



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

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7 May 97

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From: Commanding General
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Subj: DIVISION SCHOOLS SYSTEM CATALOG

Encl: (1) Locator Sheet

1. Purpose. To publish the 3d Marine Division Schools System Catalog.
2. Cancellation. DivO P1500.17G
3. Background. This manual provides information on 3d Marine Division Schools' courses available to Western Pacific commands
4. Summary of Revision. The content of this catalog has been revised to reflect current resident course offerings, descriptions and requirements.
5. Certification. Reviewed and approved this date.

R. B. INGRAM
Chief of Staff

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DIVISION SCHOOLS SYSTEM CATALOG

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JAPAN

DIVISION SCHOOLS SYSTEM CATALOG

INTRODUCTION

0001. SCOPE. This Catalog is the basic reference for all regularly scheduled, resident, and periodic courses that 3d Marine Division's Division Schools conducts. The courses entail instruction to supplement individual and unit training in order to improve the combat readiness of the Division.

0002. DIVISION SCHOOLS SYSTEM. The Division Schools System includes Division Schools courses of instruction, periodic courses, and Division Schools-Hawaii. The 3d Marine Division Schools' mission is to provide instruction in combat arms and combat support MOSs to improve the combat readiness of the Division.

0003. PERIODIC COURSES. Various staff sections, organizations, and units of the 3d Marine Division sponsor periodic courses. The Assistant Chief of Staff, G-3 Training (G-3T) and the Director, Division Schools control quotas and the scheduling of periodic courses. Normally Division Schools conducts periodic courses at the Division Schools complex at Camp Hansen.

0004. DIVISION SCHOOLS HAWAII. The Director, Division Schools on Okinawa is responsible for ensuring instruction and administration are standardized between Division Schools-Okinawa and Division Schools-Hawaii. Appendix B lists the courses offered in Hawaii.

0005. RECOMMENDATIONS. This Manual is intended to be a management tool. Recommendations and comments are welcome. With recommendations from organizations and units throughout the 3d Marine Division, the Director, Division Schools is responsible for developing courses to supplement individual or unit training, or assist in remedying short-term training deficiencies. Address comments or recommendations to:

Commanding General (G-3T)
3d Marine Division
Unit 35801
FPO AP 96602-5801

DIVISION SCHOOLS SYSTEM CATALOG

CHAPTER 1

DIVISION SCHOOLS OVERVIEW

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DIVISION SCHOOLS SYSTEM CATALOG

CHAPTER 1

DIVISION SCHOOLS OVERVIEW

1000. DIVISION SCHOOLS OVERVIEW

1. Division Schools is located at Camp Hansen, Okinawa, Japan. The school offers regularly scheduled, resident and periodic courses to maintain and improve the war-fighting abilities of individuals, units, and organizations throughout the Division. Division Schools' focus is providing professional, efficient, high-quality support to the overall needs of the Division.

2. The Director and all administrative, operations, curriculum analysis, and logistics personnel are located in Building 2382. The Infantry Squad Leaders Course occurs in Building 2388. The Maintenance Management School is located in Building 2389. The Forward Observer Course is taught in Building 2614, containing the Training Set Fire Observation (TSFO) system. Barracks 2359 and 2361 house Infantry Squad Leader students.

1001. QUOTAS. G-3T and the Director, Division Schools control quotas for all courses

1. Resident Courses Quota Management. Through coordination with the Director, Division Schools, the G-3T allocates, assigns and publishes quotas for regularly scheduled, resident courses. Fundamentally, quota allocation and assignment is based on organization/unit requests and quota availability. However, organizations/units can request quotas on a case-by-case basis even though they do not receive a quota allocation. Organizations/units desiring quotas beyond their allocation for regularly scheduled resident courses must submit requests to the Director, Division Schools four weeks before the commencement of the course.

2. Nominations. After receiving their quota allocation, organizations/units must submit their nominations for regularly scheduled resident courses to the G-3T via the local area network (LAN) no later than five working days before the course convening dates. Additionally, organizations/units must use the course identification codes in all correspondence on courses, particularly when they abbreviate a course name. (See Chapter 3 for course identification codes.) Nominations require the following information:

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a. Name, grade, social security number, and military occupational specialty (MOS). To ensure proper billeting arrangements, female Marine nominations must be annotated with a "W" following the MOS. For example: 123 45 6789/0151W.

b. Rotation Tour Date.

c. Reporting Unit Code.

d. Weapon Type and Serial Number (ISL only)

3. Unused Quotas. If organizations/units do not submit nominations for all allocated quotas, the G-3T, in coordination with the Director, Division Schools, redistributes unfilled quotas. Organizations/units must promptly notify the G-3T of nominees unable to attend a course. Substitutions are authorized as long as both the Director, Division Schools and G-3T is notified before the convening date of a course.

1002. WAIVER OF COURSE PREREQUISITES. Nominations must meet established course prerequisites unless waived by the Director, Division Schools. Request waivers from the Director, informing the G-3T, via the LAN.

ADMINISTRATIVE INSTRUCTIONS

1. Orders. Students attending a course at the Division Schools require temporary additional duty (TAD) orders under the following circumstances:

a. When a student is not permanently stationed at Camp Hansen and requires billeting at Camp Hansen, regardless of the duration of the TAD.

b. When the student is not permanently stationed at Camp Hansen and commutes to Camp Hansen over a period in excess of 30 days.

2. TAD Requests. Organizations/units must request TAD orders via the chain of command from the Division Adjutant via the G-3T.

3. Meals. Messing is available for students who possess a valid meal card. Students reporting on funded orders must pay for all meals.

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4. Billeting. Division Schools arranges billeting for all students, both officer and enlisted, requiring billeting. Staff sections, organizations or units conducting or sponsoring periodic courses, for example, the First Sergeants Course, must coordinate requirements for billeting with Division Schools.

5. Mail. Organizations/units must forward mail to their students attending Division Schools courses. The Division Schools mailing address is:

Student Name & Course
Division Schools, Unit 35875
3d MARDIV
FPO AP 96602-5875

6. Pay. Organizations/units are responsible for ensuring their students receive hard checks. The Administrative Chief, Division Schools assists organizations/units with the delivery of hard checks to students.

7. Transportation. Ground transportation of on-island students to and from Division Schools is the responsibility of organizations/units. Ground transportation of off-island students, for example, to and from the airport, requires coordination with Division Schools.

8. Promotions. Organizations/units must coordinate with the Administrative Chief to ensure students are promoted promptly.

9. Awards. The Commanding General, 3d Marine Division awards the honor graduate from each course with a Certificate of Commendation. The "Leadership Award winner" and "Iron Mike Marine" in the Infantry Squad Leader Course receive a Meritorious Mast from the Commanding Officer, Headquarters Battalion, 3d Marine Division.

10. Fitness Reports. The Officer in Charge of Infantry Squad Leaders Course or the Director will write all fitness reports on students in the Infantry Squad Leader Course, a course over 30 days. Normally the reports are "not observed," and contain the following, section "C" comment: "SNM has completed Infantry Squad Leader Course (Course Number)." The following, additional comments may appear in the section "C":

- a. SNM received the Commanding General's Certificate of Commendation for being the Honor Graduate.
 - b. SNM did not graduate from Infantry Squad Leader Course (course number) for failing to maintain an eighty percent grade point average.
 - c. SNM was disenrolled from Infantry Squad Leader Course (course number) for failing three graded events. (Note: A student may receive an adverse report in circumstances when his behavior or attitude warrants one.)
11. Students receive proficiency and conduct marks during Infantry Squad Leaders Course. The marks correspond to class ranking.

1004. STUDENT REGULATIONS

1. Conduct. For Division Schools, unprofessional conduct is defined as acts bringing discredit to the school. Examples are cheating, involvement with civilian or military authorities while on liberty, and actions not in keeping with good order and discipline. Unprofessional conduct by students at Division Schools is not tolerated.
2. Class attendance. Students are responsible for attending all classes. Unauthorized absences or failure to report at a course convening time is grounds for immediate disenrollment.
 - a. On a case-by-case basis, the chief instructor of a course excuses students from attending classes for medical, dental, and legal appointments.
 - b. For reasons other than medical, dental, and legal appointments, the Director, Division Schools excuses students from attending classes
3. Academic Standards. Students who fail three graded events are disenrolled and returned to their organization/unit. Failure to obtain an eighty percent grade point average is also grounds for disenrollment.

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CHAPTER 2

COURSE LIST

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CHAPTER 2

COURSE LIST

2000. DIVISION SCHOOLS RESIDENT COURSES. The Division Schools regularly scheduled resident courses are:

<u>COURSE</u>	<u>IDENTIFIER</u>
INFANTRY SQUAD LEADER COURSE	
ADVANCED FORWARD OBSERVER COURSE	AFOC
BASIC FORWARD OBSERVER COURSE	BFOC
MAINTENANCE MANAGEMENT LEADER COURSE	
MAINTENANCE MANAGEMENT CLERK COURSE	
CORPORALS LEADERSHIP COURSE	

2001. IDENTIFICATION OF COURSES. Each regularly scheduled resident course is identified by the course identifier (ISL, AFOC, BFOC, MML, MMC, and CLC) and a number indicating the course number for the the fiscal year. For example, ISL 1-96 identifies the first Infantry Squad Leader Course for fiscal year 1996.

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CHAPTER 3

RESIDENT COURSE DESCRIPTIVE DATA (CDD)

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CHAPTER 3

RESIDENT COURSE DESCRIPTIVE DATA (CDD)

3000. GENERAL. The following information describes the regularly scheduled resident courses.

3001. INFANTRY SQUAD LEADER COURSE (ISL)

1. Location. Division Schools, 3d Marine Division, Building 2388, Camp Hansen, Okinawa.

2. Marine Corps Service School Code. M3X

3 Purpose To train students as infantry squad leaders.

4 Length. Thirty-five training days.

5. Scope. The course is designed to train Marines from all 03XX MOSs to become infantry squad leaders. The instruction addresses the tasks outlined in MCO P1510.35B (Individual Training Standards System for the Infantry (Enlisted) Occupational Field 03) and include: tactical measures, weapons, patrolling, communications, intelligence, land navigation, demolition, field skills, and physical fitness.

6. Prerequisites. MOS 03XX, grades lance corporal, corporal, and sergeant. Be physically qualified for duty and free from any medical or administrative matters interfering with attendance. Have a minimum of twelve months remaining on active duty after completion of the course. Demonstrated ability, motivation, and growth potential for promotion. Grade cannot be waived.

7 Frequency. Four classes per year.

8 Capacity Optimum: 39 students. Maximum: 40 students

9. Parent Unit Support. For the Infantry Squad Leaders Course, units must coordinate the following support: Twice during the course, one HMMWV with an ammo driver, and 10 Marines with M16A2 rifles for aggressor support are required; and during the call for fire portion of the course, two 60mm mortar sections with ordnance items and communications equipment are required.

10. Reporting Instructions. Students must report with orders or reporting letter to Building 2388, Camp Hansen, by 0700 of the day the course convenes, in the camouflage utility uniform. Parent organizations/units must ensure their students have all the required clothing and equipment listed in Appendix A.

3002. ADVANCED FORWARD OBSERVER COURSE (AFOC)

1. Location. Division Schools, 3d Marine Division, Building 2614, Camp Hansen, Okinawa.

2. Marine Corps Service School Code. NA.

3. Purpose. To familiarize students with the terms, capabilities, limitations, organization, tactical missions, weapons characteristics, and ammunition effects of Marine artillery, and to introduce the student to naval gunfire (NGF) and close air support (CAS) requesting and controlling procedures.

4. Length. Ten training days

5. Scope. The AFOC uses the Training Set Fire Observation (TSFO) system to simulate the delivery of artillery fire through a terrain scene projected onto a screen. TSFO facilitates practical application of requesting and adjusting indirect fires. Training culminates with a live-fire exercise. The course addresses advanced call for fire procedures. The course includes lectures and practical application on requesting and adjusting indirect fires on irregularly shaped targets, final protective fires, precision registrations, destruction missions, and illumination and smoke procedures. The course also allocates one training day each to NGF, CAS, and integration of air and surface-delivered fires.

6. Prerequisites. Any MOS, any grade. Have a minimum of twelve months remaining on active duty after completion of the course. A graduate of the Basic Forward Observer Course or the 0861 MOS. Be physically qualified for duty and free from any medical or administrative matters interfering with attendance. Must be proficient in basic call for fire procedures. Students must successfully pass an inventory artillery call for fire test (80% minimum) on training day one.

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7. Frequency. Four classes per year
8. Capacity Twenty students
9. Parent Unit Support. Division Schools may request a unit from 4th Marines to provide one 60mm mortar section to fire 160 rounds provided by Division Schools on one training day during the course.
10. Reporting Instructions. Students must report with orders or reporting letter to Building 2614, Camp Hansen, by 0730 of the day the class convenes, in the camouflage utility uniform. Parent organizations/units must ensure their students have in their possession all the clothing and equipment listed in Appendix A.

3003 BASIC FORWARD OBSERVER COURSE (BFOC)

1. Location. Division Schools, 3d Marine Division, Building 2614, Camp Hansen, Okinawa.
2. Marine Corps Service School Code NA
3. Purpose. To familiarize students with the terms, organization, capabilities and limitations, tactical missions, weapons characteristics, and ammunition effects of Marine artillery.
4. Length. Five training days
5. Scope. The BFOC uses the Training Set Fire Observation (TSFO) system to simulate the delivery of artillery fire throughout a terrain scene projected onto a screen. TSFO facilitates the practical application of requesting and adjusting indirect fires. The course provides lecture and practical application on polar, grid, and shift from known point methods of target location. Additionally, students receive instruction on communications and duties of the forward observer.
6. Prerequisites. Any MOS, any grade. Have a minimum of twelve months remaining on active duty after completion of the course. Be physically qualified for duty and free from any medical or administrative matters interfering with attendance. Must be proficient in land navigation and map reading in accordance with Section 2-18 of MBST Individual Combat Basic Tasks (Book 2, Private-

Lance Corporal) portion of MCO P1500.44B, Battle Skills Training/Essential Subjects Handbook. Students must successfully pass a basic map reading test (80% minimum) on training day one.

- 7 Frequency. Four classes per quarter.
8. Capacity Twenty students.
- 9 Parent Unit Support NA
10. Reporting Instructions. Students must report with orders or reporting letter to Building 2614, Camp Hansen, by 0730 of the day the course convenes, in the camouflage utility uniform.

3004 MAINTENANCE MANAGEMENT LEADER COURSE (MML)

1. Location. Division Schools, 3d Marine Division, Building 2389, Camp Hansen, Okinawa.
- 2 Marine Corps Service School Code. ODN.
3. Purpose. To train officers, staff noncommissioned officers, and sergeants on the Marine Corps Integrated Maintenance Management System (MIMMS) in order to enable them to properly supervise their clerks and commodity areas.
- 4 Length Ten training days
5. Scope. This course teaches the skills and knowledge of concepts required for Maintenance Management Officers and Chiefs to be effective at the commodity area of a battalion/squadron. The principle fields of study are supply support, maintenance administration reduction, shop organization, MIMMS Automated Information Systems (AIS), Marine Corps Publication Distribution System (MCPDS), and validation and reconciliation.
6. Prerequisites. Sergeant through captain assigned as maintenance management chiefs or officers. Be physically qualified for duty and free of any medical and administrative matters interfering with attendance. Minimum of twelve months remaining on active duty after completion of the course.

- 7 Frequency. Four classes per year
- 8 Capacity. Optimum: 26 students, Maximum: 26 students
- 9 Parent Unit Support. NA.
10. Reporting Instructions. Students must report with orders or reporting letter to Building 2389, Camp Hansen, by 0700 of the day the course convenes, in the camouflage utility uniform.

3005 MAINTENANCE MANAGEMENT CLERK COURSE (MMC)

1. Location. Division Schools, 3d Marine Division, Building 2389 Camp Hansen, Okinawa.
- 2 Marine Corps Service School Code. ODM.
3. Purpose. To train enlisted Marines, grades private through sergeant, in MIMMS. The training is designed to prepare Marines to assume the duties and responsibilities of a Maintenance Management Clerk at the commodity level.
- 4 Length. Ten training days
5. Scope. The course teaches the technical skills and knowledge for Marine privates through sergeants. The primary fields of instruction are maintenance administration, MIMMS Automated Information Systems, supply support, output reports, publications, maintenance-related programs, validation, and reconciliation.
6. Prerequisites. Private through sergeant. Be physically qualified for duty and free from any medical or administrative matters interfering with attendance. Minimum of twelve months remaining on active duty after completion of the course.
- 7 Frequency. Nine classes per year.
- 8 Capacity Optimum: 26 students, Maximum: 26 students
- 9 Parent Unit Support NA

10. Reporting Instructions. Students must report with orders or reporting letter to Building 2389, Camp Hansen, by 0700 of the day the course convenes, in the camouflage utility uniform.

3006 CORPORALS LEADERSHIP COURSE (CLC)

1. Location. Division Schools, 3d Marine Division, Building 2382 Camp Hansen, Okinawa.

2. Marine Corps Service School Code L9K

3. Purpose. To provide corporals with the education and leadership skills requisite a noncommissioned officer, and to foster the professionalism among corporals in the Marine Corps.

4 Length Nine training days

5. Scope. Instruction is designed to provide corporals with the fundamental professional knowledge and skills required at the squad-leader level. Emphasis is placed on personal leadership, military justice, substance abuse, enlisted information, and training management.

6. Prerequisites. Must be a corporal with six months service remaining after completion of the course. Lance corporals can attend on a space-available basis. Must meet height and weight standards. Must be free from dental, administrative, medical, and personal problems interfering with instruction. Must also possess basic (minimum) issue of uniforms.

7 Frequency. Twenty classes per year (two classes per month).

8. Capacity. Optimum 40 students, Maximum 40 students
Minimum: 20 students.

9. Parent Unit Support. Provide instructors as required and one NCO sword per student if possible.

10. Reporting Instructions. Students report to the Director of Division Schools located in Building 2382, Camp Hansen, by 0730 of the day the class convenes, in the camouflage utility uniform. No orders required.

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CHAPTER 4

PERIODIC COURSES

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CHAPTER 4

PERIODIC COURSES

4000. FORWARD OBSERVER COURSE. The Forward Observer Course regularly supports the Staff Noncommissioned Officer Academy. Currently, two days of instruction by the Forward Observer Course staff is required by the program of instruction for the Sergeants Course, Career Course, and the Advanced Course. Other training support is available at the request of Division organizations/units.

4001. MIMMS MTT TO HAWAII. Once a year, the maintenance management instructors from the Division Schools form a mobile training team (MTT) to provide the Maintenance Management Leaders and Maintenance Management Clerk Course in Hawaii. The MTT is a joint effort of Division Schools, Okinawa and Division Schools, Hawaii. Division Schools, Okinawa is responsible for student handouts, outlines, test booklets, answer sheets, visual aids, and critique sheets. Division Schools, Okinawa also arranges the flight to and from Hawaii, as well as accommodations and transportation. The 3d Marines Operations Officer/S-3 in Hawaii is responsible for soliciting the units for Marines to attend both the Clerks and Leaders Course and arranging a classroom with visual aid support for the instructors. The 3d Marines Operations Officer/S-3 is also responsible for providing the instructors computers and printing of graduation certificates. Other MTT support is available at the request of Division units.

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APPENDIX A

STUDENT EQUIPMENT LISTS

INFANTRY SQUAD LEADER COURSE

Medical/Dental Records	Camo paint
Notebook	Protractor
Pens/pencils/map pens	Lensatic compass
I.D. card	CTA Special Map
I.D. tags	Flashlight (Red lens)
Meal card	Padlock
T/O weapon	Whistle
LTI sheets for weapon	Gray sweat shirt/bottoms (winter)
BFA	Running shoes
Rifle Cleaning Gear	Green PT shorts
(2) Boots, leather or jungle	Appropriate civilian attire (2 sets)
(4) Sets of utilities	(1) Washcloth
(1) Towel	(1) Towel
(2) Utility covers	Personal hygiene gear
(6) Skivvies	Summer Service "C" uniform w/ribbons
(6) Green or black socks	
(3) White socks	
(2) Canteens w/covers	
(1) Canteen cup	
(2) Magazine pouches	
(6) Rifle magazines	
Alice pack w/frame	
Sleeping bag (winter)	
Body Armor	
Helmet w/cover	
Poncho w/liner	
E-tool	
Buttpack	
Cartridge belt	
First aid kit	
Ear plugs	
H-harness	
Field jacket w/liner (winter)	
Black leather field gloves	
Wet weather gear	

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ADVANCED FORWARD OBSERVER COURSE

Notebook

(2) Pens/pencils/map pens

I.D. Card

I.D. Tags

Meal card

(1) boots, leather or jungle

(3) Sets of utilities

(1) Utility cover

(3) Undershirts

(3) Skivvies

(3) Green or black socks

(2) Canteens w/covers

(1) Canteen cup

Body Armor

Helmet w/cover

Cartridge belt

Poncho w/liner

First aid Kit

Ear plugs

H-harness

Lensatic compass

CTA Special Map

(1) Towel

(1) Wash cloth

Personal hygiene gear

DIVISION SCHOOLS SYSTEMS CATALOG

BASIC FORWARD OBSERVER COURSE

Notebook

(2) Pens/pencils/map pens

I.D. Card

I.D. Tags

Meal card

(1) boots, leather or jungle

(3) Sets of utilities

(1) Utility cover

(3) Undershirts

(3) Skivvies

(3) Green or black socks

(1) Towel

(1) Wash cloth

Personal hygiene gear

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CORPORALS LEADERSHIP COURSE
(for Marines staying in transit barracks)

Notebook

(2) Pens/pencils/

I.D. Card

I.D. Tags

Meal card

(1) boots, leather or jungle

(2) Sets of utilities

(1) Utility cover

(5) Green Undershirts

skivvies (As desired)

(5) Green or black socks

Gray sweat shirt/bottoms (winter)

Running shoes

Green PT shorts

Appropriate civilian attire (2 sets/or
As desired)

(1) Padlock

(1) Towel

(1) Wash cloth

Personal hygiene gear

DIVISION SCHOOLS SYSTEMS CATALOG

MAINTENANCE MANAGEMENT CLERKS COURSE
(for Marines staying in transit barracks)

Notebook

(2) Pens/pencils/

I.D. Card

I.D. Tags

Meal card

(1) boots, leather or jungle

(2) Sets of utilities

(1) Utility cover

(5) Green Undershirts

skivvies (As desired)

(5) Green or black socks

Gray sweat shirt/bottoms (winter)

Running shoes

Green PT shorts

Appropriate civilian attire (2 sets/or

As desired)

(1) Padlock

(1) Towel

(1) Wash cloth

Personal hygiene gear

DIVISION SCHOOLS SYSTEMS CATALOG

MAINTENANCE MANAGEMENT LEADERS COURSE
(for Marines staying in transit barracks)

Notebook

(2) Pens/pencils/

I.D. Card

I.D. Tags

Meal card

(1) boots, leather or jungle

(2) Sets of utilities

(1) Utility cover

(5) Green Undershirts

skivvies (As desired)

(5) Green or black socks

Gray sweat shirt/bottoms (winter)

Running shoes

Green PT shorts

Appropriate civilian attire (2 sets/or

As desired)

(1) Padlock

(1) Towel

(1) Wash cloth

Personal hygiene gear

DIVISION SCHOOLS SYSTEM CATALOG

APPENDIX B

COURSE LIST FOR DIVISION SCHOOLS-HAWAII

Infantry Squad Leader
Scout/Sniper
Jungle Warfare Training
Preliminary Driver Knowledge
Motorcycle
Commercial Bus
Helicopter Rope Suspension Training Master
Corporal Leadership Course