



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

Canc: Sep 2015

WTBNBul 1500

MTU

AUG 27 2014

WEAPONS TRAINING BATTALION BULLETIN 1500

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

Subj: WEAPONS TRAINING BATTALION BULLETIN (WTBNBUL) 1500 FOR FY-15 COMBAT
MARKSMANSHIP TRAINER (CMT) COURSE AND COMBAT MARKSMANSHIP COACH (CMC)
COURSE

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

Encl: (1) FY-15 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) Disenrollment Procedures

1. Purpose. This bulletin will provide units of II Marine Expeditionary Force, Marine Corps Installations East, Marine Corps 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 Stone Bay Marksmanship Training Unit (MTU).

2. Cancellation. N/A

3. Background. In accordance with the references, certify Marines as Combat Marksmanship Coaches (CMC) Military Occupational Specialty (MOS) 0933, and Combat Marksmanship Trainers (CMT) MOS 0931, to provide required preparatory 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. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. Exceptional marksmanship is a defining characteristic of United States Marines. Combat Marksmanship Trainers and Combat Marksmanship Coaches are the Corps' main effort towards maintaining and expanding our reputation of outstanding marksmanship.

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Weapons Training Battalion Camp Lejeune offers the Combat Marksmanship Coach and Combat Marksmanship Trainer courses in support of the Marine Corps Combat Marksmanship Program (MCCP).

(b) Method. Weapons Training Battalion will offer ten (10) Combat Marksmanship Coach courses and six (6) Combat Marksmanship Trainer courses in Fiscal Year (FY) 15 at Stone Bay. These challenging courses will train Marines in the basic knowledge and fundamental techniques to effectively coach (CMC course) and instruct (CMT course) their fellow Marines on marksmanship according to standards and best practices.

(c) End state. Weapons Training Battalion graduates Combat Marksmanship Coaches that are well-grounded in the fundamentals of combat marksmanship and capable of effectively transmitting their knowledge to Marine Corps shooters. Weapons Training Battalion graduates Combat Marksmanship Trainers with the knowledge, skill and ability to plan, execute, and supervise combat marksmanship training. Overall marksmanship proficiency in the Camp Lejeune area units increases due to capable and proactive Combat Marksmanship Coaches and Combat Marksmanship Trainers. Weapons Training Battalion's Combat Marksmanship Coach and Combat Marksmanship Trainer courses are regarded as significant leadership courses available to Marines in the Camp Lejeune North Carolina area.

(2) Concept of Operations. The MTU will conduct six (6) Combat Marksmanship Trainer Courses and ten (10) Combat Marksmanship Coach Courses for FY-15, as outlined in enclosure (1). These courses will utilize organized academic instruction, written examinations, practical application exercises, and live-fire training.

b. Tasks

(1) MTU Officer in Charge

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

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

(2) MTU Staff Non Commissioned Officer in Charge

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

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

(c) In coordination with S3 and S4, schedule required training venues and resources in support of CMT/CMC courses.

(d) Schedule Marine Corps Association representative to conduct a brief for FY15 CMT/CMC courses.

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

(3) MTU Training Specialist.

(a) Receive and coordinate nominations for CMT and CMC courses.

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

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

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

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

(5) S-3. Provide (90) rifle range quotas for FY-15 CMC courses per the dates provided in this LOI. Ensure that students are on the morning relay.

(6) Battalion Gunner

(a) Advise MTU staff on marksmanship orders and best practices.

(b) Mentor CMT/CMC students on marksmanship instruction and leadership.

(7) 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.

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

c. 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 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 (10) days prior to check-in. Enclosures (2) and (3) contain sample CMT and CMC 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.

(2) General Guidelines

(a) CMC. Students will report to building RR-50 at 0700, but no later than 0900, on the check in date with a completed FY-15 Screening checklist and all of the weapons and optics, and supporting paperwork listed in the appropriate enclosures. Students who arrive after 0900 will not be admitted to the course. Due to holidays and special liberty periods, check-ins may occur on a different day than the Friday prior to the course start date.

(b) 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 FY-15 Screening checklist, and note taking material identified in the appropriate enclosures.

(c) Students who have not submitted all required check-in documents by 1200 on check-in day will not be admitted to their respective course.

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

(3) Weapons and Optics. CMC students need to arrive at check-in with the documents listed in paragraphs 3.c (3) (c) 1 and 2 below.

(a) 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 optics are in serviceable condition prior to the students departure from their parent command. Units are required to provide stock rifles, and stock pistols for their Marines.

(b) Students' 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.

(c) 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.

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

2. Detail Roster for all Marines from their parent unit with an itemized list of equipment being stored in the armory. These letters must be hard copy signed by the unit Commanding Officer. 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. An 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.

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-15 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.

c. In order to attend the CMT course, Marines must be a Corporal or above. They must also be certified as a Combat Marksmanship Coach, Military Occupation Specialty (MOS) 0933 and serve for 6 months as a Coach, and complete the Combat Pistol Program (CPP) course of fire. Rank waivers will not be considered.

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.

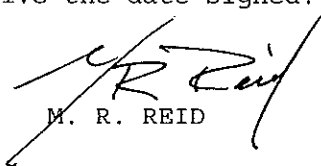
(1) All students who satisfy the requirements of their respective course will graduate in a formal ceremony to be held at 0900 on the final day of the course. The uniform for graduations is the seasonal Service B/C uniform. Family members and unit representatives are encouraged to attend the graduation 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 910-440-2026.

(2) This bulletin is effective the date signed.



M. R. REID

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MARKSMANSHIP TRAINING UNIT
FY-15 CMC/CMT COURSE DATES

Combat Marksmanship Coaches Course (Capacity 90)

<u>CLASS</u>	<u>CHECK-IN DATE</u>	<u>CONVENE DATE</u>	<u>GRADUATION DATE</u>
1-15	26 Sep 14	29 Sep 14	17 Oct 14
2-15	17 Oct 14	20 Oct 14	7 Nov 14
3-15	25 Nov 14**	1 Dec 14	19 Dec 14
4-15	23 Jan 15	26 Jan 15	13 Feb 15
5-15	27 Feb 15	2 Mar 15	20 Mar 15
6-15	10 Apr 15	13 Apr 15	1 May 15
7-15	1 May 15	4 May 15	22 May 15
8-15	5 Jun 15	8 Jun 15	26 Jun 15
9-15	10 Jul 15	13 Jul 15	31 Jul 15
10-15	7 Aug 15	10 Aug 15	28 Aug 15

Combat Marksmanship Trainers Course (Capacity 30)

<u>CLASS</u>	<u>CHECK-IN DATE/CONVENE DATE</u>	<u>GRADUATION DATE</u>
1-15	27 Oct 14	7 Nov 14
2-15	8 Dec 14	19 Dec 14
3-15	2 Feb 15	13 Feb 15
4-15	20 Apr 15	1 May 15
5-15	15 Jun 15	26 Jun 15
6-15	17 Aug 15	28 Aug 15

**Check in date is a Tuesday due to Thanksgiving Liberty period.

MARKSMANSHIP TRAINING UNIT
FY-15 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST

For Official Use Only –Privacy Sensitive

Privacy Act Statement – This information is collected under the Privacy Act of 1974 (5 U.S.C. 552a) that governs the distribution and/or sharing of information from this file. Disclosure of this information is mandatory in accordance with SECNAVINST 5211.5E and MCO 3574.2K

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 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)

SSN: _____ 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
FY-15 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 LOI.	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
 FY-15 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 along with the nomination request.
4. Action. One copy of this completed checklist will be brought with the student to checking in. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: _____ RANK: _____
 (Last, First, MI)

SSN: _____ 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 0933 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 Sharp Shooter or better with the service rifle/carbine.	Yes / No

MARKSMANSHIP TRAINING UNIT
FY-15 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
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	2
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
WEB, VICKERS OR APPROVED 3-POINT SLING	1
RIFLE MAGAZINE	6
LW HELMET W/NIGHT OPTIC MOUNT	1
FLAK JACKET	1
MAGAZINE POUCH	3
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
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	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)

SHIP NO		SERIAL NO TAGS IN DIFFERENT FROM BELOW		ACCEPTED BY (SIGNATURE)	DATE (MM/YY)	ORG	ORGANIZATION CODE REQD	SHIP AC		
PROJECT NO/SUB PROJ NO	REQD BY	DATE	MANUFACTURE	DATE (MM/YY)	REQD	ORGANIZATION	ORGANIZATION	SHIP AC		
SWAP NO	APPROVED BY (SIGNATURE)	DATE	MANUFACTURE	DATE (MM/YY)	REQD	ORGANIZATION	ORGANIZATION	SHIP AC		
EQUIPMENT LOCATION (PART NO)		DATE	MANUFACTURE	DATE (MM/YY)	REQD	ORGANIZATION	ORGANIZATION	SHIP AC		
OPERATOR		DATE	MANUFACTURE	DATE (MM/YY)	REQD	ORGANIZATION	ORGANIZATION	SHIP AC		
CANN TYPE (CHECK ONE)		NO. OF ITEM	OR	TOTAL	WGT	MANUFACTURE	MANUFACTURE	TAN CHG NO		
<input type="checkbox"/> P <input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> J	DESCRIPTION OF WORK	WORK HOURS	MICROALTA IDENTIFIER	STATUS	DATE	STATUS	DATE	MANUFACTURE PART NUMBER NEW OR PART NO	QTY	COST
2M UNDERGIG	NON-CORROSIVE		CORROSIVE	WILL ADDRESS		REPAIR OR NO REPAIR		TEST PERFORMER'S SIGNATURE		
FOR DATA TABLES										
DATE	TIME	MANHOURS	SHEET 1	TIME	MANHOURS	SHEET 2	TIME	MANHOURS	SHEET 3	MANHOURS
INSPECTED BY (SIGNATURE)	DATE	CONDUCTED BY NAME	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE

EQUIPMENT REPAIR ORDER (ERO) (11240)
 NAVMCC 10245 (REV 10/07) (EF)

NOTE: All additional status changes and information should be hand written on original form that has the appropriate authorization signatures.

Adobe Designer 8.0

**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.															
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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/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: _____

SAMPLE DETAIL ROSTER

**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

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 and 4 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 advisor. The student will be given additional remediation training and then retested.
 - (2) The second failure of the same written or performance exam will result in a counseling conducted by the Chief Instructor and disenrollment.
 - (3) Upon failure of a third written or performance exam, the Marine will receive a counseling by the SNCOIC and then will be disenrolled from the 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.

(1) If the MTU OIC determines that a student is to be disenrolled from the course, the following actions will be taken:

Disenrollment Procedures cont.

- a. Telephonically notify the Marine's unit.
- b. Ensure that the Marine is properly checked out of WTBN to include Supply, Armory, and Billeting.
- c. Generate a disenrollment letter, from the WTBN Commanding Officer, addressed to the Marine's Commanding Officer detailing the reason for disenrollment.