



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P3000.4G w/chl  
T&O

DEC 27 2006

BASE ORDER P3000.4G w/chl

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR TRAINING  
(SHORT TITLE: SOP FOR TRAINING)

Ref: (a) MCO 1553.1B  
(b) MCO P1200.16  
(c) MCO 1510.89B  
(d) MCO 1510.90A  
(e) MCO 1510.101A  
(f) MCO 1553.3A  
(g) BO 5041.2T  
(h) MCO 6200.1E w/Ch 1  
(i) BO 6200.1B  
(j) MCO 3470.1A  
(k) FM 31-70  
(l) FMFM 0-8  
(m) BO P3570.1B  
(n) MCO 3574.2J w/Ch 1  
(o) BO P5300.3N  
(p) MCO 3591.2J w/Ch 1  
(q) MCO 1553.2A  
(r) BO P1560.11C  
(s) MCO P1553.4A w/ERRATUM

Encl: (1) LOCATOR SHEET

1. Situation. To promulgate training policies and procedures for Marine Corps Base (MCB), Camp Lejeune in accordance with the references.

2. Cancellation. BO P3000.4F.

3. Mission

a. This Manual provides policies and procedures for conducting training aboard Marine Corps Base, Camp Lejeune.

b. Summary of Revision. This Manual has been completely revised and should be reviewed in its entirety.

BO P3000.4G w/chl  
DEC 27 2006

4. Execution. Commanders will review and follow the policies and procedures set forth in this Manual.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command. This Manual is applicable to Marine Corps Base, Camp Lejeune and all tenant organizations.

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

  
W. A. MEIER  
By direction

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



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P3000.4G Ch 1  
T&O

JAN 08 2007

BASE ORDER P3000.4G Ch 1

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR TRAINING (SHORT TITLE:  
SOP FOR TRAINING)

Encl: (1) New page inserts to BO P3000.4G

1. Situation. To direct pen changes to the basic Order. To increase accuracy, the enclosure replaces Chapter 3 page 3-11 of the basic Order in its entirety.

2. Mission. To issue a Change transmittal to the basic Order.

3. Execution. Remove present Chapter 3 page 3-11 of the basic Order and replace with the enclosure.

4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

5. Command and Signal

a. Command. This Change transmittal is applicable to all Marine Corps Base Organizations.

b. Signal. This Change transmittal is effective the date signed.

  
W. A. MEIER  
By direction

DISTRIBUTION: A

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR TRAINING  
(SHORT TITLE: SOP FOR TRAINING)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual)

SOP FOR TRAINING

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

# SOP FOR TRAINING

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CHAPTER 1

DEFINITIONS AND RESPONSIBILITIES

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# SOP FOR TRAINING

## CHAPTER 1

### DEFINITIONS AND RESPONSIBILITIES

#### 1000. SCOPE

1. This Manual sets forth the training policies and procedures for Marine Corps Base, Camp Lejeune, North Carolina. Training referred to in this Manual includes:

- a. Individual training.
- b. Marksmanship.
- c. Training considerations during hot and cold weather.
- d. Training management.
- e. Education.

2. Exceptions. This Manual consolidates all training matters except:

- a. Classified plans.
- b. Destructive Weather (BO 3440.6E w/Ch 1).
- c. SOP for Nuclear, Biological, and Chemical Defense Readiness and Training Requirements (MCO 3400.3F).
- d. Marine Corps Visual Information and Combat Camera Support MCVICCS) Manual (MCO 3104.1).
- e. Marine Corps Reserve Training (SOP) (BO 1571.6A).
- f. Marine Corps Personal Service Manual (MCO 1700.24B w/Ch 1).
- g. USMC Traffic Safety Program (MCO 5100.19E w/Ch 1-3).
- h. Marine Corps Physical Fitness Test and Body Composition Program Manual (MCPFTBCP) (MCO 6100.12 w/Ch 1).

# SOP FOR TRAINING

## CHAPTER 1

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- h. Marine Corps Physical Fitness Test and Body Composition Program Manual (MCPFTBCP) (MCO 6100.12 w/Ch 1).

1001. DUTIES AND RESPONSIBILITIES

1. Director, Training, and Operations. The Director, Training, and Operations (Dir, T&O) is the principal staff officer for training, operations, and plans. The Director, T&O exercises staff cognizance and supervision over all aspects of individual training, training facilities, combat camera support, and plans.

2. Command Inspector. The Command Inspector formulates plans, Orders, and instructions relating to the inspection of unit training management. The Inspector assists subordinate commanders in the above areas by inspecting and evaluating programs established to implement Marine Corps policy and directives.

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CHAPTER 2

TRAINING

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# SOP FOR TRAINING

## CHAPTER 2

### TRAINING

2000. GENERAL. Reference (a) establishes the policy regarding Marine Corps training philosophy, definitions, priorities and training requirements for all Marines. The broad mission responsibilities assigned to this Command, and the diverse nature of the subordinate organizations comprising the Base, require that training be planned and accomplished at the organizational level. The following paragraphs provide general guidance for the execution of the Base training program.

2001. TRAINING CATAGORIES. The Marine Corps training program has continuous levels and types of training. The training categories may overlap in certain areas and are listed below:

1. Mission-Oriented Training.
2. Skill Progression Training.
3. Functional Training.
4. Battle Skills/Essential Subjects Training/Troop Information Program.
5. Related Training.

2002. MISSION-ORIENTED TRAINING. Training which provides Marines with the skills and knowledge necessary to discharge their duties in support of the mission. This training sometimes parallels skill progression training. Units must develop specific training objectives that support the unit mission and train Marines to meet the standard of those objectives.

#### 1. Objectives

a. Ensure all Marines are capable of performing their jobs to fully support their units mission.

b. Ensure all Marines are familiar with the duties of their immediate superior and are capable of adequately carrying out those duties if directed.

c. Ensure all Marines are familiar with their unit's mission and know how their duties support its accomplishment.

2. Method. Mission-Oriented Training (MOT) may be conducted through formal classroom instruction and on-the-spot instruction. A minimum of three hours of training will be scheduled per quarter. MOT should be integrated with all other types of training.

3. Evaluation. The primary method of evaluating MOT will be observation of the individual Marine performing his or her duties. Written and verbal examinations can be administered after scheduled periods of instruction. Units will define the method of evaluation within the unit's Annual Training Plan (ATP).

2003. SKILL PROGRESSION TRAINING. Training received subsequent to initial skill qualification training which provides a Marine with additional Military Occupational Specialty (MOS) skills and knowledge to perform at a higher grade or in a supervisory position.

1. Objectives

a. Ensure Marines are instructed to perform duties above their current experience and grade.

b. Ensure Marines are familiar with the performance objectives listed in reference (b) required for the next higher grade in their MOS.

2. Method. Skill Progression Training (SPT) may be accomplished by On-the-Job-Training (OJT), informal and formal schools, classroom instruction, and correspondence courses. A minimum of three hours of SPT will be scheduled quarterly. This training may be integrated and run concurrently with mission-oriented training.

3. Evaluation. Marines in the grade of private through master gunnery sergeant will be evaluated annually in their ability to meet performance objectives listed in reference (b). In those units where Marines are working in or out of their primary MOS, the preferred means of evaluation will be observation by their leaders.

Oral, written, or performance tests may also be used for evaluation. These tests should be administered by an individual knowledgeable in the MOS of the Marine evaluated.

2004. FUNCTIONAL TRAINING. Training which imparts additional required skills without changing a Marine's primary MOS or increasing his skill level in the MOS. Examples might include Drill Instructor School or Recruiters' School. Marines who are serving in a billet outside their MOS need functional training to learn the necessary skills to perform their duties. Functional training closely parallels mission-oriented training and often the two overlap.

1. Objective. Ensure Marines assigned to billets outside of their MOS attain the additional skills necessary to perform their jobs.

2. Method. Functional training may be accomplished by attendance at appropriate formal schools, formal classroom training, OJT, or informal training sessions.

3. Evaluation. Functional training will be evaluated in the same manner as MOT.

2005. BATTLE SKILLS TRAINING/ESSENTIAL SUBJECTS TRAINING/TROOP INFORMATION PROGRAM

1. Objective. Provide or conduct training which enables Marines to sustain themselves on the battlefield and function effectively while in garrison.

2. Method. Essential Subjects Testing, Battle Skills Training, and the Troop Information Program will be conducted in accordance with references (c) through (e).

3. Evaluation. All Marines will be tested at least annually. Performance testing will be conducted in accordance with references (c) and (d).

2006. RELATED TRAINING. Training directed from higher headquarters which supplements other individual training.

1. Objective. Ensure Marines can comprehend and execute training directed by their higher headquarters.

2. Method. Classroom instruction will be the primary means of conducting this training. Related training will generally be used as a supplement to annual training requirements.

3. Evaluation. Observation, oral, written, or performance testing may be used to evaluate related training.

2007. UNIT LEVEL TRAINING MANAGEMENT. Unit level training management serves to give the command training program a sense of direction over the long term. To be effective, it includes training documents, effective instruction, and command supervision.

1. The training documents listed below serve to outline training objectives and provide a timeline for their accomplishment:

a. Unit Training SOP. The unit training SOP establishes training policies and requirements that are continuous and pertinent in nature. Its use facilitates the preparation and understanding of training plans, bulletins and schedules by permitting references to the SOP in lieu of restarting established missions, policies, requirements, levels of proficiency, methods of inspection, and administration procedures.

b. Annual Training Plan. The Annual Training Plan gives a command training program long term continuity by identifying known training requirements and training to be undertaken during the training year. Annual training plans will be prepared in accordance with the reference (f).

c. Quarterly Training Bulletin. The quarterly training bulletin promulgates a command training program for each quarter. As a minimum it should outline training objectives, their priority, types and scope of training, proficiency levels and methods of evaluation as contained in reference (f).

d. Monthly/Weekly Training Schedules. Monthly training schedules will be published to promulgate training on a daily basis. Units may include monthly schedules as enclosures to their quarterly training bulletin. Units with extremely heavy training loads may utilize weekly training schedules. Preparation of monthly/weekly training schedules will be in accordance with reference (f).

## 2. Conduct of Instruction

a. Lesson Plans. Lesson Plans will be prepared and kept on file by unit training sections and will be reviewed annually to ensure currency.

b. Attendance Rosters. Attendance rosters will be compiled for each period of instruction and kept on file in the unit training office for the remainder of the calendar year.

c. Monitoring Instruction. Organizations will assign monitors as they deem necessary. Whenever possible, monitors will be of equal or higher grade than the instructor assigned. Critique sheets will be submitted to unit training noncommissioned officers (NCOs) and maintained on file for the remainder of the calendar year.

d. Rehearsal. Rehearsals may be required by units if an instructor's familiarity with the subject or instructional abilities are in question.

3. Makeup Training. Provisions will be made to ensure that Marines have an opportunity to make up required training missed because of conflicting duties.

4. Command Supervision. The need for command interest and supervision of a unit training program cannot be over-emphasized. Training should be frequently visited and inspected to ensure that instructors are prepared and effective, and that the commander's training objectives are being met.

2008. ORGANIZATIONAL TRAINING EVALUATIONS. The Command Inspector's Office will conduct training inspections in accordance with reference (g).

## 2009. TRAINING CONSIDERATIONS DURING HOT/COLD WEATHER

1. Heat Casualty Danger Period. The danger period for heat casualties at Camp Lejeune occurs annually from 1 May to 30 September.

2. Heat Casualties. Reference (h) provides information concerning causes, symptoms, treatment, and prevention of heat casualties.

3. Automated Heat Stress System (AHSS). AHSS stations will be activated from 1 May to 30 September, to provide Wet Bulb Globe Temperature Index (WBGTI) readings to all commands located at Camp Lejeune in accordance with references (h) and (i).

a. WBGTI information is recorded and provided by the following stations:

- (1) Station 1, Marine Corps Base, Camp Lejeune, Building 1.
- (2) Station 2, Camp Stone Bay, Building RR11.
- (3) Station 3, Courthouse Bay, Building BB28.
- (4) Station 4, Camp Geiger, Building TC 846.
- (5) Station 5, Camp Johnson, Building M131.
- (6) Station 6, MOUT Facility, Building SCR-117.

b. Flag Conditions. The following series of colored flags will designate WBGTI readings and place the following restrictions on training:

<u>Flag</u>	<u>WBGT Range</u>	<u>Restrictions</u>
Green	80 - 84.9	Heavy exercise for unacclimatized personnel should be conducted with close supervision.
Yellow	85 - 87.9	Outdoor classes in the sun are avoided. strenuous exercise, to include marching, is suspended for unacclimatized personnel with less than 12 weeks on station.
Red	88 - 89.9	Limited activity not to exceed six hours per day for unacclimatized personnel. All physical training halts for personnel with less than 12 weeks on station.
Black	90 or above	All strenuous, nonessential outdoor physical activity will be halted for all units. Essential activities associated with scheduled exercises or other major training evolutions where the disruption would cause undue burden on personnel or resources, be excessively expensive, or

significantly reduce a unit's combat readiness. Essential outdoor physical activity will be conducted at a level that is commensurate with personnel acclimatization as determined by the unit's commanding officer in coordination with the unit's medical officer of medical personnel. All efforts should be made to reschedule these activities during cooler periods of the day.

c. The wearing of body armor - helmets or nuclear, biological and chemical (NBC) protective uniforms in effect adds 10 degrees Fahrenheit to measured WBGTI. Heat conditions must be adjusted appropriately.

d. The appropriate flag will be flown in a prominent location at all stations during the heat casualty danger period.

e. The information and instructions contained in references (h) and (i) shall be disseminated to all personnel engaged in training and will be used by Commanders in planning and conducting training during the heat casualty danger period.

f. Commanders will obtain WBGTI readings from the WBGTI station nearest the locale of training during the heat casualty danger period and adjust training accordingly.

g. In addition to the action required in paragraphs (d) and (e), Area Commanders will:

(1) Establish, operate, and maintain WBGTI stations in accordance with reference (i).

(2) Furnish index readings on request.

h. Base Operations will:

(1) Coordinate the operations and maintenance of all WBGTI stations.

(2) Establish, operate, and maintain WBGTI Station 1.

(3) Monitor the Marine Corps Base, Automated Information System, (451-1717, Menu 3).

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4. Cold Casualties. Cold injury is defined as tissue trauma produced by exposure to cold. The type of injury depends upon the degree of cold, the duration of exposure, and concurrent environmental factors such as wind and moisture.

All leaders must be familiar with the information contained in references (j) and (k). Commanders will ensure this information is utilized during the planning and conduct of cold weather training.

2010. SPECIAL TRAINING INFORMATION AND REQUIREMENTS

1. Obstacle Courses

a. Obstacle courses are located in the following areas:

(1) Camp Lejeune	Grid Coordinates
- Mainside	83503901 84213810
- Courthouse Bay	83502941
- Stone Bay	75513061
(2) Camp Geiger	74904650
(3) Camp Johnson	78814480
(4) MCAS, New River	77004213

b. Prior to conducting obstacle course training, check to ensure that there are no problems with the course (good ropes, broken obstacles, etc.). In the case of an injury needing medical attention, call 911.

2. Conditioning Hikes. Units conducting hikes at Camp Lejeune will follow the guidelines listed below:

a. Provide overlays and maintain radio contact with Range Control in accordance with reference (l).

b. Ensure unit is briefed on the importance of hydration prior to and during hikes.

c. During hikes, the unit will remain at least three feet off the roadway, facing oncoming traffic.

d. Post Marines acting as headlights and taillights at least 100 meters in front of and to the rear of the main group. If hiking at night, the above Marines will wear luminous vests and carry flashlights.

e. A safety vehicle and corpsman are required for all hikes performed on Camp Lejeune. Depending on the size of the unit, additional corpsmen may be required.

3. Physical Training. Units conducting physical training will follow the guidelines listed below:

a. For safety purposes, all formation runs remain three feet away from the roadway, facing oncoming traffic.

b. During hours of darkness, formations must have Marines acting as headlights and taillights with flashlights and luminous vests.

c. Base Housing Areas are off limits to formation runs.

d. Platoon and squad size formations have a wide variety of choices when conducting PT. There are trails and obstacle courses which can be included in the session. It is advisable to check the courses and trails prior to conducting training.

4. Live-Fire. All live fire training will be conducted in accordance with reference (1).

5. Environmental Issues. Commanders of units using training areas aboard Camp Lejeune or in the state of North Carolina, are responsible for compliance with environmental regulations as described in reference (m) and the Trainer's Environmental Handbook.

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CHAPTER 3

MARKSMANSHIP

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### CHAPTER 3

#### MARKSMANSHIP

3000. GENERAL. Reference (n) contains the details of marksmanship training. The purpose of this chapter is to establish policies for the operation of the Rifle Range, to encourage proficiency in the use of small arms, and to foster active participation in the Marine Corps Competition-in-Arms Program.

3001. WEAPONS TRAINING BATTALION. Weapons Training Battalion (WTBN) provides facilities and services for annual re-qualification for MCB personnel and tenant commands, hosts the Eastern Division Matches, and fosters competitive marksmanship for all Camp Lejeune based commands.

3002. COMMANDING OFFICER, WEAPONS TRAINING BATTALION. The Commanding Officer, WTBN, exercises operational control of personnel utilizing the Rifle Range; administrative control remains with the parent unit. Requests for return of personnel engaged in re-qualification firing must be submitted to the Commanding Officer, WTBN for approval. The Commanding Officer, WTBN is authorized to terminate for cause, personnel assigned to a range detail and will notify the parent unit if such action is required.

1. Duty Assignments. WTBN will assign re-qualification personnel as required for control of range details, liberty, mess formations, area police, and movement on ranges during all live fire training.

2. Directives. WTBN will publish directives to ensure timely and efficient scheduling, utilization, and operation of rifle range facilities.

3003. QUOTA ASSIGNMENTS. Quota assignments will be published annually by WTBN for MCB, Camp Lejeune and tenant commands. Organizational commanders will notify WTBN, Operations (S-3), at least five working days prior to scheduled reporting dates the number of personnel assigned to the range detail. To ensure that assigned quotas are filled, organizational commander/section heads will:

1. Assign newly joined personnel to the first available range detail after reporting for duty.
2. Plan in advance for the assignment (by name) of personnel to range details scheduled annually by base directives.

3004. MARKSMANSHIP TRAINING EXEMPTIONS. Reference (o) authorizes the Commanding Officer, to defer/exempt training requirements "when time or the lack of sufficient resources prevents the accomplishment of all required training." This philosophy will be applied only in exceptional cases. In those instances, commanding officers will submit a request for individual exemptions to the Commanding Officer, MCB (Attn: Dir, T&O) for consideration.

3005. REPORTING INSTRUCTIONS. All competitive match and re-qualification details will report to the Rifle Range under the control of an officer-in-charge or noncommissioned officer-in-charge (OIC/NCOIC) designated in writing. Upon arrival, the detail will proceed to WTBN S-3 (Building RR-12), where they will receive their billeting and range assignments, supervise weapons turn-in to the armory, and submit required rosters.

1. Range details from MCB organizations will report to RR-50 no later than 0730, on Thursday of the first week of the two-week training cycle.
2. A mandatory pre-fire briefing for all non-firing OICs/NCOICs will be conducted each Tuesday at 1000 in Building RR-50 prior to the firing week. Marines attending the brief will remain the non-firing OIC/NCOIC for the duration of the re-qualification period.

3006. ADMINISTRATIVE REQUIREMENTS

1. Weapons. Organizations utilizing the Rifle Range for re-qualification firing will provide their own weapons. Only service issue weapons will be authorized.
  - a. Organizational commanders will ensure that all weapons to be fired receive a Limited Technical Inspection (LTI), and are rendered serviceable prior to the time personnel report to the Rifle Range for training. The results of the LTI will be turned in to the Rifle Range armory.

b. All weapons will be secured in the Rifle Range armory whenever personnel are not engaged in training.

c. All units must ensure all Marines are present to turn their weapons into the armory. In the event a Marine cannot turn in their weapon to the armory the Staff Non-fire is authorized to turn the weapon in for that Marine.

d. The OIC/NCOIC of range details will deliver pistols, secured in a locked pistol chest, to the range armory.

e. Weapons will be secured in the Range armory daily. Officers and staff noncommissioned officers (SNCOs) may not transport their weapons to and from the Rifle Range in privately owned vehicles (POVs). All personnel must utilize military transportation to transport weapons.

2. Rifle/Pistol Cleaning Equipment. Adequate cleaning supplies are the unit's responsibility. Organizational commanders will provide necessary weapon cleaning equipment and lubricant for each firing detail along with any repair parts needed to ensure weapons are able to be repaired.

3. Data Books. Each command will provide their shooters with data books. Individual shooters are required to have these in their possession while assigned to the ranges.

4. Uniform Regulations

a. The uniform for re-qualification personnel is utilities and boots with trousers bloused. For those Marines commuting to and from the Rifle Range, the utility uniform may be worn, provided they proceed directly between the range and their place of residence/work.

b. During inclement weather, military issue rain gear is authorized with the exception that the poncho will not be worn on the firing line.

5. Billeting. Limited Officer and SNCO billeting are available at the Rifle Range. Billeting for enlisted personnel not on commuted rations are very limited, therefore, priority for billeting will be given to units on a first come, first serve basis.

6. Clothing/Equipment. Shooters requiring billeting are required to bring the following items:

- 1 mattress cover (large size)
- 2 sheets
- 1 blanket (minimum)
- 1 pillow and pillow case
- 3 sets utility clothing and boots, underclothing and socks cold/foul weather clothing (as required)
- 1 cartridge belt with one three magazine pouch and one canteen with cover, uniform of the day/proper civilian attire
- 1 seabag or overnight bag (one footlocker per individual is authorized)
- 1 padlock for seabag/wall locker

NOTE: While footlockers are not available, there are limited quantities of wall lockers available in the shooters barracks. Units are required to bring basic cleaning supplies to properly take care of the barracks, as well as unit hygiene consumables.

7. Transportation. Transportation to and from the Rifle Range will be furnished by the unit. Personnel authorized to utilize privately owned vehicles will be admitted to the Rifle Range only if valid permanent or temporary base sticker is displayed. Personnel who were issued a WTBN sticker or valid pass, will be authorized to park aboard WTBN. All other personnel will park in the Known Distance Shooters' parking lot. Drivers are subject to parking regulations as prescribed by the Commanding Officer, WTBN. Violators will be subject to having their vehicles ticketed and/or removed from the base at the owner's expense. Vehicles parked on the shoulders of state highways adjacent to the range will be subject to removal by state authorities in accordance with existing regulations.

8. Rosters. Units will provide OIC/NCOICs of firing details with an accurate roster which will be delivered to the WTBN Operations Office, Building RR-12, on a thumb drive or a 3-½" floppy disk the Wednesday prior to the firing week. Rosters will be utilized to return re-qualification scores to the unit commanders.

3007. AMMUNITION. No ammunition will be removed from or introduced to the Rifle Range without the specific authorization of the Commanding Officer, WTBN. No person will leave a firing range with ammunition in his/her possession unless so directed by the Commanding Officer, WTBN.

3008. TRAINING SUPPORT PERSONNEL REQUIREMENTS. Personnel required to support marksmanship training will be provided on an equitable basis by Camp Lejeune organizations, in accordance with reference (p).

1. Range Safety Officers and Safety NCOs. Range Safety Officers and Safety NCOs are provided under reference (p).

2. Marksmanship Instructors/Coaches

a. Commanders will be responsible for providing marksmanship instructors/coaches required for assignment to range details involved in annual re-qualification familiarization firing.

b. Marine Corps Base Marksmanship Training Unit. The provisional Table of Organization (T/O) for this unit provides for one officer and sixteen enlisted Marines. Qualified personnel from Base organizations will be assigned TAD orders for a minimum of twelve months.

(1) Allocations are as follows:

Instructor/Coach		(15)
Headquarters and Support Battalion (HQSPTBN)	11	
MC Combat Service Support Schools (MCCSSS)	2	
MC Engineer School (MCES)	1	
School of Infantry East (SOI-E)	1	

(2) Qualification for assignment are:

(a) Sergeants or corporals (preferred, but not mandatory).

(b) Any MOS.

(c) Present rifle qualification of Sharpshooter (210) or higher.

(d) Possess the ability to effectively perform the duties of marksmanship instructor or coach.

(3) This unit is tasked with accomplishment of the following missions:

(a) Provide formal instruction and coaching services to Marine Corps Base personnel required to complete annual marksmanship training. Training will be conducted and evaluated to ensure the attainment of the marksmanship performance objectives listed in reference (o).

(b) Personnel assigned who display exceptional ability as competitive shooters will be eligible for participation in officially sanctioned civilian and military rifle/pistol matches.

c. Instructor/Coach-Shooter Ratios. Unit commanders will assign a minimum of one instructor/coach for every twelve rifle shooters and one instructor/coach for every six pistol shooters.

d. Instructor/Coaches Responsibilities. Assigned instructor/coaches will be primarily responsible for teaching Table One and Table Two Marksmanship in addition to enforcement of safety regulations and assisting shooters in developing effective marksmanship techniques. They must maintain strict discipline on the firing line at all times and insist upon rigid compliance with range regulations.

3. Verifying Officials. Verifying Officials will be required for each range on Phase Two and Phase Three qualification days. On Phase Two qualification day, there will be one verifier for every ten targets and one verifier for every five targets on Phase Three qualification day. The source of these officials will be as follows:

a. Officers and staff noncommissioned officers, from the firing detail will fulfill this requirement.

b. If a sufficient number of verifiers cannot be provided from the above source, those organizations with range details firing for record will be requested to provide additional personnel.

4. Scorekeepers. Scorekeepers will be obtained from the non-firing relays. Coaches will not be used as scorekeepers.

5. Target Markers and Operators. Shooters from the non-firing relays participating in the second week (live firing phase) of training will mark and operate targets in the pits.

3009. COMPLETION/RELEASE FROM MARKSMANSHIP TRAINING. Upon completion of re-qualification, range details will not depart the Rifle Range without authorization from the Commanding Officer, WTBN. OICs/SNCOICs will ensure that range details are prepared and organized for departure, and that when released, the detail departs as a group.

3010. REPORTS. The Commanding Officer, WTBN will verify all record scores and return qualification scores to the major subordinate commands.

3011. BASE ANNUAL MARKSMANSHIP PERCENTAGE CALCULATION

1. Incentives. Incentives for marksmanship performance are the responsibility of individual commands. Individual effort as well as unit qualification percentages are factors calculated by WTBN.

2. Responsibility. WTBN will compute the percentages of re-qualification by unit and identify individuals attaining the highest score in both rifle and pistol re-qualifications for each detail.

3012. BASE INTRAMURAL RIFLE AND PISTOL COMPETITION

1. General. Competition will be held annually in the fall for two weeks for both individual and team matches. Match dates will be published by base bulletins. Units desiring to enter teams will submit rosters to the Commanding Officer, WTBN in accordance with the published bulletins. Organizations designated below are encouraged to enter and may enter an unlimited number in the individual matches and a maximum of two teams per unit in the team matches.

- a. Headquarters and Support Battalion;
- b. Marine Corps Combat Service Support Schools;
- c. Marine Corps Engineer School;
- d. Weapons Training Battalion;
- e. Field Medical Service School;
- f. Naval Hospital, and;
- g. School of Infantry - East.

2. Responsibility. The Dir, T&O will exercise staff cognizance over this competition. The Commanding Officer, WTBN, will designate the Match Executive Officer, provide ranges, personnel and ammunitions to conduct the competition, and draft the required MCB directives for scheduling and conduct of these matches.

3. Eligibility. Personnel on temporary additional duty (TAD) to MCB are authorized to compete with the units to which they are attached. Personnel may not participate in individual or team matches with a weapon which they are distinguished or hold points toward a distinguished marksmanship badge and have successfully competed in a Division match; however, they can shoot for score only.

4. Governing Rules. Reference (m) will be utilized to govern all competition firing scoring and range procedures. Modifications will be made only by this SOP or the match executive officer.

### 3013. BASE RIFLE AND PISTOL TEAMS

1. General. Competitive shooting serves to stimulate interest in marksmanship and to raise the standard of performance in the use of individual arms throughout the Marine Corps.

a. Participation by Marines in the Competition-In-Arms Program is a noteworthy contribution to the Marine Corps and commanding officers shall give appropriate support to participants.

b. Reference (n) authorizes this command to enter competitors in any rifle or pistol match approved by the National Board for the Promotion of Rifle Practice or the National Rifle Association and in intramural and recreational matches sponsored by local commands. Reference (m) further promulgates information and instructions concerning Marine Corps small arms competition.

2. Officer-in-Charge. The Chief Range Officer of WTBN is the OIC of the Base Rifle/Pistol Team.

3. Base Team Composition. Base Rifle and Pistol (R&P) Team will be composed of Base personnel desiring to compete for selection and assignment to the Base R&P Team. Unit commanders are encouraged to organize rifle and pistol teams to compete in intramural and locally conducted matches.

4. Duties and Responsibilities of the OIC. The OIC of the Base R&P Team is assigned the following duties and responsibilities:

a. Coordinate with the Director, Manpower (Dir, MANP) for assignment of personnel to the Base R&P Team.

b. Act under the cognizance of the Dir, T&O in matters relative to matches in which the Base R&P Team participates.

c. Ensure funding is available and administered in accordance with established procedures.

SOP FOR TRAINING

CHAPTER 4

EDUCATION

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# SOP FOR TRAINING

## CHAPTER 4

### EDUCATION

4000. GENERAL. The profession of arms requires constant study for leaders at all levels to remain current and proficient. Education includes attendance at formal schools, lectures, informal classes, correspondence courses, seminars, off-duty education and professional reading as outlined in references (q) through (s).

4001. FORMAL SCHOOLS. All formal schools at Camp Lejeune fall under the cognizance of the Commanding General, Training Command (TRGCMD), Training and Education Command (TECOM). Requests from commands located at Camp Lejeune may be conducted between the requesting unit and the formal school having responsibility for a particular course of instruction. Questions concerning programs of instruction, course dates, and personnel requirements may be directed to each school's command. Guidance concerning attendance at formal schools located outside of Camp Lejeune may be found in reference (q).

4002. PROFESSIONAL MILITARY EDUCATION. The objectives of the Professional Military Education (PME) Program are to:

1. Prepare all Marines for additional requirements associated with increased rank and responsibility.
2. Increase knowledge concerning the profession of arms.
3. Impart a sense of Marine values and traits such as honor, courage and commitment.
4. Improve analytical reasoning and decision making skills.
5. To foster professional comradery.

4003. REQUIREMENTS BY GRADE. PME requires every Marine, beginning with promotion to corporal in the enlisted grades and second lieutenant in the Officer Corps, to complete specified courses of instruction and to read specific professional literature as a professional development responsibility of the individual. Specific PME requirements by grade are set forth in reference (s).

4004. SPECIFIC RESPONSIBILITIES

1. All Marines will comply with the provisions of the PME program in accordance with reference (s).
2. Commanders will encourage participation in resident PME courses, MCI completion, and professional reading. Additionally, commanders will ensure appropriate entries are made to document completed training.