



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 3574.2A
TRNG
13 Jul 10

AIR STATION ORDER 3574.2A

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE SMALL ARMS
RANGE COMPLEX ABOARD MARINE CORPS AIR STATION CHERRY
POINT

Ref: (a) MCO 3570.1B
(b) MCO 3574.2K
(c) MCO 3550.9
(d) AirStaO 5090.11
(e) AirStaBul 3574
(f) MARADMIN 214/06
(g) Rifle Range Explosive Operation SOP-01
(h) Small Arms Range Complex Deviation
(i) MARADMIN 436/01

Encl: (1) Small Arms Range Complex Procedural Guidelines

1. Situation. The Commanding Officer (CO) is providing information, instructions, and procedures governing the use of the Small Arms Range Complex (SARC) aboard Marine Corps Air Station (MCAS) Cherry Point, North Carolina.

2. Cancellation. AirStaO 3574.2.

3. Mission. To ensure all agencies and units operating within the SARC, under the control of the Commanding Officer, MCAS Cherry Point, adhere to these regulations, references (a) through (i) and enclosure (1) listed above.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that all live fire operations conducted aboard the SARC are conducted in a safe manner in order to preserve life, equipment, and resources.

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distribution is unlimited.

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(2) Concept of Operations. This Manual will be distributed to all agencies utilizing the SARC. There will be no deviation from the procedures contained within.

b. Subordinate Element Missions

(1) Training Support Department has the overall cognizance of this functional area and will ensure the execution of the procedures contained in this Manual.

(2) The Facilities Directorate will work in concert with the Operations Directorate, Range Management Department and the Training Support Department, to provide facility support, sustainment, restoration, and modernization.

c. Coordinating Instructions

(1) This Order contains substantial instructions and should be reviewed in its entirety.

(2) In the event these instructions conflict with those issued by higher authority, the orders of the higher authority shall take precedence. Notify the Commanding Officer (Attn: Operations Directorate, Training Support Department) of any conflict or question of interpretation.

(3) Commanders of organizations utilizing the SARC are encouraged to submit recommendations concerning improvements or changes to the Commanding Officer (Attn: Training Support Department).

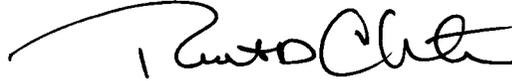
5. Administration and Logistics. Directives issued by this headquarters are published and distributed electronically via the MCAS Cherry Point Intranet website:

<http://www.marines.mil/unit/mcascherrypoint/Pages/default.aspx>.

6. Command and Signal

a. Command. This Order applies to all commands, organizations, units, and activities authorized use of the SARC controlled by the Commanding Officer, MCAS Cherry Point.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A

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Chapter 1

General Information

1. Purpose and Scope

a. General. This Order prescribes the regulations and general precautions to be taken during live firing of ammunition at Marine Corps Air Station (MCAS), Cherry Point, North Carolina. References (a), (b), and (c) govern the safe operations of the Ranges.

b. Purpose. The primary purpose of this Order is to ensure a safe and realistic training environment. Nothing contained in these regulations will be construed as permitting live fire or other training activities that endanger life or property.

c. Failure to comply with these regulations may subject the offender to administrative action or disciplinary action under the Uniform Code of Military Justice.

2. Unit Commander

a. General. The unit commander shall ensure compliance with this Order, directives in the MCO 3570 series, applicable Technical Manuals (TM), Field Manuals (FM), other appropriate training directives, installation range guidance, and applicable Standard Operation Procedures (SOP) for the safe training and firing of weapon(s) systems within his/her command. The unit commander is ultimately responsible for the training conducted within his/her unit.

b. Briefings. The unit commander shall ensure all personnel within the command are briefed on installation range procedures and safety requirements including required personal protective equipment (PPE).

c. Officer-In-Charge (OIC) and Range Safety Officer (RSO) Designations. The Range Control Officer (RCO) shall designate all OICs and RSOs in writing. In general, the OIC for marksmanship training will be a Chief Warrant Officer with the primary MOS 0306 Infantry Weapons Officer.

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d. OIC and RSO Requirements. All OICs and RSOs must meet the requirements listed in reference (a), and meet the following requirements:

(1) Must have completed the Range Safety Course (RSC) (Basic) Distance Learning (DL) course number CI060120CA, per reference (h).

(2) Must be competent and have been properly instructed in the performance of their duties. They also must satisfactorily complete the MCAS Cherry Point RSO Certification Program.

(3) Must be knowledgeable in the weapon system for which they are held responsible, and be knowledgeable in safe ammunition accountability, handling, and usage procedures.

(4) Must apply operational risk management controls and procedures to ensure the safety of all participants.

e. Certification Process. Personnel nominated to fill the billets of RSO or OIC must complete the following processes:

(1) The unit commander shall submit a roster of personnel nominated who have completed the RSC (Basic) DL to the MCAS RCO.

(2) Nominated personnel will then attend and successfully pass an installation range safety course scheduled by the Range Officer.

(3) The Range Officer will send a list of Marines to the MCAS RCO that have successfully completed the installation range safety course.

(4) The MCAS RCO will designate, in writing, personnel to fill the billets of RSO and OIC. A copy of this signed letter will be maintained by the Range Officer in order to approve range requests. Designations will be effective for three years.

f. Operational Risk Management (ORM). The unit commander applies ORM and reviews risk assessments for all training events. In addition, he/she develops controls and procedures for all phases of training to include an ORM Worksheet. The risk assessment must be provided to the Range Officer for approval prior to conducting training.

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Chapter 1

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(4) Must apply operational risk management controls and procedures to ensure the safety of all participants.

e. Certification Process. Personnel nominated to fill the billets of RSO or OIC must complete the following processes:

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(2) Nominated personnel will then attend and successfully pass an installation range safety course scheduled by the Range Officer.

(3) The Range Officer will send a list of Marines to the MCAS RCO that have successfully completed the installation range safety course.

(4) The MCAS RCO will designate, in writing, personnel to fill the billets of RSO and OIC. A copy of this signed letter will be maintained by the Range Officer in order to approve range requests. Designations will be effective for three years.

f. Operational Risk Management (ORM). The unit commander applies ORM and reviews risk assessments for all training events. In addition, he/she develops controls and procedures for all phases of training to include an ORM Worksheet. The risk assessment must be provided to the Range Officer for approval prior to conducting training.

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3. Officer-In-Charge (OIC)

a. Qualifications. The OIC must meet the requirements listed previously for the specific training event. OICs will be certified in the weapon systems for which they are responsible and will comply with the duties and responsibilities outlined in reference (a). The OIC must be capable of influencing the conduct of the event and shall be physically present at the training site.

b. Training. In addition to weapon systems training, OICs must complete the RSO (Basic) DL Course and successfully complete the installation range safety course given by the Range Officer.

c. Duties. The OIC is responsible for the enforcement of applicable safety regulations contained in this Order, directives listed in reference (a), and other applicable field, and technical publications. This includes, but is not limited to:

(1) Read and comply with the instructions contained in this Order and those in references (a) through (i).

(2) Review the detailed Operations Risk Management (ORM) worksheet signed by the unit commander which covers all phases of training.

(3) Appoint and instruct range guards and other safety personnel as required.

(4) Ensure all personnel wear the appropriate PPE to include helmets, flak jackets, eye protection, and hearing protection during all live-fire events per reference (a). Helmets and flak jackets may be required when directed during annual marksmanship training to include Tables 2 through 4. All military and civilian agencies conducting law enforcement type training are permitted to wear their equivalent protective equipment in lieu of helmets and flak jackets.

(5) Prior to commencing live fire training, the OIC will contact range control and report the required information from the Range Checklist, (Appendix E).

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(6) In the event of a Medical Evacuation (MEDEVAC), the OIC will contact range control and report the required information from the Medical Evacuation (MEDEVAC) Procedures, (Appendix A).

(7) Upon completion of live fire training, the OIC will contact range control and report the required information from the Range Checklist, (Appendix E).

(8) Ensure all trash and brass are removed from the range after completion of training.

(9) Ensure all personnel and equipment are accounted for and a range inspection has been completed by the SARC personnel prior to departing the range.

4. Range Safety Officer (RSO)

a. Qualifications. RSOs must meet the requirements listed previously for the specific training event. Per reference (a), RSOs will be certified in the weapon systems for which they are responsible. The RSO holds the responsibility and accountability for all operational matters pertaining to the conduct of the range and the adherence to governing regulations and guidance. The RSO must be competent and capable to fully influence the conduct of the event and must be physically present on the range. The RSO will have no other assigned duties. RSOs are not permitted to fire weapons during the training evolution.

b. Training. In addition to weapon systems training, RSOs must have completed the RSO (Basic) DLC and successfully completed the installation range safety course given by the Range Officer.

c. Duties. The RSO is responsible for the enforcement of applicable safety regulations contained in this Order, directives in reference (a), and other applicable field, and technical publications listed to include, but not limited to:

(1) Read and comply with the instructions listed in this Order and applicable references.

(2) Review the ORM worksheet and ensure a copy is available during the training event for reference.

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(3) Brief the RCO on the planned training event.

(4) Ensure a Corpsman is briefed on his/her responsibilities and is placed in a position to react quickly to emergencies. Ensure there is a designated clear passage for safety vehicles to enter/exit the range if needed. Generally, the Corpsman is positioned inside the range control building.

(5) Maintain two forms of communication at all times with range control. If the range is firing and communication is lost, the RSO will order a cease-fire until communications are re-established. Communication must be checked periodically with range control.

(6) Ensure all live-fire evolutions are conducted safely, observing all range control measures (i.e., limit markers, limits of advance, azimuths of fire, etc.) that are delineated in this Order, references, and applicable field, and technical publications.

(7) Maintain surveillance of firing and personnel safety within the entire surface and vertical hazard space of the assigned range.

(8) The RSO will have a copy of the applicable portions of this Order in his/her possession at all times.

(9) Appendix E, the Range Checklist is provided in order to assist the RSO. Note: This checklist is a guide, and while detailed, it is not all encompassing.

(10) Ammunition Accountability. The RSO will comply with procedures for ammunition accountability that are listed in chapter 2, paragraph 3 of this Order.

(11) Ammunition Malfunction Reports. The RSO will comply with reference (g) and the procedures for ammunition malfunction reports are listed in chapter 2, paragraph 3 of this Order.

(12) Provide a copy of the ammunition expenditure report to range control prior to exiting the range.

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5. Safety

a. Safety is the responsibility of every individual. It is a key factor to successful training. Concerns for safety, however, should never be limited to the training event. Safety should always include associated activities as well.

b. Any individual who observes an unsafe condition will report this immediately to the proper chain of command. A training event or any other activity must be halted until the unsafe condition has been corrected. Anyone may call "cease-fire". The greatest danger to life, limb, or eye is associated with live-fire; therefore, range restrictions for various weapons/ammunition are listed in chapter 5 of this Order.

c. When conflicts occur between safety instructions contained in Field and Technical Manuals, the provisions of directives in reference (a) take precedence.

d. ORM will be employed during all facets of live-fire training. Appendix C is an example of an ORM worksheet.

6. Range Restrictions

a. General. All restrictions listed in reference (h) will be adhered to. Firing will be conducted on authorized ranges only. The use of blank ammunition and Special Effects Small Arms Marking Systems (SESAMS) may be authorized on the ranges on a case-by-case basis. Units must identify their intent to use these munitions on their range request.

b. Personnel must be approved access to live-fire ranges.

c. Privately Owned Vehicles (POV). POVs are restricted on all live-fire ranges.

d. Privately Owned Weapons (POW). POWs are restricted for use on all live-fire ranges without special permission. Requests must be submitted to the Range Officer two weeks in advance.

e. Transporting military weapons between the SARC and the armory in POVs is authorized. Military weapons can only be

transported from one location to the other. Stopping between these two locations is NOT authorized when transporting military weapons.

f. Physical Training (PT). Unit PT, individual PT and recreational activities aboard the SARC are not authorized without prior approval from the Range Officer. These types of activities are approved on a case-by-case basis.

g. Alcohol. Alcohol is not permitted on the ranges.

h. Lasers. Lasers and laser designation devices are not authorized aboard the SARC.

i. Chapter 5 of this Order provides further amplifying information for range restrictions.

7. Deviation to Regulations. Requests for deviations to the provisions contained in this Order will be addressed to the CO, MCAS Cherry Point (Attn: the Range Officer) via the Training Support Department no less than thirty (30) days prior to the planned event.

8. Incident Reporting. In the event an incident/accident occurs on a range, a report will be made immediately to range control via telephone. Range control will notify the Training Officer, the MCAS Range Safety Officer and the Joint Safety Office. When ammunition is involved, the incident will be reported to the Station Ordnance Officer.

9. Medical Evacuation (MEDEVAC) Procedures. Appendix A lists MEDEVAC procedures.

10. Scheduling. Annual Marksmanship Training takes priority on all live-fire ranges. Units will submit a range request in order to schedule live-fire ranges a minimum of 10 working days in advance. Live-fire range requests will be submitted to the Range Officer via the MCAS Cherry Point MTU OMB e-mail account (CHPT MTU OMB on the Global Address List).

11. Civilians. Per reference (a), units must obtain approval from Headquarters Marine Corps, Plans, Policies, and Operations (HQMC PP&O) for civilians to either participate or observe live-fire training events. Civilian personnel will be approved on a case-by-case basis.

12. Corpsman and Safety Vehicles. A Corpsman or an Emergency Medical Technician (EMT or civilian equivalent for non-military units) with sufficient life saving equipment will be present at the range during all live-fire evolutions. The Corpsman will not be assigned any additional duties when live-fire is in progress. One Corpsman is the minimum requirement for the SARC.

a. A Corpsman shall respond to all injuries and accidents as directed by the RSOs.

b. When the Corpsman is required to respond to an incident, all live-fire training will cease until the injured person(s) can be assessed, and if necessary, MEDEVAC procedures followed.

13. Environmental Compliance. Unit Commanders, OICs, and RSOs will comply with the requirements listed in reference (d).

14. Range Designations

a. Range Title: Rifle Range
Facility Number: 6
Range Type: Known Distance (KD) Rifle Range.
Firing Points: 38 positions
Firing Lines: 5, 10, 15, 20, 25, 36, 100, 200,
300, 500 and 600 yards
Target: 76 stick style and 38 KD
stationary target carriages

Allowable Munitions: All small arms ball (5.56 MM A059, 5.56 MM NM AA67) ammunition with a maximum range of 3,437 meters or less. Air and ground illumination flares are not authorized.

b. Range Title: Pistol Range
Facility Number: 3349
Range Type: Known Distance Pistol Range
Firing Points: 25 positions
Firing Lines: 7, 15, 25 and 50 yards
Target: 25 stationary turning targets
carriages

Allowable Munitions: All small arms ball ammunition (9MM A363, .38 Ball (130 grain) A400, .38 Ball (158 grain) A401, .45 Ball A475, .45 WAD A482, .45 MATCH A483, 12GA #00 Buck A011, 12GA #9 Shot A017, 12GAGE A024) with a maximum range of 1,800 meters or less. Air and ground illumination flares are not authorized.

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c. Range Title: Action Range
Facility Number: 3348
Range Type: Close Combat Pistol Range
Firing Points: 10 positions
Firing Lines: 3 thru 50 yards
Target: 12 stationary stick target holders

Allowable Munitions: All small arms ball ammunition (9MM A363, .38 Ball (130 grain) A400, .38 Ball (158 grain) A401, .45 Ball A475, .45 WAD A482, .45 MATCH A483, 12GA #00 Buck A011, 12GA #9 Shot A017, 12GAGE A024) with a maximum range of 1,800 meters or less. Air and ground illumination flares are not authorized.

Chapter 2

Ammunition Handling, Malfunctions and Explosives

1. Transportation of Ammunition and Explosives

a. General. MCO P4400.15 and MCO P8020.10 govern policies and procedures associated with the use, storage, and accountability of ammunition and explosives.

b. Qualified Drivers. Drivers of any vehicle transporting ammunition or explosives aboard MCAS Cherry Point will meet specific administrative and medical criteria per MCO P8020.10.

c. POVs. The use of POVs aboard MCAS Cherry Point to load, store, or transport ammunition, pyrotechnics, or explosives of any kind, for military training is prohibited. Authorized users of range areas dedicated to recreational firing are permitted to transport a reasonable amount of small arms ammunition when in route to and from those activities.

2. Ammunition Handling and Storage

a. General. Ammunition is supplied as indicated below. Detailed information is contained in MCO P8020.10. Units will contact the MCAS Cherry Point Station Ordnance Officer if transporting ammunition from off-station.

b. Ammunition Supply

(1) The Marksmanship Training Unit (MTU) supplies ammunition for annual marksmanship training per reference (b).

(2) Units will supply ammunition for organizational training.

c. Firing Sites

(1) Ammunition at firing sites will be positioned to minimize the possibility of accidental ignition, explosion, or detonation. Ammunition will be staged in a dry place; protected from inclement weather and direct sun light.

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(2) Spark-producing items and other igniters will not be near an explosive area. Smoking areas are designated on the range and are located a minimum of 50 feet from ammunition storage and issue points.

(3) Precautions will be taken to prevent ammunition from contacting the ground or spark-producing substances.

(4) Ammunition and pyrotechnics will not be pre-positioned at firing sites without the express written consent of the Explosive Safety Officer.

3. Ammunition Control. The following ammunition control procedures will be observed.

a. Qualified supervisory personnel will be present with the vehicle that is designated to pick up or return ammunition to or from Station Ordinance.

b. All ammunition will be delivered to the RSO of the range. The RSO will conduct a joint physical and visual inventory of the ammunition received with those personnel delivering the ammunition. The RSO will open all containers which are not factory-sealed. He/she will physically inspect the ammunition to ensure it corresponds with the ammunition type on the issue document.

c. The RSO will receipt for the ammunition by signing the DD Form 1348-1A. The RSO will enter the quantity received by DODIC, document number, and lot number on the Expenditure Report (NAVMC 11381) upon completing the inventory. The Ammunition Expenditure Report will remain on the range with the RSO at all times.

d. The RSO is ultimately responsible for accountability of ammunition. He/she will supervise the issue and control of ammunition for the duration of the training. The RSO will ensure ammunition is not removed from the original packing until required for issue. All ammunition not containing a factory seal will be expended first.

e. The RSO will take measures to prevent ammunition from being rendered unserviceable, in the event the exercise is terminated prematurely. The RSO will not remove excessive quantities of ammunition from its original packaging, lose lot

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number identity, burn, or otherwise destroy containers, or expose items to the weather, etc. Ammunition will not be removed from the confines of the range except as authorized by proper authorities.

f. The RSO will account for all ammunition expended on the firing range. After completion of the exercise, the RSO will ensure all unexpended ammunition is inventoried, verified, and annotated on the turn-in document (DD Form 1348-1) and the Ammunition Expenditure Report (NAVMC 11381) with the RSO's signature. If any ammunition is found missing during the inventory, the using unit will submit a Missing, Lost, Stolen, or Recovered (MLSR) Report to the Station Ordnance Officer immediately.

g. Per MCO P4400.150E, the RSO will complete the Ammunition Expenditure Report (NAVMC 11381) and the turn-in document (DD Form 134-1A) prior to securing from the range. A copy of the expenditure report will be given to range control personnel.

h. Ammunition will never be abandoned, destroyed, fired indiscriminately, buried, treated, or otherwise disposed of in order to circumvent the returning of items to the storage area. Units discovering abandoned, buried, or treated ammunition will notify Station Ordnance immediately.

i. Ammunition will not be staged overnight without written consent of the Explosive Safety Officer. If approved, units will post guards and maintain continuous contact with the Provost Marshal Office.

j. Blank and live ammunition will be physically segregated at the storage and distribution sites on the range.

k. Issuing blank and live ammunition at the same time is prohibited.

l. Storing ammunition in a billeting area is prohibited. Units will designate storage areas away from personnel staging areas.

4. Modifications to Ammunition and Explosives. Modification or "fixing" ammunition and explosives is prohibited.

5. Defective Ammunition. Defective ammunition will not be expended. Every round of ammunition which malfunctions, or does

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not fire as designed will be reported. MCO 8025.1 establishes reporting requirements and time frames. The Explosive Safety Officer and Station Ordnance Officer (if the ammunition was drawn from MCAS Cherry Point) will receive copies of all reports through the appropriate chain of command.

6. Malfunction Reports. Detailed malfunction reporting requirements and exceptions are outlined in MCO 8025.1_. Hang-fires and mis-fires will be considered malfunctions for the purpose of reporting.

a. In the event of a malfunction resulting in an injury or fatality, the unit will submit a malfunction report via Naval message, within 24 hours of the malfunction.

b. In the event of a malfunction without injury, the unit will submit a malfunction report by Naval message, within 96 hours.

c. Additional notifications will be made to the following personnel:

(1) Range Officer at 252-466-6044/3109.

(2) MCAS Range Safety Officer at 252-466-4956.

(3) Station Ordnance, if the ammunition was supplied from MCAS Cherry Point or the Ammunition Supply Point (ASP) that issued the ammunition.

d. The RSO is responsible for collecting all information required for a malfunction report and providing this information to his/her command for action.

7. Unserviceable Ammunition. Unserviceable ammunition removed from the range, including small arms ammunition, as a result of misfires, will be returned to the Station Ordnance Area or location of issue and processed similarly to other Condition Code H material.

Chapter 3

Duties and Responsibilities for the Marksmanship Training Unit

1. Organization. The Marksmanship Training Unit (MTU) is a section under operational control of the Operations Directorate, Training Support Department, MCAS Cherry Point. The MTU is responsible for the Small Arms Range Complex (SARC) (Rifle, Pistol and Action Ranges).
2. Mission. The MTU is responsible for the operation of the SARC facilities for the Marine Corps Combat Marksmanship Program (MCCMP) and provides personnel to conduct Annual Rifle Training (ART), Entry Level Pistol (ELP) training and limited specialized unit marksmanship training programs. The MTU also provides training for the MCAS Cherry Point Rifle and Pistol Teams.
3. Objectives. Provide quality marksmanship training and support the concept that every Marine is a rifleman. This support encompasses all tables and all phases of rifle and pistol marksmanship training. He/she will also provide quality support of the various live-fire and training requirements per the references.
4. General. All personnel engaged in marksmanship and live-fire training at the SARC fall under the operational control of the Range Officer.
5. Range Officer. The Range Officer holds the MOS 0930 and is responsible for all operations aboard the SARC. The duties include, but are not limited to, ensuring all marksmanship training, to include live fire, is conducted in accordance with published directives. He/she is also responsible for executing the duties of his/her position as outlined below:
 - a. Serve as the OIC for the SARC.
 - b. Enforce range regulations per the references and this Order.
 - c. Assign range instructors/supervisory personnel to effectively conduct marksmanship training and support the mission of the unit.

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d. Ensure all enlisted personnel reporting for duty involving marksmanship training attend the appropriate marksmanship courses. Marines must complete the Combat Marksmanship Coaches (CMC) Course prior to assuming any assigned duty on the range (Coach or Block NCO). Marines must complete the Combat Marksmanship Trainers (CMT) Course prior to assuming the assigned duty of instructor on the ranges.

e. Ensure all marksmanship training is conducted in accordance with references (a) through (h).

f. Require compliance with all range regulations and established policies.

g. Provide guidance for the conduct of range firing and marksmanship training.

h. Establish liaison with 2nd MAW G-3 Training and Tenant Commands utilizing range facilities.

i. Ensure records are maintained to support submission of required reports.

j. Prepare reports required by higher headquarters.

k. Ensure all shooters, support personnel, and range personnel are briefed on the operations of the range, safety regulations, and procedures.

l. Supervise the operation of the SARC in accordance with reference (a).

m. Call a cease-fire at any time it is deemed necessary.

n. Supervise and control all range property, ammunition, supplies, police and maintenance.

o. Discipline personnel who fail to comply with safety regulations in the following manner:

(1) The Range Officer will correct minor safety violations.

(2) Repeated and/or serious violations, such as a negligent discharge, will be reported to 2D MAW G-3 Training and the individual's group level command.

p. Publish all annual documents pertaining to the SARC.

q. Maintain the CMR account through Station Property as well as a local CMR as required.

6. Range Chief. The Range Chief holds the MOS 0932 and is directly responsible to the Range Officer in the execution of all duties. The Range Chief will use his/her experience and expertise to assist the Range Officer in the operations of the SARC. The Range Chief will not deviate from training schedules or from the references without consent from the Range Officer. Specifically, the Range Chief is responsible for the following:

a. Execute the duties of the Range Officer in his/her absence as needed in regards to decisions concerning the execution of marksmanship training and range safety during live-fire operations.

b. Serve as the Staff Noncommissioned Officer in Charge (SNCOIC) of the MTU. Responsible for all personnel assigned to the MTU.

c. Coordinate all range requests and schedule them to support the mission of this organization and unit requirements.

d. Ensure all ranges are organized and operating in accordance with the directives and MCOs.

e. Provide technical advice and recommendations on matters pertaining to marksmanship training and training ranges.

f. Assign MTU personnel to the appropriate position.

g. Supervise all logistical and maintenance request/support.

h. Ensure compliance of ammunition handling and storage procedures in accordance with reference (i) and this Order.

7. Combat Marksmanship Trainer (CMT) SNCOIC. The CMT SNCOIC holds the MOS 0932, and is directly responsible to the Range Officer and Range Chief in the execution of their duties. The CMT SNCOIC is responsible for all CMTs assignments and for supervising all instructor based training for the CMTs and Combat Marksmanship Coaches (CMC) on the range. This includes

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supervising the conduct of all CMT and CMC Courses, marksmanship classes, and the Indoor Simulated Marksmanship Trainer (ISMT) usage/maintenance. The CMT SNCOIC is further responsible for the following:

a. Ensure marksmanship training classes are conducted in a professional manner, coordinate CMT assignments for marksmanship classes with the Range Chief and supervise the conduct of the marksmanship classes and dry fire training.

b. Ensure all CMTs are proficient in their duties as marksmanship trainers, formal school instructors, and ISMT operators. CMT's will display confidence, patience, good platform instructional techniques, along with good written and oral communication skills. CMTs not maintaining this standard will be re-assigned to a range via the Range Chief.

c. Ensure the appropriate number of CMTs are assigned to each firing detail.

d. Coordinate with the range Section SNCOICs for CMC personnel to provide support during instruction. Prior to the start of training, ensure all instruction personnel are briefed on their responsibilities and have the necessary equipment and training aids on hand to support the training evolution.

e. Maintain the ISMT facility to include: the ISMT CMR, all equipment and weapons, maintenance reports, operational reports, and overall organization and security. All ISMT weapons will remain secured inside the security cage when not in use. Ensure building 4522 remains secured when not occupied by CMTs or the Night Lab personnel.

f. Ensure all unserviceable ISMT weapons are promptly returned to Station Property Control for shipment to Firearms and Training Simulators (FATS) for repair and/or replacement. Ensure all receipts are maintained and signed for all ISMT equipment returned and received. All inspection, maintenance, repair publications and documents must be maintained and filed.

g. Maintain a current marksmanship publications library.

8. Combat Marksmanship Trainer (CMT). CMTs hold the MOS 0931 and provide and supervise marksmanship training for Marines throughout all tables of marksmanship training. CMTs are further responsible for the following:

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a. Preparation and delivery of lectures to shooters as outlined in reference (b).

b. Maintain training aids for both rifle and pistol instruction.

c. Ensure the training area is prepared/set-up. This includes training aids, head facilities, targets and chow (as required).

d. During periods of extreme heat/cold, the CMTs will ensure shooters are afforded the opportunity to be removed from the conditions for short periods of time. This may be limited due to the available training areas and may instead require frequent breaks.

e. Assist Block NCOs and CMCs in their duties. Develop a "team" concept to enhance marksmanship training.

f. Assist problematic shooters on the firing line.

9. Rifle Range SNCOIC. The Rifle Range Section SNCOIC holds the MOS 0931 and assists the Range Officer and Range Chief in the accomplishment of their duties. The Rifle Range Section SNCOIC will be thoroughly familiar with the contents of this directive and be prepared to assume the duties of the Range Chief in his/her absence. The Rifle Range Section SNCOIC's duties include but are not limited to:

a. Serve as the rifle range RSO. RSO duties are outlined in reference (a) and throughout this Order. Supervises and enforces all range safety regulations.

b. Must be physically located on the range during live-fire operations, unless relieved by the Range Chief or other qualified personnel.

c. Ensure the Line SNCO is briefed and all safety issues, personnel and devices are in place (i.e., range flags, Corpsman, safety vehicle, and communications) before the commencement of live-fire training.

d. Remain alert for low flying aircraft directly over the rifle range. Notify Range Control of any over-flights less than 1,000 feet.

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e. Remain alert for changes in weather conditions that may affect range operations. Remain alert for the transportation of ammunition on/off the range.

f. Supervise range personnel and shooters during live-fire.

g. Ensure compliance of all regulations concerning storage, issuing, recovery and reporting of ammunition.

h. Assume responsibility for the training and actions of all range personnel assigned to the rifle range. Ensure all of his/her personnel are knowledgeable in marksmanship matters and range operations.

i. Ensure adherence to the hearing conservation program.

j. Notify the Range Officer and Range Chief when modifications to the firing schedule are required (i.e., inclement weather, personnel shortages, etc.). Due to surface danger zones (SDZ), modifications will not be incorporated without the consent of the Range Officer and/or Range Chief.

k. Ensure all personnel are trained in their respective billet and maintain a training program that promotes responsibility. This includes training and ensuring a minimum of two Marines for each specialized billet (i.e., Tower, Line SNCO, etc.).

l. Ensure each Marine assigned to the range personnel receives classes on marksmanship training monthly. Classes will be at the discretion of the Rifle Range Section SNCOIC and the Range Chief.

m. Ensure the upkeep and maintenance of each range area. The firing line areas are the responsibility of range personnel year round. Contractor personnel maintain the large area around the range seasonally.

10. Pistol Range Section SNCOIC. The Pistol Range Section SNCOIC holds the MOS 0931 and assists the Range Officer and Range Chief in accomplishing their duties. The Pistol Range Section SNCOIC will be thoroughly familiar with the contents of this directive. The Pistol Range SNCOIC must be physically located on the range during live-fire operations, unless relieved by the Range Chief or other qualified personnel.

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The Pistol Range Section SNCOIC's duties will include but are not limited to:

- a. Serve as the pistol range RSO. RSO duties are outlined in reference (a) and throughout this Order. Supervise and enforce all range safety regulations.
- b. Ensure the Line SNCO is briefed and all safety issues, personnel and devices are in place (i.e. range flags, Corpsman, safety vehicle, and communications) before commencing live-fire training.
- c. Remain alert for low flying aircraft directly over the pistol range. Notify Range Control of any over-flights less than 1,000 feet.
- d. Remain alert for changes in weather conditions that may affect range operations. Remain alert for the transportation of ammunition on/off the range.
- e. Supervise range personnel and shooters during live fire.
- f. Ensure compliance with all regulations concerning storage, issue, recovery and reporting of ammunition.
- g. Assume responsibility for the training and actions of all range personnel assigned to the pistol range. Ensure all of his/her personnel are knowledgeable in marksmanship matters and range operations.
- h. Ensure adherence to the hearing conservation program.
- i. Notify the Range Officer and Range Chief when modifications to the firing schedule are required (i.e., inclement weather, personnel shortages, etc.) that deviate from the normal live-fire training schedule. Modifications will not be incorporated without the consent of the Range Officer and/or Range Chief.
- j. Ensure all personnel are trained in their respective billets and maintain a training program that promotes responsibility to the Marines assigned to the pistol range. This includes having a minimum of two Marines trained for each specialized billets (i.e., Tower, Line SNCO, etc.).

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k. Ensure range personnel receive classes on marksmanship training monthly. Classes will be at the discretion of the Pistol Range Section SNCOIC and the Range Chief.

l. Ensure the upkeep and maintenance of the range areas.

11. Pit SNCO. The Pit SNCO holds the MOS 0931 and assists the Range Officer and Range Chief in the accomplishment of their duties. The Pit SNCO will be thoroughly familiar with the contents of this directive and the references (a), (b) and (e). The Pit SNCO's duties will include but are not limited to:

a. Supervise all personnel assigned to the pits. Ensure all safety regulations are followed and allow no one forward of the red safety line while live fire is in progress.

b. Ensure pit-to-line communications are maintained and call an immediate cease-fire anytime communication is lost with the line.

c. Give pit commands for practice and qualification firing. Ensure quality pit service is maintained.

d. Keep the official time for all timed events.

e. Conduct classes on Pit operation and scoring procedures.

f. Half-mast all targets any time a cease-fire is called or when instructed by the RSO.

g. Assist verifiers during qualification firing.

h. Train and supervise the Pit NCO.

i. Perform preventive maintenance on all pit equipment to include monthly checks of the earthen berm. Maintain a logbook of all maintenance reported and/or performed by Facilities Maintenance in the Pits.

j. Maintain adequate supplies for pit operations. Notify the Range Chief of any deficiencies.

12. Pit NCO. The Pit NCO holds the MOS 0931 and assists the Pit SNCO in the performance of his/her duties. The Pit NCO will be thoroughly familiar with the contents of this directive and

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the references (a), (b) and (e). The Pit NCO assumes the duties of the Pit SNCO in his/her absence.

13. Line SNCO. The Line SNCOs holds the MOS 0931 and must be thoroughly familiar with the references. The Line SNCOs assist the Range Officer in the execution of annual marksmanship training. The Line SNCO must be thoroughly familiar with the duties of each range billet. Additionally, the Line SNCOs are responsible for, but not limited to:

a. Supervise personnel undergoing live-fire training on the ranges to include instruction, safety briefs, and all firing. Supervise all safety procedures and regulations described in the references and this Order.

b. Ensure personnel assigned to key billets (Tower NCO, Block NCO) thoroughly understand their duties and responsibilities and they perform per the references and this Order.

c. Prepare a target assignment roster and submit to the Range Chief before training begins. Block NCO and CMC integrity must be maintained.

d. Assist the Range Officer on qualification day by ensuring all line scorecards are accounted for, properly filled ASO 3574.2A out, signed by the shooters, and turned into the MTU office as soon as possible.

e. Have weapons and ammunition accountability. Ensure personnel undergoing training maintain positive control of their weapons and ammunition at all times.

f. Ensure any remaining ammunition is returned to the Ammunition NCO before range personnel are secured.

g. Maintain watch during rifle range operations for low flying aircraft (less than 1,000 feet).

h. Ensure range personnel follow proper shakedown procedures. Notify the RSO when shakedown is complete on all shooters and range personnel.

i. Ensure range is maintained in a good state of police at all times.

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j. Weapons Drops. On practice days, if a weapon is found to be unserviceable, the weapon will be cleared and removed from the firing line and marked with the appropriate documentation indicating the discrepancy and the results of test fire (if applicable).

(1) If the weapon can be repaired and the shooter returns to the range by the following day, the shooter will remain on the assigned detail.

(2) If a new weapon is issued, the Line SNCO will ensure the shooter receives an opportunity to fire through the course of fire once before firing for qualification.

14. Tower NCO. The Tower NCOs hold the MOS 0933 and serve as the range public address (PA) system operator. Tower NCOs must be calm, professional, and knowledgeable of all range training evolutions. The Tower NCOs are responsible to the Range Officer for safe and efficient range operations. The Tower NCOs duties will include but are not limited to:

a. Ensure two-way communication is established and maintained between the Tower, Pits, and Range Control for all live firing by performing preventive maintenance and operational inspections on the communications system.

b. Ensure the proper reports are given to Range Control before and after firing.

c. Record and maintain all logbooks accurately (i.e., check-fires, round expenditures, relay times, etc.)

d. Before Firing

(1) Ensure all gates leading down range are secured and remain locked during firing.

(2) Ensure the range safety flags have been hoisted. Flags will be flown on the pits flagpoles and the flagpoles of each firing line utilized that day. All flags will remain hoisted until the completion of firing.

(3) Ensure a clear, concise, uninterrupted safety brief is given and a bolt and bore check is conducted by all shooters.

(4) Complete the "Hot" checklist (appendix E).

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(5) Ensure the RSO and Line SNCO are present on the range before commencing live fire.

e. During Firing

(1) Remain alert and watchful for signals pertaining to target service from the Block NCOs and CMCs to ensure proper range operation.

(2) Assist the Line SNCO in firing line operations from the tower by observing and directing actions on the firing line.

(3) Remain alert for safety violators and immediately call "Cease Fire" when an unsafe condition exists.

f. After Firing

(1) Ensure the range is policed and reorganized for the next day's training.

(2) Ensure an 'unload, show clear' is conducted on each shooter, during which each shooter will make his/her amnesty declaration.

(3) Ensure the amnesty warning order is given at the completion of each day before securing the firing detail.

15. Block NCO. The Block NCOs hold the MOS 0933 and are immediate supervisors responsible to the Range Officer for the conduct of training and enforcement of regulations within their assigned block of targets. The Block NCO will be thoroughly familiar with the contents of this directive and his/her duties will include, but are not limited to the following:

a. Supervise all assigned CMCs with particular attention to proper coaching techniques, data book procedures, personal appearance, conduct and ammunition procedures as set forth by reference (i) and this Order.

b. Supervise all shooters assigned to his/her block with particular attention to proper weapons handling and the application of marksmanship fundamentals.

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c. Before Firing

(1) Report with required gear to perform daily duties (i.e., Block paddle, hearing protection, foul weather gear, etc.).

(2) Ensure CMCs report with required gear to perform their daily duties (i.e., hearing protection, foul weather gear, etc.).

(3) Assist with range setup (i.e., range safety flags, ammunition break out, etc.).

(4) Report to the Line SNCO for daily brief and special instructions.

(5) Brief assigned CMCs on the daily firing schedule and special instructions.

(6) Supervise the bolt and bore (unload, show clear) inspection ensuring all shooter's weapons assigned to his/her block are clear.

d. During Firing

(1) Supervise marksmanship training to ensure training requirements are met (i.e., data books, positions, etc.).

(2) Assist CMCs with weak shooters.

(3) Collect any saved or damaged rounds for turn-in to the Ammunition NCO.

(4) Officiate on qual day: determining alibis as authorized by the Range Officer and reference (b).

e. After Firing

(1) Supervise the police call: ensuring all brass and trash is picked up and disposed from his/her assigned block.

(2) Supervise the 'unload, show clear', ensuring each shooter shows clear and makes his/her amnesty declaration.

(3) Shakedown and receive an amnesty declaration from each CMC assigned to his/her block.

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(4) Debrief all CMCs assigned to his/her block covering the day's training and brief them on the next day's training.

16. Combat Marksmanship Coach (CMC). CMCs hold the MOS 0933 and are responsible to the Range Officer for the conduct of training and enforcement of regulations within their assigned targets. CMCs will be thoroughly familiar with the contents of this Order. Primarily the CMC is a teacher and mentor to the Marines assigned to his/her targets to better hone their marksmanship skills. Safety is paramount during any live-fire evolution. CMC's duties will include, but are not limited to the following:

a. Ensure that all Marines train in accordance with the current directives.

b. Comply with all ammunition regulations.

c. Supervise shooters regarding the daily maintenance of weapons, equipment, data books, and the cleanliness of their assigned target area.

d. Enforce weapon handling techniques and correct violations immediately.

e. Before Firing.

(1) Report to assigned Block NCO with required gear to perform daily duties (i.e., hearing protection, foul weather gear, etc.).

(2) Assist in the range setup (i.e., range flags, break out ammunition, etc.).

(3) Report to assigned Block NCO for daily brief special instructions.

(4) Conduct the bolt and bore (unload, show clear) inspection ensuring each shooter's weapons assigned to his/her targets are clear.

(5) Brief shooters on the day's firing schedule and discuss weather conditions (i.e., wind direction and velocity).

(6) Inspect shooter's data books to ensure they are prepared for the day's firing.

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(7) Remind shooters to check sights for the correct zero.

f. During Firing

(1) Analyze each shooter's performance (positions, applications of marksmanship fundamentals, etc.).

(2) Ensure data books are properly used and conduct data book analysis.

(3) Refer weak shooters and disciplinary problems to the Block NCO.

(4) Conduct an 'unload, show clear' of all Marines assigned to his/her targets.

(5) Collect any saved or damaged rounds from the shooters for turn-in to the Block NCO.

g. After Firing

(1) Supervise the police call: ensuring all brass and trash is picked up and disposed from his/her assigned targets.

(2) Conduct the 'unload, show clear', ensuring each shooter shows clear and makes his/her amnesty declaration.

(3) Turn-in any and all saved or damaged rounds to his/her Block NCO and make an amnesty declaration.

(4) Debrief with assigned block covering the day's training and the next day's training.

17. Maintenance NCO. The Maintenance NCO holds the MOS 0933 and assists the Range Officer and Range Chief in the execution of their duties by supervising the logistical support requirements of the ranges. The Maintenance NCO duties will include, but are not limited to the following:

a. Maintain property records and maintenance of property to include upkeep and cleanliness of the range areas.

b. Coordinate and supervise working parties.

c. Submit maintenance requests through the Range Chief.

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- d. Report all communication discrepancies to G-6.
- e. Coordinate target inventory and replenishments with the Pit SNCO.
- f. Submit meal requests accordingly for each rifle detail. Deliver meals for each rifle detail.
- g. Provide micropurchase forms for ordering range supplies and appropriate Defense Reutilization and Marketing Office (DRMO) documents as required.

18. Administrative NCO. The Administrative NCO holds the MOS 0151 and is responsible to the Range Officer for all administrative paperwork and reports for the SARC. The Administrative NCO is guided in the performance of his/her duties by the Range Officer, Range Chief, this Order and all other orders and directives pertaining to administrative reports for the SARC. The Administrative NCO duties will include, but are not limited to the following:

- a. Serve as Range Control for the SARC. Maintain communication with all ranges during operations.
- b. Ammunition certified per reference (g).
- c. Supervise the Ammunition NCO, Armorer and Corpsman.
- d. Maintain official records of the following:
 - (1) Two years electronic and one year hard copies of rifle/pistol range scores and data
 - (2) SARC personnel training folders, records, and muster reports

19. Ammunition NCO. The Ammunition NCO holds the MOS 2311 and is responsible to the Range Officer for the requisitions, handling, transportation, security, issuing and recovering of all ammunition used on the SARC. The Ammunition NCO is guided in the performance of his/her duties by this Order, reference (g) and all other orders and directives regarding ammunition. The Ammunition NCO duties will include, but are not limited to the following:

a. The Ammunition NCO acts as the Quality Assistance and Safety Observer in accordance with MCO 8023.3 for all personnel and activities involving ammunition aboard the SARC during annual marksmanship training. Ensures SARC personnel assigned the tasks of handling and/or transporting ammunition receives the appropriate training. Any changes in regulations or violations of regulations must be addressed to the Range Officer upon identification.

b. Ensure adequate quantities of ammunition are maintained on-hand for scheduled training.

c. Requisitions for resupply are made to Station Ordnance a minimum of five working days in advance. Upon receipt, all ammunition will be stored in the Station Ordnance magazine and/or the Ready Service Locker (RSL).

d. Daily Procedures for Ammunition Handling

(1) Daily issue is drawn from the RSL according to the amount requested by the Line SNCO. Inventory of ammunition is conducted daily to safeguard against errors.

(2) The chain of custody is maintained and recorded on the expenditure report.

(3) Ammunition is inspected for serviceability, separated and inventoried before turn-in. The Line SNCO will coordinate with the Ammunition NCO the amount of ammunition required for the next day's training.

(4) Ammunition returned to the RSL is recorded on the Expenditure report. The Expenditure report serves as a requisition document, receipt document and chain of custody record for each training day.

e. Report all ammunition malfunctions in accordance with MCO 8025.1.

f. Supervise the disposition of brass to DRMO.

20. Armorer. The Armorer holds the MOS 2111 and assist the Range Officer and Range Chief in the execution of their duties by providing limited weapons maintenance and weapon servicability inspections. The Armorer duties will include, but are not limited to the following:

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a. Refer weapons beyond maintenance capability back to assigned armory for repair. Weapons referred back for further maintenance will be properly tagged with form NAVMC 1018.

b. In the event of a weapon catastrophic failure, the Armorer will remove the weapon from the shooter and ensure the weapon remains orientated down range. The Armorer will not attempt to clear or safe the weapon. The Armorer will guard the weapon until relieved by investigators.

c. In the event of ammunition malfunction, the Armorer will assist the Ammunition Technician by gathering the required weapons data for the report.

21. Corpsman. The Corpsman holds the NEC 8404 and assists the Range Officer and Range Chief in the execution of their duties by providing on-site medical capabilities. The Corpsman duties will include, but are not limited to the following:

a. The Corpsman will maintain sufficient life saving equipment and additional medical supplies on hand to treat a variety of conditions.

b. Fully understand his/her responsibilities during MEDEVAC procedures.

c. Inform the Range Chief of whereabouts at all times.

d. During inclement or extreme weather conditions, the Corpsman will survey personnel for signs of heat/cold related problems or injuries.

22. Verifiers. Staff Sergeants and above are assigned to the rifle details by their units Commanding Officers to act as verifiers. Verifiers make decisions on questionable shot values or incidents that could affect evaluation scores. The verifier's duties and responsibilities are contained in Appendix H and the current AirStaBul 3574. Verifiers will receive a briefing on their duties and responsibilities by the Range Chief. The minimum verifier requirement per rifle detail is one verifier per ten targets for qualification.

23. Senior Firing Members. The Senior Firing Member from each group/unit will assist the Rifle Range Section SNCOIC and Line NCO in the execution of their duties by acting as the group/unit representative. The Senior Firing Member's duties and

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responsibilities are contained in Appendix I and the current AirStaBul 3574. Senior Firing Members will receive a briefing on their duties and responsibilities by the Range Chief.

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Chapter 4

Range Operations Requirements

1. General. The Marksmanship Training Unit (MTU) conducts the Marine Corps Combat Marksmanship Program (MCCMP) for 2d Marine Aircraft Wing (2d MAW) and tenant commands stationed aboard MCAS Cherry Point. Commands not stationed aboard MCAS Cherry Point will train on a space available basis. Qualification standards, requirements and exemptions are listed in reference (b).

2. Administrative Instructions. Detailed instructions for roster submission and requirements are contained in the current edition of reference (e).

3. Rifle Range Operations During Annual Rifle Training. The current annual rifle training course of fire is outlined in reference (b). In accordance with references (a) and (b), the following personnel requirements are set forth for safe range operations. The Range Officer will report personnel shortages to the Training Officer and Station Manpower.

a. Officer-In-Charge (OIC). This billet is generally held by a Chief Warrant Officer 2 or higher with the MOS 0930/Range Officer. The Marine holding this billet will be designated by the Training Officer and will be guided in his/her duties by the references and this Order.

b. Range Safety Officer (RSO). This billet is held by a Staff Sergeant or above and GS-07 or above. The Marine holding this billet will be designated by the Training Officer and will be guided in his/her duties by the references and this Order. The RSO will be present on the firing line while firing is in progress.

c. Rifle Range Section SNCOIC. This billet will be filled by a Gunnery Sergeant or above holding the secondary MOS 0932. This Marine is the Rifle Range Section Leader and generally fulfills the RSO requirement for the Rifle Range.

d. Line SNCO. This billet will be filled by a Staff Sergeant or above with the secondary MOS 0931. The Line SNCO will be present on the firing line during all firing unless otherwise directed by the Range Chief or the Rifle Range Section SNCOIC.

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e. Pit SNCO. This billet will be filled by a Staff Sergeant or above with the secondary MOS 0931. The Pit SNCO will be present in the Pits during all firing unless otherwise directed by the Range Officer or the Range Chief.

f. Pit NCO. This billet will be filled by a Corporal or above with the secondary MOS 0933. The Pit NCO will be present in the Pits during all firing unless otherwise directed by the Range Chief or the Rifle Range Section SNCOIC.

g. Tower NCO. This billet will be filled by a Sergeant with the secondary MOS 0931 and acts as the range's public announcer. This Marine is trained in operational commands, all range regulations and the sequence of fire. The Tower NCO will be present in the tower to control movement and firing on the range.

h. Block NCOs. This billet will be filled by a Sergeant with the secondary MOS 0933. During live fire training, one Block NCO will be assigned a block of not more than 12 targets. During evaluation, there should be a minimum of one Block NCO per 5 targets.

i. Combat Marksmanship Coaches (CMC). One CMC (MOS 0933) will be assigned no more than three (3) targets unless otherwise directed by the Range Officer.

4. Pistol Range Operations During Entry Level Pistol Training. The current annual entry level pistol training course of fire is outlined in reference (b). In accordance with references (a) and (b), the following personnel requirements are set forth for safe range operations. The Range Officer will report personnel shortages to the Training Officer and Station Manpower.

5. Officer-In-Charge (OIC). This billet is generally held by a Chief Warrant Officer 2 or higher with the MOS 0930/Range Officer.

a. The Marine holding this billet will be designated by the Training Officer and will be guided in his/her duties by the references and this Order.

b. Range Safety Officer (RSO). This billet is held by a Staff Sergeant or above. The Marine holding this billet will be designated by the Training Officer and will be guided in his/her

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duties by the references and this Order. The RSO will be present on the firing line while firing is in progress.

c. Pistol Range Section SNCOIC. This billet will be filled by a Staff Sergeant or above holding the secondary MOS 0931. This Marine is the Pistol Range Section Leader and generally fulfills the RSO requirement for the Pistol Range.

d. Line SNCO. This billet will be filled by a Staff Sergeant or above with the secondary MOS 0931. The Line SNCO will be present on the firing line during all firing unless otherwise directed by the Range Chief or the Pistol Range Section SNCOIC.

e. Tower NCO. This billet will be filled by a Sergeant with the secondary MOS 0931 and acts as the range's public announcer. This Marine is trained in operational commands, all range regulations and the sequence of fire. The Tower NCO will be present in the tower to control movement and firing on the range.

f. Block NCOs. This billet will be filled by a Sergeant with the secondary MOS 0933. During live fire training, one Block NCO will be assigned a block of not more than 12 targets. During evaluation, there should be a minimum of one Block NCO per 5 targets.

g. Combat Marksmanship Coaches (CMC). One CMC (MOS 0933) will be assigned no more than three (3) targets unless otherwise directed by the Range Officer.

6. Range Operations Other Than Annual Training. In accordance with reference (a), the following personnel requirements are set forth for safe range operations:

a. Officer In Charge (OIC). This billet is held by a Staff Sergeant or above or a civilian (GS-4 or above). The individual holding this billet will be designated by the Training Officer and will be guided in his/her duties by reference (a) and this Order.

b. Range Safety Officer (RSO). This billet is held by a Sergeant or above or a civilian (GS-4 or above). The individual holding this billet will be designated by the Training Officer

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and will be guided in his/her duties by reference (a) and this Order.

c. Position Safety Officer (PSO). The PSO is a Marine or civilian assigned to a specific area or weapon, responsible to the OIC for specific actions at that position or for that weapon. The PSO must be qualified on the weapon system being trained. PSOs primarily assist the RSO and OIC with training special courses of fire. The PSO's primary function is to assist in supervising the safe conduct of training within his/her assigned areas. PSOs will be assigned no more than two (2) target points unless otherwise directed by the OIC.

7. Special Live Fire Training. Units requesting special live fire training must coordinate through his/her S-3 and with the Range Officer or Range Chief. Requests for special live fire training must be submitted a minimum of 10 working days in advance. Requests will be approved on a case by case basis not to interfere with the annual training schedule.

8. Indoor Simulated Marksmanship Trainer (ISMT). Units or individuals requesting support involving ISMT training must coordinate through their S-3 and with the Range Chief or CMT SNCOIC. Request for ISMT training must be submitted a minimum of 10 working days in advance. Requests will be approved on a case by case basis not to interfere with remedial marksmanship training schedule.

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Chapter 5

Range Safety Regulations

1. General. Units conducting live-fire evolutions will ensure personnel conducting the training event and participating in the event are well versed and have complete understanding of the training to be conducted. The Training Officer is responsible for designating OICs and RSOs per reference (a) and Chapter 1 of this Order.

2. General Safety Regulations and Responsibilities. The firing of small arms will be governed by references (a), (b) and (h) of this Order and the following specifics:

a. Firing will be conducted only when authorized by the Range Officer or Training Officer.

b. Personnel assigned duties involving live-fire training or range operations will be in accordance with reference (a). Personnel serving as Position Safety Officers (PSOs) will be thoroughly briefed by the RSO on their duties and responsibilities before live-fire training commences.

c. During recreational firing, an OIC and RSO will be assigned.

d. OICs will be guided in their duties by this Order, reference (a) and the following:

(1) Responsible for the conduct of all range personnel and personnel undergoing training and instruction.

(2) Ensure the Corpsman is present before firing.

(3) Responsible for strict enforcement of the regulations prescribed by the references and this Order.

(4) Ensure the checklist contained in Appendix D and E is complete before firing.

e. RSOs will be guided in their duties by this Order, reference (a), and the following:

(1) Must be physically present on the range and maintain surveillance of firing and safety within the entire surface and vertical hazard space of the assigned range.

(2) Conduct a safety brief for all personnel before firing. Safety briefs for each range are contained in Appendix G.

(3) Ensure the Corpsman is present before firing.

(4) Responsible for strict enforcement of the regulations prescribed by the references and this Order.

(5) Ensure the checklist contained in Appendix D and E is complete before firing.

(6) Ensure all target placements and potential impacts are contained within the existing Surface Danger Zones.

f. Red warning (range flags) flags will be hoisted before firing. The red beacon light will be used at night with a front gate guard. The red warning flags, at a minimum, will be placed in the following areas:

(1) The flag pole at the entrance to the range complex, in front of building 4556.

(2) On each flag pole in the impact area for each range utilized.

(3) On each flag pole at every yardline utilized on the rifle range.

g. All 4 rifle range impact area gates will be secured before firing on the rifle range. The 4 rifle range impact area gates will remain unlocked when the rifle range is not in use.

h. Any person observing an unsafe condition will immediately call "CEASE FIRE" and report the condition to the RSO. Firing will not resume until the condition has been corrected.

i. No person will fire any weapon until the following has been ascertained:

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(1) Weapon(s) to be fired has received a Limited Technical Inspection (LTI)/Pre-Fire Inspection (PFI) by a qualified armorer.

(2) Received instruction in the mechanical safety features and malfunction procedures of the weapon.

(3) Received a safety brief and event brief.

j. RSOs will ensure two forms of communication are operational and maintained with range control during the training event and a phone watch is posted. Communications can be range phones, cell phones, or radios. In the event any form of communication is lost, the RSO will stop the training event until communication is re-established.

k. All personnel and gear must be inspected for ammunition, and all weapons will be cleared before leaving the range.

3. Firing of Non Service and Privately Owned Weapons. The firing of non-service and privately owned weapons for qualification is strictly prohibited. The firing of non-service and privately owned weapons for recreational purposes may be authorized as outlined below:

a. Recreational firing will be approved on a case-by-case basis requiring both the Range Officer and Training Officer's approval. Request for recreational firing must be submitted a minimum of 10 working days in advance.

b. Recreational firing will not interfere with scheduled training. Military training has priority over any recreational firing.

c. Weapon calibers will not exceed specified range restrictions. Magnum loads are not authorized aboard the MCAS Cherry Point SARC.

d. The weapon(s) will be registered with PMO.

e. A Release From Liability/Hold Harmless Agreement (Appendix B) will be signed by each individual participating in recreational firing. The Release From Liability/Hold Harmless Agreement forms will be maintained by the Range Officer for one year.

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f. Recreational shooters will provide their own ammunition, which must be declared safe by the OIC. The use of government ammunition for privately owned weapons is strictly prohibited. Recreational shooters will provide their own hearing protection and target materials. Target carriages are provided by the SARC.

4. Vehicles on the Range

a. No personal motor vehicles are authorized on the ranges without the expressed consent of the Range Officer or Range Chief. Authorized and government vehicles will remain behind the firing line.

b. No vehicle will park so as to block the path for emergency vehicles.

c. The RSO will designate a parking area for authorized and/or required vehicles.

5. Weapons and Ammunition Malfunctions. In the event of a weapon or ammunition malfunction, the OIC and RSO will follow the malfunction procedures listed in MCO 8025.1E and Chapter 2 of this Order.

a. If the malfunction involves an injury or fatality requiring MEDEVAC, follow the procedures listed in Appendix A.

b. The RSO will secure the site of the weapon or ammunition malfunction until relieved by the appropriate level investigator.

c. The issuing armory will be contacted for disposition of the malfunctioning weapon. The armory personnel will take responsibility of the weapon when authorized by investigators.

d. The MCAS Cherry Point CO will be included as an addressee on any ammunition malfunction report message generated from ammunition used aboard the SARC.

6. Special Effects Small Arms Making System (SESAMS). SESAMS training aboard the SARC requires prior approval from the Range Officer. All SESAMS training will be conducted per TECOM Safety of Use Memorandum (SOUM) 1-02 and this Order with special attention given to the following:

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a. OICs and RSOs will ensure all weapons have the appropriate SESAMS kits installed.

b. Only approved SESAMS ammunition per TECOM SOUM 1-02 will be used during training. No standard ammunition is allowed on the range when SESAMS ammunition is utilized.

c. Maintain a 150 meter safety distance zone around the designated SESAMS training area. Personnel within the safety distance zone must wear the required Personnel Protective Equipment as listed in TECOM SOUM 1-02.

d. Personnel will adhere to the minimum 5 meter engagement distance.

7. Thunder Storm Condition 1. The following procedures are set forth when the Air Station enters Thunder Storm Condition 1 (T-1):

a. The SARC office receives weather notifications from Station Weather via phone from the automated weather communicator system. The SARC office notifies all ranges of changes and updates as they are received via radio.

b. RSOs will remain especially watchful for signs of lightning after receiving notification of T-1.

c. Upon receiving a notification of lightning within 5 miles (L-5), the SARC office will immediately notify all ranges. The RSOs will ensure the following procedures are completed after receiving notification of L-5:

(1) Order 'Cease Fire', conduct an 'unload and show clear' and collect all ammunition.

(2) Rifle Range. Move all shooters to the thunder dome. Rifles will be carried muzzle down. Shooters will stack arms 25 meters from the thunder dome before entering.

(3) Pistol and Action Range. Move all shooters into K-span.

d. RSOs will enact the above steps and notify the SARC office if lightning is sighted before receiving an L-5 notification.

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e. When the Air Station is under L-5 conditions, the SARC office will contact Station Weather every thirty minutes for updates until the all clear is given.

8. Destructive Weather Condition II (DWC II). The following procedures are set forth when the Air Station enters Destructive Weather Condition II (DWC II).

a. The SARC office receives weather notifications from Station Weather via phone from the automated weather communicator system. During hurricane season the Emergency Operation Center (EOC) may notify the Range Officer directly concerning the setting of DWC II.

b. Upon receiving a notification of DWC II, the SARC office will immediately notify all ranges and secure all range training. The Range Officer will make a determination on how to conclude, cancel or reschedule annual marksmanship training. Special unit training will be rescheduled.

c. RSOs will order 'Cease Fire', conduct an 'unload and show clear' and collect all ammunition. RSOs will then order all shooters to return their weapons to the armories and to report back to their work sections.

d. SARC personnel will make emergency preparations to minimize damage from wind and water by securing all number boards, ready cans, and all outside target materials. Make detailed inspection of all areas and buildings and ensure all buildings are secured to include the rifle range mobile tower.

e. Special duty assignments and liberty will remain at the discretion of the Range Officer.

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Appendix A

MEDICAL EVACUATION (MEDEVAC) PROCEDURES

1. Purpose. This appendix provides guidance and instruction for implementing the MEDEVAC contingency plan in response to an incident or injury outside the capability of the Range Corpsman. Incidents and injuries vary in intensity; different levels will require little to all of the procedures explained in this appendix.

2. Action. In the case of a MEDEVAC, the RSOs will ensure the following steps are accomplished:

a. The first person to notice an incident or injury will immediately call "cease fire" and announce the target location. This first responder will render first aid until relieved by the the Range Corpsman. The Range Corpsman will continue first aid until emergency responders arrive (if required).

b. The RSO will immediately notify Range Control via radio or phone at (252) 466-2156 or 3109 in the case of an incident or injury requiring MEDEVAC. The RSO will provide the specific location on which range and a general description of the incident or injury. The Administration Chief will contact all agencies on the check list (see A-3) and coordinate with the RSO.

c. The RSO will maintain a chronological log of events to assist the investigating officials and aid the after-action report.

d. The MCAS Cherry Point Emergency Services (ext 911) is notified in the event that emergency care is required and transportation of the injured is necessary.

e. The Line SNCO will position the required personnel to direct the emergency vehicles to the accident.

f. The Tower NCO will give the command to 'unload, show clear' and clear the firing line. After the line is cleared, the Tower NCO and supervisory personnel will direct the shooters back one yard line on the Rifle Range and back to the parking lot on the pistol or action range.

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g. All witnesses will be separated from non-witnesses, directed not to talk about the incident, and provide their name, SSN, rank and unit to the RSO and investigators.

h. Two personnel will be identified to secure the incident site to avoid disturbing any evidence. The two personnel will remain posted until relieved by the RSO or investigators.

i. The Armorer (MOS 2111) will take custody and immediately establish a chain of custody for the weapon of the injured party noting the condition it was found in. The weapon shall remain at the range until released by the parent command. If the weapon was the cause of the incident or injury, an LTI will be performed on the weapon by the parent command. The LTI (if conducted) will be included as an enclosure to the investigation.

3. MEDEVAC Requiring Air Lift. When an incident or injury requires air lift the individual(s) will be transported to the flat grassy area between the 500 and 600 yard lines next to the basketball court. This area is designated as a temporary landing zone for such emergencies.

4. Reporting Requirements

a. When an incident or injury requires aid of the Corpsman, a flash report information sheet must be filled out and provided to the individuals group level S-3 for submission. An additional copy of this sheet will be provided to the Academics and Marksmanship Officer.

b. The Range Officer will notify the Academics and Marksmanship Officer at (252) 466-5186 of any incident or injury resulting in a flash report and/or MEDEVAC. If the Academics and Marksmanship Officer is not available, the Training Officer will be directly notified at (252) 466-5273.

MEDEVAC PROCEDURES CHECKLIST

ACTION	PHONE #	TIME	WHO
CEASE FIRE CALLED	N/A		
RANGE CONTROL NOTIFIED	(252) 466-2156		
CORPSMAN ON SCENE	N/A		
PMO DISPATCH NOTIFIED	911		
WITNESSES SEPARATED	N/A		
WEAPONS CLEARED, SHOOTERS MOVED TO DESIGNATED AREA	N/A		
WEAPON CHAIN OF CUSTODY ESTABLISHED	N/A		
AMMUNITION COLLECTED	N/A		
ACADEMICS AND MARKSMANSHIP OFFICER NOTIFIED	(252) 466-5186		
INJURED PERSONNEL PARENT COMMAND NOTIFIED	APPROPRIATE UNIT'S NUMBER		
JOINT SAFETY NOTIFIED	(252) 466-3578		

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Appendix B

RELEASE FROM LIABILITY/HOLD HARMLESS AGREEMENT

Assumption of Risk-Use of Range

This is a voluntary release of liability and complete assumption of risk. I, (print name) _____, agree that I will release, indemnify, defend and hold harmless the United States Government, the United States Marine Corps, Marine Corps Air Station Cherry Point (here-in-after "MCAS Cherry Point") and its officers, employees, agents, personnel, successors (here-in-after "the government") and assigns from and against any and all claims, damages, liabilities, losses, injuries, death, and cost and expenses including attorney fees, costs of suits, and deductible amounts for claims made against my insurance, arising out of or claimed on account of my involvement whatsoever resulting from my presence on MCAS Cherry Point, or my involvement in activities aboard MCAS Cherry Point.

This release applies to myself, and to my parents, spouse, children, guardian, executors, future heirs, assigns, creditors and administrators. This release of liability includes, but is not limited to claims based on negligence, both passive and active, of the government arising out of, or relating to any loss, damage, illness, death, or injury that may be sustained while on MCAS Cherry Point. This release also applies to all dangers inherently involved in the activities in which I desire to participate. I understand that the risks involved in these activities include, but are not limited to, risks resulting from firearms, projectiles, other equipment, terrain, my personal physical condition, vehicles, other participants and lack of hydration. I am specifically entering MCAS Cherry Point to participate in a Live Fire Event, an inherently dangerous activity for which I am aware of and understand the associated risks.

Other known risks aboard military installations include, but are not limited to: (1) injuries or death resulting from strenuous activities; (2) injuries or death resulting from recreational activities; (3) high volumes of traffic by civilian and military vehicles; (4) interactions with animals, both wild and domestic; (5) significant distances from recreational areas to medical treatment facilities or hospitals; (6) potentially hazardous training activities, including but not limited to, range firing, aircraft operations, and field maneuvers; and (7) hazards

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inherent to firing weapons, including but not limited to, being wounded by errant projectiles, being injured by target apparatus, and exploding ammunition or weapons.

I hereby authorize emergency medical treatment in the event of injury or illness. I also authorize trained health care providers, including, but not limited to physicians, nurses, nurse practitioners, emergency medical technicians and hospital corpsmen, to administer routine and/or emergency medicines and treatments, as needed.

This release shall remain in effect for one (1) year from the date of signature, unless rescinded in formal writing by the government or the releaser.

I further agree to give the government prompt written notice of any claim or suit possibly coming within the scope of the indemnity provided for by this agreement. Such notice will be promptly delivered to the Civil Law Section, Joint Law Center, MCAS Cherry Point. Upon written request of an indemnitee, the indemnitor will assume the defense of any such claim, demand, action, or proceeding as soon as practicable. If the government declines to provide the said support, this agreement shall be null and void. If any such support is provided by the government, this agreement shall remain in full force and effect.

I further state that I, (print name) _____, have carefully read the foregoing release, know the contents thereof, and sign this release as my own free act, on behalf of myself and/or my child or children for whom I am authorized to act as legal guardian.

Date (YYMMDD)

Signature

Phone number: _____

Range Safety Officer: (print name) _____

Range Safety Officer: (signature) _____

OPERATION RISK MANAGEMENT MATRIX

DATE: _____ **ORGANIZATION:** _____

TRAINING EVOLUTION: _____ **PREPARED BY:** _____

Operational Phase	Hazard	Cause	Initial RAC	Develop Controls	Residual RAC	How to Implement	How to Supervise

HAZARD SEVERITY:
 I - CATASTROPHIC - Death, permanent disability, major property damage.
 II - CRITICAL - Permanent partial disability major system or minor property damage.
 III - MARGINAL - Minor injury, minor system or property damage.
 IV - NEGLIGIBLE - 1st Aid, minor system repair.

MISHAP PROBABILITY
 A - FREQUENT
 B - LIKELY
 C - OCCASIONAL
 D - UNLIKELY

RISK ASSESSMENT CODE (RAC):
 1 - CRITICAL
 2 - SERIOUS
 3 - MODERATE
 4 - MINOR
 5 - NEGLIGABLE

RISK ASSESSMENT CODE MATRIX

		MISHAP PROBABILITY			
		A	B	C	D
HAZARD SEVERITY	I				
	II				
	III				
	IV				

OIC: _____
RSO: _____
RANGE OFFICER/
RANGE CHIEF: _____

Operation Risk Management Worksheet Appendix C

C-1

ENCLOSURE (1)

ASO 3574.2A
 13 JUL 2010

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Appendix D

OIC AND RSO CHECKLIST

This list covers the basic requirements for OIC's and RSO's to operate a small arms range aboard MCAS Cherry Point.

1. Review Operational Risk Management (ORM).
2. Review Range Regulations for the Specific Range.
3. Assumption of Responsibility for Specific Range.
 - a. Site inspection for safety hazards.
 - b. Target material inspected for safety hazards.
 - c. Ensure personnel have signed ammunition roster for the range.
 - d. Safety personnel and safety equipment are present.
 - e. Corpsman is present with appropriate medical kit.
 - f. Safety vehicle with qualified driver is present and briefed on duties (if applicable).
 - g. Communication gear checked to ensure it is working and two-way communications with Range Control is established.
 - h. Safety guards, road guards posted with positive 2-way communication (if applicable).
 - i. Visual inspection of impact area performed.
 - j. Specific range checklist initiated.
4. Receipt, Control, Assumption of Responsibility for Ammunition.
 - a. Ammunition separated by Department of Defense Identification Code (DODIC).
 - b. All Ammunition physically inventoried with ammunition technician.

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c. Personnel briefed on ammunition to be used during this range evolution and proper handling procedures.

d. Personnel briefed on shake-down procedures.

5. Establishment of Training Evolution Safety Standards.

a. Safety brief given which includes ORM assessment. Refer to Appendix G for range safety briefs.

b. Special safety considerations for the range/training evolution briefed.

c. Weapons handling rules briefed for each weapon system.

d. Weapons condition codes briefed for each weapons system.

e. Position Safety Officers (PSO) are designated and briefed.

6. Conduct of Training.

a. PSO's in place before beginning training.

b. Proper Personnel Protective Equipment (PPE) properly worn (as required).

c. Blank Firing Attachments (BFA) properly mounted (if applicable).

d. Ammunition shake-down procedures supervised and conducted before transition of each ammunition type.

7. Ammunition Shake-Down Procedures.

a. Establishment of shake-down site with supervision.

b. Participants received proper instructions.

c. All remaining ammunition is removed from magazines, equipment and uniforms.

d. All ammunition is segregated and stored in properly marked containers.

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8. Supervision of Ammunition Issue.

a. Ensure proper ammunition is issued for each training event.

b. Participants have ensured all magazines are filled with the proper ammunition type.

c. All participants are accounted for during ammunition issue using the roster provided by the OIC.

9. Conclusion of the training.

a. Ensure OIC notifies Range Control of cease fire.

b. Police call/range sweep for remaining ammunition, brass and trash.

c. Ensure all weapons are cleared and in condition 4, all personnel, ammunition, and equipment accounted for before leaving the range.

d. All personnel (including PSOs, observers, and participants) inspected (shake-down) before leaving the range.

e. All remaining ammunition collected, consolidated and returned to the ammunition technician.

f. Each Department of Defense Identification Code physically counted.

g. All dunnage and trash inspected and turned into designated locations.

h. Ammunition expenditure reconciled (to determine how much ammunition was actually expended).

i. Expenditure Report (NAVMC 11381) form completed and a copy provided to range control.

j. Responsible unit ammunition technician prepares ammunition for transportation. Station Ordnance contacted for ammunition turn-in (if applicable).

k. Police call of range inspection by the RSO and Range Control.

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Appendix E

RANGE CHECKLISTS

RSOs will use the appropriate range checklist to track operational safety requirements. These checklists serve as a daily record and are maintained for one FY by the Range Chief.

1. MTU operations. The Range Section SNCOICs/Line SNCOs will ensure the following is accomplished:

- a. Corpsman is on deck and inventoried the medical kit.
- b. The complex 'hot' range flag is raised.
- c. A visual sweep of the impact area has been completed. When using the rifle range, all four impact area gates are secured.
- d. The required information contained on the appropriate range checklist is reported to Range Control when requesting permission to go hot and when the range goes cold.
- e. The range is policed and reset for the next day of training.
- f. Dunnage and trash is moved to the respective location.
- g. All remaining ammunition is counted and returned to the Ammunition NCO for storage in the appropriate facility.

2. Non-MTU operations. The OIC will ensure the following is accomplished:

- a. Corpsman is on deck and inventoried the medical kit.
- b. The Safety vehicle is properly staged and has a clear route on and off the range.
- c. The complex 'hot' range flag is raised.
- d. A visual sweep of the impact area has been completed. When using the rifle range, all four (4) impact area gates are secured.
- e. All personnel have received the appropriate briefs.

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- f. The required information contained on the appropriate range checklist is reported to Range Control when requesting permission to go hot and when the range goes cold.
- g. The range is policed.
- h. Dunnage and trash is moved to the respective location.
- i. All remaining ammunition is counted and returned to the Ammunition NCO for storage in the appropriate facility.

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RIFLE RANGE TOWER CHECKLIST

Date: _____

Tower NCO: _____ Initial

1. Range flags hoisted on each yard line. _____

2. Pit flags hoisted. _____

3. 2 forms of 2-way communication with Range Control. _____

4. Comm with pits. _____

5. Radio checks on all hand-held radios. _____

6. Firing counts received from Line SNCO. _____

7. Armorer and Corpsman on deck. _____

8. Ammo on deck and broke out. _____

9. Required number of personnel on deck: CMCs, Blocks. _____

10. Smudge pots lit. _____

11. All required personnel are in the Pits and Pit sealed. _____

Morning: _____

Afternoon: _____

12. Verifiers on deck and in the Pits (on Qual day). _____

13. Bolt and Bore/Safety brief completed: _____

Morning: _____

Afternoon: _____

14. RSO and Line SNCO on deck. _____

15. Call Range Control with the counts, and request to go hot. _____

RSO: _____ Line SNCO: _____

Shooters: _____ CMCs: _____ Block NCOs: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Cold Time: _____ Unload Show Clear Time/Declaration: _____

PISTOL RANGE TOWER CHECKLIST

Date: _____

Tower NCO: _____ Initial _____

1. Both range flags hoisted on berm. _____
2. 2 forms of 2-way communication with Range Control. _____
3. Radio checks hand-held radio. _____
4. Firing counts received from Line SNCO. _____
5. Armorer and Corpsman on deck. _____
6. Ammo on deck and broke out. _____
7. Required number of personnel on deck: CMCs, Blocks. _____
8. Unload Show Clear and Safety brief completed:
1st Relay Time: _____
2nd Relay Time: _____
3rd Relay Time: _____
4th Relay Time: _____
5th Relay Time: _____
6th Relay Time: _____
9. RSO and Line SNCO on deck. _____
10. Call Range Control with the counts, and request to go hot. _____

RSO: _____ Line SNCO: _____

Shooters: _____ CMCs: _____ Block NCOs: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Cold Time: _____ Unload Show Clear Time/Declaration: _____

ACTION RANGE TOWER CHECKLIST

Date: _____

Tower Operator/Instructor: _____ Initial

1. Both range flags hoisted on berm. _____
2. 2 forms of 2-way communication with Range Control. _____
3. Radio checks hand-held radio. _____
4. Firing counts received from Line SNCO. _____
5. Corpsman on deck. Rank/Name: _____
6. Ammo on deck and broke out. _____
7. Required number of personnel on deck: PSOs. _____
8. Unload Show Clear and Safety brief completed at: _____
9. RSO(s) on deck. _____
10. Call Range Control with the counts, and request to go hot. _____

RSO (1): _____ RSO (2): _____

Shooters: _____ PSOs: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Hot Time: _____ Check Fire Time: _____

Reason: _____

Cold Time: _____ Unload Show Clear Time/Declaration: _____

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Appendix F

FIRING WARNING ORDER AND NOTICE TO MARINES

1. General. Per reference (a), the Range Officer will publish a Firing Warning Order (FWO) and a Notice to Marines (NTM) every two weeks or as required for changes. The two messages are posted to notify pertinent commands and the public of the scheduled firing times associated with the Small Arms Range Complex.

2. Procedure. The Range Officer will produce the messages in the format provided below. Each message is numbered throughout the calendar year (CY) in the subject line of the message. Example: 01-06 refers to the first message of the CY 2006. After formatting the messages the Range Officer will forward both messages (FWO and NTM) to the Operations Directorate for release.

a. FWO Message Format

FM CO MCAS CHERRY POINT(uc) /
TO AIG 13937 /
INFO/CG MCI EAST TEO(UC) /
CG MCI EAST(UC) /
CG II MEF G3(UC) /
CG II MEF(UC) /
CG SECOND MAW /
CO MCAS CHERRY POINT(uc) /
COMCOGARD SECTOR NORTH CAROLINA ATLANTIC BEACH NC /
COGARD STA HOBUCKEN NC /
COGARD SMILAX /
CCGDFIVE PORTSMOUTH VA
ANT FORT MACON /
UNCLAS //
SUBJ:CPNC RANGE FIRING WARNING AND AIRSPACE UTILIZATION ORDER
16-06 //
MSGID/GENADMIN/CO MCAS CHERRY POINT //
REF/A/DOC/MCO 3570.1B/19MAY03 //
REF/B/DOC/AIRSTABUL P3574.2/DATE SIGNED //
REF/C/DOC/ASO P3710.7J/16JUL05 //
NARR/REF A PROVIDES RANGE SAFETY POLICIES FOR U.S. MARINE CORPS,
IT ESTABLISHES SURFACE DANGER ZONES AS MINIMUM SAFETY STANDARDS
AND RANGE SAFETY POLICES AND RESPONSIBILITIES FOR FIRING
AMMUNITION, LASERS, GUIDED MISSILES, ROCKETS AND PROVIDES
GUIDANCE FOR THE APPLICATION OF RISK MANAGEMENT IN RANGE

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OPERATIONS. POC/J.A.OLIVER/CWO/RANGE OFFICER/-/TEL: DSN 582-6044/3109/TEL: COMM 252-466-6044/3109//
RMKS/1. PURPOSE. IAW REF A, THE PURPOSE OF THIS FIRING WARNING ORDER IS TO ADVISE MILITARY COMMANDS AND THE PUBLIC OF LIVE FIRE TRAINING EXERCISES.

2. GENERAL

A. TRAINING EXERCISES INVOLVING LIVE FIRING MAY BE CONDUCTED ONLY AS HEREIN DESCRIBED AND IN ACCORDANCE WITH REFERENCES A AND B. RANGES, HAZARDOUS AREAS, AIR AND SEA SPACE REFERRED TO ARE DESCRIBED IN REFERENCE B.

C. AIRMEN ARE ADVISED TO NOTE HAZARDS REGARDING AIRCRAFT OPERATIONS IN THE VICINITY OF THE SMALL ARMS RANGE COMPLEX IN ACCORDANCE WITH REFERENCE C, THE MCAS CHERRY POINT AIR OPERATIONS MANUAL.

D. COMMERCIAL AND PRIVATE BOAT OPERATORS ARE ADVISED OF HAZARDS TO WATER TRAFFIC IN THE CURRENT NOTICE TO MARINERS.

3. SMALL ARMS RANGE COMPLEX. THE RANGE OFFICER (RO), MCAS CHERRY POINT MAY CONDUCT SMALL ARMS FIRING AT THE AIR STATION RIFLE PISTOL AND ACTION RANGES FROM 0600-2200 DAILY.

4. PUBLIC AFFAIRS OFFICER. PROVIDE CONTENTS OF THIS MSG TO PUBLIC/NEWS MEDIA.

5. COMMUNICATIONS: RO PHONE, DSN 582-6044/3109, COML 252-466-6044/3109.

6. WEAPON SYSTEMS DEPICTED BELOW ARE AUTHORIZED ON THE SUBJECT RANGE. ACTUAL WEAPONS TO BE UTILIZED ON THE SUBJECT RANGE IS IDENTIFIED BY THE ROIC OR THE RSO AT THE TIME THE RANGE IS CHECKED OUT.

7. TRAINING FOR 7 SEP 06 THROUGH 22 SEP 06 IS SCHEDULED AS FOLLOWS:

FACILITY	UNIT	EVENT	DATES	START	END
PISTOL RANGE	MTU	M9 QUAL	04_06 DEC 06	06:00	17:00
ACTION RANGE	MTU	M9/SHOTGUN	07 DEC 06	06:00	17:00
RIFLE RANGE	MTU	M16 QUAL	09_14 DEC 06	06:00	17:00
RIFLE RANGE	MTU	RIFLE T3A	16_17 DEC 06	06:00	17:00

8. CHANGES TO THE ABOVE WILL NOT BE APPROVED WITH THE EXCEPTION OF CANCELLATIONS.

9. REQUEST COMMANDERS PROVIDE WIDEST DISSEMINATION OF THIS MSG.

10. TRAINING NOTE:

A. ALL LIVE FIRE RANGES ARE REQUIRED TO BE INSPECTED AND CLEARED BY MTU PERSONNEL BEFORE BEING PROPERLY CLEARED.

B. USING UNITS MUST REMOVE ALL TRASH AND DUNNAGE FROM THE RANGES.

C. RETURN ALL RANGE EQUIPMENT PRIOR TO DEPARTING THE RANGES (I.E. RANGE FLAGS, RANGE CANS AND RADIOS).

D. RSO CLASS IS SCHEDULED THROUGH THE RO.

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E. ALL UNITS CONDUCTING TABLE 3 ANNUAL RIFLE TRAINING WILL WEAR HELMETS AND FLAK JACKETS WHEN CONDUCTING LIVE FIRE.//

b. NTM Message Format

FM CO MCAS CHERRY POINT(uc) /
TO AIG 13937/
INFO/COMCOGARD SECTOR NORTH CAROLINA ATLANTIC BEACH NC/
CG MCI EAST G3 TEO(UC) /
CG MCI EAST G3 (UC) /
CG SECOND MAW/
CG II MEF/
CO MCAS CHERRY POINT NC/
CO MCAS CHERRY POINT(uc) /
COGARD STA HOBUCKEN NC/
COGARD SMILAX/
CCGDFIVE PORTSMOUTH VA/
ANT FORT MACON/
UNCLAS//
SUBJ:CPNC REQUEST NOTICE TO MARINERS 16-06//
MSGID/GENADMIN/CG MCAS CHERRY POINT NC//
REF/A/DOC/CODE OF FEDERAL REG/890701//
REF/B/DOC/33 CFR, VOL 3, 334/990701//
REF/C/DOC/US GS CHART 11552/010301//
NARR/REF A DIRECTS NOTICE TO MARINERS BE PUBLISHED. REF B PROVIDES A RESTRICTED ZONE VICINITY AT MCAS, CHERRY POINT. REF C INDICATES WATERWAYS ADJACENT TO MCAS CHERRY POINT.//
POC/J.A.OLIVER/CWO/RANGE OFFICER/-/TEL:DSN 582-6044/3109/
TEL:COML 252-466-6044/3109//
RMKS/1. IAW THE REFS, REQ BELOW NOTICE OF LIVE FIRING TRAINING BE PUB:
1.A. HANCOCK CREEK ADJACENT TO MCAS CHERRY POINT (WATERS IN HANCOCK CREEK NORTH OF CAHOOGUE CREEK INTO THE NEUSE RIVER LOCATED AT THE MOUTH OF HANCOCK CREEK): LIVE FIRE OPERATIONS BEING CONDUCTED WHICH EFFECT/IMPACT THIS AREA.
1.A.1 SUNUP - SUNSET: 09 DEC 06 - 13 DEC 06 RIFLE RANGE TRAINING.
1.A.2 SUNUP - SUNSET: 16 DEC 06 - 17 DEC 06 RIFLE RANGE TRAINING.
1.B. PERSONNEL MAY ENTER AND/OR REMAIN WITHIN THE STATED AREA OF HANCOCK CREEK AND THE MOUTH LOCATED ON THE NUESE RIVER FOR THE DURATION OF THE TRAINING OPERATIONS. CO MCAS CHERRY POINT WILL NOT RESTRICT PUBLIC ACCESS TO THESE PUBLIC TRUST WATERS DURING THIS TRAINING OPERATION. THIS NOTICE SERVES TO IDENTIFY THE POSSIBLE HAZARDS ASSOCIATED WHEN BOATING IN THIS AREA. REF A

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REQUIRES THIS NOTICE TO MARINERS BE PUBLISHED IN THE LOCAL
NOTICE TO MARINERS AND BROADCAST OVER THE MARINE BAND RADIO
NETWORK. THIS AREA WILL NOT BE PATROLLED BY MILITARY PERSONNEL
OR VESSEL.//

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Appendix G

RANGE SAFETY BRIEFS

1. Standard Rifle Range Safety Brief

The pits are sealed, the pits are sealed. No one will move forward of the firing line without permission from the tower and the tower only. The safety rules and regulations are as follows:

Safety rules are:

1. Treat every weapon as if it were loaded.
2. Never point your weapon at anything you do not intend to shoot.
3. Keep your finger straight and off the trigger until you are ready to fire.
4. Keep your weapon on safe until you intend to fire.

Weapons conditions are:

Condition 4: Weapon on safe, magazine removed, bolt forward on an empty chamber and ejection port cover closed.

Condition 3: Weapon on safe, magazine inserted, bolt forward on an empty chamber and ejection port cover closed.

Condition 2: Does not apply. Only applies to external hammer weapons.

Condition 1: Weapon on safe, magazine inserted, bolt forward on a loaded chamber and ejection port cover closed.

At no time will any portion of your body go forward of the firing line. If any of your gear goes forward of the firing line, simply raise your hand and a Coach or Block NCO will assist you.

After you receive your ammunition, count it and inspect it for serviceability. Ammunition will be kept on your person at all times. No personal or modified ammunition will be fired on this range. Do not attempt to fire faulty, dirty or damaged ammunition.

Your weapon is your responsibility; you will keep your weapon on you at all times.

Snapping in will be done on the firing line and the firing line only. When not on the firing line your weapon will remain in condition 4.

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When moving on and off the firing line, your weapon will be at strong side sling arms.

Proper hearing protection is required while firing is in progress and forward of the ready benches.

If you experience a stoppage, you must apply corrective action and continue to fire unless directed otherwise by range personnel.

Anyone may call cease-fire if they see an unsafe situation. On the command cease-fire, no more rounds go down range. You will immediately make a straight trigger finger, place the weapon on safe, keep muzzles pointed down range and await further commands from the tower.

No one leaves the firing line without permission from range personnel.

Marines, look down range. The flag pole left of target #1 is your left lateral limit. The flag pole right of target #38 is your right lateral limit. At no time will you aim your weapons beyond these limits, you will aim in on your target, and your target only.

There is no sleeping or lying down on the ranges.

While at the 200 yard line, you will use the head located at the 200 yard line. While at the 300 and 500 yard lines you will use the heads located behind the 500 yard line only.

The smoking area is behind the tower on the centerline road.

Do not endanger any wildlife while aboard this range. Fire at your target and your target only.

All live rounds and brass will be turned into any range personnel prior to leaving the range.

All commands come from the tower. Do not anticipate these commands. Magazines will be filled only on command from the tower and at the ready boxes.

Any violations of these safety rules may result in you being removed from this range. The Range Officer has the final say on all operations and regulations regarding this range.

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This concludes your safety brief.

The Range Officer is:

The Range SNCOIC (RSO) is:

The Line SNCO is:

2. Standard Pistol Range Safety Brief

The safety rules and regulations are as follows:

1. Treat every weapon as if it were loaded.
2. Never point a weapon at anything you do not intend to shoot.
3. Keep your finger straight and off the trigger until you are ready to fire.
4. Keep the weapon on safe until you intend to fire.

Weapon conditions are:

Condition 4 weapon is: Weapon on safe, magazine removed, slide forward, chamber empty.

Condition 3 weapon is: Weapon on safe, magazine inserted, slide forward, chamber empty.

Condition 2: Does not apply. Only applies to external hammer weapons.

Condition 1 weapon is: Weapon on safe, magazine inserted, slide forward, with a round in chamber.

Marines look down range. Your left lateral limit is the red marker at target #1, your right lateral limit is the red marker at target #25. At no time will you aim your weapons beyond these limits; you will aim in on your target and your target only.

At no time will any portion of your body go forward of the firing line. If any of your gear goes forward of the firing line, simply raise your hand and a Coach or Block NCO will assist you. There will be no bending over or kneeling on the firing line without permission from the tower. After you receive your ammunition, count it and inspect it for serviceability. Ammunition will be kept on the person at all times. No personal or modified ammunition will be fired on this range. Do not attempt to fire faulty, dirty, or damaged ammunitions.

Snapping in will be done on the firing line and the firing line only. When moving on and off the firing line, your weapon will be holstered. Going from Condition 1 to Condition 4.

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Proper hearing protection is required while firing is in progress.

If you experience a stoppage, apply immediate and or remedial action and continue to fire unless directed otherwise by range personnel.

If you experience an audible pop or reduced recoil, cease fire immediately and notify range personnel.

Anyone observing an unsafe condition will immediately call "cease fire". On the command cease fire, no more rounds go down range. Make a straight trigger finger, place the weapon on safe, keep muzzles pointed down range and await further commands from the tower.

No one will leave the yard line being fired on without permission from the tower or the Line SNCO.

All live rounds and brass will be turned into any range personnel prior to leaving the range.

All commands come from the tower; do not anticipate these commands. Magazines will be filled on command from the tower and the tower only.

Any violations of these rules may result in you being removed from this range. The Range Officer has the final say on all operations and regulations regarding this range.

This concludes your safety brief.

The Range Officer is:

The Range SNCOIC (RSO) is:

The Line SNCO is:

3. Standard Action Range Safety Brief.

Various weapons are fired on the action range. The RSO must be able to explain the weapon conditions for each weapon variation.

The safety rules and regulations are as follows:

1. Treat every weapon as if it were loaded.
2. Never point a weapon at anything you do not intend to shoot.
3. Keep your finger straight and off the trigger until you are ready to fire.

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4. Keep the weapon on safe until you intend to fire.

The standard issued weapon conditions are:

Condition 4 weapon is: Weapon on safe, magazine removed, slide forward, chamber empty.

Condition 3 weapon is: Weapon on safe, magazine inserted, slide forward, chamber empty.

Condition 2: Does not apply. Only applies to external hammer weapons.

Condition 1 weapon is: Weapon on safe, magazine inserted, slide forward, with a round in chamber.

(Discuss any other weapons conditions if applicable.)

Marines look down range. Your left lateral limit is target #1; your right lateral limit is target #12. At no time will you aim your weapons beyond these limits; you will aim in on your target and your target only.

Ammunition will be kept on the person at all times. No personal or modified ammunition will be fired on this range. Do not attempt to fire faulty, dirty, or damaged ammunitions.

Snapping in will be done on the firing line and the firing line only.

Proper hearing protection is required while firing is in progress for all shooter, range personnel, RSO and corpsman.

If you experience a stoppage, apply immediate and or remedial action and continue to fire unless directed otherwise by range personnel.

If you experience an audible pop or reduced recoil, cease fire immediately and notify range personnel. Anyone observing an unsafe condition will immediately call "Cease Fire". On the command cease fire, no more rounds go down range. Make a straight trigger finger, place the weapon on safe, keep muzzles pointed down range and await further commands from the tower.

No one will leave the range without permission from the tower or RSO.

All live rounds and brass will be turned into any range personnel prior to leaving the range.

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All commands come from the tower; do not anticipate these commands. Magazines will be filled on command from the tower and the tower only.

This concludes your safety brief.

The Range OIC is:

The RSO is:

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Appendix H

VERIFIERS AND SCOREKEEPERS

1. Purpose. The duties of the verifiers on qualification days are critical to the overall operation of the range. The primary responsibilities of the verifiers are to ensure integrity of the results from the pits and to ensure the pits are operating in a prompt, safe, and efficient manner. The verifiers will be thoroughly familiar with the instructions contained within this appendix. Verifiers will be alert to any unsafe conditions and will call a cease-fire when any such condition exists.

2. All verifiers assigned to rifle range details must report to the Range Chief on the dates indicated in enclosure (1) of AirStaBul 3574 to receive reporting and duty instructions.

3. Duties and Responsibilities of the Verifier. Verifiers are responsible to the Range Officer for the efficient and accurate operation of an assigned bank of targets. They are specifically responsible to ensure the scorekeepers assigned to each target are accurately maintaining the scorecards of their respective targets. The verifiers will take position on the catwalk where they can best observe their assigned targets, check all scorecards, and ensure the scorekeepers correctly mark the value of each shot. Verifiers will be assisted in their duties by the Pit SNCO/NCO. Verifier's duties include, but are not limited to:

a. Before firing, ensure all targets are marked with date, target number, and the name of the verifier. Verifiers will check to see that all targets are free from shot holes before firing. All shot holes on the target or in the wood will be initialed.

b. Closely monitor their block of targets to ensure the true value of the shots is not altered on the target or scorecards.

c. If unable to answer a question pertaining to the duties of scorekeepers or proper procedures in accordance with current regulations, verifiers will contact the Pit SNCO/NCO for assistance.

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d. During Slow Fire

(1) Observe and control assigned targets to ensure accuracy of score keeping.

(2) Personally verify all non-visible misses (shots not found on the target). Ricochets are also considered misses. Mark the appropriate box with 'VM' in red ink only. On the back of the scorecard, note the yard line, stage of fire, and shot number as a verified miss.

(3) If two or more shots strike the target at approximately the same time, the shot of highest value will be scored. Have the scorekeeper place spotters in each shot hole and disk the higher valued shot. A miss on one of the adjacent targets should be anticipated. If multiple shots occur without misses on the adjacent targets, report this to the Verifying Officer or Pit SNCO.

(4) Notify the Pit SNCO/NCO of all cases of excessive hits.

(5) If a target receives the command to disregard a shot, the target is lowered into the pits. The shot spotter and scoring disk is removed and the target is raised for the next shot. The Verifier will cross out the shot disregarded in red ink only. On the back of the scorecard, note the yard line, stage of fire, and shot number as disregarded. The following shot value will be marked on the scorecard in place of the disregarded value by the scorekeeper in black ink.

(6) At the conclusion of each shooters stage of slow fire; all targets will remain in the air until completion of that stage of fire and commands are given from the sound shed to lower all targets into the pits.

(7) After completion of each stage of slow fire saved rounds will be announced. Personally verify all saved rounds announced by the sound shed. Mark the appropriate box(s) with 'M' in red ink only. On the back of the scorecard, note the yard line, stage of fire and shot number(s) as a saved round.

(8) After completion of each stage of slow fire, verify each scorecard and total. If the scorecard is missing shot values notify the Pit SNCO/NCO immediately.

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e. During Rapid Fire

(1) When all targets are withdrawn, ensure your scorekeepers count the number of shot holes before scoring. Proceed directly to any target with insufficient or excessive shot holes.

(2) Excessive Hits

(a) If a target has more hits than the prescribed number of shots for the stage of fire (not all of the same value) the shooter assigned to that target will receive an alibi. If all hits are of the same value the shooter will receive the value of the number of shots fired up to the prescribed number of hits for that stage (i.e. thirteen shots in the 4-ring equates to 40 points for 10 shots).

(b) Adjacent targets (two to the left and two to the right) will be checked for insufficient hits. If less than 10 hits are reported on any of these targets, the target with excessive hits (not of the same value) will be pasted up, and the entire string re-fired (alibi).

(3) Insufficient Hits

(a) After completion of each stage of rapid fire, saved rounds will be announced. Personally verify all saved rounds announced by the sound shed. Mark the appropriate box(es) with 'M' in red ink only. On the back of the scorecard note the yard line, stage of fire and shot number(s) as a saved round.

(b) If there are insufficient hits and three or more shot holes are touching and there are no excessive hits on the two targets to the left or right, the shooter is given the value of the three touching shot holes for the missing shot(s).

(c) If there are insufficient hits and there are not three or more shot holes touching, the shooter must accept the score for the number of rounds impacting the target.

(d) If the target has 9 hits all in the "aiming black", the shooter will receive the maximum score for that stage of fire.

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(e) If the target has insufficient hits as a result of the shooter firing on the wrong target, that shooter will receive misses for erroneously fired rounds. Mark the appropriate box(es) with 'VM' in red ink only. On the back of the scorecard, note the yard line stage of fire and shot number(s) as a verified miss.

(4) After completion of each stage of Rapid fire, notify the Pit SNCO/NCO immediately of any targets with excessive or insufficient hits, then verify each scorecard and total.

f. Pit Alibis. Pit alibis will be awarded under the following circumstances:

(1) If a target becomes crooked or falls out of the carriage regardless of whether or not the shooter fires on/at the target.

(2) The target is withdrawn as the shot was fired during a slow fire (unless time expired).

(3) The target is withdrawn before the time expires in rapid fire.

(4) Range operations require/cause all targets to be withdrawn before time has expired.

(5) Verifiers will disregard the shot or series of shots pertaining to the specific alibi. The Verifier will cross out the shot or series of shots disregarded for the alibi in red ink only. On the back of the scorecard note the yard line, stage of fire and/or shot number awarded the alibi.

(a) Slow Fire Alibi. The alibi shot value will be marked on the scorecard in place of the disregarded value by the scorekeeper in black ink.

(b) Rapid Fire Alibi. The alibi shot values will be marked in black ink in the lower portion of the scorecard in the appropriate boxes for the entire rapid fire stage of fire by the scorekeeper.

g. Scorecards

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(1) The Verifiers will fill out the appropriate blocks on the bottom of each scorecard and ensure their scorekeepers fill out the appropriate blocks on the bottom of each scorecard.

(2) The Verifiers are responsible for ensuring the scorekeepers accurately and legibly mark the scorecards.

(3) All corrections on the scorecards must be made by the Verifier who will annotate a note pertaining to the correction on the back of the scorecard. All entries on the scorecard will be made in indelible ink.

(4) If an alibi is awarded, the new scores will be recorded accurately as previously stated.

(5) If during rapid fire there are multiple shooters with alibis on the same target:

(a) One Relay Alibi. The alibi shooters and their scorecard will shift a minimum of four targets left or right. The alibi target number assigned will be annotated on the back of the scorecard by the Verifier.

(b) Multiple Relay Alibi. Each shooter will fire their own alibi string on the same target as separate relays.

(6) Verifiers will check the addition of each string of fire total and initial the scorecard adjacent to the total box. The Verifiers will also check the total score addition on each scorecard.

(7) Verifiers will sign the scorecard in the appropriate block after all addition has been check.

h. Changeover. During changeover, Verifiers will collect all recorded scorecards in their assigned block of targets and deliver them to the Pit SNCO/NCO.

i. End of Record Firing. Verifiers will collect all remaining recorded scorecards from their block of targets and deliver them to the Pit SNCO/NCO. The Senior Verifier will receive the entire range detail's scorecards and proceed to the range house for final processing with the Administrative NCO. During the final processing, the pit and line scorecards are matched and the Verifiers and Administrative NCO make final verifications.

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4. Duties of the Scorekeeper. The official scorecard is kept in the pits. When pulling targets in the pits, all shooters will function as pit operators. A pit operator from each target is responsible for maintaining the scorecards on the designated target in the pits. The scorekeeper will print legibly in the appropriate blocks on the top of each scorecard with the date, target number, relay number and scorekeeper information located at the bottom of each scorecard. All entries on scorecards are made in black indelible ink. A Verifier must make any and all corrections on the scorecards. Additionally, scorekeeper's duties include but are not limited to:

a. Visually check the shot hole and determine the value of each shot. After the scorekeeper has determined the shot value, the scorekeeper will list the appropriate shot value in the proper sequence on the scorecard.

(1) The value of each shot corresponds to the respective scoring ring. If a shot touches the edge of the next higher value, then the higher value is awarded.

(2) Ensure each shot during slow fire is properly spotted and the scoring disk is placed to indicate the appropriate shot value.

(3) During rapid fire, scorekeepers will count all shot holes before annotating the shot values on the scorecard. Shot values will be written from highest to lowest value on the scorecard.

(4) If the scorekeeper finds an excessive or insufficient number of hits on the target during rapid fire; the scorekeeper will immediately notify a Verifier. Spotters will not be placed into the rapid-fire targets until the target has been verified.

b. Ricochets are scored as misses. Ricochets will be verified by the Verifiers only.

c. Visible misses on the 'Able' target: Any shot on the 'Able' target off the 4 feet wide by 6 feet tall paper is a visible miss. Scorekeepers will mark the appropriate box with 'M' in black indelible ink. On the back of the scorecard, note the yard line, stage of fire and shot number as a verified miss.

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d. If a scorekeeper has any questions concerning their duty or shots on target; the scorekeeper will call for the Verifier.

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Appendix I

STAFF NON-FIRE BRIEF

1. Purpose

a. Annual Rifle Training (ART) is outlined in reference (b). This document provides the specific tasks and instruction requirements your Marines are required to complete on the rifle range during the fiscal year.

b. ART consists of seven training days: Two days of preparatory training (lecture/snap-in) and five days of live fire with additional preparatory training. Live fire training is broken down into two tables: Table 1 consists of three days of live fire training (Known Distance), with the third day designated for qualification. There will be no early releases from the range during preparatory or live fire training. This is the appointed place of duty for all shooters. Table 2 consists of two days: day one consists of preparatory (lecture/snap-in) and live fire training, with the second day designated for qualification. Table 3A (Alpha) consists of two days: day one consists of preparatory (lecture/snap-in) and live fire training, with the second day designated for qualification. Table 3B (Bravo) can not be facilitated here due to night flight operations.

2. Duties and Responsibilities of the Staff Non-Fire. The Marine selected to serve as the Staff Non-Fire from each group/unit will report to the Range Chief at the MTU office Bldg. 4556 upon completion of preparatory training. Staff Non-Fire will receive their unit's roster from the Administrative NCO for review and muster purposes. The Staff Non-Fire of each unit will assist the RSO and Line SNCO in the execution of their duties by acting as the unit representative. The Staff Non-Fire's duties will include, but are not limited to:

a. Account for all Marines from his/her group/unit and ensuring all matters dealing with personnel are coordinated with the Line SNCO and the group/unit's S-3. This includes no shows, weapons or gear malfunctions, etc.

b. Serve as a direct liaison between the MTU and your command.

c. Assigning personnel to working parties as required.

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d. Report any UA Marine(s) directly to his/her group's S-3 by the end of the each training day.

e. Ensure weapons accountability is continuous.

f. Check-in at the MTU building daily to receive the muster/ammunition roster. Return the roster to the Administrative NCO and report the group/unit total number of shooters for each day.

g. Ensure shooters are tentative and following all commands on the range.

h. Ensure no one leaves the range until dismissed by the RSO/Line SNCO and yourself upon completion of the day's training.

3. Preparatory Training. Ensure all Marines (regardless of rank) attend preparatory training. Marines will bring the required gear as listed in the paragraphs below and their issued weapon. Muster is conducted before the start of training. Marines who do not attend preparatory training or miss any portion of the training will not fire on the scheduled detail and must be rescheduled for another detail.

4. Uniform and Equipment

a. Uniform. The utility uniform is the prescribed uniform. Cold weather gear is authorized at the individual's discretion. However, cold weather gear will be worn underneath the required 782 gear. All uniform regulations will be adhered to in accordance with established uniform regulations.

b. Cell Phones and other communication devices are not authorized on the ranges for any reason. Messages can be forwarded through the Administrative NCO at (252) 466-2156.

c. Required Equipment for Table 1. Service Rifle, issued web sling or approved 3-point sling, magazine retention devices/pouches, appropriate cartridge belt/Load Bearing Vest (LBV), four to six M16 30-round magazines, hydration device, hearing protection, data book, and a black ink pen. All gear will be worn in accordance with the Battle Skills Training (BST) manual.

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d. Required Equipment for Table 2. Service Rifle, issued web sling or approved 3-point sling, magazine retention devices/pouches, appropriate cartridge belt and H-harness or LBV, four to six M16 30-round magazines, hydration device, hearing protection, helmet and flak jacket/interceptor vest. All gear will be worn in accordance with the Battle Skills Training (BST) manual. NOTE: Individual groups/units must provide hearing protection for their Marines on the range.

NOTE: Individual groups/units must provide hearing protection and data books for their Marines on the range.

e. Required Equipment for Table 3A. Service Rifle, issued web sling or approved 3-point sling, magazine retention devices/pouches, appropriate cartridge belt and H-harness or LBV, four to six M16 30-round magazines, hydration device, hearing protection, helmet and flak jacket/interceptor vest. All gear will be worn in accordance with the Battle Skills Training (BST) manual. NOTE: Individual groups/units must provide hearing protection for their Marines on the range.

5. General Training Schedule

a. Table 1 Preparatory Training Days. All Marines (regardless of rank) will attend preparatory training for Table 1 in accordance with the current AirStaBul 3574, held at the Station Rifle Range Bleachers.

b. Table 1 Live Fire Training Days. The first three days of the firing week, Marines will conduct Table 1 live fire training with the third day designated for qualification.

c. Table 2 Preparatory and Live Fire Training Days. The fourth day of the firing week, all qualified Marines (regardless of rank) will attend preparatory training for Table 2 held at the Station Rifle Range Bleachers and conduct Table 2 live fire training. The fifth day of the firing week, Marines will conduct Table 2 live fire training and qualification.

d. Table 3 Preparatory and Live Fire Training Days. The first day of the firing week, all qualified Marines (regardless of rank) will attend preparatory training for Table 3A held at the Station Rifle Range Bleachers and conduct Table 3A live fire training. The second day of the firing week, Marines will conduct Table 3A live fire training and qualification.

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e. The range staff will outline specific show times at the conclusion of each days training for the following day.

f. Remedial Training. The Tower NCO will provide information concerning the availability of remedial training on the Indoor Simulated Marksmanship Trainer (ISMT) during changeover and upon completion of the days training. Remedial training is offered based upon the availability of qualified instructors. For further information contact the Combat Marksmanship Trainer SNCOIC (Bldg. 4522) at 466-5570/2156.

6. Safety Violators. Shooters who are identified as safety violators will be removed from the range detail. Justifications for removing a shooter are, but not limited to:

a. Repeated violations of the four safety rules involving an unloaded weapon.

b. Failure to obey range regulations.

c. Any integrity violation.

d. Poor situational awareness resulting in an unsafe condition.

e. Any violation involving a loaded weapon.

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Appendix J

INTERNAL REPORTS

1. Detail Qualification Reports. Upon completion of each week's firing detail(s), the qualification report(s) will be posted to the Unit Diary within five working days after the qualification date. The qualification report(s) will be sent via e-mail to each group S-3 after the report(s) have posted. All scores will be entered into Unit Diary Marine Integrated Personnel System (UDMIPS) and certified by the Range Officer before release.
2. Air Station Bulletin 3574. The AirStaBul 3574 is the Fiscal Year (FY) schedule for rifle and pistol qualifications. The following FY bulletin is due to the Training Officer no later than 1 July for routing through 2D MAW for concurrence, Commanding Officer's signature, and posting on the MCAS Cherry Point Intranet.
3. Air Station Bulletin 3591. The AirStaBul 3591 is the FY schedule for MCAS Cherry Point rifle and pistol intramural competition. The following FY bulletin is due to the Training Officer no later than 1 July for routing through 2D MAW for concurrence, Commanding Officer's signature, and posting on the MCAS Cherry Point Intranet.
4. FY Class V (W) Material Request. This memorandum serves as a request for the following FY ammunition requirements based on average yearly number of shooters and the ammunition requirements detailed in reference (b). This memorandum is due to Station Ordnance no later than 1 July.
5. Annual Qualification Report. This report serves as a historical record for each FY rifle and pistol qualification. This report is due to the Commanding General, Marine Corps Combat Development Command (C476M) no later than 1 November.
6. Annual Rifle/Pistol Team Appropriated Funds/Ammunition Expenditure Report. This report serves as a historical record for each FY team ammunition usage. This report is due to the OIC of the Marine Corps Shooting Teams no later than 1 November.
7. Annual Request for Small Arms Range Complex Deviation. Per reference (a), the unique circumstances surrounding the location and operation of the Small Arms Range Complex, a request for

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deviation is required annually. The annual deviation request is due to the Training Officer one month before the expiration of the current deviation for routing, concurrence, and the Commanding Officer's signature.