



UNITED STATES MARINE CORPS

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MARINE CORPS BASE HAWAII BULLETIN 3574

From: Commanding Officer
To: Distribution List

Subj: FISCAL YEAR 2024 MARINE CORPS BASE HAWAII COMBAT MARKSMANSHIP PROGRAMS

Ref: (a) MCO 3574.2M
(b) MCO 3570.1C
(c) MARADMIN 193/19

Encl: (1) Fiscal Year 2024 Marine Corps Base Hawaii Combat Marksmanship Programs Schedule
(2) Combat Marksmanship Coaches Course (CMCC)
(3) Combat Marksmanship Coaches Course (CMCC) Orders Format
(4) Combat Marksmanship Trainer Course (CMTC)
(5) Example Certification Letter for the Completion of Preparatory Training Requirements for Annual Rifle Qualification and/or Combat Pistol Program
(6) Range Assignment Roster Format
(7) Example Letter of Transmittal/Overnight Retention for Individual Weapons for ARQ x-x
(8) Qualification Score Release Guidelines
(9) ARQ/ CPP Required Gear List

1. Purpose. Conduct annual marksmanship qualification, the Combat Marksmanship Coaches Course (CMCC) and the Combat Marksmanship Trainer Course (CMTC) aboard Marine Corps Base Hawaii (MCBH) during Fiscal Year 2024 (FY24).

2. Cancellation. MCBHBul 3574 of 3 Aug 2023.

3. Background. The Marine Corps Combat Marksmanship Program must be conducted on an annual basis, per the references. The CMCC and the CMTC are conducted in support of the unit marksmanship training program. Waivers, exemptions, and personnel required to fire are listed in reference (a). Refer to enclosure (1) for quota assignments and dates for Annual Rifle Qualification (ARQ), Combat Pistol Program (CPP), CMCC/CMTC for FY24, and enclosures (2) through (9) for further guidance.

4. Action

a. Range Operations

(1) All personnel (CMCC and CMTC students, shooters, coaches, verifiers, corpsman, certifying officials, etc.) assigned to range details are under the operational control of the Pu'uloa Range Training Facility (PRTF) Officer in Charge (OIC). While assigned, shooters will be used for pulling targets, range maintenance, target construction, and general working parties.

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(2) Shooters will report directly to their Staff Non-Fire (SNF) for guidance prior to securing for the day. Officers and Staff Noncommissioned Officers (SNCOs) will not be exempt from pulling targets.

(3) Shooters may be dismissed from training for reasons including, but not limited to:

- (a) Safety violations.
- (b) Lack of proper gear or improper gear in support of live fire training.
- (c) Mechanical failure of a weapon that cannot be readily repaired by the unit armorer.
- (d) Failure to complete pre-requisite training requirements.
- (e) Unauthorized absence.
- (f) Failure to complete all live fire portions of a range detail.
- (g) Integrity violation.
- (h) Disciplinary issues.

b. ARQ

(1) ARQ: Pertains to all Marines required to meet ARQ per reference (a). Unit commanders are responsible for providing preparatory training and ensuring the individuals are evaluated in the following Training and Readiness (T&R) events:

- (a) MCCS.M16.1001 Perform weapons handling procedures with a service rifle.
- (b) MCCS.M16.1002 Maintain a service rifle.
- (c) MCCS.M16.1003 Perform corrective action with a service rifle.
- (d) MCCS.M16.1004 Assume weapons carries with a service rifle.
- (e) MCCS.M16.1005 Zero a Rifle Combat Optic to a service rifle.

(2) Marines who qualify expert with the service rifle/pistol for two consecutive years are eligible for one fiscal year exemption from qualifying on that respective weapon. This exemption must be granted by commanding officers at the company level or higher; based on demonstrated proficiency, training, deployment schedules, and other factors deemed applicable. Marines may continue to be exempt every other year if they score expert every other year. Marines granted this exemption will be required to fire during the next fiscal year and every other year thereafter while the Marine maintains an expert classification and is granted exemption by their commander. Marines who qualify less than expert will be required to fire expert two consecutive years to be eligible for the exemption again.

(3) All scores must be entered into Marine Corps Training Information Management System (MCTIMS) regardless if they are a passing or failing score in accordance with reference (a). When a shooter fails to achieve the minimum score by Day 3 that shooter is considered unqualified.

(a) If a portion of the ARQ was passed on the Marines initial evaluation attempt, that portion will be scored as achieved. For example, if a Marine successfully passes the destroy portion, but fails the drills portion, the Marine will only fire the drill portion for score during the R1.

(b) Should the Marine remain unqualified after the R1, they must return to fire on a future detail and will fire the entire ARQ course for score. An unqualified score consists of 14 or less destroys and/or zero drills.

(c) Remedial training is the responsibility of the Marine's command and is conducted by qualified Combat Marksmanship Trainer(s) (CMT) and Combat Marksmanship Coach(s) (CMC). Remedial training should be focused to correct the Marine's specific marksmanship deficiency.

(4) All Marines assigned a rifle as their table of organization weapon, shall complete Tables 3 through 6 training and evaluation annually. This includes completion of preparatory training, dry practice, and live fire. Tables 3 through 6 courses of fire are contained in reference (a). Scores are recorded in MCTIMS.

c. CPP

(1) CPP will be conducted as outlined in reference (a). Commanders are responsible for ensuring the individuals assigned to CPP details complete instruction in CPP Lessons 1-14 and are evaluated in the following Transition and Readiness (T&R) events:

(a) Marine Corps Community Services (MCCS)-Weapons (WPNS)-2102 Perform weapons handling procedures with the service pistol.

(b) MCCS-WPNS-2103 Perform preventive maintenance on the service pistol.

(2) CPP is normally conducted in conjunction with ARQ details. CPP is conducted Tuesday through Thursday at PRTF, beginning at 0900 on Echo Range for Marines assigned to "pistol only" details. Dual shooters will be directed to report to the pistol range upon completion of the daily ARQ course of fire.

(3) Pistol Detail-Kaneohe Bay (PD): PD's are dedicated pistol details conducted aboard MCBH Kaneohe Bay Range Facility per enclosure (1). PDs will be strictly used to implement the Combat Pistol Program Sustainment Program, per reference (d). PD's are two, one day training packages, open to all ranks that qualified Sharpshooter or Expert the previous year. Priority will go to officers and SNCOs, then first-come, first-serve. PD's will be Tuesday and Wednesday beginning at 0900.

(4) A Marine who fails to meet the minimum qualifying score of 264 with the pistol may be given subsequent attempt(s); provided time and circumstances permit. If a Marine qualifies on subsequent attempt(s), the unit will ensure only the minimum score of 264 is entered into Marine Corps Total Force System per reference (a).

d. Unit Responsibilities

(1) Commanding Officers

(a) Conduct preparatory training for ARQ/ CPP and provide a Letter of Preparatory Training completion to PRTF Operations Chief per reference (a).

(b) Provide necessary support personnel as needed. Failure to support tax requirements will result in loss/reduction of allocated quotas or cancellation of range detail.

(2) PRTF OIC

(a) Provide oversight for the management of FY24 MCBH Marksmanship Program.

(b) Establish and enforce safety regulations during all live fire training aboard PRTF.

(c) Submit certified letters of ARQ/ CPP qualification scores to units S-3 for MCTIMS entry per enclosure (8).

e. SNF

(1) SNF will be assigned as the liaison for each detail. SNF will be guided in the performance of duties by the instructions contained in reference (a), this Bulletin, and additional instructions given during the SNF brief. SNF briefs are normally scheduled Wednesdays at 0900; nine working days prior to first day of live fire training. Communication for the SNF briefs will be sent from the PRTF Operations Chief to the unit's S-3.

(2) Read and understand the contents of this Bulletin and the references.

(3) Supervise the conduct of the unit grass week/preparatory training.

(4) Submit shooter roster, preparatory training completion letters, and billeting request per deadlines contained in this Bulletin.

(5) Ensure the unit armorer submits all documentation required to induct weapons into Pu'uloa Armory.

f. (CMT). A CMT will be designated during the SNF brief. Assigned CMT will report to Marksmanship Training Unit (MTU) SNCOIC for clarifying guidance on how best to support ARQ/ CPP on deck. The CMT's primary purpose is to provide on-site corrective action to subpar shooters and to provide

prerequisite training. Each unit is highly encouraged to have a CMT present during the ARQ week.

g. Armory Custodian(s). Each unit will provide an armory custodian(s) to issue and recover weapons on each firing day. The SNF will be assigned the number of custodians required to support their unit during the SNF brief. Rule of thumb: one per unit and/or one per company/squadron. A signed NAVMC 10520, or appropriate field card, is required for each item of serialized gear to be drawn from the PRTF armory. Under no circumstances will a shooter be issued a weapon without a signed NAVMC 10520.

h. (CMC). For planning purpose, units will provide CMC at a rate of one per every 15 shooters for ARQ and one per every 8 shooters for CPP. Units with less than eight rifle/pistol shooters will provide one coach, unless otherwise stated during SNF brief.

i. Verifiers (Sergeant or above). Verifiers are required on a basis of one per ten targets and provided by designated units as determined during the SNF brief. Verifiers will report to the Rifle Range SNCOIC for both days 2 and 3 (Wednesday and Thursday mornings) at the time established during the SNF brief.

j. Medical Support. Medical personnel will be provided by the designated unit as determined during the SNF brief. Medical personnel are needed to support both the rifle and pistol range simultaneously. Medical personnel will report to the Rifle/Pistol Range SNCOIC each day of the firing at the time established during the SNF brief. They will need to bring their standard medical bag with supplies to include a neck brace. A rigid litter will be provided by the range staff.

k. Armorer Support (MOS 2111). Highly recommended for units with 30 or more shooters to provide an Armorer for the duration of marksmanship training. This allows quick and expedient methods to address maintenance issues without having to prematurely dismiss a weapon and/or a shooter from training.

l. Safety Vehicle. Units will be taxed to provide a Safety Vehicle to support the range details. The safety vehicle must be capable of loading a standard litter/spine board.

m. Coordinating Instructions

(1) Preparatory Training Completion Letter. Units must submit a letter verifying all Marines listed on the range assignment roster have received preparatory training for ARQ and CPP per reference (a). An example of this letter is found in enclosure (5). The certification letter will be submitted to the PRTF Operations Chief no later than (NLT) the close of business Monday prior to the first day of live fire training.

(2) Range Assignment Rosters. Units will provide a range assignment roster per enclosure (6) to PRTF Operations Chief NLT nine working days prior to first day of live fire training. Failure to submit the roster on time could result in the loss of quotas for that scheduled detail.

(3) Letter of Transmittal (LOT) and Limited Technical Inspection (LTI)/Pre-Firing Inspection (PFI). Units will utilize the template which can be found on Enclosure (7). All weapons must have had a current LTI/PFI performed by the unit armorer and must not expire prior to the completion of the firing week. Per MCO LTI/PFI's are good for 30 days from the date conducted. This inspection must be annotated utilizing the Global Combat Support System Marine Corps and a copy of the LTI/PFI service request must be printed off and given to a PRTF armorer. The LTI/PFI will also need to have the service request number included on the LTI/PFI sheet. Weapons without current LTI/PFI and LOT with the exact date/serial number in which weapons are to be inducted and picked up from Pu'uloa armory will not be accepted. Weapons need to be dropped off the Thursday or Friday prior to the range detail beginning Monday. Units are required to coordinate weapons drop off with the PRTF Armory prior to the drop off dates to establish drop off times. Weapons will not be receipted for or stored in PRTF Armory if the unit attempts to store them the day of firing. Units will also be turned away if their LOT does not match what was physically brought to PRTF. It is highly recommended that the units verify their weapons and optics serial numbers before departing to PRTF where they will be turned away if found to be inaccurate.

(4) Mess. PRTF does not have messing available. It is the unit's responsibility to provide messing to their shooters. The SNF must submit chow rosters to Anderson Chow Hall, Base Food Service office ten working days prior to the first day of receipt. Failure to do so may result in chow request being denied. Anderson Chow Hall can be reached at (808) 257-1312/2079.

(5) Billeting. The SNF will coordinate billeting requirement via PRTF Operations Chief or PRTF Barracks Manager. Priorities will go to largest unit first then first-come, first-serve. The units that are using the barracks will be required to put a request into Range Facility Management Support System. Upon check-in/inspection, rules and regulations of the compound will be given, per the SNF brief. Units are required to provide cleaning supplies and any consumable items needed such as toilet paper, paper towels, hand soap, and sanitizing cleaners.

(6) Gear Requirements. Uniform for marksmanship training is the Marine Corps Combat Utility Uniform with authorized inclement weather gear (if appropriate). Each Marine must possess their assigned individual weapon and equipment identified in the references. Eye protection and ear protection are mandatory. Military issued leather gloves are highly encouraged; eye patches/blanks, shooting jackets, shooting pants, and other competitive shooting items are not authorized. The gear required for ARQ/CP is listed on enclosure (9).

n. General Information

(1) Inclement Weather Plan: All firing details will continue to train up to the point that environmental factors become intolerable, and the training is no longer achieving its purpose as determined by the PRTF OIC. The loss of more than two days of training may result in a complete cancellation of the firing detail. Fridays will always be considered as planned weather days as required for use to complete training if needed.

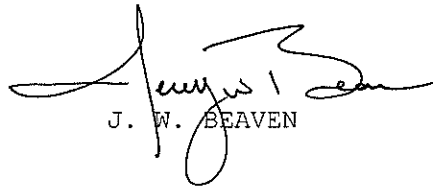
(2) Units requesting existing quota modification (add/drop) will coordinate with PRTF Operations Chief, or amongst adjacent units for feasibility of support. Any modification made shall be forwarded to PRTF Operations Chief. Following the SNF brief, any allocated quotas not filled will be offered to units present at the brief. Unit quota utilization reports are available by request. Any interested commander can request these through the Range OIC or PRTF Operations Chief.

(3) Marine Corps Marksmanship Competition - Pacific (MCMC-P). The MCMC-P supports the Marine Corps Competition-in-Arms Program. Supporting requirements will be outlined in an additional correspondence to tenant commands S-3 approximately a month prior to the matches. Competitors will receive their annual Rifle and Pistol qualifications during MCMC-P.

o. The Base Shooting Team (BST): The BST provides opportunities to further cultivate an individual's marksmanship skills and represent MCBH at Inter-service and National level competitions. Members will be comprised of active-duty Marines and/or Sailors chargeable to unit T/O serving aboard MCBH.

p. The point of contact for this bulletin is the PRTF OIC at 474-8057 or the PRTF Operations Chief at 474-8058.

5. Reserve Applicability. This Bulletin is applicable to MCBH subordinate and tenant commands.



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