

***Special Missions Training Center
Shoreside Security RFO Checklist***

A. CURRENT REFERENCES:	Yes	No	N/A
1. Are the current references available at the unit?			
a. COMDTINST M5400.17 PSU ORGMAN (series)			
b. COMDTINST M1540.11 PSU PQS (series)			
c. COMDTINST M3501.53 Port Security Unit (PSU) Operation Doctrine (series)			
d. COMDTINST M8000.2 U. S. Coast Guard Ordnance Manual (series)			
e. COMDINST M16601.16 Tactical Medical Manual (series)			
f. COMDTINST M16247.1 Maritime Law Enforcement Manual (MLEM) (series)			
g. COMDTINST M10470.10 Rescue and Survival Systems Manual (series)			
h. COMDTINST M1001.2 Reserve Policy Manual (series)			
i. Marine Corps Common Skills (MCCS) Handbook			
j. PSU Unit Allowance List (UAL)			
k. Ballistic Protection System and Lifecycle Management Plan DOGINST 4130.2			
l. PSU Unit Allowance List (UAL)			
m. PSU Mission Essential Task List (METL) DOGINST M3501.3			
n. PSU Essential Skills Handbook			
B. PERSONNEL ALLOWANCE LIST & WQSB:	Yes	No	N/A
1. Are all members assigned to a WQSB?			
2. Is the WQSB posted in an acceptable location?			
3. Are all Division members individually qualified in accordance with their WQSB assignment?			
4. Do Division members have the minimum security clearance for their billet as identified in the PSU METL?			
5. Does the unit have command designated instructors?			
C. GENERAL TRAINING AND QUALIFICATIONS:	Yes	No	N/A
1. Are Divisional training plans routed through unit training board?			
2. Do Divisional training plans involve individual skill training?			
3. Do Divisional training plans involve Special Missions Drills (SMDs)?			
4. Does each Division member have his/her own PQS book to track progress?			
D. TRAINING TEAM:	Yes	No	N/A
1. Are completed SMDs maintained on file for future reference?			
2. Is there a designated Security Training Team?			
3. Does the Division have command designated PQS instructors in writing?			
4. Do current PQS skill sign-off sheets reflect the utilization of command designated PQS instructors?			

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5. Are SMDs routed and approved by Command Authority?			
6. Does the training team develop scenarios and drill cards for SMDs?			
E. DIVISIONAL EQUIPMENT AS PER REF. H	Quantity	Yes	No
1. Does the Division have a command designated property custodian identified?			
2. Razor Wire	10 Bundles		
3. Concertina Wire, 50ft (18" Barbed Tape Concertina (BTC) of zinc galvanized steel)	10 Bundles		
4. Sand bags	2000 EA		
5. Hesco barriers	20 EA		
6. Gloves, barbed tape-wire handlers	20 PR		
7. C-Wire stakes	100 EA		
8. Zip ties (30in)	20 EA		
9. Shovel, Spade	10 EA		
10. Shovel, Folding	10 EA		
11. Axe (16in)	5 EA		
12. Pik Axe (5-9lb)	5 EA		
13. Mirror inspection	10 EA		
14. Spike strip	5 EA		
15. Searchlight	1 EA		
16. Light Unit	20 EA		
17. Detector Contraband	1 EA		
18. Vest Safety	67 EA		
19. Marker Traffic	24 EA		
20. Whistle Ball	67 EA		
21. Marker Traffic Cone	24 EA		
22. Metal Detector	8 EA		
23. Work Light Tower	10 EA		
24. Binoculars (7x50)	8 EA		
25. Palm Infrared IR, Thermal Imager	1 EA		
26. Public Address System	2 EA		
27. Range Finder Laser	1 EA		
28. Riot Shields	8 EA		
29. Riot Helmet Shields	8 EA		

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F. INDIVIDUAL EQUIPMENT ISSUE:	Yes	No	N/A
1. Carrier Pouches/Straps/Accessories: Pouches stowed properly; no loose equipment or straps Pouches are serviceable and functional without rips, cracks, corrosion or tears			
2. Ballistic Plates: ref (c) Plates without cracks/damage; Plates properly secured in designated pouch Are within expiration date Maintenance completed as per PMS schedule. Is all Ballistic PPE required maintenance current and appropriate documentation maintained?			
3. Soft Body Armor: ref(c) Serviceable with no rips or tears; Secured within /under carrier if applicable. All Velcro fasteners serviceable if stand alone; within expiration date.			
4. Quick -release cable (pate carrier): Cable is properly routed and operational; cable length does not exceed 10 inches past the Dacron fastening loop Handle use not impeded by equipment or accessories.			
5. Weapons Retention Catch : Secured properly and serviceable			
6. Weapons Holster with Leg Shroud: Secured properly; no tears in webbing/cracks in plastic Hood functions properly. Secondary retention device is in place; serviceable as applicable.			
7. OC/Pouch: OC serviceable and within expiration Pouch serviceable and functional without rips, cracks, corrosion, or tears properly secured			
8. Magazine/Miscellaneous pouches: Pouches properly secured Serviceable and functional; without rips, cracks, corrosion or tears			

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<p>9. Individual First Aid Kit (IFAK): Components are serviceable and functional without rips or tears, rips or cracks Stitching not frayed; Properly secured. Med/supplies not expired.</p>			
<p>11. Gloves: Components are serviceable without rips or tears. Stitching is not frayed.</p>			
<p>12. Gas-Mask: Components are serviceable without rips, cracks, corrosion or tears; Are members Fit tested? Canister is serviceable for use in a contaminated environment.</p>			
<p>13. Hydration System / Canteens CBRNE compatible: All components are serviceable without rips, cracks, corrosion or tears; Secured and Clean.</p>			
<p>14. Elbow/Knee pads: All components are serviceable without rips, cracks, corrosion or tears. Stitching not frayed.</p>			
<p>15. Flash Light/Pouch: Serviceable and functional. No rips or tears, rips or cracks; stitching not frayed.</p>			
G. TRAINING TEAM ASSESSMENT OF DRILLS			
	Yes	No	N/A
1. Does the training team conduct pre-drill coordination meetings?			
2. Does the training team conduct pre-drill briefs with all hands involved?			
3. Does the training team conduct drills using command approved drill cards/guides?			
4. Does the training team conduct the drill as briefed?			
5. Does the training team control the drill per drill card/guide?			

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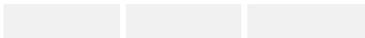
6. Were role players prepared for assigned roles?			
7. Did role players assume/exercise theatre cultural, accents, and dress to enhance realism?			
8. Did the training team arrive on station prior to exercise?			
9. Does the training team conduct post-drill briefs with all hands involved?			
10. Does the training team develop feedback from the stated performance standards?			
H. KNOWLEDGE BASED WRITTEN EXAMINATION:			
1. Exam Mean (Average)			
2. Exam Median (Middle Number)			
3. Exam Mode (Most Often Occurring)			
4. Exam High			
5. Exam Low			
6. Exam Range			

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Knowledge Based Exams are administered to all Division personnel. However, only exam Scores for personnel who have completed Section 3.1 (Fire Team Member) will be used to determine inspection point values. The average of all Fire Team Members who have completed 3.1 will be used in determining the overall point value for the division. Overall unit average of 0.5 or greater will be rounded up to the next whole number.

Overall Division Average		Point Scale
90 – 100	=	5
80 – 89	=	4
70 – 79	=	3
60 – 69	=	2
50 – 59	=	1

Subtotal - (70% required for compliance)



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