



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AIR STATION BULLETIN 3574

From: Commanding Officer
To: Distribution List

Subj: INSTRUCTIONS FOR RIFLE/PISTOL REQUALIFICATIONS FOR PERIOD
1 OCTOBER 2013 THROUGH 30 SEPTEMBER 2014

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

Encl: (1) Range Schedule
(2) Quota Allocations
(3) Duties and Special Orders for Detail Personnel

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 (FY) 2014.

2. Mission. Annual Rifle Training (ART) and Combat Pistol Program (CPP) qualifications will be conducted per the references. Qualifications will be conducted under the direct supervision of qualified marksmanship personnel per reference (a). The ART and CPP firing dates are contained in enclosure (1). Quota allocations are contained in enclosure (2). Appropriate S-3 training offices will coordinate by-name rosters for their respective units. Personnel required to fire are listed in reference (a). Marines who have not attended preparatory training (ART or CPP marksmanship classes) and who have not dry fired (snap-in) during the assigned training dates will not fire. For the purpose of this Bulletin, the term "rifle" refers to the service rifles and/or carbine (M16A2*, M16A4*, M4*, and M27.)

(* - With or without the M203 attached.)

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

3. Execution

a. Roster Submission. It is the responsibility of the designated Staff Non-Fire to submit their roster at the Staff Non-Fire brief prior to the firing week. Tenant units within the 2d Marine Aircraft Wing (2d MAW) will submit their rosters to the Wing G-3. Headquarters & Headquarters Squadron (H&HS) units will submit their rosters to the H&HS S-3. Marine Transport Squadron-1 (VMR-1), Combat Logistics Company-21 (CLC-21), and the Fleet Readiness Center East (FRCE) Training Chiefs are responsible for submitting their 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. 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 already qualified during the current FY.** If a Marine's name is not on the Staff Non-Fire roster, 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 paragraph 3c below and their issued weapon. Muster is conducted prior to the start of training. Marines who do not attend or who miss any portion of preparatory 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. Uniforms will be worn per established uniform regulations.

(2) Equipment Required for Table 1. The following equipment is required for Table 1:

- (a) T/O Rifle
- (b) Standard issued Web Sling/approved 3-Point Sling
- (c) Magazine Retention Device/Magazine Pouches
- (d) Appropriate Cartridge Belt/Load Bearing Vest (LBV)
- (e) (6) M16 30-round Magazines
- (f) Hydration Device
- (g) Hearing Protection (provided by parent command)

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- (h) Data Book (provided by parent command)
- (i) Black Ink Pen

(All gear will be worn per reference (c).)

(3) Equipment Required for Table 2. The following equipment is required for Table 2:

- (a) T/O Rifle
- (b) Standard issued Web Sling/approved 3-Point Sling
- (c) Magazine Retention Device/Magazine Pouches
- (d) Appropriate Cartridge Belt/Load Bearing Vest (LBV)
- (e) (6) M16 30-round Magazines
- (f) Hydration Device
- (g) Hearing Protection (provided by parent command)
- (h) Helmet
- (i) Flak Jacket
- (j) Data Book (provided by parent command)
- (k) Black Ink Pen

(All gear will be worn per reference (c).)

(4) Equipment Required for CPP. The following equipment is required for CPP:

- (a) M9 Pistol or M45 Close Quarters Battle Pistol
- (b) Cartridge Belt with a Magazine Pouch
- (c) (2) M9 15-round or (2) M45 8-Round Magazines
- (d) USMC approved Holster or Drop Holster
- (e) Hearing Protection (provided by parent command)

(All gear will be worn per reference (c). Shoulder holsters are **not authorized** for use during qualification/re-qualification training.)

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

d. Armories. Ensure a 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.

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e. Messing. Messing is not available at the rifle range. Staff Non-Fires are responsible for submitting chow requests to the chow hall 7 days prior to the firing week.

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 detail. 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 Small Arms Range Complex (SARC) 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) CPP. All Marines firing the pistol will attend preparatory training classes per reference (a). The classes are held at the SARC bleachers on the dates indicated in enclosure (1) for the respective detail. The CPP qualification is conducted over a 4-day period. Preparatory training is conducted on day 1 along with block 1 dry-fire and block 2 live fire; block 3 live fire is conducted on day 2; block 4 is conducted on day 3; 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, Range Safety Officer, Line SNCO, CMT, Tower NCOs, Pit SNCO/NCO, Block NCOs and Combat Marksmanship Coaches (CMC).

h. Staff Non-Fire. Marines who are assigned as the Staff Non-Fire for the 2d MAW and H&HS will report to the MTU office located in Bldg 4556 by 0800 the Monday of the prep week to receive their reporting/duty instructions from the MTU staff.

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The Staff Non-Fire must be a non-firing Marine SNCO or Officer. Enclosure (3) outlines the duties and responsibilities of the Staff Non-Fire.

i. Verifiers. The Staff Non-Fire ensures verifiers have been designated by their units and given their show times based on the Staff Non-Fire brief (see enclosure (2) for verifier requirements.) Enclosure (3) outlines the duties and responsibilities of verifiers.

j. Corpsman Support. The Commanding Officer, Cherry Point Naval Health Clinic, and the Medical Officer of 2d MAW provide medical support during all live firing. Enclosure (1) outlines firing dates and enclosure (2) addresses respective 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 per reference (a).

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

l. 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 attend preparatory training at the SARC bleachers on the dates listed in enclosure (1). On the first day of preparatory training, shooters must be signed in and seated in the bleachers by 0700.

c. The FY 2014 range schedules are contained in enclosure (1). Quota allocations are contained in enclosure (2).

d. It is recommended that shooters under 5'2" be issued an M4 Carbine. Shooters under 5'2" may have trouble attaining the required 1 1/2" of eye relief when using the Rifle Combat Optic,

thus creating scope shadow. This will cause the shooter to be unable to attain proper sight picture and may create potential safety issues.

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

5. Command and Signal

a. Command. This Bulletin is applicable to all subordinate and tenant Commands aboard MCAS Cherry Point. This Bulletin is not applicable to the Marine Corps Reserve. The Commanding General, 2d MAW and the Commanding Officers of CLC-21, the Cherry Point Naval Health Clinic, and FRCE concur with the provisions of this Bulletin insofar as it pertains to members of their respective Commands.

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



C. PAPPAS III

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Range Schedule

Annual Rifle Training (ART) Courses

<u>Detail Number</u>	<u>Training Days</u>
ART 01	03-11 Oct 13
ART 02	17-25 Oct 13
ART 03	14-22 Nov 13
ART 04	05-13 Dec 13
ART 05	09-17 Jan 14
ART 06	23-31 Jan 14
ART 07	06-14 Feb 14
ART 08	20-28 Feb 14
ART 09	06-14 Mar 14
ART 10	20-28 Mar 14
ART 11	03-11 Apr 14
ART 12	24 Apr 14 - 02 May 14
ART 13	08-16 May 14
ART 14	29 May 14 - 06 Jun 14
ART 15	12-20 Jun 14
ART 16	10-18 Jul 14
ART 17	24 Jul 14 - 01 Aug 14
ART 18	07-15 Aug 14
ART 19	04-12 Sep 14
ART 20	18-26 Sep 14

Table 3 Dates

28 Oct 13
25 Nov 13
07 Jan 14
03 Feb 14
31 Mar 14
23 Apr 14
05 May 14
30 Jun 14
09 Jul 14
18 Aug 14
15 Sep 14

Range Schedule

Combat Pistol Program (CPP) Courses

<u>Detail Number</u>	<u>Training Days</u>
CPP 01	30 Sep 13 - 03 Oct 13
CPP 02	04-07 Nov 13
CPP 03	16-19 Dec 13
CPP 04	03-06 Mar 14
CPP 05	17-20 Mar 14
CPP 06	14-17 Apr 14
CPP 07	19-22 May 14
CPP 08	09-12 Jun 14
CPP 09	23-26 Jun 14
CPP 10	21-24 Jun 14
CPP 11	04-07 Aug 14
CPP 12	25-28 Aug 14

Quota Allocations

1. Range Quotas

a. Quotas for Annual Rifle Training (ART) and Combat Pistol Program (CPP) details are based upon the availability of properly trained Marksmanship Training Unit (MTU) personnel required to safely operate the ranges. The current Range Table of Organization (T/O) limits the maximum quota on the rifle range to 228 Marines per ART and 138 Marines on the pistol range per CPP. Quotas are allocated as follows:

	<u>2dMAW</u>	<u>H&HS</u>	<u>VMR-1</u>	<u>CLC-21</u>	<u>FRCE</u>
Rifle:	194	20	6	6	2
Pistol:	104	20	6	6	2

b. Scores are entered into the Marine Corps Total Force System by the Installation Personnel Administrative Center. Individual units are responsible for tracking their own qualification statistics.

2. Range Safety Officer (RSO). The MTU staff will provide the RSO. RSOs must complete 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. All RSOs must also complete the local range safety certification program prior to appointment as an RSO. All RSOs must be a sergeants or above. All RSOs will perform their duties in accordance with references (b) and (c) and cannot be firing members of their assigned detail. All RSOs assigned to a detail will be present for the duration of the training evolution.

3. Verifiers

a. G-3, 2d MAW. Assign four SNCOs/Officers from 2d MAW to serve as verifiers for each ART detail. Coordination will be made with the Staff Non-fire for their respective detail.

b. Commanding Officer, Headquarters and Headquarters Squadron. Assign one SNCO/Officer from H&HS to serve as a verifier for each ART detail. Coordination will be made with the Staff Non-fire for their respective detail.

4. Corpsman

a. 2d MAW, Medical. Assign a Corpsman to provide medical support during all live fire training (October - December and

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May - September). The Corpsman assigned to the Range will report to the Range Chief at MTU Building 4556 by 0530

(October - December) and (May - September) each day of the scheduled firing week per enclosure (1).

b. Commanding Officer, Cherry Point Naval Health Clinic. Assign a Corpsman to provide medical support during all live firing training (January - April). The Corpsman assigned to the Range will report to the Range Chief at MTU Building 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 Officer (RSO). The RSOs will perform their duties per 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 Marksmanship Training Unit (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, diking 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 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.

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b. Verifiers. One Verifier is assigned to a block of targets, (not to exceed 10 targets). 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, diking 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 contained in references (a) and (b).
- (11) Ensure scorecards are turned in to the Pit SNCO as soon as possible.

3. Staff Non-Fire. The Staff Non-Fire will assist the RSO and Line SNCO in the execution of their duties by acting as the Station/2d MAW 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

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the Line SNCO and the Station/2d MAW G-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 Station S-3/2d MAW G-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 remain 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.