IN REPLY REFER:

 1500

 S-3

 DD MMM YY

From: Commanding Officer, UNIT NAME GOES HERE

To: Commanding Officer, Weapons Training Battalion, Marine Corps Installation East

 Marine Corps Base, Camp Lejeune, NC (Attn: S-3)

Subj: ANNUAL RIFLE QUALIFICATION FOR FIRING WEEK XX LETTER OF

 AUTHORIZATION AND TEMPORARY STORAGE

Ref: (a) MCO 3574.2L

 (b) MCI East-MCB Camp Lejeune Bulletin 3591

 (c) TM4700-15/1H

Encl: (1) Unit Detail Roster

1. Per references (a) and (b), the following Unit Detail Roster (Encl 1) is submitted for the temporary storage of ordnance at the Weapons Training Battalion Armory, building RR-44 during the period of DD MMM – DD MMM YYYY for the conduct of Annual Rifle Qualification for Week XX.

2. Authorization to sign Temporary Ordnance Custody Receipts.

 a. The following Marine is authorized to sign Temporary Ordnance Custody Receipts as per reference (c), MCBCL 8010/20 (temporary custody cards) **for Rifle Range use only** from DD MMM – DD MMM YYYY.

 **RANK NAME EDIPI SIGNATURE**

 TYPE IN INFORMATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. All weapons have a valid and up to date LTI/PFI completed.

4. All RCOs have been checked for serviceability, operability, and cleanliness to include but not limited to: adjustments turrets, the correct number of under screws to include the proper lock tight on them.

5. The staff non-fire has verified the unit’s Detail Roster for accuracy of personnel, correct rifle serial numbers and correct optic serial numbers.

6. All Marines assigned to this range (Encl 1) have conducted and passed a Weapons Handling Test within the past 30 days.

7. Point of contact for this matter is Gunnery Sergeant Moto I. Marine at (910) 451-XXXX or via moto.i.marine@usmc.mil

 Commanding Officer Signature

 Commanding Officer name