



## UNITED STATES MARINE CORPS

WEAPONS AND FIELD TRAINING BATTALION (MCRD)

EDSON RANGE, BOX 555181

CAMP PENDLETON, CA 92055-5181

IN REPLY REFER TO:

1500

FMTC

18 Sep 17

### LETTER OF INSTRUCTION

From: Battalion Gunner, Weapons and Field Training Battalion  
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR FY-18 COMBAT MARKSMANSHIP COACH (CMC) AND  
COMBAT MARKSMANSHIP TRAINER (CMT) COURSES

Ref: (a) MCO 1200.17B Military Occupational Specialties Manual  
(b) MCO 1553.2b Management Of Marine Corps Formal Schools And Training  
Detachments  
(c) MCO 1553.2C Marine Corps Formal School Management Policy  
(d) MCO 1553.3B Unit Training Management Program  
(e) MCO 3574.2 Marine Corps Combat Marksmanship Programs  
(f) NAVMC 1553.2 Marine Corps Formal Management Policy Guidance  
(g) NAVMC 3500.41 Training Military Occupations T&R Manual  
(h) CMCC/CMTC Program of Instruction (POI)

Encl: (1) FY-18 CMC/CMT Course Dates  
(2) CMC/CMT Nomination Letter  
(3) CMC Screening Checklist  
(4) CMT Screening Checklist  
(5) General Information, Required Items List, Directions

1. Situation. Effective 1 September 2017, the Formal Marksmanship Training Center (FMTC), Edson Range, will disseminate this Letter of Instruction (LOI) providing units with the necessary information to ensure their Marines are prepared to attend the courses conducted by the FMTC, Edson Range.

2. Mission. In accordance with the references, certify Marines as Combat Marksmanship Coach (CMC) 0933 and Combat Marksmanship Trainer (CMT) 0931 to provide support in marksmanship instruction for Marksmanship Training Units (MTUs), and provide assistance in required preparatory training for units, in order to ensure all units aboard Marine Corps Base Camp Pendleton and the surrounding geographic area have the capability to meet the requirements of the Marine Corps Combat Marksmanship Program (MCCMP).

### 3. Execution

#### a. Commander's Intent

(1) Purpose. To train Marines in the basic knowledge and fundamental techniques of proper marksmanship coaching and instruction through certification as a CMC or CMT in a standards-based training environment in accordance with the references.

(2) Method. The CMC and CMT courses will be conducted using organized academic instruction, written examinations, performance evaluations, practical application exercises and live-fire training.

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b. Concept of Operations. The FMTC will be conducting six (6) CMC Courses, and six (6) CMT Course for FY-18 as outlined in enclosure (1).

c. Tasks. Omitted.

d. Coordinating Instructions

(1) Student Nominations. In order to secure a school seat, a list of nominees must be submitted to the FMTC no earlier than 45 calendar days and no later than 14 calendar days from the convening date of the course. Nominations must be sent in the correct format using enclosure (2) and must be signed by the company commander or higher. **If not in this format or submitted on time, the student(s) will not be enrolled and the nomination will be sent back.** School seats will be on a first come, first serve basis however, **Edson Range personnel will take priority when assigning school seats.** Enclosures (3) and (4) contain sample screening checklists. **The deadline for submitting nominations to Edson Range FMTC is 14 calendar days prior to the convening date of a course.** Nominations from outside commands will not be accepted after the deadline and students will not be placed on a standby list. Point of contact for nominations will be the CMC Chief Instructor or CMT Chief Instructor at phone number 760-725-2487.

(2) Orders. Nominees not assigned to Weapons and Field Training Battalion, Edson Range, will be required to attend on orders. Those nominees from Camp Pendleton will execute non-funded TAD orders, and nominees from outside Camp Pendleton will execute unit funded TAD orders.

(3) Reporting/Checking-In. Students will report to the FMTC aboard Edson Range, building 31A60B1. Directions to building 31A60B1 are included in enclosure (5). Check in will be in the **appropriate seasonal Marine Corps Service Uniform**. Students will be seated in the classroom by 0645 on the course convening date with Original Orders, signed **FY-18 Command Screening Checklist**, Military Identification Card, current copy of Basic Training Record, and **this LOI** along with all required items listed in enclosure (5). Proper administrative check in with the S-1 will be conducted during the course. Marines do not need to check in with the S-1 beforehand.

#### 4. Administration and Logistics

a. Billeting and Messing.

(1) Edson Range has limited billeting and priority for billeting will be for Reservists, then students from outside of Camp Pendleton greater than 50 miles. Camp Pendleton Marines will not have billeting available to them.

(2) The Edson Range Dining Facility is centrally located within Edson Range. Students must pay the standard meal rate and may use credit or debit for payment. Weapons are not allowed in the dining facility. Uniform of the day or proper civilian attire required.

b. 31 Area Marine Corps Exchange (MCX). Limited exchange services and items are available at the 31 Area MCX. Basic 7-day store items (food/drink, hygiene, rank insignia, etc.) are available. Weapons are not allowed in MCX facilities. Uniform of the day or proper civilian attire required. No PT gear allowed!

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c. Pre-requisites

(1) A complete list of pre-requisites can be found in enclosures (3) and (4).

(2) In order to attend the CMT course, Marines must show proof via BTR that they are a CMC (0933) and have a minimum six months experience as an 0933.

d. Disenrollment Procedures. Students may be disenrolled from the course at any time at the discretion of the FMTC OIC. The Marine's parent command will be notified as soon as possible of any situation that may result in disenrollment. The parent command will receive documentation and a letter detailing the reason for disenrollment via email. Students may be dismissed for any of the following reasons:

(1) Not checking into the course with the correct forms, prescribed gear, proper uniform or on time (OIC will have final say).

(2) Integrity violations, to include cheating on a graded event whether written or on the ranges during qualification.

(3) Documented physical and medical problems, including mental health, that preclude the Marine from participating in required training evolutions.

(4) Missing more than two days of training. Marines are not authorized to take annual leave during the course. Emergency leave will be handled through the parent command on a case-by-case basis.

(5) Failure to meet the marksmanship standards of the course. Students must qualify with a Table 1A score of 200 or higher, Table 2 score of 80 or higher, Marksman or higher with the M9 service pistol, complete a passing score for Tables 3-6 in accordance with reference (e), and must achieve an overall academic average of 80 percent. If a student fails to meet the standards explained above, they will be academically disenrolled from the course.

(6) Failure of three graded events. Students will be afforded one opportunity to remediate each event. If the student passes the remediation, his/her score for that event will default to 80% for grading the academic average. Upon the third failure students will be disenrolled from the course.

(a) The initial failure of a written or practical application exam will result in a counseling conducted by the SNCOIC or Chief Instructor. The student will be given additional training and then retested.

(b) The second failure of a written or practical application exam will result in a counseling conducted by the SNCOIC or Chief Instructor. The student will be given additional training and then retested.

(c) Upon failure of a third written or practical application exam, the Marine will receive a final counseling from the FMTC OIC or FMTC SNCOIC and then disenrolled from the course.

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(d) Failure of any retest of a written or practical application exam will constitute a student being dropped from the course immediately, the Marine will receive a final counseling from the FMTC OIC or FMTC SNCOIC and then will be disenrolled from the course.

(7) Conduct and Behavior. Proper classroom etiquette is expected. Mature behavior is required during classes and ranges. While the exchange of information and questions are encouraged, they must be done in a proper and respectful manner. Insubordination, disrespect, belligerence, or demonstrations of contempt **WILL NOT** be tolerated and will result in being dropped from the course.

(8) Grooming standards will be strictly adhered to by all students.

(9) Abuse of alcohol or drugs **WILL NOT** be tolerated. Students under the influence of drugs or alcohol during the course **WILL IMMEDIATELY** be dropped from the course and sent back to their parent command. Appropriate disciplinary action can be expected.

(10) Any of the following incidents will be considered grounds to be dropped from the course and/or disciplinary action:

- (1) Any violation of the UCMJ and/or Civil Law.
- (2) Any safety violation.
- (3) Disrespect to an instructor/WFTBn Staff.
- (4) Any unfavorable incidents involving WFTBn personnel.
- (5) Any involvement with Military Police/Civil Authorities.
- (6) Alcohol/drug related incidents.
- (7) Unauthorized possession of firearms or ammunition.
- (8) Late for class or training.
- (9) Failure to follow instructions.

##### 5. Command and Signal

a. Commands are encouraged to visit or call the FMTC with questions or to inquire about a student's progress.

b. All students who satisfy the requirements of their respective course will graduate in a formal ceremony to be held in the CMC classroom Bldg. 31A60B1 at 0800 on the final day in the appropriate seasonal service uniform. Graduating Marines will receive a certificate, CMC/CMT card, and appropriate lesson plans in order to conduct training at their respective units. Those Marines who will be using their marksmanship scores from Combat Marksmanship Coach Course as their annual qualification score will be provided a copy of their recorded scores upon graduation and will need to be entered into MCTIMS by the parent command. Family members and unit representatives are encouraged to attend the graduation ceremony.

c. For any matters concerning the FMTC, please call (760) 725-2487 or email FMTC OIC Gunner Bretton T. Cordsen at bretton.cordsen@usmc.mil or FMTC SNCOIC GySgt. Joshua S. Long at joshua.s.long@usmc.mil.



B. T. CORDSEN

Subj: LETTER OF INSTRUCTION FOR FY-18 COMBAT MARKSMANSHIP COACH (CMC) AND  
COMBAT MARKSMANSHIP TRAINER (CMT) COURSES

Distribution: B

Copy to:

AC/S G-3, I MEF

AC/S G-3, 3rd MAW

AC/S G-3, 1st MLG

AC/S O&T, MCB Camp Pendleton

AC/S G-3, MARFORRES

Wilcox Range MTU

EDSON RANGE FMTC COMBAT MARKSMANSHIP COACH AND TRAINER COURSE DATES

1. Combat Marksmanship Coaches Course

CLASS	REPORT DATE	GRADUATION DATE	CAPACITY
01-18	01 Dec	21 Dec	30
02-18	05 Jan	26 Jan	30
03-18	16 Feb	09 Mar	30
04-18	06 Apr	27 Apr	30
05-18	01 Jun	22 Jun	30
06-18	13 Jul	03 Aug	30

2. Combat Marksmanship Trainer's Course

CLASS	REPORT DATE	GRADUATION DATE	CAPACITY
01-18	01 Dec	21 Dec	20
02-18	05 Jan	26 Jan	20
03-18	16 Feb	09 Mar	20
04-18	06 Apr	27 Apr	20
05-18	01 Jun	22 Jun	20
06-18	13 Jul	03 Aug	20



**UNITED STATES MARINE CORPS**  
(YOUR UNIT HEADER)

IN REPLY REFER TO:  
1000  
H&S CO  
07 Sept 17

From: Commanding Officer, Your Unit  
To: Weapons and Field Training Battalion, FMTC

Subj: NOMINATIONS FOR FY-18 COMBAT MARKSMANSHIP COACH COURSE (CMC)  
DETAIL X-XX

1. The following Marines are nominated for the Combat Marksmanship Coach course detail X-XX dated Month Date to Month Date 20XX.

RANK	LAST NAME	FIRST NAME	MI	EDU	DEPT	MAIL CARD	BLD	TYPE	MOS	UNIT	CONTACT
											*Student's
											Phone
											number

3. Point of contact in this matter is your S-3 at (phone number) or (email address)

I. M. COMMANDER

Enclosure (2)

**WEAPONS AND FIELD TRAINING BATTALION  
FORMAL MARKSMANSHIP TRAINING CENTER  
FY-18 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 3574.2L

1. Purpose. To assist parent commands with the selection and screening process for Marines attending the Combat Marksmanship Coach (CMC) 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 FMTC OIC at least two weeks prior to the course start date. No more than two waivers will normally be approved.
4. Action. One copy of the completed checklist shall be brought with the student when checking in.

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

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

PREREQUISITE	REMARKS	QUALIFIED	COMMENTS
PVT-GYSGT	Commanding Officer should carefully screen LCPL and below 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. (waiver option)	Yes/No	
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision. No light or limited duty.	Yes/No	Medical Officer Name: _____ Signature: _____ Date: _____
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS 0933 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance. (waiver option)	Yes/No	
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have a current qualification of sharpshooter or higher with the service rifle/carbine.	Yes/No	



PREREQUISITE	REMARKS	QUALIFIED	COMMENTS
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BF%: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3	Yes/No	<b>S-3 ONLY</b> Name: _____ Rank: _____ Date: _____
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	

**Company/Squadron/Battery**

**SNCOIC:**

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

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ eMail: \_\_\_\_\_

**OIC:**

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

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ eMail: \_\_\_\_\_

**S-3 Representative: Operations Chief/Asst Ops Chief/Schools NCO**

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

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ eMail: \_\_\_\_\_

**WEAPONS AND FIELD TRAINING BATTALION  
FORMAL MARKSMANSHIP TRAINING CENTER  
FY-18 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST**

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4. Action. One copy of the completed checklist shall be brought with the student when checking in.

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

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

PREREQUISITE	REMARKS	QUALIFIED	COMMENTS
CPL-GYSGT	Must be a Corporal (E-4) or higher.	Yes/No	
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision. No light or limited duty.	Yes/No	Medical Officer Name: _____ Signature: _____ Date: _____
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS 0931 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance. (waiver option)	Yes/No	
RIFLE QUALIFICATION SCORE: _____ DATE: _____  PISTOL QUALIFICATION SCORE: _____ DATE: _____	Marine must be previously qualified Sharpshooter or better with the service rifle/carbine and have a current pistol qualification.	Yes/No	

Enclosure (4)

PREREQUISITE	REMARKS	QUALIFIED	
GT 90 OR ABOVE GT SCORE: _____	Marines must be able to understand and effectively use the books and other course material to properly evaluate and correct marksmanship fundamentals and coach a group of shooters. Marines with reading level below the 10 <sup>th</sup> grade may experience difficulty with course material. (waiver option)	Yes/No	
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BF%: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3	Yes/No	<b>S-3 ONLY</b> Name: _____ Rank: _____ Date: _____
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	
CMC QUALIFICATION CMC DATE: _____	Must currently hold CMC MOS 0933 for a minimum six months cumulative coaching time or six straight months with their SNCOIC recommendation.	Yes/No	

**Company/Squadron/Battery**

**SNCOIC:**

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

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ eMail: \_\_\_\_\_

**OIC:**

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

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ eMail: \_\_\_\_\_

**S-3 Representative: Operations Chief/Asst Ops Chief/Schools NCO**

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

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ eMail: \_\_\_\_\_

#### GENERAL INFORMATION

1. Check in will begin 0645 on the convening date. Students will be seated in the classroom (Bldg 31A60B1) located aboard Camp Pendleton (Edson Range Complex). Each student will have a completed and signed FY18 Command Screening Checklist, a copy of their current BTR, original orders, military ID, and a copy of this LOI along with and all required items listed.

2. Required Items List. The following is the items that are required for students to attend the CMC/CMT course. All other items will be temp loaned via WFTBn Supply.

<u>ITEM</u>	<u>QUANTITIY</u>
Seasonal Marine Corps Combat Utility Uniform	1 (set)
Seasonal Marine Corps Service Uniform	1
3x5 note cards (RECOMMENDED)	1 pk
Highlighter	1
Pens, Blk	2
Note pad	1

### 3. Directions

a. Location for the FMTC is Building 31A60B1. Student parking will be in the parking lot south of Hammond Rd adjacent to the Armory as indicated on the map. Students will not park adjacent to 31A60B1 for any reason.



#### FROM FRONT GATE:

CONTINUE ON VANDEGRIFT BLVD, LEFT ON STUART MESA CONTINUING PAST THE HOUSING AREA AS STUART MESA RD CURVES TO THE LEFT CONTINUE STRAIGHT ONTO HAMMOND RD INTO THE 31 AREA.

#### FROM LAS PULGAS GATE:

CONTINUE ON LAS PULGAS RD MERGING RIGHT AT THE T-INTERSECTION ONTO STUART MESA RD. CONTINUE ON STUART MESA RD PAST ACU-5 AND THE 31 AREA TURNING LEFT ONTO HAMMOND RD. ENTERING THE 31 AREA.

#### FROM THE AIRSTATION:

HEAD SOUTH ON VANDEGRIFT BLVD TOWARDS THE FRONT GATE. TURN RIGHT ON STUART MESA CONTINUING PAST THE HOUSING AREA AS STUART MESA RD CURVES TO THE LEFT CONTINUE STRAIGHT ONTO HAMMOND RD INTO THE 31 AREA.