Marines,

 On behalf of the Director of The Martial Arts & Fitness Center of Excellence (MAFCE), welcome to the Martial Arts Instructor Course. You are receiving this letter because you are registered for the MAIC 6-23 convening on 31 October 2022. It is mandatory that you arrive and are seated in the Raider Hall Classroom no later than 0700 on 31 October 2022. The Command Screening Checklist can be found at <https://www.fitness.marines.mil> under the Martial Arts tab.

 If you cannot attend for any reason, please de-register or contact the MAIC Lead GySgt Bowen.

Email: jeremy.bowen@usmc.mil

Work: 703-432-6542

**Pertinent Information:**

Report date: 31 October

Convene date: 31 October

Graduation date: 18 November

**Course Prerequisites:**

1. Corporal or above

2. Gray Belt

3. 1st Class (235) PFT/CFT

4. Full duty status

5. Shoulder injury free in the past two years

6. No concussion/TBI within the past 6 months

7. No NJP’s in the last year

8. No pending legal action

**\*No pre-requisites are waived and will result in dis-enrollment should a Marine not meet the minimum requirement.**

**Billeting/Messing:**

1. All Students not stationed on MCB Quantico will attempt to make reservations at Liversedge Hall aboard MCBQ.

2. If lodging is not available you **MUST** obtain a letter of non-availability. Proceed to make reservations at another local hotel. Keep in mind your Per Diem rate for lodging. We recommend the Stafford area as it is closer to our facility.

3. When checking into the MAFCE aboard Camp Barrett, have your Hotel information available. Room number, address, and contact information for the hotel.

4. Marines will have the ability to eat at the chow hall. We will not be issuing any meal cards.

**Reporting:**

Report to the MAFCE, Raider Hall (24191 Gilbert Road Quantico VA 22134) aboard Camp Barrett NLT 0700 on 31 October. This is Training Day 1. Failure to report on time will result in dis-enrollment. If you have travel delays please coordinate with the MAIC Lead Instructor. Marines arriving prior to the convene date do not need to report to the MAFCE for any reason until required for check-in. If you need assistance for any reason on the report day 31 October, please reach out to the Lead Instructor.

**Fitreps:**

Please ensure your TD Fitrep is submitted prior to arrival. You must bring a copy of your submitted Fitrep with you.

**Required Items for Check-in:**

1. Copy of your DTS orders

2. Command Screening Checklist

3. Current Basic Training Record with belt page

4. Command contact information (CO and Sergeant Major’s email and phone number)

5. Copy of submitted TD fitrep

**IIF gear will be issued** when the course starts, but you are required to bring all of the following:

**Gear List**

|  |  |
| --- | --- |
| ITEMS | QUANTITY |
| Green on Green Physical Training Gear (No Logos) | PFT only |
| Glow Belt  | 1 |
| Running Shoes | 1 Pair |
| Mouthpiece | 1 (Extra is highly encouraged) |
| Glasses | If needed |
| Appropriate hot/cold weather gear | Recommended |
| Woodland Utilities | 3 Sets (Recommended) |
| Woodland 8 Point Cover | 1 |
| Boots | 2 Pairs |
| Note Taking Gear/Cards | Recommended |
| Wrestling Shoes | Recommended |
| Personal Groin Protection | Recommended |

\***Wrestling Shoes, Personal Shin Protection, Personal Gloves, Personal Laptop and a Camel Back WITH bladder are HIGHLY recommended upon reporting to the course. Though it cannot be mandated we cannot stress enough how recommended it is.**

If you have any questions or issues prior to check in day; please call one of the numbers listed below:

GySgt Bowen, Jeremy

Phone Number: 703-432-6542

Email: jeremy.bowen@usmc.mil

MAIC Lead Instructor