



UNITED STATES MARINE CORPS

WEAPONS AND FIELD TRAINING BATTALION
EDSON RANGE, BOX 555181
CAMP PENDLETON, CA 92055-5181

IN REPLY REFER TO:

1500

FMATC

OCT 04 2023

LETTER OF INSTRUCTION 01-24

From: Commanding Officer

To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE FISCAL YEAR 2024 COMBAT MARKSMANSHIP COACH
AND COMBAT MARKSMANSHIP TRAINER COURSES

Ref: (a) MCO 1200.17E Military Occupational Specialties Manual
(b) MCO 1553.2D Marine Corps Formal School Management Policy
(c) MCO 1553.3C Unit Training Management Program
(d) MCO 3574.2M Marine Corps Combat Marksmanship Programs
(e) NAVMC 1553.2 Marine Corps Formal Management Policy Guidance
(f) NAVMC 3500.41C Training Military Occupations T&R Manual
(g) CMC/CMT Program of Instruction (POI)

Encl: (1) FY24 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 2024, the Edson Range Formal Marksmanship & Academic Training Center (FMATC) will disseminate this Letter of Instruction (LOI) providing units with the necessary information to ensure Marines are prepared to attend Fiscal Year 2024 (FY24) courses.

2. Mission. In accordance with the references, train and 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

- a. CMC: To train students in Combat Marksmanship Coaching techniques, procedures, and theory.
- b. CMT: To train Combat Marksmanship Coaches in Combat Marksmanship Trainer techniques, procedures, and theory.

(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 FMATC will conduct six CMC Courses, and six CMT Courses for FY24 as outlined in Enclosure (1).

c. Tasks. Omitted.

d. Coordinating Instructions

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(1) Student Nominations. Nominees must be submitted to the Edson Range FMATC no earlier than 45 calendar days and no later than 14 calendar days from the convening course date. Nominations must be sent utilizing enclosure (2) and must be signed by the company commander or higher. If not in this format or submitted passed deadline, 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. Points of contact for nominations can be found in paragraph five.

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

(3) Reporting/Checking-In. Students will report to FMATC, building 31A60B1. Directions to building 31A60B1 are included in enclosure (5). Check in will be conducted in the Seasonal Marine Corps Combat Utility Uniform. Students will be seated in the classroom no later than 0645 on the course convening date with Original Orders, a copy of their Basic Training Record from Marine On-Line (CMT only), signed FY24 Command Screening Checklist, and all required items listed in enclosure (5). Proper administrative check in with the S-1 will be conducted during the course. Marines are not required to check in with WFTBN 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, followed by students from outside the Camp Pendleton (greater than 60 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 are 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 is required, no physical training 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, of 0933 Military Occupational Specialty CMC, with minimum six months coaching time.

d. Disenrollment Procedures. Students may be disenrolled from the course at any time at the discretion of the FMATC 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 in with the correct forms, prescribed gear, proper uniform or on time (FMATC 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.

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(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 the service pistol, achieve a passing score for Tables 3-6, in accordance with reference (e), and must achieve an overall academic average of 80%. If a student fails to meet the standards explained above, they will be disenrolled from the course. Due to mission requirements of Weapons and Field Training Battalion, students assigned as permanent personnel are expected to achieve a qualifying score on marksmanship Tables 1 and 2.

(6) Failure of three graded events. Students will be afforded one opportunity to remediate each event. If the student passes the remediation, their 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 Chief Instructor. The student will receive remedial training and retested.

(b) The second failure of a written or practical application exam will result in a counseling conducted by the Marksmanship Chief or Chief Instructor. The student will receive remedial training and retested

(c) Upon failure of a third written or practical application exam, the Marine will receive a final counseling from the FMATC Officer in Charge (OIC), SNCOIC, or Marksmanship Chief and disenrolled from the course.

(d) Failure of any retest of either a written or practical application exam will result in the student being disenrolled from the course. The Marine will receive final counseling from the FMATC OIC, SNCOIC, or Marksmanship Chief and 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 disenrolled 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 disenrolled from the course and returned to their parent command for appropriate disciplinary action.

(10) Any of the following incidents will be considered grounds for removal from the course and/or disciplinary action.

(a) Any violation of the Uniform Code of Military Justice 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.

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(11) Unauthorized Absence

(a) The first offense of less than one hour will result in a counseling conducted by the Marksmanship Chief 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 Marksmanship Chief and student may be disenrolled from the course and sent back to parent command for appropriate disciplinary action.

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

(12) Failure to Pass Coaches Test (CMT ONLY). CMT nominees are required to display proficiency of Combat Marksmanship Coaching techniques, procedures and theory via written evaluation conducted upon completion of check-in. Students will be required to receive a passing grade of 80% or higher. Failure to achieve a passing score 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 Edson Range Chapel, Bldg. 31516, at 1000 in accordance with (Encl 1). Uniform for CMC/CMT graduation will be the Seasonal Marine Corps Combat Utility Uniform. Family members and unit representatives are encouraged to attend the graduation ceremony.

c. Points of Contact

(1) For nominations or any matters concerning the Edson Range FMATC, please call the Marksmanship Chief or Chief Instructors at (760) 725-2487.

(2) FMATC OIC Gunner Jon C. Puckett can be reached at jonathan.puckett@usmc.mil.

(3) FMATC SNCOIC GySgt Shaman Harris can be reached at shaman.harris@usmc.mil.



C. P. MCGUIRE

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 FMATC COMBAT MARKSMANSHIP COACHES AND TRAINERS FY24 COURSE DATES

1. Combat Marksmanship Coaches Course

CLASS	CONVENE DATE	GRADUATION DATE	CAPACITY
1-23	12 Oct	6 Nov	30
2-23	30 Nov	22 Dec	30
3-23	14 Mar	8 Apr	30
4-23	25 Apr	20 May	30
5-23	6 Jun	1 Jul	30
6-23	1 Aug	26 Aug	30

2. Combat Marksmanship Trainers Course

CLASS	CONVENE DATE	GRADUATION DATE	CAPACITY
1-23	12 Oct	6 Nov	20
2-23	30 Nov	22 Dec	20
3-23	14 Mar	8 Apr	20
4-23	25 Apr	20 May	20
5-23	6 Jun	1 Jul	20
6-23	1 Aug	26 Aug	20



UNITED STATES MARINE CORPS
(YOUR UNIT HEADER)

IN REPLY REFER TO:
1000
H&S CO
15 Oct 22

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

Subj: NOMINATIONS FOR THE FY24 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 20XX.

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
FY24 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 3574.2M

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 FMATC 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	S-3 ONLY Rank/Name: _____ _____ 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: _____

Company 1stSgt:

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ eMail: _____

Company Cmdr:

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ eMail: _____

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

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ eMail: _____

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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 FMATC 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
LCPL-GYSGT	Must be a Lance Corporal (E-3) or higher. Commanding Officer should carefully screen LCPL to ensure they possess the necessary maturity to serve as a unit Combat Marksmanship Trainer.	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	
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 10th grade may experience difficulty with course material. (waiver option)	Yes/No	

PREREQUISITE	REMARKS	QUALIFIED	
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 Rank/Name: _____ _____ 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: _____

Company 1stSgt:

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ eMail: _____

Company Cmdr:

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ eMail: _____

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

Print: _____ Sign: _____

Rank: _____ Date: _____

Phone #: _____ eMail: _____