



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO P1510.45B

3

24 MAR 1994

DEPOT ORDER P1510.45B w/c4-1

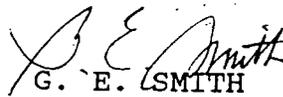
From: Commanding General  
To: Distribution List

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

Encl: (1) LOCATER SHEET

Reports Required: List, page v

1. PURPOSE. To publish guidance, information, learning objectives, policies, and implementing instructions for the management of training of Marines assigned to Marine Corps Recruit Depot (MCRD), San Diego, California.
2. CANCELLATION. DepO P1510.45A.
3. INFORMATION. This Manual represents a single-source reference for the planning and conduct of training activities for which the Commanding General, Marine Corps Recruit Depot, San Diego, is responsible.
4. ACTION. Commanding Officers will adhere to the provisions of this Manual in the conduct of training.
5. SUMMARY OF REVISION. This Manual updates the training program for Marine Corps Recruit Depot, San Diego. This revision contains substantial changes and should be reviewed in its entirety.
6. RECOMMENDATIONS. Recommendations concerning the content of this Manual are invited and should be forwarded to this Headquarters (Assistant Chief of Staff, G-2/3).
7. CERTIFICATION. Reviewed and approved this date.

  
G. E. SMITH  
Chief of Staff

DISTRIBUTION: I





UNITED STATES MARINE CORPS  
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DepO P1510.45B Ch 1  
3  
11 JUL 1994

DEPOT ORDER P1510.45B Ch 1

From: Commanding General  
To: Distribution List

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1. Purpose. To transmit pen changes to the basic Manual.
- ✓2. Action. On page 8-21 of the basic Manual, figure 8-8, paragraph 2: change "...permanent maximum weight limit..." to read "...alternate maximum weight limit..."
- ✓3. Filing Instructions. This Change transmittal will be filed immediately following page 1 of the basic Manual.
4. Certification. Reviewed and approved this date.

  
E. L. GOBELI  
Chief of Staff  
Acting

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DepO P1510.45B

24 MAR 1994

Subj: Standard Operating Procedures for Training

Location: \_\_\_\_\_

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ENCLOSURE (1)







# SOP FOR TRAINING

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CHAPTER 1

INTRODUCTION

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# SOP FOR TRAINING

## CHAPTER 1

### INTRODUCTION

1000. OBJECTIVE. The objective of military training is the development of the full potential of each individual Marine. Current Marine Corps directives establish the policies, define the scope, and fix the responsibility for the training of all Marines. The broad mission responsibilities assigned to this Command and the diverse nature of the subordinate organizations require that, to the extent possible, those directives be incorporated into a single source reference. The limited time available for training requires that no resources be left untapped and that training over and above that required by current directives be conducted only after mandatory requirements have been fulfilled.

1001. RESPONSIBILITY. To preclude an attempt to meet all the requirements set forth in all orders individually, commanders and their training staffs must be alert to the variety of programs and methods available for accomplishing training. While the training staffs are responsible for the management of training programs, the interest and involvement of commanders must be evident to ensure success. This Manual establishes only minimum standards. Commanders must monitor a Marine's progress, utilize all organic assets, and exploit all available means in obtaining the desired end result.

1002. SCOPE. This Manual applies to the training required for Marines assigned to the Depot except:

1. Chapter 6 as it requires training for Navy personnel and civilians who come in contact with recruits.
2. Chapter 10 as it applies to all agencies aboard the Depot for intended use of training facilities.
3. Chapter 11 as it applies to the administration only of formal schools.

### 1003. TRAINING PRIORITIES

1. Mission Oriented Training. That training, both individual and collective, which provides a Marine with the knowledge, skills, and abilities necessary to discharge his/her duties in support of the unit's mission.

2. Skill Progression Training. That training received subsequent to initial skill qualification training which provides a Marine with additional skills and knowledge in his/her Military Occupational Specialty (MOS) to perform at a more skilled level or in a supervisory position as defined in the current edition of MCO 1200.7.

3. Functional Training. That training which provides additional required skills without changing the Marine's primary specialty or skill level. Examples of functional training are: drug and alcohol instructor training, Drill Instructor School, and Recruiter's School. Functional training may or may not result in the assignment of an additional MOS.
4. Professional Military Education. That training and education which provides a Marine with the knowledge and attitude necessary for increased grade and responsibility. Unlike skill progression training which leads to a specific skill, professional military education increases overall professional competence in general military subjects as presented in the Noncommissioned Officer Schools, Staff Noncommissioned Officer Academies, Amphibious Warfare School, and Command and Staff College.
5. Marine Basic Skills Training. That training required to ensure that all Marines (regardless of grade, MOS, billet, or unit to which assigned) maintain proficiency in certain subjects prescribed by the Commandant of the Marine Corps. This skill proficiency, initially acquired in recruit training or officer acquisition training, includes marksmanship and certain basic combat skills; prepares men and women to function effectively in combat; and promotes the practice of those professional traits that distinguish men and women as Marines.
6. Related Training. Marines must possess knowledge, skills, and abilities for a variety of subjects which augment, support, and add to the previously stated requirements. Related training includes, but is not limited to: leadership, troop information, drug and alcohol abuse control, traffic safety training, and security training.
7. Foreign Military Assistance Training. The Assistant Chief of Staff, G-2/3 is responsible for all foreign (MAP) training conducted aboard MCRD, San Diego. The Depot Training Officer is designated as the Foreign Training Officer.

1004. TRAINING OBJECTIVES. The primary objectives of the individual training program are:

1. To provide each Marine with the skills required to perform to the standards listed in the current edition of MCO 1510.34.
2. To have all Marines assigned to the Command qualify, at a minimum, combat water survival - third class (CWS-3).
3. To have 100 percent of eligible Marines assigned to the Command qualify annually with individual small arms in accordance with the current edition of MCO 3574.2.

## 1005. TRAINING MANAGEMENT

1. General. Training management is extremely vital to Depot organizations in ensuring that individual training is accomplished. Training management includes those series of tasks necessary to ensure the effective accomplishment of training objectives, the execution of the training plan, and the recording and reporting of results. Commanders will maintain training records in sufficient detail to document their conduct of training.

### 2. Evaluation

a. Evaluation of a Marine's skill proficiency is a continuing necessity. Evaluation may be accomplished through written or oral tests, performance tests, or observation of on-the-job performance. Most objectives for basic skills, MOS, leadership, and mission oriented training call for the display of overt observable skills.

b. Performance tests and observation are the primary means for determining individual proficiency. Written/oral tests should be used whenever a particular period of instruction does not lend itself to performance testing. Written testing may be used as an alternate method of evaluating skills when a Marine has experienced difficulty in passing a performance examination.

### 3. Conduct of Training

#### a. Lesson Plan's

(1) Lesson plans may be prepared locally or procured through administrative channels from the Marine Corps Institute (MCI) as the unit commander deems appropriate.

(2) Lesson plans used for recurring periods of instruction will be reviewed periodically by the unit training officer to ensure current applicability and instructional suitability. A signed and dated notation of each review will be made on the cover of the lesson plan.

b. Rehearsals. Rehearsal of instruction will be conducted as directed by the commanding officer. Rehearsals are a check of materials required being on hand, timing and smoothness of presentation, and an opportunity for the instructor to build confidence in his delivery and subject knowledge.

#### c. Monitoring

(1) Unit commanders will ensure that sufficient periods of instruction are monitored to maintain a high quality of instruction. Forty percent coverage is an acceptable minimum.

(2) Monitors are required to submit to the unit commander a critique of instruction as soon after the period of instruction is

completed as practicable. A copy of the critique should be made available to the instructor in each case.

d. Remedial Training. Remedial training will be scheduled to ensure that all unit personnel receive required periods of instruction.

#### 4. Training Records

a. Commanders will maintain sufficient records to manage and conduct an individual training evaluation program. Records should include a current Basic Training Record (BTR) drawn from the Manpower Management System (MMS) within the last 180 days.

b. Class attendance rosters will be maintained in order to document completion and as a future cross reference to verify training.

#### 5. Training Schedules

a. The Annual Training Plan. The Annual Training Plan is a long-term planning directive used to identify known training requirements and training to be undertaken during the training year. While this plan should reflect the commander's best estimate of the situation and best evaluation of fulfilling his training commitments, it is by no means inviolate. Constant evaluation of this plan must be accomplished and changes published, as required, to accommodate the factors that may, in fact, require a change to the existing plan.

(1) Depot Plan. This document establishes goals and promulgates general guidance for the conduct of individual training for Marines permanently assigned to the Marine Corps Recruit Depot and Western Recruiting Region.

(2) Individual Organization Plan. Each Depot organization will prepare an annual training plan reflecting the goals established in the Depot Annual Training Plan. It will publish, in general terms, all aspects of the command training program which are then amplified in the Monthly Training Schedule.

#### b. Monthly Training Schedule

(1) As a minimum, a Monthly Training Schedule will be published by each organization to implement the individual training program on a daily basis. Commanders conducting a heavy volume of individual training each day may desire to publish a weekly schedule to facilitate the conduct of the training program.

(2) The operations section of each unit should maintain one master copy of the original training schedule which contains any subsequent changes.

c. Monthly Training Report. A Monthly Training Report will be submitted by Depot commanders to this Headquarters (Assistant Chief of Staff, G-2/3) not later than the fifth working day after the end of the reportable month. (MCRD Form 1510/88)

1006. TRAINING INSPECTIONS. An effective inspection program provides the unit commander and the Commanding General with timely and detailed information on the status and progress of training within the command. The Assistant Chief of Staff, G-2/3 will implement an inspection program that will determine if training objectives are met; the effectiveness and quality of training; the adherence to directives; and organizational training proficiency.

1. Formal Inspections. The current edition of Depot Order P5041.22 applies.

2. Staff Assistance Visits (SAVs). A program of staff assistance visits, as defined in paragraph 1407 of FMFM 3-1 (Command and Staff Action), will be conducted on a recurrent basis to assist subordinate commanders in the execution of training management responsibilities; and to ensure that the training being conducted by Depot organizations is in accordance with training directives of this or higher headquarters. Specific instructions for the conduct of staff assistance visits is listed below:

a. SAV's will be conducted every 180 days with a 30-day follow-up visit/inspection in Below Average or Unsatisfactory areas, as set forth in the current edition of DepO P5041.22.

b. Staff inspectors will report to the S-3 Officer of the organization being visited to inform him of the purpose of the visit and request any assistance needed. Inspectors should provide a minimum of 24 to 48 hours advance notice to the inspected unit and arrange a mutually agreeable time for each inspection.

c. A complete written report of findings will be prepared using the Performance Evaluation Staff Visit (PESV) checklist in accordance with the current edition of DepO P5041.22. The unit commanding officer will be debriefed and the report forwarded as appropriate.

3. Organizational Training Inspection Program. Unit commanders will conduct an internal training inspection program for those training programs under their cognizance.

1007. SAFETY. Military training is by nature a hazardous business when creating conditions inherent on the battlefield. It is an accepted practice that the benefits derived from realism normally justify any inherent risk. However, because accidents have occurred in the past which have caused injury and death and have jeopardized the quality of the training program, the line between adequate and excessive safety precautions cannot be understated; its determination requires the constant exercise of good judgment

on the part of those conducting the training. The paramount consideration is the safety of the Marine in training. Ambiguous situations will be resolved in favor of safety. Safety instruction including the safe handling of weapons and explosive ordnance, water safety, heat casualty control, and other appropriate forms of safety instruction, is inclusive to the training program. Safety training should be conducted throughout the training year on a concurrent basis.

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CHAPTER 2

INDIVIDUAL TRAINING REQUIREMENTS

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## SOP FOR TRAINING

### CHAPTER 2

#### INDIVIDUAL TRAINING REQUIREMENTS

2000. POLICY. Training will be conducted the way the commander deems appropriate to the unit and existing circumstances, however, the following should be considered.

1. Instruction should be conducted at the lowest level to contribute to communication and exchange between the small unit leader and individual Marines.
2. Participation, as well as direction, by unit officers and SNCO's is highly encouraged.
3. Sessions should be designed to permit individual participation and encourage maximum contribution by each Marine.
4. Schedule sessions to provide progressive information periods.
5. Commanders and their training staffs should make maximum use of the variety of programs aboard the Depot that meet multiple training requirements. Through accurate record keeping and encouragement of participation, many training requirements can be met without disruption or denigration of mission accomplishment.

2001. MARINE BATTLE SKILLS TRAINING (MBST). The missions assigned to the United States Marine Corps require all Marines to possess basic combat skills commensurate with their grade regardless of military occupational specialty (MOS) or unit assignment. The MBST program integrates individual and collective combat skills within specific unit mission requirements to enhance readiness and provide the basic combat skills necessary to support the Rear Area Security (RAS) mission within a Marine Air-Ground Task Force (MAGTF).

1. MBST Sustainment Training. Phases one through three of the MBST program are conducted during the entry level training process of every Marine. Phase four, Sustainment Training, is the continuous reinforcement of basic military tasks learned in earlier phases through a unit's training program. Both General Military Subjects (GMS) and Battle Skills Training (BST) comprise the subject matter for sustainment training. The Marine Corps Institute (MCI) has developed handbooks to be utilized as job aids to assist in the preparation for and conduct of sustainment training. MBST Handbook 1 contains GMS requirements for private - gunnery sergeant. MBST Handbook 2 contains individual combat basic tasks (ICBT) for private - lance corporal; MBST Handbook 3 contains ICBT for corporal - sergeant; MBST Handbook 4 contains ICBT for staff sergeant - gunnery sergeant.

## 2. GMS Evaluation/Testing

a. All gunnery sergeants and below, except students in formal schools, will be trained and evaluated annually in General Military Subjects. Unit commanders will utilize the test booklet developed by the MCI as a basis for the GMS test. A minimum score of 80 percent is required to pass the GMS test.

b. If a Marine fails one or more areas of the GMS test, he will be afforded remedial training. The remedial training will be conducted during working hours and provided for in the unit's training schedule. Following remedial training the Marine will be retested on the area(s) failed.

c. GMS test scores will not be reported through MMS and will not be used for computation of composite scores. They will, however, be considered when assigning proficiency marks for corporals and below and in fitness reports for sergeants and above. Full discretion is left to Commanders to determine the weight given in assigning marks.

## 3. BST Evaluation/Testing

a. Units will conduct BST continuously and in conjunction with scheduled training. Commanders will determine training requirements based on an analysis of the unit's mission, MOS structure, and Table of Equipment (T/E). Commanders should also consider those tasks their Marines will most likely require upon subsequent assignment to an FMF organization.

b. Practical application is the preferred method of conducting BST and should focus on demonstrating performance to the standard required in Handbooks 2 - 4. Commanders will ensure that Marines (private - gunnery sergeant) are trained annually in a net minimum of 50 percent of the ICBTs appropriate to their rank; the 50 percent will be calculated after those tasks requiring weapons/equipment/facilities not available have been subtracted. The MBST User's Guide (MBST Handbook 5) contains suggested methodologies for conducting evaluation/testing. A minimum score of 80 percent satisfactory completion of tasks evaluated is required to pass BST.

c. BST test scores will not be reported through MMS and will not be used for computation of composite scores. They will, however, be considered when assigning proficiency marks for corporals and below and in fitness reports for sergeants and above. Full discretion is left to Commanders to determine the weight given in assigning marks.

2002. MARKSMANSHIP TRAINING. Marksmanship Training will be conducted annually per Chapter 3.

2003. DRIVESAFE PROGRAM. The Depot's Drivesafe Program is designed to promote safety consciousness and awareness in Marines. Statistically, Marines under the age of 26 have the highest percentage of motor vehicle accidents of all age groups. Therefore, every Marine under 26 years of age will attend an established driver improvement course of instruction in accordance with the current edition of MCO 5100.19.

1. Staff Cognizance. The Assistant Chief of Staff, G-4 will exercise staff cognizance over the Drivesafe Program, to include facilities, instructors, content, and will submit the Multi-media Traffic Safety Education Data Summary in accordance with the current edition of MCO 5100.19. The Assistant Chief of Staff, G-4 will also provide rosters of Marines completing training to appropriate commanding officers.

2. Program Requirements

a. All Marines under the age of 26 will attend the Drivesafe training program one time only within 90 days of reporting for duty aboard the Depot.

3. Motorcycle Safety Program. Because of the popularity of motorcycles, and the fact that fatalities are on the increase, it is necessary that motorcycle safety education programs be made an integral part of the traffic safety program.

a. Applicability. Every person who operates a motorcycle on Marine Corps property will pass a locally developed written and practical examination designed especially for motorcycle operations.

b. Policy. Those personnel wishing to operate a motorcycle may obtain a temporary (30 days) nonrenewable vehicle pass which will allow them to complete the motorcycle safety course. Upon completion of the course, they may get a permanent sticker.

c. Location. The small number of motorcycle operators aboard the Depot precludes the Depot from conducting an independent motorcycle safety course. Depot personnel will use those programs at Naval Station, San Diego; Naval Air Station, Miramar; or Naval Training Center to obtain the required motorcycle safety certification.

2004. SWIM TRAINING. Will be conducted as required by Chapter 5.

2005. DRUG AND ALCOHOL ABUSE ABATEMENT. The objective of preventive education is to provide Marines with the ability to make responsible decisions concerning the use of alcohol and other drugs. The Depot Substance Abuse Control Center (SACC) offers substance abuse awareness instruction tailored for each level of leadership. Marines will receive appropriate substance abuse training within 60 days after arriving at the Depot and annually

thereafter. The current edition of DepO P5300.7 provides guidance for conducting this training.

2006. LEADERSHIP TRAINING. Will be conducted per DepO 5390.2.

2007. PHYSICAL FITNESS TRAINING. Will be conducted per Chapter 8.

2008. INSTRUCTION IN THE SOP FOR RECRUIT TRAINING. Will be conducted per DepO P1510.30.

2009. UNIFORM CODE OF MILITARY JUSTICE (UCMJ). Instruction on essential basic portions of the UCMJ is required by Article 137, UCMJ and the current edition of MCO P5800.8. Command policy requires that each Marine assigned to the Depot receive not only the instruction as required above, but also instruction on legal services available, and how to request such assistance.

2010. EQUAL OPPORTUNITY. Instruction to improve mutual understanding among all Marines and to ensure that each Marine understands that the Marine Corps guarantees him equal rights, opportunity, and protection without regard to race or sex will be conducted in accordance with the current edition of DepO 5354.2. Command policy requires that each Marine assigned to the Depot receive instruction in this area annually.

2011. TROOP INFORMATION. This instruction should contribute to the welfare of individual Marines and their families. Topics covered should include, but are not limited to, career development, education opportunities, and family or special services. The current edition of MCO 1510.25 outlines the requirements for the Troop Information Program.

2012. NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBC) DEFENSE TRAINING. As the Depot has no NBC readiness or defense mission, the program will consist solely of the instruction necessary for Marines to attain and/or maintain proficiency required to successfully complete the BST.

SOP FOR TRAINING

CHAPTER 3

MARKSMANSHIP TRAINING

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## SOP FOR TRAINING

### CHAPTER 3

#### MARKSMANSHIP TRAINING

##### 3000. POLICY

1. Marksmanship proficiency is the keystone of military effectiveness in ground combat operations. The objective of marksmanship training is to develop this proficiency to the highest practicable levels by individuals and tactical units.
2. Marine Corps policy requires that all Marines be thoroughly trained and capable of using, safely and effectively, those individual weapons appropriate to their grade and duty assignment.
3. The current edition of MCO 3574.2 details the requirements recapitulated herein. The current edition of DepO 3591.4 establishes the Competition-In-Arms Program for the Depot.
4. The marksmanship year is the fiscal year.

##### 3001. ADMINISTRATION

1. Records Disposition. Records and reports relating to marksmanship training and readiness with individual small arms, to include copies of awards made to individuals (exclusive of copies filed in the individual's Official Military Personnel File (OMPF)), will be retained for two years; marksmanship practice and testing records including organizational reports, rifle, pistol line, and score sheets will be retained for one year.

##### 2. Transportation

a. Government transportation is authorized for transporting personnel to/from ranges for qualification or requalification.

b. The order-issuing authority will issue group travel orders when three or more officers and/or enlisted Marines travel to and from ranges for the purpose of qualification or requalification firing and transportation is to be by government conveyance.

c. Personnel required to travel to locations away from their permanent duty station for small arms qualification or requalification firing will be issued Temporary Additional Duty (TAD) orders. Such orders will include the phrase "Temporary Additional Duty undergoing a course of instruction for marksmanship qualification/requalification firing."

d. Government weapons will not be transported in any privately owned vehicle (POV).

3. Firing Prior to Separation from the Marine Corps. Marines who are serving in the last six months of their enlistment will not be

required to fire for requalification with any weapon unless they have signified their intention to reenlist or extend.

4. Reports and Officer Qualification Record/Service Record Book (OQR/SRB) Reporting

a. Upon completion of familiarization (FAM), qualification or requalification firing, the date, type of firing, course score, and qualification/requalification classification attained, as appropriate, will be recorded in the OQR/SRB of each Marine.

b. Personnel who fail to qualify/requalify on their initial attempt with the service rifle or pistol will have that score recorded in the OQR/SRB of each Marine. When a Marine fires a score that equals or exceeds the minimum for qualification or requalification after remedial training, the score to be recorded in the OQR/SRB will be 190 for the service rifle and 230 for the service pistol.

c. The Commanding Officer, Weapons and Field Training Battalion (WFTBN) shall submit the Annual Report of Weapons Qualification as of the last day of September each year covering the preceding 12-month period. Separate reports will be submitted for male and female Marines. Reports should be submitted to reach the Commandant of the Marine Corps (Code T) by the first of December. Report Symbol MC-3574-06 has been assigned to this report.

d. Since Marines who do not qualify/requalify in their initial record attempt may be given more than one opportunity to qualify/requalify during remedial training, caution must be exercised to ensure that an individual Marine is reflected correctly in this report, based on the attempt to qualify/requalify.

e. The remarks section of the report should reflect any comments or recommendations which the Command may have concerning any aspect of marksmanship training. The report from the Depot will include the name and score by stage of fire of the recruit firing the highest qualification score during the year.

3002. AWARDS

1. Rifle and Pistol Qualification Badge

a. Commanding Officers will issue the appropriate badge to Marines who qualify in their initial record attempt as expert, sharpshooter, or marksman with the service rifle or pistol.

b. Marines who fail to qualify in their initial record attempt and qualify in a subsequent attempt during remedial marksmanship training will be classified as a marksman and issued the appropriate badge regardless of any subsequent higher score.

c. The wearing of the appropriate qualification badge is authorized until such time as the individual fails to requalify or requalifies in another classification.

## 2. Requalification Bars

a. Upon achieving classification as expert with the service rifle or pistol for a second time on a requalification attempt using an approved qualification course, an individual earns a requalification bar to be attached to the rifle or pistol expert badge. It is not required that the scores of expert be achieved in consecutive years.

b. The first requalification bar earned is referred to as the "second award" since the expert badge is the first award. The appropriate bar marked "third award," "fourth award," etc., will be issued for each additional time an individual qualifies as expert.

c. Only the last requalification bar earned by the individual will be worn suspended from the expert badge.

3. Recognition of Qualification. All badges and bars issued for qualification/requalification with small arms will be presented to recipients at an appropriate ceremony as soon as practicable after record firing.

## 4. Brigadier General Calvin B. Matthews Trophy

a. The Brigadier General Calvin B. Matthews Trophy will be awarded annually to the Marine recruit who has not undergone marksmanship training during prior military service (to include Reserve and/or National Guard) and achieves the highest record score over the prescribed rifle qualification course.

b. Determination of the award winner is made by the Commandant of the Marine Corps (T) on the basis of information submitted by the Recruit Depots at the end of each fiscal year. In the event identical scores are achieved, the winner will be determined by the highest scores at the longest ranges in accordance with tie-breaking procedures prescribed.

## 3003. FREQUENCY AND DURATION OF QUALIFICATION

1. Marines will be afforded no less than one opportunity to achieve initial qualification/requalification annually. Commanders may authorize additional attempts to qualify/requalify to those Marines who have failed to qualify on their initial attempt. An individual's "opportunity to qualify or requalify" commences with the firing of the first round on the day designated as record day. All other firing will be classified as training leading to qualification. Although the amount of live firing conducted will be governed by range and ammunition availability, the amount of

marksmanship training otherwise conducted; e.g., preparatory and remedial, shall be a prerogative of the commander.

## 2. Requalification

a. All Marines assigned to the Depot will requalify annually with the M16-A2 service rifle and or the M-9mm service pistol.

b. Marines will fire the service rifle on Course "KD" for requalification. Live firing, including record day, should span a five day period; however, any Marine whose last recorded qualification was expert may declare and fire for record not sooner than the third day. Male officers and enlisted Marines armed by T/O with the service pistol will fire the appropriate pistol course for requalification. Live firing, including record firing, should span a five hour period. Marines who fail to requalify during their first opportunity will receive remedial training and, at the option of their commanding officer, receive a second opportunity to attain the desired minimum performance objective, a marksman classification.

## 3. Familiarization

a. All Marines will fire a familiarization (FAM) course prior to being armed with any weapon unless the individual has fired the type weapon concerned for qualification or requalification within the previous 12 months.

b. Marines armed with the service pistol and shotgun who do not fire for qualification/requalification with that weapon will fire a FAM course with the weapon concerned at least every six months.

c. Commanding officers are encouraged to authorize the firing of a FAM course whenever they deem necessary, if time and ammunition allowances are available.

d. Commanders will ensure that Marines are specifically instructed that removing the pistol from the holster and pointing or aiming a weapon at any person or thing is unlawful except when required in the performance of duty and in accordance with the provisions of the current edition of MCO 5500.6.

3004. SPECIAL INSTRUCTIONS PERTAINING TO MARKSMANSHIP TRAINING FOR PERSONNEL ASSIGNED AS OVERSEAS REPLACEMENTS

1. Upon receipt of PCS orders transferring a Marine to an overseas duty location, Commanders will ensure that, as a minimum, the marksmanship training outlined below has been completed within the last 12 months preceding the date of detachment from the Depot. Personnel transferring after 31 March will complete their annual requalification prior to executing their orders.

| <u>Weapon</u>               | <u>Course</u>                     |
|-----------------------------|-----------------------------------|
| <u>Rifle, 5.56mm, M16A2</u> | <u>"KD," "B," or "B Modified"</u> |

Officers (company grade) below the age of 40 years or with less than 13 years time in service.

Enlisted gunnery sergeants and below, under the age of 40 years.

|                             |            |
|-----------------------------|------------|
| <u>Rifle, 5.56mm, M16A2</u> | <u>FAM</u> |
|-----------------------------|------------|

All enlisted Marines, all officers, (lieutenant colonel and below) not listed above.

|                                  |                                      |
|----------------------------------|--------------------------------------|
| <u>Pistol, Automatic 9mm (*)</u> | <u>Qualification/Requalification</u> |
|----------------------------------|--------------------------------------|

All officers (ground) below the grade of colonel.

All staff noncommissioned officers and other enlisted Marines normally armed by T/O with this weapon.

NOTE: (\*) .45 Cal may be used until phased out.

2. The marksmanship training requirements outlined above are to be considered as the minimum for Marines transferred to an overseas assignment and in no way supersede or modify the annual marksmanship training requirement.

3005. SAFETY. Figure 3-1 provides instruction on safety procedures. Local reproduction for distribution to every shooter is encouraged.

## SOP FOR TRAINING

1. The most significant contributing factor in accidents involving firearms is the assumption that the weapon was not loaded. Therefore, the best rules to follow are simple.

NEVER BELIEVE ANYONE BUT YOURSELF

TREAT EVERY WEAPON AS THOUGH IT WERE LOADED AT ALL TIMES

DO NOT TAKE ANYONE'S WORD FOR THE CONDITION OF A WEAPON,  
NOT A GENERAL, ARMORER, DRILL INSTRUCTOR, NOT ANYONE

2. The exact clearing procedures for each weapon may differ slightly. There are two general types of individual small arms in use today in the Marine Corps. Removable, box-type magazine fed, semiautomatic weapons (rifles and pistols), and tubular magazine fed shotguns. Those weapons fed by removable, box-type magazines, always remove the magazine first before any attempt is made to clear the chamber. The shotguns currently used by the Marine Corps are fed by permanently attached, tubular magazines. For a weapon of this type, the chamber is always cleared first before attempting to clear the tubular magazine. The correct clearing procedures for specific Marine Corps individual small arms are as follows:

### a. Rifle

(1) While pointing the weapon in a safe direction:

- (a) Attempt to move the safety to the "safe" position.
- (b) Remove the magazine.
- (c) Move the bolt to the rear and lock it.
- (d) Place the weapon on safe.
- (e) Look into the chamber.

(f) If you see a cartridge in the chamber, remove it carefully with a cleaning rod inserted from the muzzle.

(2) You may now proceed with the confidence that your weapon is safe and clear. Only you know this for certain. Others, who may be around you, do not have this knowledge. You must keep treating the weapon as though it were loaded; i.e., keep your finger outside the trigger guard and never point the weapon at anything that you do not want to kill.

### b. Pistol

(1) While pointing the weapon in a safe direction: . . .

Figure 3-1 - Safe Handling Instructions

## SOP FOR TRAINING

- (a) Remove the magazine.
- (b) Move the slide to the rear and lock it.
- (c) Look into the chamber.
- (d) If you see a cartridge in the chamber, remove it carefully with a cleaning rod inserted from the muzzle.

(2) You may now proceed with the confidence that your weapon is safe and clear. Only you know this for certain. Others, who may be around you, do not have this knowledge. You must keep treating the weapon as though it were loaded; i.e., keep your finger outside the trigger guard and never point the weapon at anything that you do not want to kill.



SOP FOR TRAINING

CHAPTER 4

SWIM TANK AND SWIM TRAINING

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| SWIMMING QUALIFICATIONS AND PROGRAMS . . . . . | 4002             | 4-4         |



(1) All Marines age 45 or older and/or with 20 years time in service.

(2) Marines serving on recruiting duty and with I-I/MarDet staffs.

c. Related Swimming Instruction. All water survival and swim training will include instruction in the following:

(1) Employment of safety lines or other comparable expedients to assist in swift stream/river crossings.

(2) Adverse physiological effects caused by cold water (hypothermia) and the precautionary measures to be taken prior to exposure to such an environment.

(3) Employment of standard and expedient flotation devices/equipment in a water survival situation.

2. Action. Commanding Officers will ensure:

a. Individual records are available reflecting the swim qualification required by MOS for their Marines.

b. Implementation of a tracking and triennial recertification program for Marines qualified as Marine Combat Instructor of Water Survival (MCIWS).

c. All Marines who fail to pass the required MOS qualification are placed on a command supervised remedial swim program until qualified per the provisions of MCO 1500.52. Appropriate SRB/OQR and FitRep comments will be made if a Marine fails to qualify within the requisite training year.

d. Requests for waivers of those personnel who require a qualification higher than CWS-3, but are unable to qualify at the higher level are forwarded to the Commanding General for action/approval.



4002. SWIMMING QUALIFICATIONS AND PROGRAMS

1. Qualification Standards and Training Guidelines. The following classifications and standards are applicable to Marine Corps water survival and swim training. The abbreviations prescribed will be used for service, medical, and training record entries as appropriate, citing the current edition of MCO 1500.52 as authority.

a. Classifications and Abbreviations(1) Unqualified (UQ)(2) Combat Water Survival, Third Class (CWS-3)

(a) Minimum required qualification for all Marines.

(3) Combat Water Survival, Second Class (CWS-2)

(a) Minimum standard for all Naval Aircrewman with written waiver from the commanding officer.

(b) Minimum requirement for officers.

(c) Minimum requirement for MOS 0313 (LAV Crewman), MOS 0481 (Shore Party Specialist), MOS 1371 (Combat Engineer), and MOS 1833 (Assault Amphibian Vehicle Crewman) in accordance with the current edition of MCO P1200.7.

(4) Combat Water Survival, First Class (CWS-1)

(a) Minimum requirement for Naval Aviator, Naval Flight Officer, and Aircrewman qualification.

(b) Minimum requirement for MOS 0302 (Infantry Officer), MOS 0303 (LAV Officer), MOS 0321 (Reconnaissance Man), MOS 0451 (Air Delivery Specialist), MOS 1803 (AAV Officer), MOS 8652 (Reconnaissance Man, Parachute Jump Qualified), MOS 8653 (Reconnaissance Man, Scuba Qualified), MOS 8654 (Reconnaissance Man, Parachute/Scuba Qualified), MOS 9952 (Scuba Officer), and MOS 9953 (Parachute/Scuba Officer) in accordance with the current edition of MCO P1200.7.

(c) Minimum requirement for MOS 9962 (Parachutist Officer/ Enlisted) while filling a valid jump billet.

(5) Water Survival Qualified (WSQ). Ultimate water survival qualification goal for Marines.

b. Exemptions. The following Marines are not required to requalify in accordance with the provisions of MCO 1500.52, but are authorized and encouraged to maintain their current status if the opportunity is available.

## SOP FOR TRAINING

### CHAPTER 4

#### SWIM TANK AND SWIM TRAINING

4000. POLICY. As previously stated, one of the Depot training objectives is to qualify all Marines at a minimum as third class swimmers. Swimming may also be incorporated into the physical training schedule, remedial physical training program, and may be an authorized exercise for those prohibited from running.

#### 4001. THE SWIM TANK

##### 1. Information

a. The Depot Swim Tank is located in Building 318.

b. The primary purpose of the Depot Swim Tank is to provide a facility for instructional swimming. In addition, the pool is available for recreational swimming on a limited basis and will be available to all Depot personnel from 1100-1230 on normal working days.

##### 2. Action

###### a. Commanding Officer, RTR

(1) Exercise operational control over the Depot Swim Tank and Water Survival Training.

(2) Establish emergency medical procedures in coordination with the Depot Medical Officer.

(3) Provide a noon-time Depot recreational swim program, with qualified lifeguards, on working days.

###### b. Depot Medical Officer

(1) Coordinate with the Commanding Officer, RTR in the establishment of emergency medical procedures at the Depot Swim Tank.

(2) Coordinate with the environmental Health Department, Naval Regional Medical Center, for regular and frequent sanitary inspections of the pool.

###### c. Depot Maintenance Officer

(1) Provide for necessary operation and maintenance of swimming pool filtration and purification equipment.

(2) Maintain swimming pool water and report inadequate or malfunctioning equipment to the Commanding Officer, RTR; Assistant Chief of Staff, G-4; and Depot Medical Officer.

SOP FOR TRAINING  
CHAPTER 5  
PHYSICAL FITNESS

|   | <u>PARAGRAPH</u> | <u>PAGE</u> |
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FIGURE

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## SOP FOR TRAINING

### CHAPTER 5

#### PHYSICAL FITNESS

5000. BACKGROUND. Physical strength and readiness are integral to the accomplishment of our mission. Slovenly appearance often bespeaks a slovenly attitude and is not acceptable in Marines. The Depot offers a myriad of facilities and programs that should be included in an aggressive, well-rounded, and enthusiastic physical fitness program. Implementation of such a program can virtually eliminate the need for weight control and/or military appearance programs.

5001. POLICY. Three hours of fitness training per week is considered the minimum required by Marines to maintain an adequate level of fitness; an optimum of five hours per week, however, will develop an adequate level of fitness through calisthenics, running, and other forms of vigorous activity. Although the shortest period desirable is 60 minutes, it is recognized that, at times, the local training situation, workloads, mission requirements, personnel status, or other factors may dictate briefer periods.

1. Commanders will conduct or supervise one hour per week of physical fitness training. This period can provide an introduction to the facilities of the Depot, provide instruction and familiarize safety precautions. It may also provide an opportunity to identify those requiring more individual attention to fitness or appearance.
2. Recommended activities and facilities are:
  - a. Circuit running and interval running.
  - b. Confidence and obstacle courses.
  - c. Calisthenics or aerobics.
  - d. Field and track meets.
  - e. Cross-country meets.
  - f. Weight training.
  - g. Orienteering.
  - h. Distance swimming.
  - i. Various sports activities.
  - j. Conditioning hikes.
3. Effective fitness development programs employ the proper blend of physical training theory and application. The current edition

of MCO 6100.3 provides source material to assist in the planning and utilization of the above listed physical activities.

4. The Confidence Course, Bayonet Assault Course, Rappelling Tower, and Water Survival/Swim Training Tank are available to provide for individual conditioning. The RTR will have priority use and will control the scheduling of the facilities. Non-RTR units who desire to schedule training at these facilities may do so by contacting the RTR S-3. Lesson plans, equipment, and associated expertise on the proper use of these facilities is held by the OIC, Physical Training Detachment (PTD). These facilities will not be used without adequate PTD supervision coordinated by the RTR S-3.

5002. PHYSICAL FITNESS REQUIREMENTS. Organizations will develop a comprehensive physical fitness and weight control program in accordance with the current editions of MCO 6100.3 and MCO 6100.10. The overall objectives will be:

1. To ensure that every Marine is physically fit, regardless of age, rank, MOS, or duty assignment.
2. To ensure that every Marine under the age of 46 maintains the ability to pass the PFT as outlined in the current edition of MCO 6100.3.
3. To ensure that all Marines present a neat and fit military appearance, with the emphasis on the elimination of obesity, as outlined in the current edition of MCO 6100.10.

5003. PHYSICAL FITNESS TEST (PFT)

1. Marines. Unit commanders will administer the PFT semiannually to all Marines under the age of 46, regardless of grade.
2. Scoring. MCRD Form 1500/33, PFT Tally Sheet, will be used during the administration of the PFT. This form has been revised to include the individual's height and weight. This information will be recorded prior to the first event of the PFT. The information will be used to assist commanders in identifying overweight personnel.

a. Scores will be computed using figures and classes assigned using figure 5-1.

b. Personnel who achieve a perfect score of 300 points will be presented the Commanding General's Certificate of Achievement (MCRD Form 6100/8). Commanders will recognize all Marines who score 285 or better. Recognition will be reiterated in overall performance evaluation and reflected in assignment of pro/con marks.

3. Failures. All Marines who fail to pass the PFT (see figure 5-2) will participate in a command supervised remedial physical

conditioning program of a minimum of five hours per week until they can pass the test. This failure to meet minimally prescribed standards will also be reflected in the pro/con marks or fitness report. Retests will be conducted on Saturday morning.

#### 4. Medical Provisions

a. When a Marine is unable to take or pass the PFT as the result of a physical or medical defect, they should be granted a medical excuse from participating in that portion of the PFT or the commander's physical fitness program which would be detrimental in nature. A medical determination should be made as to the Marine's medical qualification for continued active service.

b. Commanders are cautioned to ensure that medical waivers are current, specific, and presented prior to commencement of the PFT.

c. A copy of the waiver will be affixed to the tally sheet on which the Marine is recorded.

d. Marines who cannot perform one or two events in the PFT because of a medical reason, which has been certified by a medical officer, will take only those test events for which they are medically qualified. In the event or events taken, the Marine will be required to achieve a minimum passing performance in order to pass the partial PFT. Test records will indicate the event or events not taken and whether a temporary or a permanent condition was the reason for the partial PFT.

SOP FOR TRAINING

STANDARDS FOR TOTAL SCORE FOR MALE MARINES

|                | Age   | Age   | Age   |
|----------------|-------|-------|-------|
| Classification | 17-26 | 27-39 | 40-45 |
| 1st Class      | 225   | 200   | 175   |
| 2d Class       | 175   | 150   | 125   |
| 3d Class       | 135   | 110   | 85    |

STANDARDS FOR TOTAL SCORE FOR FEMALE MARINES

|                | Age   | Age   | Age   |
|----------------|-------|-------|-------|
| Classification | 17-26 | 27-39 | 40-45 |
| 1st Class      | 200   | 173   | 156   |
| 2d Class       | 150   | 123   | 106   |
| 3d Class       | 100   | 73    | 56    |

Superior physical performance for all Marines is 285 or higher.

Figure 5-1 -- Standards for Total Score

SOP FOR TRAINING

REQUIRED MINIMUM ACCEPTABLE PERFORMANCE (MALE)

| <u>Age</u> | <u>Pullups</u> | <u>Situps</u> | <u>3-Mile Run (Min)</u> | <u>Subtotal Points</u> | <u>Required Additional Points</u> | <u>Passing Score</u> |
|------------|----------------|---------------|-------------------------|------------------------|-----------------------------------|----------------------|
| 17-26      | 3              | 40            | 28                      | 95                     | 40                                | 135                  |
| 27-39      | 3              | 35            | 29                      | 84                     | 26                                | 110                  |
| 40-45      | 3              | 35            | 30                      | 78                     | 7                                 | 85                   |

REQUIRED MINIMUM SCORES

| <u>Age</u> | <u>Unsatisfactory</u> | <u>3d Class</u> | <u>2d Class</u> | <u>1st Class</u> |
|------------|-----------------------|-----------------|-----------------|------------------|
| 17-26      | 0-134                 | 135             | 175             | 225              |
| 27-39      | 0-109                 | 110             | 150             | 200              |
| 40-45      | 0-84                  | 85              | 125             | 175              |

REQUIRED MINIMUM ACCEPTABLE PERFORMANCE (FEMALE)

| <u>Age</u> | <u>Flexed Arm Hang (Secs)</u> | <u>Situps</u> | <u>1 1/2 Mile Run (Min)</u> | <u>Total Points</u> |
|------------|-------------------------------|---------------|-----------------------------|---------------------|
| 17-26      | 16                            | 22            | 15                          | 100                 |
| 27-39      | 13                            | 19            | 16:30                       | 73                  |
| 40-45      | 10                            | 18            | 18                          | 56                  |

REQUIRED MINIMUM SCORES

| <u>Age</u> | <u>Unsatisfactory</u> | <u>3d Class</u> | <u>2d Class</u> | <u>1st Class</u> |
|------------|-----------------------|-----------------|-----------------|------------------|
| 17-26      | 0-99                  | 100             | 150             | 200              |
| 27-39      | 0-72                  | 73              | 123             | 173              |
| 40-45      | 0-55                  | 56              | 106             | 156              |

Figure 5-2 -- Required Minimum Acceptable Performance



SOP FOR TRAINING

CHAPTER 6

PROFESSIONAL MILITARY EDUCATION

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## SOP FOR TRAINING

### CHAPTER 6

#### PROFESSIONAL MILITARY EDUCATION (PME)

6000. BACKGROUND. Professional Military Education (PME) is the lifelong study of the military profession that is designed to equip Marines with the knowledge, skills, and understanding necessary to exercise good military judgement on the battlefield.

6001. POLICY. The Marine Corps PME Program is a comprehensive and compulsory system for educating all Marines about the profession of arms as they progress through their careers. It identifies areas that should receive emphasis at each level of education and grade. Consisting of resident instruction, nonresident education, professional reading, and other avenues of self-study, the program requires the commitment of every Marine, private through general officer.

#### 6002. REQUIREMENTS

##### 1. Private through Lance Corporal

a. Complete the "Personal Finance" course offered through the Marine Corps Institute (MCI).

b. Participate in the Professional Reading Program.

##### 2. Corporal

a. Enroll in the NCO Basic Nonresident Program through the MCI within 6 months after promotion.

b. Participate in the Professional Reading Program.

##### 3. Sergeant

a. Attend the resident Sergeant's Course within 24 months after promotion (completion of the Drill Instructor's School satisfies this requirement).

b. Enroll in the SNCO Career Nonresident Program through the MCI within six months of completing the resident Sergeant's course.

c. Participate in the Professional Reading Program.

##### 4. Staff Sergeant

a. Attend the resident SNCO Career Course within 24 months after promotion.

b. Enroll in the SNCO Advanced Nonresident Program through the MCI within 6 months of completing the resident SNCO Career Course.

c. Participate in the Professional Reading program.

5. Gunnery Sergeant

a. Attend the resident SNCO Advanced Course within 24 months after promotion.

b. Complete the War Fighting Skills Program through the MCI.

c. Participate in the Professional Reading Program.

6. First Sergeant/Master Sergeant

a. Attend a First Sergeant/Master Sergeant regional seminar.

b. Participate in the Professional Reading Program.

7. Sergeant Major/Master Gunnery Sergeant

a. Attend a Sergeant Major/Master Gunnery Sergeant symposium.

b. Participate in the Professional Reading Program.

8. Warrant Officer

a. CWO/CWO2

(1) Upon completion of the Warrant Officer Basic Course (WOBC), complete the War Fighting Skills Program through the MCI.

b. CWO3

(1) Complete the Amphibious Warfare School Nonresident Program through the MCI.

c. CWO4/CWO5

(1) Complete the Command and Staff College Nonresident Program through the MCI.

d. Participate in the Professional Reading Program.

9. Second/First Lieutenant

a. Upon completion of The Basic School (TBS) and MOS qualification, complete the War Fighting Skills Program through the MCI.

b. Participate in the Professional Reading Program.

10. Captain

a. Complete the MAGTF Fundamentals course through the MCI.

b. Attend the Amphibious Warfare School (AWS) or equivalent school in residence. Complete the AWS Nonresident Program through the MCI in lieu of attendance at a resident school.

c. Participate in the Professional Reading Program.

11. Major

a. Attend the Marine Corps Command & Staff College (C&SC) or equivalent school in residence (officers attending equivalent schools must also complete the MAGTF operations sub-course of the C&SC nonresident program). Complete the C&SC Nonresident Program through the MCI in lieu of attendance at a resident school.

b. Participate in the Professional Reading Program.

12. Lieutenant Colonel/Colonel

a. Attend a top level school in residence or complete an equivalent nonresident program of education.

b. Participate in the Professional Reading Program.

13. General Officer

a. Attend CAPSTONE and CMC-directed general officer symposia.

b. Participate in the Professional Reading Program.

6003. ACTION

1. Assistant Chief of Staff, G-2/3. Schedule quarterly PME lectures, seminars, presentations, or other such symposia to discuss appropriate and current themes on military thought or historically significant events.

2. Commanding Officers

a. Ensure that all Marines in each command complete both the resident and nonresident requirements listed above. Completion of requirements should be documented both in the basic training record (BTR), and as required in section (C) of the Marine's fitness report.

b. Establish and supervise a professional reading program in each command which reflects the intent of the Commandant. Marines are expected to read a minimum of two books per year, including the "Commandant's Choice". Encourage and motivate Marines to read as a matter of self-study, rather than to view professional reading as just another administrative requirement.

3. Depot Sergeant Major. Schedule quarterly PME lectures, seminars, presentations, or other such symposia appropriate for the SNCOs of the Command.

SOP FOR TRAINING

CHAPTER 7

FORMAL SCHOOLS

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FIGURE

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# SOP FOR TRAINING

## CHAPTER 7

### FORMAL SCHOOLS

7000. GENERAL. Training is the primary activity at the Depot. The numerous programs conducted vary in scope and nature and, therefore, require that training be planned and accomplished at the organizational level. The following paragraphs are intended to implement the numerous directives applicable to those formal schools provided at the Depot and, in some instances, provide more detailed guidance for the implementation of those programs. The training of individual Marines permanently assigned to Depot organizations is deliberately excluded from the discussion (see Chapter 3, Individual Training) in order to permit a clear delineation between that training and the training programs conducted via formal schools in support of the Marine Corps training needs.

7001. COURSES. The following courses are conducted as indicated:

| <u>MOS</u> | <u>TITLE</u>       | <u>ORGANIZATION</u> | <u>DURATION</u> | <u>TYPE INSTRUCTION</u> |
|------------|--------------------|---------------------|-----------------|-------------------------|
| 8411       | Recruiter's School | H&S Bn              | 7 weeks         | Formal School           |
| 8511       | DI School          | RTR                 | 9 weeks         | Formal School           |
|            | Recruit Training   | RTR                 | 10.3 weeks      | Training                |

7002. TECHNIQUES OF INSTRUCTION. Techniques and methods of instruction to be used in connection with formalized training programs will be as set forth in the POI for each course.

7003. INSTRUCTOR PERSONNEL

#### 1. Assignment Policies

a. Only those Marines who have demonstrated instructional abilities and possess the highest military qualifications will be assigned to instructor duties.

b. To the extent possible, prospective instructors who have not already successfully completed such a course will be assigned to attend the Instructor Trainer Course (ITC) prior to being assigned to an instructor billet. When immediate requirements preclude completion of ITC prior to assignment, personnel assigned as instructors will complete ITC at the first opportunity.

c. It is desirable that instructors in formal schools be graduates of the course in which they instruct.

2. Instructor Trainer Course (ITC). The extent to which a student gains knowledge from a period of instruction is directly related to the ability of the instructor. Many of the officers and NCOs assigned to Depot organizations are engaged in instruction of young

Marines just graduated from recruit training. Others are responsible for planning, conduct, supervision, and revision of instruction. It is imperative that the marine undergoing training at the Depot receive the highest quality of instruction. To this end, the ITC at Marine Corps Base, Camp Pendleton, is open to personnel assigned to this Command.

a. Prerequisites. In order to be assigned to ITC, students must be assigned to formal schools in instructor, manager, or analyst billets.

b. Responsibilities

(1) Assistant Chief of Staff, G-2/3. The Assistant Chief of Staff, G-2/3 will solicit nominees from all organizations upon receipt of quotas from MCB Camp Pendleton. Direct liaison with the school is not authorized on matters pertaining to quotas. Quota control remains at this Headquarters (Assistant Chief of Staff, G-2/3).

(2) Organizational Commanders

(a) Ensure that all personnel assigned to duty as instructors, who have not previously attended an ITC, attend this course as soon as practicable after joining the unit. This should be accomplished prior to their commencing instruction whenever possible.

(b) Emphasize that commissioned officers may attend.

7004. TRAINEE PERSONNEL REPORTING. Personnel reporting procedures for students at schools, including trainees on IADT, will be in accordance with the current edition of MCO P1080.35.

7005. PROGRAMS OF INSTRUCTION (POI)

1. Preparation. POI will be developed in accordance with the current edition of MCCDCO P1553.1 and submitted to this Headquarters (Assistant Chief of Staff, G-2/3).

2. Review. POIs will be reviewed by the cognizant commanding officer at least once a year, unless otherwise directed by this Headquarters. Completed review action will be reported to this Headquarters (Assistant Chief of Staff, G-2/3) using the format shown in figure 1, in accordance with the following:

| <u>Organization</u>     | <u>Not Later Than</u> |
|-------------------------|-----------------------|
| Recruiters School       | 1 November            |
| Drill Instructor School | 1 August              |

Recruit Training Regiment

1 July

7006. COURSE CHANGES. When a change in course objectives or scope is considered necessary, the cognizant commanding officer will submit recommendations to this Headquarters (Assistant Chief of Staff, G-2/3), with appropriate justification for submission to CMC for approval. Changes other than to the scope and/or objectives will be similarly submitted to this Headquarters (Assistant Chief of Staff, G-2/3) for approval.

7007. COURSE EVALUATION & FEEDBACK. Cognizant commanding officers will ensure that an evaluation program is instituted for all formal courses. Evaluation programs will include examinations, inspections, student appraisals, critiques, and after-instruction reports, as appropriate, for each course. The mailing of questionnaires to commanding officers/supervisors of course graduates by cognizant commanding officers is authorized. Questionnaires should be designed to facilitate critical, objective evaluation of the graduate's ability to apply the skills obtained in the course.

SOP FOR TRAINING

(ORGANIZATION)

(ID SYMBOLS  
& DATE)

From: Commanding Officer

To: Assistant Chief of Staff, G-2/3

Subj: REVIEW OF PROGRAM OF INSTRUCTION (POI) REPORT

Ref: (a) DepO P1510.45B

Encl: (1) Revisions to POI (if required)

1. As required by the reference, a review of the POI for MOS \_\_\_\_\_, conducted by this organization through:

Formal School

Managed On-The-Job Training (MOJT)

On-The-Job Training (OJT)

has been conducted this date.

2. The POI was found to:

Require no revision(s) at this time.

Require the revision(s) contained in enclosure (1), which (is/are) submitted for approval.

\_\_\_\_\_  
SIGNATURE

Figure 7-1 -- Format of POI Review Action Report

SOP FOR TRAINING

CHAPTER 8

WEIGHT CONTROL & MILITARY APPEARANCE

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## SOP FOR TRAINING

### CHAPTER 8

#### WEIGHT CONTROL & MILITARY APPEARANCE

8000. GENERAL. The Marine Corps has traditionally been associated with a military image that is neat and trim in appearance. It is essential to the day-to-day effectiveness and combat readiness of the Marine Corps that every Marine maintain the established standards of health, fitness, and appearance. An obese or slovenly appearance often bespeaks an unsatisfactory attitude and performance and is not acceptable in Marines.

#### 8001. POLICY

1. The evaluation of a Marine's military appearance is the responsibility of the Commanding Officer. The Appropriately Credentialed Health Care Provider (ACHCP) responsibility is to certify a Marine's health and ability to participate in physical training and prescribe a diet, if required, to return the Marine to an acceptable military appearance. Marines are considered overweight when their body weight exceeds the maximum allowable weight standard as set forth in 8-1. Women Marines returning from maternity leave have six months from the date of delivery to reestablish their weight and military appearance standards as set forth in this Manual. The necessity to assign a Marine to either program should be considered as derogatory and will be reflected in the assignment of proficiency and conduct marks, or reflected in section (b) marks and section (c) comments of the fitness report.

2. Alternate Weight Assignment. Battalion Commanders may grant alternate weight limits to those Marines who exceed the prescribed weight standards because of a high volume of lean muscle mass and low body fat. The current edition of MCO 6100.10 provides specific instructions for determining percentage of body fat. The alternate limit should be approved only in those of less than 18% body fat. The letter from the Marine (figure 8-7) requesting the waiver must be specific in requesting an alternate limit, the reason for the request, and stating the Marine's understanding that semiannual reevaluation will be required. Cancellation of the waiver may be directed if the Marine exceeds his weight limit or weight distribution per MCO 6100.10.

#### 8002. RESPONSIBILITY

1. Assistant Chief of Staff, G-2/3. Coordinate the implementation and maintenance of the subject program.

#### 2. Commanding Officers

a. Evaluate the personal appearance and weight distribution of all officers and enlisted Marines within your organization/unit.

b. Identify and counsel all personnel who do not present a

suitable military appearance because of an overweight condition or an unsatisfactory military appearance. Refer those Marines, once identified, to the Depot Medical Officer for physical evaluation.

c. Assign those Marines, once evaluated and certified as fit to participate, to a command monitored program.

d. Regularly evaluate the progress of personnel assigned to the programs and counsel those individuals who fail to demonstrate satisfactory improvement in accordance with the provisions of this Manual.

e. Recommend for discharge those Marines who fail to meet the prescribed weight goals within the allotted period of time.

f. Submit a report on the status of WCP/MAP Program participants in the format shown in figure 8-2. The report should arrive at this Headquarters (AC/S, G-2/3) not later than five working days after the end of each month in the Monthly Training Report.

### 3. Depot Medical Officer

a. Evaluate individual Marines to determine whether or not their condition is the result of an underlying or associated disease process.

b. Certify the Marine's health and ability to participate in physical training and/or prescribe a diet, if required, to return the Marine to an acceptable military appearance.

d. Evaluate Women Marines upon returning to duty from maternity leave as to their ability to participate in a physical training program, or if necessary, the WCP or MAP.

e. In coordination with AC/S, G-2/3, establish a nutrition/diet education program for all Marines newly assigned to one of the subject programs.

### 8003. WEIGHT CONTROL PROGRAM (WCP)

1. The current edition of MCO 6100.10 prescribes the conditions under which Marines will be assigned to the WCP. Figure 8-3 will be used to refer Marines identified as overweight to an ACHCP.

2. Initial assignment to the WCP will not exceed a period of six months; however, if the Marine is making satisfactory progress towards achieving his weight reduction goal, he may, at the discretion of the Commanding Officer, be extended for an additional six months to complete his weight reduction. Marines previously assigned to the program within the last three years will only be granted a single 90 day assignment and will be processed for discharge if the weight reduction goal is not met.

3. The Commanding Officer will sign MCRD Form 1610/19 (figure 8-4) and personally issue it to the Marine. One copy will be forwarded for posting to the MMS and retained on the document side of the Marine's SRB. A second copy will be placed in the Marine's WCP folder established by the command.
4. The commanding officer will ensure that the page 11 entry per figure 8-5 is entered in the Marine's SRB (with the appropriate data) and signed by himself and the Marine.
5. The WCP folder will be a file folder identified by the name of the Marine assigned and will contain copies of figure 8-4, a written record of biweekly weigh-ins, and may, at the discretion of the commanding officer, denote a requirement to run the Saturday morning PFT with PFT failures (if any).
6. Marines who are overweight or possess an unsatisfactory military appearance and are not able to participate in a physical fitness program will be referred to a medical officer for evaluation and documentation. Those Marines who are found by the medical officer to have an underlying or associated disease which has contributed to their weight or appearance problem will have one of the following actions taken:
  - a. Hospitalize for necessary treatment.
  - b. Prescribe treatment designed to alleviate the condition and return the Marine to his/her unit.
7. Reproduction of all of the figures for local handwritten use is encouraged.

#### 8004. MILITARY APPEARANCE PROGRAM (MAP)

1. Marines who do not exceed the prescribed weight standards but, by the commanding officer's subjective determination, are objectionable in their appearance or weight distribution, will be assigned to the MAP. Figure 8-6 will facilitate approval for assignment of reasonable "inch goals" for redistribution of weight. Figure 8-6 will be used, as per the WCP, for actual assignment.
2. As SRB entries are precluded, the retention of figures 8-6 on the document side of the SRB and formulation and retention for three years of a formal folder is imperative. This formal record will provide historical perspective for the Marines' present and future commands.
3. Biweekly weight and measurement is required to be recorded and photos and PT records may be maintained as per the WCP.
4. For the MAP, where spot reduction vice overall fitness may be the goal, a creative and personally tailored PT program can be provided by the staff of the Fitness Center or PTD. While MAP for

male Marines will generally be directed at the waist, for female Marines it will generally be directed toward the hips and thighs. Figure 8-6 should reflect accordingly. Continued unsatisfactory appearance may result in separation per the current editions of MCO P1900.16 and MCO 6100.10. Although Marines may not be discharged for failure to maintain appropriate military appearance it should be shown in fit reps or pro/con marks.

5. At any time at which the weight and/or measurements indicate unsatisfactory performance, the form per figure 8-6 will be issued with a copy to the SRB and MAP folder.

6. Marines who are not able to participate in a physical fitness program will be referred to a medical officer for evaluation and documentation. Those Marines who are found by the medical officer to have an underlying or associated disease which has contributed to their appearance problem will have one of the following actions taken:

a. Hospitalize for necessary treatment.

b. Prescribe treatment designed to alleviate the condition and return the Marine to his/her unit.

7. Reproduction of all of the figures for local handwritten use is encouraged.

SOP FOR TRAINING

MALE MARINES

WOMEN MARINES

| <u>Height<br/>(Inches)</u> | <u>Weight</u> |            | <u>Height<br/>(Inches)</u> | <u>Weight</u> |            |
|----------------------------|---------------|------------|----------------------------|---------------|------------|
|                            | <u>Max</u>    | <u>Min</u> |                            | <u>Max</u>    | <u>Min</u> |
| 64                         | 160           | 105        | 58                         | 121           | 90         |
| 65                         | 165           | 106        | 59                         | 123           | 92         |
| 66                         | 170           | 107        | 60                         | 125           | 94         |
| 67                         | 175           | 111        | 61                         | 127           | 96         |
| 68                         | 181           | 115        | 62                         | 130           | 98         |
| 69                         | 186           | 119        | 63                         | 134           | 100        |
| 70                         | 192           | 123        | 64                         | 138           | 102        |
| 71                         | 197           | 127        | 65                         | 142           | 104        |
| 72                         | 203           | 131        | 66                         | 147           | 106        |
| 73                         | 209           | 135        | 67                         | 151           | 109        |
| 74                         | 214           | 139        | 68                         | 156           | 112        |
| 75                         | 219           | 143        | 69                         | 160           | 115        |
| 76                         | 225           | 147        | 70                         | 165           | 118        |
| 77                         | 230           | 151        | 71                         | 170           | 122        |
| 78                         | 235           | 153        | 72                         | 175           | 125        |
|                            |               |            | 73                         | 180           | 128        |

Figure 8-1 -- Weight Standards For Marines

SOP FOR TRAINING

(MONTH) (YEAR)

WCP

MAP

NUMBER CURRENTLY ASSIGNED:

\_\_\_\_\_

\_\_\_\_\_

NUMBER MAKING UNSATISFACTORY PROGRESS:

\_\_\_\_\_

\_\_\_\_\_

-----

| NAME | RANK | MONTHS/PROGRAM | PROGRESS | UNIT | REMARKS |
|------|------|----------------|----------|------|---------|
|------|------|----------------|----------|------|---------|

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

CURRENT AS OF: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

SOP FOR TRAINING

6100

3

From: Commanding Officer  
To: (Appropriately Credentialed Health Care Provider)

Subj: WEIGHT CONTROL PROGRAM

Ref: (a) MCO 6100.10B

1. It has been determined that \_\_\_\_\_ physical appearance does not meet acceptable Marine Corps standards. It is therefore requested that this Marine be given a medical evaluation per the reference.

2. This Marine's present weight is \_\_\_\_\_ pounds with a percent body fat of \_\_\_\_\_ percent.

3. This Marine has been advised that the loss of \_\_\_\_\_ pounds per month and a total of \_\_\_\_\_ pounds within a 6 month period is a realistic goal.

(Signature)

Figure 8-3 -- Format for Assignment Letters to Weight Control Program

SOP FOR TRAINING

FIRST ENDORSEMENT on CO, \_\_\_\_\_

From: (Appropriately Credentialed Health Care Provider)

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

Subj: WEIGHT CONTROL PROGRAM

1. Returned.

2. Per the reference, \_\_\_\_\_'s physical appearance is (initial either para 2a. or 2b.).

a. (\_\_\_) Due to pathological disorder. Attached is the prescribed treatment to alleviate the condition.

b. (\_\_\_) Not due to a pathological disorder. This Marine is fit for participation in physical exercise program. If applicable, attached is a prescribed weight reducing diet to assist in alleviating the condition.

3. The recommended loss of \_\_\_\_\_ pounds per month and a total of \_\_\_\_\_ pounds within \_\_\_\_\_ months is (initial either para 3a. or 3b.):

a. (\_\_\_) A realistic goal.

b. (\_\_\_) Not a realistic goal because (attach reason why goal is not realistic, and recommend new goal):

Date \_\_\_\_\_ Signature \_\_\_\_\_

Figure 8-3 -- Format for Assignment Letters to Weight Control Program - (Continued)

SOP FOR TRAINING

SECOND ENDORSEMENT on CO, \_\_\_\_\_

From: Commanding Officer, \_\_\_\_\_  
To: (Subject Named Marine)

Ref: (a) MCO 6100.10B  
(b) MCO P1900.16D

Subj: WEIGHT CONTROL PROGRAM

1. Readdressed and delivered.

2. You have been determined to be overweight and are directed to meet the following weight reduction goal: \_\_\_\_\_ pounds per month. Your weight goal is \_\_\_\_\_ pounds, to be obtained by \_\_\_\_\_. Failure to comply may result in your separation from the Naval Service by reason of unsatisfactory performance per paragraph 6206.1 of reference (b).

3. You are advised that assistance in meeting your weight standards is available through the Depot Medical Staff, Battalion Operations Officer, your chain of command, the "Guidebook for Marines," and compliance with your assignment to the Battalion Remedial Physical Fitness Program.

4. Assignment to weight control program reported on unit diary \_\_\_\_\_ dtd \_\_\_\_\_ per reference (a).

Date \_\_\_\_\_ Signature \_\_\_\_\_

---

THIRD ENDORSEMENT on CO, \_\_\_\_\_

From: (Subject Named Marine)  
To: Commanding Officer, \_\_\_\_\_

Subj: WEIGHT CONTROL PROGRAM

1. Returned.

2. I understand that my physical condition is not due to a pathological disorder.

3. I understand my responsibility to meet my weight reduction goal and to have my weight recorded in the unit log every two weeks.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Figure 8-3 -- Format for Assignment Letters to Weight Control Program - (Continued)

SOP FOR TRAINING

6100  
3

FOURTH ENDORSEMENT on CO, \_\_\_\_\_

From: Commanding Officer  
To: (Appropriately Credentialed Health Care Provider)

Subj: WEIGHT CONTROL PROGRAM

1. Readdressed and forwarded.
2. Medical reevaluation is requested.

Date \_\_\_\_\_ Signature \_\_\_\_\_

---

6100  
3

FIFTH ENDORSEMENT on CO, \_\_\_\_\_

From: (Appropriately Credentialed Health Care Provider)  
To: Commanding Officer

Subj: WEIGHT CONTROL PROGRAM

1. Returned.
2. \_\_\_\_\_ has been reexamined and found to be overweight (initial either paragraph 2a or 2b):
  - a. (  ) Due to pathological disorder.
  - b. (  ) Not due to pathological disorder.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Figure 8-3 -- Format for Assignment Letters to Weight Control Program - (Continued)

## SOP FOR TRAINING

**PERMANENT PERSONNEL COUNSELING**

MCRD 1610/19 (11-82)

**INSTRUCTIONS:** This Record of Counseling form is to be filed on the document side of the SRB in addition to a Page 11 entry recording the counseling.

|         |     |      |
|---------|-----|------|
| Case of | SSN | Rank |
|---------|-----|------|

1. You are being retained in the Naval Service; however, the deficiency/deficiencies in your performance and/or conduct are noted below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Physical Condition Not a Disability    | <input type="checkbox"/> Character and Behavior Disorder | <input type="checkbox"/> Parenthood              |
| <input type="checkbox"/> Failure to Conform to Weight Standards | <input type="checkbox"/> Financial Irresponsibility      | <input type="checkbox"/> Unsanitary habits       |
| <input type="checkbox"/> Unsatisfactory Performance of Duties   | <input type="checkbox"/> Minor Disciplinary Infractions  | <input type="checkbox"/> A Pattern of Misconduct |

2. The deficiency/deficiencies noted above are evidenced by:

DATE:

MAXIMUM WEIGHT ALLOWANCE:

HEIGHT:

WEIGHT:

NECK:

ABDOMEN:

3. Recommendations for Corrective Action

You are directed to lose \_\_\_\_\_ pounds per month and meet your weight goal of \_\_\_\_\_ pounds by \_\_\_\_\_. You will report bi-weekly on \_\_\_\_\_ to \_\_\_\_\_ for weigh-in and measurement. You will report daily to \_\_\_\_\_ at \_\_\_\_\_ for remedial physical training. Failure to comply with any of the aforementioned will result in formal counselling and may be considered grounds for recommendation for administrative separation.

4. Assistance Available Through

Chain of Command  
 Depot Medical Clinic  
 Fitness Center  
 Swim Tank

5. You are advised that any further deficiencies in your performance and/or conduct may result in disciplinary action and in processing for administrative discharge. All deficiencies previously cited and/or misconduct during your current enlistment, both prior to and subsequent to the date of this action, will be considered. Subsequent violation(s) of the UCMJ or conduct resulting in civilian conviction could result in an administrative separation under other than honorable conditions.

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above, which is reflected in your future performance and/or conduct, will make you eligible for administrative separation action.

I acknowledge I have received counseling this date.

|                               |      |
|-------------------------------|------|
| Signature (Member)            | Date |
| Signature (Officer Counselor) | Date |

**Figure 8-4 -- Format for Unsatisfactory Performance Counselling Report**

## SOP FOR TRAINING

PERMANENT PERSONNEL COUNSELING  
MCRD 1610/19 (11-82)

**INSTRUCTIONS:** This Record of Counseling form is to be filed on the document side of the SRB in addition to a Page 11 entry recording the counseling.

|         |     |      |
|---------|-----|------|
| Case of | SSN | Rank |
|---------|-----|------|

1. You are being retained in the Naval Service; however, the deficiency/deficiencies in your performance and/or conduct are noted below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Physical Condition Not a Disability    | <input type="checkbox"/> Character and Behavior Disorder | <input type="checkbox"/> Parenthood              |
| <input type="checkbox"/> Failure to Conform to Weight Standards | <input type="checkbox"/> Financial Irresponsibility      | <input type="checkbox"/> Unsanitary Habits       |
| <input type="checkbox"/> Unsatisfactory Performance of Duties   | <input type="checkbox"/> Minor Disciplinary Infractions  | <input type="checkbox"/> A Pattern of Misconduct |

2. The deficiency/deficiencies noted above are evidenced by:

DATE: \_\_\_\_\_  
 HEIGHT: \_\_\_\_\_  
 NECK: \_\_\_\_\_  
 ABDOMEN: \_\_\_\_\_  
 % BODY FAT: \_\_\_\_\_

3. Recommendations for Corrective Action

You are assigned to the Military Appearance Program with a goal date of \_\_\_\_\_ to attain the following:

Neck: \_\_\_\_\_ Abdomen: \_\_\_\_\_ % Body Fat: \_\_\_\_\_

You will report bi-weekly to \_\_\_\_\_ at \_\_\_\_\_ for weigh-in and measurement; and report daily to \_\_\_\_\_ at \_\_\_\_\_ for remedial physical fitness training.

4. Assistance Available Through

Chain of Command  
 Depot Medical Clinic  
 Fitness Center  
 Swim Tank

5. You are advised that any further deficiencies in your performance and/or conduct may result in disciplinary action and in processing for administrative discharge. All deficiencies previously cited and/or misconduct during your current enlistment, both prior to and subsequent to the date of this action, will be considered. Subsequent violation(s) of the UCMJ or conduct resulting in civilian conviction could result in an administrative separation under other than honorable conditions.

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above, which is reflected in your future performance and/or conduct, will make you eligible for administrative separation action.

I acknowledge I have received counseling this date.

|                               |      |
|-------------------------------|------|
| Signature (Member)            | Date |
| Signature (Officer Counselor) | Date |

**Figure 8-4 -- Format for Unsatisfactory Performance Counseling Report - (Continued)**

## SOP FOR TRAINING

PERMANENT PERSONNEL COUNSELING  
MCRD 1610/19 (11-82)

INSTRUCTIONS: This Record of Counseling form is to be filed on the document side of the SRB in addition to a Page 11 entry recording the counseling.

|         |     |      |
|---------|-----|------|
| Case of | SSN | Rank |
|---------|-----|------|

1. You are being retained in the Naval Service; however, the deficiency/deficiencies in your performance and/or conduct are noted below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Physical Condition Not a Disability    | <input type="checkbox"/> Character and Behavior Disorder | <input type="checkbox"/> Parenthood              |
| <input type="checkbox"/> Failure to Conform to Weight Standards | <input type="checkbox"/> Financial Irresponsibility      | <input type="checkbox"/> Unsanitary Habits       |
| <input type="checkbox"/> Unsatisfactory Performance of Duties   | <input type="checkbox"/> Minor Disciplinary Infractions  | <input type="checkbox"/> A Pattern of Misconduct |

2. The deficiency/deficiencies noted above are evidenced by:

On \_\_\_\_\_ you were assigned to the \_\_\_\_\_ Program. You have failed to make satisfactory progress as prescribed.

3. Recommendations for Corrective Action

Continued failure to make satisfactory progress can result in denial of request for extension on the program and/or recommendation for administrative separation. If the diet and/or physical training program do not facilitate reduction, seek further assistance through the Depot Medical Clinic or Fitness Center.

4. Assistance Available Through

Chain of Command  
Depot Medical Clinic  
Fitness Center  
Swim Tank

5. You are advised that any further deficiencies in your performance and/or conduct may result in disciplinary action and in processing for administrative discharge. All deficiencies previously cited and/or misconduct during your current enlistment, both prior to and subsequent to the date of this action, will be considered. Subsequent violation(s) of the UCMJ or conduct resulting in civilian conviction could result in an administrative separation under other than honorable conditions.

6. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above, which is reflected in your future performance and/or conduct, will make you eligible for administrative separation action.

I acknowledge I have received counseling this date.

|                               |      |
|-------------------------------|------|
| Signature (Member)            | Date |
| Signature (Officer Counselor) | Date |

**Figure 8-4 -- Format for Unsatisfactory Performance Counseling Report - (Continued)**

SOP FOR TRAINING

Entries for Marines assigned to the WCP/MAP:

a. Assignment to Program

\_\_\_\_\_. Counseled this date concerning my failure to meet Marine Corps weight control standards, that I am being placed on Weight Control/Military Appearance Program for the period of \_\_\_\_\_ for corrective action. My current weight is \_\_\_\_\_, my goal weight by \_\_\_\_\_ is \_\_\_\_\_; and I am advised that failure to take corrective action may result in administrative separation. I have been afforded the opportunity to make a statement per MCO P1070.12D; and if I make a statement, it will be placed on the document side of my service record. I (do) (do not) desire to make a statement.

\_\_\_\_\_  
Signature of Marine

\_\_\_\_\_  
Signature of CO

Figure 8-5 -- Format for Standard Page 11 Entries

SOP FOR TRAINING

6100

3

From: Commanding Officer  
To: (Appropriately Credentialed Health Care Provider)  
Subj: ASSIGNMENT TO MILITARY APPEARANCE PROGRAM  
Ref: (a) MCO 6100.10B

1. \_\_\_\_\_'s weight distribution/military appearance does not meet Marine Corps standards:
  - a. Height: \_\_\_\_\_ inches
  - b. Weight: \_\_\_\_\_ pounds
  - c. Maximum Weight Limit: \_\_\_\_\_ pounds
  - d. Body Fat Measurements
    - (1) Neck circumference: \_\_\_\_\_.\_\_\_\_ inches
    - (2) Abdomen Circumference: \_\_\_\_\_.\_\_\_\_ inches
  - e. Body Fat Percentage: \_\_\_\_\_.\_\_\_\_ %
2. He has been advised that the loss of \_\_\_\_\_ inch of abdominal circumference per month and a total of \_\_\_\_\_.\_\_\_\_ % body fat within a \_\_\_\_\_ month period is a realistic goal.
3. Request a medical evaluation per the reference.

By direction

Figure 8-6 -- Format for Assignment to Military Appearance Program

SOP FOR TRAINING

FIRST ENDORSEMENT on CO, \_\_\_\_\_

From: (Appropriately Credentialed Health Care Provider)  
To: Commanding Officer

Subj: MILITARY APPEARANCE PROGRAM

1. Returned.

2. Per the reference, \_\_\_\_\_'s physical appearance is (initial either para 2a. or 2b.):

a.  Due to pathological disorder. Attached is the prescribed treatment to alleviate the condition.

b.  Not due to a pathological disorder. This Marine is fit for participation in a physical exercise program. Attached is a prescribed weight reducing diet to assist in alleviating the condition.

3. The recommended loss of \_\_\_\_\_ inch of abdominal circumference per month and a total of \_\_\_\_\_% body fat within \_\_\_\_\_ months is (initial either para 3a. or 3b.):

a.  A realistic goal

b.  Not a realistic goal because (Attach reason why goal is not realistic, and recommend new goal):

Date \_\_\_\_\_

Signature \_\_\_\_\_

Figure 8-6 -- Format for Assignment to Military Appearance Program - (Continued)

SOP FOR TRAINING

SECOND ENDORSEMENT on CO, \_\_\_\_\_

From: Commanding Officer, \_\_\_\_\_  
To: (Subject Named Marine)

Ref: (a) MCO P1900.16C  
(b) MCO P1080.35E

Subj: MILITARY APPEARANCE PROGRAM

1. Readdressed and forwarded.
2. Your military appearance does not meet Marine Corps standards. You are directed to meet the following weight distribution/military appearance goal: loss of \_\_\_\_\_ inch of abdominal circumference per month. Your waist reduction goal is the loss of \_\_\_\_\_ inches, to be obtained by \_\_\_\_\_.
3. You are advised that assistance in meeting your weight standards is available through the Depot Medical Staff, Battalion Operations Officer, your chain of command, and the "Guidebook for Marines," and compliance with your assignment to the Battalion Remedial Physical Fitness Program.
4. Your continued unsatisfactory appearance may result in separation per references (a) and (b).

Date \_\_\_\_\_ Signature \_\_\_\_\_

---

THIRD ENDORSEMENT on CO, \_\_\_\_\_

From: (Subject Named Marine)  
To: Commanding Officer

Subj: MILITARY APPEARANCE PROGRAM

1. Returned.
2. I understand that my physical condition is not due to a pathological disorder.
3. I understand my responsibility to meet my weight distribution goal and to comply with the program you direct.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Figure 8-6 -- Format for Assignment to Military Appearance Program - (Continued)

## SOP FOR TRAINING

**ADMINISTRATIVE ACTION (5216)**  
 NAVMC 10274 (REV. 3-86)  
 Previous editions will be used  
 SN: 0000-00-003-0904 U/I: PADS OF 100

|               |                  |
|---------------|------------------|
| 1. ACTION NO. | 2. SSIC/FILE NO. |
| 3. DATE       |                  |

|  |  |
|--|--|
| 4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O, etc.)                                | 5. ORGANIZATION AND STATION (Complete address)   |
| 6. VIA (As required)   |  |
| Chain of Command   |  |
| 7.   | 8. NATURE OF ACTION/SUBJECT<br>REQUEST FOR ASSIGNMENT OF<br>ALTERNATE MAXIMUM WEIGHT LIMIT |
| TO: SPCM Convening Authority   | 9. COPY TO (As required)   |
| 10. REFERENCE OR AUTHORITY (If applicable)<br>(a) MCO 6100.10B<br>(b) DepO P1510.45B | 11. ENCLOSURES (If any)  |

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording—type name of originator and sign 3 lines below text)

1. In accordance with the provisions of the references, I request an alternate maximum weight limit of \_\_\_\_\_ pounds.
2. The following applies:
 

|            |                              |
|------------|------------------------------|
| a. Height: | c. Maximum allowable weight: |
| b. Weight: | d. % Body Fat:               |
3. I understand:
  - a. That I will be directed to report in the Service "C" uniform prior to consideration of my request.
  - b. That the request is granted or denied at the discretion of the Commanding Officer to whom this request is addressed.
  - c. That once granted, the approval may be rescinded should I exceed 19% body fat or at the discretion of the Commanding Officer.
  - d. That once granted, I am required to submit to semiannual reevaluation.
  - e. That once granted, it may be rescinded by future Commanders or at future Commands.

SIGNATURE

13. PROCESSING ACTION. (Complete processing action in Item 12 or on reverse. Endorse by rubber stamp where practicable.)

\*U.S. GPO: 1967-541-502/60075

Figure 8-7 -- AA Form Request for Alternate Weight Standard

SOP FOR TRAINING

From: Commanding Officer, \_\_\_\_\_  
To: (Marine's rank, name, SSN, MOS, & component)

Subj: WEIGHT WAIVER

Ref: (a) CO's ltr  
(b) MCO 6100.10B

1. Reference (a) requested a waiver of the weight standards contained in reference (b).

2. Based on <sup>ALTERNATE (CH-1)</sup> the information contained in reference (b), you are granted a ~~permanent~~ maximum weight limit of \_\_\_\_\_ pounds. Any alteration of your present body composition, ie., an increase of body fat or body weight, justifies a reconsideration of your waiver and maximum weight limit.

[Signature]

Copy to:  
SNM  
SRB



SOP FOR TRAINING

CHAPTER 9

HEAT CASUALTIES

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## SOP FOR TRAINING

### CHAPTER 9

#### HEAT CASUALTIES

#### 9000. HEAT CASUALTIES

##### 1. General

a. The human body uses energy in its vital processes and in doing work. This energy becomes heat which, at ordinary temperatures, is radiated from the body to the environment. When the environment becomes as warm as the skin, this is no longer possible. When the temperature of the environment is higher than that of the skin, the process is reversed and the body gains heat.

b. When the body cannot lose heat to the surrounding environment, it begins sweating. The sweat causes loss of body water and salt. This loss upsets the heat-regulating mechanisms of the body. Lack of proper heat regulation in the body may cause it to become a heat casualty.

c. At the Depot, the period 1 April to 31 October annually is normally considered the danger period for heat casualties.

##### 2. Types and Symptoms

a. There are three basic categories of heat illnesses in addition to heat injury due to burns: heat cramps, heat exhaustion, and heat stroke.

(1) Heat Cramps. May occur as an isolated condition with normal body temperature or in conjunction with heat exhaustion. Heat cramps may be localized or generalized with recently stressed muscles, particularly those in the extremities and abdomen.

(2) Heat Exhaustion. Is far more complex and is best characterized by the inability of the body to dissipate sufficient heat. When prompt first aid is administered, the mortality rate from heat exhaustion is extremely low.

(3) Heatstroke. Constitutes the most serious and immediate threat to life of all heat disorders. **ALL INCIDENCES OF HEATSTROKE MUST BE CONSIDERED AS MEDICAL EMERGENCIES.** Whereas heat exhaustion may be regarded as the end result of overactive heat balance mechanisms which are still functioning, heatstroke results when thermoregulatory mechanisms are not functioning, and the main avenue of heat loss by way of evaporation of sweat is blocked.

b. As heat exhaustion and heatstroke are the more serious conditions, closer attention must be paid to identifying and recognizing these conditions. The major differences are in the condition of the skin. In heat exhaustion, the skin is sweaty, cool, and pale. In heatstroke the skin is dry, hot, and flushed.

3. Set forth below are the symptoms and first aid treatment for the two common types of heat casualties:

a. Heat Exhaustion

SYMPTOMS

Shortness of breath, feeling of illness, headache, weakness, dizziness, blurred vision, nausea, and muscle cramps may occur. After onset, the casualty will have a pale, cool and wet skin.

FIRST AID

1. Send for medical aid.
2. Place casualty in a cool shady place with circulating air.
3. Lay casualty down with head level or lower than feet.
4. Loosen clothing and equipment.
5. If casualty is conscious, give liberal quantities of water in small sips.

b. Heatstroke

SYMPTOMS

Lack of sweating, weakness, headache, dizziness, loss of appetite, nausea, shortness of breath, faintness, or even collapse may occur before onset. **ONSET is SUDDEN**, and may be recognized by convulsion, delirium, or loss of consciousness. The skin will be flushed, hot, and dry. **DEATH WILL OCCUR IF BODY TEMPERATURE IS NOT LOWERED.**

FIRST AID

1. Send for medical aid.
2. **THE PRIMARY ITEM IS TO LOWER BODY TEMPERATURE AS QUICKLY AS POSSIBLE.**
3. Move casualty to a cool, shady place with circulating air. **DO NOT** attempt to make victim drink.
4. Loosen clothing and equipment
5. Apply cool water or ice water to entire body. Be careful to avoid the nose and mouth.
6. Transport to the dispensary for treatment in the ice tub.

9001. HOW TO AVOID BECOMING A HEAT CASUALTY

1. General. The human body contains a great deal of water and considerable salt. Sweating causes the body to lose these items and they must be replaced. The body cannot be "weaned" away from water or trained to do without salt.

2. Prevention. Here are a few simple rules to avoid heat exhaustion and heatstroke during hot weather:

a. Encourage Marines to drink water frequently and to drink as much as they need. Infrequent large intakes may lead to stomach distention, vomiting, or cardiac problems. When working on their own, individuals should drink water when they need it and drink all they desire. Needs may range from two quarts to three gallons a day in a garrison situation, but may increase to five gallons a day when consuming field rations and performing heavy work in hot weather. In fact, the need for water may exceed the desire. Ideally, personnel should drink until their urine becomes clear or a very pale yellow.

b. Stay away from "cold drinks" while still sweating.

c. The average diet provides the necessary daily salt requirements. Salt tablets should be avoided, unless prescribed and under the supervision of the Medical Department.

d. Marines should wear headgear in the sun and remember that light, loose clothing will actually deflect the sun's heat.

e. A Marine who gets sick or dizzy in hot weather should rest. DON'T OVERDO.

f. If a Marine stops sweating - GET PROMPT MEDICAL AID.

g. Poor physical condition, lack of muscle tone, obesity, alcoholic indulgence, and lack of sleep increase susceptibility to heat illnesses.

## 9002. CONTROLLING HEAT CASUALTIES

### 1. Acclimatization

a. Personnel who are not accustomed to physical activity under conditions of high temperature are particularly susceptible to heat injury. This is especially true of individuals who are ten pounds or more overweight, or in whom a circulatory or sweating deficiency is noted. Conditions of high humidity and solar heat increase the possibility of heat injury.

b. Training programs for personnel who are climatically and/or physically deficient should be limited in intensity and time. A breaking-in period of from two to three weeks with progressive degrees of physical exertion and heat exposure will usually suffice for achieving acclimatization. During this period, the workload should be increased gradually, but not to the point of exhaustion or to the point where personnel will lose greater than normal quantities of water and salt. These losses must be replaced.

c. While acclimatization increases tolerance for heat, it does not make an individual immune to becoming a heat casualty. Overextension can lead to heat illness even in mild weather.

d. Special provisions must be made for individuals who are overweight or deficient in sweating and/or blood circulation (sickle cell).

## 2. Water and Salt Intake

a. Water intake must be sufficient to replace that lost by sweating. During field exercises in hot weather this will require an allowance of up to one pint of water per man per hour if heat exhaustion is to be avoided. Men should be encouraged to drink water in small, frequent installments.

b. Salt replacement for acclimatized troops is normally adequate through their regular meals unless eating is curtailed. Supplementary salt intake for unacclimatized troops, or for any Marine doing heavy work in the heat, must be carefully supervised by the Medical Department. Extreme caution must be taken not to exceed two grams (roughly equivalent to three salt tablets) of supplemental salt per day. No supplementary salt is required for Marines who eat field rations.

c. If water is not available, salt in any form should not be taken alone. Salt in concentrated form is not absorbed into the system readily and may cause gastric irritation and nausea.

## 3. Rest, Sleep, and Recreation During Acclimatization Periods

a. Schedules should call for a ten-minute break every hour. The hour immediately after noon and evening meals should be devoted to relaxation or nonstrenuous training. Seven hours of sleep per 24-hour period is the minimum required for maximum efficiency among the majority of personnel.

b. Sleeping, messing, and recreation quarters should be screened and well-ventilated by either natural or mechanical means. A Wet Bulb Globe Temperature (WBGT) Index greater than 80 degrees Fahrenheit during the night calls for artificial cooling, if possible (MCO 6200.1).

4. Treatment Station. Field dispensaries should be especially prepared to treat cases of heat stress. Artificial cooling devices should be employed at treatment stations and in ambulances whenever possible.

5. Previous and Intercurrent Illness. Susceptibility to heat injury is greatly enhanced by illness, infections, or any febrile condition including reactions to immunizing inoculations. A previous history of heatstroke, vascular disease, or skin trauma, such as heat rash, acute sunburn, or any condition affecting sweat secretion or evaporation, increase the risk of heat injury. These cases call for special consideration by a medical officer.

## 6. Clothing

a. Clothing and equipment should be worn in such a way as to provide maximum skin ventilation without unnecessary exposure to bright sunlight.

b. In adjusting clothing and equipment, care should be taken to avoid restriction of blood circulation.

7. Instruction. All Marines should receive periodic instruction from a medical officer concerning prevention, recognition, and emergency treatment of heat casualties. The Naval Medical Command has produced an excellent film on "Prevention of Heat Casualties" (MN-8965). This film is available at the Training and Audiovisual Support Center (TAVSC).

## 9003. HEAT CONDITION SIGNALS

1. General. The frequency of heat exhaustion cases for personnel engaged in physical activities throughout the Depot area has demonstrated the need for prompt and effective dissemination of heat condition warning signals. The current edition of DepO P1510.30 contains precautions to be taken to protect the individual recruit from heat related casualties and also prescribes a color flag warning system.

2. The Wet Bulb Globe (WBGT) Temperature Index. This index combines shade air temperature, radiation, humidity, and wind into a single value to be used as a guide for controlling training. The WBGT Index is obtained by the medical personnel in accordance with the current edition of MCO 6200.1. Training programs in warm weather should be planned provisionally on the basis of the WBGT Index.

### 3. Warning Signals

a. Condition GREEN - WBGT Index 80-84.9 Farenheit.

(1) Green Flag. Training of unacclimatized personnel will be conducted with caution and under constant supervision. Physical Training (PT), running, close order drill (COD), incentive training, and outdoor work for recruits in processing will be suspended. PT, running, and incentive training for recruits in Phase I of training will be suspended. All other physical activity will be conducted with caution.

(2) One 10 second blast from the Regimental Headquarters Horn.

b. Condition YELLOW - WBGT Index 85-87.9 Farenheit. . . .

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(1) Yellow Flag. Strenuous exercises, such as COD and physical training, will be cancelled for unacclimatized personnel. Outdoor classes in the sun will be cancelled.

(2) Two 10 second blasts from the Regimental Headquarters Horn.

c. Condition RED - WBGT Index 88-89.9 Farenheit.

(1) Red Flag. All physical training, strenuous exercise, and activities will be cancelled for all personnel who have not become thoroughly acclimatized by at least six weeks of living and training at the Depot. Recruits undergoing marksmanship training at WFTBn will not be affected by this flag condition so long as instruction is being conducted on the grass and does not involve strenuous activity.

(2) Four 10 second blasts from the Regimental Headquarters Horn.

d. Condition BLACK - WBGT Index 90 degrees Farenheit and higher.

(1) Black Flag. Strenuous activity for all military personnel will be cancelled except those firing at WFTBn.

(2) Four 10 second blasts from the Regimental Headquarters Horn.

#### 9004. RESPONSIBILITIES

##### 1. Depot Medical Officer

a. Maintain cognizance over the WBGT Index described in the current edition of MCO 6200.1.

b. Record the heat stress data from the WBGT Index hourly, from 0700 through 1700 daily, from 1 April to 31 October annually, or when temperatures exceed 75 degrees Farenheit.

c. Whenever the WBGT Index reaches or declines to the temperature readings of 80, 85, 88, or 90 degrees Farenheit, and in each instance when the WBGT Index drops below the previously reported heat condition level, report immediately by telephone, irrespective of the day of the week to the following:

(1) This Headquarters (Assistant Chief of Staff, G-2/3) during working hours and to the Depot OOD at other times.

(2) Commanding Officer, RTR, during working hours and to the Regimental Field Officer of the Day at all other times.

(3) Commanding Officer, H&S Battalion, during working hours and the H&S Battalion Officer of the Day at all other times.

d. Regardless of the notifications made, report hourly to the RTR S-3 from 0700 through 1700 daily from 1 April to 30 October.

2. Assistant Chief of Staff, G-2/3. Assume overall staff cognizance for heat casualty prevention.

3. Commanding Officer, RTR

a. Ensure that the Regimental Headquarters Horn is sounded as a heat condition signal in coordination with the changing of the heat condition flags.

b. Change heat condition flags with each change of heat condition.

c. If, within 10 minutes past the hour, the call required by paragraph 9004.1d has not been received, notify the Medical Officer for verification.

4. Commanding Officer, WFTBn. Contents of this Manual and Appendix A of DepO P1510.30G apply. The WBGT Index reading obtained at Edson Range will be used to record the heat stress data and to initiate the implementation of the requirements of this Manual.



SOP FOR TRAINING

CHAPTER 10

USE OF CLASSROOM AND THEATER SPACE ABOARD MCRD

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FIGURE

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| 10-1 | LIST OF ALL CLASSROOM SPACE AND MAXIMUM CAPACITY | 10-4 |
| 10-2 | FORMAT TO REQUEST CLASSROOM/THEATER AND RESPONSE | 10-5 |
| 10-3 | RECURRING COMMITMENTS                            | 10-6 |



SOP FOR TRAINING

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

From:  
To: AC/S, G-2/3 (Attn: Training)  
Subj: REQUEST FOR THEATER/CLASSROOM SPACE

1. Inclusive dates:  
times:
2. Number of attendees:
3. Spaces requested:
  - a. First Choice:
  - b. Second Choice:
  - c. Third Choice:
4. Ancillary equipment required:
5. POC Name:  
Rank:

-----  
FIRST ENDORSEMENT on

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

From: AC/S, G-2/3 (Training)  
To:

1. Request approved as follows:
  - a. Date(s):
  - b. Time(s):
  - c. Space approved:
  - d. Point of contact at space approved:
2. Equipment:
3. At least one day prior contact the point of contact at the space approved to reconfirm. You are reminded that smoking, eating, and/or drinking are prohibited during the conduct of classes and conferences. Police of the space at the conclusion of your activity is your responsibility.

Figure 10-2 -- Format to Request Classroom/Theater and Response

SOP FOR TRAINING

| <u>FACILITY</u> | <u>AGENCY</u>    | <u>TIME</u> | <u>DAY</u>                 |
|-----------------|------------------|-------------|----------------------------|
| Theater         | RTR              | 1600-1800   | Monday                     |
|                 |                  | 1600-1800   | Tuesday                    |
|                 |                  | 0830-1020   | Wednesday                  |
|                 |                  | 1530-1800   |                            |
|                 |                  | 1330-1800   | Thursday                   |
|                 |                  | 0600-1030   | Friday                     |
|                 |                  | 1330-1500   | Saturday                   |
| Theater         | Special Services | 1800-2200   | Wednesday                  |
|                 |                  | 1800-2200   | Thursday                   |
| Theater         | Depot Chaplain   | 0630-1130   | Sunday                     |
|                 |                  | 1800-2030   | Last Sunday of every month |

Figure 10-3 -- Recurring Commitments

SOP FOR TRAINING

CHAPTER 11

TRAINING & TESTING ON PROFESSIONAL CONDUCT & SUPERVISION IN A  
RECRUIT TRAINING ENVIRONMENT

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## SOP FOR TRAINING

### CHAPTER 11

#### TRAINING & TESTING ON PROFESSIONAL CONDUCT & SUPERVISION IN A RECRUIT TRAINING ENVIRONMENT

11000. POLICY. The current edition of DepO P1510.30 provides information on the training and testing of civilian employees, naval personnel, and Marines (other than drill instructors and recruit training officers), who in the normal course of their duties come in direct contact with recruits and/or by virtue of their role, position, and subsequent actions may have an influence on the recruit's conduct. Experience has shown that the resulting lack of knowledge of these standards of conduct among untrained personnel may lead to reportable abuses against recruits, with some cases resulting in disciplinary action. All military and civilian personnel will therefore conduct themselves in a professional manner at all times in the presence of recruits.

#### 11001. RESPONSIBILITIES

##### 1. Commanding Officers

a. Commanders will ensure that all Marine, civilian, and naval personnel are trained and tested on appropriate standards of conduct on an annual basis. Additionally, all incoming military and civilian personnel will be trained and tested within 30 days of joining the Depot regarding the policy and standards of professional conduct established in the current editions of MCO 1510.32, DepO P1510.30, and this Manual.

b. Ensure that current training materials are on hand in sufficient quantities to meet requirements.

2. All Other Addressees. Ensure that all civilian employees, naval personnel, and Marines under your cognizance receive the subject training when required.

3. Assistant Chief of Staff, G-2/3. Monitor training to ensure that the subject training and testing is being conducted and documented for historical verification.

