



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1414.4E
N093
20 Oct 2021

OPNAV INSTRUCTION 1414.4E

From: Chief of Naval Operations

Subj: ENLISTED FLEET MARINE FORCE WARFARE SPECIALIST QUALIFICATION PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) OPNAVINST 1414.9B
(c) NAVEDTRA 43100-1M
(d) NAVEDTRA 43100-2I
(e) OPNAVINST 3500.34G
(f) NAVPERS 155600D
(g) OPNAVINST 6110.1J

1. Purpose. To issue the requirements for qualification or requalification and designation of enlisted personnel as Fleet Marine Force (FMF) enlisted warfare specialists, as directed by reference (a). The significant changes to this revision include:

a. Updates to command master chief (CMDCHM), Marine Forces Command (MARFORCOM) Marine Forces Pacific (MARFORPAC), Marine Forces Reserve (MARFORRES), FMF enlisted warfare specialists program managers and command unit coordinators responsibilities; and

b. Updates to administrative procedures for enrollment, qualification, requalification, disenrollment, designation and extension waivers.

2. Cancellation. OPNAVINST 1414.4D.

3. Scope and Applicability. This instruction applies to all permanently assigned Navy enlisted personnel. This includes all Active component and Reserve component, to include both Full-Time support (FTS) and Selected Reserve (SELRES) Navy personnel serving throughout the FMF.

4. Discussion. Attaining the FMF enlisted warfare specialist designation signifies that a Sailor has achieved a level of excellence and proficiency while serving in FMF warfare operations. The insignia signifies that a Sailor is operationally competent and has acquired additional general knowledge that enhances his or her understanding of U.S. Marine Corps (USMC) doctrine, mission effectiveness, warfighting and command survivability. Sailors who wear the FMF insignia stand out as significant contributors to the USMC mission. Qualification may only be

obtained through the formal qualification program set forth in this instruction. Per reference (a), awarding the FMF ribbon is no longer authorized, as a result of the establishment of the FMF warfare specialist insignia.

5. Corresponding Sponsor. As outlined in reference (b), Surgeon General of the Navy (CNO (N093)) is designated as the executive agent for the program and responsible for ensuring its implementation throughout the Navy in an equitable and consistent manner.

6. Responsibilities. The role of program manager has been delegated to the CMDCMs of MARFORCOM, MARFORPAC and MARFORRES. Per references, (c) and (d) the program manager(s) are responsible for maintaining and updating the FMF program content, this instruction, reviewing, approving or disapproving requested waivers identified within this instruction and ensuring program compliance throughout the Navy.

a. Commanding Officers (CO) within MARFORCOM, MARFORPAC and MARFORRES must:

(1) Per reference (e), approve or disqualify all recommendations from the FMF warfare specialist command unit coordinator (or designated representative) for personnel permanently assigned to their command.

(2) Ensure designation for FTS and SELRES personnel be approved by the respective MARFORRES CO. Written and oral board examinations must be administered and monitored by a qualified and designated FMF enlisted warfare specialist command unit coordinator.

b. CMDCM(s) of MARFORCOM, MARFORPAC and MARFORRES must:

(1) Serve as the FMF warfare specialist program manager(s).

(2) Be designated as the overall FMF program manager and is responsible for maintaining and updating the FMF program content per references (b) and (c) this instruction, reviewing, approving or disapproving requested waivers identified within this instruction and ensuring program compliance throughout the Navy.

(3) Per references (c) and (d), develop programs to include a Personnel Qualification Standard (PQS) Waiver Program, quality assurance board and an approved list of FMF PQS eligible and qualifying commands.

(4) Only designate CMDCMs and by delegation command senior enlisted leaders (CSEL) to serve as command unit coordinators in the USMC commands: MARFORCOM, MARFORPAC; MARFORRES, Marine Forces Special Operations Command, Marine Expeditionary Forces, Marine Logistics Groups, Marine Divisions and Marine Aircraft Wings.

7. Eligibility and Enrollment. Qualification is mandatory for all active duty, FTS and SELRES (referred to as Program 9) enlisted Sailors permanently assigned to FMF commands and meet the eligibility requirements set forth in this instruction. It is highly encouraged for all active duty individual augments and Navy Medicine Augmentation Program personnel assigned to FMF units to earn qualification if they meet eligibility requirements. Personnel must meet the criteria outlined in subparagraphs 7a through 7f of this instruction.

a. Per reference (f), active duty and FTS enlisted personnel must have served a minimum of 90 consecutive days and permanently assigned to an FMF command.

b. Upon date of enrollment, timelines required to complete initial FMF qualification.

(1) Active duty: E-4 to E-9 within 18 months of command check-in. E-1 to E3 within 24 months of command check-in.

(2) FTS: E-4 to E-9 within 18 months of command check-in. E-1 to E3 within 24 months of command check-in.

(3) SELRES: E-1 to E-9 within 24 months of command check-in.

(4) All E-1 to E-9 personnel (active duty, FTS and SELRES) returning to an FMF command have 12 months to complete requalification from date of assignment.

c. Navy Medicine's Augmentation Program and individual augment personnel who are mobilized and assigned by billet sequence code line numbers to an FMF command during combat or peacekeeping operations must serve for a minimum of 90 consecutive days.

d. Navy diver personnel assigned to FMF commands must qualify or requalify as a Navy Diving Salvage Warfare Specialist prior to qualifying as an enlisted FMF warfare specialist.

e. If member does not receive qualification before the end of the required timeline, they will be disenrolled from the program via NAVPERS 1070/613 Administrative Remarks. PQS attainment, at the time of disenrollment, will be void unless extenuating circumstances are determined by the CMDCM or CSEL. A Service member's reenrollment will be approved at the discretion of the CMDCM or CSEL.

8. SELRES Personnel.

a. Must be presently assigned to a MARFORRES command and serve a minimum of 12 months with satisfactory drill attendance.

b. Must complete one period of annual training assigned to an FMF-specific or an equivalent FMF active duty for operational support.

9. Other Personnel. Eligibility does not apply to other personnel deployed solely in support of USMC operations, training or exercises.

10. Requirements. The intent of this instruction is to ensure that all personnel seeking FMF qualification meet the same standards of performance. Candidates pursuing qualification as an FMF specialist must:

- a. Comply with eligibility criteria set forth in paragraph 7 of this instruction.
- b. Have no Non-Judicial Punishment for 6 months prior to the formal oral examination board.
- c. Be within physical standards per reference (g).
- d. Demonstrate effective leadership and performance standards, with a minimum promotion recommendation of “Promotable” during the most recent performance evaluation with no individual performance trait marked below a 3.0.
- e. Be recommended by their chain of command for FMF enlisted warfare specialist qualification.
- f. Display general knowledge of the command’s overall organization, mission, assets, employment, combat systems, basic equipment and Marine Corps common skills through written examination, practical application of knowledge and an oral examination by a practical application of knowledge and an oral examination by a multi-member board. The oral board will make a recommendation to the qualifying officer (in most cases the CO at the battalion or squadron level).
- g. For initial qualifications, complete core and platform-specific PQSs listed:
 - (1) FMF Enlisted Warfare Specialist (EWS) (NAVEDTRA 43908-C), Common Core.
 - (2) FMF EWS Air Combat Element (ACE) (NAVEDTRA 43908-2).
 - (3) FMF EWS Logistics Combat Element (LCE) (NAVEDTRA 43908-3).
 - (4) FMF EWS Marine Corps Special Operation Command (MARSOC) (NAVEDTRA 43908-4).
 - (5) FMF EWS Ground Combat Element (GCE) (NAVEDTRA 43908-5).

(6) Complete course number J3T A-US1329 – SERE 100.2 (Level-A SERE Education and Training in Support of the Code of Conduct) prior to commencement of the enlisted FMF warfare specialist PQS. This course is available via Joint Knowledge Online.

(a) Successfully demonstrate specific knowledge in the completion of a 100-question written multiple-choice final examination with a minimum score of 70 percent. If a member fails the written test, a re-test will be administered at a time deemed suitable by the CMDCM or CSEL. The appointed FMF command unit coordinator will maintain the question and answer test banks in a secure location.

(b) Successful completion of an oral examination board to be administered by a multi-member qualification board. Board membership will include, at a minimum, the CMDCM or CSEL (or their designated representative) and four enlisted FMF qualified personnel. Board membership will be comprised of members that are qualified or have re-qualified within the command they are acting as a board member. If a member fails the oral examination board, a re-board will be administered focusing solely on the areas of weakness that are identified by the board at a time deemed suitable by the CMDCM or CSEL. FMF PQS (common core and unit-specific) and the ability to demonstrate command knowledge will be used as the foundation for the oral examination board. If the member successfully completes all of the didactic, PQS and oral board requirements, the board will make a recommendation of qualification to the CO. The CO will review the results and recommendations of the board and make the final determination for qualification.

11. Program Management. The CMDCM, MARFORCOM, MARFORPAC and MARFORRES will serve as the FMF warfare specialist program manager(s). They will comply with the responsibilities set forth in paragraph 6 of this instruction. In addition, they must ensure that standards and procedures required for Sailors initially qualifying or re-qualifying as an FMF specialist are held to the highest standards.

a. The program manager(s) will designate in writing, authorized FMF specialist qualifying commands, eligible budget submitting office 27 commands and FMF command unit coordinators (E-7 or above FMF qualified individual only).

b. Per reference (c) the program manager(s) will also ensure the PQS information is current. Unit-specific PQS must be reviewed every 5 years for content and accuracy. Revisions must be completed per reference (d).

c. All designated CMDCMs and CSELs of USMC commands must:

(1) Establish and be ultimately responsible for the structure, operation and monitoring of the command's FMF enlisted warfare specialist program.

(2) Ensure the spirit and intent of this instruction is being followed by members of their command.

(3) Monitor and be directly involved in the FMF qualification development process.

(4) Delegate in writing additional FMF enlisted warfare specialist qualified chief petty officers, senior chief petty officers or master chief petty officers as their direct representative to assist in facilitating the timely qualification of personnel and for units that are remotely located or deployed in austere environments.

d. Command unit FMF coordinator or designated assistant command or unit coordinators must:

(1) Chair all oral examinations held by a multi-member board. The membership of this board must include, at a minimum, one designated enlisted FMF warfare specialist coordinator and two qualified FMF warfare specialist members.

(2) The CMDCM, CSEL or unit coordinator will be responsible for the administrative requirements of the commands FMF program. The command or unit coordinator must ensure the spirit and intent of this instruction is being followed by the members within their command. The command FMF coordinator will remain current by maintaining or ensuring the procedures in subparagraphs 11d(2)(a) through 11d(2)(e):

(a) Per reference (c), the command unit coordinator will also ensure the command's unit-specific PQS book in use (ground combat element, air combat element and logistic combat element) is the current and active PQS. Unit-specific PQS must be reviewed every 5 years for content and accuracy. Per reference (d), revisions to all instructions, publications and references required within the common core and unit-specific PQS will be completed. Current and active PQS information can be located via MyNavy Portal at <https://www.mnp.navy.mil/group/training-education-qualifications/q-pqs>.

(b) Ensure all service records are up to date and prepare all NAVPERS 1070/613 for enrollments, qualifications, re-qualifications and disqualifications and are properly entered via Navy Standard Integrated Personnel System (NSIPS).

(c) Ensure a COs endorsed list of qualifiers or subject matter experts that are authorized to sign PQSs. This list will annotate what sections within each PQS a qualifier or subject matter expert is authorized to sign. A list of qualifiers will be submitted to respective program manager for quality assurance review board purposes.

(d) Maintain all original PQS records of detaching unqualified Sailors for a period of 2 years and a master list of all personnel who have qualified in the command for a period of 5 years.

(e) Establish a command or unit Qualification Review Board and will ensure consistent oral examination boards are properly administered and updated to include reviewing and updating written exams. Qualification Review Board reporting will be submitted, per the guidance of the FMF program manager.

12. PQS changes and updates. Per reference (d), revisions to the FMF PQSs listed in subparagraphs 12a through 12e will be routed through the FMF program manager for review and update:

- a. NAVEDTRA 43908-C (FMF EWS) Common Core.
- b. NAVEDTRA 43908-2 (FMF EWS Air Combat Element (ACE)).
- c. NAVEDTRA 43908-3 (FMF EWS Logistics Combat Element (LCE)).
- d. NAVEDTRA 43908-4 (FMF EWS Marine Corps Special Operation Command (MARSOC)).
- e. NAVEDTRA 43908-5 (FMF EWS Ground Combat Element (GCE)).

13. Approval of Qualification. After satisfactory completion of the requirements of this instruction, approval of FMF will include:

- a. CO's approval and written designation.
- b. "FMF" is placed in parentheses immediately after the members' rate abbreviation (i.e., HM2 (FMF)).
- c. When Service members have been qualified or re-qualified for the FMF designation, an entry will be made in their NSIPS Electronic Service Record (ESR) via NAVPERS 1070/613 and NAVPERS 1070/881 Training Education and Qualification History. Documentation will include the type of unit-specific PQS completed as outlined in subparagraph 8g.

14. Designation and Authority to Wear the Insignia. The CO of the qualifying FMF unit is authorized to present the FMF insignia upon initial qualification. The attainment of the FMF qualification should be recognized at an appropriate ceremony and relevant comments should be incorporated in the Service member's next performance evaluation. Awarding the FMF designation is an administrative action and therefore may be removed by the CO without perusing punitive or Uniform Code of Military Justice (Article 15) action.

15. Qualification Continuance. Active duty, FTS and SELRES personnel that achieve qualification and then transfer to another same type element qualifying unit will not require re-qualification. However, re-qualification at that element may be required if personnel are

designated as PQS signers, participate in FMF qualification boards or at the discretion of the CO as recommended by the CMDCM or CSEL.

16. Transfers Between Different Type Community Qualifying Units. When an FMF qualified individual transfers between different type community qualifying units or has been away from any FMF qualifying unit greater than 12 months, requalification will be required and member must comply with the eligibility requirements set forth in paragraph 7 of this instruction and will be required to demonstrate core fundamentals and knowledge of the command's overall mission through completion as outlined in subparagraphs 16a through 16c:

a. Successful completion of a 50-question written examination with a minimum score of 70 percent. No formal core fundamental testing, practical skills application or oral boards are required for re-qualification.

b. All items in paragraph 8, with the exception of the common core PQS.

c. Completion of re-qualification at the new unit must be documented in the member's NSIPS ESR via NAVPERS 1070/613 and NAVPERS 1070/881.

17. Disqualification.

a. An FMF specialist will be disqualified by the CO if:

(1) There is a loss of confidence in the member's ability to perform as an FMF specialist.

(2) The member fails to maintain a "Promotable" promotion recommendation.

(3) Failing to complete the FMF enlisted warfare specialist qualification or re-qualification within the prescribed time limits.

b. Disqualification must not be in lieu of disciplinary action; however, should be considered coincidentally.

c. Formal notification of disqualification must be recorded in the individual's NSIPS ESR as a NAVPERS 1070/613 administrative remarks (specific rationale for disqualification must be stated) as follows: "(Date): Failed to maintain qualification as Enlisted Fleet Marine Force Warfare Specialist by (include specifics for disqualification). (Name) has been informed that as of this date, (he or she) is disqualified and may not wear the insignia or use the FMF designator as part of their rate."

d. Failure to Qualify. If a member does not receive qualification before the end of the required timeline, they will be disenrolled from the program via NAVPERS 1070/613, will all progress in void. In addition to the NAVPERS 1070/613, members will follow the failure to

qualify procedures set for by MARFORCOM, MARFORPAC and MARFORRES FMF instruction.

18. Implementation. The requirements identified are effective as of the date of this instruction.

19. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

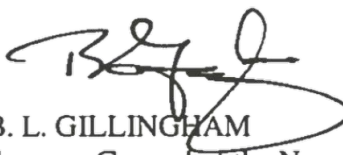
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

20. Review and Effective Date. Per OPNAVINST 5215.17A, the Surgeon General of the Navy (CNO N093) this instruction will be reviewed annually at the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

21. Forms. The NAVPERS forms are available at <https://forms.documentservices.dla.mil/order/>.

a. NAVPERS 1070/613 Administrative Remarks.

b. NAVPERS 1070/881 Training, Education and Qualification History.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via DON Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.