



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

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BO P3000.4E  
TRNG&OPS/alm  
21 Apr 1986

BASE ORDER P3000.4E *wch 1, 2*

*MTO*

From: Commanding General  
To: Distribution List

Subj: Standing Operating Procedure for Training

- Ref:
- (a) NAVMC 2779
  - (b) MCO P1200.7E
  - (c) MCO 1500.12L
  - (d) MCO 1500.40
  - (e) MCO 1510.25B
  - (f) MCO 1510.27B
  - (g) MCO 1510.29A
  - (h) MCO 1550.3L
  - (i) MCO 3400.3D
  - (j) MCO 3470.1
  - (k) MCO 3574.2F
  - (l) MCO 3591.2J
  - (m) MCO 5390.2C
  - (n) MCO 6100.3H
  - (o) MCO 6100.10
  - (p) MCO 6200.1C
  - (q) BO 5041.2P

Encl: (1) Locator Sheet

1. Purpose. To promulgate training policies and procedures for Marine Corps Base, Camp Lejeune, North Carolina in accordance with references (a) through (q).
2. Cancellation. Base Order P3000.4D.
3. Summary of Revision. This directive has been completely revised and should be reviewed in its entirety.
4. Certification. Reviewed and approved this date.

*M. C. Harrington*  
M. C. HARRINGTON  
Chief of Staff

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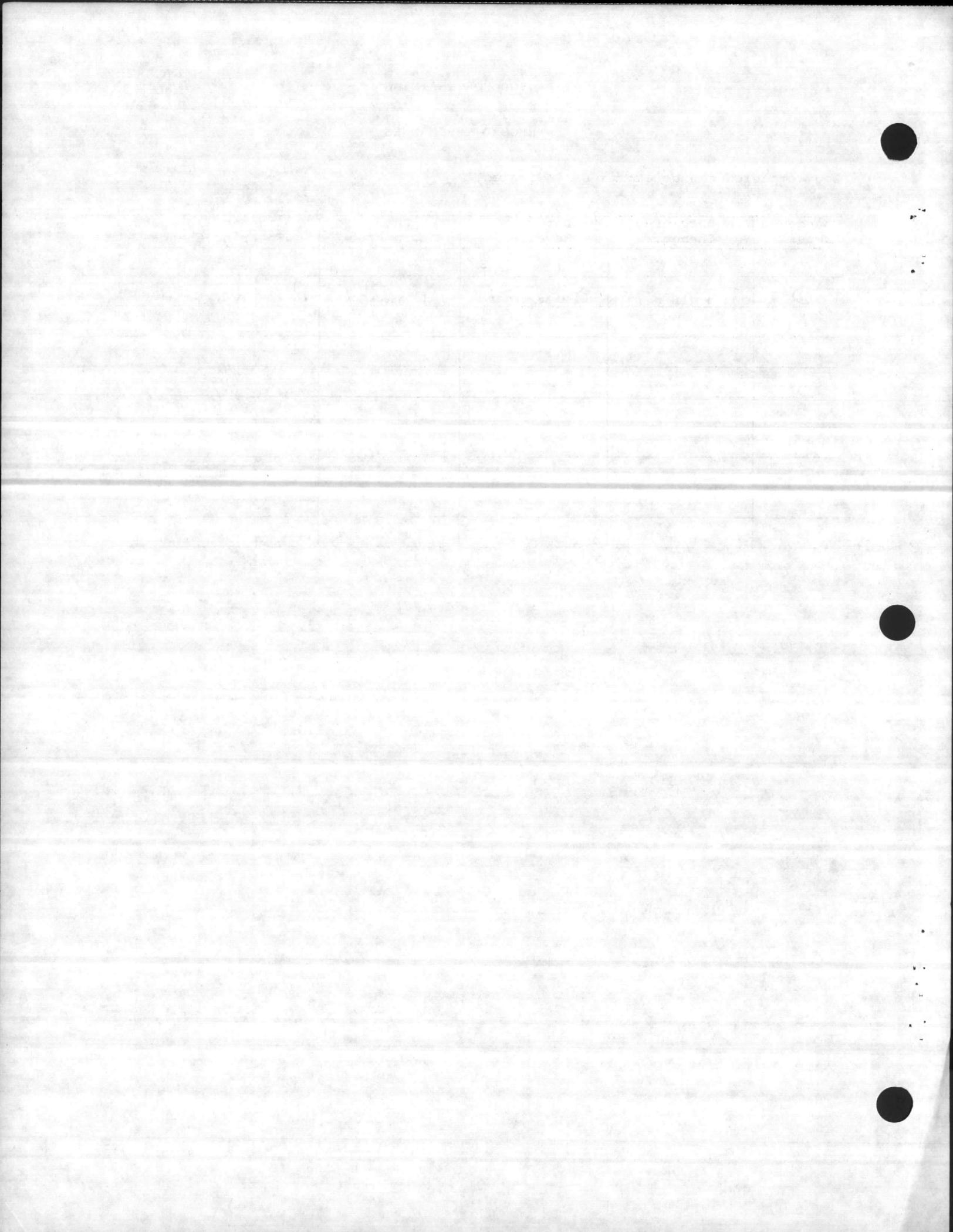


SOP FOR TRAINING

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of person Entering Change
1	13 May 87	29 May 87		
2	31 Aug 87	9 Sep 87	9 Sep 87	R. Smith

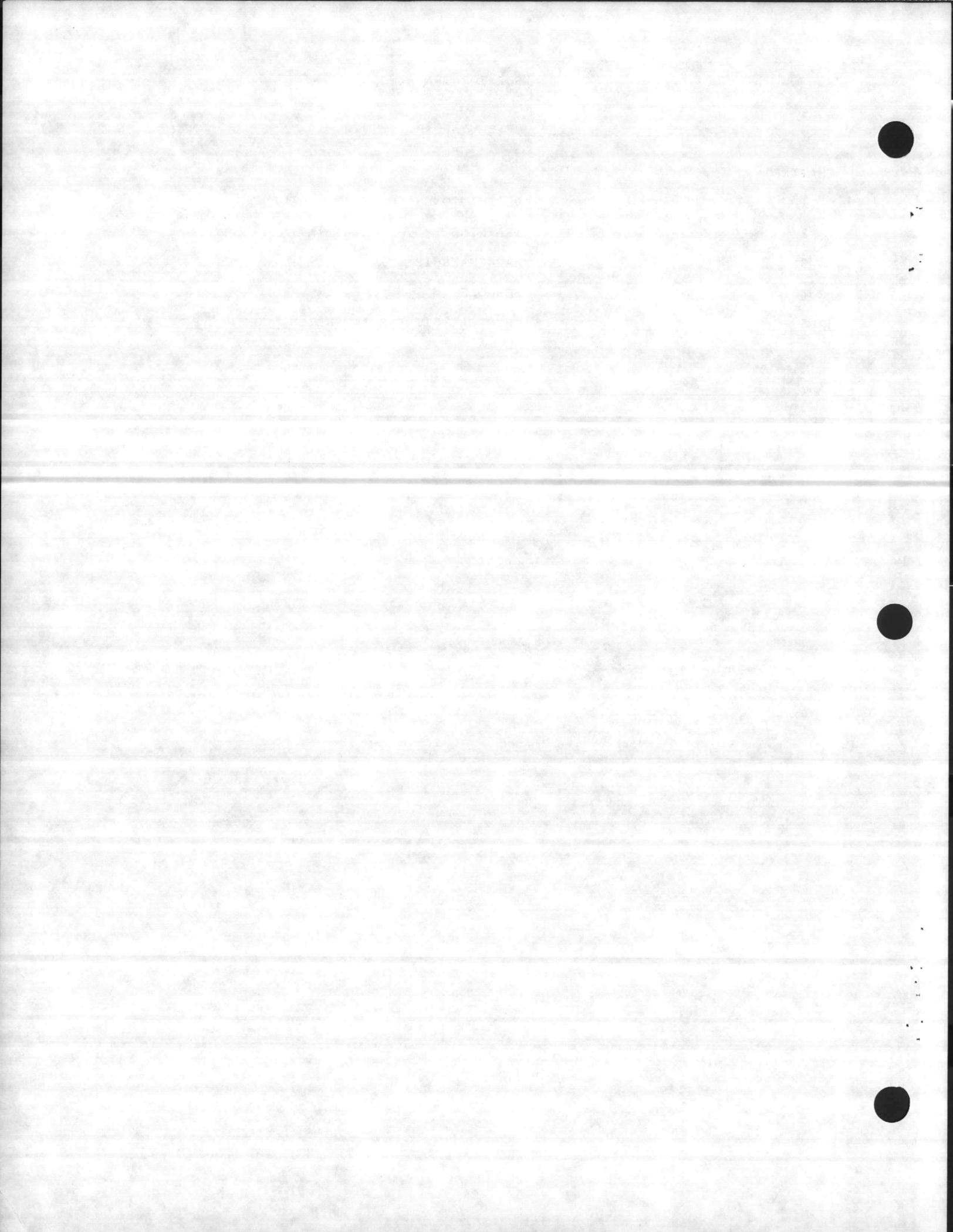


SOP FOR TRAINING

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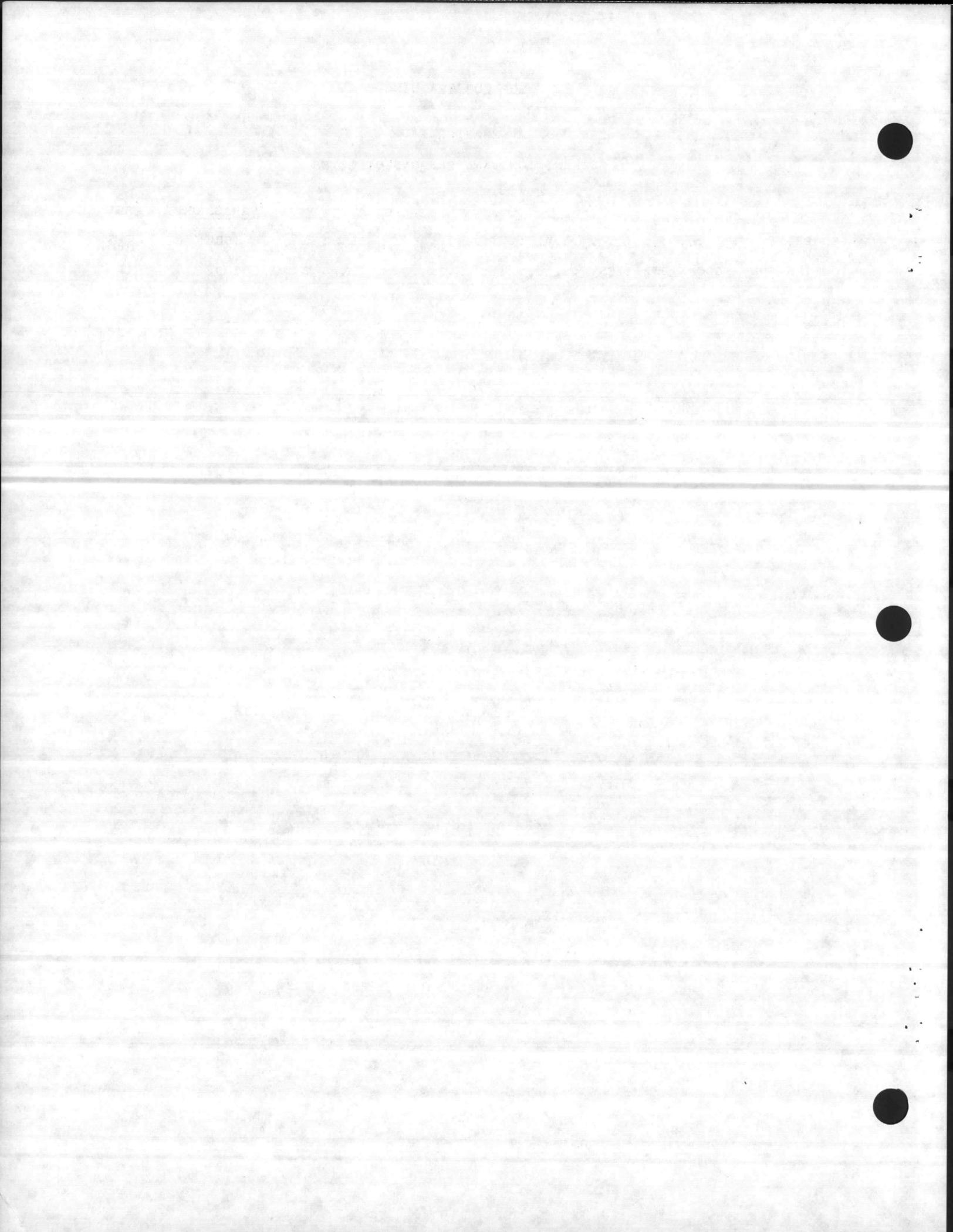


SOP FOR TRAINING

CHAPTER 1

DEFINITIONS AND RESPONSIBILITIES

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## SOP FOR TRAINING

### CHAPTER 1

#### DEFINITIONS AND RESPONSIBILITIES

1000. SCOPE. The Standing Operating Procedure for Training sets forth the training policies and procedures for Marine Corps Base, Camp Lejeune, North Carolina, and training support procedures for tenant units.

1. Definitions. Training referred to in this SOP includes:

a. Individual training, marksmanship, schools, physical fitness and weight control.

b. Training facilities.

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

a. Classified plans.

b. Training Facilities Regulations (BO P11102.1).

c. Disaster Preparedness and NBC matters:

(1) Destructive Weather Plan (BO P3440.6).

(2) SOP for Nuclear, Biological, and Chemical Defense Readiness and Training Requirements (MCO 3400.3).

(3) Nuclear Accidents and Incidents; procedures for (OPNAV 3440.15)

d. Training and Audiovisual Support Programs:

(1) Training and Audiovisual Support Program (BO P3150.2).

(2) Catalog of Training Aids, Training Devices, and Audiovisual Equipment (BO P1551.5).

(3) MCO P5290.1.

e. Organized Marine Corps Reserve Training (OMCR Annual Training Duty SOP (BO P1571.5).

f. Leadership Training (MCO 5390.2).

g. Drug and Alcohol Matters (MCO 5300.12).

h. Driver Improvement (MCO 5100.19).

#### 1001. DUTIES AND RESPONSIBILITIES

1. Assistant Chief of Staff, Training and Operations. The Assistant Chief of Staff, Training and Operations is the principal staff assistant for training, operations, plans and disaster preparedness. He exercises staff cognizance and direct supervision of all aspects of individual training, training facilities, training and audiovisual support, education services, plans and operations, and disaster preparedness. He exercises staff coordination with responsible commands in matters dealing with formal schools training, managed-on-the-job training, marksmanship training, and Marine Corps reserve active duty training.

2. Deputy Assistant Chief of Staff, Training and Operations. The Deputy Assistant Chief of Staff for Training and Operations assists in the accomplishment of all tasks, reviews all incoming correspondence and message traffic to ensure proper assignment of action and suspense dates, and acts for the Assistant Chief of Staff, Training and Operations in his absence.

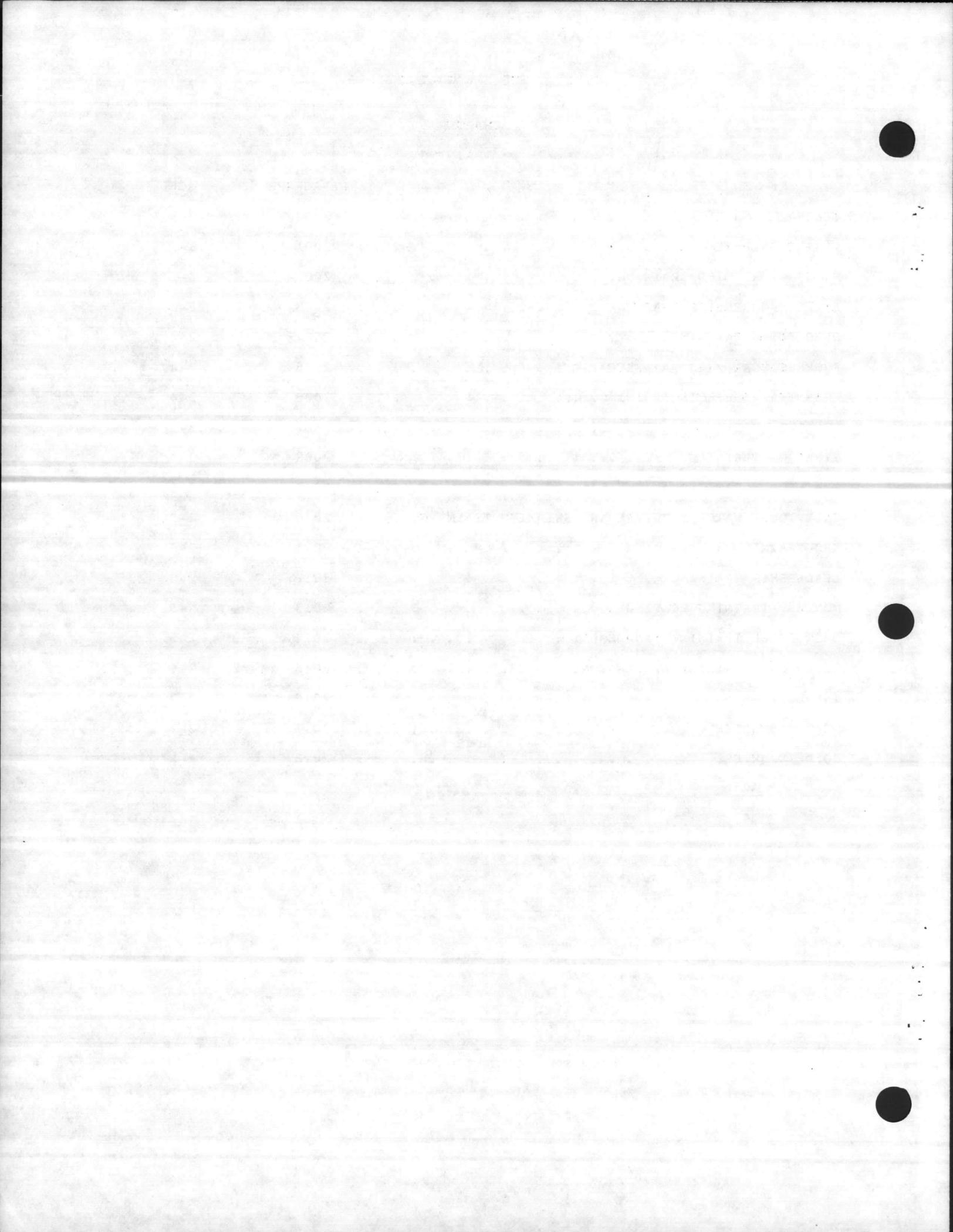
3. Training Division. The Training Officer formulates plans, orders and instructions to implement command policy for training management. He assists subordinate commanders in the above areas by inspecting and evaluating programs established to implement Marine Corps policy and directives.

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CHAPTER 2

TRAINING

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## SOP FOR TRAINING

### CHAPTER 2

#### TRAINING

2000. GENERAL. Reference (d) establishes the policy regarding Marine Corps training philosophy, definitions, priorities and training requirements for all Marines. The broad mission responsibilities assigned 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 guidance for the execution of the Base training program.

2001. TRAINING LEVELS. The Marine Corps training program operates on two levels, entry-level, and post entry-level. Entry level training includes recruit training, officer acquisition training and initial skill qualification training. Formal schools and Base organizations conducting managed-on-the-job-training (MOJT) or on-the-job-training (OJT), are providing initial skill qualification training and in doing so are the only organizations operating on the entry level. On the post entry-level there are six categories of training that Base organizations engage in to further develop the proficiencies acquired during entry-level training. They are as follows in descending order of priority:

1. Mission-oriented training.
2. Skill progression training.
3. Functional training.
4. Professional development education.
5. Essential subjects training.
6. Related training.

2002. MISSION-ORIENTED TRAINING. That training which provides Marines with the skills, knowledge and attitudes necessary to discharge their duties in support of a unit's mission. This training sometimes parallels skill progression training. Units must develop specific objectives for Marines to follow in support of their mission.

#### 1. Objectives

- a. All Marines are capable of performing their duties to fully support their unit's mission.
- b. All Marines are familiar with the duties of their immediate superior and are capable of adequately carrying out those duties if directed.
- c. All Marines are familiar with their unit's mission and know how their duties support its accomplishment.

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

3. Evaluation. The primary method of evaluating mission oriented training 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. That training received subsequent to initial skill qualification training which provides a Marine with additional skills and knowledge in his or her MOS to perform at a more skilled level or in a supervisory position.

#### 1. Objectives

- a. Marines are capable of performing those objectives listed in reference (b)

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

2. Method. MOS training may be accomplished by OJT, informal and formal schools, classroom instruction, and correspondence MCI courses. A minimum of three hours of MOS training will be scheduled quarterly. MOS training should be integrated with mission oriented training.

3. Evaluation. Marines in the grades of private through master gunnery sergeant will be evaluated annually in their ability to meet the performance objectives listed in reference (b). In those units where the Marines are working in their primary MOS, the preferred means of evaluation will be observation by the section head. Oral, written or performance tests may be used. When Marines are working outside their MOS, 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 that MOS. Examples include drill instructor school and recruiter school. Marines who do not have an MOS required by the billet to which they are assigned would be receiving functional training when taught the skills necessary to perform the duties of that billet. Functional training closely parallels mission-oriented training and often the two overlap.

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

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 mission-oriented training (see paragraph 2003.3 for further information).

2005. PROFESSIONAL MILITARY EDUCATION. Training or education which provides a Marine with the knowledge and attitudes necessary for greater responsibility and promotions through increased overall professional competence as outlined in reference (f).

1. Objective. Prepare all Marines for added requirements inherent in increased rank and responsibility.

2. Methods. Professional military education includes attendance at formal schools such as NCO School, Staff Noncommissioned Officers Academy, Amphibious Warfare School or Command and Staff College. Units may conduct professional military education training through lectures, attendance at formal presentations or through correspondence courses.

2006. ESSENTIAL SUBJECTS TRAINING. Training which enables enlisted Marines to sustain themselves on the battlefield and function effectively in garrison.

1. Objective. Enlisted Marines are capable of meeting performance objectives contained in MCIO P1550.14.

2. Method. Essential subjects training will be accomplished through classroom instruction and practical application.

3. Evaluation. All enlisted Marines in the grades private through gunnery sergeant will be tested annually. Performance tests should be used. Written examinations will be used only when performance testing is not feasible. The following guidelines will be used when testing individuals.

a. Personnel reporting to Base will be administered an EST within 30 days of joining if they have not been previously tested that calendar year.

b. Personnel scoring 70 percent or higher in a specific subject will be exempt from further training in that subject for the remainder of the year.

c. Personnel scoring less than 70 percent in a subject will receive one hour of remedial training per month in those areas where they are deficient and will be retested quarterly.

d. Enlisted Marines in grades above gunnery sergeant will be evaluated by observation only.

2007. RELATED TRAINING. That training directed from higher headquarters which supplements other individual training.

1. Objective. Marines comprehend related training subjects directed by higher headquarters.

2. Method. Classroom instruction will be the primary method of conducting related training. Annual training will cover as a minimum, but not be limited to, the following subjects: troop information (MCO 1510.25), drug and alcohol abuse control (MCO P5300.12), traffic safety (MCO 5100.19) and ground safety training (MCO 5100.8) Three hours of related training will be conducted per quarter.

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

2008. TYPES OF TRAINING. Training may be individual or it may be collective. Both terms refer to the intended recipients. Individual training prepares a Marine to perform specific duties and tasks related to an assigned MOS or duty position. It may be given in either a formal school or unit environment. Collective training prepares two or more individuals (members of a team, crew, squad, platoon, etc.) to accomplish tasks required of them as a group.

2009. TRAINING LOCATIONS. The locations of training are described as being either institutional or unit training. Institutional training is conducted in a formal school environment with an approved Program of Instruction (POI). It may be collective or individual and includes attendance at the formal schools of other military services.

2010. INDIVIDUAL WATER SURVIVAL AND SWIMMING TRAINING. Reference (g) outlines water survival and swimming training. Every Marine should be a qualified swimmer.

2011. NBC TRAINING. Reference (i) outlines NBC training.

2012. LEADERSHIP TRAINING. Reference (m) covers leadership training.

2013. MONTHLY TRAINING MEETING. Organizational training representatives from Base units will attend a monthly training meeting on the third working day of each month at 1300 in building 1.

2014. UNIT LEVEL TRAINING MANAGEMENT. Unit level training management serves to give the command training program a greater sense of direction on a long-term basis, and continuity on a quarter-to-quarter basis. Aspects of the training program which are published in general terms in the Annual Training Plan can be spelled out in greater detail in the quarterly training bulletin and weekly training schedules.

1. Command and 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 the instructors are prepared and effective and desired objectives are achieved.

2. Directives. The following directives will be employed:

a. Unit Training SOP. The unit training SOP establishes training policies and requirements that are continuous and permanent in nature. Its use facilitates the preparation and understanding of training plans, bulletins and schedules by permitting reference to the SOP in lieu of restating established missions, policies, requirements, levels of proficiency, methods of inspection/evaluation 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 submitted to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) by 1300 of the third working day of December for the following year, reference (a).

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 (reference (a)).

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. Reference (a) will be followed in preparing monthly or weekly training schedules.

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

c. Monitoring Instruction. Organizations will assign monitors as they deem necessary. Whenever possible, monitors will be equal or higher in rank than the instructor assigned. Critique sheets will be submitted to unit training NCO's and maintained on file for the remainder of the calendar year.

d. 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.

e. Individual Training Records (ITR's). ITR's will be maintained in accordance with reference (a). They will accompany each Marine's Service Record Book when transferred or TAD in excess of 30 days.

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

5. Reports. The reports shown in figures 3-1 and 3-2 will be submitted to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) by 1300 of the third working day of each month. Submission of the annual training plan is outlined in paragraph 2014.2b above.

2015. TECHNICAL TRAINING EVALUATION. The Assistant Chief of Staff, Training and Operations will cause training conducted by Base organizations to be monitored as indicated below:

1. Formal School Training. Organizations will submit nominations for monitor assignment to the Assistant Chief of Staff, Training and Operations as directed. Observation reports will be submitted to the Assistant Chief of Staff, Training and Operations within three working days of the class completion date.

2. Organizational Training. The Assistant Chief of Staff, Training and Operations and/or the Base Training Officer will make periodic visits to monitor organizational training. These visits will be scheduled and coordinated with the commanding officer of the organization to be monitored.

2016. INSPECTIONS

1. Commanding General's Inspection. The Commanding General's inspection will be conducted in accordance with reference (q).
2. Other Inspections. Additional inspections will be conducted as required.

2017. HEAT CASUALTIES

1. Heat Casualty Danger Period. The period 1 May to 30 September, annually, is the danger period for heat casualties at Camp Lejeune.
2. Causes, Controlling, and Treatment of Heat Casualties. Reference (p) gives outlines on the causes, controlling and treatment of heat casualties.
3. Wet Bulb Globe Temperature (WBGT) Stations. Wet Bulb Globe Temperature (WBGT) Stations will be activated from 1 May to 30 September, annually, to provide WBGT index readings to all commands located at Camp Lejeune during the heat casualty danger period:

Station Number 1, Building 1	Phone 1717
Station Number 2, Base Rifle Range	Phone 7442
Station Number 3, Building BB-28 (MCES/Courthouse Bay)	Phone 7134/7360/7520
Station Number 4, Building TC-705 (8th Marines/Camp Geiger)	Phone 0225/0678
Station Number 5, Building M-131 (MCSSS/Camp Johnson)	Phone 0833/0755
Station Number 6, Building BA105 (2d Recon Onslow Beach)	Phone 7545/7265

4. Flag Conditions. The following series of colored flags will designate WBGT conditions which 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 caution and under 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 three weeks on station.
Red	88 - 89.9	Limited activity not to exceed six hours per day for acclimatized personnel. All physical training halts for personnel with with less than twelve weeks on station.
Black	90 or above	All strenuous nonessential outdoor physical activity will be halted for all units. Essential activities are defined as those 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 or medical personnel. All efforts should be made to reschedule these activities during cooler periods of the day.

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

5. Actiona. Commanding Officers

(1) The information and instructions contained in reference (p) shall be disseminated to all personnel engaged in training and will be used by commanders planning and conducting training during the heat casualty danger period.

(2) Commanding officers will obtain WBGT index readings from the WBGT station nearest the locale of training during the heat casualty danger period and regulate training accordingly.

b. Commanding Officers, Marine Corps Service Support Schools, Marine Corps Engineer School, and the Camp Geiger Area Commander. In addition to the action required in paragraph 5a above:

(1) Establish, operate, and maintain WBGT stations as indicated in paragraph 3 above.

(2) Obtain hourly thermometer readings; compute and record WBGT index reading on Heat Stress Data Report Form or log book.

(3) Furnish index readings on request.

c. Base Training

(1) Coordinate the establishment, operation, and maintenance of all Wet Bulb Globe Temperature Index System Stations.

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

(3) Take thermometer readings, compute, and record WBGT index readings on Heat Stress Data Report Form or log book.

(4) Furnish representatives of Headquarters, 2d Marine Division and Headquarters, 2d Force Service Support Group, hourly WBGT index readings from all stations when the WBGT index is 85 degrees fahrenheit or above.

2018. COLD INJURIES

1. Definitions, Symptoms, and Treatment of Cold Injuries. 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 FM 31-70 and reference (j).

2. Controlling Cold Injuries

a. Clothing (Footgear). Feet perspire more and are generally less well ventilated than other parts of the body. Moisture accumulates in socks, decreasing their insulating quality. Therefore, special foot and sock care is essential. Socks should be changed daily and washed whenever the opportunity permits.

b. Other Clothing

(1) When working, remove excess layers of clothing before perspiration starts so that clothing does not become wet.

(2) Wear clothing and footgear loose enough to permit layers of air to provide good insulation and to permit good circulation of blood to all parts of the body. Avoid tightfitting uniforms; they are dangerous in cold climates.

(3) Keep hands well protected; mittens are more protective than gloves. Avoid lengthy exposure of bare hands and wrists. Do not touch metal, snow or other cold objects with the bare hands. Do not spill gasoline on bare skin or clothing.

(4) Activities of large muscle groups of the shoulders, trunk and legs are required in order to generate and maintain body heat. When the situation prohibits such activities, frequent changes of position, moving toes, feet, legs, fingers, arms, and hands are satisfactory alternatives. Some delay in heat loss can be accomplished by sitting or standing on insulating material such as cardboard or wood instead of wet snow or ground.

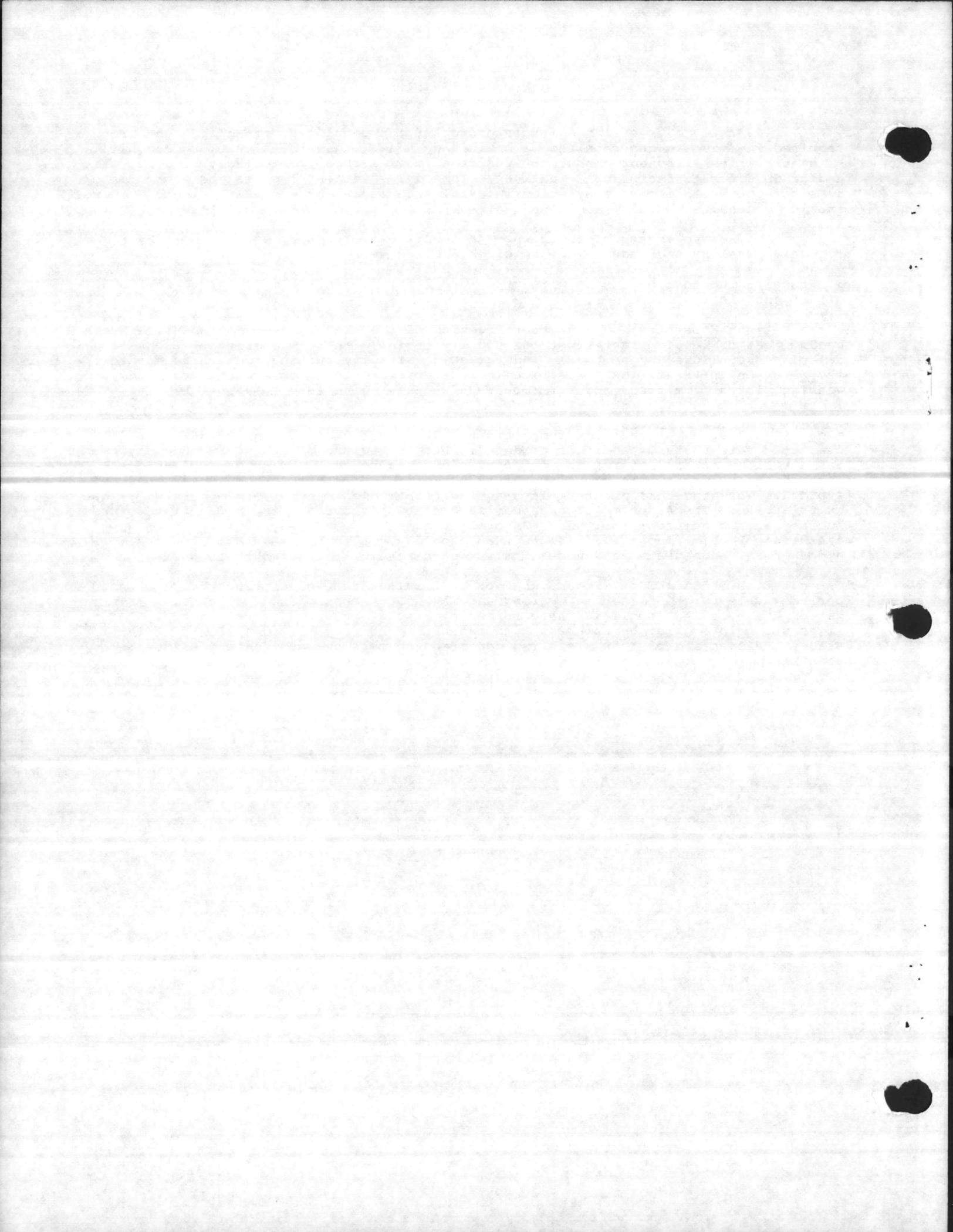
(5) Remove excess clothing when in a warm enclosure or in front of a fire to avoid sweating and undue dilation of skin blood vessels.

3. Locally the most common cold injuries are light frostbite, mild hypothermia and mild trench foot.

a. Light Frostbite. Is the near freezing of the skin. It most commonly affects hands, feet or face. Light frostbite usually begins with an uncomfortable sensation of coldness followed by numbness, and the skin initially turning red. Measures that may be taken to treat light frostbite include covering the cheeks with warm hands, wearing gloves or mittens and extra pairs of socks, being sure to keep them dry.

b. Light Hypothermia. Is an unanticipated and insidious injury resulting from a general depression of the body temperature. It occurs when the individual loses body heat at a rate faster than it is produced. Water, because of its heat conductivity, has a cooling power 23 times that of air. For this reason, wet or damp clothing, whether due to water immersion, sweating, fuel spill or other circumstances must be avoided. The wind chill factor plays an important role in hypothermia just as it does in frostbite. The symptoms of hypothermia are nonspecific and are often disregarded because of a complacent attitude. Abnormal fatigue or weakness, mental confusion and cessation of shivering are all signs that should alert troop leaders to the onset of hypothermia. Immediate action must be taken to forestall further heat loss.

c. Light Trench Foot (Immersion Foot). Results from wet exposure for prolonged periods at temperatures above freezing and may affect susceptible personnel in a matter of hours if immobile. There is nerve, muscle and blood vessel injury. Early signs are pale or blotchy skin and numbness, followed by pain and swelling in later stages. Prevention of this disabling condition centers on keeping feet as dry as possible.



## SOP FOR TRAINING

### CHAPTER 3

#### MARKSMANSHIP

3000. GENERAL. Reference (k) contains the details of marksmanship training. The Marine Corps has changed to a fiscal vice calendar year for marksmanship. All Marines, regardless of sex, are required to fire for record. The purpose of this section 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. RIFLE RANGE DETACHMENT. The Rifle Range Detachment provides facilities and services for annual requalification for Marine Corps Base personnel and tenant commands, hosts the Eastern Division and Marine Corps Matches and fosters competitive marksmanship for all Camp Lejeune based commands.

3002. COMMANDING OFFICER. The Commanding Officer, Rifle Range Detachment exercises operational control of personnel utilizing the Rifle Range; administrative control remains with the parent unit. Requests for return of personnel engaged in requalification firing must be submitted to the Commanding Officer, Rifle Range Detachment for approval. The Commanding Officer, Rifle Range Detachment is authorized to terminate for cause personnel assigned to range detail and will notify the parent unit of such action.

1. Duty Assignments. The Commanding Officer, Rifle Range Detachment will assign requalification personnel as required for control of range details, liberty, mess formations, area police, and movement on ranges during live firing.

2. Directives. The Commanding Officer, Rifle Range Detachment will publish directives, as necessary, to ensure timely and efficient scheduling, utilization, and operation of facilities.

3003. QUOTA ASSIGNMENTS. Quota assignments will be published annually by this Headquarters for Marine Corps Base, Camp Lejeune and tenant commands. Organizational commanders will notify the Rifle Range operations office 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. Maintain current data based on SRB/OQR research and review of requalification criteria contained in reference (k) for identification of assigned personnel required to requalify during the fiscal year.

3. Plan well in advance for assignment (by name) of personnel to range details scheduled annually by base directives.

3004. MARKSMANSHIP TRAINING EXEMPTIONS. Reference (d) authorizes the Commanding General, Marine Corps Base 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 General, Marine Corps Base (Attn: Assistant Chief of Staff, Training and Operations) for consideration.

3005. REPORTING INSTRUCTIONS. All competitive match and requalification range details will report to the Rifle Range under the control of an OIC/NCOIC designated in writing. Upon arrival, the detail will proceed to the Range Operations Office (Building RR-12), where the OIC/NCOIC will receive his/her billeting and range assignments, supervise weapons turn-in to the armory, and submit required rosters.

1. Range details from Marine Corps Base organizations will report no later than 0645 on Wednesday of the first week of the two week training cycle.
2. A meeting will be held at 0900 on the Tuesday preceding the snap-in week of marksmanship training at Building RR-11, Rifle Range Detachment. Attendance at this meeting is mandatory for all OIC/NCOICs of details for the following week.

### 3006. ADMINISTRATIVE REQUIREMENTS

1. Weapons. Organizations utilizing the Rifle Range for requalification/familiarization firing will provide weapons. Only service issue weapons will be authorized.

a. Organizational commanders will ensure that all weapons to be fired receive a technical inspection and are rendered serviceable prior to the time personnel report to the Rifle Range for training. The results of the LTI are 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. The OIC/NCOIC of range details will deliver pistols secured in a locked pistol chest to the range armory.

d. Weapons will be secured in the Rifle Range armory daily. At the unit commander's discretion, officers and SNCOs with official property passes may transport their weapons to and from the Rifle Range armory in POVs. All other personnel must utilize military transportation.

2. Rifle/Pistol Cleaning Equipment. Organizational commanders will provide necessary weapon cleaning equipment and lubricant for each firing detail.

3. Data Books. OIC/NCOIC of range detail will be issued data books from Rifle Range Marksmanship Training Unit, Building RR-50.

4. Clothing/Equipment. In addition to the rifle, sling, and two magazines, each shooter arriving at the range for billeting will have the following items:

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

NOTE: Wall lockers or footlockers are not available at the Rifle Range.

5. Uniform Regulations. The uniform for requalification 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.

6. Billeting. Limited officer and staff noncommissioned officer billeting is available at the range. All other enlisted personnel not on commuted rations will be billeted at the Rifle Range.

7. Transportation. Transportation to and from the Rifle Range will be furnished by the units sending details to the range. Personnel authorized to utilize privately owned vehicles will be admitted to the Rifle Range only if valid permanent or

temporary base stickers are displayed. Drivers are subject to parking regulations as prescribed by the Commanding Officer, Rifle Range Detachment. Violators will be subjected to having their vehicles ticketed. 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. Parent units will provide OIC/NCOICs of firing details with two accurate rosters which will be delivered to the Range Operations Office, Building RR-12, immediately upon the detail's arrival at the range. Rosters will be utilized to return requalification scores to the organizational commanders.

9. Liberty. Liberty will be controlled by the Commanding Officer, Rifle Range Detachment. The liberty policy will be in accordance with the Range SOP.

10. Early Release. Commanding officers may request early release of personnel Monday through Thursday of firing week. These requests will be forwarded for approval to the Commanding Officer, Rifle Range Detachment by 1300 on Friday prior to firing week.

11. Pay Calls. Organizational pay call will not interfere with training schedules. Unit OIC/NCOIC may request special payday consideration during the Tuesday meeting.

12. Early Requalification. A roster of shooters with previous qualification score and date fired, must be signed by the Commanding Officer and received by the Rifle Range Operations Office, prior to 1400 on Tuesday of the firing week.

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

3008. TRAINING SUPPORT PERSONNEL REQUIREMENTS. Personnel required to support the two week marksmanship training will be provided on an equitable basis by Camp Lejeune organizations, in accordance with BO P5300.3.

1. Range Officers and Safety NCOs. Range officers and safety NCOs are provided under the FMF Personnel Assistance Program (FAP); BO P5300.3.

2. Marksmanship Instructors/Coaches

a. Commanders of Marine Corps Base, Camp Lejeune organizations will be responsible for providing marksmanship instructors/coaches required for assignment to range details involved in annual requalification/familiarization firing.

b. Marine Corps Base Marksmanship Training Unit. The provisional T/O for this unit provides for one officer and 16 enlisted Marines. Qualified personnel from base organizations will be assigned TAD for a minimum of six months.

(1) Allocations are as follows:

OIC	(1) RRDet	1
SNCOIC	(1) RRDet	1
Instructor/Coach	(15) HqBn	5
	SupBn	6
	MCSSS	2
	MCES	1
	ITS	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 instructions 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 performance objectives listed in MCIO P1550.14D for the M-16 service rifle and marksmanship training.

(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) Upon request conduct marksmanship coaches school for aviation units located at MCAS, New River.

c. Instructor/Coach-Shooter Ratios. Unit commanders will assign a minimum of one instructor/coach for every 12 rifle shooters and one instructor/coach for every six pistol shooters.

d. Coaches Responsibilities. Assigned coaches will be primarily responsible for 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. Officials will be required for each range on requalification/record day. The source of these officials will be as follows:

a. Officers and staff noncommissioned officers who request and are authorized to fire for record on Thursday of the second week of marksmanship training.

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 will be obtained from the nonfiring relays. Coaches will not be used as scorekeepers.

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

6. Telephone Operators. This duty will be assigned to shooters from relays other than that engaged in live firing. One operator will be assigned to each telephone located on the firing line and in the pits.

3009. COMPLETION/RELEASE FROM MARKSMANSHIP TRAINING. Upon completion of qualification/record day firing, range details will not depart the Rifle Range without authorization from the Commanding Officer, Rifle Range Detachment. 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

1. Record Day Scores. The Commanding Officer, Rifle Range Detachment, will verify all record scores and return qualification scores to the organizational commander on the rosters provided by the OIC/NCOIC of each detail.

2. The Commanding Officer, Rifle Range Detachment will submit the weekly requalification results/range utilization chart to this Headquarters (Attn: AC/S, Training and Operations) the second Tuesday following the day of record firing.

3. Rifle and Pistol Requalification Efficiency Report. Organizations will submit monthly rifle and pistol requalification results on the third working day of each month using the format shown in figures ~~3-1 and 3-2~~.

### 3011. BASE ANNUAL MARKSMANSHIP AWARDS

1. General. Incentives for marksmanship performance are the responsibility of individual commands. Recognition of outstanding performance in marksmanship among base units is of particular interest to the Commanding General. Individual effort as well as unit qualification percentages are factors that also will be recognized.

2. Responsibility. The Commanding Officer, Rifle Range Detachment will compute the percentages of requalification by unit and identify individuals attaining the highest score in both rifle and pistol requalification for the year.

#### 3. Awards

a. Individual. Awards will be presented to individuals who obtain the highest score fired during requalification with either the service rifle or service pistol (individuals holding points toward a distinguished marksmanship badge will not be eligible for awards for that particular weapon).

b. Unit. A Commanding General's trophy will be presented to the unit having the highest overall rifle/pistol requalification percentage.

4. Ceremonies. Trophies will be presented by the Commanding General. The ceremony for the presentation of awards will be scheduled and published by separate directive.

### 3012. BASE INTRAMURAL RIFLE AND PISTOL COMPETITION

1. General. Competition will be held semi-annually in the spring for two weeks and in the fall for one week for both individual and team matches. 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. Match dates will be published by base bulletins. Units desiring to enter teams will submit rosters to the Commanding Officer, Rifle Range Detachment in accordance with the published bulletins.

- a. Headquarters Battalion.
- b. Support Battalion.
- c. Marine Corps Service Support Schools.
- d. Marine Corps Engineer School.
- e. Rifle Range Detachment.
- f. Field Medical Service School.
- g. Naval Hospital.
- h. Infantry Training School.

2. Responsibility. The Assistant Chief of Staff, Training and Operations will exercise staff cognizance over this competition. The Commanding Officer, Rifle Range Detachment, will designate the match executive officer, provide ranges, personnel and ammunition to conduct the competition, and draft the required Marine Corps Base directives for scheduling and conduct of these matches.

3. Eligibility. Personnel TAD to Marine Corps Base 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; however, they can shoot for score only.

4. Governing Rules. Reference (1) will be utilized to govern all competition firing scoring and range procedures. Modifications will be made only by this order 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 competition-in-arms is a noteworthy contribution to the Marine Corps and commanding officers shall give appropriate recognition to participants.

b. Reference (l) 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 (OIC). The Commanding Officer, Rifle Range Detachment is designated OIC of the Base Rifle and Pistol (R&P) 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 Rifle and Pistol Team is assigned the following duties and responsibilities:

a. Coordinate with the Assistant Chief of Staff, Manpower assignment of personnel to the Base Rifle and Pistol Team.

b. Act under the cognizance of the Assistant Chief of Staff, Training and Operations in matters relative to matches in which the Base Rifle and Base Pistol Team participates.

SOP FOR TRAINING

3500  
Code  
Date

From:  
To: Assistant Chief of Staff, Training and Operations  
Subj: RIFLE AND PISTOL REQUALIFICATION EFFICIENCY REPORT  
Ref: (a) BO P3000.4E

1. In accordance with the reference, the below report is submitted for the month of \_\_\_\_\_:

Rifle Report

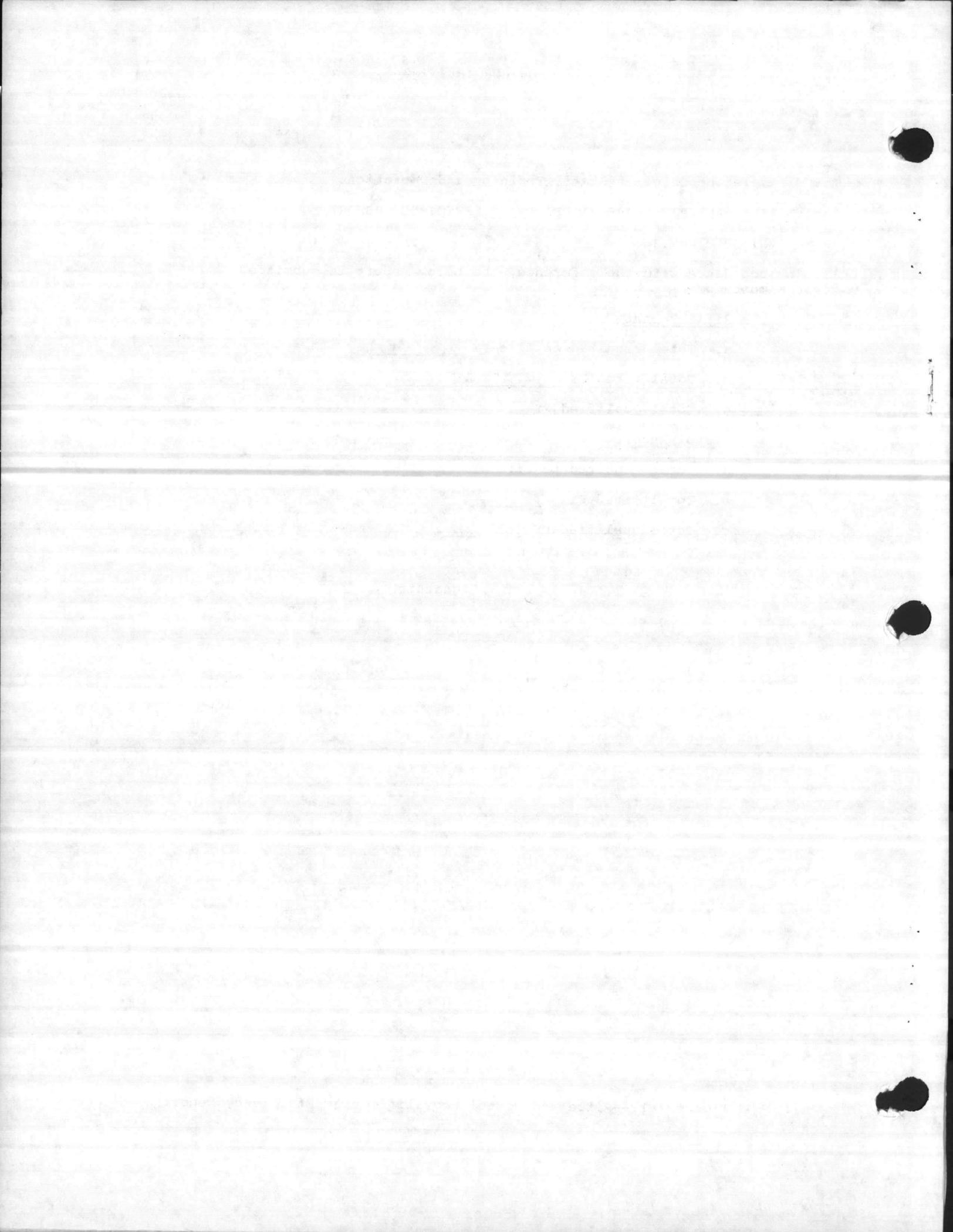
- a. Total required to fire FY \_ \_ \_ .
- b. Total fired FY \_ \_ \_ .
- c. Total Qualified FY \_ \_ \_ .

Pistol Report

- a. Total required to fire FY \_ \_ \_ .
- b. Total fired FY \_ \_ \_ .
- c. Total qualified FY \_ \_ \_ .

Signature

Figure 3-1.--Rifle and Pistol Requalification Efficiency Report



SOP FOR TRAINING

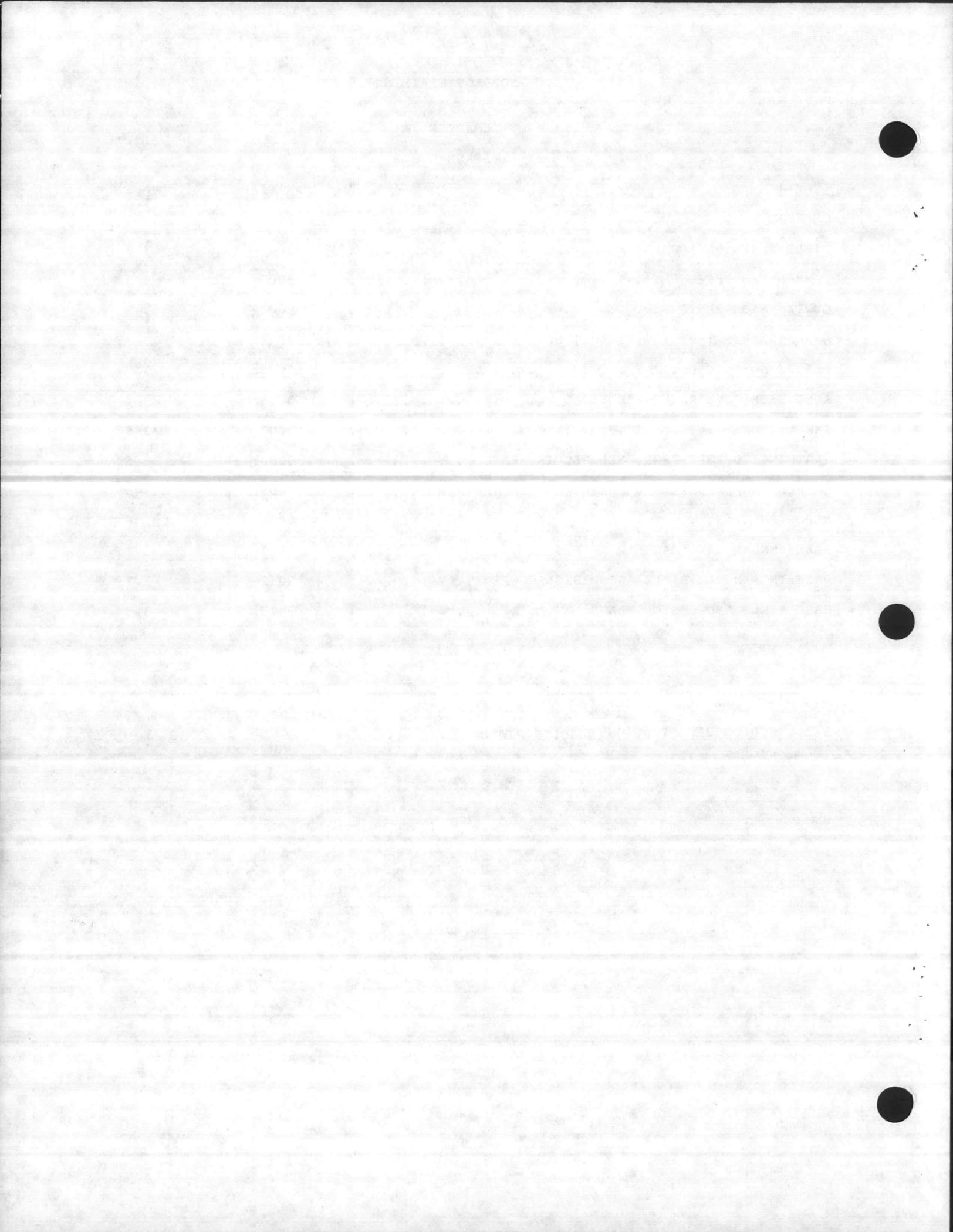
CHAPTER 3

MARKSMANSHIP

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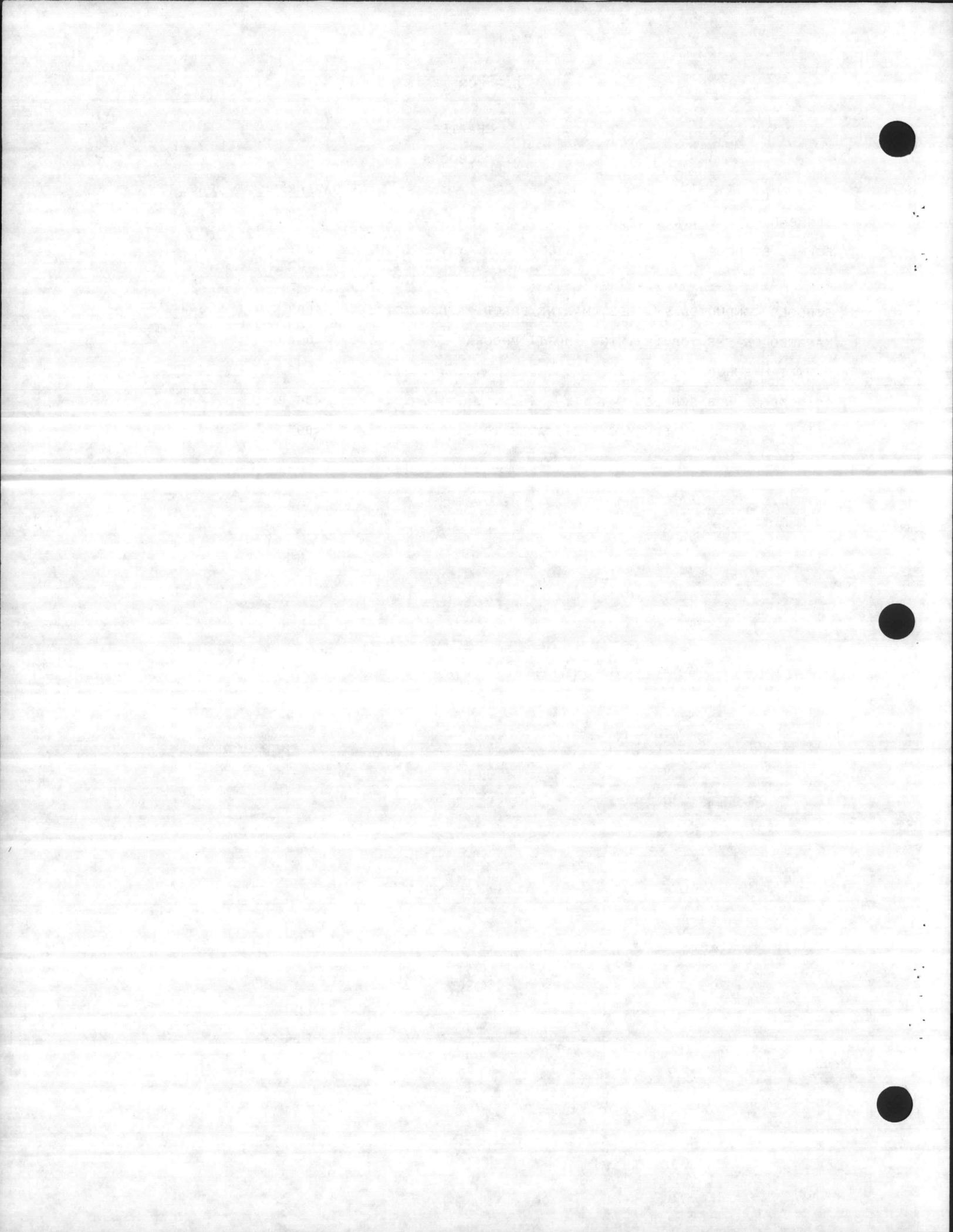


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CHAPTER 4

SCHOOLS

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SOP FOR TRAINING

CHAPTER 4

SCHOOLS

4000. GENERAL. This section covers formal schools, correspondence and extension courses for both military and civilian subjects, and managed on-the-job training in selected occupational specialties. Information on locally available schools as well as administrative procedures for requesting quota assignments are promulgated in the following subparagraphs.

4001. FORMAL SCHOOLS

1. General. Reference (c) reflects the overall need of the Marine Corps to utilize all school quotas, particularly those to formal courses of instruction. Marine Corps Base has a responsibility to fill quotas assigned by Headquarters, U. S. Marine Corps, many of which are mandatory and must be filled from assets organic to Marine Corps Base units. Headquarters, U. S. Marine Corps must be notified, by name, of personnel selected to fill the assigned quotas, or of this command's inability to fill the assignment.

2. Procedures. Commanders desiring quotas will submit requests for individual assignment to a school to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) in accordance with reference (c).

3. Responsibilities. Organizations should inform this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) of any changes in personnel assigned to fill a school quota at the earliest opportunity.

a. Assistant Chief of Staff, Training and Operations

(1) Exercise staff cognizance over school quotas by implementing this order, applicable portions of reference (c) and other applicable directives.

(2) Furnish the Base Personnel Officer with copies of correspondence containing nominations or other information as required to assist in the timely preparation of orders.

(3) Notify parent units submitting personnel nominations of their selection or nonselection expeditiously once such determination is made.

b. Base Personnel Officer

(1) Prepare appropriate individual or group orders and ensure proper distribution of same.

(2) Ensure that copies of orders directing attendance at inter-service schools are furnished to the school and to the school's Marine Corps representatives prior to the class reporting date. Such orders are to include correct school designation, course title and number, class reporting date, mailing address and security clearance in addition to other normally required information.

c. Commanding Officers, Base Organizations

(1) Disseminate information concerning school quotas and their prerequisites as received from this headquarters.

(2) Ensure timely submission and requested nominations to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations).

(3) Upon receipt of a quota approval or allocation, submit Temporary Additional Duty Orders Request (TAD) (Form MCBCL 1320/1 (Rev. 10-70)) to this Headquarters (Attn: Base Military Personnel Officer) with a copy to the Assistant Chief of Staff, Training and Operations. TAD request forms will be submitted ten working days prior to the effective date. Additional information is contained in BO 1320.9.

(4) Prepare appropriate individual or group orders for nominees attending local schools when no TAD and per diem funds are involved.

(5) Provide for positive monitoring to ensure:

(a) That nominees meet all prerequisites established by reference (c) or other applicable directives.

(b) The continued availability of nominees submitted and particularly once selections are announced.

(6) If qualified Marines are not available, submit timely and appropriate requests for waiver of prerequisites to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) in order to assign the best qualified Marine.

(7) Maintain a "back up" or alternate list of nominees to provide immediate replacement for any primary nominee who becomes unavailable for any reason. Provide for monitoring of the alternate nominees in the same manner as for the primary nominees.

(8) Submit requests for additional school quotas as needed/required in writing to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations).

#### 4002. REPORTS

1. Commanding officers of formal schools will submit reports required by MCO 1580.2 via this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) five working days after the last day of the reporting period.

2. Organizational commanders and general/special staff sections tasked with managed on-the-job-training (MOJT) responsibilities will submit reports required by MCO 1580.2 to this Headquarters (Attn: Assistant Chief of Staff, Training and Operations) no later than five working days following the last day of the reporting period. Reports will include MOJT and personnel statistical summary sheets.

4003. SCHOOLS CONDUCTED BY FLEET MARINE FORCE, ATLANTIC. Fleet Marine Force, Atlantic, conducts certain schools in the MCB, Camp Lejeune/MCAS, Cherry Point areas in support of FMF-related training on common subjects, LFTCLantO P1500.4. Limited quotas for these schools are available through this Headquarters (Attn: Assistant Chief of Staff, Training and Operations).

4004. MANAGED-ON-THE-JOB-TRAINING (MOJT) PROGRAM. The entry-level skills training program promulgated by MCO P1500.32 assigns Marine Corps Base, Camp Lejeune, the responsibility for conducting MOJT in MOS's 3051 and 4131. Each month's Marine distribution letter will specify the numbers of Marines to be received and entered into the MOJT program.

1. Assignment for Training. Basic Marines will be assigned for training as follows:

<u>MOS</u>	<u>ORGANIZATION</u>	<u>RESPONSIBLE SECTION</u>	<u>TIME LIMIT</u>
3051	Support Battalion	Support Battalion	4 weeks
4131	Headquarters Battalion	Marine Corps Exchange	24 weeks

2. Programs of Instruction. MCO P1500.32 assigns responsibility for maintenance of MOJT POI's for MOS 3051 to Marine Corps Service Support Schools.

3. Personnel Reporting/Distribution Instructions

a. Personnel being trained under MOJT are assigned for duty and are chargeable to the command. All personnel reporting requirements in MCO P1080.35, PRIM, are applicable, except for reservists during Initial Active Duty Training (IADT) who are joined but not chargeable.

b. Distribution of Marines trained will be in accordance with guidance received from CMC.

c. Retention beyond the normal IADT period, discharge, release and transfer of reservists and administration of reservists shall be in accordance with MCO P1001R.1.

4005. CIVILIAN SCHOOLS. Particular encouragement shall be given to the young enlisted men serving on their first enlistment (private-lance corporal) to devote off-duty time to study and improve the level of their general education, (BO P1560.11). The following schools are available through the Base Education Office for this off-duty study:

Coastal Carolina Community College  
 East Carolina University  
 Golden Gate University  
 Onslow-Camp Lejeune Adult High School  
 Southern Illinois University  
 University of Southern California

4006. CORRESPONDENCE SCHOOLS

1. Marine Corps Institute (MCI)

a. MCI is an official training activity of the Marine Corps. It is established to provide correspondence courses to complement the formal schools program for Marines of all ranks. The curriculum provides the means to maintain and to increase proficiency in all occupational fields, particularly to prepare eligible Marines for promotion and essential subjects training and testing.

b. MCI provides a program of group study with which the commanding officers may supplement the training of his unit. The group program includes study materials, lessons, questions, and examinations. This should then be supplemented by practical problems, demonstrations and the experience of the officers and noncommissioned officers of the organization.

2. Professional Military Education Courses. The Director, Marine Corps Institute, Washington, D. C. provides correspondence courses which parallel the level and type resident instruction presented at the Staff Noncommissioned Officers Academy, the Basic School, Marine Corps Amphibious Warfare School, and Marine Corps Command and Staff College. Officers and SNCO's who do not attend a resident course should complete the equivalent non-resident course. Reference (f).

3. Maximum advantage of the training assistance available from MCI, as outlined in reference (h) will be taken by:

a. Utilizing MCI courses to further unit training programs where feasible and integrating practical application into each course.

b. Conducting follow-up programs to encourage course activity and completion.

c. Aiding individuals in selecting courses appropriate to their needs.

d. Correspondence schools should not be used as a substitute for individual or unit training but to improve the professional knowledge of individual Marines.

4007. GRANTING OF EQUIVALENCY CERTIFICATES TO INSTRUCTORS. The Commanding General can issue certificates of equivalency to certain qualified instructors assigned to Marine Corps formal schools.

1. Eligibility Requirements. In order to be eligible for a certificate equivalent to a graduation certificate, the formal schools instructor must:

a. Have satisfactorily served as a full-time instructor for two separate classes of the course for which the certificate would be granted.

b. Must be equal or more advanced in grade, experience and knowledge than the students instructed and must have attained a knowledge of the course equivalent to that needed for satisfactory course completion.

2. Authorization. Authority to grant certificates of equivalency under the conditions described above is delegated to the Commanding Officer, Marine Corps Service Support Schools, the Commanding Officer, Marine Corps Engineer School and the Commanding Officer, Infantry Training School.

3. Administrative Instructions. NAVMC 184A will be utilized when issuing certificate of equivalency.

SOP FOR TRAINING

CHAPTER 5

PHYSICAL FITNESS AND WEIGHT CONTROL PROGRAMS

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## SOP FOR TRAINING

### CHAPTER 5

#### GENERAL

5000. GENERAL. The combat effectiveness of the Marine Corps dictates that every Marine remain physically fit regardless of age or duty assignment. The policies, program requirements, and administrative procedures, regarding physical fitness and weight control programs are set forth in the Marine Corps Manual and references (n) and (o). The following paragraphs implement those references and are intended to provide more detailed guidance for the conduct of physical fitness and weight control programs by Base organizations.

5001. SPECIFIC RESPONSIBILITIES. The following responsibilities are established:

1. Commanding officers at all echelons and general/special staff section heads will maintain continuous surveillance of all assigned personnel regarding physical fitness and participation in remedial/weight control programs. All Marines will present a neat, trim and physically fit military appearance. Personnel who are considered obese, overweight or who do not present a favorable military appearance will be ordered to report to a medical officer for a thorough physical examination and evaluation.
2. Marines will be personally responsible for maintaining their weight and physical appearance at satisfactory levels by regular exercise and proper dieting. The habits of self-discipline required for maintenance of these standards are an integral part of Marine Corps life. Marines who fail to carry out this responsibility degrade themselves, their unit, and the Marine Corps.
3. Marines, regardless of age, grade or duty assignment, will participate in an effective conditioning program which will include at least three one hour periods of physical fitness training each week. The program will be either organized or, if authorized by the unit commander, on an individual basis.
4. All officers, staff noncommissioned officers and noncommissioned officers will exercise effective leadership to ensure that Marines under their supervision maintain those standards of physical fitness and military appearance prescribed by the Commandant of the Marine Corps.
5. When possible, commanding officers/section heads will allow Marines to satisfy routine physical fitness maintenance program requirements during normal working hours.
6. Commanding officers, assisted by section heads, will ensure the following:
  - a. Referral of all Marines who claim physical inability to perform physical fitness exercises outlined in reference (n) to a medical officer for examination and evaluation.
  - b. Personally screen all medical exemption certificates to substantiate validity. If it is determined that an individual can participate in a portion of a training program, he will be directed to participate to the fullest extent possible.
  - c. All assigned personnel are aware of and fully understand the physical appearance and physical fitness standards established for Marines.
  - d. All personnel understand that failure to maintain acceptable standards of physical fitness may result in adverse conduct/proficiency marks, adverse fitness report remarks, administrative discharge for unsuitability, failure to be recommended for reenlistment or withholding promotion even though previously selected.

5002. PHYSICAL FITNESS TESTING. Commanding officers will administer the physical fitness test as prescribed in reference (n).

1. Routine Testing. All Marines 45 years of age and under, unless medically exempt by proper authority, will be administered the official physical fitness test semi-annually. Marines 46 years of age and over, although not required to be tested, will be encouraged to participate in testing.

2. Remedial, Physical Fitness and Weight Control Program Testing. Marines ordered to participate in physical fitness and weight control programs will be administered the physical fitness test when the OIC of the program determines they are ready to be tested. Progressive improvement will be the major determinant in this decision.

3. Official Test Results. All physical fitness test results will be recorded on individual training records, and remedial/weight control program progress folders.

5003. MEDICAL EXEMPTIONS. Marines who are unable to take the physical fitness test because of injury or illness must be examined and excused by a medical officer prior to the test. The excusal may be for portions of the test or the entire test. All medical excusals will be signed by a medical officer and validated by the Marine's commanding officer. Excusal documentation will be kept in the unit training files.

5004. REMEDIAL PROGRAM. All Marines 45 years of age and under who fail physical fitness tests or who do not report for testing as directed will be immediately ordered to participate in a supervised organizational remedial physical fitness training program. This program will include at least five one-hour training sessions per week conducted and supervised by the organization's physical fitness coordinator. Marines will remain in the program until such time as they successfully pass at least one physical fitness test. All training and testing in conjunction with these programs will be conducted at times other than during normal working hours. The inability of Marines to pass the physical fitness test will be commented on by reporting seniors when completing fitness reports.

5005. WEIGHT CONTROL PROGRAM. This program established by reference (o) is specifically designed for Marines determined to be obese, overweight, or lacking in overall military appearance because of weight distribution. It should be noted that a Marine's ability to pass the physical fitness test does not of itself exempt him from being ordered to participate in a weight control program.

1. Definitions. The following definitions are germane to organizational weight control programs:

a. Overweight. A condition which usually exists when a Marine's weight exceeds the maximum allowable standards set forth in the Manual of the Medical Department, Chapter 15. (Refer to Figure 5-1). Marines considered to be overweight will be referred to a medical officer for examination and evaluation. Reference (o) sets procedures for determining if a Marine is overweight.

b. Obesity. A condition relating to excess body fat which can exist regardless of whether a Marine's weight is within or exceeds the maximum allowable standards set forth in the Manual of the Medical Department. Reference (o) sets procedures for determining obesity.

c. Military Appearance. Military appearance includes both the physical configuration and posture of the member concerned. An obese or overweight condition generally will contribute to an unsuitable military appearance. However, a Marine may present an unfavorable military appearance because of a weight distribution problem and still not be obese or overweight in the opinion of a medical officer. In such an instance the determination of unfavorable military appearance requiring corrective action is the prerogative of the commanding officer and will be exercised.

2. Program Administration. Organizational weight control programs will be conducted in accordance with reference (o) and the following amplifying instructions:

a. Commanding officers or section heads (by way of the commanding officer) who judge personnel under their control to be obese, overweight or lacking in military appearance, will order such personnel to report to a medical officer for a physical examination and evaluation as a weight control program candidate. The prescribed format for a physical evaluation letter with follow-on endorsements is depicted in enclosure (4) of reference (o).

b. Complete assignment to weight control program will be run on the unit diary in accordance with MCO P1080.35E (PRIM).

c. Personnel considered capable of participating in a weight control program by a medical officer will be required to participate in five one-hour training sessions per week. All sessions will be supervised and conducted by the organization's physical fitness coordinator. Sessions will be conducted by a Marine who has demonstrated physical aptitude through superior physical fitness testing results, and who is capable of assisting through motivation, knowledge and personal example.

d. Medical officers will be requested to prescribe appropriate diets for all Marines assigned to weight control programs to enhance steady weight loss.

e. Official weights will be obtained weekly on all personnel assigned to weight programs.

f. After a reasonable period of dieting and exercising, not to exceed six months, commanding officers will initiate the following action in the case of those Marines who remain obese, overweight, or lacking in military appearance.

(1) Reevaluate the Marine's physical profile in accordance with reference (p).

(2) Request that a medical officer determine whether the Marine's lack of progress is due to pathological factors or a lack of self-discipline (apathy).

(3) If unsatisfactory progress is the result of a pathological condition, officer and enlisted Marines will be hospitalized and evaluated by a board of medical officers in accordance with the provisions of the Manual of the Medical Department, Chapter 15.

(4) If unsatisfactory progress is determined to be the result of lack of discipline or apathy, commanders may grant one extension up to six months to alleviate the problem. If no substantial progress has been made within that extension, the following actions will be taken for the rank categories indicated:

(a) Officers. Enter appropriate remarks in section C of fitness reports and submit a recommendation for separation from the Naval service in accordance with the provisions of MCO P1900.16, paragraph 5001.

(b) Enlisted (sergeants and above). Enter appropriate remarks in Section C of fitness reports and submit a recommendation for discharge from the Naval service by reason of unsuitability in accordance with the provisions of MCO P1900.16, paragraph 6016.

(c) Enlisted (corporals and below). Award appropriate conduct/proficiency marks and submit a recommendation for discharge from the Naval service by reason of unsuitability in accordance with the provision of MCO P1900.16, paragraph 6016.

g. Marines who have a physical evaluation board pending are not relieved of the responsibility to lose weight. Exemptions from participation in the unit's remedial program may be granted. However, Marines will make all attempts to reduce their weight through serious dieting or other reasonable means of physical training besides the unit's remedial program.

h. Commanding officers will provide each Marine who has not achieved satisfactory progress a personal letter in the format shown in Figure 5-2, notifying them that discharge procedures are being initiated as a result of their failure to achieve weight reduction goals while assigned to the weight control program.

5006. MEDICAL SUPPORT. The Chief of Dispensary Services, Naval Hospital is requested to provide medical services necessary for support of physical fitness and weight control programs. Area medical officers will provide the following services in support of physical fitness and weight control programs:

1. Conduct medical examinations and evaluations to determine the physical ability of Marines to perform physical fitness training or testing when required.

## SOP FOR TRAINING

2. Annotate on medical exemption certificates recommended exercises for those Marines unable to perform certain exercises and physical training requirements prescribed by their organizations.
3. Conduct physical examinations and evaluations of referred Marines to determine obese, overweight conditions, as appropriate. Examination results will be reported to the Marine's commanding Officer using the format shown in enclosure (2) of reference (o).

SOP FOR TRAINING

WEIGHT STANDARDS FOR MARINES

Male Marines (regardless of age)

<u>Height (inches)</u>	<u>64</u>	<u>65</u>	<u>66</u>	<u>67</u>	<u>68</u>	<u>69</u>	<u>70</u>	<u>71</u>	<u>72</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>76</u>	<u>77</u>	<u>78</u>
<u>Weight (pounds)</u>															
minimum	<u>105</u>	<u>106</u>	<u>107</u>	<u>111</u>	<u>115</u>	<u>119</u>	<u>123</u>	<u>127</u>	<u>131</u>	<u>135</u>	<u>139</u>	<u>143</u>	<u>147</u>	<u>151</u>	<u>153</u>
maximum	<u>160</u>	<u>165</u>	<u>170</u>	<u>175</u>	<u>181</u>	<u>186</u>	<u>192</u>	<u>197</u>	<u>203</u>	<u>209</u>	<u>214</u>	<u>219</u>	<u>225</u>	<u>230</u>	<u>235</u>

Women Marines (regardless of age)

<u>Height (inches)</u>	<u>58</u>	<u>59</u>	<u>60</u>	<u>61</u>	<u>62</u>	<u>63</u>	<u>64</u>	<u>65</u>	<u>66</u>	<u>67</u>	<u>68</u>	<u>69</u>	<u>70</u>	<u>71</u>	<u>72</u>	<u>73</u>
<u>Weight (pounds)</u>																
minimum	<u>90</u>	<u>92</u>	<u>94</u>	<u>96</u>	<u>98</u>	<u>100</u>	<u>102</u>	<u>104</u>	<u>106</u>	<u>109</u>	<u>112</u>	<u>115</u>	<u>118</u>	<u>122</u>	<u>125</u>	<u>128</u>
maximum	<u>121</u>	<u>123</u>	<u>125</u>	<u>127</u>	<u>130</u>	<u>134</u>	<u>138</u>	<u>142</u>	<u>147</u>	<u>151</u>	<u>156</u>	<u>160</u>	<u>165</u>	<u>170</u>	<u>175</u>	<u>180</u>

STANDARD WEIGHT OF MARINE UNIFORMS

Male Marines

Service "C"	5	1/4 lb
Utility Uniform	7	3/4 lb
PT Uniform	2	1b

Women Marines

Service "C"	3	1/2 lb
Utility Uniform	6	1/2 lb
PT Uniform	2	1b

HEIGHT MEASUREMENTS FOR WEIGHT CONTROL

In the past, some confusion has been noted on height measurements and how they relate to weight standards; particularly for the weight control program. The confusion stems from how to account for fractions of an inch. Effective this date the following will be utilized in accordance with MCO 6100.10:

<u>Actual Height</u>	<u>Effective Height</u>
Whole inch up to 1/2 next inch	Rounded down to the nearest whole inch
(Example: Actual ht. = 72 1/4"	Effective ht. = 72")
1/2 inch up to next whole inch	Rounded up to the nearest whole inch
(Example: Actual ht. = 72 1/2"	Effective ht. = 73")

Figure 5-1.--Weight Standards for Marines

SOP FOR TRAINING

PHYSICAL FITNESS LETTER OF NOTIFICATION

(Date) \_\_\_\_\_

From: Commanding Officer, \_\_\_\_\_  
To: \_\_\_\_\_

Subj: NOTIFICATION OF ADMINISTRATIVE DISCHARGE PROCESSING

Ref: (a) Physical Evaluation ltr of (date)  
(b) MCO 6100.10  
(c) BO P3000.4  
(d) MCO P1900.16, MARCORSEPMAN

1. During the last six months you have been afforded a reasonable opportunity to overcome deficiencies specified by reference (a). You have failed to accomplish your weight reduction goal as required by references (b) and (c). Accordingly, action is being initiated to process you for an appropriate type administrative discharge in accordance with reference (d).

2. The following is a brief summary of the counseling you have received on this matter:

<u>Date</u>	<u>Counseled by</u>	<u>Subject</u>
a.		
b.		
c.		

3. You are directed to report immediately to the command medical officer for a final physical evaluation. If it appears that your condition is due to pathological factors you will be hospitalized for further evaluation. If it is determined that your condition is the result of a lack of self-discipline or apathy, you will be recommended for an appropriate type administrative discharge in accordance with reference (d).

4. You will acknowledge receipt of this notice by placing your signature on all copies of the first endorsement to this letter.

(Signature)

SOP FOR TRAINING

PHYSICAL FITNESS LETTER OF NOTIFICATION

(Date) \_\_\_\_\_

FIRST ENDORSEMENT on CO \_\_\_\_\_ ltr of \_\_\_\_\_

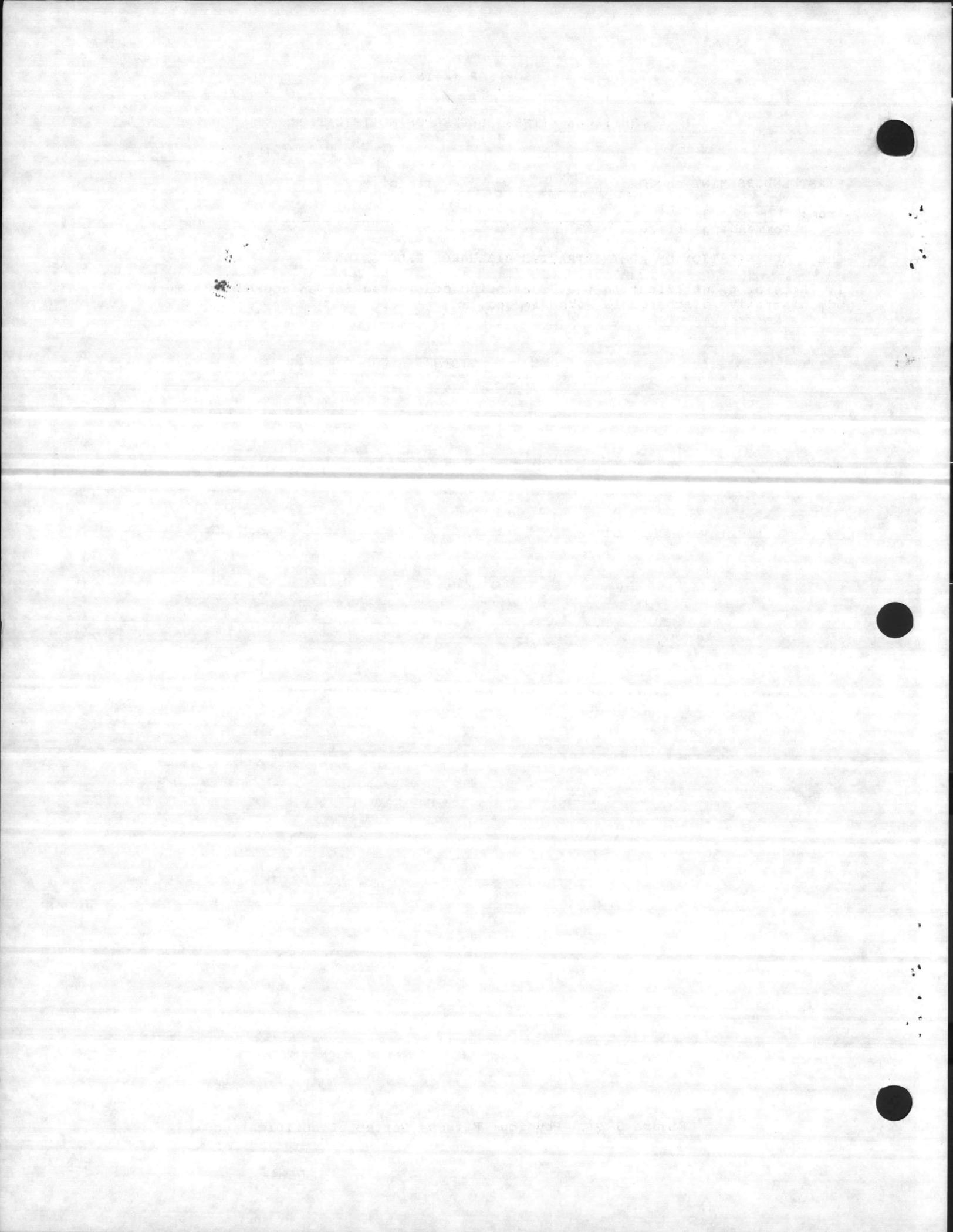
From: \_\_\_\_\_

To: Commanding Officer

Subj: NOTIFICATION OF ADMINISTRATIVE DISCHARGE PROCESSING

1. Receipt of notification that I am being considered for an appropriate type administrative discharge is acknowledged.

                      
(Signature)





UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO P3000.4E Ch 1  
TRNG&OPS/cu  
13 May 1987

BASE ORDER P3000.4E Ch 1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURE FOR TRAINING

Encl: (1) New Page Inserts to BO P3000.4E

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present pages 2-7, 2-8 and 2-9 and replace them with the corresponding pages contained in the enclosure hereto.
3. Summary of Changes. This change provides training restrictions during "black flag" conditions.
4. Change Notation. Significant changes contained in the revised pages for this change are denoted by an arrow ( ➡ ).
5. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Manual.
6. Certification. Reviewed and approved this date.

*M. C. Harrington*  
M. C. HARRINGTON  
Chief of Staff

DISTRIBUTION: A

BMTO	MAY 29 1987	INFO	ACT	INIT
OPS				
FISCAL				
PRO CONTROL				
LIC/TRNG				
MAINT				
MT CHIEF				
FILE				





**UNITED STATES MARINE CORPS**  
**MARINE CORPS BASE**  
**CAMP LEJEUNE, NORTH CAROLINA 28542-5001**

*MTD*

BO P3000.4E Ch 2  
 TRNG&OPS/jr  
 31 Aug 1987

BASE ORDER P3000.4E Ch 2

From: Commanding General  
 To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR TRAINING

Encl: (1) New page insert to BO P3000.4E

1. Purpose. To transmit new page insert and pen changes to the basic Manual.
2. Action
  - a. Remove present pages 3-9 and 3-10 and replace them with corresponding page contained in the enclosure hereto.
  - b. On page 3-6, paragraph 3010.3, subparagraph 3, line 3, change the word "figures" to read "figure" and delete the remainder of the sentence.
3. Summary of Changes. This change provides a change to the format in which the report will be submitted.
4. Filing Instructions. This change transmittal will be filed immediately following page 3 of the basic Manual.
5. Certification. Reviewed and approved this date.

*M. C. Harrington*  
 M. C. HARRINGTON  
 Chief of Staff

DISTRIBUTION: A

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SEP 8 1952  
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