



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

3574
G-3/5 ROD
20 SEP 2016

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR FISCAL YEAR 2017 (FY-17)
COMBAT MARKSMANSHIP PROGRAM

Ref: (a) MCO 3574.2L
(b) MCO 3570.1C
(c) MCIWEST-MCB CAMPENO 3500.1
(d) MCRP 8-10B.2
(e) MCRP 8-10B.3
(f) MARADMIN 114/16
(g) MARADMIN 132/15

Encl: (1) Example Rifle/Pistol Range Preparatory Training
Confirmation Letter
(2) FY-17 Firing Schedule and Quota Allocations
(3) FY-17 Dates for Navy Field Medical Training Battalion
and Marine Corps Reserve Training
(4) Example Official Rifle/Pistol Detail Transmittal
(5) Required Equipment List
(6) Formal Marksmanship Training Center Instructions
(7) Request for Early Release

1. Situation. Based on the annual marksmanship training requirement, the purpose of this document is to publish information, instructions, and assign responsibilities for the Combat Marksmanship Program at Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN).

2. Mission. The Marksmanship Training Branch, Assistant Chief of Staff (AC/S) G-3/5 supports the Combat Marksmanship Program by facilitating Annual Rifle Training, the Combat Pistol Program, and a Formal Marksmanship Training Center. The Combat Marksmanship Program will be conducted in accordance with references (a) through (g) and enclosures (1) through (6). The references outline Marine Corps policy regarding authorized courses of fire, firing procedures, range safety regulations, and local procedures.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Annual Rifle Training (ART). ART consists of Preparatory Training, followed by Table 1a through Table 6 live fire. Unit commanders are responsible for providing preparatory training for Table 1a and 2. The Marksmanship Training Branch is responsible for the conduct of live fire.

(b) Combat Pistol Program (CPP). CPP consists of Preparatory Training and Blocks I through V live fire. Unit commanders are responsible for Preparatory Training. The Marksmanship Training Branch is responsible for the conduct of live fire.

(c) Formal Marksmanship Training Center (FMTC). The FMTC certifies Marines as Combat Marksmanship Coaches (CMC) 0933 and Combat Marksmanship Trainers (CMT) 0931 to provide support in marksmanship instruction. The CMC and CMT courses will be conducted using organized academic instruction, written examinations, practical application exercises, and live-fire training.

(2) Concept of Operations

(a) FY17 ART and CPP consists of 32 live fire details for the Wilcox Range Complex and 33 live fire details for the Horno Range Complex as outlined in enclosure (2).

(b) ART and CPP quotas will be strictly adhered to as range manpower only allows operation at capacity per reference (a). CPP training will be limited to personnel assigned the pistol as their Table of Organization weapon, or individuals required to stand duty armed. Requests for changes to the FY-17 quota allocations enclosure (2) should be submitted to the (AC/S),G-3/5 (Attention: Range Operations Division).

(c) The FMTC will conduct five CMC Courses and two CMT Courses for FY17 as outlined in enclosure (6).

b. Tasks

(1) Marksmanship Training Branch, AC/S, G-3/5

(a) Supervise all live fire marksmanship training per the references.

(b) Conduct range coordination meetings.

(c) Receive, account for, issue, and recover all ammunition required to support the Combat Marksmanship Program (CMP).

(d) Ensure daily range safety briefs are provided to all shooters prior to the commencement of live fire training.

(e) Conduct a lineout (unload/show clear) exercise at the conclusion of all live fire training.

(f) Schedule live fire ranges to support the CMP.

(g) Enforce uniform and range safety regulations.

(h) Per enclosure (4), provide initial Official Rifle/Pistol Detail Transmittals to associated Units for processing, and complete the process by returning the document with qualification scores for Unit dairy entry.

(i) Provide assistances in required preparatory training for units to meet the requirements of the CMP.

(j) Provide FMTC services in the conduct of CMC and CMT instruction as outlined in enclosure (6) to include the certification of local CMC and CMT courses as required.

(2) Unit Commanders/ S-3 Operations

(a) Conduct preparatory training for ART Table 1A and CPP, and provide a written confirmation that the training was conducted by a CMT/0931 NCO per enclosure (1) no later than (NLT) 1300 on the Friday prior to the live fire detail. Preparatory Training Confirmation Letters will include verification of a Limited Technical Inspection (LTI) and Pre-Fire Inspection (PFI) for all weapons in the Global Combat Support System format as able. All weapons must have a current LTI/PFI performed by the unit armorer within 30 days prior to first day of live fire.

(b) Process the Official Rifle and/or Pistol Detail Transmittal as described in enclosure (4), and return NLT 1300 on the Friday prior to the live fire detail. Transmittals (excel worksheets) will be electronically sent to each Unit S-3 by the Marksmanship Training Branch. The transmittals serve as the Unit personnel roster, ammunition issue roster, and official ART/PPP score verification. Personnel not recorded on the transmittal shall not fire on the detail.

(c) Provide a single command representative to perform as the Staff Non-fire (SNF) to conduct required coordination with the Marksmanship Training Branch.

(d) Assign Staff Noncommissioned Officer (SNCO) or Officers as Pit Verifiers for ART; one verifier per 10 target points required for unit shooters. Verifiers adjudicate questionable shot values for qualification scores. Verifiers cannot be assigned to the live fire detail.

(e) Assign CMC to supervise/train Marines; one CMC per four targets points required for unit shooters.

(f) For personnel requiring early release from a live fire detail, submit a justification per enclosure (7).

(3) SNF. The SNF is a Unit representative responsible for coordinating individual marksmanship training live fire details with the Marksmanship Training Branch. For all Unit live fire details exceeding 35 shooters, the SNF must be a SNCO. Otherwise, a sergeant may be assigned as the SNF. The Marine should be familiar with range procedures, and work closely with their Unit S-3 Chief to complete administrative and personnel support requirements. The SNF shall not be substituted following the initial SNF brief. The SNF will be responsible for the following tasks:

(a) Attend the requisite SNF brief with a by name personnel roster to coordinate Unit marksmanship training. Additionally, the SNF must be in attendance during all live fire training periods.

(b) Maintain hard copies of Preparatory Confirmation Letters and Official Rifle/Pistol Detail Transmittals.

(c) Provide a hard copy of LTI/PFI confirmation in GCCS format to the associated range Staff Noncommissioned Officer in charge (SNCOIC) on day one of training.

(4) Host Unit. A Host Unit will be designated for each detail, on each range, as discussed in the coordinating instructions. The Host Unit is responsible for the following logistic and personnel requirements:

(a) Provide a certifying Officer (SNCO or Officer) during Table 1A and 2 ART evaluations.

(b) Provide Corpsman, stretcher and safety vehicle for live fire training.

(c) Provide a sergeant or above to perform as a Marine Corps Base, Camp Pendleton certified Range Safety Officer.

(d) Horno Range Complex. The Host Unit will be assigned to the largest overall unit during the SNF brief for the specific range detail (Wednesday prior). If the assigned Host Unit for the rifle range is also the largest unit for the pistol range, the next largest unit will be designated Host Unit for the pistol range.

(e) Wilcox Range Complex. Host Units are identified in enclosure (2) by the underscored detail quotas. In the event a host unit does not show, the unit with the largest amount of shooters will be designated as the Host Unit.

c. Coordinating Instructions

(1) SNF Range Briefs for ART and CPP will be conducted at Wilcox and Horno Range complexes on Wednesdays (1000 for ART and 1100 for CPP) the week prior to the live fire detail. Target and relay assignments, confirmation of range rosters, and support requirements will be solidified at this time. The unit assigned SNF is required to attend this meeting, or unit quotas will be forfeited. Forfeited quotas will be available for re-issue to other units.

(2) One week prior to the scheduled live fire detail Marines participating in ART and CPP must complete all preparatory training (grass week). CMTs at the Unit level are required to teach ART classes ART-00 through ART-14, and conduct snap-in. CMTs at the Unit level are required to teach CPP classes CPP-01 through CPP-14. The classes and other reference

information can be found at:

<http://www.trngcmd.marines.mil/Units/Northeast/Weapons-Training-Battalion/Marksmanship-Program-Management-Section/MPMS-Download-Area/>.

(3) Table 1a of ART, Fundamental Rifle Marksmanship, is conducted the first three days of the scheduled live fire detail. Table 1a consists of two days of training with qualification taking place on day three. Marines failing to qualify on Table 1a of ART will not participate in Table 2 training.

(4) Table 2 of ART, Basic Combat Rifle Marksmanship, is conducted on days four and five of the scheduled live fire detail. For short weeks annotated in Enclosure (2), Table 2 will be completed on day four. Table 2 is mandatory for all shooters; scores will not be released until completion of Table 2. However, Table 2 can be made up during a later detail within the FY following certified completion of Table 1a.

(5) CPP Blocks I through V live fire will be conducted in three days.

(6) Preparatory Training Confirmation Letters per enclosure (1) must be submitted to the Marksmanship Training Branch NLT 1300 on the Friday prior to the live fire detail.

(7) Completed Official Rifle and/or Pistol Detail Transmittals as described in enclosure (4) must be submitted to the Marksmanship Training Branch NLT 1300 on the Friday prior to the live fire detail.

(8) Based on manpower and operational tempo, dual shooters (participation in both ART and CPP) may be limited to 10 percent of total number of ART shooters.

(9) Unit CMC must report to the Range Staff Noncommissioned Officer In Charge each day of live fire..

(10) Pit Verifiers for ART must report to the Range SNCOIC on qualification days with coaches card or Marine Online print out.

(11) A Marine who fails to meet the minimum qualifying score in ART (190 points Table 1A or 60 points on Table 2) or CPP (264 points) may be afforded subsequent attempt(s) as time permits. If a Marine qualifies during a subsequent attempt, the

unit will ensure the minimum score is recorded in Marine Corps Total Force System. A subsequent attempt also includes follow on details.

(12) All personnel participating in ART and CPP must possess the required gear listed in enclosure (5). Units lacking the required gear on their Table of Equipment for Table 2 of ART must provide a waiver from the Commander, Marine Forces Pacific; Commander, Marine Forces Reserves; or Commanding General, Marine Corps Combat Development Center.

(13) Potable water is not available at the Wilcox or Horno Range Complex. Units and individual personnel are required to provide required drinking water.

(14) It is recommended each unit provide an armory custodian(s) each firing day for weapons maintenance. Armor support is not provided by the range.

(15) During inclement weather, details will continue until environmental factors prohibit productive training. The loss of more than two days of training will result in cancellation of the firing detail. To support the waiver process, the Marksmanship Training Branch will provide a letter of cancellation to Units unable to remediate a detail. The following inclement weather plan applies for ART:

(a) 1-day lost; allocate 3-days for Table 1A, 1-day for Table 2.

(b) 2-days lost; allocate 2-days for Table 1A, 1-day for Table 2.

(c) 3-days lost; cancel the detail.

(16) Reserve units requiring ART or CPP support will submit requests via the Reserve Support Unit/Deployment processing Center (RSU/DPC) Training Chief at commercial (760) 725-7218 or DSN 365-7218 based on the dates identified in Enclosure (3). The RSU/DPC will conduct detailed coordination with the Marksmanship Training Branch. Reserve re-qualification training outside of the established firing schedule must be coordinated 60 days in advance. Reserve Units are responsible for providing support materials to include targets, and performing as the host unit.

(17) ART and CPP qualification scores will be e-mailed to appropriate Unit S-3 training representatives via a password protected excel worksheet formatted per enclosure (4) on Wednesday on the week after the firing detail, or Friday following a holiday.

(18) CMC and CMT Course Nominations. Requests for CMC and CMT school seats must be submitted to the Marksmanship Training Branch NLT 14 days from the convening date of the course per enclosure (6). Nominations enrollment status is available via the MCTIMS website :<https://mctims.usmc.mil/> CMC M10M85J or CMT M10M81J.

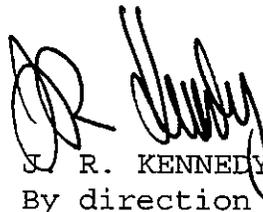
(19) Questions pertaining to the CMP aboard MCIWEST-MCB CAMPEN should be directed to the OIC/SNCOIC, Marksmanship Training Branch, commercial (760) 725-4035/3436 or DSN 365-4035/3436.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at:
<https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>.

5. Command and Signal

a. Command. This LOI is applicable to all commands, organizations, units and activities aboard Marine Corps Base Camp Pendleton.

b. Signal. This LOI is effective the date signed.


J. R. KENNEDY
By direction

DISTRIBUTION: A-4
B
C

3574
20 SEP 2016

Example Rifle/Pistol Range Preparatory Training Confirmation
Letter



Command Letterhead

SSIC
S-3
XX XXX XX

From: *Operations/Training Officer*
To: Officer In Charge, Marksmanship Training Branch,
AC/S G-3/5, MCIWEST-MCB Camp Pendleton

Subj: RIFLE RANGE PREPARATORY TRAINING CONFIRMATION LETTER

Ref: (a) MCO 3574.2L

Encl: (1) Personnel Roster
(2) Limited Technical Inspection and Pre-Fire
Inspection Roster

1. I certify that all Marines listed in enclosure (1) have received the appropriate preparatory training and passed weapons handling tests for Fundamental Rifle Marksmanship Table 1a, per the reference.

2. *Point of contact.*

SIGNATURE

****Notes****

- Preparatory training aligns with the following Training and Readiness (T&R) events:
 1. 0300.M16.2001 Perform weapons handling procedures with a service rifle/infantry automatic rifle.
 2. 0300.M16.2002 Maintain a service rifle.
 3. 0300.M16.2003 Perform corrective action with a service rifle.
 4. MCRD.M16.1004 Demonstrate weapons carries with a service rifle.
 5. 0300.M16.2005 Zero a Rifle Combat Optic (RCO) to a service rifle.
- Preparatory training must be conducted by a qualified CMT.
- Submit to the Marksmanship Training Branch NLT 1300 on the Friday prior to the live fire detail.
- Provide LTI/ and PFI for all weapons in the Global Combat Support System (GCSS) format as able.
- All weapons must have had a current LTI/PFI performed by the unit armorer within 30 days from first day of firing.

Enclosure (1)

Example Rifle/Pistol Range Preparatory Training Confirmation
Letter



Command Letterhead

SSIC
S-3
XX XXX XX

From: **Operations/Training Officer**
To: Officer In Charge, Marksmanship Training Branch,
AC/S G-3/5, MCIWEST-MCB Camp Pendleton

Subj: PISTOL RANGE PREPARATORY TRAINING CONFIRMATION LETTER

Ref: (a) MCO 3574.2L

Encl: (1) Personnel Roster
(2) Limited Technical Inspection and Pre-Fire
Inspection Roster

1. I certify all Marines listed in enclosure (1) have received the appropriate preparatory training and passed weapons handling tests for the Combat Pistol Program, per the reference.
2. **Point of contact.**

SIGNATURE

****Notes****

- Preparatory training aligns with the following Training and Readiness (T&R) events:
 1. 0300-M9-2001 Perform weapons handling procedures with the service pistol.
 2. 0300-M9-2002 Perform preventive maintenance on the service pistol.
 3. 0300-M9-2003 Engage targets with the M9 service pistol.
 4. 0300-M9-2004 Qualify with the service pistol.
- Preparatory training must be conducted by a qualified CMT.
- Submit to the Marksmanship Training Branch NLT 1300 on the Friday prior to the live fire detail.
- Provide LTI/ and PFI for all weapons in the Global Combat Support System (GCSS) format as able.
- All weapons must have had a current LTI/PFI performed by the unit armorer within 30 days from first day of firing.

FY-17 Firing Schedule and Quota Allocations

Pistol Range 102

DETAIL	RANGE 102 (PISTOL)	DIV	MLG	MCB	SEC BN	MSOB	SOI	MHG	MCAS CPEN	3RD MAW CPEN	TOTAL
1	OCT 3-5	<u>58</u>	52	16	10	10	20	22	8	28	224
2	OCT 11-13	58	<u>52</u>	16	10	10	20	22	8	28	224
3	OCT 17-19	58	52	<u>16</u>	10	10	20	22	8	28	224
4	OCT 24-26	58	52	16	<u>10</u>	10	20	22	8	28	224
5	OCT 31- NOV 2	58	52	16	10	<u>10</u>	20	22	8	28	224
6	NOV 14-16	58	52	16	10	10	<u>20</u>	22	8	28	224
7	NOV 28-30	58	52	16	10	10	20	<u>22</u>	8	28	224
8	DEC 5-7	58	52	16	10	10	20	22	<u>8</u>	28	224
9	DEC 12-14	58	52	16	10	10	20	22	8	<u>28</u>	224
10	JAN 9-11	<u>58</u>	52	16	10	10	20	22	8	28	224
11	FEB 6-8	58	<u>52</u>	16	10	10	20	22	8	28	224
12	FEB 21-23	58	52	<u>16</u>	10	10	20	22	8	28	224
13	FEB 27- MAR 1	58	52	16	10	10	20	<u>22</u>	8	28	224
14	MAR 13-15	58	52	16	10	10	20	22	8	<u>28</u>	224
15	MAR 20-22	<u>58</u>	52	16	10	10	20	22	8	28	224
16	MAR 27-29	58	<u>52</u>	16	10	10	20	22	8	28	224
17	APR 17-19	58	52	<u>16</u>	10	10	20	22	8	28	224
18	APR 24-26	58	52	16	<u>10</u>	10	20	22	8	28	224
19	MAY 8-10	58	52	16	10	<u>10</u>	20	<u>22</u>	8	28	224
20	MAY 15-17	58	52	16	10	10	<u>20</u>	22	8	28	224
21	MAY 22-24	58	52	16	10	10	20	<u>22</u>	8	28	224
22	JUN 5-7	58	52	16	10	10	20	22	<u>8</u>	28	224
23	JUN 12-14	58	52	16	10	10	20	22	8	<u>28</u>	224
24	JUN 19-21	<u>58</u>	52	16	10	10	20	22	8	28	224
25	JUN 26-28	58	<u>52</u>	16	10	10	20	22	8	28	224
26	JUL 24-26	58	52	<u>16</u>	10	10	20	22	8	28	224
27	JUL 31-AUG 2	58	52	16	10	10	20	<u>22</u>	8	28	224
28	AUG 7-9	58	52	16	10	10	20	22	8	<u>28</u>	224
29	AUG 28-30	<u>58</u>	52	16	10	10	20	22	8	28	224
30	SEP 11-13	58	<u>52</u>	16	10	10	20	22	8	28	224
31	SEP 18-20	58	52	<u>16</u>	10	10	20	22	8	28	224
32	SEP 25-27	58	52	16	<u>10</u>	10	20	<u>22</u>	8	28	224
TOTAL		1856	1664	512	320	320	640	704	256	896	7168

In the event a host unit No-Shows for the SNF brief, the unit with the most shooters will be assigned as Host.

*** Bold, underscored number denotes Host Unit.***

*** October dates are contingent on completion of range construction***

FY-17 Firing Schedule and Quota Allocations

Rifle Range 103

DETAIL	RANGE 103 (RIFLE)	DIV	MSOB	SOI	MLG	MCB	SEC BN	MHG	MCAS CPEN	3RD MAW CPEN	TOTAL
1	OCT 3-7	88	10	25	<u>161</u>	34	17	75	17	108	535
2	OCT 11-14*	88	10	25	161	<u>34</u>	17	75	17	108	535
3	OCT 17-21	88	10	25	161	34	<u>17</u>	75	17	108	535
4	OCT 24-28	88	10	25	161	34	17	<u>75</u>	17	108	535
5	OCT 31- NOV 4	88	10	25	161	34	17	75	<u>17</u>	108	535
6	NOV 14-18	88	10	25	161	34	17	75	17	<u>108</u>	535
7	NOV 28- DEC 2	<u>88</u>	10	25	161	34	17	75	17	108	535
8	DEC 5-9	88	<u>10</u>	25	161	34	17	75	17	108	535
9	DEC 12-16	88	10	<u>25</u>	161	34	17	75	17	108	535
10	JAN 9-13	88	10	25	<u>161</u>	34	17	75	17	108	535
11	FEB 6-10	88	10	25	161	<u>34</u>	17	75	17	108	535
12	FEB 21-24*	88	10	25	161	34	17	<u>75</u>	17	108	535
13	FEB 27- MAR 3	88	10	25	161	34	17	75	17	<u>108</u>	535
14	MAR 13-17	<u>88</u>	10	25	161	34	17	75	17	108	535
15	MAR 20-24	88	10	25	<u>161</u>	34	17	75	17	108	535
16	MAR 27-31	88	10	25	161	34	17	<u>75</u>	17	108	535
17	APR 17-21	88	10	25	161	34	17	75	17	<u>108</u>	535
18	APR 24-28	<u>88</u>	10	25	161	34	17	75	17	108	535
19	MAY 8-12	88	<u>10</u>	25	161	34	17	75	17	108	535
20	MAY 15-19	88	10	<u>25</u>	161	34	17	75	17	108	535
21	MAY 22-25*	88	10	25	<u>161</u>	34	17	75	17	108	535
22	JUN 5-9	88	10	25	161	<u>34</u>	17	75	17	108	535
23	JUN 12-16	88	10	25	161	34	<u>17</u>	75	17	108	535
24	JUN 19-23	88	10	25	161	34	17	<u>75</u>	17	108	535
25	JUN 26-30	88	10	25	161	34	17	75	<u>17</u>	108	535
26	JUL 24-28	88	10	25	161	34	17	75	17	<u>108</u>	535
27	JUL 31-AUG 4	<u>88</u>	10	25	161	34	17	75	17	108	535
28	AUG 7-11	88	10	25	<u>161</u>	34	17	75	17	108	535
29	AUG 28-31*	88	10	25	161	<u>34</u>	17	75	17	108	535
30	SEP 11-15	88	10	25	161	34	17	<u>75</u>	17	108	535
31	SEP 18-22	88	10	25	161	34	17	75	17	<u>108</u>	535
32	SEP 25-29	<u>88</u>	10	25	161	34	17	75	17	108	535
TOTAL		2816	320	800	5152	1088	544	2400	544	3456	17120

*Denotes short week with table 2 pre-qualification and qualification the same day.

**In the event a Host Unit No-Shows for the SNF brief, the unit with the most shooters will be assigned as Host. **

*** Bold, underscored number denotes Host Unit.***

FY-17 Firing Schedule and Quota Allocations

Pistol Range 213

<u>DETAIL</u>	<u>RANGE 213 (PISTOL)</u>	<u>DIV</u>	<u>TOTAL</u>
1	OCT 3-5	90	90
2	OCT 11-13	90	90
3	OCT 17-19	90	90
4	OCT 24-26	90	90
5	OCT 31- NOV 2	90	90
6	NOV 14-16	90	90
7	NOV 28-30	90	90
8	DEC 5-7	90	90
9	DEC 12-14	90	90
10	FEB 6-8	90	90
11	FEB 13-15	90	90
12	FEB 20-22	90	90
13	FEB 27-29	90	90
14	MAR 13-15	90	90
15	MAR 20-22	90	90
16	MAR 27-29	90	90
17	APR 17-19	90	90
18	APR 24-26	90	90
19	MAY 8-10	90	90
20	MAY 15-17	90	90
21	MAY 22-24	90	90
22	JUN 5-7	90	90
23	JUN 12-14	90	90
24	JUN 19-21	90	90
25	JUN 26-28	90	90
26	JUL 24-26	90	90
27	JUL 31-AUG 2	90	90
28	AUG 7-9	90	90
29	AUG 14-16	90	90
30	AUG 28-30	90	90
31	SEP 11-13	90	90
32	SEP 18-20	90	90
33	SEP 25-27	90	90
TOTAL		2970	2970

FY-17 Firing Schedule and Quota Allocations

Rifle Range 214

<u>DETAIL</u>	<u>RANGE 213 (RIFLE)</u>	<u>DIV</u>	<u>TOTAL</u>
1	OCT 3-7	340	340
2	OCT 11-14*	340	340
3	OCT 17-21	340	340
4	OCT 24-28	340	340
5	OCT 31- NOV 4	340	340
6	NOV 14-18	340	340
7	NOV 28- DEC 2	340	340
8	DEC 5-9	340	340
9	DEC 12-16	340	340
10	FEB 6-10	340	340
11	FEB 13-17	340	340
12	FEB 21-24*	340	340
13	FEB 27- MAR 3	340	340
14	MAR 13-17	340	340
15	MAR 20-24	340	340
16	MAR 27-31	340	340
17	APR 17-21	340	340
18	APR 24-28	340	340
19	MAY 8-12	340	340
20	MAY 15-19	340	340
21	MAY 22-25*	340	340
22	JUN 5-9	340	340
23	JUN 12-16	340	340
24	JUN 19-23	340	340
25	JUN 26-30	340	340
26	JUL 24-28	340	340
27	JUL 31-AUG 4	340	340
28	AUG 7-11	340	340
29	AUG 14-18	340	340
30	AUG 28-31*	340	340
31	SEP 11-15	340	340
32	SEP 18-22	340	340
33	SEP 25-29	340	340
TOTAL		11220	11220

*Denotes short week with table 2 pre-qualification and qualification the same day

FY-17 Dates for Navy Field Medical Training Battalion and Marine
Corps Reserve Training

FY-17 Dates for Navy Field Medical Training
Battalion

DATES	RANGE
NOV 08	Wilcox
FEB 15	Wilcox
MAY 12	Wilcox
AUG 17	Wilcox

FY-17 Dates for Marine Corps Reserve

DATES	RANGE
OCT 8-9	Horno & Wilcox
DEC 10-11	Horno & Wilcox
FEB 4-5	Horno & Wilcox
MAR 18-19	Horno & Wilcox
APR 22-23	Horno & Wilcox
JUN 10-11	Horno & Wilcox
AUG 26-27	Horno & Wilcox

Example Official Rifle Detail Transmittal

RANGE: MTB, MCB, CAMP PENDLETON, WILCOX RANGE										CONTACT-		E-MAIL:		Protect Sheet	
DATES:		DETAIL:		UNIT:		SIGHTING SYSTEM		SLING TYPE		COACH ID #		PHONE:		AGG SCORE	
RANK	LNAME	INIT	EDIPI	UNIT	WEAPON	SIGHTING SYSTEM	SLING TYPE	COACH ID #	Table 1	Table 2	AGG SCORE	QUAL	Qual		
243				3RD AAV BN							0				
244				3RD AAV BN							0				
245				3RD AAV BN							0				
246				3RD AAV BN							0				
247				3RD AAV BN							0				
248				3RD AAV BN							0				
249				3RD AAV BN							0				
250				3RD AAV BN							0				
251				3RD AAV BN							0				
252				3RD AAV BN							0				
253				3RD AAV BN							0				
254				3RD AAV BN							0				
255				3RD AAV BN							0				
256				3RD AAV BN							0				
257				3RD AAV BN							0				
258				3RD AAV BN							0				
259				3RD AAV BN							0				
260				3RD AAV BN							0				
261				3RD AAV BN							0				
262				3RD AAV BN							0				
263				3RD AAV BN							0				
264				3RD AAV BN							0				
265				3RD AAV BN							0				
266															
267	COLOR LEGEND:														
268															
269	CHANGES TO TRANSMITTAL														
270															
271	NO SHOW														
272															
273	UNQUALIFIED (UNQ)/ RED FONT NO TABLE 2														
274															
275	BLUE FONT NO TABLE 1														
276															
277	DROP (WEAPONS/MED/SAFETY VIOLATOR)														

****Notes****

- Official Transmittals (Excel Spreadsheet) will be sent to Units by the Marksmanship Training Branch via email.
- Official Transmittals serve as personnel rosters, ammunition rosters, and final qualification score certification.
- Submit to the Marksmanship Training Branch NLT 1300 on the Friday prior to the live fire detail.
- Scores will be returned the Wednesday of the week after the firing detail, or Friday following a holiday.

Example Official Pistol Detail Transmittal

Pistol Transmittal													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													
2	RANGE: MTB, MCB, CAMP PENDLETON, WILCOX RANGE						CONTACT- E-MAIL:						
3	DATES: 20160316 - 20160319		DETAIL: X-16		UNIT:		SGT/SOMEONE		PHONE:				
4	SHOOTER'S INFORMATION						SCORES						
5	RANK	LNAME	INT	EDIPT	UNIT	WEAPON	COACH ID #	FSA	CPF RAW	CONVERTED	QUAL	PREVIOUS QUAL	
262					0								
263					0								
264					0								
265					0								
266													
267	COLOR LEGEND:												
268													
269	CHANGES TO TRANSMITTAL												
270	NO SHOW												
271	UNQUALIFIED (UNQ)/ RED FONT NO TABLE 2												
272	BLUE FONT NO TABLE 1												
273	DROP (WEAPONS/MIED/SAFETY VIOLATOR)												
274													
275													
276													
277													
278													
279	POC:												
280													
281	Wilcox Range OPS NCO												
282	760-725-3436												
283	FMTC_MTB@usmc.mil												
284													
FOR OFFICIAL USE ONLY (FOUO) - PRIVACY SENSITIVE: This correspondence falls purview to the Privacy Act of 1974. This requirement is to prevent any unwarranted disclosure to any person other than the one to whom the records or personal information pertains. Reasonable care must be taken to ensure that personal information is not subject to unauthorized disclosure during records dissemination and disposal. ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.													
285													
286													
287													

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- Scores will be returned the Wednesday of the week after the firing detail, or Friday following a holiday.

Required Equipment List

1. Gear Requirements. The uniform for marksmanship training is the Marine Corps Combat Utility Uniform with authorized inclement weather gear (if appropriate). Each Marine must possess their assigned individual weapon and equipment identified in references (a) and (f). Military issued leather gloves are highly encouraged. Eye patches/blanks, shooting jackets, shooting pants, and other competitive shooting items are not authorized.

a. The following gear is required for Marines assigned to ART details and will be provided by the Unit:

- 1 Standard M16A4/M4/M27 with RCO/SDO
- 1 Standard issue 3-point sling/Vickers CAS
- 1 Cartridge belt/Individual Fighting Load Carrier
- 6 Magazines
- 3 Magazine retention devices (sufficient for 6 magazines)
- 1 Set of Hearing Protection
- 1 Set of Ballistic Eye Protection
- 1 Data book
- 1 Flak jacket (magazine pouches attached) (Table 2)
- 1 Kevlar helmet (Table 2)
- 1 Hydration system

b. The following gear is required for Marines assigned to CPP details and will be provided by the Unit:

- 1 Standard service pistol
- 1 Approved USMC Holster System
- 2 Magazines for 9mm/ 5 Magazines for .45 Cal
- 1 9mm Magazine pouch/ 4 Magazine pouch .45 Cal
- 1 standalone belt for holster

Formal Marksmanship Training Center Instructions

1. Combat Marksmanship Coaches Course

Class	Convening Date	Graduation Date	Student Seat Capacity
01-17	7 November 2016	2 December 2016	30
02-17	30 January 2017	17 February 2017	30
03-17	10 April 2017	28 April 2017	30
04-17	30 May 2017	16 June 2017	30
05-17	21 August 2017	8 September 2107	30

2. Combat Marksmanship Trainer Course

Class	Convening Date	Graduation Date	Student Seat Capacity
01-17	3 April 2017	14 April 2017	30
02-17	14 August 2017	25 August 2017	30

3. Class Seat Allocation Breakdown

- a. Marksmanship Training Units 4
- b. Marine Corps Base 8
- c. Security Battalion 8
- d. I Marine Expeditionary Force 10

*** Marksmanship Training Branch personnel have priority for class seats.

4. Commands must submit course nominees to the Marksmanship Training Branch no later than 14 days from the class convening date. Submit nominees via the format in this enclosure.

5. Student Prerequisites

a. Commands must screen nominees in accordance with the checklist in this enclosure.

b. Nominees for the CMT Course must show proof of CMC qualification and six months as 0933 experience via Basic Training Record.

c. Nominees not assigned to the Marksmanship Training Branch, Camp Pendleton must be on TAD orders.

Formal Marksmanship Training Center Instructions

1. Check-In. Students will report to the FMTC located in the 33 Area, Camp Margarita, Wilcox Range R103, building R103-03, at 0800 on the convening date. Report in the seasonal Marine Corps Combat Utility Uniform.

2. Required Documentation. Students are required to have TAD orders; screening checklist signed by Unit S-3; Military Identification Card; and a copy of Basic Training Record and Basic Individual Record.

3. Minimum Gear Requirements. The following gear is required:

<u>ITEM</u>	<u>QUANTITY</u>
Seasonal Marine Corps Combat Utility Uniform (set)	1
Parka, APECS	1
Trouser, APECS	1
Gloves, CW Contact BLK/Coyote	1 pr
Helmet, Lightweight w/reversible helmet cover	1
Spectacle ESS ICE-B Double or Goggles, ESS Profile (Only Marine Corps approved eye protection will be authorized)	1 pr
MTV or OTV complete (Throat, Neck, Groin required) (SAPI inserts not required unless using <i>units issued</i> plate carrier)	1
Individual Equipment Belt or Cartridge Belt	1
Pouch, Dump	1
Pouch, M16-M4 Double-Single (configuration must hold 6 magazines)	1
Magazines, Rifle (Grn or Coyote follower)	6
Meals Ready to Eat	1 box

4. Recommended Gear. The following gear is recommended:

<u>ITEM</u>	<u>QUANTITY</u>
3inch D-Ring Binder	1
3x5 note cards	1 pk
Highlighter/ Pen/ Note Pad	
Tablets/Lap-Tops are encourage	

Formal Marksmanship Training Center Instructions



Command Letterhead

3574
S-3
XX XXX XX

From: *Operations/Training Officer*
To: Officer In Charge, Marksmanship Training Branch,
AC/S G-3/5, MCIWEST-MCB Camp Pendleton

1. Request the following Marines be assigned to the Combat Marksmanship *Coaches/ or Trainer* course class X-XX convening XX XXX 20XX.

RANK	LNAME	FNAME	MI	EDIPI	MEALCARD	BLD TYPE	MOS	UNIT	UNIT CONTACT

2. All Marines have completed the prerequisite screening process.

3. Point of contact in this matter is *Unit POC* at (*phone number*) or (*email address*).

SIGNATURE

Notes

Submit personnel in order of priority when requesting more Class seats then allocated.

Formal Marksmanship Training Center Instructions

Combat Marksmanship Coaches Course Screening Checklist

For Official Use Only-Privacy Sensitive

Privacy Act Statement-This information is collected under the Privacy Act of 1974 (5 U.S.C 552a) that governs the distribution and/or sharing of information from this file. Disclosure of this information is mandatory in accordance with SECNAVINST 5211.5E and MCO 3574.2L

1. Purpose. To assist parent commands with the selection and screening process for Marines attending the CMC Course.
2. Information. Parent commands must ensure Marines meet all of the prerequisites and are properly screened. Marines who arrive without meeting the prerequisites, or have not been properly screened will NOT be enrolled in the course.
3. Waivers. Waivers for specific prerequisites will be granted on a case-by-case basis by the Marksmanship Training Branch OIC. Requests for waivers to include a justification will be submitted at least two weeks prior to the course start date. No more than two waivers will normally be approved.
4. Action. One copy of the completed checklist shall be brought with the student when checking in.

NAME: _____ RANK: _____
(Last, First, MI)

EDIPI: _____ UNIT: _____

Formal Marksmanship Training Center Instructions

PREREQUISITE	REMARKS	QUALIFIED
PFC-GYSGT	Commanding Officer should carefully screen LCPL and below to ensure they possess the necessary maturity to serve as a unit Combat Marksmanship Coach.	Yes/No
MINIMUM 1 YEAR TIS AFADBD: _____	To ensure Commander has had sufficient time to observe Marines maturity and sustained performance. (waiver option)	Yes/No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision. No light or limited duty.	Yes/No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS 0933 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes/No
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have a current qualification of sharpshooter or higher with the service rifle/carbine.	Yes/No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes/No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation.	Yes/No
REQUIRED EQUIPMENT	Marines from Camp Pendleton geographic area must check-in with all required equipment	Yes/No

Unit OIC/SNCOIC:

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ email: _____

(S-3)

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ email: _____

Formal Marksmanship Training Center Instructions

Combat Marksmanship Trainer Course Screening Check list

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4. Action. One copy of the completed checklist shall be brought with the student when checking in.

NAME: _____ RANK: _____
(Last, First, MI)

EDIPI: _____ UNIT: _____

Formal Marksmanship Training Center Instructions

PREREQUISITE	REMARKS	QUALIFIED
FULL	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision. No light or limited duty	Yes/No
CPL-GYSGT MINIMUM OBLIGATED SERVICE EAS: _____	Marine is Assigned secondary MOS 0931 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance. (waiver option)	Yes/No
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must be previously qualified Sharpshooter or better with the service rifle/carbine.	Yes/No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within on year.	Yes/No
GT 90 OR ABOVE GT SCORE: _____	Marine must be able to understand and effectively use the books and other course material to properly	Yes/No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation.	Yes/No
REQUIRED EQUIPMENT	Marines from Camp Pendleton geographic area must check-in with all required equipment.	Yes/No
CMC QUALIFICATION CMC DATE: _____	Must currently hold CMC MOS 0933 for a minimum six months cumulative coaching time or six straight months with their SNCOIC recommendation.	Yes/No

Unit OIC/SNCOIC:

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ email: _____

Unit S-3

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ email: _____

3574
20 SEP 2016

Request for Early Release

Command Letterhead



3574
SSIC
Xx xxx xx

From: Commanding Officer, *Unit*
To: Marksmanship Training Branch Officer in Charge
Subj: REQUEST FOR EARLY RELEASE
Ref: (a) FY-17 Letter of Instruction dtd *XX Xxx XX*.

1. Per reference (a), it is requested that *Captain I. M. Smart XXXX/0302 USMC* be released early from the rifle range detail *X-XX (reason)*.
2. Point of contact concerning this matter is *Name at Phone Number or E-mail address*.

SIGNATURE

First Endorsement:

From: Marksmanship Training Branch Officer in Charge
To: Commanding Officer, *Unit*

1. I, Concur / Do Not Concur with the request for the early release of *Captain I. M. Smart*.
2. Reason for Not Concur:

SIGNATURE