



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20059
CAMP LEJEUNE, NC 28542-0059

1500
CO

From: Commanding Officer, Weapons Training Battalion
To: Distribution List

Subj: **LETTER OF INSTRUCTION FOR FISCAL YEAR 24 COMBAT
MARKSMANSHIP TRAINER COURSE AND COMBAT MARKSMANSHIP
COACH COURSE**

Ref: (a) MCO 3574.2M
(b) NAVMC 3500.41C

Encl: (1) CMC Screening Checklist
(2) CMT Screening Checklist
(3) Student Preparation
(4) Detail Roster Template
(5) FY24 CMT/CMC Course Dates
(6) Letter of Authorization Template
(7) Example Limited Technical Inspection/Pre-Fire Inspection (LTI/PFI)

1. Situation. This LOI provides units of II Marine Expeditionary Force, Marine Corps Installations East, Marine Special Operations Command, and Training and Education Command located in Eastern North Carolina with the necessary information to ensure their Marines are prepared to attend the courses conducted by the Camp Lejeune Marksmanship Training Unit (MTU). The MTU also provides training opportunities to units who need off site instruction through the usage of the Mobile Training Team (MTT) which is available upon request on a case-by case basis

2. Mission. In accordance with the references, certify Marines as Combat marksmanship Coaches (CMC) 0933, and Combat Marksmanship Trainers (CMT) 0931 and to provide the required preparatory marksmanship training, in order to (IOT) ensure that all units aboard Marine Corps Base Camp Lejeune and the surrounding geographic area have the capability to meet the requirements of the Marine Corps Combat Marksmanship Program (MCCMP)

3. Execution

a. Commander's Intent. In order to ensure Marines are fully prepared to attend and succeed at the CMC or CMT course, units will screen and nominate Marines. In addition to meeting the prerequisites, units are encouraged to send Marines that are enthusiastic about the MCCMP. This allows WTBN to produce a better training asset for units. The end state is registered Marines are accepted into the course, successfully complete all course requirements, and graduate mastering the requisite skills to accomplish all duties of a CMT and CMC.

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b. Concept of Operations

(1) Scheme of Maneuver. This training will be conducted in three phases: preparation, execution, and retrograde.

(a) Preparation Phase

1. Supported units will submit course attendance nominations to the MTU for consideration.

2. Upon registration, MTU will contact the supported unit via email to confirm their Marine's registration and to provide guidance on further requirements.

3. Supported unit will assist the registered Marine with their Command Screening Checklist, enclosure (1) or (2) and provide them with a copy of the Student Preparation Packet enclosure (3).

4. On the course convening date, check in for registered Marines will begin promptly at 0700. At 0900, if the course is not full, standby Marines will be accepted. No Marine will be accepted into the course after 1100 on the check-in day.

5. If Marines arrive with incorrect documentation, they will lose their registered seat and they will be moved behind the standby Marines in the order of precedence of enrollment possibly resulting in not being accepted into the course. It is the parent units' responsibility to ensure that their Marine has the correct required paperwork and equipment on the day of check-in.

6. This phase will end once the course cap has been reached, the last Marine has been completely enrolled into the course, and all weapons and optics have been transferred into the custody of the Weapons Training Battalion (WTBN) armory.

(b) Execution Phase. A detailed course outline for both CMC and CMT can be found at https://usmc.sharcpoint-mil.us/sites/MCIEAST_WTBN/MTU.

(c) Retrograde Phase. On the day of graduation, supported units need to have transportation committed to transport weapons and optics from the WTBN armory NLT 0600. Upon completion of the graduation ceremony and verification that all the student's equipment has been recovered by the parent command, students will be released to their unit's leadership.

4. Tasks

a. Submitting Unit

(1) Ensure that the student Marine is notified of their registration in Marine Corps Training Information Management System (MCTIMS).

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(2) Ensure the student Marine has a copy of the Student Preparation Packet, enclosure (3).

(3) Build and verify a Detail Roster, enclosure (4). Ensure the Marine has a signed hard copy of the Detail Roster with them on check-in day. Units are required to send an electronic Microsoft Word document copy of their Detail Roster to wtbn_mtu_stone_bay@usmc.mil by close of business (COB) on the Tuesday prior to check-in. Failure to do so may result in disenrollment.

b. Marine registered for attendance of the course. Comply with all items listed within the Student Preparation Packet, enclosure (3).

c. Weapons Training Battalion S-3. Provide coordination as required for the scheduling of live fire ranges and training areas.

d. Marksmanship Training Unit

(1) Coordinate with all units requesting seat allocations for CMC/CMT.

(2) Input and manage class lists into MCTIMS.

(3) Conduct CMC and CMT POIs to standard.

(4) Update CMC/CMT course material and class schedules as required.

5. Coordinating Instructions

a. Student Nomination

(1) In order to secure a school seat, by-name nominations should be submitted to the MTU as soon as possible, but not earlier than three months prior to the check-in date of the course. When submitting nominations, submit them to the MTU Training Specialist at wtbn_mtu_stone_bay@usmc.mil or John.Allnutt@usmc.mil. The format for nomination submissions is contained on the MCI East WTBN SharePoint: https://usmc.sharepoint-mil.us/sites/MCIEAST_WTBN/MTU

(2) Screening Checklists must be completed on all nominees. Checklists will be presented to MTU personnel at check-in. The waiver of any item on the checklist must be approved by the MTU Officer-in-Charge (OIC) or Staff Non-Commissioned Officer in Charge (SNCOIC) two weeks prior to check-in. Enclosures (1) and (2) contain CMC and CMT Screening Checklist templates.

(3) All units sending Marines to the CMC course need to be aware that the MTU will not be submitting a marksmanship score for Annual Rifle Qualification via MCTIMS for students. It

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will be the parent unit's responsibility to ensure that their Marines are given the opportunity to qualify with the service rifle or carbine for the fiscal year.

b. Check-in process

(1) CMC. Students will report to trailer RR- 11K at 0700 on the check-in date with a completed and verified Detail Roster, a completed Screening Checklist, all the required weapons and optics, and supporting paperwork listed in the appropriate enclosures. Registered students who arrive after 0800 will be moved to the standby roster and risk not being admitted to the course. If a unit's nomination attempts to check in without the required paperwork or incorrect paperwork, that unit will have until 0900 on the day of check in to provide the corrected paperwork. If that does not occur, the unit's nomination will be unregistered and sent back to their parent unit. Once the course cap has been reached or NLT 1100, admissions will end. Due to holidays and special liberty periods, check-in may occur on a different day than the Thursday prior to the course convene date.

(2) CMT. Students will report at 0700 to trailer RR- 11J on the reporting date listed in enclosure (5). Students who do not report on time will not be admitted into the course. CMT students will report with a Screening Checklist and note-taking material. Any Marine in a standby status will be taken first come first serve basis at 0730 until the course capacity has been filled.

(3) Preparation Resources. Units are highly encouraged to visit the WTBN, Camp Lejeune share point (MTU section) for updates and guidance regarding the course schedule, reporting procedures, prerequisites, requirements, and current supporting document templates required for admission to the course, given below:

https://usmc.sharepoint-mil.us/sites/MCIEAST_WTBN/MTU

c. Weapons and Optics

(1) Units are responsible for providing all required weapons and optics for their Marines and transporting those weapons and optics to and from the course. It is the unit's responsibility to ensure all weapons and optics are in serviceable condition prior to the students' departure from their parent commands. Units are strongly encouraged to provide stock rifles and pistols for their Marines or have a support plan for immediate replacement when required. If a student cannot complete an event due to an unserviceable weapon or optic, the student will be disenrolled.

(2) Student's weapons and optics must be stored in the WTBN armory during the course and will be checked into the armory during their course check-in process.

(3) The following documents are required at check-in for the storage of weapons and ordnance material in the WTBN armory for CMC students.

(a) Limited Technical Inspection/Pre-firing Checklist (LTI/PFI)78000000000000. LTI/PFIs must be completed on student's assigned rifles and pistols within (30) days of them

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being accepted into the WTBN armory. WTBN armory staff will verify this documentation is current and correct upon check-in. This LTI/PFI must be signed by competent authority within the parent command's armory. A current example of this document is shown in enclosure (7).

(b) Detail Roster. An MTU specific Detail Roster must be provided for all Marines that contains an itemized list of equipment being stored in the armory. This is a two-page document with page one consisting of a cover letter and page two consisting of the itemized list of equipment. Page one must be hard copy signed by the unit's "Commanding Officer" or an "Acting" authority. Letters signed "By direction" or other signatures will not be accepted for weapons transfers. All listed student information and equipment serial numbers must be correct. One discrepancy nullifies the roster and it will not be accepted. A current example is shown in enclosure (4). An advanced email copy of the Detail Roster, in Microsoft Word format, will be required for submission to wtbn_mtu_stone_bay@usmc.mil NLT than the Tuesday prior to the class check-in. Failure to do so may result in disenrollment.

(c) Letter of Authorization. A Letter of Authorization must be provided from the parent unit's Commanding Officer designating the senior student from the unit to sign the MCBCL 1050/20 cards by direction, enclosure (6). The senior student from the unit will provide the signed Letter of Authorization with original signatures to the MTU upon check-in. Letters of Authorization signed "By Direction" will not be accepted.

6. Administration and Logistics

a. A complete list of pre-requisites can be found in enclosures (1) and (2).

b. School seats will be filled on a first come first serve basis and at the discretion of the MTU OIC and SNCOIC. In order to support as many units' needs as possible, battalions, groups, and schools are limited to five seats per class for CMC and two for CMT. Units are not entitled to five and two seats per respective class, it is only a maximum number per unit. The MTU is required to support the entire Camp Lejeune area. If additional seats are needed by a unit, prior coordination must be made with the staff of the MTU a minimum of one month prior to the convene date of the class in question for the determination of supportability.

c. In order to attend the CMT course, Marines must be a Corporal or above. This requirement cannot be waived. They must also be certified as a CMC, MOS 0933 and have six months accumulated coaching time. The requirement for coaching time can be waived by submitting a formal request via naval letter format to the Commanding Officer, WTBN.

7. Command and Signal

a. Command

(1) Commands are encouraged to visit or call the MTU with questions to inquire about their Marine's progress at any point during the course.

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(2) It is highly encouraged that command representation is in attendance of the student's graduation ceremony. Your presence further solidifies the importance of the role your Marines will have in your unit's annual training plan.

(a) All students who satisfy the requirements of their respective course will graduate in a formal ceremony held at 0900 on the final day of the course. The uniform for graduations is the Utility MARPAT uniform. Family members and unit representatives are encouraged to attend the graduation ceremony.

(b) Graduating Marines will receive a certificate, CMT/CMC card and appropriate lesson plans in order to conduct training at their respective units. Marksmanship scores from CMC Course for those Marines requiring Annual Pistol Qualification scores and recording of the CMT/CMC MOS will be run by the WTBN Administration Section.

b. Signal. The points of contact on matters pertaining to this LOI are the MTU Director at 910-440-2615, the MTU SNCOIC at (910) 440-2936, or at email wthn_mtu_stone_bay@usmc.mil



J. M. GEIGER, JR

DISTRIBUTION: A

MARKSMANSHIP TRAINING UNIT
FY 24 COMBAT MARKSMANSHIP COACH 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.
2. Information. Parent commands must ensure that their Marines meet all the pre-requisites and are properly screened. Marines who arrive without meeting the pre-requisites or have not been properly screened will **NOT** be enrolled in the course.
3. Waivers. Waivers for specific pre-requisites will be granted on a case-by-case basis. Requests for waivers to include a justification will be submitted to the Weapons Training Battalion MTU OIC or SNCOIC at least three weeks prior to the course start date.
4. Action. One copy of this completed checklist will be brought with the student when checking in. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

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

EDIPI: _____ UNIT: _____

PREREQUISITE	REMARKS	QUALIFIED
PFC - GYSGT	Commanding Officers should carefully screen Marines to ensure they possess the necessary maturity to serve as a unit Combat Marksmanship Coach.	Yes / No
MINIMUM 1 YEAR TIS AFABDD: _____	To ensure Commander has had sufficient time to observe Marines maturity and sustained performance.	Yes / No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision.	Yes / No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS of 0933 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes / No

MARKSMANSHIP TRAINING UNIT
FY 24 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST

PREREQUISITE	REMARKS	QUALIFIED
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified as a Sharpshooter with the service rifle/carbine in the prior FY at minimum.	Yes / No
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____	The Marine must be within the Marine Corps height and weight standards in accordance with MCO 6110.3.	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
DISTANCE LEARNING REQUIREMENT	Completed the Marine-Net MHS 202004 ver1.1 (Intro to Modular Handgun)	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	Marines must possess all required equipment as listed in enclosure (3) of this bulletin.	Yes / No
DOCUMENTATION	A printout of the Marine's BTR is included.	Yes / No

Company Gunnery Sergeant/First Sergeant:

Print: _____ Sign: _____

Date: _____ Phone #: _____

S-3 Representative: Operations Chief/Asst Operations Chief

Print: _____ Sign: _____

Date: _____ Phone #: _____

MARKSMANSHIP TRAINING UNIT
FY 24 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST

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1. Purpose. To assist parent commands with the selection and screening process for Marines attending the CMT Course.
2. Information. Parent commands must ensure that their Marines meet all the pre-requisites and are properly screened. Marines who arrive without meeting the pre-requisites or have not been properly screened will **NOT** be enrolled in the course.
3. Waivers. Waivers for specific pre-requisites will be granted on a case-by-case basis. Requests for waivers to include a justification will be submitted to the Weapons Training Battalion MTU OIC or SNCOIC at least three weeks prior to the course start date.
4. Action. One copy of this completed checklist will be brought with the student to Check In. Any Marine found not to meet the prerequisite criteria may be subject to disenrollment at any time.

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

EDIPI: _____ UNIT: _____

PREREQUISITE	REMARKS	QUALIFIED
CPL - MGYSGT	Must be a Corporal or above.	Yes / No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision.	Yes / No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS of 0931 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 previously qualified Expert with the service rifle/carbine.	Yes / No

MARKSMANSHIP TRAINING UNIT
FY 24 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST

PREREQUISITE	REMARKS	QUALIFIED
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3.	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	See enclosure (3).	Yes / No
CMC QUALIFICATION	Must currently hold CMC MOS 0933 for at least six months and have a knowledge base consistent with that MOS. CPP complete.	Yes / No
DOCUMENTATION	A printout of the Marine's BTR is included.	Yes / No

Company Gunnery Sergeant/First Sergeant:

Print: _____ Sign: _____

Date: _____ Phone #: _____

S-3 Representative:

Print: _____ Sign: _____

Date: _____ Phone #: _____

Student Preparation Package

Combat Marksmanship Coaches Course

Check-in for Marines Registered in MCTIMS: 0700 @ trailer RR-11K

Check-in for Marines on Standby: 0900 @ trailer RR-11K

Units who show up late will be moved to the end of the standby line.

NO EXCEPTIONS

Prior Check-in:

- ☐ Students complete the Command Screening Checklist
- ☐ S-3 emails the completed MTU Detail Roster V.14MAY19 (MS Word Format) to wtbn_mtu_stone_bay@usmc.mil the NLT the Tuesday before check-in day.
- ☐ Limited Technical Inspections/ Pre-firing Inspections (LTI/PFI) completed by unit armory.
- ☐ Complete MarineNet course MHS 202004 ver1.1 (Intro to Modular Handgun)

Turn in at Check-In:

- ☐ Copy of the completed Command Screening Checklist
- ☐ Completed MTU Detail Roster V.14 MAY19 *
- ☐ One signed copy per detail* of the Letter of Authorization signed by the CO or Acting. *
- ☐ One signed copy per detail* of the Limited Technical Inspections/ Pre-firing Inspections (LTI/PFI) signed by unit armorer. *
- ☐ Hard copy of the certificate for MHS 202004 ver1.1 (Intro to Modular Handgun) *

**Marines coming in groups of two or more are only required to turn in a single copy of the detail roster, letter of authorization, and LTI/PFI's. Each individual Marine is responsible for their own Command Screening Checklist and MarineNet certificate.

* DENOTES (CMC ONLY)

Failure to provide any of the required paperwork during check-in
could result in disenrollment from the course

Disenrollment Procedures

1. Students may be subject to disenrollment from the course at any time at the discretion of the MTU officer in charge. Prior to disenrollment the Marine's unit will be telephonically notified of the reason the Marine is being disenrolled and to expect the Marine to report back IMMEDIATELY with a letter to the Commanding Officer explaining why the Marine was disenrolled. Students may be dismissed for reasons including but not limited to the following:

a. Not checking into the course with the correct forms and prescribed gear.

b. Integrity violations, to include cheating on any written or performance examinations.

c. Physical and medical problems that preclude the Marine from participating in required training evolutions.

d. Marines are not authorized to take annual leave during the course.

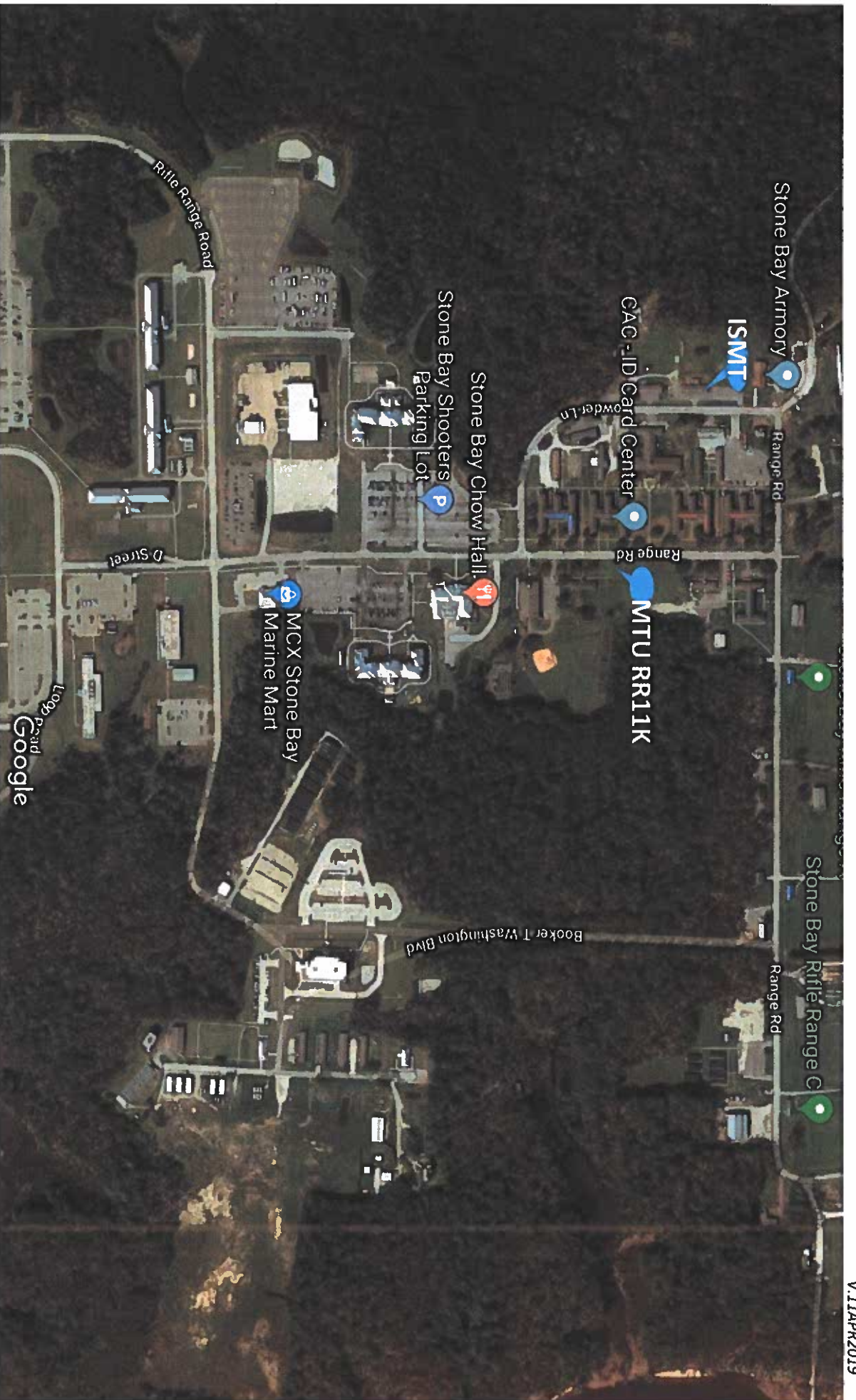
e. Failure to meet the marksmanship standards of the course. Students must marksman or greater on ARQ. A Marksman or higher score with the M9/M18 service pistol is required. Also, completion of the course of fire for Tables 3 through 6 in accordance with reference (a) is required.

f. Failure of exams. Students will be afforded the opportunity to remediate each written exam during Combat Marksmanship Coach Course and Combat Marksmanship Trainer Course. The score from the first attempt will count toward the student's overall class average. Failure of the same exam twice will be cause for disenrollment. Any three exam failures will also be a cause for disenrollment.

(1) The initial failure of a written or performance exam will result in a counseling conducted by the squad instructor. The student will be given additional remediation training and then retested.

(2) The failure of a retest will result in a counseling conducted by the Chief Instructor and disenrollment from the respective course. The Marine's parent command will be notified of the academic failure and disenrollment procedures will begin.

(3) Upon failure of a third written or performance exam, the Marine will receive a counseling from the SNCOIC and disenrollment





UNITED STATES MARINE CORPS

UNIT
ADDRESS
GOES
HERE

1500
CO
DATE HERE

From: Commanding Officer
To: Commanding Officer, Weapons Training Battalion, Marine Corps
Installation East-Marine Corps Base, Camp Lejeune, NC (Attn: MTU)

Subj: DETAIL ROSTER FOR COMBAT MARKSMANSHIP COACHES COURSE

Ref: (a) MCO 3574.2M
(b) NAVMC 3500.41C
(b) WTBnO 3000.3E w/Ch 1
(c) WTBBul 1500 for FY23 CMT/CMC Courses

Encl: (1) Student Detail Roster

1. Per the references, the following detail roster enclosure (1) is submitted for Marines attending Combat Marksmanship Course (CMC) **COURSE NUMBER**.
2. All listed weapons have a valid and current Limited Technical Inspection/Pre-firing (LTI/PFI) completed. It is understood that the LTI/PFI paper work will be turned in to and maintained with the Weapons Training Battalion armory upon check-in.
3. All optics will be checked for serviceability, operability, and cleanliness prior to check-in.
4. The senior unit representative attending the course will verify their Detail Roster prior to turning in weapons to the WTBn Armory. It is understood that failure to do so will result in significant delays to the check-in process and potentially lead to dismissal from the course.
5. All Marines assigned as students understand this is their appointed place of duty, and that they will not be released from the course until all graduation requirements have been fulfilled, upon unit request, or in the event they are dismissed from the course.
6. The unit point of contact for concerns with any of the Marines or information included in this detail roster is **RANK/NAME** who can be reached at **XXX-XXX-XXXX** or at email **placeyouremailhere@usmc.mil**

CO OR ACTING SIGNATURE HERE
(By Direction will not be accepted)

Enclosure (4)

FODU

UNIT NAME GOES HERE
DETAIL ROSTER FOR COMBAT MARKSMANSHIP COACHES
COURSE COURSE COURSE COURSE
NUMBER NUMBER HERE HERE[illegible]

FY 24 CMC/CMT SCHEDULES

CMC COURSES

<u>CLASS</u>	<u>CHECK IN</u>	<u>CONVENE</u>	<u>GRADUATE</u>
1-24	20 Oct 2023	23 Oct 2023	09 Nov 2023
2-24	21 Nov 2023	27 Nov 2023	15 Dec 2023
3-24	19 Jan 2024	22 Jan 2024	09 Feb 2024
4-24	29 Mar 2024	01 APR 2024	19 Apr 2024
5-24	26 Apr 2024	29 Apr 2024	17 May 2024
6-24	12 Jul 2024	15 Jul 2024	02 Aug 2024
7-24	09 Aug 2024	12 Aug 2024	30 Aug 2024
8-24	06 Sep 2024	09 Sep 2024	27 Sep 2024

CMT COURSES

<u>CLASS</u>	<u>CHECK IN/CONVENE</u>	<u>GRADUATE</u>
1-24	30 Oct 2023	09 Nov 2023
2-24	04 Dec 2023	15 Dec 2023
3-24	29 Jan 2024	09 Feb 2024
4-24	08 Apr 2024	19 Apr 2024
5-24	06 May 2024	17 May 2024
6-24	22 Jul 2024	02 Aug 2024
7-24	19 Aug 2024	30 Aug 2024
8-24	16 Sep 2024	27 Sep 2024



UNITED STATES MARINE CORPS

UNIT
ADDRESS
GOES
HERE

8000
CO
DATE HERE

From: Commanding Officer
To: Commanding Officer, Weapons Training Battalion, Marine
Corps Base, Camp Lejeune, NC (Attn: Armory)
Subj: AUTHORIZATION TO SIGN TEMPORARY ORDNANCE CUSTODY RECEIPTS
Ref: (a) TM4700-15/1G

1. The following Marine is authorized to sign temporary Ordnance
Custody Receipts, MCBCL 8010/20 (Pink cards) (for Rifle Range
use only) from _____.
(Detail dates)

<u>RANK</u>	<u>NAME</u>	<u>EDIPI</u>	<u>SAMPLE SIGNATURE</u>
_____	_____	_____	_____

CO OR ACTING SIGNATURE HERE
(By Direction will not be accepted)

[illegible]