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UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE ST
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1414.1

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APR 19 2002

FORCE ORDER 1414.1

From: Commander
To: Distribution List

Subj: NAVY FLEET MARINE FORCE (FMF) ENLISTED WARFARE
SPECIALIST PROGRAM FOR PROGRAM NINE PERSONNEL SERVING
WITH MARINE FORCES RESERVE

Ref: (a) OPNAVINST 1414.4
(b) NAVEDTRA 43100-2A
(c) NAVEDTRA 43100-1E
(d) NAVEDTRA 43908

Encl: (1) Sample NAVPERS 1070/613
(2) Sample Appointment letter
(3) Sample Recommendation letter

1. Purpose. To amplify reference (a) and issue requirements for qualification and designation of personnel as Enlisted Fleet Marine Force Warfare Specialists (FMF) for those personnel assigned to Marine Forces Reserve (MARFORRES).

2. Discussion. The FMF insignia signifies that the Sailor is competent in their rate and has acquired additional general knowledge that enhances their understanding of warfighting, mission effectiveness, and command survivability. FMF qualification may only be obtained through the formal qualification program set forth in this Order.

3. Execution

a. Commander's Intent and Concept of Operations

(1) The FMF designation signifies that a Sailor has achieved a required level of excellence and proficiency in the FMF. This qualification is to be earned through the formal program prescribed by the references and amplified in this Order.

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(2) Every Reserve Sailor assigned to MARFORRES is encouraged to vigorously pursue this qualification within 24 months from the date of enrollment into this program. At the qualifying unit's discretion, E-3 and below personnel may qualify for FMF Warfare Specialist designation if they meet the requirements of reference (a).

b. Coordinating Instruction

(1) The Commander MARFORRES is the Program Sponsor for the MARFORRES FMF Enlisted Warfare Specialist Program.

(2) The MARFORRES Command Master Chief is the Program Manager (PM) for the FMF Enlisted Warfare Specialist Program. He will direct and make policy in all aspects of the FMF Warfare Specialist Program as it pertains to MARFORRES and its Major Subordinate Commands (MCSs). He will establish and approve FMF boards to test all Program Nine enlisted personnel. He may delegate board authority to the MSC level as appropriate when warranted to expedite completion of the FMF Specialist Warfare Program. The Command Master Chief and the Health Services Support staff will keep copies of all board results and current list of unit's appointed coordinators and qualifiers.

(3) Commanding Generals of the 4th Marine Division, 4th Marine Aircraft Wing and 4th Force Service Support Group are the sponsors for their MSC's FMF Enlisted Warfare Device Program.

(4) The MSC sergeant's major and senior Corpsmen will act as the MSC Program Manager for the FMF Warfare Specialist Program. The MSC program manager will review and keep a copy of all appointment letters for coordinators and qualifiers and board results. The Program Managers will ensure the integrity of the FMF Warfare Specialist Program within their MSC. Program Managers can convene a FMF Warfare Specialist Board after copies of appointment letters have been forwarded to the Command Master Chief of MARFORRES.

(5) Unit Commanding Officer

(a) Will appoint a FMF Warfare Specialist Unit coordinator by letter.

(b) Designate in writing FMF qualifiers.

(c) Forward appointment letters to MARFORRES Command Master Chief via their chain of command in the format of enclosure (2).

(6) Unit Program Coordinator.

(a) Stock and maintain copies of the FMF Personal Qualification Standards (PQS) book, (NAVEDTRA 43908).

(b) Ensure necessary reference materials, as listed in the bibliographies of references (b) and (c), are accessible to all personnel.

(c) Schedule monthly training classes during drill weekends.

(d) Post and maintain PQS progress charts.

(e) Notify MSC and MARFORRES PMs prior to administrating oral board and written examinations.

(f) Upon a Sailor's satisfactory completion of the PQS and written and oral examinations, submit a letter in the format of enclosure (3) to the Sailor's Commanding Officer's recommending awarding of the Navy Enlisted Fleet Marine Force Warfare Specialist Designation. Forward all board results to MARFORRES and MSC PMs via chain of command.

c. PQS Qualifiers

(1) Commanding Officers of Marine operational units having Naval personnel who are eligible for designation as a Navy Enlisted Fleet Marine Force Warfare Specialist will appoint PQS Qualifiers.

(2) PQS Qualifiers will be USN or USMC personnel, Active or Reserve, E-5 or above, recognized as resident experts on the information contained in the specific sections as outlined in reference (b).

(3) PQS qualifiers should be MOS qualified in the appropriate PQS section. For example, PQS Section 109 (communications), should be signed off by Marines with MOS 06XX, Section 110 (weapons) by MOS 21XX Marines, and so on. If no MOS qualified Marine is available, a Marine working in that MOS is acceptable. Additionally, Marine SNCOs are authorized to act as Qualifiers for generic Marine Corps sections. For example, a staff sergeant may sign off Section 102 (Marine Corps History, Customs, and Courtesies), and Section 114 (Close Order Drill).

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4. Eligibility. Candidates for designation as Navy Enlisted FMF Warfare Specialist must:

- a. Meet eligibility criteria in paragraph 3a of reference (a).
- b. Serve a minimum of 24 months of duty with a MARFORRES FMF unit.
- c. Demonstrate effective leadership and ability to direct others, and have received at least a "promotable" recommendation during the most recent reporting period.
- d. Complete PQS per reference (d), as described below, for initial qualification.
- e. Display general knowledge of their command's overall organization, mission, assets, employment, combat systems, USMC battle skill techniques, and basic equipment through written examination, hands-on demonstration, and oral examination.
- f. Be recommended for FMF device qualification by their Commanding Officer.

5. Qualification Procedures. There are three steps to qualification. The first step is completing the PQS. The second step is passing a 100-question examination. The final step is appearing before a Qualification Board and successfully passing an oral examination.

a. The FMF PQS has three parts: Common Fundamentals; Combat Element Specific Fundamentals different for each Major Subordinate Command and Watch Stations. For example, a Sailor in the Medical Battalion would complete the Combat Service Support Element PQS and Watch Stations, but not the Air Combat or Ground Combat Fundamentals and Watch Stations. Likewise, a Sailor in a rifle company would not complete the Air or Combat Service Support Element Fundamentals and Watch Stations. Initial qualification requirements will be accomplished by completing Common Fundamentals, then Combat Element Specific Fundamentals.

(1) Common Fundamentals PQS sections are 100-117, and Watch Station 301, per reference (b).

(2) Marine Division Fundamentals PQS sections are 118-120 and Watch Station 302, Ground Combat Element, per reference (b).

(3) Marine Aircraft Wing Fundamentals PQS sections are 121-128 and Watch Station 303, Air Combat Element, per reference (b).

(4) Force Service Support Group PQS sections are 129-134 and Watch Station 304, Combat Service Support, per reference (b).

b. Pass a 100 question written examination approved and/or provided by the MARFORRES Command Master Chief.

c. Pass an oral examination given by a board established by the UPC.

6. Failure to successfully complete qualification. If a minimum passing grade of 80 percent is not achieved on the written test or oral board, the Program Manager or their delegate will interview the candidate, validate the candidate's PQS, and select one of the following:

a. Require the candidate to repeat the written examination and/or oral board within 30 days.

b. Require re-qualification in applicable area(s).

c. Require a total re-qualification.

7. Administration and Logistics

a. When a Sailor satisfactorily completes the requirements of this Order, the PM will recommend final approval and designation of FMF Warfare Specialist to the Commanding Officer of the FMF unit to which the member is permanently assigned. The format provided in enclosure (3) will be used for this purpose.

b. When members have qualified or requalified for the FMF designation, an entry will be made in their service record book as follows:

(1) Annotate in PQS qualification entry section in the Sailor's Service Record on page 4.

(2) A page 13 entry in the format of enclosure (1).

c. The supporting Naval Reserve Activity will ensure the appropriate personnel entry for posting to the enlisted master file.

8. Designation and Authority to Wear the Insignia

a. The Commanding Officer of the qualifying unit is authorized to present the Navy Enlisted FMF Warfare insignia upon qualification. Attainment of the Navy Enlisted FMF Warfare Specialist designation should be recognized at an appropriate ceremony and appropriate comments should be incorporated in the member's next Fitness Report/Enlisted Evaluation.

b. Those individuals who previously qualified for the Fleet Marine Force Ribbon will retain the FMF designator, but will not be entitled to wear the Navy Enlisted FMF Warfare Specialist Insignia until they have completed all requirements of this Order.

9. Qualification Continuance. Once initial qualification has been achieved, transfer of FMF qualified active duty personnel will require renewal of qualification. If transferred to a unit unrelated to the FMF, requalification is required upon returning to an FMF unit. The member has 12 months to requalify upon reporting to an FMF unit. Requalification will be administered by an oral board and does not require PQS or a written examination.

10. Disqualification

a. Members previously qualified may be disqualified by their Commanding Officer if they:

(1) Fail to maintain "promotable" status per the enlisted Fitness Report/Enlisted Evaluation guidelines.

(2) Refuse to accept or perform duties while assigned to an FMF unit.

(3) Voluntarily transfer to the Individual Ready Reserve (IRR) for a period greater than 24 months.

b. Formal notification of disqualification will be recorded in the member's service record (specific cause for disqualification must be stated in page 13 entry) as shown on enclosure (1).

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c. Requests to waive any part of this Order will be submitted to the Enlisted FMF Warfare Specialist Model Manager per reference (a).


J. H. WATSON
Chief of Staff

Distribution: List II

SAMPLE NAVPERS 1070/613

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 106-LF-010-6991

NAME OF MEMBERS UNIT

Ref: (a) MARFORRES FORO 1414.1
(b) OPNAVINST 1414.1
(c) NAVEDTRA 43908

(DATE): Per reference (a) you are hereby enrolled in the MARFORRES Navy Enlisted Fleet Marine Force (FMF) Warfare Program. You are to familiarize yourself with references (b) through (c) and qualify within 24 months from this date. Failure to complete the PQS within the prescribed time will result in administrative action per references (a) and (b). You further agree to obligate to a Program 9 unit for a total of 36 consecutive months.

(Date): Failed to maintain qualification as an Enlisted Fleet Marine Force Warfare Specialist (FMF) in that (member's name) failed to (include specific cause for disqualification). Member has been informed that as of this date, he/she is disqualified and is no longer authorized to wear the FMF insignia or use the FMF designator."

Date): Qualified (or re-qualified) as a Navy Fleet Marine Force (FMF) Enlisted Warfare Specialist (platform type) this date and assigned the Enlisted Fleet Marine Force (FMF) designator."

M. SAILOR
HM2 USN

Witness

NAME (LAST, FIRST MIDDLE) SSN BRANCH AND CLASS
SAILOR, IAN M. 123-45-6789 USN

SAMPLE APPOINTMENT LETTER

1400
XXX
Date

From: Commanding Officer/Inspector-Instructor
 To: Commander, Marine Forces Reserve (HSS)
 Via: Commanding General, (Appropriate MSC)

Subj: APPOINTMENT OF FLEET MARINE FORCE (FMF) ENLISTED
 WARFARE SPECIALIST COORDINATOR/QUALIFIERS

Ref: (a) OPNAVINST 1414.4
 (b) NAVEDTRA 43100-2A
 (c) NAVEDTRA 43100-1E
 (d) NAVEDTRA 43908
 (e) ForO 1414.1

1. Per references (a) through (e), HMCM Robert Roughrider, USNR has been appointed as the FMF Warfare Specialist Personal Qualification Standard Program Coordinator for the Headquarters Company, XXth Marine Regiment, 4th Marine Division.

2. The following Navy and Marine Corps personnel are appointed as qualifiers for the FMF Warfare Specialist Personal Qualification Standards:

MEDICAL

HMC P. J. JUMPER
 HM1 M. H. LABOR

I&I STAFF

MSGT D. DALY (TRNG CHF)
 MSGT T. SPARKS (COMM CHF)
 GYSGT S. GUNN (ARMORER)

HQCO

MAJ J.R. OILSLICK
 GYSGT A.J. THUMB TACK (1STSGT)
 SGT T.J. ELECTRON (COMM)
 SSGT D.R. GUNGHO (CO GYSGT)
 SSGT R.W. CAMPER
 SSGT R.L. FIREFIGHT
 SSGT R.E. HOLDTHELINE
 SSGT K.M. TOTOUGH

NEC PLT

MSGT S. O. HARDCORE
 GYSGT R. J. ALICEPACK
 GYSGT A. A. MARCHALOT
 SSGT M. D. UPTHEHILL
 SSGT E. H. SQUARED AWAY

I. M. MARINE

Enclosure (2)

SAMPLE RECOMMENDATION LETTER

From: Command Master Chief
To: Commanding Officer, Unit assigned
Subj: RECOMMENDATION FOR DESIGNATION AS NAVY ENLISTED FLEET
MARINE FORCE WARFARE SPECIALIST ICO HM2 IAN M. SAILOR,
USN, 123-45-6789
Ref: (a) OPNAVINST 1414.4
(b) ForO 1414.1

1. In recognition of the exceptional professional competence exhibited in completing the intense Navy Enlisted Fleet Marine Force (FMF) Warfare Specialist Personnel Qualification Standards Program, Petty Officer Sailor is recommended for designation as a Navy Enlisted Fleet Marine Force Warfare Specialist.

2. Petty Officer Sailor was enrolled in the FMF Enlisted Warfare Specialist class at MARFORRES. Through many long hours of self-directed study and hard work, he gained the knowledge required of FMF personnel by completing the following:

a. The FMF Enlisted Warfare Specialist Personnel Qualification Standard (NAVEDTRA 43908).

b. Required classroom instruction and assignments.

c. Required practical application and demonstrated skills.

d. The FMF Enlisted Warfare Specialist written examination, scoring 91%.

e. Passing the FMF Enlisted Warfare Specialist oral examination board.

3. Completion of this career milestone indicates that Petty Officer Sailor has acquired specific professional skills, knowledge, and military experience of the Fleet Marine Force. He is highly recommended to be designated per references (a) and (b) as a Navy Enlisted Fleet Marine Force Warfare Specialist.

M. E. CHIEFINCHARGE

Enclosure (3)