



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

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ASB 3574

TRNG  
25 SEP 2012

AIR STATION BULLETIN 3574

From: Commanding Officer  
To: Distribution List

Subj: INSTRUCTIONS FOR RIFLE/PISTOL REQUALIFICATIONS FOR PERIOD  
1 OCTOBER 2012 THROUGH 30 SEPTEMBER 2013

Ref: (a) MCO 3574.2K  
(b) ASO 3574.2A  
(c) MCO 3570.1C

Encl: (1) Range Schedules  
(2) Quota Allocations  
(3) Duties and Special Orders for Detail Personnel  
(4) Range Roster Formats

1. Situation. Marine Corps Air Station (MCAS) Cherry Point provides the training and facilities to conduct marksmanship training for all commands aboard this installation. This Bulletin promulgates information and instructions for Marines stationed aboard MCAS Cherry Point relative to the conduct of the Marine Corps Combat Marksmanship Program during Fiscal Year 2013 (FY 13).

2. Mission. Annual Rifle Training (ART) and Annual Pistol Training (APT) qualifications will be conducted per the references. Qualifications will be conducted under the direct supervision of qualified marksmanship personnel per reference (a). Quota allocations and dates for firing will be coordinated through the appropriate S-3 training offices. Personnel required to fire are listed in reference (a). Marines that have not attended preparatory training (marksmanship classes ART or APT) and who have not dry fired (snap-in) during the assigned training dates will not be allowed to fire. For the purpose of this Bulletin, the term "rifle" refers to the service rifles and/or carbine (M16A2, M16A4, M4, and M203).

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

### 3. Execution

a. Roster Submission. 2d Marine Aircraft Wing (2d MAW) Marine Aircraft Groups (MAGs), Headquarters & Headquarters Squadron (H&HS), Marine Transport Squadron-1 (VMR-1), Combat Logistics Company-21 (CLC-21), and Fleet Readiness Center East (FRC-E) Training Chiefs are responsible for submitting the range rosters to the Marksmanship Training Unit (MTU) administrative clerk no later than 0800 on the dates indicated in enclosure (1) for the respective details. Rosters will be submitted in the format explained in Enclosure (4). Training Chiefs will compile rosters within their subordinate commands to ensure quotas are properly utilized and tracked prior to submitting to the MTU. It is the responsibility of the unit to ensure that the Marines on the roster have not qualified already during the current FY. If a Marine's name is not on the roster listed in enclosure (1), the Marine will be placed in a standby formation. Any vacancies not filled by Marines on the rosters will be filled with standby shooters.

b. Preparatory Training. All Marines, regardless of rank, must attend preparatory training. Marines will bring the required gear listed in the paragraphs below and their issued weapon. Muster is conducted prior to the start of training. Marines who do not attend preparatory training or miss any portion of the training will not fire on the scheduled detail, unless prior coordination has been made with range personnel.

#### c. Uniform and Equipment

(1) Uniform. The Marine Pattern (MARPAT) utility uniform is the prescribed uniform. Flight suits may be worn if the Marine is in a flight status (Pistol range only). Cold weather gear is authorized however, it will be worn underneath the required 782 gear. All uniform regulations will be adhered to per established uniform regulations.

(2) Equipment Required for Table 1. The following equipment is required for Table 1: rifle, standard issued web sling or approved 3-point sling, magazine retention device/pouches, appropriate cartridge belt or Load Bearing Vest (LBV), six M16 30-round magazines, hydration device, hearing protection, data book, and a black ink pen. Individual units must provide hearing protection and data books to their Marines for Table 1. All gear will be worn per reference (c).

(3) Equipment Required for Table 2. The following equipment is required for Table 2: rifle, standard issued web

sling or approved 3-point sling, magazine retention device/pouches, appropriate cartridge belt or LBV, six M16 30-round magazines, helmet, flak jacket, hydration device, and hearing protection. Individual units must provide hearing protection and data books to their Marines for Table 2. All gear will be worn per reference (c).

(4) Equipment Required for APT. The following equipment is required for APT: M9/M45 Close Quarters Battle Pistol (CQBP) service pistol, cartridge belt with a magazine pouch, two M9 15-round magazines or two M45 7-round magazines (as appropriate), approved holster or drop holster, and hearing protection. Individual units must provide hearing protection. All gear will be worn per reference (c). Shoulder holsters are not authorized for use during annual qualification/re-qualification training.

(5) Vision/Hearing Protection. Marines are authorized and encouraged wear eye protection which conforms to Marine Corps Uniform Regulations. Eye patches/blinders are not authorized. Double hearing protection is highly encouraged for use on the pistol range.

d. Armories. Ensure an Limited Technical Inspection (LTI)/Pre-fire Inspection (PFI) is conducted on each weapon issued for training with the attached by name roster. The Staff Non-Fire will pick up the LTI/PFI rosters the morning of the first day of prep training. Only Government issued weapons are authorized for firing qualification on the Station ranges.

e. Messing. No messing is available at the rifle range. Box lunches are required for all Marines on meal cards. Units are responsible for ensuring meal card holders are properly identified and listed on the rifle range roster per enclosure (4).

f. General Firing Schedules

(1) ART. All Marines firing ART (Tables 1 and 2) will attend preparatory training classes for Table 1 per reference (a). This training is held at the Station Rifle Range bleachers on the dates indicated in enclosure (1). Zeroing will be conducted on the second day of prep training for the respective details. Monday through Wednesday of the firing week, Marines will conduct Table 1 live fire training with Wednesday designated for qualification. Thursday of the firing week, Marines will attend preparatory training classes for Table 2 held at the Station Rifle Range bleachers and conduct Table 2 live fire practice. Friday of the firing week, Marines will conduct Table 2 live fire training for pre-qualification/qualification. The range staff will outline

specific rifle range show times at the conclusion of preparatory training and each day's firing.

(2) APT. All Marines firing the pistol will attend preparatory training classes per reference (a). The classes are held at the Station Pistol Range bleachers on the dates indicated in enclosure (1) for the respective details. APT qualification is conducted over a 4-day period. Preparatory training is conducted on day 1 along with block 1 live fire; blocks 2 and 3 live fire are conducted on Day 2; block 4 is conducted on Day 3; training block 5 is conducted on Day 4 for qualification. Range staff will outline specific pistol range relay assignments and show times at the conclusion of preparatory training and each day's firing.

(3) Unqualified Marines. Any Marine who fails to qualify with either service weapon will receive one additional attempt to qualify, time permitting. Any Marine who fails to qualify after their additional attempt must attend remedial training with the Combat Marksmanship Trainer (CMT).

g. Range Personnel. All range personnel are provided by the MCAS Cherry Point MTU and consist of the following: Range Officer, Range Chief, Line SNCO, CMT, Tower NCOs, Pit SNCO/NCO, Block NCOs and Combat Marksmanship Coaches.

h. Range Safety Officer. The Range Safety Officer (RSO) will be provided by the MTU.

i. Staff Non-Fire/Verifiers. Marines who are assigned as the Staff Non-Fire or Verifiers for each Marine Aircraft Group (MAG) will report to the MTU office located in Bldg. 4556 by 0900 the day before the first preparatory training day to receive their reporting/duty instructions from MTU staff. **The Staff Non-Fire is a non-firing Marine. The Staff Non-Fire must be a SNCO/Officer.** See enclosure (2) for verifier requirements. Enclosure (3) outlines the duties and responsibilities of the Staff Non-Fire and verifiers.

j. Corpsman Support. The Commanding Officer, Naval Health Clinic, and 2d MAW Medical will provide medical support during all live firing. See enclosure (1) for firing dates and enclosure (2) for dates of responsibility. A corpsman must be present from ammo issue through the completion of live fire or the detail will be cancelled or delayed.

k. Indoor Simulated Marksmanship Trainer. Units requesting individual or block unit Indoor Simulated Marksmanship Trainer

(ISMT) training must coordinate through their S-3 with the Range Staff at 466-3109. Training days are limited based on ISMT qualified MTU personnel availability.

1. Special Live Fire Training. Units requesting special live fire training must coordinate through their S-3 with the Range Officer/Range Chief at 466-3109/6044. Training days are limited based on MTU personnel and range availability. Requests for special live fire training must be submitted a minimum of 48 hours in advance.

#### 4. Administration and Logistics

a. All information concerning qualification firing or special live fire events will be coordinated through the Cherry Point Range Officer or Range Chief at 466-3109/6044.

b. Units are responsible for ensuring their Marines assigned to ART and APT details attend preparatory training at the Station Rifle/Pistol Range bleachers on dates listed in enclosure (1). On the first day of preparatory training shooters must be signed in and seated in the bleachers by 0700. A Staff Non-Fire from each MAG will be assigned to each ART detail when a MAG has more than 10 shooters.

c. The FY 13 range schedules are contained in enclosure (1). Quota Allocations are contained in enclosure (2).

d. The Staff Non-Fire is responsible to account for all Marines from his/her MAG/Unit and to ensure that all matters pertaining to personnel are coordinated with the Line SNCO in addition to the MAG/Unit S-3. This includes the LTI/PFI paper work, no shows, weapons drops, gear malfunctions, etc. The Staff Non-Fire will receive a brief from the range staff covering his/her duties the day prior to the first day of preparatory training, see enclosure (3).

e. ART qualification (Tables 1 and 2) consists of seven training days: Two days of preparatory training classes and five days of live fire training. Live fire training is broken down into two tables: Table 1 consisting of three days of live fire training, where the third day of live fire training is designated for qualification (ending Table 1). Table 2 training consists of two days: day one is preparatory training classes and includes live fire training, with the second day of live fire training designated for pre-qualification/qualification (ending Table 2).

f. APT training consists of four days: day one consists of preparatory training classes and training block 1. Day two consists of blocks 2 and 3 live fire. Day three consists of training block 4 for pre-qual. Day four consists of training block 5 for qualification.

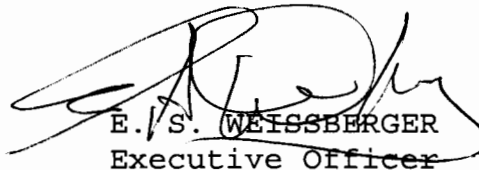
g. It is recommended that shooters under 5'2" be issued an M4 rifle. Shooters under that height have trouble attaining the required 1 1/2" of eye relief when using the Rifle Combat Optic (RCO) creating scope shadow. This will cause the shooter to be unable to attain proper sight picture and cause possible safety issues.

h. Table 3: Intermediate Combat Rifle Marksmanship (ICRM). All Marines not exempted per reference (a), chapter 2, paragraph 2002 are required to complete Table 3 training. This includes completion of: Preliminary Training and Table 3. Table 3 course of fire for Annual Rifle Training is contained in reference (a) appendix (E). All Marine unit commanders are responsible for conducting Table 3 training. The Rifle Range will conduct one Table 3 shoot each month. If additional Table 3 training is required by a unit, contact the Range Officer/Range Chief at 466-3109/6044 to coordinate range dates and times.

#### 5. Command and Signal.

a. Command. This Bulletin is applicable to all commands and tenants aboard MCAS Cherry Point. This Bulletin is not applicable to Marine Corps Reserve Units. The CG 2d MAW and the COs of CLC-21, the Naval Health Clinic, and FRC-E concur with the provisions of this Bulletin.

b. Signal. This Bulletin is effective the date signed.

  
E. S. WEISSBERGER  
Executive Officer

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ASB 3574  
25 SEP 2012

Range Schedule

Annual Rifle Training (ART) Courses

<u>Detail Number</u>	<u>Training Days</u>	<u>Table 3</u>
ART 01	11-19 Oct 12	22 Oct 12
ART 02	25 Oct 12 - 02 Nov 12	15 Nov & 19 Nov 12
ART 03	29 Nov 12 - 07 Dec 12	
ART 04	13-21 Dec 12	
ART 05	10-18 Jan 13	23 Jan 13
ART 06	31 Jan 13 - 08 Feb 13	20 Feb 13
ART 07	21 Feb 13 - 01 Mar 13	
ART 08	07-15 Mar 13	18 Mar 13
ART 09	21-29 Mar 13	
ART 10	04-12 Apr 13	15 Apr 13
ART 11	18-26 Apr 13	
ART 12	02-10 May 13	13 May 13
ART 13	16-24 May 13	
ART 14	30 May 13 - 07 Jun 13	10 Jun 13
ART 15	13-21 Jun 13	
ART 16	11-19 Jul 13	22 Jul 13
ART 17	25 Jul 13 - 02 Aug 13	05 Aug 13
ART 18	08-16 Aug 13	
ART 19	22-30 Aug 13	
ART 20	05-13 Sep 13	16 Sep 13
ART 21	19-27 Sep 13	

Enclosure (1)

ASB 3574  
25 SEP 2012

Range Schedule

Annual Pistol Training (APT) Courses

<u>Detail Number</u>	<u>Training Days</u>
APT 01	01-04 Oct 12
APT 02	05-08 Nov 12
APT 03	26-29 Nov 12
APT 04	10-13 Dec 12
APT 05	28-31 Jan 13
APT 06	11-14 Feb 13
APT 07	04-07 Mar 13
APT 08	29 Apr 13 - 02 May 13
APT 09	24-27 Jun 13
APT 10	08-11 Jul 13
APT 11	19-22 Aug 13



Range Schedule

Nomination Roster Due Dates

ART DETAILS

<u>Detail Number</u>	<u>Nomination Due Dates</u>
ART 01	02 Oct 12
ART 02	16 Oct 12
ART 03	20 Nov 12
ART 04	04 Dec 12
ART 05	18 Dec 12
ART 06	22 Jan 13
ART 07	12 Feb 13
ART 08	26 Feb 13
ART 09	12 Mar 13
ART 10	26 Mar 13
ART 11	09 Apr 13
ART 12	30 Apr 13
ART 13	07 May 13
ART 14	21 May 13
ART 15	04 Jun 13
ART 16	01 Jul 13
ART 17	16 Jul 13
ART 18	30 Jul 13
ART 19	13 Aug 13
ART 20	27 Aug 13
ART 21	10 Sep 13

APT DETAILS

<u>Detail Number</u>	<u>Nomination Due Dates</u>
APT 01	25 Sep 12
APT 02	30 Oct 12
APT 03	20 Nov 12
APT 04	04 Dec 12
APT 05	22 Jan 13
APT 06	05 Feb 13
APT 07	26 Feb 13
APT 08	23 Apr 13
APT 09	18 Jun 13
APT 10	01 Jul 13
APT 11	13 Aug 13

### Quota Allocations

#### 1. Range Quotas

a. Quotas for Annual Rifle Training (ART) and Annual Pistol Training (APT) details are based upon the availability of properly trained Marksmanship Training Unit (MTU) personnel in order to safely operate the ranges. At the current Table of Organization (T/O), the maximum quota on the rifle range is 228 Marines per ART and 138 Marines on the pistol range per APT. Quotas are disseminated as follows:

	<u>2d MAW</u>	<u>H&amp;HS</u>	<u>VMR-1</u>	<u>CLC-21</u>	<u>FRC-E</u>
Rifle:	194	20	6	6	2
Pistol:	104	20	6	6	2

b. The MTU will enter qualification scores into UDMIPS. The individual units are responsible for tracking their own qualification statistics.

2. Range Safety Officers (RSO). The MTU staff will provide the RSO. RSOs must have completed the Range Safety Course (Basic) Distance Learning on Marine Net (course number CI060120CA) and the proctored test provided at the Learning Resource Center, Bldg. 4335, Room 229. RSOs must also complete the local range safety certification program in order to be appointed as an RSO. RSOs must be a Sergeant or above. The RSO will perform their duties per references (b) and (c) and will not be a firing member of the assigned detail. RSOs assigned to a detail will remain for the entire duration of the training evolution.

#### 3. Verifiers

a. G-3, 2d MAW. Assign SNCOs/Officers to serve as verifiers for each ART detail (one per group). Verifiers assigned to ART range details will report to the Range Staff at the MTU, Bldg. 4556 at 0900 on the Wednesday prior to the ART firing week to receive the verifier's brief.

b. Commanding Officer, Headquarters and Headquarters Squadron, MCAS Cherry Point. Assign one SNCO/Officer to serve as a verifier for each ART detail. The verifier assigned to the ART range detail will report to the Range Staff at the MTU, Bldg. 4556 at 0900 on the Wednesday prior to the ART firing week to receive the verifier's brief.

Enclosure (2)

4. Corpsman

a. 2d MAW, Medical. Assign a corpsman to provide medical support during all live-fire training (October-December and May-September). The corpsman assigned to the Range will report to the Range Chief at the MTU, Bldg.4556, by 0530 (October-December) and (May-September) each day of the scheduled firing week per enclosure (1).

b. Commanding Officer, Naval Health Clinic. Assign a corpsman to provide medical support during all live-fire training (January - April). The corpsman assigned to the Range will report to the Range Chief at the MTU, Bldg. 4556, by 0530 (January - April) each day of the scheduled firing week per enclosure (1).

Duties and Special Orders for Detail Personnel

1. Range Safety Officers (RSO). The RSOs will perform their duties in accordance with reference (c) and enclosure (2) of this Bulletin.

2. Verifiers. Officers and SNCOs assigned to ART range details as verifiers will report to the Range Staff at the MTU Bldg. 4556 at 0900 on the Wednesday prior to the ART firing week to receive the verifier's brief. Verifiers will report to the rifle range on Wednesday at the time briefed during the firing week.

a. Verifying Officer. The senior verifier will be assigned the duty of verifying officer. The verifying officer is responsible to the Range Officer and the Pit SNCO to enforce all pit procedures, safety regulations, target management, and proper scoring. The Verifying Officer will:

(1) Report to the Range Chief/Line SNCO prior to proceeding to the pits.

(2) Assign verifiers to specific blocks of targets (no more than 10 targets per verifier).

(3) Supervise verifiers in the performance of their duties.

(4) Spot check targets for proper operation to include: markings, disk the proper value, and entering the score properly on the pit scorecard.

(5) Ensure scoring is accurate and verify all scorecards are completed correctly.

(6) Rule on all controversies involving the value of hits, number of hits, and time limits.

(7) Consult with the Pit/Line SNCOs to resolve questionable matters.

(8) Explain any circumstances involving possible discrepancies between line and pit scorecards to the Pit/Line SNCOs.

(9) Understand alibi procedures per references (a) and (b).

(10) Perform the duties of a verifier.

b. Verifiers. One Verifier is assigned to a block of targets, not to exceed 10 targets. These verifiers supervise the marking and scoring of targets in their assigned block. The verifiers will:

(1) Report to the Range Chief/Line SNCO prior to proceeding to the pits.

(2) Brief target operators and scorekeepers on proper scoring procedure.

(3) Ensure all required information is entered on the scorecard (i.e. date, target number, relay, scorekeeper's information, and verifier's information).

(4) Ensure all entries on scorecards are legible and in black ink.

(5) Make all corrections on scorecards and initial each correction in red ink only.

(6) Verify totals and initial each stage of fire upon completion of each relay in red ink only.

(7) Ensure all target pullers perform their duties properly. This includes proper marking of shot holes, disk the proper value of each hit, and properly entering each score on the scorecard.

(8) Verify all non-visible misses on the scorecard in red ink.

(9) Consult with the verifying officer and Pit SNCO on any questionable situations.

(10) Understand alibi procedures per reference (a) and (b).

Enclosure (3)

25 SEP 2012

(11) Ensure scorecards are turned in to the Pit SNCO as soon as possible.

3. Staff Non-Fire. The staff non-fire from each MAG/unit will assist the RSO and Line SNCO in the execution of their duties by acting as the MAG/unit representative. The staff non-fire's duties will include, but are not limited to:

a. Accounting for all Marines from his/her MAG/unit and ensuring all matters dealing with personnel are coordinated with the Line SNCO and the MAG/unit S-3. This includes no shows, weapons drops, gear malfunctions, etc.

b. Assigning personnel for working parties as required.

c. The staff non-fire will report any UA Marines directly to his/her MAG/unit S-3 by the end of each training day.

4. Corpsman. The corpsman will assist the RO and RSOs in the execution of their duties by providing medical support and first aid as required. The corpsman assigned to the Range will report to the Range Chief at the MTU, Bldg. 4556 by 0530 each day of the scheduled firing week per enclosure (1). The corpsman's duties will include, but are not limited to:

a. Report to and remain under the control of the Range Chief until secured for the day.

b. The corpsman will be present at the MTU, Bldg. 4556 during all live-fire, unless his/her presence is required down range.

c. The corpsman will provide emergency first aid care and maintain appropriate emergency care supplies at the MTU, Bldg. 4556.

d. In case of an emergency where transportation is required, 911 will be called for ambulance assistance.

Enclosure (3)

Range Roster Formats

1. Purpose. To issue formatting instructions to ensure proper and timely submission of ART and APT range rosters are adhered to by all commands.
2. Roster Submission. The respective MAG/unit S-3 training sections will ensure all ART and APT rosters are submitted to the 2d MAW G-3. H&HS, CLC-21, VMR-1, and FRC-E contact the MTU clerk at 466-3109 for e-mailing instructions. The rosters are due no later than 0800 on the dates designated in enclosure (1). If a Marine's name is not on the roster by 0800 on the designated date, that Marine will not fire on the scheduled detail. Rosters must be submitted in the format outlined below. Do not alter rosters after submission.
3. ART Range Details. The respective MAG/unit S-3 training sections will ensure all ART nominations are submitted to the 2d MAW G-3 or the MTU clerk as appropriate in the proper format shown below:

a. Microsoft Excel document with eight columns of information, as shown below (no dashes, slashes, spaces or periods). Under UNIT ensure the proper MAG/unit (highest unit designator) Meal card numbers are required for all Marines subsisting on meal cards for the Rifle Range. Ensure the ART number is identified in the eighth column.

LAST	FIRST	M.I.	RANK	SSN	UNIT	Meal Card #	ART #
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b. ART Roster Formatting Instructions

<u>Font</u>	Courier New, Regular, Size 12, Color Automatic.
<u>Number</u>	SSN block: formatted under custom delete the word General and type in (10) zeros. Meal Card: formatted as text.
<u>Alignment</u>	Name blocks: left align; all others centered.
<u>Case</u>	ALL LETTERING UPPER CASE ONLY.
<u>Row Height</u>	16 pt.

c. Target and relay assignments are designated on the first day of the respective range detail by the Line SNCO. This

target/relay assignment should remain the same throughout the entire ART detail.

4. APT Range Details. The respective MAG/unit S-3 training sections will ensure all APT nominations are submitted to the 2d MAW G-3 or the MTU clerk as appropriate in the proper format as provided below:

a. Microsoft Excel document with seven columns of information, as shown below (no dashes, slashes, spaces or periods). If the block does not apply, leave it blank. Under UNIT ensure the proper MAG designation is listed.

LAST	FIRST	M.I.	RANK	SSN	UNIT	APT#
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b. APT Roster Formatting Instructions

<u>Font</u>	Courier New, Regular, Size 12, Color Automatic.
<u>Number</u>	SSN block: formatted under custom delete the word General and type in (10) zeros.
<u>Alignment</u>	Name blocks: left align; all others centered.
<u>Case</u>	ALL LETTERING UPPER CASE ONLY.
<u>Row Height</u>	16 pt.

c. Target and relay assignments are designated on the first day upon completion of preparatory training on the pistol range by the Line SNCO. This target/relay assignment should remain the same throughout the entire APT detail.