



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF TRANSPORTATION
705 READ STREET
FORT EUSTIS, VIRGINIA 23604-5407

REPLY TO
ATTENTION OF

ATZF-OCOT-S

28 January 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Marine Technical Examination Policy and Letter of Instruction

1. Purpose: The purpose of this memorandum is to establish the Office of the Chief of Transportation's (OCOT) policy on original issue, renewal, and upgrade of US Army Marine Certification and to provide administrative guidance to Commanders, Marine Qualification Field Examiners (MQFE), and Test Control Officers (TCO). This letter of instruction supersedes memorandum, Office of the Chief of Transportation, ATZF-OCT-S, 6 August 2007, subject as above.

2. Responsibilities:

a. The Office of the Chief of Transportation (OCOT) maintains a Marine Qualification Division (MQD) staff section to:

(1) Develop procedures for issuing, renewing, denying, suspending, revoking or amending US Army marine qualifications for military and DoD/contracted civilian personnel.

(2) Perform the functions indicated in AR 56-9, Surface Transportation Watercraft, Chapter 1 (General), paragraph 1-5e.

b. The US Army Transportation School (USATCH) maintains a three-section Maritime Training Department, comprised of a Marine Operations Division, a Marine Engineering Division, and a Maritime Simulation Division staffed to develop and provide training to qualify personnel in marine operations and maintenance functions in accordance with AR 56-9.

c. Unit, activity commanders, and State Adjutants General will:

(1) Ensure compliance with AR 56-9, Chapter 1 (General), paragraph 1-5e.

(2) Ensure compliance with AR 611-5, Army Personnel Selection and Classification Testing, Chapter 2; TRADOC Regulation 350-70, Systems Approach to Training Management, Processes and Products; TRADOC Pam 350-70-6, Systems Approach to Training - Testing, and other official policies pertinent to the US Army Technical Examination Program in assigning Marine Qualification Field Examiners (MQFE) and Test Control Officers (TCO). MQFEs and

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TCOs will be appointed on orders by the battalion commander with copies forwarded to the Chief, Marine Qualification Division (MQD, OCOT) for final approval by the Director, OCOT and filing. Only approved personnel on orders filed with MQD are eligible to administer and receive testing materials.

d. MQFEs and TCOs will normally be a company/field grade officer, warrant officer, or enlisted Soldier in the rank of Sergeant First Class through Sergeant Major. DA civilian employees, ARNG technicians of equivalent rank may be appointed as an MQFE or TCO. All MQFEs and TCOs must comply with personnel programs and testing requirements to ensure compliance with AR 611-5. TCOs are responsible for ensuring requests for US Army Marine Technical Examinations are received by the Director, Office of the Chief of Transportation (ATZF-OCT-S), 705 Read Street, Fort Eustis, Virginia 23604-5407, not later than 10 working days prior to the examination date.

e. The high level of importance placed on the MQFE or TCO cannot be overemphasized. This recognition is for the duration of current assignment or as directed by the Office of the Chief of Transportation and is made in trust for the security of "For Official Use Only" examination material.

Note: MQFEs may be from the applicant's unit and are authorized to administer open-book renewal examinations only. TCOs are to be selected from personnel not responsible for the applicant's unit status reporting procedures so as not to compromise testing procedures and may administer either the open-book renewal examination or the closed-book Marine Technical Examination (MTE). TCOs are further defined as personnel normally assigned to a Total Army School System (TASS) Battalion, the US Army Transportation School (USATSCH), or at division level or higher headquarters.

3. General Provisions:

a. Examination Categories. The Marine Qualification Division, OCOT administers three types of examinations: Original (para 4), renewal (para 5), and upgrade (para 6).

b. Examination Composition. The Marine Operations Division and the Marine Engineering Division (para 2a above) develops the original, renewal, and upgrade examinations and the evaluation standards from course programs of instruction (POI). The examinations are comprised of randomly selected, computer generated, and hand-graded tests containing test questions from each subject area.

c. Application Procedures. AR 56-9 requires all individuals seeking certification issuance to submit their request to the Marine Qualification Division, Office of the Chief of Transportation (ATZF-OCT-S), 705 Read Street, Fort Eustis, Virginia 23604-5407 with the following applicable documentation:

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(1) An application form (DA Form 7434) for marine certification, fully completed, and signed by the applicant, a verifying medical official, and the applicant's commander. Incomplete applications will be returned for further action.

(2) A copy of a current and valid Marine Radar Observer Certificate, if renewing at or upgrading to MOS 88K40, 880A1 or 880A2 levels.

(3) A copy of a valid Certificate of Training from an approved US Coast Guard Fire Fighting training course, if applying for initial certification.

Note. If an applicant does not possess the items noted in paragraphs 3c(2) and 3c(3) on the date of passing the MTE, the applicant's United States Army Marine Certificate (USAMC) will be retained until OCOT receives all appropriate documentation (maximum one-year time limit). Failure to comply with these requirements will void previously attained MTE results. At the discretion of the applicant's commander, the individual may reapply and retest, attend the resident course of instruction, or be subject to reclassification and/or barred to reenlistment in accordance with DA PAM 611-21, Military Occupational Classification and Structure.

d. Examination Administration. The examination will be given in a suitable area where all material will be controlled to preclude compromising any part of the examination. The examinee will do their own work, without outside assistance, under direct supervision of the examiner.

e. Examination Time Limit. The MQFE or TCO will be allowed a maximum time limit of 60 days from receipt of the examination to administer and return the examination to the Marine Qualification Division (MQD). After the examination is graded by the Maritime Training Department, USATSCH and recorded by MQD, the TCO will be notified of the parts passed/failed and the numerical grade(s) achieved. Once the Soldier passes the examination, a US Army Marine Certificate may be issued and forwarded to the unit.

f. Retake Policy. There are two categories for retaking MTEs:

(1) Soldiers applying for original or upgrade marine certifications will be allowed to take the MTE one time with a retest on those areas failed (880 and 88K Soldiers will be allowed a second retest on only the Navigation Rules exam). Any Soldier failing the one retest will be considered an academic failure and reported to their chain of command.

(2) Soldiers applying for a renewal marine certification, and whose certification has expired more than 180 days, will be allowed four attempts (two initial and two retests) to regain their certification. Upon failure of initial attempts the retests should be given no more than one week from the date of failure on the section's failed. Soldiers who fail any portion of the initial attempt of a test must wait a minimum of 24 hours and a maximum of 60 days between the initial and a retest of the failed subjects. Soldiers failing their first attempt must wait a minimum of 90 days before applying for their second attempt. Second attempt failures will be administered as

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stated in paragraph 3f (1) above. Soldiers, who successfully pass the examination, may be issued a US Army Marine Certificate.

Note: The only exception to the examination time limit and retake policy (para 3e and 3f) is on a command-coordinated, case-by-case basis due to extreme hardship, deployment or operational commitment. Any request for an exception must be processed through the first Colonel Commander and must include supporting documentation.

4. Original Examinations:

a. Definition. Original examinations are the first examinations taken to establish entry level MOS qualification. These MTE examinations are generally administered as End-of-Course Comprehensive Tests (EOCCT) following AIT and NCOES for enlisted members and the Warrant Officer Basic Course (WOBC) for warrant officers, or as part of the RC Schools Phase I and II.

b. Eligibility. All Soldiers desiring award of MOS 88K, 88L, 880A, or 881A must successfully complete the end-of-course Marine Technical Examination. Enlisted personnel having DoD marine related experience or transferring into the marine field from a different MOS may request to challenge the initial MTE.

c. Minimum Standards. Soldiers must achieve a minimum score of 70 percent in each subject area. Soldiers taking a deck examination must additionally achieve a minimum score of 90 percent on navigation rules and 80 percent on celestial navigation.

d. Exception. Soldiers who possess a US Coast Guard (USCG) license may petition the Marine Qualification Division to equate the USCG license to the corresponding level of Army certification. If the USCG license equals or exceeds the entry level requirement, a US Army Marine Certificate may be issued. Enlisted members are not eligible for A1 or A2 level certificates.

5. Renewals:

a. Definition. Renewal examinations recertify existing skill qualification levels for both warrant officers and enlisted service members.

b. Eligibility. Eligibility requirements are separated into two categories:

(1) Current certification or expired less than 180 days:

(a) Soldiers may apply for renewal up to 6 months prior to their marine certification expiring. A 180-day grace period (beyond the five-year expiration date) is given, but Soldiers cannot operate under the authority of their certification during this grace period. Once a certification has expired, it is no longer valid.

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(b) Personnel in this category will take an open-book examination.

(2) Certification expired more than 180 days:

(a) Warrant officers and enlisted Soldiers, who have allowed their certification to expire beyond the 180-day grace period, must submit their application for recertification through their first Colonel Commander and will have to meet the current USATSCH requirements for the requested level of certification. This includes taking a complete, closed-book Marine Technical Examination for the level of expired certification.

(b) Those failing to renew their certification after two attempts (para 3f) will be reported to their Commander for appropriate administrative action.

c. Examination Content. Renewal examination (open-book) subjects are shown below and require a passing grade of 100 percent. Questions will be taken from referenced material available through the Army publication system. Special hand-out material may be obtained from the US Army Transportation School (ATSP-MTD), Fort Eustis, Virginia 23604.

(1) Marine Emergencies: FM 55-501, Marine Crewman's Handbook, 1 December 1999, Chapter 10.

(2) Firefighting: FM 55-501, Marine Crewman's Handbook, 1 December 1999.

(3) Pollution Control and Abatement: TB 55-1900-206-14, Control and Abatement of Pollution by Army Watercraft, 15 March 2002, and CFR 33, Parts 154, 155, and 156.

(4) General Engineering (engine personnel only): FM 55-509, Marine Engineman's Handbook, 3 October 1986.

(5) Safety Inspecting and Testing of Lifting Devices: TB 43-0142, 28 February 1997, and Diesel Engine Inspection: AS 447-401-B, 1 November 1994 (881A2 only).

(6) Navigation Rules (deck personnel only): COMDTINST M16672.2d, 25 March 1999, Navigation Rules, International-Inland.

6. Upgrade:

a. Definition. An upgrade (challenge) examination is an examination taken to increase the Soldier's certification to the next higher skill level.

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b. Eligibility.

(1) Soldiers who have been certified and licensed at their highest certification level for a minimum of 180 days are eligible to challenge the Marine Technical Examination (MTE) for upgrade.

(2) All Reserve Component Marine Warrant Officers, who have been certified for a minimum of four years, may challenge the End of Course MTE for 880A2 and 881A2.

c. Examination Administration. The MTE administered will be the same Marine Technical Examination given to resident students. Only one challenge will be permitted for upgrades, after which the Soldier must then attend a resident course of instruction.

7. Point of contact for this US Army marine technical examination policy and letter of instruction is the Chief, Marine Qualification Division, Office of the Chief of Transportation, DSN 826-4622 or CML (757) 878-4622.



THOMAS MINTZER
LTC, LG

Director, Office of the Chief
of Transportation

DISTRIBUTION:

Commander

143rd TRANSCOM (AFRC-TCFL-TR), 9500 Armed Forces Reserve Drive, Orlando, FL
32827-5299

32nd Trans Gp (Comp), 4815 North Hubert Avenue, Tampa, FL 33614

1176th Transportation Terminal Bde, 700 E. Ordnance Rd, Baltimore, MD 21226-1790

385th Transportation Bn (TML), 401 Alexander Ave East, Tacoma, WA 98421

9th Theater Spt Command (AFRC-TAVA-GA-S), Fort Belvoir, VA 22060

483rd Trans Bn (TML), Bldg 1086, Oakland Army Base, Oakland, CA 94626-5035

175th Trans Co (FCGS), 401 Alexander Ave East, Tacoma, WA 98421

467th Trans Co (FC), 401 Alexander Ave East, Tacoma, WA 98421-5000

653rd Harbormaster Detachment, 401 Alexander Ave East, Tacoma, WA 98421

481st Trans Co (HB), Bldg 1296, Mare Island, 1481 Railroad Ave, Vallejo, CA 94592

824th Trans Co (HB), 410 Fisher St, Morehead City, NC 28557

824th Trans Co, DET 1, 5201 West Tyson Avenue, Tampa, FL 33611

949th Trans Co (FC), USAR Ctr, 700 East Ordnance Rd, Baltimore, MD 21226

203rd Transportation Detachment, 700 East Ordnance Rd, Baltimore, MD 21226

338th Transportation Detachment Bldg 1034, 24th Street, Fort Eustis, VA 23604

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DISTRIBUTION: (CONT)

805th Trans Det (LSV-3), 401 Alexander Ave East, Tacoma, WA 98421
359th Trans Bn (TML) (AFRC-TAVA-SG-BN), Bldg 1034, Fort Eustis, VA 23604
4th Bde, 91st Infantry Div (TS), Box 339500, Mail Stop 100, Fort Lewis, WA 98433
7th Sustainment Brigade, Fort Eustis, VA 23604
10th Trans Bn (TML) (AFFGJ), Fort Eustis, VA 23604
24th Trans Bn (TML) (AFFG-X), Fort Eustis, VA 23604
HHC, 6th Trans Bn (TRK) (AFFG-Z-HHC), Fort Eustis, VA 23604
HHC, 10th Trans Bn (TML) (AFFG-J-HHC), Fort Eustis, VA 23604
HHC, 11th Trans Bn (TML) (AFFG-X-HHC), Fort Story, VA 23459
545th Trans Det HMO, Pearl Harbor, HI 96860
73rd Trans Co (FC) (AFFG-J-73), Fort Eustis, VA 23604
97th Trans Co (HB) (AFFG-J-97), Fort Eustis, VA 23604
393rd Harbormaster Det, Fort Eustis, VA 23604
396th Harbormaster Det, Fort Story, VA 23459
492nd Harbormaster Det, Fort Eustis, VA 23604
331st Trans Co (MCS) (AFFG-Z-CSWY), Fort Eustis, VA 23604
558th Trans Co (DSGS) (AFFG-Z-558), Fort Eustis, VA 23604
1098th Trans Co (MB) (AFFG-X-1098), Fort Eustis, VA 23604
335th Trans Det (LSV-1), Fort Eustis, VA 23604
1099th Trans Det (LSV-4), Fort Eustis, VA 23604
411th Trans Det (LSV-6), Fort Eustis, VA 23604
651st Harbormaster Detachment, 6903 Perimeter Park Drive, Houston, TX 77041-4016

Harbormaster, USATC&S, Fort Eustis, VA 23604