Marine Corps-wide applicability and compliance.

(2) Serve as the sole authority to waive Marine Corps HRST policy.

(3) Initiate Marine Corps-wide corrective/preventative action pertaining to HRST operations as required.

Chapter 2

Capability Development

1. General. This chapter outlines requirements pertaining to the development of HRST capabilities.

2. HRST Capability Development. HRST capabilities will be developed to meet valid and approved operational requirements in accordance with reference (s).

a. Integrated Process Action Teams (IPTs). As existing HRST capabilities are refined or new capabilities are developed, the proponent will establish an IPT to formally address issues arising from the Expeditionary Force Development System Process. Many of these issues are addressed formally through the MARCORSYSCOM Manpower & Training Plan (M&TP) Process. During this process, the IPT assesses all Doctrinal, Organizational, Training, Materiel, Leadership And Education, Personnel and Facilities (DOTMLPF) implications under the guidance of the program manager (PM). The PM uses this assessment, and any required analysis, to develop a plan for developing and sustaining the capability.

b. IPT Membership. Proponents are encouraged to include SMEs from across DoD in the development of HRST capabilities; however, IPTs formed for this purpose will consist of, at a minimum, SME representation from:

- (1) Proponents
- (2) DC CD&I (FMID/LID)
- (3) DC, Aviation (APP)
- (4) Officers in Charge, EOTG
- (5) Commander, Marine Special Operations School
- (6) Commander, MARCORSYSCOM (PMM-113)
- (7) Commander, NAVSAFCEN

c. Proponent's Role. The proponent's role in the IPT is to ensure that all DOTMLPF issues are addressed through facilitation and coordination of required actions, to publish all IPT findings, with all stakeholders copied, and when appropriate, to ensure and enable the participation of relevant operating forces.

3. Aviation Capability Development. HRST operations from newly developed aviation assets require official authorization from the appropriate DoD HRST EA. Direct involvement of the Marine Corps HRST proponent is critical to effective inter-service coordination in gaining this authorization. At a minimum, this authorization requires the following:

a. Official HRST testing by a recognized DoD test and evaluation organization. This will involve test and evaluation of current HRST procedures, as well as the development of any changes or new procedures.

b. The appropriate Service Safety Organization's Safety Confirmation to conduct HRST operations from the newly developed aircraft using any new or

changed HRST procedures. This Safety Confirmation applies to the HRST procedures and is separate from the test and evaluation organization's assessment of the aircraft for safety and suitability.

c. An official service-level request both to authorize HRST operations from the newly developed aircraft, and to implement validated changes/additions to procedures in the appropriate publications and directives.

Chapter 3

USMC Parachute & HRST Capabilities Conference

1. General. This chapter provides detailed information on the purpose, sponsorship, participants, and actions of the USMC Parachute & HRST Capabilities Conference.
2. Purpose. The USMC Parachute & HRST Capabilities Conference convenes annually and serves as a forum for the presentation of relevant personnel parachuting, air delivery, and HRST capability issues requiring proponent or HQMC action and the development of detailed Plans of Action and Milestones to resolve those issues.
3. Sponsorship. The USMC Parachute & HRST Capabilities Conference is co-sponsored by DC PP&O (POG-40) and DC I&L (LPC). Sponsorship includes, but is not limited to, the following:
 - a. Agenda Development.
 - b. Administrative and Logistical Coordination.
 - c. Conference Facilitation.
 - d. Development of Conference Messages.
4. Participants. Units listed in below are standing members of the USMC Parachute & HRST Capabilities Conference. Each of these units will send a designated parachuting and HRST SME to represent his command. Attending SMEs must be empowered to speak on behalf of their commanders regarding all conference agenda items. In addition to the co-sponsors, representation from each of the following is also required:
 - a. DC CD&I (FMID/LID).
 - b. DC, Aviation (APP).
 - c. CG, Training and Education Command.
 - d. CG, Training Command.
 - e. Commander, MARCORSYSCOM (PMM-113).
 - f. Commander, NAVSAFCEN.
 - g. Commanding Officer, Marine Corps Detachment, Fort Benning.
 - h. Commanding Officer, Marine Corps Detachment, Fort Bragg.
 - i. Commanding Officer, Marine Corps Detachment, Fort Lee.
 - j. Officers in Charge, EOTG.
 - k. Commanding Officers, Operational Forces.

5. Actions. At a minimum, the following actions will take place:

a. Sponsors will facilitate the conference by ensuring that the agenda is established, published and followed.

b. Attendees will receive a MARCORSYSCOM update on all current programs of record, as well as any Research Development Testing and Evaluation efforts to develop approved capabilities.

c. Working groups will be established to address specific issues and to develop recommended courses of action as required.

d. Sponsors will develop a conference message containing the final disposition of all agenda items.

Chapter 4

Administration

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with administration of Marine Corps HRST programs.

2. Appointments, Orders and Authorizations. Commanders will assign Marine Corps personnel to HRST, Cast, Fast Rope, SRST Master, and Safety Insert Officer duties commensurate with their billet, training, and qualifications.

a. HRST Masters. NCOs and above who successfully complete the HRST Masters Course, outlined in enclosure (f), will be certified as HRST Masters. This qualification and date of qualification shall be annotated in the Marine's BTR. A certified and current HRST Master is responsible for the training of personnel, as well as the direct supervision of all HRST operations. All training will be conducted in accordance with this Order, and applicable references. Prior to the conduct of training, qualified HRST Masters will be appointed in writing by the Commanding Officer of the unit conducting training. An example of an appointment as a command HRST master can be found in Figure 4-1 of this Order.

b. Cast Masters. NCOs and above who successfully complete the Cast Master Course, outlined in Chapter 5 of this Order, will be certified as Cast Masters. This qualification and date of qualification shall be annotated in the Marine's BTR. A certified and current Cast Master is responsible for the training of personnel, as well as the direct supervision of all cast operations. All training will be conducted in accordance with this Order, and information contained in reference (f), (i) and (p). Prior to the conduct of training, qualified Cast Masters will be appointed in writing by the Commanding Officer of the unit conducting training. An example of an appointment as a command cast master can be found in Figure 4-3 of this Order.

c. Fast Rope Masters. NCOs and above who successfully complete the Fast Rope Masters Course, outlined in Chapter 5 of this Order will be certified as Fast Rope Masters only. This qualification and date of qualification shall be annotated in the Marine's BTR. Fast Rope Masters can only conduct those duties that pertain to fast rope operations and serve as SIO for fast rope operations only. Fast Rope Masters cannot serve as SIO for HRST operations (rappel and SPIE). A certified and current Fast Rope Master is responsible for the training of personnel, as well as the direct supervision of all fast rope operations. All training will be conducted in accordance with this Order, and applicable references. Prior to the conduct of training, qualified Fast Rope Masters will be appointed in writing by the Commanding Officer of the unit conducting training. An example of an appointment as a command fast rope master can be found in Figure 4-4 of this Order.

d. SRST Masters. NCOs and above who successfully complete the Static Rope Suspension Techniques Masters Course, outlined in Chapter 5 of this Order, will be certified as SRST Masters. This qualification and date of qualification shall be annotated in the Marine's BTR. SRST Masters can only conduct those duties that pertain to rappel operations and serve as SIO for rappel operations only. SRST Masters cannot serve as SIO for fast rope and SPIE operations. A certified and current SRST Master is responsible for the training of personnel, as well as the direct supervision of all SRST operations. All training will be conducted in accordance with this Order,

and information contained in reference (f), (i) and (p). Prior to the conduct of training, qualified SRST Masters will be appointed in writing by the Commanding Officer of the unit conducting training. An example of an appointment as a command SRST master can be found in Figure 4-5 of this Order.

e. HRST Safety Officer. Commanders will appoint, in writing, an experienced and current HRST Master as the Command HRST Safety Officer. The command HRST Safety Officer (HSO) serves as the command's HRST SME. As well as supervise the overall safety relating to all aspects of the unit/activity HRST program. Detachments of more than 30 days duration intending to exercise a HRST capability must also have an appointed "Detachment" HSO. An example of an appointment as a command HRST Safety Officer can be found in Figure 4-2 of this Order.

f. Safety Insert Officer (SIO). An assigned SIO will have successfully completed the HRST Masters Course. The SIO will be fully qualified and current in order to conduct HRST operations. The SIO is in charge of the HRST operation regardless of rank. Until relieved, his decisions are final during the HRST operation. The SIO makes the final decision as to whether or not it is safe to conduct HRST operations.

g. U.S. Navy Personnel. Navy personnel are subject to this Order while assigned to Marine Corps units and activities except as stipulated in the Navy Military Personnel Manual NAVPERS 15560D. Unless otherwise stated, all references to Marines apply to Naval personnel assigned to Marine Corps units. Naval Special Warfare personnel who have attended their service HELO Rope Suspension Training and HELO Cast Master certification are authorized to conduct training on USMC aircraft. These personnel must conduct all training in accordance with this Order and references (a) to (s).

3. Administration and Logistics

a. Safety

(1) During all training exercises, safety is a paramount concern. Requests for waiver or modification of stated procedures, techniques or equipment as established by this Order, will be submitted via the chain of command to DC PP&O (POG-40). Requests for waiver or modification of this Order for training purposes requires documented deliberate risk assessment and mitigation as described by reference (d). All equipment malfunctions and incidents will be reported per this Order and reference (a).

(2) During combat operations, safety policies and prescribed operating procedures will be adhered to unless mission accomplishment is jeopardized by the policy/procedure. Commanders and other authorized personnel will exercise extreme caution when modifying or waiving approved procedures, techniques, or equipment. When commanders deem a modification or waiver appropriate, they shall perform appropriate risk analysis and mitigation per reference (d). When operationally feasible, commanders shall submit requests for waiver or modification of standard procedures, techniques or equipment as established by this Order and appropriate risk analysis and mitigation via the appropriate chain of command to DC PP&O (POG-40). All equipment malfunctions and incidents will be reported per this Order and reference (a).

b. Facilities and Personnel. Due to the sensitivity of handling and maintaining HRST equipment, centralization of support facilities and personnel is encouraged when operationally feasible.

c. Authorized Equipment. The use of HRST equipment, which is not approved for military service use or unauthorized modification of approved equipment, is strictly prohibited. HRST equipment that is outlined on the Navy's Authorized for Naval Use List (ANUL) will be authorized for use at the Commanders discretion after an in depth risk assessment has been reviewed, and before the purchase or implementation of that equipment. Any request to modify equipment will be forwarded via the chain of command to DC PP&O (POG-40) for approval with an info copy to COMMARCORSYSCOM, and COMNAVSAFECEN (C 41/44). Request for changes to current equipment allowances will be forwarded via the chain of command and to DC CD&I (TFSD) for review and approval with info copy to DC PP&O (POG-40), COMMARCORSYSCOM, and COMNAVSAFECEN (C 41/44). Present and potential equipment deficiencies that negatively impact mission capability or safety should be identified to CG MCCDC (C 44). Only government-owned HRST equipment will be used for military operations and shall not be used for off duty activities.

d. Course Management. The lead agency, per reference (e), will submit Programs of Instruction for HRST Master and Unit HRST Master Refresher Training for review and approval to CG, Training Command (C 46) per references (b) and (c). The lead agency will also conduct CCRB at a minimum of every two years.

e. Publications. Authorized units/activities that maintain HRST lockers will retain and maintain current copies of this Order, the appropriate references, HRST advisories, and the publications that pertain to their equipment and operations. This library will be readily accessible to all personnel.

(1) MCRP 3-11.4A, Marine Corps Helicopter Rope Suspension Techniques (HRST) Operations

(2) TM 72101A-14, Principal Technical Characteristics and Components List of Helicopter Rope Suspension Equipment

(3) MCO P5102.1B Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual

(4) MCO 3500.27C Risk Management

(5) SOCOM 350-6 Special Operations Forces Baseline Interoperable Standards (Rotary Wing and Tiltrotor Insertion/Extraction Training Standards)

(6) SECNAV M-5210.1 Records Management Manual

(7) NAVAIR 13-45-2 SPIE System

4. Unauthorized Drug Usage and Mental Instability

a. Any USMC HRST Master (qualified or in training) charged or convicted by competent civilian or military authority with unauthorized drug usage shall be relieved of all associated duties and responsibilities and prohibited access to unit HRST Lockers and life support equipment. In such cases, commanders will formally notify DC PP&O (POG-40), DC I&L (LPC-3) and DC M&RA (MMEA/MMOA/RAP). When warranted, substantiated cases may result in the voiding or pulling the HRST Master's HRST certification at the discretion of the appropriate occupational field sponsor/proponent and MMEA/MMOA/RAP.

b. Any USMC HRST Master (qualified or in training) found by competent medical authority to lack the mental stability required to function in that

capacity shall also be relieved of all associated duties and responsibilities and prohibited access to unit HRST Lockers and life support equipment. In such cases, commanders will formally notify DC PP&O (POG-40), DC I&L (LPC-3) and DC M&RA (MMEA/MMOA/RAP). When warranted, such cases may result in the voiding or pulling of the HRST Master's certification at the discretion of the appropriate occupational field sponsor/proponent and MMEA/MMOA/RAP.

c. In any case where a rigger or HRST Master is relieved for such cause, all HRST and life support equipment inspected/modified by that rigger or HRST Master will be identified, removed from service and secured. Such equipment will undergo a thorough technical HRST Master inspection prior to being placed back into service as per applicable references.

5. Exceptions to Policy

a. Requests to waive any portion of this Order, with the exception of MARSOC, will be submitted via the first O-5 in the chain of command to DC PP&O (POG-40) no later than forty-five (45) days prior to the related event. Electronic submissions of scanned requests and endorsements are recommended to increase effectiveness and minimize response time.

b. Requests to waive any portion of this Order for Marines participating in training or operations with Headquarters, United States Special Operations Command and its subordinate units or with the United States Government Interagency Departments will be submitted via that organization's first O-5 or civilian pay scale equivalent in the chain of command, to DC PP&O (PO-SOD) for endorsement. Endorsed request will be forwarded to DC PP&O (POG-40) for approval. Electronic submissions of scanned requests and endorsements are recommended to increase effectiveness and minimize response time. Desired request timeline is no later than forty-five (45) days prior to the related event but the necessity of operational requirements will be taken into consideration.

c. Applicable points of contact can be found on the world-wide web at <https://ehgmc.usmc.mil/org/hgmcppo/PO/POG/default.aspx>. Replies to electronic requests will be returned in the same manner. Requests may be submitted via official mail, fax or electronically to the addresses below:

(1) Commandant of the Marine Corps
Headquarters United States Marine Corps
Plans, Policies and Operations (POG-40)
3000 Marine Corps Pentagon
Washington, DC 20350-3000

(2) Commercial 703-692-4304, DSN 222-4304

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/03XX USMC
Subj: ASSIGNMENT AS COMMAND HELICOPTER/TILTROTOR ROPE SUSPENSION TECHNIQUES
MASTER
Ref: (a) MCO 3500.42C
(b) MCRP 3-11.4A, HRST Operations
(c) TM 72101A-14, Principal Technical Characteristics & Components
List of HRST Equipment
(d) Unit Standing Operating Procedure (SOP)

1. Per the applicable references, you are hereby assigned as a command HRST Master effective date . This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of HRST operations within the scope of your duties for that operation.

2. This assignment authorizes you to perform only those HRST Master duties for which you are appropriately qualified, and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the references. Failure to do so will result in the automatic termination of this assignment.

3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

I. M. COMMANDER

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/03XX USMC
Subj: ASSIGNMENT AS COMMAND HELICOPTER/TILTROTOR ROPE SUSPENSION TECHNIQUES
MASTER SAFETY OFFICER
Ref: (a) MCO 3500.42C
(b) MCRP 3-11.4A, HRST Operations
(c) TM 72101A-14, Principal Technical Characteristics & Components
List of HRST Equipment
(d) Unit SOP

1. Per the references, you are hereby assigned as the command HRST Safety Officer (HSO) effective date . This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of all aspects of the command's HRST program in accordance with the references.
2. This assignment is based on your qualification and currency as a command HRST Master and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the applicable references. Failure to do so will result in the automatic termination of this assignment.
3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

I. M. COMMANDER

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/03XX USMC
Subj: ASSIGNMENT AS COMMAND CAST MASTER
Ref: (a) MCO 3500.42C
(b) USSOCOM 350-6
(c) COMNAVSPECWARCOMINST 3000.3B
(d) Unit SOP

1. Per the references, you are hereby assigned as the command Cast Master effective date. This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of cast operations within the scope of your duties for that operation.

2. This assignment authorizes you to perform only those Cast Master duties for which you are appropriately qualified, and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the references. Failure to do so will result in the automatic termination of this assignment.

3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

I. M. COMMANDER

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/03XX USMC
Subj: ASSIGNMENT AS COMMAND FAST ROPE MASTER
Ref: (a) MCO 3500.42C
(b) MCRP 3-11.4A, HRST Operations
(c) TM 72101A-14, Principal Technical Characteristics & Components
List of HRST Equipment
(d) Unit SOP

1. Per the applicable references, you are hereby assigned as a command Fast Rope Master effective date. This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of fast rope operations within the scope of your duties for that operation.

2. This assignment authorizes you to perform only those Fast Rope Master duties for which you are appropriately qualified, and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the references. Failure to do so will result in the automatic termination of this assignment.

3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

I. M. COMMANDER

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/03XX USMC
Subj: ASSIGNMENT AS COMMAND STATIC ROPE SUSPENSION TECHNIQUES MASTER SAFETY OFFICER
Ref: (a) MCO 3500.42C
(b) MCRP 3-11.4A, HRST Operations
(c) TM 72101A-14, Principal Technical Characteristics & Components List of HRST Equipment
(d) Unit SOP

1. Per the references, you are hereby assigned as the command SRST Master effective date . This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of all aspects of the command's SRST program in accordance with the references.
2. This assignment is based on your qualification and currency as a command SRST Master and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the applicable references. Failure to do so will result in the automatic termination of this assignment.
3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

I. M. COMMANDER

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/03XX USMC
Subj: ASSIGNMENT AS COMMAND SAFETY INSERT OFFICER (SIO)
Ref: (a) MCO 3500.42C
(b) MCRP 3-11.4A, HRST Operations
(c) TM 72101A-14, Principal Technical Characteristics & Components
List of HRST Equipment
(d) Unit SOP

1. Per the references, you are hereby assigned as a command SIO effective date. This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of all aspects of the command's HRST program in accordance with the references.

2. This assignment is based on your qualification and currency as a command HRST Master and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the applicable references. Failure to do so will result in the automatic termination of this assignment.

3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

I. M. COMMANDER

Chapter 5

Qualification & Currency Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with HRST qualification training as it pertains to Marine Corps personnel. Upon successful completion and Marine Corps Training Information Management System (MCTIMS) validation of approved courses, appropriate entries in MCTFS are authorized per Chapter 4 of this Order.

2. HRST Master Currency. HRST Masters, once certified, must maintain a current status in three separate areas: Rappel, SPIE, and Fast Rope. The Commanding Officer will ensure that all HRST Masters remain current per this Order. HRST Masters that are not current in one area may perform duties in another provided they hold currency in that area. Non-current HRST Masters shall attend a HRST Master Refresher Course to renew their currency. The refresher course shall be annotated in the Marine's BTR. HRST Master currency standards are set forth according to the following guidelines:

a. Rappel: As the HRST Master, conduct a rappel operation within 12 months.

b. Special Patrol Insertion/Extraction (SPIE): As the SPIE Master, conduct a SPIE operation within 12 months.

c. Fast Rope: As the Fast Rope Master, conduct a fast rope operation within 12 months.

d. HRST 60 and 120-Day Rule: Prior to an individual conducting/participating in HRST operations from a helicopter/tiltrotor aircraft, they must have conducted/participated in a HRST operation within the previous 60 days for rappelling operations, and 120 days for fast rope operations. If not, refresher training from a static tower must be conducted. A roster of all personnel participating in this training will be maintained in the unit training files.

3. Aircraft Requirement. When conducting HRST Master Duties from the MV-22 as either a SPIE, rappel or fast rope master that HRST Master will be qualified to conduct HRST Master Duties on all aircraft. If the HRST Master only conducts duties from an aircraft other than a MV-22 then that HRST Master will only be qualified to conduct duties from legacy aircraft and not the MV-22.

Qualification Requirements for HRST Master

1. Qualification Requirements. Non-Commissioned Officers through Commissioned Officers will be considered qualified as HRST Masters and Safety Insert Officers when the following requirements are met at a HRST course:

2. Rappelling. A suitable 30-90 foot tower shall be used. There will also be a written test, which is covered in the student handout. Airframes will be rigged in an 8-minute time limit while static. No helicopter/tiltrotor aircraft rappel training will be conducted prior to satisfactory completion of the tower portion of the training.

a. Tower

(1) Conduct two daylight wall rappel descents, one with and one without combat equipment.

(2) Conduct two night wall rappel descents, one with and one without combat equipment.

(3) Conduct two daylight skid rappel descents, one with and one without combat equipment.

(4) Conduct one carabineer tie-off, one rescue eight tie-off, and one self-rescue rappel.

(5) Conduct two evolutions of at least four personnel, each as a HRST Master, one daylight and one night.

b. Aircraft

(1) Conduct two daylight rappel descents from either a MV-22, UH-1Y Series, or CH-53E, one rappel must be with combat equipment.

(2) Conduct two night rappel descents from either a MV-22, UH-1Y, or CH-53E, one rappel must be with combat equipment.

(3) Conduct two evolutions of at least four personnel, each as a HRST Master from either a UH-1Y or CH-53E, one daylight, one night.

(4) If qualifying with the MV-22, conduct one evolution of at least four personnel, each as a HRST Master from a MV-22. This event may take the place of the events listed on page 5-2 of Chapter 5, paragraph 2b(3).

NOTE: Rappelling operations from the MV-22 shall only be conducted by personnel trained in self-belay/rescue techniques.

c. Rigging

(1) Properly rig the UH-1Y and the MV-22 or CH-53E for rappelling.

(2) Properly rig the tower for available rappel points (wall, helicopter skid and hellhole).

d. Demonstrate proficiency in all rappelling operations.

3. Fast Roping. No helicopter/tiltrotor aircraft fast rope training will be conducted prior to satisfactory completion of the tower portion of fast rope training.

a. Tower

(1) Conduct four daylight fast rope descents, two with and two without combat equipment. Demonstrate braking techniques, two with and two without combat equipment.

(2) Conduct two night fast rope descents, one with and one without combat equipment.

(3) Conduct two evolutions of fast rope operations as a HRST Master, one daylight, one night.

b. Aircraft

(1) Conduct two daylight fast rope descents from either a MV-22, UH-1Y or CH-53E. At least one fast rope must be made with combat equipment.

(2) Conduct two night fast rope descents from either a MV-22, UH-1Y or CH-53E. One fast rope must be made with combat equipment.

(3) Conduct two evolutions of at least four personnel, each as a HRST Master from either a UH-1Y or CH-53E, one day, one night.

(4) If qualifying with the MV-22, conduct one evolution of at least four personnel, each as a HRST Master from a MV-22. This event may take the place of the events listed on page 5-3 of Chapter 5, paragraph 3b(3).

c. Rigging

(1) Properly rig the tower for fast rope operations.

(2) Properly rig the UH-1Y and the MV-22 or CH-53E for fast rope operations.

(3) Demonstrate proficiency in all fast rope operations.

4. Special Patrol Insertion and Extraction (SPIE)

a. Conduct one SPIE as a passenger.

b. Properly rig the UH-1Y and the MV-22 or CH-53E for SPIE operations.

c. Conduct one evolution of SPIE operations as a HRST Master.

d. Demonstrate proficiency in all SPIE operations.

5. Demonstrate Proficiency in the Following:

a. Rope grading and gear inspection.

b. HRST commands and hand and arm signals.

c. Knot proficiency.

d. HRST members and aircrew briefs.

NOTE: When conducting HRST training, for familiarity, all USMC airframes that HRST is conducted from shall be utilized.

6. HRST Master Refresher Training Requirements. Non-current HRST Masters will be considered current as a HRST Master/SIO when the following requirements have been met as supervised by a HRST Master Refresher Instructor per this Order.

NOTE: Requalification requires 100% mastery.

- a. Demonstrate proficiency in rope management and knots.
- b. Properly rig the tower for all rappelling and fast rope operations.
- c. Properly rig the MV-22, UH-1Y and CH-53E for all HRST operations.
- d. Conduct two evolutions of HRST operations, one from a tower, and one from a tiltrotor or rotary wing aircraft.
- e. Demonstrate proficiency in tower inspection, aircraft inspection and equipment inspection.
- f. Demonstrate proficiency in briefing, debriefing, and all HRST operations.
- g. Demonstrate proficiency in proper storage, preventative maintenance, marking, rope logs, shelf/service life requirements, current authorized modifications to equipment, equipment serviceability requirements, equipment malfunction and incident reporting, and HRST operation paperwork requirements.
- h. Recommendation from the HRST Master Refresher Course Instructor that conducted the refresher training and assigned in writing by the unit's commanding officer.

Qualification Requirements for SRST Master

1. Qualification Requirements. NCOs through Commissioned Officers will be considered qualified SRST Masters and Safety Insert Officers when the following requirements are met at a SRST course:

2. Rappelling. A suitable 30-90 foot tower shall be used. There will also be a written test, which is covered in the student handout. Tower systems will be rigged in an 8-minute time limit while static.

a. Tower

(1) Conduct two daylight wall rappel descents, one with and one without combat equipment.

(2) Conduct two daylight skid rappel descents, one with and one without combat equipment.

(3) Conduct one carabineer tie-off and one self-rescue rappel.

(4) Conduct an evolution of at least four personnel, as a SRST Master.

b. Rigging

(1) Properly rig the tower for available rappel points (wall, helicopter skid and hellhole).

(2) Demonstrate proficiency in all rappelling operations.

3. Fast Roping. A suitable 30-90 foot tower shall be used. There will also be a written test, which is covered in the student handout. Tower systems will be rigged in an 8-minute time limit while static.

a. Tower

(1) Conduct two daylight fast rope descents.

(2) Conduct two evolutions of fast rope operations as a SRST Master.

b. Rigging

(1) Properly rig the tower for fast rope operations.

(2) Demonstrate proficiency in all fast rope operations.

4. Demonstrate Proficiency in the Following:

a. Rope grading and gear inspection.

b. SRST commands and hand and arm signals.

c. Knot proficiency.

d. SRST members and tower safety brief.

5. SRST Master Refresher Training Requirements. Non-current SRST Masters will be considered current as a SRST Master/SIO when the following requirements have been met as supervised by a current SRST Master per this Order.

NOTE: Requalification requires 100% mastery.

- a. Demonstrate proficiency in rope management and knots.
- b. Properly rig the tower for all rappelling and fast rope operations.
- c. Conduct an evolution of SRST operations from a tower.
- d. Demonstrate proficiency in tower inspection and equipment inspection.
- e. Demonstrate proficiency in briefing, debriefing, and all SRST operations.
- f. Demonstrate proficiency in proper storage, preventative maintenance, marking, rope logs, shelf/service life requirements, current authorized modifications to equipment, equipment serviceability requirements, equipment malfunction and incident reporting, and SRST operation paperwork requirements.
- g. Recommendation from the SRST Master that conducted the refresher training and assigned in writing by the unit's commanding officer.

Qualification Requirements for Fast Rope Master

1. Qualification Requirements. Non-Commissioned Officers through Commissioned Officers will be considered qualified as Fast Rope Masters (FRM) and Safety Insert Officers (FOR FAST ROPE ONLY) when the following requirements are met at a Fast Rope Master Course:

2. Fast Roping. No helicopter/tiltrotor aircraft fast rope training will be conducted prior to satisfactory completion of the tower portion of fast rope training.

a. Tower

(1) Conduct two daylight fast rope descents, one with and one without combat equipment. Demonstrate braking techniques, two with and two without combat equipment.

(2) Conduct two night fast rope descents, one with and one without combat equipment.

(3) Conduct two evolutions of fast rope operations as a HRST Master, one daylight, one night.

b. Aircraft

(1) Conduct two daylight fast rope descents from either a tiltrotor or rotary wing aircraft. At least one fast rope must be made with combat equipment.

(2) Conduct two night fast rope descents from either a tiltrotor or rotary wing aircraft. One fast rope must be made with combat equipment.

(3) Conduct two evolutions of at least four personnel, each as a Fast Rope Master from either a tiltrotor or rotary wing aircraft, one daylight, one night.

(4) If qualifying with the MV-22, conduct one evolution of at least four men, each as a Fast Rope Master from a MV-22. This event may take the place of the events listed on page 5-7 of Chapter 5, paragraph 2b(3).

c. Rigging

(1) Properly rig the tower for fast rope operations.

(2) Properly rig either a tiltrotor or rotary wing aircraft for fast rope operations.

(3) Demonstrate proficiency in all fast rope operations.

3. Demonstrate Proficiency in the Following:

a. Rope grading and gear inspection.

b. Fast Rope commands and hand and arm signals.

c. Ropers and aircrew briefs.

NOTE: When conducting fast rope training, for familiarity, all USMC airframes that fast roping is conducted from shall be utilized.

4. Fast Rope Master Refresher Training Requirements. Non-current Fast Rope Masters will be considered current as a Fast Rope Master/SIO when the following requirements have been met as supervised by a current Fast Rope or HRST Master per this Order. Fast Rope Master Refresher Training can be run concurrently with HRST Master Refresher Training. The Fast Rope Masters can only attend the fast rope portion of the training.

NOTE: Requalification requires 100% mastery.

- a. Demonstrate proficiency in rope management and knots.
- b. Properly rig the tower fast rope operations.
- c. Properly rig the MV-22, UH-1Y and CH-53E for all fast rope operations.
- d. Conduct three evolutions of fast rope operations, one from a tower, one from a UH-1Y or CH-53E and one from a MV-22.
- e. Demonstrate proficiency in tower inspection, helicopter/tiltrotor aircraft inspection and equipment inspection.
- f. Demonstrate proficiency in briefing, debriefing, and all fast rope operations.
- g. Demonstrate proficiency in proper storage, preventative maintenance, marking, rope logs, shelf/service life requirements, current authorized modifications to equipment, equipment serviceability requirements, equipment malfunction and incident reporting, and fast rope operation paperwork requirements.
- h. Recommendation from the Fast Rope or HRST Master that conducted the refresher training and assigned in writing by the unit's commanding officer.

Qualification Requirements for Cast Master

1. Qualification Requirements. Non-Commissioned Officers through Commissioned Officers will be considered qualified as Cast Masters and Safety Insert Officers when the following requirements are met at a unit level ran Cast Master Course:

2. Cast Master. Units that have a requirement to insert utilizing cast techniques can run a Cast Master Course. A suitable pool with at least a 10-foot tower shall be used for high water entries. This must be done successfully before the student can attempt to cast with personnel from an aircraft. No live cast training will be conducted prior to satisfactory completion of the pool portion of the training.

a. Pool

(1) Conduct two high water entries, one with and one without combat equipment.

(2) Casters must have a WS-I swim qualification.

b. Aircraft

(1) Conduct three daylight casts from either a tiltrotor or rotary wing aircraft, one slick, one with combat equipment and one utilizing a soft duck.

(2) Conduct three night casts descents from either a tiltrotor or rotary wing aircraft, one slick, one with combat equipment and one utilizing a soft duck.

(3) Conduct two evolutions of at least four personnel, each as a Cast Master from either a tiltrotor or rotary wing aircraft, one daylight, one night.

(4) If qualifying with the MV-22, conduct one evolution of at least four men, each as a Cast Master from a MV-22. This event may take the place of the events listed on page 5-9 of Chapter 5, paragraph 2b(3).

c. Rigging

(1) Properly rig a CRRC for Soft Duck Operations.

(2) Properly rig either a tiltrotor or rotary wing aircraft for Ladder Operations.

(3) Demonstrate proficiency in all Casting Operations.

3. Ladder Operations

a. Conduct one climb from pool to 10-foot platform utilizing a ladder.

b. Properly rig either a tiltrotor or rotary wing aircraft for Ladder Operations.

c. Conduct one evolution of Ladder Operations as a Cast Master.

d. Demonstrate proficiency in all Ladder Operations.

4. Demonstrate proficiency in the following:

- a. Gear inspection.
- b. Cast commands and hand and arm signals.
- c. Cast members and aircrew briefs.

NOTE: When conducting cast training, for familiarity, all airframes that casting is conducted from should be utilized.

5. Cast Master Refresher Training Requirements. Non-current Cast Masters will be considered current as a Cast Master/Cast SIO when the following requirements have been met as supervised by a current Cast Master per Chapter 5-9 of this Order.

NOTE: Requalification requires 100% mastery.

- a. Conduct one climb from pool to 10-foot platform utilizing a ladder.
- b. Properly rig either a tiltrotor or rotary wing aircraft for Ladder Operations.
- c. Properly rig a CRRC for soft duck operations.
- d. Conduct one evolution of the following; pool training, casting personnel, and soft duck from either a tiltrotor or rotary wing aircraft.
- e. Demonstrate proficiency in briefing, debriefing, and all cast operations.
- f. Demonstrate proficiency in proper storage, preventative maintenance, marking, shelf/service life requirements, current authorized modifications to equipment, equipment serviceability requirements, equipment malfunction, incident reporting, and cast operation paperwork requirements.
- g. Recommendation from the Cast Master that conducted the refresher training and assigned in writing by the unit's commanding officer.

6. Any sister Service aircraft can be used in the conduct of Cast and Ladder Operations as long as they are approved for this type of training. Rigging for those aircraft can be found in references (i) and (p).

Chapter 6

Formal Training Requirements and School Seat Management

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with HRST training requirements and school seat management for Marine Corps personnel.

2. Marine Corps Total Force System (MCTFS) Entries

a. Formal Schools. Upon successful completion and MCTIMS validation of the formal courses of instruction listed below, the corresponding Service School Code (SSC) will be entered on the education page in MCTFS.

- (1) HRST Master (CID M0329UB)..... 29U
- (2) MARSOFHIET (CID M0329VK).....29V

Note: Commanders will ensure that Cast Master is documented under the Local Schools section of the MCTFS education page, and that the course title on the certificate is used for reporting purposes in MCTFS.

b. Other Training. Formal courses of instruction still in development or those conducted under the umbrella of New Equipment Training have neither a SSC nor a MCTIMS course identification code. Because this training prepares and certifies Marine Corps personnel to perform specific skills or to use specific equipment, successful completion of this training requires official documentation. In such instances, commanders will ensure this training is documented under the Local Schools section of the MCTFS education page. Commanders will ensure the course title displayed on the certificate is used for reporting the Local School in MCTFS.

3. Vacant Formal School Seats. Seats to any HRST courses that remain unfilled should be sent out to the OPFOR in order to ensure each course starts with its maximum amount of students.

Chapter 7

Unit Training and Operational Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with unit requirements pertaining to HRST operations.
2. Training. All units that have a HRST Program will be responsible for having their own HRST SOP. For those units having the requirement for a cast capability, those units will include Helo Casting in their HRST SOP. All HRST/Cast training will conduct tower/pool training before conducting live helicopter/tiltrotor aircraft training if members are not current.
3. Debriefs. HRST Masters will conduct a detailed after-action debrief prior to the conclusion of each HRST operation. This debrief will cover the observations, lessons-learned and recommendations for future operations of all key personnel and participants.
4. Medical Support. Medical support personnel for Marine Corps HRST operations will be assigned no other duties for the operation that they support. In the event that assigned medical support personnel are required to leave the tower or landing zone, HRST operations will cease until medical support requirements are satisfied.
 - a. U.S. Navy Personnel. Military medical support for Marine Corps HRST operations may consist of U.S. Navy personnel from Navy Enlisted Classification 8403/04/25/27/91/92/93, as well as Medical Officers, and Physician Assistants.
 - b. Other Services' Personnel. Military medical support for Marine Corps HRST operations may consist of uniformed personnel from other services (Air Force and Army medics) with trauma training equivalent to that of an Emergency Medical Technician (EMT).
 - c. Civilian Personnel. Civilian medical support for Marine Corps parachute operations must consist of personnel licensed as EMTs or higher. Civilian medical support may be used when military medical support is not available (e.g., Marine Corps Base Fire Departments/EMT units).
5. Cast/Ladder/Wet SPIE Operations
 - a. Cast Operations. Cast and soft duck operations are methods of amphibious insertion into an area of operations for Reconnaissance Battalions, Force Reconnaissance Companies, Radio Reconnaissance Platoons, and MARSOC only. For safety purposes the guidelines below will be strictly adhered to. All other procedures will be strictly followed per reference (i).
 - b. Wet SPIE and Ladder Operations. Wet SPIE and Ladder Operations are methods of amphibious extraction from an area of operations for Reconnaissance Units, Radio Reconnaissance Platoons, and MARSOC. Units should conduct this training on a regular basis. For safety purposes the guidelines below will be strictly adhered to. All other procedures will be strictly followed per reference (i) and (p).
 - (1) Safety Boats. At a minimum, two power driven recovery boats are required near the insert/extract point. The safety boat must have an "easy

access" platform for recovery of personnel and must have an inflatable boat or ladder rigged alongside if they have to freeboard more than three feet and/or the boat does not provide an easy platform for recovery of personnel. The coxswain's only duty is to navigate the boat. The boat coxswain cannot act as the safety swimmer or corpsman.

(2) Safety Swimmers. A minimum of one safety swimmer must be on board each safety boat. The safety swimmer must have fins, facemask, knife, and an inflatable life preserver. The safety swimmer cannot be additionally assigned as the boat coxswain or corpsman. The safety swimmer will have a minimum swim qualification of WS-A. The safety swimmer will attend pre-training for Cast/SPIE/Ladder Operations.

(3) Corpsman. A minimum of one safety corpsman must be on board a safety boat and one located on shore/landing area. Each corpsman must have a cervical collar, backboard, and fully stocked medical bag. The safety corpsman cannot be additionally assigned as the boat coxswain or safety swimmer. The safety boat corpsman will have a minimum swim qualification of WS-I.

(4) Individual Requirements. The minimum swim qualification for participation in cast/SPIE/Ladder water operations is WS-I. Pre-training for cast/SPIE/Ladder water operations, will be done at a minimum of once every six months for maintaining currency. All personnel involved in executing these types of waterborne operations must attend unit level refresher training if currency lapses beyond 6 months.

6. Night Operations. Night operations are rappelling, SPIE, Fast Roping, casting, and Ladder techniques conducted during periods of limited visibility. Training should be conducted on a regular basis. For safety purposes the guidelines below will be strictly adhered to. All other procedures will be strictly followed per reference (g).

a. Night Vision Devices. Night Vision Devices (NVD) currently listed on unit T&Es are authorized for use in the conduct of night operations. Unit commanders will assess and assume risk as deemed appropriate by the operational requirements. Binocular depth perception is recommended, but not required for night operations.

b. Personnel. Personnel may conduct night operations utilizing NVDs after pre-training has been completed and a Risk Matrix has been completed.

7. Sleep and Medication. HRST/Cast operations are high-risk operations. Risk level and the probability of mishaps increase when ropers, HRST Masters casters, Cast Masters and SIOs do not get sufficient rest. Therefore, commanders will ensure that all HRST/Cast participants and key support personnel are afforded adequate rest prior to HRST/Cast operations and training as a function of RM. No personnel directly involved with HRST/Cast operations shall consume alcohol within 12 hours of HRST/Cast operations. All medications used by HRST/Cast participants must be approved and cleared by the unit's medical department. The use of drugs affecting the safe conduct of HRST/Cast operations is strictly prohibited.

8. Permissive HRST/Cast Training

a. Purpose. Commanders of units without a HRST capability are encouraged to afford qualified Marine Corps HRST Masters the opportunity to

maintain currency and qualification when feasible. Likewise, commanders of units with a HRST capability are also encouraged to afford qualified Marine Corps HRST Masters the opportunity to participate in unit training when practical. Qualified Marine Corps HRST Masters have no requirement to conduct proficiency training when assigned to billets with no HRST requirements. However, when authorized by their commander to participate in HRST operations and training on a permissive basis, all proficiency and refresher training requirements apply, including any additional requirements of the host unit.

b. Requirements for Participation. Participation of Marine Corps personnel in Marine Corps HRST operations and training on a permissive basis may be conditionally authorized by the commander of the unit conducting the operations. Criteria for such participation are as follows:

(1) An appropriate qualification course, as detailed in this Order, has been successfully completed by each participant and validated by the commander of the unit conducting the HRST operations/training.

(2) Participants possess written authorization to participate in such operations/training on a permissive and not-to-interfere basis from their own operational commander in accordance with Chapter 4 of this Order.

(3) After conducting an in-depth risk assessment, the commander of the unit conducting the HRST operations determines that such participation presents minimal and acceptable risk to all participants.

9. Participation of Marine Corps Personnel with Other Services and Agencies. Following an in-depth risk assessment, unit commanders and officers-in-charge may authorize qualified and current Marine Corps personnel in their charge to participate in HRST operations conducted by other U.S. military services or agencies.

10. Participation of Marine Corps Personnel with Foreign Military Services. Following an in-depth risk assessment, participation of qualified and current Marine Corps personnel in HRST/Casting operations conducted by foreign military services using foreign military equipment may be authorized in writing by the first O-5 in the chain of command.

11. Participation of Non-Marine Corps Personnel in Marine Corps HRST Operations. Following an in-depth risk assessment, Marine Corps unit commanders and officers-in-charge may authorize participation of other appropriately qualified DoD uniformed personnel, U.S. Government civilian employees, MARCORSYSCOM-approved contractors, MCCDC-approved contractors, MEF/DIV-approved life support maintenance technician contractors, and foreign military personnel in Marine Corps HRST operations. Upon meeting all criteria for participation in permissive HRST operations per Chapter 4 of this Order, such personnel may be authorized in writing to participate in Marine Corps HRST operations by the first O-5 in the chain of command of the unit conducting the HRST operations.

12. Combat Operations

a. Authority to waive safety policy and/or prescribed operating procedures for personnel during combat operations rests with the first General Officer in the chain of command. In situations where gaining General Officer approval may jeopardize mission success, the first O-5 in the chain

of command may authorize specific deviations from established policy or procedure while awaiting General Officer approval.

b. For all instances of waiving or deviating from established policy or procedure, the appropriate Marine Corps proponent will be officially notified via Naval Message as soon as possible.

13. Participation in Community Relations Activities. Participation of Marine Corps HRST/Cast operations in community relations activities such as air shows and other demonstrations is governed by reference (n) and (o). In instances where this Order and reference (n), (o), and (t) conflict, the requirement imposing the safest requirement takes precedence. HRST/Cast demonstrations shall be conducted only by units authorized to conduct HRST/Cast operations. Additionally, the same demonstration personnel must be retained from the rehearsal period to the actual event.

Command Letterhead

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/0321 USMC
Subj: PERMISSIVE HELICOPTER/TILTROTOR ROPE SUSPENSION TECHNIQUES/
CAST DUTY AUTHORIZATION
Ref: (a) MCO 3500.42C
(b) MCRP 3-11.4A, HRST Operations
(c) Unit SOP

1. Per the references, you are hereby authorized to participate in HRST/Cast training on a permissive basis, effective (date). This authorization remains in effect until you are discharged, released or transferred from this command, or you are no longer physically qualified to participate in such activities.

2. This authorization serves as official orders, and is issued with the understanding that your participation is voluntary, that you meet medical and physical requirements to participate, and that your participation is at the convenience of the command providing the support for such activities.

I. M. COMMANDER

Chapter 8

HRST Equipment

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with HRST equipment.
2. Authorized Users and Maintainers. Only Marine Corps units and activities with an authorized allowance of HRST equipment on their T/E are authorized to possess and maintain HRST equipment or to conduct HRST operations. 0451 parachute riggers are the only authorized technicians to perform modification instructions and repairs to any HRST related equipment. Any HRST Master is authorized to deadline his units HRST equipment if he feels that the equipment is no longer safe for use during HRST operations.
3. Authorized Equipment. Only equipment found in reference (m), the ANUL and in appropriate Marine Corps stock lists is authorized for use by Marine Corps personnel for HRST operations.
4. Restrictions and Limitations on Use of Equipment
 - a. Government-Owned Equipment. Government-owned HRST equipment will be used for approved military operations only and will not be used for off-duty activities.
 - b. Personally-Owned Equipment. The use of personally owned ropes, carabineers, and descenders during HRST operations is prohibited. Personally-owned HRST or climbing equipment will not be used from military aircraft, foreign military aircraft or civilian aircraft contracted for military use.
5. Modification of HRST Equipment. Modification of approved HRST equipment is strictly prohibited, except by authorized and qualified personnel assigned to MARCORSSYSCOM or when granted by exception by DC PP&O (POG-40). All modifications of fielded HRST equipment will be conducted in accordance with Modification Instructions and in compliance with a Safety of Use Message. Only 0451 parachute riggers are authorized to conduct any modifications to equipment that resides within the OPFOR.
6. Defective Equipment. HRST equipment found to be defective will be reported to CG, Marine Corps Logistics Command (LOGCOM) via the online Product Quality Deficiency Report (PQDR) process. Instructions for submitting a PQDR can be found at the following website: <http://www.logcom.usmc.mil/pgdr/.htm>. Maintenance Management Officers (MMO) will submit a copy of all HRST equipment PQDRs to CDRNAVSAFECEN (C 44) for review, analysis and compilation. PQDRs can be submitted via official mail or electronically at the addresses below:
 - a. Naval Safety Center (Tactical Operations)
USMC Parachute Safety Analyst (C 44)
375 A Street
Norfolk, VA 23511
 - b. Safe-code44@navy.mil

Chapter 9

Storage Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with unit requirements pertaining to maintaining a HRST locker in support of a units' HRST Program.

2. HRST Locker Requirements

a. The climate control, maintenance and storage requirements for HRST Life Support Equipment will be strictly maintained and stored in accordance with all applicable equipment technical publications. Some HRST Lockers are kept within their units' paraloft facilities which will be maintained in accordance with references (h) and (l). Units without a paraloft must maintain a HRST Locker, and all applicable equipment technical manuals, and amplifying instructions in this Order per references (h) and (l).

b. HRST Lockers will only be maintained by certified and current HRST Masters appointed in writing by the Commanding Officer. HRST Lockers will be key locked and maintained by the HRST Locker Non-Commissioned Officer/Staff Non-Commissioned Officer (NCO/SNCO). HRST Lockers will be a separate room or cage that contains only HRST equipment. HRST Locker access will be restricted to the HRST Locker NCO/SNCO only.

c. HRST equipment will be stored in climate controlled environments. Ideal conditions include temperature of 75 degrees Fahrenheit and relative humidity of 60 percent. While temperatures outside the range of 50 to 95 degrees and relative humidity outside of the range of 25 to 80 percent are considered unsafe conditions, temperature deviations from 40 to 120 degrees are authorized for brief durations, but should be avoided whenever possible. Because rapid and extreme changes in temperature can produce condensation, any changes in temperature or humidity should be gradual.

d. A humidity/temperature sensor capable of making hourly readings and storing the reading should be used. To show compliance, the unit will maintain a record or log of all humidity and temperature readings that includes at a minimum, reading on a day-to-day basis for at least one year as listed in reference (l). All HRST equipment will be stored off the floor and maintained in a manner to prevent condensation, mold, mildew, high humidity, direct sunlight, rodent and insect infestations. The HRST life support equipment will be kept locked in a secure area at all times.

3. Storage and Security

a. HRST equipment, when taken on deployment and/or aboard shipping, will be locked in a secure area under the control of the HRST Master or Detachment HSO, and stored in containers such as small sealable moisture proof boxes. Desiccant bags will be used inside the moisture proof box as a means of moisture control.

b. HRST equipment stored in a unit's paraloft will be stored and maintained separate from any parachutes and parachute equipment.

c. Embark containers approved for the secure long term storage of HRST equipment will not be exposed to direct sunlight

4. Inspections. The Naval Safety Center will inspect HRST lockers in conjunction with unit paralofts on a regularly scheduled basis and will provide commanders with results and recommendations for improvements and/or corrective actions. Those units are listed below. In most cases, HRST operations will continue with the implementation of corrective actions to mitigate risk. Repeat discrepancies and trends will be reported to DC PP&O (POG-40), DC I&L (LPC), and MARCORSSYSCOM (PMM-113) for appropriate action.

- a. 1st Reconnaissance Battalion
- b. 2nd Reconnaissance Battalion
- c. 3rd Reconnaissance Battalion
- d. 4th Reconnaissance Battalion
- e. 3th Force Reconnaissance Company
- f. 4th Force Reconnaissance Company
- g. Marine Raider Regiment
- h. 1st Marine Raider Battalion
- i. 2nd Marine Raider Battalion
- j. 3rd Marine Raider Battalion
- k. Marine Special Operations School
- l. 3rd ANGLICO Company
- m. 4th ANGLICO Company
- n. 6th ANGLICO Company
- o. 1st Radio Battalion
- p. 2nd Radio Battalion
- q. Marine Corps Security Forces Regiment

NOTE: Marine Corps Security Forces Regiment does not have a paraloft, but due to their geographic location they are authorized to conduct HRST Master Refresher Training, and will require inspections on a regularly scheduled basis.

Chapter 10

Reporting Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with reporting requirements pertaining to HRST training.

2. Standard Reports. Units and activities responsible for conducting HRST operations will submit the following required reports. Commanders will maintain these reports in accordance with reference (j).

- a. Naval Safety Center (Tactical Operations)
USMC Parachute Safety Analyst
375 A Street
Norfolk, VA 23511
- b. Fax (757) 444-6044, DSN 564-6044
- c. Safe-code44@navy.mil

3. Equipment Malfunctions and Incidents. Commanders will report all HRST equipment malfunctions and incidents in accordance with reference (a), Chapter 5. This reporting requirement is exempt from reports control in accordance with reference (v), Part IV, Paragraph 7e.

a. Definitions and Examples

(1) Malfunctions. An equipment malfunction is defined as the failure of the system or piece of equipment to perform as originally designed whether the equipment failed, human error, or emergency procedure was required. This includes, but is not limited to equipment failures resulting in rope breaks, bent or broken carabineers, broken SPIE harness or SPIE line components.

(2) Incidents. An incident is defined as anything that occurs during a HRST operation that is considered abnormal. This includes, but is limited to individual falls off rope, rope is fouled in the trees/building, rope becomes prematurely disconnected, rope is cut intentionally, individual is injured for any reason, or equipment is damaged for any reason.

b. Responsibility. While the responsibility to report all malfunctions and incidents ultimately rests with the unit commander or Officer-In-Charge, timely compliance with report requirements is a shared duty between the primary Helicopter/Tiltrotor Rope Suspension Technique (HRST) Master and the SIO for specific HRST operation, as well as the unit HSO. All mishap or incident information will be gathered by the primary HRST Master or SIO and submitted to the unit Safety Officer for report submission.

c. Method

(1) Units will report HRST malfunctions and incidents to the Naval Safety Center after completing the Web Enabled Safety System (WESS) Report Format located at www.safetycenter.navy.mil/ashore/TacOps/HRST by entering the completed report in the WESS Mishap/Hazard reporting System.

(2) Units without access to or permissions in WESS may submit reports to the Naval Safety Center, USMC Parachute Safety Analyst via official mail, fax or electronically to the addresses below:

(a) Naval Safety Center (Tactical Operations)
USMC Parachute Safety Analyst
375 A Street
Norfolk, VA 23511

(b) Fax (757) 444-6044, DSN 564-6044

(c) Safe-code44@navy.mil

d. Accidents Involving Injury or Death. In addition to requirements outlined in reference (a), official Naval Message notification of HRST malfunctions and incidents resulting in injury or death will be submitted within 24 hours of the incident by the individual's parent command to each of the Plain Language Address Designators (PLADs) below. In these cases, Commanders will refer to reference (u) for guidance regarding investigation requirements. Units will establish procedures in accordance with reference (a) to ensure that all HRST equipment and or systems involved in an incident remain untouched and secure until completion of any inquiry or investigation required by reference (a). These procedures will specify that items shall not be dismantled, cleaned or altered in anyway except to remove injured personnel or reduce risk of further injury.

- (1) CMC WASHINGTON DC PPO POG.
- (2) CMC WASHINGTON DC L LPC.
- (3) CMC WASHINGTON DC MRA MR MRC.
- (4) COMMARCORSYSCOM QUANTICO VA IWS.
- (5) COMNAVSAFECEN NORFOLK VA.
- (6) CMC SD WASHINGTON DC.

e. Suspected Malfunction of Equipment. In addition to requirements outlined in reference (g), Naval Message notification of suspected malfunction of HRST equipment will be submitted within 12 hours of the malfunction via the unit's parent command to each of the PLADs below. In the event that Naval Message services are unavailable, a telephonic report can be submitted as a last resort. Units will establish procedures in accordance with reference (a) to ensure that all HRST equipment and or systems involved in an incident remain untouched and secure until completion of any inquiry or investigation required by reference (a). These procedures will specify that items shall not be dismantled, cleaned or altered in anyway except to remove injured personnel or reduce risk of further injury.

- (1) CMC WASHINGTON DC PPO POG.
- (2) CMC WASHINGTON DC L LPC.
- (3) CMC SD WASHINGTON DC.
- (4) COMMARCORSYSCOM QUANTICO VA IWS.
- (5) COMNAVSAFECEN NORFOLK VA.

Chapter 11

Record Keeping

1. General. This chapter provides detailed information on the policy for maintaining all manifests, rosters, rope logs and inspection sheets associated with unit requirements pertaining to maintaining a HRST locker in support of a unit HRST Program.
2. Rope Logs. All ropes (SPIE lines, ladders, rappel and fast ropes) should have a corresponding rope log to show usage and history. A rope log serves as a safety record. All ropes and ladders will have the appropriate log associated with each individual piece of equipment or that equipment will be deemed unserviceable and sent to Defense Reutilization and Marketing Office.
 - a. NAVMC 3500/2, "Fast Rope Log."
 - b. NAVMC 3500/3, "Rappel Rope Log."
 - c. NAVMC 3500/4, "SPIE Rope Log."
 - d. NAVMC 3500/5, "Jacob's Ladder Log."
3. Manifests. NAVMC 3500/6, "HRST/CAST Operations Manifest" is a record that shows when the last time a Marine conducted an HRST/CAST operation. Manifest can be used to show currency in a particular discipline within the realm of HRST operations. Manifest should be maintained up to no more than 3 years.
4. Equipment Inspection. NAVMC 3500/1, "HRST Equipment Inspection Log" is a record that shows the last time an HRST Master inspected the equipment in accordance with the Preventative Maintenance Checks and Services table for that specific equipment. The HRST Equipment Inspection Log will be maintained by the HRST locker for 3 years.
 - a. Placed-In-Service Inspection. New HRST equipment or equipment transferred from another unit will be segregated and receive a placed-in-service inspection by the HRST Master maintaining the HRST locker. Previous records (if available) from the unit providing the equipment will be maintained for historical purposes.
 - b. 182-Day Inspection. HRST equipment will undergo inspection by the HRST Master maintaining the HRST locker every 182 days, regardless of use or date of last inspection.
 - c. Before Use. HRST equipment will undergo a before-use inspection by the HRST Master conducting the operation. The before-use inspection will be completed no more than 2 working days or 48 hours prior to the scheduled HRST operation.
 - d. During Use. HRST equipment will undergo inspection by the HRST Master conducting the operation.
 - e. After Use. HRST equipment will undergo inspection by the HRST Master that conducted the operation. The after-use inspection will be completed no later than 2 working days or 48 hours after the scheduled HRST operation. Inspection of the HRST equipment for all five inspections above will use the

shelf/service life criteria found in the specific equipment chapters in TM 72101A-14. Inspection sheets should be maintained up to no more than 3 years.

5. Tower Inspection. NAVMC 3500/7, "Tower Inspection Checklist" is a form that guides the requirement to conduct a tower inspection by a certified and current HRST Master before each use. Tower inspection forms will be added to the units HRST records for each training evolution and maintained in accordance with reference (j).