



STEPS TO BECOME A QSC & USMC-CERTIFIED RANGE SAFETY OFFICER (RSO)

Section I – Steps to becoming a QSC RSO

Thank you for your interest in becoming a QSC volunteer RSO. RSOs are our most valuable resource. Our ranges cannot open without them. This guide will assist new RSO candidates and current RSOs completing recertification under current requirements. This guide will be updated as changes are needed.

1. Email the Chief RSO, Kyle Smith, at ksmith@qscva.com with the following information:
 - a. Category
 - i. Active Duty
 - ii. Reservist
 - iii. National Guard
 - iv. DoD Civilian
 - v. DoD Contractor
 - vi. FBI
 - vii. Federal Government Contractor
 - viii. Civilian
 - b. Email address you want associated with your Marine Corps eLearning Ecosystem (MCeLE) account or the email address you used when previously completing the MarineNet/MCeLE coursework.

An MCeLE account will be sponsored for you, and you will receive confirmation from the Chief RSO when that step is complete. While you are waiting for this step to be completed, review [Section III, Realities of Serving as a QSC RSO](#).

2. Complete the MCeLE Coursework here: [MCeLE](#)

*If you are prompted for sponsor information at your first login, use the information below. **DO NOT** contact the sponsor directly. All sponsor-related communication must go through the Chief RSO. If you have any questions or issues with this step, please contact the Chief RSO, Kyle Smith, at ksmith@qscva.com.*

*Sponsor Full Name: Robert Bayer
Sponsor Email: robert.w.bayer@usmc.mil
Unit Phone: 703-784-6682
Sponsor Rank: GS-12
Sponsor Unit: WTBN Quantico*

- a. Range Safety (RTAMRSOCAA)
 - i. Search the course catalog for the code in parenthesis
 - ii. Enroll in the course
 - iii. Complete the course – approximately 4 hours of total time
 - iv. Pass the exam – the exam is no longer proctored
 - v. Save the certificate and email a copy to the Chief RSO, Kyle Smith, ksmith@qscva.com
- b. MCB Quantico OIC RSO Certification Course (MCBQOICRSO)
 - i. Search the course catalog for the code in parenthesis
 - ii. Enroll in the course



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- iii. Complete the course – approximately 2 hours of total time
- iv. Pass the exam – the exam is no longer proctored
- v. Save the certificate and email a copy to the Chief RSO, Kyle Smith, ksmith@qscva.com

A detailed, step-by-step guide is available in [Section II, Step-by-Step Guides](#). This guide also shows you how to find your historical certificates.

- 3. Complete the QSC RSO Brief
 - a. This course is scheduled on an as-needed basis by the Chief RSO.
 - b. You may complete this course prior to completing the MCELE coursework, but it is highly recommended you complete the MCELE coursework first. The QSC RSO Brief focuses on QSC-specific range procedures, communications, and scenarios. Without the foundational knowledge provided by the MCELE coursework, it may be difficult to fully understand and retain the material presented during the brief.
- 4. Appointment as a QSC RSO
 - a. The QSC President must formally appoint all RSOs and OICs by memorandum provided to Range Management Branch (RMB).

This step is completed by the Chief RSO and the President. You will be notified when this step is completed and confirmed. You will then be added to the weekly RSO SignUp so you may begin your range mentorship as an RSO Mentee on QSC ranges.

- 5. New RSO Mentoring
 - a. You will need to complete mentorship on each range you intend to open, under the supervision of an experienced QSC OIC.
 - b. This important step ensures you are familiar with the safe operation of the ranges and includes range-specific guidance.

Congratulations! You are now a QSC RSO and thank you so much for stepping up.



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Section II – Step-by-Step Guides

1. Marine Corps eLearning Ecosystem (MCELE) Account
 - a. Navigate to [MCELE](#).
 - b. Review the access banner warning. To enter MCELE, click “Agree”



Welcome to **MCELE**, your pathway to continuous learning and mission readiness.
Semper Discens - Always Learning

US Department of Defense Warning Statement

Review all terms. Select 'Agree' to continue.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authorization and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Agree

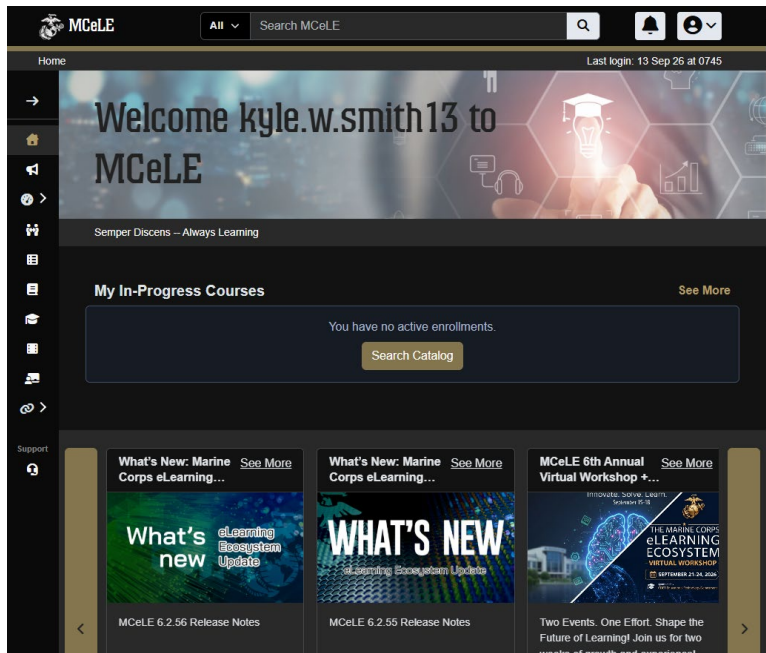
- c. Log in with your credentials

The screenshot shows the MCELE login interface. On the left is a navigation menu with icons for home, list, and search. The main content area has a 'Sign in' section with a 'to access to your account' subtitle. It includes input fields for 'Username *' and 'Password *' with a toggle for password visibility. Below these is a dark blue 'SIGN IN' button. Links for 'Forgot Username?', 'Forgot Password?', and 'Don't have an account? Create account' are provided. To the right of the login section are three informational boxes: 1) 'In order to login with your CAC, you must close your browser and restart the MCELE web site.' 2) 'WHO CAN GET ACCESS' listing eligible groups: Active Duty Military, Dependents, DoD Civilians, Reservist, Retirees, and Contractors. 3) 'Need Re-activating?' explaining that accounts inactive for over a year need re-activation, with a link to 'Re-activate Your Account'. At the bottom right is a 'Need Help?' section with a link to the 'MCELE Support Form'.

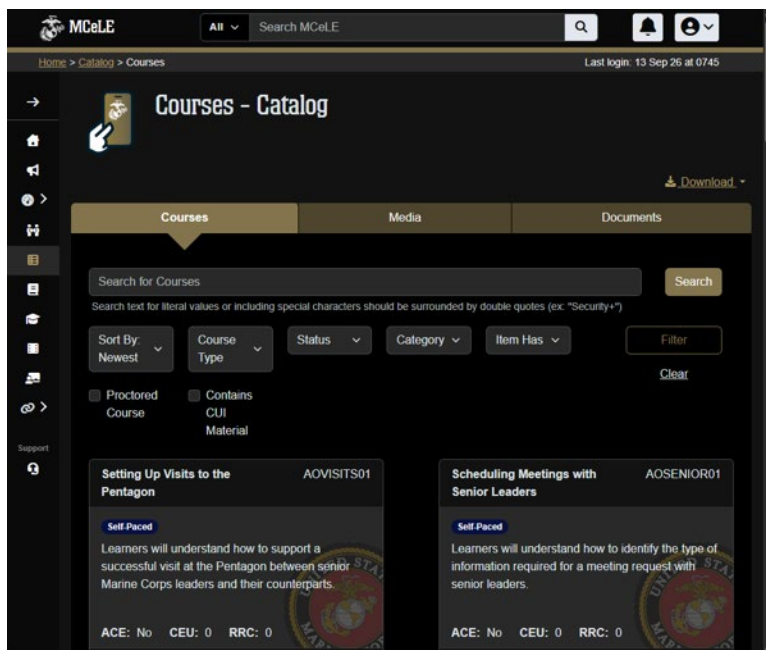


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- d. This is your home dashboard. To find the courses you need, click “Search Catalog”.



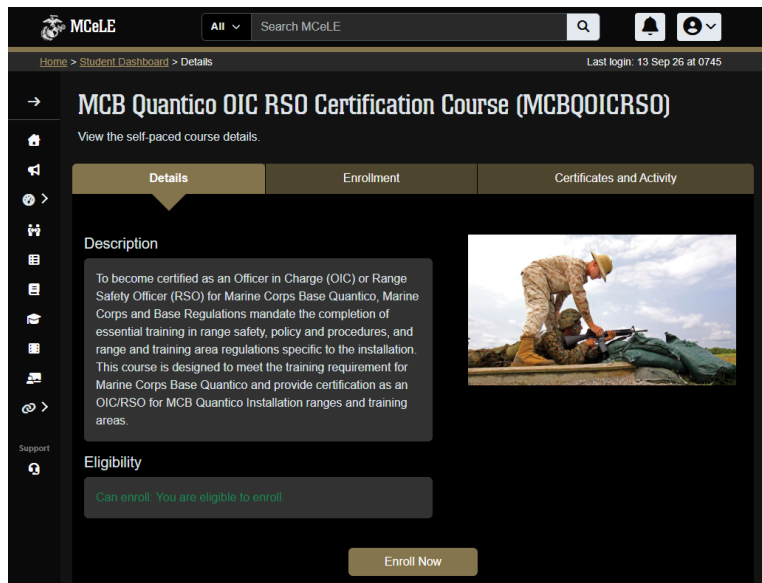
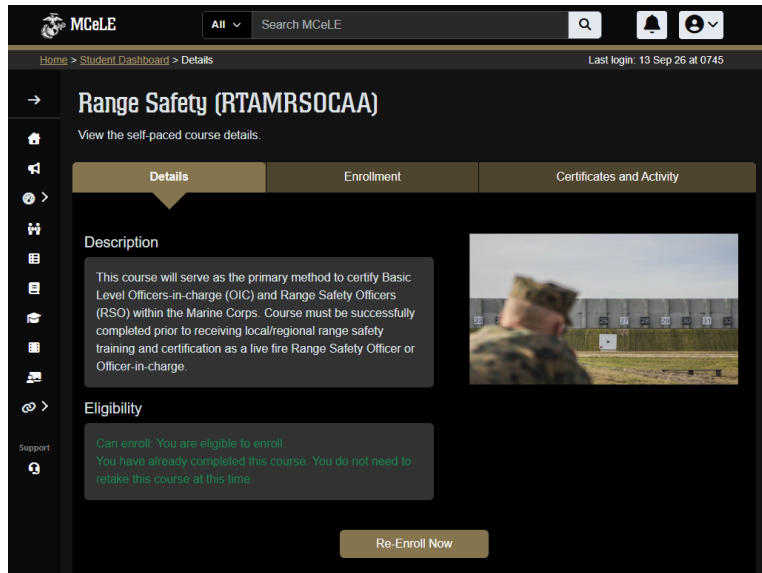
- e. Search for RTAMRSOCAA and MCBQOICRSO





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- f. **Enroll** in each course. **Complete** the coursework. **Take** the exams. **Save** each certificate and email a copy to the Chief RSO, Kyle Smith, ksmith@qscva.com.





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- g. Finding your previous certificates.
 - i. Search the catalog for the course. Select the course you are looking for.
 - ii. Under the course title are three menu options:
 - 1. Details
 - 2. Enrollment
 - 3. Certificates and Activity
 - iii. Select "Certificates and Activity"
 - 1. Your history of completion was rolled over from MarineNet.

Range Safety (RTAMRSOC AA)

Access certificates earned for the self-paced course and review your activity with the content.

Details	Enrollment	Certificates and Activity
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My Certificates

Actions	Enroll Date	Completion Date	Grade	Expiration Date
View Certificate	02/22/2024	03/05/2024	88	03/05/2027
View Certificate	09/08/2021	09/13/2021	91	



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This step is not currently required. It is in place for when the new RFMSS-MC system allows QSC RSOs to create read-only accounts. DO NOT COMPLETE THIS STEP.

2. Range Facility Management Support System (RFMSS) Account

- a. Non-CAC end users must use a two-step verification program called Okta Verify. Before accessing the MCB Quantico RFMSS-MC site, non-CAC users must first create an Okta account and establish two-step verification.
 - i. Download the Okta Verify app from the Apple App Store or Google Play Store.



1 Okta Verify Apple Play Store



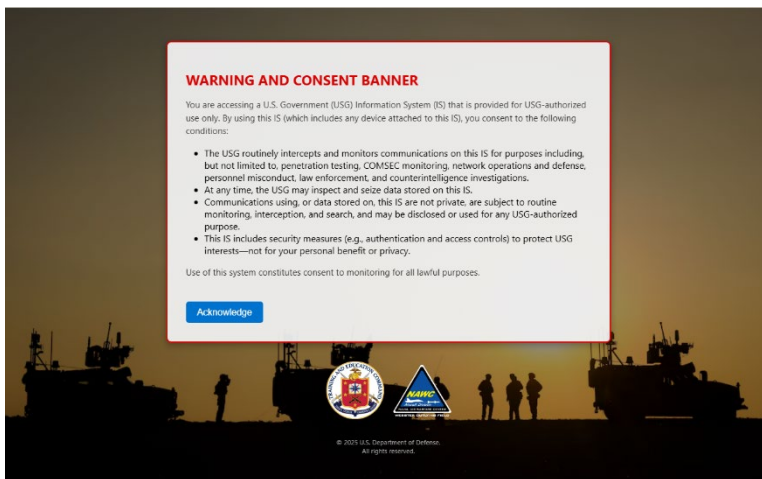
2 OKTA Verify Android Play Store

- ii. Username (your email) and Okta password creation
 1. Okta password requirements: at least 15 characters; must include lowercase and uppercase letters, a number, and a symbol; cannot contain part of the username; and cannot reuse any of the previous five passwords. The minimum password age is one day.
 2. Okta passwords expire after 60 days
 3. Okta account lockout occurs after three unsuccessful attempts
- iii. Create an account
 1. Go to rfmssmc.okta.mil
 2. Create an account by clicking "Sign Up" at the bottom of the page
 3. Enter the requested information and click "Sign Up"

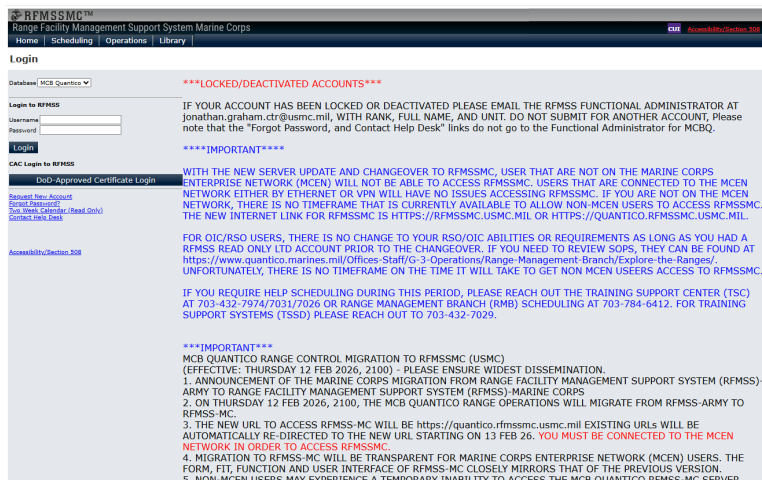


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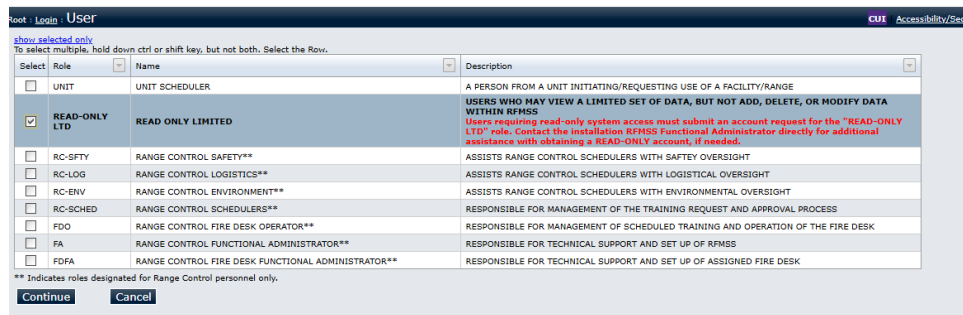
- Navigate to [RFMSS-MC](#)
- Review the access banner warning. To enter RFMSS-MC, click “Agree”



- Click “Request New Account” on the left side of the screen.



- Select the appropriate role: “READ ONLY LTD”. Click “Continue”.





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- f. Complete the User Information **exactly as instructed below**. Incorrect information may prevent the account from being approved and may leave it in a pending status indefinitely. The QSC will not receive notification of these errors, and you may be required to create a new account. Following these instructions exactly is critical.

Role **Name** **Description**

READ-ONLY LTD **READ ONLY LIMITED** **USERS WHO MAY VIEW A LIMITED SET OF DATA, BUT NOT ADD, DELETE, OR MODIFY DATA WITHIN RFMSS**

**** Indicates roles designated for Range Control personnel only.**

Edit Roles

Last Name* **First Name***

Official Email* **Middle Name**

Phone Number* **Rank**

Purpose for Account*

Enable the CAC

Username* **Confirm Password***

Password* **Confirm Answer***

Challenge Question* **Answer***

Email Notification Type Selection

show selected only

To select multiple, hold down ctrl or shift key, but not both. Select the Row.

Select	Email Notification Type	Enabled for these Installations	Recipient
☐	NOTIFICATIONS SENT TO THE USER REGARDING ACCOUNT CHANGES TO INCLUDE INITIAL REQUESTS, APPROVALS, DISAPPROVALS AND LOCKED OR UNLOCKED ACCOUNTS.	ALL	USER ASSOCIATED WITH ACCOUNT

1. Complete all required fields, including Rank.
2. **TYPE YOUR UNIT NAME in the "Middle Name" field.**
3. RFMSS-MC password requirements: exactly 16 characters, including two uppercase letters, two lowercase letters, two numbers, and two special characters.
4. For "Purpose for Account," enter your unit's name and OIC/RSO (for example, "1st Bn 6th Mar OIC/RSO").
5. Click "Save" to submit.



STEPS TO BECOME A QSC & USMC-CERTIFIED RANGE SAFETY OFFICER (RSO)

Section III – Realities of Serving as a QSC RSO

The QSC has a long history of professional range safety and strong working relationships with Weapons Training Battalion (WTBN) and Range Management Branch (RMB). That reputation is due largely to the commitment of QSC RSOs and OICs to their duties, their consistent enforcement of safety standards, and their adherence to applicable range regulations and Standard Operating Procedures (SOPs). Serving as an RSO or OIC is rewarding, but prospective members of the cadre should understand the responsibilities that accompany the role.

The reality is that service comes first. RSOs and OICs are responsible for safely opening, operating, and closing QSC ranges. This requires preparation, punctuality, attention to detail, and a willingness to enforce rules even when doing so may be inconvenient or unpopular. An RSO or OIC may spend much of a range period supervising others rather than shooting. Minimum staffing requirements must always be maintained, and there will be occasions when staffing levels prevent an RSO or OIC from participating as a shooter. The position should therefore be viewed first as service to the QSC and its members, not simply as a means of gaining additional range access.

There are real hazards and responsibilities. Firearms and live-fire ranges are inherently dangerous environments. RSOs and OICs must remain attentive to shooters, weapons handling, range conditions, medical concerns, and compliance with QSC and Quantico requirements. They must be prepared to immediately stop unsafe activity and, when necessary, remove a shooter from the firing line. Although established procedures, training, and supervision are intended to manage these risks, failure to perform assigned duties or follow applicable requirements can result in consequences for the individual, the QSC, and QSC's continued access to Quantico ranges. Certification carries responsibility and should be treated accordingly.

RSO certification is intended to be the beginning of development, not the final destination. The QSC expects active RSOs to continue developing their knowledge, judgment, leadership, and range-management skills with the goal of progressing to OIC certification when they have demonstrated the necessary capability. Not every RSO will progress at the same pace, and advancement is based on demonstrated readiness rather than time alone. Mentorship, additional experience, and feedback from experienced OICs and the Chief RSO are intended to prepare RSOs to assume greater responsibility confidently and safely.

There are also meaningful benefits. Serving as an RSO or OIC provides additional opportunities to shoot, develop firearms and range-management knowledge, work alongside experienced members of the shooting community, and contribute directly to the continued success of the QSC. Active cadre members who meet the QSC's annual service requirements receive the associated membership benefit. More importantly, RSOs and OICs become part of the group responsible for maintaining the professional reputation that allows QSC members to continue enjoying access to exceptional shooting facilities.

The purpose of describing these realities is not to discourage participation. It is to ensure that every prospective RSO understands both sides of the commitment before accepting the responsibility. The QSC wants members who are willing to learn, serve, exercise sound judgment, and grow into increasingly capable leaders within the range-safety program.