



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

3591  
G-3/5-ROD  
05 FEB 2014

From: Commanding General  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE FISCAL YEAR 2014  
WESTERN DIVISION MATCHES

Ref: (a) MCO 3574.2K  
(b) MCO 3591.2J  
(c) MCIWEST-MCB CAMPENO 3500.1  
(d) MARADMIN 529/08  
(e) MARADMIN 100/13  
(f) MARADMIN 547/13

Encl: (1) Range Support Personnel Requirements for the 2014  
Western Division Matches  
(2) MCIWEST-MCB CAMPEN Support Personnel Requirements for  
the 2014 Western Division Matches  
(3) Western Division Matches Schedule of Events

1. Situation. To distribute information, instructions, and responsibilities for the Western Division Matches (WDM).

2. Mission. Per the references, WDM will be hosted by Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) from 20 February to 07 March 2014. Upon completion, Marines will be selected to compete in the Marine Corps Matches (MCM) at Marine Corps Base, Camp Lejeune, North Carolina 1 April to 18 April 2014.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure all competitors meet the eligibility requirements established in reference (b) and paragraph 3.c. of this LOI. A maximum number of competitors are encouraged.

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(2) Concept of Operations. The WDM will be conducted at the Wilcox Range Complex, MCIWEST-MCB CAMPEN from 20 February to 07 March 2014. The Competition in Arms Program (CIAP) has traditionally provided the Marine Corps with the skilled and experienced marksmen necessary to support a productive marksmanship training program and success in battle. The primary objective of the program is to enhance marksmanship proficiency within the Marine Corps by refining precision marksmanship skills through advanced marksmanship training and competition. The items listed below pertain to Marine participants in the Division Matches.

(a) Receive formal instruction in advanced marksmanship techniques, the CIAP and competition shooting from the Marine Corps Shooting Teams.

(b) Have the opportunity to develop and exchange ideas with other competitors who possess varied levels of proficiency.

(c) Develop personal marksmanship skills under the demanding conditions of competition.

b. Individual Unit/Section Missions

(1) Commanding General (CG), I Marine Expeditionary Force (IMEF). Request personnel identified in enclosure (1) be provided to Sub-Unit 1, Headquarters and Service Company (HQ SVC Co), for duty as indicated.

(2) Commanding Officer (CO) Weapons Field Training Battalion (WFTBN). Request personnel identified in enclosure (1) be provided to Sub-Unit 1, HQ SVC Co, for duty as indicated.

(3) Assistant Chief of Staff (AC/S), G-3/5

(a) Act as the overall coordinator for WDM.

(b) Support the WDM at the Wilcox Range Complex.

(c) Ensure the various requirements, to include personnel, logistics, and supply support are furnished to Sub-Unit 1, HQ SVC Co.



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(d) Provide adequate office space in the Wilcox Range Complex for the Match Executive Officer (XO), WDM and Sub-Unit 1, HQSVC Co personnel no later than (NLT) 20 February 2014.

(e) Ensure all reports required by higher headquarters are submitted per reference (b).

(f) Coordinate the WDM awards ceremony to include two tables with red tablecloths and white bunting, four chairs, and one public address system.

(g) Coordinate the MCIWEST-MCB CAMPEN Color Guard for the WDM Award Ceremony.

(h) Coordinate the 1st Marine Division Band for the WDM awards ceremony.

(4) AC/S, G-6. Provide one personal computer/notebook and one printer by 21 February 2014. The Marksmanship Training Unit, Quantico, VA, will provide WDM software.

(5) CO, Headquarters and Support Battalion, (HQSPTBN)

(a) Ensure 35 M16A4/M4 service rifles [with Rifle Combat Optics (RCO)] and 35 M9 service pistols all SL-3 complete, are issued to the XO, WDM on 19 February 2014. All weapons must have a pre-fire Limited Technical Inspection (LTI) and be in Code A condition prior to issue.

(b) Assign personnel identified in enclosure (2) to Sub-Unit 1, HQSVC Co, for duty NLT the dates indicated in this enclosure.

(6) Director, Public Affairs Office. Provide appropriate website and Scout News Online coverage.

(7) 33 Area Commander. Assist the XO, WDM with billeting support.

(8) XO, Western Division Matches. Under the administrative control of the AC/S, G/3-5 Directorate, MCIWEST-MCB CAMPEN, the XO, WDM will assume the responsibilities listed below:

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(a) Assume administrative control of all competitors and support personnel upon their arrival.

(b) Be responsible for endorsement of orders and maintenance of Basic Training Record (BTR).

(c) Publish and maintain current rosters of competitors, supporting team members, and support personnel.

(d) Make liaison with the S-1 Mail Room at HQSPTBN for appropriate mail service.

(e) Ensure all competitors and support personnel are notified of their temporary mailing address listed below.

Official Mail Address

MATCH EXECUTIVE OFFICER  
ATTN (SECTION)  
WESTERN DIVISION MATCHES  
BOX 555251  
CAMP PENDLETON CA 92055-5251

Personal Mail Address

RANK NAME  
WESTERN DIVISION MATCHES  
BOX 555251  
CAMP PENDLETON CA 92055-5251

(f) Ensure a roster of competitors and support personnel is forwarded to the S-1 Mail Room at HQSPTBN to disestablish addresses and coordinate mail directory services prior to the close of the WDM.

(g) Publish the following competitor and support personnel instructions.

1. Liberty.
2. Required reports.
3. Police and security.
4. Familiarization with local regulations, recreational facilities, and other services available.

(h) Prepare the following rosters.

1. Alphabetical listing of competitors.
2. Alphabetical listing of teams.



(9) Supply Noncommissioned Officer in Charge (NCOIC),  
WDM

(a) Complete an inventory concerning consumable materials, serialized equipment, non-Fleet Marine Force allowance equipment, and fiscal records.

(b) Have all serialized material/equipment signed out to shooters on an equipment custody receipt (ECR) card.

(c) Control and process all missing gear statements.

(d) Ensure billeting facilities, linen, and Base property are inventoried prior to and following turnover with the team captains and/or individuals occupying billeting.

(e) At the conclusion of the WDM, return all equipment with appropriate documentation for missing gear to the owning unit.

(f) Launder all clothing and linen upon completion of the WDM.

(g) Turn in all records and inventories, including all trophy ECR cards, to the XO, WDM prior to disestablishment of Sub-Unit 1, HQSVC Co.

c. Coordinating Instructions

(1) Selection of Competitors. All commands are required to provide a list of primary team members to include name, rank, DODID number and organization, with team captains and their duty telephone numbers NLT 1600 19 February 2014 to the AC/S, G-3/5, Marksmanship Training Branch (MTB). Point of contact is MSgt Bellivan at christopher.bellivan@usmc.mil. Prior to issuing Temporary Additional Duty (TAD) orders to the WDM competitors, commands will ensure each participant meets the following minimum standards listed below.

(a) Not convicted by a court martial within six months from effective date of this LOI.

(b) Must not be scheduled to be released from active duty prior to 30 September 2014.

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(c) Per references (b) and (f), WDM teams may include one other service member; e.g., Navy, Army, Air Force (active component or reserve component).

1. The other service competitor must be joined or chargeable by Table of Organization to the represented unit.

2. The competitor may not fill the Staff Noncommissioned Officer (SNCO), Sgt or below, or "Tyro" requirement. A "Tyro" is a competitor Sgt or below who has not previously fired the type of weapon concerned in a Division Individual Match prior to the current competition.

3. The competitor is not eligible for individual United States Marine Corps awards/badges. Confirmation will be sent to his/her command for issue of the appropriate badge.

(d) Fleet Assistance Program (FAP) personnel may compete with the joining unit.

1. The competitor may not be assigned to the FAP solely for the purpose of competing at the WDM.

2. The competitor must be in the FAP billet at least 60 days prior to the WDM.

(e) All competitors will compete with both the service rifle and pistol during the WDM.

(2) Selection of Support Personnel. Provide a list of support personnel requested in enclosures (1) and (2) by 18 February 2014 to the AC/S, G-3/5, MTB. Point of contact is MSgt Bellivan at christopher.bellivan@usmc.mil. Prior to issuing TAD orders to WDM support personnel, commands will, by prior agreement, ensure each support participant meets the following minimum standards.

(a) No courts-martial within the past six months.

(b) Full duty status; no pending legal or medical action.



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(3) Personnel Records and Orders. Each command will ensure competitors and support personnel report directly to Sub-Unit 1, HQSVC Co Building (bldg) R-103-04 at Wilcox Range for initial processing with the following.

(a) Each competitor's BTR.

(b) TAD or Permissive TAD (PTAD) orders.

(4) Match Equipment Availability. Request competitors bring their organizational M16A4/M4 rifles with RCO's and M9 pistols if available. All weapons must have a pre-fire LTI and be in Code A condition prior to the shooters reporting to the match site. Per reference (e), primary sighting systems to be used will be RCOs only. All weapons must be accompanied by LTI Equipment Repair Order, NAVMC 10245. Upon check-in, the weapons will be stored in a Weapons Storage Site at Wilcox Range Complex. Commands should provide available WDM equipment to their competitors to include cartridge belt, magazine pouches, magazines, M9 pistol holster, M9 magazine pouch with two magazines, spotting scopes, cleaning gear, competition data books, light shooting jackets and other competition gear as outlined in reference (f). Division Match data books and limited amounts of competition gear will be issued upon check-in on a "first come first served" basis. All equipment lost will be immediately reported to the WDM Supply NCOIC, and a missing gear statement will be completed.

(5) Awards Ceremony. The WDM Award Ceremony will be held at the Base Training Center, bldg 1330 at 0900 on 07 March 2014. Attendance is mandatory for all competitors. COs and other command representatives are encouraged to attend.

(6) Weapons Security. Under no circumstances will any weapons leave the Wilcox Range Complex. No weapons will be secured within the trunk or cab of a personally owned vehicle. Weapons will only be secured within the Wilcox Weapons Storage Site, or will be under the control of the individual assigned that specific weapon.

(7) Uniforms. The only uniform to and from Range 103 will be the utility uniform.

(a) Padded shooting jackets, sweatbands, and sweatshirts will be authorized for wear only on the range itself. They are not authorized off the Wilcox Range Complex.

(b) The Service "B" uniform, with ribbons and badges, will be worn for the WDM Awards Ceremony.

(8) Further Competition. Per references (b) and (f), and upon completion of the WDM, the top 10% of the shooters will be selected to attend the MCM at Camp Lejeune, North Carolina. Requests for waiver of participation in the MCM will be sent to the CG, Marine Corps Combat Development Command (9C468-M), Quantico, Virginia 22134-5036, via the on-site Headquarters Marine Corps representative. All waiver requests must be submitted with full justification and appropriate endorsements prior to the end of the first week of practice. Only individual competitor waiver requests will be considered.

(9) Competitor Rosters. Copies of competitor rosters should be sent electronically to MSgt Bellivan at christopher.bellivan@usmc.mil.

(10) Schedule. See enclosure (3).

(11) Orders. Reference (f) contains detailed instructions relative to issuing orders to Marines competing in the subject matches. All Marines must report with TAD orders to Sub-Unit 1, HQSVC Co.

(12) Transportation. Parent units will be responsible for providing transportation for participants and support personnel.

(13) Facilities. The facilities listed below will be used.

- (a) Base Training Center.
- (b) Wilcox Range, Weapons Storage Site.
- (c) Range 102 (Pistol).
- (d) Range 103 (Rifle).
- (e) Statistical Office, Wilcox Range Office.
- (f) Administrative Office (bldg R-103-04).
- (g) Billeting Spaces (33 Area Squad Bay).
- (h) 4th Light Armored Reconnaissance classroom.



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(14) Messing. Mission requirements prohibit use of government messing facilities due to operational tempo. Participants should be authorized per-diem or commuted rations by their parent unit.

(15) Billeting

(a) Officers and SNCOs desiring rooms should contact the Transient Quarters Reservation Clerk, Billeting/Bachelor Housing Department at DSN 365-3732/3451 or (760) 725-3732/3451 for reservations and/or check-in at bldg 1341 upon arrival. If quarters are not available, a certificate of non-availability will be issued by the Billeting Manager.

(b) Sergeants and below will report to the XO, Sub-Unit 1, HQSVC Co at bldg R-103-04 for billeting assignments.

(c) Notify MSgt Bellivan, MTB Ops Chief, AC/S, G-3/5 NLT 20 February 2014, of all Marines (by gender) requiring billeting.

(16) Personnel Augmentation. See enclosures (1) and (2).

(17) Disciplinary Problems. TAD will be terminated for any personnel experiencing disciplinary problems. Personnel will be returned to their parent command for action.

(18) Competitor Check-in. All competitors must be checked in NLT 1400 on 21 February 2014. Early check-in begins at 0800 on 20 February 2014. Team Captains may check-in their teams in lieu of having the entire team come to the check-in site. Weapons and BTRs will be accepted at the Range House located at R-103.

(19) Point of contact. The point of contact is the Officer in Charge, Marksmanship Training Branch, CW03 Drake at DSN 365-3436 or commercial (760) 725-3436; e-mail address is michael.p.drake@usmc.mil.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Base directives can be found at: <https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>

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5. Command and Signal

a. Command. This LOI may be applicable to all commands, organizations, units and activities aboard MCIWEST-MCB CAMPEN.

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



J. F. CRAMER  
By direction

DISTRIBUTION: A-3  
B

Copy to: CG, MCRD, San Diego (10)  
CG, 3d MAW (20)  
CG, MARFORRES (7)  
CG, MCAGCC, 29 Palms (5)  
CO, MCLB, Barstow (5)  
Dir, MC Finance Ctr.  
Kansas City (2)  
MCSF Co., Bangor, WA (2)  
MCSF Co., North Island (2)



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**Range Support Personnel Requirements  
for the 2014 Western Division Matches**

<b>BILLET</b>	<b>MOS</b>	<b>RANK</b>	<b># OF PERS OFF/ENL</b>	<b>RPT DATE</b>	<b>DEPT DATE</b>	<b>SOURCE COMMAND</b>
<b>XO, WDM</b>	9910	FIELD GRADE	1/0	140219	140307	I MEF
<b>STATISTICS OFFICER</b>	9910	COMPANY GRADE	1/0	140221	140307	I MEF
<b>LINE BLOCK OFFICER</b>	9916	SNCO	0/4	140221	140307	I MEF (4)
<b>PIT BLOCK OFFICER</b>	9916	SNCO	0/4	140221	140307	WFTBN (4)
<b>ARMORERS</b>	2111	NCO	0/2	140219	140307	I MEF (1) WFTBN (1)
<b>CORPSMEN</b>	84XX	HM2/HM3	0/2	140221	140307	I MEF
		<b>TOTAL</b>	<b>2/12</b>			

**Note:** All personnel will report to the XO, WDM for duty at the Wilcox Range Complex by 0900 on the date indicated above.

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**MCIWEST-MCB CAMPEN Support Personnel Requirements  
for the 2014 Western Division Matches**

<b>BILLET</b>	<b>MOS</b>	<b>RANK</b>	<b># OF PERS OFF/ENL</b>	<b>RPT DATE</b>	<b>DEPT DATE</b>	<b>SOURCE COMMAND</b>
<b>RANGE OFF (RIFLE)</b>	0930	CW04	1/0	N/A	N/A	AC/S, G-3/5
<b>LINE NCO (RIFLE)</b>	0933	GYSGT	0/1	N/A	N/A	AC/S, G-3/5
<b>LINE NCO (PISTOL)</b>	0933	GYSGT	0/1	N/A	N/A	AC/S, G-3/5
<b>SOUND TOWER OPS</b>	0933	CPL/SGT	0/2	N/A	N/A	AC/S, G-3/5
<b>RANGE POLICE SGT</b>	9916	CPL/SGT	0/2	N/A	N/A	AC/S, G-3/5
<b>RUNNERS</b>	9916	PVT/LCPL	0/2	N/A	N/A	AC/S, G-3/5
<b>VEHICLE OPS</b>	3531	AS AVAIL	0/1	N/A	N/A	AC/S, G-3/5
<b>3 -TON DRIVER</b>	3531	PVT/LCPL	0/1	N/A	N/A	AC/S, G-3/5
<b>TARGET NCO</b>	0933	CPL/SGT	0/1	N/A	N/A	AC/S, G-3/5
<b>ASST ADMIN CHIEF</b>	0193	SGT	0/1	140219	140307	HQSPTBN
<b>SUPPLY NCO</b>	9916	SGT	0/1	140219	140307	HQSPTBN
		<b>TOTAL</b>	<b>1/13</b>			

**Note:** All personnel will report to the XO, WDM for duty at the Wilcox Range Complex by 0900 on the date indicated above.

Enclosure (2)



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## Western Division Matches Schedule of Events

~ Feb / March 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	17	18	19 TEAM ROSTERS DUE	20 CHECK IN  WPNS AND GEAR ISSUE	21 CHECK IN  WPNS AND GEAR ISSUE	22 OFF
23 OFF	24 INTRO/ CO WELCOME ABOARD  WDM CLASSES 4 <sup>th</sup> LAR CLASSROOM	25 CLASSES AT WILCOX  DEMOS/SLINGS/ZERO RIFLES	26 200 STANDING 200 RAPID x2 300 RAPID x2 500 SLOW  ELP blocks 1&2	27 200 STANDING 200 RAPID x2 300 RAPID x2 500 SLOW ELP BLOCK 3 PISTOL DMC x1	28 RIFLE PRELIM DAY  PISTOL DMC x2	1 RIFLE PRELIM 2  PISTOL PRELIM
2 OFF	3 RIFLE MATCH #1  PISTOL MATCH #1	4 RIFLE MATCH #2  PISTOL MATCH #2	5 RIFLE TEAM MATCH  PISTOL TEAM MATCH	6 ELP BLOCKS ANNUAL PISTOL QUAL TABLE 2 (PEND)  ADMIN	7 GEAR TURN-IN  AWARDS CEREMONY 0900 BASE TRAINING CENTER	8 TRAVEL