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

105-23 convening on 27 November 2023. It is mandatory that you arrive no later than 0700, 27 November 2023. 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 contact the Lead Instructor for this course Sgt Cameron.

Email: Frankie.cameron@usmc.mil

Work: 703-432-7392

**Pertinent Information:**

Report date: 26 November

Convene date: 27 November

Graduation date: 15 December

**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 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 27 November. 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 please reach out to the Lead. Due to the shortage of woodland utilities **DESERT UTILITIES WILL BE THE UNIFORM OF THE DAY WHILE CONDUCTING MCMAP TRAINING.**

**Required Items for Check-in:**

1. Copy of your DTS orders with approved funding letter

2. Command Screening Checklist

3. Current Basic Training Record with belt page

4. Current Basic Individual Record

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

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

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| --- | --- |
| **Gear List**  ITEMS | QUANTITY |
| Green on Green Physical Training Gear (No Logos) | 2 |
| Glow Belt | 1 |
| Running Shoes | 1 Pair |
| Mouthpiece | 1 (Extra is highly encouraged) |
| Glasses | If needed |
| Appropriate hot/cold weather gear | Recommended |
| Desert Utilities  Desert 8 Point Cover  Woodland Utilities | 3 Sets (Recommended)  1  1 Set |
| Woodland 8 Point Cover | 1 |
| Boots | 2 Pairs |
| Note Taking Gear/Cards | Recommended |
| Wrestling Shoes | Highly recommended |
| Personal Groin Protection  Bladder for camelback (not issued at IIF)  Laptop/Tablet | Highly recommended  Highly recommended  Highly recommended |

If you have any questions or issues prior to check in day; please call the Lead Instructor listed below

Sgt Cameron, Frankie

Phone Number: 703-7392

Email: Frankie.cameron@usmc.mil

MAIC Lead Instructor