

HQMC
20 Aug 04

E R R A T U M

to MCO 3502.2A

MARINE EXPEDITIONARY UNIT (SPECIAL OPERATIONS CAPABLE)
(MEU(SOC)) SPECIAL SKILLS CERTIFICATION PROGRAM

1. For administrative purposes, the Publications Control Number (PCN) has been reidentified. Change the PCN "10203357000" to read: "10203366500".

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MARINE CORPS ORDER 3502.2A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE EXPEDITIONARY UNIT (SPECIAL OPERATIONS CAPABLE)
(MEU(SOC)) SPECIAL SKILLS CERTIFICATION PROGRAM

Ref: (a) MCO 3502.3
(b) MCO 1510.87A
(c) MCO 1510.101
(d) MCO 1510.88A
(e) MCO 1510.104
(f) MCO 3500.20

Encl: (1) MEU(SOC) Special Skills Matrix
(2) Certification Requirements
(3) Sustainment Requirements
(4) Sample Certification Letter

1. Purpose. To publish minimum qualification, certification, and sustainment standards for MEU(SOC) Special Skills.

2. Cancellation. MCO 3502.2.

3. Background

a. The MEU(SOC) Special Skills Certification Program was established to address the individual performance requirements for special billets not necessarily associated with an established MOS. Many ground combat special skills have become increasingly technical with additional safety requirements. It is necessary to formalize a standard means to ensure that Marines performing special skills or serving in supervisory billets are properly trained, technically competent, and authorized to perform or conduct those skills. This Order identifies organizations authorized to conduct designated special skills training, to certify requirements, and to establish frequency of sustainment training.

b. Reference (a) provides training policy and guidance concerning the MEU(SOC) Predeployment Training Program. References (b) through (e) establish the Individual Training Standards (ITS) System for the Marine Corps Special Skills Program, Volumes 1

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through 4. ITSs provide a common base of training for all Marines who perform the same special skill and provide the basis for the Systems Approach to Training of all individual training. ITSs are to be used by institutional and unit commanders to determine the proficiency of individual Marines and to maintain a progressive and systematic method to design, develop, conduct, and evaluate the individual training of Marines.

c. Reference (f) establishes policy and assigns responsibility for the conduct of the Marine Corps parachuting and diving programs to include operations, training, supply, maintenance, safety, and administration. It provides the amplified guidance necessary to implement the certification program described herein for jumpmasters and diving supervisors.

4. Summary of Revisions. This Order has been revised in its entirety.

5. Definitions

a. Qualification. Qualification is the basic or supervisory special skill level attained through instruction at a Marine Corps approved formal school or authorized training organization.

b. Certification. Certification is the written authority from a unit commander to a specified individual authorizing the Marine to participate in a designated special skill. In the case of supervisory personnel, certification is the unit commander's means to delegate command authority in writing to conduct sustainment training for other authorized personnel and to lead and direct others in the appropriate special skill. Certification remains in effect until withdrawn by the unit commander or until a lapse occurs in the sustainment period for a particular skill or task within the skill.

c. Sustainment Period. Sustainment period is the prescribed time during which a certified individual must perform any or all specific tasks in a special skill to maintain certification. Training is conducted to ensure the continued competence in the basic or supervisory skill. A failure to perform a specific task successfully within the sustainment period does not constitute loss of overall certification, only that the specific task must be retrained and demonstrated under qualified, certified supervisory personnel before it is performed independently. Reference (d) contains guidance for the recertification of jumpmasters and diving supervisors.

d. Lead Agency. Lead Agency designation identifies the organization having responsibility for:

(1) Coordinating the drafting and staffing of Programs of Instruction (POI) for designated courses with other authorized training organizations and CG MCCDC.

(2) Conducting Course Content Reviews to include, at a minimum, reviewing:

(a) Internal and external evaluations (lessons learned, AA Reports, user input).

(b) Higher headquarters policy changes which impact upon instruction.

(c) Recommended lesson modifications, additions, and deletions.

(d) Appropriate doctrinal publications, training standards, and task lists.

(3) Maintaining current and relevant POI content.

e. Authorized Training Organizations. Authorized training organizations are Marine Corps approved units that provide qualification training for designated special skills.

6. Information

a. The specific requirements for qualification and certification come directly from the ITSs. As such, the ITSs will be used as checklists for certification. The simple, straightforward checklists allow commanders maximum flexibility and latitude to develop training programs to support the qualification and certification process. Checklists are to be used by unit commanders to evaluate and certify the combat readiness of their individual Marines. Special skills are of such a nature that a high degree of proficiency and standardization are required to ensure operations are conducted safely and with the lowest possible risk to personnel.

b. This Order contains the following:

(1) Enclosure (1) contains the list of special skills billets under the purview of this Order, authorized training organizations, and lead agencies.

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(2) Enclosure (2) contains the certification requirements for individual special skills billets.

(3) Enclosure (3) identifies pertinent Marine Corps orders identifying the sustainment period for individual tasks within each special skill.

(4) Enclosure (4) contains a sample certification letter with amplifying instructions.

c. Unit commanders are encouraged to use their own judgment and prerogative in identifying and implementing appropriate sustainment training programs.

7. Action

a. CG MCCDC

(1) Ensure that all institutions and units conducting qualification training use the ITSS established in references (a) through (d).

(2) Ensure that coordination occurs for equipment and training device requirements in support of qualification and certification programs with the Commander, Marine Corps Systems Command.

(3) Review, revise, and manage the upkeep of this Order in coordination with Marine Forces Commands and Subject Matter Experts.

b. Commanding Generals of Marine Forces, Supporting Establishment Commands and Commanders of Separate Organizations Not Commanded by a General Officer

(1) When required, establish certification and sustainment programs as described herein.

(2) Record specific qualifications and certifications on [NAVMC Form 118-11](#) (Rev 3-82) (Administrative Remarks) of individual Officer Qualification Records or Service Record Books. A current certification letter, per enclosure (4) of this Order will be filed on the document side of the OQR/SRB as appropriate.

8. Recommendations and Requirements. Recommendations concerning the contents of this Order are invited. Proposed changes and recommended requirements should be submitted to the CG MCCDC (C 46) via the appropriate chain of command.

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9. Mobilization. All qualification, certification, and sustainment criteria in this Order will remain in effect during mobilization.

10. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

Paul K. Van Riper

PAUL K. VAN RIPER
By direction

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MEU(SOC) SPECIAL SKILLS MATRIX

<u>SPECIAL SKILLS BILLET</u>	<u>AUTHORIZED TRAINING ORGANIZATIONS</u>	<u>LEAD AGENCY</u>
BREACHER	WTBN QUANTICO SOTG	WTBN QUANTICO
BREACHER INSTRUCTOR	WTBN QUANTICO	WTBN QUANTICO
URBAN ASSAULT CLIMBER	SOTG	II MEF SOTG
ASSAULT CLIMBER	MCMWTC SOTG	MCMWTC
HELO ROPE SUSPENSION TRAINING MASTER	SOTG DIVSCOLS FORECONCO RECON BN	II MEF SOTG
HRSTM INSTRUCTOR	SOTG	II MEF SOTG
MEU(SOC) CLOSE QUARTERS BATTLE TEAM MEMBER	SOTG	II MEF SOTG
CQB INSTRUCTOR	SOTG	II MEF SOTG
URBAN SNIPER/DESIGNATED MARKSMAN	SOTG	I MEF SOTG
URBAN SNIPER/ DESIGNATED MARKSMAN INSTRUCTOR	SOTG	I MEF SOTG
MARITIME NAVIGATOR	EWTGLANT/PAC SOTG	EWTGPAC
SCOUT SWIMMER	EWTGPAC SOTG	EWTGPAC
SECURITY ELEMENT MEMBER	SOTG	I MEF SOTG
URBAN R&S TEAM MEMBER	SOTG	I MEF SOTG
URBAN R&S TEAM INSTRUCTOR	SOTG	I MEF SOTG

ENCLOSURE (1)

CERTIFICATION REQUIREMENTS

Certification requirements are used by the commanding officer to determine if an individual meets all the necessary prerequisites to safely execute or supervise a special skill and must be met before certification is granted.

1. Breacher

- a. Be serving in a Breacher billet or slated for a Breacher billet.
- b. Be a corporal or above.
- c. Complete the MCCDC or SOTG Breacher Course.
- d. Hold a secret security clearance.

2. Breacher Instructor

- a. Be a qualified Breacher.
- b. Be serving in a Breacher Instructor billet or slated for a Breacher Instructor billet.
- c. Have completed the WTBn, Quantico Breacher Instructor Course.
- d. Have served as an assistant instructor for one Breacher Course.

3. Urban Assault Climber

- a. Be serving in an Urban Assault Climber billet.
- b. Be a lance corporal or above.
- c. Complete the SOTG Urban Assault Climber Course.

4. Assault Climber

- a. Be serving in an Assault Climber billet.
- b. Complete an MCMWTC or SOTG Assault Climber Course.

5. Helicopter Rope Suspension Training Master

- a. Be serving in a Helicopter Rope Suspension Master billet.
- b. Be a corporal or above.

ENCLOSURE (2)

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c. Complete an SOTG/DIVSCOL Helicopter Rope Suspension Master Course.

6. Helicopter Rope Suspension Training Master Instructor

- a. Be a qualified HRSTM.
- b. Be serving in a Helicopter Rope Suspension Training Master billet or slated to fill one.
- c. Have completed an SOTG HRSTM Instructor Course.
- d. Have served as an assistant instructor for one HRSTM Course.

7. MEU(SOC) Close Quarters Battle (CQB) Team Member

- a. Be serving in a CQB Team.
- b. Be a lance corporal or above.
- c. Complete an SOTG CQB Course.
- d. Hold a secret security clearance.

8. MEU(SOC) CQB Instructor

- a. Be a qualified CQB Team Member.
- b. Be serving in a CQB Instructor billet or slated to fill one.
- c. Have completed an SOTG CQB Instructor Course.
- d. Have served as an assistant instructor for one CQB Course.

9. Urban Sniper/Designated Marksman

- a. Be serving in an Urban Sniper/Designated Marksman billet.
- b. Be a private first class or above.
- c. Complete an SOTG Urban Sniper/Designated Marksman Course.
- d. Hold a secret security clearance.

ENCLOSURE (2)

10. Urban Sniper/Designated Marksman Instructor
 - a. Be a qualified Urban Sniper/Designated Marksman
 - b. Be serving in a Urban Sniper/Designated Marksman Instructor billet or slated for one.
 - c. Have completed an SOTG Urban Sniper/Designated Marksman Instructor Course.
 - d. Have served as assistant instructor for one Urban Sniper/Designated Marksman Course.
11. Maritime Navigator
 - a. Be serving in a Maritime Navigator billet.
 - b. Be a corporal or above.
 - c. Complete an EWTGLANT/PAC or SOTG Maritime Navigator Course.
12. Scout Swimmer
 - a. Be serving in a Scout Swimmer billet.
 - b. Complete an EWTGPAC or SOTG Scout Swimmer Course.
 - c. Be a CWS-1 swimmer.
13. Security Element Member
 - a. Be serving in a Maritime Special Purpose Force Security Element.
 - b. Complete an SOTG Security Element Course.
 - c. Hold a secret security clearance.
14. Urban Reconnaissance and Surveillance (R&S) Team Member
 - a. Be serving in an Urban R&S Team billet.
 - b. Be a private first class or above and demonstrate a high degree of maturity.
 - c. Complete an SOTG Urban R&S Course.
 - d. Hold a secret security clearance.

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15. Urban Reconnaissance and Surveillance (R&S) Team Instructor

- a. Be serving in an Urban R&S Instructor billet.
- b. Have completed an SOTG Urban R&S Instructor Course.
- c. Have served as assistant instructor for one Urban R&S Team Course.

ENCLOSURE (2)

SUSTAINMENT REQUIREMENTS

Sustainment training is always the responsibility of the unit commander. The sustainment period is the prescribed time during which a certified individual must demonstrate any or all specific tasks in a special skill to maintain certification. Training is conducted to ensure continued competence in a basic or supervisory skill. Specific tasks with their sustainment periods are listed in the ITS's for Special Skills as identified below and are to be used as the basis for unit level sustainment training.

<u>SPECIAL SKILLS BILLET</u>	<u>REFERENCE</u>
BREACHER	ITS/TASK LIST MCO 1510.101
BREACHER INSTRUCTOR	WTBN QUANTICO POI
URBAN ASSAULT CLIMBER	II MEF SOTG POI
ASSAULT CLIMBER	MCO 1510.87A
HELICOPTER ROPE SUSPENSION TRAINING MASTER	MCO 1510.87A
HRSTM INSTRUCTOR	II MEF SOTG POI
MEU (SOC) CQB TEAM MEMBER	MCO 1510.101
CQB INSTRUCTOR	II MEF SOTG POI
URBAN SNIPER/DESIGNATED MARKSMAN	I MEF SOTG POI
URBAN SNIPER/DESIGNATED MARKSMAN INSTRUCTOR	I MEF SOTG POI
MARITIME NAVIGATOR	MCO 1510.87A
SCOUT SWIMMER	MCO 1510.87A
SECURITY ELEMENT MEMBER	MCO 1510.101
URBAN R&S TEAM MEMBER	MCO 1510.87A
URBAN R&S TEAM INSTRUCTOR	I MEF SOTG POI

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From: Commanding Officer

To: _____

Subj: CERTIFICATION AS A CLOSE QUARTERS BATTLE TEAM MEMBER

Ref: (a) MCO 3502.2A
(b) MCO 1510.101

1. Per reference (a), you are hereby certified as a Close Quarters Battle Team Member. This Certification permits you to carry out the duties and perform the missions associated with Close Quarters Battle.
2. Reference (b) delineates your responsibilities with regard to knowledge, skill, and proficiency. It also delineates the time intervals in which you need to demonstrate proficiency in the tasks making up your special skill. You are ultimately responsible for maintaining a certified status.
3. This certification is granted in recognition of your professional ability and reflects my confidence in your judgment.
4. Congratulations on a job well done.

Commanding Officer

SAMPLE CERTIFICATION LETTER

ENCLOSURE (4)