



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

Canc: Sep 2018

WTBNBul 1500  
MTU

WEAPONS TRAINING BATTALION BULLETIN 1500

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

Subj: WEAPONS TRAINING BATTALION BULLETIN (WTBNBUL) 1500 FOR FY18 COMBAT MARKSMANSHIP TRAINER (CMT) COURSE AND COMBAT MARKSMANSHIP COACH (CMC) COURSE

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

Encl: (1) FY18 CMT/CMC Course Dates  
(2) CMC Screening Checklist  
(3) CMT Screening Checklist  
(4) Gear List  
(5) Sample Equipment Repair Order (ERO) for Limited Technical Inspection/Pre-Firing Inspection (LTI/PFI)  
(6) Sample Detail Roster  
(7) Sample Authorization to Sign Temporary Ordnance Custody Receipts  
(8) Disenrollment Procedures

NOTE: DUE TO A MAJOR CONSTRUCTION PROJECT AT OUR RANGES, THE SCHEDULED CMC AND CMT COURSES AS LISTED AT ENCLOSURE (1) ARE SUBJECT TO CHANGE.

1. Purpose. This bulletin will provide units of II Marine Expeditionary Force, Marine Corps Installations East, Marine Corps Forces Special Operations Command, and Training and Education Command units 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), Weapons Training Battalion (WTBN), Camp Lejeune, North Carolina.

2. Cancellation. WTBNBUL 1500 Dated -----

3. Background. In accordance with the references, MTU certifies Marines as Combat Marksmanship Coaches (CMC) Military Occupational Specialty (MOS) 0933, and Combat Marksmanship Trainers (CMT) MOS 0931, to provide required marksmanship training and 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).

4. Action

a. MTU Officer in Charge

(1) Assume staff cognizance of CMT/CMC courses including curriculum development, staffing, scheduling, execution and reporting.

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(2) Responsible for accountability, discipline and recognition of CMT/CMC students.

(3) Provide eight CMC courses and eight CMT courses in FY18.

b. MTU Staff Noncommissioned Officer in Charge

(1) Serve as the subject matter expert to CMT/CMC courses.

(2) Supervise day to day operations of the CMT/CMC courses.

(3) In coordination with S-3 and S-4, schedule required training venues and resources in support of CMT/CMC courses.

(4) Advise MTU OIC on CMT/CMC curriculum, staffing, scheduling, reporting, and execution, to include recommending students for dismissal and special recognition as necessary.

c. MTU Training Specialist

(1) Receive and coordinate nominations for CMT and CMC courses in MCTIMS.

(2) Coordinate and execute administrative functions pertaining to the check-in, disenrollment and graduation for the CMT and CMC courses.

(3) Maintain a data base of all graduated CMT and CMC students.

(4) Schedule ranges as required for all CMT/CMC live fire events.

(5) Schedule Marine Corps Association representative to conduct a brief for all CMT/CMC courses.

d. S-3. Provide (60) rifle range quotas for FY18 CMC courses per the dates provided in this Bulletin. Ensure that students are on the morning relay and released back to training upon completion of firing.

e. S-4. Coordinate with the MTU SNCOIC no later than 10 days prior to each class report date to establish a timeline for target building and target pickup.

f. Supply. Be prepared to provide supplies required to support MTU CMT and CMC Course operations.

5. Coordinating Instructions

a. 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 check in date of the course. The format for nomination submissions is contained on the MTU page of the WTBN website: <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx>. 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 MTU OIC or SNCOIC two weeks 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/email alfred.j.karle@usmc.mil and the MTU SNCOIC at 910-440-2027.

b. General Guidelines

(1) CMC. Students will report to building RR-50 at 0700 on the check-in date with a completed FY18 Screening Checklist and all of the weapons and optics, and supporting paperwork listed in the appropriate enclosures. Students who arrive after 0830 will not be admitted to the course. Due to holidays and special liberty periods, check-in may occur on a different day than the Friday prior to the course convene date.

(2) CMT. Students will report at 0700, but not later than 0730, to RR-50 on the reporting date listed in enclosure (1), which is normally the Monday the course convenes. Students not reporting on time will be dropped from the course. CMT students will report with a FY18 Screening Checklist, and note taking material.

(3) Students who have not submitted all required check-in documents by 0900 on check-in day will not be admitted to their respective course.

(4) Units should check the Weapons Training Battalion MTU site at <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx> for updates.

c. Weapons and Optics. CMC students need to arrive at check-in with the documents listed in paragraphs 5.c(3) subparagraphs (a), (b) and (c) below.

(1) Units are responsible for providing all required weapons and optics for their Marines, and transporting those weapons and optics to and from the course. It is the unit's responsibility to ensure all weapons and optics are in serviceable condition prior to the student's departure from their parent command. Units are strongly encouraged to provide a minimum of 10% stock rifles and stock pistols for their Marines.

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

(3) The following documents are required for the storage of weapons and ordnance material in the WTBN armory for CMC students. Examples can be found on the WTBN web site at <https://lejeune.usmc.afpims.mil/Units/WeaponsTrainingBattalion.aspx>. Examples are also provided in the enclosures.

(a) Equipment Repair Order (ERO) for limited technical inspection/pre-firing inspection (LTI/PFI). Example is shown in enclosure (5).

(b) Detail Roster for all Marines with an itemized list of equipment being stored in the armory. These letters must be hard copy signed by the unit Commanding Officer or Acting. Letters signed "By direction" or other signatures will not be accepted for weapon transfers. All listed serial numbers must be correct. One discrepancy nullifies the roster. Example is shown in enclosure (6). Forward an advanced copy of the detail roster one week prior to the class check-in day to [alfred.j.karle@usmc.mil](mailto:alfred.j.karle@usmc.mil).

(c) Letter of Authorization to Sign Temporary Ordnance Custody Receipts from the parent unit Commanding Officer designating the senior Marine from the unit to sign the MCBCL 8010/20 cards by direction. The senior Marine from the unit will provide the signed authorization to sign Temporary Weapons Custody Cards letter original signatures to the MTU. Authorization to

Sign Temporary Weapons Custody Cards letters signed "By Direction" will not be accepted.

6. 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 FY18 to attend the Combat Marksmanship Coach Course. They will qualify with both the M9 service pistol and M4 carbine/M16A4 rifle with Rifle Combat Optic during the course.

b. School seats will be filled on a first come first serve basis, and at the discretion of the MTU OIC and SNCOIC. In order to support as many units' needs as possible; battalions, squadrons and schools are limited to 3 seats per class for as long as the MilCon project is underway. Units are not entitled to 3 seats per class, it is only a maximum number per unit. The MTU is required to support the entire Camp Lejeune area.

c. In order to attend the CMT course, Marines must be a Corporal or above. This requirement will NOT be waived. They must also be certified as a CMC, MOS 0933 and serve for 6 months as a CMC.

d. Disenrollment Procedures. See enclosure (7).

5. Command and Signal

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

(1) All students who satisfy the requirements of their respective course will graduate in a formal ceremony typically held at 0900 on the final day of the course. The uniform for graduations is the Utility Service Uniform. Family members and unit representatives are encouraged to attend the graduation ceremony.

(2) Graduating Marines will receive a certificate, CMT/CMC card and appropriate lesson plans in order to conduct training at their respective units. Marksmanship scores from Combat Marksmanship Coaches Course for those Marines requiring Annual Qualification scores, and recording of the CMT/CMC MOS will be run by the WTBN Administration Section.

b. Signal

(1) The points of contact on matters pertaining to this bulletin are the MTU Training Specialist at 910-440-2060, MTU SNCOIC at 910-440-2027, or MTU OIC at 910-440-2705.

(2) This bulletin is effective the date signed.

*B. M. Harvey*  
B. M. HARVEY

DISTRIBUTION LIST: A

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FY 18 CMC/CMT SCHEDULESCMC COURSES

<u>CLASS</u>	<u>CHECK IN</u>	<u>CONVENE</u>	<u>GRADUATE</u>
1-18	19 Jan 2018	22 Jan 2018	9 Feb 2018
2-18	23 Feb 2018	26 Feb 2018	16 Mar 2018
3-18	30 Mar 2018	2 Apr 2018	20 Apr 2018
4-18	4 May 2018	7 May 2018	25 May 2018
5-18	8 Jun 2018	11 Jun 2018	29 Jun 2018
6-18	13 Jul 2018	16 Jul 2018	3 Aug 2018
7-18	10 Aug 2018	13 Aug 2018	31 Aug 2018
8-18	7 Sep 2018	10 Sep 2018	28 Sep 2018

CMT COURSES

<u>CLASS</u>	<u>CHECK IN/CONVENE</u>	<u>GRADUATE</u>
1-18	29 Jan 2018	9 Feb 2018
2-18	5 Mar 2018	16 Mar 2018
3-18	9 Apr 2018	20 Apr 2018
4-18	14 May 2018	25 May 2018
5-18	18 Jun 2018	29 Jun 2018
6-18	23 Jul 2018	3 Aug 2018
7-18	20 Aug 2018	31 Aug 2018
8-18	17 Sep 2018	28 Sep 2018

**MARKSMANSHIP TRAINING UNIT**  
**FY18 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST**

**For Official Use Only –Privacy Sensitive**

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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 Weapons Training Battalion MTU OIC or SNCOIC 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. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_  
 (Last, First, MI)

EDIPI: \_\_\_\_\_ UNIT: \_\_\_\_\_

PREREQUISITE	REMARKS	QUALIFIED
PFC - 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.	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.	Yes / No

**MARKSMANSHIP TRAINING UNIT**  
**FY18 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
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 must possess all required equipment as listed in enclosure (4) of this bulletin.	Yes / No
DOCUMENTATION	A print out of the Marine's BTR is included.	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**  
**FY18 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST**

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1. Purpose. To assist parent commands with the selection and screening process for Marines attending the CMT Course.
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 Weapons Training Battalion MTU OIC or SNCOIC along with the nomination request.
4. Action. One copy of this completed checklist will be brought with the student to Check In. Any Marine found not to meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_  
 (Last, First, MI)

EDIPI: \_\_\_\_\_ UNIT: \_\_\_\_\_

PREREQUISITE	REMARKS	QUALIFIED
CPL - MGYSGT	Must be a Corporal 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 0931 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes / No
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified Expert or better with the service rifle/carbine.	Yes / No

**MARKSMANSHIP TRAINING UNIT**  
**FY17 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST**

PREREQUISITE	REMARKS	QUALIFIED
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
DISTANCE LEARNING REQUIREMENT	Completed the MarineNet Basic Instructor Skills Course; BISC-010	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	See enclosure (4).	Yes / No
CMC QUALIFICATION	Must currently hold CMC MOS 0933 for at least six months and have a knowledge base consistent with that MOS. CPP complete.	Yes / No
DOCUMENTATION	A print out of the Marine's BTR is included.	Yes / No

**Company Gunnery Sergeant/First Sergeant:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**S-3 Representative:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

MARKSMANSHIP TRAINING UNIT GEAR LIST

1. The following is the minimum gear that is required for students to attend CMC/CMT. Students are required to bring all the required gear 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	1
ISSUED M-9 <u>DROP</u> HOLSTER (Req. for CPP)	1
CARTRIDGE 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 (SL-3 COMPLETE)	1
VICKERS OR APPROVED 3-POINT SLING	1
SLING ADAPTER (for M16/A4)	1
RIFLE MAGAZINE	6
LW HELMET W/NIGHT OPTIC MOUNT	1
FLAK JACKET	1
MAGAZINE POUCH	3
RIFLE WEAPON CLEANING GEAR	1 COMPLETE SET
NOTEPAD	1
PENS/PENCILS	1
ISSUED CAMELBACK/CANTEEN	1
LITHIUM BATTERIES	4
AA BATTERIES	4
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	1
GORTEX TOP AND BOTTOM	1
<u>*STOCK RIFLE AND STOCK PISTOL</u>	Number dependent on # students
<u>CMT (ONLY)</u>	
NOTE TAKING MATERIAL	1 SET
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	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.														
4.														
5.														
6.														
7.														
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29.														
30.														

**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/Ches	65-100% Replace	F	3rd Echelon	Direct Support Maintenance
H	ts		H	4th Echelon	General Support Maintenance
P	Unrepairable	Above 65% Item Cost	D	5th Echelon	Depot Maintenance
W	Repairable	11-25% Item Cost			
Y	Repairable	26-40% Item Cost			
	Repairable				

BY (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



**UNITED STATES MARINE CORPS  
UNIT LETTERHEAD**

3501  
S-3  
DATE HERE

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

**Subj:** DETAIL ROSTER

**Ref:** (a) MCO 3574.2\_  
(b) WTBNO 3000.3B

1. Per the references, the following detail roster is submitted for the period of **DATE OF COURSE**.

LAST NAME	INT	RANK	MEAL CARD #	FULL EDIPI	RIFLE SERIAL #	M9 SERIAL #	RCO Serial #	PEQ #	PVS #
			STOCK WEAPON						
			STOCK WEAPON						
			STOCK WEAPON						
			STOCK WEAPON						
Total Shooters				0					
Total Meal Cards				0					
Total RCO'S				0					

Select the "0"  
Right click and select "Update Field"

2. All RCOs will be checked for serviceability, operability, and cleanliness to include but not limited to: adjustment turrets, the correct number of under screws to include the proper lock tight on them.

3. All Marines assigned to this detail understand this course is their appointed place of duty, and weapons will not be released from the armory until the course is complete.

COMMANDING OFFICER SIGNATURE



UNITED STATES MARINE CORPS  
UNIT LETTERHEAD

8000  
S-3  
DATE HERE

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

Subj: AUTHORIZATION TO SIGN TEMPORARY ORDNANCE CUSTODY RECEIPTS

Ref: (a) TM4700-15/1G

1. The following Marine is authorized to sign temporary Ordnance  
Custody Receipts, MCBCL 8010/20 (Pink cards) (for Rifle Range  
use only) from \_\_\_\_\_.

(Detail dates)

<u>RANK</u>	<u>NAME</u>	<u>EDIPI</u>	<u>SAMPLE SIGNATURE</u>
_____	_____	_____	_____

C. O. Signature  
C. O. NAME

### Disenrollment Procedures

1. Students may be subject to disenrollment from the course at any time at the discretion of the MTU OIC. Prior to disenrollment the Marine's unit will be telephonically notified of the reason the Marine is being disenrolled and to expect the Marine to report back IMMEDIATELY with a letter to the Commanding Officer explaining why the Marine was disenrolled. Students may be dismissed for reasons including but not limited to the following:

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

b. Integrity violations, to include cheating on any written or performance examinations.

c. 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.

e. Failure to meet the marksmanship standards of the course. Students must fire a score of 200 or greater on Table 1A and a score of 80 or higher score on Table 2 with the service rifle. A Marksman or higher score with the M9 service pistol is required. Also, completion of the course of fire for Tables 3 through 6 in accordance with reference (a) is required.

f. Failure of exams. Students will be afforded the opportunity to remediate each written exam during Combat Marksmanship Coach Course and Combat Marksmanship Trainer Course. The score from the first attempt will count toward the student's overall class average. Failure of the same exam twice will be cause for disenrollment. Any three exam failures will also be a cause for disenrollment.

(1) The initial failure of a written or performance exam will result in a counseling conducted by the squad instructor. The student will be given additional remediation training and then retested.

(2) The failure of a retest will result in a counseling conducted by the Chief Instructor and disenrollment from the respective course. The Marine's parent command will be notified of the academic failure and disenrollment procedures will begin.

(3) Upon failure of a third written or performance exam, the Marine will receive a counseling from the SNCOIC and disenrollment from the respective course. The Marine's parent command will be notified of the academic failure and disenrollment procedures will begin.

g. Any unauthorized absence, for any period of time, will result in disenrollment from the CMT or CMC course.

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

i. Disenrollment Actions. If the MTU OIC determines that a student is to be disenrolled from the course, the following actions will be taken:



- (1) Telephonically notify the Marine's unit.
  - (2) Ensure that the Marine is properly checked out of WTBN to include Supply, Armory, and Billeting.
  - (3) Generate a disenrollment letter, from the WTBN Commanding Officer, addressed to the Marine's Commanding Officer detailing the reason for disenrollment.
2. Any questions regarding disenrollment should be directed to the SNCOIC MTU at 440-2027.