



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

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Thank you for your interest in becoming a QSC volunteer RSO. RSOs are our most valuable resource as ranges do not open without them.

The process of becoming a new QSC RSO is NOT difficult but does require six (6) separate steps to be completed.

**NOTE: For RSOs renewing their certifications, you are only required to execute Steps 1, 2, and 5.**

**Prerequisite** - Send an email to the QSC Chief RSO (CRSO) at [kevin.roth@quanticoshootingclub.com](mailto:kevin.roth@quanticoshootingclub.com) indicating that you wish to become a QSC RSO. In your email, please inform the CRSO as to which of the following categories applies to you:

- a) Active Duty (and Notify CRSO if you have Active Duty RSO certification)
- b) Reservist
- c) National Guard
- d) DoD Civilian
- e) DoD Contractor
- f) FBI
- g) Federal Government Contractor
- h) Civilian

***ONLY once you have sent the email to the CRSO, please follow the steps below.***

### **TRAINING AND CERTIFICATION**

- ✓ **Step 1** is to obtain a **MarineNet Distance Learning Account** and complete the **USMC Basic Range Safety Officer Course (RTAMRSOCAA)** and Exam.

All QSC personnel fit in two categories for MarineNet. Those with MarineNet accounts already but require account reactivation, or those who don't/never had a MarineNet account.

If you already have a MarineNet account and need **REACTIVATION**, send an email to the CRSO and include the following information.

1. "I already have a MarineNet Account and I am requesting account reactivation."
2. MarineNet User Account Name
3. Email address (same used for MarineNet registration)

**-Or-**

If you do NOT already have MarineNet account, go to <https://www.marinenet.usmc.mil/my.policy> and Click "Sign Up for a MarineNet Account", after agreeing to Accessing Government Systems Policy page.

Below is the information that should be provided when prompted for Sponsor Information.



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Sponsor Full Name: **Robert Bayer**  
Sponsor Email: [robert.w.bayer@usmc.mil](mailto:robert.w.bayer@usmc.mil)  
Unit Phone: 703-784-6682  
Sponsor Rank: GS-12  
Sponsor Unit: WTBn Quantico

Mr. Bayer will then be contacted by MarineNet C DET Support Desk to confirm his sponsorship. You will then receive an email from either MarineNet C DET Support Desk or Mr. Bayer, confirming your account.

**MarineNet C DET Support Desk at 301-995-6049**

Once you have a MarineNet account, please take the following course.

**USMC Basic Range Safety Officer Course (RTAMRSOCAA)** and Exam

- **Course** - Computer Based Instruction at your own pace. Average time investment is 3-4 hours.
- **Exam** - Exam can be remotely proctored or it can be proctored in person at the QSC Office on weekends. **A scheduled appointment with a certified QSC Proctor is REQUIRED.** Average time investment 90 minutes.
- **Certificate** - Certificate is awarded after successful course completion and passing the proctored exam, and then you can move forward with remaining steps.

✓ **Step 2** is to attend the **MCBQ OIC/RSO Certification Course** given at Range Control on MCB Quantico. (NOTE: YOU MUST PROVIDE A HARDCOPY OR ECOPY OF YOUR MARINET COURSE CERTIFICATE FROM STEP 1).

- **Course** - Briefing is a 120 chart PowerPoint presentation regarding Training, Scheduling, and Range Safety on MCBQ Ranges/Training Areas. Average time investment is 3 hours.
- Dates for this course will be posted on the club web calendar.
- If you are active DoD the presentation can be taken on MilSuite remotely, or if not, in person at MCBQ Range Control generally given on the last Friday of each month (first come first serve/arrive early). See the QSC Web Calendar.
- **Exam** - There is a multiple-choice paper exam given at the end of this course and briefing.
- **Certificate** - Certificate awarded permits having you entered into the Range Facility Management Support System (RFMSS) used by Range Control.
- Certification is good for 3 years.

✓ **Step 3** is to attend the **QSC OIC/RSO Certification Course** given by the club (posted on club web calendar). **NEW RSOs ONLY.**

- **Course** - Course is modeled after the NRA RSO Course and is Mandatory In Person. Average time investment is 3 hours.
- **Exam** – No Exam. Make sure that you Sign In at the beginning of the course.
- Focus is on MCBQ and QSC Range SOPs, Emergency Procedures, and how to properly unload and clear a variety of firearms found on QSC operated ranges. There is a hands-on portion of this course.



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✓ **Step 4** is to obtain a **Read Only RFMSS Account. New RSOs ONLY.** *This step cannot be completed until after Step 3 and you are entered into RFMSS as a certified RSO.* RFMSS is the Range Facility Management Support System (RFMSS) used by training units and MCB Quantico Range Management Branch.

- This is no longer optional for QSC RSOs.
- You are required to login every 30 days. You will be notified by RFMSS by email automatically when your account is 15 days from expiration and your password needs to be updated.
- You must keep this account active by changing your password as requested by RFMSS.
- Here is the link for the specific RFMSS instance used by MCB Quantico.
- <https://rfmss.altess.army.mil/quantico/pages/login.aspx>

### **NEW OIC / RSO RFMSS ACCOUNTS REQUESTS**

All personnel serving as OIC and/or RSO aboard MCBQ must have an individual RFMSS Read-Only account for oversight of their unit training request submissions.

#### ***IF INSTRUCTIONS BELOW ARE NOT FOLLOWED YOUR REQUEST WILL NOT BE ACTIONED OR APPROVED***

- 1- Click "Request New Account" and continue
- 2- Choose "READ-ONLY LTD" role and click continue
- 3- On next page, fill out all required fields as well as Rank (if applicable) and TYPE YOUR UNIT NAME ("QSC") in the "Middle Name" field. \*Your password must be 16 characters and include 2 uppercase, 2 lower case, 2 numbers, and 2 special characters.
- 4- For "reason for account", add your unit's name ("QSC") and "OIC/RSO" (i.e., "QSC OIC/RSO")
- 5- Click save to submit.

✓ **Step 5** is to have an **Appointment letter** completed by the Unit Commander (QSC President), which will be sent by the QSC President to the Installation Range Safety Officer (IRSO) at [MCBQ\\_RNG\\_SCH@usmc.mil](mailto:MCBQ_RNG_SCH@usmc.mil).

After completing the 3 Range Safety Courses, establishing your Read-Only RFMSS Account, and submitting your certificates, this last USMC step is to be appointed in writing by your Unit Commander (QSC President). This Appointment Letter gives Range Management Branch the confidence that the OIC is knowledgeable and/or the RSO is qualified in the weapon systems and ammunition they will be responsible for while training in the Quantico RTA.

**After this step, you will be added to the RSO Weekly SignUp communications and volunteering requests.**

✓ **Step 6** is to participate in **QSC-specific Range Mentoring. NEW RSOs ONLY.** You will need to be mentored on range(s) you want to open by a BOD-approved experienced QSC OIC/RSO. This important step ensures you are familiar with the Surface Danger Zone conflicts impacting the safe operation of the ranges and includes range-specific guidance.

- SignUp for a range you want to open and contact the QSC Chief Range Safety Officer (CRSO) at [kevin.roth@quanticoshootingclub.com](mailto:kevin.roth@quanticoshootingclub.com) when ready to be mentored and coordination with an experienced OIC/RSO will be scheduled.



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