

Course Management Plan (CMP)
920-F61, Marksmanship Master Trainer Course, FY 17
Program of Instruction Version v1.0

The course management plan is a document that provides course managers and instructors the information required to manage and conduct the course. CMPs will be developed or revised for all courses, phases and/or modules as a part of the development/revision process. The requirement for a new CMP will not be in effect until an existing course/phase/module is revised or a new course/phase/or module is developed.

This document is to serve as a baseline guide to provide a standardized format for improving consistency and ensure all required pertinent course management information is captured within the CMP in accordance with TRADOC Regulation 350-18.



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PREFACE

Purpose This Course Management Plan (CMP) serves as a single source document that will assist in the administration of the Marksmanship Master Trainer Course (MMTC), 920-F61. This CMP provides the Course Manager and the Instructors information needed to conduct the training as prescribed by the associated training materials. In addition, it provides students the information needed to meet their responsibilities for learning and successful completion of the course. This CMP can only be modified by the course manager during a POI Revision.

Applicability This plan applies only to the Marksmanship Master Trainer Course conducted by the 1/29 Inf. BN and 316th Cav. BDE, Fort Benning, GA.

If there is a conflict between this CMP and the Course Program of Instruction (POI), the POI takes precedence.

Supersedes CMP This CMP was implemented 12 Dec 2016 and supports MMTC POI Version Number 01.0 with an effective date: 2nd QTR FY2017.

Proponent The United States Army Infantry School (USAIS).

Comments and Recommendation Send comments or recommendations to the following e-mail address: usarmy.benning.mcoe.mbx.316th-cavalry-brigade-s3@mail.mil for staffing through the 316th Cavalry Brigade.

Foreign Disclosure (FD) Restrictions The materials contained in this training event/course have been reviewed by the developers in coordination with the Maneuver Center of Excellence (MCoE) FD authority. This training product can be used to instruct international military students when the country meets specific criteria.

Foreign countries desiring to place students in this training/event/course will meet one or more of the following criteria:



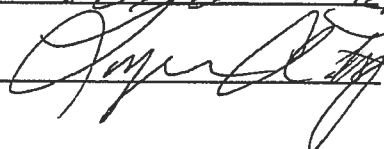
1. Own a specific piece of equipment.
2. Have a signed letter of intent.
3. Have a waiver from HQ DA.
4. Have the U.S. Government release for training.

Student Guidance

It is the responsibility of the Student to learn to perform the lesson learning objectives of this training. This including completing the home assignments, completing practical exercises, and participating in training activities.

1. The Student is to be provided the Student Evaluation Plan and Student Guide before instruction starts. The use/ importance of these items and Student responsibilities must be thoroughly explained to the Student(s).
2. Students need to provide constructive criticism concerning the efficiency and effectiveness of training and training material.

Course Management Plan Approval. The following individuals have reviewed this CMP for publication and implementation in support of the Marksmanship Master Trainer Course, POI Version Number 1.0.

<u>Name/Signature</u>	<u>Rank</u>	<u>Position Title</u>	<u>Date Signed</u>
Carson, John	LTC	BN/SQDN Commander	
Montoyo, Christian	CPT	Co/Troop Commander	<i>CPT Christian Montoyo - 12/12/2016</i>
Castor, Normil	SFC	Branch Chief	 12/12/2016
Tharp, Lenny	Civ.	Training Developer	 12/12/11



JOHN CARSON
LTC, Infantry
Commanding

CHAPTER 1

1. Course Structure: This course is a Marksmanship Master Trainer Course. It is designed to provide commanders with select Noncommissioned Officer Marksmanship Master Trainers who understand how to train marksmanship, plan marksmanship training and develop primary/assistant marksmanship instructors. Assist Commander's in planning and implementation of their unit marksmanship strategy. Serves as the primary trainer who certifies marksmanship trainers within their organization on maintenance, and qualification training utilizing the M9 Pistol, current standard issue 5.56mm rifle, AN/PVS14, AN/PEQ-15 ATPIAL, LA-5, M68, ACOG, and backup iron sight. The Desired Training Outcomes are found in Annex B of this document. All the activities of this course, whether classroom instruction, practical exercises, written or hands-on testing are designed to maximize achievement of these outcomes.

2. Course Map. The course map is the compilation of the course structure, based on the course outline previously developed, with the addition of the lessons (sequenced as necessary or appropriate). When the lessons and lesson plans are completed, detail the final establishment and sequence of the lessons in the course map, a graphic portrayal of the overall course's presentation. The course map ensures horizontal and vertical alignment of the phases, modules, and lessons to support the learning outcomes. The mapping process involves identifying where in the course to introduce, develop, and master each of the learning outcomes. The course map shows the mandatory training sequence for the course. Each lesson that is shown as a prerequisite for another lesson must be taught before that follow-on lesson is presented. This sequence cannot be violated and failure to follow it means students will receive training for which they have not received the required prerequisite training.

Marksmanship Master Trainer Course (MMTC)					DTD: 9 Dec 2016
Week 1	Group In/ 25M Zero/ In Processing / Rifle Marksmanship Assessment Exam/Intro to Rifle Marksmanship (RM)	PT / Intro to RM / Introduction to Engagement Skills Trainer II (EST II)	PT / 100M Known Distance Grouping (Kneeling) / Student Led RM Techniques	PT / 100-300M Known Distance Grouping (Kneeling) / Student Led RM Techniques	PT / 100-300M Known Distance Grouping (Kneeling) / Holds / Student Led RM Techniques
Week 2	RM Written Test Student Led RM Instruction Test / RM AAR / Intro to Range Marksmanship (300-600m)	(NIGHT FIRE) M4 Rifle with M68 ARF Qualification (PEQ 15) / Intro to Range Marksmanship (300m-600m) / Student Led RM Techniques	(NIGHT FIRE) Intro to RM Barricade Fire / ARF Practice Qualification / PEQ 15-M68 Practice Qualification / Student Led RM Techniques	(NIGHT FIRE) Close Combat Optics 100-300M Zero & Grouping / PEQ 15 100-200M Zero / Student Led RM Techniques	Improper Body Positions Exam / M4 Rifle Known Distance Qualification / RM Concept Brief
Week 3	RM Written Re-Test / Rifle Marksmanship Optic Zero & Grouping 100-600m / Introduction to M9 Pistol	Intro to RM (300-600m)/ RM Zero & Grouping at 100-600m / Introduction to M9 Pistol	100-500 meter RM Known Distance Qualification / Engage RM Limited Exposure and Moving targets	(NIGHT FIRE) RM Skills for Unknown Distance Data Collection / Intro to RM Barricades (300-600m) / Intro to Thermal Night Fire	RM Skills for Unknown Distance 100-600m ARF Qualification / RM Written Test & Concept Brief (300-600m) / Module C AAR
Week 4	SRM Student Primary Instruction Exam / SRM Concept Brief /SRM AAR	(NIGHT FIRE) Student Led Instruction of SRM Test / SRM Day Qualification / SRM Night Qualification	M9 Pistol Qual/ SRM Core Principles / Engagement Techniques (NIGHT FIRE) / Student Led SRM Instruction / PEQ 15 Laser Movements	PT / SRM Core Principles / SRM Engagement & Movement Techniques / Student Led SRM Instruction	PT / Short-Range Marksmanship (SRM) Core Principles / SRM Engagement & Movement Techniques / Student Led SRM Instruction
Week 5	PT / Iron Sight Qualification ARF Targets (Shoot Out) / Equipment Maintenance (Final turn-in Inspection)	PT / Introduction to Marksmanship Training Plan	PT / Marksmanship Plan for Unit Marksmanship Training	Semi Annual Marksmanship Plan Student Brief	Marksmanship Training Management & Course Overall AAR / MMTC End-of-Course Survey Out-processing / Graduation
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #f08080; width: 20px; height: 10px; display: inline-block;"></div> TRAINING <div style="background-color: #ffff00; width: 20px; height: 10px; display: inline-block; margin-left: 20px;"></div> TEST / QUALIFICATION <div style="background-color: #00b0f0; width: 20px; height: 10px; display: inline-block; margin-left: 20px;"></div> OUT-PROCESSING / GRADUATION </div>					

2. Course Map continued' Training schedules will reflect all required lessons, prescribed hours of instruction, and mandatory training sequence, with sufficient information and time to prepare for training. This schedule establishes the basic academic flow and hours for that phase of training. In addition to the note on the core schedule, ensure you schedule remedial training after academic hours.

3. Course Modules. This course consists of five modules. See Appendix A for a detailed layout of the Course Modules.

4. Student Eligibility and Course Requirements: Soldier must be serving in the Active Army or Reserve Component, must be in the grades of E-5 thru E-7, must have a GT Score of 100 or higher, not on profile that will not allow them to participate in live fire training, eyesight correctable to 20/20 with glasses or contacts, height and weight IAW AR 600-9, current passed APFT within 30 days of attendance, has no family/personal/legal issues that will require early dismissal, recommendation from first O-5 in their chain of command.

5. Enrollment Requirement:

- a. Students reporting for training must have in their possession a complete DA 1610, Travel orders.
- b. Students must be enrolled in ATRRS. Only the CCA (Brigade Commander) can accept students not enrolled in ATRRS. Soldiers arriving to Fort Benning to attend a functional training course who do not have an ATRRS reservation, may be allowed to train at the discretion of the Course Convening Authority (CCA). The CCA may approve Soldier's to attend the course/class up to the POI-ATRRS approved maximum class size. The CCA decision to allow a Soldier to remain in training depends on available resources, understanding that all courses are resourced at the course optimum load and approved ARPRINT annual requirement. Regardless of the Soldiers reservation status, all Soldiers attending training in any course must meet all prerequisites or have a valid waiver from the proponent Commandant.
- c. Students who did not arrive with a valid ATRRS reservation, are NOT entitled to on-post lodging, meals, transportation, per diem or any other entitlements that accompany a Soldier with a valid ATRRS reservation. MCoE-Fort Benning units are NOT authorized to issue any Statements / memorandums authorizing entitlements to include statements of non-availability for government lodging or meals. Unit cadre must ensure Soldiers without valid ATRRS reservations, who are allowed to remain for training are made aware of the entitlements they will NOT receive.
- d. The Branch Chief must verify that students meet all course prerequisites and are in compliance with Army height/weight and physical standards within 24 hours of the class start. Students that do not meet the course prerequisites and do not have an approved waiver will not be allowed to participate in training/enrolled as a student in ATRRS. Students that do not meet course prerequisites do not require a drop packet.
- e. In the event of an unavoidable travel delay, students may be admitted into the course if they arrive no later than 24 hours from the course start date.

Note: SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. SOLDIERS HAVE UNTIL 2359 HOURS ON REPORT DATE TO ARRIVE.

6. Course Graduation Requirements: To meet course graduation requirements, students must score 80% or higher on all written tests and hands-on instruction tests, 70% on live fire events, and miss no more than four accumulative training hours. Tests include:

Module B

- a) FRRMB007, Day 1, Marksmanship Validation Exercise (8 of 10 rds in a 4 centimeter circle on 2 out of 3 targets)
- b) FRRMB006, Day 6, M4 Iron Sight Known Distance Qualification (70%)
- c) FRRMB014, Day 6, Improper Body Positions Test (80%)
- d) FRRMB009, Day 8, Night Fire Qualification (70%)
- e) FRRMB019, Day 9, M68 Optic Qualification with M4 (70%)
- f) FRRMB011, Day 10, Rifle Marksmanship Written Test (80%)
- g) FRRMB022, Day 10, Student Led Instruction Test (80%)
- h) FRRMB012, Day 21, Iron Sight Qualification (Shoot Out) (70%)

Module C

- a) FRRMC007, Day 13, Rifle Marksmanship Known Distance Qualification (70%)
- b) FRRMC008, Day 15, Rifle Marksmanship Unknown Distance Qualification (70%)
- c) FRRMC009, Day 15, Rifle Marksmanship Written Test (80%)

Module D

- a) FRRMD010 Day 17, 18, 19, Student Led Instruction Test (80%)
- b) FRRMD012, Day 18, M9 APQC (24 out of 40)
- c) FRRMD004, Day 19, Short Range Marksmanship Day Qualification (70%)
- d) FRRMD007, Day 19, Short Range Marksmanship Night Qualification (70%)
- e) FRRMD006, Day 20, Short Range Marksmanship Primary Instruction Evaluation (80%)

Module E

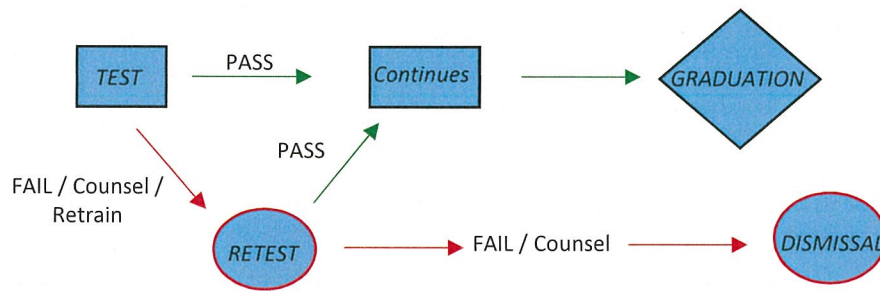
- a) FRRME003, Day 24, Semi Annual Marksmanship Plan Brief (80%)

NOTE: For additional details see the Individual Student Assessment Plan (ISAP).

7. Honors: The awards for the course are as follow:

- a) Honor Graduate: The Student with the highest grade point average (GPA) is awarded the status honor graduate. The recipient must not have any disciplinary actions during the course. The awarded student will receive a certificate of achievement (COA) for his/her accomplishment.
- b) Top Shot: The Student with the highest shooting average throughout the course will be award the status of Top Shot of their class. The recipient must not have any disciplinary actions during the course. The awarded student will receive a certificate of achievement for his/her accomplishment.

8. Graduation Flow Chart: The following flow chart graphically depicts the flow for all Tests/Evaluations in this course:



9. Course Manager Guidance and Responsibilities: The Course Manager is responsible for training, per the approved POI, the 316th Cavalry Brigade Course Manager SOP and Desk Reference and TRADOC Regulation 350-70 and. Course Manager must:

- a. Ensure required training resources are available for presenting the scheduled training to standard.
- b. Ensure classes are conducted in accordance with the ARPRINT approved class sizes.
- c. Ensure classes exceeding the Instructor to student ratio submits a memorandum to the course proponent outlining how they will mitigate degradation in the effectiveness of instruction due to manpower, facility, equipment, or other limitations.
- d. Ensure instructors receive support, materials and equipment required for presenting this training.
- e. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the training development section in order to improve the curriculum.
- f. Disseminate to the students the ISAP (Annex D) during in processing so that they understand their requirements for achieving course completion/credit.
- g. Ensure course adherence to the 316th Cavalry Brigade Course Manager SOP and Desk Reference.
- h. Ensure course data (i.e. Pre-requisites) match the approved documentation in ATRRS and any course websites.
- i. Oversee the management of instructor folders to ensure procedural guidelines are being met.
- j. Maintaining current risk assessments with all lesson plans associated with the course.
- k. Ensuring all recommendations for changes to the course are processed through the proponent (316th Cavalry Brigade S3) for review and approval prior to implementation.
- l. Maintaining all documents listed in this CMP and any other required by regulation and local policy.
- m. Notifying the “chain of command” of any unresolved problems that may adversely affect the course.

10. Method of Instruction: This course uses the following methods of instruction:

- a. **PE (Practical Exercise) (Performance).** Students must perform the action required by the learning objective under controlled conditions to the established standard.
- b. **TE (Test).** Test the students on the performance of the action required by the learning objective. This may include a performance action not involving actual equipment, e.g., a paper based exercise, or written test.
- c. **CO (Conference) (Discussion).** This is student-centered instruction in which the SGL/Instructor leads a discussion of the learning objective. This method elicits student participation.
- d. **SA (Study Assignment) (Home Study Assignment/Independent Study).** Provide the assignment to the students that they must complete as either independent or supervised study. In most cases, this testable material.
- e. **TE (Test Review).** After-action-review of test with students.

11. Technique of Delivery: SGI (Small Group Instruction). A means of delivering training which places much of the responsibility on the instructor or facilitator for the presentation and management control of the training.

12. Waivers: The Chief of Infantry is the waiver approval authority for this course.

Students requesting course/phase prerequisite waivers (e.g. AOC/MOS, Rank/Grade, Medical/Physical Standards, etc.) or units requesting changes to POI content (e.g. during "on site" course conducts (MTT) request to delete/modify lessons/blocks of instruction, shortage of equipment, etc.) will submit their request through the first LTC Commander in their chain of command.

Waivers may be submitted electronically to the following email or by mail to:

CHIEF OF INFANTRY
U.S. Army INFANTRY SCHOOL
ATTN: ATSH-IP
1 Karker St, Suite 6107
Ft Benning, GA 31905

Waivers (minus Medical/Physical) must be submitted NLT 75 days prior to the class start date. Waivers for Medical/Physical requirements must be submitted NLT 90 days prior to class start date.

13. Instructor to Student Ratio: The Program of Instruction (POI) is the proponent's refined resource requirements document. The POI provides a detailed description of the course or course phase content; duration of instruction; instruction methods and techniques; and a list of required resources to conduct peacetime and mobilization training and education based on a single course iteration using its optimum class size. The Course Manager/Senior Instructor need to review the required instructor-to-student and equipment-to-student ratios and must plan for the maximum number of students. If the course will not accommodate the required ratios, the Course Manager/Senior Instructor must request a waiver from the proponent to change the ratios and develop a contingency plan for conducting the training to the depicted standard (for further detailed information on Instructor to Student Ratios see ISR section within POI).

14. Safety: Care of Soldiers is a leadership function and safety is essential in caring for Soldiers. Safety will not be sacrificed for realism during training. Safety of personnel must be a primary consideration in planning and conducting training. Prior to all training, cadre and students will be briefed thoroughly on applicable safety procedures, potential accident producing conditions, environmental considerations and hazards that may be encountered. The training cadre must be proactive and aggressive in reducing and preventing training injuries and fatalities.

- a. Comply with the following references: AR 385-10, The Army Safety Program; TRADOC Regulation 385-2, U.S. Army Training and Doctrine Command Safety and Occupational Health Program; ATP 5-19, Risk Management. ADP 5-0, The Operations Process.
- b. All training units will have a safety officer appointed.
- c. Safety considerations are outlined in each lesson plan and must be strictly adhered to at all times. Each instructor will integrate the appropriate safety/caution statement into the presentation of each learning objective.
- d. The key elements of safety in training are:
 - (1) Instructor establishes safety standards for each task.
 - (2) Instructor identifies unsafe acts, conditions, or hazards.
 - (3) Student performs the task to the prescribed standards.
 - (4) Instructor evaluates the students' performance.
 - (5) Instructors are required to sign the daily risk assessment prior to conducting training.
- e. Soldiers at all skill levels must understand their individual responsibilities for safety, be able to recognize unsafe acts, and know how to report them to leaders.

15. Environmental Considerations: Military operations integrate environmental considerations into planning throughout the operations process, regardless of the echelon or type of operation. Commanders, staffs, subordinate leaders, and individual Soldiers must understand their individual duties and responsibilities for environmental sustainment and become environmental stewards. To practice stewardship, all personnel must understand the basic environmental management responsibilities that apply to their work area or assigned duties. They must also understand what their roles and responsibilities are with respect to incorporating environmental considerations into the conduct of operations. This includes not only the specific planning process for those missions but also the integration of environmental considerations into all the training their unit undertakes. Environment References: ATP 3-34.5 dated 10 Aug 2015, Environmental Considerations.

16. Risk Management: Risk management is the process of identifying, assessing, and controlling risk that arises from operational factors and balancing risk with mission benefits. This description integrates risk management into the military decision-making process (MDMP). ATP 5-19 outlines the risk management process and provides the framework for making risk management a routine part of planning, preparing, and executing operational missions and everyday tasks. Assessing environmental-related risks is part of the total risk management process. The five steps in the risk management process are as follows:

- a. Identify the hazards.
- b. Assess the hazards.
- c. Develop controls and make risk decisions.
- d. Implement the controls.
- e. Supervise and evaluate.

Knowledge of environmental factors is key to planning and decision-making. With this knowledge, leaders quantify risks, detect problem areas, reduce risk of injury or death, reduce property damage, and ensure compliance with environmental laws and regulations.

17. Course Welcome Letters and Email to Students: Student email will be sent NLT R-14. Welcome Letters (See Appendix E) with packing list (See Appendix F) and reporting instructions R-7. (R represents reporting date)

CHAPTER 2

1. Branch Chief/Senior Instructor Roles and Responsibilities: The Course Branch Chief is assigned by the unit leadership and also serves as an instructor. The Course Branch Chief is responsible for providing administrative and logistical support to the instructors and the students. As a minimum this includes:

- a. Responsible to the Course Manager (BN Commander) for the execution of the course to standard, as outlined in the POI.
- b. Have the same qualifications as an Instructor and be able to meet the same requirements.
- c. Coordinates all phases of training. Submit waivers if needed.
- d. Coordinates students' publications.
- e. Coordinates all logistical support before, during, and after the course with appropriate agencies. Ensure facilities, material, equipment, and systems required for presenting this instruction are properly maintained.
- f. Briefs the implementation of course to Battalion/Squadron CDR, BN CSM and the Company/Troop Commander.
- g. Identify the Instructors for each block of instruction and prepares class training schedule.
- h. Develop contingency plans to respond to unexpected problems in execution of training, i.e., weather delays, equipment malfunctions, DL technical support, including designating alternate instructors to monitor DL students. Prepares and coordinates all in processing and graduation events.
- i. Submits class rosters, course opening/closing and PAL roster IAW established policy.
- j. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to the training/training development (task) proponent.
- k. Maintain all records and files, to include instructor certification, student records, POI-required material and equipment requests, Instructor Board Certification and evaluation, all SOPs applicable to course, training schedules, AARs of past classes, all evaluations or accreditation inspections from all outside agencies, student and course critiques from past courses, and all course material deficiencies.
- l. If task is a tested subject, review test administration guide (TAG) and criterion scoring checklist (CSC) for correctness, and ensure each Instructor has his own copy of CSC to review and familiarize himself with testing procedures, instructor notes. Plan and explain test site set up, procedures, location, student traffic flow, and ensure each Instructor understands what to do with a student who receives a NO-GO. Plan for NO-GOs and allow adequate time for retraining and retesting. If task/subject is to be evaluated at a later time or is not evaluated formally, Instructor should examine possibility of placing equipment at another site for concurrent training to allow students another opportunity for refresher training. This training would also help alleviate loss of training time caused during one-to-one PE standards.

- m. Ensure that student counseling is conducted and documented as required.
- n. Compile all lessons learned, valid student comments, and observed shortcomings and strengths into memorandum format, and forward one copy to Commander and maintain one copy on file.

2. Instructor Role and Responsibilities: The Instructors are the image and reputation of the MMTC. The Company/Troop Commander should make every effort to develop Soldiers assigned to his unit above the basic requirements to be instructor certified. Ideally, instructor selections should be based on leadership ability, teaching ability, communication skills, military bearing and appearance, physical fitness, attitude, and demonstrated motivation. Instructors assist students to identify strengths, weaknesses, and actions to improve their performance. Additionally, they are responsible for student physical conditioning, control, discipline, and administrative requirements. Instructors are responsible for ensuring the curriculum is delivered to standard to facilitate student learning. As a minimum this includes:

- a. The Training Support Packages (TSPs) include everything the Instructor needs to present a lesson. The instructor will: 1) use TSPs provided by the proponent school 2) modify proponent school TSPs to fit this course needs, 3) assist the Brigade Training Development Section in the development of new/revised TSPs in accordance with the 316th Cavalry Brigades Instructional Design SOP.
- b. Instructor should provide guidance and feedback in a manner that helps ensure students understand the objectives/ concept. Note: “INSTRUCTORS ARE EMPOWERED TO CHANGE INSTRUCTIONAL TECHNIQUE BASED ON STUDENT POPULATION AS LONG AS THEY FULLY SUPPORT MEETING THE LESSON OBJECTIVES ISO THE COURSE OUTCOMES”.
- c. Instructors are in direct contact with students and represent the command in the presentation of the instruction. They serve as the role models for the students. They must be technically competent and professional in demeanor. Instructors must read and study the TSP to become familiar with the content well enough to teach it to the students. The more comfortable the Instructor is with the material, the better the presentation will be. The Instructor will:
 - (1) Thoroughly study and be familiar with the lesson material prior to presenting the lessons. (i.e. Understand the content: TSP, Advance Sheet, Practical Exercises, etc.).
 - (2) Know the time requirements in the TSP and manage the time to teach all ELOs/LSAs.
 - (3) Effectively manage and prepare the training environment (i.e. classroom) for the training.
 - (4) Prepare the Visual aids (VAs) or request through TASC and learn when to use them during the lesson.
 - (5) Maintain an environment conducive to student learning. Know to ask questions that stimulate class discussion and encourage the learning process.
 - (6) Supervise and guide the learning process.
 - (7) Explain the Individual Student Assessment Plan to all students and ensure students have the required material prior to the lesson.
 - (8) Ensure students achieve all TLOs and ELOs in assigned courseware.
 - (9) Conduct counseling and provide immediate feedback to student performance.

- (10) Ensure students comply with safety and environmental protection rules, regulations, laws, and course requirements.
- (11) Provide appropriate remedial/refresher training.
- (12) Maintain/update assigned lesson plans. Continuously evaluate course effectiveness and efficiency.

d. Instructors will conduct student assessments by providing continuous feedback to students in reference to their leader competency and performance.

- (1) Remain alert to students having difficulty and intercede as appropriate. This does not mean providing solutions during problem-solving activities as soon as students begin to struggle.
- (2) Routinely conduct classroom assessment techniques when conducting courses/events.
- (3) Follow the assessment control measures set in place for the learning product.
- (4) Conduct AARs at the end of every learning block/module to document potential improvements of learning products.

3. Instructor Grade and Experience Requirements: The minimum specified grade standard for Instructors in the MMTC is a Staff Sergeant with prior assignment in a Skill Level 2 duty position.

4. Instructor Certification Requirement: Instructors must meet the following minimum requirements:

- a. Must meet the qualification and certification requirements outlined in the 316th Cavalry Brigade Standard Operating Procedures (SOP) for Instructor/Facilitator Certifications.
- b. Must be a graduate of the Course.
- c. Must meet HT/WT standards and physical fitness requirements.
- d. Combat Life Saver Certified
- e. Range Control Safety Certified

CHAPTER 3

1. Course prerequisites purpose: Course prerequisites identify the minimum requirements (knowledge, supporting skills, and tasks) the target audience must possess or be able to perform to attend the course. Prerequisites might include a minimum grade requirement, a height and weight requirement, or a security clearance requirement. The prerequisites:

- a. Establish entry level requirements so courses can have a common start point.
- b. Can limit courses to those who require training/education for job performance.
- c. Exist for courses, phases, modules, lessons, objectives, and learning steps.
- d. Are used to develop sequential, progressive training and eliminate or prevent development and implementation of unplanned or unnecessary duplicate training/education.

2. Structure and sequence purpose: A course can be comprised of phases, modules, and lessons. Courses can have one or more phases and usually have several modules. Course design translates lessons into sequential, progressive learning modules and phases. This ensures the overall efficiency and effectiveness of the total course, including identification of all resource requirements.

3. Lesson design and development purpose: Based on the TLOs, lessons are the primary products of course development. The lesson design drives the resource needs that are captured in the lesson plan.

4. Lesson Composition: This chapter outlines the components of the TSP used to conduct this training. The MMTC TSPs will include the following:

- a. Front of binder: a page with the course name, lesson number, and title.
- b. Side of binder: a paper strip with the course name, lesson number, and title.3. Dividers inside the TSP will include:
 - (1) Lesson Plan
 - (2) Training Schedule
 - (3) Inclement Weather Plan
 - (4) Composite Risk Management
 - (5) Medical Evacuation
- c. The lesson plan will include:
 - (1) Cover Page. This is a page showing the lesson title, number, date, and scope of lesson.
 - (2) SECTION I, Administrative Data. This section provides administrative information about the lesson. It shows the courses that teach this TSP, Skills and Knowledge required by the students, the tasks taught, the tasks supported and reinforced, the academic hours, the test lesson, and prerequisite lessons. It also lists the clearance and access requirements, the reference used to develop the lesson, and student assignment. It shows the instructor requirements, any additional personnel

- requirements, equipment requirements, materials required, copyright information, classroom or training area requirements, any ammunition requirements, and instructional guidance.
- (3) SECTION II, Introduction. This section serves as an introduction to the lesson. It begins with a brief motivator designed to “grab” the students’ attention, and the Terminal Learning Objective (TLO). It also includes the safety requirements, risk assessment level, and environmental considerations.
 - (4) SECTION III, Presentation. This section contains the narrative the SGL/LGI Instructor uses to present the training to the students. It is in text discussion and question and answer format, and contains instructor notes that guide the Instructor in covering the key points of the training. It shows the ELOs and the Learning Steps/Activities (LS/A) that support the ELOs. A learning step activity lists the time required to perform the activity, type of activity, Instructor to student ratio, media, and reference. A learning activity may be a conference (CO), a demonstration (DM), a practical exercise (PE), etc. It shows when to use visual aids (VAs) and other training aids in support of the instruction. The Instructor may use his own experiences and insight while presenting the TSP to help the students understand the material better, but should stay within the time frames indicated.
 - (5) SECTION IV, Summary. This is a summary of the lesson and includes a transition statement leading to the next lesson, if appropriate.
 - (6) SECTION V, Student Evaluation. This explains the test or evaluation the students will receive for this lesson.
 - (7) Appendix A, Viewgraph Masters. This appendix contains the masters (or facsimiles) of the visual aids used to support the training.
 - (8) Appendix B, Assessment Statement and Assessment Plan. This appendix provides short narratives describing type of testing method used to evaluate the students’ ability to perform the tasks. The TSPs contain no actual test items.
 - (9) Appendix C, Practical Exercises and Solutions. This appendix contains the practical exercises and solutions, if applicable.
 - (10) Appendix D, Student Handout. This appendix contains the student handouts and other training aids provided to the students to assist in their learning. Student Handout 1 will be the Advance Sheet for the lesson.
 - (11) Advance Sheet. The Advance Sheet provides an overview of the lesson, the learning objectives (TLO and ELOs), reading assignments, and any special instruction for the student. The student must receive the Advance Sheet prior to receiving the lesson to allow them time to prepare.
 - (12) Student Handout (SH). A Student Handout is a document that the student receives and normally retains. It may consist of a map, sketch, form, diagram, chart, glossary, reading assignment, or similar item necessary for the students to complete the lesson. You may label student Handouts that contain extracts from doctrinal publications as Recoverable.” However, the decision to use this label is at the Branch Chief’s discretion.

- 5. Lesson Presentation:** The course instruction revolves around student participation during the TSP presentation. TSPs are prepared in a question and answer format to help generate the discussion needed to make the learning process effective. By following the TSP, the Instructor can effectively present the lesson, allowing the students to participate, while ensuring the students achieve the outcomes. Follow these points when presenting the lesson:
- a. Get students' attention immediately by properly introducing the TSP.
 - b. Do not read the TSP verbatim to the students. The TSP serves as a guide.
 - c. Keep the TSP flowing and meet the lesson standards/objectives.
 - d. Do not abruptly cut off a student making a valid point.
 - e. Stay focused on the lesson.
 - f. Keep the lesson positive and all students involved in the learning group process.
 - g. When using Practical Exercises (PEs), allow students to discuss the solution and learn from the exercise.
 - h. Conclude by summarizing and conducting a check on learning to allow the students a better opportunity to understand the lesson.
- 6. Study Hall:** Study Hall is a vital part of this training. Instructors may require students experiencing difficulty or students who request extra help to attend. Students should study the required lesson material prior to the classroom presentation.
- 7. Class Management/Environment:** The Branch Chief and Company/Troop Commander must ensure that all Instructors exercise proper class management to create an environment conducive to learning. Instructors are the key to classroom discipline. There are two elements that must be taken into consideration: the physical environment of the classroom and effective class management.
- a. Physical Environment:
 - (1) Classroom. Keep the classroom prepared, neat, orderly, and clean.
 - (2) Lighting. Correct lighting plays a major part in the student's comprehension of the lesson.
 - (3) Noise. Instructor must eliminate or reduce noises that interfere with the learning process whenever possible.
 - (4) Classroom Equipment. Ensure visual aids and training aids do not obstruct or distract, and equipment is serviceable.
 - (5) Training Schedule. Post a copy of the training schedule prior to class as a reference for students and visitors.
 - b. Effective Class Management:
 - (1) Instructors will maintain a positive learning atmosphere by properly preparing and organizing themselves for the topic of discussion by reviewing class material prior to instruction. As previously stated in chapter 2 para 2 (c), the more comfortable the Instructor is with the material, the better the presentation will be.

- (2) Effective time management by instructors is paramount to ensure the entire subject matter is covered during the time allotted and students are able to comprehend the training objectives.
- 8. Discipline:** Discipline must not interfere with the learning process. Instructors will treat students using appropriate military customs and courtesy. It is the instructor's responsibility to maintain proper classroom decorum and conduct at all times regardless of the rank of the students.
- 9. Student Counseling Requirements:** Instructors must counsel students at several points during the course. Initially, students will receive a course overview and sign a Statement of Course Standards (ISAP). The ISAP establishes policies and procedures that state student responsibilities. An ISAP also establishes how the proponent school will determine if the student has demonstrated a sufficient level of competency to pass the specified course. The plan must include details of how the student's performance will be assessed. Additionally, if a student fails to pass a graded event, he will be counseled in writing prior to retraining and testing.
- 10. Student Academic Records:** Present all students who successfully complete the course meeting all graduation requirements with a certificate. Records will be maintained in the Company/Troop operations department. Tests will be kept based on the internal Test Administration/Control SOP and TR PAM 350-70-8.
- 11. Student Recognition and Standards:**
- a. Honor Graduate: The Student with the highest grade point average (GPA) is awarded the status honor graduate. The recipient must not have any disciplinary actions during the course. The awarded student will receive a certificate of achievement (COA) for his/her accomplishment.
 - b. Top Shot: The Student with the highest shooting average throughout the course will be award the status of Top Shot of their class. The recipient must not have any disciplinary actions during the course. The awarded student will receive a certificate of achievement for his/her accomplishment.
- 12. Student Academic Deficiency/Dismissal:** It is the responsibility of the student to achieve the learning objectives of this course. This includes passing all graded events, completing any homework assignments, Practical Exercises (PEs), active classroom participation, and demonstrating preparation for class and understanding of lesson materials.
- a. Students must read the **Individual Student Assessment Plan (ISAP)** which explains the academic grading and test plan, the course requirements for graduation, student responsibilities, counseling requirements and general standards for the course.
 - b. Instructors and the Branch Chief must be alert for students who display any level of deficient behavior, and take early steps to apply corrective actions. Instructors or Branch Chief will counsel and advise students as soon as unsatisfactory performance becomes apparent. Students will be afforded 1 opportunity to redo/retake unsatisfactory work. Retests will be graded no higher than 70%.
- 13. Student Dismissal Procedures (Course Drop and Appeal Process):**

In all cases, the Chain of Command must consider the student under the "whole person" concept and consider all relevant facts as well as the long-term impact to the student. If after a formal counseling session, the Soldier exhibits any of the criteria listed (i.e. Apathy, indiscipline, negligent

discharge, un-teachable), an Academic Board is held in order to determine if the Soldier should be released from the course. Student Dismissal Procedures (Course Drop and Appeal Process) are outlined in the Course Management Plan (CMP), the 316th Cavalry Brigade Course Manager SOP & Desk Reference and AR 350-1.

Recycle/Relief Policy: Student dismissal and appeal process IAW AR 350-1 and TR 350-18 para 3-30, which outline procedures for Student dismissal, cannot be adhered to because of the short length of this course. The following is the course Student dismissal and appeal process:

- a. The Instructor will advise the Student that an appeal must be submitted immediately following receipt of written notification (counseling) of the dismissal action IAW this ISAP.
- b. The Student will acknowledge by endorsement with receipt of the written notification of dismissal action IAW ISAP.
- c. Appeals will be forwarded to the NCOIC who will refer the proposed action and the appeal to the chain of command to determine sufficiency of the dismissal decision. All appellate actions will become part of the Students case file. The Battalion Commander will make the final decision on all dismissals after considering the chain of command recommendations.

14. Student's End of the Course Survey: Each student will complete an End of the Course Survey (EOCS) through the online Verint System (administered by the QAO office).

- a. The MMTC will review the results from the critiques during the course After Action Review (AAR) for corrective actions and curriculum adjustments/improvements.
- b. The MMTC will maintain the critiques on file indefinitely for historical data or until the POI has been significantly revised.
- c. Procedures.D-5 of class graduation, unit POC will send an email to the Brigade Training Specialist (Mr. Richard Eggers) and DQA survey analyst (Mr. Doug Marshall) requesting that the class survey site be opened. Within three days of the scheduled graduation date, the DQA survey analyst will provide an EOCC Executive Summary to the following personnel: Battalion/Squadron Commander; Battalion/Squadron S3; Company Commander; Brigade S3; Brigade Training Specialist.

CHAPTER 4

1. Test Control Procedures and Responsibilities: Each Course will designate in writing a primary test and alternate control officer. A Test Control Roster will be posted on the exterior of a secured sensitive test material locked container or cabinet. Only individual listed on the test control roster will have access to sensitive test materials on a need-to-know.

Note: At no time will a test administrator make a copy of any testing material, either hard copy or digital. Any person found to be maintaining copies of test material whether paper copies or digital copies will be subject to punishment under the Uniformed Code of Military Justice.

- a. Test Control Officer: Primary and alternate test control officers are responsible for ensuring all test materials are properly stored and controlled to ensure improper duplication or dissemination does not occur. The responsibilities of the test control officers are as follows:
 - (1) Maintain the keys to test storage locations.
 - (2) Post a test control access roster on the storage location.
 - (3) Transport of test materials to the testing location and ensuring all materials are accounted for before students are permitted to leave the testing location.
 - (4) Maintain an inventory form indicating the exact number of test material.
 - (5) Conduct a sensitive test material inventory quarterly.
 - (6) Ensure all sensitive test material is physically secured in a locked container or cabinet when not in actual use.
 - (7) Report to unit command all incidences or suspected incidences of unauthorized disclosure, loss, or compromise(s) are investigated.
 - (8) Keep a record of destruction of sensitive test material:
 - (a) Date of destruction.
 - (b) Method of destruction (Burning or Cross-cut shredding)
 - (c) Who was responsible for destructing?
 - (d) The exact material destroyed.
- b. Issue of Test Material: All test material will be issued by the designated Course TCO or ATCO. Test material will only be issued to individuals designated on orders. All test material issued will be logged on the test control sign-out/sign-in log in the test control office prior to the material leaving the test control office.
- c. Test Examiner (TE)/ Test Proctors are designated by the course manager/Branch Chief for each test. The responsibilities of a Test Proctor are as follows:
 - (1) The TE will ensure students are informed that failure to comply with any test instructions will result in disciplinary action and may be grounds for dismissal from the course.
 - (2) Issue test administration statement prior to students taking tests, either performance or written, they will fill out a test administration statement (DA Form 5160) stating they are

physically and mentally able to take the test at this time. If they feel they are unable to take the test at test time, they will be asked the reason why. If it is for medical or mental reasons, they will be sent to the hospital for an evaluation. If it is family related, they will be sent to the chaplain. The Course Manager will make the final decision as to when the student will take the test.

- (3) The TE, upon issuance of test material to the students, will read aloud the testing instructions verbatim. The test instructions will not be recited from memory. TEs will read the test instructions from the Test Administrative Guide (TAG) aloud to each student prior to beginning common leader and technical tests.
- (4) If the test is an open book test, students may use any reference material available to them during the test. They may use advance sheets, practical exercises, Army publications, commercial publications, student laptops, personal notes, and calculators as out lined in the Test Administrative Guide for each test.
- (5) Students must not damage recoverable publications/materials. This means that the student will not tab, fold, crease, highlight, or write on pages of recoverable publications/materials. Students may tab reference material with a non-permanent adhesive tab such as post-it or other means that will not damage the recoverable publications/materials.
- (6) All material used during the test must be the student's own. Students may not use notes, summary sheets, or other material written by someone else.
- (7) Provide constant vigilance of testing environment to ensure no honor violations occur. For online testing, the instructor must visually check student laptop screens to ensure additional browsing windows are not being opened and accessed. Note: If applicable Online exams are administered using the randomize test question system in Blackboard which displaying one question at a time. Therefore each student will have the same test questions, but not presented in the same order.
- (8) If a student should dispute a question or an answer to a question, the Proctor, Primary Instructor, and Team Chief will discuss the issue, attempting to arrive at a solution. If a solution cannot be reached the matter will be taken to the Branch Chief for resolution. Regardless of the final outcome of a disputed question or answer, the student will be informed of the result by the Proctor.
- (9) When the test is complete, the Proctor will inventory all test material before students are released.
- (10) The Proctor will transport all test material back to the sensitive test materials container or cabinet, sign the material back in and secure the container or cabinet.

d. Testing Procedures.

- (1) The test will be administered IAW the test administration guide and Individual Student Assessment Plan.
- (2) Before the administration of the first test advise the students of the following:
 - a) Student will not receive unauthorized assistance in answering the test item or performing the test requirements. They will not acquire or provide inappropriate assistance, before, during, or after any test, except as instructed.

- b) They will report any unauthorized assistance of which they may have knowledge.
- c) Student will not divulge the contents of the tests or test items (except as authorized by the instructor or branch chief).
- d) Additional guidance is provided via the course Test Administration and Control SOP.
- e. Test Administration: Read the following instruction to the students before beginning the test:

- (1) *"I will now administer the test. If you know of any reason why you should not take the exam at this time, please tell me now, and we will discuss your reason in private."*
- (2) *"If you are ill, taking medication which affects your concentration, or if you have serious personal stresses, you may request to take the test at a later time (usually when the retest is given)."*
- (3) *"Failure to prepare for the test is not an acceptable reason for delay."*

NOTE: Ask if there is anyone who feels they should not test at this time. If there is, dismiss them from the room until you get a chance to speak with them in private.

Give each student a review sheet, the test booklet, and the answer sheet. Have the students write their names and student numbers on the review sheet and the answer sheet. Tell them the review sheet will be use for the AAR following the exam. Tell the students that after they have completed the exam, to put their answers on the review sheet. Once they have completed the exam and filled out their review sheets, collect them along with the test materials and the answer sheet.

- (4) *"All work on this test must be your own. Do not communicate with other students, give or receive assistance, make a record of your answer anywhere except on the answer sheet and the review sheet provided, or pass information about this test to other students (current, past, or future)."*
- (5) *"All questions have only one correct answer."*
- (6) *"This is an (Time varies by LP) hour test. You must record your answers on your answer sheet prior to the end of the test."*

2. Testing Conditions and Environment: The following testing and environmental conditions should bring out the students best performance. Test examiners/proctors must ensure:

- a. The test facility is reasonably free from environmental distractions.
- b. The students are fully aware of the importance of, and reasons for taking the test.

3. Test Development: Course subject matter experts (SMEs) in coordination with the brigade senior training specialist/training development section must develop three versions for each written test. All tests development must be IAW TR 350-70 guidelines.

4. Scheduling Written Test: Do not schedule a test to take place within 24 hours of another major test. The intent of the 24 hour period is to ensure that the student does not have to study for more than one major written test at a time. Schedule test time in the mornings prior to other academic activity for that day.

NOTE: "Refer to the Individual Student Assessment Plan (ISAP) for specific course information."

5. Evaluating Results of Written Tests: To receive a passing score, the student must score at least 80% or higher on each written test.

6. After Action Review: Instructors will conduct an after action review (AAR) following each written test in order for students to know what questions they missed and learn from their mistakes. To conduct a proper AAR, while not compromising the test, the following procedure is recommended:

- a. While the TCO/ATCO grades the test, begin the AAR.
- b. The instructor will conduct the AAR by using one test booklet only.
- c. The instructor will go over test questions and discuss the correct answers with the students.

7. Test Item Analysis: The TCO/ATCO must conduct a test item analysis of the results of each test to identify any test item (question) missed by 40% or more of the students. In the event a test item discrepancy, the Branch Chief must convene a Test Item Certification Committee (TICC) of no less than two cadre personnel.

a. The most important aspect of test item analysis is the TICC. The TICC must review the test item(s) in question for validity based on the following minimum guidance:

- (1) Is it a valid test item (grammatically correct with only one correct response)?
- (2) Did review of the TSP ensure the material was taught?
- (3) Did the Instructor adequately present the material?
- (4) Does it appear to be trick question?
- (5) Was the item explicit enough for respondent to easily understand it?
- (6) Is the item overly complex (requires several readings for the reader to understand?)
- (7) Are the distracters too closely worded (not easily distinguishable)?

b. The TICC must determine if the question is valid or if it needs rewriting. If the TICC determines a question is not valid, the TICC then awards credit to all students for test site.

8. Destruction of Test Materials: Destroy by burning, shredding, melting, or chemical decomposition:

- a. Test components (except for test answer sheets filled in by test examinees) that have become mutilated or marked through use, superseded, or that cannot make usable by erasing, transparent tape, disk, or re-stapling.
- b. Exam Review Sheets
- c. Student test/performance answer sheets upon completion of the course.
- d. Non-graduate student test answer sheets at the end of 24 months.
- e. The TCO has custody of/or supervise the test material and validates the destruction process.

Appendix A Course Module Structure

Note: Course Modules are presented in sequential order. Each module/lesson that is shown is a prerequisite for the next module/lesson, and should be taught before the follow-on module is presented. The course map shown is the training sequence for this course. However, the Course Manager is authorized to change the course flow to meet specific needs. No deviation is authorized for a lesson that is a mandatory prerequisite for another lesson.



Appendix A Continued (Course Module Structure)

Module-A	Administrative Actions	1. FRRMA001	Marksmanship Master Trainer Administrative Actions
Module-B	Rifle Marksmanship (Ranges 25m- 300m)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21.	FRRMB001 Introduction to Basic Rifle Marksmanship FRRMB002 Introduction to the Engagement Skills Trainer II (EST II) FRRMB003 Zero the M4 Carbine Using Iron Sights FRRMB004 M4 Carbine Iron Sight Known Distance Grouping FRRMB005 M4 Carbine Iron Sight Grouping while Kneeling FRRMB006 M4 Carbine Iron Sight Known Distance Qualification FRRMB007 Marksman Validation Exercise FRRMB008 M4 Carbine Laser and Optic Zeroing FRRMB009 Night Fire Qualification FRRMB010 Introduction to BRM Barricade Fire FRRMB011 Rifle Marksmanship Written Test FRRMB012 M4 Rifle Iron Sight Final Qualification FRRMB013 Student Demonstrations of Rifle Marksmanship Techniques FRRMB014 Improper Body Positions Test FRRMB015 Close Combat Optics (CCO) Grouping FRRMB016 Close Combat Optic (CCO) Zeroing FRRMB017 Close Combat Optic (CCO) Grouping from Kneeling Position FRRMB018 Conduct a Basic Rifle Marksmanship Concept Brief FRRMB019 Perform M68 Optic Qualification with M4 Rifle FRRMB020 Marksmanship Training Equipment and Weapons Maintenance FRRMB021 Student Led BRM Instruction Test
Module-C	Rifle Marksmanship (Ranges 300m-600m)	1. 2. 3. 4. 5. 6.	FRRMC001 Introduction to Mid-Range Marksmanship FRRMC002 Perform M4 Mid-Range Marksmanship Optic Zeroing FRRMC003 M4 Rifle Grouping Procedures with Medium Range Targets FRRMC004 Engage Mid-Range Limited Exposure Moving Targets FRRMC005 Introduction to MRM Barricade Fire FRRMC006 Mid-Range Marksmanship Concept Brief

Appendix A Continued (Course Module Structure)

7. FRRMC007 Mid-Range Marksmanship
Known Distance Qualification
8. FRRMC008 Mid-Range Marksmanship
Unknown Distance Qualification
9. FRRMC009 Mid-Range Rifle
Marksmanship Written Test
10. FRRMC010 Introduction to Thermal
Night Devices

Module-D Short Range Marksmanship (0m-25m)

1. FRRMD001 Introduction to M4 Rifle and
M9 Pistol Short Range Marksmanship
2. FRRMD002 M9 Pistol Short Range
Marksmanship Proficiency
3. FRRMD003 Introduction to Short Range
Marksmanship Movement Techniques
4. FRRMD004 Short Range Marksmanship
Day Qualification
5. FRRMD005 Introduction to Short Range
Marksmanship Transitions
6. FRRMD006 Short Range Marksmanship
Primary Instruction Evaluation
7. FRRMD007 Short Range Marksmanship
Night Qualification
8. FRRMD008 Short Range Marksmanship
Engagement Considerations (Speed
Vs. Accuracy)
9. FRRMD009 Introduction to Short Range
Marksmanship Turns
10. FRRMD010 Short Range Marksmanship
Student Led Instruction Test
11. FRRMD011 Short Range Marksmanship
Concept Brief
12. FRRMD012 M9 Pistol Qualification

Module-E Unit Training

1. FRRME001 Introduction to
Marksmanship Master Trainer Planning
2. FRRME002 Unit Training Plan
Marksmanship Planning
3. FRRME003 Semi-Annual Marksmanship
Plan Brief

Appendix B: Desired Training Outcomes

MMTC Training Outcomes and supporting Performance Measures

Desired Training Outcome: (Level I) Higher fundamental skills in Rifle Marksmanship at ranges of engagements at 25 to 300 meters.

Performance Measures:

- Able to achieve 70% or higher on all for Rifle Marksmanship tasks and skills at ranges of engagements at 25 to -300 meters.
- Demonstrate ability to plan and execute Rifle Marksmanship training for home unit
- Demonstrate confidence and ability to teach Soldiers in Rifle marksmanship tasks and skills

*Baseline Army Standards for Rifle Marksmanship are found in TC 3-22.9. Dated: May 2016.

Desired Training Outcome: Improve skills in Rifle Marksmanship at ranges of engagements at 300 to 600 meters.

Performance Measures:

- Able to achieve 70% or higher on all Rifle Marksmanship tasks and skills at ranges of engagements at 300 to 600 meters.
- Demonstrate ability to plan and execute Rifle Marksmanship training at ranges of engagements at 300 to 600 meters.
- Demonstrate confidence and ability to teach Soldiers in Rifle Marksmanship tasks and skills at ranges of engagements at 300 to 600 meters.

Desired Training Outcome: Improve skills in Short Range Marksmanship

Performance measures:

- Able to achieve 70% or higher on all Short Range Marksmanship (SRM) tasks and skills at ranges of engagements at 0m -25m
- Demonstrate ability to plan and execute Short Range Marksmanship training for home unit
- Demonstrate confidence and ability to teach Soldiers in SRM tasks and skills
- Demonstrate ability to apply different assets that enhance capability or mitigate risk SRM training

*Baseline Army Standards for M9 pistol training are found in FM 3-23.35. dtd: June 2008 with incorporated changes 1, 2 and 3. dtd: May 2008.

Desired Outcome: (Level IV) Assists Unit with planning and implementation of Marksmanship training

Performance measures:

- Demonstrate understanding of Standards in Training Commissions (STRAC) and Unit Training.
- Communicate effectively with external support assets on training needs
- Demonstrate ability to develop and present a marksmanship training strategy
- Demonstrate competence to implement a decision
 - Confidence, risk management and initiative
 - Technical skills and knowledge
 - Tactical skills and abilities

*STRAC is found in DA PAM 350-38 (FY 15 Guidance)

Appendix F: Course Packing List

CTA-50/ Individual Clothing & Equipment					
ITEM #	Description	REQ	ITEM #	Description	REQ
1	Cap, Patrol (w/ rank & nametape)	2 ea	38	Case, Ammo, Small Arms (minimal 6 magazines)	2 ea
2	Name Tapes for ACU uniform	4 ea	39	Magazine (M16)	7 ea
3	U.S. Army Tapes for ACU uniform	4 ea	40	Ear plugs , triple flange w/ case	1 ea
4	Rank for ACU uniform	4 ea	41	Parka, wet weather w/ s lip on rank	1 ea
5	U.S. Full Color Cloth Flag, Velcro	4 ea	42	Trouser, wet weather	1 ea
6	Unit Patches	2 ea	44	Knee & elbow pads	1 set
7	Badges , (Authorized)	2 ea	45	P-Mask, M40	1ea
8	Shirt, ACU	4 ea	46	IBA / IOTV / Unit specific body armor w/ plates	1 set
9	Trousers , ACU	4 ea			
10	Belt, Trousers (tan)	2 ea			
11	Boots, Desert (Clean, Serviceable, & Authorized)	2 pr			
12	Socks , OG 408 (Tan or Green)	7 pr		***Additional Equipment Required Winter Months*** 01OCT-31APR	
13	Undershirt, Tan	7 ea			
14	Necklace, ID(w/long and short chain)	1 set	47	Liner, Coat CW nylon	1 ea
16	Military Issue Eye Glasses and Inserts	2 ea	48	Gator Neck	1 ea
17	Weapons Cleaning Kit	1ea	49	Polypropylene, Tops (brown or tan)	2 pr
18	Brassieres (white or tan) (F)	3 ea	50	Polypropylene, Bottom s (brown or tan)	2 pr
19	Sports Bras (white or tan) (F)	3 ea	51	Fleece Jacket, Cold Weather (foliage green)	1 ea
20	Bag, Duffel	1 ea	52	Trousers , Gore-Tex	1 ea
21	MOLLE Assault Pack	1 ea	53	Jacket, Gore-Tex (w/ s lip-on rank & nametape)	1 ea
22	Approved eye protection, Ballistic, clear/tint	1 pr			
23	ACH or Kevlar Helmet w/ cover	1 ea			
24	LBE/LBV/LCV	1 ea			
25	IFAK or Pouch, w/ 1st Aid Bandage	1 ea			
26	Camelback (hydration system, digital pattern)	1 ea			
36	Canteen, w/ cover, 1 qt	2 ea			
37	Canteen, w/ cover, 2 qt	1 ea			

NOTE: Reference the following MMTc website link to obtain the most up to date packing list for this course. <http://www.benning.army.mil/armor/316thCav/129/mmtc/index.html>

Appendix C: Master Training Schedule

MARKSMANSHIP MASTER TRAINER COURSE (5 WEEKS)

POI Approval Date-						
Course Day-Description	From	To	Location	Lesson No	POI Hours	Lesson Title
DAY 1					8.5 hrs	
Marksmanship Validation Exercise "Group In" (LIVE Fire)	0800	1000	25 Meter Range	071-FRRMB007	2	Marksmanship Validation Exercise "Group In"
Zero the M4 Carbine Using Iron Sights (LIVE Fire)	1000	1130	300 Meter KD Range	071-FRRMB003	1.5	Zero the M4 Carbine Using Iron Sights
	1130	1230	Lunch		0	
In Processing/ Inbrief to MMTC	1230	1430	MMTC Classroom	071-FRRMA001	2	MMTC Administrative Actions (In Processing/Inbrief)
Introduction to BRM (Includes BRM Written Assessment Test)	1430	1730	MMTC Classroom	071-FRRMB001	3	Introduction to Basic Rifle Marksmanship
DAY 2					9 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
Introduction to BRM	0830	0830	MMTC Classroom	071-FRRMB001	3	Introduction to Basic Rifle Marksmanship
	1130	1200	Lunch		0	
Intro to BRM at EST II Simulator training location (2 grp rotation)	1200	1430	EST Simulator	071-FRRMB001	2.5	Introduction to Basic Rifle Marksmanship
Introduction to EST II Simulator (2 grp rotation with B001)	1430	1700	EST Simulator	071-FRRMB002	2.5	Introduction to Engagement Skills Trainer II (EST II)
DAY 3					8 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
M4 Carbine Iron Sight KD Grouping	0900	1130	300 Meter KD Range	071-FRRMB004	2.5	M4 Carbine Iron Sight Known Distance Grouping
	1130	1200	Lunch		0	
M4 Carbine Iron Sight KD Grouping (LIVE Fire)	1200	1430	300 Meter KD Range	071-FRRMB004	2.5	M4 Carbine Iron Sight Known Distance Grouping
M4 Iron Sight KD Grouping while Kneeling (LIVE Fire)	1430	1530	300 Meter KD Range	071-FRRMB005	1	M4 Carbine Iron Sight Known Distance Grouping while Kneeling
Student Demonstrations of Rifle Marksmanship Techniques	1600	1700	MMTC Classroom	071-FRRMB013	1	Student Demonstrations of Rifle Marksmanship Techniques
DAY 4					8 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
M4 Carbine Iron Sight KD Grouping (LIVE Fire)	0900	1130	300 Meter KD Range	071-FRRMB004	2.5	M4 Carbine Iron Sight Known Distance Grouping
	1130	1200	Lunch		0	
M4 Iron Sight KD Grouping while Kneeling (LIVE Fire)	1200	1230	300 Meter KD Range	071-FRRMB005	0.5	M4 Carbine Iron Sight Known Distance Grouping while Kneeling
M4 Carbine Iron Sight KD Grouping (LIVE Fire)	1230	1500	300 Meter KD Range	071-FRRMB004	2.5	M4 Carbine Iron Sight Known Distance Grouping
M4 Iron Sight KD Grouping while Kneeling (LIVE Fire)	1500	1530	300 Meter KD Range	071-FRRMB005	0.5	M4 Carbine Iron Sight Known Distance Grouping while Kneeling
Student Demonstrations of Rifle Marksmanship Techniques	1600	1700	MMTC Classroom	071-FRRMB013	1	Student Demonstrations of Rifle Marksmanship Techniques
DAY 5					8 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
M4 Carbine Iron Sight KD Grouping (LIVE Fire)	0900	1130	300 Meter KD Range	071-FRRMB004	2.5	M4 Carbine Iron Sight Known Distance Grouping
M4 Iron Sight KD Grouping while Kneeling (LIVE Fire)	1130	1200	300 Meter KD Range	071-FRRMB005	0.5	M4 Carbine Iron Sight Known Distance Grouping while Kneeling
	1200	1230	Lunch		0	
M4 Carbine Iron Sight KD Grouping (LIVE Fire)	1230	1500	300 Meter KD Range	071-FRRMB004	2.5	M4 Carbine Iron Sight Known Distance Grouping
M4 Iron Sight KD Grouping while Kneeling (LIVE Fire)	1500	1530	300 Meter KD Range	071-FRRMB005	0.5	M4 Carbine Iron Sight Known Distance Grouping while Kneeling
Student Demonstrations of Rifle Marksmanship Techniques	1600	1700	MMTC Classroom	071-FRRMB013	1	Student Demonstrations of Rifle Marksmanship Techniques
DAY 6					8.5 hrs	
M4 Carbine Iron Sight KD Qualification (LIVE Fire)	0800	1130	300 Meter KD Range	071-FRRMB006	3.5	M4 Carbine Iron Sight Known Distance Qualification
	1130	1200	Lunch		0	
M4 Carbine Iron Sight KD Qualification (LIVE Fire)	1200	1330	300 Meter KD Range	071-FRRMB006	1.5	M4 Carbine Iron Sight Known Distance Qualification
Improper Body Positions Test	1400	1600	MMTC Classroom	071-FRRMB014	2	Improper Body Positions Test
Students Plan & Perform a BRM Concept Brief	1600	1730	MMTC Classroom	071-FRRMB018	1.5	Conduct a Basic Rifle Marksmanship Concept Brief
DAY 7					8 hrs	
Student Demonstrations of Rifle Marksmanship Techniques	1400	1500	MMTC Classroom	071-FRRMB013	1	Student Demonstrations of Rifle Marksmanship Techniques
Close Combat Optics Zeroing (LIVE Fire)	1530	1700	300 Meter KD Range	071-FRRMB015	1.5	Close Combat Optics Zeroing
Close Combat Optics Grouping (LIVE Fire)	1700	1900	300 Meter KD Range	071-FRRMB016	2	Close Combat Optics Grouping
CCO Grouping from Kneeling Position (LIVE Fire)	1900	2000	300 Meter KD Range	071-FRRMB017	1	Close Combat Optics Grouping from Kneeling Position
	2000	2030	Dinner		0	
M4 Carbine Laser and Optic Zeroing (LIVE Night Fire)	2030	2300	300 Meter KD Range	071-FRRMB008	2.5	M4 Carbine Laser and Optic Zeroing (Night Fire Range)
DAY 8					7.5 hrs	
Student Demonstrations of Rifle Marksmanship Techniques	1400	1500	MMTC Classroom	071-FRRMB013	1	Student Demonstrations of Rifle Marksmanship Techniques
Perform M68 Optic Qualification with M4 (LIVE Fire)	1600	1800	300 Meter ARF Range	071-FRRMB019	2	Perform M68 Optic Qualification with M4 Rifle
Intro to Barricade Fire (LIVE Fire)	1800	2000	300 Meter ARF Range	071-FRRMB010	2	Introduction to BRM Barricade Fire
	2000	2030	Dinner		0	
Night Fire Qualification (LIVE Night Fire)	2030	2300	300 Meter ARF Range	071-FRRMB009	2.5	Night Fire Qualification
DAY 9					7.5 hrs	
Student Demonstrations of Rifle Marksmanship Techniques	1400	1500	MMTC Classroom	071-FRRMB013	1	Student Demonstrations of Rifle Marksmanship Techniques
Intro to Mid Range Marksmanship	1500	1700	MMTC Classroom	071-FRRMC001	2	Introduction to Mid Range Marksmanship
Perform M68 Optic Qualification with M4 (LIVE Fire)	1730	1930	300 Meter ARF Range	071-FRRMB019	2	Perform M68 Optic Qualification with M4 Rifle
	2000	2030	Dinner		0	
Night Fire Qualification (LIVE Night Fire)	2030	2300	300 Meter ARF Range	071-FRRMB009	2.5	Night Fire Qualification
DAY 10					8.5 hrs	
Rifle Marksmanship Written Examination	0800	1030	MMTC Classroom	071-FRRMB011	2.5	Rifle Marksmanship Written Examination
Student Led Instructional Exam	1030	1200	MMTC Classroom	071-FRRMB021	1.5	Student Led BRM Instruction Exam
	1200	1230	Lunch		0	
Student Led Instructional Exam	1230	1400	MMTC Classroom	071-FRRMB021	1.5	Student Led BRM Instruction Exam
Conduct BRM (Module B) After Action Review	1400	1430	MMTC Classroom	071-FRRMB001	0.5	Introduction to Basic Rifle Marksmanship (Conduct AAR)
Intro to Mid Range Marksmanship	1430	1630	MMTC Classroom	071-FRRMC001	2	Introduction to Mid Range Marksmanship
Conduct Student Performance Counseling	1630	1700	Counseling Areas	071-FRRMA001	0.5	Marksmanship Master Trainer Administrative Actions (Counseling)

DAY 11					9 hrs	
Rifle Marksmanship Written Examination	0600	0700	MMTC Classroom	071-FRRMB011	1	Rifle Marksmanship Written Examination
Intro to Mid Range Marksmanship (LIVE Fire)	0800	0900	300 Meter KD Range	071-FRRMC001	1	Introduction to Mid Range Marksmanship
Perform M4 MRM Optic Zeroing (LIVE Fire)	0900	1130	300 Meter KD Range	071-FRRMC002	2.5	Perform M4 Mid Range Marksmanship Optic Zeroing
	1130	1200	Lunch		0	
Perform M4 MRM Optic Zeroing (LIVE Fire)	1200	1430	300 Meter KD Range	071-FRRMC002	2.5	Perform M4 Mid Range Marksmanship Optic Zeroing
Perform M9 Assessment Fire for proficiency (Live Fire)	1430	1530	300 Meter KD Range	071-FRRMD002	1	M9 Pistol SRM Proficiency
Introduction to M4/M9 Short Range Marksmanship	1600	1700	MMTC Classroom	071-FRRMD001	1	Introduction to M4 and M9 Short Range Marksmanship
DAY 12					8 hrs	
Intro to Mid Range Marksmanship (LIVE Fire)	0800	0900	300 Meter KD Range	071-FRRMC001	1	Introduction to Mid Range Marksmanship
M4 Grouping with Medium Range Targets (LIVE Fire)	0900	1200	600 Meter KD Range	071-FRRMC003	3	M4 Grouping Procedures with Medium Range Targets
	1200	1230	Lunch		0	
M4 Grouping with Medium Range Targets (LIVE Fire)	1230	1530	600 Meter KD Range	071-FRRMC003	3	M4 Grouping Procedures with Medium Range Targets
Introduction to M4/M9 Short Range Marksmanship	1600	1700	MMTC Classroom	071-FRRMD001	1	Introduction to M4 and M9 Short Range Marksmanship
DAY 13					8.5 hrs	
Mid Range Marksmanship KD Qualification (LIVE Fire)	0800	1130	600 Meter KD Range	071-FRRMC007	3.5	Mid Range Marksmanship Known Distance Qualification
	1130	1200	Lunch		0	
Mid Range Limited Exposure & Moving Targets (LIVE Fire)	1200	1600	600m KD Range/ARF	071-FRRMC004	4	Engage Mid-Range Limited Exposure Moving Targets
Introduction to M4/M9 Short Range Marksmanship	1600	1700	MMTC Classroom	071-FRRMD001	1	Introduction to M4 and M9 Short Range Marksmanship
DAY 14					9 hrs	
Intro to Thermal Night Devices (Classroom Portion)	1230	1330	MMTC Classroom	071-FRRMC010	1	Introduction to Thermal Night Devices
MRM skills for Unknown Distance Qualification (LIVE Fire)	1400	1600	ARF Range 100-600M	071-FRRMC008	2	Mid-Range Marksmanship Unknown Distance Qualification
Intro to MRM Barricade Fire (LIVE Fire)	1600	1800	ARF Range 100-600M	071-FRRMC005	2	Introduction to MRM Barricade Fire
	1800	1830	Dinner		0	
Introduction to M4/M9 Short Range Marksmanship	1830	1930	ARF Range 100-600M	071-FRRMD001	1	Introduction to M4 and M9 Short Range Marksmanship
Intro to Thermal Night Devices (LIVE Night Fire)	1930	2300	ARF Range 100-600M	071-FRRMC010	3	Introduction to Thermal Night Devices (Night Fire Range)
DAY 15					8.5 hrs	
Mid Range Rifle Marksmanship Test	0830	1030	MMTC Classroom	071-FRRMC009	2	Mid Range Rifle Distance Test
MRM skills for Unknown Distance Qualification (LIVE Fire)	1100	1200	ARF Range 100-600M	071-FRRMC008	1	Mid-Range Marksmanship Unknown Distance Qualification
	1200	1300	Lunch		0	
MRM skills for Unknown Distance Qualification (LIVE Fire)	1300	1500	ARF Range 100-600M	071-FRRMC008	2	Mid-Range Marksmanship Unknown Distance Qualification
Conduct 1 week MRM Concept Briefing (Performed by Student)	1530	1630	MMTC Classroom	071-FRRMC006	1.5	Mid-Range Marksmanship Concept Brief
Conduct MRM (Module C) After Action Review	1630	1700	MMTC Classroom	071-FRRMC001	0.5	Introduction to Mid Range Marksmanship (Conduct AAR)
Mid Range Rifle Marksmanship KD Re-Test & Test Review	1700	1800	MMTC Classroom	071-FRRMC009	1	Mid Range Rifle Marksmanship Test
Conduct Student Performance Counseling	1800	1830	Counseling Areas	071-FRRMA001	0.5	Marksmanship Master Trainer Administrative Actions (Counseling)
DAY 16					8.5 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
M9 Pistol SRM Proficiency (LIVE Fire)	0930	1130	25 Meter SRM Range	071-FRRMD002	2	M9 Pistol Short Range Marksmanship Proficiency
	1130	1200	Lunch		0	
Introduction to M4/M9 Short Range Marksmanship	1200	1300	25 Meter SRM Range	071-FRRMD001	1	Introduction to M4 and M9 Short Range Marksmanship
Engagement Considerations (Speed vs Accuracy) (LIVE Fire)	1300	1430	25 Meter SRM Range	071-FRRMD008	1.5	Engagement Considerations (Speed vs Accuracy)
Introduction to M4/M9 Short Range Marksmanship	1430	1530	25 Meter SRM Range	071-FRRMD001	1	Introduction to M4 and M9 Short Range Marksmanship
Engagement Considerations (Speed vs Accuracy) (LIVE Fire)	1530	1630	25 Meter SRM Range	071-FRRMD008	1	Engagement Considerations (Speed vs Accuracy)
Short Range Marksmanship Turns (Live Fire)	1630	1730	25 Meter SRM Range	071-FRRMD009	1	Short Range Marksmanship Turns
DAY 17					9 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
M9 Pistol SRM Proficiency (LIVE Fire)	0930	1100	25 Meter SRM Range	071-FRRMD002	1.5	M9 Pistol Short Range Marksmanship Proficiency
Engagement Considerations (Speed vs Accuracy) (LIVE Fire)	1100	1200	25 Meter SRM Range	071-FRRMD008	1	Engagement Considerations (Speed vs Accuracy)
	1200	1230	Lunch		0	
Short Range Marksmanship Transitions (Live Fire)	1230	1530	25 Meter SRM Range	071-FRRMD005	3	Short Range Marksmanship Transitions
Introduction to SRM Movement Techniques (LIVE Fire)	1530	1700	25 Meter SRM Range	071-FRRMD003	1.5	Introduction to Short Range Marksmanship Movement Techniques
Short Range marksmanship Student Led Instruction Test	1700	1800	25 Meter SRM Range	071-FRRMD010	1	Short Range marksmanship Student Led Instruction Test
DAY 18					8 hrs	
M9 Pistol Short Range Marksmanship Proficiency (Live Fire)	1300	1400	25 Meter SRM Range	071-FRRMD002	1	M9 Pistol Short Range Marksmanship Proficiency
M9 Pistol Qualification (LIVE Fire)	1400	1600	25 Meter SRM Range	071-FRRMD012	2	M9 Pistol Qualification
Engagement Considerations (Speed vs Accuracy) (LIVE Fire)	1600	1700	25 Meter SRM Range	071-FRRMD008	1	Engagement Considerations (Speed vs Accuracy)
Short Range marksmanship Student Led Instruction Test	1700	1800	25 Meter SRM Range	071-FRRMD010	1	Short Range marksmanship Student Led Instruction Test
	1800	1830	Dinner		0	
SRM Night Practice Qualification (Night Live Fire Range)	2000	2300	25 Meter SRM Range	071-FRRMD007	3	Short Range Marksmanship Night Qualification Practice
DAY 19					8.5 hrs	
M9 Pistol Short Range Marksmanship Proficiency (LIVE Fire)	1400	1530	25 Meter SRM Range	071-FRRMD002	1.5	M9 Pistol Short Range Marksmanship Proficiency
Short Range Marksmanship Day Qualification (LIVE Fire)	1530	1830	25 Meter SRM Range	071-FRRMD004	3	Short Range Marksmanship Day Qualification
Short Range marksmanship Student Led Instruction Test	1830	1930	25 Meter SRM Range	071-FRRMD010	1	Short Range marksmanship Student Led Instruction Test
	1930	2000	Dinner		0	
SRM Night Qualification (Night Live Fire Range)	2000	2300	25 Meter SRM Range	071-FRRMD007	3	SRM Night Qualification
DAY 20					8 hrs	
SRM Primary Instruction Evaluation (LIVE Fire)	0900	1300	25 Meter SRM Range	071-FRRMD006	4	Short Range Marksmanship Primary Instruction Evaluation
	1300	1330	Lunch		0	
Zero the M4 Carbine Using Iron Sights (LIVE Fire)	1330	1500	25 Meter SRM Range	071-FRRMB003	1.5	Zero the M4 Carbine Using Iron Sights
Perform a Short Range Marksmanship Concept Brief	1500	1700	MMTC Classroom	071-FRRMD011	1.5	Perform a Short Range Marksmanship Concept Brief
Conduct Short Range Marksmanship (After Action Review)	1700	1730	MMTC Classroom	071-FRRMD001	0.5	Introduction to M4 and M9 Short Range Marksmanship (AAR)
Conduct Student Performance Counseling	1730	1800	Counseling Areas	071-FRRMA001	0.5	Marksmanship Master Trainer Administrative Actions (Counseling)

DAY 21					8 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
Perform Iron Sight Qualification with M4 (LIVE Fire)	0830	1130	300m ARF Qual Range	071-FRRMB012	3	M4 Rifle Iron Sight Final Qualification (Shoot Out)
	1130	1200	Lunch		0	
Conduct Final Equipment Maintenance & Inspection (Turn-in)	1200	1600	MMTC Classroom	071-FRRMB020	4	Marksmanship Training Equipment and Weapons Maintenance
DAY 22					8.5 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
Intro to Marksmanship Master Trainer Planning	0830	1130	MMTC Classroom	071-FRRME001	3	Introduction to Marksmanship Master Trainer Planning
	1130	1230	Lunch		0	
Intro to Marksmanship Master Trainer Planning	1230	1700	MMTC Classroom	071-FRRME001	4.5	Introduction to Marksmanship Master Trainer Planning
DAY 23					8.5 hrs	
Accountability Formation and Physical Training	0600	0700	MMTC	071-FRRMA001	1	Conduct Physical Training (Administrative Time)
Marksmanship Plan for Unit Marksmanship Training	0830	1130	MMTC Classroom	071-FRRME002	3	Marksmanship Plan for Unit Marksmanship Training
	1130	1230	Lunch		0	
Marksmanship Plan for Unit Marksmanship Training	1230	1700	MMTC Classroom	071-FRRME002	4.5	Marksmanship Plan for Unit Marksmanship Training
DAY 24					8 hrs	
Semi-Annual Marksmanship Plan Brief	0730	1130	MMTC Classroom	071-FRRME003	4	Semi-Annual Marksmanship Plan Brief
	1130	1230	Lunch		0	
Semi-Annual Marksmanship Plan Brief	1230	1630	MMTC Classroom	071-FRRME003	4	Semi-Annual Marksmanship Plan Brief
DAY 25					7.5 hrs	
Conduct Student Performance Final Counseling	0730	0800	Counseling Areas	071-FRRMA001	0.5	Marksmanship Master Trainer Administrative Actions (Counseling)
Conduct End of Course Survey (Administrative Time)	0800	1000	MMTC Classroom	071-FRRMA001	2	Marksmanship Master Trainer Administrative Actions (Survey)
Course Overall After Action Review (AAR)	1000	1200	MMTC Classroom	071-FRRMA001	2	Marksmanship Master Trainer Administrative Actions (Course AAR)
	1200	1230	Lunch		0	
Outprocessing - equipment turn-in) (Administrative Time)	1230	1330	MMTC Classroom	071-FRRMA001	1	Marksmanship Master Trainer Administrative Action(Out-processing)
Conduct Graduation Rehearsal (Administrative Time)	1330	1430	Graduation Hall	071-FRRMA001	1	Marksmanship Master Trainer Administrative Actions (Rehearsal)
Conduct Graduation Ceremony (Administrative Time)	1430	1530	Graduation Hall	071-FRRMA001	1	Marksmanship Master Trainer Administrative Actions (Graduation)

Appendix D: Individual Student Assessment Plan

Marksmanship Master Trainer Course Individual Student Assessment Plan 920-F61, Program of Instruction Version (01.0)

* This ISAP Contains:

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1. ISAP Purpose: The purpose of this Individual Student Assessment Plan (ISAP) is to establish administrative policies and procedures for the Marksmanship Master Trainer Course (MMTC). Provide commanders with select Noncommissioned Officer Marksmanship Master Trainers who understand how to train marksmanship and train and develop primary and assistant instructors. Assist Commander's in planning and implementation of their marksmanship strategy. The ISAP details the following:

- a. The cadre and student expectations of conduct.
- b. Outline the training methodology and assessment plan used during course instruction.
- c. An overview of the material received during the course.
- d. A plan for student evaluations.
- e. The competencies to be gained from the instruction.
- f. The assessments associated with evaluations.
- g. A code of honor by which all students are expected to abide.

2. Course Expectations: The cadre and students will conduct themselves in a professional manner at all times. Students are expected to be disciplined, professional, physically fit, and mentally prepared for training. Students report with the knowledge to successfully complete written or hands-on course entrance evaluations (if required), eager to learn and succeed (well-motivated and confident) and accountable for proficiency at the appropriate Skill Level tasks. Students must individually complete all assigned homework, training, and reading assignments as directed, unless directed to work collaboratively by the instructor.

3. Standards of Conduct (Honor Code): Students are expected to follow basic good order and discipline to include timeliness and appearance. Failure to meet basic standards could result in being dropped from the course. A Soldier will not lie, cheat, steal, nor tolerate those who do. Any student who knows of an Honor Code violation but fails to report it is in direct violation them self. Any student found guilty of an Honor Code violation will be immediately referred to the NCOIC / Senior Instructor for administrative action or possible UCMJ. The honor code is not designed to stifle individual academic freedom or deny sharing of knowledge or interaction with fellow students. The Honor Code does not preclude students from working together in or out of the classroom in a collaborative effort when directed to do so by the instructor. Instructors will inform students when they are permitted to work together to complete an examination, evaluation, or assignment.

4. Attendance: Students must attend all 25 days of training and education in order to receive an attendance certificate unless released by the chain of command. This includes any medical and emergency problems. Absences of more than four hours for any reason even for extraordinary circumstances may result in dismissal from this course. All training missed if possible will be made up at the earliest possible opportunity.

5. Physical Fitness Standards: All students must meet weight standards IAW AR 600-9, APFT standards IAW AR 350-1 and have a current passed APFT within 30 days of attendance. Students with a profile or physical limitation that prevents participation in any training will be dropped from the course.

6. Student Grievances and Redress: Students may challenge any examination or evaluation in this course. A student wishing to challenge an evaluated event will prepare a memorandum detailing the nature of his grievance. Commander, 316th Cavalry Brigade will review the request and make a determination on the appropriate redress.

7. Course Training Methodology: This training is comprehensive in nature and scope; designed to enhance Soldier performance. Soldier success requires active participation and previous training (home-station) to increase success. In order to be successful, Soldiers must contribute and provide productive analysis, discussion and application of techniques taught. MMTC follows a logical progression of training from investing the students with doctrinal knowledge (teaching), through the practical application of that knowledge to concrete situations (coaching), and, finally, to the application of knowledge and skills to tactical situations (mentoring). Every activity is evaluated and framed against the students' ability to analyze his current situation. This process assists the cadre in the development of a more complete, cognitive, competent and confident leader who is skilled in problem solving and applying critical and creative thought to various situations. This training progression develops skills and abilities in a way that also supports the positive development of professional attributes.

8. Course Overview: Trains Noncommissioned Officers as technical experts in marksmanship training and BRM small arms maintenance. Serves as the primary trainer who certifies marksmanship trainers within their organization on maintenance, and qualification training utilizing M9, current standard issue 5.56mm rifle, AN/PVS14, AN/PEQ-15 ATPIAL, LA-5, M68, ACOG, and backup iron sight.

9. Evaluation Plan: Soldiers are required to complete all assigned homework and reading assignments given by their small group leader, Primary Instructor, or Senior Instructor. Higher learning includes research, self-taught, and peer to peer learning. Team work is highly encouraged throughout the course. However, while team work is highly encouraged throughout the course, this does not supersede the requirement that students must individually demonstrate the ability to teach marksmanship skills at MMTC, and build a comprehensive marksmanship training

strategy. Cadre will evaluate students using the following guidelines of performance measures and outcomes outlined below.

10. Desired Outcomes and Performance Measures:

- a) A Module- MARKSMANSHIP MASTER TRAINER ADMINISTRATIVE ACTIONS-N/A
- b) B Module- RIFLE MARKSMANSHIP
 - 1) FRRMB007 Day 1, Marksmanship Validation Exercise (8 of 10 rounds in a 4 centimeter circle on 2 out of 3 targets)
 - 2) FRRMB006 Day 6, M4 Iron Sight Known Distance Qualification (70%)
 - 3) FRRMB014 Day 6, Improper Body Positions Test (80%)
 - 4) FRRMB009 Day 8, Night Fire Qualification (70%)
 - 5) FRRMB019 Day 9, M68 Optic Qualification with M4 (70%)
 - 6) FRRMB011 Day 10, Rifle Marksmanship Written Test (80%)
 - 7) FRRMB022 Day 10, Student Led Instruction Test (80%)
 - 8) FRRMB012 Day 21, Iron Sight Qualification (Shoot Out) (70%)
- c) C Module- RIFLE MARKSMANSHIP (Ranges 300-600 Meters)
 - 1) FRRMC007 Day 13, Mid-Range Marksmanship Known Distance Qualification (70%)
 - 2) FRRMC008 Day 15, Mid-Range Marksmanship Unknown Distance Qualification (70%)
 - 3) FRRMC009, Day 15, Mid-Range Rifle Marksmanship Written Test (80%)
- d) D Module- SHORT RANGE MARKSMANSHIP
 - 1) FRRMD010 Day 17, 18, 19, Student Led Instruction Test (80%)
 - 2) FRRMD012 Day 18, M9 APQC (24 out of 40)
 - 3) FRRMD004 Day 19, Short Range Marksmanship Day Qualification (70%)
 - 4) FRRMD007 Day 19, Short Range Marksmanship Night Qualification (70%)
 - 5) FRRMD006 Day 20, Short Range Marksmanship Primary Instruction Evaluation (80%)
- e) E Module- MARKSMANSHIP TRAINING MANAGER
 - 1) FRRME003, Day 24, Semi Annual Marksmanship Plan Brief (80%)

11. Field Training Exercises: N/A

12. Assessments:

- a) Module B Rifle Marksmanship (RM) is known as the foundation of MMTTC. During you must score 70% or higher on all shooting tasks at ranges of 25m-300m, demonstrate the ability to plan and execute RM training for home unit, demonstrate confidence and the ability to teach Soldiers in all RM tasks and skills as outlined in TC 3-22.9. Students must pass with 80% or higher on all student led instruction tests and the written test.
 - 1) Hands-On Test. This hands-on test will cover FRRMB007, Marksmanship Validation Exercise. Given 30 rounds the student must hit 8 out of 10 rounds in a 4 centimeter circle on 2 out of 3 targets to shoot in to the course. This outcome will show the students ability to apply the marksmanship fundamentals that will be required to successfully pass the course. Students will receive a second opportunity to achieve the standard if they fail on the first attempt.

- 2) Hands-On Test. This hands-on test will cover FRRMB006, M4 Iron Sight Known Distance Qualification. The student must achieve 28 hits out of 40 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Rifle Marksmanship (RM) for ranges of 50m to 300m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
 - 3) Hands-On Test. This hands-on test will cover FRRMB014, Improper Body Positions Test. Students will demonstrate the ability to correctly diagnose and correct improper body positions on a given shooter. The student must achieve 80% to successfully pass. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.
 - 4) Hands-On Test. This hands-on test will cover FRRMB009, Night Fire Qualification. The student must achieve 14 hits out of 20 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Rifle Marksmanship (RM) for ranges of 50m to 150m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
 - 5) Hands-On Test. This hands-on test will cover FRRMB019, M68 Optic Qualification with M4. The student must achieve 28 hits out of 40 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Rifle Marksmanship (RM) for ranges of 50m to 300m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
 - 6) Written Test. This written test will cover FRRMB011, Rifle Marksmanship Written Test. The student must recall information from discussions and practical exercises in order to achieve a passing score. The student must achieve 80% to successfully pass this test. The student must achieve 80% to successfully pass. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.
 - 7) Hands-On Test. This hands-on test will cover FRRMB022, Student led Instruction Test. Students will demonstrate to the Instructors, their ability to accurately provide instruction on the techniques taught, and utilized during the RM portion of the course. The student must achieve 80% to successfully pass this test. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.
 - 8) Hands-On Test. This hands-on test will cover FRRMB012, Iron Sight Qualification (Shoot Out). The student must achieve 28 hits out of 40 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Rifle Marksmanship (RM) for ranges of 50m to 300m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
- b) Module C Rifle Marksmanship (300m-600m) focuses on shooting tasks at ranges of 300-600m. Students must meet or exceed 70% for all shooting tasks, demonstrate the ability to plan and execute training for home station unit, demonstrate confidence and the ability to teach Soldiers in tasks and skills. Students must pass with 80% or higher on the written test.

- 1) Hands-On Test. This hands-on test will cover FRRMC007, Module C Rifle Marksmanship Known Distance Qualification. Student must achieve 14 out of 20 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Mid-Range Rifle Marksmanship (RM) for ranges of 300m to 600m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
 - 2) Hands-On Test. This hands-on test will cover FRRMC008, Module C Rifle Marksmanship Un-Known Distance Qualification. Student must achieve 7 out of 10 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Rifle Marksmanship (RM) for ranges of 300m to 600m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
 - 3) Written Test. This written test will cover FRRMC009, Module C Rifle Marksmanship Written Test. Student must recall information from discussions and practical exercises in order to achieve a passing score. The student must achieve 80% to successfully pass this test. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.
- c) Module D Short Range Marksmanship (SRM) focuses on shooting tasks at ranges of engagements at 0 - 25 meters. Students must meet or exceed 70% for all SRM shooting tasks, demonstrate the ability to plan and execute SRM training for home station unit, demonstrate confidence and the ability to teach Soldiers in SRM tasks and skills. Students must pass with 80% or higher on all student led instruction tests.
- 1) Hands-On Test. This hands-on test will cover FRRMD010, Student Led Instruction Test. Students will demonstrate to the Instructors, their ability to accurately provide instruction on the techniques taught, and utilized during the SRM portion of the course. The student must achieve 80% to successfully pass this test. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.
 - 2) Hands-On Test. This hands-on test will cover FRRMD012, M9 APQC. Students must achieve 24 out of 40 to successfully pass this test. This test addresses the course outcome plan and executes the unit's Short Range Rifle Marksmanship (RM) for ranges of 5m to 25m.
 - 3) Hands-On Test. This hands-on test will cover FRRMD004, Short Range Marksmanship Day Qualification. Students must achieve 14 out of 20 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Short Range Rifle Marksmanship (RM) for ranges of 5m to 25m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.
 - 4) Hands-On Test. This hands-on test will cover FRRMD007, Short Range Marksmanship Night Qualification. Students must achieve 14 out of 20 (70%) to successfully pass this test. This test addresses the course outcome plan and executes the unit's Short Range Rifle Marksmanship (RM) for ranges of 5m to 25m. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 70%.

- 5) Hands-On Test. This hands-on test will cover FRRMD006, Short Range Marksmanship Primary Instruction Evaluation. The student must demonstrate the ability to serve as the primary instructor during short range marksmanship training by developing, instructing, and conducting a short range marksmanship drill. Students must achieve 80% to pass this test. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.
- d) Module E Marksmanship Training Management (MTM) encompasses the previous segments knowledge and skills but will primarily focus on how to assist a unit with planning and implementation of marksmanship training. Students must demonstrate understanding of standards in training commissions (STRAC) and unit training manage (UTM), communicate effectively with external support assets on training needs, demonstrate ability to develop and present a marksmanship training strategy, demonstrate competence to implement a decision.
 - 1) Briefing. This briefing will cover FRRME003, Semi Annual Marksmanship Plan Brief. Students are assessed according to objective and subjective criteria during module E of this course. Students are professionally evaluated by subject matter experts (SMEs) through the evaluative lens of a future SME.
 - 2) Students are required to be able to support reasoning for the plan developed and briefed for a M4 & M9 Marksmanship training program. The student must achieve 80% to successfully pass this test. Students will receive a second opportunity to achieve the standard if they fail on the first attempt. Students who receive a second time go will receive the minimum score of 80%.

13. Academic Grading:

- a) Performance measures: Module B Rifle Marksmanship
 - 1) Able to achieve 70% or higher on all Rifle Marksmanship tasks and skills at ranges of 50m-300m.
 - 2) Demonstrate ability to plan and execute Rifle Marksmanship training for home units.
 - 3) Demonstrate confidence and ability to teach Soldiers in RM tasks and skills
- b) Performance measures: Module C Rifle Marksmanship (ranges of 300-600m)
 - 1) Able to achieve 70% or higher on all marksmanship tasks and skills at ranges of 300-600m.
 - 2) Demonstrate ability to plan and execute marksmanship training for home unit.
 - 3) Demonstrate confidence and ability to teach Soldiers in marksmanship tasks and skills.
- c) Performance Measures: Module D Short Ranges Marksmanship
 - 1) Able to achieve 70% or higher on all Short Range Marksmanship (SRM) tasks and skills at ranges of 0-25 meters.

- 2) Demonstrate ability to plan and execute Short Range Marksmanship training for home unit.
- 3) Demonstrate confidence and ability to teach Soldiers in SRM tasks and skills.
- 4) Demonstrate ability to apply different assets that enhance capability or mitigate risk SRM training.

d) Performance measures: Module E Marksmanship Training Management

- 1) Demonstrate understanding of standards in training commissions (STRAC) and unit training manage (UTM).
- 2) Communicate effectively with external support assets on training needs.
- 3) Demonstrate ability to develop and present a marksmanship training strategy.
- 4) Demonstrate competence to implement a decision.
 - a) Confidence, risk management and initiative.
 - b) Technical skills and knowledge.
 - c) Tactical skills and abilities.

14. Counseling: Students will sign a statement of course standards understanding at the beginning of the course. Students will be counseled during the course/ at the end of every phase/module as needed to review academic progress, performance and discuss personal development. When a student is formally counseled, a counseling form will be completed and filed in the student's file.

- a) Misconduct Counseling: Tardiness, Failure to repair, apathy, negligent discharge and general misconduct will result in counseling for each offense. Misconduct is grounds for dismissal from the course with a corresponding letter being sent to the Soldier's Chain of Command outlining the reason for dismissal by the Commander, 316th Cavalry Brigade.
- b) General Counseling: Mentor/Primary Instructor and Cadre that teach observe and assess students on a daily basis through the use of formal and informal counseling procedures in accordance with the course assessment tools and Army standards. All formal counseling will be documented with the student and kept on file.

15. Procedures for Identifying Soldiers at Risk and Dismissal:

The performance measures and expectations for the course are explained clearly to Soldiers during in-processing, as are individual student responsibilities and cadre responsibilities. Soldier expectations and responsibilities are reiterated throughout the course by cadre and further emphasized before each major event (graduation requirements), and providing a unifying focus for event AAR's. Criteria for identifying a student at risk due to failure to achieve course expectations generally fall into three categories:

- a) Apathy: Repeated failure to conduct him or herself professionally during the course. Malingering, avoiding responsibility, lack of support to team, deliberate failure to follow instructions because a lack of emotion, feeling, lack of interest or does not care. Students that fail to respond to corrective measures are counseled by cadre and if behavior continues unchanged after formal counseling, then the student will be nominated for dismissal.
- b) Indiscipline: Repeated failure to do what the student knows must be done. Clear evidence that student has knowledge, but willfully or through culpable neglect fails to fulfill personal

responsibilities – failure to follow instructions, failure to complete individual work, failure to maintain tactical discipline, failure to take corrective measures identified by cadre. Behaviors continue after formal counseling.

- c) **Academic Failure:** (All academic failure counseling will include retraining actions, actions if retest pass or retest fail) Repeated inability to comprehend and apply course content to new situations and responsibilities. Clear evidence that the student cannot understand what he must do, cannot adapt to new circumstances, cannot communicate with others, or cannot perform the prerequisite universal Soldier or Warrior Skills. Behavior is not an isolated incident and is unchanged by remedial instruction and counseling. Soldier requires excessive remedial education and cadre attention in comparison to reasonable skill and knowledge expectations of a responsible and mature individual (regardless of MOS).

16. Student Dismissal Procedures (Course Drop and Appeal Process):

In all cases, the Chain of Command must consider the student under the “whole person” concept and consider all relevant facts as well as the long-term impact to the student. If after a formal counseling session, the Soldier exhibits any of the criteria listed (i.e. Apathy, indiscipline, negligent discharge, un-teachable), an Academic Board is held in order to determine if the Soldier should be released from the course. Student Dismissal Procedures (Course Drop and Appeal Process) are outlined in the Course Management Plan (CMP), the 316th Cavalry Brigade Course Manager SOP & Desk Reference and AR 350-1.

Recycle/Relief Policy: Student dismissal and appeal process IAW AR 350-1 and TR 350-18 para 3-30, which outline procedures for Student dismissal, cannot be adhered to because of the short length of this course. The following is the course Student dismissal and appeal process:

- a) The Instructor will advise the Student that an appeal must be submitted immediately following receipt of written notification (counseling) of the dismissal action IAW this ISAP.
- b) The Student will acknowledge by endorsement with receipt of the written notification of dismissal action IAW ISAP.
- c) Appeals will be forwarded to the NCOIC who will refer the proposed action and the appeal to the chain of command to determine sufficiency of the dismissal decision. All appellate actions will become part of the Students case file. The Battalion Commander will make the final decision on all dismissals after considering the chain of command recommendations.

17. Student Recognition:

- a) **Honor Graduate:** The Student with the highest grade point average (GPA) is awarded the status honor graduate. The recipient must not have any disciplinary actions during the course. The awarded student will receive a certificate of achievement (COA) for his/her accomplishment.
- b) **Top Shot:** The Student with the highest shooting average throughout the course will be awarded the status of Top Shot of their class. The recipient must not have any disciplinary actions during the course. The awarded student will receive a certificate of achievement for his/her accomplishment.

Appendix E: Course Welcome Letter/Email



DEPARTMENT OF THE ARMY
UNIT LETTER HEAD DATA
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

ATZK-xxxx

DATE

MEMORANDUM FOR: Soldiers Attending Marksmanship Master Trainer Course

SUBJECT: Marksmanship Master Trainer Course Welcome Letter

1. The purpose of this memorandum is to officially welcome you to Marksmanship Master Trainer Course.
2. You are a reserved student for Marksmanship Master Trainer Course AND CLASS # IAW ATRRS. You must arrive to in-processing with a copy of your orders with all amendments, DD Form 1610, and all other applicable documents listed in ATRRS Course Scope and special instructions. In-processing will be conducted XXXXXXXX
3. Students that are not assigned to Fort Benning will arrive on Day 0, to Bldg 4702 located in the Department of Reconnaissance Compound (DoRS) on Old Cusseta Highway (Harmony Church) where they will sign for linen and a barracks room from the ARC Duty NCO. Report times are between 0900-1700. Any student arriving outside of these times needs to contact the ARC Duty NCO at (706) 544-6258. During in-processing students stationed on Fort Benning will receive a barracks room after successful enrollment into the course following the PT Test.
4. All students will report at XXXXXXXXXX for in-processing. Uniform is XXXXX
5. Congratulations on getting a chance to attend Marksmanship Master Trainer Course. It will challenge you both mentally and physically, providing you the skills necessary to succeed on any future battlefield.
6. Point of contact is: XXXXXXXXXX

XXXXXXXXXXXX
CPT, AR/INF
Course Manager

Appendix F: Course Packing List

CTA-50/ Individual Clothing & Equipment					
ITEM #	Description	REQ	ITEM #	Description	REQ
1	Cap, Patrol (w/ rank & nametape)	2 ea	38	Case, Ammo, Small Arms (minimal 6 magazines)	2 ea
2	Name Tapes for ACU uniform	4 ea	39	Magazine (M16)	7 ea
3	U.S. Army Tapes for ACU uniform	4 ea	40	Ear plugs , triple flange w/ case	1 ea
4	Rank for ACU uniform	4 ea	41	Parka, wet weather w/ s lip on rank	1 ea
5	U.S. Full Color Cloth Flag, Velcro	4 ea	42	Trouser, wet weather	1 ea
6	Unit Patches	2 ea	44	Knee & elbow pads	1 set
7	Badges , (Authorized)	2 ea	45	P-Mask, M40	1ea
8	Shirt, ACU	4 ea	46	IBA / IOTV / Unit specific body armor w/ plates	1 set
9	Trousers , ACU	4 ea			
10	Belt, Trousers (tan)	2 ea			
11	Boots, Desert (Clean, Serviceable, & Authorized)	2 pr			
12	Socks , OG 408 (Tan or Green)	7 pr		***Additional Equipment Required Winter Months*** 01OCT-31APR	
13	Undershirt, Tan	7 ea			
14	Necklace, ID(w/long and short chain)	1 set	47	Liner, Coat CW nylon	1 ea
16	Military Issue Eye Glasses and Inserts	2 ea	48	Gator Neck	1 ea
17	Weapons Cleaning Kit	1ea	49	Polypropylene, Tops (brown or tan)	2 pr
18	Brassieres (white or tan) (F)	3 ea	50	Polypropylene, Bottom s (brown or tan)	2 pr
19	Sports Bras (white or tan) (F)	3 ea	51	Fleece Jacket, Cold Weather (foliage green)	1 ea
20	Bag, Duffel	1 ea	52	Trousers , Gore-Tex	1 ea
21	MOLLE Assault Pack	1 ea	53	Jacket, Gore-Tex (w/ s lip-on rank & nametape)	1 ea
22	Approved eye protection, Ballistic, clear/tint	1 pr			
23	ACH or Kevlar Helmet w/ cover	1 ea			
24	LBE/LBV/LCV	1 ea			
25	IFAK or Pouch, w/ 1st Aid Bandage	1 ea			
26	Camelback (hydration system, digital pattern)	1 ea			
36	Canteen, w/ cover, 1 qt	2 ea			
37	Canteen, w/ cover, 2 qt	1 ea			

NOTE: Reference the following MMTc website link to obtain the most up to date packing list for this course. <http://www.benning.army.mil/armor/316thCav/129/mmtc/index.html>

Appendix G: Student In-processing Form

316th Cavalry Brigade Student In processing Form

CLASS NUMBER: _____ COURSE: _____

INDIVIDUAL DATA:

Name:		Rank:	SSN:
PMOS:	BASD:	TIG:	Time in Service:
Unit:	Installation:	Time in Current Unit: _____ Mos.	
Current Duty Position:		Time in Current Position: _____ Yrs. _____ Mos.	
Highest PME completed (NCOES Level):		SSD Level Completed:	
GT Score:	CO Score:	Languages:	
Number Deployments:	Total Months Deployed:	CTC Rotations participated in: NTC: JRTC: JMRTC:	
Formation types served?	ABCT SBCT IBCT	(Circle All that apply-Complete Applicable Area Below)	

FORMATION GUNNERY DATA:

	TIME IN BCT FORMATION	# Gunneries Driver/Loader	PLATFORM TYPE(S)	# Gunneries Gunner	PLATFORM TYPE(S)	# Gunneries (VC/BC/TC)	PLATFORM TYPE(S)
ABCT:							
# CREW QUAL							
# PLT LIVE FIRES							
# CALFEX							
SBCT:							
# CREW QUAL							
# PLT LIVE FIRES							
# CALFEX							
IBCT:							
# CREW QUAL							

PLATFORM EXPERIENCE DATA:

Abrams Platform Experience: Y / N	Version(s):	A8 or K8 Master Gunner Qual: Y / N
Have you attended the Abrams Commander Course: Y / N (M1A1 / M1-SEP)	SABOT Academy: Y/N (_____ Days)	
Armor Leadership Positions Held / Length:		
Most Recent Qualification Dates (MO/YR): Vehicle Commander: _____ Vehicle Gunner: _____		

Bradley Platform Experience: Y / N	Version(s):	J3 Master Gunner Qual: Y / N
Have you attended the Bradley Leaders Course: Y / N	SABOT Academy: Y/N (_____ Days)	
Bradley Leadership Positions Held / Length:		
Most Recent Qualification Dates (MO/YR): Vehicle Commander: _____ Vehicle Gunner: _____		

Stryker Platform Experience: Y / N	Version(s):	R8 Stryker Master Gunner Qual: Y / N
Have you attended the Stryker Leaders Course: Y / N	SABOT Academy: Y/N (_____ Days)	
Stryker Leadership Positions Held / Length:		
Recent Qualification Date: Vehicle Commander: _____ Vehicle Gunner: _____		

Airborne Experience: Y / N	Jump Master Qual: Y / N
SL / PSG / PL Positions Held / Length: _____ / _____ Yrs. _____ Mos.	
Other Leadership Positions / Length: (Weapons Squad Leader / Section Leader) _____ / _____ Yrs. _____ Mos.	

COURSE PREPAREDNESS DATA:

Waiver Required: Y / N	Waiver Type:	
Medical Profile: Y / N	Type:	Prevents Participation In: PU / SU / Run / ALT / None
Confirmed Course Attendance Known: _____ Mo.	Briefed at Unit on Course Prerequisites: Y / N	
Did your unit prepare you academically: Y / N		