



USMC Administration and Training Checklist

Updated Mar 2025

ADMINISTRATION, GENERAL

1. (MC01) Does the command have a Diving Standard Operational Procedure?

References: MCO 3150.4B, Marine Corps Diving Policy and Program Administration
OPNAVINST 3120.32D

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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2. (AD11) Is the Diving Officer qualified and designated in writing by the Commanding Officer?

References: U.S. Navy Diving Manual
MCO 3150.4B, Marine Corps Diving Policy and Program Administration
NAVEDTRA 43910H

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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3. (MC02) Are all divers properly tracked within DJRS? Are all divers with currency requirements? If the divers are not in designated diving assignment has the administration department produced a letter, stopping dive pay?

Reference: MCO 3150.4B, Marine Corps Diving Policy and Program Administration

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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4. (AD20) Do all certified systems have required certification letter(s) from NAVSEA with supporting documentation?

References: OPNAVINST 3150.27D
NAVSEA SS521-AA-MAN-010
MCO 3150.4B, Marine Corps Diving Policy and Program Administration

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

5. (AD22) Are Re-Entry Control (REC) procedures followed for system maintenance when required?

References: NAVSEA SS521-AA-MAN-010

Applicable PMS

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

PUBLICATIONS AND INSTRUCTIONS

6. (AD02) Is a current revision of the U.S. Navy Diving Manual readily accessible to the Diving Officer / Supervisor?

References: MCO 3150.4B, Marine Corps Diving Policy and Program Administration

NAVSEAINST 3150.1B

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

7. (AD18) Is a copy of NAVSEA SS521-AA-MAN-010 (U.S. Navy Diving and Manned Hyperbaric Systems Safety Certification Manual) readily accessible to the Diving Officer / Supervisor?

References: NAVSEAINST 3150.1B

MCO 3150.4B, Marine Corps Diving Policy and Program Administration

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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8. (AD03) Is the Authorized for Navy Use (ANU) available to the Diving Officer / Diving Supervisor?
Is all of the equipment on the ANU list?

References: U.S. Navy Diving Manual
OPNAVINST 3150.27D
NAVSEAINST 3150.1B

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

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9. (AD05) Is there an effective means of ensuring all divers are kept up to date on all AIG-239 Diving Advisories?

Reference: NAVSEAINST 3150.27D

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

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10. (AD06) Is the current copy of OPNAVINST 3150.27D (Navy Diving Program) readily accessible to the Diving Officer / Supervisor?

References: NAVSEAINST 3150.27D
NAVSEAINST 3150.1B

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

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11. (AD07) Is a copy of NAVSEA 4790.8D (Ships Maintenance and Material Management (3-M) Manual) readily accessible to all divers?

References: MCO 3150.4B, Marine Corps Diving Policy and Program Administration
NAVSEAINST 4790.8D
OPNAVINST 4790.4F

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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12. (AD08) Is a current copy of 5100.19F (NAVOSH Program Manual for Forces Afloat) or 5100.23H (NAVOSH Program for Shore Commands) readily accessible to all divers?

References: MCO 3150.4B, Marine Corps Diving Policy and Program Administration
OPNAVINST 5100.19F
OPNAVINST 5100.23H
OPNAVINST 3120.32D

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

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13. (AD09) Is a copy of OPNAVINST 5102.1E (Navy & Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping Manual) readily accessible to the Diving Officer / Supervisor?

References: U.S. Navy Diving Manual
OPNAVINST 5102.1E

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

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14. (AD05) Is there an effective means of ensuring all divers are kept up to date on all Diving Safety Lines for the past 3 years?

Reference: NAVSEAINST 3150.1B
OPNAVINST 3120.32D

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS

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15. (AD16) Is the Emergency Assistance Checklist from the U.S. Navy Diving Manual or an appropriately tailored Emergency Response Checklist used to support diving operations?

Reference: U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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OPERATIONAL RISK MANAGEMENT

16. (MC03) Has the Commanding Officer designated the Executive Officer, Safety Officer or civilian equivalent in writing as the Risk Management Instructor (RMI)?

Reference: MCO 5100.29C

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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17. (MC04) Has the command Risk Management Instructor completed the required qualification(s) prior to or within 30 days of being designated in writing?

Reference: MCO 5100.29C

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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TRAINING

18. (TRA01) Has diver PQS been implemented from applicable sections of the Navy Divers PQS and has it been tailored to meet the command's mission?

References: OPNAVINST 3120.32D
OPNAVINST 3150.27D
COMNECCINST 1414.3E
NAVEDTRA 43910H
U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
☐ Significant
☐ PMS
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19. (TRA02) Are Dive Station Diving Officers and Diving Supervisors PQS qualified prior to being designated in writing by the Commanding Officer?

References: OPNAVINST 3120.32D
NAVEDTRA 43910H
U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

20. (TRA03) Are small boat Coxswains PQS qualified?

References: OPNAVINST 3500.34H
NAVEDTRA 43606A
NAVEDTRA 43152L

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

21. (TRA04) Do qualified Coxswains have a letter of designation or certificate of Rules of the Road course of instruction?

References: OPNAVINST 3500.34H
NAVEDTRA 43606A
NAVEDTRA 43152L

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

22. (TRA05) Do all divers have current CPR cards?

Reference: U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
 - ☐ Significant
 - ☐ PMS
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23. (TRA06) Are recompression chamber Inside Tenders PQS qualified?

References: NAVEDTRA 43910H
U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

24. (TRA07) Is a training plan in place and does it include a long range and short-range training plan?

Reference: OPNAVINST 3120.32D

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

25. (TRA08) Does the diver's training plan include core diving subjects (Operations & Planning, SCUBA, Physics & Physiology, Medicine, Decompression Procedures, Diving Emergencies, etc)?

References: OPNAVINST 3120.32D
NAVEDTRA 43910H
U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

26. (TRA09) Is training conducted on the identification, use, and storage of used or excess hazardous material (AFLOAT) or hazardous waste (ASHORE)?

References: OPNAVINST 5100.19F
OPNAVINST 5100.23H

C R NA UA

- ☐ Repeat
 - ☐ Significant
 - ☐ PMS
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27. (TRA10) Does the diver's training plan include all subjects applicable to the command's mission?

References: OPNAVINST 3120.32D
NAVEDTRA 43910H

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

28. (TRA11) Is the dive locker following its training plan and are records of attendance kept for completed training?

Reference: OPNAVINST 3120.32D

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

29. (TRA12) Does the command have an effective means of tracking DWS qualification, requalification and delinquency?

Reference: COMNECCINST 1414.3F

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

30. (TRA13) Are personnel qualified to work on oxygen (O2) systems and requalify every 3 years?

References: MIL-STD-1330
NAVSEA SS521-AA-MAN-010
NAVEDTRA 43910H

C R NA UA

- ☐ Repeat
 - ☐ Significant
 - ☐ PMS
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31. (TRA14) Is 3-M training covered in the diving training plan?

Reference: NAVSEAINST 4790.8D

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

32. (AD17) Is a tag-out log utilized for diving equipment and systems? Is a copy of tag-out user's manual available and are audits conducted bi-weekly?

References: OPNAVINST 3120.32D
S0400-AD-URM-010/TUM

C R NA UA

- ☐ Repeat
- ☐ Significant
- ☐ PMS

33. (AD23) Are all divers outfitted with the minimum equipment? (i.e. wristwatch, mask, etc)

References: NAVSEA 00C Authorized for Navy Use (ANU)
U.S. Navy Diving Manual

C R NA UA

- ☐ Repeat
 - ☐ Significant
 - ☐ PMS
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USMC ADMINISTRATION/TRAINING

COMMAND NAME:

LOCATION:

UIC:

DATE:

SURVEYOR(S):

NO. COMPLETE:

NO. REQ ACTION:

NOT APPLICABLE: