



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

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AIR STATION BULLETIN 3574

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: FISCAL YEAR 2026 ANNUAL RIFLE QUALIFICATION AND COMBAT PISTOL PROGRAM

Ref: (a) MCO 3574.2M (Marine Corps Combat Marksmanship Program)
(b) CMC Washington DC 191828Z FEB 21 (MARADMIN 082/21)
(c) ASO 3570.1A (Marine Corps Air Station Beaufort Range and Training Areas)
(d) MCO 3504.2A Operations Event/Incident Report (OPREP-3 SIR)
(e) MCAS Beaufort Marksmanship Training Deliberate Risk Assessment
(f) Depot Bulletin 3500 Cancellation: September 2026

Encl: (1) Range Equipment List
(2) ARQ Preparatory Training Schedule of Events
(3) ARQ and CPP Range Quotas and Staff Tasking
(4) Staff Non-Fire Statement of Understanding

2. Purpose. Per reference (a) and (c) Marine Corps Air Station (MCAS) Beaufort, Ranges and Training Branch (RTB) will develop, sustain, and improve individual combat marksmanship skills by providing annual CPP and ARQ preparatory training for tenant commands aboard the Air Station.

2. Background. Per references (a) and (b), all Marines designated a service rifle or pistol as their T/O weapon are required to maintain proficiency within the Annually Rifle Qualification (ARQ) and Combat Pistol Program (CPP) standard.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maximize available allocations for required Marines while providing instructional proficiency and confidence with the weapon(s) a Marine will fight with in combat.

(2) Concept of Operations

(a) Rifle range training and qualification will be conducted as scheduled by Weapons Field Training Battalion (WFTBN) Rifle Range aboard Marine Corps Recruit Depot (MCRD) Parris Island. CPP will be conducted aboard MCAS Beaufort. Marines will receive periods of instruction on marksmanship per reference (a) and (b), followed by live fire practical application on the designated range. All Marines will be trained to effectively employ the individual service weapons with which they are assigned.

(b) See Encl (3) for ARQ/ CPP dates and range staff tasking.

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b. Tasks

(1) RTB

(a) Teach all periods of instruction on rifle and pistol marksmanship per references (a) and (b).

(b) Coordinate use of the MCAS Beaufort and WFTBN training areas for the periods designated per the Fiscal Year 2026 (FY26) WFTBN annual training plan and enclosure (3).

(c) Coordinate logistics requirements with supporting units for armory, chow, ammunition and transportation support as required.

(d) Coordinate administrative requirements, to include range rosters and score sheets between WFTBN and supported units at MCAS Beaufort.

(e) Coordinate with MCAS Beaufort Branch Health Clinic to provide medical support for the MCAS Beaufort Pistol Range (Corpsman with appropriate medical equipment as required).

(f) Coordinate and supervise placement of a safety vehicle and driver for emergency casualty transport from the MCAS Beaufort Pistol Range.

(g) Provide a Range Officer in Charge (OIC) and Range Safety Officer (RSO) in support of Beaufort Pistol Range.

(h) Process all qualification score cards for certification in the Marine Corps Total Information Management System.

(i) Ensure the assigned Staff Sergeant or above from the supported unit attends the Staff Non-fire brief at 1400 on Thursday, two weeks prior to firing week in the WFTBN S-3 conference room, as directed in enclosures (3) and (4).

(2) Supported Unit Armories

(a) Conduct Limited Technical Inspection (LTI) and Pre-Firing Inspection (PFI) on all weapons identified to be fired and prepare appropriate documentation for Staff Non-fire meeting as directed by RTD.

(b) Provide stock weapons and miscellaneous armory equipment (slings, magazines, pouches, etc.) per request.

(c) Be prepared to support each range with an armorer. The tasked armorer will coordinate with the Staff Non-fire for range location and show times.

(d) Provide five stock weapons as directed by reference (f).

(e) Ensure that the armory is open and ready to issue weapons for the duration of range details as scheduled in enclosure (3).

(3) Motor Transport. Provide two cargo vans and four buses for weapons and personnel transport as required per log request.

(4) Supported Units

(a) Coordinate with RTB concerning marksmanship training.

(b) Provide shooter nominations rosters to RTB no later than seven business days prior the first training day. No walk-ons will be entertained after grass week. See enclosure (3) for allotted quotas. Ensure all shooters are available to attend each event per references (a) and (b). Marines with scheduled appointments (e. g.; medical, dental, legal proceedings, etc) will need to be rescheduled for another range.

(c) Provide a Staff Non-commissioned Officer or above as the Staff Non-fire for range details as assigned in enclosure (3).

(d) Each unit will provide one qualified coach possessing the secondary Military Occupational Specialty 0933 or 0931, for every 16 shooters per the unit's assigned quotas for the range detail.

(e) Units will provide a total of five coaches and five Pit Verifiers, and one Certifying Officer, per range to RTB for ARQ. See enclosure (3) for tasking. Pit Verifiers must be a Sergeant or above and Certifying Officers must be a Staff Sergeant or above.

(f) Failure of units to utilize all allocations given will not constitute a waiver, units are to have a walk on roster on standby in the event there is a dropped shooter prior to firing week.

(g) Ensure shooters possess all required individually issued gear.

(5) Designated Staff Non-fires

(a) Maintain accurate accountability of all Marines assigned to the range detail, their movement, and their conduct while on the range. Ensure all assigned supporting personnel are at their appointed place of duty.

(b) Coordinate with RTB at 228-7736 prior to the ARQ preparatory training schedule of events.

(c) Attend the Staff Non-fire briefing as directed by the RTB at the WFTBN S-3 conference room MCRD Parris Island.

(d) Attend the ARQ brief at the MCAS Beaufort Theater at 0800, Monday, or the first day of the range detail per enclosure (3).

(e) NLT 1100 on Tuesday, prior to live fire, ensure that the armory custodians have conducted an LTI and PFI on all weapons that will be utilized for the range and collect appropriate documentation.

(f) NLT 1130 on Wednesday, gather all shooters, coaches and bus drivers at the armory parking lot and pass the relay times and final instructions for the range.

(g) On Thursday, prior to live fire, report to Motor Transportation to sign for the vans. The POC can be reached at (843) 228-7025/7058.

(h) Ensure designated Pit Verifiers and Certifying Officers are briefed of their duties, are present and accounted for, and depart only when dismissed by the ARQ Range OIC. All Pit Verifiers and Certifying Officers are required to be present on the ARQ range at 0600 on firing detail qualification days.

(i) Notify RTB at (843) 228-7736 if any Marine is dropped from the detail as soon as possible.

(j) Pick-up breakfast and lunch chow for the shooters with a meal card from the WFTBN mess hall before or during firing and distribute meals to Marines as required. The WFTBN mess hall phone number is (843) 228-3570.

(k) Review rosters and score cards with WFTBN S-3 immediately after the completion of live fire qualification.

(6) Bus Drivers

(a) Report to RTB building 597, room 104, at 0800, Wednesday of Grass Week, for the Driver Brief. Bus drivers must be 21 years old and possess a valid State driver's license, a current military bus license and a copy of their medical certification to drive a military vehicle.

(b) On Wednesday at 0830, RTB will direct bus drivers to Motor Transportation to sign for buses. POC can be reached at (843) 228-7025/7058. Buses will be prepositioned at the Consolidated Issue Facility (CIF) parking lot, located across from the armory. Drivers will notify the Staff Non-fire at (843) 321-0501 or RTB at (843) 228-6642 when this task is complete.

(c) Drivers will be available to transport Marines to WFTBN during the week of fire and will remain at the range until all firing is complete or released by the Staff Non-fire.

c. Coordinating Instructions

(1) ARQ

(a) Grass Week

1. Theater. Monday, 0800-1100, all shooters and coaches will attend the rifle range preparatory training.

2. Armory (Bldg 1260). Monday, NLT 1130, all shooters will report to their respective armories for weapons, Rifle Combat Optic and magazine issue.

3. Armory (Bldg 1260). Tuesday, NLT 0800, all shooters will report to their respective armory and draw weapons.

4. Armory (Bldg 1260). Tuesday, 0900-1200, shooters will be required to verify their information on the roster, then hands-on preparatory training will be conducted by the RTB staff.

5. Indoor Simulated Marksmanship Training (ISMT). Wednesday 0900-1200, troubled shooters will go to the ISMT on Parris Island and all other shooters will continue practical application on barricades.

6. Armory (Bldg 1260). Thursday, 1130-1200, all shooters, coaches and bus drivers will meet at the armory parking lot to receive instruction from the Staff Non-fire regarding relay times and final instructions for the range.

(b) Firing Week

1. WFTBN Range. Monday - Wednesday, live ARQ will be conducted per the WFTBN standard operating procedures. All shooters shall attend each event, Marines who cannot attend all training events will be dropped and may be reschedule for another range. Marines who become listed as a dropped shooter will not automatically be considered for a waiver.

2. All shooters will report to the armory as directed by the Staff Non-fire for weapons issue and accountability.

3. All shooters regardless of rank will carry their own weapon to and from the range and will clean their weapon upon return to the armory.

(2) CPP

(a) 1st day, 0900-1000: All shooters will report to Bldg 597, base theater, for the CPP class. First time shooters will be identified. Relay designation will follow the CPP class. After the class and relay designation, shooters will report to the armory to sign for an M18 and associated gear. Sustainment course shooters will then report to the range immediately after signing for the gear. The shooters that will shoot the full course of fire will turn in their weapons and be released for the day.

(b) 2nd and 3rd Day, 0900: A safety brief will be conducted on the range prior to the start of every relay. There will be three relays available at 0900, 1100, and 1300. For safety and accountability purposes, Marines must check in and out with the RSO upon arrival and departure from the range.

d. Resources and Application

(1) Medical Considerations

(a) Serious Incident/Injury. An incident resulting in the serious injury of personnel or conditions that necessitate reporting requirements per reference (d) during training will result in an immediate "safety, cease training". Serious injured personnel will be transported to the nearest emergency facility via installation first responders via established range communication and emergency response procedures.

(b) Minor Incident/Injury. In the event of a minor incident/injury during live fire, range staff will make the determination of "safety, cease training" based on recommendations from appropriate on scene medical authority.

(2) Government Vehicle Incidents. Vehicle incidents will be appropriately documented on a SF-91 (Motor Vehicle Accident Report) and if applicable SF-94 (Statement of witness) and submitted to the appropriate responsible authority.

(3) Key personnel. Assigned safety Corpsman will remain on the range for its duration, posted with a full view of training being conducted. Corpsman will not be permitted to participate in firing, unless relieved by an alternate Corpsman.

b. Logistics

(1) Messing

(a) During the conduct of ARQ, the Staff Non-fire will pick up meals from WFTBN chow hall and distribute them to Marines with meal cards. Marines without meal cards are required to bring their own chow.

(b) During the conduct of CPP, chow will not be provided.

(2) Transportation

(a) Buses and vans will support transportation to ARQ and will remain at the range until completion.

(b) All shooters are responsible for transport to and from CPP.

5. Applicability. This Bulletin is applicable to all commands aboard MCAS Beaufort and is effective the date signed.

6. Cancellation Contingency. This Bulletin is cancelled September 2026 or when modified in incorporation into an Air Station Order.



T. J. FELTER

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Range Equipment List

Required

ARQ	CPP
(6) Magazines	(2) Magazines
(3) Double Magazine pouches	(1) Magazine Pouch
Vickers two point Sling	M18 (L/R Hand) Holster
Service Issued Plate Carrier	
Service Issued Helmet	
Data book (NAVMC 11660 Rev. 02-12)	

Equipment Common to All

Woodland MARPAT Utilities W/ Cover
Water source
T/O service weapon (Armory Provided)
Pen
Weapons Cleaning Gear

Recommended

Gortex (Top and bottom)
Cold weather gear (seasonal)
Boonie and Beanie Cover authorized on range per WFTBN SOP

Unauthorized Equipment

Any clothing item not authorized for "field" activities by MCO P1020.34H.
Personal items that would detract from good order, discipline or safety of a range area

REQUIRED EQUIPMENT IS MANDATORY EVERY TRAINING DAY. Any additional equipment the Marine will be using during combat operations should be used during this course and be configured/worn per the individual's unit SOP.

ARQ Preparatory Training Schedule of Events

ARQ preparatory training events are scheduled for Tuesday and Wednesday of the week prior to the firing range. However, these dates and times are subject to change. Changes will be relayed through Staff Non-fire/RTD.

Monday:

0800-1100: MCAS Beaufort Theater, ARQ Preparatory Training

Conducted by: RTB weapons handling/positions/fundamentals/Optics/effects of weather, data book.

Required items: Uniform of the day, Data Book

1130-1600: Armory as directed by RTB staff.

Conducted by: RTD/SNF

Required items: camouflage utilities, rifle with sling, flak, Kevlar (3) magazines with magazine pouch and a water source.

Tuesday:

0800-1200: Armory, Hands-on preparatory training as directed by RTB staff.

Conducted by: RTD/SNF

Required items: Camouflage utilities, rifle with sling, flak, kevlar, (3) magazines with magazine pouch and a water source.

Wednesday:

0900-1200: ISMT PARRIS ISLAND FOR TROUBLED SHOOTERS, ALL OTHER SHOOTERS MAY REMAIN ON MCAS FOR PRAC APP ON BARRICADES

Thursday

1130-1200: Armory Parking Area, Final instructions.

Conducted by: Staff Non-fire.

NOTE: ALL SHOOTERS SHALL ATTEND EACH EVENT PER MCO 3574.2M. INDIVIDUAL REQUESTS TO DEVIATE FROM THIS LOI MUST BE APPROVED BY THE RANGES AND TRAINING DIVISION OIC/SNCOIC. MARINES WHO FAIL TO ATTEND ALL TRAINING EVENTS AS OUTLINED IN THIS LETTER OF INSTRUCTION WILL BE DROPPED AND REPORTED AS UA TO THEIR APPROPRIATE COMMAND UNLESS THEIR ABSENCE HAS BEEN AUTHORIZED BY THE RANGES AND TRAINING DIVISION OIC/SNCOIC.

Enclosure (2)

ARQ and CPP Range Quotas and Staff Taxing

Shooter Quotas ARQ FY 26								
SNF ARQ	Firing Dates	Range	MAG-31	H&HS	MWSS-273	CLC-23	MACS-2	Total
ARQ 1-26	17-20 NOV	Starlite	30	21	12	4	8	75
ARQ 2-26	1-4 DEC	Starlite	30	21	12	4	8	75
ARQ 3-26	20-23 JAN	Starlite	30	21	12	4	8	75
ARQ 4-26	9-12 FEB	Starlite	30	21	12	4	8	75
ARQ 5-26	17-20 FEB	Starlite	30	21	12	4	8	75
ARQ 6-26	6-9 APR	Starlite	30	21	12	4	8	75
ARQ 7-26	27-30 APR	Starlite	30	21	12	4	8	75
ARQ 8-26	8-11 JUN	Starlite	30	21	12	4	8	75
ARQ 9-26	24-27 AUG	Starlite	30	21	12	4	8	75

CMC Staffing ARQ FY26								
SNF ARQ	Firing Dates	Range	MAG-31	H&HS	MWSS-273	CLC-23	MACS-2	Total
ARQ 1-26	17-20 NOV	Starlite	2	1	1	1	0	5
ARQ 2-26	1-4 DEC	Starlite	2	1	1	0	1	5
ARQ 3-26	20-23 JAN	Starlite	2	1	1	1	0	5
ARQ 4-26	9-12 FEB	Starlite	2	1	1	0	1	5
ARQ 5-26	17-20 FEB	Starlite	2	1	1	1	0	5
ARQ 6-26	6-9 APR	Starlite	2	1	1	0	1	5
ARQ 7-26	27-30 APR	Starlite	2	1	1	1	0	5
ARQ 8-26	8-11 JUN	Starlite	2	1	1	0	1	5
ARQ 9-26	24-27 AUG	Starlite	2	1	1	1	1	5

Staff Non Fire Staffing ARQ FY26								
SNF ARQ	Firing Dates	Range	MAG-31	H&HS	MWSS-273	CLC-23	MACS-2	Total
ARQ 1-26	17-20 NOV	Starlite	0	0	1	0	0	1
ARQ 2-26	1-4 DEC	Starlite	0	0	0	1	0	1
ARQ 3-26	20-23 JAN	Starlite	0	0	0	0	1	1
ARQ 4-26	9-12 FEB	Starlite	1	0	0	0	0	1
ARQ 5-26	17-20 FEB	Starlite	0	1	0	0	0	1
ARQ 6-26	6-9 APR	Starlite	0	0	1	0	0	1
ARQ 7-26	27-30 APR	Starlite	0	0	0	1	0	1
ARQ 8-26	8-11 JUN	Starlite	0	0	0	0	1	1
ARQ 9-26	24-27 AUG	Starlite	1	0	0	0	0	1

ARQ and CPP Range Quotas and Staff Taxing

Bus Driver Staffing ARQ FY26								
BUS OP ARQ	Firing Dates	Range	MAG-31	H&HS	MWSD273	CLC-23	MACS-2	Total
ARQ 1-26	17-20 NOV	Starlite	0	0	0	1	1	2
ARQ 2-26	1-4 DEC	Starlite	0	1	1	0	0	2
ARQ 3-26	20-23 JAN	Starlite	1	0	0	0	1	2
ARQ 4-26	9-12 FEB	Starlite	0	0	1	1	0	2
ARQ 5-26	17-20 FEB	Starlite	1	1	0	0	0	2
ARQ 6-26	6-9 APR	Starlite	0	0	0	1	1	2
ARQ 7-26	27-30 APR	Starlite	0	1	1	0	0	2
ARQ 8-26	8-11 JUN	Starlite	1	0	0	0	1	2
ARQ 9-26	24-27 AUG	Starlite	0	0	1	1	0	2

Certifying officer (SSgt and above) ARQ FY26								
Cert O ARQ	Firing Dates	Range	MAG-31	H&HS	MWSD273	CLC-23	MACS-2	Total
ARQ 1-26	17-20 NOV	Starlite	1	0	0	0	0	1
ARQ 2-26	1-4 DEC	Starlite	0	0	0	0	0	0
ARQ 3-26	20-23 JAN	Starlite	0	0	0	0	0	0
ARQ 4-26	9-12 FEB	Starlite	1	0	0	0	0	1
ARQ 5-26	17-20 FEB	Starlite	0	0	0	0	0	0
ARQ 6-26	6-9 APR	Starlite	0	0	0	0	0	0
ARQ 7-26	27-30 APR	Starlite	1	0	0	0	0	1
ARQ 8-26	8-11 JUN	Starlite	0	0	0	0	0	0
ARQ 9-26	24-27 AUG	Starlite	0	0	0	0	0	0

All Pit Verifiers and Certifying Officers are required to be present on the ARQ range at 0600 on Day 2 and Day 3 of the firing detail.

Pit Verifiers (Sgt and above) ARQ FY26								
PV ARQ	Firing Dates	Range	MAG-31	H&HS	MWSD273	CLC-23	MACS-2	Total
ARQ 1-26	17-20 NOV	Starlite	1	1	1	1	1	5
ARQ 2-26	1-4 DEC	Starlite	0	0	0	0	0	0
ARQ 3-26	20-23 JAN	Starlite	0	0	0	0	0	0
ARQ 4-26	9-12 FEB	Starlite	1	1	1	1	1	5
ARQ 5-26	17-20 FEB	Starlite	0	0	0	0	0	0
ARQ 6-26	6-9 APR	Starlite	0	0	0	0	0	0
ARQ 7-26	27-30 APR	Starlite	1	1	1	1	1	5
ARQ 8-26	8-11 JUN	Starlite	0	0	0	0	0	0
ARQ 9-26	24-27 AUG	Starlite	0	0	0	0	0	0

All Pit Verifiers and Certifying Officers are required to be present on the ARQ range at 0600 on Day 2 and Day 3 of the firing detail.

Enclosure (3)

ARQ and CPP Range Quotas and Staff Taxing

CPP RANGE SCHEDULE MCAS BEAUFORT			
CPP	Firing Dates	Range	TOTAL
CPP 1-26	DEC 9-11	MCAS	50
CPP 2-26	JAN 6-8	MCAS	50
CPP 3-26	FEB- 10-12	MCAS	50
CPP 4-26	MAR 10-12	MCAS	50
CPP 5-26	APR 14-16	MCAS	50
CPP 6-26	MAY 12-14	MCAS	50
CPP 7-26	JUN 9-12	MCAS	50
CPP 8-26	JULY 7-9	MCAS	50

Enclosure (3)

Staff Non-Fire Statement of Understanding

1. As the SNF, I am solely responsible for maintaining roster accountability and for having a detailed understanding of all activities during grass week and range week.
2. As the SNF for ARQ _____ I will:
 - A. ___ Verify the Marines are accounted for each day.
 - I. ___ Ensure weapons are properly maintained.
 - II. ___ Work with RTB staff to ensure Marines receive proper training.
 - III. ___ Assist in all grass week activities.
 - IV. ___ Give chow to the Marines with meal cards.
 - V. ___ Conduct accountability each morning, ensuring a report is given to the OIC of the ARQ range with LTI/PFI.
 - B. ___ All early release letters must be signed and given to the ARQ Range OIC prior to the firing day.
 - C. ___ Ensure weapons are transported properly.
 - D. ___ Supervise the loading and unloading of personnel and cargo.
 - E. ___ Ensure all parking is in the designated parking spots aboard MCRD Parris Island.
 - F. ___ Ensure all Marines on the roster are informed of their appointed place of duty.
 - G. ___ Ensure coaches are at Monday brief prior to the shooting week.
 - H. ___ Ensure you attend the WFTBN in-brief as scheduled with the MCAS Beaufort Detail roster. No substitution of shooters may occur after grass week. Any changes must be routed through RTD.
 - I. ___ Ensure an MCAS Beaufort armorer is present prior to the start of an ARQ range and remains for the duration of the day's training.
 - J. ___ Establish communication with the ARQ Range OIC following the in-brief.
 - K. ___ Communicate any deviation with the ARQ Range OIC and RTB Staff.

RTB STAFF PRINT SIGN DATE _____

STAFF NON-FIRE PRINT SIGN DATE _____