



Marines,

On behalf of the Director of The Martial Arts & Fitness Center of Excellence (MAFCE), welcome to the Martial Arts Instructor Trainer Course. You are receiving this letter because you are registered for the MAITC 3-25, convening on 14 August 2025. It is mandatory that you arrive and are seated in the Raider Hall Classroom no later than 0600 on 14 August 2025. Marines will report on the convening day, 14 August. The Command Screening Checklist can be found at <https://www.fitness.marines.mil> under the Martial Arts tab and clicking the course information tab. This checklist must be opened with Acrobat Reader.

If you are unable to attend for any reason, please ensure you de-register or contact the MCMAP Chief Staff Sergeant Frankie Cameron or the Lead Instructor Staff Sergeant John Lewis. Additionally, should you experience any issues prior to check in day or require assistance, do not hesitate to reach out to us.

Email: Frankie.Cameron@usmc.mil

Work: 703-432-6542

Email: John.H.Lewis@usmc.mil

Work: 703-432-6468

Pertinent Information:

Report date: 13 August (Arrive in the local area)

Convene date: 14 August (Actual check-in to the MAFCE at 0600)

Graduation date: 19 September

Course Prerequisites:

1. Green Belt Martial Arts Instructor (**minimum, must be currently certified and credentials should reflect on MCTIMs**)
2. 1st Class (235) PFT/CFT (**Will be verified week 1**)
3. Full duty status
4. Shoulder injury free in the past two years
5. No concussion/TBI within the past 6 months
6. No NJP's in the last year
7. 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 0600 14 August 2025. This is Training Day 1. Failure to report on time will result in dis-enrollment. If you have travel delays please coordinate with the MCMAP Chief or MAITC 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, please reach out to the Lead Instructor or Chief Instructor.



Fitreps:

Please ensure your TD Fitrep is submitted prior to arrival. You must bring a copy of your submitted Fitrep with you. Submitted or not submitted fitness reports are NOT the MCMAP Staffs responsibility to correct.

Required Items for Check-in:

1. Copy of your DTS orders
2. Command Screening Checklist
3. Current Basic Training Record with belt page (BTR/BIR)
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 the following:

Gear List

ITEMS	QUANTITY
Green on Green Physical Training Gear (No Logos)	3
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 and Boonie Cover	1
Cammie Paint	Recommended
Boots	2 Pairs
Note Taking Gear/Cards	Recommended
Boxing Gloves 16 oz.	Recommended
Personal Groin Protection	Recommended
Tactical Gloves	Recommended
Eye Pro (ESS, Oakley’s, Etc.)	1 Pair
Wrestling Shoes	1 Pair
Laptop	1
MMA Gloves	Recommended

Personal Shin Protection, Personal Boxing Gloves, and Personal Groin Pro are highly recommended. Though it cannot be mandated we cannot stress enough how recommended it is. All gear will be checked by the staff before it is utilized in the course. Boxing gloves must be 16 ounces and shin guards must protect both the shin and the top of the foot.

TBS IIF no longer issues the bladder for the hydration system so ensure you bring your own or be prepared to purchase one from the local area.