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)**

| **RANK** | **LAST NAME** | **INT****(F.M.)** | **EDIPI #****(All 10 #s)** | **MEAL CARD #** | **WEAPON SERIAL #** | **RCO SERIAL #** | **PEQ SERIAL #** | **M18 SERIAL #** | **NVD SERIAL #** |
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| **Stock Wpn** |  |  |  |  |  |
| **Stock Wpn** |  |  |  |  |  |
| **Stock Wpn** |  |  |  |  |  |
| Total Shooters | 0 |
| Total Meal Cards | 0 |
| Total RCO’S | 0 |