



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
6 SEP 21

LETTER OF INSTRUCTION

From: Officer In Charge, Formal Marksmanship Training Center, Weapons and Field Training Battalion
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE FY-22 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-21 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 October 2021, the Edson Range Formal Marksmanship Training Center (FMTC), will disseminate this Letter of Instruction (LOI) providing units with the necessary information to ensure their Marines are prepared to attend the courses.

2. Mission. In accordance with the references, certify Marines as Combat Marksmanship Coaches (CMC) 0933 and Combat Marksmanship Trainers (CMT) 0931 for service within the major supporting command and supporting establishments.

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.

b. Concept of Operations. The Edson Range FMTC will conduct seven (7) CMC Courses, and seven (7) CMT Courses for FY-21 as outlined in enclosure (1).

c. Tasks. Omitted.

d. Coordinating Instructions

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(1) Student Nominations. In order to secure a school seat, a list of nominees must be submitted to the Edson Range 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. 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 Edson Range FMTC building 31A60B1. Directions to building 31A60B1 are included in enclosure (5). Check in will be in the **Seasonal Marine Corps Combat Utility Uniform**. Students will be seated in the classroom by 0645 on the course convening date with Original Orders, a copy of their BTR from MOL (CMT only), signed FY-22 Command Screening Checklist 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!

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. Students may be dismissed for any of the following reasons:

(1) Failure to check into the course with the correct forms, prescribed gear, proper uniform or on time (FMTC 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.

Subj: LETTER OF INSTRUCTION FOR THE FY-22 COMBAT MARKSMANSHIP COACH (CMC) AND COMBAT MARKSMANSHIP TRAINER (CMT) COURSES

(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 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.

(d) Failure of any retest of either a written or practical application exam will constitute a student being dropped from the course. 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 for removal from the course and/or disciplinary action:

- (a) Any violation of the UCMJ and/or Civil Law.
- (b) Any safety violation.
- (c) Disrespect to an instructor/WFTBn Staff.
- (d) Any unfavorable incidents involving WFTBn personnel.
- (e) Any involvement with Military Police/Civil Authorities.
- (f) Alcohol/drug related incidents.
- (g) Unauthorized possession of firearms or ammunition.
- (h) Failure to follow instructions.

Subj: LETTER OF INSTRUCTION FOR THE FY-22 COMBAT MARKSMANSHIP COACH (CMC) AND
COMBAT MARKSMANSHIP TRAINER (CMT) COURSES

(11) Unauthorized Absence

(a) The first offense of less than one hour will result in a counseling conducted by the FMTC SNCOIC or Chief Instructor followed by the notification of the Marine's parent command.

(b) The second offense of less than one hour will result in the counseling by the FMTC OIC or SNCOIC and can be disenrolled from the course and sent back to Marine's parent command for appropriate disciplinary action.

(c) Any offense of more than one hour is grounds for removal from the course immediately (FMTC OIC will have final say).

(12) Failure to Pass Coaches Test (CMT ONLY)

(a) CMT students will be given a written evaluation on the first day covering the coaches course material. Students will be required to receive a passing grade of 80% or higher. Failure to do so will result in the student being disenrolled from the course and sent back to parent command.

5. Command and Signal

a. Commands are encouraged to visit or call with any questions or inquires 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 CMT classroom Bldg. 31A60B1 at 0800 on the final day in the Seasonal Marine Corps Combat Utility Uniform. Graduating Marines will receive a certificate 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 Coaches 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 Edson Range FMTC, please call (760) 725-2487 or email FMTC OIC Gunner Leon A. Tenebruso at leon.tenebruso@usmc.mil or FMTC SNCOIC SSgt Roger Stuksa at roger.stuksa@usmc.mil.

L. A. TENEBRUSO

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 COACHES AND TRAINERS COURSE DATES

1. Combat Marksmanship Coaches Course

CLASS	REPORT DATE	GRADUATION DATE	CAPACITY
1-22	15 Oct	9- Nov	30
2-22	17 Nov	14 Dec	30
3-22	18 Mar	12 Apr	30
4-22	15 Apr	10 May	30
5-22	25 May	21 Jun	30
6-22	15 Jul	9 Aug	30
7-22	19 Aug	13 Sept	30

2. Combat Marksmanship Trainers Course

CLASS REPORT DATE GRADUATION DATE CAPACITY

CLASS	REPORT DATE	GRADUATION DATE	CAPACITY
1-22	15 Oct	9- Nov	20
2-22	17 Nov	14 Dec	20
3-22	18 Mar	12 Apr	20
4-22	15 Apr	10 May	20
5-22	25 May	21 Jun	20
6-22	15 Jul	9 Aug	20
7-22	19 Aug	13 Sept	20



UNITED STATES MARINE CORPS
(YOUR UNIT HEADER)

IN REPLY REFER TO:
1000
H&S CO
15 Oct 20

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

Subj: NOMINATIONS FOR THE FY-22 COMBAT MARKSMANSHIP **COACHES** COURSE (**CMC**)
CLASS **X-XX**

1. The following Marines are nominated for the Combat Marksmanship **Coaches** Course Class **X-XX** dated **Month Date** to **Month Date** 20**XX**.

RANK	LNAME	FNAME	MI	EDIPI	MEALCARD	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

**WEAPONS AND FIELD TRAINING BATTALION
FORMAL MARKSMANSHIP TRAINING CENTER
FY-22 COMBAT MARKSMANSHIP COACHES 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 Coaches (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: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3	Yes/No	S-3 ONLY Name: _____ Rank: _____

WT: _____ BF%: _____			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-22 COMBAT MARKSMANSHIP TRAINERS COURSE SCREENING CHECKLIST**

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1. Purpose. To assist parent commands with the selection and screening process for Marines attending the Combat Marksmanship Trainers (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 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
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 Expert with the service rifle/carbine and have a current pistol qualification.	Yes/No	

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	Yes/No	

	and correct marksmanship fundamentals and coach a group of shooters. Marines with reading level below the 10 th grade may experience difficulty with course material. (waiver option)		
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	S-3 ONLY 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 FY-22 Command Screening Checklist, a copy of their BTR from MOL (CMT only), original orders 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 all students to attend the CMC/CMT course.

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

3. Required Gear List For External Units. The following is the list of items that students not assigned to Weapons and Field Training Battalion are required to bring to be able to attend the CMC/CMT course.

<u>ITEM</u>	<u>QUANTITY</u>
Plate Carrier	1
Kevlar	1
War Belt or Cartridge Belt	1
M16/M4 Magazine Pouches	3
Pistol Magazine Pouch	1
USMC Pistol Holster System	1

4. Directions

a. Location for the Edson Range CMC and CMT Courses is in building 31A60B1. Student parking will be in the parking lot south of Hammond Road adjacent to the Armory as indicated on the map. Students **WILL NOT** park adjacent to Building 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.