



## **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. Our ranges cannot open without them.*

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

**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 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 (RTAMRSOCOA) 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)

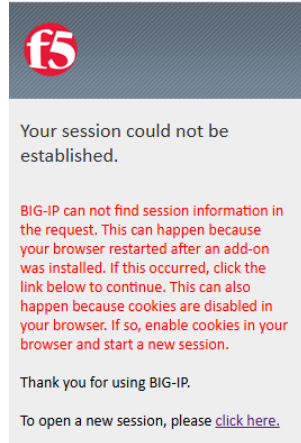
**-Or-**



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If you do NOT already have MarineNet account, go to <https://www.marinenet.usmc.mil/my.policy>

- If you receive the web page below, click on the “to open a new session, please **click here**” link shown below.



- After agreeing to Accessing Government Systems Policy page

Welcome to **MarineNet**, your official gateway to exciting online courseware.  
Please click the Agree button below to proceed into the MarineNet site.

### US Department of Defense Warning Statement

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

- Then Click “Sign Up for a MarineNet Account”.

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

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 via email. **You will then receive an email from either MarineNet C DET Support Desk or Mr. Bayer, confirming your account has been created or reactivated.**



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### **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 is 90 minutes. Please email [kevin.roth@quanticoshootingclub.com](mailto:kevin.roth@quanticoshootingclub.com) and [steve.austin@quanticoshootingclub.com](mailto:steve.austin@quanticoshootingclub.com) to schedule your proctored exam.
- **Certificate** - Certificate is awarded after successful course completion and passing the proctored exam, and then you can move forward with remaining steps.
- **Email your completion Certificate to the Chief RSO at [kevin.roth@quanticoshootingclub.com](mailto:kevin.roth@quanticoshootingclub.com), preferably in PDF format.**

- ✓ **Step 2** is to attend the **MCBQ OIC/RSO Certification Course** provided by the MCBQ Range Management Branch (RMB) via [MarineNet](#). This course not only replaces the previous MilSuite course for DoD CAC holders but also replaces the in-person briefs at MCBQ RMB.

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- **Course** - Briefing is a ~120 slide presentation regarding Training, Scheduling, and Range Safety on MCBQ Ranges/Training Areas. Average time investment is 3 hours.
  - **The MCBQ OIC/RSO Certification course is now available on MarineNet.** Here is what you need to know.
    - Log in to MarineNet and search for this course by name or code (below). See Step 1 if you need a new MarineNet account or account reactivation.
    - Course Name: **MCB Quantico OIC RSO Certification Course**
    - Course Code: **MCBQOICRSO**
    - Availability: All DOD and Non-DOD personnel with an active MarineNet account
    - Prerequisite: **Marine Corps Range Safety Course (RTAMRSOCAA) from Step 1.**
    - **Exam** - Personnel must read each slide, click on the “**presenter notes**” in the upper left corner when present, and go to the “Back Up” slides (blue links on slides) to complete the course and unlock the test.
    - The test for this course does not require a proctor pin.
    - Students must receive an **80% or greater to pass**
    - Once the course is passed, Email both your Step 1 and Step 2 certificates to our CRSO at [kevin.roth@quanticoshootingclub.com](mailto:kevin.roth@quanticoshootingclub.com)
  - **Certificates** - Certificate awarded permits having you entered as an OIC and/or RSO in the Range Facility Management Support System (RFMSS) used by Range Control to confirm qualifications.
  - Certification is normally good for 3 years.

- ✓ **Step 3** is to attend the **QSC OIC/RSO Certification Course** given by the club (posted on club web calendar). **ALL RSOs MUST ATTEND, including new and recertifying RSOs.**



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- **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.
- The focus of this course is 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.

✓ **Step 4** is to obtain a **Read Only RFMSS Account**. **New RSOs ONLY**. 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 the 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 [SMB\\_MCBQ\\_RNG\\_SAFETY@usmc.mil](mailto:SMB_MCBQ_RNG_SAFETY@usmc.mil).

After completing the 3 Range Safety Courses, establishing your Read-Only RFMSS Account, and submitting your certificates to the CRSO, 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.**



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- ✓ **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. 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 will be scheduled.

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