



UNITED STATES MARINE CORPS  
WEAPONS TRAINING BATTALION  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
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CO  
1 Jun 18

From: Commanding Officer  
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR FY19 COMBAT MARKSMANSHIP TRAINER (CMT)  
COURSE AND COMBAT MARKSMANSHIP COACH (CMC) COURSE

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

Encl: (1) FY19 CMT/CMC Course Dates  
(2) Detail Roster Template  
(3) Example Limited Technical Inspection/Pre-Fire Inspection (LTI/PFI)  
(4) Letter of Authorization Template  
(5) CMC Screening Checklist  
(6) CMT Screening Checklist  
(7) Student Preparation Packet  
(8) CMC/CMT Course Training Schedules

1. Situation. In accordance with the references, the Marksmanship Training Unit (MTU) certifies Marines as CMCs, Military Occupational Specialty (MOS) 0933, and CMTs, MOS 0931, to provide required marksmanship training and to ensure that all units aboard Marine Corps Base Camp Lejeune (MCBCAMLEJ) and the surrounding geographic area have the capability to meet the requirements of the Marine Corps Combat Marksmanship Program (MCCMP). This LOI will provide units in eastern North Carolina with the necessary information to ensure their Marines are prepared to attend the courses conducted by the MTU, Weapons Training Battalion (WTBN), Camp Lejeune, North Carolina.

2. Mission. The supported unit will submit nominations to the MTU Training Specialist for registration, follow the detailed instructions outlined within this LOI, and properly prepare your Marines no later than (NLT) 15 days of a course convene date, IOT ensure your Marines graduate with the skills outlined within the respective course's POI.

3. Execution

a. Commander's Intent. In order to ensure that Marines are fully prepared to attend and succeed at the CMC or CMT course, units will screen and nominate Marines. In addition to meeting the prerequisites, units are encouraged to send Marines that are enthusiastic about the MCCMP. This allows WTBN to produce a better training asset for units. The end state is registered Marines are accepted into the course, successfully complete all course requirements, and graduate mastering the requisite skills to support tables one through six in Annual Rifle Training (ART) and blocks one through five of the Combat Pistol Program (CPP).

b. Concept of Operations

(1) Scheme of Maneuver. This training will be conducted in three Phases: preparation, execution, and retrograde.

Subj: LETTER OF INSTRUCTION FOR FY19 COMBAT MARKSMANSHIP TRAINER  
COURSE AND COMBAT MARKSMANSHIP COACH COURSE

(a) Preparation Phase

1. Supported unit will submit course attendance nominations to the MTU for consideration.

2. Upon registration, MTU will contact the supported unit via email to confirm their Marine's registration and to provide guidance on further requirements.

3. Supported unit will aid the registered Marine with his Command Screening Checklist (enclosure 5 or 6) and provide them with a copy of the Student Preparation Packet (enclosure 7).

4. On the courses convene date, REGISTERED Marines check-in will begin promptly at 0700. At 0900, if the course is not full, STANDBY Marines will be accepted. NOTE: If Marines arrive with incorrect documentation they will be moved behind the Standby Marines in the order of precedence of enrollment possibly resulting in them not being accepted into the course.

5. This phase will end once the course cap has been reached, the last Marine has been completely enrolled into the course, and their weapons and optics have been transferred into the custody of the Stone Bay Range Complex (SBRC) armory.

(b) Execution. A detailed course outline for both CMC and CMT can be found in enclosure (8).

(c) Retrograde

1. On the day of graduation, units need to have transportation committed to transfer and transport weapons and optics from the SBRC armory NLT 0700. Upon completion of the graduation ceremony, and verification that all the students equipment has been recovered by the parent command, students will be released to their unit's leadership.

4. Tasks

a. Supported Unit S3/Training Section

(1) Ensure that the student Marine is notified of his/her registration in MCTIMS.

(2) Ensure the student Marine has a copy of the Student Preparation Packet (enclosure 7).

(3) Build and verify a Detail Roster (enclosure 2). Ensure the Marine has a signed hard copy of the Detail Roster with them on check-in day. Units are required to send an electronic Microsoft Word document copy of their Detail Roster to wtbn\_mtu\_stone\_bay@usmc.mil by COB on the Tuesday prior to check-in.

b. Marine registered for attendance of the course. Comply with all items listed within the Student Preparation Packet (enclosure 7).

5. Coordinating Instructions

a. Student Nomination

(1) 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. When submitting nominations, submit them to the MTU training specialist at [wtdn\\_mtu\\_stone\\_bay@usmc.mil](mailto:wtdn_mtu_stone_bay@usmc.mil). The format for nomination submissions is contained on the MTU page of the WTBN website: <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx>

(2) 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 (5) and (6) contain CMC and CMT Screening Checklist templates.

b. Check-in Process

(1) CMC. Students will report to building RR-50 at 0700, but not later than 0900, on the check-in date with a completed and verified Detail Roster, a completed FY19 Screening Checklist, all of the required weapons and optics, and supporting paperwork listed in the appropriate enclosures. Registered students who arrive after 0900 will be moved to the standby roster and risk not being admitted to the course. Once the course cap has been reached, admissions will end. Due to holidays and special liberty periods, check-in may occur on a different day than the Friday prior to the course convene date. Students who have not submitted all required check-in documents by 1300 on check-in day will not be admitted to the course.

(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 who do not report on time will not be admitted into the course. CMT students will report with a FY19 Screening Checklist, and note-taking material.

(3) Preparation Resources. Units are highly encouraged to visit the Weapons Training Battalion, Camp Lejeune website (MTU section) for updates and guidance in regards to the course schedule, reporting procedures, prerequisites, requirements, and current supporting document templates required for admission to the course, given below:  
<http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx>

c. Weapons and Optics

(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 students' departures from their parent commands. Units are strongly encouraged to provide stock rifles and 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.

Subj: LETTER OF INSTRUCTION FOR FY19 COMBAT MARKSMANSHIP TRAINER  
COURSE AND COMBAT MARKSMANSHIP COACH COURSE

(3) The following documents are required, at check-in, for the storage of weapons and ordnance material in the WTBN armory for CMC students.

(a) Limited Technical Inspection/Pre-firing Checklist (LTI/PFI). LTI/PFIs must be completed on student's assigned rifles and pistols within (30) days of them being accepted into the SBRC armory. WTBN armory staff will verify this documentation is current and correct upon check-in. This LTI/PFI must be signed by competent authority within the parent command's armory. A current example of this document is shown in enclosure (5).

(b) Detail Roster. An MTU specific Detail Roster must be provided for all Marines that contains an itemized list of equipment being stored in the armory. This is a two page document with page one consisting of a cover letter and page two consisting of the itemized list of equipment. Page one must be hard copy signed by the unit's "Commanding Officer" or an "Acting" authority. Letters signed "By direction" or other signatures will not be accepted for weapons transfers. All listed student information and equipment serial numbers must be correct. One discrepancy nullifies the roster and it will not be accepted. A current example is shown in enclosure (6). An advanced email copy of the Detail Roster, in Microsoft Word format, will be required for submission to [wtn\\_mtu\\_stone\\_bay@usmc.mil](mailto:wtn_mtu_stone_bay@usmc.mil) NLT than the Tuesday prior to the class check-in.

(c) Letter of Authorization. A Letter of Authorization must be provided from the parent unit's Commanding Officer designating the senior Marine from the unit to sign the MCBCL 8010/20 cards by direction [enclosure (4)]. The senior Marine from the unit will provide the signed Letter of Authorization with original signatures to the MTU upon check-in. Letters of Authorization signed "By Direction" will not be accepted.

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

6. Administration and Logistics

a. A complete list of pre-requisites can be found in enclosures (5) and (6). Marines DO NOT need a qualification score for FY19 to attend the Combat Marksmanship Coaches 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, groups, and schools are limited to five seats per class for as long as the MILCON project is underway. Units are not entitled to five 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 have served for 6 months as a CMC.

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COURSE AND COMBAT MARKSMANSHIP COACH COURSE

7. Command and Signal

a. Command

(1) Commands are encouraged to visit or call the MTU with questions to inquire about their Marine's progress at any point during the course.

(2) It is highly encouraged that command representation is in attendance of the student's graduation ceremony. Your presence further solidifies the importance the role your Marines will have in your unit's plan to fulfill annual rifle and pistol qualification requirements.

(a) All students who satisfy the requirements of their respective course will graduate in a formal ceremony 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.

(b) 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. The points of contact on matters pertaining to this LOI are the MTU Training Coordinator at 910-440-2060, the MTU SNCOIC at 910-440-2027, or at email wtbn\_mtu\_stone\_bay@usmc.mil.



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