SSIC CODE

 **OFFICE CODE**

 **15 FEB 23**

From: **BILLET, UNIT NAME**

To: Range Control Officer, Marine Corps Base Quantico

Subj: APPOINTMENT OF RANGE OFFICERS IN CHARGE AND RANGE SAFETY

 OFFICERS FOR **NAME OF COMMAND**

Ref: (a) MCO 3550.9A

 (b) MCO 3570.1C

 (c) MCBO 3570.1B

1. In accordance with references, Commanders are required to appoint their Range Officers in Charge (OIC) and Range Safety Officers (RSO) in writing. This is to certify that the OIC is knowledgeable in the weapon systems and ammunition for which they are responsible and the RSO is weapon system qualified. This includes the use of small unmanned aerial vehicles and systems (sUAV/sUAS).

2. Personnel rotations, qualifications, and training requirements can adversely impact the accuracy of OIC and RSO rosters. Continuously updating certifications and individual by-name appointments creates an administrative burden and increases the likelihood of human error. For these reasons, all certified OIC and RSO personnel will be forwarded to Range Management Branch and tracked in the Range Facility Management Support System (RFMSS) prior to being designated for any training event.

3. Accordingly, this letter verifies that any individual designated to serve as OIC and RSO duties for this Command are currently qualified in accordance with references (b) and (c), to include unit records of individual certifications for weapon systems, ammunition, and events for which they will be responsible.

4. In addition to their individual qualifications, the rank/civilian grade equivalent requirements are verified. Military and Government Employees may be assigned as either OIC or RSO and Government Contractors may be assigned as RSO only.

5. The point of contact for this correspondence is **RANK/NAME** at **EMAIL** or **PHONE NUMBER**.

 **U. R. TRAINING**

**INSTRUCTIONS**

NOTES:

-DELETE THIS PAGE PRIOR TO PRINTING AND SIGNATURE.

-UNIT COMMANDERS MAY SUBMIT A BY-NAME APPOINTMENT LETTER FOR EACH INDIVIDUAL OIC/RSO IF THEY SO CHOOSE.

-FOR ASSISTANCE CONTACT: INSTALLATION RANGE SAFETY OFFICER AT 703-432-6552.

1: ALL INFORMATION HIGHLIGHTED IN **RED TEXT** IN THE ABOVE TEMPLATE MUST BE FILLED IN. the actual format of the letter MAY VARY based on the organization submitting AS LONG AS THE TEXT IS USED.

2: THE APPROPRIATE UNIT OR DEPARTMENT LETTER HEAD OR EQUIVELANT FORMAT AS APPROPRIATE IS AUTHORIZED.

3: STANDARD SUBJECT IDENTIFICATION CODE (SSIC) OR EQUIVELANT.

4: OFFICE CODE if applicable.

5: DATE of signature.

6: fROM: UNIT COMMANDER (UNIT chief, DEPARTMENT head, OR supervisor) IS PREFERED. A DELEGATE WITH “BY DIRECTION” AUTHORITY WILL SUFFICE.

7: TO: WILL ALWAYS BE THE SAME TO BE IN ACCORDANCE WITH the references.

8: the subject WILL ALWAYS BE THE SAME BUT THE NAME OF COMMAND, UNIT, SECTION, ETC WILL REPRESENT THE APPOINTEES UNIT.

9: THE REFERENCES REMAINS THE SAME. IF ADDITIONAL REFERENCES ARE REQUIRED, THEY CAN BE ADDED.

10: BODY: FOR THE MOST PART, THESE PARAGRAPHS CAN REMAIN THE SAME UNLESS THERE IS A SPECIFIC REASON TO ADD ADDITIONAL DETAILS.

11: PARAGRAPH 1 IS THE STATEMENT THAT COVERS AN ACKNOWLEDGEMENT OF THE REQUIREMENT TO HAVE THIS LETTER IN STANDING.

12: PARAGRAPH 2 JUSTIFIES THE GENERALIZED NATURE OF THE LETTER AVOIDING BY-NAME ROSTERS. UNIT COMMANDERS MUST BE AWARE OF THEIR PERSONNEL CURRENTLY LISTED IN RFMSS AND TRACK THE ACCURACY OF THIS LIST. uNIT COMMANDERS MAY ASSIGN EACH INDIVIDUAL BY NAME IF THEY SO CHOOSE.

13: PARAGRAPH 3 IS THE VERIFICATION OF OIC’S TO BE KNOWLEDGEABLE AND RSO’S TO BE QUALIFIED IN THE WEAPONS AND AMMUNITION THEY ARE RESPONSIBLE FOR.

14: PARAGRAPH 4 VERIFIES THE PERSONNEL ASSIGNED AS OIC/RSO WILL MEET THE RANK/RANK EQUIVELENT REQUIREMENTS AND ACKNOWLEDGEMENT THAT A CONTRACTOR FOR THE GOVERNMENT MAY NOT SERVE AS AN OIC IN ACCORDANCE WITH FEDERAL LAWS.

15: PARAGRAPH 5 IS THE POINT OF CONTACT FOR THIS AUTHORIZATION.

16: SIGNATURE LINE WILL BE THE NAME OF THE BILLET HOLDER IN THE ‘FROM’ LINE.