



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAI'I
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Canc: Oct 2025

MCBHBul 3574

S-3

30 SEP 24

MARINE CORPS BASE HAWAI'I BULLETIN 3574

From: Commanding Officer
To: Distribution List

Subj: FISCAL YEAR 2025 MARINE CORPS BASE HAWAI'I COMBAT MARKSMANSHIP PROGRAMS

Ref: (a) MCO 3574.2M
(b) MCO 3570.1C
(c) MARADMIN 193/19
(d) MARADMIN 445/23

Encl: (1) Fiscal Year 2025 Marine Corps Base Hawai'i Combat Marksmanship Programs Schedule
(2) Combat Marksmanship Coaches Course (CMCC)
(3) Combat Marksmanship Coaches Course (CMCC) Orders Format
(4) Combat Marksmanship Trainer Course (CMTTC)
(5) Example Certification Letter for the Completion of Preparatory Training Requirements for Annual Rifle Qualification and/or Combat Pistol Program
(6) Example Letter of Transmittal/Overnight Retention for Individual Weapons for ARQ x-x
(7) Qualification Score Release Guidelines
(8) ARQ/PPP Required Gear List

1. Purpose. Conduct annual marksmanship qualification, the Combat Marksmanship Coaches Course (CMCC) and the Combat Marksmanship Trainer Course (CMTTC) aboard Marine Corps Base Hawai'i (MCBH) during Fiscal Year 2025 (FY25).

2. Cancellation. MCBHBul 3574 of 30 Oct 23.

3. Background. The Marine Corps Combat Marksmanship Program must be conducted on an annual basis, per the references. The CMCC and the CMTTC 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 (PPP), CMCC/CMTTC for FY25, and enclosures (2) through (9) for further guidance.

4. Action

a. Range Operations

(1) All personnel (CMCC and CMTTC 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

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targets, range maintenance, target construction, and general working parties. 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.

(2) 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. Annual Rifle Qualification (ARQ)

(1) Annual Rifle Qualification: 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 CMT(s) and CMC(s). 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. Combat Pistol Program

(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 T&R events:

(a) MCCS-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 Pu'u'loa RTF, beginning at 0900 on Echo Range for Marines assigned to "pistol only" details. Dual shooters will only be allowed if the rifle range has five or more relays on the detail.

(3) Pistol Detail Sustainment PRTF (PDS): PDSs will be held in conjunction with ARQ details on Mondays. PDSs will be strictly used to implement the Combat Pistol Program Sustainment Program. PDs are one day training packages, open to all ranks that qualified Sharpshooter or Expert the previous year. Dual shooters are authorized and will be directed to report to the pistol range upon completion of the Zero course of fire.

(4) Pistol Detail-Kaneohe Bay (PD): PDs are dedicated pistol details held once quarterly and conducted aboard MCBH Kaneohe Bay Range Training Facility-Range 2, as per enclosure (1). PDs will be strictly used to implement the Combat Pistol Program Sustainment Program. PDs are 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.

(5) 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. Marksmanship Program Update

(1) As a result of the FY23 COMBAT MARKSMANSHIP SYMPOSIUM, the Commanding General (CG) Training and Education Command (TECOM) directed a modification to MCO 3574.2M authorizing Marines who qualify as marksman (MM) or sharpshooter (SS) with either the service rifle or service pistol two additional attempts to improve their score and classification during a single FY. Furthermore, the modification allows Marines who requalified after previously firing a score classifying them as unqualified (UNQ) to receive the score and classification they earned upon requalifying. CG TECOM further directed the modifications be implemented as soon as possible. Per CG TECOM directive, the modification is effective 1 October 2023, per reference (d).

e. 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 FY25 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 (7).

f. SNF (Sergeant or above)

(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; 8 working days prior to conducting the zeroing course of fire. 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'u'loa Armory.

g. Combat Marksmanship Trainer (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.

h. 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 weapons without a signed NAVMC 10520.

i. Combat Marksmanship Coach (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 15 rifle shooters or 8 pistol shooters will provide one coach, unless otherwise stated during SNF brief.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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). The letter will be signed by the commanding officer of the unit or designated individuals with By direction authority. An example of this letter is found in enclosure (5). The certification letter will be submitted to the PRTF Operations Chief prior to live-fire being conducted.

(2) Range Assignment Rosters. Units will fill out shooter names and data along with support personnel to the Pu'uloa RTF teams page NLT 8 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 (6). All weapons must have 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 (GCSS-MC) and a copy of the LTI/PFI service request must be printed off and given to a PRTF armorer. The LTI/PFI will also 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 10 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 (RFMSS). 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. Linen is not provided.

(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

30 SEP 24

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/CPP is listed on enclosure (8).

(7) Early Release. Coordinate with Bravo Range OIC to be placed on Morning Relays. A replacement Marine to pull pits must be provided by the unit in order to maintain efficient pit service.

o. 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 Pu'uloa RTF 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.

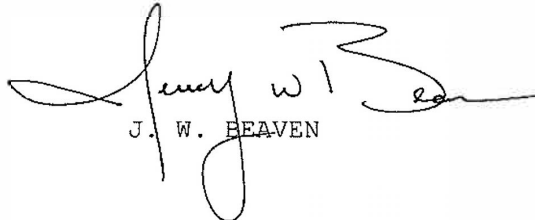
(2) Units requesting existing quota modification (add/drop) will coordinate with PRTF Operations Chief, or amongst adjacent units for feasibility of support. Any modification made shall be forwarded to PRTF Operations Chief. Following the SNF brief, any allocated quotas not filled will be offered to 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 (CIAP). Supporting requirements will be outlined in an additional correspondence to tenant commands S-3 approximately a month prior to the matches.

p. 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.

q. The point of contact for this Bulletin is the PRTF OIC at (800 474-8057 or the PRTF Operations Chief at (808) 474-8058.

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



J. W. BEAVEN

30 Sep 2024

FISCAL YEAR 2025 MARINE CORPS MARKSMANSHIP PROGRAMS SCHEDULE

ANNUAL RIFLE QUALIFICATION

ARQ 1				ARQ 2				ARQ 3			
8 OCT - 10 OCT				22 OCT - 24 OCT				5 NOV - 7 NOV			
UNIT	RIFLE ONLY	PISTOL ONLY	CMC	UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY	CMC
1STLAAD	25	TBD	2	1STLAAD	15	TBD		1STLAAD	25	TBD	2
3DLAAB	18	TBD	2	3DLAAB	12	TBD		3DLAAB	18	TBD	2
3DLCT	60	TBD	3	3DLCT	151	TBD		3DLCT	0	TBD	3
3DLLB	0	TBD	2	3DLLB	15	TBD		3DLLB	30	TBD	2
3DMEDBN	5	TBD	2	3DMEDBN	0	TBD		3DMEDBN	5	TBD	2
3DMLR	17	TBD	3	3DMLR	14	TBD		3DMLR	37	TBD	3
3DRADB	24	TBD	2	3DRADB	10	TBD		3DRADB	25	TBD	2
CLC 33	17	TBD	2	CLC 33	0	TBD		CLC 33	25	TBD	2
HQBN	18	TBD	2	HQBN	15	TBD		HQBN	18	TBD	2
MAG 24	25	TBD	3	MAG 24	0	TBD		MAG 24	15	TBD	3
MCAS/MACS4	0	TBD	2	MCAS/MACS4	0	TBD		MCAS/MACS4	4	TBD	2
MFP	15	TBD	2	MFP	0	TBD		MFP	20	TBD	2
MWCS 18	8	TBD	3	MWCS 18	0	TBD		MWCS 18	10	TBD	3
TOTAL:	232	TBD	30	TOTAL:	232	TBD		TOTAL:	232	TBD	30

ARQ 4				ARQ 5				ARQ 6			
19 NOV - 21 NOV				7 JAN - 9 JAN				11 FEB - 13 FEB			
UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY	CMC
1STLAAD	25	TBD		1STLAAD	25	TBD		1STLAAD	25	TBD	2
3DLAAB	24	TBD		3DLAAB	24	TBD		3DLAAB	6	TBD	2
3DLCT	0	TBD		3DLCT	0	TBD		3DLCT	0	TBD	3
3DLLB	40	TBD		3DLLB	0	TBD		3DLLB	0	TBD	2
3DMEDBN	10	TBD		3DMEDBN	10	TBD		3DMEDBN	10	TBD	2
3DMLR	5	TBD		3DMLR	5	TBD		3DMLR	15	TBD	3
3DRADB	25	TBD		3DRADB	30	TBD		3DRADB	25	TBD	2
CLC 33	17	TBD		CLC 33	17	TBD		CLC 33	20	TBD	2
HQBN	20	TBD		HQBN	25	TBD		HQBN	23	TBD	2
MAG 24	15	TBD		MAG 24	50	TBD		MAG 24	50	TBD	3
MCAS/MACS4	21	TBD		MCAS/MACS4	36	TBD		MCAS/MACS4	8	TBD	2
MFP	20	TBD		MFP	0	TBD		MFP	40	TBD	2
MWCS 18	10	TBD		MWCS 18	10	TBD		MWCS 18	10	TBD	3
TOTAL:	232	TBD		TOTAL:	232	0		TOTAL:	232	0	30

ARQ 7				ARQ 8				ARQ 9			
25 FEB - 27 FEB				11 MAR - 13 MAR				25 MAR - 27 MAR			
UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY	
1STLAAD	30	TBD		1STLAAD	20	TBD		1STLAAD	0	TBD	
3DLAAB	6	TBD		3DLAAB	10	TBD		3DLAAB	0	TBD	
3DLCT	0	TBD		3DLCT	0	TBD		3DLCT	160	TBD	
3DLLB	0	TBD		3DLLB	20	TBD		3DLLB	0	TBD	
3DMEDBN	8	TBD		3DMEDBN	0	TBD		3DMEDBN	0	TBD	
3DMLR	19	TBD		3DMLR	45	TBD		3DMLR	0	TBD	
3DRADB	25	TBD		3DRADB	20	TBD		3DRADB	0	TBD	
CLC 33	25	TBD		CLC 33	19	TBD		CLC 33	0	TBD	
HQBN	25	TBD		HQBN	10	TBD		HQBN	0	TBD	
MAG 24	46	TBD		MAG 24	88	TBD		MAG 24	72	TBD	
MCAS/MACS4	0	TBD		MCAS/MACS4	0	TBD		MCAS/MACS4	0	TBD	
MFP	40	TBD		MFP	0	TBD		MFP	0	TBD	
MWCS 18	8	TBD		MWCS 18	0	TBD		MWCS 18	0	TBD	
TOTAL:	232	TBD		TOTAL:	232	TBD		TOTAL:	232	TBD	

30 Sep 2024

FISCAL YEAR 2025 MARINE CORPS MARKSMANSHIP PROGRAMS SCHEDULE

ARQ 10				ARQ 11				ARQ 12			
8 APR - 10 APR				22 APR - 24 APR				6 MAY - 8 MAY			
UNIT	RIFLE ONLY	PISTOL ONLY	CMC	UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY	
1STLAAD	30	TBD	2	1STLAAD	30	TBD		1STLAAD	30	TBD	
3DLAAB	6	TBD	2	3DLAAB	9	TBD		3DLAAB	9	TBD	
3DLCT	0	TBD	3	3DLCT	0	TBD		3DLCT	0	TBD	
3DLLB	20	TBD	2	3DLLB	20	TBD		3DLLB	20	TBD	
3DMEDBN	10	TBD	2	3DMEDBN	8	TBD		3DMEDBN	8	TBD	
3DMLR	25	TBD	3	3DMLR	20	TBD		3DMLR	20	TBD	
3DRADB	25	TBD	2	3DRADB	25	TBD		3DRADB	30	TBD	
CLC 33	18	TBD	2	CLC 33	20	TBD		CLC 33	25	TBD	
HQBN	30	TBD	2	HQBN	28	TBD		HQBN	28	TBD	
MAG 24	35	TBD	3	MAG 24	45	TBD		MAG 24	30	TBD	
MCAS/MACS4	0	TBD	2	MCAS/MACS4	15	TBD		MCAS/MACS4	0	TBD	
MFP	25	TBD	2	MFP	0	TBD		MFP	20	TBD	
MWCS 18	8	TBD	3	MWCS 18	12	TBD		MWCS 18	12	TBD	
TOTAL:	232	TBD	30	TOTAL:	232	TBD		TOTAL:	232	TBD	
ARQ 13				ARQ 14				ARQ 15			
20 MAY - 22 MAY				10 JUN - 12 JUN				23 JUN - 26 JUN			
UNIT	RIFLE ONLY	PISTOL ONLY	CMC	UNIT	RIFLE ONLY	PISTOL ONLY	CMC	UNIT	RIFLE ONLY	PISTOL ONLY	CMC
1STLAAD	30	TBD		1STLAAD	25	TBD	2	1STLAAD	30	TBD	
3DLAAB	9	TBD		3DLAAB	9	TBD	2	3DLAAB	9	TBD	
3DLCT	0	TBD		3DLCT	0	TBD	3	3DLCT	0	TBD	
3DLLB	20	TBD		3DLLB	20	TBD	2	3DLLB	0	TBD	
3DMEDBN	8	TBD		3DMEDBN	8	TBD	2	3DMEDBN	8	TBD	
3DMLR	20	TBD		3DMLR	20	TBD	3	3DMLR	30	TBD	
3DRADB	30	TBD		3DRADB	30	TBD	2	3DRADB	30	TBD	
CLC 33	25	TBD		CLC 33	25	TBD	2	CLC 33	25	TBD	
HQBN	25	TBD		HQBN	35	TBD	2	HQBN	35	TBD	
MAG 24	35	TBD		MAG 24	35	TBD	3	MAG 24	40	TBD	
MCAS/MACS4	3	TBD		MCAS/MACS4	0	TBD	2	MCAS/MACS4	0	TBD	
MFP	15	TBD		MFP	15	TBD	2	MFP	15	TBD	
MWCS 18	12	TBD		MWCS 18	10	TBD	3	MWCS 18	10	TBD	
TOTAL:	232	TBD		TOTAL:	232	TBD	30	TOTAL:	232	TBD	
ARQ 16				ARQ 17				ARQ 18			
8 JUL - 10 JUL				22 JUL - 24 JUL				5 AUG - 7 AUG			
UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY		UNIT	RIFLE ONLY	PISTOL ONLY	CMC
1STLAAD	30	TBD		1STLAAD	20	TBD		1STLAAD	30	TBD	2
3DLAAB	9	TBD		3DLAAB	23	TBD		3DLAAB	23	TBD	2
3DLCT	0	TBD		3DLCT	0	TBD		3DLCT	0	TBD	3
3DLLB	20	TBD		3DLLB	20	TBD		3DLLB	20	TBD	2
3DMEDBN	8	TBD		3DMEDBN	5	TBD		3DMEDBN	8	TBD	2
3DMLR	30	TBD		3DMLR	25	TBD		3DMLR	20	TBD	3
3DRADB	25	TBD		3DRADB	30	TBD		3DRADB	25	TBD	2
CLC 33	20	TBD		CLC 33	20	TBD		CLC 33	10	TBD	2
HQBN	30	TBD		HQBN	27	TBD		HQBN	25	TBD	2
MAG 24	40	TBD		MAG 24	35	TBD		MAG 24	50	TBD	3
MCAS/MACS4	0	TBD		MCAS/MACS4	2	TBD		MCAS/MACS4	1	TBD	2
MFP	15	TBD		MFP	15	TBD		MFP	15	TBD	2
MWCS 18	5	TBD		MWCS 18	10	TBD		MWCS 18	5	TBD	3
TOTAL:	232	TBD		TOTAL:	232	TBD		TOTAL:	232	TBD	30

30 Sep 2024

FISCAL YEAR 2025 MARINE CORPS MARKSMANSHIP PROGRAMS SCHEDULE

ARQ 19			19 SEP - 21 SEP		
UNIT	RIFLE ONLY	PISTOL ONLY			
1STLAAD	20	TBD			
3DLAAB	18	TBD			
3DLCT	0	TBD			
3DLLB	20	TBD			
3DMEDBN	8	TBD			
3DMLR	25	TBD			
3DRADBN	24	TBD			
CLC 33	15	TBD			
HQBN	25	TBD			
MAG 24	50	TBD			
MCAS/MACS4	2	TBD			
MFP	15	TBD			
MWCS 18	10	TBD			
TOTAL:	232	TBD			

ARQ 20		9 SEP - 11 SEP	
UNIT	RIFLE ONLY	PISTOL ONLY	CMC
1STLAAD	25	TBD	2
3DLAAB	18	TBD	2
3DLCT	0	TBD	3
3DLLB	20	TBD	2
3DMEDBN	8	TBD	2
3DMLR	20	TBD	3
3DRADBN	24	TBD	2
CLC 33	15	TBD	2
HQBN	28	TBD	2
MAG 24	30	TBD	3
MCAS/MACS4	24	TBD	2
MFP	10	TBD	2
MWCS 18	10	TBD	3
TOTAL:	232	TBD	30

ARQ 21		23 SEP - 25 SEP	
UNIT	RIFLE ONLY	PISTOL ONLY	
1STLAAD	15	TBD	
3DLAAB	18	TBD	
3DLCT	0	TBD	
3DLLB	10	TBD	
3DMEDBN	8	TBD	
3DMLR	30	TBD	
3DRADBN	24	TBD	
CLC 33	20	TBD	
HQBN	20	TBD	
MAG 24	20	TBD	
MCAS/MACS4	47	TBD	
MFP	10	TBD	
MWCS 18	10	TBD	
TOTAL:	232	TBD	

30 Sep 2024

FISCAL YEAR 2025 MARINE CORPS MARKSMANSHIP PROGRAMS SCHEDULE

COMBAT PISTOL PROGRAM (SUSTAINMENT) DETAIL

PD 1		PD 2		PD 3		PD 4	
UNIT	16-Oct	UNIT	5-Mar	UNIT	18-Jun	UNIT	17-Sep
1STLAAD	6	1STLAAD	6	1STLAAD	6	1STLAAD	6
3DLAAB	8	3DLAAB	8	3DLAAB	8	3DLAAB	8
3DLCT	8	3DLCT	8	3DLCT	8	3DLCT	8
3DLLB	7	3DLLB	7	3DLLB	7	3DLLB	7
3DMEDBN	6	3DMEDBN	6	3DMEDBN	6	3DMEDBN	6
3DMLR	8	3DMLR	8	3DMLR	8	3DMLR	8
3DRADB	8	3DRADB	8	3DRADB	8	3DRADB	8
CLC 33	7	CLC 33	7	CLC 33	7	CLC 33	7
HQBN	8	HQBN	8	HQBN	8	HQBN	8
MAG 24	8	MAG 24	8	MAG 24	8	MAG 24	8
MCAS/MACS4	8	MCAS/MACS4	8	MCAS/MACS4	8	MCAS/MACS4	8
MFP	8	MFP	8	MFP	8	MFP	8
MWCS 18	6	MWCS 18	6	MWCS 18	6	MWCS 18	6
TOTAL:	96	TOTAL:	96	TOTAL:	96	TOTAL:	96

30 Sep 2024

FISCAL YEAR 2025 MARINE CORPS MARKSMANSHIP PROGRAMS SCHEDULE

MARINE CORPS COMBAT MARKSMANSHIP COACH/TRAINER COURSE

1-24	4 OCT-25 OCT	4 OCT-21 OCT		2-24	1 NOV-22 NOV	1 NOV-18 NOV		3-24	7 FEB-28 FEB	7 FEB-24 FEB		4-24	4 APR-25 APR	4 APR-21 APR
UNIT	CMC	CMT		UNIT	CMC	CMT		UNIT	CMC	CMT		UNIT	CMC	CMT
1STLAAD	2	1		1STLAAD	2	1		1STLAAD	2	1		1STLAAD	2	1
3DLAAB	2	1		3DLAAB	2	1		3DLAAB	2	1		3DLAAB	2	1
3DLCT	3	1		3DLCT	3	0		3DLCT	3	1		3DLCT	3	0
3DLLB	2	1		3DLLB	2	0		3DLLB	2	1		3DLLB	2	0
3DMEDBN	2	1		3DMEDBN	2	1		3DMEDBN	2	1		3DMEDBN	2	1
3DMLR	3	0		3DMLR	3	1		3DMLR	3	0		3DMLR	3	1
3DRADB	2	1		3DRADB	2	1		3DRADB	2	1		3DRADB	2	1
CLC 33	2	0		CLC 33	2	1		CLC 33	2	0		CLC 33	2	1
HQBN	2	1		HQBN	2	1		HQBN	2	1		HQBN	2	1
MAG 24	3	1		MAG 24	3	0		MAG 24	3	1		MAG 24	3	0
MCAS/MACS4	2	1		MCAS/MACS4	2	1		MCAS/MACS4	2	1		MCAS/MACS4	2	1
MFP	2	1		MFP	2	1		MFP	2	1		MFP	2	1
MWCS 18	3	0		MWCS 18	3	1		MWCS 18	3	0		MWCS 18	3	1
TOTAL:	30	10		TOTAL:	30	10		TOTAL:	30	10		TOTAL:	30	10
5-24	6 JUN-27 JUN	6 JUN-23 JUN		6-24	1 AUG-22 AUG	1 AUG-18 AUG		7-24	5 SEP-26 SEP	5 SEP-22 SEP				
UNIT	CMC	CMT		UNIT	CMC	CMT		UNIT	CMC	CMT				
1STLAAD	2	1		1STLAAD	2	1		1STLAAD	2	1				
3DLAAB	2	1		3DLAAB	2	1		3DLAAB	2	1				
3DLCT	3	1		3DLCT	3	0		3DLCT	3	1				
3DLLB	2	1		3DLLB	2	0		3DLLB	2	1				
3DMEDBN	2	1		3DMEDBN	2	1		3DMEDBN	2	1				
3DMLR	3	0		3DMLR	3	1		3DMLR	3	0				
3DRADB	2	1		3DRADB	2	1		3DRADB	2	1				
CLC 33	2	0		CLC 33	2	1		CLC 33	2	0				
HQBN	2	1		HQBN	2	1		HQBN	3	1				
MAG 24	3	1		MAG 24	3	0		MAG 24	3	1				
MCAS/MACS4	2	1		MCAS/MACS4	2	1		MCAS/MACS4	2	1				
MFP	2	1		MFP	2	1		MFP	2	1				
MWCS 18	3	0		MWCS 18	3	1		MWCS 18	2	0				
TOTAL:	30	10		TOTAL:	30	10		TOTAL:	30	10				

30 Sep 2024

Combat Marksmanship Coaches Course (CMCC)

1. Purpose. To disseminate information concerning the Marine Corps Base Hawai'i (MCBH) CMCC.

2. Background. A formal course of instruction is scheduled to prepare Marines for duty as Combat Marksmanship Coaches (CMC) aboard MCBH ranges at Pu'u'loa Range Training Facility (PRTF). Successful completion of the CMCC meets the minimum requirement for assignment as a CMC. The requirements as set forth per MCO P1200.17E must be attained before a secondary Military Occupational Specialty (MOS) of 0933 can be awarded. These courses are not intended to replace any required MOS training.

3. Execution

a. NAVMC 3500.41 establishes training standards, regulations and practices for conducting the subject course. MCO 3574.2M and its references are the applicable directives and doctrinal publications pertaining to the Marine Corps Combat Marksmanship Program (MCCMP).

b. The MCBH CMCC will be conducted at the PRTF's Formal Marksmanship Training Center (FMTC), as per enclosure (1).

c. Submit rosters of students no later than 5 working days prior to the calendar check-in date to the PRTF Operations Chief. Each roster must include the information requested by the PRTF Operations Chief.

d. The maximum capacity of the CMCC is 30 students. Coordination between units is highly encouraged to facilitate flexibility in order to maximize usage of the total available number of school seats. Quotas for each CMCC are assigned as per enclosure (1). Units may contact the PRTF Operations Chief prior to CMCC check in date to verify if additional quotas are available.

e. The CMCC consists of approximately 140 hours of instruction that include lectures, demonstrations, practical application, and live fire training with modular equipment for the Service Rifle/Pistol and performance evaluations.

4. General Information

a. Prerequisite requirements to attend CMCC is

- (1) Minimum 1 year TIS.
- (2) Minimum 1 year remaining on contract upon graduation.
- (3) Current Sharp Shooter or higher qualification with service rifle.
- (4) Any MOS.
- (5) Be in full duty status.
- (6) Meets current height and weight standards.
- (7) 20/20 corrected vision.

b. The CMCC check-in starts at 0800. all students are expected to be present at 0800 on the first day listed in enclosure (1) at PRTF building 48. Marines attending the course must have in their possession the following items upon reporting for training:

30 Sep 2024

CMCC gear requirements

- | | |
|---|-----------------------------------|
| (1) Current BTR | (1) Service Rifle, Service Pistol |
| (3) Magazine pouches/IFLC | (1) Pistol Magazine pouch |
| (6) Rifle magazines | (1) USMC Holster System |
| (1) Notebook | (2) Pistol magazines |
| (1) Flak Jacket and Helmet | (1) Flashlight w/ batteries |
| (1) Set of hearing protection | (1) Pen/pencil |
| (1) Set of eye protection | (1) Weapon sling (VCAS) |
| (1) Weapons cleaning gear w/ CLP | |
| (*) Appropriate field gear for day/night ops and overnight ops. | |

c. Units will need to provide service rifle & pistol, PEQs, and night vision goggles along with associated gear to support CMCC. Rifle is required to be accompanied with optic, as well as Back-Up Iron Sights (BUIS).

d. Provide a copy of a current Pre-Fire Inspection/Limited Technical Inspection performed upon acceptance into the PRTF armory. This inspection must be annotated utilizing the GCSS-MC. Letters of Transmittal must reflect all required weapons and optics for personnel attending the CMCC.

e. There is no government messing available at PRTF. Students should arrive with orders, using the template provided. This will ensure the students will be reimbursed. If a unit does not send the Marine with the proper orders, they will need to provide their Marine(s) with chow daily.

f. Students will spend one day/night in the field. Students should plan accordingly.

g. Reasons for failure from the course are as follows:

(1) Failure to attain a score of 80% on all written evaluations.

(2) Non-Master of any performance evaluations. Remedial evaluations will be given, however student may be disenrolled after failure of the second remedial evaluation.

(3) Failure to attain a qualification of Sharp Shooter or higher on Annual Rifle Qualification course of fire.

(4) Failure to attain a score of 264 on block 5 of Combat Pistol Program

(5) Integrity violations.

(6) Weapons safety violations.

(7) Student conduct. Any student that demonstrates any other unprofessional conduct, lack of effort, inability to handle stress, and/or portrays a poor attitude will be counseled. After 3 unfavorable counseling's by the Chief Instructor, the student may be disenrolled from the course and subject to a page 11 entry.

(8) Remedial evaluation. Students rate a onetime remedial per evaluation on non-live fire events. If the student fails a remedial evaluation, they will be subject to disenrollment from the course. A student may be considered for disenrollment for failure of three different

evaluations. There will be no mandatory remedial evaluations for rifle tables 3 through 6 or for pistol block 5 of CPP. If time permits the staff will facilitate remedial live fire training remediation to facilitate maximum exposure to the specific task required.



UNITED STATES MARINE CORPS

PARENT
COMMAND
BOX #

MCBH KANEOHE BAY HI 96863-XXXX

IN REPLY REFER TO:

1320

S-1

dd Month yy

From: Commanding Officer

To: Rank FName MI LName EDIPI/MOS USMC

Subj: TEMPORARY ADDITIONAL DUTY ORDERS

1. Delivered, effective 0800, dd Month yyyy, you are detached from Parent Command for further Temporary Additional Duty (TAD) and are to report to the Range Officer, Combat Marksmanship Coaches/Trainers Course aboard Pu'uloa Range Training Facility, Ewa Beach.
2. Upon completion of your course, on or about dd Month yyyy, you are to return to parent command to resume your regular duties.
3. Government quarters are provided, but government messing is not available during the duration of your TAD.
4. You are to keep a copy of these orders in your possession for the duration of TAD.
5. The point of contact for this matter is FName MI LName, Billet, Unit, at xxx-xxxx or via e-mail correspondence at email@usmc.mil.

I. M. MARINE

By direction (if applicable)

30 Sep 2024

Combat Marksmanship Trainer Course (CMTC)

1. Purpose. To disseminate information concerning the Marine Corps Base Hawai'i (MCBH) CMTC.

2. Background. A formal course of instruction is scheduled to prepare Marines for duty as Combat Marksmanship Trainers (CMT) aboard MCBH ranges at Pu'uoloa Range Training Facility (PRTF). Successful completion of the CMTC meets the minimum requirement for assignment as a CMT. The requirements, as set forth by MCO P1200.17E, must be attained before a secondary Military Occupational Specialty (MOS) of 0931 (CMT) can be awarded. These courses are not intended to replace any required MOS training.

3. Execution

a. NAVMC 3500.41 establishes training standards, regulations and practices for conducting the subject course. MCO 3574.2M and its references are the applicable directives and doctrinal publications pertaining to the Marine Corps Combat Marksmanship Program (MCCMP).

b. The MCBH CMTC will be conducted at the PRTF's Formal Marksmanship Training Center (FMTC), as per enclosure (1).

c. Submit rosters of students no later than 12 days prior to the calendar check in date to the PRTF Operations Chief. Each roster must include information requested from the PRTF Operations Chief.

d. The maximum capacity of the CMTC is 10 students. Coordination between units is highly encouraged to facilitate flexibility in order to maximize usage of the total available number of school seats. Quotas for each CMTC are assigned as per enclosure (1). Units may contact PRTF Operations Chief prior to CMTC check in date to verify if additional quotas are available.

e. The CMTC consists of 14 days of instruction that include lectures, demonstrations, practical application, supervision of dry and live fire, teach-backs and performance evaluations.

4. General Information

a. Prerequisite requirements to attend CMTC is

- (1) Minimum 1 year remaining on contract upon graduation.
- (2) MOS 0933 with minimum of 6 months experience.
- (3) Current expert qualification with service rifle.
- (4) Current Combat Pistol Program qualification with service pistol.
- (5) Be in full duty status.
- (6) Meets current height and weight standards
- (7) Completed MarineNet DL Basic Instructor Skills Course.

b. The CMTC check-in starts at 0800. All students are expected to be present at 0800 on the first day listed in enclosure (1) at PRTF building 48. Marines attending the course must have in their possession the following items upon reporting for training:

30 Sep 2024

CMTC gear requirements

- | | |
|---|-----------------------------|
| (1) Current BTR | (1) NVG |
| (3) IFAK w/Tourniquet | (1) Notebook |
| (1) Helmet | (1) Flashlight w/ batteries |
| (1) Set of hearing protection | (1) Pen/pencil |
| (1) Set of eye protection | |
| (*) Appropriate field gear for day/night ops and overnight ops. | |

c. Units will need to send students with NVG due to student role as Assistant Range Safety Officer during tables 3 - 6 courses of fire.

d. Provide a Letter of Transmittal (LOT) for the optics for personnel attending the CMTC. This LOT and the NVG's may be dropped off in conjunction with the weapons and optics being dropped off for Combat Marksmanship Coaches Course (CMCC).

d. Medical and support personnel will be provided by tenant commands in conjunction with CMCC.

e. Students will spend one day/night in the field. Students should plan accordingly.

f. Reasons for failure from the course are as follows:

(1) Failure to master all performance evaluations and Terminal Learning Objectives.

(2) Must maintain an 80% average after all remedial evaluations.

(3) More than two days of training are missed.

(4) Integrity violations.

(5) Weapons safety violations.

(6) Student conduct. Any student that demonstrates any other unprofessional conduct, lack of effort, inability to handle stress, and/or portrays a poor attitude will be counseled. After 3 unfavorable counseling's by the Chief Instructor, the student may be dis-enrolled from the course and subject to a page 11 entry.

(7) Remedial evaluation. Students rate a onetime remedial per evaluation. If the student fails a remedial evaluation, they will be subject to disenrollment from the course. A student may be considered for disenrollment for failure of three different evaluations.

(8) There is no government messing available at PRTF. Students should arrive with orders, using the template provided. This will ensure the students will be reimbursed. If a unit does not send the Marine with the proper orders, they will need to provide their Marine(s) with chow daily.



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
BOX 63002
KANEHOE BAY HAWAII 96863-3002

IN REPLY REFER TO:

8000

Originator's Code

DD Mmm YY

From: Commanding Officer, [Unit]
To: Officer in Charge, Pu'uloa Range Training Facility, Marine Corps Base Hawaii

Subj: EXAMPLE CERTIFICATION LETTER FOR THE COMPLETION OF PREPARATORY TRAINING REQUIREMENTS FOR ANNUAL RIFLE QUALIFICATION AND/OR COMBAT PISTOL PROGRAM

Ref: (a) MCO 3574.2M Marine Corps Combat Marksmanship Programs
(b) MCBHBUL 3574 Fiscal Year 2025 Marine Corps Combat Marksmanship Programs

Encl: (1) Roster of Marines, ARQ/CPD Detail [XX]
(2) LTI/PFI NAVMAC Form 10245
(3) Letter of Transmittal
(4) Roster of Support Personnel

1. In accordance with the references, the Marines identified as rifle shooters in enclosure (1) have completed this commands preparatory training and are prepared to command's satisfaction to participate in live fire and attempt to qualify in the ARQ.

a. The Marines in the references have passed a Weapons Handling Test within the last 30 days.

2. In accordance with references, the Marines identified as pistol shooters in enclosure (1) received instruction in Combat Pistol Program lessons 1-14 and were evaluated and passed the T&R events outlined in the references.

3. A Limited Technical Inspection and Pre-Fire Inspection were performed on each weapon listed in enclosure (2) and an accurate Letter of Transmittal is provided in enclosure (3).

4. All coaches and support personnel listed in enclosure (4) meet the requirements outlined in reference (a). Combat Marksmanship Coaches completed the MCBH CMC/CMT Course or, possess the secondary MOS of 0933/0931 as required in the references.

5. Point of Contact for this detail is [Rank Name], Non-Firing SNCO, Email, and [Phone Number].

I. B. LEADER

Enclosure (5)

IN REPLY REFER TO:
8000
Originator's Code
DD Mmm YY

From: Commanding Officer, [Unit]
To: Officer in Charge, Pu'uloa Range Training Facility

Subj: EXAMPLE LETTER OF TRANSMITTAL/OVERNIGHT RETENTION FOR INDIVIDUAL
WEAPON(S) FOR ARQ X-X

Encl: (1) Shooter and Serialized Weapons Roster

1. The weapon(s)/optics listed in enclosure (1) is/are to be inducted into Pu'uloa Range Training Facility Armory for ARQ ## on DD Month YYYY and received no later than DD Month YYYY.

2. Unit custodian(s) will be charged with issue and recovery of weapons listed in enclosure (1).

(Unit will incorporate a 'Shooter Roster' as an enclosure; provided there are no errors to weapons serial numbers. The Unit will also verify their serial numbers before departing MCBH. If there are errors on the serialized roster when dropping weapons off at PRTF, they will not be receipted for by the armory and will be immediately turned away.)

3. Point of contact is [Rank Name], [Title], E-mail, and [Phone Number].

I. B. LEADER

FIRST ENDORSEMENT

From: Armory Personnel, Pu'uloa Range Training Facility Armory
To: Authorizing Personnel, Unit

1. All serialized gear in attachment were verified and received in the Pu'uloa Range Training Facility Armory.

Name, Rank, Unit, Sign, Date

SECOND ENDORSEMENT

From: Authorizing Personnel, Unit
To: Armory Personnel, Pu'uloa Range Training Facility Armory

2. All serialized gear in attachment were verified and received.

Name, Rank, Unit, Sign and Date

[illegible]

30 Sep 2024

Qualification Score Release Guidelines

1. The purpose of these guidelines is to provide timely reporting of annual rifle and pistol scores to units. The goal is to ensure units have their scores within five working days after completion of the firing detail for timely reporting purposes.
2. Pistol qualification (details that run concurrently with ARQ) is normally completed on Thursday of the firing week. Scores will be calculated and released at the same time rifle scores are released.
3. Once rifle qualification is completed on Thursday, scores are compiled onto PDF document, alphabetized, and submitted to Range Operations Chief for validation.
4. Scores will be submitted to:
 - a. All scores will be posted on the PRTF FMTC Teams page.
 - b. If there are discrepancies with scores students should contact their unit S-3.
5. Non-qualifying scores will also be reported and tracked internally at the range to ensure proper reporting procedures are followed for all future attempts. Each unit must track their own roster of shooters that previously did not qualify on initial attempt, but qualify on subsequent attempts, to ensure only the minimum score is submitted.

30 Sep 2024

ARQ/CPD Required Gear List

ARQ Required Gear List

1. 1 Standard Service Rifle with service optic
2. 1 Standard Issue 3-Point Sling/Vickers CAS
3. 1 Cartridge Belt/Individual Fighting Load Carrier
4. 6 Magazines
5. 3 Magazine Retention Devices (sufficient for 6 magazines)
6. 1 Set of Hearing Protection
7. 1 Set of Eye Protection (Ballistic)
8. 1 Data Book (optional)
9. 1 Plate Carrier
- 10.1 Kevlar Helmet
- 11.1 Hydration System/Source
- 12.1 Set Weapons Cleaning Gear w/ CLP

CPD Required Gear List

1. 1 Standard Service Pistol
2. 1 USMC Holster System (for applicable pistol)
3. 2 Magazines
4. 1 Magazine Pouch
5. 1 Set of Hearing Protection
6. 1 Set of Eye Protection (Ballistic and Tactical)
7. 1 Set Weapons Cleaning Gear w/ CLP
8. 1 Hydration System/Source