



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
TRAINING COMMAND
27211 GARAND ROAD
QUANTICO, VA 22134-5036

3574
C476-3
25 Aug 20

Letter of Instruction 1-21

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

Subj: FISCAL YEAR 2021 (FY21) ANNUAL RIFLE AND PISTOL QUALIFICATIONS

Ref: (a) MCO 3574.2L, Marine Corps Combat Marksmanship Program
(b) MCO 3570.1C, Range Safety
(c) MCBO 3570.1A, MCB Quantico Range Regulations
(d) BnO 3550.2C, Weapons Training Battalion Range Standard Operating Procedures
(e) MCRP 8-10B.2, Rifle Marksmanship
(f) MCRP 8-10B.3, Pistol Marksmanship
(g) Combat Rifle Marksmanship Detailed Instructor Plans
(h) Combat Pistol Program Detailed Instructor Plans
(i) MARADMIN 110/20, Authorized Individual Weapons, Optics, Modular Attachments Modifications for Annual Rifle and Pistol Training for FY 2020
(j) MARADMIN 132/15, Implementation of Rifle Combat Marksmanship Tables 2-6
(k) MCO P1020.H, Marine Corps Uniform Regulations
(l) NAVMED P-117, Manual of Medical Department
(m) MCO 5000.12F, Marine Corps Policy Concerning Pregnancy and Parenthood
(n) MARADMIN 109/20 Combat Marksmanship Symposium Message
(o) MARADMIN 193/19 Combat Pistol Program Sustainment Program

Encl: (1) FY21 Schedule and Quota Allocations
(2) Early Release/Late Show Letter example
(3) Unit Preparatory Training Letter
(4) ART/APT Detailed Roster

1. Situation. Weapons Training Battalion (WTBn) Quantico provides marksmanship training and qualification for all units within the National Capital Region (NCR). A consolidated Letter of Instruction (LOI) has been identified as a necessary baseline for all NCR units in order to reduce coordination problems and eliminate the need for Memorandums of Agreement/Memorandums of Understanding (MOA/MOU) with individual units. The majority of units within the NCR do not have weapons on their Tables of Equipment (T/E), and in accordance with ref (a), the Marines in such units warrant exemption from qualification. WTBn supports Marines from such commands on a case by case basis as described in this LOI. This LOI establishes NCR procedures and prescribes requirements governing the Marine Corps Combat Marksmanship Programs (MCCMP) to include the requirements governing annual re-qualification with the service rifle and the service pistol, to include the one day Combat Pistol Program (CPP).

2. Mission. Provide NCR units the necessary live fire rifle/pistol training IOT maintain Marine Corps standards for both rifle and pistol qualifications.

3. Execution

a. Commander's Intent

(1) Purpose. Maintain Marine Corps standards for both rifle/pistol qualifications for Marines of the NCR.

(2) Method. WTBn will conduct safe live-fire training in support of Annual Rifle Training (ART), Annual Pistol Training (APT), and 1 day CPP details aboard Calvin A. Lloyd Range Complex.

(3) Endstate. Marines and service members assigned to NCR commands receive professional, safe, and effective annual marksmanship training.

b. Concept of Operations

(1) Annual Rifle Training

(a) Table 1

1. Preparatory Training (Grass Week). Regardless of rank or marksmanship experience, all personnel are required to participate and complete the required preparatory classes and a weapons handling test given by a certified Combat Marksmanship Trainer (CMT) 0931 from their individual unit per reference (g), and conduct dry fire training. The timeline and schedule for this training is the responsibility of the individual unit. CMT course quotas are provided to the NCR by WTBn. WTBn will support preparatory training on a case-by-case basis in the event a unit does not have a CMT.

2. Firing days one through four, personnel will muster at the 600 yard line on the range scheduled with range personnel in order to conduct a roll call and pass coordinating instructions.

3. Personnel who fail to qualify may be afforded a re-qualification attempt at the discretion of the range Officer-in-Charge (OIC). If no re-qualification attempts are afforded, or if the Marine does not meet the minimum required score on the re-qualification attempt, the Marine is reported as unqualified to his/her parent command.

4. In the event of a failed Table 1 qualification the Marine will not be authorized to continue to Table 2.

5. In the event of an identified weapons/optics issue that prevents the shooter from completing the training, the Marine will be considered a weapon drop and will be dropped from the assigned range. It is each individual unit's responsibility to have stock weapons/optics on-hand in the event a shooter's assigned weapon/optic is deemed unusable; the shooter will be afforded an opportunity to zero the weapon and continue if a replacement weapon/optic is swapped with a stock by the staff non-fire for that shooter.

(b) Table 2

1. Firing day five, all qualified Table 1 personnel will muster at the pavilion at the top of Range 2 with their weapons and required gear for roll-call and coordinating instructions. Once roll-call is completed, personnel will transition to the 100 yard line.

2. Firing day six will only be necessary in the event of range scheduling issues or inclement weather that prevents the detail from being completed by firing day five.

3. Personnel who fail to qualify may be afforded a re-qualification attempt at the discretion of the Officer-in-Charge. If no re-qualification attempts are afforded, or if the Marine does not meet the minimum required score on the re-qualification attempt, the Marine is reported as unqualified to his/her parent command.

(2) Annual Pistol Training

(a) Preparatory Training (Grass Week). All personnel assigned to the APT detail, regardless of rank or marksmanship experience, are required to participate and complete the required classes provided by their command to include a weapons handling test given by a certified CMT per reference (h).

(b) Firing days 1-3, personnel will muster at the pistol range at their assigned relay times (will be given at Staff Non-Fire brief) with range personnel.

(c) Personnel who fail to qualify will be given the opportunity to re-qualify at the discretion of the Range OIC.

(3) One-Day Combat Pistol Program Qualification

(a) Per reference (o), the CPP sustainment is a one-day pistol qualification designed for Marines who have previously qualified as a Sharpshooter or higher and is intended to alleviate the time requirement levied on commanders for pistol annual qualification training. The course of fire consists of a sustainment block, pre-qualification block, and qualification block of training.

(b) The sustainment block of training consists of classes and dry-fire/practical application per ref (h), as well as condensed live-fire practice. WTBn will provide live-fire practice only; it is highly recommended that personnel attending a one-day CPP qualification receive preparatory classes and practical application from a parent unit CMT prior to firing.

(c) WTBn will provide service pistol and SL-3 to personnel conducting training. Personnel conducting training are only required to bring ear/eye protection.

(d) Shooters must bring a copy of their CPP qualification score or BTR prior to conducting the range in order to show proof of being a sharpshooter or higher in accordance with references (n) and (o).

(e) Quotas for the one-day CPP will be on a first come, first served basis. Units must send a by name roster of the shooters to WTBn S-3.

(f) WTBn will qualify no more than 50 shooters per day for each one day CPP events.

Subj: FISCAL YEAR 2021 ANNUAL RIFLE AND PISTOL QUALIFICATIONS

(g) Personnel who fail to qualify will not be afforded an opportunity to re-qualify in keeping with the intent of providing condensed training for demonstrated proficient shooters; personnel who fail to qualify will be required to execute a full APT.

(4) Follow-on Actions. All scores will be emailed from WTBn S-3 to appropriate NCR S-3 Training sections within five working days upon completion of the APT/ART detail. Questions regarding scores may be directed toward WTBn S-3 at (703) 784-5095 or (703) 784-6703.

(a) Official Score Sheets (OSS) will contain the Table 1, Table 2, and pistol qualification scores for all shooters.

(b) Any shooter that does not qualify will be listed as "UNQ" and should be ran as such.

(c) Any shooter that is dropped will be listed as "DRP" and will not be penalized per reference (a).

c. Tasks

(1) NCR Units

(a) Designate a command representative to attend the annual quota meeting. BPT discuss number of personnel required to fire that are assigned to the unit.

(b) Assign one Staff Non-Fire (SNF), a Sergeant or higher, for each qualification detail and ensure his/her attendance at required events. A single SNF will suffice for a unit with shooters on both an ART/APT concurrently.

(c) NLT then each SNF Brief per enclosure (1), provide a detailed roster to WTBn electronically per enclosure (4) containing: shooters' unit, rank, last name, first name, M.I. and EDIPI.

(d) Provide transportation and chow for participating personnel on each range (WTBn does not provide this support).

(e) Provide one Combat Marksmanship Coach (CMC), MOS 0933 or CMT, MOS 0931, for every 10 personnel firing on ART/APT.

(f) Provide one verifier for each ART, a Staff Sergeant or higher, on firing days four and five (Table 1 qualification and Table 2 qualification).

(g) Provide data books to the SNF to give to all shooters from the unit.

(h) Enter APT/ART scores into Marine Corps Total Forces System as reported by WTBn S-3.

(i) Ensure all shooters possess the following minimum required equipment per references (a) and (i) for ART:

Subj: FISCAL YEAR 2021 ANNUAL RIFLE AND PISTOL QUALIFICATIONS

1. Service Rifle
2. Sling
3. Load bearing equipment or cartridge belt
4. (6) magazines
5. Magazine retention devices
6. Hearing protection
7. Eye protection (ANZ87I rated)
8. Data book (unit issued)
9. Water carrying device
10. Authorized inclement weather gear
11. Body armor and helmet

(j) Ensure all shooters possess the following minimum required equipment per reference (a) and (i) for APT:

1. Service Pistol
2. Load bearing equipment or cartridge belt
3. Pistol Holster System
4. (2) magazines
5. Magazine retention devices
6. Hearing protection
7. Eye protection (ANZ87I rated)
8. Water carrying device
9. Authorized inclement weather gear

(k) Prior to Firing Day one for ART/APT, conduct all required preparatory training in accordance with references (a), (g), and (h).

(l) Prior to the commencement of firing on Firing Day One for ART/APT, provide a preparatory training letter per reference (a) and enclosure (3), containing personnel receiving instruction, the qualified Marine(s) giving instruction, and a copy of that Marine(s) Basic Training Record to WTBn S-3.

(m) NLT 0630 on the first firing day of every ART/APT, provide the Company Gunnery Sergeant, Marksmanship Training Company the Limited Technical Inspection/Pre-fire Inspection (LTI/PFI) (NAVMC 10245) for every weapon to be fired or potentially fired.

(n) For personnel executing a one-day CPP qualification, submit rank, first name, last name, unit, and contact information to WTBn S-3. Allocations are at a first come, first serve basis.

(o) Ensure all personnel conducting a one-day CPP qualification provide their BTR and ear/eye protection at the range on the day of training.

(2) Marksmanship Training Company

(a) Ensure all shooters within WTBn conduct required preparatory training. BPT support external units as required.

(b) Conduct rifle/pistol annual qualifications IAW pertinent references.

(c) Coordinate required safety construct for live-fire training IAW pertinent references.

Subj: FISCAL YEAR 2021 ANNUAL RIFLE AND PISTOL QUALIFICATIONS

(d) Coordinate required logistical/training support, to include range scheduling, ammunition, targetry, and other required range supplies per the references.

(3) Designated SNF

(a) Attend the SNF brief in the WTBn conference room (Bldg 27211) per enclosure (1).

(b) NLT 0630 each training day, report accountability of shooters to the Company Gunnery Sergeant, Marksmanship Training Company.

(c) Ensure supervision, chow/water, and any additional support of assigned unit shooters during the conduct of every training day. Chow/water should be disseminated prior to the beginning of training IOT minimize interruptions in training.

d. Coordinating Instructions

(1) Enclosure (1) is the FY21 firing schedule and quota allocation and is provided as a reference for planning only. The FY21 firing schedule and quota allocation will be an output of the NCR MCCMP FY21 quota meeting.

(a) ART 1-21 per encl (1) is subject to cancellation based on berm mining.

(b) If supportable, WTBn will facilitate an additional ART, to be determined and passed to NCR S-3's via WTBn S-3.

(2) The rifle and pistol range quotas per encl (1) and the instructions comprising this LOI are provided to the NCR for ranges facilitated by Weapons Training Battalion, MCB Quantico. Individual units may conduct their own qualifications if they are able to provide all necessary support personnel and logistical/training support, to include their own weapons, targets, ammunition, and range scheduling.

(3) Review reference (i) for authorized weapons and equipment.

(4) A message will be released annually by WTBn announcing the time and date of the NCR MCCMP quota meeting.

(5) Corpsman will be provided by WTBn. Shooters are encouraged to bring their IFAK (if issued) to conduct self-aid or buddy-aid in the event of injury.

(6) All Marines participating in training are required to be fully medically ready prior to an APT/ART/1-day CPP per reference (1).

(a) Pregnant personnel must provide a letter of approval to participate in training signed by their Medical Officer and unit Operations Officer.

(b) Personnel who are breastfeeding are highly encouraged to wait to participate in training until after they are finished. Personnel who still wish to participate in training must make arrangements prior to training (personnel wishing to pump will do so at their parent command or Ray Hall medical clinic and return to training). Calvin A. Lloyd Range complex does not have the proper facilities to accommodate Marines breastfeeding.

(7) Verifiers and a certifying officer will report directly to the Range OIC/Line NCO on the days required. APTs require neither verifiers, nor a certifying officer. Verifiers will be at minimum E-6; a certifying officer will be requested from one of the units at each SNF brief and must be an E-7 or higher.

(8) Late Arrival/Early Release (LA/ER) Requests are reserved for unique circumstances and will be considered on a case-by-case basis. Requests must be submitted at the Staff Non-Fire brief prior to the event involved, and signed by the parent unit Operations Officer explaining the unique circumstance as exemplified in enclosure (2). The Company Commander, MTC will evaluate any submitted LA/ER requests for approval. Performance of assigned duties does not constitute a unique circumstance and will likely be disapproved.

4. Administration and Logistics

a. Administration

(1) Units are responsible for ensuring appropriate use of assigned quotas throughout the Fiscal Year; additional quotas will not be made available at the end of the FY to units that have failed to use their assigned quotas. Units should come prepared to each SNF brief with stand-by Marines that may be added to each detail in the event that other units do not fill their quotas.

(2) It is the parent command's responsibility to input scores into the Marine Corps Training Information Management System once OSS's are disseminated to NCR operations sections.

b. Logistics

(1) Ammunition will be provided by WTBn Quantico.

(2) Storage of unit weapons is available upon request if coordinated with the Weapons Training Battalion armory. All weapons storage, drawing of weapons, and turn-in will be coordinated with WTBn Armory Chief at (703) 432-6711 or (703) 432-6712.

(3) Chow and water are the unit's responsibility. Staff Sergeant Malachowski Hall and the Mini MCX may be used by shooters if it does not affect range operations. No shooter at any time will enter either building with a weapon. SNF's who pick-up chow to provide their unit will properly back-plan to give shooters chow without impeding range operations.

(4) Units utilizing weapons/optics/SL-3 from WTBn will be held financially responsible for any damaged/broken/lost items.

(5) Range safety construct will be provided by WTBn Quantico to include corpsman, Range Safety Officer, safety vehicle, and risk management.

Subj: FISCAL YEAR 2021 ANNUAL RIFLE AND PISTOL QUALIFICATIONS

5. Command and Signal

a. The following circumstances are to be immediately reported to WTBn S-3:

(1) Any circumstance which results in the forfeiture of rifle or pistol quotas, including SNF no-show, transportation no-show, etc.

(2) Any unit that fails to provide required support as listed in this LOI or as directed by WTBn, including CMC/CMTs, verifiers, etc.

b. CO, WTBn has final say in all matters pertaining to safety, range operations, and score disputations.

(1) Designated representatives on behalf of the CO, WTBn pertaining to the conduct of ART/APT/PPP are the Marksmanship Training Company Commander and the Battalion Operations Officer.

(2) If any issues arise during the daily execution of training, the designated Officer-in-Charge of the range has the final say.

c. Point of contact for this LOI is the WTBn Operations Chief, MSgt Arismendy Valerio at (703)784-6762 or Arismendy.valerio@usmc.mil.


M. D. BRONSON
Acting

DISTRIBUTION: NCR OPERATIONS SECTIONS

FY2021 ANNUAL RIFLE TRAINING (ART) UNIT QUOTAS

Detail	Dates	H&S Bn	OCS	TBS	Sec Bn	MCESG	HMX-1/MCAF	8th & I	CBIRF	WTBN	H. Hall	MCIOC	TOTAL	MAX
ART 1-21	11 - 17 DEC	67	11	37	35	22	56	23	37	3	3	6	300	300
ART 2-21	5 - 11 FEB	67	11	35	35	18	55	27	37	6	3	6	300	300
ART 3-21	19 - 25 FEB	67	11	38	35	18	56	23	40	3	3	6	300	300
ART 4-21	8 - 11 MAR	68	11	37	37	19	56	23	37	3	3	6	300	300
ART 5-21	2 - 8 APR	68	11	37	35	18	56	23	40	3	3	6	300	300
ART 6-21	18 - 24 JUN	70	11	37	35	19	56	24	37	3	3	5	300	300
ART 7-21	6 - 12 AUG	68	14	37	35	18	58	23	37	3	2	5	300	300
TOTAL QUOTAS		475	80	258	247	132	393	166	265	24	20	40	2100	2100

FY2021 ANNUAL PISTOL TRAINING (APT) UNIT QUOTAS

Detail	Dates	H&S Bn	OCS	TBS	Sec Bn	MCESG	MCAF	8th & I	CBIRF	WTBN	Hen Hall	MCIOC	TOTAL	MAX
APT 1-21	14 - 16 DEC	121	15	29	9	14	8	5	8	15	21	5	250	250
APT 2-21	8 - 10 FEB	133	0	32	9	16	14	5	0	15	21	5	250	250
APT 3-21	22 - 24 FEB	126	0	35	9	15	10	5	4	15	21	10	250	250
APT 4-21	8 - 10 MAR	118	18	30	4	14	10	0	10	15	21	10	250	250
APT 5-21	5 - 7 APR	124	20	28	5	11	8	0	8	15	21	10	250	250
APT 6-21	21 - 23 JUN	132	10	29	6	11	8	0	8	15	21	10	250	250
APT 7-21	9 - 11 AUG	118	10	20	11	15	15	5	10	15	21	10	250	250
TOTAL QUOTAS		872	73	203	53	96	73	20	48	105	147	60	1750	1750

One day CPP are first come first serve. Allocations can be requested through WTBN S-3.

Staff-Non Fire Brief Dates
ART 1-21 2-Dec
ART 2-21 27-Jan
ART 3-21 10-Feb
ART 4-21 24-Feb
ART 5-21 24-Mar
ART 6-21 9-Jun
ART 7-21 28-Jul

Note: ART 1-21 contingent upon berm mining; WTBN S-3 will inform MCR S-3's



UNITED STATES MARINE CORPS
YOUR UNIT
ADDRESS

IN REPLY REFER TO:
1000
S-3
Date

From: OPS O, Your unit
To: Marksmanship Training Company, Weapons Training Battalion Quantico
Via: S-3, Weapons Training Battalion Quantico

Subj: EARLY RELEASE/LATE SHOW AUTHORIZATION FOR ART/APT (RANGE CODE)

Ref: (a) LETTER OF INSTRUCTION (LOI) FOR FISCAL YEAR 2021 (FY21) ANNUAL
RIFLE AND PISTOL QUALIFICATION

1. The following Marine(s) request an early release/ a late show for this reason. There can be multiple Marines listed. Everyone needs a reason. Keep explanations short. This should not be a two page essay.
2. Point of contact for this matter is RANK LNAME(Ops Officer) at commercial (703) ###-#### or DOD email.

S. N. MARINE

From: Marksmanship Training Company, Weapons Training Battalion Quantico
To: OPS O, Your unit

Subj: EARLY RELEASE/LATE SHOW AUTHORIZATION FOR ART/APT (RANGE CODE)

Ref: (a) LETTER OF INSTRUCTION (LOI) FOR FISCAL YEAR 2021 (FY21) ANNUAL
RIFLE AND PISTOL QUALIFICATION

1. Your request has been approved/disapproved.
2. Point of contact for this matter is MTC Ops Chief at commercial (703) 784-5527 or eric.hoyle@usmc.mil.

MTC CO

ENCLOSURE (2)



UNITED STATES MARINE CORPS
Your Unit

IN REPLY REFER TO:
3574
SSIC
Date

From: Operations Officer, Your Unit
To: Marksmanship Training Company, Weapons Training Battalion Quantico
Via: S-3, Weapons Training Battalion Quantico

Subj: PREPARATORY TRAINING FOR ANNUAL PISTOL DETAIL X-XX

Ref: (a) MCO 3574.2L, Marine Corps Combat Marksmanship Programs (MCCMP)
(b) Combat Rifle Marksmanship Detailed Instructor Plans
(c) Combat Pistol Program (CPP) Detailed Instructor Plans

Encl: (1) Shooter Roster
(2) BTR(s)

1. Per the references, all Marines found in enclosure (1) received Preparatory training prior to the Annual Pistol Detail X-XX.
2. The Marines that gave the Preparatory training are listed by their Basic Training Records per enclosure (2).
3. Point of Contact for this matter is the Operations Chief Name, phone, email.

Ops 0

ENCLOSURE (3)

