



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-5400

ForO 1414.1A
CMD
4 Nov 13

FORCE ORDER 1414.1A

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: NAVY FLEET MARINE FORCE ENLISTED WARFARE SPECIALIST PROGRAM FOR
SAILORS SERVING WITH MARINE FORCES RESERVE

Ref: (a) OPNAVINST 1414.4C
(b) MILPERSMAN 1306-102
(c) NAVEDTRA 43908-1A
(d) NAVEDTRA 43908B

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

1. Situation. To publish instruction and establish requirements for qualification and designation as Enlisted Fleet Marine Force Warfare Specialist (EFMFWS) of enlisted sailors serving with Marine Forces Reserve (MARFORRES) and units/detachments falling under the purview of MARFORRES.

2. Cancellation. Force Order 1414.1.

3. Mission. To provide guidance in meeting the eligibility and qualification requirements of reference (a) while ensuring the integrity and execution of the EFMFWS Program to include training, written examinations, qualification boards, documentation and other administrative processes are consistent throughout MARFORRES.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Fleet Marine Force (FMF) Insignia and designation signifies that a sailor assigned to MARFORRES units and/or a Major Subordinate Command (MSC) has achieved a certain level of excellence and proficiency while operating as an integral component of the the FMF Reserve Ground/Aviation/Logistics elements. Demonstration of a sailor's knowledge in key war fighting fundamentals, aviation operations, and the overall understanding of the United States Marine Corps' (USMC) history and traditions are critical to the integration of sailors serving within USMC units.

(2) Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(a) Every active and reserve sailor assigned to MARFORRES and or the applicable MSC, are required to vigorously pursue this qualification within 18 months for E4 and above personnel and 24 months for E3 and below personnel upon arrival to his or her respective unit. The sailor will acknowledge enrollment in the program by signing NAVPERS form 1070/613.

(b) Coordinating Instruction

1. Commander, MARFORRES, is the Program Sponsor for the MARFORRES EFMFWS Program.

2. The MARFORRES Force Command Master Chief is the Program Manager (PM) for the EFMFWS Program. As the PM, he/she shall direct and make policy in all aspects of the EFMFWS Program as it pertains to MARFORRES and its MSC. The PM will establish and approve EFMFWS boards to test all enlisted personnel. He/she may delegate board authority to the MSC level as appropriate, when warranted, to expedite completion of the EFMFWS Program. The MARFORRES Force Command Master Chief and the EFMFWS Coordinator will keep copies of all board results and current lists of unit appointed coordinators and qualifiers.

3. MARFORRES Program Coordinator

a. Provide guidance on procedures to download Personnel Qualification Standards (PQS) from Navy Knowledge Online (NKO) Website, (NAVEDTRA 43908B/43908-1A).

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

c. Review all incoming FMF PQS progress charts and notify perspective qualifiers of next scheduled FMF board.

d. Notify MARFORRES PM and MSC prior to administrating oral boards and written examinations.

e. Upon a sailor's satisfactory completion of the PQS, written and oral examinations, the MARFORRES Program Coordinator will submit a NAVPERS 1070/613 (Page 13) and a letter in the format of enclosures (2) and (3) to the Commander, MARFORRES to recommend awarding the EFMFWS designator to the qualifying sailor. Forward all board results to the MARFORRES PM.

4. Commanding Generals of the 4th Marine Division, 4th Marine Aircraft Wing, 4th Marine Logistics Group and Force Headquarters Group are the sponsors for their MSC Enlisted FMF Program.

5. The MSC Navy Senior Enlisted Leader (SEL) will act as the MSC PM with concurrence from the MSC Sergeant Major (SgtMaj) for the EFMFWS Program upon approval and designation of the MARFORRES Force Command Master Chief.

a. The MSC PM will review and maintain a copy of all appointment letters for coordinators, qualifiers, and board results.

b. The MSC PM will collect and forward all EFMF PQS Progress charts to the MARFORRES Coordinator.

c. The MSC PM will ensure the integrity of the EFMFWS Program within their MSC. EFMFWS boards may convene with the approval of the MARFORRES Force Command Master Chief.

6. Unit Commanding Officer

a. Will appoint EFMFWS Unit coordinator by designation letter.

b. Designate in writing EFMFWS qualifiers.

c. Forward appointment letters to the MARFORRES PM, via their chain of command in the format of enclosure (2).

d. The Commanding Officer is required to administer a NAVPERS 1070/613 to all Navy personnel that do not meet the qualification deadline and document the deficiency on NAVPERS 1616/24 Annual Evaluation with corresponding trait marks until the member is fully qualified.

7. Unit Program Coordinator

a. Provide guidance on procedures to download the PQS from NKO Website, (NAVEDTRA 43908B/43908-1A).

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

c. Schedule monthly classes during drill weekends.

d. Post and maintain PQS progress charts which will be forwarded monthly to the MSC PM.

8. PQS Qualifiers

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a. Commanding Officers of Marine Operational units having Navy personnel who are eligible for designation as a Navy EFMFWS designators' will appoint PQS Qualifiers.

b. PQS Qualifiers will be United States Navy (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 (a).

c. PQS Qualifiers should be MOS qualified in the appropriate PQS section. For example, PQS Section 108 (Field Communication), should be signed off by Marines with Military Occupational Speciality (MOS) 06XX, Section 109 (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 Staff Noncommissioned Officers (SNCO) 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 113 (Close Order Drill).

(3) Eligibility. Candidates for designation as Navy EFMFWS must:

(a) Meet eligibility criteria in paragraph three of reference (a).

(b) Qualification must be completed within 24 months for E1 through E3 personnel and 18 months for paygrades E4 through E9, which will become effective upon reporting onboard.

(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 reference (c), 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. A practice oral board is the preferred method to demonstrate the above eligibility requirement.

(f) Be recommended for EFMFWS device qualification by their Commanding Officer.

(g) Complete Marine Corps Physical Fitness Test (PFT) within 18 month qualification period.

(4) Qualification Procedures. There are four steps to qualification. The first step is completing the PQS. The second step is passing a 100 question core test and 50 question unit specific test with the member having to score 80 percent on both written examinations. The third step is passing a practical application test. The final step is appearing before a qualification board and successfully passing an oral examination.

(5) The EFMFWS PQS. The EFMFWS has three parts: Common Fundamentals, Combat Element Specific Fundamentals for each MSC and Watch Stations. For example, a sailor in Medical Battalion would complete the Logistics Combat 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 Combat or Logistics Combat Element Fundamentals and Watch stations. Initial qualification requirements will be accomplished by completing Common Fundamentals and then Combat Element Specific Fundamentals.

(a) Common Fundamentals PQS sections are 101-114, and Watch Station 301, per reference (d).

(b) Marine Division Fundamentals PQS are 115-121 and Watch Station 302, per reference (d).

(c) Marine Air Wing Fundamentals PQS are 122-127 and Watch Station 303, Air Combat Element, per reference (d).

(d) Marine Logistics Group Fundamentals PQS are 128-135 and Watch Station 304, Combat Logistics Support, per reference (d).

(e) Pass a 150-question core and unit specific written examination approved and/or provided by the MARFORRES Force Command Master Chief.

(f) Pass an oral examination given by a board established by a designated MARFORRES/MSC Program Coordinator.

(6) Failure to Successfully Complete Qualification. If a minimum passing grade of 80 percent is not achieved on both written test or oral board, the PM or their delegate will interview the candidate, validate the candidate's PQS, and select one of the following courses of action:

(a) Require the candidate to repeat the written examination and/or oral board within 60 days.

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

(c) Require a total re-qualification.

5. Administration and Logistics

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a. When a sailor satisfactorily completes the requirements of this Order, the PM will recommend final approval and designation of EFMFWS to the Commanding General to which the member is permanently assigned.

b. When members have qualified or re-qualified for the EFMFWS designation, an entry will be made in their Enlisted Service Record as follows:

(1) Annotate in PQS qualification entry section in the sailor's service record on NAVPERS 1070/614 (Page 4).

(2) Create an entry on NAVPERS 1070/613 (Page 13) in the format of enclosure (2).

(3) The supporting Navy Operational Support Center will ensure the appropriate personnel entry for posting to the enlisted servicemember's electronic service records via Navy Standard Integrated Processing System (NSIPS).

c. Designation and Authority to wear the Warfare Device

(1) The Commanding Officer of the qualifying unit is authorized to present the Navy EFMFWS device upon qualification. Attainment of the Navy EFMFWS designation should be recognized at an appropriate ceremony and appropriate comments should be incorporated into the member's next Fitness Report/Enlisted Evaluation.

(2) Those individuals previously qualified for FMF Ribbon will retain the EFMFWS designator, but will not be entitled to wear the Navy EFMFWS device until they have completed all requirements of this Order.

d. Qualification Continuance

(1) Members previously qualified may be disqualified by their Commanding Officer if they:

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

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

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

(2) Formal notification of disqualification will be recorded in the member's service record (specific cause for disqualification must be stated on a Page 13 (NAVPERS1070/613)) as shown on enclosure (2).

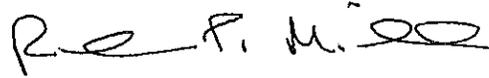
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(3) Requests to waive any part of this Order will be submitted to the EFMFWS PM per reference (a).

6. Command and Signal

(a) Command. This Order is applicable to the Marine Force Reserve.

(b) Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "R. P. Mills", with a stylized flourish at the end.

RICHARD P. MILLS

DISTRIBUTION: D

ForO 1414.1A
4 Nov 13

SAMPLE APPOINTMENT LETTER



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-5400

IN REPLY REFER TO
1326
CO
10 Nov 13

From: Commanding Officer/Inspector-Instructor
To: Commander, Marine Forces Reserve
Via: (1) Appropriate Chain of Command
(2) Commanding General, (MSC)

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

Ref: (a) OPNAVINST 1414.4C
(b) NAVEDTRA 43908-1A
(c) ForO 1414.1A

1. Per the references, Religious Program Senior Chief John P. Jones, USN, (EDIPI)/(MOS designator) has been appointed as the EFMFWS Personal Qualification Standard Program Coordinator for (Unit Name).

2. The following Navy and Marine Corps personnel are appointed as qualifiers for the EFMFWS Personnel Qualification Standards:

SPECIAL STAFF

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

I&I STAFF

HMCS D. DALY (MEDICAL SEL)
MSGT T. SPARKS (COMM CHF)
GYSGT S. GUNN (ARMORER)

HQCO

RPC J. R. OILSLICK
GYSGT A. J. THUMB TACK
SGT T. J. ELECTRON (COMM)
SSGT D. R. GUNGHO (CO GYSGT)

NBC PLT

MSGT S. O. HARDCORE
GYSGT R. J. ALICEPACK
GYSGT A. A. MARCHALOT
SSGT M. D. UPTHEHILL

I. M. COMMANDING

Enclosure (1)

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION (UNIT NAME)



ENLISTED FLEET MARINE FORCE WARFARE SPECIALIST
SPECIFIC PLATFORM ELEMENT

Enrollment date: _____ Qualification deadline: _____

This page records the satisfactory completion of sections 101 - 114, 128 - 136 and 300 - 302 of the Personal Qualification Standard (PQS) as set forth in:

A. OPNAVINST 1414.4C

PRELIMINARY REQUIREMENT COMPLETION

A. PQS Booklet	Date: _____	Signature FMF Coordinator
B. Written Exam Score:	Date: _____	Signature FMF Coordinator
C. PRAC AP	Date: _____	Signature FMF Coordinator

ORAL BOARD RECOMMENDATION

RECOMMENDED: _____ Date: _____
EFMFWS Program Coordinator

FINAL RECOMMENDATION

RP2 TRACY HIGHSPEED has qualified as an Enlisted Fleet Marine Force Warfare Specialist (EFMFWS), Marine Logistics Group, this date and is assigned the EFMFWS designator.

QUALIFIED: _____ Date: _____
EFMFWS Program Manager

APPROVED: _____ Date: _____
COMMANDING GENERAL

NAME (LAST, FIRST, MI)
HIGHSPEED, TRACY

SSN
XXX-XX-XXXX

BRANCH AND CLASS
USN

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SAMPLE APPOINTMENT LETTER



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-5400

IN REPLY REFER TO
1414.1A
CMD
10 Nov 13

From: Navy Enlisted Fleet Marine Force Warfare Specialist
Program Manager, Marine Forces Reserve

To: Commander, Marine Forces Reserve

Subj: RECOMMENDATION FOR DESIGNATION AS NAVY ENLISTED FLEET
MARINE FORCE WARFARE SPECIALIST (NEFMFWS) IN THE CASE OF
RELIGIOUS PROGRAM SPECIALIST 2 TRACY HIGHSPEED, USN,
(EDIPI)/(MOS DESIGNATOR)

Ref: (a) OPNAVINST 1414.4C
(b) ForO 1414.1A

1. In recognition of the exceptional competence exhibited in completing the intense NEFMFWS Personnel Qualification Standards (PQS), Religious Program Specialist 2 Highspeed is recommended for the designation as a NEFMFWS.

2. Religious Program Specialist 2 Highspeed through many long hours of self directed study, PQS classroom training and practical application, Religious Program Specialist 2 Highspeed has gained the knowledge required for qualification as an NEFMFWS by completing the following:

- (a) The NEFMFWS PQS (NAVEDTRA 43908).
- (b) Required classroom PQS instruction and assignments.
- (c) Required practical application and demonstrated skills.
- (d) Passing the Navy Physical Readiness Test.
- (e) Passed the NEFMFWS core and unit specific written examination.
- (f) Passed the NEFMFWS oral examination board on _____.

3. Completion of this career milestone indicates that Religious Program Specialist 2 Highspeed acquired specific professional skills, knowledge, and military experience of the Fleet Marine Force while serving with Marine Forces Reserve. Religious Program Specialist 2 Highspeed is highly recommended for designation in accordance with the references as a NEFMFWS.

I. M. MANAGER

Enclosure (3)