



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

IN REPLY REFER TO:
1500
S-3
1 Aug 12

LETTER OF INSTRUCTION FY 01-13

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

Subj: LETTER OF INSTRUCTION (LOI) 01-13 FOR FY-13 COMBAT MARKSMANSHIP
COACH (CMC) COURSE AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSE

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

Encl: (1) FY-13 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
Unit to Sign Ordnance Custody Receipts (NAVMC 10520)
(7) Sample Detail Roster
(8) Disenrollment Procedures

1. Situation. This LOI provides units of II Marine Expeditionary Force, Marine Corps Installations East, Marine Corps 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 Marksmanship Training Unit (MTU).

2. Mission. In accordance with the references, certify Marines as Combat Marksmanship Coaches (CMC) 0933, and Combat Marksmanship Trainers (CMT) 0931.

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 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.

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b. Concept of Operations. The MTU will be conducting twelve (12) Combat Marksmanship Coach Courses, and six (6) Combat Marksmanship Trainer Courses for FY-13, as outlined in enclosure (1).

c. Tasks

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

(2) S-3. Provide a minimum of (80) rifle range quotas for FY-13 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. Be prepared to provide more quotas if required.

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

(4) Billeting. Provide living quarters for (80) students per CMC/CMT courses.

(5) Supply. Be prepared to provide supplies required to support MTU CMC/CMT Course operations.

(6) MTU SNCOIC. Coordinate with the S-3 for Training Area Request and scheduling. Schedule Marine Corps Association representative to conduct brief for FY-13 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. The format for nomination submission is contained on the MTU page of the WTBN website. 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 MTU Training Specialist at 910-440-2060 and the SNCOIC MTU at 910-440-2027.

(2) Report Date. CMC students will report to building RR-51 at 0700 but no later than 0900 on the reporting date, with a completed FY-13 Screening Checklist and all items listed in the appropriate enclosures. Due to holidays and special liberty periods, check-ins may occur on a different day than the Friday prior to the course start date. CMT students will report at 0645, RR-51, the convening date of their course. Check enclosure (1) for check-in dates.

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(3) Weapons and Optics. The below information is for CMC only. There are no weapons or optics requirements for CMT students.

(a) Units are responsible for providing all necessary weapons and optics for their Marines. Additionally, units are strongly encouraged to provide stock weapons.

(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 WTBN 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).

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. Administration and Logistics

a. A complete list of pre-requisites can be found in enclosures (2) and (3). Marines do not need a qualification score for FY-13 to attend the Combat Marksmanship Coach Course. They will qualify with both the M9 service pistol and M4/M16A4 rifle with Rifle Combat Optic during the course.

b. School seats will be filled on a first come first serve basis.

c. Disenrollment Procedures. See enclosure (8).

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. Family members and unit representatives are encouraged to attend the graduation ceremony.

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c. Graduating Marines will receive a certificate, CMC/CMT card and appropriate lesson plans in order to conduct training at their respective units. Marines need to present their certificates to their unit S-1 in order to ensure their new MOS and Marksmanship Scores appears on their Basic Training Record. Marksmanship scores from Combat Marksmanship Coaches Course (for those Marines requiring Annual Qualification scores) and recording of the CMC/CMT MOS will be run by the WTBN Administration Section.

d. Points of contact on any matters are the MTU SNCOIC at 910-440-2027 or the MTU Training Specialist at 910-440-2060.


C. A. VALLEJO

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MCES S-3, TECOM Formal Schools

MCCSSS S-3, TECOM Formal Schools

SOI S-3, TECOM Formal Schools

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MARKSMANSHIP TRAINING UNIT
FY-13 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST

Combat Marksmanship Coaches Course (Capacity 80)

<u>CLASS</u>	<u>CHECK-IN DATE</u>	<u>CONVENE DATE</u>	<u>GRADUATION DATE</u>
1-13	28 Sep 12	1 Oct 12	19 Oct 12
2-13	19 Oct 12	22 Oct 12	9 Nov 12
3-13	30 Nov 12	3 Dec 12	21 Dec 12
4-13	4 Jan 13	7 Jan 13	25 Jan 13
5-13	25 Jan 13	28 Jan 13	15 Feb 13
6-13	22 Mar 13	25 Mar 13	12 Apr 13
7-13	12 Apr 13	15 Apr 13	3 May 13
8-13	3 May 13	6 May 13	24 May 13
9-13	31 May 13	3 Jun 13	21 Jun 13
10-13	12 Jul 13	15 Jul 13	2 Aug 13
11-13	2 Aug 13	5 Aug 13	23 Aug 13
12-13	6 Sep 13	9 Sep 13	27 Sep 13

Combat Marksmanship Trainers Course (Capacity 15)

<u>CLASS</u>	<u>CHECK-IN DATE/ CONVENE DATE</u>	<u>GRADUATION DATE</u>
1-13	9 Oct 12	19 Oct 12
2-13	10 Dec 12	21 Dec 12
3-13	4 Feb 13	15 Feb 13
4-13	22 Apr 13	3 May 13
5-13	10 Jun 13	21 Jun 13
6-13	12 Aug 13	23 Aug 13

NOTE-FY 13 Marine Corps Base Intramural Matches are scheduled for 25 February-17 March 2013. Marines participating in the Matches and satisfactorily completing all the classes and requirements of Combat Marksmanship Coach Course will be awarded the 0933 Military Occupational Specialty.

**MARKSMANSHIP TRAINING UNIT
FY-13 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST**

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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, MTU, Weapons Training Battalion at least two weeks prior to the course start date.
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
LCPL - 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 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)

**MARKSMANSHIP TRAINING UNIT
FY-13 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.	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 MarineNet 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: Operations Chief/Asst Operations Chief

Print: _____ Sign: _____

Date: _____ Phone #: _____

**MARKSMANSHIP TRAINING UNIT
FY-13 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)

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

1. Check in for CMC will begin at 0700 on the Friday prior to class convene date, unless otherwise specified in enclosure (1). Students will check into the MTU, Bldg RR-50 on Stone Bay (Rifle Range Complex). Each student will have a filled out copy of the Screening Checklist, a copy of their current BTR, and MarineNet certificates of completion. Check in for CMT will be 0645, Building RR-50 on the Convening Date of the course.
2. The senior student from each unit (CMC) must have the following paperwork in order to check weapons into the WTBN MTU 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 Authorization to Sign Ordnance Custody Receipts.
 - c. Detail Roster for all Marines from that unit. All information and serial numbers on this document MUST be correct.
3. The following is the minimum gear that is required for students to attend CMC/CMT. Students are required to bring all the required to class when directed to do so by the Chief Instructor.

<u>ITEM</u>	<u>QUANTITY</u>
<u>(CMC ONLY)</u>	
M16A4/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-15/16	1
AN/PVQ-31A OR AN/PVQ-31B (RCO)	1
AN/PVS 14B	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
Notepad	1
INDEX CARDS (PACK)	1
PENS/PENCILS (PACK 1 EACH)	1
ISSUED CAMELBACK/CANTEEN	1
LITHIUM BATTERIES	4
AA BATTERIES	4
<u>CMT (ONLY)</u>	
NOTE PAD (100 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.															
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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# _____

<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.

COMMANDING OFFICER SIGNATURE

Disenrollment Procedure

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. Failure to meet prerequisites to participate, units may request a waiver for specific requirements from the OIC, MTU prior to the course convening date.

c. Integrity violations, to include cheating on any written or performance examination.

d. Documented physical and medical problems that preclude the Marine from participating in required training evolutions.

e. 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.

f. 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. Marines who fire a score of Unqualified will be allowed to fire as part of the UNQ relay, if that Marine requires a current FY Marksmanship score. If they qualify during this second attempt they will be allowed to fire Table 2 for an Aggregated Score of Marksman. The Marine will be disenrolled from the course as soon as they have finished firing Table 2.

g. 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 to qualify as Marksman with the M9 Service pistol on second 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.

h. Insubordinate Behavior. Students who demonstrate unprofessional or disrespectful behavior towards MTU Staff will be disenrolled from the course at the discretion of either, the OIC or SNCOIC, MTU.

2. If the MTU OIC determines that a student is to be disenrolled from the course, and disenrollment is approved by the Commanding Officer, Weapons Training Battalion, 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.