



UNITED STATES MARINE CORPS

WEAPONS TRAINING BATTALION

MARINE CORPS BASE

PSC BOX 20059

CAMP LEJEUNE NC 28542-0059

IN REPLY REFER TO:

1500

S-3

1 Sep 11

LETTER OF INSTRUCTION FY 01-12

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

Subj: LETTER OF INSTRUCTION (LOI) 01-12 FOR FY-12 COMBAT MARKSMANSHIP
COACH (CMC) COURSE AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSE

Ref: (a) MCO 3574.2K
(b) NAVMC 3500.41A

Encl: (1) FY-12 CMC/CMT Course Dates
(2) CMC Screening Checklist
(3) CMT Screening Checklist
(4) General Information/Gear List
(5) Sample Equipment Repair Order (ERO) for limited technical
inspection/pre-firing inspection (LTI/PFI)
(6) Letter of Authorization allowing the senior Marine from
that unit to sign Ordnance Custody Receipts (NAVMC 10520)
(7) Sample Detail Roster
(8) Sample Letter of Transmittal

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, Combat Marksmanship Trainers (CMT) 0931 and to provide required preparatory marksmanship training, in order to 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

(1) Purpose. To train Marines in the basic knowledge and fundamental techniques of proper marksmanship coaching and instruction through certification as a Combat Marksmanship Coach (CMC) or Combat

Subj: LETTER OF INSTRUCTION (LOI) 01-12 FOR FY-12 COMBAT MARKSMANSHIP
COACH (CMC) COURSE AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSE

Marksmanship Trainer (CMT) in a standards-based training environment in accordance with the references.

(2) Method. The CMC and CMT courses will be conducted using organized academic instruction, written examinations, practical application exercises, physical and live-fire training from approved programs of instruction (POI).

b. Concept of Operations. The MTU will be conducting twelve (12) Combat Marksmanship Coaches Courses, and six (6) Combat Marksmanship Trainer Courses for FY-12, as outlined in enclosure (1). In addition to the 12 CMC courses listed, Marines will be afforded the opportunity to be certified as a Combat Marksmanship Coach during the FY12 Intramurals Match hosted by Weapons Training Battalion. More information will be provided in the Intramural LOI when released.

c. Tasks

(1) S-1. Coordinate with MTU SNCOIC two days prior to CMC and CMT report dates IOT prepare for and conduct orders processing.

(2) S-3. Provide (75) rifle range quotas for FY-12 CMC courses per the dates provided in the MTU LOI. Ensure that students are on the morning relay and released from the range after completion of firing.

(3) S-4. Coordinate with MTU SNCOIC prior to each class report date IOT establish a timeline for target building and target pickup.

(4) Billeting. Provide living quarters for (75) students per CMC/CMT courses.

(5) Supply. Be prepared to provide linen and cleaning supplies for CMC/CMT students that live in barracks.

(6) MTU SNCOIC. Coordinate with the S-3 for Training Area Request and scheduling. Schedule Marine Corps Association representative to conduct brief for FY-12 CMC/CMT courses.

d. Coordinating Instructions

(1) Student Nomination. In order to secure a school seat, by name nominations should be submitted to the MTU as soon as possible, but not less than two weeks prior to the start date of the course. 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 Staff Noncommissioned Officer (SNCOIC) MTU prior to check-in. Enclosures (2) and (3) contain sample CMC and CMT Screening Checklists. Points of contact for nominations are the SNCOIC MTU at 910-440-2027, and the MTU Training Coordinator at 910-440-2060.

Subj: LETTER OF INSTRUCTION (LOI) 01-12 FOR FY-12 COMBAT MARKSMANSHIP COACH (CMC) COURSE AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSE

(2) Report Date. Students will report to building RR-50 at 0700, but not later than 1200 on the reporting date, with a completed FY-12 Screening Checklist and all items listed in the appropriate enclosure. Due to holidays and special liberty periods, check-ins may occur on a different day than the Friday prior to the course start date. Check enclosure (1) for check-in dates. After 1200 all Marines on the standby nomination roster will fill seats that are empty for the course. .

(3) Weapons and Optics

(a) Units are responsible for providing all necessary weapons and optics for their Marines. If a unit's Table of Equipment (T/E) does not include the necessary equipment, students can attend and complete the course using weapons and optics on a temporary loan basis from Weapons Training Battalion armory, on a case by case basis. Arrangements for temporary loan of weapons and optics equipment need to be made two weeks prior to the course report date.

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

(c) The following documents are required for the storage of weapons and ordnance material in the WTBN armory. Example letters can be found on the Weapons Training Battalion web site at <http://www.marines.mil/unit/mcblejeune/wtbn/Pages/BaseMarksmanshipTrainingUnit.aspx>. Examples are also provided in the enclosures.

1. Equipment Repair Order (ERO) for limited technical inspection/pre-firing inspection (LTI/PFI), example shown in enclosure (5). For FY-12, WTBN procedures will remain the same for verification of LTI/PFI. Regardless of WTBN's or a unit's status of change over to GCSS-MC, a hard copy of the LTI/PFI log will be submitted. Either the MIMMS ERO and PFI sheet, or the GCC-MC Service Order and PFI sheet will suffice.

2. Letter of Authorization allowing the senior Marine from that unit to sign Ordnance Custody Receipts (NAVMC 10520), example shown in enclosure (6).

3. Detail Roster for all Marines from that unit with an itemized list of equipment being stored in the armory. These letters must be hard copy signed by the unit CO, example shown in enclosure (7).

4. Letter of Transmittal, example shown in enclosure (8).

4. Administration and Logistics

Subj: LETTER OF INSTRUCTION (LOI) 01-12 FOR FY-12 COMBAT MARKSMANSHIP COACH (CMC) COURSE AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSE

a. A complete list of pre-requisites can be found in enclosures (2) and (3). Marines DO NOT need a qualification score for FY-12 to attend the Combat Marksmanship Coach Course. They will qualify with both the M9 service pistol and M4/A4 rifle with Rifle Combat Optic during the course.

b. School seats will be filled on a first come first serve basis. Standby nomination requests can be submitted which allow seats to be filled when nominees are no-shows at check-in.

c. In order to attend the CMT course, Marines must be a Corporal or above. They must also be certified as a Combat Marksmanship Coach, MOS 0933.

d. Disenrollment Procedures:

(1) Students may be disenrolled from the course at any time at the discretion of the MTU OIC. Students may be dismissed for any of the following reasons:

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

(b) Integrity violations, to include cheating on any written or performance examination.

(c) Documented 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. Emergency leave will be handled through the parent command on a case-by-case basis.

(e) Failure to meet the marksmanship standards of the course. Students must qualify with a classification of Sharpshooter or higher with the service rifle or carbine, Marksman or higher with the M9 service pistol, complete the course of fire for Tables 3 and 4 in accordance with reference (a) and must achieve an overall academic average of 80 percent. If a student fails to meet any of the requirements explained above, they will be disenrolled from the course. The Marines parent command will be notified of the situation at the earliest convenience.

(f) Failure of exams. Students will be afforded the opportunity to remediate each written exam during Combat Marksmanship Coaches Course and Combat Marksmanship Trainer Course. The score from the first attempt will count toward the student's overall class average each time. Upon the third failure students will be disenrolled from the course. (CMC ONLY) Students that fail to qualify as a Sharpshooter with an aggregate score of (280) will be disenrolled and will not receive a second attempt. (CMC ONLY) Students that fail

Subj: LETTER OF INSTRUCTION (LOI) 01-12 FOR FY-12 COMBAT MARKSMANSHIP COACH (CMC) COURSE AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSE

to qualify as Marksman with the M9 Service pistol on second (2nd) attempt will be disenrolled from Combat Marksmanship Coaches Course.

1. The initial failure of a written or performance exam will result in a counseling conducted by the squad advisor. The student will be given additional remediation training and then retested. The Marines parent command will be notified of the situation.

2. The second failure of a written or performance exam will result in a counseling conducted by the Chief Instructor. The student will be given remediation training and then retested. The Marines parent command will be notified that the Marine is at risk of failing the course.

3. Upon failure of a third written or performance exam, the Marine will receive a final counseling by the MTU OIC and then will be disenrolled from the course. The Marines parent command will be notified of the academic failure and disenrollment procedures will begin.

(g) Unauthorized absence:

1. The first offense of less than one hour will result in counseling by the MTU SNCOIC and notification of the Marine's parent command.

2. The second offense of less than one hour will result in counseling by the MTU OIC and notification of the Marine's parent command.

3. Any further offense, or an offense of more than one hour, may result in disenrollment and a referral forwarded to the Marine's parent command for appropriate disciplinary action.

4. During live fire events, unauthorized absence of any length may lead to disenrollment.

(2) If the MTU OIC determines that a student is to be disenrolled from the course, the following actions will be taken:

(a) The MTU OIC will notify the Marine's parent command.

(b) The Chief Instructor will ensure that the Marine is properly checked out of WTBN to include Supply, Armory, and Billeting.

(c) The MTU OIC will ensure that the proper evaluation and/or documentation are provided to the Marine's unit.

(d) A letter will be generated and forwarded to the Marine's Commanding Officer detailing the reason for disenrollment.

Subj: LETTER OF INSTRUCTION (LOI) 01-12 FOR FY-12 COMBAT MARKSMANSHIP
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5. Command and Signal

a. Commands are encouraged to visit or call MTU with questions to inquire about your Marine's progress.

b. All students who satisfy the requirements of their respective course will graduate in a formal ceremony to be held at 0900 on the final day of the course. Graduating Marines will receive a certificate, CMC/CMT card and appropriate lesson plans in order to conduct training at their respective units. Marines then need to present their certificates to their unit S-1 in order to have the new MOS entered via Unit Diary. Additionally, for those Marines who will be using their marksmanship scores from Combat Marksmanship Coaches Course as their annual qualification score, these will be recorded on the back of the graduation certificate and must be run by the parent command. Family members and unit representatives are encouraged to attend the graduation ceremony.

c. Points of contact on any matters MTU SNCOIC at 910-440-2026 or the MTU Training Coordinator at 910-440-2060.


I. I. MONCLOVA

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MCES S-3, TECOM Formal Schools

MCCSSS S-3, TECOM Formal Schools

SOI S-3, TECOM Formal Schools

MCAS New River, S-3

MCAS Cherry Point, S-3

RSU CLNC, S-3

FY-12 CMC/CMT COURSE DATES

Combat Marksmanship Coaches Course (Capacity 75)

CLASS	CHECK-IN DATE	CONVENE DATE	GRADUATION DATE
1-12	30 Sep 11	3 Oct 11	21 Oct 11
2-12	21 Oct 11	24 Oct 11	10 Nov 11
3-12	2 Dec 11	5 Dec 11	22 Dec 11
4-12	6 Jan 12	9 Jan 12	27 Jan 12
5-12	27 Jan 12	30 Jan 12	17 Feb 12
6-12	9 Mar 12	12 Mar 12	30 Mar 12
7-12	6 Apr 12	9 Apr 12	27 Apr 12
8-12	27 Apr 12	30 Apr 12	18 May 12
9-12	1 Jun 12	4 Jun 12	22 Jun 12
10-12	6 Jul 12	9 Jul 12	27 Jul 12
11-12	3 Aug 12	6 Aug 12	24 Aug 12
12-12	7 Sep 12	10 Sep 12	28 Sep 12
* FY12 INTRAMURALS		20 Feb 12	11 Mar 11

Combat Marksmanship Trainers Course (Capacity 15)

CLASS	CHECK-IN DATE	CONVENE DATE	GRADUATION DATE
1-12	7 Oct 11	11 Oct 11	21 Oct 11
2-12	9 Dec 11	12 Dec 11	22 Dec 11
3-12	3 Feb 12	6 Feb 12	17 Feb 12
4-12	13 Apr 12	16 Apr 12	27 Apr 12
5-12	8 Jun 12	11 Jun 12	22 Jun 12
6-12	10 Aug 12	13 Aug 12	24 Aug 12

*NOTE: In addition to the 12 CMC courses listed, Marines will be afforded the opportunity to be certified as a Combat Marksmanship Coach during the FY12 Intramurals Match hosted by Weapons Training Battalion. More information will be provided in the Intramural LOI when released.

**INTEGRATED MARKSMANSHIP TRAINING UNIT
FY-12 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST**

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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 3574.2K

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 of 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 SNCOIC, IMTU, Weapons Training Battalion at least two weeks prior to the course start date. No more than two waivers will normally be approved.
4. Action. One copy of this completed checklist will be brought with the student when checking in.

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

SSN: _____ UNIT: _____

PREREQUISITE	REMARKS	QUALIFIED
PVT - GYSGT	Commanding Officers 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.	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. (waiver option)	Yes / No

MCBCL/WTBN/11 (Rev. 10 Sep 10)

**INTEGRATED MARKSMANSHIP TRAINING UNIT
FY-12 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST**

PREREQUISITE	REMARKS	QUALIFIED
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified with the service rifle/carbine.	Yes / No
GT 90 OR ABOVE GT SCORE: _____	Marines must be able to understand and effectively use the books and other course material to properly evaluate and correct marksmanship fundamentals and coach a group of shooters. Marines with a reading level below the 10th grade may experience difficulty with course material. (waiver option)	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 IAW 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 Marksman (MarineNet). Attach certificate. Rifle; MOOMRK, Pistol; BERO8A	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	Marines from the Camp Lejeune geographic area must check-in with all required equipment. as listed shown in the FY-12 LOI which can be accessed at http://www.lejeune.usmc.mil/wtbn/	Yes / No

Company Gunnery Sergeant/First Sergeant:

Print: _____ Sign: _____

Date: _____ Phone #: _____

S-3 Representative:

Print: _____ Sign: _____

Date: _____ Phone #: _____

**INTEGRATED MARKSMANSHIP TRAINING UNIT
FY-12 COMBAT MARKSMANSHIP TRAINING COURSE SCREENING CHECKLIST**

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2. Information. Parent commands must ensure that their Marines meet all of 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 SNCOIC, IMTU, Weapons Training Battalion at least two weeks prior to the course start date. No more than two waivers will normally be approved.
4. Action. One copy of this completed checklist shall be brought with the student when checking in.

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

SSN: _____ UNIT: _____

PREREQUISITE	REMARKS	QUALIFIED
CPL - MGYSGT	Must be a Corporal (E4) 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 0933 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 have previously qualified Sharp Shooter or better with the service rifle/carbine.	Yes / No

MCBCL/WTBN/12 (Rev. 10 Sep 10)

**INTEGRATED MARKSMANSHIP TRAINING UNIT
FY-12 COMBAT MARKSMANSHIP TRAINING COURSE SCREENING CHECKLIST**

PREREQUISITE	REMARKS	QUALIFIED
GT 90 OR ABOVE GT SCORE: _____	Marines must be able to understand and effectively use the books and other course material to properly evaluate and correct marksmanship fundamentals and coach a group of shooters. Marines with a reading level below the 10th grade may experience difficulty with course material. (waiver option)	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 IAW MCO 6110.3.	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
DISTANCE LEARNING REQUIREMENT	Recommend completing Marine Net Course#: BISC-010 (Not required)	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	Marines from the Camp Lejeune geographic area must check-in with all required equipment. as listed shown in the FY-12 LOI which can be accessed at http://www.lejeune.usmc.mil/wtbn/	Yes / No
CMC QUALIFICATION	Must currently holds CMC MOS 0933 for at least six months and has a knowledge base consistent with that MOS	Yes / No

Company Gunnery Sergeant/First Sergeant:

Print: _____ Sign: _____

Date: _____ Phone #: _____

S-3 Representative:

Print: _____ Sign: _____

Date: _____ Phone #: _____

MCBCL/WTBN/12 (Rev. 10 Sep 10)

**INTEGRATED MARKSMANSHIP TRAINING UNIT
GENERAL INFORMATION/GEAR LIST**

1. Check in will begin at 0700 through 1200 on the Friday prior to class convene date, unless otherwise specified. Students will check into the IMTU, Bldg RR-50 on Stone Bay (Rifle Range Complex). Each student will have a filled out copy of this checklist, a copy of their current BTR(CMT ONLY), MarineNet certificates of completion and all required gear.

2. The senior student from each unit must have the following paperwork in order to check weapons into the Stone Bay IMTU armory. Weapons will be turned in to the armory on the Friday during check-in process only.

a. Equipment Repair Order (ERO) for PFI/LTI of all weapons from that unit.

b. Letter of Transmittal for all weapons from that unit.

c. Letter of Authorization to sign Ordnance Custody Receipts.

d. Detail Roster for all Marines from that unit.

3. The following is the minimum gear that is required for students to attend CMC/CMT.

ITEM

QUANTITY

(CMC ONLY)

M16A2/A4/M4	1
M9 SERVICE PISTOL	1
PISTOL MAGAZINES	2
PISTOL MAG POUCHES	2
ISSUED PISTOL HOLSTER	1
CARTIDGE BELT	1
M9 CLEANING GEAR (SL-3) COMPLETE SET	1
AN/PEQ-2A/15/16	1
AN/PVQ-31A OR AN/PVQ-31B (RCO)	1
WEB OR APPROVED 3-POINT SLING (RECOMMEND WEB SLING)	1
RIFLE MAGAZINE	6
LW HELMET W/NIGHT OPTIC MOUNT	1
FLAK JACKET	1
MAGAZINE POUCH	2
WEAPON CLEANING GEAR	1 COMPLETE SET
AN/PVS-7B/14B*	1
Notepad	1
INDEX CARDS (PACK)	1
PENS/PENCILS (PACK 1 EACH)	1
ISSUED CAMELBACK/CANTEEN	1
3 RING 3" Binder	1
LITHIUM BATTERIES	4
AA BATTERIES	4

CMT (ONLY)

NOTE PAD (300 SHEETS)	1
PENS/PENCILS (PACK 1 EACH)	1
HIGHLIGHTER (PACK 1 EACH)	1

**SAMPLE EQUIPMENT REPAIR ORDER (ERO) FOR LIMITED TECHNICAL
INSPECTION/PRE-FIRING INSPECTION (LTI/PFI)**

QTY: _____ DATE: _____ LTI/PFI PERFORMED IAW: _____

	SERIAL#	1	2	3	4	5	6	7	8	9	10	11	12	COND CODE	REMARKS
1.															
2.															
3.															
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DISCREPEANCIES

1.	4.	7.	10.
2.	5.	8.	11.
3.	6.	9.	12.

CONDITION CODES			MAINTENANCE CODES		
A	Serviceable	100% Complete	C	1st Echelon	User/Operator/Crew
E	Repairable	0-10% Total Cost	O	2nd Echelon	Organizational Maintenance
G	Kits/Sets/Chests	65-100% Replace	F	3rd Echelon	Direct Support Maintenance
H	Unrepairable		H	4th Echelon	General Support Maintenance
P	Repairable	Above 65% Item Cost	D	5th Echelon	Depot Maintenance
W	Repairable	11-25% Item Cost			
Y	Repairable	26-40% Item Cost			

BY (PRINT): _____ SIGNATURE: _____

PAGE ____ OF ____

LETTER OF AUTHORIZATION ALLOWING THE SENIOR MARINE FROM
THAT UNIT TO SIGN ORDNANCE CUSTODY RECEIPTS (NAVMC 10520)



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

8000
S-3
DATE

From: Commanding Officer, UNIT
To: Commanding Officer, Weapons Training Battalion, Marine
Corps Base, Camp Lejeune, NC (Attn: Armory)
Subj: AUTHORIZATION TO SIGN TEMPORARY WEAPONS CUSTODY RECEIPTS
(NAVMC 10520)
Ref: (a) TM 4700.15/1G

1. The following Marine is authorized to sign temporary
Ordnance Custody Receipts, MCBCL 8010/20 (Pink/Yellow Cards).
From _____ To _____ Class# _____ (CMC/CMT) CIRCLE.

<u>RANK</u>	<u>NAME</u>	<u>SSN</u>	<u>SIGNATURE</u>
GySgt	Marine, John M.	XXX XX XXXX	_____

2. Point of contact is Armory Chief at extension 910-XXX-XXXX.
3. This letter supersedes all other letters.

I. M. COMMANDING

SAMPLE LETTER OF TRANSMITTAL



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

3501
S-3
DATE HERE

From: Commanding Officer, UNIT NAME
To: Commanding Officer, Weapons Training Battalion, Marine Corps Base,
Camp Lejeune, NC (Attn: IMTU)

Subj: LETTER OF TRANSMITTAL: UNIT NAME TO WEAPONS TRAINING BATTALION

Ref: (a) WTBNO 3000.3B

Encl: (1) Equipment Density List

1. Per the reference, UNIT NAME requests the transfer and storage of weapons and optics for Combat Marksmanship Coaches Course at Weapons Training Battalion Integrated Marksmanship.

2. The following weapons and optics, enclosure (1), belonging to UIC, will be temporarily stored in WTBN Armory from DD MMM to DD MMM YYYY. These weapons will be issued by NAVMC 10520's originating from UNIT NAME.

3. Point of contact for this matter is POINT OF CONTACT RANK NAME at xxx-xxx-xxxx or abcd@USMC.mil.

A. B. MARINE

Copy to:
Director
Armory

First Endorsement

From: Commanding Officer, Weapons Training Battalion, Marine Corps Base,
Camp Lejeune
To: Commanding Officer, Your Unit

1. I acknowledge receipt of the above listed ordnance equipment and certify the weapon serial numbers to be accurate.

Rank / Name: _____ Sign: _____

Date: _____ Phone Number: _____

Enclosure (8)

SAMPLE LETTER OF TRANSMITTAL

Subj: LETTER OF TRANSMITTAL: UNIT NAME TO WEAPONS TRAINING BATTALION

Second Endorsement

From: Commanding Officer, Your Unit

To: Commanding Officer, Weapons Training Battalion, Marine Corps Base,
Camp Lejeune

1. I acknowledge the return of the above listed ordnance equipment and certify the weapon serial numbers to be accurate.

Rank / Name: _____

Sign: _____

RANK	NAME	LAST 4	M16A4	A4 RCO	M4	M4 RCO	PEQ 15/16	PVS 14	M9
TOTAL			3	3		2	4	4	2