



UNITED STATES MARINE CORPS

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RMD

04 SEP 2008

AIR STATION ORDER 3574.3

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

Subj: STANDARD OPERATING PROCEDURES FOR SKEET/TRAP RANGE (SHORT
TITLE: SKEET RANGE SOP)

Ref: (a) MCO 3570.1B
(b) MCO 3550.10
(c) ASO 3570.2

1. Situation. Requirements, instructions, and procedures governing the use of the Skeet/Trap Range facility aboard Marine Corps Air Station (MCAS), Cherry Point under the jurisdiction of the Range Management Department (RMD) must be established prior to conducting training at the range.

2. Cancellation. This document cancels Range Management Department Order 3550 dated 9 Jun 09.

3. Mission. To ensure all units and personnel operating within the Skeet/Trap Range facility, under the control of the Commanding Officer, MCAS Cherry Point, adhere to these regulations and the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of the Skeet/Trap Range SOP is to provide a document for the Hunter Safety Program, Shooting Club and other using units with information and operating procedures for the operation of the Skeet/Trap Range aboard MCAS Cherry Point. RMD is the lead organization for the Skeet/Trap Range facility. RMD is responsible for the proper management of this facility and the coordination of all required maintenance and supplies.

b. Coordinating Instructions

(1) In the event the instructions contained in this document conflict with those issued by higher authority, the instructions of the higher authority shall take precedence.

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The Range Management Officer will be notified of the conflict or question of interpretation.

(2) Punitive Effect. A violation of this manual may be punishable in accordance with the Uniform Code of Military Justice for military personnel and may be a basis for appropriate disciplinary procedures or law enforcement actions with respect to civilian employees or civilian participants.

5. Administration and Logistics

a. Applicability. Directives issued by this headquarters are published and distributed electronically via the MCAS Cherry Point Intranet website:

<http://www.cherrypoint.usmc.mil/MCASCP/stationadj/orders.asp>

6. Command and Signal

a. Command. This Air Station Order is applicable to all commands, organizations, units and activities authorized use of the Skeet/Trap Range aboard MCAS Cherry Point.

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


J. M. GARRETT
By Direction

DISTRIBUTION: A

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LOCATOR SHEET

LOCATION:

(Indicate the location(s) of the copy(ies) of this document.

SKEET/TRAP RANGE SOP

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CHAPTER 1

MISSION, ORGANIZATION, AND OBJECTIVES

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CHAPTER 1

MISSION, ORGANIZATION, AND OBJECTIVES

1000. MISSION. The mission of the Range Management Department is to provide scheduling and training coordination services to all branches of the military and select civilian departments. These services are provided for the Bombing Targets, special use airspace, Skeet/Trap Range and all other ranges and training areas in the MCAS Cherry Point Range and Training Area complex falling under the cognizance of the Range Management Department.

1001. OBJECTIVE. The objective of the Skeet/Trap Range is to facilitate Hunter Safety Instruction, recreational skeet/trap shooting and unit static live fire with shotguns.

1002. INFORMATION. These standard operating procedures are directive in nature and applicable to all authorized users who use the Skeet/Trap Range.

1. As with all ranges on MCAS Cherry Point, a Range Safety Officer (RSO) is required before the range can go hot. All use of the range must be associated with military training, hunter safety training, or skeet club events. RMD will coordinate all use of the range, but military training or skeet club users must provide their own RSO. Prior to opening the range, the RSO will notify the RMD. All personnel who desire to shoot must report to the RSO, fill out the Shooters Logbook, and ensure a Hold Harmless Agreement has been completed and signed. The RSO will ensure that Hold Harmless Agreements are on file for all shooters before shooting can commence. The completed Hold Harmless agreement is valid for one year and must be renewed annually.

2. RSO's will inspect, prepare and test the range equipment prior to shooters taking their shooting stations. All personnel not directly involved in the preparation of the range for firing and under the supervision of the RSO will remain off-range until the RSO certifies that the range is ready for use.

3. During a round of Skeet or Trap no more than 6 shooters for Skeet and 5 shooters for Trap will be forward of the fence at a time.

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When finished, the next group will enter the SKEET/TRAP RANGE to shoot. This rotation will continue until all waiting shooters have shot at which point the rotation may begin again. The RSO may be required to assign relays as required.

4. After shooting is complete each shooter will record in the Shooters Logbook: the total number of shells expended, gauge and shot size.

5. All shooters utilizing the SKEET/TRAP RANGE are responsible for following the procedures outlined within this document. Questions regarding these procedures may be directed to the RMD.

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CHAPTER 2

DUTIES AND RESPONSIBILITIES

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CHAPTER 2

DUTIES AND RESPONSIBILITIES

2000. GENERAL. Personnel responsible for hunter safety training and recreational shooting must be thoroughly familiar with the references, safety regulations and local range Standing Operating Procedures (SOP).

2001. RANGE MANAGEMENT DEPARTMENT (RMD). The RMD will exercise oversight over training and operations for the SKEET/TRAP RANGE facility. Specifically, the RMD shall:

1. Monitor the range schedule.
2. Monitor the proficiency and conduct of all personnel assigned as RSOs.
3. Supervise and control range property, police, and maintenance.
4. Ensure that regulations and instructions are in place for the proper operation of the range and that all safety regulations and local range standard operating procedures are adhered to.
5. Coordinate activities with special training requirements to ensure requisite staff notification.
6. Ensure that all RSOs are properly trained, designated, and current prior to functioning in their billet.
7. Periodically monitor the conduct of firing to ensure that all safety regulations and local range standard operating procedures are adhered to.
8. When appropriate, take action to ensure that safety violators are removed from the range and that their shooting privileges are revoked.
9. Ensure that RSOs properly enforce the safety regulations and standard operating procedures.

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2002. CONSERVATION LAW ENFORCEMENT OFFICERS (CLEO). The CLEO's will assist the RMD during hunter safety training and other applicable training and must be thoroughly familiar with the RMD's duties and the duties of RSOs. The CLEO shall:

1. Supervise hunter safety training on the SKEET/TRAP RANGE facility. CLEO's are strictly tasked with adherence to all safety regulations and local range standard operating procedures.

2. Prepare and distribute the hunter safety course schedule.

3. CLEOs will maintain a set of keys for both skeet houses and gates for emergency access.

2003. RANGE SAFETY OFFICER (RSO). The RSO will be an individual who is appointed in writing by the MCAS Cherry Point Range Control Officer or his authorized representative. The RSO is responsible for the overall safe operation of the SKEET/TRAP RANGE. The RSO shall:

1. Be physically present on the SKEET/TRAP RANGE to supervise all live firing unless relieved by another designated RSO.

2. Conduct a communications check between the range and the Range Control Facility at 466-2936 and PMO on the drop down line.

3. Adhere to all safety regulations and local range SOP.

4. Supervise and control all range property, supplies and police of the SKEET/TRAP RANGE.

5. Ensure that all shotgun actions are open and remain open until the shooter is in position and ready to fire.

6. Ensure that shotgun barrels are always pointed in a safe direction.

7. Ensure that accidents, or range related incidents are reported to the RMD.

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8. Ensure that the safety brief is provided and understood, prior to firing.

9. Assign shooters to relays if required.

10. Ensure that the area forward of the firing line is clear before commencing fire.

11. Ensure that all shooters are wearing proper hearing and eye protection.

12. Ensure that shooters properly fill out the Shooters Logbook with: the total number of shells expended, gauge, and shot size.

13. Initiate corrective action against anyone who creates an unsafe condition to include removal if necessary. Report all removed individuals to the RMD. In general, anyone removed from the SKEET/TRAP RANGE for safety or SOP violations may have his/her privileges revoked.

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CHAPTER 3

RANGE SAFETY REGULATIONS

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CHAPTER 3

RANGE SAFETY REGULATIONS

3000. RANGE SAFETY REGULATIONS. The provisions of the references and the following safety regulations will govern SKEET/TRAP RANGE operations:

1. Shooters will adhere to three basic safety rules:
 - a. Treat every weapon as if it were loaded.
 - b. Never point a weapon at anything you do not intend to shoot.
 - c. Keep your trigger finger straight and off the trigger until you are ready to fire.

2. Violations of these safety regulations will not be tolerated. Individuals who violate any safety regulation, no matter how minor may, at the discretion of the RMD, CLEO or RSO be removed from the SKEET/TRAP RANGE.

3. Anyone dismissed for a safety violation, may, at the discretion of the RMD or RSO have his/her SKEET/TRAP RANGE privileges revoked.

4. All live fire will be conducted under the supervision of a certified Range Safety Officer (RSO) so designated in writing by the MCAS Cherry Point Range Control Officer or his authorized representative.

5. In the event of aircraft over-flight of less than 1000 feet within the SKEET/TRAP RANGE Surface Danger Zone (SDZ), the RSO will immediately call for a "cease-fire." Firing may resume after the aircraft has cleared the SDZ, BUT only after a command from the RSO has been given.

6. No ammunition shot size larger than #7 ½ Lead or #7 steel will be fired on the SKEET/TRAP RANGE.

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7. Before live firing is authorized the red range flag must be raised at the entrance of the SKEET/TRAP RANGE and the gates on Crooked Road and Duck Pond Road shall be closed.

8. Any person who observes an unsafe condition, will immediately call for a cease-fire and report the unsafe condition to the RSO.

9. All shooters will conduct a visual safety check of his/her weapon before leaving the firing position. This check will be done to ensure that the shooter's weapon is completely safe before moving to the next position.

10. Weapon safety checks by range personnel in no way absolve the shooters of the responsibility for ensuring that their weapons are safe at all times. During live fire, shooters must be critically aware of their weapon's condition and orientation. Shooters must control and manage their weapons and the effects of those weapons at all times.

11. Weapons will remain with actions open and unloaded except during the following activities:

a. On the firing line when live firing is in progress.

b. During scheduled dry firing exercises.

12. Under no circumstances will a weapon with a shell casing or live round in the chamber or bore be removed from the firing line until the weapon has been properly cleared or approval has been received from the RSO.

13. In the event of a chamber explosion, or other safety related issue that results in an injury, the following steps will be taken in sequence:

a. An immediate cease-fire will be called.

b. Range personnel will render first aid if necessary.

c. No one will attempt to clear the weapon; it will be moved only to point it in a safe direction by the RSO.

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d. The RSO will direct someone to pickup the dial-down phone to notify PMO of the incident.

e. The RSO will insure that the weapon remains undisturbed until PMO personnel arrive. No other personnel will be allowed to touch the weapon.

f. Firing will not resume until the cause of the malfunction has been determined.

g. If the RSO and PMO reasonably suspect that the incident may warrant an investigation, he/she shall direct all personnel present and/or involved to write statements detailing their first-hand knowledge of the incident.

3001. SAFETY REGULATIONS ON THE FIRING POSITIONS.

1. Prior to firing, the RSO will ensure that all personnel have signed a Hold Harmless Agreement and signed in the Shooters Logbook.

2. Shooters will move onto and off of the firing position only after ensuring that their weapon is safe.

3. Shooters will not be allowed forward of the fence without proper hearing and eye protection. Double hearing protection is recommended.

4. Shooters will only load their weapons when in position and ready to fire. Shooters will not load their weapons anywhere except on the firing position with the muzzle of the weapon pointed down range.

5. Firing at unauthorized targets (wildlife, etc.) is strictly prohibited.

6. Shotgun muzzles will remain pointed in a safe direction and pointed away from other individuals whenever the shooter is behind the firing position.

7. No more than six (6) shooters are allowed on the Skeet field, or five (5) shooters on the Trap field at anytime. No more than one (1) individual is allowed on the firing position at anytime.

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8. No one will move into the shot fall zone unless directed to do so by the RSO.

9. When the command "cease-fire" is given, all weapons will be unloaded and made safe.

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CHAPTER 4

ADMINISTRATION/CERTIFICATIONS

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CHAPTER 4

ADMINISTRATION/CERTIFICATIONS

4000. GENERAL. All RSOs must be thoroughly familiar with their duties to ensure the efficient and safe operation of the SKEET/TRAP RANGE facility. Persons in charge of, or using ranges are responsible for compliance with the safety requirements of this SOP and the references.

4001. TRAINING DOCUMENTATION. Training folders must be kept current on all SKEET/TRAP RANGE RSOs. These folders will contain the required certifications, assignment letters and statements of understanding.

4002. RANGE MANAGER CERTIFICATION. The Commanding Officer or his authorized representative will assign the Range Manager in writing.

4003. RANGE SAFETY OFFICER (RSO) CERTIFICATION. The Range Safety Officer (RSO) must be a Sergeant or above or a qualified civilian and must meet the following criteria prior to assignment as a SKEET/TRAP RANGE RSO:

1. Completed the Marine Corps Range Safety Course (Basic) - Course Number CI060120CA and received the SKEET/TRAP RANGE safety brief.

- a. RSO training will be conducted by RMD, the Station Training Directorate Range Officer or his representative.

- b. A written test will be administered at the end of the class and must be passed with a score of at least 80 percent.

2. Be qualified and knowledgeable in the weapons systems involved and the RSO duties required for each system.

3. Be assigned in writing by the Range Control Officer, MCAS Cherry Point or his authorized representative.

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4004. SKEET/TRAP RANGE AVAILABILITY & OPERATING HOURS

1. The Skeet/Trap range will be available for operations Sunday through Saturday 0830-2200 local time (the range is lighted). However, during the periods that the Range Control Facility is open, the RSO will call 466-2936 to activate and deactivate the range. During those periods the Range Control Facility is closed it will not be necessary for the RSO to check in or out.

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CHAPTER 5

RANGE CHECKOUT/CHECK-IN PROCEDURES

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CHAPTER 5

RANGE CHECKOUT/CHECK-IN PROCEDURES

5000. GENERAL. All scheduled units must be thoroughly familiar with their duties and the requirements of the references and this SOP to ensure the efficient and safe operation of the SKEET/TRAP RANGE facility.

1. The scheduling unit must have in their possession while on the SKEET/TRAP RANGE: a copy of this SOP, the 'hot' flag, the RSO Logbook, Shooters Logbook and Hold Harmless Agreements.

5001. CHECK OUT/IN PROCEDURES.

1. During the periods that the Range Control Facility (RCF) is open the RSO must contact the RCF at 466-2936 to activate and deactivate the range. Skeet/Trap range operational availability is Sunday through Saturday 0830-2200.

2. On initial contact with RCF, the RSO must provide his/her name and last four digits of his/her SSN for verification of RSO qualification.

3. At the completion of the live fire the RSO will provide to the RCF the total number of shells expended, gauge and shot size.

4. The RSO is responsible for a thorough police and proper securing of the Skeet/Trap Range.

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CHAPTER 6

EMERGENCY PROCEDURES

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CHAPTER 6

EMERGENCY PROCEDURES

6000. ACCIDENTS. Accidents involving gunshot wounds will be reported immediately. The following procedures are designed to minimize the amount of time taken to get a gunshot victim to the hospital. These procedures apply during all SKEET/TRAP RANGE operations:

1. Anyone identifying a gunshot victim will immediately call "cease-fire."
2. The RSO will immediately pickup the dial-down phone to PMO-911 or call PMO on cell phone # 466-3615/3616/3617 and give the following information:
 - a. Caller's name.
 - b. Gunshot wound on the SKEET/TRAP RANGE.
 - c. Brief description of the wound and casualty's condition.
3. Remain on the line until directed to hang up.
4. The RSO will secure the scene until PMO and ambulance arrive. It is extremely important to leave the injured person's weapon where it lays. The RSO will ensure the weapon remains undisturbed. No one is authorized to touch or move the weapon except to point the weapon in a safe direction.
5. Once PMO is on the scene; the RSO will gather all remaining shooters to ensure accessibility for the emergency personnel to gather statements.

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APPENDIX A

RANGE DESCRIPTION

<u>RANGE NAME:</u>	Small Arms Training Range
<u>DESCRIPTION:</u>	SKEET/TRAP RANGE
<u>PRIMARY RANGE USE:</u>	Hunter Safety Training
<u>ALTERNATE RANGE USES:</u>	1. Skeet firing range 2. Unit static fire training.
<u>STATUS:</u>	Active
<u>LOCATION:</u>	Grid Coordinate: 2724067352
<u>PRIMARY DIRECTION OF FIRE:</u>	092 degrees
<u>WEAPONS ACCOMMODATED:</u>	Shotgun
<u>AMMUNITION AUTHORIZED:</u>	28 Gauge 12 Gauge 20 Gauge 16 Gauge .410 Gauge
<u>TARGETS/SIMULATORS/DEVICES:</u>	8 firing points for Skeet. 5 firing stations for Trap. Clay pigeon targets
<u>FACILITIES (Number of each):</u>	Head Facilities: 1 (port-a-john) POV Parking Area: 1 Range Shelter: 1 Skeet Houses: 2 Trap House: 1
<u>UTILITIES AVAILABLE:</u>	Electricity: Yes Lights: Yes Water System: No
<u>INSTALLED COMMUNICATIONS:</u>	Telephone: Dial-down (PMO direct)
<u>AREA SUITABILITY</u>	Squad

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RANGE USE RESTRICTIONS/COMMENTS/CONFLICTS:

1. Shot limited to a maximum size of #7-1/2 lead shot and #7 steel shot only.
2. Maneuvers are not authorized.
3. Night use is authorized with operable range lighting.
4. Class 3B and 4 LASERs are not authorized.
5. Conflicts limited to a portion of Crooked Road.

OTHER CONSIDERATIONS:

1. MCAS Cherry Point Skeet Club operates this range.

SPECIAL INSTRUCTIONS:

1. CLEO and the Skeet Club may conduct firing (shotguns) on the Small Arms Training Range from 0830 to 2200 local time Sunday through Saturday.
2. This Range will be operated in compliance with the references and this SOP.
3. A red streamer will be flown at the entrance to the range when it is hot.
4. Notify the RCF at 466-2936 prior to activate and deactivate the range.
5. Users of the Small Arms Training Range are responsible for a detail police call of the range, all facilities, dumpster area and parking/staging areas once training/activity is complete.

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APPENDIX B

SKEET/TRAP RANGE SAFETY BRIEF

1. Hearing and eye protection are required for personnel forward of the wooden fence.
2. At the discretion of the RSO, all weapons and ammunition utilized on the Skeet/Trap Range may be inspected prior to firing or any time deemed necessary.
3. All shooters must sign-in the Shooters Logbook, read and understand all safety regulations, and sign a Hold Harmless Agreement before firing.
4. Only targets approved by the RSO will be utilized (standard clay pigeons).
5. Shooters will obey all commands from the RSO. Unsafe shooters or other personnel not heeding to these commands will be removed from the range and may have their privileges revoked.
6. It is the responsibility of all personnel to sound "cease fire" whenever they observe an unsafe condition or situation, which may endanger the safety of others.
7. Weapons will not be handled in any manner when a "cease fire" is in effect. Additionally, all weapons will remain unloaded when not on the firing position.
8. No weapon will be loaded until the shooter is on the firing position and ready to shoot.
9. Shooters will immediately report all weapon malfunctions to the RSO by raising their non-firing hand. The RSO will then supervise the shooter in correcting the malfunction.
10. No malfunctioning weapon will leave the firing line until it has been declared safe by RSO.
11. Prior to signing out of the Shooters Logbook and leaving the range, shooters will ensure the SKEET/TRAP RANGE is policed.

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APPENDIX C

HOLD HARMLESS AGREEMENT

Date: _____

From: _____
(PRINT FULL NAME)

Subj: CLAIMS AGAINST THE UNITED STATES GOVERNMENT

1. I hereby agree to waive any and all claims against the United States Government for damages or accidents that may be incurred while involved in skeet/trap shooting on this date at which privately owned weapons will be fired.

2. I further declare that, to the best of my knowledge, the weapons and ammunition I will be using are safe and functional.

Signature

Range Safety Officer

3. RANGE SAFETY REGULATIONS (initial each block)

_____ 1. Hearing and eye protection are required for personnel forward of the wooden fence.

_____ 2. All weapons and ammunition utilized on the Skeet/Trap Range may be inspected by the RSO prior to firing and any other time deemed necessary.

_____ 3. All shooters must sign-in the Shooters Logbook, read and understand all safety regulations, and sign a Hold Harmless Agreement before firing.

_____ 4. Only targets approved by the RSO will be utilized (standard clay pigeons).

_____ 5. Shooters will obey all commands from the RSO. Unsafe

shooters or other personnel not heeding to these commands may be removed from the range and have their privileges revoked.

_____ 6. It is the responsibility of all personnel to sound "cease fire" whenever they observe an unsafe condition or situation, which may endanger the safety of others.

_____ 7. Weapons will not be handled in any manner when a "cease fire" is in effect. Additionally, all weapons will remain unloaded with the action open when not on the firing position.

_____ 8. No weapon will be loaded until the shooter is on the firing position and ready to shoot.

_____ 9. Shooters will immediately report all weapons malfunctions to the RSO by raising their non-firing hand. The RSO will then supervise the shooter in correcting the malfunction.

_____ 10. No malfunctioning weapon will leave the firing line until it has been declared safe by RSO.

_____ 11. Prior to signing out of the Shooters Logbook and leaving the range, shooters will ensure the SKEET/TRAP RANGE is policed.

4. I have read, understand, and agree to the safety rules as outlined above.

Signature _____