



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

ASO 3574.3A
OPS

20 FEB 2015

AIR STATION ORDER 3574.3A

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

Subj: STANDING OPERATING PROCEDURES FOR SKEET/TRAP RANGE ABOARD
MARINE CORPS AIR STATION CHERRY POINT

Ref: (a) MCO 3570.1B
(b) MCO 3550.10
(c) MCIEAST - MCB CAMLEJO 5760.1
(d) ASO 3570.2S
(e) National Skeet Shooting Association Official Rules and
Regulations

Encl: (1) Standing Operating Procedures for Skeet/Trap Range

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

2. Cancellation. ASO 3574.3.

3. Mission. To ensure all units and personnel operating within the Skeet/Trap Range facility, MCAS Cherry Point, adhere to these regulations in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations. To provide operating procedures and amplifying guidance for the Hunter Safety Program, Shooting Club, and other units utilizing the Skeet/Trap Range aboard MCAS Cherry Point. The Range Management Department (RMD) is responsible for the certification and safe management of the Skeet Range.

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. The Range Control Officer (RCO) will be notified of the conflict or question of interpretation.

(2) Punitive Action. A violation of this Order 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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

20 FEB 2015

5. Administration and Logistics

(a) The MCAS Cherry Point Skeet/Trap Club is a Private Organization (PO) operated in accordance with guidance and policy established by reference (c). This Order shall be reviewed annually and recommendations for changes shall be submitted to the Range Management Officer, MCAS Cherry Point.

(b) All forms associated with this Order may be obtained from:
<https://navalforms.documentservices.dla.mil/web/public/home>.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, its subordinate and tenant commands, and all personnel authorized to use the Skeet/Trap Range aboard MCAS Cherry Point.

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



C. PAPPAS III

DISTRIBUTION: A

20 FEB 2015

LOCATOR SHEET

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

LOCATION: _____

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

20 FEB 2015

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of person Incorporating Change

20 FEB 2015

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	Mission, Organization, and Objectives.....	1-1
1.	Mission.....	1-1
2.	Objective.....	1-1
3.	Information.....	1-1
Chapter 2	Duties and Responsibilities.....	2-1
1.	General.....	2-1
2.	Range Management Department (RMD).....	2-1
3.	Conservation Law Enforcement Officers (CLEO).....	2-1
4.	Officer In Charge (OIC).....	2-1
5.	Range Safety Officer (RSO).....	2-2
Chapter 3	Range Safety Regulations.....	3-1
1.	Range Safety Regulations.....	3-1
2.	Safety Regulations on the Firing Positions...	3-2
Chapter 4	Administration/Certifications.....	4-1
1.	General.....	4-1
2.	Training Documentation.....	4-1
3.	Range Control Officer Certification (RCO)....	4-1
4.	OIC/RSO Certification.....	4-1
5.	Range Availability & Operating Hours.....	4-1
Chapter 5	Range Check-Out/Check-In Procedures.....	5-1
1.	General.....	5-1
2.	Check-Out/Check-In.....	5-1
Chapter 6	Emergency Procedures.....	6-1
1.	Accidents.....	6-1
APPENDIX		
A.	Range Description	
B.	Skeet/Trap Range Safety Brief	

20 FEB 2015

Chapter 1

Mission, Organization, and Objectives

1. Mission. One mission of the Range Management Department (RMD) is to provide scheduling and training coordination services to all branches of the military and select civilian departments per references (a), (b), and (d). These services are provided for the bombing targets, special use airspace, Skeet/Trap Range, and all other ranges and training areas falling under the cognizance of RMD.
2. Objective. The Skeet/Trap Range is provided to facilitate hunter safety instruction, recreational skeet/trap shooting, and unit static live fire with shotguns. Recreational skeet/trap shooting by private organizations will be in accordance with the references, and any memorandum of agreement established in support of the organization.
3. Information. This Standing Operating Procedures (SOP) is directive in nature and applicable to all authorized users of the Skeet/Trap Range. The MCAS Cherry Point Skeet/Trap Range is established and managed in accordance with reference (e).
 - a. As with all ranges on MCAS Cherry Point, a certified Officer in Charge (OIC) and Range Safety Officer (RSO) are 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. The RMD will schedule use of the range through the Central Scheduling Office. Military training and skeet club users must provide their own OIC/RSO. Prior to opening the range, the OIC/RSO will notify Range Control.
 - b. All personnel who desire to shoot must report to the OIC, fill out the Shooters Logbook, and ensure that a Hold Harmless Agreement (Form: MCASCHERPT/OPS/3574/1) has been completed and signed. The minimum age for a shooter on the MCAS Cherry Point Skeet/Trap Range is 12 years of age. Shooters who are 12 years of age but less than 18 years of age must be accompanied at all times by an adult sponsor. Shooters who are 12 years of age but less than 18 years of age must have their completed Hold Harmless Agreement signed by the adult who has sponsored them to be on the range. The OIC/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. Active Duty Military personnel who are on the range in the official performance of their duties are exempt from the requirement of completing a Hold Harmless Agreement.
 - c. The RSO 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 under the supervision of the RSO will remain off-range until the RSO certifies that the range is ready for use.
 - d. During a round of skeet or trap, no more than six shooters for skeet and five shooters for trap will be forward of the wooden fence at any time. 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 OIC may be required to assign relays when there is heavy participation on the range.

20 FEB 2015

e. After shooting is complete, the OIC/RSO will record in the Shooters Logbook the total number of shells expended, the gauge, and shot size.

f. All shooters utilizing the MCAS Cherry Point Skeet/Trap Range shall adhere to this SOP. Questions regarding these procedures should be directed through the appropriate chain of command to RMD.

20 FEB 2015

Chapter 2

Duties and Responsibilities

1. General. Personnel responsible for hunter safety training and recreational shooting must be thoroughly familiar with the references, safety regulations, and local SOP.

2. Range Management Department (RMD). The RMD will oversee training and operations for the Skeet/Trap Range facility. Specifically, RMD shall:

a. Monitor the range schedule.

b. Monitor the training, proficiency, and conduct of all personnel assigned as OICs/RSOs. The RMD Safety Officer is responsible for administering the Range Safety Distance Learning (DL) course to all initial and refresher OICs/RSOs. Ensure RSOs properly enforce the safety regulations and SOPs. Ensure all RSOs are properly trained, designated, and current prior to functioning in their billet. Coordinate activities with special training requirements to ensure requisite staff notification.

c. Perform range control functions and serve as the senior range safety authority for all range activities.

d. Ensure regulations and instructions are in place for the proper operation of the range and all safety regulations and local range SOPs are adhered to.

e. Periodically monitor the conduct of firing to ensure that all safety regulations and local range SOPs are adhered to.

f. When appropriate, take action to ensure safety violators are removed from the range and their shooting privileges are revoked.

3. Conservation Law Enforcement Officers (CLEO). MCAS Cherry Point CLEOs will assist RMD during hunter safety training and other applicable training and must be thoroughly familiar with RMDs duties and the duties of RSOs. They shall:

a. Supervise hunter safety training on the Skeet/Trap Range facility and are strictly tasked with adherence to all safety regulations and local range SOPs.

b. Prepare/distribute the hunter safety course schedule.

c. Maintain a set of keys for both skeet houses and gates for emergency access.

4. Officer in Charge (OIC). The OIC will be an individual appointed in writing by the MCAS Cherry Point Range Control Officer (RCO) or his authorized representative. The OIC holds responsibility and accountability for the conduct of the activity and the adherence to governing regulations and guidance of the Skeet/Trap Range. The OIC shall:

a. Conduct a communications check with the Range Control Facility 'Big Rock' at 466-2936.

b. Supervise and control all range property, supplies, and the police of the Skeet/Trap Range.

20 FEB 2015

c. Ensure accidents, or unusual incidents are reported to RMD and PMO if necessary.

d. Assign shooters to relays if required.

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

f. Initiate corrective action against anyone who creates an unsafe condition to include removal if necessary. Report all removed individuals to RMD. Anyone removed from the Skeet/Trap Range for safety or SOP violations may have his/her privileges revoked.

5. Range Safety Officer (RSO). The RSO will be an individual 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:

a. Be physically present on the Skeet/Trap Range to supervise all live firing unless relieved by another designated RSO. During the time period they are designated RSO, the RSO will have no other duties or fire any weapon.

b. Adhere to all safety regulations and local range SOPs.

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

d. Ensure shotgun barrels are always pointed in a safe direction.

e. Ensure the safety brief is provided and understood prior to firing.

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

g. Ensure all shooters are wearing approved hearing and eye protection.

20 FEB 2015

Chapter 3

Range Safety Regulations

1. Range Safety Regulations. The provisions of the references and the following safety regulations will govern Skeet/Trap Range operations:

a. Shooters will adhere to four basic safety rules:

- (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 trigger finger straight and off the trigger until you are ready to fire.
- (4) Keep your weapon on safe until you intend to fire.

b. 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 RCO, CLEO, OIC, or RSO, be removed from the Skeet/Trap Range.

c. Anyone dismissed for a safety violation may, at the discretion of the RCO, OIC, or RSO, have their Skeet/Trap Range privileges revoked.

d. All live-fire will be conducted under the supervision of a certified OIC and RSO designated in writing by the MCAS Cherry Point Range Control Officer or his authorized representative.

e. 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.

f. No ammunition of shot size larger than #7½ lead shot or #7 steel shot will be fired on the Skeet/Trap Range.

g. Before live firing is authorized, the red streamer must be raised at the entrance of the Skeet/Trap Range and the gates on Crooked Road and Duck Pond Road must be closed.

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

i. All shooters will conduct a visual safety check of their 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 or leaving the firing line.

j. Weapon safety checks by range personnel in no way absolves shooters of the responsibility for ensuring 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.

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

- (1) On the firing line when live firing is in progress.
- (2) During scheduled dry firing exercises.

1. 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 and approval has been received from the RSO.

m. In the event of a chamber explosion, or other unusual occurrence that results in an injury, the following steps will be taken in sequence:

- (1) An immediate cease-fire will be called.
- (2) A Corpsman, if present, will render first aid if necessary.
- (3) The OIC/RSO will call PMO, via landline or cell phone, at 466-3615/3616/3617 and the Range Control Facility (RCF), via radio or phone, to notify them of the incident and initiate an emergency response.
- (4) No one will attempt to clear the weapon; it will be moved only to point it in a safe direction by the RSO. The RSO will ensure the weapon remains undisturbed until PMO personnel arrive. No other personnel will be allowed to touch the weapon.
- (6) Firing will not resume until the cause of the malfunction has been determined.
- (7) If the OIC/RSO and PMO reasonably suspect that the incident may warrant an investigation, he/she shall direct all personnel present or involved to write statements detailing their first-hand knowledge of the incident.

2. Safety Regulations on the Firing Positions

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

b. Shooters, at the discretion of the RSO, will move onto and off of the firing position only after ensuring that their weapon is safe.

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

d. 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.

e. Firing at unauthorized targets (e.g., wildlife) is strictly prohibited.

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

g. No more than six shooters are allowed on the skeet field, or five shooters on the trap field at any time. No more than one individual is allowed on the firing position at any time.

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

i. Shooters shall clear and inspect their weapons to ensure a safe weapon before departing the firing line.

20 FEB 2015

Chapter 4

Administration/Certification

1. General. All OICs and 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.

2. Training Documentation. Training folders must be kept current on all Skeet/Trap Range OICs and RSOs. These folders will contain the required certifications, assignment letters, and statements of understanding. Training folders will be maintained with the RMD.

3. Range Control Officer (RCO). The Commanding Officer, MCAS Cherry Point, or his authorized representative, will assign the Range Control Officer in writing.

4. Officer in Charge (OIC) and Range Safety Officer (RSO) Certification. The OIC/RSO must be a Staff Sergeant/Sergeant or above, or a qualified civilian and must meet the following criteria prior to assignment:

a. Have completed the Marine Corps Range Safety Course (Basic) - Course # CI060120CA/RTAMRSOCAA and received the Skeet/Trap Range safety brief.

(1) All OIC/RSO training will be conducted by RMD, the Station Training Directorate Range Officer, or his representative.

(2) A written test will be administered at the end of the class and must be passed with a minimum score of 80 percent.

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

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

5. Skeet/Range Availability and Operating Hours

a. The Skeet/Trap Range is available for operations daily from 0830-2200 local time. The range is lighted for use during the hours of darkness.

20 FEB 2015

Chapter 5

Range Check-Out/Check-In Procedures

1. General. All scheduled units must be thoroughly familiar with their duties and the requirements outlined in the references as well as this SOP to ensure the efficient and safe operation of the Skeet/Trap Range facility. While on the Skeet/Trap Range, the scheduled unit must have in their possession: a copy of this SOP, the red streamer, the RSO Logbook, Shooters Logbook, and Hold Harmless Agreements. All of these items can be found in the Low House and the Skeet Range.

2. Check-Out/Check-In Procedures

a. The OIC must contact the Range Control Facility (RCF), when it is open, at 466-2936 to activate and deactivate the range. The Cherry Point Skeet/Trap Range operational availability is daily from 0830-2200. In the event the RCF is closed, the OIC will record all data in the RSO and Shooters Logbooks. The RMD Range Safety Officer will collect 'off-time' data during the next scheduled workday and provide it to the RCF.

b. On initial contact with the RCF, the OIC must provide his/her name for verification of qualifications.

c. At the completion of the live fire, the OIC will provide the RCF with the total number of shells expended, the gauge, and shot size.

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

20 FEB 2015

Chapter 6

Emergency Procedures

1. Accidents. Accidents involving gunshot wounds shall be reported as outlined below. In such cases, time is critical. 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:

a. Anyone identifying a gunshot victim will immediately call "cease-fire."

b. The OIC/RSO will call PMO, via landline or cell phone, at 466-3615/3616/3617 and the Range Control Facility (RCF), via radio or phone, to notify them of the incident and initiate an emergency response:

(1) Caller's name.

(2) Gunshot wound on the Skeet/Trap Range.

(3) Brief description of the wound and casualty's condition.

(4) Callers are to remain on the line to provide information as needed.

c. The OIC or RSO will then call the RCF via radio or phone to notify them of the incident.

d. Remain on the line until directed to hang up.

e. 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.

f. Once PMO is on the scene, the RSO will gather all remaining shooters to ensure accessibility for the emergency personnel to gather statements.

20 FEB 2015

Appendix A

Range Description

RANGE NAME: Skeet/Trap Range

DESCRIPTION: Skeet/Trap Range

PRIMARY RANGE USE: Hunter Safety Training

ALTERNATE RANGE USES:

1. Skeet firing range.
2. Unit static fire training.

STATUS: Active

LOCATION: Grid Coordinate: 18SUD2724067352

PRIMARY DIRECTION OF FIRE: 092 degrees

WEAPONS ACCOMMODATED: Shotgun

AMMUNITION AUTHORIZED:

- 12 Gauge
- 16 Gauge
- 20 Gauge
- 28 Gauge
- .410 Gauge

TARGETS/SIMULATORS/DEVICES:

- 8 firing points for skeet.
- 5 firing stations for trap.
- Clay pigeon targets.

FACILITIES (Number of each):

- Head: (1) (Port-a-John)
- POV Parking Area: (1)
- Range Shelter: (1)
- Skeet Houses: (2)
- Trap House: (1)

UTILITIES AVAILABLE:

- Electricity: Yes
- Lights: Yes
- Water System: No

INSTALLED COMMUNICATIONS: Telephone: Dial-down (PMO Direct)

AREA SUITABILITY: Squad

20 FEB 2015

RANGE USE RESTRICTIONS/COMMENTS/CONFLICTS:

1. Shot limited to a maximum size of #7½ lead shot and #7 steel shot only.
2. Maneuvers are not authorized.
3. Night use is authorized.
4. Class 3B and 4 LASERS are not authorized.
5. Shooting at unauthorized targets (e.g., wildlife) is strictly prohibited.

OTHER CONSIDERATIONS:

1. MCAS Cherry Point Skeet Club is authorized to utilize this range as a Private Organization (PO) through Marine Corps Community Services (MCCS) once all certification requirements have been met. Paragraph 4a(2)(a) of reference (c) applies.

SPECIAL INSTRUCTIONS:

1. Cherry Point CLEOs and the Skeet Club may conduct firing (shotguns) on the Skeet/Trap Range from 0830 to 2200 local daily.
2. This Range will be operated in compliance with this SOP and the references.
3. A red streamer will be flown at the entrance to the range when it is "hot."
4. Notify the RCF at 466-2936 to activate and deactivate the range. When the RCF is closed, log activation/deactivation times in the Skeet/Trap Range log books.
5. Once activities are complete, users of the Skeet/Trap Range are responsible for a detailed police call of the range, all facilities, dumpster area, and parking/staging areas.

20 FEB 2015

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 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 (e.g., standard clay pigeons).
5. Shooters will obey all commands from the RSO. Unsafe shooters or other personnel not heeding 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 unsafe act, 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 fire.
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 weapons will leave the firing line until it has been declared safe by the RSO.
11. Prior to signing out of the Shooters Logbook and leaving the range, shooters will ensure the Skeet/Trap Range is policed and all weapons have been cleared and made safe.