



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:
BnO 3574.2M
B 07-3

FEB 05 2021

BATTALION ORDER 3574.2M

From: Commanding Officer
To: Distribution List A

Subj: COMBAT MARKSMANSHIP PROGRAM

Ref: (a) MCO 3574.2_ Marine Corps Combat Marksmanship Programs
(b) MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
(c) MCO 1500.63_ Marine Corps Mandatory Individual Training and Education Requirements
(d) BnO 1601.4_ Officer of the Day and Assistance Officer of the Day Instructions
(e) MARADMIN 199/17

1. Situation

a. As the largest battalion in the Corps, Headquarters Battalion (HQ Bn), Training and Education Command (TECOM), is responsible for the training and overall readiness of approximately 1,800 Marines. Our 1,800 Marines are administratively assigned to one of four subordinate companies, and most are further assigned to duties within one of eight general officer organizations aboard Marine Corps Base (MCB) Quantico.¹ Day to day, our Marines are rightly immersed in missions of strategic and institutional importance. Nevertheless, Officers-In-Charge (OIC) and Staff Non-Commissioned OICs (SNCOICs) and other front line leaders across the battalion are in no way alleviated from ensuring the individual readiness of our Marines. When balancing the important task at hand with their Marines' readiness requirements, we must distinguish between convenience and necessity. We must remind ourselves each day that we are an expeditionary force premised on individual readiness. We must maintain a combat mindset and our warrior ethos. Of particular significance is the requirement to conduct annual combat marksmanship training.

b. Each fiscal year, Weapons Training Battalion (WT Bn) hosts a number of rifle and pistol ranges. Similarly, each year HQ Bn obtains enough quotas from WT Bn to enable hundreds of HQ Bn Marines to conduct Annual Rifle Training (ART) and/or Annual Pistol Training (APT) on board MCB Quantico during any one of a number of range details throughout the fiscal year. Any Marine who is required to conduct ART and/or APT will be afforded a quota.

¹ These organizations include: TECOM, Education Command, Training Command, Combat Development and Integration, Marine Corps Warfighting Laboratory, Manpower & Reserve Affairs, Marine Corps Recruiting Command, and Marine Corps Systems Command.

Distribution Statement A: Approved for public release; distribution is unlimited.

c. All Marines within HQ Bn will be required to conduct ART, unless specifically exempted by reference (a) or this order. All Marines eligible to stand armed duty within the battalion, or otherwise required to be armed, will conduct APT, unless specifically exempted by this order. This order applies uniformly to all Marines administratively assigned to HQ Bn, regardless of which general officer organization they report to for daily duties.

d. To de-conflict mission requirements with individual readiness requirements, HQ Bn maintains Memorandums of Agreements (MOA) with each of our supported organizations. These MOAs detail specific roles and responsibilities for each organization with respect to compliance with the Marine Corps Combat Marksmanship Program (MCCMP) order and this battalion order.

2. Mission. HQ Bn establishes guidance, requirements, and instructions for the HQ Bn Combat Marksmanship Program (CMP) in order to enable our Marines to conduct ART and APT in accordance with (IAW) references (a) through (d).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. Provide opportunities for HQ Bn Marines to complete ART and APT to meet annual and other training requirements.

(b) Method. HQ Bn will conduct preparatory training for ART and APT. WTBN will conduct ART and APT details throughout the fiscal year (FY) on the Calvin A. Lloyd Range Complex based on the annual HQ Bn quota meeting.

(c) Endstate. Marines assigned to HQ Bn receive professional and effective instruction and qualify on service weapon systems. Marines can effectively employ their weapon system in combat, in unit self-defense, and while standing armed duty. Marines maintain their combat mindset and warrior ethos. Marines remain competitive for promotion.

(2) Concept of Operations. The battalion CMP will be executed as follows:

(a) In the fourth quarter of each FY, WT Bn publishes by-unit range quotas and schedule for the upcoming FY.

(b) HQ Bn's quotas are divided proportionally amongst the four companies according to each company's population of personnel who are required to qualify.

(c) Companies identify personnel who are required to qualify during the FY, as defined in reference (a) through (d), and assign them to a specific detail.

(d) Individual letters of instruction (LOIs) are published by the HQ Bn S-3 for each ART/APT detail.

(e) Supported organizations provide range support personnel pursuant to the HQ Bn FY LOI and signed MOAs.

(f) Shooters draw the necessary gear and attend the mandatory preparatory training and briefs as directed.

(g) Shooters receive weapons cards from the battalion armory, located in the basement of the Battalion Headquarters building at Yale Hall, building 2006, which must be signed by their appropriate company representative.

(h) On training days, shooters muster at the designated location for accountability and transportation to the range, in accordance with the specific range LOI's published timelines.

(i) Shooters complete the entire course of training, clean and de-issue all weapons and equipment. This will be done upon completion of qualification day. The weapons stored with HQ Bn are a rotating stock and must be kept available for the next ART and APT.

(j) A consolidated score roster is provided to HQ Bn for entry into the Marine Corps Training Information Management System (MCTIMS).

b. Tasks

(1) S-3

(a) Exercise staff cognizance over this order and HQ Bn CMP.

(b) Coordinate with WT Bn to obtain appropriate number of quotas to support fiscal year requirements for the ART/APT details.

(c) Assign quotas and support requirements to each company proportionate to each company's population of required shooters.

(d) Publish the LOI for each FY and for each ART/APT detail.

(e) Provide rifle data books for shooters assigned to ARTs.

(f) Compile by-name rosters for upcoming ART/APT details and submit them to WTBN and the HQ Bn S-4.

(g) Conduct pre-training briefs and required preparatory training for all shooters.

(h) Serve as cognizant staff office for the Indoor Simulated Marksmanship Trainer (ISMT) located in the basement of Yale Hall.

(i) Ensure sufficient quantity of CMT/CMCs are trained and available for the operation of the ISMT during preparatory training.

(j) Receive score rosters from WTBN at the conclusion of all ART/APT details and distribute them to the companies.

(k) Review for accuracy and certify scoresheets in MCTIMS.

(l) Review, validate, and consolidate company submissions of waiver requests at the end of each FY for submission to the Commanding General (CG), TECOM, via the battalion commander and TECOM G-3. If returned approved, process waivers via MCTIMS.

(m) Review and validate company submissions of Required Did Not Fire (RDNF) reports at the end of each FY for submission to the battalion commander.

(2) S-4

(a) Reserve transportation for sergeants and below in support of each range detail.

(b) Perform limited technical inspections (LTIs) on all weapons prior to issuing them to shooters.

(c) Issue weapons cards, weapons, and required gear to shooters.

(d) Submit chow requests for Marines on commuted rations (COMRATS) to base food service.

(3) Company Commanders

(a) Assign personnel to ART/APT details per given quotas.

(b) Assign a Staff Non-Fire (SNF) representative, as required. If no SNF is identified prior to the SNF brief, the Company Gunnery Sergeant will assume the duties as the SNF.

(c) Assign range verifiers to the details, as required.

(d) Assign Combat Marksmanship Coaches (CMC) to ART/APT details, as required.

(e) Assign a vehicle driver to ART/APT details, as required.

(f) Assign Combat Marksmanship Trainer(s) (CMT) to conduct preparatory training requirements during grass week, as required.

(g) Maintain awareness over marksmanship readiness requirements within your company, particularly among the armed duty-standing population.

(h) Ensure unqualified Marines (UNQ) are provided the opportunity to remediate prior to returning to a later range detail. See paragraph 3.c.(4) of this order.

(i) Assign CMCs to remediate UNQ shooters as appropriate. See paragraph 3.c.(4) of this order.

(j) In coordination with supported organization (SUPORG) leadership, consolidate, review, and validate waiver requests at the end of each FY for submission to the CG, TECOM, via the HQ Bn S-3 and battalion commander.

(k) In coordination with SUPORG leadership, consolidate, review, and validate RDNF reports at the end of each FY for submission to the battalion commander, via the HQ Bn S-3.

(l) Ensure MCTIMS entries are made for exempt shooters; and for shooters requiring, and approved for a waiver. See chapters 6 and 8 of reference (a).

(4) Staff Non-Fire. The SNF is the battalion representative to WT Bn during conduct of ART/APT details. The SNF functions as WTBN's primary point of contact for all matters pertaining to HQ Bn Marines.

(a) Receive the final training roster from the HQ Bn S-3.

(b) Attend the SNF brief given at WTBN and provide WTBN with the final training roster.

(c) Issue data books, as required, to shooters from HQ Bn.

(d) Conduct accountability each morning during range training. Report absentees to the HQ Bn S-3 following muster.

(e) Remain at the range while HQ Bn Marines are training.

(f) Collect box chow and meals ready to eat (MREs) from the appropriate dining facility and distribute to the appropriate Marines.

(g) At the conclusion of live-fire training, ensure all HQ Bn score cards are properly marked and turned in to range personnel.

(h) Maintain communication, via cell phone (or in person), with the HQ Bn S-3 during training regarding any issues that are not immediately solvable with personnel or logistics for the details.

(5) Combat Marksmanship Trainer. The CMT is the designated battalion instructor for the conduct of all preparatory training (grass week) for ART and APT.

(a) Receive the final training roster from the HQ Bn S-3 on the working day prior to the start of grass week.

(b) Conduct accountability each morning during grass week.

(c) Coordinate with HQ Bn S-3 for support required, no less than 10 working days prior to conducting grass week.

(d) Conduct training in accordance with reference (a).

(e) Coordinate with the SNF to update rosters for personnel that fail to attend grass week.

c. Coordinating Instructions

(1) Requirement for ART. All Marines administratively assigned to HQ Bn shall conduct ART, unless exempted in paragraph 4.a.(2)(a) below.

(2) Requirement for APT. All Marines eligible to stand armed duty within the battalion as established in reference (d), or otherwise required to be armed, shall conduct APT. Additionally, any Marine selected for Staff Sergeant shall conduct initial APT within two years of promotion IAW reference (c). The only authorized exemptions are listed below in paragraph 4.a.(2)(b).

(3) Appointed Place of Duty. In order to fire on an ART/APT, Marines must be on the initial company roster submission. Once rosters are final, the range detail is the shooter's appointed place of duty.

(a) Personnel assigned to range details will attend range pre-brief conducted by HQ Bn S-3, all preparatory, and all live fire training. Marines who fail to attend the range pre-brief or grass week will be dropped from the detail, and unless they qualify on a subsequent range, will be run as RDNF.

(b) Drops after rosters are final, result in the loss of the quota for that range detail. Requests to be excused from a range detail must be submitted, with an O-6 (for officers) or E-9 (for enlisted) endorsement from the supported organization, to the Battalion Commander for approval.

(4) Unqualified. If a shooter fails to achieve a qualifying score at the end of any detail, the shooter will have an opportunity to remediate and requalify according to the following procedure.

(a) Remediation can take one of the following forms:

1. A review of marksmanship fundamentals with a qualified CMC. This should include practical weapons handling and snapping-in, and focus on the particular needs of the individual shooter.

2. Attending an ISMT training session with a qualified CMC. Many training options are available within the ISMT program, and the shooter and attendant CMC should tailor training to the shooter's specific needs.

(b) An UNQ Marine shall not be assigned to another training detail until they have completed remediation.

(c) Paragraph 4.a.(1) of this order details procedures for entering UNQ scores onto MCTFS.

(d) Marines who have not yet attempted to qualify during the year will be given priority assignment to range details over Marines who have previously attempted and received an UNQ score.

4. Administration and Logistics

a. Administration

(1) Scores

(a) Scores from ART/APT details will be processed in MCTIMS within five working days of when they are received from WT Bn.

(b) Within one working day upon receipt of the score roster from WT Bn, the S-3 will disseminate the scores to the company offices.

(c) Each company is responsible for creating a calendar event in MCTIMS to process the score roster, and will do so within two working days of receipt from the S-3. The S-3 will certify the scores within two working days of the scoresheet's input by the company office.

(d) Marines receiving an unqualified score will have that score processed in MCTIMS. MCTIMS will allow an additional score to be processed on those Marines who were previously UNQ.

(e) A Marine who initially receives an UNQ score, then successfully qualifies on a subsequent range detail will have the minimum qualifying score for that weapons system processed in MCTIMS. This will occur regardless of the score achieved at the time of successful requalification.

(f) All UNQ scores will be processed into MCTIMS whether or not a Marine has requalified.

(g) If a Marine attempts to requalify following an initial UNQ and receives a second UNQ, the second UNQ score will be entered immediately upon receipt from WT Bn.

(2) Exemptions. Per reference (a), only the battalion commander may exempt a Marine from ART or APT, and only if they qualify for one of the authorized exemptions provided in reference (a). The first authorized exemption for either ART or APT applies when Marines are assigned to units that do not have rifles or pistols on their TO&E Reports. That exemption does not apply to Marines assigned to HQ Bn. All HQ Bn Marines are assigned simultaneously to both their supported organization and HQ Bn, and HQ Bn has rifles and pistols on its TO&E Report.² The following exemptions are authorized by reference (a) and approved by the HQ Bn CO:

(a) Any Marine required to conduct ART, pursuant to reference (a) and paragraph 3.c.(1) above, is exempt from conducting ART for the current FY if they are: 1.) a distinguished marksman, 2.) within six months of EAS, 3.) an O-4 or higher, 4.) an officer with 13 years or more

² Of note, TECOM, TRNGCMD, EDCOM, MCWL, M&RA, and MARCORSYSCOM all have rifles and pistols on their separate TO&E Reports as well.

time in service (TIS), an E-7 or higher, or qualified expert for the previous two years.

(b) Any Marine required to conduct APT, pursuant to paragraph 3.c.(2) above, is exempt from conducting APT for the current FY if they are: E-9 and above, CW04 and above, O-6 and above, has 20 or more years TIS, or qualified expert for the previous two years.

(3) Waivers. Per reference (a), waivers may only be granted for "short-term situations that temporarily prevent an individual ... from completing annual training. The purpose of granting waivers is to protect individual Marines who were legitimately unable to complete required training..."

(a) Pursuant to references (a) and (e), waivers may only be approved by CG, TECOM. The battalion will generally only support waiver requests where individual Marines were legitimately unable to complete ART, due to one of the following criteria:

1. Reported to HQ Bn on/after 1 June of FY.
2. LIMDU during last 4 ranges of FY.
3. Deployed/TAD during last 4 ranges of FY.
4. Legal restrictions during last 4 ranges of FY.
5. Weapons drop on last range of FY.
6. Pulled from last range of FY due to operational demands.

(b) Waiver requests must be compiled at the company-level, validated, and submitted to the S-3 no later than 15 November following the respective FY.

(c) A "blanket waiver" for all Marines within a SUPORG is not authorized and will not be processed.

(d) Waivers are only valid for the FY requested and approved.

b. Logistics

(1) Transportation

(a) Officers and SNCOs may travel to and from the rifle and pistol ranges via personally owned vehicle (POV). Stops in between, are strictly prohibited. Sergeants and below are required to use the HQ Bn provided transportation.

(b) Firearms shall be transported in the trunk of the vehicle where available. In vehicles without a trunk, firearms shall be placed as far away from vehicle occupants as the situation permits.

(c) All Marines transporting issued weapons must have in their possession a signed letter of transport. This letter will be provided by the Battalion S-3.

(2) Uniform. Marines must be in the Marine Corps Combat Utility Uniform (MCCUU) or the uniform of the day (UOD) in order to receive service at the armory.

(a) Regardless of a Marine's rank or the dress requirements at their normal place of business, civilian attire is never authorized inside the armory or while receiving service at the armory.

(b) Armorers shall refuse service to all personnel not in the MCCUU or UOD.

(3) Weapon Cleaning. Weapon cleaning is part of the range training process.

(a) All personnel, regardless of rank, will clean their weapon(s) prior to returning the weapon(s) to the armory after the final day of training.

(b) Armorers are prohibited from receiving dirty weapons on the final day of a range detail.

5. Command and Signal.

- a. This order applies to all Marines assigned to HQ Bn.
- b. This order is effective the date signed.
- c. Points of contact relating to the battalion's CMP are as follows:

HQ Bn S-3	(703) 784-2555
HQ Bn S-4	(703) 784-2267
HQ Bn Armory	(703) 432-0055
Headquarters Company	(703) 784-3105
Combat Development Company	(703) 784-2981
Systems Company	(703) 432-5634
Manpower and Recruiting Company	(703) 784-2149
Bn OOD	(703) 784-6424


E. J. DANIELSON

Distribution: A