



UNITED STATES MARINE CORPS
Training Command
Marine Corps Combat Development Command
3300 Russell Road
Quantico, Virginia 22134

In Reply Refer To

TrngComO 1500.1
C471
30 APR 2001

TRAINING COMMAND ORDER 1500.1

From: Commander
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE (SOP) FOR REQUESTING A
STUDENT SCHOOL SEAT AT WEAPONS TRAINING BATTALION

1. Purpose. To establish the procedure whereby units from other Services may request formal school seats for courses given at Weapons Training Battalion, Training Command, Quantico, VA.
2. Background. The courses given at Weapons Training Battalion include: High Risk Personnel (HRP) Course, Scout Sniper Instructor School (SSIS) Courses, Small Arms Weapons Instructor School (SAWIS) Courses, and Dynamic Entry School Courses.
3. Policy. Units will submit a letter requesting school seats to the Commanding General, Training Command. This letter is to be submitted via the senior training command of the requesting Service. Units from Joint Service Training Commands must also submit requests via the respective Service Training Command (i.e. TRADOC for the Army, CNET for the Navy, and AETC for the Air Force). The request can be sent via:
 - a. Mail: Commanding General
Training Command (C471)
3300 Russell Road
Quantico, VA 22134
 - b. Fax: (703) 784-0012
 - c. E-mail: TRNGCOMOperations@tecom.usmc.mil
4. Each request must include:
 - a. Course of instruction requested;
 - b. Time frame available to attend;
 - c. Unit, name, rank, and SSN of individual to attend;
 - d. Reason for attendance;
 - e. Documented validation of the course prerequisites being met by individuals.

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5. Training Command will then notify the requesting unit of the tentative school seat allocations available.
6. Tentative school seat allocations will not be finalized until 30 days or more from the course convening date; these allocations are specifically intended for Marines and will only be granted to other Services if space is available.
7. The decision to allow a non-Marine to attend one of these courses is based on the reason for taking the course, meeting the course prerequisites, and school seat availability.
8. When allocations are made final for the course requested, direct liaison with Weapons Training Battalion will be directed.
9. Federal Government Law Enforcement Agencies requesting a school seat will correspond directly with Schools Section, Weapons Training Battalion for school seat allocation.


D. M. DYKSTRA
Chief of Staff

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