IN REPLY REFER:

1500

S-3

**DATE HERE**

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: DETAIL ROSTER FOR M16A4/M4 SERVICE RIFLE KD REQUALIFICATION

Ref: (a) MCO 3574.2L

(b) WTBnO 3000.3C w/Ch 1

Encl: (1) Unit Detail Roster

1. Per the references, the following detail roster (encl 1) is submitted for the period of **DATE OF FIRING WEEK HERE**.

2. All weapons will have a valid and up to date LTI/PFI completed on each one. The LTI/PFI paper work will be turned in to the WTBN armory on check in day.

3. All RCO's will be 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.

4. Staff Non-Fires are required to verify their Detail Roster prior to turning in weapons to the WTBN Armory. Failure to do so will result in significant delays to their unit’s progress.

5. All Marines assigned to this detail understand this is their appointed place of duty, and will not be released from the rifle range until all firing is complete.

AUTHORIZED SIGNATURE HERE

| **RANK** | **LAST NAME** | **INT**  **(F.M.)** | **EDIPI #**  **(All 10 #s)** | **MEAL CARD #** | **WEAPON SERIAL #** | **RCO SERIAL #** | **PEQ SERIAL #** |
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| Total RCO’S | | 0 | | |

**STAFF NON-FIRE:**

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