

HOW TO SCHEDULE FOR THE E-3 AND BELOW COURSE:

1. S-3s or the training section will send nominations to BASE.SAFETY.MCBB.FCT@usmc.mil, providing the following information: Name, Rank, and Unit. If there are any specific dates an individual cannot attend, please include that in the email.
2. S-3s or the training section will receive an email verification of the class date from the POV Licensing Office. The email will contain the necessary information to be passed on to the nominated individual.

Important Notes:

1. Arrive on time and be in your uniform of the day.
2. You are only eligible to attend the class on the assigned date.
3. Failure to attend the assigned date will require renomination through your S-3. For class rescheduling, please ensure your S-3 contacts us in advance.
4. If USFJ FORM 4EJ is not signed by the CO, the individual will not be able to attend the class even if they were nominated for that day.